

Thurrock: A place of opportunity, enterprise and excellence, where individuals, communities and businesses flourish

# Cabinet

The meeting will be held at **7.00 pm** on **7 February 2018**

**Committee Rooms 2 & 3, Civic Offices, New Road, Grays, Essex, RM17 6SL.**

## Membership:

Councillors Robert Gledhill (Chair), Shane Hebb (Deputy Chair), Mark Coxshall, James Halden, Deborah Huelin, Brian Little, Susan Little and Aaron Watkins

## Agenda

Open to Public and Press

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#### Exclusion of the Public and Press

Members are asked to consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part I of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, Members are asked to decide whether, in all the circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

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#### **Queries regarding this Agenda or notification of apologies:**

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Agenda published on: **30 January 2018**

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# DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

Breaching those parts identified as a pecuniary interest is potentially a criminal offence

## Helpful Reminders for Members

- *Is your register of interests up to date?*
- *In particular have you declared to the Monitoring Officer all disclosable pecuniary interests?*
- *Have you checked the register to ensure that they have been recorded correctly?*

## When should you declare an interest *at a meeting*?

- **What matters are being discussed at the meeting?** (including Council, Cabinet, Committees, Subs, Joint Committees and Joint Subs); or
- If you are a Cabinet Member making decisions other than in Cabinet **what matter is before you for single member decision?**



Does the business to be transacted at the meeting

- relate to; or
- likely to affect

any of your registered interests and in particular any of your Disclosable Pecuniary Interests?

Disclosable Pecuniary Interests shall include your interests or those of:

- your spouse or civil partner's
- a person you are living with as husband/ wife
- a person you are living with as if you were civil partners

where you are aware that this other person has the interest.

A detailed description of a disclosable pecuniary interest is included in the Members Code of Conduct at Chapter 7 of the Constitution. **Please seek advice from the Monitoring Officer about disclosable pecuniary interests.**

**What is a Non-Pecuniary interest?** – this is an interest which is not pecuniary (as defined) but is nonetheless so significant that a member of the public with knowledge of the relevant facts, would reasonably regard to be so significant that it would materially impact upon your judgement of the public interest.

### Pecuniary

If the interest is not already in the register you must (unless the interest has been agreed by the Monitoring Officer to be sensitive) disclose the existence and nature of the interest to the meeting

If the Interest is not entered in the register and is not the subject of a pending notification you must within 28 days notify the Monitoring Officer of the interest for inclusion in the register

Unless you have received dispensation upon previous application from the Monitoring Officer, you must:

- Not participate or participate further in any discussion of the matter at a meeting;
- Not participate in any vote or further vote taken at the meeting; and
- leave the room while the item is being considered/voted upon

If you are a Cabinet Member you may make arrangements for the matter to be dealt with by a third person but take no further steps

### Non- pecuniary

Declare the nature and extent of your interest including enough detail to allow a member of the public to understand its nature



You may participate and vote in the usual way but you should seek advice on Predetermination and Bias from the Monitoring Officer.

**Vision: Thurrock:** A place of **opportunity, enterprise and excellence**, where **individuals, communities and businesses** flourish.

To achieve our vision, we have identified five strategic priorities:

**1. Create** a great place for learning and opportunity

- Ensure that every place of learning is rated “Good” or better
- Raise levels of aspiration and attainment so that residents can take advantage of local job opportunities
- Support families to give children the best possible start in life

**2. Encourage** and promote job creation and economic prosperity

- Promote Thurrock and encourage inward investment to enable and sustain growth
- Support business and develop the local skilled workforce they require
- Work with partners to secure improved infrastructure and built environment

**3. Build** pride, responsibility and respect

- Create welcoming, safe, and resilient communities which value fairness
- Work in partnership with communities to help them take responsibility for shaping their quality of life
- Empower residents through choice and independence to improve their health and well-being

**4. Improve** health and well-being

- Ensure people stay healthy longer, adding years to life and life to years
- Reduce inequalities in health and well-being and safeguard the most vulnerable people with timely intervention and care accessed closer to home
- Enhance quality of life through improved housing, employment and opportunity

**5. Promote** and protect our clean and green environment

- Enhance access to Thurrock's river frontage, cultural assets and leisure opportunities
- Promote Thurrock's natural environment and biodiversity
- Inspire high quality design and standards in our buildings and public space

**Minutes of the Meeting of the Cabinet held on 10 January 2018 at 7.00 pm**

**The deadline for call-ins is Monday 22 January 2018 at 5.00pm**

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**Present:** Councillors Robert Gledhill (Chair), Shane Hebb (Deputy Chair), Mark Coxshall, James Halden, Deborah Huelin, Brian Little, Susan Little and Aaron Watkins

**In attendance:** Lyn Carpenter, Chief Executive  
Sharon Bayliss, Director of Commercial Services  
Sean Clark, Director of Finance & IT  
Steve Cox, Corporate Director Place  
Roger Harris, Corporate Director of Adults, Housing and Health  
Jackie Hinchliffe, Director of HR, OD & Transformation  
Julie Rogers, Director of Environment and Highways  
Karen Wheeler, Director of Strategy, Communications and Customer Service  
David Lawson, Assistant Director of Law & Governance  
Kenna-Victoria Martin, Senior Democratic Services Officer

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Before the start of the Meeting, all present were advised that the meeting may be filmed and was being recorded, with the audio recording to be made available on the Council's website.

## **75. Minutes**

The Minutes of the Cabinet meeting held on 13 December 2017 were approved as a correct record.

## **76. Items of Urgent Business**

There were no items of urgent business.

## **77. Declaration of Interests**

There were no declarations of interest.

## **78. Statements by the Leader**

The Leader welcomed Members and Officers; wishing them a Happy New year. He updated all present on the Clean it, Cut it, Fill it scheme. In doing so Councillor Gledhill highlighted that between 01 April and 31 December:

- Approximately 4,564 potholes had been filled;
- Total tonnage of rubbish collected was 1,296 tons which consisted of 68,038 bags of rubbish and 38,641 bins being emptied;

- 9,300 acres of grass had been cut, which was the equivalent to the size of Buckingham Palace.

The Leader continued to inform Cabinet that Thurrock would again be marking International Holocaust Memorial Day on Friday 26 January at 11am at the High View Avenue Memorial Gardens in Grays. He explained a further event would be held at Thameside Theatre on the evening of the 26th January between 4.00pm – 7.00pm.

The Leader also advised that the Give a Gift campaign raised over £7,500 and thousands of presents had been donated to women's shelters, foodbanks and local children in need.

#### **79. Briefings on Policy, Budget and Other Issues**

Councillor Halden addressed Cabinet Members regarding the consultation into the future of services based at Orsett Hospital, following a press release from the Labour Party.

He continued to highlight the consultation had begun in December and would run up until 9 March 2018. It was already the subject of 30 tweets on social media, from not only the Council but the NHS, STP and Basildon Hospital. Members heard the consultation was also the subject of a motion at Full Council and a report was being presented to the Health and Wellbeing Overview and Scrutiny Committee.

The Portfolio Holder remarked it was important that all residents took part in the consultation, which was to run for 14 weeks. He assured Members that there would be no changes made to Orsett Hospital, until such time as other resources were up and running within Thurrock.

#### **80. Petitions submitted by Members of the Public**

There were no petitions submitted.

#### **81. Questions from Non-Executive Members**

The Leader of the Council advised that no questions had been submitted by Non-Executive Members.

#### **82. Matters Referred to the Cabinet for Consideration by an Overview and Scrutiny Committee**

The Leader of the Council informed Members that no matters had been referred to the Cabinet by an Overview and Scrutiny Committee.

He continued to add there would be a report from the Housing Overview and Scrutiny Committee, in relation the Grass Tax and their recommendations, which was he was mindful to accept.



**83. Lower Thames Crossing Task Force Update Report (Decision 0110457)**

Councillor Gledhill invited Councillor Peter Smith, Chair of the Lower Thames Crossing Task Force, to present the report to Cabinet Members.

Councillor Smith explained that the Lower Thames Crossing (LTC) Task Force had met monthly since September 2017. Along with cross-party involvement, the taskforce also included representatives from the local community including businesses, local residents and the Thames Crossing Action Group.

He commented that the Task Force had encountered difficulties with Highways England, ranging from weaknesses highlighted by their presentations to lack of communication and failure to respond to queries. He guaranteed that nevertheless, the Task Force would continue to work collectively for the good of the Borough.

The Portfolio Holder for Regeneration congratulated Councillor Smith on the work of the Task Force and remarked that they had the weight of the Council behind them.

Councillor Gledhill, Leader of the Council, thanked the Task Force for their joint working with local businesses and residents to ensure the voice of Thurrock was heard. He continued to state that all Group Leaders had met with Highways England raising their concerns and had urged them to contact the Task Force.

**RESOLVED:**

**That Cabinet noted the work of the Task Force.**

**84. A Sustainable Children's Social Care System for the Future: Annual Public Health Report 2017 (Decision 0110452)**

The Portfolio Holder for Education and Health started by praising the work of the Director of Public Health and his team for all of the hard work they have carried out.

He continued by informing Cabinet that the report analysed the reasons for growing pressures on the system, produced forecasts for future demand and made recommendations on how the system could become more sustainable. In particular, seeing the whole case not just a child or family who required a certain service and then being left in a system.

Councillor Halden further observed that, moving forwards, issues such as mental health would need to be addressed as this was not something which could be handled in a classroom. He stated that a failure to act could be more costly in the long term.

Councillor S. Little thanked Councillor Halden for the report and congratulated the Director of Public Health and his team for all of their hard work. She further stated that it was important that the focus was kept on what could be done to help children and young people in care.

The Leader echoed his congratulations to the Portfolio Holder and the Public Health team. He commented it was the Council's responsibility to ensure that children in care, were given the help they needed in the first instance and not left in the care system.

**RESOLVED:**

- 1. That the contents and recommendations of the report be noted by Cabinet.**
- 2. That Cabinet approved to hold a Mental Health summit to address emotional and mental health issues which contribute to the wider health and wellbeing issues amongst young people.**

Reason for Decision – as stated in the report  
This decision is subject to call-in

**85. Local Council Tax Scheme (Decision 0110453)**

Councillor Hebb addressed Members, notifying them that he was leading on the Debt Summit which had been discussed at the last Cabinet meeting and already had involvement from all Groups of the Council.

He continued to state that the Council had agreed to support residents who were finding it difficult to pay their Council Tax and further details on this would be given in due course.

Councillor Halden commented upon the exemption tax for care leavers in Thurrock, he remarked that a report would be presented to February Cabinet.

The Leader welcomed the report and highlighted the importance of residents contacting the Council if they found themselves struggling to pay their Council Tax. He continued to make it clear that on the Local Tax Council Scheme, if help was sought, a resident would have to pay a minimum of 25% of their Council Tax.

**RESOLVED:**

**That Cabinet recommend to Council that there are no changes to the scheme for 2018/19.**

Reason for Decision – as stated in the report  
This decision is subject to call-in

**86. South Essex 2050 (Decision 0110454)**

Councillor Gledhill, Leader of the Council, presented the report explaining that Local Authorities in the South Essex area had agreed to work more closely together.

He continued by assuring Members and residents that the South Essex 2050 didn't mean the Council would be giving up any services or would make commitments to sharing services. It was about working together to make voices heard.

The Leader notified the Cabinet he, and the other Council Leaders, had met with local MPs of the six Local Authorities in Parliament earlier that day, who were in turn due to meet again in February. Councillor Gledhill mentioned it was important to remember the Memorandum of Understanding was to support all Local Authorities working together for the better of South Essex as a whole.

Councillor Coxshall remarked it was the Council's duty to co-operate with other authorities across South Essex. He continued to observe that the borough being so close to London was not only an advantage but also, at times, a burden.

The Leader touched on recommendation 1.4 within the report, which highlighted the Government's support of joint working, and that funding would be available to bid for to support the Local Authorities in question work together.

He also thanked the other Group Leaders for their support.

**RESOLVED that Cabinet:**

- 1. Noted and supports the progress made by Leaders and Chief Executives on strategic place shaping in the South Essex 2050 Vision.**
- 2. Noted and supports the expression of interests endorsed by Planning Portfolio Holders/Cabinet Members to become a pilot of the Government's Statement of Common Ground for plan-making.**
- 3. Noted and supports a programme of further collaboration on key strategic place shaping and cross boundary planning policy matters, and agrees to allocate appropriate additional resources to support this.**
- 4. Noted and supports the expression of interest submitted to the Government's Planning Delivery Fund for up to £250,000 for assistance with joint working.**

5. **Noted and supports the creation of a Joint Committee with the title of “Association of South Essex Local Authorities” as the overarching body responsible for managing these initiatives.**
6. **Noted and supports the preparation and delivery of a statutory joint strategic plan for South Essex to ensure that cross boundary strategic planning issues are dealt with in an appropriate way.**

Reason for Decision – as stated in the report  
This decision is subject to call-in

**87. Extension of Home to School Transport Contracts (Decision 0110455)**

The Portfolio Holder for Education and Health introduced the item stating a review of transport services provided across the Council was underway to ensure the Council was meeting the needs of residents whilst achieving value for money. It was observed that all current home-to-school transport contracts would expire in July 2018.

Councillor Halden continued to assure Members that there would be no changes made to any in-year offer. He explained the Schools Transport Policy was inherited when he became Portfolio Holder in 2016 and it made sense to extend the contract for a year to complete the review and start afresh.

The Leader of the Council commented that he had hoped Cabinet would not be agreeing to extensions of policies, however on this occasion it was clear this was to improve the service provided.

**RESOLVED that Cabinet:**

1. **Agreed to extend the current home to school contacts for one year from July 2018 as provided by section 14 of the Councils Contract Procedure Rules pending the outcome of the current service review.**
2. **Agreed to waive the requirement to complete a competitive tender as provided by section 13 of the Council’s Contract Procedure Rules for one year.**
3. **Approved the continuation of the current arrangements for delegated authority for the Corporate Director of Children’s Services in consultation with the relevant portfolio holder to approve the award of these contracts for the period of the extension requested.**
4. **That a further paper outlining the service changes and seeking approval to enter into a competitive tender process in line with the Council’s Contract Procedure Rules is presented to Cabinet in November 2018.**

Reason for Decision – as stated in the report  
This decision is subject to call-in

## **88. Medium Term Financial Strategy Update (Decision 0110456)**

Councillor Hebb, Portfolio Holder for Finance, presented the report reminding Cabinet Members of his announcement at the last meeting, that the Council had a balanced budget. He continued to comment the Council was becoming more self-sufficient and with previous Governments overspend, it was important that the Council looked at different ways of working.

The Portfolio Holder for Finance stated the continued work of the Council Spending Review was significant, as it encouraged cross-party working such as the Investment Strategy.

Members heard in addition to the savings proposals that were set out in the report to Council in February 2017, Service Review proposals were being developed and were summarised within the report. Councillor Hebb highlighted there were no further savings being proposed due to the success of the investment approach, which had been endorsed by both Cabinet and Council.

Councillor Hebb informed Cabinet a 3% increase in the Adult Social Care precept would continue into 2018/19 and there was an assumption that a 1.99% general Council Tax until 2020/21 would be included. He continue to state that, should there be an increase in Council Tax, Thurrock still had the third lowest Council Tax amongst all Unitary Authorities and, subsequently, the third lowest budget.

The Portfolio Holder continued to make the following announcements:

- That the Cabinet would be spending over £500,000 extra on the Clean It, Cut It component of the programme.
- The Council was committed to ensuring benefits of the surplus reached all parts of the borough; there would be a heavy focus on the condition of the A13 and other highways with regards to central reservations cleanliness, and sign cleaning/repairs.
- New equipment would be purchased for the recently enlarged front line teams which would allow the council to focus on graffiti cleaning, drain and gully maintenance and improving the park cleanliness across the borough.
- It had been agreed to spend £750,000 extra on the Fill It component of the programme. The council would be going further with road resurfacing and pot hole filling ambitions, including remarking white lines across the borough which were in need.

- The Cabinet had chosen to spend more on developing the Local Plan consultations over the next year. This would include funds to gather the data required by the Lower Thames Crossing Task Force.
- Lastly the Cabinet were opting to spend £250,000 on anti-social behaviour prevention and were determined to reverse the anti-social behaviour challenges faced within local communities, families and friends.

Councillor Coxshall commented the news of an additional £2.3million in total was fantastic. He continued by mentioning the funding for consultations and the Lower Thames Crossing Task Force meant the council could obtain the facts they required.

Councillor Watkins, Portfolio Holder for Environment, remarked on the fact that funds were being brought back into the department which meant that, with the new equipment being purchased, services could continue to improve.

The Leader of the Council addressed Members stating that within 19 months of obtaining administration there had been a 40% increase in reserves and services were becoming more self-sufficient. He continued by thanking Councillor Hebb and his teams for their hard work over the last few months.

Councillor Gledhill observed the funding for the Lower Thames Crossing Task Force, he remarked it was the councils job to complete different aspects of Air Quality and Road Movement reports, so officers had the facts and data required.

Lastly the Leader commented on anti-social behaviour, stating it was an important topic on which he was working alongside the Chief Executive. He further commented the pilot scheme was called 'Stop It' and focused on all levels anti-social behaviour.

#### **RESOLVED:**

- 1. Noted the assumption of a 3% Council Tax increase to provide additional funding towards the cost of Adult Social Care;**
- 2. Noted that, in line with previous reports, this report assumes a 1.99% general Council Tax increase but that the local government settlement allows for an increase up to 2.99%;**
- 3. Determined how to utilise the expected one off surplus balances in both 2017/18 and 2018/19;**
- 4. Endorsed the use of the reclassified Minimum Revenue Provision as set out in section 4; and**

- 5. Noted this draft budget and ask Corporate Overview and Scrutiny Committee to comment and make recommendations back to Cabinet in February ahead of Full Council.**

Reason for Decision – as stated in the report  
This decision is subject to call-in

**The meeting finished at 8.10 pm**

Approved as a true and correct record

**CHAIR**

**DATE**

**Any queries regarding these Minutes, please contact  
Democratic Services at [Direct.Democracy@thurrock.gov.uk](mailto:Direct.Democracy@thurrock.gov.uk)**

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<b>7 February 2018</b>	<b>ITEM: 9.1</b> <b>Decision 0110458</b>
<b>Cabinet</b>	
<b>Recommendation of Housing Overview and Scrutiny Committee – Grounds Maintenance Charge</b>	
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Key
<b>Report of:</b> Councillor Luke Spillman, Chair of the Housing Overview and Scrutiny Committee	
<b>Accountable Assistant Director:</b> John Knight, Assistant Director for Housing	
<b>Accountable Director:</b> Roger Harris, Corporate Director of Adults, Housing and Health	
<b>This report is public</b>	

## Executive Summary

This report follows the re-consideration of the proposed grounds maintenance charge to Council tenants following the decision in September to suspend its introduction for 2018-19.

### 1. Recommendation

**1.1 That the Cabinet agrees to the withdrawal of the grounds maintenance charge.**

### 2. Background Information and Issues & Options

2.1 In November 2017 the Committee considered an update report on the grounds maintenance charge, which had been included as a proposal in the Housing Revenue Account (HRA) for 2017-18 and suspended on September 26<sup>th</sup> 2017. Following the suspension the Leader of the Council had asked the Committee to consider afresh the proposal to introduce such a charge for tenants receiving the grounds maintenance service.

2.2 At its December 2017 meeting the Committee agreed to recommend to Cabinet that no charge should be introduced for any tenants in the 2018-19 HRA.

- 2.3 The December meeting considered a number of options as set out in the report, including a) proceeding with the charge as proposed b) introducing a standard charge for all tenants c) withdrawing the charge completely, d) applying a lower standard charge to the same selected tenants, e) introducing a variegated charge according to the level of service provided, f) charging only tenants in certain types of property g) a variation of any of the above, potentially on a phased basis so that the full impact was spread over more than one year.
- 2.4 After a full discussion the Committee agreed to vote on whether to recommend to Cabinet that no charge should be introduced for any tenants in the 2018-19 HRA - option (c) above. All members who were present voted to recommend this option with the exception of one Councillor, who voted for option (d) above, i.e. the introduction of a lower standard charge. On that basis the Committee's recommendation to Cabinet on completion of its review is that no grounds maintenance charge should be introduced for any tenant in 2018-19.

### **3. Implications**

#### **3.1 Financial**

Implications verified by: **Julie Curtis**  
**HRA and Development Accountant**

The Housing Revenue Account is subject to a range of financial pressures. The proposed charge would have resulted in an additional £1.6 million p.a. being collected from tenants. In light of the suspension budgets have already been adjusted so that no revenue from this source is assumed. Some items of capital expenditure in particular will need to be funded over a longer period without this additional revenue.

#### **3.2 Legal**

Implications verified by: **Martin Hall**  
**Principal Solicitor**

As a landlord the Council is entitled to apply charges for specific services to the rent paid by tenants but is not obliged to do so. On this basis the proposed course of action is lawful. As a landlord the Council must ensure that a balanced budget for the Housing Revenue Account is set each year and that there is no overspend against the budget – the service will need to meet these obligations based on the annual revenue it receives without the collection of a grounds maintenance charge.

### 3.3 **Diversity and Equality**

Implications verified by: **Rebecca Price**  
**Community Development Officer**

No direct implications from this report.

### 3.4 **Other implications** (where significant) – i.e. Staff, Health, Sustainability, Crime and Disorder)

- Not applicable.

## 4. **Appendices**

- Appendix 1 - Meeting of Housing Overview and Scrutiny Committee, Tuesday 19 December 2017 – extract from minutes (Item 18.)

### Housing Overview and Scrutiny Committee Minutes

#### Tuesday 19 December 2017 – extract from minutes (Item 18.)

Presented by the Assistant Director of Housing (ADH), John Knight, the report summarised the review of the Grounds Maintenance Charge (GMC) that had been presented earlier in the year. The review sought to resolve the issues that had resulted in the suspension of the charge back in September. Outlined in the report were the following potential options for the Housing Overview and Scrutiny Committee to consider:

- To proceed with suspended standard charge for all selected tenants (option 3.1)
- To introduce a standard charge for all tenants (option 3.2).
- To withdraw the charge in full (option 3.3).
- To implement a lower standard charge for the same selected tenants (option 3.4).
- To introduce a variegated charge (option 3.5).
- Charging tenants in certain types of property (option 3.6).
- To lower standard charge for fewer selected tenants (option 3.7).
- A phased introduction (option 3.8).

Detailed work would continue to be undertaken to reconcile costings of the GMC and if a charge was proposed, a consultation will be carried out with potential included tenants. The service would also continue to work with other departments to monitor the contract and ensure costs were reduced where possible.

The Chair felt the options given in the report were more detailed and thorough than previous reports that had been brought to the Housing Overview and Scrutiny Committee. Councillor Potheary agreed but stated that she was still against the GMC and that it had left tenants confused over what their rent was paid for. She wished for the charge to be fully withdrawn. Residents have said to her that the services provided were not a full service. She went on to question why the environment charge was high as the work carried out was simple. She also questioned where the previously proposed £5 charge came from and whether alternative options had been considered.

Not wishing to reiterate previous discussions of the GMC, the ADH said the charge had been based on transaction costs, Service Level Agreements (SLAs) and full recovery costs; based on HRA costs for 2016 – 17. The service department would also work with the Environment Team to drive service charges down. There were a number of service elements that would not be directly charged to selected tenants under certain options. In regards to what tenants' rents were paid for, the basic rent was for the possession of the property, in addition to some management services provided which were legitimate for tenants to be charged for. Councils across the country used this same model of charging and Thurrock would not be unique in this. Thurrock would seek to reduce the annual costs over time. Some of the options

provided in the GMC report would reduce the charge and alternatives had been considered with no other cheaper options identified.

Echoing the Chair's earlier comments, Councillor Redsell felt the options were detailed in this report and that the confusion had been caused by the generic letters sent out to council tenants stating the charge the first time round. She said some tenants within her ward of Little Thurrock Blackshots would be paying the GMC and some would not. She felt a broader method of charging needed to be identified and an agreement to be discussed to lower costs.

The Vice-Chair said the reason the GMC came about was due to the Conservative Party in central government decreasing the rents down by 1% each year until 2020. The charges might increase in the next few years but the HRA would not go bankrupt so it was not right to single out the 3800 out of the 10,000 council tenants to charge. He went on to say that if necessary, he would put a motion into Full Council to remove the GMC (option 3.3 of the report) which was seconded by Councillor Potheary. He felt the charge was just recovering the 1% reduction in rent and that the GMC would be charged to vulnerable people.

The Chair also felt option 3.3 was best and did not like giving the Housing department 'tax raising powers' for the GMC which he saw as an aggressive tax. There was no guarantee that other administrations would not raise the revenues in the future. Echoing the Vice-Chair's earlier comments, Councillor Allen commented that the charge was political and that the rent reduction from central government had caused a shortfall so money could not be spent elsewhere e.g. in home improvements.

The Housing Tenant Representative (HTR), Lynn Mansfield, questioned where the funds would come from to pay for grounds maintenance if the charge was to be withdrawn in full. The ADH replied that the other reports within the agenda would explain the funds and investments in housing stock. The service had been effective in managing the HRA with the limited number of resources the service department had. Under current conditions, there was limited investment into the housing stock and with the combined costs from grants and rents; it was not enough to maintain the 10,000 council owned properties. Where charges were introduced, it would be charged year on year and would allow for capital investments and maintenance of the housing stock. The big ticket expenditures were repairs in which there were no other resource revenues available to pay for these. The service department would continue to provide grounds maintenance even without the charge but the proposal of the GMC had been to collect the cost from tenants who benefitted from the service.

The HTR sought further clarification on whether the charges for grounds maintenance would be sought elsewhere or if another charge would be introduced that would be related to grounds maintenance. The ADH said the costs would need to be met from the 'basic rents pool' as they could not be collected from other sources such as the General Fund. There was no equation of other costs to match the GMC nor was there a flexibility to increase tenants' rents. Instead, the service department would have to manage other expenditures more carefully.

Councillor Allen asked whether there would have been revenue to cover grounds maintenance costs if there had not been the 1% rent reduction. The ADH responded that a GMC had been an established feature within other Housing departments from the benchmarking data gathered prior to the reduction so the link was not necessarily as strong as suggested in Councillor Allen's question. Service charges were a part of social housing charges elsewhere before the introduction of the 1% per annum rent reduction.

Referring to the 1% rent reduction, Councillor Redsell queried whether another charge could be taken to lower council tenants' rents. The ADH stated that rent was a recognised cost for the purposes of Housing Benefit. Service charges were a part of the regime and eligible to be in the 'eligible rent' for benefits. The model used to charge rents was not based on incomes as it had been considered before and rent increase would have an impact on housing benefits.

Councillor Redsell asked for clarification on where grass verges were split to indicate which part of land belonged to the HRA or General Fund. As discussed in the previous Housing Overview and Scrutiny Committee meeting, the ADH said a bigger piece of work would need to be carried out on the land and assets that fell under the HRA and General Fund. The SLAs implemented with the Environment services was to avoid the differences and ensure they maintained both plots of land. Councillor Redsell went on to say that the disparities lay in areas of land where old pensioners resided and that some of the grass verges could be cut by the residents themselves. She stated that she was not in favour to withdraw the GMC in full as the services provided had to be paid for somehow.

Following on from Councillor Redsell's last comment, the Chair asked Members to vote on the options. The Vice-Chair, Councillor Potheary and Councillor Allen voted for option 3.3 which was to withdraw the GMC in full. Councillor Redsell voted for option 3.4 which was to implement a lower standard charge for the same selected tenants. With the Chair's vote on option 3.3 as well, he asked Officers to take the recommendations from the Committee to Cabinet. The Corporate Director of Adults, Housing and Health (CDAHH), Roger Harris, stated that this would be taken to Cabinet in February 2018. Councillor Redsell asked if the report would come back to the Committee again after going to Cabinet to which the CDAHH confirmed it would not.

**RESOLVED:**

- 1) That the Housing Overview and Scrutiny Committee commented on the options outlined in the report regarding the grounds maintenance charge.**
- 2) That the Housing Overview and Scrutiny Committee made a recommendation to Cabinet based on its consideration of the report.**

<b>7 February 2018</b>	<b>ITEM: 10</b> <b>Decision 0110459</b>
<b>Cabinet</b>	
<b>Children Looked After Placement Commissioning</b>	
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Key
<b>Report of:</b> Councillor Sue Little, Portfolio Holder for Social Services	
<b>Accountable Assistant Director:</b> Sue Green, Strategic Leader Children’s Commissioning and Service Transformation	
<b>Accountable Director:</b> Rory Patterson, Corporate Director of Children’s Services	
<b>This report is</b> Public – with the exception of the Stage 1 ‘Approval to Proceed to Tender’ procurement report (appended), which should be exempt since it contains commercially sensitive information regarding the tender.	

## **Executive Summary**

The provision of quality care through safe and stable placements for children and young people who are looked after is a key statutory function of all local authorities. In Thurrock this accommodation and associated support is provided through a range of providers on differing contractual arrangements and there is the opportunity to simplify this and to continue to improve outcomes for children and young people by ensuring providers contribute to, and support holistic wrap around services. .

This report presents the proposed commissioning exercise that, subject to agreement, brings together the procurement of placements for children looked after. It also sets out the rationale for a new approach which aims to establish a mechanism to ensure that the best quality placements are commissioned and that more children and young people are placed in or near to the local authority area. This will enable vulnerable looked after children great access to high quality education and health provision within Thurrock.

The proposed contract cost is £10.3 million per year and covers a six year period across the following placement groups:

- External Independent Foster Care Agencies (IFA’s)
- Children’s residential placements
- Post 16 supported accommodation

- Family assessment placements

This change of commissioning will mean that we withdraw from the current regional arrangements to provide a local arrangement based on the needs of Thurrock children and young people.

**1. Recommendation(s)**

**1.1 That Members agree the proposal to simplify and improve the commissioning of placement provision, in particular to withdraw from the current Eastern Regional contract when it ends in December 2018.**

**1.2 That Members approve officers proceeding to tender for placements for children looked after for: Independent Foster Care Agencies, residential accommodation, supported accommodation and family assessment placements.**

**1.3 To seek approval for delegated authority for the Corporate Director of Children's Services, in conjunction with the Portfolio holder for Children's and Adult Social Care to:**

- **Award contracts following completion of the tender process**
- **Should demand increase, approval will be sought from the Corporate Director of Children's Services, in conjunction with the Director of Finance and the Portfolio Holder for Children's Social Care.**

**1.4 That, due to the nature of the services being purchased Members agree the recommendation that the Corporate Director of Children's Services is not required to competitively tender contracts for children's placements where:**

- **The placement cannot be made on the contract to be awarded under this exercise;**
- **The purchase is required in order that the Council may meet its statutory obligations and;**
- **the application of the Contract Procedure Rules contained within the Thurrock Council Constitution would prevent the statutory discharge of those statutory obligations.**

**2. Introduction and Background**

**2.1 Every local authority has a statutory duty to ensure there are sufficient placements of good quality for looked after children and young people, this includes the requirement to take steps that secure, so far as is reasonably**



practical, enough accommodation within the local authority area that meets the needs of children in the care of the local authority.

- 2.2 This report outlines the proposed exercise to ensure that the Council meets this duty. These plans also aim to help the Council better address one of the areas for improvement identified in our inspection of children's social care when it was noted that the majority of children in care were placed outside of Thurrock. This is a barrier for some children in accessing the high quality school provision in the authority, and highly inefficient in terms of the use of resources including social work time. By placing more children in or near to Thurrock this will enable them to access the high quality wrap around provision which can address
- 2.3 The proposed procurement exercise will focus on three key aspects: quality of provision, distance, and effective use of resources. All three aspects will be of importance but the weighting will be considered in the light of current need. For example, for supported accommodation, as this is unregulated there is need to place a higher weighting on quality however the scoring will reflect the other two aspects to ensure these are secured.

### 3. Issues, Options and Analysis of Options

- 3.1 The current annual commitment for placement provision is approximately £9.85m with a predicted future spend of £10.3m per annum. This expenditure is across a range of providers including Independent Fostering Agencies, residential placements and supported accommodation. In addition care is provided by a number of in-house foster carers; this type of provision is outside of the scope of this report however members will be aware that there are clear plans to increase the number of in- house carers. The number of care placements fluctuates daily due to children and young people entering and leaving the care system however data collected in September 2017 showed that there were 313 children and young people aged 0-18 years requiring placement provision. This provision is currently provided as follows:

Type of placement	Number of children and young people (as at September 2017)
Independent Fostering Agencies	118
In house foster care*	134
Residential	24
Supported Accommodation	35
Mother and baby placement	2

\*outside of the scope of this report

- 3.2 The provision for children and young people aged 0-16 years provided through Independent Fostering Agencies (IFA) is currently procured through the regional framework arrangements. For young people aged 16-18 years the majority are currently accommodated through semi-independent provision to reflect the transition into adulthood.

- 3.3 There are currently a number of different commissioning arrangements in place with the largest being the regional arrangements for Independent Foster Care providers. Individual purchasing arrangements have also been used where specialist providers are required to meet individual children's needs, where demand for a type of specialist provision is low or where there is a fluctuating demand that is difficult to predict such as for supported accommodation. Whilst any new commissioning arrangements need to maintain the flexibility of the current system, it is recognised that this can also be built into local contracts to minimise individual purchasing and better meet local demand.
- 3.4 The different commissioning arrangements currently in place each come with different contractual and quality monitoring requirements that are both time consuming and difficult to moderate. The monitoring arrangements put in place locally for supported accommodation are working well and these were prioritised as this type of provision is not regulated by Ofsted. Officers have recognised that the implementation of a consistent monitoring process will strengthen the current arrangements and ensure that a consistent approach is taken across each type of provider. The current regional arrangements for Independent Fostering Agencies do not provide this consistent approach as monitoring is undertaken by a number of different local authorities.
- 3.5 The main driver of any regional arrangement has been the purchasing power that this gives however, many Councils are now entering into sole contractual arrangements with a pricing structure that mirrors the regional one. As the regional arrangements for Independent Fostering Agencies are not always able to meet the bespoke needs of Thurrock children and do not have sufficient local providers there is a need to address this in any new procurement exercise. The current contract can operate to a final end date of 31 December 2018, however can be terminated with one month's notice. The need to implement a consistent monitoring approach along with the need to stimulate the local market and increase local providers leads to the recommendation that in line with many Council's in the region, we do not remain a part of the Eastern Region contract.
- 3.6 Residential placements are used where a child or young person has significant and specialist needs. These are the most expensive placement type to reflect the high level of support and wrap around service that is needed and currently all residential placements are individually commissioned. Whilst this arrangement reflects the specialist nature of the provision and the limited number of providers for some specific needs there is an opportunity to improve how this is commissioned whilst recognising that it is likely that individual arrangements will also be needed in some cases.
- 3.7 The main consideration of any commissioning exercise will always be the quality of the provision for the child or young person and ensuring that good services are in place to meet all of the child's identified needs. However there is also scope to consider improving the more effective use of resources from commissioned placements by improving our approach. The proposed new

procurement exercise will reduce the need to individually spot purchase whilst also bringing together different types of care through one procurement exercise. This will be managed by the use of different lots and will support providers who offer more than one type of care by reducing the number of tenders. It is recommended that we also maintain the flexibility to purchase individual placements in exceptional circumstances.

- 3.8 The majority of provision for young people age 16-18 years in supported accommodation is secured through individual purchasing due to the growth in demand and need for emergency placements. As this provision is unregulated by Ofsted the monitoring arrangements have recently been reviewed to include more frequent visits and also finance checks. The use of a procurement select list will reduce the need for individual purchasing to emergency situations and set clear expectations for the standards expected. In addition moving away from individual purchasing should also ensure the most effective use of resources..
- 3.9 The need to continue to spot purchase placements where there is a specialist need or in an emergency must be retained. To support this, it is recommended that the Corporate Director of Children's Services is not required to competitively tender contracts for children's placements where the purchase is required in order that the Council may meet its statutory obligations and the application of these Contract Procedure Rules contained within the Thurrock Council Constitution would prevent the statutory discharge of those statutory obligations.
- 3.10 The Corporate Director shall nevertheless make arrangements to ensure that evidence exists to show that all such purchases are systematically reviewed to ensure that they appropriately meet the needs of the child or young person and that they provide value for money in relation to national and local cost indicators.
- 3.11 For all placement types placements will be made following the criteria below:
- In Thurrock
  - In a specific area (agreed by the Council)
  - Within 10 miles of Thurrock Council Civic Offices (RM17 6SL)
  - Within 20 miles of Thurrock Council Civic Offices (RM17 6SL)
  - Other locations
- 3.12 In developing the requirements we need providers to meet, we have consulted with young people currently in placements to ensure that their views of what is important are taken into account. The key areas they identified are shown below and will be included in the requirements for providers:
- Stability of Placement
  - Trust
  - Listening

- Structure
- Communication
- Helping
- Transparency
- Supporting
- Understanding
- Knowledge

3.13 If agreed, the procurement exercise will commence by March 2018 with new contractual arrangements in place in the autumn, prior to the expiry of the current Eastern Region framework at the end of December 2018.

#### **4. Reasons for Recommendation**

4.1 An overarching placement commissioning exercise is needed to ensure that provision is of the required quality and standard, while at the same time reducing the need for spot purchasing of placements. . This approach will also enable officers to develop the local market with the aim of securing more placements in or near the local area which will enable children and young people to access the good schools, emotional wellbeing provision, and other high quality services available in Thurrock

4.2 The recommended delegated authority with regards to purchasing and spend to the Corporate Director of Children’s Services and Portfolio Holder will provide the flexibility needed to meet the complex demands of providing suitable placements for children and young people who are looked after.

#### **5. Consultation (including Overview and Scrutiny, if applicable)**

5.1 The Children in Care Council have been involved and their views have been included in the specification for the procurement. Overview and Scrutiny were consulted in July 2017 and the Corporate Parenting Committee considered the proposals in December 2017. Colleagues from other services such as School Improvement have been consulted with to ensure that the requirement for robust education offer is included in the requirements for providers.

#### **6. Impact on corporate policies, priorities, performance and community impact**

6.1 The recommendations included in this report will impact on the following corporate priorities:

Create a great place for learning and opportunity

Encourage and promote job creation and economic prosperity

Build pride, responsibility and respect

Improve health and well-being

## **7. Implications**

### **7.1 Financial**

Implications verified by: **Nilufa Begum**  
**Management Accountant**

The current spend on placement provision is one of the highest elements of expenditure in the Children's Services Corporate Directorate. Improved commissioning will support the achievement of value for money whilst developing quality standards to meet children's needs.

### **7.2 Legal**

Implications verified by: **Lindsay Marks**  
**Principal Solicitor Children's Safeguarding**

Section 22G of the Children Act 1989 requires local authorities to take strategic action in respect of those children they look after and for whom it would be consistent with their welfare for them to be provided with accommodation within their local authority area, In those circumstances section 22G required local authorities, so far as is reasonably practical to ensure that there is sufficient accommodation for those children that meets their needs and is within the local area.

### **7.3 Diversity and Equality**

Implications verified by: **Natalie Warren**  
**Community Development and Equalities  
Manager**

Ensuring that placement provision is of high quality will ensure that the diverse needs of children and young people are met; it will also ensure that there is equality of access. By involving young people in the development of specifications it will ensure their needs are understood and reflected in the placements procured to support them.

### **7.4 Other implications** (where significant) – i.e. Staff, Health, Sustainability, Crime and Disorder)

- None

8. **Background papers used in preparing the report** (including their location on the Council's website or identification whether any are exempt or protected by copyright):

- None

9. **Appendices to the report**

- **Appendix 1 – Exempt report:** Stage 1 'Approval to Proceed to Tender' procurement report (appended) is exempt since it contains commercially sensitive information regarding the tender.

**Report Author:**

Sue Green

Strategic Leader Children's Commissioning and Service Transformation

<b>7 February 2018</b>		<b>ITEM: 11</b> <b>Decision 0110460</b>
<b>Cabinet</b>		
<b>Treasury Management Strategy 2018/19</b>		
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Key	
<b>Report of:</b> Councillor Shane Hebb, Portfolio Holder for Finance		
<b>Accountable Assistant Director:</b> Not Applicable		
<b>Accountable Director:</b> Sean Clark, Director of Finance and IT		
<b>This report is public</b>		

## Executive Summary

The Treasury Management Strategy is a critical component of the way Thurrock Council manages cash-flow. It is also intrinsically linked to the council's ambitions of becoming a more commercially focused borough; one where sensible transactions are completed which create revenue returns which can then be allocated to spending on the services for Thurrock residents.

The Chartered Institute of Public Finance & Accountancy (CIPFA) Code of Practice for Treasury Management in Public Services and the Prudential Code requires local authorities to determine the Treasury Management Strategy and Prudential Indicators on an annual basis. The annual strategy also includes the Annual Investment Strategy that is a requirement of the Department for Communities and Local Government Investment Guidance.

In accordance with the above Codes, this report:

- a) sets out the Treasury Management strategy for 2018/19;
- b) confirms the proposed Prudential Indicators for 2018/19; and
- c) sets out the Treasury Management projections for 2018/19.

## 1 Recommendation(s)

**That the Cabinet recommends that the Council:**

- 1.1 **Approve the Treasury Management Strategy for 2018/19 including approval of the Annual Minimum Revenue Provision (MRP) Statement for 2018/19;**

1.1 Approve the adoption of the Prudential Indicators as set out in Appendix 1; and

1.2 Note the revised 2017/18 and 2018/19 Treasury Management projections as set out in paragraph 2.33.

## 2 Introduction and Background

2.1 The Treasury Management Strategy and Annual MRP Statement are prepared under the terms of the CIPFA Prudential Code for Capital Finance in Local Authorities (the Code) and approval is sought for the adoption of the Prudential Indicators that have been developed in accordance with the Code.

2.2 The report also includes a forecast for Interest Receivable from Investments and the indicative Interest Payable on Borrowing.

### Borrowing Activity 2017/18 and 2018/19

2.3 The underlying need to borrow for capital purposes, as measured by the Capital Financing Requirement (CFR), together with the level of balances and reserves, are the core drivers of Treasury Management activity. The estimates, based on the current revenue budget and capital programmes are:

	31/3/2019 Estimate £m	31/3/2020 Estimate £m	31/3/2021 Estimate £m
General Fund Borrowing CFR	507,020	520,016	514,597
Housing Revenue Account Borrowing CFR (includes effects of Housing Finance Reform based on current available figures)	198,804	198,804	198,804
<b>Total Borrowing CFR</b>	705,824	718,820	713,401
Less: External Borrowing	702,889	722,889	724,889
<b>Internal/(Over) Borrowing</b>	2,935	(4,069)	(11,488)
Less: Useable Reserves	11,000	11,000	11,000
<b>Borrowing Requirement</b>	(5,485)	(12,909)	(20,748)

2.4 The increases above demonstrate the size of the council's capital programme needs in both recent and future years. Repayments of prudential debt are made through the annual MRP provision and where surplus cash balances are accumulated. However, the amounts needed to finance the capital programme, even just essential operational requirements, are in excess of these repayments.

2.5 The Council's levels of borrowing and investments are calculated by reference to the balance sheet. The Council's key objectives when borrowing money are to secure low interest costs and achieve cost certainty over the period for



which funds are required, all underpinned with sound Return on Investment principles. A further objective is to provide the flexibility to renegotiate loans should the Council's long term plans change.

- 2.6 In order to manage the revenue support grant reductions, the Council's focus of the treasury management strategy remains on the balance between affordability and the longer term stability of the debt portfolio. Given the availability of low short term interest rates it remains cost effective to borrow over short term periods or utilise internal balances. The table above shows that it should not be necessary for the Council to borrow further funds above the current levels and this will be monitored on a regular basis by officers to assess the most appropriate form of borrowing. In the short term, these balances are generating investment returns to support service delivery.
- 2.7 This further enables the Council to reduce borrowing costs and hence the overall treasury management risk. While such a strategy may be beneficial over the next 2 to 3 years as official interest rates remain low, it is unlikely to be sustainable in the medium-term. The benefits of internal borrowing will be monitored regularly against the potential for incurring additional costs by deferring borrowing into future years when long term borrowing rates are forecast to rise. The Council's advisors, Arlingclose, assist the Council with detailed breakeven analysis to support this assessment. This will help inform whether the Council borrows additional sums at long term fixed rates in 2018/19.
- 2.8 In addition, the Council may use short term loans (normally up to one month) to enable management of the Council's cash flow and, where possible, generate a return on investment
- 2.9 In conjunction with advice from its treasury advisor, the Council will keep under review the following sources for long term and short term borrowing:
- Public Works Loan Board (PWLB) loans and its successor body;
  - UK Local Authorities;
  - Any institution approved for investments;
  - Any other bank or building society authorised by the Prudential Regulation Authority to operate in the UK;
  - Public and private sector pension funds;
  - Capital market bond investors;
  - UK Municipal Bonds Agency;
  - Special purpose companies created to enable joint local authority bond issues;
  - Local Authority bills; and
  - Structured finance, such as operating/finance leases, hire purchase, Private Finance Initiative or sale and leaseback.
- 2.10 With regards to debt rescheduling, the PWLB allows Councils to repay loans before maturity and either pay a premium or receive a discount according to a set formula based on current interest rates. Some lenders may also be prepared to negotiate premature repayment terms. The Council has in 2017/18 reviewed the debt portfolio to identify opportunities expected to lead

- to an overall saving or reduction in risk. At this time, it is not financially prudent to take any options of early repayment, owing to early redemption fees.
- 2.11 Borrowing and rescheduling activity will be reported to the Cabinet on a regular basis during 2018/19.
  - 2.12 In August 2010 the Council repaid its entire PWLB portfolio of loans (£84 million) to obtain significant interest savings. The re-financing was undertaken by utilising short term funds from the money markets, mainly other Local Authorities, at substantially lower rates than taking longer term fixed debt. To the end of 2016/17 the rescheduling had saved £22.3m of interest costs and is estimated to have saved £25.7m by the end of 2017/18. Currently financing from short term money market debt is expected to continue into 2018/19 and beyond. The inherent risk of this strategy is noted with potentially higher rates and increased debt costs in the future.
  - 2.13 The Council retains the ability to fix interest rates. This can be achieved within a matter of days of the decision being made or profiled against the maturity schedule of the short term debt. Current forecasts from the council's advisors, Arlingclose, show no expected official interest rate increase until after December 2020 with the official rate remaining at 0.50% until that time. There is both a downside and upside risk of 0.25% either way to the forecast, but, the overall forecast is for rates to remain where they are for the foreseeable future. The normalised level of the bank base rate post this period is expected to be between 2.50% to 3.50%.
  - 2.14 Based on this outlook, the council may borrow on a short term basis when deemed beneficial to the taxpayer while monitoring interest rates to ensure borrowing is fixed if required.
  - 2.15 The Council has £29 million of loans which are LOBO loans (Lenders Option Borrowers Option) where the lender has the option to propose an increase in the interest rate at set dates, following which the Council has the option to either accept the new rate or to repay the loan at no additional cost. All of these loans, excluding one with Barclays, could now be amended at the request of the lender only and, although the Council understands that lenders are unlikely to exercise their options in the current low interest rate environment, there remains an element of refinancing risk. In the event the lender exercises the option to change the rate or terms of the loan, the Council will consider the terms being provided and also repayment of the loan without penalty. The Council may utilise cash resources for repayment or may consider replacing the loan by borrowing from the PWLB or capital markets. Barclays have taken out the option to increase the rate of their loan thereby effectively turning the loan into a fixed rate deal. LOBO loans have become less attractive to Banks and there may be opportunities in the future to redeem these loans. Officers, along with Arlingclose, will continue to monitor any developments in this area.
  - 2.16 On 1 April 2012, the Council notionally split each of its existing long-term loans into General Fund and Housing Revenue Account (HRA) pools. New long-term loans will be assigned in their entirety to one pool or the other. Interest payable and other costs and income arising from long-term loans (e.g. premiums and discounts on early redemption) will be charged or credited to

the respective revenue account. The Council will credit interest to the HRA based on the average balances of its reserves and revenue account balance at the average 7 day LIBID rate for the year.

- 2.17 The Council continues to undertake a series of new housing related building schemes utilising borrowing headroom within the HRA debt cap. Current indications are for the borrowing costs for these schemes will put the Council's HRA borrowing level close to its debt cap. The Council will therefore manage this programme to keep the HRA borrowing level within the debt cap by utilising other resources such as capital receipts from Council house sales, other cash backed resources, or through bidding for increases to the debt cap where considered prudent.
- 2.18 Finally, there may be significant regeneration programmes to consider investment vehicles for. The need to borrow for investment will be on a case by case basis after considering investment returns, risk and the result of due diligence.

### **Investments**

- 2.19 The Council holds significant invested funds, representing loans received in advance of expenditure plus balances and reserves held. It is envisaged that investment balances held internally will be approximately £15 million at the financial year end. The Council may invest its surplus funds with any of the counterparties detailed in Appendix 2.
- 2.20 The Council holds a £50m investment in the CCLA Property Fund that is estimated to provide a gross return in 2017/18 of 5% with income in the region of £2.5m. The Council has also invested in a number of bonds of various durations since 2016/17 that provides finance to the private sector for, as an example, the purchase of solar farms, whilst providing significant net returns to the council to support front line services in a move towards financial sustainability.
- 2.21 Local Authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk and to reduce costs or increase income at the expense of greater risk. The general power of competence in Section 1 of the Localism Act 2011 removes much of the uncertainty over Authorities use of standalone financial derivatives. The CIPFA code requires authorities to clearly detail their policy on the use of derivatives in the annual strategy.
- 2.22 The Council will only use standalone derivatives (such as swaps, forward, futures and options) where they can be clearly demonstrated to reduce the Council's overall exposure to financial risks. Additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk. Embedded derivatives, including those present in pooled funds, will not be subject to this policy, although the risks they present will be managed in line with the overall Treasury Management strategy.
- 2.23 Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria. The current value of any amount due

from a derivative counterparty will count against the counterparty credit limit and the relevant foreign country limit. The Local Authority will only use derivatives after seeking expertise, a legal opinion and ensuring officers have the appropriate training for their use.

- 2.24 The Council complies with the provisions of s32 of the Local Government Finance Act 1992 to set a balanced budget.
- 2.25 The needs of the Council's Treasury Management staff for relevant training are assessed as part of the annual staff appraisal process and additionally where the responsibilities of individual members of staff change. Staff attend courses, seminars and conferences provided by the Council's advisors and CIPFA. Corporate Finance staff are encouraged to study for professional accountancy qualifications from appropriate bodies.
- 2.26 The Council has appointed Arlingclose Ltd as Treasury Management advisers and receives specific advice on investments, debt and capital financing issues. The quality of service is assessed by regular review meetings between Arlingclose Ltd and officers from the Council.
- 2.27 The Council may borrow in advance of need where this is expected to provide the best long term value for money. Since amounts borrowed will be invested until spent, the Council is aware it will be exposed to the risk of loss of the borrowed sums and the risk that investment and borrowing rates may change in the intervening period. These risks will be managed as part of the Council's overall management of its treasury risks. The total amount borrowed by the Council will not exceed the Council's Authorised Borrowing Limit as set in the prudential indicators. The maximum period between borrowing and expenditure is expected to be two years, although the Council is not required to link particular loans with particular items of expenditure. Any potential situation will be assessed for suitability as to the overall effect on the Council's treasury position.

### **Annual Minimum Revenue Provision Statement**

- 2.28 Local Authorities are required to prepare an Annual Statement of their policy on making MRP for each financial year. Appendix 3 outlines the assessment of the Council's Annual MRP Statement for 2018/19, which is included in the Annual Strategy in paragraph 2.30.
- 2.29 Officers have reviewed the current strategy and recommend no changes to the 2018/19 strategy.
- 2.30 Consequently the following paragraphs on Borrowing Activity and Investments form part of the Council's Treasury Management Strategy with effect from 1 April 2018:
  - 2.30.1 To obtain any long term borrowing requirement from the sources of finance set out in paragraph 2.9;
  - 2.30.2 To continue to fund the ex-PWLB debt via short term funds from the money markets unless circumstances dictate moving back into long term fixed rate debt. The borrowing sources mentioned in paragraph 2.9 will then be assessed as to their suitability for use;

- 2.30.3 To repay market loans requiring renewal by realising equivalent amounts of investments. If it is not possible to realise investments then the borrowing sources in paragraph 2.9 will be assessed as to their suitability for use as replacements;
- 2.30.4 To undertake short term temporary borrowing when necessary in order to manage cash flow to the Council's advantage;
- 2.30.5 To reschedule market and PWLB loans, where practicable, to achieve interest rate reductions, balance the volatility profile or amend the debt profile, dependent on the level of premiums payable or discounts receivable;
- 2.30.6 To ensure security and liquidity of the Council's investments and to then optimise investment returns commensurate to those ideals;
- 2.30.7 To contain the type, size and duration of investments with individual institutions within the limits specified in Appendix 2;
- 2.30.8 To move further funds into the CCLA Property Fund or other externally managed funds if it is felt prudent to do so following appropriate due diligence; and in consultation with the Cabinet Member for Finance.
- 2.30.9 To meet the requirements of the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 the Council's policy for the calculation of MRP in 2018/19 shall be that the Council will set aside an amount each year which it deems to be prudent and appropriate, having regard to statutory requirements and relevant guidance issued by DCLG. The Council will also consider the use of capital receipts to pay down any MRP incurred; and
- 2.30.10 To ensure all borrowing and investment activities are made with due reference to any relevant Prudential Indicators.

#### **The Prudential Indicators**

- 2.31 The Prudential Indicators are monitored by the Council to ensure that capital investment is affordable, prudent and sustainable. The indicators are reassessed annually to ensure their continuing relevance and appropriateness to the Council. The proposed indicators for 2018/19 are set out in Appendix 1 to this report.

#### **Interest Projections 2017/18 Revised and 2018/19 Original**

- 2.32 The CIPFA document Treasury Management in the Public Services: Code of Practice places a requirement on the Council to publish estimates relating to the operation of the borrowing and investment function.
- 2.33 The 2017/18 budget and the projected position for 2017/18 as at December 2017 and also an initial projection for 2018/19 are shown in summary format in the table below:

	Budget 2017/18 £000's	Projected 2017/18 £000's	Projection 2018/19 £000's
Interest payable on External Debt			
Debt Interest		4,801.1	6,327.9
Total internal interest		51.0	51.0
Interest payable	<u>4,747.1</u>	<u>4,852.1</u>	<u>6,378.9</u>
Investment Income			
Interest on Investments	<u>-6,172.3</u>	<u>-11,317.3</u>	<u>-16,421.0</u>
Net interest credited to the General Fund	<u>-1,425.2</u>	<u>-6,465.2</u>	<u>-10,042.1</u>
MRP- Supported/Unsupported Borrowing	<u>4,561.7</u>	<u>4,463.0</u>	<u>6,006.0</u>
	<u>3,136.5</u>	<u>-2,002.2</u>	<u>-4036.1</u>

- 2.34 It is noted that the figures shown above for 2018/19 include assumptions made about the level of balances available for investment, any anticipated new long term borrowing and the level of interest rates achievable. They may be liable to a significant degree of change during the year arising from variations in interest rates, other market and economic developments, and Council's response to those events.
- 2.35 In accordance with the requirements of the revised CIPFA Treasury Management Code, the Council will report on treasury management activity and the outturn against the treasury related Prudential Indicators at least bi-annually.

### **3 Issues, Options and Analysis of Options**

- 3.1 The strategy of the Council is contained within the body of the report and has been set with consideration of relevant legislation and appropriate guidance. The Prudential Indicators are governed by decisions made on the revenue and capital budgets.
- 3.2 There are two key areas in this report for Members to be particularly mindful of:
- a) The potential for temporary borrowing at significant levels in the future. Officers will continue to monitor this to react to any changes in the economy; and
  - b) The approach taken to the Minimum Revenue Provision.

### **4 Reasons for Recommendation**

- 4.1 There is a statutory requirement for a Treasury Management Annual Strategy and the Annual Minimum Revenue Provision Statement to be ratified by Full Council. This report and appendices have been written in line with best practice and the Council's spending plans

## **5 Consultation (including Overview and Scrutiny, if applicable)**

- 5.1 The Council's Treasury Advisors have been consulted. As set out in section 4, the report is largely based on best practice and the Council's spending plans that have been scrutinised throughout recent months.
- 5.2 The report was also considered by the Corporate Overview and Scrutiny Committee on 23 January 2018. The committee recognised that the PIs were largely based on those agreed at Council in October 2017 but reinforced the support to a balanced investment approach including Thurrock Regeneration Ltd (TRL). The committee asked that Cabinet note the Committee's view that there should be more investments to achieve this.

## **6 Impact on corporate policies, priorities, performance and community impact**

- 6.1 Treasury Management plays a significant role in funding the delivery of services to the community. The debt restructuring carried out in August 2010 will have contributed savings in the region of £25.7m by the end of 2017/18.

## **7 Implications**

### **7.1 Financial**

Implications verified by: **Chris Buckley**  
**Treasury Management Officer**

The financial implications are included in the main body of the report.

### **7.2 Legal**

Implications verified by: **David Lawson**  
**Assistant Director of Law and Governance & Monitoring Officer**

The report is in accordance with the Local Government Act 2003, related secondary legislation and other requirements including the Prudential Code.

Publication of the strategies is a statutory requirement and conforms to best practice as required by the CIPFA Code of Practice.

### **7.3 Diversity and Equality**

Implications verified by: **Rebecca Price**  
**Community Development Officer**

There are no direct diversity implications noted in this report

**7.4 Other implications (where significant) – i.e. Section 17, Risk Assessment, Health Impact Assessment, Sustainability, IT, Environmental**

- Not applicable

**8 Background papers used in preparing the report (including their location on the Council's website or identification whether any are exempt or protected by copyright):**

- Revised CIPFA Prudential Code
- Revised draft ODPM's Guidance on Local Government Investments
- Revised CIPFA's Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes
- Treasury Management Policy Statement
- 2017/18 Annual Investment Strategy
- Arlingclose's Investment Review.

**9. Appendices to the report**

- Appendix 1 – Prudential Indicators
- Appendix 2 – Specified and Non-Specified Investments
- Appendix 3 – Annual Minimum Revenue Provision Statement

**Report Author:**

Chris Buckley

Senior Financial Accountant

Corporate Finance



## PRUDENTIAL INDICATORS 2018/19 TO 2020/21

The following prudential indicators are recommended to the Council.

### **A. Prudential indicators for Affordability**

In demonstrating the affordability of its capital investment plan the Council must determine the ratio of financing costs (e.g. capital repayments, interest payments, investment income) to net revenue stream for both the Housing Revenue Account (HRA) and non-HRA services for a 3 year period.

Indicator A1 sets out the ratio of financing costs to net revenue stream. The estimates of financing costs include current commitments and the proposals in this budget report.

*A1: Prudential indicator – Estimates of the ratio of financing costs to net revenue stream 2018/19 to 2020/21*

<b>Indicator</b>	<b>2018/19 Estimate</b>	<b>2019/20 Estimate</b>	<b>2020/21 Estimate</b>
Non HRA	0.67%	-4.04%	-3.49%
HRA	13.60%	13.70%	13.70%

### **B. Prudential indicators for Prudence**

*B1: Prudential indicator – Gross debt and the capital financing requirement*

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

If in any of these years there is a reduction in the capital financing requirement, this reduction is ignored in estimating the cumulative increase in the capital financing requirement which is used for comparison with gross external debt.

The Director of Finance and IT reports that the Council had no difficulty meeting this requirement in 2017/18, nor is there any difficulties envisaged in future years. This view takes into account current commitments, existing plans and the proposals in the approved budget.

Where the gross debt is greater than the capital financing requirement the reasons for this should be clearly stated in the annual treasury management strategy.

The table below shows the projected position from 31 March 2017.

<b>Indicator</b>	<b>Estimate £'000</b>
CFR at 31/3/17	356,217
Increase in 17/18	296,597
Increase in 18/19	53,010
Increase in 19/20	12,996
<b>Total CFR</b>	<b>718,820</b>
<b>Gross Debt</b>	<b>700,000</b>

### ***C. Prudential indicator for Capital Expenditure***

Elsewhere in this agenda is a recommendation for the capital investment plans for the Council over the next three years. Indicator C1 summarises the recommendations within that report. Indicator C2 sets out the estimates of the capital financing requirement over the same period.

#### *C1: Prudential indicator – Estimates of total capital expenditure 2018/19 to 2020/21*

<b>Indicator</b>	<b>2018/19 Estimate £'000</b>	<b>2019/20 Estimate £'000</b>	<b>2020/21 Estimate £'000</b>
Total Non HRA	53,940	16,744	15,021
Total HRA	13,500	6,500	1,714
Total Programme	67,440	23,244	16,735

In considering the capital investment plan the Council had regard to a number of key issues, namely:

- affordability, e.g. implications for council tax/housing rents
- prudence and sustainability, e.g. implications for external borrowing
- value for money, e.g. option appraisal
- stewardship of assets, e.g. asset management planning
- service objectives, e.g. strategic planning for the Council
- practicality, e.g. achievability of the forward plan.

#### *C2: Prudential indicator – Estimates of capital financing requirement 2018/19 to 2020/21*

<b>Indicator</b>	<b>2018/19 Estimate £'000</b>	<b>2019/20 Estimate £'000</b>	<b>2020/21 Estimate £'000</b>
HRA	198,804	198,804	198,804
Non-HRA	507,020	520,016	514,597
Total	705,824	718,820	713,401

The estimates are based on the financing options included in the recommended

capital investment programme. The estimates will not commit the Council to particular methods of funding – the actual funding of capital expenditure will be determined after the end of the relevant financial year.

The Council has a number of daily cashflows, both positive and negative, and manages its treasury position in terms of its borrowings and investments in accordance with the approved treasury management strategy and practices. In day to day cash management no distinction can be made between revenue cash and capital cash. External borrowing arises as a consequence of all the financial transactions of the Council and not simply those arising from capital spending. It is possible external debt could exceed the capital financing requirement in the short term.

#### ***D. Prudential indicators for External Debt***

A number of prudential indicators are required in relation to external debt

*D1: Prudential indicator – Authorised limit 2018/19 to 2020/21*

<b>Indicator</b>	<b>2018/19 Estimate £'000</b>	<b>2019/20 Estimate £'000</b>	<b>2020/21 Estimate £'000</b>
Borrowing	911,521	931,521	933,521
Other Long Term Liabilities	600	400	200
<b>Total</b>	<b>912,121</b>	<b>931,921</b>	<b>933,721</b>

The authorised limit is the aggregate of gross borrowing (i.e. before investment) and other long term liabilities such as finance leases. In taking its decisions on the budget report the Council is asked to note that the authorised limit determined for 2018/19 in the above table is a statutory limit required to be determined by full Council under section 3(1) of the Local Government Act 2003.

The authorised limits are consistent with the Council's current commitments, existing plans and the proposals in the budget report for capital expenditure and financing, and with its approved treasury management policy statement and practices. The Director of Finance and IT confirms that they are based on the estimate of most likely, prudent but not worst case scenario, with in addition sufficient headroom over and above this to allow for operational management, for example unusual cash movements. Risk analysis and risk management strategies have been taken into account, as have plans for capital expenditure, estimates of the capital financing requirement and estimates of cashflow requirements for all purposes.

*D2: Prudential indicator – Operational boundary 2018/19 to 2020/21*

<b>Indicator</b>	<b>2018/19 Estimate £'000</b>	<b>2019/20 Estimate £'000</b>	<b>2020/21 Estimate £'000</b>
Borrowing	861,521	881,521	883,521
Other Long Term Liabilities	600	400	200
Total	862,121	881,921	883,721

The operational boundary is based on the authorised limit but without the additional headroom. The operational boundary represents a key management tool for in-year monitoring by the Director of Finance and IT. As with the authorised limit figures for borrowing (gross) and other long term liabilities are separately identified.

The authorised limit and operational boundary separately identify borrowing from other long-term liabilities. It is recommended that Council delegate authority to the Director of Finance and IT, within the total limit for any individual year, to effect movement between the separately agreed limits for borrowing and other long term liabilities, in accordance with option appraisal and best value for money for the Council. Any such changes made will be reported to the Council at its next meeting following the change.

*D3: Prudential indicator – HRA Limit on Indebtedness Under Self Financing*

This is known as the Debt Cap and is the absolute level of debt permitted under Self Financing Regulations. The debt cap was set at £188.141m which means debt attributable to the HRA cannot exceed this figure. Agreement to increase the debt cap to borrow by £11.58m in 2015/16 was approved by the DCLG, giving a revised debt cap £199.721m. At 31 March 2017 the Council had total HRA borrowing of £160.9m and the figure will be the same as at 31 March 2018.

***E. Prudential indicators for Treasury Management***

A number of prudential indicators are required in respect of treasury management. The indicators are based on the Council's treasury management strategy and take into account the pre-existing structure of the Council's borrowing and investment portfolios.

*E1: Prudential indicator – the Council has adopted the "CIPFA Code of Practice for Treasury Management in the Public Services" within its Financial Standing Orders.*

The Council has adopted the code within the financial standing orders and monitors the treasury management function to ensure it continues to meet the specified requirements.

*E2: Prudential indicators – Upper limits on interest rate exposure 2018/19 to 2020/21*

<b>Indicator</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
Upper limit on fixed interest rate exposure	100%	100%	100%
Upper limit on variable interest rate exposure	50%	50%	50%

This indicator specifies the limits on the proportion on the Council net outstanding principal sums (i.e. net of investments) with fixed interest payments and variable interest payments.

The upper limit of 100% is a consequence of the Council maintaining an investment portfolio. Indicator E2a exemplifies the indicator over borrowing and investment.

*E2a: Prudential indicators (supplemental) – Upper limits on interest rate exposure 2018/19 to 2020/21*

<b>Indicator</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
Upper limit on borrowing – fixed rate exposure	100%	100%	100%
Upper limit on borrowing – variable rate exposure	50%	50%	50%
Upper limit on investments – fixed rate exposure	100%	100%	100%
Upper limit on investments – variable rate exposure	50%	50%	50%

Indicator E2a is supplemental to Indicator E2 and shows separately the maximum limits for both borrowing and investments. The indicator is not a requirement of the prudential code but it does show more clearly the interest rate exposure limits within which borrowing and investments will be managed.

*E3: Prudential indicator – Upper and lower limits on the maturity structure of borrowing 2018/19*

	<b>Upper Limit</b>	<b>Lower Limit</b>
under 12 months	100%	0%
12 months and within 24 months	60%	0%
24 months and within 5 years	60%	0%
5 years and within 10 years	60%	0%
10 years and within 20 years	60%	0%
20 years and within 30 years	60%	0%
30 years and within 40 years	60%	0%
40 years and within 50 years	100%	0%
50 years and above	100%	0%

The limits in Indicator E3 represent the amount of projected borrowing that is fixed rate maturing in each period as a percentage of total projected borrowing that is fixed rate at the start of the period.

*E4: Prudential indicator – Principle sums invested for periods longer than 364 days*

<b>Indicator</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Limit	450,000	450,000	450,000

This is the limit that the Council can have in investments that are for greater than one year. The council will have £360m as at 31 March 2018 and this provides headroom for further investments should opportunities arise.

*E5: Prudential indicator – Credit Risk:*

The Council employs Treasury advisors (Arlingclose) who provide monthly updates that consider security, liquidity and yield in that order, when making investment decisions. Credit ratings remain an important element of assessing credit risk, but, they are not a sole feature in the Council's assessment of counterparty credit risk. The Council also considers alternative assessments of credit strength and information on corporate developments and market sentiment towards counterparties. The following key tools are used to assess credit risk:

- Published credit ratings of the financial institution (minimum BBB- or equivalent) and its sovereign (minimum AA+ or equivalent for non-UK sovereigns);
- Sovereign support mechanisms;
- Credit default swaps (where quoted);

- Share prices (where available);
- Economic fundamentals, such as country's net debt as a percentage of its GDP;
- Corporate developments, news, articles, market sentiment and momentum; and
- Subjective overlay

The only indicators with prescriptive values remain to be credit ratings. All other indicators of creditworthiness are considered in relative rather than absolute terms

## Approved Investment Counterparties:

Credit Rating	Banks/Building Societies Unsecured		Bank/Building Societies Secured		Government		Corporates		Registered Providers	
	Amount	Period	Amount	Period	Amount	Period	Amount	Period	Amount	Period
<b>UK Govt</b>	N/A	N/A	N/A	N/A	£unlimited	50 years	N/A	N/A	N/A	N/A
<b>AAA</b>	£10m	5 years	£20m	20 years	£20m	50 years	£10m	20 years	£10m	20 years
<b>AA+</b>	£10m	5 years	£20m	10 years	£20m	25 years	£10m	10 years	£10m	10 years
<b>AA</b>	£10m	4 years	£20m	5 years	£20m	15 years	£10m	5 years	£10m	10 years
<b>AA-</b>	£10m	3 years	£20m	4 years	£20m	10 years	£10m	4 years	£10m	10 years
<b>A+</b>	£10m	2 years	£20m	3 years	£10m	5 years	£10m	3 years	£10m	5 years
<b>A</b>	£10m	1 year	£20m	2 years	£10m	5 years	£10m	2 years	£10m	5 years
<b>A-</b>	£7.5m	13 months	£15m	13 months	£10m	5 years	£10m	13 months	£10m	5 years
<b>BBB+</b>	£5m	6 months	£10m	6 months	£5m	2 years	£5m	6 months	£5m	2 years
<b>BBB</b>	£5m	100 days	£10m	100 days	N/A	N/A	N/A	N/A	N/A	N/A
<b>BBB-</b>	£5m	100 days	£10m	100 days	N/A	N/A	N/A	N/A	N/A	N/A
<b>None</b>	£5m	6 months	N/A	N/A	£5m	25 years	N/A	N/A	N/A	N/A

Pooled Funds ,External Fund Managers and any other investment vehicle approved by the Section 151 Officer – Decisions are based on each individual case following appropriate due diligence work being undertaken



The above limits are the maximum that the Council would expect to have in place at any time. However, in practice the actual duration limits in place are continually assessed in conjunction with Arlingclose and are often much shorter than the limits in the above table.

**Credit ratings:** Investment decisions are made by reference to the lowest published long-term credit rating from Fitch, Moody's or Standard & Poor's. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used.

**Banks and Building Societies Unsecured:** Accounts, deposits, certificates of deposit and senior unsecured bonds. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail.

**Banks and Building Societies Secured:** Covered bonds, reverse repurchase agreements and other collateralised arrangements. These investments are secured on the bank's assets, which limits the potential loss in the unlikely event of insolvency and means that they are exempt from bail-in. Where there is no investment specific credit rating, but, the collateral upon which the investment is secured has a credit rating, the highest of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.

**Government:** Loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multi development banks. These investments are not subject to bail-in and there is an insignificant risk of insolvency. Investments with the UK Central government may be made in unlimited amounts for up to 50 years.

**Corporates:** Loans, bonds and commercial paper issued by companies other than banks and registered providers. These investments are not subject to bail-in, but, are exposed to the risk of the company going insolvent.

**Other Organisations –** The Council may also invest cash with other organisations, for example making loans to small businesses as part of a diversified pool in order to spread the risk widely. Because of the higher perceived risk of unrated businesses such investments may provide considerably higher rates of return. The Council will also undertake appropriate due diligence to assist in all investment decisions.

**Registered providers:** Loans and bonds issued by, guaranteed by or secured on the assets of Registered Providers of Social Housing, formerly known as Housing Associations. These bodies are tightly regulated by the Homes and Community Agency and as providers of public services they retain a high likelihood of receiving Government support if needed.

**Pooled Funds:** Shares in diversified investment vehicles consisting of any of the above investment types plus equity shares and property. These funds have the advantage of providing wide diversification of investment risks coupled with the services of a professional fund manager in return for a fee. Money market funds that offer same-day liquidity and aim for a constant net asset value will be used as an

alternative to instant access bank accounts while pooled funds whose value changes with market prices and/or have a notice period will be used for longer investment periods.

Bond, equity and property funds offer enhanced returns over the longer term, but, are more volatile in the short term. These allow authorities to diversify into asset classes other than cash without the need to own and manage the underlying investments. These funds have no defined maturity date but are available for withdrawal after a notice period. As a result their performance and continued suitability in meeting the authority's investment objectives will be monitored regularly and decisions made on entering such funds will be made on an individual basis.

Risk assessment and credit ratings: Credit ratings are obtained and monitored by the authorities' treasury advisers who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

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

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

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

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

a reduction in the level of investment income earned, but, will protect the principal sum.

### Specified Investments

Specified investments will be those that meet the criteria in the CLG Guidance, i.e. the investment:

- is sterling denominated;
- has a maximum maturity of one year;
- meets the “high credit quality” as determined by the Council or is made with the UK government or is made with a local authority in England, Wales, Scotland or Northern Ireland or a parish or community council; and
- The making of which is not defined as capital expenditure under section 25(1)(d) in SI 2003 No 3146 (i.e. the investment is not loan capital or share capital in a body corporate).

The Council defines ‘high credit quality’ organisations and securities as those having a credit rating of BBB- or higher that are domiciled in the UK or a foreign country with a sovereign rating of AA+ or higher. For money market funds and other pooled funds ‘high credit quality’ is defined as those having a credit rating of A- or higher

### Non-specified Investments

Any investment not meeting the definition of a specified investment is classed as non-specified. The Council does not intend to make any investments denominated in foreign currencies, nor any that are defined as capital expenditure by legislation, such as company shares

### Non-Specified Investment Limits

	Cash Limit
Total Long Term Investments	£450m
Total Investments without credit ratings or rated below A- with appropriate due diligence having been performed	£70m
Total Investments in foreign countries rated below AA+	£30m
Maximum total non-specified investments	£550m

### Investment Limits

The maximum that will be lent to any one organisation in the Approved Investment Counter Party list (except the UK Government) is £20m. For other investments approved by the Section 151 Officer the amount to be invested will be determined by the Section 151 Officer, taking into account the relevant merits of the transaction such as, for example, duration and risk following due diligence work undertaken. A group of banks under the same ownership, a group of funds under the same management, brokers nominee accounts, foreign countries and industry sectors will all have limits placed on them as in the table below:

	Cash Limit
Any single organisation, except the UK Central Government	£20m each
UK Central Government	unlimited
Any group of organisations under the same ownership	£40m
Any group of pooled funds under the same management	£50m
Any external Fund Manager	£425m
Negotiable instruments held in a brokers nominee account	£20m
Foreign countries (total per country)	£30m
Registered Providers in total	£30m
Building Societies in total (excluding overnight investments)	£40m
Loans to small businesses	£20m
Money Market Funds	£40m
Investments approved by the Section 151 Officer	Reviewed for each case

### Liquidity Management

The Council maintains a cash flow spreadsheet that forecasts the Council's cash flows into the future. This is used to determine the maximum period for which funds may be prudently committed. The forecast is compiled on a pessimistic basis, with receipts under estimated and payments over estimated to minimise the risk of the Council having to borrow on unfavourable terms to meet its financial commitments.

## THE MINIMUM REVENUE PROVISION STATEMENT

### **Introduction:**

The rules for Minimum Revenue Provision (MRP) were set out in the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003. These rules have now been revised by the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008.

Authorities are required to submit to a meeting of their Council an annual statement of their policy on making MRP.

### **Background:**

Each year the Council borrows money in order to finance some of its capital expenditure. The loans taken out for this purpose, unlike a mortgage which is repaid in part each month, are fully repayable at a future point in time. The repayment date is chosen to secure the best financial result for the Council.

The concept of Minimum Revenue Provision was introduced in 1989 to prescribe a minimum amount which must be charged to the revenue account each year in order to make provision to meet the cost of repaying that borrowing.

The detailed rules and formulae to be used in the more recent method of calculation were laid down in the Regulations mentioned in the introduction section.

This system has now been radically revised and requires an annual statement to full Council setting out the method the Council intends to adopt for the calculation of MRP.

### **Issues:**

Under the old regulations Local Authorities were required to set aside each year, from their revenue account an amount that, in simple terms equalled approximately 4% of the amount of capital expenditure financed by borrowing. Local Authorities had no freedom to exercise any discretion over this requirement.

The amendment regulations introduce a simple duty for an authority each year to set aside an amount of MRP which it considers to be 'prudent'. The regulation does not define a 'prudent provision' but the MRP guidance makes recommendations to authorities on the interpretation of that term.

The MRP guidance document is a statutory document and authorities are obliged by section 21 of the Local Government Act 2003 to have regard to such guidance. The guidance aims to provide more flexibility and in particular for development schemes it is possible to have an MRP "holiday" for assets or infrastructure under construction.

In addition, it is accepted that where there is capital expenditure that will give rise to a capital receipts, either through the disposal of the asset or loan repayments, then

there is no need to set aside MRP on an annual basis but the capital receipt or loan repayments should be set aside on receipt for that purpose.

The operative date of the change was 31 March 2008, which means the new rules have applied since the financial year 2007/08.

### **The Annual MRP Statement**

As stated above, Local Authorities are required to prepare an annual statement of their policy on making MRP for submission to their full Council. This mirrors the existing requirements to report to the Council on the Prudential borrowing limits and Treasury Management strategy. The aim is to give elected Members the opportunity to scrutinise the proposed use of the additional freedoms conferred under the new arrangements. The statement must be made before the start of each financial year.

The statement should indicate how it is proposed to discharge the duty to make prudent MRP in the financial year in question for the borrowing that is to take place in that financial year. If it is ever proposed to vary the terms of the original statement during any year, a revised statement should be put to Council at that time.

The guidance includes specific examples of options for making a prudent provision. The aim of this is to ensure that the provision to repay the borrowing is made over a period that bears some relation to the useful life of the assets in question or where a capital receipt will be received to repay the debt in part or in full.

### **Proposals**

The Minimum Revenue Provision Policy Statement for 2018/19:

- In accordance with the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 the Council's policy for the calculation of MRP in 2018/19 shall be that the Council will set aside an amount each year which it deems to be prudent and appropriate, having regard to statutory requirements and relevant guidance issued by DCLG; and
- The Council will also consider the use of capital receipts to pay down any MRP incurred.

The policy will be reviewed on an annual basis.

<b>7 February 2018</b>	<b>ITEM: 12</b> <b>Decision 0110461</b>
<b>Cabinet</b>	
<b>Medium Term Financial Strategy And Draft Budget Update</b>	
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Key
<b>Report of:</b> Councillor Shane Hebb, Portfolio Holder for Finance	
<b>Accountable Assistant Director:</b> Not Applicable	
<b>Accountable Director:</b> Sean Clark, Director of Finance and IT	
<b>This report is public</b>	

## **Executive Summary**

Cabinet considered the draft budget at their meeting on 10 January 2018. This report has been updated to reflect comments from the Corporate Overview and Scrutiny Committee held on 23 January 2018.

In addition to the savings proposals that were set out in the report to Council in February 2017, which covered the period 2017/18 to 2020/21, Service/Transformation Review proposals continue to be developed and progress to date is summarised in the body of this report at paragraph 3.2. No further savings or efficiencies are being proposed at this time due to the success of the investment approach which has delivered a balanced budget over the 2 year period 2018/19 and 2019/20.

The proposals have been through a Transformation Board challenge and refined to reflect deliverability based on current knowledge and progress against 2017/18 targets. The allocation of budgets to services is set out in appendix 2 so as to inform Cabinet of overall changes to Directorate budgets. These are draft and will be updated in future reports as allocations are refined.

The draft Local Government Settlement was announced on 19 December 2017. Whilst the grant settlement for Thurrock Council is broadly as forecast previously within the MTFs, the cap on increasing the non-Adult Social Care element of the council tax has been increased by 1% to 2.99%. This report sets out the financial impact of this announcement on the MTFs.

The Council has a statutory requirement to set a balanced budget annually and to review its adequacy of reserves. As reported at the last meeting, these budget proposals provide a balanced budget for the next two years and the General Fund Balance now stands at £11m, an increase of 38% in less than 2 years.

## **1 Recommendations to Full Council:**

- 1.1 That the Cabinet propose a 3% council tax increase towards the cost of Adult Social Care;**
- 1.1 That the Cabinet propose a 2.99% council tax increase to meet the increasing costs and demands of all other services and to move the council towards greater financial sustainability for the medium to longer term; and**
- 1.2 That the Cabinet agree to the budget proposals set out throughout this report and appendices.**

## **2 Introduction and Background**

- 2.1 All Members are aware of the financial pressures that local authorities have experienced in previous years and that all face a challenge to become financially self-sustainable.
- 2.2 At its meeting on 10 January 2018, Cabinet received updates on changes to the MTFs that included:
  - a) Improved forecasts for investments;
  - b) Assumed income from a second Thurrock Regeneration Ltd scheme;
  - c) A reduction in the proposed transformation savings in 2018/19 after reviewing implementation timescales; and
  - d) An improvement in the prudential borrowing impact of financing the new environment fleet through changes to the accounting for the Minimum Revenue Provision (MRP).
- 2.3 In addition, it was reported at that meeting that the general council tax could be increased by 2.99% in addition to the 3% Adult Social Care precept. Considering the continuing direction of travel towards financial sustainability, officers are recommending that this higher increase be recommended to council on 28 February 2018 and the figures within this report have been amended accordingly.
- 2.4 Whilst this report sets out a balanced budget for the next two years, Cabinet needs to consider the fact that there is still a budget gap in year three and for the following years. It is important to build a sustainable income base for the future from both ongoing investments and the council tax base.
- 2.5 Thurrock Council still has the third lowest council tax amongst all Unitary Authorities and, subsequently, the third lowest budget spend on services for local residents. Increasing the council tax base is an important element of long term financial sustainability and spending power figures published by government assumes the full increases of 2.99% over the next 2 years.



2.6 Whilst it is acknowledged that any increase in household bills/council tax is difficult for residents, the impact of the additional 1% to a 2.99% increase is as follows:

- a) The council would raise an additional £620k per annum, an additional £1.25m if the maximum increase was supported for each of the next two years; and
- b) These amounts have added to the surplus position set out in section 3 and be available for one off expenditure.

2.7 The table below sets out the average impact on a household in each band when considering the various discounts and support already in place:

Band	Band Charge	Properties		Average Charge	Average 1% Increase p.a.
		No.	%		
A	£968	7,423	11.0	£569	£6
B	£1,130	13,402	19.93	£840	£8
C	£1,291	26,679	39.67	£1,083	£11
D	£1,453	12,105	18.00	£1,297	£13
E	£1,776	4,589	6.82	£1,642	£16
F	£2,098	2,210	3.29	£2,008	£20
G	£2,421	802	1.19	£2,279	£23
H	£2,905	42	0.06	£2,702	£27
<b>TOTALS</b>		<b>67,252</b>	<b>100.00</b>	<b>£1,100</b>	<b>£11</b>

2.8 For over 70% of residents, the additional 1% increase in council tax equates to a maximum of 25 pence per week but averages out, after discounts, to between 11 pence and 21 pence.

2.9 After the endorsement of the Independent Finance Peer Review in June 2017, the council continued with the Council Spending Review (CSR) approach that concentrates on meeting the budget pressures through:

- a) Increased income – this can be through fees and charges, the trading of core services and investments from the treasury or property function;
- b) More or same for less – focussing on better value from contracts and wider procurement, reducing spend on agency staff and more efficient processes; and
- c) Reducing the growth pressures in demand led services – such as concentrating on early intervention.

2.10 This is underpinned by a detailed review of all services and is delivered through a number of officer Boards that ultimately brings proposals through the CSR to Overview and Scrutiny Committees and Cabinet.

2.11 Before considering future years it is important to recognise any impacts from the current year. Cabinet have received two update reports in recent months with the most recent report on 13 December 2017 setting out net pressures of

£0.475m for the current financial year. Whilst officers are confident that this will be balanced by year end, there are main areas of concern within both Children’s and Environment and Highways Services. To recognise this, £2.5m has been included within the MTFS as growth to meet any ongoing pressures.

### 3 Draft 2018/19 Budget and Future Forecasts

3.1 The MTFS attached at Appendix 1 sets out net pressures before investments of £15.0m. This figure assumes a number of savings from the Transformation Boards that were, in the main, identified during 2016/17 and included within the MTFS presented to Council in February 2017.

3.2 In addition, cross cutting service reviews are focused on four key areas for 2018/19 resulting in an target income growth/operating cost saving of £930k:

Service Area	Target Income Growth/Operating Cost Saving
ICT	£170k
Transport	} } £760k across these three service areas }
Children’s Social Care	
Business Resource	

3.3 Following the Council meeting on 25 October 2017, officers have been actively following a number of investment opportunities that have not only significantly contributed to an improved 2018/19 budget position but also realised unbudgeted income in 2017/18 as a one-off.

3.4 Along with income from a second Thurrock Regeneration Ltd (TRL) scheme, the summarised budget position for the medium term now stands at:

	2018/19 £m	2019/20 £m	2020/21 £m
MTFS Budget Pressures	5.28	5.58	4.12
Surplus Brought Forward		(3.11)	(1.28)
Known Investments	(7.85)	(3.70)	-
Thurrock Regeneration Ltd	(0.54)	(0.05)	(0.01)
Total	(3.11)	(1.28)	2.83

- 3.5 As can be seen, supporting an investment approach to accompany the CSR approach has delivered a surplus budget for 2018/19 and 2019/20.
- 3.6 Points to note:
- The budget surplus in 2018/19 and 2019/20 should only be used for one off expenditure and/or as a contribution to reserves. By not committing this surplus to ongoing expenditure the surplus carries forward to 2020/21 and reduces the projected deficit;
  - As previously reported, investments should be a balanced portfolio of cash (loan type) investments and property related. Although the former are sound investments, they are generally short in life and so should complement property related investments that deliver a longer term income streams. Without this, the council is simply storing up future budget pressures as short term investments reach their conclusion; and
  - Income relating to Thurrock Regeneration Ltd (TRL) currently reflects just one additional scheme. The delivery of more TRL schemes would improve the council's financial MTFS position further.
- 3.7 This balanced investment approach is required to make further headway into 2020/21 and beyond to ensure the progress made towards financial self-sustainability as an authority is maintained and built on.
- 3.8 Budget savings are summarised in Appendix 2 and draft allocations are set out in Appendix 3. The Committee should note that these have been updated from those considered by Cabinet due to the draft allocation of the various growth provisions.

#### **4 Issues, Options and Analysis of Options**

- 4.1 This report sets out the changes to the current year budget that are proposed for 2018/19. Due to the adoption of an investment approach, the impact on services is limited compared to previous years and allows for significant growth within the Adult's, Children's and Environmental services.
- 4.2 Council tax increases are recommended and, indeed, required to continue towards financial self-sustainability by 2020. The ability to increase the core council tax element by 2.99% is welcomed and would go some way towards achieving financial sustainability in the medium to long term.
- 4.3 The report also sets out surpluses in both the current financial year and 2018/19. Cabinet are asked to consider how these balances should be utilised. It is recommended that they only be used for one off expenditure and/or a contribution as any commitment to ongoing expenditure will increase the budget deficits in future years as the budgets become a core requirement.

## **5 Reasons for Recommendation**

- 5.1 The Council has a statutory requirement to set a balanced budget annually and to review its adequacy of reserves. This report sets out a balanced budget for 2018/19 whilst the previous report set out an increase to £11m for the General Fund Balance and an additional reserve to support the Council in reducing the net budget over the medium term.

## **6 Consultation (including Overview and Scrutiny, if applicable)**

- 6.1 The budget planning governance structure includes involvement and consultation with officers, Portfolio Holders and Members. The process includes the Council Spending Review Panel, made up of cross-party Group Leaders and Deputies who meet regularly during the budget planning period and ahead of key decision points.
- 6.2 The Corporate Overview and Scrutiny Committee considered the budget proposals at their meeting on 23 January 2018. At that meeting, the Director of Finance and IT was questioned on the achievability of the People related savings, specifically any savings attributed to reducing sickness when considering the quarterly review of the performance indicator shows no improvement.
- 6.3 It was explained that the People savings are to be met from the overall staffing costs of the authority and areas such as sickness, overtime and agency are just some areas being targeted. In addition, when you consider the fact that there are also similar savings in 2017/18, the in-year budget pressures have not come from the non-achievement of savings but in demand led services.
- 6.4 The committee did not give a view on the level of council tax. The committee did recognise the need to consider the medium to longer term and that a five year MTFS may well influence decision making on this issue.

## **7 Impact on corporate policies, priorities, performance and community impact**

- 7.1 The implementation of previous savings proposals has already reduced service delivery levels and our ability to meet statutory requirements, impacting on the community and staff. There is a risk that some agreed savings may result in increased demand for more costly interventions if needs escalate particularly in social care. The potential impact on the Council's ability to safeguard children and adults will be kept carefully under review and mitigating actions taken where required.
- 7.2 There are increases to both the Adults' and Children's budgets and the MTFS also provides additional funding for the Environment Service to meet current pressures and those expected in the future as contracts are renewed.

## **8 Implications**

### **8.1 Financial**

Implications verified by: **Sean Clark**  
**Director of Finance and IT**

Council officers have a legal responsibility to ensure that the Council can contain spend within its available resources. Regular budget monitoring reports will continue to come to Cabinet and be considered by the Directors Board and management teams in order to maintain effective controls on expenditure during this period of enhanced risk. Austerity measures in place are continually reinforced across the Council in order to reduce ancillary spend and to ensure that everyone is aware of the importance and value of every pound of the taxpayers money that is spent by the Council.

This draft budget report sets out a balanced budget for 2018/19 and identifies funding to be used for one off expenditure for the council's priorities.

The ability to increase council tax by 2.99% needs to be carefully considered and should be discussed at both the Corporate Overview and Scrutiny Committee and Cabinet to inform the Council budget setting meeting.

In addition, the report sets out an increase to the General Fund Balance of £3m to £11m and sets aside funding to facilitate additional work towards achieving financial self-sustainability.

### **8.2 Legal**

Implications verified by: **David Lawson**  
**Assistant Director of Law & Governance -**  
**Monitoring Officer**

There are no direct legal implications arising from this report.

There are statutory requirements of the Council's Section 151 Officer in relation to setting a balanced budget. The Local Government Finance Act 1988 (Section 114) prescribes that the responsible financial officer "must make a report if he considers that a decision has been made or is about to be made involving expenditure which is unlawful or which, if pursued to its conclusion, would be unlawful and likely to cause a loss or deficiency to the authority". This includes an unbalanced budget.

### **8.3 Diversity and Equality**

Implications verified by: **Natalie Warren**  
**Community Development and Equalities**  
**Manager**

There are no specific diversity and equalities implications as part of this report. A comprehensive Community and Equality Impact Assessment (CEIA) will be completed for any specific savings proposals developed and informed by consultation outcomes to feed into final decision making. The cumulative impact will also be closely monitored and reported to Members.

### **8.4 Other implications (where significant – i.e. Staff, Health, Sustainability, Crime and Disorder)**

Any other significant implications will be identified in any individual savings proposal business case to inform the consultation process where applicable and final decision making.

### **9 Background papers used in preparing the report** (including their location on the Council's website or identification whether any are exempt or protected by copyright):

- Budget working papers held in Corporate Finance
- Budget Review Panel papers held in Strategy and Communications

### **10 Appendices to the report**

- Appendix 1 – Medium Term Financial Strategy
- Appendix 2 – Summary of CSR Savings
- Appendix 3 – Draft allocation of growth and savings to services

### **Report Authors:**

Sean Clark  
Director of Finance and IT

## MEDIUM TERM FINANCIAL STRATEGY

Narrative	2018/19	2019/20	2020/21
	£000	£000	£000
<b>Local Funding</b>			
Council Tax Base / Charge	(2,521)	(2,596)	(2,025)
Council Tax Social Care Precept	(1,869)	0	0
Council Tax Collection Fund Surplus	558	0	0
	<b>(3,832)</b>	<b>(2,596)</b>	<b>(2,025)</b>
Business Rates Growth	(933)	(378)	(658)
Business Rates - Collection Fund Deficit	(1,773)	0	0
	<b>(2,706)</b>	<b>(378)</b>	<b>(658)</b>
<b>Total Government Resources</b>			
Revenue Support Grant	3,962	4,000	658
Transfer to funding formula under 100% retention	0	0	0
New Homes Bonus	673	122	0
Other Central Grants - ESG & HB and Ctax Admin Subsidy	375	300	300
	<b>5,010</b>	<b>4,422</b>	<b>958</b>
<b>Net Additional (Reduction) in resources</b>	<b>(1,527)</b>	<b>1,449</b>	<b>(1,726)</b>
<b>Inflation and other general increases</b>			
Pay award at 2%, Increments and legislative changes	2,181	2,098	2,098
Waste contract inflation	403	371	389
Non Contract Inflation - Utilities and Fuel and Oil	100	100	100
Levy adjustment	45	54	0
	<b>2,729</b>	<b>2,623</b>	<b>2,587</b>
<b>Demographic, Economic and Capital Growth:</b>			
Adult Social Care Demand linked to ASC precept	1,869	0	0
Contingency to Meet Growth Pressures	4,802	3,740	2,500
	<b>6,671</b>	<b>3,740</b>	<b>4,164</b>
<b>Services Design Principals and Strategic Boards</b>			
Procurement Total	(70)	(105)	0
Commercial Total	(572)	(371)	(100)
Customer & Demand Management Total	(100)	0	0
Digital Total	(147)	(130)	0
People Total	(500)	(500)	0
Property Total	(275)	(200)	0
Service Reviews	(930)	(920)	(800)
	<b>(2,594)</b>	<b>(2,226)</b>	<b>(900)</b>
<b>Total Savings to Identify</b>	<b>5,279</b>	<b>5,585</b>	<b>4,126</b>
<b>C/f Position</b>		<b>(3,111)</b>	<b>(1,279)</b>
Cash Investments	0	0	0
Thurrock regeneration ltd loan arrangements - Belmont Only	(540)	(53)	(14)
Other known property related investments	0	0	0
Known Investments	(7,850)	(3,700)	0
	<b>(8,390)</b>	<b>(3,753)</b>	<b>(14)</b>
<b>Working Totals</b>	<b>(3,111)</b>	<b>(1,279)</b>	<b>2,833</b>

## SAVINGS BY CSR BOARD

Board	Proposal	2018/19	2019/20	2020/21
Procurement	Savings to be delivered through effective procurement and contract management	70	105	-
Commercial	Further income through the expansion and development of traded services	302	271	-
Commercial	Growth in fees and charges income reflecting 17/18 forecasts and review of fees and charges, mainly through volume increases as a direct result of service areas understanding and acting upon market and competitor information	270	100	100
Customer & Demand Management	Customer Services Strategy	100	-	-
ICT / Digital	Citizen Journeys - "Enabling citizens and customers to do business with the council digitally"	37	90	-
ICT / Digital	Legacy Application Rationalisation and Unified Comms	110	40	-
People	Savings to be delivered through ongoing review of employee related costs including reducing use of high cost agency staff, effective attendance management and reviewing overtime arrangements	500	500	-
Property	Rental income stretch target - annual increase in rent roll through lease reviews and renewals	200	200	-
Property	Corporate Landlord model - reduction in running costs through economies of scale	75	-	-
Service Review	Service Review savings to be identified through ongoing review process	930	920	800
		<b>2,594</b>	<b>2,226</b>	<b>900</b>



## INDICATIVE SERVICE BUDGET IMPACT 2018/19

Service	2017/18 Current Budget £000	MTFS Growth, etc £000	Commercial Savings £000	Customer & Demand Management Savings £000	ICT/ Digital Savings £000	People Savings £000	Procurement Savings £000	Property Savings £000	Service Review Savings £000	Indicative Budget 2018/19 £000
Environment	16,485	1,765	(106)			(90)				18,054
Transportation & Highways	5,860	219				(7)				6,072
<b>Environment and Highways Total</b>	<b>22,345</b>	<b>1,984</b>	<b>(106)</b>	<b>0</b>	<b>0</b>	<b>(97)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24,126</b>
Planning & Growth	2,818	50	(14)			(22)				2,832
Regeneration	720	100	(95)			(4)				721
Transport	330	8								338
Assets	1,659	233				(6)		(275)		1,611
<b>Place Total</b>	<b>5,527</b>	<b>391</b>	<b>(109)</b>	<b>0</b>	<b>0</b>	<b>(32)</b>	<b>0</b>	<b>(275)</b>	<b>0</b>	<b>5,502</b>
Care & Targeted Outcomes	28,018	986	(17)			(178)	(10)			28,799
Central Administration Support and Other	1,357	(193)				(9)				1,155
Learning & Universal Outcomes	6,616	(65)	(74)			(19)				6,458
School Transport	805	0					(55)			750
<b>Children's Services Total</b>	<b>36,796</b>	<b>728</b>	<b>(91)</b>	<b>0</b>	<b>0</b>	<b>(206)</b>	<b>(65)</b>	<b>0</b>	<b>0</b>	<b>37,162</b>
External Placements	21,824	1,898	(7)				(100)			23,615
Provider Services	9,625	(36)	(1)			(94)				9,494
External Commissioning	1,914	0	(2)			(2)				1,910
Public Health	424	(424)								0
Community Development & Libraries	1,869	(211)				(6)				1,652
<b>Adults; Housing and Health Total</b>	<b>35,656</b>	<b>1,227</b>	<b>(10)</b>	<b>0</b>	<b>0</b>	<b>(102)</b>	<b>(100)</b>	<b>0</b>	<b>0</b>	<b>36,671</b>
Homelessness	479	0				(5)				474
Private Sector Housing	1,775	0				(2)				1,773
Travellers	(75)	4	(46)							(117)
<b>Housing General Fund Total</b>	<b>2,179</b>	<b>4</b>	<b>(46)</b>	<b>0</b>	<b>0</b>	<b>(7)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,130</b>
Corporate Finance	1,950	139	(190)			(9)				1,890
Cashiers	70	0								70
Chief Executive	197	58				(1)				254
ICT	3,883	50			(110)	(11)				3,812
Revenue and Benefits	1,718	12			(12)	(5)	(5)			1,708
Democratic Services	190	0				(1)				189
Members Services	722	0								722
Electoral Services	440	0								440
<b>Finance and Information Technology Total</b>	<b>9,170</b>	<b>259</b>	<b>(190)</b>	<b>0</b>	<b>(122)</b>	<b>(27)</b>	<b>(5)</b>	<b>0</b>	<b>0</b>	<b>9,085</b>
HR & OD	4,466	(7)				(6)				4,453
<b>HR; OD and Transformation Total</b>	<b>4,466</b>	<b>(7)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(6)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,453</b>
Corporate Strategy & Communications	1,693	50	(20)	(100)	(25)	(6)				1,592
Social Care Performance	898	0				(2)				896
<b>Strategy, Communications and Customer Services Total</b>	<b>2,591</b>	<b>50</b>	<b>(20)</b>	<b>(100)</b>	<b>(25)</b>	<b>(8)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,488</b>
Legal Services	857	150				(11)				996
<b>Legal Total</b>	<b>857</b>	<b>150</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(11)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>996</b>
Commercial Services	561	0				(3)	100			658
<b>Commercial Services Total</b>	<b>561</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(3)</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>658</b>

**INDICATIVE SERVICE BUDGET IMPACT 2018/19**

Corporate Finance	(7,010)	5,314								(1,696)
Investment Income	0	(8,390)								(8,390)
Contribution to reserves	0	3,111								3,111
Savings to be Allocated	0	0						(930)		(930)
<b>Central Expenses Total</b>	<b>(7,010)</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(930)</b>	<b>(7,906)</b>
Council Tax Income	(61,682)	(4,349)								(66,030)
New Homes Bonus	(3,530)	377								(3,153)
NNDR Income	(34,481)	(932)								(35,413)
Collection Fund Balances	1,215	(1,285)								(70)
Revenue Support Grant	(14,660)	3,962								(10,698)
<b>Revenue Funding Total</b>	<b>(113,138)</b>	<b>(2,227)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(115,364)</b>
<b>Grand Total</b>	<b>0</b>	<b>2,594</b>	<b>(572)</b>	<b>(100)</b>	<b>(147)</b>	<b>(500)</b>	<b>(70)</b>	<b>(275)</b>	<b>(930)</b>	<b>0</b>

<b>7 February 2018</b>	<b>ITEM: 13</b> <b>Decision 0110462</b>
<b>Cabinet</b>	
<b>Fees and Charges Pricing Strategy 2018/19</b>	
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Key
<b>Report of:</b> Councillor Shane Hebb, Portfolio Holder for Finance	
<b>Accountable Assistant Directors:</b> Andrew Austin, Commercial Manager and Carl Tomlinson, Finance Manager	
<b>Accountable Directors:</b> Sharon Bayliss, Director of Commercial Services and Sean Clark, Director of Finance and ICT	
<b>This report is Public</b>	

## Executive Summary

Local Authorities continue to be involved in a wide range of statutory and discretionary services and the ability to charge for some of these services has always been a key funding source to Councils .

This report summarises the fees and charges papers already reviewed by their respective Overview and Scrutiny Committees.

Charges will take effect from the 1 April 2018 unless otherwise stated.

Further delegated authority to Director level is sought from Cabinet, to allow Fees and Charges to be varied within financial year in response to legal and regulatory requirements, in consultation with the relevant portfolio holder.

The appendices to this report cover:

- Appendix 1 - Schedule of proposed Fees and Charges for 2018/19
- Appendix 2 - Schedule of Fees and Charges that are no longer applicable
- Appendix 3 - Feedback from Overview and Scrutiny Committees

### 1. Recommendation(s)

- 1.1 That Cabinet agree the proposed fees and charges, including those no longer applicable as per Appendices 1 and 2

- 1.2 That Cabinet approve delegated authority to allow Fees & Charges to be varied within a financial year in response to legal or regulatory requirements, in consultation with the relevant portfolio holder.
- 1.3 That Cabinet note the feedback from all Overview and Scrutiny Committee meetings as per Appendix 1

## 2. Background

- 2.1 The paper describes the fees and charges council wide approach 2018/19 building upon the previously agreed Commercial principles with regard to charging, and will set a platform for these pricing principles moving forward into future financial years.
- 2.2 The fees & charges that are proposed are underpinned in some instances by a detailed sales and marketing plans for each area. This will ensure delivery of the income targets for 2018/19, for ease these are summarised below.
- 2.3 Fees and charges income target 2018/19

Service £m	Last Year Outturn 16/17	Revised Budget 17/18	Forecast Outturn 17/18	Proposed Budget 18/19
Income Target (All Services)	(7,715.3)	(7,634.3)	(7,685.6)	(7,883.6)

- 2.4 Individual services income targets 2018/19

Service	Last Year Outturn 16/17	Revised Budget 17/18	Forecast Outturn 17/18	Proposed Budget 18/19
<b>Cleaner, Greener and Safer (CGS)</b>				
Arboricultural Team	(26,890)	(76,942)	(33,000)	(33,000)
Burials & Cemeteries	(247,944)	(270,546)	(305,032)	(305,032)
Ground Maintenance - West	(1,112)	(2,669)	(2,669)	(2,669)
Country Parks	(1,900)	(987)	(987)	(987)
General Parks and Open Spaces	(68,997)	(74,560)	(74,560)	(74,560)
Street Services	(1,043)	(56,991)	(44,120)	(56,991)
Waste Management Collection	(92,815)	(17,796)	(17,796)	(17,796)
Environment Enforcement	(38,241)	(108,070)	(138,428)	(108,070)
Libraries	(71,667)	(88,060)	(88,060)	(88,060)
Licensing	(327,649)	(309,987)	(309,987)	(309,987)
Registrars	(256,724)	(256,024)	(256,024)	(266,024)
Public Protection	(71,897)	(12,251)	(12,251)	(12,251)
Theatre	(681,271)	(469,421)	(629,625)	(629,625)
<b>CGS Sub-Total</b>	<b>(1,888,200)</b>	<b>(1,744,304)</b>	<b>(1,912,539)</b>	<b>(1,905,052)</b>
<b>Planning, Transport and Regeneration (PTR)</b>				
Building Control	(300,479)	(273,355)	(273,355)	(273,355)
Development Control	(1,220,378)	(977,502)	(977,502)	(977,502)
Land Charges	(300,394)	(216,216)	(216,216)	(216,216)

Strategic Planning	(5,650)	(4,578)	(4,578)	(4,578)
Bus Subsidy	(4,370)	(2,000)	(2,000)	(2,000)
Highways Maintenance	(217,164)	(231,489)	(197,188)	(231,489)
Parking	(817,365)	(1,044,810)	(1,044,810)	(1,044,810)
Road Safety & Traffic Management	(4,568)	(11,889)	(11,889)	(11,889)
Land and Buildings	(22,187)	(50,809)	(50,809)	(50,809)
Village Halls	(21,539)	(22,566)	(22,566)	(22,566)
Facilities	(63,207)	(102,765)	(44,329)	(44,329)
<b>PTR Sub-total</b>	<b>(2,977,301)</b>	<b>(2,937,979)</b>	<b>(2,845,242)</b>	<b>(2,879,543)</b>
<b>Childrens Services</b>				
Placement Support	(7,165)	(6,000)	(7,555)	(7,555)
Brighter Futures - Prevention Service	(16,099)	(799)	(16,000)	(16,000)
Admissions and Welfare	(13,395)	(42,586)	(13,008)	(42,586)
Adult College	(191,511)	(202,823)	(202,823)	(202,823)
Day Nurseries	(240,152)	(263,758)	(224,046)	(321,758)
Learning and Skills	(437,486)	(313,665)	(313,665)	(329,348)
Music Services	(330,655)	(345,500)	(345,500)	(345,500)
<b>Childrens Sub-Total</b>	<b>(1,236,463)</b>	<b>(1,175,131)</b>	<b>(1,122,597)</b>	<b>(1,265,570)</b>
<b>Housing</b>				
Private Sector Housing	(3,058)	(53,712)	(20,000)	(53,712)
Travellers Sites	(351,176)	(323,080)	(338,992)	(369,501))
<b>Housing (GF) Total</b>	<b>(354,234)</b>	<b>(376,792)</b>	<b>(358,992)</b>	<b>(423,213)</b>
<b>Health and Wellbeing (HWB) – Adult Social Care</b>				
Court Protection	(21,685)	(30,397)	(30,397)	(30,701)
Blue Badges	(28,260)	(28,708)	(24,240)	(28,995)
Day Care Services (incl. transport)	(35,555)	(44,716)	(44,716)	(45,163)
Domiciliary Care	(948,930)	(1,089,144)	(1,091,755)	(1,089,144)
Extra Care Housing	(81,320)	(84,071)	(84,071)	(84,912)
Meals on Wheels	(141,233)	(121,418)	(162,392)	(122,632)
Respite Care for Adults with Disabilities	(2,088)	(1,591)	(8,668)	(8,668)
<b>HWB Sub-Total</b>	<b>(1,259,071)</b>	<b>(1,400,045)</b>	<b>(1,446,239)</b>	<b>(1,410,215)</b>

### 3. Thurrock Charging Policy

3.1 The strategic ambition for Thurrock is to adopt a policy on fees and charges that is aligned to the wider commercial strategy and ensures that all discretionary services cost recover.

3.2 Furthermore, for future years, while reviewing charges, services will also consider the level of demand for the service, the market dynamics and how the charging policy helps to meet other service objectives.

3.3 When considering the pricing strategy for 2018/19 some key questions were considered.

- Where can we apply a tiered/premium pricing structure
- How sensitive are customers to price (are there areas where a price freeze is relevant)

- What new charges might we want to introduce for this financial year
- How do our charges compare with neighbouring boroughs
- How do our charges compare to neighbouring boroughs and private sector competitors (particularly in those instances where customers have choice)
- How can we influence channel shift
- Can we set charges to recover costs
- What do our competitors charges
- How sensitive is demand to price
- Statutory services may have discretionary elements that we can influence
- Do we take deposits, charge cancellation fees, charge an admin fee for duplicate services

#### **4. Proposals and Issues**

- 4.1 The fees and charges for each service area have been considered and the main considerations are set out below.
- 4.2 For the Council the increase equates to a target of £7,883.6m to be secured through increased fees and charges in 2018/19. Increases to fees and charges are representative of a council which seeks to cost recover from services provided under the Fees and Charges scheme; services which are not universal to all residents across the borough.
- 4.3 To allow the Council services to better respond to changes in legal or regulatory requirements delegated authority is sought through Cabinet to permit the Director of the Service Area jointly with the Director of Commercial Services to vary these charges within financial year, in consultation with the relevant portfolio holder.
- 4.4 This delegated authority to vary charges is to comply with legally prescribed statutory fees and charges which may be subject to prescribed variation during the year, and that it may be necessary to adjust the relevant fees and charges during the year to reflect a change to their cost recoverability calculation.
- 4.5 Provided in the following sections are the Overview and Scrutiny reports extracts for each service area in respect to the Fee and Charges income targets given previously.

#### **5. CGS - Outdoor Sports and the Commercial Hire of Open Spaces**

- 5.1 The strategic objective for charging for use of the outdoor sports facilities is to provide quality services that are competitively priced to encourage optimum use and consequently maximise income levels while at the same time reducing net subsidy.
- 5.2 The sports offer is currently heavily subsidised. The income received from the letting of sports facilities is recovering less than a third of the cost of delivering

the service. User expectations are high and the service is being challenged to maintain and in some cases improve the service offer.

- 5.3 The outdoor sports service offer is currently being reviewed as part of the corporate Service Review process. While this review is ongoing the existing charges have been increase in line with inflation. Fees and Charges remain comparable with those of comparator boroughs.

## **6. CGS – Allotments**

- 6.1 Thurrock Council currently provides two Allotment Sites with all other sites in the borough being self-managed by community groups. The fees and charges in this report reflect Council Managed Allotments only.
- 6.2 The income received from allotments contributes towards the ongoing running costs that they incur. Taking into account the management costs and the income received allotments are currently cost neutral.
- 6.3 Allotment charges have been increased by the rate of inflation. This will ensure that the allotment provision continues to cover the cost of delivering the service.

## **7. CGS - Domestic Waste Charges**

- 7.1 The collection of Domestic Waste is provided free of charge. Legislation makes a number of exceptions to this; Waste Collection Authorities can charge for the collection of bulky items and for replacement waste receptacles where appropriate. The Council currently charges for both bulky waste collections and replacement waste receptacles, the charges for both have been reviewed as part of this process.
- 7.2 The strategic objective for charging for non-statutory waste services is to cover the cost of providing the service, so far as is practicable; taking account of the need to protect the street scene, residential amenity and to provide residents with an affordable responsible avenue to dispose of their waste.
- 7.3 In order to encourage residents to responsibly dispose of their waste the charge for bulky waste collections has been frozen. The collection of these materials incurs a net expense to the council however the decision has been taken not to increase charges to prevent any increase in fly-tipping.
- 7.4 The charge for the issuing of replacement Refuse and Recycling Bins where lost or damaged has been subject to an increase to reflect inflation.
- 7.5 An additional charge has been put in place to cover the cost of supplying eurobins to flatted complexes for new developments.

## **8. CGS - Commercial Waste**

- 8.1 The Commercial Waste Service offer waste collection and disposal services to businesses and organisations within Thurrock who do not qualify for a domestic

collection under the Controlled Waste Regulations 2012. The service offer a wide range of collection sizes across residual waste, composting and recycling disposal methods in order to meet the needs of small, medium and large businesses across the borough.

- 8.2 In May 2016 the Commercial Waste Service was re-launched with a revised sales and marketing plan. The service has performed well to date and has grown the size of the Commercial Waste Order Book to deliver an annual income target of £303k from a starting base of £190k in 2016/17. At present the service is forecast to deliver the projected level of income.
- 8.3 Due to commercial sensitivity the Council do not publish Commercial Waste charges.
- 8.4 Charges are set in line with the volume and frequency of collections that a customer requires and at a rate that will best support the delivery of our income targets.

## **9. CGS - Burials and Memorials**

- 9.1 Thurrock Council maintains 5 cemeteries providing a range of burial services and graves for cremated remains. Charges for Thurrock Residents are at the rates stated in the Fees and Charges.
- 9.2 Fees and Charges for non-Thurrock residents are doubled across all categories. This is to reflect the lack of burial space in London boroughs and ensure that the Thurrock residents retain enough capacity to meet future requirements.
- 9.3 All interment fees are waived for children under 16 years.
- 9.4 Burial and Memorial Fees and charges has been reviewed and the benchmarking with neighbouring Authorities has been taken into account. Fees and Charges been increased in line with inflation in order to recover any increased costs. The Burials Service is in the process of exploring the opportunities for a wider range of services including cremation and natural burials.
- 9.5 A number of new charges have been included in the Fees and Charges Schedule to reflect work that is undertaken by officers free of charge. This includes a small charge to reflect the time taken to undertake searches for family history research.

## **10. CGS - Environmental Enforcement and Abandoned Vehicles**

- 10.1 Environmental Enforcement issue fixed penalty notices (FPN's) for breaches of legislation. Where appropriate the alleged offender is issued with a FPN as an opportunity to discharge any liability for conviction for the alleged offence. Issuing a FPN is not always appropriate for repeat offenders or those where the severity is such that prosecution is more appropriate.



- 10.2 The minimum and maximum amount that a fixed penalty notice can be issued for is determined by offence and is set out in legislation. The Council has licence to set the amount between the legislated minimum and maximum and can offer early repayment discounts if they are so minded.
- 10.3 In line with the objectives of Clean it, Cut it Fill it and the zero tolerance approach to Enviro Crime all Fixed Penalty Notices charges have been set at the maximum amount permissible in law and with no option for an early repayment discount.
- 10.4 The Fixed Penalty Notice for Abandoned Vehicles has been set at the maximum allowed. The charge for the removal of vehicles on private land and subsequent storage has been increased to better reflect the cost of administration and provision of the service.

## **11. CGS – Registrars**

- 11.1 The Register Office provides the statutory service of registering births deaths & marriages, alongside the non-statutory service of nationality checking and citizenship ceremonies on both a group and individual basis.
- 11.2 The fees and charges set by the Council are always reviewed against neighbouring Authorities, and take full account of any statutory charge limitations.
- 11.3 Customer engagement throughout the year allows us to take into consideration local reaction and address any concerns to changes in the fees and charges.
- 11.4 Overall fees and charges have been increased in line with neighbouring areas and the commercial principal for full cost recovery; this has resulted in increases across the majority of the existing service charges.

## **12. CGS - Theatre Services**

- 12.1 The Thameside Theatre is one of the services accommodated in the Thameside Complex. In the past direct costs have been funded through a mixture of:
- Fees for hire of the facilities
  - Traded Services - for example ticket sales, bar and kiosk merchandise
  - Council subsidy

The Theatre team have focussed on increasing income and reducing costs in an effort to eliminate the Council subsidy required for delivery of the service. In 2016/17, due in part to a very successful pantomime season, the theatre generated a small surplus. In recent months the team have worked with the Commercial Services team and colleagues across the Council to develop a business plan which seeks to cement in the good performance in 2016-17,

eliminate the Council operating subsidy, build on the reputation of the theatre and increase audience numbers.

12.2 As part of the programme to eliminate Council subsidy the Theatre team carried out a thorough review of fees and charges which led to some significant changes being made for the 2017/18 financial year. Notably:

- Theatre now operates on two different tariff rates – one for commercial organisations and the other for non-commercial organisations.
- VAT charges which had previously been absorbed by the Council were now passed on to organisations hiring accommodation.
- Hire charges were raised by 3%.
- Surcharge applied to hire charges on performance nights was increased significantly by 60% to better reflect the actual additional costs.
- Sunday hire charges were prohibitively expensive and reduced to better compete with other facilities and to attract more business to the theatre.

12.3 These changes were implemented in April 2017 and the impact was an increase in hire charges of up to 23% for organisations unable to reclaim VAT plus a 60% increase in the performance surcharge. Charges are agreed at the point of sale and bookings are taken a year or more in advance. It therefore takes some time for the impact of the changes made to be seen in terms of booking numbers, income generated and future business opportunities. The changes made are still being assessed however early indications are that the theatre continues to attract bookings and the changes to Sunday hire charges in particular have been well received.

12.4 The business planning process included a competitor analysis which, bearing in mind the location, size and quality of the venue suggested that the current charging regime compares with other theatres in the region. As a consequence of the significant changes made to charges this year, the on-going assessment of their impact, current performance and competitor analysis it is proposed that charges are increased as follows in 2017/18:

- Approx. 2% increase across all hire rates Monday to Saturday (Actual increase depends on rounding figures).
- No change to performance night surcharge.
- Traded services prices continue to be reviewed on a periodic basis depending on market conditions. For example the new box office system for the theatre will generate some additional revenue for this year.

### **13. CGS – Libraries**

13.1 Local authorities have a statutory duty under the Public Libraries and Museums Act 1964 to provide a free comprehensive and efficient library service for all.

- 13.2 With regard to Thurrock, 92% of the Library Service costs are being met by direct council budgetary funding.
- 13.3 An income target of £88k was set for 17/18 and for the financial year 18/19 the same figure has been set, the fees & charges for the library service remain unchanged for next year.
- 13.4 Five community hubs and libraries are currently co-located, and the hubs model is proposed for other libraries in future years. By bringing Libraries and Community hubs together under one management there is an opportunity to create efficiency and provide creative and innovative space/services for our residents.

#### **14. CGS - Public Protection**

- 14.1 The objective for public protection is to ensure that the fees charged for licences cover the cost of the provision of the licensing service. In some cases licensing legislation prohibits us from making a surplus on the provision of a licence in other cases the licence fees are set nationally with this aim in mind.
- 14.2 For other fees charged by public protection the picture varies dependant on the purpose for which the fee is charged and so where permissible in law we levy fees to maximise returns based on the costs of the provision of the service provided and market conditions.
- 14.3 Fees are reviewed annually to ensure full cost recovery is achieved whenever possible; and in line with commercial principals and where permissible, we alter fees to maximise the income contribution towards the Councils budget position.
- 14.4 License charges for financial year 2018/19 are outlined below:

- Alcohol & Entertainment– are unchanged, at statutory limitations
- Animal Feed Regulations– are unchanged, at statutory limitations
- Explosives Regulations - are unchanged, at statutory limitations
- Lotteries and Amusements – are unchanged, at statutory limitations
- Petroleum Regulations - are unchanged, at statutory limitations

The following license charges for financial year 2018/19 are on a full cost recovery model, the charges for this will be agreed through the Licensing Committee.

- Gambling
- Massage and Special Treatment
- Hackney Carriage Licences
- Other Sales and Service Charges
- Sex Establishment
- Scrap Metal

14.5 Public Protection charges are outlined below:

- Control of Dogs – are unchanged, due to external contractor costs
- Testing and Verification of Weighing and Measuring Equipment – are unchanged, due to market competition
- Other Environmental Protection Charges – are unchanged, due to market competition

14.6 Local Authority Integrated Pollution Prevention and Control (LA-IPPC \ LAPPC) is a system which applies an integrated environmental approach to regulate certain industrial activities. Department for Environment, Food and Rural Affairs (DEFRA) changes this year mean that the methodology and structure of the charges have been full revised, and cannot be shown in comparison to the charges for FY17/18.

14.7 LA-IPPC involves determining the appropriate controls for industry to protect the environment through a single permitting process. This means that emissions to air, water (including discharges to sewers) and land, plus a range of other activities with an environmental impact, must be considered together.

## **15. PTR - Visitors Permits**

15.1 Resident Permit schemes were introduced in order to preserve the limited parking spaces available on-street for residents around towns and train stations and to protect residents from the incursion of commuter parking.

15.2 All residents entitled to a Residents' Permit are entitled to purchase Visitor Permits. Charges have remained unchanged for a number of years, the cost of which does not offer a reasonable return.

15.3 With the first book of Visitor Permits free annually to each household within a Permit area, they are provided in blocks of 20 which equates to 30 pence per day per visitor. The cost of Visitor Permits thereafter is currently £6.00.

15.4 Comparisons made with other Council's show Southend charge £5.00 per sheet of 20 and Havering, £5.25 for a sheet of 10. It is proposed that Thurrock's charges remain unchanged for 2018/19 to support the Council's place-making agenda.

## **16. PTR - Residents Permits**

16.1 In line with the previous recommendations, Residents' first two permits will remain unchanged and will be issued free of charge. Neighbouring authorities charge fees for these. If Thurrock were to charge it would give an additional annual income of approximately £75k. This is based on the third permit remaining at £66.

- 16.2 Operational Permits will also remain unchanged at £120 per annum as this is for internal employees and we are mindful of other department's financial constraints.
- 16.3 Business Permits will only increase if not paid annually. The monthly fee will rise from £36 to £40 and bi annual fee will rise from £192 to £200 this will assist with the administration and additional permit dated accordingly.
- 16.4 A number of residents, mainly commuters have enquired about Season (annual) Permits. Southend charge £1000 per annum for commuters and £400 for non-commuters or seaside parking; charging a similar amount for commuter parking provides a user saving of over £300 on daily charge, and just over £200 saving on non-commuter car parking. This will reduce administration and will promote cashless payment into the borough as part of the service review.
- 16.5 The Parking Services Team has also received enquiries from providers to the Council about implementing a contractor permit. A suggested annual fee for £150, in between an operational permit and a business permit is recommended to be offered to any contractor who may have a signed contract with this Council. The permit can be renewed in line with the contract. This will allow business to park in the vicinity of the work involved.
- 16.6 NHS permits have a new fee of £120 per annum for 2017/18, the same as operational permits therefore it is suggested that there is no change for 2018/19 in order for an assessment to be reviewed. There were at least 100 permits last year which will equate to £12,000.
- 16.7 All replacement permits will be liable to a £10 replacement fee for administration purposes except for charities and visitors permits.

## **17. PTR - Parking Bays**

- 17.1 The suspension of parking bays is a discretionary charge. The charge for this remains unchanged. The current fee is considered to cover the cost of any loss of income as a result of a suspension.

## **18. PTR - Parking Charges**

- 18.1 Parking charges remain unchanged for 2018/19 in order to continue to support local businesses and the Council's place-making agenda.

## **19. PTR - Penalty Charge Notices**

- 19.1 The charges for penalty charge notices are statutory charges and cannot be changed by the local authority.

## **20. PTR - Passenger Transport**

20.1 DBS Checks for education transport operators for PSV drivers and passenger assistants will remain unchanged for 2018/19. This is in line with Essex County Council (ECC) but will be reviewed annually as some of the operators are procured by both Thurrock Council and ECC.

20.2 Any increases will also be reflected in the operators contract costs with the Council and as education transport is overspent we would not wish to put any further financial burden on another department.

## **21. PTR - Bus Passes**

21.1 Any resident that applies for their first bus pass under the government's entitlement criteria is to receive their pass free. This is a statutory requirement and no changes to this arrangement have been proposed.

21.2 Any replacements for the loss of a pass will see a £10 admin fee remain. This is line with other authorities' charges especially as the cliental are elderly.

21.3 The same administration fee is liable for any pupil who is entitled to education transport and has an annual ticket.

## **22. PTR - Suspension of Bus Stops**

22.1 Current charges are £75 per day for up to 3 days with £50 per month liable thereafter. A flat rate of £75 per day is proposed in order to encourage road works to be completed expediently. This provides less inconvenience to not only the bus companies, but also to bus users.

## **23. PTR - Highways Infrastructure**

23.1 Highway Licences - The charge for a licence to erect scaffolding on the highway has been increased to cover the cost of monitoring sites for compliance etc. In addition the refundable deposit has been increased to ensure sufficient funds would be available, should damage to the highway be caused upon removal of the scaffolding / completion of works.

23.2 Clearance of debris – When clearance or works are required on the highway as a result of a road traffic crash, costs incurred are recovered. A £100 administration fee is charged, although this year an additional charge has been introduced to cover the additional time involved in arranging remedial works that exceed £4000. This usually includes works such as carriageway resurfacing following a spillage, or extensive safety barrier repairs. Costs will be recoverable from either the individual responsible or their Insurer.

23.3 Traffic Regulation Orders – Should it be necessary to create or amend a permanent Traffic Regulation Order, a fairly lengthy process is involved, including a statutory 21 day consultation period and advertisements in a local newspaper. The charges for amending, varying or creating an Order requires the same process. Fees have been amended to bring consistency where Orders are required.

- 23.4 Skips on the highway – A new fee has been introduced that will require all skip companies to register with the Council before they can apply for a licence to deposit a skip on the highway. This will help give more control to the Council and will assist with the management of skips on the highway. Similar fees are charged by other Councils. The licence fee for skips has been increased, again in line with neighbouring Councils.

#### **24. PTR - Network Management**

- 24.1 Permit Fees for Street Works were introduced into the 2017/18 Fees and Charges to enable the Permit Scheme to commence in October 2017.
- 24.2 Legislation allows Permit Authorities to review their Permit Fees following 12 months of operation of the Scheme. Fees are therefore to remain unchanged for 2018/19 and will be reviewed in October 2018 in readiness for any amendments to be included in the 2019/20 Fees and Charges Schedule.

#### **25. PTR - Transport Development**

- 25.1 Current fees for agreements pursuant to Sections 38 and 278 of the Highways act (adoption of road and highway licenses for developer works) have been bench-marked against neighbouring Authorities and is a consistent increase.
- 25.2 Neighbouring Authorities have increased fees over the last few years and Thurrock is still below the highest fee amount (Thurrock proposals is for 9% of build cost, London boroughs are at 10% build cost). Commuted Sums of Maintenance (CSM) has been changed so that the development works represent 25% of the total build cost, rather than an itemised account of assets. This will be a better process of calculation as currently the CSM does not include the road surface; whereas the new calculation will include it.
- 25.3 Accident data provision is increased in line with Southend Council.

#### **26. PTR - Development Control**

- 26.1 Fee income is dependant almost entirely on market forces and the majority of fees are nationally set. Whilst the market has been strong in the previous two years this cannot be a guarantee of future income levels. Even a small downturn in the market, could see a reduction in the number of planning applications.
- 26.2 Aside from planning application fees we are also able to charge for pre application advice, these fees are locally set. Our offer of pre application advice has been very popular with developers and householder alike as it offers more certainty before entering into the formal application process. We have varied these fees in line with other Essex authorities and to maintain our competitiveness while ensuring that our costs are covered for provision of the service. Whilst this will assist in providing an improved and more efficient service, it is unlikely to yield any additional income.

## **27. PTR – Planning Fees**

- 27.1 As proposed in the 2017 Housing White paper, the Government has now put into place the necessary legislation that will allow Planning fees to be raised by 20% from 17th January. The rationale behind the Government's decision is based on a recognised need to ensure that Local Planning Authorities are sufficiently resourced in order to help facilitate growth and investment. As such, the Government has required that Councils commit to reinvest all additional income in this way.
- 27.2 The table of new charges that are to take effect from 12th February 2018 is attached in Appendix 1 and will go via Planning, Transport & Regeneration Overview and Scrutiny meeting.

## **28. PTR - Building Control**

- 28.1 Fee income is dependant entirely on market forces. The Building Control Account is governed by legislation that requires that the Council does not produce a profit or loss over a three year rolling period and that any increase in income has to be ring-fenced with the Building Control account.

## **29. PTR - Land Charges**

- 29.1 Local Land Charges (LLC) income is derived from charges associated with the sale and purchase of property in Thurrock. This account functions on a cost recovery basis, therefore any increase in income cannot be used outside of the LLC budget.

## **30. PTR - Corporate Property and Assets**

- 30.1 Corporate property – charges for financial year 2018/19 will remain unchanged, as the current charges are comparatively aligned with neighbouring areas.
- 30.2 As such, charges will look to be reviewed as part of the business activities for financial year 2019/20 with the view to ensuring that they remain market competitive and to ensure a full cost recovery model.

## **31. Childrens - School Improvement**

- 31.1 With the move to academy status for the majority of schools, this is now covered under the Councils Traded Services model to schools and does not form part of this fees and charges report.

## **32. Childrens - School Meals**

- 32.1 With the move to academy status for the majority of schools, this is now covered under the Councils Traded Services model to schools and does not form part of this fees and charges report.



### **33. Childrens – Placement**

- 33.1 The area does not provide any services and as a result would not be included in any fees and charges to the Local Authority.

### **34. Childrens – Brighter Futures**

- 34.1 Is our newly launched prevention service, and does not have any traded services currently.

### **35. Childrens - Admissions and Welfare**

- 35.1 We have sought to increase opportunities this year to secure traded income from schools around our EWS service this has not been realised; as a result we will reduce spend to cover any income that had been projected.

### **36. Childrens - Adult College**

- 36.1 Is funded from the ESFA – this funding is attached to individual learners, the ongoing work linked to the business plan is looking to identify ways in which we could provide a range of courses that we could charge for. And whilst we have some small income returns this year, we have increased these fees and charges by 3% to recognise the market trends and will seek further opportunities to grow this traded part of the business in the next academic year.

### **37. Childrens - Music Services – Charging Models**

- 37.1 Individual and small group tuition is currently based on £30 hour. The actual charge depends therefore on the length of the session and the number of children involved in it. This charge covers on average on the cost of the tutor, on costs and travel. It is the expectation of the Grant and the Music Education Plan that access and affordability are key to the activities of the HUB. Under the model we operate, pupils on free school meals (KS2 upwards) and Pupil Premium attract a 50% reduction in the fees.
- 37.2 First Access Whole Class programmes - a set of charges are published to schools leading up to the annual sign up for new programmes each September.
- 37.3 Variants for the Wider Opportunities, which is part subsidised by the grant, include the number of classes in a year group (hence the number of groups to be sent each week); 1 Music Tutor or 2; 1 term or a whole year programme.
- 37.4 Variants for the Further Opportunities programme, which is not subsidised as such, are equally 'bespoke'.

### **38. Childrens - Music Services – Fees and Charges**

- 38.1 Instrument Loan/Hire: £21 per term for most instruments and £10 for some of the less expensive instruments such as guitars. We have a comprehensive all risks insurance of the instruments with Allianz. Some of the grant is assigned to instrument repairs/maintenance. The first term of loan/hire of the first instrument learned is free. Again, those that qualify get a no-cost loan.
- 38.2 Exams: The fees are set by the National examining Boards such as ABRSM. A small administrative fee and accompaniment costs (50% covered by the grant) are added.
- 38.3 Ensembles: currently these are free to pupils, covered by the grant.
- 38.4 Whilst access is key, the Music HUB needs to be in a position to review these charges and the service offerings to respond appropriately to the requirements of the Grant and the National Plan for Music Education, in order to keep the operation commercially viable.

### **39. Childrens - Early Years Education and Childcare - Fees and Charges**

- 39.1 The Nursery Service is facing a challenging period, and the service is expecting to make a maximum loss on its financial year 2017-18 period of circa £54k.
- 39.2 This challenge will only increase with the introduction in 2017 of new Government Statutory Early Education and Childcare 30 Hour provisions for 3 & 4 years which will increase the demand for the lower paying service.
- 39.3 This policy introduces extremely high income threshold for eligibility on the new scheme. Meaning that the additional 15 hours of free childcare is available for families where both parents are working and each earns less than £100,000 a year; and the expectation is this will probable result in significant increase in demand whilst reducing private sector client base and income levels.
- 39.4 In addition, a basic comparison with surrounding private sector businesses show that the service is already at the higher end for the private paying clients, and significant increases will reduce demand even further. Therefore, in light of the above a 3% rise is considered the maximum viable level for the FY18/19 period.

### **40. Childrens - Early Years Education and Childcare – Service Development**

- 40.1 The nursery service has a significant cost overhead, with staff making up 80% of service costs and at rates which are not competitive to those paid in the private sector i.e. Council is paying higher basic salary levels.
- 40.2 Therefore to develop the service the area will need to fully analyse the following options:
- Operational hours will need to be reviewed around core 30 hours; which will allow the service to charge parents for periods normally used by commuters and working parents

- Consultation with major local employers to align working hours
- Developing a tiered service model, linked to above
- Changing some staff patterns to accommodate a wider operational window
- Increase use of apprentices and trainee staff as vacancies arise
- Development/Expansion of 0 year to 2 year childcare services as potential income stream (in progress and planned for Spring opening)

#### **41. Childrens - Learning & Skills – Grangewaters – Fees and Charges**

- 41.1 The service is expecting to achieve target for FY17/18 and remain cost neutral to the Council, and has contingency measures to reduce spend if income targets are unable to be met.
- 41.2 Supporting this is marketing and sales activities to develop the quieter winter months, which has already identified approximately £30k and Grangewaters are anticipating that this will rise.
- 41.3 Grangewaters has undertaken a benchmarking exercise and considers that an increase of 5% will not adversely impact on our current market share. Having looked at our nearest competitor Grangewaters is still within the cost base and as such will be looking to increase our charges by 5% across our programme areas.
- 41.4 We also offer a number of incentives for early bookings and repeat bookings that will be taken into account within our 5% increase.

#### **42. Childrens - Learning & Skills – Grangewaters – Service Development**

- 42.1 Grangewaters have developed a number of plans around increasing our income targets – recognising that Grangewaters needs to remain cost neutral.
- 42.2 Our training facilities are being used by the Councils training and development team, and we are developing further ideas linking with colleagues from health around how we can increase business opportunities over the coming year.
- 42.3 In addition, a Business Development proposal has also been submitted for consideration by management on the future development of the site, including expansion of facilities, improved access, accommodation and business centres.

#### **43. Housing - Existing Houses in Multiple Occupation (HMO) Licences**

- 43.1 The HMO licence fee is regulated under Section 63(3) of the Housing Act 2004. This allows the Council to set its fee taking into account all costs it incurred in carrying out its licensing function. This has been done for all licence applications for up to 5 years.

- 43.2 The regulations do not allow the Council to make a surplus on increasing its licence fee above the cost of issuing a license. As a result, these existing charges are recommended to remain the same in 2018/19.
- 43.3 The Private Sector Housing (PSH) Team undertook a benchmarking exercise in 2016/17 with its Essex Housing Authorities and found that existing HMO licensing charges were on average 2% higher than the Essex area.

**44. Housing - Future HMO licences – legislative changes**

- 44.1 Extending Mandatory HMO Licensing guidance issue has been delayed by Parliament. The DCLG forecast the legislation changes will be implemented in 2018/19, at which point fee level implications can be determined. This shall increase licence requirement for between 60-80 properties for up to 5 years.
- 44.2 The Private Sector Housing forecast outturn has decreased in 2017/18 due to the Parliament’s delay on implementing extending licensing of Houses in Multiple Occupation [HMO] this financial year.
- 44.3 In addition, the PSH Team is progressing the case for implementing an Additional Licensing scheme in Thurrock. This proposed scheme will license small HMO properties with 3 or more people who are unrelated living together and sharing basic amenities such as bathroom or kitchen. This could conservatively cover around 100 – 400 properties, but could be significantly higher and therefore staffing implications will have to be considered to manage the scheme. All licensing income must be ring fenced to administer the licensing scheme as per the regulatory guidance on HMO licence fees.

**45. Housing - Enforcement Notices**

- 45.1 Housing enforcement notices are discretionary charges. The council will only serve an Improvement Notice on the landlord if this is the ‘only way’ of protecting the health and safety of the occupiers requiring the landlord to meet the minimum housing standards. The Housing Act 2004 allows the Councils to charge for the service of legal notices under the Act. The regulations state the costs should be reasonable and auditable.
- 45.2 The introduction of a proposed variable charge according to the property size and number of hazards scored in the dwelling from 1 to 4 and 5 plus, rather than the previous flat fee structure, is reasonable to recover our full administration costs.
- 45.3 The table below shows how much income was charged in 2016/17 to demonstrate the benefits of a proposed variable charge based on size and hazard severity risk assessed. Last year our landlords scored 5 or more hazards. This shows a difference of £1944 extra income collectable under this proposed framework.

Income Charged 2016/17		
Improvement Notice Fee	Total no of improvement notices	Total Income

Cost	served within 2016/17	Charge	
474	14	£5688	
Proposed Variable Administration Charge			
House / Bedroom size	No of properties	5 or more Hazards Improvement Notice Fee Charge	Total Income Charge
3	8	612	£4896
2	4	470	£1880
1	2	428	£856
Total			£7632

#### **46. Housing - Penalty Charges – Housing Planning Act 2016**

46.1 Legislative changes under this Act allow the Council to serve civil financial penalties for certain housing offences under the Housing Act 2004.

46.2 Civil penalties cover:

- Failure to comply with an improvement notice [section 30].
- Offences in relation to licensing of HMO [section 72].
- Offences in relation to licensing of houses under Part 3 of the Act [Section 95].
- Offences of contravention of an overcrowding notice [section 139].
- Failure to comply with management regulations in respect of HMO [section 234].

46.3 The standard of proof must meet a criminal prosecution standard to serve a Civil Financial Penalty.

46.4 The Council charge applied is scalable from the published minimum fee up to a maximum of £30k; at the discretion of the Private Housing service based on the severity, repetition and cooperation of the third party in resolving the issues.

46.5 Under this framework the Council retain the financial penalty imposed rather the Courts for the fine paid as punishment for the offence. This new income from civil penalties must be ring fenced on private housing enforcement activities as per the regulation guidance.

46.6 This will be a transparent process which will be outlined in the council statement of principles, to be issued with the new fee structure. Appeals may also be made against the civil penalty charge, with the charge varied or waived dependent on individual mitigating circumstances. Where non-payment occurs the civil debt recovery process will be used to recovery the outstanding liabilities.

#### **47. Housing - Smoke and Carbon Monoxide Alarm Regulations 2015**

47.1 Legislative changes under this Act allow the Council to require the Landlord to pay a penalty charge for failing to comply with a remedial notice in regards to installing smoke and carbon monoxide alarms within a single dwelling private

rented home. The amount to be charged has not been prescribed by the regulations; however, it must not exceed £5k.

- 47.2 The setting of a minimum charge of £1k increasing to the maximum sum of £5k allowed will be levied for repeated breaches within two years. The PSH Team undertook a bench marking exercise with our Essex Housing Authorities and found our proposed new charges are in line with the Essex sub region.
- 47.3 The service expects most landlords to comply with the law than face this financial penalty imposed by the Council.

#### **48. Housing - Energy Efficiency [ Private Rented Property] 2015**

- 48.1 This new legislation will require private landlords to reach an Energy Performance Certificate (EPC) rating of E before granting a tenancy from April 1 2018 and will apply to all tenancies from April 1 2020. Landlords with an EPC rating of band F or below G may not grant a tenancy to new or existing tenants.
- 48.2 The Private Housing Service can impose a civil penalty notice if it is satisfied that a property has been let in breach of the Regulations or if the landlord has lodged false information on the PRS Exemption Register.
- 48.3 The council will impose a civil penalty if the landlord has let a sub standard property in breach of the Regulations for a period of less than 3 months scalable up to £4k at the discretion of the Private Housing Service. Also, if the landlord has registered false formation or misleading information on the PRS Exemptions Register it will impose the maximum fine of £1k.

#### **49. Housing - Non Statutory Reports**

- 49.1 This new traded service relates to charging providers of supported accommodation such as a children's care home or hostel requiring Houses in Multiple Occupation (HMO) reports to satisfy their local authority providers they comply with HMO management regulations and local amenity standards. This variable charge depends on the size of the dwelling and number of hazards identified on carrying out the inspection, to recover our full administration costs.
- 49.2 In 2016/17, the Private Housing Service undertook four 5 bedroom surveys at no cost to the housing provider commissioned by Children Services. Under this proposed framework we could have collected [4 x 556 [1-4 hazards, 5 bed accommodation] £2224.

#### **50. Housing – Travellers**

- 50.1 The Council has three Travellers Sites with a total of 65 plots.

Location	Number of Plots
Ship Lane, Aveley, RM15 4HB	21 plots
Gammon Field site, Long Lane, Grays, RM16 2QH	22 plots

Pilgrims Lane site, North Stifford, Grays, RM16 5UZ	22 plots
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50.2 An average of 83% of the residents receive full or partial Housing Benefit.

Location	HB Percentage
Ship Lane, Aveley, RM15 4HB	100%
Gammon Field site, Long Lane, Grays, RM16 2QH	68%
Pilgrims Lane site, North Stifford, Grays, RM16 5UZ	82%

50.3 In order to fully cost recover and deliver the budgeted surplus to the Council a 12.45% increase would be required from £96.59 to £108.62.

50.4 Previous increases over recent years have been in line with inflation only and have not taken full account of increases to utilities costs and maintenance costs. It is proposed that for financial year 2018/19 50% of the increase is applied as such the increase will be £102.60 representing a 5.8% increase.

## 51. HWB – External Contracts

51.1 Adult Social Care currently externalises over 80% of its business into the commercial sector using private, community and voluntary organisations.

51.2 In all areas of activity, residential and nursing care, domiciliary care and supported accommodation there is national acknowledgment of the financial pressure the market faces.

51.3 Fees and Charges are either set as declared rates within local frameworks, or individually negotiated.

51.4 In some cases, national guidance directs the level of charges and then individual contributions are set depending upon prescribed financial assessments, therefore full cost recovery is not always possible.

51.5 As almost all of our services are commissioned within a commercial framework outside of the council this accounts for the limited fees and charges collected for the minority of services provided internally.

## 52. HWB – Blue Badge Application Fee

52.1 This is a national maximum fee detailed in the Blue Badge Guidance. It is a legally set requirement to charge no more than £10 per badge and currently cannot be changed.

## 53. HWB - Day Care Charge (per session)

53.1 for older people this is currently charged at £20 per session (a proposed increase has been temporarily suspended due to the restructuring of the service and to assess the impact of the previous increase).

**54. HWB - Concierge charges - Extra Care**

54.1 were subject to a wide consultation between April and July 2016 - these charges have now been introduced, current charge £40 per week. This charge is linked to the Elizabeth Gardens “core charge” which was agreed for the term of the current contract which will come to an end in March 2019. The charges for the concierge service in extra care will be reviewed during 2018/19.

**55. HWB - Domiciliary Care**

55.1 The council has taken back several contracts due to market failure and currently charges service users a maximum of £13 an hour, subject to financial assessment of service users ability to pay. From April 2018 the service will have been re-commissioned at a higher hourly rate to the Council, however, there is no proposal to increase the charges for 2018/19.

**56. HWB - Direct Payments – Agency Rate**

56.1 Direct Payments enable individuals to arrange and purchase care themselves. These charges mirror the charges for in-house domiciliary care and externally commissioned care to provide consistent charging and will be subject to the same consultation exercise.

**57. HWB - Meals on Wheels**

57.1 The meals on wheels contract is a cost and volume contract.

**58. HWB - Pendant Alarms Private Housing**

58.1 Council decision through Cabinet has been made that all assistive technology and the Call Centre response is to be provided free of charge in view of the preventative impact of the service. This decision has resulted in a reduction of £48k income that the service has absorbed through the increased funding received in 2017/18.

**59. HWB - Residential Homes for Older people**

59.1 This is the declared rate for our in house residential care home for older people (Collins House); service users are financially assessed to ascertain the amount they pay per week up to £600.

**60. HWB - Respite Adult Disability**

60.1 The current charge of £20 per session was agreed by public consultation in 2015/16. There is an option to increase charges to be more in line with a full cost recovery model however respite provides a much needed support for informal carers and is a Care Act 2014 priority. The impact of losing support



from informal carers is potentially financially catastrophic therefore a balance has to be struck between cost recovery and destabilising informal care.

**61. HWB - Elizabeth Gardens**

61.1 Support per household - £40 per week is the agreed rate under the current contract which has another 2 years to run ending in 2019. The Council subsidise this rate and a consultation will be required through the tender process to ensure the rate is reviewed.

**62. HWB - Transport per journey**

62.1 Currently charged at £2 per journey which we will review and calculate price/cost for full cost recovery. However this again supports prevention, and could potentially cost more money should charging impact on those attending day services.

**63. HWB - Deferred Payments (DPA)**

63.1 This is an administrative function charge of £144 per year charged to service users who are living in residential care and who own their own property, but who chose to wait until they pass away before paying the charges for their residential place.

**64. HWB - External Spot Commissioned Residential Placement – Standard Room**

64.1 This is the declared rate of £451 per week for externally commissioned residential care home placements for older people; service users are financially assessed to ascertain the amount they pay per week up to the amount against an agreed nationally set process.

**65. HWB - External spot Commissioned Residential Placement – Higher Needs**

65.1 This is the declared rate of £481 per week for externally commissioned residential care home for older people; service users are financially assessed to ascertain the amount they pay per week up to the amount against an agreed nationally set process.

**66. HWB - External spot Commissioned Nursing Placement**

66.1 This is the declared rate of £519 per week for externally commissioned nursing home for older people; service users are financially assessed to ascertain the amount they pay per week up to the amount against an agreed nationally set process.

**67. HWB - External spot Commissioned Dementia Placement**

67.1 This is the declared rate of £505 per week for externally commissioned residential care home for older people; service users are financially assessed to ascertain the amount they pay per week up to the amount.

## **68. HWB - Additional spot Commissioned Services**

- 68.1 Full Cost Recovery - other services commissioned on a spot basis (for example Supported Living or Out of Borough Residential Care placements) will be charged up to the rate brokered; but the individual will be subject to a financial assessment to establish what they can reasonably afford to pay.

## **69. HWB – Placement Charges**

- 69.1 Please note that charges for placements are included for completeness in relation to service activities, but do not form part of the fees and charges budgetary line income as they are client contributions.

## **70. Reasons for Recommendation**

- 70.1 The setting of appropriate fees and charges will enable the Council to generate essential income for the funding of Council services. The approval of reviewed fees and charges will also ensure that the Council is competitive with other service providers and neighbouring councils. The ability to vary charges within financial year will enable services to more flexibly adapt to changing economic conditions.
- 70.2 The granting of delegated authority to vary these charges within financial year will allow the Council to better respond to the needs of the communities, legal requirements and regulatory changes. And ensure that charges applied to residents, visitors and businesses correctly reflect current regulatory and legislative requirements.

## **71. Consultation (including Overview and Scrutiny, if applicable)**

- 71.1 Consultations will be progressed where there is specific need. However, with regard to all other items, the proposals in this report do not affect any specific parts of the borough. Fees and charges are known to customers before they make use of the services they are buying.

## **72. Impact on corporate policies, priorities, performance and community impact**

- 72.1 The changes in these fees and charges may impact the community; however it must be taken into consideration that these price rises include inflation and no profit will be made on the running of these discretionary services.

## **73. Implications**

### **73.1 Financial**

Implications verified by: **Carl Tomlinson**  
**Finance Manager**

The impact on income budgets has been set out earlier in the report and has informed the MTFs and annual budget setting process. Additional income is expected to be generated, however, this is dependent on demand for the services. The income position will continue to be monitored throughout the year.

### 73.2 **Legal**

Implications verified by: **David Lawson**  
**Monitoring Officer**

Fees and charges generally fall into three categories – Statutory, Regulatory and Discretionary. Statutory charges are set in statute and cannot be altered by law since the charges have been determined by Central government and all authorities will be applying the same charge.

Regulatory charges relate to services where, if the Council provides the service, it is obliged to set a fee which the Council can determine itself in accordance with a regulatory framework. Charges have to be reasonable and must be applied across the borough.

Discretionary charges relate to services which the Council can provide if they choose to do so. This is a local policy decision. The Local Government Act 2003 gives the Council power to charge for discretionary services, with some limited exceptions. This may include charges for new and innovative services utilising the power to promote environmental, social and economic well-being under section 2 of the Local Government Act 2000. The income from charges, taking one financial year with another, must not exceed the cost of provision. A clear and justifiable framework of principles should be followed in terms of deciding when to charge and how much, and the process for reviewing charges.

A service may wish to consider whether they may utilise this power to provide a service that may benefit residents, businesses and other service users, meet the Council priorities and generate income.

Decisions on setting charges and fees are subject to the Council's decision making structures. Most charging decisions are the responsibility of Cabinet, where there are key decisions. Some fees are set by full Council.

### 73.3 **Diversity and Equality**

Implications verified by: **Becky Price**  
**Community Development Officer**

The Council has a statutory responsibility under the Equality Act 2010 to promote and have due regard to the need to eliminate discrimination and advance equality of opportunity between individuals who share a relevant protected characteristic and those who do not share it. Decision on setting fees

and charges are subject to the Council's decision making structures. Concessions should be available to groups or individual in the community where an increase may create negative impact or lead to exclusion from activities.

**73.4 Other implications (where significant) – i.e. Staff, Health, Sustainability, Crime and Disorder)**

- None

**74. Background papers used in preparing the report (including their location on the Council's website or identification whether any are exempt or protected by copyright):**

- None

**75. Appendices to the report**

- **Appendix 1** – Schedule of Proposed Fees and Charges for 2018/19
- **Appendix 2** – Schedule of Fees and Charges no longer applicable
- **Appendix 3** – Feedback from Overview and Scrutiny Committees

**Report Author:**

Andrew Austin

Commercial Manager

Finance

### **Appendix 1 – Schedule of Proposed Fees and Charges for 2018/19**

Provided below are the respective Schedule 1 – Proposed Fees and Charges, as submitted to the individual Overview and Scrutiny Committees

- Cleaner, Greener and Safer (CGS) - 14<sup>th</sup> December 2017 meeting
- Planning, Transport and Regeneration (PTR) - 14<sup>th</sup> November 2017 meeting
- Planning, Transport and Regeneration (PTR) - 16<sup>th</sup> January 2018 meeting
- Childrens Services - 12<sup>th</sup> December 2017 meeting
- Housing - 19<sup>th</sup> December 2017 meeting
- Health and Wellbeing (HWB) - 16<sup>th</sup> November 2017 meeting

### **Appendix 2 – Schedule of Fees and Charges no longer applicable**

Provided below are the respective Schedule 2 – Proposed Fees and Charges, as submitted to the individual Overview and Scrutiny Committees

- Cleaner, Greener and Safer (CGS) - 14<sup>th</sup> December 2017 meeting
- Planning, Transport and Regeneration (PTR) - 14<sup>th</sup> November 2017 meeting
- Childrens Services - 12<sup>th</sup> December 2017 meeting
- Housing - 19<sup>th</sup> December 2017 meeting
- Health and Wellbeing (HWB) from 16<sup>th</sup> November 2017 meeting - *None*

**Appendix 1  
Cleaner, Greener & Safer**

Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 17/18	2017/18		2018/19		VAT Status 18/19	2018/19		2019/20
			Charge excl. VAT	VAT Amount	Charge incl. VAT	VAT Amount		Charge excl. VAT	VAT Amount	
Safety of Sports Grounds Safety Certificate - Amendment of certificate	S	O	£ 56.65	£ -	£ 56.65	O	£ 56.65	£ -	£ 56.65	£ 56.65
Safety of Sports Grounds Safety Certificate - Application for issue of certificate	S	O	£ 113.30	£ -	£ 113.30	O	£ 113.30	£ -	£ 113.30	£ 113.30
Safety of Sports Grounds Safety Certificate - Replacement or transfer of certificate	S	O	£ 52.50	£ -	£ 52.50	O	£ 52.50	£ -	£ 52.50	£ 52.50
Abandoned Vehicles - Administration charge for removal of vehicle from private property when directed by Management company or Private Landowner	D	O	£ 52.00	£ -	£ 52.00	O	£ 75.00	£ -	£ 75.00	£ 75.00
Abandoned vehicles - Where collection and disposal is carried out by the Council's authorised contractor - Storage (When taken into safe custody) per day	D	S	£ 15.83	£ 3.17	£ 19.00	S	£ 20.83	£ 4.17	£ 25.00	£ 25.00
Abandoned vehicles - Where collection and disposal is carried out by the Council's authorised contractor - To take vehicle into storage - Vehicle Upright, undamaged and accessible.	D	S	£ 146.67	£ 29.33	£ 176.00	S	£ 208.33	£ 41.67	£ 250.00	£ 250.00
Bulky Waste Collections - Collection and disposal of up to three items	D	E	£ 30.00	£ -	£ 30.00	E	£ 30.00	£ -	£ 30.00	£ 30.00
Bulky Waste Collections - Each additional item	D	E	£ 8.00	£ -	£ 8.00	E	£ 8.00	£ -	£ 8.00	£ 8.00
<b>The following Burial charges are applicable to residents of the Borough of Thurrock. Non Residents are required to pay double the Burial fees set out below, also included is the charge for non residents aged 5 and under.</b>				£ -	£ -			£ -	£ -	£ -
Burial Grounds - Part 1 Interment - Exclusive right of Burial - In a full size grave-Lawn Section	D	E	£ 750.00	£ -	£ 750.00	E	£ 772.50	£ -	£ 772.50	£ 772.50
Burial Grounds - Part 1 Interment - Exclusive right of Burial - In a full size grave-Traditional grave where available	D	E	£ 1,500.00	£ -	£ 1,500.00	E	£ 1,575.00	£ -	£ 1,575.00	£ 1,575.00
Burial Grounds - Part 1 Interment - There is no burial fee or associated memorial permit fee payable for any resident of the Borough aged 5 and under										
Burial Grounds - Part 1 Interment - In a grave - Buried or cremated remains of a resident aged 5 years and under	D	E	£ -	£ -	£ -	E	£ -	£ -	£ -	£ -
Burial Grounds - Part 1 Interment - In a grave - Buried or cremated remainst of a resident aged 6 to under 16 years	D	E	£ 155.00	£ -	£ 155.00	E	£ -	£ -	£ -	£ -
Burial Grounds - Part 1 Interment - In a grave - Person aged 16 year and over	D	E	£ 650.00	£ -	£ 650.00	E	£ 975.00	£ -	£ 975.00	£ 975.00
Burial Grounds - Part 1 Interment - In a grave - Cremated remains in full size grave	D	E	£ 300.00	£ -	£ 300.00	E	£ 450.00	£ -	£ 450.00	£ 450.00
Burial Grounds - Part 2 Memorial Gardens Section - Additional interment of ashes and replacement plaque for further 7 years where original subscription has: Less than 4 years to run	D	E	£ 210.00	£ -	£ 210.00	E	£ 220.50	£ -	£ 220.50	£ 220.50
Burial Grounds - Part 2 Memorial Gardens Section - Additional interment of ashes and replacement plaque for further 7 years where original subscription has: More than 4 years to run	D	E	£ 150.00	£ -	£ 150.00	E	£ 158.00	£ -	£ 158.00	£ 158.00
Burial Grounds - Part 2 Memorial Gardens Section - Cremated Remains Section - Exclusive Right of Burial for a forty year period	D	E	£ 310.00	£ -	£ 310.00	E	£ 326.00	£ -	£ 326.00	£ 326.00
Burial Grounds - Part 2 Memorial Gardens Section - Cremated Remains Section - Interment of Ashes	D	E	£ 310.00	£ -	£ 310.00	E	£ 326.00	£ -	£ 326.00	£ 326.00
Burial Grounds - Part 2 Memorial Gardens Section - Erection of memorial plaque only for 7 years (no ashes to inter)	D	E	£ 180.00	£ -	£ 180.00	E	£ 189.00	£ -	£ 189.00	£ 189.00
Burial Grounds - Part 2 Memorial Gardens Section - Includes plaque for 7 years & loose interment of ashes	D	E	£ 220.00	£ -	£ 220.00	E	£ 231.00	£ -	£ 231.00	£ 231.00
Burial Grounds - Part 2 Memorial Gardens Section - Renewal of 7 year subscription - With existing plaque	D	E	£ 120.00	£ -	£ 120.00	E	£ 126.00	£ -	£ 126.00	£ 126.00
Burial Grounds - Part 2 Memorial Gardens Section - Renewal of 7 year subscription - With replacement plaque	D	E	£ 180.00	£ -	£ 180.00	E	£ 189.00	£ -	£ 189.00	£ 189.00
Burial Grounds - Part 3 Monuments, Gravestones, Tablets & Monumental Inscriptions - For the right to erect or place on a grave in respect of which an exclusive right of burial has not been granted: a tablet not exceeding 20" x 18" x 6" base	D	E	£ 150.00	£ -	£ 150.00	E	£ 158.00	£ -	£ 158.00	£ 158.00
Burial Grounds - Part 3 Monuments, Gravestones, Tablets & Monumental Inscriptions - For the right to erect or place on a grave in respect of which exclusive right of burial has been granted, a monument, gravestone or tablets	D	E	£ 170.00	£ -	£ 170.00	E	£ 179.00	£ -	£ 179.00	£ 179.00
Burial Grounds - Part 3 Monuments, Gravestones, Tablets & Monumental Inscriptions - The fees indicated for Part 3 include the first inscription, for each inscription after the first	D	E	£ 75.00	£ -	£ 75.00	E	£ 79.00	£ -	£ 79.00	£ 79.00

Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 17/18	Charge excl. VAT 2017/18	VAT Amount 2017/18	Charge incl. VAT 2017/18	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19
Burial Grounds - Part 3 Monuments, Gravestones, Tablets & Monumental Inscriptions - Lawn Grave Memorial	D	E	£ 170.00	£ -	£ 170.00	E	£ 178.50	£ -	£ 178.50
Burial Grounds - Part 3 Monuments, Gravestones, Tablets & Monumental Inscriptions - Traditional Grave Memorial	D	E		£ -	£ -	E	£ 220.00	£ -	£ 220.00
Burial Grounds - Part 4 Other Burial Fees - Additional Plaque	D	S	£ 140.00	£ 28.00	£ 168.00	S	£ 147.50	£ 29.50	£ 177.00
Burial Grounds - Part 4 Other Burial Fees - Memorial bench	D	S	£ 1,340.00	£ 268.00	£ 1,608.00	S	£ 1,407.50	£ 281.50	£ 1,689.00
Burial Grounds - Part 4 Other Burial Fees - Memorial tree (New trees no longer available) Interment of second set of ashes for existing memorial trees only	D	E	£ 310.00	£ -	£ 310.00	E	£ 310.00	£ -	£ 310.00
Burial Grounds - Part 4 Other Burial Fees - Transfer of grant of exclusive right of burial fee for registering the transfer and endorsing the deed	D	E	£ 75.00	£ -	£ 75.00	E	£ 75.00	£ -	£ 75.00
Burial Grounds - Part 4 Other Burial Fees - Transfer of grant of exclusive burial where a Statutory Declaration is required	D	E				E	£ 100.00	£ -	£ 100.00
Burial Grounds - Part 4 Other Burial Fees - Permit to Work on a Headstone	D	E				E	£ 75.00	£ -	£ 75.00
Burial Grounds - Part 4 Other Burial Fees - Search Fees for Historical records	D	E				E	£ 25.00	£ -	£ 25.00
Council Managed Allotments - 1x10 Rod plot	D	E	£ 100.00	£ -	£ 100.00	E	£ 103.00	£ -	£ 103.00
Council Managed Allotments - 1x5 Rod (1/2 size plot)	D	E	£ 53.00	£ -	£ 53.00	E	£ 55.00	£ -	£ 55.00
Domestic Waste - Supply of a replacement wheelie bin where broken or lost	D	O	£ 32.00	£ -	£ 32.00	O	£ 35.00	£ -	£ 35.00
Domestic Waste - Supply of 1100 refuse or recycling bin for Managing Agent including delivery	D	S	£ 310.00	£ 62.00	£ 372.00	S	£ 325.00	£ 65.00	£ 390.00
Domestic Waste - Supply of a replacement wheelie bin where broken or lost - reduced rate if resident is claiming benefits or is over 60	D	O	£ 16.00	£ -	£ 16.00	O	£ 18.00	£ -	£ 18.00
Enforcement Fees - Depositing Litter - no discount for early repayment	S	E	£ 80.00	£ -	£ 80.00	E	£ 80.00	£ -	£ 80.00
Enforcement Fees - Unauthorised Disposal of Waste (Fly-tipping) - no discount for early repayment	S	E	£ 400.00	£ -	£ 400.00	E	£ 400.00	£ -	£ 400.00
Enforcement Fees - Failure to Produce Authority (Waste Transfer Notes) - no discount for early repayment	S	E	£ 300.00	£ -	£ 300.00	E	£ 300.00	£ -	£ 300.00
Enforcement Fees - Failure to Furnish Documentation (Waste Carriers Licence) - no discount for early repayment	S	E	£ 300.00	£ -	£ 300.00	E	£ 300.00	£ -	£ 300.00
Enforcement Fees - Unauthorised Distribution of Free Printed Matter - no discount for early repayment	S	E	£ 80.00	£ -	£ 80.00	E	£ 80.00	£ -	£ 80.00
Enforcement Fees - Failure to Comply with a Waste Receptacles Notice - no discount for early repayment	S	E	£ 110.00	£ -	£ 110.00	E	£ 110.00	£ -	£ 110.00
Enforcement Fees - Nuisance Parking - no discount for early repayment	S	E	£ 80.00	£ -	£ 80.00	E	£ 80.00	£ -	£ 80.00
Enforcement Fees - Abandoning a Vehicle - no discount for early repayment	S	E	£ 200.00	£ -	£ 200.00	E	£ 200.00	£ -	£ 200.00
Enforcement Fees - Graffiti - no discount for early repayment	S	E	£ 80.00	£ -	£ 80.00	E	£ 80.00	£ -	£ 80.00
Enforcement Fees - Fly-Posting - no discount for early repayment	S	E	£ 80.00	£ -	£ 80.00	E	£ 80.00	£ -	£ 80.00
Enforcement Fees - Failure to Comply with a Community Protection Notice - no discount for early repayment	S	E	£ 100.00	£ -	£ 100.00	E	£ 100.00	£ -	£ 100.00
Enforcement Fees - Failure to Comply with a Public Space Protection Order - no discount for early repayment	S	E	£ 100.00	£ -	£ 100.00	E	£ 100.00	£ -	£ 100.00
Parks - Commercial Hire of Parks and Open Spaces - Price on Applications	D	S				S	POA	£ -	POA
Parks - Bowls - Thurrock Bowls Assoc - Exclusive use of 8 greens - Over 60	D	E	£ 122.00	£ -	£ 122.00	E	£ 125.00	£ -	£ 125.00
Parks - Bowls - Thurrock Bowls Assoc - Exclusive use of 8 greens - Under 18	D	E	£ 71.00	£ -	£ 71.00	E	£ 74.50	£ -	£ 74.50
Parks - Bowls - Thurrock Bowls Assoc - Exclusive use of 8 greens - Under 60	D	E	£ 152.00	£ -	£ 152.00	E	£ 159.50	£ -	£ 159.50
Parks - Cricket - Adult Pitch per match	D	E	£ 89.00	£ -	£ 89.00	E	£ 93.50	£ -	£ 93.50
Parks - Cricket - Youth Pitch per match	D	E	£ 41.00	£ -	£ 41.00	E	£ 43.00	£ -	£ 43.00
Parks - Football - Adult Pitch with Changing Facilities per match	D	E	£ 76.00	£ -	£ 76.00	E	£ 80.00	£ -	£ 80.00
Parks - Football - Child Pitch per match	D	E	£ 37.00	£ -	£ 37.00	E	£ 39.00	£ -	£ 39.00
Parks - Football - Mini Pitch per match	D	E	£ 7.50	£ -	£ 7.50	E	£ 20.00	£ -	£ 20.00
Parks - Football - Youth Pitch per match	D	E	£ 46.00	£ -	£ 46.00	E	£ 48.50	£ -	£ 48.50
Parks - Rugby - Adult Pitch per match	D	E	£ 76.00	£ -	£ 76.00	E	£ 80.00	£ -	£ 80.00
Parks - Rugby - Mini Pitch per match	D	E	£ 7.50	£ -	£ 7.50	E	£ 20.00	£ -	£ 20.00



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Parks - Rugby - Youth Pitch per match	D	E	£ 46.00	£ -	£ 46.00	E	£ 48.50	£ -	£ 48.50
Trade Waste Charges - Bin size (per lift) - 1,100 recycling	D	O	Negotiable	£ -	Negotiable	O	POA	£ -	POA
Trade Waste Charges - Bin size (per lift) - 1,100 refuse	D	O	Negotiable	£ -	Negotiable	O	POA	£ -	POA
Trade Waste Charges - Bin size (per lift) - 240 recycling	D	O	Negotiable	£ -	Negotiable	O	POA	£ -	POA
Trade Waste Charges - Bin size (per lift) - 240 refuse	D	O	Negotiable	£ -	Negotiable	O	POA	£ -	POA
Cultural Services - Borrowers Lost Tickets - Adult - First Loss	D	O	£ 2.60	£ -	£ 2.60	O	£ 2.60	£ -	£ 2.60
Cultural Services - Borrowers Lost Tickets - Adult - Second and subsequent loss	D	O	£ 3.10	£ -	£ 3.10	O	£ 3.10	£ -	£ 3.10
Cultural Services - Catalogue Requests - Requests from Library catalogue	D	O	Free	£ -	Free	O	£ 1.00	£ -	£ 1.00
Cultural Services - Catalogue Requests - Requests not from library catalogue, including British Library	D	O	£ 3.10	£ -	£ 3.10	O	£ 3.50	£ -	£ 3.50
Cultural Services - CD Rom print outs - Black and white	D	S	£ 0.25	£ 0.05	£ 0.30	S	£ 0.25	£ 0.05	£ 0.30
Cultural Services - CD Rom print outs - Colour	D	S	£ 0.25	£ 0.05	£ 0.30	S	£ 0.25	£ 0.05	£ 0.30
Cultural Services - Children's Lost Tickets - First Loss	D	O	Free	£ -	Free	O	free	£ -	free
Cultural Services - Children's Lost Tickets - Second Loss	D	O	£ 2.60	£ -	£ 2.60	O	£ 2.60	£ -	£ 2.60
Cultural Services - Damaged and Lost items - Books for which no current value can be traced - Adults books	D	O	£ 30.00	£ -	£ 30.00	O	£ 30.00	£ -	£ 30.00
Cultural Services - Damaged and Lost items - Books for which no current value can be traced - Children's books	D	O	£ 20.00	£ -	£ 20.00	O	£ 20.00	£ -	£ 20.00
Cultural Services - DVD - Children's DVD Hire - Each item/ week	D	O	£ 2.10	£ -	£ 2.10	O	£ 2.10	£ -	£ 2.10
Cultural Services - DVD - Children's DVD Hire - Maximum charge - 8 weeks	D	O	£ 16.80	£ -	£ 16.80	O	£ 16.80	£ -	£ 16.80
Cultural Services - DVD - Children's DVD Hire - Overdue: item/ week	D	O	£ 2.10	£ -	£ 2.10	O	£ 2.10	£ -	£ 2.10
Cultural Services - DVD - Non Fiction DVD Hire - Each item/ week	D	O	£ 2.10	£ -	£ 2.10	O	£ 2.10	£ -	£ 2.10
Cultural Services - DVD - Non Fiction DVD Hire - Maximum charge - 8 weeks	D	O	£ 16.80	£ -	£ 16.80	O	£ 16.80	£ -	£ 16.80
Cultural Services - DVD - Non Fiction DVD Hire - Overdue: item/ week	D	O	£ 2.10	£ -	£ 2.10	O	£ 2.10	£ -	£ 2.10
Cultural Services - DVD - TV and Feature Films Hire - Each item/ week	D	O	£ 2.10	£ -	£ 2.10	O	£ 2.10	£ -	£ 2.10
Cultural Services - DVD - TV and Feature Films Hire - Maximum charge - 8 weeks	D	O	£ 16.80	£ -	£ 16.80	O	£ 16.80	£ -	£ 16.80
Cultural Services - DVD - TV and Feature Films Hire - Overdue: item/ week	D	O	£ 2.10	£ -	£ 2.10	O	£ 2.10	£ -	£ 2.10
Cultural Services - Exhibitions - Exhibition Space - Exhibition of works or crafts by individual artists and craftsmen	D	E	25% Commission or minimum hire	£ -	25% Commission or minimum hire	E	25% Commission or minimum hire	£ -	25% Commission or minimum hire
Cultural Services - Libraries - Fines - Books - Day 1	D	O	£ 0.20	£ -	£ 0.20	O	£ 0.20	£ -	£ 0.20
Cultural Services - Libraries - Fines - Books - Day 2	D	O	£ 0.40	£ -	£ 0.40	O	£ 0.40	£ -	£ 0.40
Cultural Services - Libraries - Fines - Books - Day 3	D	O	£ 0.60	£ -	£ 0.60	O	£ 0.60	£ -	£ 0.60
Cultural Services - Libraries - Fines - Books - Day 4	D	O	£ 0.80	£ -	£ 0.80	O	£ 0.80	£ -	£ 0.80
Cultural Services - Libraries - Fines - Books - Day 5	D	O	£ 1.00	£ -	£ 1.00	O	£ 1.00	£ -	£ 1.00
Cultural Services - Libraries - Fines - Books - Day 6	D	O	£ 1.20	£ -	£ 1.20	O	£ 1.20	£ -	£ 1.20
Cultural Services - Libraries - Fines - Books - Day 7	D	O	£ 1.40	£ -	£ 1.40	O	£ 1.40	£ -	£ 1.40
Cultural Services - Libraries - Fines - Books - Maximum Charge (8 weeks)	D	O	£ 11.20	£ -	£ 11.20	O	£ 11.20	£ -	£ 11.20
Cultural Services - Libraries - Language Courses - Multiple sets for 12 weeks	D	O	£ 3.60	£ -	£ 3.60	O	£ 3.60	£ -	£ 3.60
Cultural Services - Libraries - Language Courses - Single item for 3 weeks	D	O	£ 1.60	£ -	£ 1.60	O	£ 1.60	£ -	£ 1.60
Cultural Services - Libraries - Recorded Sound - All spoken word for children (Tape or CD)	D	O	Free	£ -	Free	O	Free	£ -	Free
Cultural Services - Libraries - Recorded Sound - Compact Disc Hire - 1 week loan	D	O	£ 1.15	£ -	£ 1.15	O	£ 1.15	£ -	£ 1.15
Cultural Services - Libraries - Recorded Sound - Spoken Word on CD - 3 week loan	D	O	£ 2.60	£ -	£ 2.60	O	£ 2.60	£ -	£ 2.60
Cultural Services - Lost compact disc cassette inserts/ Cases and book wallets - Book wallets	D	O	£ 1.60	£ -	£ 1.60	O	£ 1.60	£ -	£ 1.60
Cultural Services - Lost compact disc cassette inserts/ Cases and book wallets - Compact Disc/CD Rom case	D	O	£ 2.10	£ -	£ 2.10	O	£ 2.10	£ -	£ 2.10
Cultural Services - Lost compact disc cassette inserts/ Cases and book wallets - Compact Disc/CD Rom or Cassette insert	D	O	Full Cost	£ -	Full Cost	O	Full Cost	£ -	Full Cost
Cultural Services - Lost compact disc cassette inserts/ Cases and book wallets - DVD case	D	O	£ 2.10	£ -	£ 2.10	O	£ 2.10	£ -	£ 2.10
Cultural Services - Lost compact disc cassette inserts/ Cases and book wallets - DVD insert	D	O	Full Cost	£ -	Full Cost	O	Full Cost	£ -	Full Cost
Cultural Services - Microfilm Prints - Per page from old machine (new machine is same as printouts)	D	S	£ 0.25	£ 0.05	£ 0.30	S	£ 0.25	£ 0.05	£ 0.30

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Cultural Services - Music sets and Play sets - Music set hire (Obtained through Essex CC) - Chamber music (3 or more parts)	D	O	Essex cc charges	£ -	Essex cc charges	O	Essex cc charges	£ -	Essex cc charges
Cultural Services - Music sets and Play sets - Music set hire (Obtained through Essex CC) - Orchestral set	D	O	Essex cc charges	£ -	Essex cc charges	O	Essex cc charges	£ -	Essex cc charges
Cultural Services - Music sets and Play sets - Music set hire (Obtained through Essex CC) - Play sets hire (3-15 copies)	D	O	Essex cc charges	£ -	Essex cc charges	O	Essex cc charges	£ -	Essex cc charges
Cultural Services - Music sets and Play sets - Music set hire (Obtained through Essex CC) - Sheets (Per set)	D	O	Essex cc charges	£ -	Essex cc charges	O	Essex cc charges	£ -	Essex cc charges
Cultural Services - Music sets and Play sets - Music set hire (Obtained through Essex CC) - Vocal Scores (Per item)	D	O	Essex cc charges	£ -	Essex cc charges	O	Essex cc charges	£ -	Essex cc charges
Cultural Services - Photocopiers - Single copy A3 size - Colour	D	S	£ 1.25	£ 0.25	£ 1.50	S	£ 1.25	£ 0.25	£ 1.50
Cultural Services - Photocopiers - Single copy A3 size - Monochrome	D	S	£ 0.25	£ 0.05	£ 0.30	S	£ 0.25	£ 0.05	£ 0.30
Cultural Services - Photocopiers - Single copy A4 size - Colour	D	S	£ 0.83	£ 0.17	£ 1.00	S	£ 0.83	£ 0.17	£ 1.00
Cultural Services - Photocopiers - Single copy A4 size - Monochrome	D	S	£ 0.17	£ 0.03	£ 0.20	S	£ 0.25	£ 0.05	£ 0.30
Cultural Services - Premises Hire - Commercial organisations and public meetings held by political parties - Per hour - 24 to 70 sq.m	D	E	£ 40.00	£ -	£ 40.00	E	£ 35.00	£ -	£ 35.00
Cultural Services - Premises Hire - Commercial organisations and public meetings held by political parties - Per hour - Over 70 sq.m	D	E	£ 45.00	£ -	£ 45.00	E	£ 35.00	£ -	£ 35.00
Cultural Services - Premises Hire - Commercial organisations and public meetings held by political parties - Per hour - Under 24 sq.m	D	E	£ 35.00	£ -	£ 35.00	E	£ 35.00	£ -	£ 35.00
Cultural Services - Premises Hire - Other organisations and non public meetings of political parties - Per hour - 24 to 70 sq.m	D	E	£ 25.00	£ -	£ 25.00	E	£ 25.00	£ -	£ 25.00
Cultural Services - Premises Hire - Other organisations and non public meetings of political parties - Per hour - Over 70 sq.m	D	E	£ 30.00	£ -	£ 30.00	E	£ 25.00	£ -	£ 25.00
Cultural Services - Premises Hire - Other organisations and non public meetings of political parties - Per hour - Under 24 sq.m	D	E	£ 20.00	£ -	£ 20.00	E	£ 25.00	£ -	£ 25.00
Cultural Services - Sales - Adult fiction - Hardback	D	Z	£ 0.90	£ -	£ 0.90	Z	£ 0.90	£ -	£ 0.90
Cultural Services - Sales - Adult fiction - Paperback	D	Z	£ 0.40	£ -	£ 0.40	Z	£ 0.40	£ -	£ 0.40
Cultural Services - Sales - Adult non fiction - Hardback	D	Z	£ 1.60	£ -	£ 1.60	Z	£ 1.60	£ -	£ 1.60
Cultural Services - Sales - Adult non fiction - Paperback	D	Z	£ 0.90	£ -	£ 0.90	Z	£ 0.90	£ -	£ 0.90
Cultural Services - Sales - CD's	D	S	£ 1.29	£ 0.26	£ 1.55	S	£ 1.29	£ 0.26	£ 1.55
Cultural Services - Sales - Children's - Hardback	D	Z	£ 0.90	£ -	£ 0.90	Z	£ 0.90	£ -	£ 0.90
Cultural Services - Sales - Children's - Paperback	D	Z	£ 0.40	£ -	£ 0.40	Z	£ 0.40	£ -	£ 0.40
Cultural Services - Sales - DVD's	D	S	£ 1.67	£ 0.33	£ 2.00	S	£ 1.67	£ 0.33	£ 2.00
Cultural Services - Thameside Theatre and Central Complex - Performance Surcharge	D	S	£ 125.00	£ 25.00	£ 150.00	S	£ 125.00	£ 25.00	£ 150.00
<i>Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Additional hours after 23.00 - Fridays - 1) Thurrock Council services and Thurrock Council managed schools</i>	D	E	£ 167.00	£ -	£ 167.00	E	£ 170.00	£ -	£ 170.00
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Additional hours after 23.00 - Fridays - 2) Thurrock based non-profit organisations, members of Thurrock Arts Council and academies	D	S	£ 167.00	£ 33.40	£ 200.40	S	£ 170.00	£ 34.00	£ 204.00

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Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Additional hours after 23.00 - Saturday - <b>1) Thurrock Council services and Thurrock Council managed schools</b>	D	E	£ 242.00	£ -	£ 242.00	E	£ 247.00	£ -	£ 247.00
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Additional hours after 23.00 - Saturday - <b>2) Thurrock based non-profit organisations, members of Thurrock Arts Council and academies</b>	D	S	£ 241.67	£ 48.33	£ 290.00	S	£ 246.67	£ 49.33	£ 296.00
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Additional hours after 23.00 - Sundays - <b>1) Thurrock Council services and Thurrock Council managed schools</b>	D	E	£ 242.00	£ -	£ 242.00	E	£ 247.00	£ -	£ 247.00
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Additional hours after 23.00 - Sundays - <b>2) Thurrock based non-profit organisations, members of Thurrock Arts Council and academies</b>	D	S	£ 241.67	£ 48.33	£ 290.00	S	£ 246.67	£ 49.33	£ 296.00
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee per hour 09.00 to 18.00 - Friday - <b>1) Thurrock Council services and Thurrock Council managed schools</b>	D	E	£ 74.00	£ -	£ 74.00	E	£ 75.00	£ -	£ 75.00
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee per hour 09.00 to 18.00 - Friday - <b>2) Thurrock based non-profit organisations, members of Thurrock Arts Council and academies</b>	D	S	£ 74.17	£ 14.83	£ 89.00	S	£ 75.00	£ 15.00	£ 90.00
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee per hour 09.00 to 18.00 - Monday to Thursday - <b>1) Thurrock Council services and Thurrock Council managed schools</b>	D	E	£ 58.00	£ -	£ 58.00	E	£ 59.00	£ -	£ 59.00
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee per hour 09.00 to 18.00 - Monday to Thursday - <b>2) Thurrock based non-profit organisations, members of Thurrock Arts Council and academies</b>	D	S	£ 58.33	£ 11.67	£ 70.00	S	£ 59.17	£ 11.83	£ 71.00
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee per hour 09.00 to 23.00 - Sunday - <b>1) Thurrock Council services and Thurrock Council managed schools</b>	D	E	£ 119.00	£ -	£ 119.00	E	£ 121.00	£ -	£ 121.00
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee per hour 09.00 to 23.00 - Sunday - <b>2) Thurrock based non-profit organisations, members of Thurrock Arts Council and academies</b>	D	S	£ 119.17	£ 23.83	£ 143.00	S	£ 120.83	£ 24.17	£ 145.00
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee Period 18.00 to 23.00 - Friday - <b>1) Thurrock Council services and Thurrock Council managed schools</b>	D	E	£ 461.00	£ -	£ 461.00	E	£ 470.00	£ -	£ 470.00

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Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee Period 18.00 to 23.00 - Friday - <b>2) Thurrock based non-profit organisations, members of Thurrock Arts Council and academies</b>	D	S	£ 460.83	£ 92.17	£ 553.00	S	£ 470.00	£ 94.00	£ 564.00
<i>Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee Period 18.00 to 23.00 - Monday to Thursday - 1) Thurrock Council services and Thurrock Council managed schools</i>	D	E	£ 251.00	£ -	£ 251.00	E	£ 256.00	£ -	£ 256.00
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee Period 18.00 to 23.00 - Monday to Thursday - <b>2) Thurrock based non-profit organisations, members of Thurrock Arts Council and academies</b>	D	S	£ 250.83	£ 50.17	£ 301.00	S	£ 255.83	£ 51.17	£ 307.00
<i>Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee Period 18.00 to 23.00 - Saturday - 1) Thurrock Council services and Thurrock Council managed schools</i>	D	E	£ 607.00	£ -	£ 607.00	E	£ 619.00	£ -	£ 619.00
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee Period 18.00 to 23.00 - Saturday - <b>2) Thurrock based non-profit organisations, members of Thurrock Arts Council and academies</b>	D	S	£ 606.67	£ 121.33	£ 728.00	S	£ 619.17	£ 123.83	£ 743.00
<i>Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee Period per additional hour after 11pm Mon-Thurs - 1) Thurrock Council services and Thurrock Council managed schools</i>	D	E	£ 133.00	£ -	£ 133.00	E	£ 136.00	£ -	£ 136.00
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges - Standard fee Period per additional hour after 11pm Mon-Thurs - <b>2) Thurrock based non-profit organisations, members of Thurrock Arts Council and academies</b>	D	S	£ 133.33	£ 26.67	£ 160.00	S	£ 135.83	£ 27.17	£ 163.00
<i>Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges -Standard fee per hour 09.00 to 18.00 - Saturday - 1) Thurrock Council services and Thurrock Council managed schools</i>	D	E	£ 94.00	£ -	£ 94.00	E	£ 96.00	£ -	£ 96.00
Cultural Services - Thameside Theatre and Central Complex - Tariff 1 - Thurrock based non profit organisations, members of Thurrock Arts Council and Thurrock Schools and Colleges -Standard fee per hour 09.00 to 18.00 - Saturday - <b>2) Thurrock based non-profit organisations, members of Thurrock Arts Council and academies</b>	D	S	£ 94.17	£ 18.83	£ 113.00	S	£ 95.83	£ 19.17	£ 115.00
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Additional hours after 23.00 - Monday to Thursday	D	S	£ 193.33	£ 38.67	£ 232.00	S	£ 196.67	£ 39.33	£ 236.00
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Additional hours after 23.00 - Saturday	D	S	£ 316.67	£ 63.33	£ 380.00	S	£ 321.67	£ 64.33	£ 386.00
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Friday per hour 09.00 to 18.00	D	S	£ 149.17	£ 29.83	£ 179.00	S	£ 151.67	£ 30.33	£ 182.00

Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 17/18	Charge excl. VAT 2017/18	VAT Amount 2017/18	Charge incl. VAT 2017/18	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Monday to Thursday per hour 09.00 to 18.00	D	S	£ 141.67	£ 28.33	£ 170.00	S	£ 145.00	£ 29.00	£ 174.00
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Saturday per hour 09.00 to 18.00	D	S	£ 161.67	£ 32.33	£ 194.00	S	£ 165.00	£ 33.00	£ 198.00
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Standard Fee per period - 18.00 to 23.00 - Friday	D	S	£ 831.67	£ 166.33	£ 998.00	S	£ 849.00	£ 169.80	£ 1,018.80
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Standard Fee per period - 18.00 to 23.00 - Saturday	D	S	£ 1,128.33	£ 225.67	£ 1,354.00	S	£ 1,151.00	£ 230.20	£ 1,381.20
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Additional hours after 23.00 - Friday	D	S	£ 213.33	£ 42.67	£ 256.00	S	£ 217.00	£ 43.40	£ 260.40
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Additional hours after 23.00 - Sunday	D	S	£ 315.83	£ 63.17	£ 379.00	S	£ 322.00	£ 64.40	£ 386.40
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Standard Fee per period - 18.00 to 23.00 - Monday to Thursday	D	S	£ 520.00	£ 104.00	£ 624.00	S	£ 530.00	£ 106.00	£ 636.00
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Sunday per hour 09.00 to 23.00	D	S	£ 190.00	£ 38.00	£ 228.00	S	£ 194.00	£ 38.80	£ 232.80
Cultural Services -Fax - Incoming - Each	D	S	£ 0.83	£ 0.17	£ 1.00	S	£ 0.83	£ 0.17	£ 1.00
Cultural Services -Fax - Outgoing - Additional page - Elsewhere	D	S	£ 1.25	£ 0.25	£ 1.50	S	£ 1.25	£ 0.25	£ 1.50
Cultural Services -Fax - Outgoing - Additional page - Europe	D	S	£ 0.83	£ 0.17	£ 1.00	S	£ 0.83	£ 0.17	£ 1.00
Cultural Services -Fax - Outgoing - Additional page - UK	D	S	£ 0.42	£ 0.08	£ 0.50	S	£ 0.42	£ 0.08	£ 0.50
Cultural Services -Fax - Outgoing - Fax to free numbers (Admin charge)	D	S	£ 0.42	£ 0.08	£ 0.50	S	£ 0.42	£ 0.08	£ 0.50
Cultural Services -Fax - Outgoing - First Page - Elsewhere	D	S	£ 2.50	£ 0.50	£ 3.00	S	£ 2.50	£ 0.50	£ 3.00
Cultural Services -Fax - Outgoing - First Page - Europe	D	S	£ 2.08	£ 0.42	£ 2.50	S	£ 2.08	£ 0.42	£ 2.50
Cultural Services -Fax - Outgoing - First Page - UK	D	S	£ 0.83	£ 0.17	£ 1.00	S	£ 0.83	£ 0.17	£ 1.00
Cultural Services -Internet and Word processing - Use of the internet	D	S	Free	£ -	Free	S	Free	£ -	Free
Cultural Services -Internet and Word processing - Word processing - Black and white	D	S	£ 0.25	£ 0.05	£ 0.30	S	£ 0.25	£ 0.05	£ 0.30
Cultural Services -Internet and Word processing - Word processing - Colour	D	S	£ 0.25	£ 0.05	£ 0.30	S	£ 0.25	£ 0.05	£ 0.30

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Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 10,000 to 14,999	S	O	£ 2,000.00	£ -	£ 2,000.00	O	£ 2,000.00	£ -	£ 2,000.00
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 15,000 to 19,999	S	O	£ 4,000.00	£ -	£ 4,000.00	O	£ 4,000.00	£ -	£ 4,000.00
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 20,000 to 29,999	S	O	£ 8,000.00	£ -	£ 8,000.00	O	£ 8,000.00	£ -	£ 8,000.00
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 30,000 to 39,999	S	O	£ 16,000.00	£ -	£ 16,000.00	O	£ 16,000.00	£ -	£ 16,000.00
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 40,000 to 49,999	S	O	£ 24,000.00	£ -	£ 24,000.00	O	£ 24,000.00	£ -	£ 24,000.00
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 5,000 to 9,999	S	O	£ 1,000.00	£ -	£ 1,000.00	O	£ 1,000.00	£ -	£ 1,000.00
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 50,000 to 59,999	S	O	£ 32,000.00	£ -	£ 32,000.00	O	£ 32,000.00	£ -	£ 32,000.00
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 60,000 to 69,999	S	O	£ 40,000.00	£ -	£ 40,000.00	O	£ 40,000.00	£ -	£ 40,000.00
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 70,000 to 79,999	S	O	£ 48,000.00	£ -	£ 48,000.00	O	£ 48,000.00	£ -	£ 48,000.00
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 80,000 to 89,999	S	O	£ 56,000.00	£ -	£ 56,000.00	O	£ 56,000.00	£ -	£ 56,000.00
Alcohol and Entertainment Licences - Additional Fees - Additional annual fee payable if applicable 90,000 and over	S	O	£ 64,000.00	£ -	£ 64,000.00	O	£ 64,000.00	£ -	£ 64,000.00
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 10,000 to 14,999	S	O	£ 2,000.00	£ -	£ 2,000.00	O	£ 2,000.00	£ -	£ 2,000.00
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 15,000 to 19,999	S	O	£ 4,000.00	£ -	£ 4,000.00	O	£ 4,000.00	£ -	£ 4,000.00
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 20,000 to 29,999	S	O	£ 8,000.00	£ -	£ 8,000.00	O	£ 8,000.00	£ -	£ 8,000.00
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 30,000 to 39,999	S	O	£ 16,000.00	£ -	£ 16,000.00	O	£ 16,000.00	£ -	£ 16,000.00
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 40,000 to 49,999	S	O	£ 24,000.00	£ -	£ 24,000.00	O	£ 24,000.00	£ -	£ 24,000.00
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 5,000 to 9,999	S	O	£ 1,000.00	£ -	£ 1,000.00	O	£ 1,000.00	£ -	£ 1,000.00
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 50,000 to 59,999	S	O	£ 32,000.00	£ -	£ 32,000.00	O	£ 32,000.00	£ -	£ 32,000.00
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 60,000 to 69,999	S	O	£ 40,000.00	£ -	£ 40,000.00	O	£ 40,000.00	£ -	£ 40,000.00
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 70,000 to 79,999	S	O	£ 48,000.00	£ -	£ 48,000.00	O	£ 48,000.00	£ -	£ 48,000.00
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 80,000 to 89,999	S	O	£ 56,000.00	£ -	£ 56,000.00	O	£ 56,000.00	£ -	£ 56,000.00
Alcohol and Entertainment Licences - Additional Fees - Attendance at any one time 90,000 and over	S	O	£ 64,000.00	£ -	£ 64,000.00	O	£ 64,000.00	£ -	£ 64,000.00
Alcohol and Entertainment Licences - Club Premises Certificates - Annual Charge - A = None to £4,400	S	O	£ 70.00	£ -	£ 70.00	O	£ 70.00	£ -	£ 70.00
Alcohol and Entertainment Licences - Club Premises Certificates - Annual Charge - B = £4,301 to £33,000	S	O	£ 180.00	£ -	£ 180.00	O	£ 180.00	£ -	£ 180.00
Alcohol and Entertainment Licences - Club Premises Certificates - Annual Charge - C = £33,001 to £87,000	S	O	£ 295.00	£ -	£ 295.00	O	£ 295.00	£ -	£ 295.00

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Alcohol and Entertainment Licences - Club Premises Certificates - Annual Charge - D = £87,001 to £125,000	S	O	£ 320.00	£ -	£ 320.00	O	£ 320.00	£ -	£ 320.00
Alcohol and Entertainment Licences - Club Premises Certificates - Annual Charge - E = £125,000 plus	S	O	£ 350.00	£ -	£ 350.00	O	£ 350.00	£ -	£ 350.00
Alcohol and Entertainment Licences - Club Premises Certificates - New Application & Variation - A = None to £4,400	S	O	£ 100.00	£ -	£ 100.00	O	£ 100.00	£ -	£ 100.00
Alcohol and Entertainment Licences - Club Premises Certificates - New Application & Variation - B = £4,301 to £33,000	S	O	£ 190.00	£ -	£ 190.00	O	£ 190.00	£ -	£ 190.00
Alcohol and Entertainment Licences - Club Premises Certificates - New Application & Variation - C = £33,001 to £87,000	S	O	£ 315.00	£ -	£ 315.00	O	£ 315.00	£ -	£ 315.00
Alcohol and Entertainment Licences - Club Premises Certificates - New Application & Variation - D = £87,001 to £125,000	S	O	£ 450.00	£ -	£ 450.00	O	£ 450.00	£ -	£ 450.00
Alcohol and Entertainment Licences - Club Premises Certificates - New Application & Variation - E = £125,000 plus	S	O	£ 635.00	£ -	£ 635.00	O	£ 635.00	£ -	£ 635.00
Alcohol and Entertainment Licences - Other Fees - Application for a provisional statement where premises being built etc	S	O	£ 315.00	£ -	£ 315.00	O	£ 315.00	£ -	£ 315.00
Alcohol and Entertainment Licences - Other Fees - Application for the grant or renewal of a personal licence	S	O	£ 37.00	£ -	£ 37.00	O	£ 37.00	£ -	£ 37.00
Alcohol and Entertainment Licences - Other Fees - Application for transfer of premises licence	S	O	£ 23.00	£ -	£ 23.00	O	£ 23.00	£ -	£ 23.00
Alcohol and Entertainment Licences - Other Fees - Application to vary licence to specify individual as premises supervisor	S	O	£ 23.00	£ -	£ 23.00	O	£ 23.00	£ -	£ 23.00
Alcohol and Entertainment Licences - Other Fees - Change of relevant registered address of club	S	O	£ 10.50	£ -	£ 10.50	O	£ 10.50	£ -	£ 10.50
Alcohol and Entertainment Licences - Other Fees - Duty to notify change of name or address	S	O	£ 10.50	£ -	£ 10.50	O	£ 10.50	£ -	£ 10.50
Alcohol and Entertainment Licences - Other Fees - Notification of change of name or address	S	O	£ 10.50	£ -	£ 10.50	O	£ 10.50	£ -	£ 10.50
Alcohol and Entertainment Licences - Other Fees - Notification of change of name or alteration of rules of club	S	O	£ 10.50	£ -	£ 10.50	O	£ 10.50	£ -	£ 10.50
Alcohol and Entertainment Licences - Other Fees - Right of freeholder etc. to be notified of licensing matters	S	O	£ 21.00	£ -	£ 21.00	O	£ 21.00	£ -	£ 21.00
Alcohol and Entertainment Licences - Other Fees - Temporary event notice	S	O	£ 21.00	£ -	£ 21.00	O	£ 21.00	£ -	£ 21.00
Alcohol and Entertainment Licences - Other Fees - Theft, loss etc of certificate or summary	S	O	£ 10.50	£ -	£ 10.50	O	£ 10.50	£ -	£ 10.50
Alcohol and Entertainment Licences - Other Fees - Theft, loss etc of personal licence	S	O	£ 10.50	£ -	£ 10.50	O	£ 10.50	£ -	£ 10.50
Alcohol and Entertainment Licences - Other Fees - Theft, loss etc of premises licence or summary	S	O	£ 10.50	£ -	£ 10.50	O	£ 10.50	£ -	£ 10.50
Alcohol and Entertainment Licences - Other Fees - Theft, loss etc of temporary event notice	S	O	£ 10.50	£ -	£ 10.50	O	£ 10.50	£ -	£ 10.50
Alcohol and Entertainment Licences - Premises Licences - Annual Charge - A = None to £4,400	S	O	£ 70.00	£ -	£ 70.00	O	£ 70.00	£ -	£ 70.00
Alcohol and Entertainment Licences - Premises Licences - Annual Charge - B = £4,301 to £33,000	S	O	£ 180.00	£ -	£ 180.00	O	£ 180.00	£ -	£ 180.00
Alcohol and Entertainment Licences - Premises Licences - Annual Charge - C = £33,001 to £87,000	S	O	£ 295.00	£ -	£ 295.00	O	£ 295.00	£ -	£ 295.00
Alcohol and Entertainment Licences - Premises Licences - Annual Charge - D = £87,001 to £125,000	S	O	£ 320.00	£ -	£ 320.00	O	£ 320.00	£ -	£ 320.00
Alcohol and Entertainment Licences - Premises Licences - Annual Charge - E = £125,000 plus	S	O	£ 350.00	£ -	£ 350.00	O	£ 350.00	£ -	£ 350.00
Alcohol and Entertainment Licences - Premises Licences - New Application & Variation - A = None to £4,400	S	O	£ 100.00	£ -	£ 100.00	O	£ 100.00	£ -	£ 100.00
Alcohol and Entertainment Licences - Premises Licences - New Application & Variation - B = £4,301 to £33,000	S	O	£ 190.00	£ -	£ 190.00	O	£ 190.00	£ -	£ 190.00
Alcohol and Entertainment Licences - Premises Licences - New Application & Variation - C = £33,001 to £87,000	S	O	£ 315.00	£ -	£ 315.00	O	£ 315.00	£ -	£ 315.00
Alcohol and Entertainment Licences - Premises Licences - New Application & Variation - D = £87,001 to £125,000	S	O	£ 450.00	£ -	£ 450.00	O	£ 450.00	£ -	£ 450.00

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Alcohol and Entertainment Licences - Premises Licenses - New Application & Variation - E = £125,000 plus	S	O	£ 635.00	£ -	£ 635.00	O	£ 635.00	£ -	£ 635.00
Animal Feed (Hygiene, Sampling etc & Enforcement) Regulations 2015 - Regulation 13 - Manufacture & placing on the market products derived from vegetable oil and blended fats	S	O	£ 451.00	£ -	£ 451.00	O	£ 451.00	£ -	£ 451.00
Animal Feed (Hygiene, Sampling etc & Enforcement) Regulations 2015 - Regulation 13 - Manufacture only, or manufacture and placing on the market, of certain additives or pre-mixtures as referred to in Article 10(1)(a) or (b) of Regulation 183/2005 other than those feed additives specified in regulation 2(4), or of premixtures of such additives	S	O	£ 451.00	£ -	£ 451.00	O	£ 451.00	£ -	£ 451.00
Animal Feed (Hygiene, Sampling etc & Enforcement) Regulations 2015 - Regulation 13 - Placing on the market of substances referred to above	S	O	£ 226.00	£ -	£ 226.00	O	£ 226.00	£ -	£ 226.00
Explosives Regulations 2014 - Regulation 13 – Five years licence where no separation distances apply	S	O	£ 238.00	£ -	£ 238.00	O	£ 238.00	£ -	£ 238.00
Explosives Regulations 2014 - Regulation 13 – Five years licence where separation distances apply	S	O	£ 423.00	£ -	£ 423.00	O	£ 423.00	£ -	£ 423.00
Explosives Regulations 2014 - Regulation 13 – Five years renewal where no separation distances apply	S	O	£ 185.00	£ -	£ 185.00	O	£ 185.00	£ -	£ 185.00
Explosives Regulations 2014 - Regulation 13 – Five years renewal where separation distances apply	S	O	£ 326.00	£ -	£ 326.00	O	£ 326.00	£ -	£ 326.00
Explosives Regulations 2014 - Regulation 13 – Four years licence where no separation distances apply	S	O	£ 206.00	£ -	£ 206.00	O	£ 206.00	£ -	£ 206.00
Explosives Regulations 2014 - Regulation 13 – Four years licence where separation distances apply	S	O	£ 374.00	£ -	£ 374.00	O	£ 374.00	£ -	£ 374.00
Explosives Regulations 2014 - Regulation 13 – Four years renewal where no separation distances apply	S	O	£ 152.00	£ -	£ 152.00	O	£ 152.00	£ -	£ 152.00
Explosives Regulations 2014 - Regulation 13 – Four years renewal where separation distances apply	S	O	£ 266.00	£ -	£ 266.00	O	£ 266.00	£ -	£ 266.00
Explosives Regulations 2014 - Regulation 13 – One year licence where no separation distances apply	S	O	£ 109.00	£ -	£ 109.00	O	£ 109.00	£ -	£ 109.00
Explosives Regulations 2014 - Regulation 13 – One year licence where separation distances apply	S	O	£ 185.00	£ -	£ 185.00	O	£ 185.00	£ -	£ 185.00
Explosives Regulations 2014 - Regulation 13 – One year renewal where separation distances apply	S	O	£ 86.00	£ -	£ 86.00	O	£ 86.00	£ -	£ 86.00
Explosives Regulations 2014 - Regulation 13 - Renewal where no separation distances apply	S	O	£ 54.00	£ -	£ 54.00	O	£ 54.00	£ -	£ 54.00
Explosives Regulations 2014 - Regulation 13 – Three years licence where no separation distances apply	S	O	£ 173.00	£ -	£ 173.00	O	£ 173.00	£ -	£ 173.00
Explosives Regulations 2014 - Regulation 13 – Three years licence where separation distances apply	S	O	£ 304.00	£ -	£ 304.00	O	£ 304.00	£ -	£ 304.00
Explosives Regulations 2014 - Regulation 13 – Three years renewal where no separation distances apply	S	O	£ 120.00	£ -	£ 120.00	O	£ 120.00	£ -	£ 120.00
Explosives Regulations 2014 - Regulation 13 – Three years renewal where separation distances apply	S	O	£ 206.00	£ -	£ 206.00	O	£ 206.00	£ -	£ 206.00
Explosives Regulations 2014 - Regulation 13 – Two years licence where no separation distances apply	S	O	£ 141.00	£ -	£ 141.00	O	£ 141.00	£ -	£ 141.00
Explosives Regulations 2014 - Regulation 13 – Two years licence where separation distances apply	S	O	£ 243.00	£ -	£ 243.00	O	£ 243.00	£ -	£ 243.00
Explosives Regulations 2014 - Regulation 13 – Two years renewal where no separation distances apply	S	O	£ 86.00	£ -	£ 86.00	O	£ 86.00	£ -	£ 86.00
Explosives Regulations 2014 - Regulation 13 – Two years renewal where separation distances apply	S	O	£ 147.00	£ -	£ 147.00	O	£ 147.00	£ -	£ 147.00
Explosives Regulations 2014 - Regulation 16 - Any other variation	S	O	The reasonable cost	£ -	The reasonable cost	O	Reasonable Costs	£ -	Reasonable Costs
Explosives Regulations 2014 - Regulation 16 - Varying a licence (name or address)	S	O	£ 36.00	£ -	£ 36.00	O	£ 36.00	£ -	£ 36.00



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Explosives Regulations 2014 - Regulation 17 - Replacement of licence	S	O	£ 36.00	£ -	£ 36.00	O	£ 36.00	£ -	£ 36.00
Explosives Regulations 2014 - Regulation 17 - Transfer of licence	S	O	£ 36.00	£ -	£ 36.00	O	£ 36.00	£ -	£ 36.00
Fireworks Regulations 2004 - Regulation 9 - Licence for the sale of fireworks outside of prescribed period fireworks (one year)	S	O	£ 500.00	£ -	£ 500.00	O	£ 500.00	£ -	£ 500.00
Gambling Licences - Adult Gaming Centre Premises Licence - Annual Fee	D	O	£ 800.00	£ -	£ 800.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Adult Gaming Centre Premises Licence - Application fee for reinstatement of a licence	D	O	£ 1,000.00	£ -	£ 1,000.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Adult Gaming Centre Premises Licence - Application fee in respect of Premises Licence	D	O	£ 1,600.00	£ -	£ 1,600.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Adult Gaming Centre Premises Licence - Application fee in respect of Provisional Statement	D	O	£ 1,600.00	£ -	£ 1,600.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Adult Gaming Centre Premises Licence - Application fee to transfer a licence	D	O	£ 1,000.00	£ -	£ 1,000.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Adult Gaming Centre Premises Licence - Application fee to vary a licence	D	O	£ 800.00	£ -	£ 800.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Annual fee for Club Gaming or Machine Permit	S	O	£ 50.00	£ -	£ 50.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Application for Club Gaming or Machine Permit	S	O	£ 200.00	£ -	£ 200.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Application for Club Gaming or Machine Permit (existing holder)	S	O	£ 100.00	£ -	£ 100.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Application for Club Gaming or Machine Permit (holding Certificate under licensing act 2003)	S	O	£ 100.00	£ -	£ 100.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Application for Prize Gaming Permit & Family Entertainment Centre Gaming Machine Permit	S	O	£ 100.00	£ -	£ 100.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Application to Vary Club Gaming or Machine Permit	S	O	£ 100.00	£ -	£ 100.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Betting Premises (Track) Licence - Annual Fee	D	O	£ 1,000.00	£ -	£ 1,000.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Betting Premises (Track) Licence - Application fee for reinstatement of a licence	D	O	£ 950.00	£ -	£ 950.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Betting Premises (Track) Licence - Application fee in respect of Premises Licence	D	O	£ 950.00	£ -	£ 950.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Betting Premises (Track) Licence - Application fee in respect of Provisional Statement	D	O	£ 2,500.00	£ -	£ 2,500.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Betting Premises (Track) Licence - Application fee to transfer a licence	D	O	£ 950.00	£ -	£ 950.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Betting Premises (Track) Licence - Application fee to vary a licence	D	O	£ 1,250.00	£ -	£ 1,250.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Bingo Premises Licence - Annual Fee	D	O	£ 800.00	£ -	£ 800.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Bingo Premises Licence - Application fee for reinstatement of a licence	D	O	£ 1,000.00	£ -	£ 1,000.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Bingo Premises Licence - Application fee in respect of Premises Licence	D	O	£ 3,000.00	£ -	£ 3,000.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Bingo Premises Licence - Application fee in respect of Provisional Statement	D	O	£ 3,000.00	£ -	£ 3,000.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Bingo Premises Licence - Application fee to transfer a licence	D	O	£ 1,000.00	£ -	£ 1,000.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Bingo Premises Licence - Application fee to vary a licence	D	O	£ 1,500.00	£ -	£ 1,500.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Change of name on Prize gaming Permit & Family Entertainment Centre Gaming Machine Permit	S	O	£ 25.00	£ -	£ 25.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Copy of Club Gaming or Machine Permit	S	O	£ 15.00	£ -	£ 15.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Copy of Prize gaming Permit & Family Entertainment Centre Gaming Machine Permit	S	O	£ 15.00	£ -	£ 15.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Copy of the Premises Licence	S	O	£ 50.00	£ -	£ 50.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Family Entertainment Centre Premises Licence - Annual Fee	D	O	£ 600.00	£ -	£ 600.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Family Entertainment Centre Premises Licence - Application fee for reinstatement of a licence	D	O	£ 800.00	£ -	£ 800.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Family Entertainment Centre Premises Licence - Application fee in respect of Premises Licence	D	O	£ 1,600.00	£ -	£ 1,600.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Family Entertainment Centre Premises Licence - Application fee in respect of Provisional Statement	D	O	£ 1,600.00	£ -	£ 1,600.00	O	to be confirmed	£ -	to be confirmed

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Gambling Licences - Family Entertainment Centre Premises Licence - Application fee to transfer a licence	D	O	£ 800.00	£ -	£ 800.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Family Entertainment Centre Premises Licence - Application fee to vary a licence	D	O	£ 800.00	£ -	£ 800.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Large Casino Premises Licence - Annual Fee	D	O	£ 10,000.00	£ -	£ 10,000.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Large Casino Premises Licence - Application fee for reinstatement of a licence	D	O	£ 2,150.00	£ -	£ 2,150.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Large Casino Premises Licence - Application fee in respect of Premises Licence	D	O	£ 10,000.00	£ -	£ 10,000.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Large Casino Premises Licence - Application fee in respect of Provisional Statement	D	O	£ 10,000.00	£ -	£ 10,000.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Large Casino Premises Licence - Application fee to transfer a licence	D	O	£ 2,150.00	£ -	£ 2,150.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Large Casino Premises Licence - Application fee to vary a licence	D	O	£ 5,000.00	£ -	£ 5,000.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Notification of change of circumstances fro premises Licence	S	O	£ 300.00	£ -	£ 300.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Occasional Use Notice	S	O	£ 25.00	£ -	£ 25.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Regional casino premises Licence	S	O	£ 500.00	£ -	£ 500.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Regional Casino Premises Licence - Annual Fee	D	O	£ 15,000.00	£ -	£ 15,000.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Regional Casino Premises Licence - Annual Fee	D	O	£ 15,000.00	£ -	£ 15,000.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Regional Casino Premises Licence - Application fee for reinstatement of a licence	D	O	£ 6,500.00	£ -	£ 6,500.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Regional Casino Premises Licence - Application fee for reinstatement of a licence	D	O	£ 6,500.00	£ -	£ 6,500.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Regional Casino Premises Licence - Application fee in respect of Premises Licence	D	O	£ 15,000.00	£ -	£ 15,000.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Regional Casino Premises Licence - Application fee in respect of Premises Licence	D	O	£ 15,000.00	£ -	£ 15,000.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Regional Casino Premises Licence - Application fee in respect of Provisional Statement	D	O	£ 15,000.00	£ -	£ 15,000.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Regional Casino Premises Licence - Application fee in respect of Provisional Statement	D	O	£ 15,000.00	£ -	£ 15,000.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Regional Casino Premises Licence - Application fee to transfer a licence	D	O	£ 6,500.00	£ -	£ 6,500.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Regional Casino Premises Licence - Application fee to transfer a licence	D	O	£ 6,500.00	£ -	£ 6,500.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Regional Casino Premises Licence - Application fee to vary a licence	D	O	£ 7,500.00	£ -	£ 7,500.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Regional Casino Premises Licence - Application fee to vary a licence	D	O	£ 7,500.00	£ -	£ 7,500.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Renewal of a Club Gaming or Machine Permit	S	O	£ 200.00	£ -	£ 200.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Renewal of Prize gaming Permit & Family Entertainment Centre Gaming Machine Permit	S	O	£ 300.00	£ -	£ 300.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Small Casino Premises Licence - Annual Fee	D	O	£ 5,000.00	£ -	£ 5,000.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Small Casino Premises Licence - Application fee for reinstatement of a licence	D	O	£ 1,800.00	£ -	£ 1,800.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Small Casino Premises Licence - Application fee in respect of Premises Licence	D	O	£ 8,000.00	£ -	£ 8,000.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Small Casino Premises Licence - Application fee in respect of Provisional Statement	D	O	£ 8,000.00	£ -	£ 8,000.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Small Casino Premises Licence - Application fee to transfer a licence	D	O	£ 1,800.00	£ -	£ 1,800.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Small Casino Premises Licence - Application fee to vary a licence	D	O	£ 4,000.00	£ -	£ 4,000.00	O	to be confirmed	£ -	to be confirmed
Gambling Licences - Temporary Use Notice	S	O	£ 500.00	£ -	£ 500.00	O	to be confirmed	£ -	to be confirmed
Lotteries and Amusements act 1976 - Annual fee (1st Jan to 31st Dec)	S	O	£ 20.00	£ -	£ 20.00	O	£ 20.00	£ -	£ 20.00
Lotteries and Amusements act 1976 - Initial Registration Fee	S	O	£ 40.00	£ -	£ 40.00	O	£ 40.00	£ -	£ 40.00
Massage and Special Treatment Licences - New	D	O	£ 130.00	£ -	£ 130.00	O	£ 130.00	£ -	£ 130.00
Massage and Special Treatment Licences - Renewal	D	O	£ 70.00	£ -	£ 70.00	O	£ 70.00	£ -	£ 70.00

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Massage and Special Treatment Licences - Renewed Licence	D	O	£ 70.00	£ -	£ 70.00	O	£ 70.00	£ -	£ 70.00
Massage and Special Treatment Licences - Replacement Licence (Address change or change of ownership)	D	O	£ 130.00	£ -	£ 130.00	O	£ 130.00	£ -	£ 130.00
Other Sales and Service Charges - Drain Testing, per hour	S	S	£ 45.00	£ 9.00	£ 54.00	S	£ 45.00	£ 9.00	£ 54.00
Petroleum (Consolidation) Regulations 2014 - Regulation 14 - Licence to keep petroleum (domestic/private use) - Exceeding 50,000 litres (one year)	S	O	£ 125.00	£ -	£ 125.00	O	£ 125.00	£ -	£ 125.00
Petroleum (Consolidation) Regulations 2014 - Regulation 14 - Licence to keep petroleum (domestic/private use) - Over 2,500 litres but not exceeding 50,000 litres (one year)	S	O	£ 60.00	£ -	£ 60.00	O	£ 60.00	£ -	£ 60.00
Petroleum (Consolidation) Regulations 2014 - Regulation 14 - Licence to keep petroleum (domestic/private use) - Under 2,500 litres (one year)	S	O	£ 44.00	£ -	£ 44.00	O	£ 44.00	£ -	£ 44.00
Petroleum (Consolidation) Regulations 2014 - Regulation 6 - Storage certificate to keep petroleum - Exceeding 50,000 litres (one year)	S	O	£ 125.00	£ -	£ 125.00	O	£ 125.00	£ -	£ 125.00
Petroleum (Consolidation) Regulations 2014 - Regulation 6 - Storage certificate to keep petroleum - Over 2,500 litres but not exceeding 50,000 litres (one year)	S	O	£ 60.00	£ -	£ 60.00	O	£ 60.00	£ -	£ 60.00
Petroleum (Consolidation) Regulations 2014 - Regulation 6 - Storage certificate to keep petroleum- Under 2,500 litres (one year)	S	O	£ 44.00	£ -	£ 44.00	O	£ 44.00	£ -	£ 44.00
Public Protection - Control of Dogs - Admin Charge	D	O	£ 45.00	£ -	£ 45.00	O	£ 45.00	£ -	£ 45.00
Public Protection - Control of Dogs - Call Out Charges - Weekday - 5pm to 11.59pm	D	O	£ 65.00	£ -	£ 65.00	O	£ 65.00	£ -	£ 65.00
Public Protection - Control of Dogs - Call Out Charges - Weekday - 8am to 4.59pm	D	O	£ 50.00	£ -	£ 50.00	O	£ 50.00	£ -	£ 50.00
Public Protection - Control of Dogs - Call Out Charges - Weekend - 9am to 10am	D	O	N/A	£ -	N/A	O	N/A	£ -	N/A
Public Protection - Control of Dogs - Call Out Charges - Weekend, Bank Holidays and other times	D	O	£ 70.00	£ -	£ 70.00	O	£ 70.00	£ -	£ 70.00
Public Protection - Control of Dogs - Kennelling per day	D	O	£ 14.00	£ -	£ 14.00	O	£ 14.00	£ -	£ 14.00
Public Protection - Fee Schedule for the Testing and Verification of Weighing and Measuring Equipment - Certificate of Errors - For supplying a certificate containing results of errors found on testing. Certificate supplied at request of submitter; fee applies when no other fee is payable	D	S	£ 40.00	£ 8.00	£ 48.00	S	£ 40.00	£ 8.00	£ 48.00
Public Protection - Fee Schedule for the Testing and/or Verification of Weighing and Measuring Equipment where no specialist equipment is required - Per officer, per hour	D	S	£ 65.00	£ 13.00	£ 78.00	S	£ 65.00	£ 13.00	£ 78.00
Public Protection - Fee Schedule for the Testing and/or Verification of Weighing and Measuring Equipment where specialist equipment is required - price on application	D	S	POA	£ -	POA	S	POA	£ -	POA
Public Protection - Hackney Carriage Licences - Drivers Licences - HC & PH New (Combined Licence) 1 year	D	O	£ 175.00	£ -	£ 175.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Drivers Licences - HC & PH New (Combined Licence) 2 years	D	O	£ 310.00	£ -	£ 310.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Drivers Licences - HC & PH New (Combined Licence) 3 years	D	O	£ 445.00	£ -	£ 445.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Drivers Licences - HC & PH Renewal (Combined Licence) 1 year	D	O	£ 135.00	£ -	£ 135.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Drivers Licences - HC & PH Renewal (Combined Licence) 2 years	D	O	£ 270.00	£ -	£ 270.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Drivers Licences - HC & PH Renewal (Combined Licence) 3 years	D	O	£ 405.00	£ -	£ 405.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Drivers Licences - HC New 1 year	D	O	£ 140.00	£ -	£ 140.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Drivers Licences - HC New 2 years	D	O	£ 240.00	£ -	£ 240.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Drivers Licences - HC New 3 years	D	O	£ 340.00	£ -	£ 340.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Drivers Licences - HC Renewal 1 year	D	O	£ 100.00	£ -	£ 100.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Drivers Licences - HC Renewal 2 years	D	O	£ 200.00	£ -	£ 200.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Drivers Licences - HC Renewal 3 years	D	O	£ 300.00	£ -	£ 300.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Drivers Licences - PH New 1 year	D	O	£ 116.00	£ -	£ 116.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Drivers Licences - PH New 2 year	D	O	£ 192.00	£ -	£ 192.00	O	to be confirmed	£ -	to be confirmed

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Public Protection - Hackney Carriage Licences - Drivers Licences - PH New 3 year	D	O	£ 268.00	£ -	£ 268.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Drivers Licences - PH Renewal 1 year	D	O	£ 76.00	£ -	£ 76.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Drivers Licences - PH Renewal 2 years	D	O	£ 152.00	£ -	£ 152.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Drivers Licences - PH Renewal 3 years	D	O	£ 228.00	£ -	£ 228.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Other Charges - Additional Knowledge test	D	O	£ 22.00	£ -	£ 22.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Other Charges - Checking and sealing taximeters	D	O	£ 20.00	£ -	£ 20.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Other Charges - DBS	D	O	£ 66.00	£ -	£ 66.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Other Charges - Replacement Drivers Badges	D	O	£ 20.00	£ -	£ 20.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Other Charges - Replacement Plate, mounting Bracket & Vehicle ID card	D	O	£ 25.00	£ -	£ 25.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Other Charges - Replacement door stickers	D	O	£ 7.00	£ -	£ 7.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 1 vehicle 1 year	D	O	£ 70.00	£ -	£ 70.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 1 vehicle 5 years	D	O	£ 350.00	£ -	£ 350.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 11-20 vehicles 1 year	D	O	£ 738.00	£ -	£ 738.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 11-20 vehicles 5 years	D	O	£ 3,690.00	£ -	£ 3,690.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 2-5 vehicles 1 year	D	O	£ 241.00	£ -	£ 241.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 2-5 vehicles 5 years	D	O	£ 1,205.00	£ -	£ 1,205.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 6-10 vehicles 1 year	D	O	£ 498.00	£ -	£ 498.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 6-10 vehicles 5 years	D	O	£ 2,490.00	£ -	£ 2,490.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having more than 21 vehicles 1 year	D	O	£ 918.00	£ -	£ 918.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having more than 21 vehicles 5 years	D	O	£ 4,590.00	£ -	£ 4,590.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Vehicle Licences - Hackney Carriage (HC)	D	O	£ 217.00	£ -	£ 217.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Vehicle Licences - Hackney Carriage (HC) (Wheelchair Accessible)	D	O	£ 167.00	£ -	£ 167.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Vehicle Licences - Private Hire Vehicle (PHV)	D	O	£ 313.00	£ -	£ 313.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Vehicle Licences - Private Hire Vehicle (PHV) (Wheelchair Accessible)	D	O	£ 263.00	£ -	£ 263.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Vehicle Licences - Vehicle Compliance Test	D	O	£ 45.00	£ -	£ 45.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Hackney Carriage Licences - Vehicle Licences - Vehicle Replacement	D	O	£ 40.00	£ -	£ 40.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Licences - Other Sales and Service Charges - Street Trading Consents - Class A1	D	O	1400 + 100 if between 11pm and 2 am	£ -	1400 + 100 if between 11pm and 2 am	O	to be confirmed	£ -	to be confirmed
Public Protection - Licences - Other Sales and Service Charges - Street Trading Consents - Class A2	D	O	£ 1,200.00	£ -	£ 1,200.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Licences - Other Sales and Service Charges - Street Trading Consents - Class A3	D	O	£ 1,200.00	£ -	£ 1,200.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Licences - Other Sales and Service Charges - Expedited Food Export certificates (where available)	D	O	£ 130.00	£ -	£ 130.00	O	£ 130.00	£ -	£ 130.00
Public Protection - Licences - Other Sales and Service Charges - Animal-Related Licences - Animal Boarding Establishment	D	O	£ 272.00	£ -	£ 272.00	O	to be confirmed	£ -	to be confirmed

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Public Protection - Licences - Other Sales and Service Charges - Animal-Related Licences - Animal Breeding Establishment	D	O	£ 272.00	£ -	£ 272.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Licences - Other Sales and Service Charges - Animal-Related Licences - Dangerous Wild Animals	D	O	£ 272.00	£ -	£ 272.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Licences - Other Sales and Service Charges - Animal-Related Licences - Performing Animals (Registration)	D	O	£ 110.00	£ -	£ 110.00	O	£ 110.00	£ -	£ 110.00
Public Protection - Licences - Other Sales and Service Charges - Animal-Related Licences - Pet Shop	D	O	£ 272.00	£ -	£ 272.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Licences - Other Sales and Service Charges - Animal-Related Licences - Riding Establishment	D	O	£ 272.00	£ -	£ 272.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Licences - Other Sales and Service Charges - Animal-Related Licences - Zoo	D	O	£ 272.00	£ -	£ 272.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Licences - Other Sales and Service Charges - Food Export certificates	D	O	£ 65.00	£ -	£ 65.00	O	£ 65.00	£ -	£ 65.00
Public Protection - Licences - Other Sales and Service Charges - Skin Piercing Registrations - Registration of acupuncture, tattooing, ear piercing and electrolysis	D	O	£ 120.00	£ -	£ 120.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Licences - Other Sales and Service Charges - Street Trading Consents - Class A1 (Trading between 11pm and 2am)	D	O	£ 1,500.00	£ -	£ 1,500.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Licences - Other Sales and Service Charges - Street Trading Consents - Class B	D	O	£ 650.00	£ -	£ 650.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Licences - Other Sales and Service Charges - Trading Standards Complex Business advice	D	O	POA	£ -	POA	O	POA	£ -	POA
Public Protection - Licences - Other Sales and Service Charges - Voluntary Surrender of Foods	D	O	£ 60.00	£ -	£ 60.00	O	£ 60.00	£ -	£ 60.00
Public Protection - Other Environmental Protection Charges - Contaminated Land enquiries - Residents - flat fee	D	O	£ 30.00	£ -	£ 30.00	O	£ 30.00	£ -	£ 30.00
Public Protection - Other Environmental Protection Charges - Contaminated Land enquiries - Solicitors / Potential home owners per hour	D	O	£ 65.00	£ -	£ 65.00	O	£ 65.00	£ -	£ 65.00
Public Protection - Other Environmental Protection Charges - Environmental surveys - Private Companies per hour	D	O	£ 65.00	£ -	£ 65.00	O	£ 65.00	£ -	£ 65.00
Public Protection - Other Environmental Protection Charges - High Hedges Fixed Charge for all other owners	D	O	£ 500.00	£ -	£ 500.00	O	£ 500.00	£ -	£ 500.00
Public Protection - Other Environmental Protection Charges - High Hedges Fixed Charge for owners on Benefits	D	O	£ 250.00	£ -	£ 250.00	O	£ 250.00	£ -	£ 250.00
Public Protection - Other Environmental Protection Charges - Nuisance and public health EP officers charges per hour	D	O	£ 32.00	£ -	£ 32.00	O	£ 32.00	£ -	£ 32.00
Public Protection - Other Environmental Protection Charges - Service of notice 10 properties drainage per hour	D	O	£ 65.00	£ -	£ 65.00	O	£ 65.00	£ -	£ 65.00
Public Protection - Other Environmental Protection Charges - Swimming pool sampling (e-coli etc) per sample	D	O	£ 50.00	£ -	£ 50.00	O	£ 50.00	£ -	£ 50.00
Public Protection - Provision of information concerning Health and Safety at work effective from 1st April 1999 - Factual Statement / Voluntary Disclosure (Postage Included)	D	S	£ 75.00	£ 15.00	£ 90.00	S	£ 75.00	£ 15.00	£ 90.00
Public Protection - Provision of information concerning Health and Safety at work effective from 1st April 1999 - Photographs (Postage Included)	D	S	£ 2.00	£ 0.40	£ 2.40	S	£ 2.00	£ 0.40	£ 2.40
Public Protection - Provision of information concerning Health and Safety at work effective from 1st April 1999 - Photocopying / copies of Public Registers	D	S	£ 0.50	£ 0.10	£ 0.60	S	£ 0.50	£ 0.10	£ 0.60
Public Protection - Sex Establishment Licences - Application for new licence	D	O	£ 3,000.00	£ -	£ 3,000.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Sex Establishment Licences - Application for renewed licence	D	O	£ 2,000.00	£ -	£ 2,000.00	O	to be confirmed	£ -	to be confirmed
Public Protection - Sex Establishment Licences - Application for transfer	D	O	£ 100.00	£ -	£ 100.00	O	to be confirmed	£ -	to be confirmed
Registration of Persons for Exhibition and Training of performing animals - Copies of Register Entries	S	O	£ 5.00	£ -	£ 5.00	O	£ 5.00	£ -	£ 5.00
Residents Services - Registration - Approved Premises Regulations - Application for Approval	D	O	£ 2,000.00	£ -	£ 2,000.00	O	£ 2,000.00	£ -	£ 2,000.00
Residents Services - Registration - Approved Premises Regulations - Request for Review	D	O	£ 620.00	£ -	£ 620.00	O	£ 620.00	£ -	£ 620.00

Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 17/18	Charge excl. VAT 2017/18		VAT Amount 2017/18		Charge incl. VAT 2017/18		VAT Status 18/19	Charge excl. VAT 2018/19		VAT Amount 2018/19		Charge incl. VAT 2018/19	
			£		£		£			£		£		£	
Residents Services - Registration - Certificates issued by Superintendent Registrar - Short Certificate of Birth - 2 hour service	D	O	£	32.00	£	-	£	32.00	O	£	35.00	£	-	£	35.00
Residents Services - Registration - Certificates issued by Superintendent Registrar - Short Certificate of Birth - 24 hour service	D	O	£	22.00	£	-	£	22.00	O	£	25.00	£	-	£	25.00
Residents Services - Registration - Certificates issued by Superintendent Registrar - Standard Certificate of Birth (2 hour service)	D	O	£	32.00	£	-	£	32.00	O	£	35.00	£	-	£	35.00
Residents Services - Registration - Certificates issued by Superintendent Registrar - Standard Certificate of Birth (24 hour service)	D	O	£	22.00	£	-	£	22.00	O	£	25.00	£	-	£	25.00
Residents Services - Registration - Certificates issued by Superintendent Registrar - Standard Certificate of Death (2 hour service)	D	O	£	32.00	£	-	£	32.00	O	£	35.00	£	-	£	35.00
Residents Services - Registration - Certificates issued by Superintendent Registrar - Standard Certificate of Death (24 hour service)	D	O	£	22.00	£	-	£	22.00	O	£	25.00	£	-	£	25.00
Residents Services - Registration - Certificates issued by Superintendent Registrar - Standard Certificate of Marriage (2 hour service)	D	O	£	32.00	£	-	£	32.00	O	£	35.00	£	-	£	35.00
Residents Services - Registration - Certificates issued by Superintendent Registrar - Standard Certificate of Marriage (24 hour service)	D	O	£	22.00	£	-	£	22.00	O	£	25.00	£	-	£	25.00
Residents Services - Registration - Deposit for all ceremonies at Approved premises	D	O	£	100.00	£	-	£	100.00	O	£	100.00	£	-	£	100.00
Residents Services - Registration - Deposit for all ceremonies at Register Office marriage Room	D	O	£	46.00	£	-	£	46.00	O	£	46.00	£	-	£	46.00
Residents Services - Registration - Deposit for Notice of Marriage Appointment	D	O	£	35.00	£	-	£	35.00	O	£	35.00	£	-	£	35.00
Residents Services - Registration - Re-Schedule of Appointment/ Ceremony	D	O	£	25.00	£	-	£	25.00	O	£	30.00	£	-	£	30.00
Residents Services - Registration -Fees for superintendent Registrar attendance at approved premises for Marriage/Civil Partnership (Monday to Friday)	D	O	£	415.00	£	-	£	415.00	O	£	445.00	£	-	£	445.00
Residents Services - Registration -Fees for superintendent Registrar attendance at approved premises for Marriage/Civil Partnership (Saturday)	D	O	£	445.00	£	-	£	445.00	O	£	475.00	£	-	£	475.00
Residents Services - Registration -Fees for superintendent Registrar attendance at approved premises for Marriage/Civil Partnership (Sunday, Bank or Public Holiday)	D	O	£	505.00	£	-	£	505.00	O	£	535.00	£	-	£	535.00
Residents Services - Registration -Fees for superintendent Registrar attendance at Register Office for Naming Ceremonies/ Renewal of Vows/Commitment Ceremony (Civil Ceremonies Ltd Partnership) Saturday	D	O	£	240.00	£	-	£	240.00	O	£	280.00	£	-	£	280.00
Residents Services - Fees for Superintendent Registrar attendance at Approved Premise for Naming Ceremonies/Renewal of Vows/Commitment Ceremony (Civil Ceremonies Ltd Partnership) (Monday to Friday)	D	O	£	280.00	£	-	£	280.00	O	£	300.00	£	-	£	300.00
Residents Services - Fees for Superintendent Registrar attendance at Approved Premise for Naming Ceremonies/Renewal of Vows/Commitment Ceremony (Civil Ceremonies Ltd Partnership) (Saturday)	D	O	£	310.00	£	-	£	310.00	O	£	350.00	£	-	£	350.00
Residents Services - Fees for Superintendent Registrar attendance at Approved Premise for Naming Ceremonies/Renewal of Vows/Commitment Ceremony (Civil Ceremonies Ltd Partnership) (Sunday)	D	O	£	340.00	£	-	£	340.00	O	£	390.00	£	-	£	390.00
Residents Services - Registration - Ceremonies held in Thameside Theatre (Monday to Friday)	D	O	£	240.00	£	-	£	240.00	O	£	260.00	£	-	£	260.00
Residents Services - Registration - Ceremonies held in Thameside Theatre (Saturday PM)	D	O	£	340.00	£	-	£	340.00	O	£	360.00	£	-	£	360.00
Residents Services - Registration - Ceremonies held in Thameside Theatre (Saturday)	D	O	£	300.00	£	-	£	300.00	O	£	310.00	£	-	£	310.00
Residents Services - Registration - Hawthorne Suite - Thameside (Monday to Friday)	D	O	£	190.00	£	-	£	190.00	O	£	210.00	£	-	£	210.00
Residents Services - Registration - Hawthorne Suite - Thameside (Saturday PM)	D	O	£	290.00	£	-	£	290.00	O	£	310.00	£	-	£	310.00
Residents Services - Registration - Hawthorne Suite - Thameside (Saturday)	D	O	£	240.00	£	-	£	240.00	O	£	260.00	£	-	£	260.00
Residents Services - Registration - Nationality Checking Services	D	O	£	75.00	£	-	£	75.00	O	£	85.00	£	-	£	85.00
Residents Services - Registration - Postage and Packing Charge	D	O	£	1.50	£	-	£	1.50	O	£	2.00	£	-	£	2.00
Residents Services - Registration - Private Citizenship Ceremony (Monday to Saturday)	D	O	£	145.00	£	-	£	145.00	O	£	150.00	£	-	£	150.00
Scrap Metal Dealers Site Licence - New	D	O			£	-	£	-	O	£	494.00	£	-	£	494.00
Scrap Metal Dealers Collectors Licence - New	D	O			£	-	£	-	O	£	315.00	£	-	£	315.00
Scrap Metal Dealers Site Licence - Renewal	D	O	£	408.00	£	-	£	408.00	O	£	408.00	£	-	£	408.00
Scrap Metal Dealers Collectors Licence - Renewal	D	O	£	262.00	£	-	£	262.00	O	£	262.00	£	-	£	262.00

Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 17/18	Charge excl. VAT 2017/18	VAT Amount 2017/18	Charge incl. VAT 2017/18	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19
Scrap Metal Dealers Site Licence - Variation	D	O	£ 112.00	£ -	£ 112.00	O	£ 112.00	£ -	£ 112.00
Scrap Metal Dealers Collectors Licence - Variation	D	O	£ 112.00	£ -	£ 112.00	O	£ 112.00	£ -	£ 112.00
LA-IPPC Charges- Application	S	O	£ 3,363.00	£ -	£ 3,363.00	O	£ 3,363.00	£ -	£ 3,363.00
LA-IPPC Charges - Application - Additional Fee for Operating without a Permit	S	O	£ 1,188.00	£ -	£ 1,188.00	O	£ 1,188.00	£ -	£ 1,188.00
LA-IPPC Charges - Application - Annual Subsistence High	S	O	£ 2,233.00	£ -	£ 2,233.00	O	£ 2,233.00	£ -	£ 2,233.00
LA-IPPC Charges - Application - Annual Subsistence Low	S	O	£ 1,446.00	£ -	£ 1,446.00	O	£ 1,446.00	£ -	£ 1,446.00
LA-IPPC Charges - Application - Annual Subsistence Medium	S	O	£ 1,610.00	£ -	£ 1,610.00	O	£ 1,610.00	£ -	£ 1,610.00
LA-IPPC-Charges - Application-Annual Subsistence-High	S	O	£ 2,333.00	£ -	£ 2,333.00	O	£ 2,333.00	£ -	£ 2,333.00
LA-IPPC Charges - Application - Late Payment Fee	S	O	£ 52.00	£ -	£ 52.00	O	£ 52.00	£ -	£ 52.00
LA-IPPC Charges - Application - Partial Transfer	S	O	£ 698.00	£ -	£ 698.00	O	£ 698.00	£ -	£ 698.00
LA-IPPC Charges - Application - Substantial Variation	S	O	£ 202.00	£ -	£ 202.00	O	£ 202.00	£ -	£ 202.00
LA-IPPC Charges - Application - Surrender	S	O	£ 698.00	£ -	£ 698.00	O	£ 698.00	£ -	£ 698.00
LA-IPPC Charges - Application - Transfer	S	O	£ 225.00	£ -	£ 225.00	O	£ 225.00	£ -	£ 225.00
LAPC Charges-Application Fee Standard process (includes solvent emission activites)	S	O	£ 1,550.00	£ -	£ 1,550.00	O	£ 1,550.00	£ -	£ 1,550.00
LAPC Charges Additional fee for operating withpout a permit	S	O	£ 1,188.00	£ -	£ 1,188.00	O	£ 1,188.00	£ -	£ 1,188.00
LAPC Charges Applicatiuon fee for PVR1 and Drycleaners	S	O	£ 155.00	£ -	£ 155.00	O	£ 155.00	£ -	£ 155.00
LAPC charges Application fee for PVR1& II combined	S	O	£ 257.00	£ -	£ 257.00	O	£ 257.00	£ -	£ 257.00
LAPC Charges Reduced fee activitiwvs Additional fee for operating without a permit	S	O	£ 99.00	£ -	£ 99.00	O	£ 99.00	£ -	£ 99.00
LAPC-Charges Application Fee Mobile Plant not using simplified permits	S	O	£ 1,650.00	£ -	£ 1,650.00	O	£ 1,650.00	£ -	£ 1,650.00
LAPC-Charges Application Fee Mobile Plant not using simplified permits for the 3rd to seventh application	S	O	£ 985.00	£ -	£ 985.00	O	£ 985.00	£ -	£ 985.00
LAPC -Charges Application Fee Mobile Plant not using simplified permits for the eighth and subsequent permits	S	O	£ 308.00	£ -	£ 308.00	O	£ 308.00	£ -	£ 308.00
LAPC Charges - Annual Subsistence Charge - <i>Where the additional amount must be charged where a permit is for a combined Part B and waste installation *</i>	S	O	£ 310.00	£ -	£ 310.00	O	£ 310.00	£ -	£ 310.00
LAPC Charges - Annual Subsistence Charge - Standard process -LOW	S	O	£ 772.00	£ -	£ 772.00	O	£ 772.00	£ -	£ 772.00
LAPC Charges Annual subsitance charge Low additional fee when permit is for a combined Pert B and Waste Installation	S	O	£ 103.00	£ -	£ 103.00	O	£ 103.00	£ -	£ 103.00
LAPC Charges - Annual Subsistence Charge - Standard process Medium	S	O	£ 1,161.00	£ -	£ 1,161.00	O	£ 1,161.00	£ -	£ 1,161.00
LAPC- Charges Annual sunsistence fee Medium additional fee additional fee when permit is for a combined Pert B and Waste Installation t	S	O	£ 156.00	£ -	£ 156.00	O	£ 156.00	£ -	£ 156.00
LAPC Charges - Annual Subsistence Charge -Standard process High	S	O	£ 1,747.00	£ -	£ 1,747.00	O	£ 1,747.00	£ -	£ 1,747.00
LAPC-Charges -Annual subsistence Charge High additional fee additional fee when permit is for a combined Pert B and Waste Installation	S	O	£ 207.00	£ -	£ 207.00	O	£ 207.00	£ -	£ 207.00
LAPC Charges Annual subsistence fee charges - PVR 1 and Dry Cleaners low	S	O	£ 79.00	£ -	£ 79.00	O	£ 79.00	£ -	£ 79.00
LAPC Charges Annual subsistence fee charges - PVR 1 and Dry Cleaners Medium	S	O	£ 158.00	£ -	£ 158.00	O	£ 158.00	£ -	£ 158.00
LAPC Charges Annual subsistence fee charges - PVR 1 and Dry Cleaners High	S	O	£ 237.00	£ -	£ 237.00	O	£ 237.00	£ -	£ 237.00
LAPC Charges - Annual subsistence fee PVR1 and II combined Low	S	O	£ 113.00	£ -	£ 113.00	O	£ 113.00	£ -	£ 113.00
LAPC Charges - Annual subsistence fee PVR1 and II combined Medium	S	O	£ 226.00	£ -	£ 226.00	O	£ 226.00	£ -	£ 226.00
LAPC Charges - Annual subsistence fee PVR1 and II combined High	S	O	£ 341.00	£ -	£ 341.00	O	£ 341.00	£ -	£ 341.00
LAPC Charges - Annual subsistence fee VR's and other Reduced Fees Low	S	O	£ 228.00	£ -	£ 228.00	O	£ 228.00	£ -	£ 228.00
LAPC Charges - Annual subsistence fee VR's and other Reduced Fees Medium	S	O	£ 365.00	£ -	£ 365.00	O	£ 365.00	£ -	£ 365.00
LAPC Charges - Annual subsistence fee VR's and other Reduced Fees High	S	O	£ 543.00	£ -	£ 543.00	O	£ 543.00	£ -	£ 543.00
LAPC Charges - Mobile Plant Charges (Not using Simplified Permits) - Subsistence Fee for the first and second permit Low	S	O	£ 646.00	£ -	£ 646.00	O	£ 646.00	£ -	£ 646.00
LAPC Charges - Mobile Plant Charges (Not using Simplified Permits) - Subsistence Fee for the first and second permit medium	S	O	£ 1,034.00	£ -	£ 1,034.00	O	£ 1,034.00	£ -	£ 1,034.00
LAPC Charges - Mobile Plant Charges (Not using Simplified Permits) - Subsistence Fee for the first and second permit high	S	O	£ 1,506.00	£ -	£ 1,506.00	O	£ 1,506.00	£ -	£ 1,506.00
LAPC Charges - Mobile Plant Charges (Not using Simplified Permits) - Subsistence Fee for the third to seventh permit Low	S	O	£ 385.00	£ -	£ 385.00	O	£ 385.00	£ -	£ 385.00

Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 17/18	Charge excl. VAT 2017/18	VAT Amount 2017/18	Charge incl. VAT 2017/18	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19
LLAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - Subsistence Fee for the third to seventh permit medium	S	O	£ 617.00	£ -	£ 617.00	O	£ 617.00	£ -	£ 617.00
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - Subsistence Fee for the third to seventh permit High	S	O	£ 924.00	£ -	£ 924.00	O	£ 924.00	£ -	£ 924.00
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - Subsistence Fee for theeight and subsequent permit permit Low	S	O	£ 198.00	£ -	£ 198.00	O	£ 198.00	£ -	£ 198.00
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - Subsistence Fee for theeight and subsequent permit permit Medium	S	O	£ 316.00	£ -	£ 316.00	O	£ 316.00	£ -	£ 316.00
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - Subsistence Fee for theeight and subsequent permit permit High	S	O	£ 473.00	£ -	£ 473.00	O	£ 473.00	£ -	£ 473.00
LAPPC Charges - Late Payment fee	S	O	£ 52.00	£ -	£ 52.00	O	£ 52.00	£ -	£ 52.00
*When a Part B installation is subject to reporting under the E-PRTR Regulation and additional £103 should be added to the annaul subsistence charges	S	O	£ 103.00	£ -	£ 103.00	O	£ 103.00	£ -	£ 103.00
LAPPC Charges - Standerd Process tranfer	S	O	£ 169.00	£ -	£ 169.00	O	£ 169.00	£ -	£ 169.00
LAPPC Charges - Standerd Process partial transfer tranfer	S	O	£ 497.00	£ -	£ 497.00	O	£ 497.00	£ -	£ 497.00
LAPPC Charges - New operator at Low risk reduced fee activity Extra one off subsistence charge	S	O	£ 78.00	£ -	£ 78.00	O	£ 78.00	£ -	£ 78.00
LAPPC Charges - new operator at Low risk reduced fee activity Extra one off subsistence charge	S	O	£ 189.00	£ -	£ 189.00	O	£ 189.00	£ -	£ 189.00
LAPPC Charges - Surrender all part B activities	S	O	£ -	£ -	£ -	O	£ -	£ -	£ -
LAPPC Charges - Reduced fees activities transfer	S	O	£ -	£ -	£ -	O	£ -	£ -	£ -
LAPPC Charges -Reduced fees activities pertial transfer	S	O	£ 47.00	£ -	£ 47.00	O	£ 47.00	£ -	£ 47.00
LAPPC Charges - Temporary transfer for mobiles - First Transfer	S	O	£ 53.00	£ -	£ 53.00	O	£ 53.00	£ -	£ 53.00
LAPPC Charges - Temporary transfer for mobiles - repeat transfer forllowing enforcement or warning	S	O	£ 53.00	£ -	£ 53.00	O	£ 53.00	£ -	£ 53.00
LAPPC Charges -Substantial change Standard process	S	O	£ 1,050.00	£ -	£ 1,050.00	O	£ 1,050.00	£ -	£ 1,050.00
LAPPC Charges - Substantial change Standard process where the sunstantial change results in a new PPC activity	S	O	£ 1,650.00	£ -	£ 1,650.00	O	£ 1,650.00	£ -	£ 1,650.00
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) Application fee number of permits 1	S	O	£ 1,650.00	£ -	£ 1,650.00	O	£ 1,650.00	£ -	£ 1,650.00
LAPPC Charges - (partB) mobile plant charges (not using simplifids permits) Application fee number of permits 2	S	O	£ 1,650.00	£ -	£ 1,650.00	O	£ 1,650.00	£ -	£ 1,650.00
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) Application fee number of permits 3 4 5 6 and 7	S	O	£ 985.00	£ -	£ 985.00	O	£ 985.00	£ -	£ 985.00
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) Application fee number of permits 8 and over	S	O	£ 498.00	£ -	£ 498.00	O	£ 498.00	£ -	£ 498.00
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistance fee low fee number of permits1and 2	S	O	£ 646.00	£ -	£ 646.00	O	£ 646.00	£ -	£ 646.00
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistance fee low number of permits 3,4 5,6,7	S	O	£ 385.00	£ -	£ 385.00	O	£ 385.00	£ -	£ 385.00
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistance fee low number of permits 8 and over	S	O	£ 198.00	£ -	£ 198.00	O	£ 198.00	£ -	£ 198.00
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistance feeMedium number of permits 1 and 2	S	O	£ 1,034.00	£ -	£ 1,034.00	O	£ 1,034.00	£ -	£ 1,034.00
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistance feeMedium number of permits 3,4,5,6&7	S	O	£ 617.00	£ -	£ 617.00	O	£ 617.00	£ -	£ 617.00
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistance feeMedium number of permits 8 and over	S	O	£ 316.00	£ -	£ 316.00	O	£ 316.00	£ -	£ 316.00
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistance fee High number of permits 1 and 2	S	O	£ 1,506.00	£ -	£ 1,506.00	O	£ 1,506.00	£ -	£ 1,506.00
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistance fee High number of permits 3,4,5,6 & 7	S	O	£ 924.00	£ -	£ 924.00	O	£ 924.00	£ -	£ 924.00



Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 17/18	Charge excl. VAT 2017/18	VAT Amount 2017/18	Charge incl. VAT 2017/18	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistence fee High number of permits 8 and over	S	O	£ 473.00	£ -	£ 473.00	O	£ 473.00	£ -	£ 473.00

**Appendix 1  
Planning, Transport and Regeneration**

Name of fee or Charge Planning, Transport & Regeneration	Statutory/ Discretionary Charge	VAT Status 17/18	2017/18			VAT Status 18/19	2018/19		
			Charge excl. VAT 2017/18	VAT Amount 2017/18	Charge incl. VAT 2017/18		Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19
Commercial Matters - Administration fee for processing Commercial & Other Applications	D	S	£ 30.00	£ 6.00	£ 36.00	S	£ 30.00	£ 6.00	£ 36.00
Commercial Matters - Assignment of Leases (Council owned premises) Minimum charge May rise to maximum of £670 if negotiations extended	D	S	£375 - £750	£75 - £150	£450 - £900	S	£375 - £750	£ -	£375 - £750
Commercial Matters - Dilapidation Surveys and Schedules of Repair/Condition (Council Owned Premises) Minimum fee and hourly rate charge in preparing survey and supervising works	D	S	£ 385.00	£ 77.00	£ 462.00	S	£ 385.00	£ 77.00	£ 462.00
Commercial Matters - Licence to undertake alterations/building works May rise to maximum of £670 if negotiations extended	D	S	£375 - £750	£75 - £150	£450 - £900	S	£375 - £750	£ -	£375 - £750
Commercial Matters - Licence to vary lease terms (Council owned premises) May rise to maximum of £670 if negotiations extended	D	S	£375 - £750	£75 - £150	£450 - £900	S	£375 - £750	£ -	£375 - £750
Commercial Matters - New Letting - Non Standard Commercial Shop Lease - Dependant upon complexity or extended negotiations	D	S	£640 - £1,300	£128 - £260	£768 - £1,560	S	£640 - £1,300	£ -	£640 - £1,300
Commercial Matters - New Letting - Standard Commercial Shop Lease	D	S	£ 385.00	£ 77.00	£ 462.00	S	£ 385.00	£ 77.00	£ 462.00
Commercial Matters - Other Processes and Consents	D	S	£ 385.00	£ 77.00	£ 462.00	S	£ 385.00	£ 77.00	£ 462.00
Non Commercial Matters - Area up to 25 Sqm - Land offering development potential either as a separate plot or if combined with other land	D	S	Negotiable	£ -	Negotiable	S	Negotiable	£ -	Negotiable
Non Commercial Matters - Area up to 25 Sqm - Sale of land at the end of the rear garden retained by the Council from a Right to Buy sale or amenity land adjoining a property sold under a Right to Buy	D	S	Negotiable	£ -	Negotiable	S	Negotiable	£ -	Negotiable
Non Commercial Matters - Other Processes and Consents	D	S	£ 385.00	£ 77.00	£ 462.00	S	£ 385.00	£ 77.00	£ 462.00
Non Commercial Matters - Request for an easement over Council Land Applicant would also need to pay for additional cost of works (e.g. drop kerb and crossover) and any additional legal costs affecting the title to the property.	D	S	£ 385.00	£ 77.00	£ 462.00	S	£ 385.00	£ 77.00	£ 462.00
Non Commercial Matters - Stanley Lazell Memorial Hall Dell Road - 1. Whole Hall hire Weekends per hour	D	E	£ 38.00	£ -	£ 38.00	E	£ 38.00	£ -	£ 38.00
Non Commercial Matters - Stanley Lazell Memorial Hall Dell Road - 2. Whole Hall hire Weekdays per hour	D	E	£ 18.00	£ -	£ 18.00	E	£ 18.00	£ -	£ 18.00
Non Commercial Matters - Stanley Lazell Memorial Hall Dell Road - 3. Hire of Small Meeting Room per hour	D	E	£ 8.00	£ -	£ 8.00	E	£ 8.00	£ -	£ 8.00
Non Commercial Matters - Stanley Lazell Memorial Hall Dell Road - 4. Senior Citizens / Charitable Organisations	D	E	£ -	£ -	£ -	E	£ -	£ -	£ -
Non Commercial Matters - Stanley Lazell Memorial Hall Dell Road - 5. Whole Hall hire Daytime/ Weekends per hour	D	E	£ 23.00	£ -	£ 23.00	E	£ 23.00	£ -	£ 23.00
Car parking - Discretionary suspension of the use of on-street parking places for waiting/loading - charge per parking space	S	O	£25 per day	£ -	£25 per day	O	£25 per day	£ -	£25 per day
Car Parking - Off Street-Pay & Display Car Parking Grays Car Parks (excl. Grays Beach) - Over 1 hour under 2 hours	D	S	£ 1.08	£ 0.22	£ 1.30	S	£ 1.08	£ 0.22	£ 1.30
Car Parking - Off Street-Pay & Display Car Parking Grays Car Parks (excl. Grays Beach) - Over 2 hours under 4 hours	D	S	£ 1.75	£ 0.35	£ 2.10	S	£ 1.75	£ 0.35	£ 2.10
Car Parking - Off Street-Pay & Display Car Parking Grays Car Parks (excl. Grays Beach) - Over 4 hours under 6 hours	D	S	£ 3.08	£ 0.62	£ 3.70	S	£ 3.08	£ 0.62	£ 3.70
Car Parking - Off Street-Pay & Display Car Parking Grays Car Parks (excl. Grays Beach) - Over 6 Hours	D	S	£ 4.83	£ 0.97	£ 5.80	S	£ 4.83	£ 0.97	£ 5.80
Car Parking - Off Street-Pay & Display Car Parking Grays Car Parks (excl. Grays Beach) - Under 1 hour	D	S	£ 0.58	£ 0.12	£ 0.70	S	£ 0.58	£ 0.12	£ 0.70
Car Parking - Off-Street Pay & Display Car Parking Canterbury Parade, South Ockendon - 1 to 2 hours	D	S	£ 0.50	£ 0.10	£ 0.60	S	£ 0.50	£ 0.10	£ 0.60
Car Parking - Off-Street Pay & Display Car Parking Canterbury Parade, South Ockendon - All day	D	S	£ 1.75	£ 0.35	£ 2.10	S	£ 1.75	£ 0.35	£ 2.10
Car Parking - Off-Street Pay & Display Car Parking Canterbury Parade, South Ockendon - Under 1 hour	D	S	£ -	£ -	£ -	S	£ -	£ -	£ -
Car Parking - Off-Street Pay & Display Car Parking Tamarisk Road, South Ockendon - 1 to 2 hours	D	S		£ -	£ -	S	£ 0.50	£ 0.10	£ 0.60
Car Parking - Off-Street Pay & Display Car Parking Tamarisk Road, South Ockendon - Over 2 hours	D	S		£ -	£ -	S	£ 1.75	£ 0.35	£ 2.10
Car Parking - Off-Street Pay & Display Car Parking Grays Beach - 0 to 2 hours	D	S	£ 0.58	£ 0.12	£ 0.70	S	£ 0.58	£ 0.12	£ 0.70
Car Parking - Off-Street Pay & Display Car Parking Grays Beach - All day	D	S	£ 2.67	£ 0.53	£ 3.20	S	£ 2.67	£ 0.53	£ 3.20
Car Parking - Off-Street Pay & Display Car Parking Purfleet in Cornwall House - 0-2 hours	D	S	£ 0.58	£ 0.12	£ 0.70	S	£ 0.58	£ 0.12	£ 0.70
Car Parking - Off-Street Pay & Display Car Parking Purfleet in Cornwall House - All day	D	S	£ 2.67	£ 0.53	£ 3.20	S	£ 2.67	£ 0.53	£ 3.20
Car Parking - On-Street Pay & Display - Long Stay Thames Road & Access Road to Yacht Club - 0 to 1 hour	D	O	£ 0.70	£ -	£ 0.70	O	£ 0.70	£ -	£ 0.70
Car Parking - On-Street Pay & Display - Long Stay Thames Road & Access Road to Yacht Club - 1 to 2 hours	D	O	£ 1.20	£ -	£ 1.20	O	£ 1.20	£ -	£ 1.20
Car Parking - On-Street Pay & Display - Long Stay Thames Road & Access Road to Yacht Club - over 2 hours	D	O	£ 3.20	£ -	£ 3.20	O	£ 3.20	£ -	£ 3.20
Car Parking - On-Street Pay & Display - Short Stay (excl. Thames Road & Access Road to Yacht Club) - 0 to 1 hour	D	O	£ 0.70	£ -	£ 0.70	O	£ 0.70	£ -	£ 0.70
Car Parking - On-Street Pay & Display - Short Stay (excl. Thames Road & Access Road to Yacht Club) - 1 to 2 hour	D	O	£ 1.40	£ -	£ 1.40	O	£ 1.40	£ -	£ 1.40
Car Parking - On-Street Pay & Display - Short Stay (excl. Thames Road & Access Road to Yacht Club) - 2 to 4 hour	D	O	£ 2.30	£ -	£ 2.30	O	£ 2.30	£ -	£ 2.30
Car Parking - On-Street Pay & Display Quick Stops - 0 to 30 mins	D	O	£ 0.70	£ -	£ 0.70	O	£ 0.70	£ -	£ 0.70
Car Parking - On-Street Pay & Display Quick Stops - 30 to 45 mins	D	O	£ 0.90	£ -	£ 0.90	O	£ 0.90	£ -	£ 0.90
Car Parking - On-Street Pay & Display Quick Stops - 45 mins to 1 hour	D	O	£ 1.40	£ -	£ 1.40	O	£ 1.40	£ -	£ 1.40
Car Parking - Penalty Charge Notices - Higher Level Contraventions - Penalty Charge	S	O	£ 70.00	£ -	£ 70.00	O	£ 70.00	£ -	£ 70.00
Car Parking - Penalty Charge Notices - Higher Level Contraventions - Penalty Charge paid within 14 days	S	O	£ 35.00	£ -	£ 35.00	O	£ 35.00	£ -	£ 35.00
Car Parking - Penalty Charge Notices - Lower Level Contraventions - Penalty Charge	S	O	£ 50.00	£ -	£ 50.00	O	£ 50.00	£ -	£ 50.00
Car Parking - Penalty Charge Notices - Lower Level Contraventions - Penalty Charge paid within 14 days	S	O	£ 25.00	£ -	£ 25.00	O	£ 25.00	£ -	£ 25.00
Car Parking - Penalty Permits - Controlled Parking Zones - Business Permits - Per Month thereof	D	O	£ 36.00	£ -	£ 36.00	O	£ 40.00	£ -	£ 40.00
Car Parking - Penalty Permits - Controlled Parking Zones - Business Permits - Per year	D	O	£ 360.00	£ -	£ 360.00	O	£ 360.00	£ -	£ 360.00
Car Parking - Penalty Permits - Controlled Parking Zones - Business Permits - for 6 months	D	O	£ 192.00	£ -	£ 192.00	O	£ 200.00	£ -	£ 200.00
Car Parking - Penalty Permits - Controlled Parking Zones - NHS Permits	D	O	£ 120.00	£ -	£ 120.00	O	£ 120.00	£ -	£ 120.00
Car Parking - Penalty Permits - Controlled Parking Zones - Annual Permit Commuter Car Parks Only	D	O		£ -	£ -	O	£ 1,000.00	£ -	£ 1,000.00
Car Parking - Penalty Permits - Controlled Parking Zones - Non Commuter Car Parks / On Street Long Stay Only	D	O		£ -	£ -	O	£ 500.00	£ -	£ 500.00
Car Parking - Penalty Permits - Controlled Parking Zones - Contractor Permits	D	O		£ -	£ -	O	£ 150.00	£ -	£ 150.00
Car Parking - Penalty Permits - Controlled Parking Zones - Operational Permits	D	O	£ 120.00	£ -	£ 120.00	O	£ 120.00	£ -	£ 120.00
Car Parking - Penalty Permits - Controlled Parking Zones - Replacement Permits	D	O	£ 10.00	£ -	£ 10.00	O	£ 10.00	£ -	£ 10.00
Car Parking - Penalty Permits - Controlled Parking Zones - Residents Permits - Per year - 1st Permit per Household	D	O	£ -	£ -	£ -	O	£ -	£ -	£ -
Car Parking - Penalty Permits - Controlled Parking Zones - Residents Permits - Per year - 2nd Permit per Household	D	O	£ -	£ -	£ -	O	£ -	£ -	£ -
Car Parking - Penalty Permits - Controlled Parking Zones - Residents Permits - Per year - 3rd Permit per Household	D	O	£ 66.00	£ -	£ 66.00	O	£ 66.00	£ -	£ 66.00
Car Parking - Penalty Permits - Controlled Parking Zones - Visitor Permits - Additional Sheets of 20 per Household	D	O	£ 6.00	£ -	£ 6.00	O	£ 6.00	£ -	£ 6.00

Name of fee or Charge Planning, Transport & Regeneration	Statutory/ Discretionary Charge	VAT Status 17/18	Charge excl. VAT 2017/18		VAT Amount 2017/18		Charge incl. VAT 2017/18		VAT Status 18/19	Charge excl. VAT 2018/19		VAT Amount 2018/19		Charge incl. VAT 2018/19	
Highways - Licences - Consideration of an application for a licence in writing to erect or retain on or over a highway any scaffolding or other structure, in connection with any building, or demolition or the alteration, repair, maintenance or cleaning of any building which obstructs the highway pursuant to Section 169(1) and (2) of the 1980 Act.	S	Z	£77 + returnable deposit (£100 min) on satisfactory completion	£	-	£77 + returnable deposit (£100 min) on satisfactory completion	£	-	Z	£200 + £400 returnable deposit on satisfactory completion	£	-	£200 + £400 returnable deposit on satisfactory completion	£	-
Highways - Anything done in connection with the clearance of accident debris pursuant to Section 41 and 130 of the 1980 Act in respect of accidents occurring on or after 1st April 1999	D	O	Actual costs + £100 admin	£	-	Actual costs + £100 admin	£	-	O	Actual Costs + £100; or 20% if cost exceeds £4000	£	-	Actual Costs + £100; or 20% if cost exceeds £4000	£	-
Highways - Consideration by a local authority of an application pursuant to any provision contained in an order under Section 1,6 9 or 14 of the 1984 Act for an exemption from any prohibition or restriction imposed by the order on the stopping, parking, waiting, loading or unloading of vehicles on a road	D	O	Actual costs + £100 admin	£	-	Actual costs + £100 admin	£	-	O	£ 1,500.00	£	-	£ 1,500.00	£	-
Highways - Consideration of a request in respect of a highway maintainable at the public expense to execute such works as are specified in the request for constructing a vehicle crossing over a footway or verge in that highway pursuant to Section 184 of the 1980 Act	D	O	£375 upfront payment; if the crossing does not meet criteria £300 is refundable; £200 is refundable upon satisfactory completion	£	-	£375 upfront payment; if the crossing does not meet criteria £300 is refundable; £200 is refundable upon satisfactory completion	£	-	O	£375 upfront payment; if the crossing does not meet criteria £300 is refundable; £200 is refundable upon satisfactory completion	£	-	£375 upfront payment; if the crossing does not meet criteria £300 is refundable; £200 is refundable upon satisfactory completion	£	-
Highways - Licences - Anything done in connection with site inspections to monitor compliance with duties imposed by Section 172(3) and by Section 173(1) of the 1980 Act on a person who has erected a hoarding or fence.	S	Z	Actual costs + £100 Admin	£	-	Actual costs + £100 Admin	£	-	Z	Actual costs + £100 Admin	£	-	Actual costs + £100 Admin	£	-
Highways - Licences - Consideration of an application for consent to carry out any works in a street to provide means for the admission of light to premises situated under, or abutting on, the street pursuant to Section 180(2) of the 1980 Act	S	Z	Actual costs + £100 Admin	£	-	Actual costs + £100 Admin	£	-	Z	Actual costs + £100 Admin	£	-	Actual costs + £100 Admin	£	-
Highways - Licences - Consideration of an application for consent to make an opening in the footway of a street as an entrance to a cellar or vault there under pursuant to Section 180(1) of the 1980 Act.	S	Z	Actual costs + £100 Admin	£	-	Actual costs + £100 Admin	£	-	Z	Actual costs + £100 Admin	£	-	Actual costs + £100 Admin	£	-
Highways - Licences - Consideration of an application for consent under Section 179(1) of the 1980 Act to construct works to which that Section applies under any part of the street	S	Z	Actual costs + £100 Admin	£	-	Actual costs + £100 Admin	£	-	Z	Actual costs + £100 Admin	£	-	Actual costs + £100 Admin	£	-
Highways - Licences - Consideration of an application for consent for the obligation to erect a hoarding or fence in accordance with Section 172(1) of the 1980 Act to be dispensed with pursuant to sub-section (2) of that Section.	S	Z	£77 + returnable deposit (£100 min) on satisfactory completion	£	-	£77 + returnable deposit (£100 min) on satisfactory completion	£	-	Z	£200 + £400 returnable deposit on satisfactory completion	£	-	£200 + £400 returnable deposit on satisfactory completion	£	-
Highways - Licences - Consideration of an application for consent temporarily to deposit building materials, rubbish or other things in a street that is a highway maintainable at the public expense or to make a temporary excavation in it, and the undertaking of site inspections to monitor compliance with such consent pursuant to Section 171(1), (4) and (5) of the 1980 Act.	S	Z	£77 to deposit building material	£	-	£77 to deposit building material	£	-	Z	£200 for up to 14 days, £50 for each additional week thereafter, +£400 refundable deposite if no damage caused	£	-	£200 for up to 14 days, £50 for each additional week thereafter, +£400 refundable deposite if no damage caused	£	-
Highways - License for table and chair arrangements on the public highway £250 per table (max 4 chairs per table) with a maximum of £2000 capped on application.	D	E	£ 250.00	£	-	£ 250.00	£	-	E	£ 250.00	£	-	£ 250.00	£	-
Highways - Provision of (or recovery of) white bar markings	D	O	£ 150.00	£	-	£ 150.00	£	-	O	£ 150.00	£	-	£ 150.00	£	-
Highways - Registration Fee for Skip Companies to operate in Thurrock	D	E							E	£ 60.00	£	-	£ 60.00	£	-
Highways - Skip License (to Skip Companies)	D	E	£31 per week plus £5 per day after the first week	£	-	£31 per week plus £5 per day after the first week	£	-	E	£35 for up to 7 days and up to every 7 days thereafter	£	-	£35 for up to 7 days and up to every 7 days thereafter	£	-
New Highways Information - Searches and Enquiries	D	O	£52 per hour	£	-	£52 per hour	£	-	O	£60 per hour	£	-	£60 per hour	£	-
Passenger Transport - DBS Check	D	Z	£ 55.00	£	-	£ 55.00	£	-	Z	£ 55.00	£	-	£ 55.00	£	-
Passenger Transport - The issue by a County Council, District Council, passenger transport authority or passenger transport executive in England, a County Council or County Borough Council in Wales, to a person eligible to receive travel concessions under a scheme established under Section 93 of the Transport Act 1985, of - (b) a duplicate by a London Borough Council or the Common Council of the City of London of a travel concession permit pursuant to section 52(4) of the London Regional Transport Act 1984 or pursuant to section 53(2)(b) of that Act in accordance with arrangements under section 50(1).	D	O	£ 10.00	£	-	£ 10.00	£	-	O	£ 10.00	£	-	£ 10.00	£	-
Passenger Transport - The issue by a County Council, District Council, passenger transport authority or passenger transport executive in England, a County Council or County Borough Council in Wales, to a person eligible to receive travel concessions under a scheme established under Section 93 of the Transport Act 1985, of - (a) any permit or other document as evidence of entitlement to receive travel concessions	S	O	£ -	£	-	£ -	£	-	O	£ -	£	-	£ -	£	-
Passenger Transport - Utilities request for bus stop to be suspended	D	Z	£75 per day + £50 per month thereafter	£	-	£75 per day + £50 per month thereafter	£	-	Z	£75 per day	£	-	£75 per day	£	-
Permit Fees - Road Category - Cat 0-2 & TS - Immediate	D	E	£ 55.00	£	-	£ 55.00	£	-	E	£ 55.00	£	-	£ 55.00	£	-
Permit Fees - Road Category - Cat 0-2 & TS - Major	D	E	£ 215.00	£	-	£ 215.00	£	-	E	£ 215.00	£	-	£ 215.00	£	-
Permit Fees - Road Category - Cat 0-2 & TS - Major (PAA)	D	E	£ 95.00	£	-	£ 95.00	£	-	E	£ 95.00	£	-	£ 95.00	£	-
Permit Fees - Road Category - Cat 0-2 & TS - Minor	D	E	£ 60.00	£	-	£ 60.00	£	-	E	£ 60.00	£	-	£ 60.00	£	-
Permit Fees - Road Category - Cat 0-2 & TS - Permit Variation	D	E	£ 45.00	£	-	£ 45.00	£	-	E	£ 45.00	£	-	£ 45.00	£	-
Permit Fees - Road Category - Cat 0-2 & TS - Standard	D	E	£ 120.00	£	-	£ 120.00	£	-	E	£ 120.00	£	-	£ 120.00	£	-
Permit Fees - Road Category - Cat 3&4 No TS - Immediate	D	E	£ 35.00	£	-	£ 35.00	£	-	E	£ 35.00	£	-	£ 35.00	£	-
Permit Fees - Road Category - Cat 3&4 No TS - Major	D	E	£ 140.00	£	-	£ 140.00	£	-	E	£ 140.00	£	-	£ 140.00	£	-
Permit Fees - Road Category - Cat 3&4 No TS - Major (PAA)	D	E	£ 70.00	£	-	£ 70.00	£	-	E	£ 70.00	£	-	£ 70.00	£	-
Permit Fees - Road Category - Cat 3&4 No TS - Minor	D	E	£ 40.00	£	-	£ 40.00	£	-	E	£ 40.00	£	-	£ 40.00	£	-
Permit Fees - Road Category - Cat 3&4 No TS - Permit Variation	D	E	£ 35.00	£	-	£ 35.00	£	-	E	£ 35.00	£	-	£ 35.00	£	-
Permit Fees - Road Category - Cat 3&4 No TS - Standard	D	E	£ 70.00	£	-	£ 70.00	£	-	E	£ 70.00	£	-	£ 70.00	£	-
Right of Way - Additional costs may be payable in the event of a public enquiry under the Highways Act 1980 Section 302 and / or Local Government Act 1972 Section 250	S	O	Actual costs of advertising and officers time	£	-	Actual costs of advertising and officers time	£	-	O	Actual costs of advertising and officers time	£	-	Actual costs of advertising and officers time	£	-

Name of fee or Charge Planning, Transport & Regeneration	Statutory/ Discretionary Charge	VAT Status 17/18	Charge excl. VAT 2017/18		VAT Amount 2017/18		Charge incl. VAT 2017/18		VAT Status 18/19	Charge excl. VAT 2018/19		VAT Amount 2018/19		Charge incl. VAT 2018/19	
			£	-	£	-	£	-		£	-	£	-	£	-
Rights of Way - Application for Highways Deposits of Statement, Maps and Declarations (Section 31(6) of the Highways Act 1980)	S	O	£200 fee for the first parcel of land + £25 for each additional parcel	£	-	£200 fee for the first parcel of land + £25 for each additional parcel	£	-	O	£200 fee for the first parcel of land + £25 for each additional parcel	£	-	£200 fee for the first parcel of land + £25 for each additional parcel	£	-
Rights of Way - Costs for Public Path Orders Regulations 1993	S	O	Approx cost £1,200 includes non-refundable fee of £100.00	£	-	Approx cost £1,200 includes non-refundable fee of £100.00	£	-	O	£ 1,800.00	£	-	£ 1,800.00	£	-
Rights of Way - Public Path Creation Order (section 25 and 26 of the Highways Act 1980)	S	O	£500 admin fee +actual cost of advertisement	£	-	£500 admin fee +actual cost of advertisement	£	-	O	£ 1,000.00	£	-	£ 1,000.00	£	-
Street Naming and Numbering - Re-naming of individual properties (Per property charge)	D	O	£57 + £10 for every affected extra property	£	-	£57 + £10 for every affected extra property	£	-	O	£ 60.00	£	-	£ 60.00	£	-
Street Naming and Numbering - New Properties - 1-5 Properties 4 weeks administration	D	O	£ 154.50	£	-	£ 154.50	£	-	O	£ 154.50	£	-	£ 154.50	£	-
Street Naming and Numbering - New Properties - 26-75 Properties 8 weeks administration	D	O	£ 360.00	£	-	£ 360.00	£	-	O	£ 360.00	£	-	£ 360.00	£	-
Street Naming and Numbering - New Properties - 6-25 Properties 6 weeks administration	D	O	£ 164.80	£	-	£ 164.80	£	-	O	£ 250.00	£	-	£ 250.00	£	-
Street Naming and Numbering - New Properties - 76-100 Properties 10-12 weeks administration	D	O	£ 154.50	£	-	£ 154.50	£	-	O	£ 460.00	£	-	£ 460.00	£	-
Street Naming and Numbering - New Properties - Over & Above 100 Properties - for every additional property	D	O	£ 154.50	£	-	£ 154.50	£	-	O	£ 30.00	£	-	£ 30.00	£	-
Street Naming and Numbering - New Properties - Re-naming of a building/block flat/industrial estate	D	O	£ 135.00	£	-	£ 135.00	£	-	O	£ 135.00	£	-	£ 135.00	£	-
Street Naming and Numbering - Renaming of Street where requested by residents up to 50 properties	D	O	£205 for first + £345 for every extra property	£	-	£205 for first + £345 for every extra property	£	-	O	£ 250.00	£	-	£ 250.00	£	-
Street Naming and Numbering - Renaming of Street where requested by residents 51 and over properties	D	O		£	-		£	-	O	£ 450.00	£	-	£ 450.00	£	-
Traffic Management - or the giving of a notice under Section 14(2) of the 1984 Act for the reason mentioned in Section 14(1)(a).	S	O	£ 580.00	£	-	£ 580.00	£	-	O	£ 580.00	£	-	£ 580.00	£	-
Traffic Management - Anything done by a local authority in connection with or in consequence of a request to the Authority, the Chief Officer of Police or any other person specified by or under an order made under Section 49(4) of the 1984 Act to suspend the use of a parking place or any part of it.	S	O	£ 700.00	£	-	£ 700.00	£	-	O	£ 1,000.00	£	-	£ 1,000.00	£	-
Traffic Management - Anything done by a local traffic authority in connection with or in consequence of a request to vary an order under Section 1,6,9 or 14 of the 1984 Act so as to create an exemption or exclusion from a prohibition or restriction imposed by the Order on the stopping, parking waiting, loading or unloading of vehicles on a road.	S	O	£ 1,060.00	£	-	£ 1,060.00	£	-	O	£ 1,500.00	£	-	£ 1,500.00	£	-
Traffic Management - Anything done by a local traffic authority in connection with or in consequence of an event requiring traffic management measures	D	O	Actual costs + 20% admin	£	-	Actual costs + 20% admin	£	-	O	Actual costs + 20% admin	£	-	Actual costs + 20% admin	£	-
Traffic Management - Anything done by a local traffic authority in connection with or in consequence of the making of an order under Section 14(1)	S	O	£ 700.00	£	-	£ 700.00	£	-	O	£ 1,000.00	£	-	£ 1,000.00	£	-
Traffic Management - Anything done by a local traffic authority in consequence of a request to revoke or amend an order under Section 6,32(1) (b) or 45 of the 1984 Act so that a particular length of road may cease to be a place where vehicles may be parked in accordance with the order.	S	O	£ 1,060.00	£	-	£ 1,060.00	£	-	O	£ 1,500.00	£	-	£ 1,500.00	£	-
Traffic Management - Consideration by a local authority of a request that, under Section 65(1) of the 1984 Act, it cause or permit a traffic sign (not being a sign which fulfils the conditions specified in Section 65(3A)(i) and (ii) to be placed on or near a road to indicate the route to specified land or premises.	S	O	£ 155.00	£	-	£ 155.00	£	-	O	£ 155.00	£	-	£ 155.00	£	-
Traffic Management - Permitting - Fixed Penalty Notices (FPN) - Working in breach of a condition (This is the same as FPN penalties under the notice system, the Authority may extend the 36 day period at its discretion in any particular case)	S	O	£120 if paid within 36 days, discounted to £80 if paid within 29 days	£	-	£120 if paid within 36 days, discounted to £80 if paid within 29 days	£	-	O	£120 if paid within 36 days, discounted to £80 if paid within 29 days	£	-	£120 if paid within 36 days, discounted to £80 if paid within 29 days	£	-
Traffic Management - Permitting - Fixed Penalty Notices (FPN) - Working without a permit (The Authority may extend the 36 day period at its discretion in any particular case)	S	O	£500 if paid within 36 days, discounted to £300 if paid within 29 days	£	-	£500 if paid within 36 days, discounted to £300 if paid within 29 days	£	-	O	£500 if paid within 36 days, discounted to £300 if paid within 29 days	£	-	£500 if paid within 36 days, discounted to £300 if paid within 29 days	£	-
Traffic Management - The placing by a local traffic authority of a traffic sign pursuant to Section 65(1) of the 1984 Act in accordance with a request of the kind referred to in the preceding paragraph.	S	O	£ 155.00	£	-	£ 155.00	£	-	O	£ 155.00	£	-	£ 155.00	£	-
Traffic Management - Traffic Signal data information	D	S	Actual cost(Min £155)	£	-	Actual cost(Min £155)	£	-	S	Actual cost(Min £155)	£	-	Actual cost(Min £155)	£	-
Traffic Management - Wide load arrangements	S	O	Actual costs + 20% Admin	£	-	Actual costs + 20% Admin	£	-	O	Actual costs + 20% Admin	£	-	Actual costs + 20% Admin	£	-
Transport Development - Accident data provision	D	Z	£ 155.00	£	-	£ 155.00	£	-	Z	£ 170.00	£	-	£ 170.00	£	-
Transport Development - Commercial access; no adoptable road (fee is for checking drawing and supervision works)	S	O	Min fee £3k 8.5% of cost Hoarding - Deposit £120 per spm, fee 10% of deposit	£	-	Min fee £3k 8.5% of cost Hoarding - Deposit £120 per spm, fee 10% of deposit	£	-	O	min fee £5k 9% of cost. Hoarding - Deposit £200 per spm, fee 10% of deposite	£	-	min fee £5k 9% of cost. Hoarding - Deposit £200 per spm, fee 10% of deposite	£	-
Transport Development - Commercial access; with adoptable distributor road Section 278 agreement (Fee is for checking drawings and supervision of works)	S	O	Up to £30k min £3k Up to £1m, 8.5% of cost Over £1m, 5.5% of cost Hoarding Deposit £120 per sqm of highway enclosed Hoarding fee 10% of deposit	£	-	Up to £30k min £3k Up to £1m, 8.5% of cost Over £1m, 5.5% of cost Hoarding Deposit £120 per sqm of highway enclosed Hoarding fee 10% of deposit	£	-	O	Miin Fee £5k 10% of cost; split over 4% for checking drawings and 6% supervision Hoarding - Deposit £120 per spm, fee 10% of deposit	£	-	Miin Fee £5k 10% of cost; split over 4% for checking drawings and 6% supervision Hoarding - Deposit £120 per spm, fee 10% of deposit	£	-
Transport Development - Commuted sums for highway & ancillary works arising from development	D	Z	25% of actual costs	£	-	25% of actual costs	£	-	Z	25% of bond figure over a 60 year period - reduction factor 3.5% per annum	£	-	25% of bond figure over a 60 year period - reduction factor 3.5% per annum	£	-
Transport Development - Crane oversail licence (temporary during construction). Applicable when cranes operate over the public highway	S	O	£ 185.00	£	-	£ 185.00	£	-	O	£ 200.00	£	-	£ 200.00	£	-

Name of fee or Charge Planning, Transport & Regeneration	Statutory/ Discretionary Charge	VAT Status 17/18	2017/18		2018/19		VAT Status 18/19	2018/19		VAT Status 18/19
			Charge excl. VAT	VAT Amount	Charge incl. VAT	VAT Amount		Charge excl. VAT	VAT Amount	
Transport Development - Crane oversail licence (temporary during construction). Applicable when cranes operate over the public highway - Deposit	S	O	£500-£5000	£ -	£500-£5000	O	£500-£5000	£ -	£500-£5000	O
Transport Development - Department Publications	D	Z	Purchase price set by Delegated Officer	£ -	Purchase price set by Delegated Officer	Z	Purchase price set by Delegated Officer	£ -	Purchase price set by Delegated Officer	Z
Transport Development - Development Control Design guide for the constructions of adoptable works	D	Z	£ 52.00	£ -	£ 52.00	Z	£ 60.00	£ -	£ 60.00	Z
Transport Development - Flat only development's; no adoptable road (fee is for checking drawing and supervision of works)	S	O	Min fee £3k 8.5% of cost Hoarding - Deposit £120 per spm, fee 10% of deposit	£ -	Min fee £3k 8.5% of cost Hoarding - Deposit £120 per spm, fee 10% of deposit	O	Min Fee £5k 10% of cost; split over 4% for checking drawings and 6% supervision Hoarding - deposit £120 per spm, fee 10% of deposit	£ -	Min Fee £5k 10% of cost; split over 4% for checking drawings and 6% supervision Hoarding - deposit £120 per spm, fee 10% of deposit	O
Transport Development - Incidental Technical Information	D	Z	Case by case basis	£ -	Case by case basis	Z	Case by case basis	£ -	Case by case basis	Z
Transport Development - New Adoptable Residential Estate Road with standard Bellmouth Section 278 (Fee is for checking drawings and supervision of works)	S	O	Up to £30k min £3k Up to £1m, 8.5% of cost Over £1m, 5.5% of cost Hoarding Deposit £120 per sqm of highway enclosed Hoarding fee 10% of deposit, min £600	£ -	Up to £30k min £3k Up to £1m, 8.5% of cost Over £1m, 5.5% of cost Hoarding Deposit £120 per sqm of highway enclosed Hoarding fee 10% of deposit, min £600	O	UP to £30k min £5k Up to £1m, 10% of cost Over £1m, 6% pf cost Hording deposit £120 per sqm of highway enclosed Hoarding fee 10% of deposit, min £600	£ -	UP to £30k min £5k Up to £1m, 10% of cost Over £1m, 6% pf cost Hording deposit £120 per sqm of highway enclosed Hoarding fee 10% of deposit, min £600	O
Transport Development - New Adoptable Residential Estate Road with standard Bellmouth Section 38 (Fee is for checking drawings and supervision of works)	S	O	Up to £30k min £3k Up to £1m, 8.5% of cost Over £1m, 5.5% of cost	£ -	Up to £30k min £3k Up to £1m, 8.5% of cost Over £1m, 5.5% of cost	O	UP to £30k min £5k Up to £1m, 10% of cost Over £1m, 6% pf cost Hording deposit £120 per sqm of highway enclosed Hoarding fee 10% of deposit, min £600	£ -	UP to £30k min £5k Up to £1m, 10% of cost Over £1m, 6% pf cost Hording deposit £120 per sqm of highway enclosed Hoarding fee 10% of deposit, min £600	O
Transport Development - Residential Estate Road Bellmouth to private drive, access to distributor roads or higher category by Section 278 agreement (Fee is for checking drawings and supervision of works) Lower category roads serving 5 units – Section 184 cross over application	S	O	Up to £30k min £3k Up to £1m, 8.5% of cost Over £1m, 5.5% of cost Hoarding Deposit £100 per sqm of highway enclosed Hoarding fee 10% of deposit, min £600	£ -	Up to £30k min £3k Up to £1m, 8.5% of cost Over £1m, 5.5% of cost Hoarding Deposit £100 per sqm of highway enclosed Hoarding fee 10% of deposit, min £600	O	UP to £30k min £5k Up to £1m, 10% of cost Over £1m, 6% pf cost Hording deposit £120 per sqm of highway enclosed Hoarding fee 10% of deposit, min £600	£ -	UP to £30k min £5k Up to £1m, 10% of cost Over £1m, 6% pf cost Hording deposit £120 per sqm of highway enclosed Hoarding fee 10% of deposit, min £600	O
Transport Development - Temporary Construction Access Licence	S	O	£ 185.00	£ -	£ 185.00	O	£ 200.00	£ -	£ 200.00	O
Transport Development - Temporary Construction Access Licence - Deposit	S	O	£500-£5000	£ -	£500-£5000	O	£500-£5000	£ -	£500-£5000	O
Travel Plans - Monitoring Travel Plans - Large Developments	S	Z	£ 2,470.00	£ -	£ 2,470.00	Z	£ 2,470.00	£ -	£ 2,470.00	Z
Travel Plans - Monitoring Travel Plans - Large developments where two or more land-uses on-site exceed the DfT thresholds, or the development in total is double the threshold	S	Z	£ 3,710.00	£ -	£ 3,710.00	Z	£ 3,710.00	£ -	£ 3,710.00	Z
Travel Plans - Monitoring Travel Plans - Small Developments	S	Z	£ 865.20	£ -	£ 865.20	Z	£ 865.20	£ -	£ 865.20	Z
Building Control Fees - Upon application with the Thurrock Council Building Control department	D	Z	POA	£ -	POA	Z	POA	£ -	POA	Z
Local Land Charges - Additional parcel - commercial	S	O	£ 35.00	£ -	£ 35.00	O	£ 35.00	£ -	£ 35.00	O
Local Land Charges - Additional parcel - personal search	S	O	£ 2.00	£ -	£ 2.00	O	£ 2.00	£ -	£ 2.00	O
Local Land Charges - Additional parcel - residential	S	O	£ 28.00	£ -	£ 28.00	O	£ 28.00	£ -	£ 28.00	O
Local Land Charges - Cancellation fee for Con29 search	S	O	£ 75.00	£ -	£ 75.00	O	£ 75.00	£ -	£ 75.00	O
Local Land Charges - Charges for a copy of the local land charges search	S	O	£ 15.00	£ -	£ 15.00	O	£ 15.00	£ -	£ 15.00	O
Local Land Charges - Con290 - Per question	S	S	£ 22.00	£ 4.40	£ 26.40	S	£ 22.00	£ 4.40	£ 26.40	S
Local Land Charges - Con29R - Unrefined data search package	S	S	£ 40.00	£ 8.00	£ 48.00	S	£ 40.00	£ 8.00	£ 48.00	S
Local Land Charges - Copy of agreements and tree preservation orders	S	O	£ 30.00	£ -	£ 30.00	O	£ 30.00	£ -	£ 30.00	O
Local Land Charges - Copy of planning decision and enforcement notices	S	O	£ 15.00	£ -	£ 15.00	O	£ 15.00	£ -	£ 15.00	O
Local Land Charges - Copy of smoke control older	S	O	£ 7.00	£ -	£ 7.00	O	£ 7.00	£ -	£ 7.00	O
Local Land Charges - Electronic Format - Con29R Search - commercial	S	S	£ 135.83	£ 27.17	£ 163.00	S	£ 135.83	£ 27.17	£ 163.00	S
Local Land Charges - Electronic Format - Con29R Search - residential	S	S	£ 86.67	£ 17.33	£ 104.00	S	£ 86.67	£ 17.33	£ 104.00	S
Local Land Charges - Form LLC1 Only	S	O	£ 21.00	£ -	£ 21.00	O	£ 21.00	£ -	£ 21.00	O
Local Land Charges - Paper Format - Con29R Search - commercial	S	S	£ 140.00	£ 28.00	£ 168.00	S	£ 140.00	£ 28.00	£ 168.00	S
Local Land Charges - Paper Format - Con29R Search - residential	S	S	£ 90.00	£ 18.00	£ 108.00	S	£ 90.00	£ 18.00	£ 108.00	S
Local Land Charges - Personal search request and viewing of information	S	O	Free	Free	Free	O	Free	-	Free	O
Pre application fees - Householder - written only	D	S	£ 30.00	£ 6.00	£ 36.00	S	£ 50.00	£ 10.00	£ 60.00	S
Pre application fees - Householder - written with 1/2 hour meeting	D	S	£ 66.00	£ 13.20	£ 79.20	S	£ 80.00	£ 16.00	£ 96.00	S
Pre application fees - Householder - proposals in conservation areas/works to listed building inc. 1/2 hour meeting (with planning officer and conservation officer)	D	S	£ 66.00	£ 13.20	£ 79.20	S	£ 280.00	£ 56.00	£ 336.00	S
Pre application fees - Householder - single dwelling (replacement and residential annexe) inc. 1/2 hour meeting	D	S	£ 360.00	£ 72.00	£ 432.00	S	£ 150.00	£ 30.00	£ 180.00	S

Name of fee or Charge Planning, Transport & Regeneration	Statutory/ Discretionary Charge	VAT Status 17/18	2017/18			VAT Status 18/19	2018/19		
			Charge excl. VAT	VAT Amount	Charge incl. VAT		Charge excl. VAT	VAT Amount	Charge incl. VAT
Pre application fees - Householder - single dwelling (replacement or residential annexe) in conservation are or listed building, inc. 1/2 hour meeting (with planning officer and conservation officer)	D	S	£ -	£ -	£ -	S	£ 350.00	£ 70.00	£ 420.00
Pre application fees - Householder - Alterations to listed building (whether residential or commercial) inc/ 1/2 hour meeting, (with planning officer and conservation officer)	D	S	£ -	£ -	£ -	S	£ 280.00	£ 56.00	£ 336.00
Pre application fees - Minor development inc. 1 hour meeting	D	S	£ 360.00	£ 72.00	£ 432.00	S	£ 430.00	£ 86.00	£ 516.00
Pre application fees - Major development inc. 1 hour meeting	D	S	£ 1,200.00	£ 240.00	£ 1,440.00	S	£ 1,440.00	£ 288.00	£ 1,728.00
Pre application fees - Strategic development	D	S	POA	£ -	POA	S	POA	£ -	POA
Pre application fees - Follow up meetings Minor	D	S	£120 per hour	£ -	£120 per hour	S	£120 per hour	£ -	£120 per hour
Pre application fees - Follow up meetings Major	D	S	£360 per hour	£ -	£360 per hour	S	£360 per hour	£ -	£360 per hour
Pre application fees - Follow up meetings Householder	D	S	No charge	£ -	No charge	S	50 per hour	£ -	50 per hour
Pre application fees - Additional attendance (ecology/listed building) in additon to follow up meeting cost	D	S	£300 per hour	£ -	£300 per hour	S	£200 per hour per specialist	£ -	£200 per hour per specialist
Advertising on bus stops timetable case - A4 SIZE - per 6 month perid	D	S	£ 100.00	£ 20.00	£ 120.00	S	£ 100.00	£ 20.00	£ 120.00
Advertising on bus stops timetable case - A3 SIZE - per 6 month perid	D	S	£ 200.00	£ 40.00	£ 240.00	S	£ 200.00	£ 40.00	£ 240.00

## Planning, Transport & Regenerations

### Overview and Scrutiny Meeting - Appendix 1

	Current	New
<b>All outline applications</b>		
Sites not more than 2.5 hectares	£385 per 0.1 hectare	£462 per 0.1 hectare
Sites more than 2.5 hectares	£9,527 + £115 per 0.1 hectare, up to a maximum of £125,000	£11,432 + £138 per 0.1 hectare, up to a maximum of £150,000
<b>Householder applications</b>		
Alterations or extensions to a single dwelling, excluding flats, including works within the boundary	£172	£206
<b>Full applications and first submissions of reserved matters</b>		
Alterations or extensions to two or more dwellings, or one or more flats, including works within boundaries	£339	£407
New dwellings, up to a maximum of 50	£385 per dwelling	£462 per dwelling
New dwellings, for more than 50	£19,049 + £115 per additional dwelling in excess of 50, up to a maximum of £250,000	£22,859 + £138 per additional dwelling in excess of 50, up to a maximum of £300,000
<b>Erection of buildings, excluding dwellings, agricultural, glasshouses, plant, machinery</b>		
No increase in gross floor space, or an increase of no more than 40 square metres	£195	£234
An increase of floor space more than 40 square metres, but not more than 75 square metres	£385	£462
An increase of floor space more than 75 square metres, but not more than 3,750 square metres	£385 for each 75 square metres, or part thereof	£462 for each 75 square metres, or part thereof
An increase of floor space more than 3,750 square metres	£19,049 + £115 for each additional 75 square metres, or part thereof, in excess of 3,750 square metres, up to a maximum of £250,000	£22,859 + £138 for each additional 75 square metres, or part thereof, in excess of 3,750 square metres, up to a maximum of £300,000

<b>Erection of buildings on land used for agriculture</b>		
No site area of no more than 465 square metres	£80	£96
A site area of more than 465 square metres, but not more than 540 square metres	£385	£462
A site area of more than 540 square metres, but not more than 4,215 square metres	£385 for the first 540 square metres + £385 for each additional 540 square metres, or part thereof, in excess of 540 square metres	£462 for the first 540 square metres + £462 for each additional 540 square metres, or part thereof, in excess of 540 square metres
A site area of more than 4,215 square metres	£19,049 + £115 for each additional 75 square metres, or part thereof, in excess of 75 square metres, up to a maximum of £250,000	£22,858 + £138 for each additional 75 square metres, or part thereof, in excess of 75 square metres, up to a maximum of £300,000
<b>Erection of glasshouses on land used for agriculture</b>		
A site area of not more than 5 hectares	£385 for each 0.1 hectare, or part thereof	£462 for each 0.1 hectare, or part thereof
A site area of more than 5 hectares	£19,049 + additional £115 for each 0.1 hectare, or part thereof, in excess of 5 hectares, up to a maximum of £250,000	£22,858 + additional £138 for each 0.1 hectare, or part thereof, in excess of 5 hectares, up to a maximum of £300,000
<b>Applications other than building works</b>		
Car parks, service roads or other accesses, for existing uses	£195	£234
<b>Waste, use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals</b>		
A site area of not more than 15 hectares	£195 for each 0.1 hectare, or part thereof	£234 for each 0.1 hectare, or part thereof
A site area of more than 15 hectares	£29,112 + additional £115 for each 0.1 hectare, or part thereof, in excess of 15 hectares, up to a maximum of £65,000	£34,934 + additional £138 for each 0.1 hectare, or part thereof, in excess of 15 hectares, up to a maximum of £78,000



<b>Other operations, winning and working of minerals</b>		
A site area of not more than 15 hectares	£195 for each 0.1 hectare, or part thereof	£234 for each 0.1 hectare, or part thereof
A site area of more than 15 hectares	£29,112 + additional £115 for each 0.1 hectare, or part thereof, in excess of 15 hectares, up to a maximum of £65,000	£34,934 + additional £138 for each 0.1 hectare, or part thereof, in excess of 15 hectares, up to a maximum of £78,000
Other operations not coming within any of the above categories, for any site area	£195 for each 0.1 hectare, or part thereof, up to a maximum of £1,690	£234 for each 0.1 hectare, or part thereof, up to a maximum of £2,028
<b>Lawful development certificate</b>		
Lawful development certificate, existing use, in breach of a planning condition	Same as full application	Same as full application
Lawful development certificate, existing use lawful development certificate, where it is lawful not to comply with a particular condition	£195	£234
Lawful development certificate, proposed use	Half the normal planning fee	Half the normal planning fee
<b>Prior approval</b>		
Agricultural and Forestry buildings and operations, or demolition of buildings	£80	£96
Telecommunications code systems operators	£385	£462
<b>Reserved matters</b>		
Application for approval of reserved matters following outline approval	Full fee due, or if full fee already paid then £385 due	Full fee due, or if full fee already paid then £462 due
<b>Approval, variation or discharge of condition</b>		
Application for removal or variation of a condition following grant of planning permission	£195	£234
Request for confirmation that one or more planning conditions have been complied with	£28 per request for the householder, otherwise £97 per request	£34 per request for the householder, otherwise £116 per request

<b>Change of use of a building to use as one or more separate dwelling houses, or other cases</b>		
Not more than 50 dwellings	£385 for each dwelling	£462 for each dwelling
More than 50 dwellings	£19,049 + £115 for each dwelling in excess of 50, up to a maximum of £250,000	£22,859 + £138 for each dwelling in excess of 50, up to a maximum of £300,000
Other changes of use of a building or land	£385	£462
<b>Advertising</b>		
Advertising relating to the business on the premises	£110	£132
Advance signs that are not situated on or visible from the site, directing the public to a business	£110	£132
Other advertisements	£385	£462
<b>Application for a non-material amendment following a grant of planning permission</b>		
Applications in respect of householder developments	£28	£34
Applications in respect of any other developments	£195	£234
<b>Permitted Development Rights Removed</b>	Nil	£96

## Appendix 1 Children's Services

Name of fee or Charge Children's Services	Statutory/ Discretionary Charge	VAT Status 17/18	Charge excl. VAT 2017/18	VAT Amount 2017/18	Charge incl. VAT 2017/18	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19
Children's Care and Targeted Outcomes - Children with disabilities - Summer Play Scheme - Per day, per child (If funding is secured then the charge will reduce)	D	O	£ 17.00	£ -	£ 17.00	O	£ 17.00	£ -	£ 17.00
Learning and Universal Outcomes - After School Club - Holiday Club - Per day	D	E	£ 36.50	£ -	£ 36.50	E	£ 36.50	£ -	£ 36.50
Learning and Universal Outcomes - Grangewaters - Celebration Groups (Up to 10 participants) - 14-18 years old (1.5 hours)	D	E	£ 140.00	£ -	£ 140.00	E	£ 147.00	£ -	£ 147.00
Learning and Universal Outcomes - Grangewaters - Celebration Groups (Up to 10 participants) - 14-18 years old (3 hours)	D	E	£ 255.00	£ -	£ 255.00	E	£ 268.00	£ -	£ 268.00
Learning and Universal Outcomes - Grangewaters - Celebration Groups (Up to 10 participants) - Under 14 years old (1.5 hours)	D	E	£ 140.00	£ -	£ 140.00	E	£ 147.00	£ -	£ 147.00
Learning and Universal Outcomes - Grangewaters - Celebration Groups (Up to 10 participants) - Under 14 years old (3 hours)	D	E	£ 255.00	£ -	£ 255.00	E	£ 268.00	£ -	£ 268.00
Learning and Universal Outcomes - Grangewaters - Club Use of Site - Grangewaters Angling Club	D	E	£ 6,180.00	£ -	£ 6,180.00	E	£ 6,489.00	£ -	£ 6,489.00
Learning and Universal Outcomes - Grangewaters - Club Use of Site - Grangewaters Working Newfoundlands (Per dog, per visit)	D	E	£ 5.00	£ -	£ 5.00	E	£ 5.25	£ -	£ 5.25
Learning and Universal Outcomes - Grangewaters - Club Use of Site - Leonberger Dog Training Club (Per dog, per visit)	D	E	£ 5.00	£ -	£ 5.00	E	£ 5.25	£ -	£ 5.25
Learning and Universal Outcomes - Grangewaters - Club Use of Site - Thurrock Angling Club	D	E	£ 9,010.00	£ -	£ 9,010.00	E	£ 9,460.00	£ -	£ 9,460.00
Learning and Universal Outcomes - Grangewaters - Club Use of Site - Thurrock Motorboat & Waterski Club (Per visit)	D	E	£ 190.00	£ -	£ 190.00	E	£ 199.00	£ -	£ 199.00
Learning and Universal Outcomes - Grangewaters - Corporate Groups - Activity duration (1.5 hours)	D	E	£ 52.00	£ -	£ 52.00	E	£ 54.50	£ -	£ 54.50
Learning and Universal Outcomes - Grangewaters - Corporate Groups - Activity duration (3 hours)	D	E	£ 90.00	£ -	£ 90.00	E	£ 94.50	£ -	£ 94.50
Learning and Universal Outcomes - Grangewaters - Corporate Groups - Activity duration (4.5 hours)	D	E	£ 125.00	£ -	£ 125.00	E	£ 131.00	£ -	£ 131.00
Learning and Universal Outcomes - Grangewaters - Corporate Groups - Activity duration (6 hours)	D	E	£ 155.00	£ -	£ 155.00	E	£ 163.00	£ -	£ 163.00
Learning and Universal Outcomes - Grangewaters - Day visits (Groups aged 19 and over, excluding corporate bookings) - Up to 10 people (Full day, 4 sessions)	D	E	£ 387.00	£ -	£ 387.00	E	£ 406.00	£ -	£ 406.00
Learning and Universal Outcomes - Grangewaters - Day visits (Groups aged 19 and over, excluding corporate bookings) - Up to 10 people (Half day, 2 sessions)	D	E	£ 210.00	£ -	£ 210.00	E	£ 221.00	£ -	£ 221.00
Learning and Universal Outcomes - Grangewaters - Day visits (Groups aged 19 and over, excluding corporate bookings) - Up to 10 people (Single session)	D	E	£ 115.00	£ -	£ 115.00	E	£ 121.00	£ -	£ 121.00
Learning and Universal Outcomes - Grangewaters - Day visits (Groups up to and including 18 years) - Up to 10 people ( Single session)	D	E	£ 115.00	£ -	£ 115.00	E	£ 121.00	£ -	£ 121.00
Learning and Universal Outcomes - Grangewaters - Day visits (Groups up to and including 18 years) - Up to 10 people (Full day, 4 sessions)	D	E	£ 387.00	£ -	£ 387.00	E	£ 406.00	£ -	£ 406.00
Learning and Universal Outcomes - Grangewaters - Day visits (Groups up to and including 18 years) - Up to 10 people (Half day, 2 sessions)	D	E	£ 210.00	£ -	£ 210.00	E	£ 221.00	£ -	£ 221.00
Learning and Universal Outcomes - Duke of Edinburgh's Award Expedition packages (per person per day)	D	E	£ 40.00	£ -	£ 40.00	E	£ 40.00	£ -	£ 40.00
Learning and Universal Outcomes - Grangewaters - Family Groups - Up to 2 adults and 2 children (Full day, 4 sessions)	D	E	£ 290.00	£ -	£ 290.00	E	£ 305.00	£ -	£ 305.00
Learning and Universal Outcomes - Grangewaters - Family Groups - Up to 2 adults and 2 children (Half day, 2 sessions)	D	E	£ 165.00	£ -	£ 165.00	E	£ 173.00	£ -	£ 173.00
Learning and Universal Outcomes - Grangewaters - Family Groups - Up to 2 adults and 2 children (Single session)	D	E	£ 90.00	£ -	£ 90.00	E	£ 94.50	£ -	£ 94.50
Learning and Universal Outcomes - Grangewaters - Family Groups - Up to 2 adults and 4 children (Full day, 4 sessions)	D	E	£ 300.00	£ -	£ 300.00	E	£ 315.00	£ -	£ 315.00
Learning and Universal Outcomes - Grangewaters - Family Groups - Up to 2 adults and 4 children (Half day, 2 sessions)	D	E	£ 180.00	£ -	£ 180.00	E	£ 189.00	£ -	£ 189.00
Learning and Universal Outcomes - Grangewaters - Family Groups - Up to 2 adults and 4 children (Single session)	D	E	£ 105.00	£ -	£ 105.00	E	£ 110.00	£ -	£ 110.00
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Accommodation only (per person per night)	D	E	£ 16.00	£ -	£ 16.00	E	£ 17.00	£ -	£ 17.00
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 18 years old) - Full Board (2 days, 1 night)	D	E	£ 130.00	£ -	£ 130.00	E	£ 137.00	£ -	£ 137.00
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 18 years old) - Full Board (3 days, 2 night)	D	E	£ 201.00	£ -	£ 201.00	E	£ 211.00	£ -	£ 211.00
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 18 years old) - Full Board (4 days, 3 night)	D	E	£ 275.00	£ -	£ 275.00	E	£ 289.00	£ -	£ 289.00
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 18 years old) - Full Board (5 days, 4 night)	D	E	£ 345.00	£ -	£ 345.00	E	£ 362.00	£ -	£ 362.00
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 18 years old) - Self catering (2 days, 1 night)	D	E	£ 90.00	£ -	£ 90.00	E	£ 94.50	£ -	£ 94.50
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 18 years old) - Self catering (3 days, 2 night)	D	E	£ 140.00	£ -	£ 140.00	E	£ 147.00	£ -	£ 147.00

Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 18 years old) - Self catering (4 days, 3 night)	D	E	£ 196.00	£ -	£ 196.00	E	£ 206.00	£ -	£ 206.00
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 18 years old) - Self catering (5 days, 4 night)	D	E	£ 245.00	£ -	£ 245.00	E	£ 257.00	£ -	£ 257.00
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 19 years old) - Camping - Per person per night	D	E	£ 5.00	£ -	£ 5.00	E	£ 5.25	£ -	£ 5.25
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 19 years old) - Full Board (2 days, 1 night)	D	E	£ 130.00	£ -	£ 130.00	E	£ 137.00	£ -	£ 137.00
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 19 years old) - Full Board (3 days, 2 night)	D	E	£ 201.00	£ -	£ 201.00	E	£ 211.00	£ -	£ 211.00
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 19 years old) - Full Board (4 days, 3 night)	D	E	£ 275.00	£ -	£ 275.00	E	£ 289.00	£ -	£ 289.00
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 19 years old) - Full Board (5 days, 4 night)	D	E	£ 345.00	£ -	£ 345.00	E	£ 362.00	£ -	£ 362.00
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 19 years old) - Self catering (2 days, 1 night)	D	E	£ 90.00	£ -	£ 90.00	E	£ 94.50	£ -	£ 94.50
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 19 years old) - Self catering (3 days, 2 night)	D	E	£ 140.00	£ -	£ 140.00	E	£ 147.00	£ -	£ 147.00
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 19 years old) - Self catering (4 days, 3 night)	D	E	£ 196.00	£ -	£ 196.00	E	£ 205.00	£ -	£ 205.00
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 19 years old) - Self catering (5 days, 4 night)	D	E	£ 245.00	£ -	£ 245.00	E	£ 257.00	£ -	£ 257.00
Learning and Universal Outcomes - Nursery Places - Hourly rate	D	E	£ 5.00	£ -	£ 5.00	E	£ 5.50	£ -	£ 5.50
Learning and Universal Outcomes - Nursery Places - Babies 8am - 1pm or 1pm -6pm -per day	D	E	£ 23.75	£ -	£ 23.75	E	£ 25.00	£ -	£ 25.00
Learning and Universal Outcomes - Nursery Places - Babies 8am - 1pm or 1pm -6pm -per week	D	E	£ 128.75	£ -	£ 128.75	E	£ 125.00	£ -	£ 125.00
Learning and Universal Outcomes - Nursery Places - Babies Full placement costs 8am to 6.15pm- per day	D	E	£ 46.35	£ -	£ 46.35	E	£ 50.00	£ -	£ 50.00
Learning and Universal Outcomes - Nursery Places - Babies Full placement costs 8am to 6.15pm- per week	D	E	£ 231.75	£ -	£ 231.75	E	£ 239.00	£ -	£ 239.00
Learning and Universal Outcomes - Nursery Places - 2-3- year-olds 8am - 1pm or 1pm -6pm -per day	D	E	£ 25.75	£ -	£ 25.75	E	£ 26.50	£ -	£ 26.50
Learning and Universal Outcomes - Nursery Places - 2-3- year-olds 8am - 1pm or 1pm -6pm -per week	D	E	£ 128.75	£ -	£ 128.75	E	£ 133.00	£ -	£ 133.00
Learning and Universal Outcomes - Nursery Places - 2-3 year-olds Full placement costs per week	D	E	£223-230	£ -	£223-230	E	£230-240	£ -	£230-240
Learning and Universal Outcomes - Nursery Places - 2-3 year-olds Full placement costs per day	D	E	£ 44.30	£ -	£ 44.30	E	£ 47.50	£ -	£ 47.50
Learning and Universal Outcomes - Nursery Places - cooked lunch each	D	E	£ 3.00	£ -	£ 3.00	E	£ 3.15	£ -	£ 3.15
Learning and Universal Outcomes - Nursery Places- After school club per week	D	E	£ 75.00	£ -	£ 75.00	E	£ 77.00	£ -	£ 77.00
Learning and Universal Outcomes - Nursery Places - After school club per day	D	E	£ 15.00	£ -	£ 15.00	E	£ 15.50	£ -	£ 15.50
Learning and Universal Outcomes - Nursery Places -Holiday club per day	D	E	£ 35.00	£ -	£ 35.00	E	£ 36.00	£ -	£ 36.00
Learning and Universal Outcomes - Nursery Places -Holiday club per week	D	E	£ 175.00	£ -	£ 175.00	E	£ 180.00	£ -	£ 180.00
Learning and Universal Outcomes - Nursery Places -non- core hours premium hourly rate	D	E	£ 6.50	£ -	£ 6.50	E	£ 7.50	£ -	£ 7.50
Learning and Universal Outcomes - Nursery Places - 3-5- year-olds 8am - 1pm or 1pm -6pm -per day	D	E	£ 25.75	£ -	£ 25.75	E	£ 26.50	£ -	£ 26.50
Learning and Universal Outcomes - Nursery Places - 3-5 - year-olds 8am - 1pm or 1pm -6pm -per week	D	E	£ 128.75	£ -	£ 128.75	E	£ 133.00	£ -	£ 133.00
Learning and Universal Outcomes - Nursery Places - 3-5 year-olds Full placement costs per week	D	E	£223-230	£ -	£223-230	E	£230-£240	£ -	£230-£240
Learning and Universal Outcomes - Nursery Places - 3-5 year-olds Full placement costs per day	D	E	£ 44.30	£ -	£ 44.30	E	£ 47.50	£ -	£ 47.50
Music Services - Loan of Musical Instruments (Ranged fee dependent on instrument)	D	E	£10-£21	£ -	£10-£21	E	£10-£21	£ -	£10-£21
Individual and small group tuition (fee may vary based on duration/numbers)	D	E	£30 (variable)	£ -	£30 (variable)	E	£30 (variable)	£ -	£30 (variable)

**Appendix 1  
Housing**

Name of fee or Charge Housing	Statutory/ Discretionary Charge	VAT Status 17/18	Charge excl. VAT 2017/18	VAT Amount 2017/18	Charge incl. VAT 2017/18	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19
Assisting with Licensing application (First 30 minutes free for accredited landlords, thereafter £50.00 per hour pro rata) - Landlord Accredited	D	O	£ 50.00	£ -	£ 50.00	O	£ 60.00	£ -	£ 60.00
Assisting with Licensing application (First 30 minutes free for accredited landlords, thereafter £50.00 per hour pro rata) - Non Accredited	D	O	£ 50.00	£ -	£ 50.00	O	£ 60.00	£ -	£ 60.00
Dispersed Alarms - Lifeline Private	D	S	£ 17.00	£ 3.40	£ 20.40	S	£ 17.00	£ 3.40	£ 20.40
Failure to notify changes in ownership or management (non-license holder) - Landlord Accredited	D	O	£ 250.00	£ -	£ 250.00	O	£ 250.00	£ -	£ 250.00
Failure to notify changes in ownership or management (non-license holder) - Non Accredited	D	O	£ 250.00	£ -	£ 250.00	O	£ 250.00	£ -	£ 250.00
License Holder Change - Fee reduced by 50% if application for new license within 12 month of issue and subject to property condition/ inspection - 11 to 15 people - Landlord Accredited	D	O	£ 549.55	£ -	£ 549.55	O	£ 550.00	£ -	£ 550.00
License Holder Change - Fee reduced by 50% if application for new license within 12 month of issue and subject to property condition/ inspection - 11 to 15 people - Non Accredited	D	O	£ 631.98	£ -	£ 631.98	O	£ 632.00	£ -	£ 632.00
License Holder Change - Fee reduced by 50% if application for new license within 12 month of issue and subject to property condition/ inspection - 16 to 20 people - Landlord Accredited	D	O	£ 599.40	£ -	£ 599.40	O	£ 599.00	£ -	£ 599.00
License Holder Change - Fee reduced by 50% if application for new license within 12 month of issue and subject to property condition/ inspection - 16 to 20 people - Non Accredited	D	O	£ 689.31	£ -	£ 689.31	O	£ 689.00	£ -	£ 689.00
License Holder Change - Fee reduced by 50% if application for new license within 12 month of issue and subject to property condition/ inspection - 21 to 29 people - Landlord Accredited	D	O	£ 689.13	£ -	£ 689.13	O	£ 689.00	£ -	£ 689.00
License Holder Change - Fee reduced by 50% if application for new license within 12 month of issue and subject to property condition/ inspection - 21 to 29 people - Non Accredited	D	O	£ 792.50	£ -	£ 792.50	O	£ 793.00	£ -	£ 793.00
License Holder Change - Fee reduced by 50% if application for new license within 12 month of issue and subject to property condition/ inspection - 30 or more - Landlord Accredited	D	O	£ 798.80	£ -	£ 798.80	O	£ 799.00	£ -	£ 799.00
License Holder Change - Fee reduced by 50% if application for new license within 12 month of issue and subject to property condition/ inspection - 30 or more - Non Accredited	D	O	£ 918.62	£ -	£ 918.62	O	£ 919.00	£ -	£ 919.00
License Holder Change - Fee reduced by 50% if application for new license within 12 month of issue and subject to property condition/ inspection - 4 to 5 people - Landlord Accredited	D	O	£ 474.85	£ -	£ 474.85	O	£ 475.00	£ -	£ 475.00
License Holder Change - Fee reduced by 50% if application for new license within 12 month of issue and subject to property condition/ inspection - 4 to 5 people - Non Accredited	D	O	£ 546.08	£ -	£ 546.08	O	£ 546.00	£ -	£ 546.00
License Holder Change - Fee reduced by 50% if application for new license within 12 month of issue and subject to property condition/ inspection - 6 to 10 people - Landlord Accredited	D	O	£ 499.70	£ -	£ 499.70	O	£ 500.00	£ -	£ 500.00
License Holder Change - Fee reduced by 50% if application for new license within 12 month of issue and subject to property condition/ inspection - 6 to 10 people - Non Accredited	D	O	£ 574.66	£ -	£ 574.66	O	£ 575.00	£ -	£ 575.00
New HMO's 12 month temporary License (Fee for single tenancies and shared houses) - 11 to 15 people - Landlord Accredited	D	O	£ 549.55	£ -	£ 549.55	O	£ 550.00	£ -	£ 550.00
New HMO's 12 month temporary License (Fee for single tenancies and shared houses) - 11 to 15 people - Non Accredited	D	O	£ 631.99	£ -	£ 631.99	O	£ 632.00	£ -	£ 632.00
New HMO's 12 month temporary License (Fee for single tenancies and shared houses) - 16 to 20 people - Landlord Accredited	D	O	£ 599.40	£ -	£ 599.40	O	£ 599.00	£ -	£ 599.00
New HMO's 12 month temporary License (Fee for single tenancies and shared houses) - 16 to 20 people - Non Accredited	D	O	£ 689.31	£ -	£ 689.31	O	£ 689.00	£ -	£ 689.00
New HMO's 12 month temporary License (Fee for single tenancies and shared houses) - 21 to 29 people - Landlord Accredited	D	O	£ 689.13	£ -	£ 689.13	O	£ 689.00	£ -	£ 689.00
New HMO's 12 month temporary License (Fee for single tenancies and shared houses) - 21 to 29 people - Non Accredited	D	O	£ 792.50	£ -	£ 792.50	O	£ 793.00	£ -	£ 793.00
New HMO's 12 month temporary License (Fee for single tenancies and shared houses) - 30 or more - Landlord Accredited	D	O	£ 798.80	£ -	£ 798.80	O	£ 799.00	£ -	£ 799.00
New HMO's 12 month temporary License (Fee for single tenancies and shared houses) - 30 or more - Non Accredited	D	O	£ 918.62	£ -	£ 918.62	O	£ 919.00	£ -	£ 919.00
New HMO's 12 month temporary License (Fee for single tenancies and shared houses) - 4 to 5 people - Landlord Accredited	D	O	£ 474.85	£ -	£ 474.85	O	£ 475.00	£ -	£ 475.00
New HMO's 12 month temporary License (Fee for single tenancies and shared houses) - 4 to 5 people - Non Accredited	D	O	£ 546.08	£ -	£ 546.08	O	£ 546.00	£ -	£ 546.00
New HMO's 12 month temporary License (Fee for single tenancies and shared houses) - 6 to 10 people - Landlord Accredited	D	O	£ 499.70	£ -	£ 499.70	O	£ 500.00	£ -	£ 500.00
New HMO's 12 month temporary License (Fee for single tenancies and shared houses) - 6 to 10 people - Non Accredited	D	O	£ 574.66	£ -	£ 574.66	O	£ 575.00	£ -	£ 575.00
New HMOs 5 year License (Fees for single tenancies and shared houses) - 11 to 15 people - Landlord Accredited	D	O	£ 1,099.10	£ -	£ 1,099.10	O	£ 1,099.00	£ -	£ 1,099.00
New HMOs 5 year License (Fees for single tenancies and shared houses) - 11 to 15 people - Non Accredited	D	O	£ 1,263.97	£ -	£ 1,263.97	O	£ 1,264.00	£ -	£ 1,264.00
New HMOs 5 year License (Fees for single tenancies and shared houses) - 16 to 20 people - Landlord Accredited	D	O	£ 1,198.80	£ -	£ 1,198.80	O	£ 1,199.00	£ -	£ 1,199.00

Name of fee or Charge Housing	Statutory/ Discretionary Charge	VAT Status 17/18	Charge excl. VAT 2017/18	VAT Amount 2017/18	Charge incl. VAT 2017/18	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19
New HMOs 5 year License (Fees for single tenancies and shared houses) - 16 to 20 people - Non Accredited	D	O	£ 1,378.62	£ -	£ 1,378.62	O	£ 1,380.00	£ -	£ 1,380.00
New HMOs 5 year License (Fees for single tenancies and shared houses) - 21 to 29 people - Landlord Accredited	D	O	£ 1,378.26	£ -	£ 1,378.26	O	£ 1,380.00	£ -	£ 1,380.00
New HMOs 5 year License (Fees for single tenancies and shared houses) - 21 to 29 people - Non Accredited	D	O	£ 1,585.00	£ -	£ 1,585.00	O	£ 1,585.00	£ -	£ 1,585.00
New HMOs 5 year License (Fees for single tenancies and shared houses) - 30 or more people - Landlord Accredited	D	O	£ 1,597.60	£ -	£ 1,597.60	O	£ 1,600.00	£ -	£ 1,600.00
New HMOs 5 year License (Fees for single tenancies and shared houses) - 30 or more people - Non Accredited	D	O	£ 1,837.24	£ -	£ 1,837.24	O	£ 1,840.00	£ -	£ 1,840.00
New HMOs 5 year License (Fees for single tenancies and shared houses) - 4 to 5 people - Landlord Accredited	D	O	£ 949.70	£ -	£ 949.70	O	£ 950.00	£ -	£ 950.00
New HMOs 5 year License (Fees for single tenancies and shared houses) - 4 to 5 people - Non Accredited	D	O	£ 1,092.16	£ -	£ 1,092.16	O	£ 1,099.00	£ -	£ 1,099.00
New HMOs 5 year License (Fees for single tenancies and shared houses) - 6 to 10 people - Landlord Accredited	D	O	£ 999.40	£ -	£ 999.40	O	£ 999.00	£ -	£ 999.00
New HMOs 5 year License (Fees for single tenancies and shared houses) - 6 to 10 people - Non Accredited	D	O	£ 1,149.31	£ -	£ 1,149.31	O	£ 1,149.00	£ -	£ 1,149.00
Other Misc. Income - Change of Manager or Ownership - Landlord Accredited	D	O	£ 150.00	£ -	£ 150.00	O	£ 150.00	£ -	£ 150.00
Other Misc. Income - Change of Manager or Ownership - Non Accredited	D	O	£ 172.50	£ -	£ 172.50	O	£ 173.00	£ -	£ 173.00
Other Misc. Income - License Variation - Landlord Accredited	D	O	£ 150.00	£ -	£ 150.00	O	£ 150.00	£ -	£ 150.00
Other Misc. Income - License Variation - Non Accredited	D	O	£ 172.50	£ -	£ 172.50	O	£ 173.00	£ -	£ 173.00
Other Misc. Income - Permitted number changes - Landlord Accredited	D	O	£ 150.00	£ -	£ 150.00	O	£ 150.00	£ -	£ 150.00
Other Misc. Income - Permitted number changes - Non Accredited	D	O	£ 172.50	£ -	£ 172.50	O	£ 173.00	£ -	£ 173.00
Renewable HMO's License (5 year-no changes or management regulation breaches) - 11 to 15 people - Landlord Accredited	D	O	£ 549.55	£ -	£ 549.55	O	£ 550.00	£ -	£ 550.00
Renewable HMO's License (5 year-no changes or management regulation breaches) - 11 to 15 people - Non Accredited	D	O	£ 631.98	£ -	£ 631.98	O	£ 632.00	£ -	£ 632.00
Renewable HMO's License (5 year-no changes or management regulation breaches) - 16 to 20 people - Landlord Accredited	D	O	£ 599.40	£ -	£ 599.40	O	£ 599.00	£ -	£ 599.00
Renewable HMO's License (5 year-no changes or management regulation breaches) - 16 to 20 people - Non Accredited	D	O	£ 689.31	£ -	£ 689.31	O	£ 689.00	£ -	£ 689.00
Renewable HMO's License (5 year-no changes or management regulation breaches) - 21 to 29 people - Landlord Accredited	D	O	£ 689.13	£ -	£ 689.13	O	£ 689.00	£ -	£ 689.00
Renewable HMO's License (5 year-no changes or management regulation breaches) - 21 to 29 people - Non Accredited	D	O	£ 792.50	£ -	£ 792.50	O	£ 793.00	£ -	£ 793.00
Renewable HMO's License (5 year-no changes or management regulation breaches) - 30 or more - Landlord Accredited	D	O	£ 798.80	£ -	£ 798.80	O	£ 799.00	£ -	£ 799.00
Renewable HMO's License (5 year-no changes or management regulation breaches) - 30 or more - Non Accredited	D	O	£ 918.62	£ -	£ 918.62	O	£ 919.00	£ -	£ 919.00
Renewable HMO's License (5 year-no changes or management regulation breaches) - 4 to 5 people - Landlord Accredited	D	O	£ 474.85	£ -	£ 474.85	O	£ 475.00	£ -	£ 475.00
Renewable HMO's License (5 year-no changes or management regulation breaches) - 4 to 5 people - Non Accredited	D	O	£ 546.08	£ -	£ 546.08	O	£ 546.00	£ -	£ 546.00
Renewable HMO's License (5 year-no changes or management regulation breaches) - 6 to 10 people - Landlord Accredited	D	O	£ 499.70	£ -	£ 499.70	O	£ 500.00	£ -	£ 500.00
Renewable HMO's License (5 year-no changes or management regulation breaches) - 6 to 10 people - Non Accredited	D	O	£ 574.66	£ -	£ 574.66	O	£ 575.00	£ -	£ 575.00
Failure to comply with an improvement notice [section 30] - Minimum Charge, capped at £30k maximum	D	O		£ -	£ -	O	£ 1,500.00	£ -	£ 1,500.00
Offences in relation to licensing of Houses in Multiple Occupation [section 72] - Minimum Charge, capped at £30k maximum	D	O		£ -	£ -	O	£ 2,500.00	£ -	£ 2,500.00
Offences in relation to licensing of houses under Part 3 of the Act [Section 95] - Minimum Charge, capped at £30k maximum	D	O		£ -	£ -	O	£ 2,500.00	£ -	£ 2,500.00
Offences of contravention of an overcrowding notice [section 139] - Minimum Charge, capped at £30k maximum	D	O		£ -	£ -	O	£ 1,000.00	£ -	£ 1,000.00
Failure to comply with management regulations in respect of Houses in Multiple Occupation [section 234] - Minimum Charge, capped at £30k maximum	D	O		£ -	£ -	O	£ 1,500.00	£ -	£ 1,500.00
New Non Statutory Housing Reports - HMO reports for support providers - 1 Bed accomodation	D	O	£ -	£ -	£ -	O	£ 180.00	£ -	£ 180.00

Name of fee or Charge Housing	Statutory/ Discretionary Charge	VAT Status 17/18	Charge excl. VAT 2017/18	VAT Amount 2017/18	Charge incl. VAT 2017/18	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19
New Non Statutory Housing Reports - HMO reports for support providers - 2 Bed accomodation	D	O		£ -	£ -	O	£ 210.00	£ -	£ 210.00
New Non Statutory Housing Reports - HMO reports for support providers - 3 Bed accomodation	D	O		£ -	£ -	O	£ 240.00	£ -	£ 240.00
New Non Statutory Housing Reports - HMO reports for support providers - 4 Bed accomodation	D	O		£ -	£ -	O	£ 315.00	£ -	£ 315.00
New Non Statutory Housing Reports - HMO reports for support providers - 5 Bed accomodation	D	O		£ -	£ -	O	£ 369.00	£ -	£ 369.00
New Non Statutory Housing Reports - HMO reports for support providers - 6 Bed accomodation	D	O		£ -	£ -	O	£ 480.00	£ -	£ 480.00
Sheltered Housing Visitor's Room - Per night per person	D	O	£ 12.30	£ -	£ 12.30	O	£ 12.67	£ -	£ 12.67
Travellers Charges - Rent/ Water/ Amenity	D	O	£ 96.59	£ -	£ 96.59	O	£ 102.60	£ -	£ 102.60
Offences for Smoke & Carbon Monoxide Alarm Regulations non compliance	D	O		£ -	£ -	O	£1000 initial fine, increasing to £5000 for repetition within 2 years.	£ -	£1000 initial fine, increasing to £5000 for repetition within 2 years.
Private Housing Services - Housing Enforcement Notices - 1 to 4 Hazards - 1 Bed accomodation	D	O				O	£ 342.00	£ -	£ 342.00
Private Housing Services - Housing Enforcement Notices - 1 to 4 Hazards - 2 Bed accomodation	D	O				O	£ 385.00	£ -	£ 385.00
Private Housing Services - Housing Enforcement Notices - 1 to 4 Hazards - 3 Bed accomodation	D	O				O	£ 428.00	£ -	£ 428.00
Private Housing Services - Housing Enforcement Notices - 1 to 4 Hazards - 4 Bed accomodation	D	O				O	£ 513.00	£ -	£ 513.00
Private Housing Services - Housing Enforcement Notices - 1 to 4 Hazards - 5 or 6 Bed accomodation	D	O				O	£ 556.00	£ -	£ 556.00
Private Housing Services - Housing Enforcement Notices - 1 to 4 Hazards - over 6 Bed or HMO accomodation	D	O				O	£ 670.00	£ -	£ 670.00
Private Housing Services - Housing Enforcement Notices - 5 or more Hazards - 1 Bed accomodation	D	O				O	£ 428.00	£ -	£ 428.00
Private Housing Services - Housing Enforcement Notices - 5 or more Hazards - 2 Bed accomodation	D	O				O	£ 470.00	£ -	£ 470.00
Private Housing Services - Housing Enforcement Notices - 5 or more Hazards - 3 Bed accomodation	D	O				O	£ 513.00	£ -	£ 513.00
Private Housing Services - Housing Enforcement Notices - 5 or more Hazards - 4 Bed accomodation	D	O				O	£ 612.00	£ -	£ 612.00
Private Housing Services - Housing Enforcement Notices - 5 or more Hazards - 5 or 6 Bed accomodation	D	O				O	£ 655.00	£ -	£ 655.00
Private Housing Services - Housing Enforcement Notices - 5 or more Hazards - over 6 Bed or HMO accomodation	D	O				O	£ 726.00	£ -	£ 726.00
Private Housing Services - Housing Non Statutory work for Border Agency (per case)	D	O	£ 161.00	£ -	£ 161.00	O	£ 161.00	£ -	£ 161.00
Offences for Energy Efficiency Regulations 2015 non compliance - registered false or misinformation on PRS Exemption Register capped at 1k	D	O		£ -	£ -	O	£ 1,000.00	£ -	£ 1,000.00
Offences for Energy Efficiency Regulations 2015 non compliance - sub standard property let with EPC E or below ,capped at 4k	D	O		£ -	£ -	O	£ 1,000.00	£ -	£ 1,000.00

**Appendix 1  
Health and Well-being**

Name of fee or Charge Health & Well-being	Statutory/ Discretionary Charge	VAT Status 17/18	Charge excl. VAT 2017/18	VAT Amount 2017/18	Charge incl. VAT 2017/18	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19
Blue Badges - Application Fee	S	O	£ 10.00	£ -	£ 10.00	O	£ 10.00	£ -	£ 10.00
Charge for Attendance at Day Centres - Per Session	D	O	£ 20.00	£ -	£ 20.00	O	£ 20.00	£ -	£ 20.00
Concierge Charge - Extra Care (sheltered accommodation)	D	O	£ 40.00	£ -	£ 40.00	O	£ 40.00	£ -	£ 40.00
Court Protection - Appointment to Court	D	O	£ 745.00	£ -	£ 745.00	O	£ 745.00	£ -	£ 745.00
Court Protection - Management Fee	D	O	£ 775.00	£ -	£ 775.00	O	£ 775.00	£ -	£ 775.00
Court Protection - Annual Report Fee	D	O	£ 216.00	£ -	£ 216.00	O	£ 216.00	£ -	£ 216.00
Meals on Wheels - Service not applicable 2015-16 - Per meal for services at day centres - Mid day meal	D	O	£ 4.00	£ -	£ 4.00	O	£ 4.00	£ -	£ 4.00
Meals on Wheels - Service not applicable 2015-16 - Per meal served at home	D	O	£ 4.00	£ -	£ 4.00	O	£ 4.00	£ -	£ 4.00
Meals on Wheels - Service not applicable 2015-16 - Per meal served at Luncheon Club	D	O	£ 4.00	£ -	£ 4.00	O	£ 4.00	£ -	£ 4.00
Pendant Alarms - Private Housing Tennant (Per week)	D	O	£ 0.93	£ -	£ 0.93	O	£ -	£ -	£ -
Respite Care for Adults with Disabilities - per session	D	O	£ 20.00	£ -	£ 20.00	O	£ 20.00	£ -	£ 20.00
Support service for Elizabeth Gardens per household	D	O	£ 40.00	£ -	£ 40.00	O	£ 40.00	£ -	£ 40.00
Transport - Per Journey (these charges are for Thurrock Residents)	D	O	£ 2.00	£ -	£ 2.00	O	£ 2.00	£ -	£ 2.00
<b>Client Contributions – subject to financial assessment:</b>									
Deferred Payments	D	O	£ 144.00	£ -	£ -	O	£ 144.00	£ -	£ 144.00
Domiciliary Care (per hour)	D	O	£ 13.00	£ -	£ 13.00	O	£ 13.00	£ -	£ 13.00
Direct Payments – Agency Rate	D	O	£ 13.00	£ -	£ 13.00	O	£ 13.00	£ -	£ 13.00
Residential Accommodation Charges - Homes for Older people (per week)	D	O	£ 600.00	£ -	£ 600.00	O	£ 600.00	£ -	£ 600.00
External spot Commissioned Residential Placement – Standard Room	D	O	£ 451.00	£ -	£ 451.00	O	£ 451.00	£ -	£ 451.00
External spot Commissioned Residential Placement – Higher Needs	D	O	£ 481.00	£ -	£ 481.00	O	£ 481.00	£ -	£ 481.00
External spot Commissioned Nursing Placement	D	O	£ 519.00	£ -	£ 519.00	O	£ 519.00	£ -	£ 519.00
External spot Commissioned Dementia Placement	D	O	£ 505.00	£ -	£ 505.00	O	£ 505.00	£ -	£ 505.00
Additional spot Commissioned Services - Full Cost Recovery	D	O	Full Cost	£ -	Full Cost	O	Full Cost	£ -	Full Cost



**Appendix 2  
Cleaner, Greener and Safer**

Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 17/18	Charge excl. VAT 2017/18	VAT Amount 2017/18	Charge incl. VAT 2017/18	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19
Abandoned Vehicles - Unwanted Caravans: Where collection and disposal is carried out	D	S	£ 137.50	£ 27.50	£ 165.00	S		£ -	£ -
Abandoned Vehicles - Unwanted vehicles (not including Caravans) : Where collection and disposal is carried out by the Council's authorised contractor	D	S	£ 35.00	£ 7.00	£ 42.00	S		£ -	£ -
Burial Grounds - Part 1 Interment - In a grave - Buried or cremated remains of person up to 16 years	D	E	£ 155.00	£ -	£ 155.00	E		£ -	£ -
Enforcement Fees - Fixed Penalty Notices - Dog Fouling - £50 No discount for early repayment	D	O	£ 50.00	£ -	£ 50.00	O		£ -	£ -
Enforcement Fees - Fixed Penalty Notices - Failure to comply with Street Litter Control Notice/Litter Clearing Notice £100 penalty reduced to £75 if paid within 10 days	D	O	£ 75.00	£ -	£ 75.00	O		£ -	£ -
Enforcement Fees - Fixed Penalty Notices - Fly Posting - £75 penalty reduced to £60 if paid within 10 days	D	O	£ 75.00	£ -	£ 75.00	O		£ -	£ -
Enforcement Fees - Fixed Penalty Notices - Graffiti £75 penalty reduced to £60 if paid within 10 days	D	O	£ 75.00	£ -	£ 75.00	O		£ -	£ -
Enforcement Fees - Fixed Penalty Notices - Litter. Depositing of litter on land in the open air - No discount for early repayment	D	O	£ 75.00	£ -	£ 75.00	O		£ -	£ -
Enforcement Fees - Fixed Penalty Notices - Waste Receptacles. If refuse is not properly contained £75 No discount for early repayment	D	O	£ 75.00	£ -	£ 75.00	O		£ -	£ -
Enforcement Fees - Nuisance Parking - £100 - No discount for early repayment	S	O	£ 100.00	£ -	£ 100.00	O		£ -	£ -
Enforcement Fees - Abandoning a vehicle - £200 penalty reduced to £150 if paid within 10 days	S	O	£ 200.00	£ -	£ 200.00	O		£ -	£ -
Enforcement Fees - Waste Carriers Licence - £300 penalty reduced to £200 if paid within 10 days	S	O	£ 300.00	£ -	£ 300.00	O		£ -	£ -
Enforcement Fees - Waste Transfer Notes - - £300 penalty reduced to £180 if paid within 14 days	S	O	£ 300.00	£ -	£ 300.00	O		£ -	£ -
LA-IPPC Charges - Application	S	O	£ 3,218.00	£ -	£ 3,218.00	O		£ -	£ -
LA-IPPC Charges - Application - Additional Fee for Operating without a Permit	S	O	£ 1,137.00	£ -	£ 1,137.00	O		£ -	£ -
LA-IPPC Charges - Application - Annual Subsistence High	S	O	£ 2,233.00	£ -	£ 2,233.00	O		£ -	£ -
LA-IPPC Charges - Application - Annual Subsistence Low	S	O	£ 1,384.00	£ -	£ 1,384.00	O		£ -	£ -
LA-IPPC Charges - Application - Annual Subsistence Medium	S	O	£ 1,541.00	£ -	£ 1,541.00	O		£ -	£ -
LA-IPPC Charges - Application - Late Payment Fee	S	O	£ 50.00	£ -	£ 50.00	O		£ -	£ -
LA-IPPC Charges - Application - Partial Transfer	S	O	£ 668.00	£ -	£ 668.00	O		£ -	£ -
LA-IPPC Charges - Application - Substantial Variation	S	O	£ 1,309.00	£ -	£ 1,309.00	O		£ -	£ -
LA-IPPC Charges - Application - Surrender	S	O	£ 668.00	£ -	£ 668.00	O		£ -	£ -
LA-IPPC Charges - Application - Transfer	S	O	£ 225.00	£ -	£ 225.00	O		£ -	£ -
LAPPC Charges - Annual Subsistence Charge - Eighth and subsequent permits High	S	O	£ 453.00	£ -	£ 453.00	O		£ -	£ -
LAPPC Charges - Annual Subsistence Charge - Eighth and subsequent permits Low	S	O	£ 189.00	£ -	£ 189.00	O		£ -	£ -
LAPPC Charges - Annual Subsistence Charge - Eighth and subsequent permits Medium	S	O	£ 302.00	£ -	£ 302.00	O		£ -	£ -
LAPPC Charges - Annual Subsistence Charge - For the third to seventh permits High	S	O	£ 884.00	£ -	£ 884.00	O		£ -	£ -
LAPPC Charges - Annual Subsistence Charge - For the third to seventh permits Low	S	O	£ 368.00	£ -	£ 368.00	O		£ -	£ -
LAPPC Charges - Annual Subsistence Charge - For the third to seventh permits Medium	S	O	£ 590.00	£ -	£ 590.00	O		£ -	£ -
LAPPC Charges - Annual Subsistence Charge - Late payment fee	S	O	£ 50.00	£ -	£ 50.00	O		£ -	£ -
LAPPC Charges - Annual Subsistence Charge - Mobile screening and crushing plant for first and second permits High	S	O	£ 1,484.00	£ -	£ 1,484.00	O		£ -	£ -
LAPPC Charges - Annual Subsistence Charge - Mobile screening and crushing plant for first and second permits Low	S	O	£ 618.00	£ -	£ 618.00	O		£ -	£ -
LAPPC Charges - Annual Subsistence Charge - Mobile screening and crushing plant for first and second permits Medium	S	O	£ 989.00	£ -	£ 989.00	O		£ -	£ -
LAPPC Charges - Annual Subsistence Charge - PVR 1 & 2 Combined High	S	O	£ 326.00	£ -	£ 326.00	O		£ -	£ -
LAPPC Charges - Annual Subsistence Charge - PVR 1 & 2 Combined Low	S	O	£ 108.00	£ -	£ 108.00	O		£ -	£ -
LAPPC Charges - Annual Subsistence Charge - PVR 1 & 2 Combined Medium	S	O	£ 216.00	£ -	£ 216.00	O		£ -	£ -
LAPPC Charges - Annual Subsistence Charge - PVR 1, SWOBs and Dry Cleaners High	S	O	£ 227.00	£ -	£ 227.00	O		£ -	£ -
LAPPC Charges - Annual Subsistence Charge - PVR 1, SWOBs and Dry Cleaners Low	S	O	£ 76.00	£ -	£ 76.00	O		£ -	£ -
LAPPC Charges - Annual Subsistence Charge - PVR 1, SWOBs and Dry Cleaners Medium	S	O	£ 151.00	£ -	£ 151.00	O		£ -	£ -

Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 17/18	Charge excl. VAT 2017/18	VAT Amount 2017/18	Charge incl. VAT 2017/18	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19
LAPPC Charges - Annual Subsistence Charge - Standard Process High	S	O	£1,672 (+£198)*	£ -	£1,672 (+£198)*	O		£ -	£ -
LAPPC Charges - Annual Subsistence Charge - Standard Process Low	S	O	£739 (+£99)*	£ -	£739 (+£99)*	O		£ -	£ -
LAPPC Charges - Annual Subsistence Charge - Standard Process Medium	S	O	£1,111 (+£149)*	£ -	£1,111 (+£149)*	O		£ -	£ -
LAPPC Charges - Annual Subsistence Charge - <i>Where the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation *</i>						£ -		£ -	£ -
LAPPC Charges - Annual Subsistence Charge - Vehicle Refinisher any part 2 reduced fee activity or any part 3 reduced activity High	S	O	£ 524.00	£ -	£ 524.00	O		£ -	£ -
LAPPC Charges - Annual Subsistence Charge - Vehicle Refinisher any part 2 reduced fee activity or any part 3 reduced activity Low	S	O	£ 218.00	£ -	£ 218.00	O		£ -	£ -
LAPPC Charges - Annual Subsistence Charge - Vehicle Refinisher any part 2 reduced fee activity or any part 3 reduced activity Medium	S	O	£ 349.00	£ -	£ 349.00	O		£ -	£ -
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - No. of Permits: 1 - Subsistence Fee High	S	O	£ 1,484.00	£ -	£ 1,484.00	O		£ -	£ -
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - No. of Permits: 1 - Subsistence Fee Low	S	O	£ 618.00	£ -	£ 618.00	O		£ -	£ -
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - No. of Permits: 1 - Subsistence Fee Medium	S	O	£ 989.00	£ -	£ 989.00	O		£ -	£ -
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - No. of Permits: 2 - Subsistence Fee High	S	O	£ 1,484.00	£ -	£ 1,484.00	O		£ -	£ -
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - No. of Permits: 2 - Subsistence Fee Low	S	O	£ 618.00	£ -	£ 618.00	O		£ -	£ -
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - No. of Permits: 2 - Subsistence Fee Medium	S	O	£ 989.00	£ -	£ 989.00	O		£ -	£ -
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - No. of Permits: 3 - Subsistence Fee High	S	O	£ 884.00	£ -	£ 884.00	O		£ -	£ -
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - No. of Permits: 3 - Subsistence Fee Low	S	O	£ 368.00	£ -	£ 368.00	O		£ -	£ -
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - No. of Permits: 3 - Subsistence Fee Medium	S	O	£ 590.00	£ -	£ 590.00	O		£ -	£ -
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - No. of Permits: 4 - Subsistence Fee High	S	O	£ 884.00	£ -	£ 884.00	O		£ -	£ -
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - No. of Permits: 4 - Subsistence Fee Low	S	O	£ 368.00	£ -	£ 368.00	O		£ -	£ -
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - No. of Permits: 4 - Subsistence Fee Medium	S	O	£ 590.00	£ -	£ 590.00	O		£ -	£ -
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - No. of Permits: 5 - Subsistence Fee High	S	O	£ 884.00	£ -	£ 884.00	O		£ -	£ -
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - No. of Permits: 5 - Subsistence Fee Low	S	O	£ 368.00	£ -	£ 368.00	O		£ -	£ -
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - No. of Permits: 5 - Subsistence Fee Medium	S	O	£ 590.00	£ -	£ 590.00	O		£ -	£ -
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - No. of Permits: 6 - Subsistence Fee High	S	O	£ 884.00	£ -	£ 884.00	O		£ -	£ -
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - No. of Permits: 6 - Subsistence Fee Low	S	O	£ 368.00	£ -	£ 368.00	O		£ -	£ -
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - No. of Permits: 6 - Subsistence Fee Medium	S	O	£ 590.00	£ -	£ 590.00	O		£ -	£ -
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - No. of Permits: 7 - Subsistence Fee High	S	O	£ 884.00	£ -	£ 884.00	O		£ -	£ -
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - No. of Permits: 7 - Subsistence Fee Low	S	O	£ 368.00	£ -	£ 368.00	O		£ -	£ -

Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 17/18	2017/18			VAT Status 18/19	2018/19		
			Charge excl. VAT	VAT Amount	Charge incl. VAT		Charge excl. VAT	VAT Amount	Charge incl. VAT
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - No. of Permits: 7 - Subsistence Fee Medium	S	O	£ 590.00	£ -	£ 590.00	O		£ -	£ -
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - No. of Permits: 8 and over - Subsistence Fee High	S	O	£ 453.00	£ -	£ 453.00	O		£ -	£ -
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - No. of Permits: 8 and over - Subsistence Fee Low	S	O	£ 189.00	£ -	£ 189.00	O		£ -	£ -
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - No. of Permits: 8 and over - Subsistence Fee Medium	S	O	£ 302.00	£ -	£ 302.00	O		£ -	£ -
LAPPC Charges - Substantial Charge - Reduced Fee Activities	S	O	£ 98.00	£ -	£ 98.00	O		£ -	£ -
LAPPC Charges - Substantial Charge - Standard Process	S	O	£ 1,005.00	£ -	£ 1,005.00	O		£ -	£ -
LAPPC Charges - Substantial Charge - Standard Process where the substantial change results in new PPC Activity	S	O	£ 1,579.00	£ -	£ 1,579.00	O		£ -	£ -
LAPPC Charges - Temporary transfer for mobiles - First Transfer	S	O	£ 51.00	£ -	£ 51.00	O		£ -	£ -
LAPPC Charges - Temporary transfer for mobiles - Repeat following enforcement or Warning	S	O	£ 51.00	£ -	£ 51.00	O		£ -	£ -
LAPPC Charges - Transfer and Surrender - New Operator at low risk reduced fee activity (extra one-off subsistence charge) see Art 15(2) of charging scheme)	S	O	£ 75.00	£ -	£ 75.00	O		£ -	£ -
LAPPC Charges - Transfer and Surrender - Reduced fee activities: Partial transfer £45	S	O	£ 45.00	£ -	£ 45.00	O		£ -	£ -
Registration of Persons for Exhibition and Training of performing animals - Registration Fee	S	O	£ 110.00	£ -	£ 110.00	O		£ -	£ -
Legal and Democratic Services - Registration - Approved Premises Regulations - Application for approval	D	O	£ 2,000.00	£ -	£ 2,000.00	O		£ -	£ -
Legal and Democratic Services - Registration - Approved Premises Regulations - Request for review	D	O	£ 620.00	£ -	£ 620.00	O		£ -	£ -

**Appendix 2  
Planning, Transport and  
Regeneration**

Name of fee or Charge Planning, Transport & Regeneration	Statutory/ Discretionary Charge	VAT Status 17/18	2017/18		2018/19		VAT Status 18/19	2018/19	
			Charge excl. VAT	VAT Amount	Charge incl. VAT	VAT Amount		Charge excl. VAT	VAT Amount
Car Parking - Annual Administration Fee - Visitor Permits	D	O	£ 6.00	£ -	£ 6.00	O		£ -	£ -
Street Naming and Numbering - Naming of roads on new developments. New Street name per street	D	O	£ 205.00	£ -	£ 205.00	O		£ -	£ -
Transport Development - Assistance to individuals undertaking recognised qualifications or research	D	Z	Free in normal otherwise at the of the Head of Service	£ -	Free in normal otherwise at the of the Head of Service	Z		£ -	£ -
Transport Development - Commercial access; with adoptable distributor road (Fee is for checking drawings and supervision of works)	S	O	Transport Development - Commercial access; with adoptable distributor road (Fee is for checking drawings and supervision of works)	£ -	Transport Development - Commercial access; with adoptable distributor road (Fee is for checking drawings and supervision of works)	O		£ -	£ -
Planning fees - Section 106 monitoring fee	D	Z	£ -	£ -	£ -	Z		£ -	£ -
Planning fees - Section 106 monitoring fee	D	Z	£ -	£ -	£ -	Z		£ -	£ -

**Appendix 2  
Children's Services**

Name of fee or Charge Children's Services	Statutory/ Discretionary Charge	VAT Status 17/18	Charge excl. VAT 2017/18	VAT Amount 2017/18	Charge incl. VAT 2017/18	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19
Learning and Universal Outcomes - Private Tuition - First Person (1.5 hours)	D	E	£ 47.00	£ -	£ 47.00	E		£ -	£ -
Learning and Universal Outcomes - Private Tuition - First Person (3 hours)	D	E	£ 80.00	£ -	£ 80.00	E		£ -	£ -
Learning and Universal Outcomes - Private Tuition - First Person (4.5 hours)	D	E	£ 105.00	£ -	£ 105.00	E		£ -	£ -
Learning and Universal Outcomes - Private Tuition - Per additional person (1.5 hours)	D	E	£ 26.00	£ -	£ 26.00	E		£ -	£ -
Learning and Universal Outcomes - Private Tuition - Per additional person (3 hours)	D	E	£ 42.00	£ -	£ 42.00	E		£ -	£ -
Learning and Universal Outcomes - Private Tuition - Per additional person (4.5 hours)	D	E	£ 57.00	£ -	£ 57.00	E		£ -	£ -
Learning and Universal Outcomes - Thurrock Play Service - Per session	D	E	£ 16.00	£ -	£ 16.00	E		£ -	£ -

**Appendix 2  
Housing**

Name of fee or Charge Housing	Statutory/ Discretionary Charge	VAT Status 17/18	2017/18			VAT Status 18/19	2018/19		
			Charge excl. VAT 2017/18	VAT Amount 2017/18	Charge incl. VAT 2017/18		Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19
DBS Landlord Check - Landlord Accredited	D	O	£ 25.00	£ -	£ 25.00	O		£ -	£ -
DBS Landlord Check - Non Accredited	D	O	£ 25.00	£ -	£ 25.00	O		£ -	£ -
Dispersed Alarms - Domestic Violence Lifelines	D	S	£ 17.00	£ 3.40	£ 20.40	S		£ -	£ -
Dispersed Alarms - Private Sector Monitoring - per month	D	S	£ 7.26	£ 1.44	£ 8.70	S		£ -	£ -
HMO Public license register fee - Landlord Accredited	D	O	£ 59.20	£ -	£ 59.20	O		£ -	£ -
HMO Public license register fee - Non Accredited	D	O	£ 59.20	£ -	£ 59.20	O		£ -	£ -
Private Housing Services - Housing Enforcement Notices	D	O	£ 488.00	£ -	£ 488.00	O	£ 488.00	£ -	£ 488.00

### **Appendix 3 – Feedback from Overview and Scrutiny Committees**

Provided below are the Feedback's from the respective Overview and Scrutiny Committees meetings held during November and December 2017. These are extracts from the minutes in relation to the Fees and Charges item discussion's only.

#### **Cleaner, Greener and Safer (CGS)**

Item 6, 14<sup>th</sup> December 2017 meeting

Provided below is the relevant extract from the meeting draft minutes

#### **Fees & Charges Pricing Strategy 2018/19**

Beau Stanford-Francis, Environmental Protection and Contracted Services Manager, presented the report that had set out the charges in relation to the services within the remit of the Cleaner Greener and Safer Overview and Scrutiny Committee with any new charges taking effect from the 1 April 2018 subject to approval from Cabinet. The report highlighted the key questions that had to be measured when considering the pricing strategy for 2018-19 and the target of £1.905 million that had to be secured through the increased fees and charges in 2018-19 for the cleaner, greener and safer services. Members were also referred to recommendation 1.2 that delegated authority would be sought through Cabinet.

Members were also referred to Appendices A and B to the report that highlighted the proposed fees and charges for 2018/19 and the fees and charges no longer applicable.

Councillor Collins questioned the Outdoor Sports and the Commercial Hire of Open Spaces as to whether there was any pressure to set up events to generate more income. Beau Stanford-Francis stated that applications for hiring spaces are received which included pitch-hire and music events and that each application would be considered on its own merits taking into account the objectives and meeting the needs of both the organiser and the Council.

Councillor Kent stated that the Appendices were too small and unreadable and would therefore not be able to agree to the recommendations as she had not had the opportunity to view the documents.

Julie Rogers, Director of Environment and Highways, apologised for this and would resolve this for next year's report.

Councillor Collins asked what the time limit would be for Members to comment on the report and appendices. Julie Rogers stated that the final report would be presented to Council in February and that Members were being asked at this meeting to comment and agree the report.

## **RESOLVED**

- 1. That Councillors Cherry and Collins agreed to note the revised fees, including those no longer applicable, and that Cleaner, Greener and Safer Overview and Scrutiny Committee Members comment on the proposals currently being considered within the remit of this committee.**
- 2. That Councillors Cherry and Collins agreed to note that director delegated authority will be sought via Cabinet to allow Fees & Charges to be varied within a financial year in response to legal, regulatory or commercial requirements.**



## **Planning, Transport and Regeneration (PTR)**

Item 18, 14<sup>th</sup> November 2017 meeting

Provided below is the relevant extract from the meeting draft minutes

### **Fees & Charges Pricing Strategy 2018/19**

The Corporate Director of Place introduced the report which specifically outlined the charges within the remit of the Planning, Transport, Regeneration Overview and Scrutiny Committee, which would take effect from 1 April 2018. Members were advised that the full list of proposed charges could be found within the appendices to the report.

The Chair advised the Committee that she had sought clarification from officers, prior to the meeting, regarding the pricing for skip licences. She had assumed it would impact upon residential use but was assured that the new charge would only affect skip businesses. The Chair noted that the majority of fees and charges were proposed to remain the same with a few slight increases, which overall she considered to be very fair.

#### **RESOLVED:**

- 1. That Planning, Transport and Regeneration Overview and Scrutiny Committee note the revised fees, including those no longer applicable, and the Planning, Transport and Regeneration Overview and Scrutiny Committee comment on the proposals currently being considered within the remit of this Committee.**
- 2. That Planning, Transport and Regeneration Overview and Scrutiny Committee note that director delegated authority will be sought via Cabinet to allow Fees & Charges to be varied within a financial year in response to legal, regulatory or commercial requirements.**

## **Childrens Services**

Item 12, 12<sup>th</sup> December 2017 meeting

Provided below is the relevant extract from the meeting draft minutes

### **Fees and Charges Pricing Strategy 2018 / 19**

The CDCS presented the report which set out the charges in relation to Children's Services. Not many fees fell under this service department but some of the fees included Grangewaters and nursery provisions.

#### **RESOLVED:**

- 1) That the Childrens Services Overview and Scrutiny Committee note the revised fees and charges proposals including those no longer applicable.**
- 2) That the Childrens Services Overview and Scrutiny Committee comment on the proposals currently being considered within the remit of this Committee.**
- 3) That the Children's Services Overview and Scrutiny Committee note that it may be necessary to adjust the relevant fees and charges during the year to reflect a change to their cost recoverability calculation, as**
  - legally prescribed statutory fees and charges may be subject to prescribed variation during the year, and that**
  - discretionary services provided on a traded basis for profit may be subject to commercial operational considerations.**

## **Housing**

Item 8, 19<sup>th</sup> December 2017 meeting

Provided below is the relevant extract from the meeting draft minutes

### **Fees & Charges Pricing Strategy 2018 / 19**

The report was presented by the ADH and outlined the charges in relation to the General Fund within the Housing Service. The charges would come into effect from 1 April 2018, these charges were listed in appendix 2 of the report. For traveller sites, the rent would be increased but the proposal was there to increase rent over two years. By setting the fees and charges appropriately, it will enable the Council to generate essential income to fund Council services and to be able to adapt to changing economic conditions.

The Chair sought clarification on the rent increase on traveller sites as Thurrock residents would be getting a 1% reduction in rent. The ADH confirmed this would be the case but the increase would be over a two year period and referred to site charges. The increase would be relatively low and this charge had not been in place before.

Councillor Potheary asked for a comparison on the rent costs of traveller sites on HRA land and rented council homes. The ADH confirmed that traveller site rents were based on plots of land. At the end of the two year rent increase from these, the sum would be equivalent to what some council tenants would pay for their rented homes.

The Chair expressed concern on the traveller sites rent increase as he felt it would be taking advantage of Housing Benefits. He did not think that the increase was even considered within general housing needs. The ADH said the yearly increase would be 5.8% which was due to begin in April 2018. Overall, the increase would not be so high. The Chair went on to ask if a consultation had taken place with the affected persons. The ADH confirmed that none had taken place and that a consultation would be progressed where there was a specific need to.

With the information given, the Chair felt he could not recommend an increase in rent unless a consultation had taken place. Travellers were still council tenants in some form and should be given the same due diligence as the usual council tenants. Councillor Potheary also agreed with this.

Questioning the traveller site of Gammon Fields, Councillor Redsell asked if there were site officers to maintain the site. The ADH confirmed there was a dedicated team comprising of a manager and an officer who managed the sites intensively with frequent visits.

The Vice-Chair asked whether the rent would be split and if there were any additional fees to pay. The ADH said the rent was split and included service charges of utilities such as electricity. These were paid for along with rents with a swipe card. Councillor Allen questioned whether the cost was similar to some council rents and if the plot had council tax bands. The ADH answered that there was no council tax charge as the caravan on the sites were not permanent structures.

The Committee went on to discuss the removal of waste from traveller sites. A few fly tipping cases were brought up by Councillor Allen and Councillor Redsell. There

was further discussion on the rent increase on traveller sites which Members felt needed more work to be done to show its feasibility. Officers agreed to address the issues brought up by the Committee and resolve before taking the report to the Cabinet Committee.

RESOLVED:

- 1) That the Housing Overview and Scrutiny Committee noted the revised fees, including those that were no longer applicable and that the Committee comment on the proposals currently being considered within the remit of the Housing Overview and Scrutiny Committee.**
- 2) That the Housing Overview and Scrutiny Committee noted that director delegated authority will be sought via Cabinet to allow Fees and Charges to be varied within a financial year in response to legal, regulatory or commercial requirements.**

## **Health and Wellbeing (HWB)**

Item 29, 16<sup>th</sup> November 2017 meeting

Provided below is the relevant extract from the meeting draft minutes

### **Fees & Charges Pricing Strategy 2018/19**

Roger Harris, Corporate Director Adults, Housing and Health presented the report that had set out the charges in relation to the services within the remit of the Health and Wellbeing Overview and Scrutiny Committee with any new charges taking effect from the 1 April 2018 subject to the approval from Cabinet.

Roger Harris referred Members to the Appendix to the report that highlighted the proposed fees and charges in detail. Roger Harris stated that no proposal to increase charges in 2018/19 would be made.

Councillor V Holloway questioned why there was an option in the Respite Adult Disability fees and charges. Roger Harris stated that it was for the Council to recommend that this option was not taken.

Neil Woodbridge questioned whether the fees and charges had now been maxed out with the level of responsibility and services available. Roger Harris stated that it was getting the right balance with most charges being for domiciliary care.

Councillor Gerrish questioned the “delegated authority” in recommendation 2. Roger Harris stated that this was a standard recommendation for all Fee and Charges Report that were being presented to all overview and scrutiny committees and confirmed that he could not see any requirement to change this mid-year.

Councillor Gerrish suggested a further recommendation be added so that “any changes referred to by Cabinet would be referred back to the Health and Wellbeing Overview and Scrutiny Committee for comment”. The Chair and Members agreed.

### **RESOLVED**

- 1. That the Health and Wellbeing Overview and Scrutiny Committee noted the revised fees and that Health and Wellbeing Overview and Scrutiny Committee commented on the proposals currently being considered within the remit of this committee.**
- 2. That the Health and Wellbeing Overview and Scrutiny Committee noted that the Director delegated authority would be sought via Cabinet to allow the Fees and Charges to be varied within a financial year in response to legal, regulatory or commercial requirements.**
- 3. That any changes referred to by Cabinet would be referred back to the Health and Wellbeing Overview and Scrutiny Committee for comment.**

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<b>7 February 2018</b>	<b>ITEM: 14</b> <b>Decision 0110463</b>
<b>Cabinet</b>	
<b>Capital Programme Proposals</b>	
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Non-Key
<b>Report of:</b> Councillor Shane Hebb, Portfolio Holder for Finance	
<b>Accountable Assistant Director:</b> Not Applicable	
<b>Accountable Director:</b> Sean Clark, Director of Finance and IT	
<b>This report is public</b>	

## Executive Summary

This report presents the Cabinet with recommended additions and the approach to the new capital programme for 2018/19 and subsequent years.

The council is undergoing considerable transformation and needs to be able to respond accordingly to service review outcomes, system requirements, operational necessities and the need to plan for those larger projects for the future as well as considering individual projects.

### **1 Recommendations that the Cabinet:**

**1.1 Consider the approach of general allocations as set out in section 4;**

**1.1 Comment on the specific proposals set out within Appendix 3 of this report; and**

**1.2 Recommend these proposals to Full Council.**

### **2 Introduction and Background**

2.1 As part of the budget, the Council needs to set its capital programme for the following financial years. The future development of the Medium Term Financial Strategy will also need to take account future capital spending plans over the period of the strategy.

2.2 The following sources of funding are available to the General Fund:

- a) Capital Receipts – these are the receipts realised from the disposal of capital assets such as land and buildings. Members will be aware that

the Council reviews the asset base and there are few disposals in progress;

- b) Grants and Contributions- these could be ad hoc grants awarded from government or other funding agencies or contributions from developers and others;
- c) Prudential Borrowing – the Council is able to increase its borrowing to finance schemes as long as they are considered affordable; and
- d) Revenue – the Council can charge capital costs directly to the General Fund but the pressure on resources means that this is not recommended.

- 2.3 In more recent years, only Prudential Borrowing has been available to finance the majority of schemes within the capital programme with grants only being made available for specific services such as highways.
- 2.4 Annually, all services consider their future capital needs and submit bids for schemes ranging from projects in their own right to smaller schemes that are required to maintain operational ability – such as capital repairs to operational buildings and system upgrades.
- 2.5 In addition, the Council Service Review (CSR) process is identifying a number of service enhancements that will ultimately reduce costs or increase income. These will need to be funded as and when identified.
- 2.6 Finally, there are those projects that require seed funding to prepare more detailed business cases. The council agreed in February 2017 to a £2m budget provision to ensure funding is available to prepare business cases for Future and Aspirational Capital Schemes. Approximately £0.9m has been spent from the budget provision in 2017/18 It is recommended that this budget be reset at £2m again for the coming year which requires an additional funding pot of £1.1m to be added.

### **3 Current Programme**

- 3.1 Before considering the new proposals, it is worth reflecting on the allocations that have been agreed over recent years. These are summarised in Appendix 1 but, covering the period 2017/18 through to 2020/21, total over £240m with £212m still to be spent as at 1 January 2018.
- 3.2 Set out below are the major schemes that are included within the current programme over that period that are already committed and many underway:
  - 3.2.1 The widening of the A13;
  - 3.2.2 Purfleet Regeneration;
  - 3.2.3 Grays' Town Centre and Underpass;



- 3.2.4 Stanford-le-Hope Interchange;
  - 3.2.5 A new Environmental Fleet;
  - 3.2.6 Improvements to parks and open spaces;
  - 3.2.7 New educational facilities;
  - 3.2.8 The HRA Transforming Homes programme;
  - 3.2.9 Highways infrastructure;
  - 3.2.10 Civic Office Enhancements; and
  - 3.2.11 Improvements to the Linford Civic Amenity Site.
- 3.3 In addition, feasibility work has been carried out in developing the future and aspirational bids during recent months and an update on these is included at Appendix 2.

#### **4 Draft Capital Proposals**

- 4.1 As stated above, there have been a number of schemes that can be seen as projects in their own right. These have been included at Appendix 3 and will, in the main, be known to the relevant Overview and Scrutiny Committee in one form or another.
- 4.2 Having reviewed all of the other capital requests, they fall within one of four categories and are summarised in the table below. A schedule of some of the bids is included at Appendix 4 for information but is not exhaustive. The amounts have been calculated using the respective bid totals and would be under the responsibility of a relevant Transformation Board or Directors' Board for allocation and monitoring:

<b>Responsible Board</b>	<b>Examples</b>	<b>2018/19 £m</b>	<b>2019/20 £m</b>	<b>2020/21 £m</b>
Service Review	These could include new systems that create efficiencies, upgrades to facilities to increase income potential and enhancements to open spaces to reduce ongoing maintenance.	0.5	0.5	0.5
Digital	The council has been progressing steadily towards digital delivery, both with residents and amongst officers. This budget will allow for further progression as well as ensuring all current systems are maintained to current versions and provide for end of life replacement.	0.9	0.4	0.6
Property	This budget will provide for all operational buildings including the Civic Offices, libraries, depot and Collins House. It will allow for essential capital maintenance and minor enhancements.	1.2	1.0	1.0
Transformation	This budget is to provide the ability to build business cases for major projects as per paragraph 2.6. The recommendation is for an annual “top up” to bring the budget back to £2m at the start of each financial year.	1.1	2.0	2.0

4.3 In addition, the capital programme also includes the HRA, Highways and Education. These are largely funded by government grants and will be considered by their respective Overview and Scrutiny Committees and the Cabinet under separate reports.

4.4 Highways are expected to receive in the region of £1.9m per annum from the Department of Transport whilst Education are expected to receive a further £5m in 2019/20 from the Department for Education with further allocations for free schools.

## **5 Issues, Options and Analysis of Options**

5.1 In previous years, the recommendations to Council have also included delegations to Cabinet to agree additions to the capital programme under the following criteria:

- If additional third party resources are been secured, such as government grants and s106 agreements, for specific schemes; and
- Where a scheme is identified that can be classed as 'spend to save' – where it will lead to cost reductions or income generation that will, as a minimum, cover the cost of borrowing.

## **6 Reasons for Recommendation**

- 6.1 The capital programme forms part of the formal budget setting in February and is an integral part of the Council's overall approach to financial planning.

## **7 Consultation (including Overview and Scrutiny, if applicable)**

- 7.1 The various capital bids put forward have all been considered by the service management teams and by the Directors' Board. Some projects will have also been reported separately to the relevant Overview and Scrutiny Committee.
- 7.2 Corporate Overview and Scrutiny Committee considered these proposals at their meeting on 23 January 2018. The Committee's only concern was about the governance and transparency of the individual 'pots'. It was explained that the various Boards that will manage these are all chaired by a member of the Directors' Board and, to aid transparency, a list of the main bids included with these allocations is included at Appendix 4.

## **8 Impact on corporate policies, priorities, performance and community impact**

- 8.1 Capital budgets provide the finance to meet the Corporate Priorities. If a capital project was not to proceed, this may impact, positively or negatively, on the delivery of these priorities and performance with a corresponding impact on the community.

## **9 Implications**

### **9.1 Financial**

Implications verified by: **Jonathan Wilson**  
**Chief Accountant**

The financial implications have been set out throughout the body of the report. The financial impact of the borrowing decisions has been accounted for within the MTFS.

## 9.2 Legal

Implications verified by: **David Lawson**  
**Assistant Director of Law and Governance**

Local authorities are under an explicit duty to ensure that their financial management is adequate and effective and that they have a sound system of internal control and management of financial risk. This budget report contributes to that requirement although specific legal advice may be required on each projects business case.

## 9.3 Diversity and Equality

Implications verified by: **Rebecca Price**  
**Diversity and Equalities Officer**

All local authorities are required to have due regard to their duties under the Equality Act 2010. The capital programme is assessed at keys stages to ensure the impact of each scheme is measured in a propionate and appropriate way to ensure this duty is met and the needs of different protected characteristics are considered.

## 10. Appendices to this Report:

- Appendix 1 – Current Programme Summary
- Appendix 2 – Update on Future and Aspirational Projects
- Appendix 3 - New Capital Projects
- Appendix 4 – Examples of those Minor Schemes that form part of the General Allocations

### Report Author Contact Details:

Sean Clark  
Director of Finance and IT

## Summary of Existing Programme

Directorate ID	Total Budget 2017/18	2017/18 Spend (at 31/12/17)	Remaining Budget to be spent from 1/1/18	Total Budget 2018/19	Total Budget 2019/20	Total Budget 2020/21
Education	5,453,733	1,255,058	4,198,675	15,167,189		-
Adults	15,672,957	10,136,657	5,536,300	29,730,622	2,411,817	-
Environment & Highways	19,820,439	5,422,784	14,397,655	5,478,857	681,000	-
Place	26,844,981	11,320,240	15,524,741	77,471,919	27,942,000	-
<b>General Allocations</b>						
Service Review	180,000	11,864	168,136	-	-	-
Digital	5,674,923	1,373,863	4,301,060	1,381,721	40,000	40,000
Property	1,442,494	515,991	926,503	5,392,483	446,000	-
Transformation	1,500,000	110,995	1,389,005	-	-	-
<b>Total</b>	<b>76,589,527</b>	<b>30,147,452</b>	<b>41,779,480</b>	<b>134,622,791</b>	<b>35,815,531</b>	<b>40,000</b>
				<b>212,257,802</b>		

## Update on Future and Aspirational Projects

<p><b>Grangewaters – a Commercial Operation</b> To explore a building conference/training centre, moving the facility into a more commercial based operation and provides income generation opportunities for the whole year. This scheme meets the need to create a great place for learning and opportunity; and Improve health and well-being Council priorities. Subject to completion of the Aspire programme.</p>	<p>We have requested a small level of funding to place another training lodge on the site to ensure that we are supporting the requests we are receiving from HR/OD re training spaces – this links to our commercial principles around building a business within a business and utilising smaller based units in the interim period.</p>
<p><b>Alternative Theatre Provision</b> Construction of a new Theatre and multi-functional performance spaces in Grays. This is subject to further feasibility work on theatre options including consideration of potential providers being undertaken by consultants in the context of the Grays masterplan. This scheme meets all of the Council's priorities.</p>	<p>This is being considered as part of the Thameside Redevelopment project whereby part of the Thameside Centre will be retained as a cultural hub. Detailed feasibility work is now being undertaken.</p>
<p><b>Collins House Expansion</b> Develop an additional 3 storey wing for Collins House containing 30 single ensuite bedrooms, to help manage growing demand. This will meet the Improve Health and well-being to ensure people stay healthier longer, adding years to life Council priority.</p> <p><b>Older Persons Shared Ownership Units</b> Shared Ownership units, for older people on the former Whiteacre and Dilkeswood site. In addition a further 46 general needs units could also be developed. This will meet the Improve Health and well-being to ensure people stay healthier longer, adding years to life and life to years Council priority. (Government Grant Funded and Capital Receipts)</p>	<p>Now called '21st Century Residential Care'. We will need to come back with the Business Case and costs in 2018.</p> <p>We will be bringing back a Business Case for an Integrated Housing, residential and primary care Business Case for the whole project some time in 2018.</p>

## Update on Future and Aspirational Projects

<p><b>Housing Estate Regeneration</b> To consider the outcome of work on the business case for regenerating the Council's housing estates, being done in conjunction with the Department for Communities and Local Government and Local Partnerships. The work will be presented to Cabinet later this year for decision and implementation. The project meets the building pride, responsibility and respect to create safer communities; encouraging and promoting job creation and economic prosperity; and Improving health and well-being Council priorities.</p>	<p>Local Partnerships have been replaced as lead advisor by Savills with a target to produce a draft business case by Jan 18. Strategic objectives remain around transformation of place, housing delivery, infrastructure and existing communities. Current focus is to finalise and seek member support estate prioritisation, impact analysis on the HRA and addressing viability. DCLG are engaged and supportive.</p>
<p><b>Tilbury Integrated Healthy Living Centre</b> Development of Tilbury Integrated Health Living Centre, in collaboration with Thurrock Clinical Commissioning Group, Community Health Partnerships and other key stakeholders as one of four hubs across the borough. This is subject to a business case being agreed with health partners. This project meets all of the Council's priorities.</p>	<p>We committed an initial £75k to appoint Currie and Brown (50/50 with the CCG) to undertake the health planning, legal and financial assessments. Following the procurement Pick/Everard have been appointed as our design team - commitment £700k. Outline business case being prepared and work to identify and appoint a head leaseholder underway. Cabinet report anticipated in 2018.</p>
<p><b>A Digitally "Smart" Borough</b> Deliver an enabling municipal infrastructure that will underpin Thurrock's development as a "Smart Place". (Part Government Grant Funded) We are looking at a number of smart place opportunities that can be commercialised. To support a smart place it is anticipated that we will need infrastructure to support borough wide sensor, camera and data networks. It is anticipated that commercial revenue streams will come from providing partners and customers access to these networks (including ultrafast broadband fibre) and selling data from them (traffic flows, pollution etc.) It is expected that there will also be some cost avoidance as we</p>	<p>We have developed an outline business case with consultants to deliver a dark fibre based municipal network connecting public sector sites across Thurrock. This is now ready to move to a project definition stage, which will be used as the basis of a bid submission to DDCMs for grant funding as part of the Local Full Fibre Network initiative, as well as the mechanism for formalising the internal capital requirement. Based on soft market testing we expect to require £5m as for the dark fibre network, of which we will be seeking to cover 50% through grant funding. In addition we have identified that the municipal network will require a significant data centre presence. We already have</p>

### Update on Future and Aspirational Projects

<p>are looking to move our corporate Wide Area Network onto this infrastructure.</p> <p>Finally there will be indirect benefits – developing a strong local digital offer will accelerate local regeneration and associated tax incomes, and the information from the networks will assist in the avoidance of front line service costs. Examples are social care (smart assisted living), public health (pollution control for chronic lung issues) and litter/flytipping prevention (improved CCTV/surveillance capability).</p> <p>We are still exploring options, but we expect benefits to be related on the amount of investment we are prepared to make. The proposal supports all council priorities.</p>	<p>capital funding in place to refurbish and upgrade the existing Civic Offices datacentre, but these investigations suggest that a larger stand alone facility might be a better option. This may require additional funding of £1.5m but will generate income streams – the business case is currently being prepared. We have an expression of interest from a major public sector organisation in Essex.</p> <p>Finally, we have completed some initial feasibility around providing a low powered WAN infrastructure to support an Internet of Things eco-system in Thurrock. We have had significant interest from potential partner organisations. We are currently hoping to secure a significant percentage of external funding to deliver this.</p> <p>Potential tie in with “21<sup>st</sup> Century Residential Care” initiative for assistive technology elements, and also the Intelligent Transport Strategy.</p>
<p><b>Use of Technology in Customer Services</b></p> <p>Explore the introduction of innovative technology (such as Artificial Intelligence sometimes known as ChatBots) into the customer service contact centre. We are already looking to change the focus of our customer service offer as part of the emerging Customer Service Strategy and channel shift, enabling residents to self-serve as much as possible and make it easier to interact with the council outside of normal working hours. There is an opportunity to exploit the use of digital technology further to eliminate the need for introducing expensive on-call / shift rotas. ChatBots are just one idea to help drive efficiencies and provide a better customer experience. A detailed review of what other councils and organisations are using/moving too and feasibility study would be required to identify the most appropriate opportunities and solutions for Thurrock.</p>	<p>The concept of chat-bots in the contact centre was not in favour by the PFH. It may be something we can re-submit as the technology becomes more mature.</p>



## Update on Future and Aspirational Projects

<p><b>High House Artist Studios</b> High House Works (Artist Studios II), providing an additional 10,000 sqft of creative workspace to support micro and small and medium sized enterprises (SMEs) from the creative industries sector on the production park. This scheme will meet the encourage and promote job creation and economic prosperity priority.</p>	<p>High House Works is a proposed joint venture with ACME – the charity who run the first Artists Studios building at HHPP. The scheme would depend on Council Capital Funding together with external funds from the Arts Council England Capital Fund. The Arts Council are reviewing capital funding opportunities and guidance on their new capital programme, together with a first bidding round, is anticipated in 2018.</p>
<p><b>New Commercial Space at Thurrock Parkway</b> Creation of industrial units at Thurrock Parkway, offering industrial, warehouse and office accommodation. Initial projection indicate net proceeds of between 2% and 5% depending upon method of financing, plus an increase to the business rates. This project meets the encourage and promote job creation and economic prosperity priority.</p>	<p>An initial feasibility study conducted by Richard Hopkins Architects has been completed and shows potential to create approximately 15,000 sqm of new business space in units of various sizes. The initial work suggested the development would be viable however, given ground conditions in Tilbury, the next stage will be to appoint a professional team for further design work and to carry out surveys and refine cost estimate. Further advice on demand in the area will also be commissioned. Approval for funding to carry out the next works has been sought.</p>
<p><b>New Commercial Space at Milehams Industrial Estate</b> Potential redevelopment of Milehams Industrial Estate to include a range of industrial, warehouse and office accommodation. Initial projections indicate net proceeds of between 1.25% and 5.25%, depending upon the method of financing. This project meets the encourage and promote job creation and economic prosperity priority.</p>	<p>Review of land ownership shows that the Council only owns a proportion of the site. There are flooding and other issues associated with any development. Initial work suggests a development may not be viable but further work is required.</p>
<p><b>Blackshots Enhancements</b> Options at Blackshots to improve facilities and customer experience, such as the replacement of the roundhouse pavilion and improvements to the car park, to be considered as part of the implementation of the Active Places Strategy and subject to business planning.</p>	<p>Feasibility work into the replacement of the roundhouse pavilion and the adjacent nursery building has commenced. Condition survey of the nursery building is to be commissioned. This will then inform the accommodation schedule of the replacement Pavilion.</p>

## Update on Future and Aspirational Projects

<p><b>Career &amp; Development Portal</b> Creation of a career &amp; development portal - a web based careers portal that would help strengthen our links and our role with community and businesses. Links to service review and selling services. Released on evidence of a costed business case – Income Generation</p>	<p>This overlapped with an ongoing project that the Economic and Regeneration Team were working on. There was no further need for a separate proposal.</p>
<p><b>Gap Analysis / Online Testing Tool</b> Organisational Development (OD) skills gap analysis / online testing tool to identify strengths and weaknesses of potential new job candidates and existing staff. This is linked to the service review and to the delivery of the staff survey action plan. There are generic skills needed by the workforce and we need to be able to identify these digitally, embedded in induction and delivered through development plans. Released on evidence of a costed business case.</p>	<p>Not taken forward due to developments with Vacancy Filler testing candidates ability. This will be further developed with the introduction of Oracle Cloud.</p>
<p><b>Demolition Programme</b> Demolition of 4 buildings, Unit 1 Curzon drive, Unit E Dock Road, Unit 1 Hume Avenue to enable site assembly and allow sites to be leased creating an income stream.</p>	<p>Unit 1 Curzon Drive, demolished 30/06/17 – Advertised at a rental of £15,000 per annum. Application received for a use of car sales. Application in progress awaiting bank and trade references to return. Unit E Dock Road, demolished 10/05/17 – Advertised at a rental of £9,000. Application received for a use as storage of and use as skip hire. Application in progress -awaiting return of references. Unit I Hume Avenue, Demolished 26/04/17 – Fully let from date of demolition completion (26/04/17) at a rental of £15,000</p>

## Update on Future and Aspirational Projects

	per annum
<p><b>Tilbury Community Led Local Development Fund (CLLD)</b> CLLD funding; including new cycling hub facility and shop front improvements in Tilbury. This will enable the Council to draw down capital match funding through the CLLD programme (once approved) and link with the successful Department for Transport Access Fund which will meet on-going revenue costs.</p>	<p>The cycle hub was deemed ineligible for ERDF funding within the CLLD programme, however work continues under DfT funding. CLLD bid will (if approved) include a shop-front and small business improvement scheme. Awaiting decision from DWP and DCLG – current queries regarding VfM are being addressed – though the Tilbury programme benchmarks as similar VfM and outputs to comparable ESIF-funded programmes in Essex</p>
<p><b>Public Realm Branding</b> Review all signage and public realm where the Thurrock brand is or could be used as part of developing the overall profile of, and pride in, the place in line with the emerging communications and brand strategy. This would require an understanding of the volume of assets such as street and building signage and the capital costs of replacement as well as opportunities for potential sponsorship as an alternative.</p>	<p>Capital funding of approximately £40k has been agreed to complete a site visit of all locations and identify on a map all signs for villages, towns and borough entry signs. This work will also identify the type and design of signage to be used at each site with 4/5 designs agreed. A schedule will also be drawn up with a view to replacing all signage by end of March 2018.</p> <p>The work will be used to cost the replacement of all the signage which would be a further, more substantial capital bid to cover the signage, supply and installation. This initial stage is expected to start at the end of October and be completed by end of December 2017 with a view to identifying the costs and commencing work from January 2018.</p> <p>Advice has been sought on sponsorship with the providers of the council's roundabout sponsorship scheme, Marketing Force. They do not believe the market is there for the costs to be covered by sponsorship, hence the progressing with the work above.</p>

## Update on Future and Aspirational Projects

<p><b>Energy Efficiency</b> Investigate the viability of solar panel installation to reduce the cost of utilities on Thurrock Council sites.</p>	<p>The roof on CO1 can accommodate a 60kW array but this needs to be factored into the future of the CO1 building. CO2 roof is considered too lightweight and defects have been noted. Consideration was given to a lease-back funding option which required zero capital investment, but this became unviable when the FIT's were reduced. However, since then the costs of PV panels has dropped and it is now be an option that is being reconsidered.</p> <p>However, consideration is now being given to reducing utility costs through a "fabric first" approach. In other words, it may be more effective to undertake remedial works to buildings rather than introduce renewals. Housing have already carried out a study in this regard, and this is currently being reviewed.</p>
<p><b>Industrial Estates in Housing Areas</b> To look at options to relocate businesses from industrial sites located alongside housing areas (Towers Road, Grays &amp; Stanhope Industrial Estate, SLH) which could then be reused for housing supply.</p>	<p>The 3Rs project is currently reviewing all properties owned by the Council to determine their future use. This strand will be picked up as part of this review process.</p>
<p><b>Compactor Litter Bins</b> Installation of 20 Big Belly compactor litter bins in various locations throughout the borough, generating a saving of not emptying half empty bins. Decision will be based on a trial in three locations.</p>	<p>Ten big belly bins have been installed as a pilot. Monitoring is currently taking place to measure efficiency etc. Pilot is due to conclude in March 2018. Early indications are that they work very effectively but locations may need to be reviewed to gain maximum benefit.</p>
<p><b>Fraud Modelling Tool</b> Predicated fraud modelling using Xantura's analytical data modelling software which relates to Revenue and Benefits and is comprised of real time fraud checks.</p>	<p>Withdraw from this list. Consider alongside any ADM discussions.</p>

## Update on Future and Aspirational Projects

<p>The government published in December 2016 that the latest estimate of fraud in Housing Benefits stands at 1.1%. Thurrock Council pays out circa £70m per annum and, if the estimate is correct, this includes £770k in fraudulent payments. It is impossible to say how much of this would be identified and saved through this software but, as an example, 5% equates to £38.5k paying back the investment in less than three years or 10% at £77k repaying the investment in 1.5 years.</p>	
<p><b>Aveley Community Facility</b> Aveley community facility phase 2 - inclusion of nursery accommodation to be leased out to an independent operator, providing revenue to the Council. Phase 1 is already included in the current capital programme. The scheme will create a great place for learning and opportunity, encourage and promote job creation and economic prosperity and build pride and respect to create safer communities. This is subject to the completion of a business case to justify phase 2 and the outcome of the review of libraries across the Borough, which will take account of the strategic approach to community hubs.</p>	<p>Aveley Hub - we drew down a small amount from the aspirational fund for the Aveley Business Case (under £20k). Will be funded from S106 funds and the Hub Capital Programme. Proposals to complete final design and procure a contractor are going to December Cabinet for approval.</p>
<p><b>Linford Civic Amenity Site</b> To explore a second phase of capital works to create facilities for trade waste as an income generating opportunity.</p>	<p>Being considered by Cabinet in December</p>
<p><b>LCS Enhancements – (Children’s Social Care Database)</b> Aim - To address data quality issues in the social care system for children’s services – LCS.  Not all teams use the LCS system. There is no formal training provided to social workers in the use of LCS. Legacy of agency and high staff turnover in social care leading to poor recording practice</p>	<p>The Task and Finish Group have delivered the following outputs:</p> <ol style="list-style-type: none"> <li>1. Recruited a data cleansing resource. Identified all records that need to be cleansed and agreed a plan where all social workers will book slots with data cleaning resource to address any data quality issues</li> <li>2. Liquid Logic have been booked in to meet with all</li> </ol>

### Update on Future and Aspirational Projects

DCS has set up a Task & Finish group to address the above.

Resources required:

- Data cleanser: rectify all historical records £40k (one-off)
- Audit of LCS by supplier: highlight issues and move teams across to LCS £25k (one-off)
- Training resource: recruit a trainer to ensure all new staff are trained on use of LCS £66k ongoing

Above will ensure we meet our statutory reporting requirements and deliver a safe service.

social care managers before the audit is conducted and focus on teams not using LCS and maintain manual systems

3. JDs for training resource have been sent for job evaluation
4. Liquid Logic have delivered training to nominated leads from each team in the use of LCS, with a follow up session scheduled for 20<sup>th</sup> December
5. Training manuals have been loaded into Objective for all social care staff to access

Key date is the 31<sup>st</sup> March 2018, which is the cut off for the statutory reporting. The data is used to baseline Thurrock position against other areas and also by Ofsted before inspections are conducted.

## NEW CAPITAL BIDS

Directorate	Scheme	Category	2018/19 £000	2019/20 £000	2020/21 £000
Environment	<p>Replacement of bus passenger shelters.</p> <p>The current Clear Channel agreement for Passenger Shelters and associated advertising is reaching end of life. The industry has moved on significantly from the original contract and there is no longer the industry appetite for providing capital funding as part of a commercial agreement. More importantly, this also highlighted the strong shift away from traditional paper and paste solutions towards a paper and digital media hybrid approach. With a clear focus on advertising income generation aspects; and the expectation that Council provide capital funding requirements directly to purchase the physical assets.</p> <p>The expectation would be that the income generation from the advertising on these locations would cover the hardware capitalisation costs, plus the revenue costs for the maintenance and cleaning of the locations.</p>	Enhancement / Improvement	-	1,262	-

## NEW CAPITAL BIDS

Directorate	Scheme	Category	2018/19 £000	2019/20 £000	2020/21 £000
Environment	<p>Purchase and installation of replacement litter bins as identified through the Public Bin review. The report outlining the review was agreed at October's CGS O&amp;S.</p> <p>Circa 600 public bins will require changing, a mixture of dual purpose litter bins for general waste and dog fouling (approx. 500 - £250k) and general waste and recycling (approx. 50 - £50k) as well as big belly bins (approx. 50 - £275K), a contingency of £25k in relation to procurement and additional requirements when rolling out</p>	Improvement / Enhancements	600	-	-
Environment	<p>Upgrades to the drainage system, gully frames and lids.</p> <p>Severe flooding events affect residents, businesses, all road users and lead to damage of the fabric of the highway if prolonged. 14 Areas of Critical Drainage have been identified in the Council's Local Flood Risk Management Strategy as being either at the highest risk of flooding or have a significant history of flooding incidents.</p> <p>The investment would bring the added benefit of providing more accurate information for the drainage asset register, which would further assist with the streamlining of routine gully cleansing which is a requirement from the DfT for band 3 Authorities under the HMEP criteria.</p>	Enhancement / Improvement	120	100	80



## NEW CAPITAL BIDS

Directorate	Scheme	Category	2018/19 £000	2019/20 £000	2020/21 £000
Environment	Enhancements to War Memorials in preparation to mark the 100 <sup>th</sup> Anniversary of the armistice in 2018.	Enhancement / Improvement	150	-	-
Adults, Housing and Health	Development of a new 21st Century residential care facility for up to 75 users of adult and social care and health services on the Whiteacre and Dilkes Wood sites in South Ockendon	Enhancement / Improvement	2,640	5,360	-
Place	The Council is progressing a separately funded project to build an Integrated Medical Centre (IMC) on Civic Square, Tilbury. This IMC will be funded by the Council and then leased to a third party which will enable delivery of health and community services. The agreed Vision for Tilbury anticipates the Civic Square being revitalised to better fulfil its role as the heart of Tilbury. The IMC will be a catalyst for this but without further investment in the neighbouring environment, including landscaping, improved and consistent public realm furniture and lighting, higher quality design of building frontages, and a better range and mix of ground floor uses around the square. Without enhancements the IMC will be surrounded by poor quality public realm which will hinder its ability to kickstart the regeneration of the area.	Improvement / Enhancements	-	450	1,050

## NEW CAPITAL BIDS

Directorate	Scheme	Category	2018/19 £000	2019/20 £000	2020/21 £000
	This capital bid therefore requests funding to implement these and other measures to create a high quality public square surrounding the IMC. The Council owns further property on the western edge of the Square which will benefit from the enhanced values brought about by these environmental enhancements and significantly improve the perceptions of the Civic Square as a place to visit and potentially invest.				
Adults, Housing and Health	The rebuilding of East Tilbury Library.  Costs will be subject to structural survey and subsequent negotiations with insurers.	Essential Operational Requirement	1,080	-	-

## EXAMPLES OF SCHEMES TO BE MET FROM THE GENERAL ALLOCATIONS

### Service Review

Replacement of operating plant at Linford site

A system to provide a single view of debt

New parking machines to modernise the service including a phased cashless approach

Allocation to implement any findings from the service review process

### Digital

Further implementation of agile working facilities including video conferencing

Regular upgrades to current systems

Allocation to meet changing needs of services

### Property

Refurbishment of Collins House

Refurbishment of Day Care Units

Enhancements and Improvements to the Chapels, Cemeteries and related grounds

Enhancements to open space and recreation areas

Various libraries' operational requirements

Provision to meet operational needs in the Civic Offices

### Feasibility

Business cases to develop land and property to support the balanced investment approach

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<b>7 February 2018</b>	<b>ITEM: 15</b> Decision 0110464
<b>Cabinet</b>	
<b>Housing Revenue Account - Business Plan and Budgets (2018/19 – 2047/48)</b>	
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Key
<b>Report of:</b> Councillor Rob Gledhill, Leader and Portfolio Holder for Housing	
<b>Accountable Assistant Director:</b> John Knight, Assistant Director, Adults, Housing and Health	
<b>Accountable Director:</b> Roger Harris, Corporate Director of Adults, Housing and Health	
<b>This report is public</b>	

## Executive Summary

This report sets out the base position after updating and reviewing the 30 year Housing Revenue Account (HRA) Business Plan for 2018/19 onwards including the HRA budgets for 2018/19. The 30-year Business Plan is a statutory requirement, and the HRA needs to be financially viable whilst being able to continue to deliver the Council's Housing priorities.

The Business Plan takes into account revenue from all sources, principally tenants' rents and leaseholders' service charges, set against anticipated expenditure on stock (revenue and capital), staffing and other running costs, and all other expenditure including recharges to the General Fund.

The continuation of the mandatory rent reduction policy for the next two years continues to impact on the HRA in the short term. In October 2017 the government announced the policy for social rents from 2020/21, allowing councils to again increase their basic rents and providing certainty over rents for 5 years. The new Business Plan figures reflect these changes. The revised Plan also takes account of the phased extension of service charges for tenants from October 2017, generating additional income to the HRA.

A review of the housing service, including all activities funded by the HRA, is now fairly advanced. The review has identified a range of areas where efficiencies and improvements can be made in HRA activities thereby freeing up resources for reinvestment in the service. These are also reflected in the Business Plan.

The independent Stock Condition Survey is now completed and indicates the total investment required to maintain and improve the current stock over the next 30 years is estimated at £452,447,897. This is an average investment of £15m per annum across the 30 years of the Business Plan. These estimates include internal and external features of residential units (general needs and sheltered) as well as other assets such as communal hallways, parking areas, and garages.

The investment and repairs requirements identified through the Survey greatly exceed the amounts it has been possible to allocate annually to these activities in the HRA. This overall context, of available resources being below the necessary level for all desirable maintenance and refurbishment to be carried out to optimum timescales, is anticipated to continue throughout the lifetime of the Plan.

The Housing service is focussed on ensuring both that the HRA remains financially viable, and that the right priorities are set for capital expenditure in particular, so that our residents have safe and secure accommodation, maintained at a good standard of repair and improved through further investment within the overall limitations described above.

We will also pursue every opportunity to secure additional funding for new-build programmes, and to deliver improved value for money as a modern social landlord. This work will incorporate the announcements made in the Budget, which are also highlighted in the report, although full details of some measures will emerge at a later date.

As shown in the Business Plan Thurrock has committed all of its remaining available HRA borrowing limit to the remaining new homes to be delivered under the current programme, so we will shortly be technically among those boroughs who have no opportunity to enter into further borrowing.

The service is in dialogue with the Ministry of Housing, Communities and Local Government (MHCLG – formerly the Department of Communities and Local Government) and will work to maximise the resources which can be obtained from all sources to deliver new social and affordable homes as part of reaching the affordable housing requirements clearly identified in the draft Local Plan. The Plan will be re-visited to reflect this in the event that changes are made in future either to Thurrock's local borrowing limit or more widely to the general HRA regime and the individual borrowing caps which currently obtain.

Recommendations need to be made to Cabinet regarding the assumptions in the HRA Business Plan and the setting of the 2018/19 budgets.

**1. Recommendation(s)**

**1.1 That the assumptions included in the HRA Business Plan, as summarised in the report are noted.**

**1.2 That the HRA budgets for 2018/19 are agreed.**

## **2. Introduction and Background**

2.1 The anticipated Housing Revenue Account budget for 2018/19 is summarised below, along with the main budget movements between 2017/18 and 2018/19.

2.2 The HRA 2018/19 budgets have been compiled in accordance with the 30 Year HRA Business Plan. This takes into account the long term strategy for the financial viability of the service. The Business Plan sets out how the Council will manage the range of services delivered under the HRA, using the income raised locally through council rents and other sources of HRA income for revenue and capital purposes.

### **2.3 Key messages and assumptions**

The main realities and opportunities reflected in the Business Plan can be summarised as follows:

- Investment required for the current stock is higher than the currently available annual sum for capital investment and revenue repairs – this is now confirmed by current empirical data from the independent Stock Condition Survey which gives a figure of £15m p.a. as an indicative investment requirement against the £10m p.a. assumed in the Plan;
- Effective planning is essential to maintain and improve properties as required, and this limits the scope for further desirable capital investment;
- The ability to raise rents from 2020/21 mitigates the revenue position from that point – increases of 3% p.a. are assumed based on the formula of CPI plus 1%;
- Ongoing high levels of Right to Buy sales are assumed, incrementally reducing stock numbers and rent revenue and offsetting the impact of annual rent increases when they are resumed; and
- Reducing the cost of delivering the service remains a high priority, and will be a main focus of the final stages of the housing review and further changes to the service.

## 2.4 HRA Position as at 1<sup>st</sup> January 2018

The table below shows the positive reserve position and other available resources currently in the HRA. There are conditions attached to expenditure in each instance.

<b>Reserve</b>	<b>Balance at 1/01/18 (£m's)</b>
HRA General Reserves	(2,175)
<b>Earmarked Reserves</b>	
Development Reserve	(3,150)
Housing Zones and Capacity Grant	(1,440)
<b>Right To Buy Receipts</b>	
Non Ring-fenced Capital Receipts	(1,577)
One for One Receipts	(12,438)

- The HRA General Reserve currently stands at £2.175m in line the Council's Reserves Strategy which recommends that the HRA maintains a minimum level of general reserves of £1.7m, up to a prudent level of £3m. It is planned that reserves will be maintained at the current level between £1.7m and £3m for each year until 2020/21, and then move towards the optimum level of £3m in conformity with the Strategy. Any appropriate windfall or underspend which occurs throughout the period will be added to the reserves.
- The Development Reserve is an earmarked reserve which will ensure the current New Build Programme can continue to be financed and completed as planned by the end of 2019/20, subject to any unforeseen delays.
- The Housing Zones and Capacity Grant Funding is provided for specific work around future New Build and Estate Regeneration.
- Ring-fenced One for One receipts from the sale of properties under Right to Buy can be used to partly finance New Build schemes. Their use has been maximised within the current Business Plan, taking into account the conditions set for their use, in order to avoid these monies being transferred to central government rather than re-invested in housing in this borough.
- The level of unspent receipts in the future is forecast to increase in line with increasing sales. If a new programme of social homes directly delivered by the Council becomes a viable option following the Budget announcement of increased borrowing limits for selected areas, these receipts could be used as one funding stream alongside the additional borrowing to build out some relatively large sites with planning permission.
- The non-ring-fenced receipts can be used to repay HRA debt as the level of stock reduces due to Right to Buy sales. Alternatively they can



be utilised to fund capital investment. A contingency fund of £1 million from this source was identified earlier this year, and a total of £0.8m had been spent by the end of October on a range of fire safety enhancements, such as the stripping out of 'legacy' gas installations from below some tower blocks

- As a modern social landlord we will ensure both that the value of each of the positive ledger items above is maximised, and that resilient funding models are developed for any additional development and/or regeneration opportunities that may arise. This is relevant to the announcements in the Budget of additional funding streams and potential additional borrowing flexibilities, which may result in additional resources being brought into the HRA.
- The budget included announcements of both an additional £400 million for the regeneration of Council estates in selected areas, and an additional £1 billion of additional HRA borrowing headroom nationally over 3 years, to fund the delivery of new social homes in 'areas of high affordability pressure'. Based on the analysis carried out for the Strategic Housing Market Assessment, which has informed the development of the draft Local Plan, we would expect Thurrock to fall within this definition, although there is no certainty at present which criteria will be used to arrive at the definition to be applied.
- In the context of the Business Plan these potential opportunities will be actively considered as a way of enabling the Council to directly deliver a significant number of new homes using the HRA as the vehicle. Detailed modelling is in place in relation to a pipeline of sites which could form the basis of such a programme. The proposed Green Paper for housing may also contain new opportunities and flexibilities allowing for the construction of new homes, and we will continue to assess how any adjustments to the national picture might enable the delivery of more Council homes.
- The service has estimated that the ability to borrow a further £50-75 million within the parameters of the HRA could enable us to kickstart a significant programme of new homes as a contribution to the numbers needed overall as established in the Local Plan process.
- In this challenging context we are preparing to bid for each of the additional funding streams which have already been announced once the full details are known. We are confident based on discussions with the MHCLG to date that our proposals will be seriously considered.
- At this stage no positive assumptions relating to additional grant or borrowing have been made in the Business Plan – the Plan will be amended in the future should significant new funding be secured by these or other means.

### **3. Issues, Options and Analysis of Options**

#### **3.1 Adjustments during 2017/18**

Robust budget monitoring has taken place throughout the financial year to date to ensure that expenditure remains on track and potential variances are identified and addressed.

The HRA budget projections were revised with effect from period 6 to reflect the extension of sheltered and other service charges which were implemented from 2nd October 2017. The positive impact of these changes on the budget increased revenue during this financial year by £312k. (The proposed grounds maintenance charge has not been included, and is the subject of a separate report from the Housing Overview and Scrutiny Committee)

The overall amount available for capital investment this year remains limited, and these constraints impact on the timing of some of our non-statutory improvement programmes such as the inclusion of loft insulation in the properties still to be refurbished through the Transforming Homes programme, and the external refurbishment of properties with non-traditional construction.

Depending on the overall revenue available in 2018/19, these and some other items of capital investment will be deferred, or implemented over a longer period so as to spread the costs over a number of financial years. The service will continue to work within the constraints of the budget to achieve a balanced outturn for responsive repairs and all other revenue budgets.

The revised 2017/18 budgets are included as the base year in the tables from the 30-year plan which are shown at the end of this report. The figures shown reconcile to the current year's budget as outlined in the Cabinet Report of February 2017.

#### **3.2 Future assumptions – costs**

Across the period of the Business Plan inflation has been assumed at 2% p.a. for salaries, and 1.8% for building fabric works linked to contractual uplifts. The assumption in the Plan is that all other costs across the life of the Business Plan can be kept flat, as any inflation affecting general running costs will be absorbed through general efficiencies.

The HRA stock continues to reduce due to increasing numbers of RTB Sales. In the whole of 2016/17 there were 94 completed sales, while in the first nine months of 2017/18 99 properties were sold giving a projection of 132 for sales completed by the end of the financial year. Given the increasing attractiveness of Thurrock as a location, reflected in asset values and the buoyancy of the local housing market, it is assumed that these non-discretionary sales will remain at a relatively high level in the future. The Business Plan assumes that the current trend continues over the first 5 years of the Business plan, and starts to reduce slightly over the following 5 to 10 years. The level of stock loss resulting from these sales impacts both on

annual rent revenue and on the overall number of properties managed by the Council if a new building programme becomes viable as set out above.,

### 3.3 Rental income

Basic rents are being reduced by a further 1% in 2018/19 and 2019/20. On 4th October 2017 the government announced the revised policy for social rents from 2020/21, which gives certainty over rents for 5 years. The new policy is that rents can, as previously, be increased annually, using a set formula of the level of the Consumer Price Index +1%, for the 5 years beginning in 2020/21.

Although implemented each April, rent increases will be partly based on the CPI in the preceding September. In the Business plan we have assumed CPI at 2% p.a., reflecting the assumptions now made by the Office of Budget Responsibility as reflected in the budget documentation. On this basis estimated basic rents have been increased by 3% for each of those 5 years, with a freeze thereafter as a prudent assumption.

Affordable rents inclusive of service charges being applied to all New Build properties are currently capped at 70% of market rents (10% less than the allowable maximum of 80%), or the Local Housing Allowance level for the area, whichever is the lower. This model was adopted following a Cabinet decision in December 2015 which also applied to the remainder of the current new-build programme, i.e. Claudian Way, Calcutta Road and the Tops Club site, These remaining new homes are due to be delivered over the next two full financial years to complete during 2019/20.

The average rents for social rents and affordable rents forecast in the Plan for 2018/19 are set out below:

#### Social Rents

<b>Bedroom Size</b>	<b>No of Properties</b>	<b>Local Housing Allowance</b>	<b>2018/19 Average Weekly Rent – 52 week basis</b>	<b>2018/19 Average Monthly Rent</b>
Bedsits	243	65.42	58.23	252.35
1	2,829	128.19	71.76	310.96
2	2,217	161.26	77.54	336.02
3	4,286	188.33	97.68	423.29
4	208	266.65	109.86	476.05
5	4	266.65	106.86	463.05
6	2	266.65	119.31	517.01
<b>Total/average</b>	<b>9,789</b>		<b>84.92</b>	<b>367.98</b>

### Affordable Rents (new build properties only)

<b>Bedroom Size</b>	<b>No of Properties</b>	<b>Local Housing Allowance</b>	<b>2018/19 Average Weekly Rent – 52 week basis</b>	<b>2018/19 Average Monthly Rent</b>
1	18	128.19	110.78	480.06
2	59	161.26	135.58	587.51
3	13	188.33	168.68	730.93
<b>Total</b>	<b>90</b>		<b>135.40</b>	<b>586.74</b>

### 3.4 Service Charges

In July the Cabinet agreed to the extension of certain specific charges for both sheltered and general needs tenants as put forward in the equivalent report in February 2017. With the exception of the proposed grounds maintenance charge these charges were introduced from October 2017, based on a phased introduction moving to full cost recovery over three years. The additional income from these charges is now reflected in the Business Plan.

### 3.5 Capital Investment

The current budgets set and agreed by Cabinet in February 2017 to complete the Transforming Homes Programme are set out below.

In 2018/19 the programme will mainly be focussed on all those areas of the borough not covered in earlier years, i.e. Ockenden, Orsett, Stanford East, Corringham, Grays Thurrock and Stifford Clays. There is then a shift to external works across the whole of the borough for the last two years, affecting the allocated annual budgets as shown below.

<b>Year</b>	<b>Budget £m's</b>
2017/18	11.8
2018/19	10.0
2019/20	8.2
2020/21	9.2

The independent Stock Condition Survey has now been completed, and is the subject of a separate report to the Committee. The conclusions of the survey will inform decisions about future planned maintenance programmes and other areas of prioritisation for works on residential properties and other assets.

The survey indicates an overall investment need to maintain the current stock over the next 30 years of circa £452.5 million. This equates to a requirement of £15m for each year across all aspects of capital investment as currently accounted for under the Transforming Homes programme, planned maintenance programmes, and some elements of responsive repairs.

Revenue-funded cyclical testing and servicing works and most responsive repairs are in addition to this capital requirement, and will continue to be prioritised to ensure the maximum lifecycles of our council owned buildings are sustained.

### **3.6 Fire Safety Works**

In the first part of 2017/18 intensive work was carried out to check the resilience of the service's fire safety regime, and to provide tenants, especially in tower blocks, with a 'double assurance', both that the buildings they live in are compliant with building regulations, and that the service's inspection and maintenance arrangements are fit for purpose,

In addition to this a full review of capital elements relating to fire safety was carried out, and contingency arrangements made to set aside £1 million for additional works, within the current year's budget and assuming no additional funding from other sources.

The total financial impact of this project is £750k in 2017/18 to date. Works have included: the stripping out of 'legacy' gas fittings appliances 9 tower blocks which are now fully electric (saving £4,200 p.a. in future years for statutory safety checks); enhancements to doors and windows: additional testing of electrical alarm systems; and 'front-loaded' costs for Fire Risk Assessments across the borough on a revised timetable, to reflect the urgency of having fully updated and comprehensive assessments in place.

There is a clear possibility of larger spending items in this category being required in future, in particular the retro-fitting of sprinkler systems in all blocks, which is one potential outcome of the public enquiry into the Grenfell Tower fire which is currently in progress.

### **3.7 Service Review**

A saving of £300k in revenue costs has been anticipated in the 2018/19 budget arising from the outcome of the service review. This is based on a number of efficiencies and initiatives which have already been implemented to increase revenue and reduce expenditure - for example the decision to move away from the externalised Choice Homes system for lettings, with the relevant functions now incorporated into the main Northgate database, saving an annual fee of £45k to the third-party provider of the system.

A revised staffing structure is also envisaged which will reduce salary costs, and other revenue-raising measures and possible cost savings are also currently being evaluated. Since the commencement of the review a number of financial pressures have been addressed, including the level of spend on exclusion repairs within the Mears contract (where a reduction for the year of £200k is projected) and the time taken to re-let void properties (now reduced to under 25 days on average). We have also taken steps to consolidate the number of smaller repairs and maintenance contracts with the main

Responsive Repairs and Transforming Homes partnerships - in order to reduce costs and strengthen accountability.

### 3.8 Demand and delivery analysis

The service is monitoring housing trends through the development of a cross-service Demand and Delivery group, which will track the delivery of new homes, including affordable units of all kinds, the number of households on the housing register, and other key variables. This will assist in gauging the overall pressure on various parts of the Housing service including those elements funded by the HRA, and position us to address housing need more effectively by basing our interventions on accurate data – for example establishing the number of households in our own stock and elsewhere who might be able to access Shared Ownership products.

### 3.9 HRA New Build – Continuing to Build

Details of the current New Build programme in the HRA are set out below; the budgets are in line with those agreed at Cabinet in February 2017 adjusted to reflect the profiling across the financial years.

<b>(all figures £m's)</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>Total</b>
<b>Scheme</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Calcutta	0.61	7.95	0.66	9.22
Claudian	0.64	11.33	0.67	12.64
Tops Club	0.60	7.33	1.00	8.93
<b>Total</b>	<b>1.85</b>	<b>26.61</b>	<b>2.33</b>	<b>30.79</b>

	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>Total</b>
<b>Financing</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Borrowing	1.30	16.73	0.00	18.03
Development Reserve	0.00	1.90	0.70	2.60
S106	0.00	0.00	0.93	0.93
Revenue Contribution	0.00	0.00	0.00	0.00
1-4-1 Receipts	0.55	7.98	0.70	9.24
<b>Total</b>	<b>1.85</b>	<b>26.61</b>	<b>2.33</b>	<b>30.79</b>

The HRA is currently facing budget pressures. Notwithstanding this there is a clear ambition to continue a pipeline of HRA development activity to meet urgent housing needs. Despite making best use of RTB receipts to date, the current requirement to `match` these funds from the HRA budget acts as a clear constraint on development.

In this context the Council has already requested that the Government consider increasing the HRA Debt Cap. The Budget announcement of £1 billion of extra borrowing capacity for Councils in areas of high affordability pressure to build more social housing has confirmed that there is an opportunity for Thurrock to pursue this increased flexibility.

Officers met with MHCLG officials in early November and are continuing this dialogue to maximise the benefits to Thurrock of the budget announcements and related changes.

### **3.10 Use of Right to Buy Receipts**

The Council has in excess of £9.5m unallocated RTB receipts. If released as a contribution to delivering new homes this would require a HRA contribution of around £21m. It is clear that under the present HRA funding arrangements this would not be sustainable. Under current Treasury rules, if the Council does not use the RTB receipts they must be repaid to government at an interest rate of 4% p.a. To avoid this, the first unallocated receipts must be spent by December 2019, which will be challenging given the lead-in times associated with new build programmes. We are working on a number of options through which these funds can be put to use to deliver housing in Thurrock rather than remitted back to the Treasury when the deadline for their deployment locally has passed.

The Council, like some other boroughs, is also in discussions with MHCLG about the possibility of amending the relevant financial rules to make further use of these receipts and to retain them for longer periods to reflect the timescale of new developments. Although the Budget did not contain any changes to these arrangements, they have remained a point of discussion in advance of the Green Paper and as part of other national policy interventions, such as the recent recommendations by the Treasury Select Committee to consider giving Councils greater autonomy in utilising these receipts.

### **3.11 Estate Regeneration**

The Council continues to assess the viability of a future programme for estate regeneration. There are clear financial challenges to be addressed before any such programme could be formulated. These include the perceived unfavourable combination in the borough of high construction costs, comparable with those found in outer London, and low sales values more associated with Essex. This means viability is challenging even when the possible benefits of regeneration are clear, including for example a net increase in the number of social homes, the creation of more mixed communities through multi-tenure provision, and avoiding the substantial costs of maintaining a large number of properties beyond their optimum lifecycle.

The announcement in the Budget of an additional £300-400 million nationally for regeneration schemes provides a potential opportunity for regeneration options to be further explored.

### **3.12 Capital Investment**

Based on the Stock Condition Survey data and other information it will be possible to plan a programme of planned maintenance works over the lifetime of the Business Plan, and to continue developing more efficient ways of keeping our assets in good condition whilst containing and rationalising the

expenditure on properties. The survey data indicates when investment becomes essential, and also – in relation to non-residential assets – where the necessary outlay to maintain an asset should be balanced against its ongoing utility.

This applies in particular to garages, where it may be logical to dispose of the asset at the point where essential works are indicated. A full review of the garages is now nearing completion, and will be the subject of a report to the Housing Overview and Scrutiny Committee in February. There is a potential link between any additional funding and/or financial flexibilities which emerge in relation to the HRA and a possible programme of construction on garage sites, although a full cost-benefit analysis of such an initiative would be required given the impact on both on revenue and density in the relevant areas.

A further strand of the housing review is considering how to arrive at the ideal balance between revenue and capital spend, and to carry out phased programmes of property improvements which command the confidence of residents and reduce the emphasis on reactive works. The current repairs policy is also being reviewed in this context, and the proposed new policy will form the basis of a separate report to the Committee

The figures in the Business Plan and the stock data as refined by the survey provide a robust framework for planning capital expenditure in the medium term. In this context the service also needs to be responsive to unforeseen developments, and to ensure that where it is necessary to divert funds at short notice for any reason this does not lead to unsustainable budget gaps elsewhere. By the same token we will be alert for new funding streams and initiatives which will reduce budget pressures in the long term and be of benefit to our residents – for example by making sure all our homes meet the energy efficiency standards required in the private sector.

### **3.13 Reserves**

As mentioned above the plan is for HRA reserves to be increase from their current level of £2.17m to the recommended amount of £3m over the next five years. The first increase is now scheduled for 2020/21. This reflects the relative stability of the overall budget from that point, as rents are again permitted to increase rather than reduce each in year.

### **3.14 Future viability**

The Housing Revenue Account Business Plan is an essential document providing an assurance of our compliance with statutory requirements. Beyond this it can also be viewed as a crucial working document. The Plan provides the financial context for the Council, as a modern social landlord, to deliver service improvements and increase efficiency. It also highlights the need to use the service's financial resources to improve the appearance, 'liveability' and safety of all our physical assets, as well as working to improve



life more widely for all our residents in the communities where they are situated.

The remainder of this report sets out some further details of a) the budget changes which have occurred since the current Plan was adopted, b) the main budget allocations year on year for the current year and the first four years of the new 30-year Plan, and c) how expenditure and income, as projected, reconcile in each financial year as required.

### 3.15 Budget movements

A summary of the budget movements from 2017/18 to 2018/19 across the HRA Revenue and Capital Budgets is set out in the table below.

<b>2018/19 HRA Revenue Budgets</b>	<b>Budget Changes £000's</b>
<b>Loss of income - 1% rent reduction</b>	<b>441</b>
<b>Loss of income - stock loss</b>	<b>780</b>
<b>Increased Income</b>	
Established service charges (caretaking etc.) (+2%)	(67)
2 <sup>nd</sup> Phase of Extension of General Needs Service	(396)
2 <sup>nd</sup> Phase of Extension of Sheltered Service Charges	(323)
<b>Total Increased Income</b>	<b>(786)</b>
<b>Savings</b>	
Service Review	(300)
<b>Total Savings</b>	<b>(300)</b>
<b>Inflation</b>	
Salaries and Pay Award (+1%)	211
Contractual Uplift on Repairs (+1.8%)	200
<b>Total Inflation</b>	<b>411</b>
<b>Growth</b>	
Revenue Repairs	288
<b>Total Growth</b>	<b>288</b>
<b>Sub Total</b>	<b>834</b>
Interest Charge on HRA Debt	82
<b>Revenue Movement</b>	<b>916</b>
<b>Existing Capital</b>	
Transforming Homes	(1,758)
Planned Maintenance	300
<b>New Capital Investment</b>	
Capital Investment	542
<b>Net HRA Position 2018/19</b>	<b>0</b>

### 3.16 HRA Budget

The main HRA budgets and variables from the Business Plan for this year and the next four years are set out below:

	Base Year				
Thurrock HRA Business Plan	1	2	3	4	5
<b>Forecast Stock Numbers (Average)</b>	<b>9,939</b>	<b>9,791</b>	<b>9,738</b>	<b>9,616</b>	<b>9,491</b>
<b>£m</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
<b>Income</b>					
Dwelling Rents	(44.73)	(43.27)	(42.86)	(43.77)	(44.51)
Voids	0.67	0.43	0.43	0.44	0.45
<b>Net Rents</b>	<b>(44.06)</b>	<b>(42.84)</b>	<b>(42.43)</b>	<b>(43.33)</b>	<b>(44.06)</b>
Non Dwelling Rents	(0.96)	(0.96)	(0.96)	(0.96)	(0.96)
Charges for services and facilities (net of voids)	(5.72)	(5.72)	(5.72)	(5.72)	(5.72)
Contribution towards expenditure	(3.34)	(4.13)	(4.52)	(4.56)	(4.61)
HRA investment income	(0.02)	(0.02)	(0.02)	(0.02)	(0.02)
<b>Total Income</b>	<b>(54.10)</b>	<b>(53.67)</b>	<b>(53.65)</b>	<b>(54.59)</b>	<b>(55.37)</b>
<b>Expenditure</b>					
Salaries	8.44	8.35	8.56	8.77	8.99
Supervision and Management					
Housing Operations	9.52	9.52	9.52	9.52	9.52
Recharges	6.53	6.53	6.53	6.53	6.53
Repairs and Maintenance	10.51	10.99	11.18	11.39	11.59
Rents, rates, taxes and other charges	0.22	0.22	0.22	0.22	0.22
(Increase)/decrease in provision for bad or doubtful debts	0.05	0.06	0.08	0.10	0.10
<b>Total Expenditure</b>	<b>35.27</b>	<b>35.67</b>	<b>36.09</b>	<b>36.53</b>	<b>36.95</b>
Net rental surplus	(18.83)	(18.00)	(17.56)	(18.06)	(18.42)
Interest payable on HRA Debt	6.91	7.00	7.10	7.26	7.65
DME	0.11	0.11	0.11	0.11	0.11
<b>Available HRA revenue funds</b>	<b>11.81</b>	<b>10.89</b>	<b>10.35</b>	<b>10.69</b>	<b>10.66</b>
New Borrowing	1.30	16.73	0.00	0.00	0.00
Development Reserve Fund	0.00	1.90	0.70	0.00	0.00
RTB New Build Re-provision (1-4-1)	0.54	7.98	0.70	0.00	0.00
S106	0.00	0.00	0.90	0.00	0.00
Grant and new borrowing	1.84	26.61	2.30	0.00	0.00
<b>Total HRA funding</b>	<b>13.65</b>	<b>37.50</b>	<b>12.65</b>	<b>10.69</b>	<b>10.66</b>
Investment in Own Stock - TH	11.80	10.04	8.20	9.20	10.00
Capital Investment TBC	0.00	0.85	2.12	1.00	0.26
New Build	1.85	26.61	2.33	0.06	0.00
<b>Total Applied spend</b>	<b>13.65</b>	<b>37.50</b>	<b>12.65</b>	<b>10.26</b>	<b>10.26</b>
HRA Cash balances b/f	2.17	2.17	2.17	2.17	2.60
in year change	0.00	0.00	0.00	0.43	0.40
<b>HRA Cash balances c/f</b>	<b>2.17</b>	<b>2.17</b>	<b>2.17</b>	<b>2.60</b>	<b>3.00</b>

## 4. Reasons for Recommendation

- 4.1 The report sets out the implications for the HRA for 2018/19 onwards. The proposals put forward have been calculated and assessed in line with affordability consideration and regard for reserve levels. It is essential that a balanced budget is set for the HRA. This is a legal and operational requirement.

## **5. Consultation**

5.1 This report was considered by the Overview and Scrutiny Committee in December 2017.

## **6. Impact on corporate policies, priorities, performance and community impact**

6.1 The Council's Reserve's Strategy recommends that the HRA maintains a minimum level of general reserves of £1.7m up to a prudent amount of £3.0m.

6.2 The management and operation of the HRA strives to support vulnerable people. The 30 year business plan sets out to ensure there is value for money within the Housing Service.

## **7. Implications**

### **7.1 Financial**

Implications verified by: **Julie Curtis**  
**HRA and Development Accountant**

Financial implications are detailed throughout the report.

### **7.2 Legal**

Implications verified by: **David Lawson**  
**Assistant Director of Law & Governance and  
Monitoring Officer**

The Council has a legal requirement to review the Housing Revenue Account and ensure that it does not go into deficit. In addition, determinations made under the Local government and Housing Act 1989 prescribed what can be charged to the HRA and the calculation of those charges.

### **7.3 Diversity and Equality**

Implications verified by: **Rebecca Price**  
**Community Development officer**

The HRA Business Plan and budgets for 2018/19 onwards reflect the Council's policy in relation to the provision of social housing with particular regard to the use of its own stock. In addition to the provision of general housing, it incorporates a number of budgetary provisions aimed at providing assistance to disadvantaged groups. This included adaptations to the stock for residents with disabilities.

**Report Author:**

John Knight

Assistant Director – Housing Management

Housing, Adults and Health

Julie Curtis

HRA and Development Accountant

Corporate Finance

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<b>7 February 2018</b>	<b>ITEM: 16</b> Decision 0110465
<b>Cabinet</b>	
<b>Pilot Development of Head Start Housing for Care Leavers &amp; Vulnerable Young People</b>	
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Key
<b>Report of:</b> Councillor James Halden, Portfolio Holder for Education and Health	
<b>Accountable Assistant Director:</b> Michele Lucas, Strategic Lead, Learning and Skills	
<b>Accountable Directors:</b> Rory Patterson, Corporate Director of Children’s Services and Roger Harris, Corporate Director of Adults, Housing and Health	
<b>This report is</b> Public	

## Executive Summary

This report sets out how Thurrock Council is looking to support young people who are leaving care and other vulnerable young people with one of the key barriers they have identified, finding suitable affordable accommodation.

To address this Inspire have worked in partnership with Thurrock’s Housing Department and have undertaken a pilot around the development of Head Start Housing for Care Leavers and other vulnerable young by developing two (HMO’s) house of multiple occupancy. This pilot scheme has been developed to support our role as the Corporate Parent a number of housing issues that young people have identified as they moved into adulthood have been addressed have been resolved by the development of this scheme.

Since the inception of this scheme the council has saved more than £66,000 this is made up of a combination of out of borough placements, supported accommodation and social housing. By year end March 2018 savings across the financial year are forecast at £84,000.

The following are quotes from young people who have benefitted to date from the scheme.

*“This scheme is so needed in Thurrock and [the pilot] should be extended so that more young people stand a chance of developing independence and success at work. “ HT*

*“Before the HMO, I was sharing a caravan in Ockendon with my two brothers.*

*It was very cramped; I would hit my head on the door frames. People often judged me for living where I did, expecting a type of behaviour before getting to know me. Of course this affected my view of the world/them and not in a good way. Now my work life balance is good. My work is going well – I am in a permanent post, in a job that I enjoy and get on well with my colleagues. I get on well with the other tenants, I like sharing the space with the others. We help each other out – car rides, lending and borrowing our things, making repairs, sometimes cooking for each other I enjoy spending time with my family now! We have improved the property and made it our own. We have good relationships with the neighbours; they have donated garden chairs and tools. At some point, I will invite them round for a BBQ. I no longer feel judged. I can relax and be me, in my home.”*

*JW*

## **1. Recommendations**

- 1.1 To approve and support the ongoing development of the programme to enable more properties to be available for the scheme**
- 1.2 To approve and support the development of a transitional housing scheme and would provide personalised support for young people as they enter the aftercare service.**
- 1.3 To approve the joint working approach between Social Care and Housing to improve the offer to care leavers.**
- 1.4 To approve the proposal to exempt Care Leavers from Council Tax between 18-21 and in exceptional circumstances for young people up to 25.**

## **2. Introduction and Background**

### **2.1 Introduction**

Children’s Services have recognised the need to provide more support to our young people in relation to housing opportunities, and in March 2016 they developed a strategic partnership with housing. The purpose was to address some of the key barriers young people face in finding suitable accommodation at an affordable rate.

As a result of the partnership in June 2016, Housing launched its first house of multiple occupation (HMO). As part of a joint partnership between Housing and the Inspire Youth Hub, the HMO offers accommodation for up to two years to those who are receiving support from Inspire. The main focus of the project is to support the tenants in developing the skills necessary so they are ready to work and live in local communities independently. This is supported by strong pathway plans to independent living which look at moving on and budget management.



## **2.2 Safeguarding**

Ensuring young people are safe is an essential part of the process of selection for the Head Start Housing opportunity. The selection process for the HMO is undertaken jointly between Inspire and Housing. We also provide a range of ongoing support opportunities for young people to ensure that we have the safety of young people at the forefront of the project. We undertake regular meetings with tenants and provide both emotional and practical support around the transition into independent living.

These meetings provide an opportunity for the Inspire team to review progress and identify any potential safeguarding concerns so as to ensure they are dealt with swiftly. Staff work closely with tenants to ensure that we mitigate for any risk associated with young people living together. If issues do arise they are discussed with the youth work team who look to identify resolutions – ensuring that young people have a voice around for example conflict resolution.

Through regular visits, housing colleagues will ensure that the tenancy remains in good condition, while at the same time the Inspire team will address any pastoral concerns which may arise during the course of the visit. This will ensure that any problems can be identified and addressed at the earliest possible moment and that any potential risks to the tenancy can be identified and addressed.

## **2.3 Eligibility Criteria**

We have engaged with a range of young people and other professional colleagues to develop the criteria and as part of our ongoing development we review these on a regular basis

To be eligible for accommodation, the occupants will:

- be aged between 18-25 years,
- priority is given to young people who are in care of the local authority
- engaging in some form of education employment or training opportunity
- provide two references (training or education, one character (not a relative))
- have no criminal record for violence including sexual offences, arson, fraud or any offences related to drug dealing
- Agree to enter into a formal agreement with conditions for accessing training, personalised support and involvement in community activities.

The minimum term is 6 months; the maximum term is 24 months, unless there is a serious breach of the agreement. On successful completion of the agreement, the young person is provided with advice and support from the housing team within the council to identify suitable accommodation.

Utilising the specialist support offered by Inspire/other agencies, tenants are helped to establish stability in their lives and develop their career and various skills such as money management, developing and maintaining effective relationships and the practicalities of independent living. Support is provided to successfully integrate new tenants to existing 'house mates'. This support is part of the overall service that has been developed between Inspire and our Housing Department.

The Tenancy Management team supports the tenants through quarterly reviews, facilitating repairs and access to wider services. To make independent living as easy as possible, the tenants pay a service charge which covers their utility bills; this ensures continuous lighting, warmth, water etc which helps the tenants to focus on developing new skills.

All tenants undertook a selection and interview process by the partnership, with the tenancy agreement being for a minimum of 6 months and a maximum of 2 years. When the tenants give notice, they are supported to secure new accommodation; this will free up rooms in the HMO for new tenants.

As a result of early successes, in May 2017, Housing opened a second HMO to further test systems and processes for the pilot.

## **2.4 Moving On**

The scheme looks to move young people on from the scheme within 24 months. Reviews are undertaken throughout the tenancy at 6, 12 and 18 months, to ensure that young people are prepared for moving on. These reviews will be undertaken jointly with both Inspire and the Housing Team with the aim of ensuring that young people move on and maintain a secure tenancy when they leave the scheme. The moving on process also includes personal debt plans and how to manage money – this is based on feedback from the young people and the recognition that managing finances is one of the key challenges to a successful transition into the young person managing their own tenancies. Each young person will also have a personal education, employment and training plan to ensure they have every chance of meeting their full potential.

## **2.5 Outcomes to date:-**

- 2 houses, unused for over 2 years, have been converted into an HMO (1 x 4 bedroom, 1 x 3 bedroom), to the required standard.
- To date, 9 individuals, all employed/ full time education had unstable living arrangements have benefitted from the accommodation.
- All of the tenants have maintained their employment/education with the exception of one who has had a baby and benefitted from the 'move on' support (into social housing). She recently passed her first quarterly review.
- One tenant successfully completed their apprenticeship and has started a teaching degree at London Metropolitan University. In the

intervening period, she secured a part-time role as a LSA in a local primary school (maternity cover).

- One tenant moved out of the accommodation because he could not maintain the rent account to his satisfaction. He continues to receive support in this matter and, excepting the arrears, Housing described him as a model tenant.
- All of the individuals are supported by Inspire Youth Service and Housing to promote and encourage independent living, whilst developing a diverse range of skills.
- Safeguarding tenants is extensive with regular contact by Inspire Youth Services (Employability and Skills, Youth Workers, After Care Workers, Next Steps team) as well as teams from Housing, namely Rents and Welfare, Registration, Estate Services, Repairs and Tenancy Services. Weekly meetings take place to review developments and external agencies, such as Vitality (smoking cessation), Step Change (debt management), Open Door (advocacy) are introduced, as required.
- Neighbours are happy with the tenant's behaviour and have written compliments to Thurrock Council.
- The net revenue of the properties has more than doubled by converting to an HMO. Conversion costs are recouped within one year.
- The tenants are paying 24% less than market rent for their accommodation.

## **2.6 Early evaluation of how the scheme works:-**

- All tenants view the property before making a commitment to the tenancy agreement.
- Support provided by Inspire Youth Service, Housing has been useful for developing skills and confidence to successfully manage a home.
- Face to face support does not have to be so frequent (once a week for 6 weeks, then every two weeks for 6 weeks, then once a month it can take various forms such as telephone calls, text messages and visits from other teams/support workers.
- The group sessions, used to resolve conflict, were unhelpful, however we have subsequently changed the focus and this has improved.
- The original four tenants believed they achieved/exceeded their expectations for independent living.
- The tenants feel their home is in a safe location and that they are part of the local community.
- The tenants are teaching each other useful, practical skills.

## **2.7 The Challenges**

- To ensure that support for tenants is consistent between Tenancy Management and Inspire Youth Service.
- Building sufficient trust between the council and tenants so targeted support is effective.

- Effective communication between different directorates at the council, each with some competing priorities around outcomes.
- Introducing new tenants with minimal disruption.
- Promoting success without compromising the sensitivities of the pilot or the safety of the tenants.

## **2.8 Future Developments**

As part of the ongoing commitment to identify ways in which we can reduce costs associated with placements we are exploring the potential to utilise more HMO's and we would like to look at a focus on providing transitional support to our young people in the care system who are 17 and will be moving into the aftercare team. This would provide an opportunity to reduce costs associated with semi-independent living, and enable more focussed work to be undertaken around the transition into adulthood.

The potential to provide more affordable housing for young people under the Head Start Housing scheme is being explored – this would look to address some of the significant delays in finding suitable affordable housing for Thurrock's young people.

## **2.9 Council Tax Exemption**

It is recognised that many care leavers struggle to manage their finances until they have adapted to living independently and are able to budget effectively. In order to support this transition, it is proposed that all care leavers living in Thurrock should be exempt from Council Tax aged 18-21, and in exceptional circumstances to 25. This will go hand in hand with support work being undertaken with the Inspire team offering financial planning and careers advice.

The Portfolio Holder met with the Children's Services Overview and Scrutiny Committee During Committee on Tuesday 12 December where he gave an undertaking to offer additional information regarding the "head start housing" policy for care leavers. Specifically he said he would outline the options and possible recommendations that he and officers considered for the tax exemption element. The 4 options considered are listed below -

1. No change. Clearly this would be the option that did not create any burden on the budget, but this was instantly discounted as it was felt that those 18 year olds who were straight out of the system most benefitted from some "breathing space".
2. A totally discretionary system. This would best allow us to target support at the most needy, however this was removed as a fully means tested system would be a large logistical burden.
3. A exemption at the age of 18. This was the most straightforward and would offer universal support for some of the most vulnerable. However, reflecting both on the full Council debate and the fact that our pastoral support and HMO offer would be for longer than 1 year, it was felt an exemption at 18-19 was too limited.

4. An exemption from 18-21, with discretionary exemptions to 25. This option hit all the targets. 36 months felt very robust (initially it was 2 years in line with the HMO tenancy but a year was added to help any young people who were transitioning from HMO onwards). The additional 4 year discretion was felt to be very manageable and would best help target support at the most needy. This is the option included in the paper.

In terms of what “discretionary” means, we have left this as loose as possible. It was felt that social workers should be able to use their judgement without us imposing a rigid tick box exercise. The Director will be keeping a close eye on this.

In regards to the full council motion calling for the exemption to 25 and the Portfolio Holder’s amendment asking for this issue to be considered by committee alongside the wider housing/education support, it was felt that this was satisfied this with a policy that robustly links housing support with a pastoral offer from the skills team while putting in place our first ever tax exemptions for all care leavers up to 21 and extending to 25 on a case by case basis.

At the time of writing this report there had been no further comment from Overview and Scrutiny Members.

### **3. Issues, Options and Analysis of Options**

- 3.1 This report sets out a range of opportunities to address the issues around housing for young people in the care of the local authority – we have undertaken a pilot programme to look at the potential ways in which we can develop this further – one of the key issues we are looking to address is the transitional housing requirements of young people and will continue to review the pilot HMO’s to identify ways in which this can be further imbedded in the Council’s housing strategy.

### **4. Reasons for Recommendations**

- 4.1 To develop this pilot programme into the Council’s housing strategy and promote a more cohesive offer to care leavers around transitional housing opportunities. One of the key reasons for the recommendations is to create a range of housing solutions and thus address some of the significant budget pressures associated with providing housing for care leavers.

## **5. Impact On Corporate Policies, Priorities, Performance And Community Impact**

5.1 This report contributes to the following corporate priorities:

- create a great place for learning and opportunity

## **6. Implications**

### **6.1 Financial**

Implications verified by: **Nilufa Begum**  
**Management Accountant**

This report has no financial implications – however it has evidenced a reduction in costs incurred by our Leaving & Aftercare Team.

### **6.2 Legal**

Implications verified by: **Lindsey Marks**  
**Principal Solicitor for Children’s**  
**Safeguarding**

The Committee is asked to note the report content under the remit of the Committee’s terms of reference and powers.

### **6.3 Diversity and Equality**

Implications verified by: **Rebecca Price**  
**Community Development Officer**

Supporting our young people is a key strategic priority for Thurrock Council, we ensure that we can utilise our powers to positively discriminate to create opportunities. We continue to seek the views of young people to shape the programmes on offer and continue to utilise integrative partnerships to secure Brighter Futures.

### **6.4 Other implications (where significant) – i.e. Section 17, Risk Assessment, Health Impact Assessment, Sustainability, IT, Environmental**

- None

**7. Background papers used in preparing the report (including their location on the Council's website or identification whether any are exempt or protected by copyright):**

- None

**8. Appendices To This Report:**

- None

**Report Author:**

Michele Lucas

Strategic Lead, Learning and Skills

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