

Thurrock - An ambitious and collaborative community which is proud of its heritage and excited by its diverse opportunities and future

Cabinet

The meeting will be held at **7.00 pm** on **12 February 2019**

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

Membership:

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

Agenda

Open to Public and Press

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Queries regarding this Agenda or notification of apologies:

Please contact Lucy Tricker, Democratic Services Officer by sending an email to Direct.Democracy@thurrock.gov.uk

Agenda published on: **4 February 2019**

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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.

Our Vision and Priorities for Thurrock

An ambitious and collaborative community which is proud of its heritage and excited by its diverse opportunities and future.

1. **People** – a borough where people of all ages are proud to work and play, live and stay
 - High quality, consistent and accessible public services which are right first time
 - Build on our partnerships with statutory, community, voluntary and faith groups to work together to improve health and wellbeing
 - Communities are empowered to make choices and be safer and stronger together

2. **Place** – a heritage-rich borough which is ambitious for its future
 - Roads, houses and public spaces that connect people and places
 - Clean environments that everyone has reason to take pride in
 - Fewer public buildings with better services

3. **Prosperity** – a borough which enables everyone to achieve their aspirations
 - Attractive opportunities for businesses and investors to enhance the local economy
 - Vocational and academic education, skills and job opportunities for all
 - Commercial, entrepreneurial and connected public services

Minutes of the Meeting of the Cabinet held on 16 January 2019 at 7.00 pm

The deadline for call-ins is Friday 25 January 2019 at 5.00pm

Present: Councillors Robert Gledhill (Chair), Shane Hebb (Deputy Chair), Gary Collins, James Halden, Deborah Huelin, Barry Johnson, Susan Little and Aaron Watkins

Apologies: Councillor Mark Coxshall

In attendance: Lyn Carpenter, Chief Executive
Sean Clark, Director of Finance & IT
Roger Harris, Corporate Director of Adults, Housing and Health
David Lawson, Assistant Director of Law & Governance
Rory Patterson, Corporate Director of Children's Services
Karen Wheeler, Director of Strategy, Communications and Customer Service
Lucy Tricker, Democratic Services Officer

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.

80. Minutes

The minutes of the Cabinet meeting held on 12 December 2018 were approved as a correct record.

81. Items of Urgent Business

There were no items of urgent business.

82. Declaration of Interests

There were no interests declared.

83. Statements by the Leader

The Leader began by wishing everybody a happy New Year and felt that the Council could look back proudly on all the work achieved in 2018, particularly the financial achievements which he felt helped to improve residents lives. He added that the Council were not complacent though and had big aspirations for the coming year to improve Thurrock and make it a first class borough.

He continued by describing how one of the biggest priorities for the coming year was the local plan, as once this was adopted he felt it would ensure a positive change in the borough for residents' health, well-being and

employment opportunities, as well as ensuring the right infrastructure and new housing in the right places. He added that currently residents were being asked to give their views on the types of locations local communities would want to see change through the Local Plan Issues and Options (Stage 2) Consultation, and stated this was available online and a number of events would be taking place across the borough. He encouraged all residents to take part and share their thoughts.

The Leader also discussed the multi-million pound plans for Linford Waste and Recycling Centre, which had been approved and included: a new carriageway to ensure cars no longer queued along the road; improved waste disposal areas which meant waste bins were no longer at height and removed the need to climb stairs; and two new weigh bridges to monitor waste brought onto the site. The Leader then commented on the recent problems in Aveley concerning HGVs driving through residential areas in violation of the weight limit. He stated that a consultation had been launched for residents to give their views on proposals to introduce new restrictive measures to tackle the problem, and encouraged everyone to take part.

The Leader finished with the Clean, It, Cut It, Fill It update and stated that since April 2018: 2504 potholes had been filled, 99% of which had been filled in on time, with 100% being filled in on time in November; 1030 areas of grass cut; 1625 fly-tips cleared; 2443 tonnes of waste cleared; and 2952 fixed penalty notices issued. He mentioned that his Portfolio Holder report would be going to Full Council which would discuss how people could pay their fines, and measures to bring justice to those that did not.

84. Briefings on Policy, Budget and Other Issues

Councillor Little brought to the attention of the Cabinet the fact that Thurrock Council had featured in an article entitled “New Developments in Adult Social Care”, which was written by respected academic Professor John Bolton. She stated the article mentioned all the good work Thurrock had been doing including with micro-enterprises and the local area co-ordinator teams. She thanked the Corporate Director Adults, Housing and Health for the hard work of his team, as Thurrock was now becoming well-recognised. The Leader commented that Thurrock was now starting to look outward, as people were coming to the borough for advice and to learn new skills. He felt it was good to see Cabinet members were now being nationally recognised as this had never happened before. He also felt it was a positive stance that Thurrock was being recognised for its good work nationally and internationally.

85. Petitions submitted by Members of the Public

No petitions had been submitted by members of the public.

86. Questions from Non-Executive Members

No questions had been received from non-Executive Members.

87. Matters Referred to the Cabinet for Consideration by an Overview and Scrutiny Committee

No matters had been referred to the Cabinet for consideration by an Overview and Scrutiny Committee.

88. Medium Term Financial Strategy Update (Decision 110495)

Councillor Hebb introduced the report by stating that as the Council had a balanced budget it meant genuine choice for residents and ensured services were protected. He thanked the Cabinet and officer team for all their hard work on the budget and listed a number of key elements in the report. The first of these was the Council Spending Review as this embedded the policy of fewer buildings, better services which benefitted residents. He used the example of the children's centre reforms as the centralised system reached 90% of Thurrock families and still offered a quality service. The second point he raised was that commercial objectives had been embedded which increased revenue for the Council and thanked the newly appointed commercial team for their hard work. He then drew the Committee's attention to the success of the Thameside Theatre as due to the commercial investment it was now commercially viable.

Councillor Hebb added that income also came to the Council from council tax and business rates. He mentioned that residents perceived their council tax only paid for grass cutting and bin collections, which he highlighted were still weekly, but stated that council tax also paid for vital services such as adult social care. He mentioned that adult social care needed funding as people were beginning to live longer and therefore suffered more ailments and illnesses. He then discussed how the Conservative central government did not want people on lower incomes to face an increased tax burden, and Thurrock Council agreed as more than 40% of Thurrock workers were on lower incomes.

He then stated that Thurrock Council would not be raising their council tax at all during the next financial year, and this was due to the fact that no part of the Council's economic plan was dependent on each other, and the fact the Council were commercially investing. He also stated that Thurrock Council had not undertaken any arbitrary top-down cuts to fund this, and the Council still ensured services remained dependable. He added that Thurrock had funded 23 new police officers, new schools, new integrated medical centres, and new homes, as well as undertaking essential services such as cutting the grass and filling potholes. He finally reiterated the point that council tax would be frozen across the borough for the next financial year.

Councillor Collins congratulated Councillor Hebb and all the officers for their hard work on the balanced budget, and stated a high bar had been set. He felt that residents would be thankful for the council tax freeze. Councillor Halden added that Essex County Council had increased their council tax by an average of £50 per year, even though they had fewer responsibilities compared to Thurrock. He felt that efficiencies could always be made in local

government, but that Thurrock was always innovating and the council tax freeze showed they had confidence. The Leader added that the £50 increase in council tax from Essex County Council did not include the increase in preceptors, and stated Thurrock Council did not have these as they are a unitary authority. He also highlighted Councillor Hebb's point on children's centre reform as this had saved money and delivered a better service to people. He thanked Councillor Hebb and his team for all his hard work. The Leader went on to describe his first day as Leader when he had walked round Grays town centre and had felt 'ankle deep' in rubbish. He stated that an external body had proven there was less rubbish, and residents felt the streets were cleaner too. The Leader then described how council tax was not linked to income, but was linked to a property figure that had been introduced in 1992 which needed refreshing. He felt that although people may be asset-rich, they could be cash-poor, so council tax hit them the hardest. The Leader finally thanked the Director of Finance and IT for all his good work, and felt the Council were in a good position compared to other local authorities.

Councillor Watkins thanked Councillor Hebb, the Director of Finance and IT and his team for all their hard work and felt the long term financial plan was working. He added this helped the highways and environment department as they could grow their service, for example through initiatives such as the 'Kerb It' Scheme. He added that the statistics also proved this as Thurrock performed well in the Keep Britain Tidy Scheme, and had filled all potholes on time in November despite the weather.

RESOLVED: That Cabinet:

- 1. Noted the assumption of a 0% Council Tax increase for 2019/20.**
- 2. 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.**

89. Procurement of Microsoft Licence Subscriptions (Decision 110496)

Councillor Hebb introduced the report by stating that the Council needed ICT infrastructure to continue working smoothly, and with factors such as fluid working, this was very important in 2019. He added this report would begin procurement of Office 365 as the contract would be coming to an end in March 2019. The Leader added it was good to see this report going forward as it was important for the council to purchase what they need.

RESOLVED: That Cabinet:

- 1. Approved the process to commence procurement of the Microsoft Licences Subscriptions contract for a period of three years plus a further optional extension of three years.**

2. Agreed delegated authority for award of contract to the Director of Finance and IT in consultation with the Portfolio Holder for Finance.

90. Healthy Housing for the Third Age: Improving Older People's Health through Housing. Annual Public Health Report (Decision 110497)

Councillor Halden introduced the report by stating it was leading the way in public health as it was rare for an annual public health report to branch into such subjects. He added that the public health team understood that housing was a key component for people to age in a healthy way, and it was up to local government to make decisions to achieve a good housing mix, such as accessible shopping and gardens for those that wanted them. He mentioned that he wanted older people's housing to work across the borough through a mix of housing, rather than simply retirement villages which could further isolate older people. He added that the local plan was again important as it could create the right type of homes and ensure good health for residents. Councillor Halden added that the next stage would be a wider JSNA product on younger people's housing. He finally thanked the Director of Public Health and the team for all their hard work on the report.

Councillor Johnson welcomed the report as he felt it showed the administration were being proactive in preventing issues, rather than reacting to issues as they arose. The Leader then gave a personal example of an elderly resident in his ward that had had to leave the borough as he could not find suitable housing in Thurrock, and felt it was great that in 5, 10 or 15 years' time more people will be able to remain in Thurrock during their old age. He felt this was above and beyond work ongoing in other local authorities and thanked the public health team as they were being proactive and looking to improve.

RESOLVED: That Cabinet:

1. Recommended the report go to Full Council.

91. Housing Allocations Policy Review 2018 (Decision 110498)

Councillor Johnson introduced the report and stated he was pleased to see this report coming to Cabinet as this was the first overhaul of the scheme in 5 years, and had been agreed after extensive consultation with residents and the Housing Overview and Scrutiny Committee. He felt the report was Thurrock-centric and based on the needs of residents which had been identified following consultation. He stated that Band 5 of the Housing Waiting List was now being removed as these were people who had little priority for housing need, but they would be added to the Sheltered Housing Register. He stated this was an appropriate way to manage demand and ensure that those with the greatest housing need received priority. He also felt it would give residents a clearer picture on how the Housing Waiting List operated. He moved on to discuss how currently Band 5 constituted 30% of the housing list, and of that figure 70% of those had not bid within 12 months. He then

discussed how members of opposing parties had called this change “social cleansing” and felt this was inappropriate language. He called for those Members that had used this language to formally apologise.

Councillor Johnson also mentioned how the local connection criterion was being increased from 5 years to 6 years to ensure those residents with the greatest connection to the borough could have the highest priority. He then stated that the percentage of properties set aside for working households or community contributions was being increased from 15% to 20%. He explained that the family criterion was also being narrowed to only include parents, siblings, children, and those that had acquired parental responsibility for the applicant. He explained that the housing list was being amended so its local connection criteria could allow key workers, such as those working in Basildon and Thurrock University Hospital to join the Housing Waiting List. Councillor Johnson finally described how the Housing Waiting List would be reviewed on an annual basis to consider the number of inactive applicants. He finished by stating this report put Thurrock in a strong position as it helped residents with the highest needs and allowed the Housing Waiting List to actively reflect the numbers of people applying.

Councillor Halden thanked Councillor Johnson for his support with the revised keyworker scheme, as the existing scheme had not been as successful as he would have liked, but hoped that the benefit of keyworker housing laid out in the report might help. The Leader then stated that other local authorities were also taking a similar approach by removing Band 5 from the Housing Waiting List, but stated that if people’s circumstances changed, their priority banding could change. He felt it was good to see that those with the highest need were being prioritised, but raised concern with the review of inactive applications after one year. He felt that people may have a particular housing need, such as number of bedrooms or location due to employment, and may not apply as nothing suitable had become available. He felt this policy should be considered by the Housing Overview and Scrutiny Committee as they could look in-depth into reasons for the annual review, and might be able to instigate criteria so people’s personal reasons for not applying could be considered. The Leader also raised concern with the financial qualification change, as the level of savings people had to have to qualify was not outlined in the report and he felt this was important. He elaborated that the methodology for calculating income and savings had not been outlined in the report either and felt this needed to be clear. He stated that current or previous members of the armed forces should have their service taken into account when the financial qualification was considered.

The Leader also raised concern with the change to the maximum net income criteria as he felt lots of people would fall into the middle of this, as they may not earn enough to meet the one third salary requirements of private renting, but may earn too much to qualify for council housing. He stated an additional recommendation would be added for Housing Overview and Scrutiny Committee to consider the concerns raised, and particularly make sure the financial qualification criteria was realistic.

RESOLVED: That Cabinet:

1.1 Agreed the proposals set out in the following sections of the report:

3.1.7 – Local Connection – Proposed Changes

3.3.4 – Banding and Lists – Proposed Changes

2.4.6 – Key Workers and Working Households – Proposed Changes

3.5.12 – Applications, Bidding and Offers – Proposed Changes

1.2 Agreed for Housing Overview and Scrutiny Committee to review the financial qualification outlined in 3.2.3 and report back to Cabinet with findings regarding the changes to the financial qualification criteria.

92. Additional Licensing of Houses in Multiple Occupation (Decision 110499)

Councillor Johnson introduced the report by stating the Council already undertook mandatory licensing, of which 72 licences were currently being assessed, but stated that some houses of multiple occupation (HMOs) did not fall under this scheme. He explained that the new regulations, which would hopefully be brought into force on 1 May 2019, would ensure landlords met regulations and would protect residents from poor living standards and poor management of housing. He drew the Cabinet's attention to page 123 and 124 of the agenda which outlined which areas would be affected by the new licensing regulations.

The Leader stated he felt it was good news to see this report come to Cabinet as officers had put a lot of work into it. He added that Little Thurrock Rectory was not on the list, and although had some problems with HMOs, these were a negligible amount. He raised concern that by only licensing in certain wards, it could push problems into other wards, such as East Tilbury which already had a problem with HMOs. He felt this additional licensing was good for all residents though, as it would increase the standard of properties in the borough and make landlords accountable for their actions. He added that HMOs could cause local problems with parking due the number of cars and with community cohesion, so felt this was a good report.

RESOLVED: That Cabinet:

1.1 Approved the implementation of an Additional Licensing Scheme for Houses in Multiple Occupation in designated areas within the borough as set out in section 4.

1.2 That the evidence needed to support the introduction of additional licensing is justified.

1.3 That all Houses of Multiple Occupation (HMO) except section 257 HMOs and those that are subject to mandatory licensing in Thurrock are subject to additional licensing.

1.4 That the designation map comes into force on 1 May 2019 and lasts for a period of 5 years, see appendix 1.

1.5 That the legislative requirements the Council has to take for a designated area has been carried out to support the implementation of the scheme.

1.6 That additional licensing is consistent with the Council's Housing Strategy 2015/20.

93. Developing a New Residential Care Facility in South Ockendon, and New Model of Primary Care for Thurrock (Decision 110500)

Councillor Little introduced the report and stated this was a follow-up to a report presented to Cabinet in December 2017 which agreed a residential care facility in Dilkes Wood, South Ockendon. She stated that there was an increased need for older adult supported housing and discussions had progressed with partners to increase the amount of care provided in the borough, and reduce the pressure on hospitals. She added there were also future plans to develop the current residential care facility in Collins House. She stated that this report was asking for Cabinet to develop the residential care in South Ockendon scheme by delegating authority for procurement following the conclusion of discussions with the CCG and the agreement of the business case. She felt this report supported people living independently, but also addressed the imbalance of supported living care between the East and West of the borough.

Councillor Halden added that this was an ambitious investment as it also replaced the South Ockendon health centre with a comprehensive service which would include a pharmacy, GP surgery and mental health facilities. He added it would also support Basildon and Thurrock University Hospital as it would get people out of hospital beds and back into the community. He felt it would support residents to stay in homes in the borough either through residential care, supported living, or in an upgraded Collins House. Councillor Halden summarised by stating this was a complicated piece of work as it had included a number of partners, and as it was non-statutory, was an ambitious project. The Leader added that before Christmas he had read in the news a piece on hospitals setting up pharmaceutical companies and felt Thurrock was ahead of the curve as the Council was already breaking down barriers between health services by centralising health care. He congratulated the Councillors, officers and the Basildon and Thurrock University Hospital Trust for all their hard work.

RESOLVED: That Cabinet:

1.1 Approved the delegated authority for the Corporate Director Adults, Housing and Health, and the Director of Finance and IT or the Corporate Director of Place, in consultation with the Portfolio Holder for Children and Adult Social Care and the Portfolio Holder for Education and Health,

to tender for, and award the building contract for, the development of housing and associated facilities for older people requiring residential and nursing care, subject to tender returns being in line with an agreed business plan based on the principles within this report.

1.2 Expand the negotiations being undertaken with NHS Thurrock Clinical Commissioning Group (CCG) and other NHS partners concerning the viability and business plan for a phase 2 Integrated Medical Centre to replace the adjacent South Ockendon Health Centre.

1.3 Instruct officers to work with Basildon and Thurrock University Hospitals NHS Foundation Trust (BTUH) and other NHS partners to outline the options for a possible future upgrade to Collins House.

The meeting finished at 7.56 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

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12 February 2019	ITEM: 10 Decision: 110501
Cabinet	
Fees and Charges Pricing Strategy 2019/20	
Ward affected: All	Key Decision: Key
Report of: Councillor Shane Hebb, Deputy Leader and Portfolio Holder for Finance	
Accountable Assistant Director: Andrew Austin, Commercial Manager & Carl Tomlinson, Finance Manager	
Accountable Director: Sharon Bayliss, Director of Commercial Services & Sean Clark, Director of Finance and IT	
This report is public	

Executive Summary

This report summarises the fees and charges papers as reviewed by the respective Overview and Scrutiny Committees. Any new charges will take effect from the 1 April 2019, subject to Cabinet approval, unless otherwise stated.

In preparing the proposed fees and charges, directorates have worked within the charging framework and commercial principles set out in section three of the report.

Service director delegated authority is sought to permit Fees and Charges to be varied within financial year in response to commercial requirements, in consultation with the commercial director and the relevant portfolio holder.

The appendices to this report cover:

- Appendix 1 - Schedule of proposed Fees and Charges for 2019/20
- Appendix 2 - Schedule of Fees and Charges that are no longer applicable
- Appendix 3 - Feedback from Overview and Scrutiny Committees

1 Recommendations

- 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 commercial 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 3.

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 plan for each area. This will ensure delivery of the income targets for 2019/20, for ease these are summarised below.

2.3 Fees and charges income target 2019/20

Service £m	Last Year Outturn 17/18	Revised Budget 18/19	Forecast Outturn 18/19	Proposed Budget 19/20
Cleaner, Greener & Safer	(2,118,376)	(1,976,568)	(2,334,267)	(2,399,364)
Planning, Transport & Regeneration	(3,055,860)	(3,267,237)	(3,439,654)	(3,455,251)
Childrens	(958,691)	(1,173,877)	(1,067,531)	(1,088,040)
Housing (General Fund)	(264,551)	(413,200)	(413,200)	(414,500)
Health and Wellbeing	(1,603,263)	(1,433,732)	(1,453,894)	(1,455,402)
Corporate	(0)	(25,000)	(70,000)	(100,000)
Total Fees and Charges	(8,000,741)	(8,289,614)	(8,778,546)	(8,912,557)

2.4 Individual services income targets 2019/20

Service	Last Year Outturn 17/18	Revised Budget 18/19	Forecast Outturn 18/19	Proposed Budget 19/20
Cleaner, Greener and Safer (CGS)				
Arboricultural Team	(31,291)	(33,000)	(28,829)	(33,000)
Burials & Cemeteries	(308,210)	(305,032)	(308,210)	(308,000)
Country Parks	(72,100)	(74,845)	(68,467)	(74,845)
General Parks and Open Spaces	(1,557)	(702)	(2,758)	(2,758)
Street Cleansing	(34,194)	(56,991)	(53,457)	(56,991)
Waste Collection	(57,658)	(17,796)	(22,781)	(22,000)
Environmental Enforcement	(196,429)	(183,142)	(396,560)	(396,560)
Libraries	(66,046)	(87,173)	(59,675)	(97,173)
Licensing	(332,411)	(309,987)	(319,467)	(309,987)
Registrars	(245,940)	(266,024)	(266,024)	(270,024)
Public Protection	(113,554)	(12,251)	(99,395)	(99,000)
Theatre	(658,986)	(629,625)	(708,644)	(729,026)
CGS Subtotal	(2,118,376)	(1,976,568)	(2,334,267)	(2,399,364)
Planning, Transport and Regeneration (PTR)				
Building Control	(331,367)	(273,355)	(273,355)	(273,355)
Development Control	(903,029)	(977,502)	(1,045,859)	(1,045,859)
Land Charges	(394,434)	(216,216)	(245,000)	(245,000)
Strategic Planning	0	(4,578)	(4,578)	(4,578)

Public Transport Bus	(6,647)	(2,000)	(5,715)	(5,715)
Highways Infrastructure	(277,353)	(593,072)	(704,153)	(704,153)
Parking	(1,005,703)	(1,044,810)	(1,042,696)	(1,042,696)
Land and Buildings	(67,423)	(88,809)	(21,000)	(67,000)
Village Halls	(27,478)	(22,566)	(21,869)	(22,566)
Facilities (Civic & Thameside)	(42,426)	(44,329)	(75,429)	(44,329)
PTR Subtotal	(3,055,860)	(3,267,237)	(3,439,654)	(3,455,251)
Childrens Services				
Placement Support - Oaktree	(6,442)	(7,555)	(7,705)	(7,555)
Summer Playscheme for Disabled Children	(10,829)	(16,000)	(24,534)	(24,534)
Education Welfare Service	(40,284)	(42,586)	(60,000)	(60,000)
Adult College	(213,687)	(219,350)	(219,350)	(219,350)
Children Centres	(0)	(250)	(766)	(3,500)
Day Nurseries	(186,475)	(262,000)	(176,531)	(176,000)
Learning & Skills - Grangewaters	(156,900)	(289,636)	(239,207)	(260,601)
Music Services	(344,074)	(336,500)	(339,438)	(336,500)
Children's Subtotal	(958,691)	(1,173,877)	(1,067,531)	(1,088,040)
Housing				
Private Sector Housing	(25,640)	(43,700)	(43,700)	(45,000)
Travellers Sites	(238,911)	(369,500)	(369,500)	(369,500)
Housing (GF) Subtotal	(264,551)	(413,200)	(413,200)	(414,500)
Health and Wellbeing (HWB) – Adult Social Care				
Appointee & Receivership	(30,617)	(30,701)	(30,995)	(30,701)
Blue Badges	(28,896)	(28,995)	(31,222)	(31,222)
Day Care Services (incl. transport)	(63,474)	(45,557)	(63,474)	(65,000)
Domiciliary Care	(1,271,762)	(1,089,144)	(1,091,039)	(1,089,144)
Extra Care	(60,700)	(84,374)	(76,121)	(84,374)
Extra Care - Housing	(20,172)	(22,462)	(22,462)	(22,462)
Meals on Wheels	(111,693)	(122,632)	(122,632)	(122,632)
Respite Care for Adults with Disabilities	(15,949)	(9,867)	(15,949)	(9,867)
HWB Subtotal	(1,603,263)	(1,433,732)	(1,453,894)	(1,455,402)
Corporate				
Legal – Support Services	(0)	(25,000)	(70,000)	(100,000)
Corporate Subtotal	(0)	(25,000)	(70,000)	(100,000)

Note – Forecasted Outturn Position is of August 2018

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 2019/20 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

3.4 CGS – Summary of Changes

The key following changes have occurred for 2019/20 fees and charges:

- **Outdoor Sports and Open Spaces** - have increased fees and charges in line with inflation
- **Allotments** - fees and charges are unchanged for 2019/20
- **Domestic Waste** - fees and charges are unchanged for 2019/20
- **Commercial Waste** - fees and charges are provided upon request, as they depend on client specific considerations, i.e. bin size, frequency etc
- **Burials and Memorials** - fees and charges have been increased generally, in line with inflation and actual costs. Other changes have also been introduced to better manage the council limited resources:
 - Plot reservation initial periods have been reduced to 50 years
 - Plot reservation is capped to two plots, at time of an interment only
- **Environmental Enforcement** – fees and charges are set by legislation, with Council charging the maximum permitted, in line with policy.
- **Registrars** - fees and charges have (with the exception of deposits) been increased in line with neighbouring areas and to ensure full cost recovery.
- **Theatre** - fees and charges have a number of changes with:
 - Existing Hire of spaces increased by inflationary index
 - New space hire charges for all ancillary areas (e.g. gallery)
 - New charges for ticket production, for hirers own box office use.
 - New charges for hire of theatre equipment (e.g. snow machines)
- **Libraries** - fees and charges are generally unchanged, with the following exceptions:
 - DVD & CD fees and charges are reduced to reflect legacy technology.
 - Catalogue Requests fees and charges increased significantly to reflect actual costs of service provision.
 - New Bulk photocopying fees and charges introduced to support local businesses, researchers and residents.

- New Visa service is introduced for immigration processing checks.
- Hire of library spaces fees and charges have been expanded to cover hire within-hours and out-of-hours.
- **Public Protection** - licensing fees and charges are set through the licensing committee and remain unchanged for 2019/20. Other Public Protection fees and charges remain unchanged for 2019/20 with the exception of Weight and Measures and Trading Standards advice, both of which have increased.
- **Public Protection** – Control of Major Accidents and Hazards Regulations charges are unchanged having been introduced in 2018/19 under delegated authority.
- **Heritage Service** – will provide a range of talks and education sessions at schools, Thurrock Museum and Coalhouse Fort, from 2019/20.

3.5 PTR – Summary of Changes

The following key changes have occurred for 2019/20 fees and charges:

- **Permits** – fees and charges are unchanged for 2019/20
- **Parking Bays** – suspension fees remain unchanged for 2019/20
- **Parking Charges** – remain unchanged for 2019/20, in support of this new payment meters which accept card payments have been rolled out across the borough.
- **Penalty Charge Notices** – are set statutorily and unchanged for 2019/20
- **Passenger Transport** – DBS checks will remain unchanged for 2019/20
- **Bus Passes** – fees and charges are unchanged for 2019/20
- **Bus Stops** - bus stop suspension charge is unchanged for 2019/20
- **Highways infrastructure** – specific fees and charges have been revised to better scale with larger application requirements, using value thresholds to switch to a percentage value of actual costs; as well as having the minimum charge fee increased in line with actual costs where applicable.
- **Network Management** – Permit fees have been increased for 2019/20, subject to the outcome of the 2018/19 annual review findings.
- **Transport Development** – the main transport and development fees and charges are unchanged for 2019/20, with the exception of
- **Travel plans** - charges are increased in line with inflation & costs
- **Road Safety** - charges for scooter training has been introduced.
- **Transport – Vehicular MOT Testing** – charges are now shown in the report and remain unchanged for 2018/19.
- **Pre-Planning Application** – charges are unchanged for 2019/20
- **Planning Performance Agreement** – charges are introduced for 2019/20 to support development in the borough.
- **Building Control** – charges are unchanged for 2019/20
- **Land Charges** – have been increased notably for 2019/20 as a result of market comparison research and to ensure full cost recovery.
- **Corporate Property & Assets** – have changed the majority of their charges for 2019/20 to Price-On-Application (POA); to more accurately reflect to the client the actual costs incurred for the services delivered.

3.6 Childrens – Summary of Changes

The following key changes occurred for 2019/20 fees and charges:

- **Nurseries** - Certain nursery place charges have in some cases increased above inflation to take account of the actual costs of service delivery, which are dependent on the ages involved and corresponding staffing ratios.
- **Nurseries** - New nursery place charges for 0-2 years and babies have been introduced.
- **Nursery after school charges** - have been removed as this is no longer economically viable to provide, due to market competition.
- **Grangewaters** - charges have increased in line with inflation.

3.7 Housing – Summary of Changes

The following key changes occurred for 2019/20 fees and charges:

- **Housing in Multiple Occupation threshold** - has changed, lowering the requirement to HMO with 3 occupants requiring licensing.
- **HMO early adopter discounts** - scheme charges have been removed.
- **Mobile Home site licensing** - fees and charges have been introduced
- **Housing charges** - have generally increased in line with inflation, subject to rounding.

3.8 HWB – Summary of Changes

The following key changes have occurred for 2019/20 fees and charges:

- **Attendance Charge for Day Care** – is currently set at £10 per session, with a session being a half-day. It was agreed in 2015/16 to increase this to £30 over a phased period. However, this was deferred in 2016/17 due to the re-organisation of day services. Following further consideration it is proposed that the charge remain at £10 per session for 2019/20.
- **Domiciliary Care hourly rate** – the charge is currently not shown as increasing for 2019/20. However, the rates we pay our providers currently stands at £16.25 per hour; whereas the amount we charge service users remains at £13ph and has not increased for five years. If we increased the charge to £16.25 this would generate approximately £250k for Adult Social Care.
- **Placement charges** declared rates have been adjusted to reflect inflationary increases, in line with the agreed nationally set process.
- All other charges have remained unchanged.

3.9 Corporate – Summary of Changes

The following key changes have occurred for 2019/20 fees and charges:

- Charges have increased in line with inflationary increases
- GDPR regulations required removal of residency certificate charge
- No new charges have been introduced

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 A council wide target of £8.912m has been proposed within the MTFS for additional income generation in respect of fees and charges income for 2019/20. This represents a 7.5% increase on the 18/19 income generation target and takes into consideration actual performance during 18/19.
- 4.3 For service areas the respective targets will be secured through a blend of rising demand increases from residents and businesses, and an increase in fees and charges for 2019/20.
- 4.4 To allow the Council services to better respond to changes in the commercial environment for fees and charges; delegated authority is sought through Cabinet to permit the Director of the Service Area jointly with the Director of Commercial Services to vary service charges within the financial year due to commercial considerations.
- This will allow service areas, providing services on a traded basis, to vary their fees and charges to reflect commercial and operational considerations that impact the cost recoverability calculations.
 - Any changes to Fees and Charges due to commercial considerations will require the consultation with, and agreement of, the relevant Portfolio Holder.
- 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 2019/20 income targets given previously.

5 CGS - Arboricultural

- 5.1 The service area is currently being reviewed and at present there is limited commercial operational scope, although an income target is shown this is offset through savings from vacant posts.

6 CGS - Outdoor Sports and the Commercial Hire of Open Spaces

- 6.1 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.
- 6.2 The sports offer is currently heavily subsidised, with the income received from the letting of sports facilities recovering significantly less than 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. The service area will be reviewed during 2018-19 to understand fully the financial position and to develop options for improving its financial position.

- 6.3 The outdoor sports service offer is periodically reviewed, and fees and charges have been increased for 2019/20 in line with indexation. Fees and Charges remain comparable with those of comparator boroughs
- 6.4 The structure of the fees and charges has been expanded to correctly reflect VAT for those charges that qualify. This was not previously shown as separate lines within the fees and charges.

7 CGS - Allotments

- 7.1 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.
- 7.2 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.
- 7.3 Allotment charges will remain unchanged for 2019/20.

8 CGS - Domestic Waste Charges

- 8.1 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 and remain unchanged.
- 8.2 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. In support of this campaigns are being developed to promote responsible waste disposal.
- 8.3 In order to encourage residents to responsibly dispose of their waste the charge for bulky waste collections will remain unchanged for 2019/20. 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.
- 8.4 The charges for the issuing of replacement Refuse and Recycling Bins where lost or damaged are also remaining unchanged for 2019/20. A review of the current costs to the Council will be undertaken for replacement bins to ensure cost recovery.
- 8.5 An additional charge was introduced in 2018/19 to cover the cost of supplying eurobins to flatted complexes for new developments and remains unchanged for 2019/20.

9 CGS - Commercial Waste

- 9.1 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 needs of small, medium and large businesses across the borough.
- 9.2 Currently the service is projected to deliver on its current income target for 2018/19, and charges remain unchanged for 2019/20. Trade waste charges are shown for information but are Price-On-Application (POA), as they are commercially sensitivity.
- 9.3 Commercial Waste 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. Due to the significant market penetration achieved in recent years the income level generated is not expected to increase materially for 2019/20.

10 CGS - Burials and Memorials

- 10.1 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.
- 10.2 In order to protect our limited resources Fees and Charges for non-Thurrock residents are doubled across all categories, as per previous years. This is to reflect the lack of burial space in London boroughs (with notable higher fees) and ensure that Thurrock residents retain enough capacity to meet future requirements. Additional changes have also been made as described below, to further protect these resources from encroachment and ensure availability.
- 10.3 All fees are waived for children up to the age of 16 years.
- 10.4 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 generally 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.
- 10.5 Internment of Ashes – Part 2 Memorial Gardens charge has been increased above inflation to take account of actual costs.
- 10.6 Plot Reservation will also be changed to reflect the limited in-borough capacity. Such that the reservation of a plot is only permitted when a burial is being undertaken to enable the relatives to reserve a single adjoining plot. For avoidance of doubt this means that a maximum of two plots can be purchased. This will enable 3 full burials plus 6 internments of ashes, per plot.
- 10.7 Plot reservation for the exclusive right of burial, will also be reduced from the current 99 years, to 50 years with the option to extend this by 10 year

intervals. This is again to manage the Councils limited capacity and improve the utilization of these limited assets for the benefit of all residents.

11 CGS - Environmental Enforcement and Abandoned Vehicles

- 11.1 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.
- 11.2 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.
- 11.3 In line with the objectives of Clean it, Cut it Fill it and the zero tolerance approach to Environmental Crime, all Fixed Penalty Notices charges have been set at the maximum amount permissible in law, with no option for an early repayment discount.
- 11.4 The proposed 2019/20 income budget for Enforcement reflects the current levels being generated. But there is a corresponding impact on expenditure; therefore the net financial impact is netted off. This is reflected in the detailed financial analysis which informs the budget setting, which offsets income against expenditure and does not result in a budget saving.

12 CGS - Registrars

- 12.1 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.
- 12.2 The fees and charges set by the Council are always reviewed against neighbouring Authorities, and take full account of any statutory charge limitations.
- 12.3 Customer engagement throughout the year allows us to take into consideration local reaction and address any concerns to changes in the fees and charges.
- 12.4 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.

13 CGS - Theatre Services

- 13.1 The Thameside Theatre is one of the services accommodated in the Thameside Complex. 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
- 13.2 The team has worked with the Commercial Services team and colleagues across the Council to develop a business plan which seeks to eliminate council operating subsidy, build on the reputation of the theatre and increase audience numbers. Like any trading organization, income and costs vary year to year. The annual turnover is typically £650k. In 2016/17, the theatre generated a small surplus and in 2017/18 the subsidy was only £8k.
- 13.3 A thorough review of fees and charges was undertaken for the 2017/18 financial year. Notably:
- A discount tariff was deleted
 - HMRC required that VAT charges were imposed on hiring accommodation;
 - Hire charges were raised by 3%;
 - The performance night staffing charge was increased by 60% to better reflect the actual cost.
 - Sunday hire charges were reduced to attract more business to the theatre.
- 13.4 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. Bookings are taken a year or more in advance and it was feared that the price increase would cause customer resistance. However competitor venues have undergone the same process and hires have not dropped. The Sunday hire charge decreases have been well received and the numbers of Sunday bookings have continued to increase.
- 13.5 As a consequence of the significant changes made to charges in 2017/2018, the on-going assessment of their impact, current performance and competitor analysis; it is proposed that charges are increased as follows in 2019/2020:
- Approx. 3% increase theatre hire (Actual increase subject to rounding);
 - No change to performance surcharge;
 - Rationalization of charges for technical equipment hire to increase use and simplify charging
 - Reduction of hire charge for Thameside Two in-line with other similar venues to increase hire
 - Adoption of charges for all other areas that may be rented out.
 - Review of charges for foyer for functions including a reduced surcharge
 - Introduction of returnable deposit for gallery use to encourage maximum usage
 - Introduction of fee to produce tickets for hirers who wish to act as their own box office.
- 13.6 New charges may be introduced during the year as new revenue streams are developed. These will be reflected in the following year's fees and charges report.

14 CGS - Libraries

- 14.1 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.
- 14.2 The Thurrock Library Service is delivered as part of the wider Essex Contract. This means that Thurrock residents benefit from the wider stock available from across Essex, as well as support with the library management system.
- 14.3 Income from fees and charges in 2018/19 is showing a pressure of £25k. Currently the income from Library services is reactive to the behavior of library users. Many of the formats previously hired are no longer marketable such as DVD's and CD's. Furthermore, the photocopiers in libraries are in the process of being modernised to enable more use, especially in bulk copying. A Library and Community Hub strategy is being considered by Health Overview and Scrutiny in November, and Cabinet in December. The strategy commits to developing a five year investment plan, balancing council funding with commercial and partner opportunities to create a sustainable future. The consultation held summer 2018 to inform the strategy, identified a number of ideas for income generation which are currently being explored and are likely to help enable a more proactive approach to income through fees and charges to be developed.
- 14.4 The proposed fees and charges for 2018/19 have been compared to Essex and Southend Councils, and adjusted where applicable so there is some consistency for residents using the Essex libraries; Southend is no longer part of the Essex Contract. In addition, the fees and charges for libraries in 2019/20 reflect full cost recovery where there is a rationale for applying, this includes requests from other libraries outside Essex and Thurrock, as well as requests from the British Library.
- 14.5 The fee for damaged/lost items for books where no current value can be traced is rarely used. It is usually possible to find a current cost for replacement with a percentage reduction depending on how many years the item has been in stock.
- 14.6 DVD and CD hire: these items are only purchased in small numbers as these formats are being superseded by downloads and alternative technologies (i.e. streaming). And the decrease in fees reflects the market rate; for both DVD/CD and book sale items. CD-Roms are no longer used, and costs are only included for microfilm.
- 14.7 Bulk photocopying service for 50+ copies will be possible following the introduction of new photocopiers, expected in November 2018. This will encourage organisations to consider using branches for larger copying orders. New photocopiers will also address the current shortfall in income from fees. This function will require assistance from staff.
- 14.8 Premises Hire: the proposed charges will be reviewed as partnerships with the community hubs are developed. Currently the charges are divided into hire within opening hours, and hire outside of opening hours (as these require a

member of staff to open and close facility). Charges reflect what we know partners are likely to be prepared to pay.

- 14.9 A new Visa service for immigration purposes is due to be introduced in Grays Central Library in November 2018, following the successful tender to run this service locally. Income from this service, along with all income from fees and charges applied and collected through the library service; will be ring-fenced to support developing future provision of services.

15 CGS - Public Protection

- 15.1 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 most cases licensing legislation prohibits us from making a surplus on the provision of a licence in other cases the licence fees are set nationally or capped at a certain level.
- 15.2 For other fees charged by public protection the picture varies dependent 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.
- 15.3 Fees are reviewed annually to ensure full cost recovery is achieved whenever possible; and in line with legislation, commercial principals and where permissible, we alter fees to maximise the income contribution towards the Councils budget position.
- 15.4 Licence charges for financial year 2019/20 are outlined below:
- Alcohol & Entertainment– are unchanged, at statutory limitations
 - Gambling, including Lotteries and Amusements – are unchanged, at statutory cap.
 - Animal Feed Regulations– are unchanged, at statutory limitations
 - Explosives Regulations - are unchanged, at statutory limitations
 - Petroleum Regulations - are unchanged, at statutory limitations
- 15.5 The following license charges for financial year 2019/20 are on a full cost recovery model; there are no proposals for any changes, however any proposals for changes for these will be agreed through the Licensing Committee.
- Massage and Special Treatment
 - Hackney Carriage and Private Hire
 - Sex Establishment
 - Scrap Metal
 - Street Trading
 - Animal Premises Licensing.
- 15.6 Public Protection charges are outlined below:
- Control of Dogs – are unchanged, due to external contractor costs

- Testing and Verification of Weighing and Measuring Equipment – have been updated and price matched against neighboring Authorities.
- Other Environmental Protection Charges – are unchanged, due to market competition
- Other Sales and Service Charges – are generally unchanged

15.7 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 in 2017/18 meant that the methodology and structure of the charges were fully revised for 2018/19 fees and charges. DEFRA charges remain unchanged for 2019/20.

15.8 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.

16 CGS - Public Protection – Statutory COMAH Activities

16.1 Relate to statutory duties for inspections, exercises and/or making of recommendations to COMAH applicable sites within the borough where materials, chemicals, oil, gas or other substances are stored, transported and processed; such that they represent a major hazard and consequently fall under the Control of Major Accidents Hazards Regulations 2015 (COMAH).

16.2 These were introduced during 2018/19 under delegated authority, and under the regulations the council is permitted to recover all costs associated with performance of its duties including all overheads and associated costs.

16.3 Service delivery was internalised in 2018/19, and is delivered using a rate charge for officer time, and supporting activities.

16.4 This service may also be sold to other businesses (i.e. sites where COMAH regulations are currently not applicable) on a commercial basis and charged on an individual case basis, against an agreed scope of works to be undertaken.

17 CGS - Heritage Service

17.1 The Heritage Service will be charging fees at the Thurrock Museum and Coalhouse Fort during 2019/20. Fees will be charged for the following services:

- School visits to Coalhouse Fort and Thurrock Museum
- Talks given to other organisations
- Information education sessions
- Topic loan boxes for schools
- Research and readers tickets

- 17.2 School visit charges for Coalhouse Fort and Thurrock Museum are based on a class of pupils. The fee is a flat fee of £150 per class, per day (based on c.30 pupils). This fee covers the cost of a staff members time to run the session and a freelancer to help deliver the session, so that two classes can attend on one day. This is preferred both by the schools and heritage service; and the fee has been set to take into account affordability for the local areas, affordability for schools and what other local providers also charge (including Braintree, Chelmsford, Essex and Southend). The fee set is lower than some other organisations as the Heritage service does not provide the same level of dedicated and specialised resources.
- 17.3 Historic and Educational talks – can be given within or outside of Council hours, examples of this are Local Historical Society, U3A groups and historical event days. The fee for new talks is a flat fee of £100, with the fee then dropping to £70 for subjects already prepared and researched. This fee had been decided to cover professional staff knowledge and time, whilst keeping the service affordable for organisations and compares favorably with other providers. Alternatively, talks carried out at Thurrock Museum will be charged at £4 per person, again this price has been decided to reflect what similar organisations charge.
- 17.4 Informal Education sessions – take place during school holidays to engage the local community and different age groups in the borough heritage. Sessions will be charged at £5 per child, accompanied by adult (free). This price has been decided upon based on other local organisation charges and the resource cost needed during these sessions. Further, the Museum is looking to put a monthly activity on for parents and toddlers, these will be charged at £3 per toddler in line with other Museum charges.
- 17.5 Topic Loan boxes gives the opportunity to bring artifacts from the Museum into the classroom. Boxes will be themed to align with curricular, and a survey of schools showed positive interest in this service. The charge for each topic box will be £20 per box, per half term, and compares favorably to other museums.
- 17.6 Research and Reader tickets – relates to enquires for research or other information about a specific local history project or subject. The museum does not have the resources to research this information for the public, and this will allow users to purchase a yearly readers ticket to access the archives and pay for photographs or copies of documents. The cost for a reader ticket will be £10 per person, per year. Museum volunteers will be able to access the archive for free. This compares favorably to other record officers and will be reviewed after 6 months.

18 PTR - Visitors Permits

- 18.1 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.

- 18.2 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.
- 18.3 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.
- 18.4 It is proposed that Thurrock's charges remain unchanged for 2019/20 to support the Council's place-making agenda.

19 PTR - Residents Permits

- 19.1 In line with the previous recommendations, Residents' first two permits will remain unchanged for FY19/20 and will continue to be issued free of charge. It should be noted that 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.

20 PTR - Other Permits

- 20.1 Operational Permits will also remain unchanged at £120 per annum as this is for those that have cause to visit residents as part of their working duties.
- 20.2 Business Permits were changed in FY18/19, and focused on incentivising users towards purchasing annual permits; thereby reducing administration with permit management accordingly. It is not planned to increase them further in FY19/20.
- 20.3 Commuter Permits were introduced in FY18/19 at levels which compared with neighboring councils, using two levels of permit charge based on the locations that could be parked at. It is not planned to increase these in FY19/20 until the impact and take-up can be assessed. Further, to support part-time or flexible commuters the remaining cash only payment meters have been upgraded to accept electronic payment during FY18/19 using existing capital funding.
- 20.4 Contractor Permits were introduced in FY18/19, to support businesses operating in the borough. It is not planned to increase these in FY19/20 until the impact can be assessed. This will allow businesses regularly operating in Thurrock to reduce their operating costs; and reduce the likelihood of them receiving a penalty charge notice. Further, for businesses with only infrequent requirement the remaining cash only payment meters have been upgraded to accept electronic payment during FY18/19 using existing capital funding.
- 20.5 NHS permits have a fee of £120 per annum in 2018/19, the same as operational permits therefore it is suggested that there is no change for 2019/20, to minimize NHS budgetary pressure.
- 20.6 All replacement permits will be liable to a £10 replacement fee for administration purposes except for charities and visitors permits

21 PTR - Parking Bays

21.1 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, and would not be increased in FY19/20 as parking charges remain unchanged.

22 PTR - Parking Charges

22.1 Parking charges remain unchanged for 2019/20 in order to continue to support local businesses and the Council's place-making agenda.

23 PTR - Penalty Charge Notices

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

24 PTR - Passenger Transport

24.1 DBS Checks for education transport operators for PSV drivers and passenger assistants will remain unchanged for 2019/20. 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.

24.2 Any increases will also be reflected in the operator's contract costs with the Council at contract renewal/review stage.

25 PTR - Bus Passes

25.1 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.

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

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

26 PTR - Suspension of Bus Stops

26.1 Current fees and charges were increased in FY18/19 to a flat rate of £75 per day, to encourage road works to be completed expediently. This provides less inconvenience to not only the bus companies, but also to bus users.

26.2 It is not proposed to increase the costs for FY19/20 due to the significant increase in the previous year, and to allow the service to assess the operational impact it makes to road works being completed expediently.

27 PTR – Highways Infrastructure

27.1 Highway Licenses - the charge for a license 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.

- 27.2 Clearances of debris - when clearance or works are required on the highway as a result of a road traffic crash, costs incurred are recovered. An administration fee is charged, with an additional percentage charge to cover the additional time involved in arranging remedial works that exceeds £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.
- 27.3 Traffic Incident management - charges for managing traffic during an event/incident and wide load arrangements have had a set minimum charge introduced to ensure cost recovery.
- 27.4 Traffic Signs - Charges for traffic signs under Section 65(1) of the 1984 Act have been increased to ensure full cost recovery.
- 27.5 Skips on the highway - a fee was introduced that requires all skip companies to register with the Council before they can apply for a license to deposit a skip on the highway. This gives the Council more control and will assist with the management of skips on the highway, and similar fees are charged by other Councils. The license fee for skips remains unchanged for 2019/20 with the current price being in line with neighboring Councils.
- 27.6 Street Naming and Numbering - fees and charges for new property developments and renaming of existing properties have been increased for 2019/20 by inflation.
- 27.7 Public Rights of Way - fees and charges in relation to public rights of way remain unchanged for 2019/20.

28 PTR – Network Management

- 28.1 Permit Fees for Street Works - were introduced into the 2017/18 Fees and Charges to enable the Permit Scheme to commence in October 2017.
- 28.2 Legislation allows Permit Authorities to review their Permit Fees following 12 months of operation of the Scheme. The maximum fee has been shown for 2019/20, but this is subject to the annual audit and review. Should the review not allow an increase, then 2018/19 fee levels will apply for 2019/20.

29 PTR – Transport Development

- 29.1 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 neighboring Authorities.
- 29.2 Commuted Sums Maintenance - neighboring Authorities have increased fees over the last few years and Thurrock is comparable, with the Commuted Sums of Maintenance (CSM) calculation having been changed in 2017/18 so that the

new calculation accounts for road surface costs. These fees and charges are unchanged for 2019/20.

- 29.3 Accident data provision is unchanged for 2019/20.
- 29.4 Travel Plan fees have been increased for 2019/20 by 5%, for both small and large developments.
- 29.5 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.
- 29.6 Road Safety fees for ‘Scooter Training’ sessions for school children have been added to the schedule, in support of the existing Bikeability programme.

30 PTR – Vehicular MOT Testing

- 30.1 Currently the council operates a MOT Testing Station at St Clements Depot, to support testing of Licensed Taxi’s via the licensing fee paid.
- 30.2 In addition, this also provides testing for Class 4, 5 and 7 vehicles categories along with retests. This site does not carry out any actual repairs works necessary for the vehicles to pass the MOT.
- 30.3 Current turnover is circa £15k per annum and the charges are regulated; charges are not at the maximum permissible as market competition would mean that we would lose the business income, and will remain unchanged for 2019/20.

31 PTR - Development Control – Standard Planning Fees

- 31.1 In February 2018 nationally set planning fees were increased by 20%, these increases are included in the appendices and where introduced in the 2018/19 period.
- 31.2 Income derived from the 20% increase is ring fenced by statute to be used for the development and improvement to planning services. Further information on these fees can be found at the ECAB Planning Portal.

32 PTR - Development Control - Additional Planning Fees

- 32.1 Thurrock Development Management offers other planning services that are over and above the nationally set fees. These are Pre Application fees and Planning Performance Agreement fees, both of these fees have been introduced to offer an enhanced service to service users and to promote effective development in Thurrock.
- 32.2 As with the increase in fee income from standard planning fees, the income received from these services has been ring fenced through the Planning

Services Business Plan (2017-2020) which was agreed by the Commercial Board in May 2017. This income has to be spent within the Planning Service.

33 PTR - Building Control

- 33.1 Fee income is dependent 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.

34 PTR - Land Charges

- 34.1 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.
- 34.2 In setting the LLC and Con29 fees for 2019/20, we researched nine other unitary authorities to determine the fees they are charging for the same services. Based upon this, our revised fee structure represents not only a reasonable comparator with other authorities, but also represents a correction to our cost recovery model that had not been revisited for over two years.

35 PTR - Corporate Property and Assets

- 35.1 Corporate property – the majority of the charges for financial year 2019/20 have changed to Price-On-Application (POA), to more accurately reflect to the client the actual costs incurred for the services delivered. The remaining charges within this area are also increased to reflect actual costs for the service delivered.
- 35.2 Further, fees and charges related to commercial matters are negotiated on a case by case basis when agreeing a new lease or variation and therefore the income potential from this area is limited.
- 35.3 These charges will continue to be reviewed as part of the ongoing business activities to ensure that they remain market competitive and to ensure a full cost recovery model.

36 Childrens - Placement Support - Oaktree

- 36.1 Whilst there is an income line showing for this service, this is a legacy financial reporting item. The service does have some capacity to hire rooms, however the income has been very small and no income has been accrued in recent years.

37 Childrens - Summer Playscheme for Disabled Children

- 37.1 The Short Break and Outreach Service has been operating a Summer Playscheme for Disabled Children for many years. The service provides activities for children that cannot access mainstream holiday clubs due their complex and special needs. The service runs for 4 days per week for 4 weeks

of the summer holidays and accommodates 50 children every day. Parents are charged a fee to assist with the high cost of the scheme, which is used to fund towards the high level/ ratio of staff needed to provide a safe service. The fees do not cover the overall cost of the service and the deficit is covered by the Directorate. Sponsorship of the service is being considered to cover the shortfall for 2019/2020 as recommended by the recent Children's Service reviews.

38 Childrens - Education Welfare Service

- 38.1 The EWS provides support for schools and academies that are able to refer cases of poor student attendance. This then is case managed by the EWS to return students to regular attendance, or take statutory action through the criminal court.
- 38.2 In order to attract greater business the service costs were set at a lower level for 2017-18 academic year, and as a result of this the service has secured £14k of additional business (under Traded Service to Schools). These costs remain unchanged for the next academic year, and the service anticipates the same level of service take-up.
- 38.3 In addition, the service issues penalty notices upon the request of the schools, or at its own discretion. The income from the penalty notices is received by the local authority; however the local authority is prohibited from making a profit from this income. The local authority may legitimately use this income to offset the cost of managing the process. In 2017-18 academic year income was £62k, and whilst poor attendance cannot be predicted or controlled as an income target, the service anticipates a similar level of penalty notice income for 2018-19 academic year.
- 38.4 It should be noted that this is a Traded Service to schools and the charges are not included within the published fees and charges report.

39 Childrens - Adult College

- 39.1 Is funded from the Education and Skills Funding Agency (ESFA) and this funding is attached to individual learners. Ongoing work linked to the business plan continually looks to identify ways in which the college could provide additional course ranges that can be charged for. Further it is a requirement of the funding source that any excess income generated must be used to subsidise courses for residents, which meet and contribute too, the Thurrock Council priorities for vulnerable groups.

40 Childrens - Music Service

- 40.1 Has various strands of work subject to different charging models, key areas are:
- Individual and small group tuition is currently based on £31.80 hour (2018-2019), and will increase to £32.70 for 2019/20. The actual charge depends therefore on the length of the session and the number of children involved in it. This charge covers on average 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 and Instrument Hire charges.

- 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.
- 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. In some cases, mixed year groups access this provision.
- Variants for the Further Opportunities programme, which is not subsidised as such, are equally 'bespoke'.

40.2 Main fee areas:

- Instrument Loan/Hire: From January 2019 will be £25 per term for most instruments and £12.50 for some of the less expensive instruments (such as guitars) for pupils learning through the Music HUB. From September 2018 a new scale of charges will be offered to pupils studying with alternative providers, more closely aligned to commercial options, and these will range from £20 - £100 per term depending on the instrument. This strand of income will potentially enable the instrument maintenance programme to be enhanced; currently a proportion of the music services grant funding is assigned to instrument repairs/maintenance. The first term of loan/hire of the first instrument learned is free, and again those that qualify receive a no-cost loan. The Council has comprehensive all risks insurance of the instruments with Allianz.
- 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.
- Ensembles: currently these are free to pupils, covered by the grant.

40.3 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.

41 Childrens - Music Services – Whole Class Provision

41.1 Options offered for the whole class provision range from one term with one Music Tutor at no cost to schools (funded by the ACE Grant) to a whole year with two Music Tutors (including the one term, one Music Tutor grant funded element). There are indications that pressures on school budgets are likely to result in some changes to the pattern of engagement with the whole class provision leading to a reduction in income generation from this strand. The picture for 2018-2019 will become clearer once the current sign up process is completed in September.

41.2 It is a requirement of the ACE Grant agreement that all income generated as a consequence of the Grant Contribution is earmarked and ring-fenced to the Music HUB. There is currently an earmarked Music HUB reserve of £36,568.

42 Childrens - Early Years Education and Childcare - Fees and Charges

42.1 The Nursery Service faced a challenging period, and the service expected to make a maximum loss on its financial year 2017-18 period of circa £54k. This loss did not occur, with the nurseries actually making a small underspend of £7,636. There is the expectation that the service will come in on budget for 2018-19 also.

42.2 This challenge will only continue to increase, due to 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 and therefore reduce the parental fees and charges income.

42.3 This policy introduces an extremely high income threshold for eligibility on the new scheme. Meaning that the additional 15 hours of funded 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.

43 Childrens - Early Years Education and Childcare - Service Development

43.1 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.

43.2 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)

44 Childrens - Grangewaters - Fees and Charges

44.1 The service is expecting to achieve target for FY18/19 and remain cost neutral to the Council, and has contingency measures to reduce spend if income targets are unable to be met.

44.2 Supporting this is marketing and sales activities to develop the quieter winter months, this is continuing to identify further income potential and

Grangewaters are anticipating that this will continue to improve Grangewaters financial income position in coming years.

- 44.3 Grangewaters undertook a benchmarking exercise in 2017, and increased its charges for 2018/19 to reflect this. Increases for 2019/20 will be in line with RPI indexation of 2.9% (subject to rounding) to ensure continued cost model recovery, and Grangewaters considers that this increase will not adversely impact on current market share.
- 44.4 We also offer a number of incentives for early bookings and repeat bookings, and these are taken into account within the financial reporting model. These are adapted within year to reflect and incentivise uptake of services during quiet and off-peak periods.

45 Childrens – Grangewaters - Service Development

- 45.1 Grangewaters continues to develop a number of business plans to increase our income revenue – recognising that Grangewaters needs to remain cost neutral.
- 45.2 Our training facilities are being used by the Councils training and development teams; and we are developing further ideas linking these in with a variety of council services, to increase business opportunities over the coming years. Capital funding has also been secured to enhance the current training facilities.
- 45.3 In addition, a Business Development proposal is being submitted for consideration by management on the future investment and development of the site; this will include the expansion of general facilities, improved access, accommodation, dedicated training centre and increasing the small business start-up area.

46 Housing - Existing Houses in Multiple Occupation (HMO) Licenses

- 46.1 The HMO license 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 license applications for up to 5 years.
- 46.2 The regulations do not allow the Council to make a surplus by increasing its license fee above the fully loaded costs of issuing a license.
- 46.3 The early adopter discount scheme which ran until October 2018 will not be repeated.

47 Housing - Future HMO licenses – legislative changes

- 47.1 Extending Mandatory HMO Licensing guidance has been issued by Parliament. As a result the legislation changes were implemented from October 2018. This shall increase the license requirement potentially for up to 300 properties, for up to 5 years.

- 47.2 In addition, the PSH Team is running a public consultation exercise to consider implementation of 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 license fees. Subject to the results of the consultation and Cabinet approval it will be implemented from May 2019.
- 47.3 Fees and charges for small HMO properties will be the same as the mandatory licensing scheme fees. No early adopter discount scheme will for FY19/20 will be offered.
- 47.4 Case law currently under review, will require that the HMO License fee charges are split into two parts; an initial administration element and a license award element. The overall HMO charge value will not be impacted by this change, however, the split is required to ensure compliance to legal case precedence.

48 Housing - Enforcement Notices

- 48.1 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.
- 48.2 Charges for Housing Enforcement which were restructured and increased in FY18/19, these will remain unchanged for the FY19/20 period, whilst the impact of these changes is assessed fully.

49 Housing - Penalty Charges – Housing Planning Act 2016

- 49.1 Legislative changes under this Act allow the Council to serve civil financial penalties for certain housing offences under the Housing Act 2004.
- 49.2 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]
- 49.3 The standard of proof must meet a criminal prosecution standard to serve a Civil Financial Penalty.

- 49.4 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.
- 49.5 Under this framework the Council retain the financial penalty imposed rather than 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.
- 49.6 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 recover the outstanding liabilities.

50 Housing - Smoke and Carbon Monoxide Alarm Regulations 2015

- 50.1 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.
- 50.2 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.
- 50.3 The service expects most landlords to comply with the law rather than face this financial penalty imposed by the Council.

51 Housing - Energy Efficiency [Private Rented Property] 2015

- 51.1 This new legislation will require private landlords to reach an Energy Performance Certificate (EPC) rating of E before granting a tenancy from April 1st 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.
- 51.2 The Private Housing Service can impose a civil penalty notice if it's 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.
- 51.3 The council will impose a civil penalty if the landlord has let a substandard 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 information or misleading information on the PRS Exemptions Register it will impose the maximum fine of £1k.

52 Housing - Non Statutory Reports

- 52.1 This 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.
- 52.2 This variable charge depends on the size of the dwelling and number of hazards identified on carrying out the inspection, to recover our fully loaded administration costs.

53 Housing - Mobile Homes Act 2013

- 53.1 The Council has a statutory duty to license, inspect and enforce mobile home site conditions. To enable the Council to monitor site licenses more effectively regarding license obligations, the council is able to charge license fees under the Mobile Homes Act to fund the licensing costs incurred under its licensing function.
- 53.2 The Mobiles Homes Act provides greater protection to occupier's rights of residential park homes and caravans with planning permission under Part III of the Town and Country Planning Act 1990.
- 53.3 Under this Act it allows for licensing of 'relevant protected sites' to ensure they are properly managed and health safety standards are maintained. A relevant protected site is defined in the Act as any land to be used as a caravan site with planning consent.
- 53.4 The council can charge a licensing fee for this function that includes:
- A licence fee for application to grant or transfer a licence or an application to alter the conditions of a licence
 - An annual licence fee for administering and monitoring licences
- 53.5 Examples of relevant protected sites are typically residential parks, mobile home parks, and or Traveller sites.
- 53.6 There are exemptions to this legislation where a caravan site licence is not required under the Caravan Sites and Control of Development Act 1960. For example
- Use within curtilage of a dwelling house
 - Use by a person travelling with a caravan for one or two nights
 - Use of holdings of five acres or more in certain circumstances
 - Sites granted for holiday use only
 - Travelling Showman sites are exempt from licensing
 - It does not include sites that are owned by the council
- 53.7 The new fee charges cover the cost incurred by the council under its licensing functions of this Act.

54 Housing - Travelers

54.1 The Council has three Travelers Sites with a total of 64 operational plots.

Location	Number of Plots
Ship Lane, Aveley RM15 4HB	21 plots
Gammon Field, Long Lane, Grays RM16 2QH	21 plots
Pilgrams Lane, North Stifford, Grays RM16 5UZ	22 Plots

54.2 With the exception of 2018/19, previous increases have been in line with inflationary indices. This will also be the approach taken for 2019/20, which will increase the charge to £105.60p or by 2.9%.

55 Housing - Pest Control

55.1 Housing are examining the option to introduce a Pest Control service, this will be available to businesses, landlords and residents.

55.2 Currently, this service is provided only for social housing communal areas, as part of the council landlord duties. By extending this service to individual domiciles, private properties and businesses, it will allow the Council to better control the conditions within the social housing assets.

55.3 This will also permit residents and landlords to access services with the assurance that the quality, pricing and service provided are monitored, and controlled.

56 Health and Wellbeing (HWB) – External Contracts

56.1 It should be noted that Adult Social Care currently externalises over 80% of its business activities into the independent sector using private, community and voluntary organisations.

56.2 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.

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

56.4 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.

56.5 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.

57 HWB - Blue Badge Application Fee

57.1 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.

58 HWB - Day Care Charge (per session) – for older people

58.1 Is proposed the charge remain at £10 per session. The proposed increase was previously delayed, due to concerns on its operational impact on service users. Further, there is a risk that any increase may result in an increase in the number of users which would need to enter into full time care, as they could no longer be managed at home. The cost of full time care would present a significant cost burden to the council.

59 HWB - Concierge charges - Extra Care

59.1 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 2019/20 based on the outcomes of the procurement exercise.

60 HWB - Domiciliary Care

60.1 As of April 2018 this service was commissioned at a higher hourly rate to the Council, which is currently not fully reflected in the £13 per hour charge to service users. A consultation exercise would need to be undertaken to review the current charge, in order to bring it into alignment with the actual operational cost model. If the event that a full commercial cost recovery model was adopted this would result in a direct increase to the hourly charged rate, and corresponding income.

61 HWB - Direct Payments – Agency Rate

61.1 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 would be subject to the same consultation exercise if undertaken.

62 HWB - Meals on Wheels

62.1 The meals on wheels contract is a cost and volume contract which expires in March 2019. The service area is assessing the options for its future delivery, which once agreed will allow the charge to be reviewed and adjusted appropriately.

63 HWB - Pendant Alarms Private Housing

63.1 Council decision through Cabinet was made that all assistive technology including the Call Centre response, is provided free of charge due to its preventative care benefits. This charge will remain unchanged for 2019/20.

64 HWB - Residential Homes for Older people

64.1 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, this charge increased slightly for 2018/19.

65 HWB - Respite Adult Disability

- 65.1 The current charge of £20 per session will remain unchanged for 2019/20. Although there is the option to increase charges to be more in line with a full cost recovery model, this would risk the 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. Further, by applying the CRAG (charging for residential guidance) this would inhibit increasing the charge for 2019/20, as it would unduly impact the most financially vulnerable.

66 HWB - Elizabeth Gardens

- 66.1 Support per household - £40 per week is the agreed rate under the current contract which comes to an end in March 2019. The charges for the Elizabeth Gardens service is linked to the Concierge Charges for extra care and will be reviewed during 2019/20 based on the outcomes of the procurement exercise.

67 HWB - Transport per journey

- 67.1 The current charge of £2 per journey will remain unchanged for 2019/20; this is due to the fact that this is only used by residents attending the Day Care services.

68 Deferred Payments (DPA)

- 68.1 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. This will be reviewed during 2019/20 to understand if it needs changing for future years.

69 HWB - Placement

Commissioned service : External Spot Placements	Rate	Comments
Residential Placement – Standard Room	declared rate of £465 per week	service users are financially assessed
Residential Placement – Higher Needs	declared rate of £496 per week	service users are financially assessed
Nursing Placement	declared rate of £534 per week	service users are financially assessed
Dementia Placement	declared rate of £520 per week	service users are financially assessed
Additional spot Commissioned Services - Full Cost Recovery	charged up to the rate brokered	service users are financially assessed

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 Collins House – Interim beds

70.1 Are provided to service users discharged from medical care, but who require a period of additional supported accommodation before being able to return to their own residency.

71 Collins House – Re-enablement Beds

71.1 Are provided to service users to regain life skills to enable their return to their own residency.

72 Corporate - Legal and Governance

72.1 In 2016/17 a benchmarking exercise revealed that Thurrock legal fees for section 106, section 38 and section 278 agreements were far less than charged by other authorities. As a result these were substantially increased to the maximum level to ensure cost recovery, and reasonable benchmark positioning against other authorities.

72.2 For Financial year 2019/20 the approach is to increase discretionary charges by a minimum of 3%, to take account of general increases in operational base costs and RPI indexation. Increases will also be adjusted to ensure rounding where appropriate. Statutory prescribed fees will generally be left unchanged.

72.3 It should also be noted that in the wider context of public sector to public sector trading of legal services the shared service is permitted pursuant to the Local Authorities (Goods and Services) Act 1970 to supply legal services to other public bodies on a commercial basis rather than cost recovery basis.

72.4 These charges are captured under Traded Services and will cover:

- Governance Advice services – covering collaborations and public trading activities on a full cost recovery basis; with Legal Services working with the existing clients (including Police and Fire) to ensure a stable future income stream, and leverage potential upsell opportunities from this legal work.
- Other public and private sector legal services – are charged at an hourly rate which will be increased generally for normal activities and significantly for major/specialist legal advice, whilst still remaining market competitive.

73 Corporate - Electoral Services

73.1 These fees and charges are statutorily prescribed with no discretion for variation; with the exception of one discretionary fee item (Certificate of Residency) which has had to be discontinued with the implementation of GDPR regulations.

74 Corporate - Democratic Services

74.1 These fees and charges were updated last financial year, and the approach has been to leave these unchanged for the forthcoming year and then review them.

75 Reasons for Recommendation

75.1 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 flexible adapt to changing economic conditions.

75.2 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.

76 Consultation (including Overview and Scrutiny, if applicable)

76.1 Consultations will be progressed where there is specific need. However, with regard 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.

77 Impact on corporate policies, priorities, performance and community impact

77.1 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.

78 Implications

78.1 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.

78.2 Legal

Implications verified by: **David Lawson**
Assistant Director Legal & 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.

78.3 Diversity and Equality

Implications verified by:

Natalie Warren

**Strategic Lead, Community Development
and Equalities**

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. Proposals developed by services have given due consideration to equality considerations as these have been developed.

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

- None applicable

79 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

80 Appendices to the report

- Appendix 1 – Schedule of Proposed Fees and Charges for 2019/20 (included as a supplement to this agenda)
- Appendix 2 – Schedule of Fees and Charges no longer applicable (included as a supplement to this agenda)
- Appendix 3 – Feedback from Overview and Scrutiny Committees

Appendix 1 – Schedule of Proposed Fees and Charges for 2019/20

Provided as attachments are the respective Schedule 1 – Proposed Fees and Charges, as submitted through the relevant boards.

- Cleaner, Greener and Safer (CGS) – 6 December 2018 meeting
- Planning, Transport and Regeneration (PTR) – 6 November 2018 meeting
- Childrens Services – 4 December 2018 meeting
- Housing – 18 December 2018 meeting
- Health and Wellbeing (HWB) – 8 November 2018 meeting
- Corporate

Appendix 2 – Schedule of Fees and Charges no longer applicable

Provided as attachments are the respective Schedule 2 – Proposed Fees and Charges, as submitted to the relevant boards

- Cleaner, Greener and Safer (CGS) – 6 December 2018 meeting
- Planning, Transport and Regeneration (PTR) – 6 November 2018 meeting
- Childrens Services – 4 December 2018 meeting
- Housing – 18 December 2018 meeting
- Health and Wellbeing (HWB) – 8 November 2018 meeting
- Corporate

Appendix 3 – Feedback from Overview and Scrutiny Committees

Provided as an attachment are the Feedback's from the respective Overview and Scrutiny Committees meetings held during November and December 2018. These are extracts from the minutes in relation to the Fees and Charges item discussion's only.

- Cleaner, Greener and Safer (CGS) – 6 December 2018 meeting
- Planning, Transport and Regeneration (PTR) – 6 November 2018 meeting
- Childrens Services – 4 December 2018 meeting
- Housing – 18 December 2018 meeting
- Health and Wellbeing (HWB) – 8 November 2018 meeting

Report Author

Andrew Austin
Commercial Manager

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Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
Safety of Sports Grounds Safety Certificate - Amendment of certificate	S	O	£ 56.65	£ -	£ 56.65	O	£ 56.65	£ -	£ 56.65	UNCHANGED
Safety of Sports Grounds Safety Certificate - Application for issue of certificate	S	O	£ 113.30	£ -	£ 113.30	O	£ 113.30	£ -	£ 113.30	UNCHANGED
Safety of Sports Grounds Safety Certificate - Replacement or transfer of certificate	S	O	£ 52.50	£ -	£ 52.50	O	£ 52.50	£ -	£ 52.50	UNCHANGED
Abandoned Vehicles - Administration charge for removal of vehicle from private property when directed by Management company or Private Landowner	D	O	£ 75.00	£ -	£ 75.00	O	£ 75.00	£ -	£ 75.00	UNCHANGED
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	£ 20.83	£ 4.17	£ 25.00	S	£ 20.83	£ 4.17	£ 25.00	UNCHANGED
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	£ 208.33	£ 41.67	£ 250.00	S	£ 208.33	£ 41.67	£ 250.00	UNCHANGED
Bulky Waste Collections - Collection and disposal of up to three items	D	E	£ 30.00	£ -	£ 30.00	E	£ 30.00	£ -	£ 30.00	UNCHANGED
Bulky Waste Collections - Each additional item	D	E	£ 8.00	£ -	£ 8.00	E	£ 8.00	£ -	£ 8.00	UNCHANGED
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.				£ -	£ -			£ -	£ -	UNCHANGED
Burial Grounds - Part 1 Interment - Exclusive right of Burial - In a full size grave-Lawn Section	D	E	£ 772.50	£ -	£ 772.50	E	£ 795.00	£ -	£ 795.00	INCREASED
Burial Grounds - Part 1 Interment - Exclusive right of Burial - In a full size grave-Traditional grave where available	D	E	£ 1,575.00	£ -	£ 1,575.00	E	£ 1,620.00	£ -	£ 1,620.00	INCREASED
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										UNCHANGED
Burial Grounds - Part 1 Interment - In a grave - Buried or cremated remains of a resident aged 5 years and under	D	E	£ -	£ -	£ -	E	£ -	£ -	£ -	UNCHANGED
Burial Grounds - Part 1 Interment - In a grave - Buried or cremated remainst of a resident aged 6 to under 16 years	D	E	£ -	£ -	£ -	E	£ -	£ -	£ -	UNCHANGED
Burial Grounds - Part 1 Interment - In a grave - Person aged 16 year and over	D	E	£ 650.00	£ -	£ 650.00	E	£ 650.00	£ -	£ 650.00	UNCHANGED
Burial Grounds - Part 1 Interment - In a grave - Cremated remains in full size grave	D	E	£ 300.00	£ -	£ 300.00	E	£ 326.00	£ -	£ 326.00	INCREASED
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	£ 220.50	£ -	£ 220.50	E	£ 227.00	£ -	£ 227.00	INCREASED
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	£ 158.00	£ -	£ 158.00	E	£ 162.00	£ -	£ 162.00	INCREASED
Burial Grounds - Part 2 Memorial Gardens Section - Cremated Remains Section - Exclusive Right of Burial for a forty year period	D	E	£ 326.00	£ -	£ 326.00	E	£ 335.00	£ -	£ 335.00	INCREASED
Burial Grounds - Part 2 Memorial Gardens Section - Cremated Remains Section - Interment of Ashes	D	E	£ 326.00	£ -	£ 326.00	E	£ 326.00	£ -	£ 326.00	UNCHANGED
Burial Grounds - Part 2 Memorial Gardens Section - Erection of memorial plaque only for 7 years (no ashes to inter)	D	E	£ 189.00	£ -	£ 189.00	E	£ 194.00	£ -	£ 194.00	INCREASED
Burial Grounds - Part 2 Memorial Gardens Section - Includes plaque for 7 years & loose interment of ashes	D	E	£ 231.00	£ -	£ 231.00	E	£ 249.00	£ -	£ 249.00	INCREASED

Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
Burial Grounds - Part 2 Memorial Gardens Section - Renewal of 7 year subscription - With existing plaque	D	E	£ 126.00	£ -	£ 126.00	E	£ 129.00	£ -	£ 129.00	INCREASED
Burial Grounds - Part 2 Memorial Gardens Section - Renewal of 7 year subscription - With replacement plaque	D	E	£ 189.00	£ -	£ 189.00	E	£ 194.00	£ -	£ 194.00	INCREASED
Burial Grounds - Part 2 - Kerb Plaque - replacement	D	E				E	£ 75.00	£ -	£ 75.00	NEW
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	£ 158.00	£ -	£ 158.00	E	£ 162.00	£ -	£ 162.00	INCREASED
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	£ 79.00	£ -	£ 79.00	E	£ 81.00	£ -	£ 81.00	INCREASED
Burial Grounds - Part 3 Monuments, Gravestones, Tablets & Monumental Inscriptions - Permit for Lawn Grave Memorial	D	E	£ 179.00	£ -	£ 179.00	E	£ 184.00	£ -	£ 184.00	INCREASED
Burial Grounds - Part 3 Monuments, Gravestones, Tablets & Monumental Inscriptions - Permit for Traditional Grave Memorial	D	E	£ 220.00	£ -	£ 220.00	E	£ 226.00	£ -	£ 226.00	INCREASED
Burial Grounds - Part 3 Other Burial Fees - Permit to Work on a Headstone	D	E	£ 75.00	£ -	£ 75.00	E	£ 77.00	£ -	£ 77.00	INCREASED
Burial Grounds - Part 5 Other Burial Fees - Additional Plaque	D	S	£ 147.50	£ 29.50	£ 177.00	S	£ 147.50	£ 29.50	£ 177.00	UNCHANGED
Burial Grounds - Part 5 Other Burial Fees - Memorial bench	D	S	£ 1,407.50	£ 281.50	£ 1,689.00	S	£ 1,407.50	£ 281.50	£ 1,689.00	UNCHANGED
Burial Grounds - Part 5 Other Burial Fees - Memorial tree (New trees no longer available) Intment of second set of ashes for existing memorial trees only	D	E	£ 310.00	£ -	£ 310.00	E	£ 326.00	£ -	£ 326.00	INCREASED
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	£ 77.00	£ -	£ 77.00	INCREASED
Burial Grounds - Part 4 Other Burial Fees - Transfer of grant of exclusive burial where a Statutory Declaration is required	D	E	£ 100.00	£ -	£ 100.00	E	£ 103.00	£ -	£ 103.00	INCREASED
Burial Grounds - Part 4 Other Burial Fees - Search Fees for Historical records	D	E	£ 25.00	£ -	£ 25.00	E	£ 26.00	£ -	£ 26.00	INCREASED
Council Managed Allotments - 1x10 Rod plot	D	E	£ 103.00	£ -	£ 103.00	E	£ 103.00	£ -	£ 103.00	UNCHANGED
Council Managed Allotments - 1x5 Rod (1/2 size plot)	D	E	£ 55.00	£ -	£ 55.00	E	£ 55.00	£ -	£ 55.00	UNCHANGED
Domestic Waste - Supply of a replacement wheelie bin where broken or lost	D	O	£ 35.00	£ -	£ 35.00	O	£ 35.00	£ -	£ 35.00	UNCHANGED
Domestic Waste - Supply of 1100 refuse or recycling bin for Managing Agent including delivery	D	S	£ 325.00	£ 65.00	£ 390.00	S	£ 325.00	£ 65.00	£ 390.00	UNCHANGED
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	£ 18.00	£ -	£ 18.00	O	£ 18.00	£ -	£ 18.00	UNCHANGED
Enforcement Fees - Depositing Litter - no discount for early repayment	S	E	£ 80.00	£ -	£ 80.00	E	£ 150.00	£ -	£ 150.00	INCREASED
Enforcement Fees - Unauthorised Disposal of Waste (Fly-tipping) - no discount for early repayment	S	E	£ 400.00	£ -	£ 400.00	E	£ 400.00	£ -	£ 400.00	UNCHANGED
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	UNCHANGED
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	UNCHANGED
Enforcement Fees - Unauthorised Distribution of Free Printed Matter / Literature - no discount for early repayment	S	E	£ 80.00	£ -	£ 80.00	E	£ 150.00	£ -	£ 150.00	INCREASED
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	UNCHANGED

Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
Enforcement Fees - Nuisance Parking - no discount for early repayment	S	E	£ 80.00	£ -	£ 80.00	E	£ 100.00	£ -	£ 100.00	INCREASED
Enforcement Fees - Abandoning a Vehicle - no discount for early repayment	S	E	£ 200.00	£ -	£ 200.00	E	£ 200.00	£ -	£ 200.00	UNCHANGED
Enforcement Fees - Graffiti - no discount for early repayment	S	E	£ 80.00	£ -	£ 80.00	E	£ 150.00	£ -	£ 150.00	INCREASED
Enforcement Fees - Fly-Posting - no discount for early repayment	S	E	£ 80.00	£ -	£ 80.00	E	£ 150.00	£ -	£ 150.00	INCREASED
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	UNCHANGED
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	UNCHANGED
Enforcement Fees - Dog Fouling - no discount for early repayment	S	E	£ 80.00	£ -	£ 80.00	E	£ 150.00	£ -	£ 150.00	INCREASED
Parks - Commercial Hire of Parks and Open Spaces - Price on Applications	D	S	POA	£ -	POA	S	POA	£ -	POA	UNCHANGED
Parks - Bowls - Thurrock Bowls Assoc - Exclusive use of 8 greens - Over 60	D	E	£ 125.00	£ -	£ 125.00	E	£ 129.00	£ -	£ 129.00	INCREASED
Parks - Bowls - Thurrock Bowls Assoc - Exclusive use of 8 greens - Under 18	D	E	£ 74.50	£ -	£ 74.50	E	£ 77.00	£ -	£ 77.00	INCREASED
Parks - Bowls - Thurrock Bowls Assoc - Exclusive use of 8 greens - Under 60	D	E	£ 159.50	£ -	£ 159.50	E	£ 165.00	£ -	£ 165.00	INCREASED
Parks - Cricket - Adult Pitch per match (10 games or more)	D	E	£ 93.50	£ -	£ 93.50	E	£ 96.00	£ -	£ 96.00	INCREASED
Parks - Cricket - Adult Pitch per match (less than 10 games)	D	S	£ 93.50	£ 18.70	£ 112.20	S	£ 96.00	£ 19.20	£ 115.20	INCREASED
Parks - Cricket - Youth Pitch per match (10 games or more)	D	E	£ 43.00	£ -	£ 43.00	E	£ 44.00	£ -	£ 44.00	INCREASED
Parks - Cricket - Youth Pitch per match (less than 10 games)	D	S	£ 43.00	£ 8.60	£ 51.60	S	£ 44.00	£ 8.80	£ 52.80	INCREASED
Parks - Football - Adult Pitch with Changing Facilities per match (10 games or more)	D	E	£ 80.00	£ -	£ 80.00	E	£ 82.00	£ -	£ 82.00	INCREASED
Parks - Football - Adult Pitch with Changing Facilities per match (less than 10 games)	D	S	£ 80.00	£ 16.00	£ 96.00	S	£ 82.00	£ 16.40	£ 98.40	INCREASED
Parks - Football - Adult Pitch with Changing Facilities per season (max 16 games)	D	E	£ 1,005.00	£ -	£ 1,005.00	E	£ 1,035.00	£ -	£ 1,035.00	INCREASED
Parks - Football - Child Pitch per match (10 games or more)	D	E	£ 39.00	£ -	£ 39.00	E	£ 40.00	£ -	£ 40.00	INCREASED
Parks - Football - Child Pitch per match (less than 10 games)	D	S	£ 39.00	£ 7.80	£ 46.80	S	£ 40.00	£ 8.00	£ 48.00	INCREASED
Parks - Football - Child Pitch per season (max 16 games)	D	E	£ 493.00	£ -	£ 493.00	E	£ 507.00	£ -	£ 507.00	INCREASED
Parks - Football - Mini Pitch per match (10 games or more)	D	E	£ 20.00	£ -	£ 20.00	E	£ 20.50	£ -	£ 20.50	INCREASED
Parks - Football - Mini Pitch per match (less than 10 games)	D	S	£ 20.00	£ 4.00	£ 24.00	S	£ 20.50	£ 4.10	£ 24.60	INCREASED
Parks - Football - Mini Pitch per season (max 16 games)	D	E	£ 93.00	£ -	£ 93.00	E	£ 96.00	£ -	£ 96.00	INCREASED
Parks - Football - Youth Pitch per match (10 games or more)	D	E	£ 48.50	£ -	£ 48.50	E	£ 50.00	£ -	£ 50.00	INCREASED
Parks - Football - Youth Pitch per match (less than 10 games)	D	S	£ 48.50	£ 9.70	£ 58.20	S	£ 50.00	£ 10.00	£ 60.00	INCREASED
Parks - Football - Youth Pitch per season (max 16 games)	D	E	£ 590.00	£ -	£ 590.00	E	£ 608.00	£ -	£ 608.00	INCREASED
Parks - Rugby - Adult Pitch per match (10 games or more)	D	E	£ 80.00	£ -	£ 80.00	E	£ 82.00	£ -	£ 82.00	INCREASED
Parks - Rugby - Adult Pitch per match (less than 10 games)	D	S	£ 80.00	£ 16.00	£ 96.00	S	£ 82.00	£ 16.40	£ 98.40	INCREASED
Parks - Rugby - Adult Pitch per season (max 16 games)	D	E	£ 1,005.00	£ -	£ 1,005.00	E	£ 1,035.00	£ -	£ 1,035.00	INCREASED
Parks - Rugby - Mini Pitch per match (10 games or more)	D	E	£ 20.00	£ -	£ 20.00	E	£ 20.50	£ -	£ 20.50	INCREASED
Parks - Rugby - Mini Pitch per match (less than 10 games)	D	S	£ 20.00	£ 4.00	£ 24.00	S	£ 20.50	£ 4.10	£ 24.60	INCREASED
Parks - Rugby - Mini Pitch per season (max 16 game)	D	E	£ 93.00	£ -	£ 93.00	E	£ 96.00	£ -	£ 96.00	INCREASED
Parks - Rugby - Youth Pitch per match (10 games or more)	D	E	£ 48.50	£ -	£ 48.50	E	£ 50.00	£ -	£ 50.00	INCREASED
Parks - Rugby - Youth Pitch per match (less than 10 games)	D	S	£ 48.50	£ 9.70	£ 58.20	S	£ 50.00	£ 10.00	£ 60.00	INCREASED
Parks - Rugby - Youth Pitch per season (max 16 games)	D	E	£ 590.00	£ -	£ 590.00	E	£ 608.00	£ -	£ 608.00	INCREASED
Trade Waste Charges - Bin size (per lift) - 1,100 recycling	D	O	POA	£ -	POA	O	POA	£ -	POA	UNCHANGED

Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
Trade Waste Charges - Bin size (per lift) - 1,100 refuse	D	O	POA	£ -	POA	O	POA	£ -	POA	UNCHANGED
Trade Waste Charges - Bin size (per lift) - 660 recycling	D	O	POA	£ -	POA	O	POA	£ -	POA	UNCHANGED
Trade Waste Charges - Bin size (per lift) - 660 refuse	D	O	POA	£ -	POA	O	POA	£ -	POA	UNCHANGED
Trade Waste Charges - Bin size (per lift) - 240 recycling	D	O	POA	£ -	POA	O	POA	£ -	POA	UNCHANGED
Trade Waste Charges - Bin size (per lift) - 240 refuse	D	O	POA	£ -	POA	O	POA	£ -	POA	UNCHANGED
Trade Waste Charges - Sacks 50	D	O	POA	£ -	POA	O	POA	£ -	POA	UNCHANGED
Trade Waste Charges - Sacks 100	D	O	POA	£ -	POA	O	POA	£ -	POA	UNCHANGED
Cultural Services - Borrowers Lost Tickets - Adult - First Loss	D	O	£ 2.60	£ -	£ 2.60	O	£ 2.60	£ -	£ 2.60	UNCHANGED
Cultural Services - Borrowers Lost Tickets - Adult - Second and subsequent loss	D	O	£ 3.10	£ -	£ 3.10	O	£ 3.10	£ -	£ 3.10	UNCHANGED
Cultural Services - Children's Lost Tickets - First Loss	D	O	free	£ -	free	O	free	£ -	free	UNCHANGED
Cultural Services - Children's Lost Tickets - Second Loss	D	O	£ 2.60	£ -	£ 2.60	O	£ 2.60	£ -	£ 2.60	UNCHANGED
Cultural Services - Catalogue Requests - Requests from Library catalogue	D	O	£ 1.00	£ -	£ 1.00	O	free	£ -	free	DECREASED
Cultural Services - Catalogue Requests - Requests from Library catalogues outside Essex	D	O				O	£ 7.25	£ -	£ 7.25	NEW
Cultural Services - Catalogue Requests - Requests from the British Library	D	O				O	£ 22.80	£ -	£ 22.80	NEW
Cultural Services - Catalogue Requests - British Library lending renewals	D	O				O	£ 4.95	£ -	£ 4.95	NEW
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	UNCHANGED
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	UNCHANGED
Cultural Services - Lost compact disc cassette inserts/ Cases and book wallets - Book wallets	D	O	£ 1.60	£ -	£ 1.60	O	£ 1.60	£ -	£ 1.60	UNCHANGED
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	UNCHANGED
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	UNCHANGED
Cultural Services - Lost compact disc cassette inserts/ Cases and book wallets - DVD case	D	O	£ 2.10	£ -	£ 2.10	O	£ 2.10	£ -	£ 2.10	UNCHANGED
Cultural Services - Lost compact disc cassette inserts/ Cases and book wallets - DVD insert	D	O	Full Cost	£ -	Full Cost	O	Full Cost	£ -	Full Cost	UNCHANGED
Cultural Services - DVD - Children's DVD Hire - Each item/ week	D	O	£ 2.10	£ -	£ 2.10	O	£ 1.00	£ -	£ 1.00	DECREASED
Cultural Services - DVD - Children's DVD Hire - Maximum charge - 8 weeks	D	O	£ 16.80	£ -	£ 16.80	O	£ 8.00	£ -	£ 8.00	DECREASED
Cultural Services - DVD - Children's DVD Hire - Overdue: item/ week	D	O	£ 2.10	£ -	£ 2.10	O	£ 1.00	£ -	£ 1.00	DECREASED
Cultural Services - DVD - Non Fiction DVD Hire - Each item/ week	D	O	£ 2.10	£ -	£ 2.10	O	£ 1.00	£ -	£ 1.00	DECREASED
Cultural Services - DVD - Non Fiction DVD Hire - Maximum charge - 8 weeks	D	O	£ 16.80	£ -	£ 16.80	O	£ 8.00	£ -	£ 8.00	DECREASED
Cultural Services - DVD - Non Fiction DVD Hire - Overdue: item/ week	D	O	£ 2.10	£ -	£ 2.10	O	£ 1.00	£ -	£ 1.00	DECREASED
Cultural Services - DVD - TV and Feature Films Hire - Each item/ week	D	O	£ 2.10	£ -	£ 2.10	O	£ 1.00	£ -	£ 1.00	DECREASED

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Cultural Services - DVD - TV and Feature Films Hire - Maximum charge - 8 weeks	D	O	£ 16.80	£ -	£ 16.80	O	£ 8.00	£ -	£ 8.00	DECREASED
Cultural Services - DVD - TV and Feature Films Hire - Overdue: item/ week	D	O	£ 2.10	£ -	£ 2.10	O	£ 1.00	£ -	£ 1.00	DECREASED
Cultural Services - Libraries - Fines - Books - Day 1	D	O	£ 0.20	£ -	£ 0.20	O	£ 0.20	£ -	£ 0.20	UNCHANGED
Cultural Services - Libraries - Fines - Books - Day 2	D	O	£ 0.40	£ -	£ 0.40	O	£ 0.40	£ -	£ 0.40	UNCHANGED
Cultural Services - Libraries - Fines - Books - Day 3	D	O	£ 0.60	£ -	£ 0.60	O	£ 0.60	£ -	£ 0.60	UNCHANGED
Cultural Services - Libraries - Fines - Books - Day 4	D	O	£ 0.80	£ -	£ 0.80	O	£ 0.80	£ -	£ 0.80	UNCHANGED
Cultural Services - Libraries - Fines - Books - Day 5	D	O	£ 1.00	£ -	£ 1.00	O	£ 1.00	£ -	£ 1.00	UNCHANGED
Cultural Services - Libraries - Fines - Books - Day 6	D	O	£ 1.20	£ -	£ 1.20	O	£ 1.20	£ -	£ 1.20	UNCHANGED
Cultural Services - Libraries - Fines - Books - Day 7	D	O	£ 1.40	£ -	£ 1.40	O	£ 1.40	£ -	£ 1.40	UNCHANGED
Cultural Services - Libraries - Fines - Books - Maximum Charge (8 weeks)	D	O	£ 11.20	£ -	£ 11.20	O	£ 11.20	£ -	£ 11.20	UNCHANGED
Cultural Services - Libraries - Language Courses - Multiple sets for 12 weeks	D	O	£ 3.60	£ -	£ 3.60	O	£ 3.60	£ -	£ 3.60	UNCHANGED
Cultural Services - Libraries - Language Courses - Single item for 3 weeks	D	O	£ 1.60	£ -	£ 1.60	O	£ 1.50	£ -	£ 1.50	DECREASED
Cultural Services - Libraries - Recorded Sound - All spoken word for children (Tape or CD)	D	O	Free	£ -	Free	O	Free	£ -	Free	UNCHANGED
Cultural Services - Libraries - Recorded Sound - Compact Disc Hire - 1 week loan	D	O	£ 1.15	£ -	£ 1.15	O	£ 1.15	£ -	£ 1.15	UNCHANGED
Cultural Services - Libraries - Recorded Sound - Spoken Word on CD - 3 week loan	D	O	£ 2.60	£ -	£ 2.60	O	£ 2.60	£ -	£ 2.60	UNCHANGED
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	UNCHANGED
Cultural Services - Computer Printouts - B&W or Colour	D	S	£ 0.25	£ 0.05	£ 0.30	S	£ 0.25	£ 0.05	£ 0.30	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
Cultural Services - Photocopiers - Single copy A3 size - Colour	D	S	£ 1.25	£ 0.25	£ 1.50	S	£ 1.67	£ 0.33	£ 2.00	INCREASED
Cultural Services - Photocopiers - Single copy A3 size - Monochrome	D	S	£ 0.25	£ 0.05	£ 0.30	S	£ 0.25	£ 0.05	£ 0.30	UNCHANGED
Cultural Services - Photocopiers - Single copy A4 size - Colour	D	S	£ 0.83	£ 0.17	£ 1.00	S	£ 0.83	£ 0.17	£ 1.00	UNCHANGED
Cultural Services - Photocopiers - Single copy A4 size - Monochrome	D	S	£ 0.25	£ 0.05	£ 0.30	S	£ 0.13	£ 0.03	£ 0.15	DECREASED
Cultural Services - Photocopiers - 50+ Copies (price per copy) - Monochrome Only - A3	D	S				S	£ 0.13	£ 0.03	£ 0.15	NEW
Cultural Services - Photocopiers - 50+ Copies (price per copy) - Monochrome only - A4	D	S				S	£ 0.08	£ 0.02	£ 0.10	NEW
Cultural Services - VISA License Service, Grays Central Library (Subject to Launch date)	D	tbc				tbc	to be confirmed	£ -	to be confirmed	NEW
Cultural Services - Premises Hire - Commercial organisations and public meetings held by political parties - Per hour - 24 to 70 sq.m. Sole use outside of opening times.	D	E					£ 35.00	£ -	£ 35.00	NEW
Cultural Services - Premises Hire - Commercial organisations and public meetings held by political parties - Per hour - Over 70 sq.m. Sole use outside of opening times.	D	E					£ 35.00	£ -	£ 35.00	NEW

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Cultural Services - Premises Hire - Commercial organisations and public meetings held by political parties - Per hour - Under 24 sq.m. Sole use outside of opening times.	D	E					£ 25.00	£ -	£ 25.00	NEW
Cultural Services - Premises Hire - Other organisations and non public meetings of political parties - Per hour - 24 to 70 sq.m. Sole use outside opening times.	D	E					£ 20.00	£ -	£ 20.00	NEW
Cultural Services - Premises Hire - Other organisations and non public meetings of political parties - Per hour - Over 70 sq.m. Sole use outside opening times.	D	E					£ 20.00	£ -	£ 20.00	NEW
Cultural Services - Premises Hire - Other organisations and non public meetings of political parties - Per hour - Under 24 sq.m. Sole use outside opening times.	D	E					£ 20.00	£ -	£ 20.00	NEW
Cultural Services - Premises Hire - Commercial organisations and public meetings held by political parties - Per hour - 24 to 70 sq.m. Sole use during opening times.	D	E					£ 25.00	£ -	£ 25.00	NEW
Cultural Services - Premises Hire - Commercial organisations and public meetings held by political parties - Per hour - Under 24 sq.m. Sole use during opening times.	D	E					£ 20.00	£ -	£ 20.00	NEW
Cultural Services - Premises Hire - Other organisations and non public meetings of political parties - Per hour - 24 to 70 sq.m. Sole use during opening times.	D	E					£ 15.00	£ -	£ 15.00	NEW
Cultural Services - Premises Hire - Other organisations and non public meetings of political parties - Per hour - Under 24 sq.m. Sole use during opening times.	D	E					£ 15.00	£ -	£ 15.00	NEW
Cultural Services - Premises Hire - Other Organisations and community groups - part use e.g. hire of table space during opening times	D	E					£ 5.00	£ -	£ 5.00	NEW
Cultural Services - Premises Hire - Community Groups - meeting room during opening times	D	E					£ 10.00	£ -	£ 10.00	NEW
Cultural Services - Exhibitions - Exhibition Space - Exhibition of works or crafts by individual artists and craftsmen	D	E	25% Commission or minimum hire charge	£ -	25% Commission or minimum hire charge	E	25% Commission or minimum hire charge	£ -	25% Commission or minimum hire charge	UNCHANGED
Cultural Services - Sales - Adult fiction - Hardback	D	Z	£ 0.90	£ -	£ 0.90	Z	£ 0.50	£ -	£ 0.50	DECREASED
Cultural Services - Sales - Adult fiction - Paperback	D	Z	£ 0.40	£ -	£ 0.40	Z	£ 0.25	£ -	£ 0.25	DECREASED
Cultural Services - Sales - Adult non fiction - Hardback	D	Z	£ 1.60	£ -	£ 1.60	Z	£ 0.50	£ -	£ 0.50	DECREASED
Cultural Services - Sales - Adult non fiction - Paperback	D	Z	£ 0.90	£ -	£ 0.90	Z	£ 0.25	£ -	£ 0.25	DECREASED
Cultural Services - Sales - CD's	D	S	£ 1.29	£ 0.26	£ 1.55	S	£ 0.42	£ 0.08	£ 0.50	DECREASED
Cultural Services - Sales - Children's - Hardback	D	Z	£ 0.90	£ -	£ 0.90	Z	£ 0.50	£ -	£ 0.50	DECREASED
Cultural Services - Sales - Children's - Paperback	D	Z	£ 0.40	£ -	£ 0.40	Z	£ 0.25	£ -	£ 0.25	DECREASED
Cultural Services - Sales - DVD's	D	S	£ 1.67	£ 0.33	£ 2.00	S	£ 0.83	£ 0.17	£ 1.00	DECREASED
Cultural Services -Fax - Incoming - Each	D	S	£ 0.83	£ 0.17	£ 1.00	S	£ 0.83	£ 0.17	£ 1.00	UNCHANGED
Cultural Services -Fax - Outgoing - Additional page - Elsewhere	D	S	£ 1.25	£ 0.25	£ 1.50	S	£ 1.42	£ 0.28	£ 1.70	INCREASED
Cultural Services -Fax - Outgoing - Additional page - Europe	D	S	£ 0.83	£ 0.17	£ 1.00	S	£ 0.92	£ 0.18	£ 1.10	INCREASED
Cultural Services -Fax - Outgoing - Additional page - UK	D	S	£ 0.42	£ 0.08	£ 0.50	S	£ 0.50	£ 0.10	£ 0.60	INCREASED
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	UNCHANGED
Cultural Services -Fax - Outgoing - First Page - Elsewhere	D	S	£ 2.50	£ 0.50	£ 3.00	S	£ 2.67	£ 0.53	£ 3.20	INCREASED
Cultural Services -Fax - Outgoing - First Page - Europe	D	S	£ 2.08	£ 0.42	£ 2.50	S	£ 2.25	£ 0.45	£ 2.70	INCREASED
Cultural Services -Fax - Outgoing - First Page - UK	D	S	£ 0.83	£ 0.17	£ 1.00	S	£ 0.92	£ 0.18	£ 1.10	INCREASED
Cultural Services -Internet and Word processing - Use of the internet - first 2 Hours	D	S	Free	£ -	Free	S	Free	£ -	Free	UNCHANGED

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Cultural Services -Internet and Word processing - Use of the internet - per Subsequent hour	D	S				S	£ 0.83	£ 0.17	£ 1.00	NEW
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	UNCHANGED
Cultural Services -Internet and Word processing - Word processing - Colour	D	S	£ 0.25	£ 0.05	£ 0.30	S	£ 0.25	£ 0.05	£ 0.30	UNCHANGED
Cultural Services - Thameside Theatre and Central Complex - Performance Surcharge	D	S	£ 125.00	£ 25.00	£ 150.00	S	£ 125.00	£ 25.00	£ 150.00	UNCHANGED
Cultural Services - Thameside Theatre and Central Complex - Room Hire - Thameside Two (40 sq mtr) Monday to Saturday. Only available Sunday if Theatre in use.	D	E				E	£ 21.00	£ -	£ 21.00	New
Cultural Services - Thameside Theatre and Central Complex - Room Hire - Third Floor Foyer Monday to Saturday only	D	E				E	£ 15.00	£ -	£ 15.00	New
Cultural Services - Thameside Theatre and Central Complex - Gallery Booking Deposit	D	E				E	£ 25.00	£ -	£ 25.00	New
Cultural Services - Thameside Theatre and Central Complex - Printing of tickets for external venues up to 500 tickets where we are not acting as box office.	D	S				S	£ 41.67	£ 8.33	£ 50.00	New
Cultural Services - Thameside Theatre and Central Complex - Additional batches of up to 500 tickets for external venues where we are not acting as box office.	D	S				S	£ 20.83	£ 4.17	£ 25.00	New
Cultural Services - Thameside Theatre and Central Complex - Printing of tickets for theatre events where hirer wishes to be their own box office. For up to 315 tickets.	D	S				S	£ 20.83	£ 4.17	£ 25.00	New
Cultural Services - Thameside Theatre and Central Complex - Additional batches of up to 315 tickets for theatre events where we are not acting as box office.	D	S				S	£ 10.42	£ 2.08	£ 12.50	New
Cultural Services - Thameside Theatre and Central Complex - Surcharge for staff and bar with Foyer booking	D	S				S	£ 41.67	£ 8.33	£ 50.00	New
Cultural Services - Thameside Theatre and Central Complex - Extra Staff - For technical or Front of house work. Charged per hour.	D	S				S	£ 15.00	£ 3.00	£ 18.00	New
Cultural Services - Thameside Theatre and Central Complex - Bubble Machine	D	S				S	£ 23.00	£ 4.60	£ 27.60	New
Cultural Services - Thameside Theatre and Central Complex - Follow Spot	D	S				S	£ 23.00	£ 4.60	£ 27.60	New

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Cultural Services - Thameside Theatre and Central Complex - Haze	D	S				S	£ 23.00	£ 4.60	£ 27.60	New
Cultural Services - Thameside Theatre and Central Complex - Yamaha 503 Digital Piano	D	S				S	£ 23.00	£ 4.60	£ 27.60	New
Cultural Services - Thameside Theatre and Central Complex - Portable Video Projector	D	S				S	£ 23.00	£ 4.60	£ 27.60	New
Cultural Services - Thameside Theatre and Central Complex - Pyroflash	D	S				S	£ 23.00	£ 4.60	£ 27.60	New
Cultural Services - Thameside Theatre and Central Complex - Radio Microphone System Price per 4 microphones	D	S				S	£ 23.00	£ 4.60	£ 27.60	New
Cultural Services - Thameside Theatre and Central Complex - Smoke Machines	D	S				S	£ 23.00	£ 4.60	£ 27.60	New
Cultural Services - Thameside Theatre and Central Complex - Snow Machines	D	S				S	£ 23.00	£ 4.60	£ 27.60	New
Cultural Services - Thameside Theatre and Central Complex - Star Cloth	D	S				S	£ 23.00	£ 4.60	£ 27.60	New
Cultural Services - Thameside Theatre and Central Complex - UV Lighting	D	S				S	£ 23.00	£ 4.60	£ 27.60	New
Cultural Services - Thameside Theatre and Central Complex - Museum as additional dressing rooms - Only available after museum closing times 5pm-11pm	D	E				E	£ 53.00	£ -	£ 53.00	New

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Cultural Services - Thameside Theatre and Central Complex - Digital Cinema Projector	D	S				S	£ 53.00	£ 10.60	£ 63.60	New
Cultural Services - Thameside Theatre and Central Complex - Flame Machine	D	S				S	£ 53.00	£ 10.60	£ 63.60	New
Cultural Services - Thameside Theatre and Central Complex - Enlarged Orchestra Pit	D	S				S	£ 53.00	£ 10.60	£ 63.60	New
Cultural Services - Thameside Theatre and Central Complex - PA in Foyer	D	S				S	£ 53.00	£ 10.60	£ 63.60	New
Cultural Services - Thameside Theatre and Central Complex - Set up and Remove Stage in Foyer	D	S				S	£ 53.00	£ 10.60	£ 63.60	New
Cultural Services - Thameside Theatre and Central Complex - Off Peak Tariff - Commercial Organisations Mondays and Tuesdays in January, February and August only. Standard block 18:00 to 23:00	D	S				S	£ 61.00	£ 12.20	£ 73.20	New
Cultural Services - Thameside Theatre and Central Complex - Off Peak Tariff - Commercial Organisations Mondays and Tuesdays in January, February and August only. Standard Fee per hour between 09:00 to 18:00	D	S				S	£ 264.00	£ 52.80	£ 316.80	New
Cultural Services - Thameside Theatre and Central Complex - Off Peak Tariff - Commercial Organisations Mondays and Tuesdays in January, February and August only. Additional hour after 23:00	D	S				S	£ 140.00	£ 28.00	£ 168.00	New
<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 DFE funded schools and academies</i>	D	E	£ 170.00	£ -	£ 170.00	E	£ 175.00	£ -	£ 175.00	INCREASED
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 and members of Thurrock Arts Council	D	S	£ 170.00	£ 34.00	£ 204.00	S	£ 175.00	£ 35.00	£ 210.00	INCREASED

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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 - 1) Thurrock Council services and DFE funded schools and academies	D	E	£ 247.00	£ -	£ 247.00	E	£ 254.00	£ -	£ 254.00	INCREASED
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 - 2) Thurrock based non-profit organisations and members of Thurrock Arts Council	D	S	£ 246.67	£ 49.33	£ 296.00	S	£ 254.00	£ 50.80	£ 304.80	INCREASED
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 - 1) Thurrock Council services and DFE funded schools and academies	D	E	£ 247.00	£ -	£ 247.00	E	£ 254.00	£ -	£ 254.00	INCREASED
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 - 2) Thurrock based non-profit organisations and members of Thurrock Arts Council	D	S	£ 246.67	£ 49.33	£ 296.00	S	£ 254.00	£ 50.80	£ 304.80	INCREASED
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 - 1) Thurrock Council services and DFE funded schools and academies	D	E	£ 75.00	£ -	£ 75.00	E	£ 77.00	£ -	£ 77.00	INCREASED
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 - 2) Thurrock based non-profit organisations and members of Thurrock Arts Council	D	S	£ 75.00	£ 15.00	£ 90.00	S	£ 77.00	£ 15.40	£ 92.40	INCREASED
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 - 1) Thurrock Council services and DFE funded schools and academies	D	E	£ 59.00	£ -	£ 59.00	E	£ 61.00	£ -	£ 61.00	INCREASED
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 - 2) Thurrock based non-profit organisations and members of Thurrock Arts Council	D	S	£ 59.17	£ 11.83	£ 71.00	S	£ 61.00	£ 12.20	£ 73.20	INCREASED
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 - 1) Thurrock Council services and DFE funded schools and academies	D	E	£ 121.00	£ -	£ 121.00	E	£ 125.00	£ -	£ 125.00	INCREASED
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 - 2) Thurrock based non-profit organisations and members of Thurrock Arts Council	D	S	£ 120.83	£ 24.17	£ 145.00	S	£ 125.00	£ 25.00	£ 150.00	INCREASED

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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 - 1) Thurrock Council services and DFE funded schools and academies	D	E	£ 470.00	£ -	£ 470.00	E	£ 484.00	£ -	£ 484.00	INCREASED
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 - 2) Thurrock based non-profit organisations and members of Thurrock Arts Council	D	S	£ 470.00	£ 94.00	£ 564.00	S	£ 484.00	£ 96.80	£ 580.80	INCREASED
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 DFE funded schools and academies	D	E	£ 256.00	£ -	£ 256.00	E	£ 264.00	£ -	£ 264.00	INCREASED
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 - 2) Thurrock based non-profit organisations and members of Thurrock Arts Council	D	S	£ 255.83	£ 51.17	£ 307.00	S	£ 264.00	£ 52.80	£ 316.80	INCREASED
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 DFE funded schools and academies	D	E	£ 619.00	£ -	£ 619.00	E	£ 638.00	£ -	£ 638.00	INCREASED
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 - 2) Thurrock based non-profit organisations and members of Thurrock Arts Council	D	S	£ 619.17	£ 123.83	£ 743.00	S	£ 638.00	£ 127.60	£ 765.60	INCREASED
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 DFE funded schools and academies	D	E	£ 136.00	£ -	£ 136.00	E	£ 140.00	£ -	£ 140.00	INCREASED
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 - 2) Thurrock based non-profit organisations and members of Thurrock Arts Council	D	S	£ 135.83	£ 27.17	£ 163.00	S	£ 140.00	£ 28.00	£ 168.00	INCREASED
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 08.00 to 18.00 - Saturday - 1) Thurrock Council services and DFE funded schools and academies	D	E	£ 96.00	£ -	£ 96.00	E	£ 99.00	£ -	£ 99.00	INCREASED
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 08.00 to 18.00 - Saturday - 2) Thurrock based non-profit organisations and members of Thurrock Arts Council	D	S	£ 95.83	£ 19.17	£ 115.00	S	£ 99.00	£ 19.80	£ 118.80	INCREASED

Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Additional hours after 23.00 - Monday to Thursday	D	S	£ 196.67	£ 39.33	£ 236.00	S	£ 203.00	£ 40.60	£ 243.60	INCREASED
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Additional hours after 23.00 - Saturday	D	S	£ 321.67	£ 64.33	£ 386.00	S	£ 332.00	£ 66.40	£ 398.40	INCREASED
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Friday per hour 08.00 to 18.00	D	S	£ 151.67	£ 30.33	£ 182.00	S	£ 155.00	£ 31.00	£ 186.00	INCREASED
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Monday to Thursday per hour 08.00 to 18.00	D	S	£ 145.00	£ 29.00	£ 174.00	S	£ 150.00	£ 30.00	£ 180.00	INCREASED
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Saturday per hour 08.00 to 18.00	D	S	£ 165.00	£ 33.00	£ 198.00	S	£ 170.00	£ 34.00	£ 204.00	INCREASED
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Standard Fee per period - 18.00 to 23.00 - Friday	D	S	£ 849.00	£ 169.80	£ 1,018.80	S	£ 875.00	£ 175.00	£ 1,050.00	INCREASED
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Standard Fee per period - 18.00 to 23.00 - Saturday	D	S	£ 1,151.00	£ 230.20	£ 1,381.20	S	£ 1,186.00	£ 237.20	£ 1,423.20	INCREASED
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Additional hours after 23.00 - Friday	D	S	£ 217.00	£ 43.40	£ 260.40	S	£ 224.00	£ 44.80	£ 268.80	INCREASED
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Additional hours after 23.00 - Sunday	D	S	£ 322.00	£ 64.40	£ 386.40	S	£ 332.00	£ 66.40	£ 398.40	INCREASED
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	£ 530.00	£ 106.00	£ 636.00	S	£ 546.00	£ 109.20	£ 655.20	INCREASED
Cultural Services - Thameside Theatre and Central Complex - Tariff 3 - Commercial organisations - Sunday per hour 09.00 to 23.00	D	S	£ 194.00	£ 38.80	£ 232.80	S	£ 200.00	£ 40.00	£ 240.00	INCREASED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED

Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
Alcohol and Entertainment Licences - Club Premises Certificates - Annual Charge - E = £125,000 plus	S	O	£ 350.00	£ -	£ 350.00	O	£ 350.00	£ -	£ 350.00	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED

Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
Alcohol and Entertainment Licences - Other Fees - Application for transfer of premises licence	S	O	£ 23.00	£ -	£ 23.00	O	£ 23.00	£ -	£ 23.00	UNCHANGED
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	UNCHANGED
Alcohol and Entertainment Licences - Other Fees - Change of relevant registered address of club	S	O	£ 10.50	£ -	£ 10.50	O	£ 10.50	£ -	£ 10.50	UNCHANGED
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	UNCHANGED
Alcohol and Entertainment Licences - Other Fees - Notification of change of name or address	S	O	£ 10.50	£ -	£ 10.50	O	£ 10.50	£ -	£ 10.50	UNCHANGED
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	UNCHANGED
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	UNCHANGED
Alcohol and Entertainment Licences - Other Fees - Temporary event notice	S	O	£ 21.00	£ -	£ 21.00	O	£ 21.00	£ -	£ 21.00	UNCHANGED
Alcohol and Entertainment Licences - Other Fees - Theft, loss etc of certificate or summary	S	O	£ 10.50	£ -	£ 10.50	O	£ 10.50	£ -	£ 10.50	UNCHANGED
Alcohol and Entertainment Licences - Other Fees - Theft, loss etc of personal licence	S	O	£ 10.50	£ -	£ 10.50	O	£ 10.50	£ -	£ 10.50	UNCHANGED
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	UNCHANGED
Alcohol and Entertainment Licences - Other Fees - Theft, loss etc of temporary event notice	S	O	£ 10.50	£ -	£ 10.50	O	£ 10.50	£ -	£ 10.50	UNCHANGED
Alcohol and Entertainment Licences - Premises Licenses - Annual Charge - A = None to £4,400	S	O	£ 70.00	£ -	£ 70.00	O	£ 70.00	£ -	£ 70.00	UNCHANGED
Alcohol and Entertainment Licences - Premises Licenses - Annual Charge - B = £4,301 to £33,000	S	O	£ 180.00	£ -	£ 180.00	O	£ 180.00	£ -	£ 180.00	UNCHANGED
Alcohol and Entertainment Licences - Premises Licenses - Annual Charge - C = £33,001 to £87,000	S	O	£ 295.00	£ -	£ 295.00	O	£ 295.00	£ -	£ 295.00	UNCHANGED
Alcohol and Entertainment Licences - Premises Licenses - Annual Charge - D = £87,001 to £125,000	S	O	£ 320.00	£ -	£ 320.00	O	£ 320.00	£ -	£ 320.00	UNCHANGED
Alcohol and Entertainment Licences - Premises Licenses - Annual Charge - E = £125,000 plus	S	O	£ 350.00	£ -	£ 350.00	O	£ 350.00	£ -	£ 350.00	UNCHANGED
Alcohol and Entertainment Licences - Premises Licenses - New Application & Variation - A = None to £4,400	S	O	£ 100.00	£ -	£ 100.00	O	£ 100.00	£ -	£ 100.00	UNCHANGED
Alcohol and Entertainment Licences - Premises Licenses - New Application & Variation - B = £4,301 to £33,000	S	O	£ 190.00	£ -	£ 190.00	O	£ 190.00	£ -	£ 190.00	UNCHANGED
Alcohol and Entertainment Licences - Premises Licenses - New Application & Variation - C = £33,001 to £87,000	S	O	£ 315.00	£ -	£ 315.00	O	£ 315.00	£ -	£ 315.00	UNCHANGED
Alcohol and Entertainment Licences - Premises Licenses - New Application & Variation - D = £87,001 to £125,000	S	O	£ 450.00	£ -	£ 450.00	O	£ 450.00	£ -	£ 450.00	UNCHANGED
Alcohol and Entertainment Licences - Premises Licenses - New Application & Variation - E = £125,000 plus	S	O	£ 635.00	£ -	£ 635.00	O	£ 635.00	£ -	£ 635.00	UNCHANGED
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	UNCHANGED

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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 pre-mixtures of such additives	S	O	£ 451.00	£ -	£ 451.00	O	£ 451.00	£ -	£ 451.00	UNCHANGED
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	UNCHANGED
Explosives Regulations 2014 - Regulation 13 – Five years licence where no separation distances apply	S	O	£ 238.00	£ -	£ 238.00	O	£ 238.00	£ -	£ 238.00	UNCHANGED
Explosives Regulations 2014 - Regulation 13 – Five years licence where separation distances apply	S	O	£ 423.00	£ -	£ 423.00	O	£ 423.00	£ -	£ 423.00	UNCHANGED
Explosives Regulations 2014 - Regulation 13 – Five years renewal where no separation distances apply	S	O	£ 185.00	£ -	£ 185.00	O	£ 185.00	£ -	£ 185.00	UNCHANGED
Explosives Regulations 2014 - Regulation 13 – Five years renewal where separation distances apply	S	O	£ 326.00	£ -	£ 326.00	O	£ 326.00	£ -	£ 326.00	UNCHANGED
Explosives Regulations 2014 - Regulation 13 – Four years licence where no separation distances apply	S	O	£ 206.00	£ -	£ 206.00	O	£ 206.00	£ -	£ 206.00	UNCHANGED
Explosives Regulations 2014 - Regulation 13 – Four years licence where separation distances apply	S	O	£ 374.00	£ -	£ 374.00	O	£ 374.00	£ -	£ 374.00	UNCHANGED
Explosives Regulations 2014 - Regulation 13 – Four years renewal where no separation distances apply	S	O	£ 152.00	£ -	£ 152.00	O	£ 152.00	£ -	£ 152.00	UNCHANGED
Explosives Regulations 2014 - Regulation 13 – Four years renewal where separation distances apply	S	O	£ 266.00	£ -	£ 266.00	O	£ 266.00	£ -	£ 266.00	UNCHANGED
Explosives Regulations 2014 - Regulation 13 – One year licence where no separation distances apply	S	O	£ 109.00	£ -	£ 109.00	O	£ 109.00	£ -	£ 109.00	UNCHANGED
Explosives Regulations 2014 - Regulation 13 – One year licence where separation distances apply	S	O	£ 185.00	£ -	£ 185.00	O	£ 185.00	£ -	£ 185.00	UNCHANGED
Explosives Regulations 2014 - Regulation 13 – One year renewal where separation distances apply	S	O	£ 86.00	£ -	£ 86.00	O	£ 86.00	£ -	£ 86.00	UNCHANGED
Explosives Regulations 2014 - Regulation 13 - Renewal where no separation distances apply	S	O	£ 54.00	£ -	£ 54.00	O	£ 54.00	£ -	£ 54.00	UNCHANGED
Explosives Regulations 2014 - Regulation 13 – Three years licence where no separation distances apply	S	O	£ 173.00	£ -	£ 173.00	O	£ 173.00	£ -	£ 173.00	UNCHANGED
Explosives Regulations 2014 - Regulation 13 – Three years licence where separation distances apply	S	O	£ 304.00	£ -	£ 304.00	O	£ 304.00	£ -	£ 304.00	UNCHANGED
Explosives Regulations 2014 - Regulation 13 – Three years renewal where no separation distances apply	S	O	£ 120.00	£ -	£ 120.00	O	£ 120.00	£ -	£ 120.00	UNCHANGED
Explosives Regulations 2014 - Regulation 13 – Three years renewal where separation distances apply	S	O	£ 206.00	£ -	£ 206.00	O	£ 206.00	£ -	£ 206.00	UNCHANGED
Explosives Regulations 2014 - Regulation 13 – Two years licence where no separation distances apply	S	O	£ 141.00	£ -	£ 141.00	O	£ 141.00	£ -	£ 141.00	UNCHANGED
Explosives Regulations 2014 - Regulation 13 – Two years licence where separation distances apply	S	O	£ 243.00	£ -	£ 243.00	O	£ 243.00	£ -	£ 243.00	UNCHANGED
Explosives Regulations 2014 - Regulation 13 – Two years renewal where no separation distances apply	S	O	£ 86.00	£ -	£ 86.00	O	£ 86.00	£ -	£ 86.00	UNCHANGED

Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
Explosives Regulations 2014 - Regulation 13 – Two years renewal where separation distances apply	S	O	£ 147.00	£ -	£ 147.00	O	£ 147.00	£ -	£ 147.00	UNCHANGED
Explosives Regulations 2014 - Regulation 16 - Any other variation	S	O	Reasonable Costs	£ -	Reasonable Costs	O	Reasonable Costs	£ -	Reasonable Costs	UNCHANGED
Explosives Regulations 2014 - Regulation 16 - Varying a licence (name or address)	S	O	£ 36.00	£ -	£ 36.00	O	£ 36.00	£ -	£ 36.00	UNCHANGED
Explosives Regulations 2014 - Regulation 17 - Replacement of licence	S	O	£ 36.00	£ -	£ 36.00	O	£ 36.00	£ -	£ 36.00	UNCHANGED
Explosives Regulations 2014 - Regulation 17 - Transfer of licence	S	O	£ 36.00	£ -	£ 36.00	O	£ 36.00	£ -	£ 36.00	UNCHANGED
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	UNCHANGED
Gambling Licences - Adult Gaming Centre Premises Licence - Annual Fee	D	O	£ 800.00	£ -	£ 800.00	O	£ 800.00	£ -	£ 800.00	UNCHANGED
Gambling Licences - Adult Gaming Centre Premises Licence - Application fee for reinstatement of a licence	D	O	£ 1,000.00	£ -	£ 1,000.00	O	£ 1,000.00	£ -	£ 1,000.00	UNCHANGED
Gambling Licences - Adult Gaming Centre Premises Licence - Application fee in respect of Premises Licence	D	O	£ 1,600.00	£ -	£ 1,600.00	O	£ 1,600.00	£ -	£ 1,600.00	UNCHANGED
Gambling Licences - Adult Gaming Centre Premises Licence - Application fee in respect of Provisional Statement	D	O	£ 1,600.00	£ -	£ 1,600.00	O	£ 1,600.00	£ -	£ 1,600.00	UNCHANGED
Gambling Licences - Adult Gaming Centre Premises Licence - Application fee to transfer a licence	D	O	£ 1,000.00	£ -	£ 1,000.00	O	£ 1,000.00	£ -	£ 1,000.00	UNCHANGED
Gambling Licences - Adult Gaming Centre Premises Licence - Application fee to vary a licence	D	O	£ 800.00	£ -	£ 800.00	O	£ 800.00	£ -	£ 800.00	UNCHANGED
Gambling Licences - Annual fee for Club Gaming or Machine Permit	S	O	£ 50.00	£ -	£ 50.00	O	£ 50.00	£ -	£ 50.00	UNCHANGED
Gambling Licences - Application for Club Gaming or Machine Permit	S	O	£ 200.00	£ -	£ 200.00	O	£ 200.00	£ -	£ 200.00	UNCHANGED
Gambling Licences - Application for Club Gaming or Machine Permit (existing holder)	S	O	£ 100.00	£ -	£ 100.00	O	£ 100.00	£ -	£ 100.00	UNCHANGED
Gambling Licences - Application for Club Gaming or Machine Permit (holding Certificate under licensing act 2003)	S	O	£ 100.00	£ -	£ 100.00	O	£ 100.00	£ -	£ 100.00	UNCHANGED
Gambling Licences - Application for Prize Gaming Permit & Family Entertainment Centre Gaming Machine Permit	S	O	£ 300.00	£ -	£ 300.00	O	£ 300.00	£ -	£ 300.00	UNCHANGED
Gambling Licences - Application to Vary Club Gaming or Machine Permit	S	O	£ 100.00	£ -	£ 100.00	O	£ 100.00	£ -	£ 100.00	UNCHANGED
Gambling Licences - Betting Premises (Track) Licence - Annual Fee	D	O	£ 1,000.00	£ -	£ 1,000.00	O	£ 1,000.00	£ -	£ 1,000.00	UNCHANGED
Gambling Licences - Betting Premises (Track) Licence - Application fee for reinstatement of a licence	D	O	£ 950.00	£ -	£ 950.00	O	£ 950.00	£ -	£ 950.00	UNCHANGED
Gambling Licences - Betting Premises (Track) Licence - Application fee in respect of Premises Licence	D	O	£ 2,500.00	£ -	£ 2,500.00	O	£ 2,500.00	£ -	£ 2,500.00	UNCHANGED
Gambling Licences - Betting Premises (Track) Licence - Application fee in respect of Provisional Statement	D	O	£ 2,500.00	£ -	£ 2,500.00	O	£ 2,500.00	£ -	£ 2,500.00	UNCHANGED
Gambling Licences - Betting Premises (Track) Licence - Application fee to transfer a licence	D	O	£ 950.00	£ -	£ 950.00	O	£ 950.00	£ -	£ 950.00	UNCHANGED
Gambling Licences - Betting Premises (Track) Licence - Application fee to vary a licence	D	O	£ 1,250.00	£ -	£ 1,250.00	O	£ 1,250.00	£ -	£ 1,250.00	UNCHANGED
Gambling Licences - Bingo Premises Licence - Annual Fee	D	O	£ 800.00	£ -	£ 800.00	O	£ 800.00	£ -	£ 800.00	UNCHANGED
Gambling Licences - Bingo Premises Licence - Application fee for reinstatement of a licence	D	O	£ 1,000.00	£ -	£ 1,000.00	O	£ 1,000.00	£ -	£ 1,000.00	UNCHANGED
Gambling Licences - Bingo Premises Licence - Application fee in respect of Premises Licence	D	O	£ 3,000.00	£ -	£ 3,000.00	O	£ 3,000.00	£ -	£ 3,000.00	UNCHANGED

Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
Gambling Licences - Bingo Premises Licence - Application fee in respect of Provisional Statement	D	O	£ 3,000.00	£ -	£ 3,000.00	O	£ 3,000.00	£ -	£ 3,000.00	UNCHANGED
Gambling Licences - Bingo Premises Licence - Application fee to transfer a licence	D	O	£ 1,000.00	£ -	£ 1,000.00	O	£ 1,000.00	£ -	£ 1,000.00	UNCHANGED
Gambling Licences - Bingo Premises Licence - Application fee to vary a licence	D	O	£ 1,500.00	£ -	£ 1,500.00	O	£ 1,500.00	£ -	£ 1,500.00	UNCHANGED
Gambling Licences - Change of name on Prize gaming Permit & Family Entertainment Centre Gaming Machine Permit	S	O	£ 25.00	£ -	£ 25.00	O	£ 25.00	£ -	£ 25.00	UNCHANGED
Gambling Licences - Copy of Club Gaming or Machine Permit	S	O	£ 15.00	£ -	£ 15.00	O	£ 15.00	£ -	£ 15.00	UNCHANGED
Gambling Licences - Copy of Prize gaming Permit & Family Entertainment Centre Gaming Machine Permit	S	O	£ 15.00	£ -	£ 15.00	O	£ 15.00	£ -	£ 15.00	UNCHANGED
Gambling Licences - Copy of the Premises Licence	S	O	£ 15.00	£ -	£ 15.00	O	£ 15.00	£ -	£ 15.00	UNCHANGED
Gambling Licences - Family Entertainment Centre Premises Licence - Annual Fee	D	O	£ 600.00	£ -	£ 600.00	O	£ 600.00	£ -	£ 600.00	UNCHANGED
Gambling Licences - Family Entertainment Centre Premises Licence - Application fee for reinstatement of a licence	D	O	£ 800.00	£ -	£ 800.00	O	£ 800.00	£ -	£ 800.00	UNCHANGED
Gambling Licences - Family Entertainment Centre Premises Licence - Application fee in respect of Premises Licence	D	O	£ 1,600.00	£ -	£ 1,600.00	O	£ 1,600.00	£ -	£ 1,600.00	UNCHANGED
Gambling Licences - Family Entertainment Centre Premises Licence - Application fee in respect of Provisional Statement	D	O	£ 1,600.00	£ -	£ 1,600.00	O	£ 1,600.00	£ -	£ 1,600.00	UNCHANGED
Gambling Licences - Family Entertainment Centre Premises Licence - Application fee to transfer a licence	D	O	£ 800.00	£ -	£ 800.00	O	£ 800.00	£ -	£ 800.00	UNCHANGED
Gambling Licences - Family Entertainment Centre Premises Licence - Application fee to vary a licence	D	O	£ 800.00	£ -	£ 800.00	O	£ 800.00	£ -	£ 800.00	UNCHANGED
Gambling Licences - Large Casino Premises Licence - Annual Fee	D	O	£ 10,000.00	£ -	£ 10,000.00	O	£ 10,000.00	£ -	£ 10,000.00	UNCHANGED
Gambling Licences - Large Casino Premises Licence - Application fee for reinstatement of a licence	D	O	£ 2,150.00	£ -	£ 2,150.00	O	£ 2,150.00	£ -	£ 2,150.00	UNCHANGED
Gambling Licences - Large Casino Premises Licence - Application fee in respect of Premises Licence	D	O	£ 10,000.00	£ -	£ 10,000.00	O	£ 10,000.00	£ -	£ 10,000.00	UNCHANGED
Gambling Licences - Large Casino Premises Licence - Application fee in respect of Provisional Statement	D	O	£ 10,000.00	£ -	£ 10,000.00	O	£ 10,000.00	£ -	£ 10,000.00	UNCHANGED
Gambling Licences - Large Casino Premises Licence - Application fee to transfer a licence	D	O	£ 2,150.00	£ -	£ 2,150.00	O	£ 2,150.00	£ -	£ 2,150.00	UNCHANGED
Gambling Licences - Large Casino Premises Licence - Application fee to vary a licence	D	O	£ 5,000.00	£ -	£ 5,000.00	O	£ 5,000.00	£ -	£ 5,000.00	UNCHANGED
Gambling Licences - Notification of change of circumstances fro premises Licence	S	O	£ 50.00	£ -	£ 50.00	O	£ 50.00	£ -	£ 50.00	UNCHANGED
Gambling Licences - Occasional Use Notice	S	O	£ -	£ -	£ -	O	£ -	£ -	£ -	UNCHANGED
Gambling Licences - Regional casino premises Licence	S	O	£ 15,000.00	£ -	£ 15,000.00	O	£ 15,000.00	£ -	£ 15,000.00	UNCHANGED
Gambling Licences - Regional Casino Premises Licence - Annual Fee	D	O	£ 15,000.00	£ -	£ 15,000.00	O	£ 15,000.00	£ -	£ 15,000.00	UNCHANGED
Gambling Licences - Regional Casino Premises Licence - Application fee for reinstatement of a licence	D	O	£ 6,500.00	£ -	£ 6,500.00	O	£ 6,500.00	£ -	£ 6,500.00	UNCHANGED
Gambling Licences - Regional Casino Premises Licence - Application fee in respect of Premises Licence	D	O	£ 15,000.00	£ -	£ 15,000.00	O	£ 15,000.00	£ -	£ 15,000.00	UNCHANGED
Gambling Licences - Regional Casino Premises Licence - Application fee in respect of Provisional Statement	D	O	£ 15,000.00	£ -	£ 15,000.00	O	£ 15,000.00	£ -	£ 15,000.00	UNCHANGED
Gambling Licences - Regional Casino Premises Licence - Application fee to transfer a licence	D	O	£ 6,500.00	£ -	£ 6,500.00	O	£ 6,500.00	£ -	£ 6,500.00	UNCHANGED

Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
Gambling Licences - Regional Casino Premises Licence - Application fee to vary a licence	D	O	£ 7,500.00	£ -	£ 7,500.00	O	£ 7,500.00	£ -	£ 7,500.00	UNCHANGED
Gambling Licences - Renewal of a Club Gaming or Machine Permit	S	O	£ 200.00	£ -	£ 200.00	O	£ 200.00	£ -	£ 200.00	UNCHANGED
Gambling Licences - Renewal of Prize gaming Permit & Family Entertainment Centre Gaming Machine Permit	S	O	£ 300.00	£ -	£ 300.00	O	£ 300.00	£ -	£ 300.00	UNCHANGED
Gambling Licences - Small Casino Premises Licence - Annual Fee	D	O	£ 5,000.00	£ -	£ 5,000.00	O	£ 5,000.00	£ -	£ 5,000.00	UNCHANGED
Gambling Licences - Small Casino Premises Licence - Application fee for reinstatement of a licence	D	O	£ 1,800.00	£ -	£ 1,800.00	O	£ 1,800.00	£ -	£ 1,800.00	UNCHANGED
Gambling Licences - Small Casino Premises Licence - Application fee in respect of Premises Licence	D	O	£ 8,000.00	£ -	£ 8,000.00	O	£ 8,000.00	£ -	£ 8,000.00	UNCHANGED
Gambling Licences - Small Casino Premises Licence - Application fee in respect of Provisional Statement	D	O	£ 8,000.00	£ -	£ 8,000.00	O	£ 8,000.00	£ -	£ 8,000.00	UNCHANGED
Gambling Licences - Small Casino Premises Licence - Application fee to transfer a licence	D	O	£ 1,800.00	£ -	£ 1,800.00	O	£ 1,800.00	£ -	£ 1,800.00	UNCHANGED
Gambling Licences - Small Casino Premises Licence - Application fee to vary a licence	D	O	£ 4,000.00	£ -	£ 4,000.00	O	£ 4,000.00	£ -	£ 4,000.00	UNCHANGED
Gambling Licences - Temporary Use Notice	S	O	£ 500.00	£ -	£ 500.00	O	£ 500.00	£ -	£ 500.00	UNCHANGED
Lotteries and Amusements act 1976 - Annual fee (1st Jan to 31st Dec)	S	O	£ 20.00	£ -	£ 20.00	O	£ 20.00	£ -	£ 20.00	UNCHANGED
Lotteries and Amusements act 1976 - Initial Registration Fee	S	O	£ 40.00	£ -	£ 40.00	O	£ 40.00	£ -	£ 40.00	UNCHANGED
Massage and Special Treatment Licences - New	D	O	£ 130.00	£ -	£ 130.00	O	£ 130.00	£ -	£ 130.00	UNCHANGED
Massage and Special Treatment Licences - Renewal	D	O	£ 70.00	£ -	£ 70.00	O	£ 70.00	£ -	£ 70.00	UNCHANGED
Massage and Special Treatment Licences - Renewed Licence	D	O	£ 70.00	£ -	£ 70.00	O	£ 70.00	£ -	£ 70.00	UNCHANGED
Massage and Special Treatment Licences - Replacement Licence (Address change or change of ownership)	D	O	£ 130.00	£ -	£ 130.00	O	£ 130.00	£ -	£ 130.00	UNCHANGED
Other Sales and Service Charges - Drain Testing, per hour	S	S	£ 45.00	£ 9.00	£ 54.00	S	£ 45.00	£ 9.00	£ 54.00	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
Public Protection - Control of Dogs - Admin Charge	D	O	£ 45.00	£ -	£ 45.00	O	£ 45.00	£ -	£ 45.00	UNCHANGED
Public Protection - Control of Dogs - Call Out Charges - Weekday - 5pm to 11.59pm	D	O	£ 65.00	£ -	£ 65.00	O	£ 65.00	£ -	£ 65.00	UNCHANGED
Public Protection - Control of Dogs - Call Out Charges - Weekday - 8am to 4.59pm	D	O	£ 50.00	£ -	£ 50.00	O	£ 50.00	£ -	£ 50.00	UNCHANGED
Public Protection - Control of Dogs - Call Out Charges - Weekend - 9am to 10am	D	O	N/A	£ -	N/A	O	N/A	£ -	N/A	UNCHANGED

Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
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	UNCHANGED
Public Protection - Control of Dogs - Kennelling per day	D	O	£ 14.00	£ -	£ 14.00	O	£ 14.00	£ -	£ 14.00	UNCHANGED
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	UNCHANGED
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	£ 76.00	£ 15.20	£ 91.20	INCREASED
Public Protection - Fee Schedule for the Testing and/or Verification of Weighing and Measuring Equipment where specialist equipment is required - price on application. Will be charged at Hourly rate per officer, plus any specialist equipment costs.	D	S	POA	£ -	POA	S	POA - £76 per Hour per Officer, plus equipment costs	Plus VAT	POA - £76 per Hour per Officer, plus equipment costs	INCREASED
Public Protection - Hackney Carriage Licences - Drivers Licences - HC & PH New (Combined Licence) 1 year	D	O	£ 175.00	£ -	£ 175.00	O	£ 175.00	£ -	£ 175.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Drivers Licences - HC & PH New (Combined Licence) 2 years	D	O	£ 310.00	£ -	£ 310.00	O	£ 310.00	£ -	£ 310.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Drivers Licences - HC & PH New (Combined Licence) 3 years	D	O	£ 445.00	£ -	£ 445.00	O	£ 445.00	£ -	£ 445.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Drivers Licences - HC & PH Renewal (Combined Licence) 1 year	D	O	£ 135.00	£ -	£ 135.00	O	£ 135.00	£ -	£ 135.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Drivers Licences - HC & PH Renewal (Combined Licence) 2 years	D	O	£ 270.00	£ -	£ 270.00	O	£ 270.00	£ -	£ 270.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Drivers Licences - HC & PH Renewal (Combined Licence) 3 years	D	O	£ 405.00	£ -	£ 405.00	O	£ 405.00	£ -	£ 405.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Drivers Licences - HC New 1 year	D	O	£ 140.00	£ -	£ 140.00	O	£ 140.00	£ -	£ 140.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Drivers Licences - HC New 2 years	D	O	£ 240.00	£ -	£ 240.00	O	£ 240.00	£ -	£ 240.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Drivers Licences - HC New 3 years	D	O	£ 340.00	£ -	£ 340.00	O	£ 340.00	£ -	£ 340.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Drivers Licences - HC Renewal 1 year	D	O	£ 100.00	£ -	£ 100.00	O	£ 100.00	£ -	£ 100.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Drivers Licences - HC Renewal 2 years	D	O	£ 200.00	£ -	£ 200.00	O	£ 200.00	£ -	£ 200.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Drivers Licences - HC Renewal 3 years	D	O	£ 300.00	£ -	£ 300.00	O	£ 300.00	£ -	£ 300.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Drivers Licences - PH New 1 year	D	O	£ 116.00	£ -	£ 116.00	O	£ 116.00	£ -	£ 116.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Drivers Licences - PH New 2 year	D	O	£ 192.00	£ -	£ 192.00	O	£ 192.00	£ -	£ 192.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Drivers Licences - PH New 3 year	D	O	£ 268.00	£ -	£ 268.00	O	£ 268.00	£ -	£ 268.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Drivers Licences - PH Renewal 1 year	D	O	£ 76.00	£ -	£ 76.00	O	£ 76.00	£ -	£ 76.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Drivers Licences - PH Renewal 2 years	D	O	£ 152.00	£ -	£ 152.00	O	£ 152.00	£ -	£ 152.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Drivers Licences - PH Renewal 3 years	D	O	£ 228.00	£ -	£ 228.00	O	£ 228.00	£ -	£ 228.00	UNCHANGED

Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
Public Protection - Hackney Carriage Licences - Other Charges - Additional Knowledge test	D	O	£ 22.00	£ -	£ 22.00	O	£ 22.00	£ -	£ 22.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Other Charges - Checking and sealing taximeters	D	O	£ 20.00	£ -	£ 20.00	O	£ 20.00	£ -	£ 20.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Other Charges - DBS	D	O	£ 66.00	£ -	£ 66.00	O	£ 66.00	£ -	£ 66.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Other Charges - Replacement Drivers Badges	D	O	£ 20.00	£ -	£ 20.00	O	£ 20.00	£ -	£ 20.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Other Charges - Replacement Plate, mounting Bracket & Vehicle ID card	D	O	£ 25.00	£ -	£ 25.00	O	£ 25.00	£ -	£ 25.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Other Charges - Replacement door stickers	D	O	£ 7.00	£ -	£ 7.00	O	£ 7.00	£ -	£ 7.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 1 vehicle 1 year	D	O	£ 70.00	£ -	£ 70.00	O	£ 70.00	£ -	£ 70.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 1 vehicle 5 years	D	O	£ 350.00	£ -	£ 350.00	O	£ 350.00	£ -	£ 350.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 11-20 vehicles 1 year	D	O	£ 738.00	£ -	£ 738.00	O	£ 738.00	£ -	£ 738.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 11-20 vehicles 5 years	D	O	£ 3,690.00	£ -	£ 3,690.00	O	£ 3,690.00	£ -	£ 3,690.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 2-5 vehicles 1 year	D	O	£ 241.00	£ -	£ 241.00	O	£ 241.00	£ -	£ 241.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 2-5 vehicles 5 years	D	O	£ 1,205.00	£ -	£ 1,205.00	O	£ 1,205.00	£ -	£ 1,205.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 6-10 vehicles 1 year	D	O	£ 498.00	£ -	£ 498.00	O	£ 498.00	£ -	£ 498.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having 6-10 vehicles 5 years	D	O	£ 2,490.00	£ -	£ 2,490.00	O	£ 2,490.00	£ -	£ 2,490.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Private Hire Operations - Operations having more than 21 vehicles 1 year	D	O	£ 918.00	£ -	£ 918.00	O	£ 918.00	£ -	£ 918.00	UNCHANGED
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	£ 4,590.00	£ -	£ 4,590.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Vehicle Licences - Hackney Carriage (HC)	D	O	£ 217.00	£ -	£ 217.00	O	£ 217.00	£ -	£ 217.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Vehicle Licences - Hackney Carriage (HC) (Wheelchair Accessible)	D	O	£ 167.00	£ -	£ 167.00	O	£ 167.00	£ -	£ 167.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Vehicle Licences - Private Hire Vehicle (PHV)	D	O	£ 313.00	£ -	£ 313.00	O	£ 313.00	£ -	£ 313.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Vehicle Licences - Private Hire Vehicle (PHV) (Wheelchair Accessible)	D	O	£ 263.00	£ -	£ 263.00	O	£ 263.00	£ -	£ 263.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Vehicle Licences - Vehicle Compliance Test	D	O	£ 45.00	£ -	£ 45.00	O	£ 45.00	£ -	£ 45.00	UNCHANGED
Public Protection - Hackney Carriage Licences - Vehicle Licences - Vehicle Replacement	D	O	£ 40.00	£ -	£ 40.00	O	£ 40.00	£ -	£ 40.00	UNCHANGED
Public Protection - Licences - Other Sales and Service Charges - Street Trading Consents - Class A1	D	O	£ 1,400.00	£ -	£ 1,400.00	O	£ 1,400.00	£ -	£ 1,400.00	UNCHANGED

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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	£ 1,500.00	£ -	£ 1,500.00	NEW
Public Protection - Licences - Other Sales and Service Charges - Street Trading Consents - Class A2	D	O	£ 1,200.00	£ -	£ 1,200.00	O	£ 1,200.00	£ -	£ 1,200.00	UNCHANGED
Public Protection - Licences - Other Sales and Service Charges - Street Trading Consents - Class A3	D	O	£ 1,200.00	£ -	£ 1,200.00	O	£ 1,200.00	£ -	£ 1,200.00	UNCHANGED
Public Protection - Licences - Mobile vehicle remaining on any one site less than one hour in any 24 hour period - Class B	D	O	£ 800.00	£ -	£ 800.00	O	£ 800.00	£ -	£ 800.00	NEW
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	UNCHANGED
Public Protection - Licences - Other Sales and Service Charges - Animal-Related Licences - Animal Boarding Establishment - plus appointed vets fee charge	D	O	£ 272.00	£ -	£ 272.00	O	£ 272.00	£ -	£ 272.00	UNCHANGED
Public Protection - Licences - Other Sales and Service Charges - Animal-Related Licences - Animal Breeding Establishment - plus appointed vets fee charge	D	O	£ 272.00	£ -	£ 272.00	O	£ 272.00	£ -	£ 272.00	UNCHANGED
Public Protection - Licences - Other Sales and Service Charges - Animal-Related Licences - Dangerous Wild Animals - plus appointed vets fee charge	D	O	£ 272.00	£ -	£ 272.00	O	£ 272.00	£ -	£ 272.00	UNCHANGED
Public Protection - Licences - Other Sales and Service Charges - Animal-Related Licences - Performing Animals (Registration) - plus appointed vets fee charge	D	O	£ 110.00	£ -	£ 110.00	O	£ 110.00	£ -	£ 110.00	UNCHANGED
Public Protection - Licences - Other Sales and Service Charges - Animal-Related Licences - Pet Stop - plus appointed vets fee charge	D	O	£ 272.00	£ -	£ 272.00	O	£ 272.00	£ -	£ 272.00	UNCHANGED
Public Protection - Licences - Other Sales and Service Charges - Animal-Related Licences - Riding Establishment - plus appointed vets fee charge	D	O	£ 272.00	£ -	£ 272.00	O	£ 272.00	£ -	£ 272.00	UNCHANGED
Public Protection - Licences - Other Sales and Service Charges - Animal-Related Licences - Zoo - plus appointed vets fee charge	D	O	£ 272.00	£ -	£ 272.00	O	£ 272.00	£ -	£ 272.00	UNCHANGED
Public Protection - Licences - Other Sales and Service Charges - Food Export certificates	D	O	£ 65.00	£ -	£ 65.00	O	£ 65.00	£ -	£ 65.00	UNCHANGED
Public Protection - Licences - Other Sales and Service Charges - Skin Piercing Registrations - Registration of acupuncture, tattooing, ear piercing and electrolysis	D	O	£130 license charge plus £70 per employee	£ -	£130 license charge plus £70 per employee	O	£130 license charge plus £70 per employee	£ -	£130 license charge plus £70 per employee	UNCHANGED
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	£ 1,500.00	£ -	£ 1,500.00	UNCHANGED
Public Protection - Licences - Other Sales and Service Charges - Street Trading Consents - Class B	D	O	£ 650.00	£ -	£ 650.00	O	£ 650.00	£ -	£ 650.00	UNCHANGED
Public Protection - Licences - Other Sales and Service Charges - Trading Standards Complex Business advice This will be charged on an hourly basis initially. Price is hourly per officer.	D	S	POA	£ -	POA	S	£ 76.00	£ 15.20	£ 91.20	INCREASED
Public Protection - Licences - Other Sales and Service Charges - Voluntary Surrender of Foods	D	O	£ 60.00	£ -	£ 60.00	O	£ 60.00	£ -	£ 60.00	UNCHANGED
Public Protection - Other Environmental Protection Charges - Contaminated Land enquiries - Residents -flat fee	D	O	£ 30.00	£ -	£ 30.00	O	£ 30.00	£ -	£ 30.00	UNCHANGED
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	UNCHANGED
Public Protection - Other Environmental Protection Charges - Environmental surveys - Private Companies per hour	D	O	£ 65.00	£ -	£ 65.00	O	£ 65.00	£ -	£ 65.00	UNCHANGED
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	UNCHANGED

Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
Public Protection - Sex Establishment Licences - Application for new licence	D	O	£ 3,698.00	£ -	£ 3,698.00	O	£ 3,698.00	£ -	£ 3,698.00	UNCHANGED
Public Protection - Sex Establishment Licences - Application for renewed licence	D	O	£ 2,698.00	£ -	£ 2,698.00	O	£ 2,698.00	£ -	£ 2,698.00	UNCHANGED
Public Protection - Sex Establishment Licences - Application for transfer	D	O	£ 100.00	£ -	£ 100.00	O	£ 100.00	£ -	£ 100.00	UNCHANGED
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	UNCHANGED
Residents Services - Registration - Approved Premises Regulations - Application for Approval	D	O	£ 2,000.00	£ -	£ 2,000.00	O	£ 2,000.00	£ -	£ 2,000.00	UNCHANGED
Residents Services - Registration - Approved Premises Regulations - Request for Review	D	O	£ 620.00	£ -	£ 620.00	O	£ 620.00	£ -	£ 620.00	UNCHANGED
Residents Services - Registration - Certificates issued by Superintendent Registrar - Short Certificate of Birth - 2 hour service	D	O	£ 35.00	£ -	£ 35.00	O	£ 40.00	£ -	£ 40.00	INCREASED
Residents Services - Registration - Certificates issued by Superintendent Registrar - Short Certificate of Birth - 24 hour service	D	O	£ 25.00	£ -	£ 25.00	O	£ 30.00	£ -	£ 30.00	INCREASED
Residents Services - Registration - Certificates issued by Superintendent Registrar - Standard Certificate of Birth (2 hour service)	D	O	£ 35.00	£ -	£ 35.00	O	£ 40.00	£ -	£ 40.00	INCREASED
Residents Services - Registration - Certificates issued by Superintendent Registrar - Standard Certificate of Birth (24 hour service)	D	O	£ 25.00	£ -	£ 25.00	O	£ 30.00	£ -	£ 30.00	INCREASED
Residents Services - Registration - Certificates issued by Superintendent Registrar - Standard Certificate of Death (2 hour service)	D	O	£ 35.00	£ -	£ 35.00	O	£ 40.00	£ -	£ 40.00	INCREASED
Residents Services - Registration - Certificates issued by Superintendent Registrar - Standard Certificate of Death (24 hour service)	D	O	£ 25.00	£ -	£ 25.00	O	£ 30.00	£ -	£ 30.00	INCREASED
Residents Services - Registration - Certificates issued by Superintendent Registrar - Standard Certificate of Marriage (2 hour service)	D	O	£ 35.00	£ -	£ 35.00	O	£ 40.00	£ -	£ 40.00	INCREASED
Residents Services - Registration - Certificates issued by Superintendent Registrar - Standard Certificate of Marriage (24 hour service)	D	O	£ 25.00	£ -	£ 25.00	O	£ 30.00	£ -	£ 30.00	INCREASED
Residents Services - Registration - Deposit for all ceremonies at Approved premises	D	O	£ 100.00	£ -	£ 100.00	O	£ 100.00	£ -	£ 100.00	UNCHANGED
Residents Services - Registration - Deposit for all ceremonies at Register Office marriage Room	D	O	£ 46.00	£ -	£ 46.00	O	£ 46.00	£ -	£ 46.00	UNCHANGED
Residents Services - Registration - Deposit for Notice of Marriage Appointment	D	O	£ 35.00	£ -	£ 35.00	O	£ 35.00	£ -	£ 35.00	UNCHANGED
Residents Services - Registration - Re-Schedule of Appointment/ Ceremony	D	O	£ 30.00	£ -	£ 30.00	O	£ 35.00	£ -	£ 35.00	INCREASED

Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
Residents Services - Registration -Fees for superintendent Registrar attendance at approved premises for Marriage/Civil Partnership (Monday to Friday)	D	O	£ 445.00	£ -	£ 445.00	O	£ 465.00	£ -	£ 465.00	INCREASED
Residents Services - Registration -Fees for superintendent Registrar attendance at approved premises for Marriage/Civil Partnership (Saturday)	D	O	£ 475.00	£ -	£ 475.00	O	£ 500.00	£ -	£ 500.00	INCREASED
Residents Services - Registration -Fees for superintendent Registrar attendance at approved premises for Marriage/Civil Partnership (Sunday, Bank or Public Holiday)	D	O	£ 535.00	£ -	£ 535.00	O	£ 575.00	£ -	£ 575.00	INCREASED
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	£ 280.00	£ -	£ 280.00	O	£ 290.00	£ -	£ 290.00	INCREASED
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	£ 300.00	£ -	£ 300.00	O	£ 310.00	£ -	£ 310.00	INCREASED
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	£ 350.00	£ -	£ 350.00	O	£ 360.00	£ -	£ 360.00	INCREASED
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	£ 390.00	£ -	£ 390.00	O	£ 410.00	£ -	£ 410.00	INCREASED
Residents Services - Registration - Ceremonies held in Thameside Theatre (Monday to Friday)	D	O	£ 260.00	£ -	£ 260.00	O	£ 270.00	£ -	£ 270.00	INCREASED
Residents Services - Registration - Ceremonies held in Thameside Theatre (Saturday PM)	D	O	£ 360.00	£ -	£ 360.00	O	£ 400.00	£ -	£ 400.00	INCREASED
Residents Services - Registration - Ceremonies held in Thameside Theatre (Saturday)	D	O	£ 310.00	£ -	£ 310.00	O	£ 330.00	£ -	£ 330.00	INCREASED
Residents Services - Registration - Hawthorne Suite - Thameside (Monday to Friday)	D	O	£ 210.00	£ -	£ 210.00	O	£ 220.00	£ -	£ 220.00	INCREASED
Residents Services - Registration - Hawthorne Suite - Thameside (Saturday PM)	D	O	£ 310.00	£ -	£ 310.00	O	£ 350.00	£ -	£ 350.00	INCREASED
Residents Services - Registration - Hawthorne Suite - Thameside (Saturday)	D	O	£ 260.00	£ -	£ 260.00	O	£ 280.00	£ -	£ 280.00	INCREASED
Residents Services - Registration - Nationality Checking Services	D	O	£ 85.00	£ -	£ 85.00	O	£ 95.00	£ -	£ 95.00	INCREASED
Residents Services - Registration - Postage and Packing Charge	D	O	£ 2.00	£ -	£ 2.00	O	£ 2.50	£ -	£ 2.50	INCREASED
Residents Services - Registration - Private Citizenship Ceremony (Monday to Saturday)	D	O	£ 150.00	£ -	£ 150.00	O	£ 160.00	£ -	£ 160.00	INCREASED
Scrap Metal Dealers Site Licence	D	O	£ 494.00	£ -	£ 494.00	O	£ 494.00	£ -	£ 494.00	UNCHANGED
Scrap Metal Dealers Collectors Licence	D	O	£ 315.00	£ -	£ 315.00	O	£ 315.00	£ -	£ 315.00	UNCHANGED
Scrap Metal Dealers Site Licence - Renewal	D	O	£ 408.00	£ -	£ 408.00	O	£ 408.00	£ -	£ 408.00	UNCHANGED
Scrap Metal Dealers Collectors Licence - Renewal	D	O	£ 262.00	£ -	£ 262.00	O	£ 262.00	£ -	£ 262.00	UNCHANGED
Scrap Metal Dealers Site Licence - Variation	D	O	£ 112.00	£ -	£ 112.00	O	£ 112.00	£ -	£ 112.00	UNCHANGED
Scrap Metal Dealers Collectors Licence - Variation	D	O	£ 112.00	£ -	£ 112.00	O	£ 112.00	£ -	£ 112.00	UNCHANGED
LA-IPPC Charges- Application	S	O	£ 3,363.00	£ -	£ 3,363.00	O	£ 3,363.00	£ -	£ 3,363.00	UNCHANGED
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	UNCHANGED
LA-IPPC Charges - Application - Annual Subsistence High	S	O	£ 2,233.00	£ -	£ 2,233.00	O	£ 2,233.00	£ -	£ 2,233.00	UNCHANGED
LA-IPPC Charges - Application - Annual Subsistence Low	S	O	£ 1,446.00	£ -	£ 1,446.00	O	£ 1,446.00	£ -	£ 1,446.00	UNCHANGED
LA-IPPC Charges - Application - Annual Subsistence Medium	S	O	£ 1,610.00	£ -	£ 1,610.00	O	£ 1,610.00	£ -	£ 1,610.00	UNCHANGED
LA-IPPC-Charges - Application-Annual Subsistence-High	S	O	£ 2,333.00	£ -	£ 2,333.00	O	£ 2,333.00	£ -	£ 2,333.00	UNCHANGED
LA-IPPC Charges - Application - Late Payment Fee	S	O	£ 52.00	£ -	£ 52.00	O	£ 52.00	£ -	£ 52.00	UNCHANGED

Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
LA-IPPC Charges - Application - Partial Transfer	S	O	£ 698.00	£ -	£ 698.00	O	£ 698.00	£ -	£ 698.00	UNCHANGED
LA-IPPC Charges - Application - Substantial Variation	S	O	£ 202.00	£ -	£ 202.00	O	£ 202.00	£ -	£ 202.00	UNCHANGED
LA-IPPC Charges - Application - Surrender	S	O	£ 698.00	£ -	£ 698.00	O	£ 698.00	£ -	£ 698.00	UNCHANGED
LA-IPPC Charges - Application - Transfer	S	O	£ 225.00	£ -	£ 225.00	O	£ 225.00	£ -	£ 225.00	UNCHANGED
LAPC Charges-Application Fee Standard process (includes solvent emission activities)	S	O	£ 1,650.00	£ -	£ 1,650.00	O	£ 1,650.00	£ -	£ 1,650.00	UNCHANGED
LAPC Charges Additional fee for operating without a permit	S	O	£ 1,188.00	£ -	£ 1,188.00	O	£ 1,188.00	£ -	£ 1,188.00	UNCHANGED
LAPC Charges Applicatiuon fee for PVR1 and Drycleaners	S	O	£ 155.00	£ -	£ 155.00	O	£ 155.00	£ -	£ 155.00	UNCHANGED
LAPC charges Application fee for PVR1& II combined	S	O	£ 257.00	£ -	£ 257.00	O	£ 257.00	£ -	£ 257.00	UNCHANGED
LAPC Charges - VR's and other reduced fee activities	S	O	£ 362.00	£ -	£ 362.00	O	£ 362.00	£ -	£ 362.00	UNCHANGED
LAPC Charges Reduced fee activitiaws Additional fee for operating without a permit	S	O	£ 99.00	£ -	£ 99.00	O	£ 99.00	£ -	£ 99.00	UNCHANGED
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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
LAPPC 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	UNCHANGED
LAPPC Charges - Annual Subsistence Charge - Standard process -LOW	S	O	£ 772.00	£ -	£ 772.00	O	£ 772.00	£ -	£ 772.00	UNCHANGED
LAPC Charges Annual subsistance 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	UNCHANGED
LAPPC Charges - Annual Subsistence Charge - Standard process Medium	S	O	£ 1,161.00	£ -	£ 1,161.00	O	£ 1,161.00	£ -	£ 1,161.00	UNCHANGED
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	UNCHANGED
LAPPC Charges - Annual Subsistence Charge -Standard process High	S	O	£ 1,747.00	£ -	£ 1,747.00	O	£ 1,747.00	£ -	£ 1,747.00	UNCHANGED
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	UNCHANGED
LAPPC Charges Annual subsistence fee charges - PVR 1 and Dry Cleaners low	S	O	£ 79.00	£ -	£ 79.00	O	£ 79.00	£ -	£ 79.00	UNCHANGED
LAPPC Charges Annual subsistence fee charges - PVR 1 and Dry Cleaners Medium	S	O	£ 158.00	£ -	£ 158.00	O	£ 158.00	£ -	£ 158.00	UNCHANGED
LAPPC Charges Annual subsistence fee charges - PVR 1 and Dry Cleaners High	S	O	£ 237.00	£ -	£ 237.00	O	£ 237.00	£ -	£ 237.00	UNCHANGED
LAPC Charges - Annual subsistence fee PVR1 and II combined Low	S	O	£ 113.00	£ -	£ 113.00	O	£ 113.00	£ -	£ 113.00	UNCHANGED
LAPC Charges - Annual subsistence fee PVR1 and II combined Medium	S	O	£ 226.00	£ -	£ 226.00	O	£ 226.00	£ -	£ 226.00	UNCHANGED
LAPC Charges - Annual subsistence fee PVR1 and II combined High	S	O	£ 341.00	£ -	£ 341.00	O	£ 341.00	£ -	£ 341.00	UNCHANGED
LAPC Charges - Annual subsistence fee VR's and other Reduced Fees Low	S	O	£ 228.00	£ -	£ 228.00	O	£ 228.00	£ -	£ 228.00	UNCHANGED
LAPC Charges - Annual subsistence fee VR's and other Reduced Fees Medium	S	O	£ 365.00	£ -	£ 365.00	O	£ 365.00	£ -	£ 365.00	UNCHANGED
LAPC Charges - Annual subsistence fee VR's and other Reduced Fees High	S	O	£ 543.00	£ -	£ 543.00	O	£ 543.00	£ -	£ 543.00	UNCHANGED
LAPPC 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	UNCHANGED
LAPPC 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	UNCHANGED
LAPPC 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	UNCHANGED

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LAPPC 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	UNCHANGED
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	UNCHANGED
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	UNCHANGED
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - Subsistence Fee for the eighth and subsequent permit permit Low	S	O	£ 198.00	£ -	£ 198.00	O	£ 198.00	£ -	£ 198.00	UNCHANGED
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - Subsistence Fee for the eighth and subsequent permit permit Medium	S	O	£ 316.00	£ -	£ 316.00	O	£ 316.00	£ -	£ 316.00	UNCHANGED
LAPPC Charges - Mobile Plant Charges (Not using Simplified Permits) - Subsistence Fee for the eighth and subsequent permit permit High	S	O	£ 473.00	£ -	£ 473.00	O	£ 473.00	£ -	£ 473.00	UNCHANGED
LAPPC Charges - Late Payment fee	S	O	£ 52.00	£ -	£ 52.00	O	£ 52.00	£ -	£ 52.00	UNCHANGED
*When a Part B installation is subject to reporting under the E-PRTR Regulation and additional £103 should be added to the annual subsistence charges	S	O	£ 103.00	£ -	£ 103.00	O	£ 103.00	£ -	£ 103.00	UNCHANGED
LAPPC Charges - Standard Process transfer	S	O	£ 169.00	£ -	£ 169.00	O	£ 169.00	£ -	£ 169.00	UNCHANGED
LAPPC Charges - Standard Process partial transfer transfer	S	O	£ 497.00	£ -	£ 497.00	O	£ 497.00	£ -	£ 497.00	UNCHANGED
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	UNCHANGED
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	UNCHANGED
LAPPC Charges - Surrender all part B activities	S	O	£ -	£ -	£ -	O	£ -	£ -	£ -	UNCHANGED
LAPPC Charges - Reduced fees activities transfer	S	O	£ -	£ -	£ -	O	£ -	£ -	£ -	UNCHANGED
LAPPC Charges -Reduced fees activities partial transfer	S	O	£ 47.00	£ -	£ 47.00	O	£ 47.00	£ -	£ 47.00	UNCHANGED
LAPPC Charges - Temporary transfer for mobiles - First Transfer	S	O	£ 53.00	£ -	£ 53.00	O	£ 53.00	£ -	£ 53.00	UNCHANGED
LAPPC Charges - Temporary transfer for mobiles - repeat transfer following enforcement or warning	S	O	£ 53.00	£ -	£ 53.00	O	£ 53.00	£ -	£ 53.00	UNCHANGED
LAPPC Charges -Substantial change Standard process	S	O	£ 1,050.00	£ -	£ 1,050.00	O	£ 1,050.00	£ -	£ 1,050.00	UNCHANGED
LAPPC Charges - Substantial change Standard process where the substantial change results in a new PPC activity	S	O	£ 1,650.00	£ -	£ 1,650.00	O	£ 1,650.00	£ -	£ 1,650.00	UNCHANGED
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	UNCHANGED
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) Application fee number of permits 2	S	O	£ 1,650.00	£ -	£ 1,650.00	O	£ 1,650.00	£ -	£ 1,650.00	UNCHANGED
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	UNCHANGED
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	UNCHANGED
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistence fee low fee number of permits 1 and 2	S	O	£ 646.00	£ -	£ 646.00	O	£ 646.00	£ -	£ 646.00	UNCHANGED
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistence fee low number of permits 3,4 5,6,7	S	O	£ 385.00	£ -	£ 385.00	O	£ 385.00	£ -	£ 385.00	UNCHANGED
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistence fee low number of permits 8 and over	S	O	£ 198.00	£ -	£ 198.00	O	£ 198.00	£ -	£ 198.00	UNCHANGED

Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistence fee Medium number of permits 1 and 2	S	O	£ 1,034.00	£ -	£ 1,034.00	O	£ 1,034.00	£ -	£ 1,034.00	UNCHANGED
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistence fee Medium number of permits 3,4,5,6&7	S	O	£ 617.00	£ -	£ 617.00	O	£ 617.00	£ -	£ 617.00	UNCHANGED
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistence fee Medium number of permits 8 and over	S	O	£ 316.00	£ -	£ 316.00	O	£ 316.00	£ -	£ 316.00	UNCHANGED
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistence fee High number of permits 1 and 2	S	O	£ 1,506.00	£ -	£ 1,506.00	O	£ 1,506.00	£ -	£ 1,506.00	UNCHANGED
LAPPC Charges - (partB) mobile plant charges (not using simplified permits) annual subsistence fee High number of permits 3,4,5,6 &7	S	O	£ 924.00	£ -	£ 924.00	O	£ 924.00	£ -	£ 924.00	UNCHANGED
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	UNCHANGED
Heritage - School Visits (Coalhouse Fort or Thurrock Museum) - per class	D	E		£ -	£ -	E	£ 150.00	£ -	£ 150.00	new
Heritage - Historical and Education Talks - New Talks	D	E		£ -	£ -	E	£ 100.00	£ -	£ 100.00	new
Heritage - Historical and Education Talks - Existing Talks	D	E		£ -	£ -	E	£ 70.00	£ -	£ 70.00	new
Heritage - Historical and Education Talks at Thurrock Museum - per person charge	D	E		£ -	£ -	E	£ 4.00	£ -	£ 4.00	new
Heritage - Informal Education Sessions - Children (Coalhouse or Thurrock Museum) - per child	D	E		£ -	£ -	E	£ 5.00	£ -	£ 5.00	new
Heritage - Informal Education Sessions - Toddlers (Coalhouse or Thurrock Museum) - per child	D	E		£ -	£ -	E	£ 3.00	£ -	£ 3.00	new
Heritage - Topic Loan Boxes - per box, per half term	D	E		£ -	£ -	E	£ 20.00	£ -	£ 20.00	new
Heritage - Research and Readers Tickets, per person, per annum	D	S		£ -	£ -	S	£ 8.33	£ 1.67	£ 10.00	new
Public Protection - COMAH - Administration - Hourly rate	S	E	£ 13.50	£ -	£ 13.50	E	£ 13.50	£ -	£ 13.50	UNCHANGED
Public Protection - COMAH - Senior Emergency Planner - Hourly Rate	S	E	£ 23.00	£ -	£ 23.00	E	£ 23.00	£ -	£ 23.00	UNCHANGED
Public Protection - COMAH - Emergency Planning Manager - Hourly Rate	S	E	£ 36.00	£ -	£ 36.00	E	£ 36.00	£ -	£ 36.00	UNCHANGED
Public Protection - COMAH - Consultative activities for non-COMAH Sites	S	E		£ -	£ -	E	POA	£ -	POA	new

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Name of fee or Charge Planning, Transport & Regeneration	Statutory/ Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
Commercial Matters - Administration fee for processing Commercial & Other Applications	D	S	£ 30.00	£ 6.00	£ 36.00	S	£ 50.00	£ 10.00	£ 60.00	INCREASED
Commercial Matters - Assignment of Leases (Council owned premises). Minimum Charge £900 plus VAT	D	S	£375 - £750	£75 - £150	£450 - £900	S	POA	£ -	POA	INCREASED
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	POA	£ -	POA	INCREASED
Commercial Matters - Licence to undertake alterations/building works	D	S	£375 - £750	£75 - £150	£450 - £900	S	POA	£ -	POA	INCREASED
Commercial Matters - Licence to vary lease terms (Council owned premises)	D	S	£375 - £750	£75 - £150	£450 - £900	S	POA	£ -	POA	INCREASED
Commercial Matters - New Letting - Non Standard Commercial Shop Lease	D	S	£640 - £1,300	£128 - £260	£768 - £1,560	S	POA	£ -	POA	INCREASED
Commercial Matters - New Letting - Standard Commercial Shop Lease	D	S	£ 385.00	£ 77.00	£ 462.00	S	POA	£ -	POA	INCREASED
Commercial Matters - Other Processes and Consents	D	S	£ 385.00	£ 77.00	£ 462.00	S	POA	£ -	POA	INCREASED
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	unchanged
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	unchanged
Non Commercial Matters - Other Processes and Consents	D	S	£ 385.00	£ 77.00	£ 462.00	S	Negotiable	£ -	Negotiable	unchanged
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	Negotiable	£ -	Negotiable	unchanged
Non Commercial Matters - Stanley Lazell Memorial Hall Dell Road - 1. Whole Hall hire Weekends per hour	D	E	£ 38.00	£ -	£ 38.00	E	£ 50.00	£ -	£ 50.00	INCREASED
Non Commercial Matters - Stanley Lazell Memorial Hall Dell Road - 2. Whole Hall hire Weekdays per hour	D	E	£ 18.00	£ -	£ 18.00	E	£ 25.00	£ -	£ 25.00	INCREASED
Non Commercial Matters - Stanley Lazell Memorial Hall Dell Road - 3. Hire of Small Meeting Room per hour	D	E	£ 8.00	£ -	£ 8.00	E	£ 15.00	£ -	£ 15.00	INCREASED
Non Commercial Matters - Stanley Lazell Memorial Hall Dell Road - 4. Senior Citizens / Charitable Organisations	D	E	£ -	£ -	£ -	E	Negotiable	£ -	Negotiable	INCREASED
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	unchanged
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	unchanged
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	unchanged
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	unchanged
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	unchanged
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	unchanged
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	unchanged
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	unchanged
Car Parking - Off-Street Pay & Display Car Parking Canterbury Parade, South Ockendon - Under 1 hour	D	S	£ -	£ -	£ -	S	£ -	£ -	£ -	unchanged
Car Parking - Off-Street Pay & Display Car Parking Tamarisk Road, South Ockendon - 1 to 2 hours	D	S	£ 0.50	£ 0.10	£ 0.60	S	£ 0.50	£ 0.10	£ 0.60	unchanged
Car Parking - Off-Street Pay & Display Car Parking Tamarisk Road, South Ockendon - Over 2 hours	D	S	£ 1.75	£ 0.35	£ 2.10	S	£ 1.75	£ 0.35	£ 2.10	unchanged
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	unchanged
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	unchanged
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	unchanged
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	unchanged
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	unchanged
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	unchanged
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	unchanged
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	unchanged
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	unchanged
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	unchanged
Car Parking - On-Street Pay & Display Quick Stops - 0 to 30 mins	D	O	£ 0.70	£ -	£ 0.70	O	£ 0.70	£ -	£ 0.70	unchanged
Car Parking - On-Street Pay & Display Quick Stops - 30 to 45 mins	D	O	£ 0.90	£ -	£ 0.90	O	£ 0.90	£ -	£ 0.90	unchanged
Car Parking - On-Street Pay & Display Quick Stops - 45 mins to 1 hour	D	O	£ 1.40	£ -	£ 1.40	O	£ 1.40	£ -	£ 1.40	unchanged
Car Parking - Penalty Charge Notices - Higher Level Contraventions - Penalty Charge	S	O	£ 70.00	£ -	£ 70.00	O	£ 70.00	£ -	£ 70.00	unchanged
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	unchanged
Car Parking - Penalty Charge Notices - Lower Level Contraventions - Penalty Charge	S	O	£ 50.00	£ -	£ 50.00	O	£ 50.00	£ -	£ 50.00	unchanged
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	unchanged
Parking Permits - Business Permits - Per Month thereof	D	O	£ 40.00	£ -	£ 40.00	O	£ 40.00	£ -	£ 40.00	unchanged

Name of fee or Charge Planning, Transport & Regeneration	Statutory/ Discretionary Charge	VAT Status 18/19	2018/19			VAT Status 19/20	2019/20			New, Deleted, Varied, Unchanged
			Charge excl. VAT	VAT Amount	Charge incl. VAT		Charge excl. VAT	VAT Amount	Charge incl. VAT	
Parking Permits - Business Permits - Per year	D	O	£ 360.00	£ -	£ 360.00	O	£ 360.00	£ -	£ 360.00	unchanged
Parking Permits - Business Permits - for 6 months	D	O	£ 200.00	£ -	£ 200.00	O	£ 200.00	£ -	£ 200.00	unchanged
Parking Permits - NHS Permits	D	O	£ 120.00	£ -	£ 120.00	O	£ 120.00	£ -	£ 120.00	unchanged
Parking Permits - Annual Permit Commuter Car Parks Only	D	O	£ 1,000.00	£ -	£ 1,000.00	O	£ 1,000.00	£ -	£ 1,000.00	unchanged
Parking Permits - Non Commuter Car Parks / On Street Long Stay Only	D	O	£ 500.00	£ -	£ 500.00	O	£ 500.00	£ -	£ 500.00	unchanged
Parking Permits - Contractor Permits	D	O	£ 150.00	£ -	£ 150.00	O	£ 150.00	£ -	£ 150.00	unchanged
Parking Permits - Operational Permits	D	O	£ 120.00	£ -	£ 120.00	O	£ 120.00	£ -	£ 120.00	unchanged
Parking Permits - Replacement Permits	D	O	£ 10.00	£ -	£ 10.00	O	£ 10.00	£ -	£ 10.00	unchanged
Parking Permits - Residents Permits - Per year - 1st Permit per Household	D	O	£ -	£ -	£ -	O	£ -	£ -	£ -	unchanged
Parking Permits - Residents Permits - Per year - 2nd Permit per Household	D	O	£ -	£ -	£ -	O	£ -	£ -	£ -	unchanged
Parking Permits - Residents Permits - Per year - 3rd Permit per Household	D	O	£ 66.00	£ -	£ 66.00	O	£ 66.00	£ -	£ 66.00	unchanged
Parking Permits - Visitor Permits - Additional Sheets of 20 per Household	D	O	£ 6.00	£ -	£ 6.00	O	£ 6.00	£ -	£ 6.00	unchanged
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	£200 + £400 returnable deposit on satisfactory completion	£ -	£200 + £400 returnable deposit on satisfactory completion	Z	£210 for first month + £400 refundable deposit, £62 per month thereafter	£ -	£210 for first month + £400 refundable deposit, £62 per month thereafter	INCREASED
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; or 20% if cost exceeds £4000	£ -	Actual Costs + £100; or 20% if cost exceeds £4000	O	Actual Costs + £200 up to £1000; then after that 20% of actual costs	£ -	Actual Costs + £200 up to £1000; then after that 20% of actual costs	INCREASED
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	£ 1,500.00	£ -	£ 1,500.00	O	£ 1,500.00	£ -	£ 1,500.00	unchanged
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; £150 is refundable upon satisfactory completion	£ -	£375 upfront payment; if the crossing does not meet criteria £300 is refundable; £150 is refundable upon satisfactory completion	INCREASED
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 + £150 Admin	£ -	Actual Costs + £150 Admin	INCREASED
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 + £200 up to £1000; then after that 20% of actual costs	£ -	Actual Costs + £200 up to £1000; then after that 20% of actual costs	INCREASED
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 + £200 up to £1000; then after that 20% of actual costs	£ -	Actual Costs + £200 up to £1000; then after that 20% of actual costs	INCREASED
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 + £200 up to £1000; then after that 20% of actual costs	£ -	Actual Costs + £200 up to £1000; then after that 20% of actual costs	INCREASED
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	£200 + £400 returnable deposit on satisfactory completion	£ -	£200 + £400 returnable deposit on satisfactory completion	Z	£210 for first month + £400 refundable deposit, £62 per month thereafter	£ -	£210 for first month + £400 refundable deposit, £62 per month thereafter	INCREASED

Name of fee or Charge Planning, Transport & Regeneration	Statutory/ Discretionary Charge	VAT Status 18/19	2018/19			2019/20			New, Deleted, Varied, Unchanged	
			Charge excl. VAT	VAT Amount	Charge incl. VAT	Charge excl. VAT	VAT Amount	Charge incl. VAT		
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),(2) (4) and (5) of the 1980 Act.	S	Z	£200 for up to 14 days, £50 for each additional week thereafter, +£400 refundable deposit if no damage caused	£ -	£200 for up to 14 days, £50 for each additional week thereafter, +£400 refundable deposit if no damage caused	£ -	£220 for up to 14 days, £50 for each additional week thereafter, +£400 refundable deposit if no damage caused	£ -	£220 for up to 14 days, £50 for each additional week thereafter, +£400 refundable deposit if no damage caused	INCREASED
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	£ -	£ 250.00	£ -	£ 250.00	unchanged
Highways - Provision of (or recovery of) white bar markings	D	O	£ 150.00	£ -	£ 150.00	£ -	£ 150.00	£ -	£ 150.00	unchanged
Highways = Registration Fee for Skip Companies to operate in Thurrock	D	E	£ 60.00	£ -	£ 60.00	£ -	£ 60.00	£ -	£ 60.00	unchanged
Highways - Skip License (to Skip Companies)	D	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	£ -	£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	unchanged
New Highways Information - Searches and Enquiries	D	O	£60 per hour	£ -	£60 per hour	£ -	£ 65.00	£ -	£ 65.00	INCREASED
Passenger Transport - DBS Check	D	Z	£ 55.00	£ -	£ 55.00	£ -	£ 55.00	£ -	£ 55.00	unchanged
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	£ -	£ 10.00	£ -	£ 10.00	unchanged
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	£ -	£ -	£ -	£ -	£ -	£ -	£ -	unchanged
Passenger Transport - Utilities request for bus stop to be suspended	D	Z	£75 per day	£ -	£75 per day	£ -	£75 per day	£ -	£75 per day	unchanged
Permit Fees - Road Category - Cat 0-2 & TS - Immediate	D	E	£ 55.00	£ -	£ 55.00	£ -	£ 60.00	£ -	£ 60.00	INCREASED
Permit Fees - Road Category - Cat 0-2 & TS - Major	D	E	£ 215.00	£ -	£ 215.00	£ -	£ 240.00	£ -	£ 240.00	INCREASED
Permit Fees - Road Category - Cat 0-2 & TS - Major (PAA)	D	E	£ 95.00	£ -	£ 95.00	£ -	£ 105.00	£ -	£ 105.00	INCREASED
Permit Fees - Road Category - Cat 0-2 & TS - Minor	D	E	£ 60.00	£ -	£ 60.00	£ -	£ 65.00	£ -	£ 65.00	INCREASED
Permit Fees - Road Category - Cat 0-2 & TS - Permit Variation	D	E	£ 45.00	£ -	£ 45.00	£ -	£ 45.00	£ -	£ 45.00	unchanged
Permit Fees - Road Category - Cat 0-2 & TS - Standard	D	E	£ 120.00	£ -	£ 120.00	£ -	£ 130.00	£ -	£ 130.00	INCREASED
Permit Fees - Road Category - Cat 3&4 No TS - Immediate	D	E	£ 35.00	£ -	£ 35.00	£ -	£ 40.00	£ -	£ 40.00	INCREASED
Permit Fees - Road Category - Cat 3&4 No TS - Major	D	E	£ 140.00	£ -	£ 140.00	£ -	£ 150.00	£ -	£ 150.00	INCREASED
Permit Fees - Road Category - Cat 3&4 No TS - Major (PAA)	D	E	£ 70.00	£ -	£ 70.00	£ -	£ 75.00	£ -	£ 75.00	INCREASED
Permit Fees - Road Category - Cat 3&4 No TS - Minor	D	E	£ 40.00	£ -	£ 40.00	£ -	£ 45.00	£ -	£ 45.00	INCREASED
Permit Fees - Road Category - Cat 3&4 No TS - Permit Variation	D	E	£ 35.00	£ -	£ 35.00	£ -	£ 35.00	£ -	£ 35.00	unchanged
Permit Fees - Road Category - Cat 3&4 No TS - Standard	D	E	£ 70.00	£ -	£ 70.00	£ -	£ 75.00	£ -	£ 75.00	INCREASED
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	£ -	Actual costs of advertising and officers time	£ -	Actual costs of advertising and officers time	unchanged
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	£ -	£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	unchanged
Rights of Way - Local Authority Recovery of Costs for Public Path Orders Regulations 1993	S	O	£ 1,800.00	£ -	£ 1,800.00	£ -	£ 1,800.00	£ -	£ 1,800.00	unchanged
Rights of Way - Public Path Creation Order (section 25 and 26 of the Highways Act 1980)	S	O	£ 1,000.00	£ -	£ 1,000.00	£ -	£ 1,000.00	£ -	£ 1,000.00	unchanged
Stopping up of public highway - section 116 & 117 highways act 1980	D	O				£ -	£2,500 minimum charge, or £65 per hour in excess of this	£ -	£2,500 minimum charge, or £65 per hour in excess of this	NEW

Name of fee or Charge Planning, Transport & Regeneration	Statutory/ Discretionary Charge	VAT Status 18/19	2018/19			VAT Status 19/20	2019/20			New, Deleted, Varied, Unchanged
			Charge excl. VAT	VAT Amount	Charge incl. VAT		Charge excl. VAT	VAT Amount	Charge incl. VAT	
Street Naming and Numbering - Re-naming of individual properties (Per property charge)	D	O	£ 60.00	£ -	£ 60.00	O	£ 62.00	£ -	£ 62.00	INCREASED
Street Naming and Numbering - New Properties - 1-5 Properties 4 weeks administration	D	O	£ 154.50	£ -	£ 154.50	O	£ 159.00	£ -	£ 159.00	INCREASED
Street Naming and Numbering - New Properties - 6-25 Properties 6 weeks administration	D	O	£ 250.00	£ -	£ 250.00	O	£ 260.00	£ -	£ 260.00	INCREASED
Street Naming and Numbering - New Properties - 26-75 Properties 8 weeks administration	D	O	£ 360.00	£ -	£ 360.00	O	£ 370.00	£ -	£ 370.00	INCREASED
Street Naming and Numbering - New Properties - 76-100 Properties 10-12 weeks administration	D	O	£ 460.00	£ -	£ 460.00	O	£ 475.00	£ -	£ 475.00	INCREASED
Street Naming and Numbering - New Properties - Over & Above 100 Properties - for every additional property	D	O	£ 30.00	£ -	£ 30.00	O	£ 31.00	£ -	£ 31.00	INCREASED
Street Naming and Numbering - New Properties - Re-naming of a building/block flat/industrial estate	D	O	£ 135.00	£ -	£ 135.00	O	£ 140.00	£ -	£ 140.00	INCREASED
Street Naming and Numbering - Renaming of Street where requested by residents up to 50 properties	D	O	£ 250.00	£ -	£ 250.00	O	£ 260.00	£ -	£ 260.00	INCREASED
Street Naming and Numbering - Renaming of Street where requested by residents 51 and over properties	D	O	£ 450.00	£ -	£ 450.00	O	£ 465.00	£ -	£ 465.00	INCREASED
Street Naming and Numbering - Naming of new roads on new developments - Each new road name	D	O		£ -	£ -	O	£ 205.00	£ -	£ 205.00	NEW
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	unchanged
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	£ 1,000.00	£ -	£ 1,000.00	O	£ 1,000.00	£ -	£ 1,000.00	unchanged
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	£ 1,500.00	£ -	£ 1,500.00	O	£ 1,500.00	£ -	£ 1,500.00	unchanged
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 plus £200 upto £1000; then after that 20% if greater	£ -	Actual Costs plus £200 upto £1000; then after that 20% if greater	INCREASED
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	£ 1,000.00	£ -	£ 1,000.00	O	£ 1,000.00	£ -	£ 1,000.00	unchanged
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	£ 1,500.00	£ -	£ 1,500.00	O	£ 1,500.00	£ -	£ 1,500.00	unchanged
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	£ 165.00	£ -	£ 165.00	INCREASED
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	unchanged
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	unchanged
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	£ 165.00	£ -	£ 165.00	INCREASED
Traffic Management - Traffic Signal data information	D	S	Actual cost(Min £155)	£ -	Actual cost(Min £155)	S	Actual Costs (min charge £160) (plus VAT)	£ -	Actual Costs (min charge £160) (plus VAT)	INCREASED
Traffic Management - Wide load arrangements	S	O	Actual costs + 20% Admin	£ -	Actual costs + 20% Admin	O	Actual Costs plus £200 upto £1000; then after that 20% if greater	£ -	Actual Costs plus £200 upto £1000; then after that 20% if greater	INCREASED
Transport Development - Accident data provision	D	Z	£ 170.00	£ -	£ 170.00	Z	£ 170.00	£ -	£ 170.00	unchanged

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Transport Development - Commercial access; no adoptable road (fee is for checking drawing and supervision works)	S	O	min fee £5k 9% of cost. Hoarding - Deposit £200 per spm, fee 10% of deposit	£ -	min fee £5k 9% of cost. Hoarding - Deposit £200 per spm, fee 10% of deposit	O	min fee £5k 9% of cost. Hoarding - Deposit £200 per spm, fee 10% of deposit	£ -	min fee £5k 9% of cost. Hoarding - Deposit £200 per spm, fee 10% of deposit	unchanged
Transport Development - Commercial access; with adoptable distributor road Section 278 agreement (Fee is for checking drawings and supervision of works)	S	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	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	unchanged
Transport Development - Commuted sums for highway & ancillary works arising from development	D	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	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	unchanged
Transport Development - Crane oversail licence (temporary during construction). Applicable when cranes operate over the public highway	S	O	£ 200.00	£ -	£ 200.00	O	£ 200.00	£ -	£ 200.00	unchanged
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	unchanged
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	unchanged
Transport Development - Development Control Design guide for the constructions of adoptable works	D	Z	£ 60.00	£ -	£ 60.00	Z	£ 60.00	£ -	£ 60.00	unchanged
Transport Development - Flat only development's; no adoptable road (fee is for checking drawing and supervision of works)	S	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	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	unchanged
Transport Development - Incidental Technical Information	D	Z	Case by case basis	£ -	Case by case basis	Z	Case by case basis	£ -	Case by case basis	unchanged
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 £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	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	unchanged
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 £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	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	unchanged
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 £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	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	unchanged
Transport Development - Temporary Construction Access Licence	S	O	£ 200.00	£ -	£ 200.00	O	£ 200.00	£ -	£ 200.00	unchanged

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Transport Development - Temporary Construction Access Licence - Deposit	S	O	£500-£5000	£ -	£500-£5000	O	£500-£5000	£ -	£500-£5000	unchanged
Travel Plans - Monitoring Travel Plans - Large Developments	S	Z	£ 2,470.00	£ -	£ 2,470.00	Z	£ 2,593.50	£ -	£ 2,593.50	INCREASED
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	£ 3,895.50	£ -	£ 3,895.50	INCREASED
Travel Plans - Monitoring Travel Plans - Small Developments	S	Z	£ 865.20	£ -	£ 865.20	Z	£ 908.50	£ -	£ 908.50	INCREASED
Road Safety - Scooter Training (primary schools)	D	Z				Z	£30.00 per session (10 pupils max)	£ -	£30.00 per session (10 pupils max)	NEW
Building Control Fees - Upon application with the Thurrock Council Building Control department	D	Z	POA	£ -	POA	Z	POA	£ -	POA	unchanged
Local Land Charges - Additional parcel - commercial	S	O	£ 35.00	£ -	£ 35.00	O	£ 47.00	£ -	£ 47.00	INCREASED
Local Land Charges - Additional parcel - personal search	S	O	£ 2.00	£ -	£ 2.00	O	£ 8.00	£ -	£ 8.00	INCREASED
Local Land Charges - Additional parcel - residential	S	O	£ 28.00	£ -	£ 28.00	O	£ 36.00	£ -	£ 36.00	INCREASED
Local Land Charges - Cancellation fee for Con29 search	S	O	£ 75.00	£ -	£ 75.00	O	£ 80.00	£ -	£ 80.00	INCREASED
Local Land Charges - Charges for a copy of the local land charges search	S	O	£ 15.00	£ -	£ 15.00	O	£ 20.00	£ -	£ 20.00	INCREASED
Local Land Charges - Con290 - Per question	S	S	£ 22.00	£ 4.40	£ 26.40	S	£ 29.00	£ 5.80	£ 34.80	INCREASED
Local Land Charges - Copy of agreements and tree preservation orders	S	O	£ 30.00	£ -	£ 30.00	O	£ 30.00	£ -	£ 30.00	unchanged
Local Land Charges - Copy of planning decision and enforcement notices	S	O	£ 15.00	£ -	£ 15.00	O	£ 15.00	£ -	£ 15.00	unchanged
Local Land Charges - Copy of smoke control order	S	O	£ 7.00	£ -	£ 7.00	O	£ 7.00	£ -	£ 7.00	unchanged
Local Land Charges - Electronic Format - Con29R Search - commercial	S	S	£ 135.83	£ 27.17	£ 163.00	S	£ 155.00	£ 31.00	£ 186.00	INCREASED
Local Land Charges - Electronic Format - Con29R Search - residential	S	S	£ 86.67	£ 17.33	£ 104.00	S	£ 113.33	£ 22.67	£ 136.00	INCREASED
Local Land Charges - Form LLC1 Only	S	O	£ 21.00	£ -	£ 21.00	O	£ 39.00	£ -	£ 39.00	INCREASED
Local Land Charges - Personal search request and viewing of information	S	O	Free	Free	Free	O	Free of Charge	£ -	Free of Charge	unchanged
Pre application fees - Householder - written only	D	S	£ 50.00	£ 10.00	£ 60.00	S	£ 50.00	£ 10.00	£ 60.00	unchanged
Pre application fees - Householder - written with 1/2 hour meeting	D	S	£ 80.00	£ 16.00	£ 96.00	S	£ 80.00	£ 16.00	£ 96.00	unchanged
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	£ 280.00	£ 56.00	£ 336.00	S	£ 280.00	£ 56.00	£ 336.00	unchanged
Pre application fees - Householder - single dwelling (replacement and residential annexe) inc. 1/2 hour meeting	D	S	£ 150.00	£ 30.00	£ 180.00	S	£ 150.00	£ 30.00	£ 180.00	unchanged
Pre application fees - Householder - single dwelling (replacement or residential annexe) in conservation area or listed building, inc. 1/2 hour meeting (with planning officer and conservation officer)	D	S	£ 350.00	£ 70.00	£ 420.00	S	£ 350.00	£ 70.00	£ 420.00	unchanged
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	£ 280.00	£ 56.00	£ 336.00	S	£ 280.00	£ 56.00	£ 336.00	unchanged
Pre application fees - Minor development inc. 1 hour meeting	D	S	£ 430.00	£ 86.00	£ 516.00	S	£ 430.00	£ 86.00	£ 516.00	unchanged
Pre application fees - Major development inc. 1 hour meeting	D	S	£ 1,440.00	£ 288.00	£ 1,728.00	S	£ 1,440.00	£ 288.00	£ 1,728.00	unchanged
Pre application fees - Strategic development	D	S	POA	£ -	POA	S	POA	£ -	POA	unchanged
Pre application fees - Follow up meetings Minor	D	S	£120 per hour	£ -	£120 per hour	S	£120 per hour	£ -	£120 per hour	unchanged
Pre application fees - Follow up meetings Major	D	S	£360 per hour	£ -	£360 per hour	S	£360 per hour	£ -	£360 per hour	unchanged
Pre application fees - Follow up meetings Householder	D	S	£50 per hour	£ -	£50 per hour	S	£50 per hour	£ -	£50 per hour	unchanged
Pre application fees - Additional attendance (ecology/listed building) in addition to follow up meeting cost	D	S	£200 per hour per specialist	£ -	£200 per hour per specialist	S	£200 per hour per specialist	£ -	£200 per hour per specialist	unchanged
Advertising on bus stops timetable case - A4 SIZE - per 6 month period	D	S	£ 100.00	£ 20.00	£ 120.00	S	£ 100.00	£ 20.00	£ 120.00	unchanged
Advertising on bus stops timetable case - A3 SIZE - per 6 month period	D	S	£ 200.00	£ 40.00	£ 240.00	S	£ 200.00	£ 40.00	£ 240.00	unchanged
Transport - MOT Test Station Services - MOT'S class 4 and 7	D	E	£ 35.00	£ -	£ 35.00	E	£35	0	£ 35.00	unchanged
Transport - MOT Test Station Services - MOT'S class 4 and 7 Retest Fee	D	E	£ 15.00	£ -	£ 15.00	E	£15	0	£ 15.00	unchanged
Transport - MOT Test Station Services - MOT'S class 5	D	E	£ 50.00	£ -	£ 50.00	E	£50	0	£ 50.00	unchanged

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			Charge excl. VAT	VAT Amount	Charge incl. VAT		Charge excl. VAT	VAT Amount	Charge incl. VAT	
Transport - MOT Test Station Services - MOT'S class 5 Retest Fee	D	E	£ 20.00	£ -	£ 20.00	E	£20	0	£ 20.00	unchanged
Planning Performance Agreement (PPA) - Small urban extensions (up to 1,499 units) p.a.	D	S	£ 62,500.00	£ 12,500.00	£ 75,000.00	S	£ 75,000.00	£ 15,000.00	£ 90,000.00	NEW
Planning Performance Agreement (PPA) - Large urban extensions (over 1,500 units) p.a.	D	S	£ 83,333.33	£ 16,666.67	£ 100,000.00	S	£ 100,000.00	£ 20,000.00	£ 120,000.00	NEW
Planning Performance Agreement (PPA) - New settlement p.a.	D	S	£ 125,000.00	£ 25,000.00	£ 150,000.00	S	£ 150,000.00	£ 30,000.00	£ 180,000.00	NEW
Planning Performance Agreement (PPA) - Others (10 to 99 units) p.a.	D	S	£ 8,333.33	£ 1,666.67	£ 10,000.00	S	£ 10,000.00	£ 2,000.00	£ 12,000.00	NEW
Planning Performance Agreement (PPA) - Others (100 - 499 units) p.a.	D	S	£ 20,833.33	£ 4,166.67	£ 25,000.00	S	£ 25,000.00	£ 5,000.00	£ 30,000.00	NEW
Planning Performance Agreement (PPA) - Others (over 500 units and over) p.a.	D	S	£ 41,666.67	£ 8,333.33	£ 50,000.00	S	£ 50,000.00	£ 10,000.00	£ 60,000.00	NEW

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All Outline Applications										-
Sites not more than 2.5 Hectares (charge per 0.1 hectare)	S	O	462 per 0.1 hectare	£ -	462 per 0.1 hectare	O	462 per 0.1 hectare	£ -	462 per 0.1 hectare	UNCHANGED
Sites with more than 2.5 Hectares (charge per 0.1 hectare, capped at maximum of £125k)	S	O	£11,432 + £138 per 0.1 hectare; up to a maximum of £150,000	£ -	£11,432 + £138 per 0.1 hectare; up to a maximum of £150,000	O	£11,432 + £138 per 0.1 hectare; up to a maximum of £150,000	£ -	£11,432 + £138 per 0.1 hectare; up to a maximum of £150,000	UNCHANGED
Household Applications										-
Alterations or extensions to a single dwelling, excluding flats, including works within the boundary	S	O	£206.00	£ -	£ 206.00	O	£206.00	£ -	£ 206.00	UNCHANGED
Full Applications and first submissions of reserved matters										-
Alterations or extensions to two or more dwellings, or one or more flats, including works within boundary	S	O	£407.00	£ -	£ 407.00	O	£407.00	£ -	£ 407.00	UNCHANGED
New dwellings, up to a maximum of 50 (per dwelling charge)	S	O	£462 per dwelling	£ -	£462 per dwelling	O	£462 per dwelling	£ -	£462 per dwelling	UNCHANGED
New dwellings, for more than 50	S	O	£22,859 + £138 per additional dwelling in excess of 50, up to a maximum of £300,000	£ -	£22,859 + £138 per additional dwelling in excess of 50, up to a maximum of £300,000	O	£22,859 + £138 per additional dwelling in excess of 50, up to a maximum of £300,000	£ -	£22,859 + £138 per additional dwelling in excess of 50, up to a maximum of £300,000	UNCHANGED
Erection of Buildings, excluding dwellings, agricultural, glasshouse, plant and machinery										-
No increase in gross floor space, or an increase of no more than 40 square metres	S	O	£234.00	£ -	£ 234.00	O	£234.00	£ -	£ 234.00	UNCHANGED
An increase of floor space more than 40 square metres, but not more than 75 square metres	S	O	£462.00	£ -	£ 462.00	O	£462.00	£ -	£ 462.00	UNCHANGED
An increase of floor space more than 75 square metres, but not more than 3,750 square metres	S	O	£462 for each 75 square metres, or part thereof	£ -	£462 for each 75 square metres, or part thereof	O	£462 for each 75 square metres, or part thereof	£ -	£462 for each 75 square metres, or part thereof	UNCHANGED
An increase of floor space more than 3,750 square metres	S	O	£22,859 + £138 for each additional 75 square meters, or part thereof, in excess of 3,750 square metres, up to a maximum of £300,000	£ -	£22,859 + £138 for each additional 75 square meters, or part thereof, in excess of 3,750 square metres, up to a maximum of £300,000	O	£22,859 + £138 for each additional 75 square meters, or part thereof, in excess of 3,750 square metres, up to a maximum of £300,000	£ -	£22,859 + £138 for each additional 75 square meters, or part thereof, in excess of 3,750 square metres, up to a maximum of £300,000	UNCHANGED
Erection of Buildings on land used for agriculture										-
A site area of no more than 465 square metres	S	O	£96	£ -	£ 96.00	O	£96.00	£ -	£ 96.00	UNCHANGED
a site area of more than 465 square metres, but not more than 540 square metres	S	O	£462.00	£ -	£ 462.00	O	£462.00	£ -	£ 462.00	UNCHANGED

Name of fee or Charge Planning, Transport & Regeneration	Statutory/ Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
A site area of more than 540 square metres, but not more than 4,215 square metres	S	O	£462 for the first 540 square metres + £462 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	O	£462 for the first 540 square metres + £462 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	UNCHANGED
A site area of more than 4,215 square metres	S	O	£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	£ -	£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	O	£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	£ -	£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	UNCHANGED
Erection of galls houses on land used from agriculture										
A site area of not more than 5 hectares	S	O	£462 for each 0.1 hectare, or part thereof	£ -	£462 for each 0.1 hectare, or part thereof	O	£462 for each 0.1 hectare, or part thereof	£ -	£462 for each 0.1 hectare, or part thereof	UNCHANGED
A site area of more than 5 hectares	S	O	£22,858 + £138 for each 0.1 hectare, or part thereof, in excess of 5 hectares, up to a maximum of £300,000	£ -	£22,858 + £138 for each 0.1 hectare, or part thereof, in excess of 5 hectares, up to a maximum of £300,000	O	£22,858 + £138 for each 0.1 hectare, or part thereof, in excess of 5 hectares, up to a maximum of £300,000	£ -	£22,858 + £138 for each 0.1 hectare, or part thereof, in excess of 5 hectares, up to a maximum of £300,000	UNCHANGED
Applications for other than building works										
Car parks, service roads or other accesses, for existing uses	S	O	£234.00	£ -	£234.00	O	£234.00	£ -	£234.00	UNCHANGED
Waste, use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals										
A site of not more than 15 hectares	S	O	£234 for each 0.1 hectare, or part thereof	£ -	£234 for each 0.1 hectare, or part thereof	O	£234 for each 0.1 hectare, or part thereof	£ -	£234 for each 0.1 hectare, or part thereof	UNCHANGED
A site area of more than 15 hectares	S	O	£34,934 + £138 for each 0.1 hectare, or part thereof, in excess of 15 hectares, up to a maximum of £78,000	£ -	£34,934 + £138 for each 0.1 hectare, or part thereof, in excess of 15 hectares, up to a maximum of £78,000	O	£34,934 + £138 for each 0.1 hectare, or part thereof, in excess of 15 hectares, up to a maximum of £78,000	£ -	£34,934 + £138 for each 0.1 hectare, or part thereof, in excess of 15 hectares, up to a maximum of £78,000	UNCHANGED
Other operations, winning and working of materials										
A site area of not more than 15 hectares	S	O	£234 for each 0.1 hectare, or part thereof	£ -	£234 for each 0.1 hectare, or part thereof	O	£234 for each 0.1 hectare, or part thereof	£ -	£234 for each 0.1 hectare, or part thereof	UNCHANGED

Name of fee or Charge Planning, Transport & Regeneration	Statutory/ Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
A site area of more than 15 hectares	S	O	£34,934 + £138 for each 0.1 hectare, or part thereof, in excess of 15 hectares, up to a maximum of £78,000	£ -	£34,934 + £138 for each 0.1 hectare, or part thereof, in excess of 15 hectares, up to a maximum of £78,000	O	£34,934 + £138 for each 0.1 hectare, or part thereof, in excess of 15 hectares, up to a maximum of £78,000	£ -	£34,934 + £138 for each 0.1 hectare, or part thereof, in excess of 15 hectares, up to a maximum of £78,000	UNCHANGED
Other operations not coming within any of the above categories, for any site area	S	O	£234 for each 0.1 hectare, or part thereof, up to a maximum of £2,028	£ -	£234 for each 0.1 hectare, or part thereof, up to a maximum of £2,028	O	£234 for each 0.1 hectare, or part thereof, up to a maximum of £2,028	£ -	£234 for each 0.1 hectare, or part thereof, up to a maximum of £2,028	UNCHANGED
Lawful development certificate										-
Lawful development certificate, existing use, in breach of planning condition	S	O	Same as full application	£ -	Same as full application	O	Same as full application	£ -	Same as full application	UNCHANGED
Lawful development certificate, existing use lawful development certificate where is is lawful to comply with a particular condition	S	O	£234.00	£ -	£ 234.00	O	£234.00	£ -	£ 234.00	UNCHANGED
Lawful development certificate, proposed use	S	O	half the normal planning fee	£ -	half the normal planning fee	O	half the normal planning fee	£ -	half the normal planning fee	UNCHANGED
Prior Approval										-
Agricultural and Forestry buildings and operations, or demolition of buildings	S	O	£96.00	£ -	£ 96.00	O	£96.00	£ -	£ 96.00	UNCHANGED
Telecommunications code systems operators	S	O	£462.00	£ -	£ 462.00	O	£462.00	£ -	£ 462.00	UNCHANGED
Reserved Matters										-
Application for approval of reserved matters following outline approval	S	O	Full fee due, or if full fee already paid then £462 due	£ -	Full fee due, or if full fee already paid then £462 due	O	Full fee due, or if full fee already paid then £462 due	£ -	Full fee due, or if full fee already paid then £462 due	UNCHANGED
Approval, variation or discharge of condition										-
Application for removal or variation of a condition following granting of planning permission	S	O	£234.00	£ -	£ 234.00	O	£234.00	£ -	£ 234.00	UNCHANGED
Request for confirmation that one or more planning conditions have been complied with	S	O	£34 per request for the householder, otherwise £116 per request	£ -	£34 per request for the householder, otherwise £116 per request	O	£34 per request for the householder, otherwise £116 per request	£ -	£34 per request for the householder, otherwise £116 per request	UNCHANGED
Change of use of a building to use as one or more separate dwelling houses or other cases										-
Not more than 50 dwellings	S	O	£462 per dwelling	£ -	£462 per dwelling	O	£462 per dwelling	£ -	£462 per dwelling	UNCHANGED
More than 50 dwellings	S	O	£22,859 + £138 for each dwelling in excess of 50, up to a maximum of £300,000	£ -	£22,859 + £138 for each dwelling in excess of 50, up to a maximum of £300,000	O	£22,859 + £138 for each dwelling in excess of 50, up to a maximum of £300,000	£ -	£22,859 + £138 for each dwelling in excess of 50, up to a maximum of £300,000	UNCHANGED
Other changes of use of a building or land	S	O	£462.00	£ -	£ 462.00	O	£462.00	£ -	£ 462.00	UNCHANGED
Advertising										-
Advertising relating to the business on the premises	S	O	£132.00	£ -	£ 132.00	O	£132.00	£ -	£ 132.00	UNCHANGED
Advance signs that are not situated on or visible from the site, directing the public to the business	S	O	£132.00	£ -	£ 132.00	O	£132.00	£ -	£ 132.00	UNCHANGED

Name of fee or Charge Planning, Transport & Regeneration	Statutory/ Discretionary Charge	VAT Status 18/19	2018/19			VAT Status 19/20	2019/20			New, Deleted, Varied, Unchanged
			Charge excl. VAT	VAT Amount	Charge incl. VAT		Charge excl. VAT	VAT Amount	Charge incl. VAT	
other advertisements	S	O	£462.00	£ -	£ 462.00	O	£462.00	£ -	£ 462.00	UNCHANGED
Application for a non-material amendment following a grant of planning permission										-
Applications in respect of householder developments	S	O	£34.00	£ -	£ 34.00	O	£34.00	£ -	£ 34.00	UNCHANGED
Applications in respect of any other developments	S	O	£234.00	£ -	£ 234.00	O	£234.00	£ -	£ 234.00	UNCHANGED
Permitted Development Rights removed	S	O	£96.00	£ -	£ 96.00	O	£96.00	£ -	£ 96.00	UNCHANGED
				£ -	£ -	O		£ -	£ -	-
				£ -	£ -	O		£ -	£ -	-
				£ -	£ -	O		£ -	£ -	-
				£ -	£ -	O		£ -	£ -	-
				£ -	£ -	O		£ -	£ -	-
				£ -	£ -	O		£ -	£ -	-
				£ -	£ -	O		£ -	£ -	-
				£ -	£ -	O		£ -	£ -	-
				£ -	£ -	O		£ -	£ -	-
				£ -	£ -	O		£ -	£ -	-
				£ -	£ -	O		£ -	£ -	-
				£ -	£ -	O		£ -	£ -	-
				£ -	£ -	O		£ -	£ -	-
				£ -	£ -	O		£ -	£ -	-
				£ -	£ -	O		£ -	£ -	-

Name of fee or Charge Children's Services	Statutory/ Discretionary	VAT Status	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied. Unchanged
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	£ 17.50	£ -	£ 17.50	INCREASED
Learning and Universal Outcomes - Grangewaters - Celebration Groups (Up to 10 participants) - 14-18 years old (1.5 hours)	D	E	£ 147.00	£ -	£ 147.00	E	£ 151.00	£ -	£ 151.00	INCREASED
Learning and Universal Outcomes - Grangewaters - Celebration Groups (Up to 10 participants) - 14-18 years old (3 hours)	D	E	£ 268.00	£ -	£ 268.00	E	£ 276.00	£ -	£ 276.00	INCREASED
Learning and Universal Outcomes - Grangewaters - Celebration Groups (Up to 10 participants) - Under 14 years old (1.5 hours)	D	E	£ 147.00	£ -	£ 147.00	E	£ 151.00	£ -	£ 151.00	INCREASED
Learning and Universal Outcomes - Grangewaters - Celebration Groups (Up to 10 participants) - Under 14 years old (3 hours)	D	E	£ 268.00	£ -	£ 268.00	E	£ 276.00	£ -	£ 276.00	INCREASED
Learning and Universal Outcomes - Grangewaters - Club Use of Site - Grangewaters Angling Club	D	E	£ 6,489.00	£ -	£ 6,489.00	E	£ 6,650.00	£ -	£ 6,650.00	INCREASED
Learning and Universal Outcomes - Grangewaters - Club Use of Site - Grangewaters Working Newfoundlands (Per dog, per visit)	D	E	£ 5.25	£ -	£ 5.25	E	£ 5.25	£ -	£ 5.25	UNCHANGED
Learning and Universal Outcomes - Grangewaters - Club Use of Site - Leonberger Dog Training Club (Per dog, per visit)	D	E	£ 5.25	£ -	£ 5.25	E	£ 5.25	£ -	£ 5.25	UNCHANGED
Learning and Universal Outcomes - Grangewaters - Club Use of Site - Thurrock Angling Club	D	E	£ 9,460.00	£ -	£ 9,460.00	E	£ 9,725.00	£ -	£ 9,725.00	INCREASED
Learning and Universal Outcomes - Grangewaters - Club Use of Site - Thurrock Motorboat & Waterski Club (Per visit)	D	E	£ 199.00	£ -	£ 199.00	E	£ 205.00	£ -	£ 205.00	INCREASED
Learning and Universal Outcomes - Grangewaters - Corporate Groups - Activity duration (1.5 hours)	D	E	£ 54.50	£ -	£ 54.50	E	£ 56.00	£ -	£ 56.00	INCREASED
Learning and Universal Outcomes - Grangewaters - Corporate Groups - Activity duration (3 hours)	D	E	£ 94.50	£ -	£ 94.50	E	£ 97.00	£ -	£ 97.00	INCREASED
Learning and Universal Outcomes - Grangewaters - Corporate Groups - Activity duration (4.5 hours)	D	E	£ 131.00	£ -	£ 131.00	E	£ 135.00	£ -	£ 135.00	INCREASED
Learning and Universal Outcomes - Grangewaters - Corporate Groups - Activity duration (6 hours)	D	E	£ 163.00	£ -	£ 163.00	E	£ 168.00	£ -	£ 168.00	INCREASED
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	£ 406.00	£ -	£ 406.00	E	£ 418.00	£ -	£ 418.00	INCREASED
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	£ 221.00	£ -	£ 221.00	E	£ 227.00	£ -	£ 227.00	INCREASED
Learning and Universal Outcomes - Grangewaters - Day visits (Groups aged 19 and over, excluding corporate bookings) - Up to 10 people (Single session)	D	E	£ 121.00	£ -	£ 121.00	E	£ 124.00	£ -	£ 124.00	INCREASED
Learning and Universal Outcomes - Grangewaters - Day visits (Groups up to and including 18 years) - Up to 10 people (Single session)	D	E	£ 121.00	£ -	£ 121.00	E	£ 124.00	£ -	£ 124.00	INCREASED
Learning and Universal Outcomes - Grangewaters - Day visits (Groups up to and including 18 years) - Up to 10 people (Full day, 4 sessions)	D	E	£ 406.00	£ -	£ 406.00	E	£ 418.00	£ -	£ 418.00	INCREASED
Learning and Universal Outcomes - Grangewaters - Day visits (Groups up to and including 18 years) - Up to 10 people (Half day, 2 sessions)	D	E	£ 221.00	£ -	£ 221.00	E	£ 227.00	£ -	£ 227.00	INCREASED
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	UNCHANGED
Learning and Universal Outcomes - Grangewaters - Family Groups - Up to 2 adults and 2 children (Full day, 4 sessions)	D	E	£ 305.00	£ -	£ 305.00	E	£ 314.00	£ -	£ 314.00	INCREASED
Learning and Universal Outcomes - Grangewaters - Family Groups - Up to 2 adults and 2 children (Half day, 2 sessions)	D	E	£ 173.00	£ -	£ 173.00	E	£ 178.00	£ -	£ 178.00	INCREASED
Learning and Universal Outcomes - Grangewaters - Family Groups - Up to 2 adults and 2 children (Single session)	D	E	£ 94.50	£ -	£ 94.50	E	£ 97.00	£ -	£ 97.00	INCREASED
Learning and Universal Outcomes - Grangewaters - Family Groups - Up to 2 adults and 4 children (Full day, 4 sessions)	D	E	£ 315.00	£ -	£ 315.00	E	£ 324.00	£ -	£ 324.00	INCREASED
Learning and Universal Outcomes - Grangewaters - Family Groups - Up to 2 adults and 4 children (Half day, 2 sessions)	D	E	£ 189.00	£ -	£ 189.00	E	£ 194.00	£ -	£ 194.00	INCREASED
Learning and Universal Outcomes - Grangewaters - Family Groups - Up to 2 adults and 4 children (Single session)	D	E	£ 110.00	£ -	£ 110.00	E	£ 110.00	£ -	£ 110.00	UNCHANGED
Learning and Universal Outcomes - Grangewaters - School Holiday Periods Only - Activity Sessions (per session per person charge)	D	E	£ 8.00	£ -	£ 8.00	E	£ 8.00	£ -	£ 8.00	NEW
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Accommodation only (per person per night)	D	E	£ 17.00	£ -	£ 17.00	E	£ 17.00	£ -	£ 17.00	UNCHANGED
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	£ 137.00	£ -	£ 137.00	E	£ 141.00	£ -	£ 141.00	INCREASED
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	£ 211.00	£ -	£ 211.00	E	£ 217.00	£ -	£ 217.00	INCREASED
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	£ 289.00	£ -	£ 289.00	E	£ 297.00	£ -	£ 297.00	INCREASED
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	£ 362.00	£ -	£ 362.00	E	£ 372.00	£ -	£ 372.00	INCREASED

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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	£ 94.50	£ -	£ 94.50	E	£ 97.50	£ -	£ 97.50	INCREASED
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	£ 147.00	£ -	£ 147.00	E	£ 151.00	£ -	£ 151.00	INCREASED
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	£ 206.00	£ -	£ 206.00	E	£ 212.00	£ -	£ 212.00	INCREASED
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	£ 257.00	£ -	£ 257.00	E	£ 264.00	£ -	£ 264.00	INCREASED
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Residential Visits (Up to and including 19 years old) - Camping - Per person per night	D	E	£ 5.25	£ -	£ 5.25	E	£ 6.00	£ -	£ 6.00	INCREASED
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	£ 137.00	£ -	£ 137.00	E	£ 141.00	£ -	£ 141.00	INCREASED
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	£ 211.00	£ -	£ 211.00	E	£ 217.00	£ -	£ 217.00	INCREASED
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	£ 289.00	£ -	£ 289.00	E	£ 297.00	£ -	£ 297.00	INCREASED
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	£ 362.00	£ -	£ 362.00	E	£ 372.00	£ -	£ 372.00	INCREASED
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	£ 94.50	£ -	£ 94.50	E	£ 97.50	£ -	£ 97.50	INCREASED
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	£ 147.00	£ -	£ 147.00	E	£ 151.00	£ -	£ 151.00	INCREASED
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	£ 205.00	£ -	£ 205.00	E	£ 212.00	£ -	£ 212.00	INCREASED
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	£ 257.00	£ -	£ 257.00	E	£ 264.00	£ -	£ 264.00	INCREASED
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Catering Package (Breakfast, Lunch and Evening Meal) - Minimum 10 Persons - Charge is per person per day	D	E	£ 19.00	£ -	£ 19.00	E	£ 21.00	£ -	£ 21.00	INCREASED
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Training Lodge / Dining Cabins - Full Day Charge	D	E	£ 63.00	£ -	£ 63.00	E	£ 65.00	£ -	£ 65.00	INCREASED
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Training Lodge / Dining Cabins - Half Day Charge	D	E	£ 36.00	£ -	£ 36.00	E	£ 37.00	£ -	£ 37.00	INCREASED
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Training Lodge / Dining Cabins - Hourly Charge (minimum 2 hours)	D	E	£ 13.00	£ -	£ 13.00	E	£ 14.00	£ -	£ 14.00	INCREASED
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Celebration Groups up to 10 people - Single Activity	D	E	£ 142.00	£ -	£ 142.00	E	£ 146.00	£ -	£ 146.00	INCREASED
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Celebration Groups up to 10 people - Double Activity	D	E	£ 257.00	£ -	£ 257.00	E	£ 264.00	£ -	£ 264.00	INCREASED
Learning and Universal Outcomes - Nursery Places - Hourly rate 3 - 5 year olds	D	E	£ 5.50	£ -	£ 5.50	E	£ 5.70	£ -	£ 5.70	INCREASED
Learning and Universal Outcomes - Nursery Places - Hourly rate 2 year olds	D	E	£ 5.50	£ -	£ 5.50	E	£ 6.00	£ -	£ 6.00	INCREASED
Learning and Universal Outcomes - Nursery Places - Babies 8am - 1pm or 1pm -6pm -per day	D	E	£ 27.50	£ -	£ 27.50	E	£ 32.50	£ -	£ 32.50	INCREASED
Learning and Universal Outcomes - Nursery Places - Babies 8am - 1pm or 1pm -6pm -per week	D	E	£ 137.50	£ -	£ 137.50	E	£ 162.50	£ -	£ 162.50	INCREASED
Learning and Universal Outcomes - Nursery Places - Babies Full placement costs 8am to 6.15pm- per day	D	E	£ 50.00	£ -	£ 50.00	E	£ 65.00	£ -	£ 65.00	INCREASED
Learning and Universal Outcomes - Nursery Places - Babies Full placement costs 8am to 6.15pm- per week	D	E	£ 239.00	£ -	£ 239.00	E	£ 300.00	£ -	£ 300.00	INCREASED
Learning and Universal Outcomes - Nursery Places - 2-3- year-olds 8am - 1pm or 1pm -6pm -per day	D	E	£ 26.50	£ -	£ 26.50	E	£ 30.00	£ -	£ 30.00	INCREASED
Learning and Universal Outcomes - Nursery Places - 2-3- year-olds 8am - 1pm or 1pm -6pm -per week	D	E	£ 133.00	£ -	£ 133.00	E	£ 145.00	£ -	£ 145.00	INCREASED
Learning and Universal Outcomes - Nursery Places - 2-3 year-olds Full placement costs per week	D	E	£230-240	£ -	£230-240	E	£ 280.00	£ -	£ 280.00	INCREASED
Learning and Universal Outcomes - Nursery Places - 2-3 year-olds Full placement costs per day	D	E	£ 47.50	£ -	£ 47.50	E	£ 55.00	£ -	£ 55.00	INCREASED
Learning and Universal Outcomes - Nursery Places - cooked lunch each	D	E	£ 3.15	£ -	£ 3.15	E	£ 3.25	£ -	£ 3.25	INCREASED
Learning and Universal Outcomes - Nursery Places - 3-5- year-olds 8am - 1pm or 1pm -6pm -per day	D	E	£ 26.50	£ -	£ 26.50	E	£ 28.50	£ -	£ 28.50	INCREASED
Learning and Universal Outcomes - Nursery Places - 3-5 - year-olds 8am - 1pm or 1pm -6pm -per week	D	E	£ 133.00	£ -	£ 133.00	E	£ 142.50	£ -	£ 142.50	INCREASED
Learning and Universal Outcomes - Nursery Places - 3-5 year-olds Full placement costs per week	D	E	£230-£240	£ -	£230-£240	E	£ 280.00	£ -	£ 280.00	INCREASED
Learning and Universal Outcomes - Nursery Places - 3-5 year-olds Full placement costs per day	D	E	£ 47.50	£ -	£ 47.50	E	£ 62.00	£ -	£ 62.00	INCREASED

Learning and Universal Outcomes - Nursery Places - Hourly rate babies 0-2 year olds	D	E		£ -	£ -	E	£ 6.50	£ -	£ 6.50	NEW
Learning and Universal Outcomes - Nursery Places - Babies 9am -1pm or 1pm -5pm -per day	D	E		£ -	£ -	E	£ 28.00	£ -	£ 28.00	NEW
Music Services - Loan of Musical Instruments for pupils studying through the Music Hub (Ranged fee dependent on instrument)	D	E	£10-£21	£ -	£10-£21	E	£12.50 - £25.00	£ -	£12.50 - £25.00	INCREASED
Music Services - Loan of Musical Instruments for external hirers (Ranged fee dependent on instrument)	D	E				E	£20.00 - £100.00	£ -	£20.00 - £100.00	NEW
Individual and small group tuition (fee pro-rata dependent on duration and numbers) - per hour charge	D	E	£31.80 (variable pro-	£ -	£31.80 (variable pro-	E	£32.70 (variable pro-	£ -	£32.70 (variable pro-	INCREASED
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Private Tuition - First Person - 1.5 Hour Session	D	E	£ 49.00	£ -	£ 49.00	E	£ 49.00	£ -	£ 49.00	UNCHANGED
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Private Tuition - First Person - 3 Hour Session	D	E	£ 84.00	£ -	£ 84.00	E	£ 84.00	£ -	£ 84.00	UNCHANGED
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Private Tuition - First Person - 4.5 Hour Session	D	E	£ 110.00	£ -	£ 110.00	E	£ 110.00	£ -	£ 110.00	UNCHANGED
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Private Tuition - Additional Person - 1.5 Hour Session	D	E	£ 27.00	£ -	£ 27.00	E	£ 27.00	£ -	£ 27.00	UNCHANGED
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Private Tuition - Additional Person - 3 Hour Session	D	E	£ 44.00	£ -	£ 44.00	E	£ 44.00	£ -	£ 44.00	UNCHANGED
Learning and Universal Outcomes - Grangewaters Outdoor Education Centre - Private Tuition - Additional Person - 4.5 Hour Session	D	E	£ 60.00	£ -	£ 60.00	E	£ 60.00	£ -	£ 60.00	UNCHANGED

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Name of fee or Charge Housing	Statutory/Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
HMOs 5 year License (Fees for single tenancies and shared houses) - 3 to 5 units - Landlord Accredited	D	O	£ 950.00	£ -	£ 950.00	O	£ 975.00	£ -	£ 975.00	INCREASED
HMOs 5 year License (Fees for single tenancies and shared houses) - 3 to 5 units - Non Accredited	D	O	£ 1,099.00	£ -	£ 1,099.00	O	£ 1,130.00	£ -	£ 1,130.00	INCREASED
HMOs 5 year License (Fees for single tenancies and shared houses) - 6 to 10 units - Landlord Accredited	D	O	£ 999.00	£ -	£ 999.00	O	£ 1,025.00	£ -	£ 1,025.00	INCREASED
HMOs 5 year License (Fees for single tenancies and shared houses) - 6 to 10 units - Non Accredited	D	O	£ 1,149.00	£ -	£ 1,149.00	O	£ 1,180.00	£ -	£ 1,180.00	INCREASED
HMOs 5 year License (Fees for single tenancies and shared houses) - 11 to 15 units - Landlord Accredited	D	O	£ 1,099.00	£ -	£ 1,099.00	O	£ 1,130.00	£ -	£ 1,130.00	INCREASED
HMOs 5 year License (Fees for single tenancies and shared houses) - 11 to 15 units - Non Accredited	D	O	£ 1,264.00	£ -	£ 1,264.00	O	£ 1,300.00	£ -	£ 1,300.00	INCREASED
HMOs 5 year License (Fees for single tenancies and shared houses) - 16 to 20 units - Landlord Accredited	D	O	£ 1,199.00	£ -	£ 1,199.00	O	£ 1,235.00	£ -	£ 1,235.00	INCREASED
HMOs 5 year License (Fees for single tenancies and shared houses) - 16 to 20 units - Non Accredited	D	O	£ 1,380.00	£ -	£ 1,380.00	O	£ 1,420.00	£ -	£ 1,420.00	INCREASED
New HMOs 5 year License (Fees for single tenancies and shared houses) - 21 to 29 units - Landlord Accredited	D	O	£ 1,380.00	£ -	£ 1,380.00	O	£ 1,420.00	£ -	£ 1,420.00	INCREASED
New HMOs 5 year License (Fees for single tenancies and shared houses) - 21 to 29 units - Non Accredited	D	O	£ 1,585.00	£ -	£ 1,585.00	O	£ 1,630.00	£ -	£ 1,630.00	INCREASED
New HMOs 5 year License (Fees for single tenancies and shared houses) - 30 or more units - Landlord Accredited	D	O	£ 1,600.00	£ -	£ 1,600.00	O	£ 1,645.00	£ -	£ 1,645.00	INCREASED
New HMOs 5 year License (Fees for single tenancies and shared houses) - 30 or more units - Non Accredited	D	O	£ 1,840.00	£ -	£ 1,840.00	O	£ 1,890.00	£ -	£ 1,890.00	INCREASED
Renewable HMO's License (5 year-no changes or management regulation breaches) - 3 to 5 units - Landlord Accredited	D	O	£ 475.00	£ -	£ 475.00	O	£ 485.00	£ -	£ 485.00	INCREASED
Renewable HMO's License (5 year-no changes or management regulation breaches) - 3 to 5 units - Non Accredited	D	O	£ 546.00	£ -	£ 546.00	O	£ 560.00	£ -	£ 560.00	INCREASED
Renewable HMO's License (5 year-no changes or management regulation breaches) - 6 to 10 units - Landlord Accredited	D	O	£ 500.00	£ -	£ 500.00	O	£ 515.00	£ -	£ 515.00	INCREASED
Renewable HMO's License (5 year-no changes or management regulation breaches) - 6 to 10 units - Non Accredited	D	O	£ 575.00	£ -	£ 575.00	O	£ 590.00	£ -	£ 590.00	INCREASED
Renewable HMO's License (5 year-no changes or management regulation breaches) - 11 to 15 units - Landlord Accredited	D	O	£ 550.00	£ -	£ 550.00	O	£ 565.00	£ -	£ 565.00	INCREASED
Renewable HMO's License (5 year-no changes or management regulation breaches) - 11 to 15 units - Non Accredited	D	O	£ 632.00	£ -	£ 632.00	O	£ 650.00	£ -	£ 650.00	INCREASED
Renewable HMO's License (5 year-no changes or management regulation breaches) - 16 to 20 units - Landlord Accredited	D	O	£ 599.00	£ -	£ 599.00	O	£ 615.00	£ -	£ 615.00	INCREASED
Renewable HMO's License (5 year-no changes or management regulation breaches) - 16 to 20 units - Non Accredited	D	O	£ 689.00	£ -	£ 689.00	O	£ 710.00	£ -	£ 710.00	INCREASED
Renewable HMO's License (5 year-no changes or management regulation breaches) - 21 to 29 units - Landlord Accredited	D	O	£ 689.00	£ -	£ 689.00	O	£ 710.00	£ -	£ 710.00	INCREASED
Renewable HMO's License (5 year-no changes or management regulation breaches) - 21 to 29 units - Non Accredited	D	O	£ 793.00	£ -	£ 793.00	O	£ 815.00	£ -	£ 815.00	INCREASED
Renewable HMO's License (5 year-no changes or management regulation breaches) - 30 or more units - Landlord Accredited	D	O	£ 799.00	£ -	£ 799.00	O	£ 820.00	£ -	£ 820.00	INCREASED
Renewable HMO's License (5 year-no changes or management regulation breaches) - 30 or more units - Non Accredited	D	O	£ 919.00	£ -	£ 919.00	O	£ 945.00	£ -	£ 945.00	INCREASED
Other Misc. Income - Change of Manager or Ownership - Landlord Accredited	D	O	£ 150.00	£ -	£ 150.00	O	£ 150.00	£ -	£ 150.00	UNCHANGED
Other Misc. Income - Change of Manager or Ownership - Non Accredited	D	O	£ 173.00	£ -	£ 173.00	O	£ 173.00	£ -	£ 173.00	UNCHANGED
Assisting with Licensing application (First 30 minutes free for accredited landlords, thereafter £50.00 per hour pro rata) - Landlord Accredited	D	O	£ 60.00	£ -	£ 60.00	O	£ 62.00	£ -	£ 62.00	INCREASED
Assisting with Licensing application (First 30 minutes free for accredited landlords, thereafter £50.00 per hour pro rata) - Non Accredited	D	O	£ 60.00	£ -	£ 60.00	O	£ 62.00	£ -	£ 62.00	INCREASED

Name of fee or Charge Housing	Statutory/Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
Dispersed Alarms - Lifeline Private	D	S	£ 17.00	£ 3.40	£ 20.40	S	£ 17.00	£ 3.40	£ 20.40	UNCHANGED
Failure to comply with an improvement notice [section 30] - Minimum Charge, capped at £30k maximum	D	O	£ 1,500.00	£ -	£ 1,500.00	O	£ 1,500.00	£ -	£ 1,500.00	UNCHANGED
Offences in relation to licensing of Houses in Multiple Occupation [section 72] - Minimum Charge, capped at £30k maximum	D	O	£ 2,500.00	£ -	£ 2,500.00	O	£ 2,500.00	£ -	£ 2,500.00	UNCHANGED
Offences in relation to licensing of houses under Part 3 of the Act [Section 95] - Minimum Charge, capped at £30k maximum	D	O	£ 2,500.00	£ -	£ 2,500.00	O	£ 2,500.00	£ -	£ 2,500.00	UNCHANGED
Offences of contravention of an overcrowding notice [section 139] - Minimum Charge, capped at £30k maximum	D	O	£ 1,000.00	£ -	£ 1,000.00	O	£ 1,000.00	£ -	£ 1,000.00	UNCHANGED
Failure to comply with management regulations in respect of Houses in Multiple Occupation [section 234] - Minimum Charge, capped at £30k maximum	D	O	£ 1,500.00	£ -	£ 1,500.00	O	£ 1,550.00	£ -	£ 1,550.00	INCREASED
New Non Statutory Housing Reports - HMO reports for support providers - 1 Bed accomodation	D	O	£ 180.00	£ -	£ 180.00	O	£ 185.00	£ -	£ 185.00	INCREASED
New Non Statutory Housing Reports - HMO reports for support providers - 2 Bed accomodation	D	O	£ 210.00	£ -	£ 210.00	O	£ 220.00	£ -	£ 220.00	INCREASED
New Non Statutory Housing Reports - HMO reports for support providers - 3 Bed accomodation	D	O	£ 240.00	£ -	£ 240.00	O	£ 250.00	£ -	£ 250.00	INCREASED
New Non Statutory Housing Reports - HMO reports for support providers - 4 Bed accomodation	D	O	£ 315.00	£ -	£ 315.00	O	£ 325.00	£ -	£ 325.00	INCREASED
New Non Statutory Housing Reports - HMO reports for support providers - 5 Bed accomodation	D	O	£ 369.00	£ -	£ 369.00	O	£ 380.00	£ -	£ 380.00	INCREASED
New Non Statutory Housing Reports - HMO reports for support providers - 6 Bed accomodation	D	O	£ 480.00	£ -	£ 480.00	O	£ 495.00	£ -	£ 495.00	INCREASED
Travellers Charges - Rent/ Water/ Amenity	D	O	£ 102.60	£ -	£ 102.60	O	£ 105.60	£ -	£ 105.60	INCREASED
Offences for Smoke & Carbon Monoxide Alarm Regulations non compliance	D	O	£1000 initial fine, increasing to £5000 for repetition within 2 years.	£ -	£1000 initial fine, increasing to £5000 for repetition within 2 years.	O	£1000 initial fine, increasing to £5000 for repetition within 2 years.	£ -	£1000 initial fine, increasing to £5000 for repetition within 2 years.	UNCHANGED
Private Housing Services - Housing Enforcement Notices - 1 to 4 Hazards - 1 Bed accomodation	D	O	£ 342.00	£ -	£ 342.00	O	£ 355.00	£ -	£ 355.00	INCREASED
Private Housing Services - Housing Enforcement Notices - 1 to 4 Hazards - 2 Bed accomodation	D	O	£ 385.00	£ -	£ 385.00	O	£ 400.00	£ -	£ 400.00	INCREASED
Private Housing Services - Housing Enforcement Notices - 1 to 4 Hazards - 3 Bed accomodation	D	O	£ 428.00	£ -	£ 428.00	O	£ 440.00	£ -	£ 440.00	INCREASED
Private Housing Services - Housing Enforcement Notices - 1 to 4 Hazards - 4 Bed accomodation	D	O	£ 513.00	£ -	£ 513.00	O	£ 530.00	£ -	£ 530.00	INCREASED
Private Housing Services - Housing Enforcement Notices - 1 to 4 Hazards - 5 or 6 Bed accomodation	D	O	£ 556.00	£ -	£ 556.00	O	£ 575.00	£ -	£ 575.00	INCREASED
Private Housing Services - Housing Enforcement Notices - 1 to 4 Hazards - over 6 Bed or HMO accomodation	D	O	£ 670.00	£ -	£ 670.00	O	£ 690.00	£ -	£ 690.00	INCREASED
Private Housing Services - Housing Enforcement Notices - 5 or more Hazards - 1 Bed accomodation	D	O	£ 428.00	£ -	£ 428.00	O	£ 440.00	£ -	£ 440.00	INCREASED
Private Housing Services - Housing Enforcement Notices - 5 or more Hazards - 2 Bed accomodation	D	O	£ 470.00	£ -	£ 470.00	O	£ 485.00	£ -	£ 485.00	INCREASED
Private Housing Services - Housing Enforcement Notices - 5 or more Hazards - 3 Bed accomodation	D	O	£ 513.00	£ -	£ 513.00	O	£ 530.00	£ -	£ 530.00	INCREASED
Private Housing Services - Housing Enforcement Notices - 5 or more Hazards - 4 Bed accomodation	D	O	£ 612.00	£ -	£ 612.00	O	£ 630.00	£ -	£ 630.00	INCREASED
Private Housing Services - Housing Enforcement Notices - 5 or more Hazards - 5 or 6 Bed accomodation	D	O	£ 655.00	£ -	£ 655.00	O	£ 675.00	£ -	£ 675.00	INCREASED
Private Housing Services - Housing Enforcement Notices - 5 or more Hazards - over 6 Bed or HMO accomodation	D	O	£ 726.00	£ -	£ 726.00	O	£ 750.00	£ -	£ 750.00	INCREASED
Private Housing Services - Housing Non Statutory work for Border Agency (per case)	D	O	£ 161.00	£ -	£ 161.00	O	£ 165.00	£ -	£ 165.00	INCREASED
Offences for Energy Efficiency Regulations 2015 non compliance - registered false or misinformation on PRS Exemption Register capped at 1k	D	O	£ 1,000.00	£ -	£ 1,000.00	O	£ 1,000.00	£ -	£ 1,000.00	UNCHANGED
Offences for Energy Efficiency Regulations 2015 non compliance - sub standard property let with EPC E or below ,capped at 4k	D	O	£ 1,000.00	£ -	£ 1,000.00	O	£ 1,000.00	£ -	£ 1,000.00	UNCHANGED
Mobile Home Licensing Fee [1- 10 pitches]							£ -	£ -	£ -	New
Mobile Homes annual licence fee	D	O	£ -		£ -	O	£ -	£ -	£ -	New
Mobile Homes initial set up - Application Fee	D	O	£ 556.00	£ -	£ 556.00	O	£ 556.00	£ -	£ 556.00	New
Application to Transfer a Site Licence	D	O	£ 253.00	£ -	£ 253.00	O	£ 253.00	£ -	£ 253.00	New

Name of fee or Charge Housing	Statutory/Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
Application to Amend a Site Licence	D	O	£ 319.00	£ -	£ 319.00	O	£ 319.00	£ -	£ 319.00	New
Mobile Home Licensing Fee [11- 20pitches]								£ -	£ -	New
Mobile Homes annual licence fee	D	O	£ -	£ -	£ -	O	£ -	£ -	£ -	New
Mobile Homes initial set up - Application Fee	D	O	£ 600.00	£ -	£ 600.00	O	£ 600.00	£ -	£ 600.00	New
Application to Transfer a Site Licence	D	O	£ 253.00	£ -	£ 253.00	O	£ 253.00	£ -	£ 253.00	New
Application to Amend a Site Licence	D	O	£ 319.00	£ -	£ 319.00	O	£ 319.00	£ -	£ 319.00	New
Mobile Home Licensing Fee [21- 50 pitches]								£ -	£ -	New
Mobile Homes annual licence fee	D	O	£ -	£ -	£ -	O	£ -	£ -	£ -	New
Mobile Homes initial set up - Application Fee	D	O	£ 644.00	£ -	£ 644.00	O	£ 644.00	£ -	£ 644.00	New
Application to Transfer a Site Licence	D	O	£ 253.00	£ -	£ 253.00	O	£ 253.00	£ -	£ 253.00	New
Application to Amend a Site Licence	D	O	£ 319.00	£ -	£ 319.00	O	£ 319.00	£ -	£ 319.00	New
Mobile Home Licensing Fee [51 -99 pitches]								£ -	£ -	New
Mobile Homes annual licence fee	D	O	£ -	£ -	£ -	O	£ -	£ -	£ -	New
Mobile Homes initial set up - Application Fee	D	O	£ 688.00	£ -	£ 688.00	O	£ 688.00	£ -	£ 688.00	New
Application to Transfer a Site Licence	D	O	£ 253.00	£ -	£ 253.00	O	£ 253.00	£ -	£ 253.00	New
Application to Amend a Site Licence	D	O	£ 319.00	£ -	£ 319.00	O	£ 319.00	£ -	£ 319.00	New
Mobile Home Licensing Fee [100 pitches +]								£ -	£ -	New
Mobile Homes annual licence fee	D	O	£ -	£ -	£ -	O	£ -	£ -	£ -	New
Mobile Homes initial set up - Application Fee	D	O	£ 732.00	£ -	£ 732.00	O	£ 732.00	£ -	£ 732.00	New
Application to Transfer a Site Licence	D	O	£ 253.00	£ -	£ 253.00	O	£ 253.00	£ -	£ 253.00	New
Application to Amend a Site Licence	D	O	£ 319.00	£ -	£ 319.00	O	£ 319.00	£ -	£ 319.00	New

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Appendix 1

Name of fee or Charge Housing	Statutory/ Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
HMOs 5 year License (Fees for single tenancies and shared houses) - 3 to 5 units - Landlord Accredited	D	O	£ 950.00	£ -	£ 950.00	O	£ 975.00	£ -	£ 975.00	INCREASED
Part A: to be paid by all applicants for a license				£ -	£ -		£ 550.00	£ -	£ 550.00	
Part B: to be paid by all applications who are granted a license				£ -	£ -		£ 425.00	£ -	£ 425.00	
HMOs 5 year License (Fees for single tenancies and shared houses) - 3 to 5 units - Non Accredited	D	O	£ 1,099.00	£ -	£ 1,099.00	O	£ 1,130.00	£ -	£ 1,130.00	INCREASED
Part A: to be paid by all applicants for a license				£ -	£ -		£ 625.00	£ -	£ 625.00	
Part B: to be paid by all applications who are granted a license				£ -	£ -		£ 505.00	£ -	£ 505.00	
HMOs 5 year License (Fees for single tenancies and shared houses) - 6 to 10 units - Landlord Accredited	D	O	£ 999.00	£ -	£ 999.00	O	£ 1,025.00	£ -	£ 1,025.00	INCREASED
Part A: to be paid by all applicants for a license				£ -	£ -		£ 570.00	£ -	£ 570.00	
Part B: to be paid by all applications who are granted a license				£ -	£ -		£ 455.00	£ -	£ 455.00	
HMOs 5 year License (Fees for single tenancies and shared houses) - 6 to 10 units - Non Accredited	D	O	£ 1,149.00	£ -	£ 1,149.00	O	£ 1,180.00	£ -	£ 1,180.00	INCREASED
Part A: to be paid by all applicants for a license				£ -	£ -		£ 650.00	£ -	£ 650.00	
Part B: to be paid by all applications who are granted a license				£ -	£ -		£ 530.00	£ -	£ 530.00	
HMOs 5 year License (Fees for single tenancies and shared houses) - 11 to 15 units - Landlord Accredited	D	O	£ 1,099.00	£ -	£ 1,099.00	O	£ 1,130.00	£ -	£ 1,130.00	INCREASED
Part A: to be paid by all applicants for a license				£ -	£ -		£ 680.00	£ -	£ 680.00	
Part B: to be paid by all applications who are granted a license				£ -	£ -		£ 450.00	£ -	£ 450.00	
HMOs 5 year License (Fees for single tenancies and shared houses) - 11 to 15 units - Non Accredited	D	O	£ 1,264.00	£ -	£ 1,264.00	O	£ 1,300.00	£ -	£ 1,300.00	INCREASED
Part A: to be paid by all applicants for a license				£ -	£ -		£ 780.00	£ -	£ 780.00	
Part B: to be paid by all applications who are granted a license				£ -	£ -		£ 520.00	£ -	£ 520.00	
HMOs 5 year License (Fees for single tenancies and shared houses) - 16 to 20 units - Landlord Accredited	D	O	£ 1,199.00	£ -	£ 1,199.00	O	£ 1,235.00	£ -	£ 1,235.00	INCREASED
Part A: to be paid by all applicants for a license				£ -	£ -		£ 670.00	£ -	£ 670.00	
Part B: to be paid by all applications who are granted a license				£ -	£ -		£ 565.00	£ -	£ 565.00	
HMOs 5 year License (Fees for single tenancies and shared houses) - 16 to 20 units - Non Accredited	D	O	£ 1,380.00	£ -	£ 1,380.00	O	£ 1,420.00	£ -	£ 1,420.00	INCREASED
Part A: to be paid by all applicants for a license				£ -	£ -		£ 770.00	£ -	£ 770.00	
Part B: to be paid by all applications who are granted a license				£ -	£ -		£ 650.00	£ -	£ 650.00	
New HMOs 5 year License (Fees for single tenancies and shared houses) - 21 to 29 units - Landlord Accredited	D	O	£ 1,380.00	£ -	£ 1,380.00	O	£ 1,420.00	£ -	£ 1,420.00	INCREASED
Part A: to be paid by all applicants for a license				£ -	£ -		£ 760.00	£ -	£ 760.00	
Part B: to be paid by all applications who are granted a license				£ -	£ -		£ 660.00	£ -	£ 660.00	
New HMOs 5 year License (Fees for single tenancies and shared houses) - 21 to 29 units - Non Accredited	D	O	£ 1,585.00	£ -	£ 1,585.00	O	£ 1,630.00	£ -	£ 1,630.00	INCREASED
Part A: to be paid by all applicants for a license				£ -	£ -		£ 870.00	£ -	£ 870.00	
Part B: to be paid by all applications who are granted a license				£ -	£ -		£ 760.00	£ -	£ 760.00	
New HMOs 5 year License (Fees for single tenancies and shared houses) - 30 or more units - Landlord Accredited	D	O	£ 1,600.00	£ -	£ 1,600.00	O	£ 1,645.00	£ -	£ 1,645.00	INCREASED
Part A: to be paid by all applicants for a license				£ -	£ -		£ 900.00	£ -	£ 900.00	
Part B: to be paid by all applications who are granted a license				£ -	£ -		£ 745.00	£ -	£ 745.00	
New HMOs 5 year License (Fees for single tenancies and shared houses) - 30 or more units - Non Accredited	D	O	£ 1,840.00	£ -	£ 1,840.00	O	£ 1,890.00	£ -	£ 1,890.00	INCREASED
Part A: to be paid by all applicants for a license				£ -	£ -		£ 1,025.00	£ -	£ 1,025.00	
Part B: to be paid by all applications who are granted a license				£ -	£ -		£ 865.00	£ -	£ 865.00	

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Name of fee or Charge Health & Well-being	Statutory/ Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
Blue Badges - Application Fee	D	O	£ 10.00	£ -	£ 10.00	O	£ 10.00	£ -	£ 10.00	unchanged
Charge for Attendance at Day Centres - Per Session	D	O	£ 10.00	£ -	£ 10.00	O	£ 10.00	£ -	£ 10.00	unchanged
Concierge Charge - Extra Care (sheltered accommodation)	D	O	£ 40.00	£ -	£ 40.00	O	£ 40.00	£ -	£ 40.00	unchanged
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	unchanged
Meals on Wheels - Service not applicable 2015-16 - Per meal served at home	D	O	£ 4.00	£ -	£ 4.00	O	£ 4.00	£ -	£ 4.00	unchanged
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	unchanged
Pendant Alarms - Private Housing Tennant (Per week)	D	O	£ -	£ -	£ -	O	£ -	£ -	£ -	unchanged
Respite Care for Adults with Disabilities - per session	D	O	£ 20.00	£ -	£ 20.00	O	£ 20.00	£ -	£ 20.00	unchanged
Support service for Elizabeth Gardens per household	D	O	£ 40.00	£ -	£ 40.00	O	£ 40.00	£ -	£ 40.00	unchanged
Transport - Per Journey (these charges are for Thurrock Residents)	D	O	£ 2.00	£ -	£ 2.00	O	£ 2.00	£ -	£ 2.00	unchanged
Client Contributions			Subject to individual financial assessments		Subject to individual financial assessments		Subject to individual financial assessments		Subject to individual financial assessments	unchanged
Deferred Payments	D	O	£ 144.00	£ -	£ 144.00	O	£ 144.00	£ -	£ 144.00	unchanged
Domiciliary Care (per hour)	D	O	£ 13.00	£ -	£ 13.00	O	£ 13.00	£ -	£ 13.00	unchanged
Direct Payments – Agency Rate	D	O	£ 13.00	£ -	£ 13.00	O	£ 13.00	£ -	£ 13.00	unchanged
Residential Accommodation Charges - Homes for Older people (per week)	D	O	£ 600.00	£ -	£ 600.00	O	£ 600.00	£ -	£ 600.00	unchanged
External spot Commissioned Residential Placement – Standard Room	D	O	£ 451.00	£ -	£ 451.00	O	£ 465.42	£ -	£ 465.42	increased
External spot Commissioned Residential Placement – Higher Needs	D	O	£ 481.00	£ -	£ 481.00	O	£ 496.07	£ -	£ 496.07	increased
External spot Commissioned Nursing Placement	D	O	£ 519.00	£ -	£ 519.00	O	£ 534.75	£ -	£ 534.75	increased
External spot Commissioned Dementia Placement	D	O	£ 505.00	£ -	£ 505.00	O	£ 520.83	£ -	£ 520.83	increased
Additional spot Commissioned Services - Full Cost Recovery	D	O	Full Cost	£ -	Full Cost	O	Full Cost	£ -	Full Cost	unchanged
Interim bed - Collins House	D	O	£ 451.00	£ -	£ 451.00	O	£ 465.42	£ -	£ 465.42	increased
Reenablement Bed	D	O	Exempt (up to 6 weeks)	£ -	Exempt (up to 6 weeks)	O	Exempt (up to 6 weeks)	£ -	Exempt (up to 6 weeks)	unchanged
Court Protection - Appointment to Court	D	O	£ 745.00	£ -	£ 745.00	O	£ 745.00	£ -	£ 745.00	unchanged
Court Protection - Mangement Fee	D	O	£ 775.00	£ -	£ 775.00	O	£ 775.00	£ -	£ 775.00	unchanged
Court Protection - Anuual Report Fee	D	O	£ 216.00	£ -	£ 216.00	O	£ 216.00	£ -	£ 216.00	unchanged

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Name of fee or Charge Corporate Services	Statutory/ Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
Legal and Democratic Services - Council House Sales - Copy of Insurance Policy	D	S	£ 45.83	£ 9.17	£ 55.00	S	£ 47.50	£ 9.50	£ 57.00	increased
Legal and Democratic Services - Council House Sales - Copy of Landlord's Offer Notice - Full	D	S	£ 35.00	£ 7.00	£ 42.00	S	£ 36.25	£ 7.25	£ 43.50	increased
Legal and Democratic Services - Council House Sales - Copy of Landlord's Offer Notice - Part	D	S	£ 14.17	£ 2.83	£ 17.00	S	£ 14.58	£ 2.92	£ 17.50	increased
Legal and Democratic Services - Council House Sales - Copy of Service Charge Certificate	D	S	£ 30.00	£ 6.00	£ 36.00	S	£ 30.83	£ 6.17	£ 37.00	increased
Legal and Democratic Services - Council House Sales - Document retrieval	D	S	£ 9.17	£ 1.83	£ 11.00	S	£ 9.58	£ 1.92	£ 11.50	increased
Legal and Democratic Services - Council House Sales - Fee for Application to buy garage	D	S	£ 75.83	£ 15.17	£ 91.00	S	£ 78.33	£ 15.67	£ 94.00	increased
Legal and Democratic Services - Council House Sales - Lease prints	D	O	£ 68.00	£ -	£ 68.00	O	£ 70.00	£ -	£ 70.00	increased
Legal and Democratic Services - Council House Sales - Leasehold Enquiries - Maintenance and rent details, insurance etc.	D	O	£ 155.00	£ -	£ 155.00	O	£ 160.00	£ -	£ 160.00	increased
Legal and Democratic Services - Council House Sales - Letter of Postponement concerning authorized words on properties with statutory discount charge	D	O	£ 67.00	£ -	£ 67.00	O	£ 69.00	£ -	£ 69.00	increased
Legal and Democratic Services - Council House Sales - Ownership Changes Leaseholds Houses and Flats	D	O	£ 45.00	£ -	£ 45.00	O	£ 46.50	£ -	£ 46.50	increased
Legal and Democratic Services - Council House Sales - Photocopying A3	D	S	£ 1.25	£ 0.25	£ 1.50	S	£ 1.50	£ 0.30	£ 1.80	increased
Legal and Democratic Services - Council House Sales - Photocopying A4	D	S	£ 0.83	£ 0.17	£ 1.00	S	£ 1.00	£ 0.20	£ 1.20	increased
Legal and Democratic Services - Council House Sales - Post and Packing	D	E	£ 3.00	£ -	£ 3.00	E	£ 3.50	£ -	£ 3.50	increased
Legal and Democratic Services - Council House Sales - Stat charge discharge - discount 3 year period	D	O	£ 69.00	£ -	£ 69.00	O	£ 71.00	£ -	£ 71.00	increased
Legal and Democratic Services - Council House Sales - Transfer of Equity approval and seal	D	O	£ 71.00	£ -	£ 71.00	O	£ 73.00	£ -	£ 73.00	increased
Legal and Democratic Services - Council House Sales - Transfer prints	D	O	£ 43.00	£ -	£ 43.00	O	£ 44.50	£ -	£ 44.50	increased
Legal and Democratic Services - Miscellaneous - Authorised Guarantee Agreement	D	O	£ 481.00	£ -	£ 481.00	O	£ 495.00	£ -	£ 495.00	increased
Legal and Democratic Services - Miscellaneous - Commercial Lease Assignment	D	E	£ 649.00	£ -	£ 649.00	E	£ 670.00	£ -	£ 670.00	increased
Legal and Democratic Services - Miscellaneous - Commercial Lease Grant (Complex)	D	E	£1,200 upwards (no maximum)	£ -	£1,200 upwards (no maximum)	E	£1,250 upwards (no maximum)	£ -	£1,250 upwards (no maximum)	increased
Legal and Democratic Services - Miscellaneous - Commercial Lease Grant (Simple)	D	E	£ 740.00	£ -	£ 740.00	E	£ 765.00	£ -	£ 765.00	increased
Legal and Democratic Services - Miscellaneous - Commercial License (Simple)	D	E	£ 195.00	£ -	£ 195.00	E	£ 200.00	£ -	£ 200.00	increased
Legal and Democratic Services - Miscellaneous - Commercial License to Assign	D	E	£ 550.00	£ -	£ 550.00	E	£ 565.00	£ -	£ 565.00	increased
Legal and Democratic Services - Miscellaneous - Commercial License to Assign Plus Authorised Guarantee Agreement	D	E	£ 750.00	£ -	£ 750.00	E	£ 775.00	£ -	£ 775.00	increased
Legal and Democratic Services - Miscellaneous - Commercial License to Assign Plus Deed of Variation of Lease	D	E	£850 - £1,250	£ -	£850 - £1,250	E	£875 - £1,275	£ -	£875 - £1,275	increased
Legal and Democratic Services - Miscellaneous - Commercial Deed of Variation of (Shop) Lease	D	E	£650 - £950	£ -	£650 - £950	E	£670 - £980	£ -	£670 - £980	increased
Legal and Democratic Services - Miscellaneous - Copy of Lease	D	S	£ 90.00	£ 18.00	£ 108.00	S	£ 93.33	£ 18.67	£ 112.00	increased
Legal and Democratic Services - Miscellaneous - Deed of Covenants	D	E	£ 452.00	£ -	£ 452.00	E	£ 465.00	£ -	£ 465.00	increased
Legal and Democratic Services - Miscellaneous - Landlord Licence	D	O	£ 548.00	£ -	£ 548.00	O	£ 565.00	£ -	£ 565.00	increased
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Section 278 (Complex)	D	O	£2,500 upwards (No set maximum)	£ -	£2,500 upwards (No set maximum)	O	£2,575 upwards (No set maximum)	£ -	£2,575 upwards (No set maximum)	increased
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Deed of Variation (re. S106 or complex commercial leases or agreements)	D	O	£1,000 upwards (No set maximum)	£ -	£1,000 upwards (No set maximum)	O	£1,030 upwards (No set maximum)	£ -	£1,030 upwards (No set maximum)	increased
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Easements	D	O	£ 1,000.00	£ -	£ 1,000.00	O	£ 1,030.00	£ -	£ 1,030.00	increased
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Rent Reviews	D	O	£220 - £350	£ -	£220 - £350	O	£230 - £360	£ -	£230 - £360	increased
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Section 106 (Standard)	S	O	£ 1,750.00	£ -	£ 1,750.00	O	£ 1,750.00	£ -	£ 1,750.00	unchanged
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Section 106 (complex financial obligations or in-kind works)	D	O	£2,500 upwards (no set limit)	£ -	£2,500 upwards (no set limit)	O	£2,575 upwards (No set maximum)	£ -	£2,575 upwards (No set maximum)	increased
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Section 106 (complex with Affordable Housing obligations)	D	O	£3,500 upwards (no set limit)	£ -	£3,500 upwards (no set limit)	O	£2,575 upwards (No set maximum)	£ -	£2,575 upwards (No set maximum)	increased
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Section 38 (Standard)	S	O	£ 2,500.00	£ -	£ 2,500.00	O	£ 2,575.00	£ -	£ 2,575.00	increased
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Section 38 (Complex)	D	O	£2,500 upwards (No set maximum)	£ -	£2,500 upwards (No set maximum)	O	£2,575 upwards (No set maximum)	£ -	£2,575 upwards (No set maximum)	increased
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Surrenders	D	O	£ 600.00	£ -	£ 600.00	O	£ 620.00	£ -	£ 620.00	increased
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Transfer of Open Space	D	O	£ 800.00	£ -	£ 800.00	O	£ 825.00	£ -	£ 825.00	increased
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Verification of Proof of Life	D	O	£ 50.00	£ -	£ 50.00	O	£ 52.00	£ -	£ 52.00	increased
Legal and Democratic Services - Miscellaneous - Legal Charge re. drafting of document for:- Wayleave Agreement Democratic Services	D	O	£ 500.00	£ -	£ 500.00	O	£ 515.00	£ -	£ 515.00	increased
Legal and Democratic Services - Miscellaneous - Licence of Alteration	D	O	£ 703.00	£ -	£ 703.00	O	£ 725.00	£ -	£ 725.00	increased
Legal and Democratic Services - Miscellaneous - Licences to assign Leasehold Premises	D	O	£ 703.00	£ -	£ 703.00	O	£ 725.00	£ -	£ 725.00	increased
Legal and Democratic Services - Miscellaneous - Notice of Assignment	D	O	£ 82.00	£ -	£ 82.00	O	£ 85.00	£ -	£ 85.00	increased
Legal and Democratic Services - Miscellaneous - Notice of Charge	D	O	£ 82.00	£ -	£ 82.00	O	£ 85.00	£ -	£ 85.00	increased
Legal and Democratic Services - Miscellaneous - Retrospective Consent	D	O	£ 120.00	£ -	£ 120.00	O	£ 125.00	£ -	£ 125.00	increased
Legal and Democratic Services - Miscellaneous - Right to Buy Engrossment	D	O	£ 75.00	£ -	£ 75.00	O	£ 77.00	£ -	£ 77.00	increased
Legal and Democratic Services - Miscellaneous - Sale of Garden Land/ Additional Land	D	E	£ 703.00	£ -	£ 703.00	E	£ 725.00	£ -	£ 725.00	increased

Name of fee or Charge Corporate Services	Statutory/ Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
Legal and Democratic Services - Miscellaneous - Sale of Land	D	E	If under £1,000 min charge £703 then incremental depending on value & complexity (no maximum)	£ -	If under £1,000 min charge £703 then incremental depending on value & complexity (no maximum)	E	If under £1,000 min charge £725 then incremental depending on value & complexity (no maximum)	£ -	If under £1,000 min charge £725 then incremental depending on value & complexity (no maximum)	increased
Legal and Democratic Services - Miscellaneous - Shop Leases	D	O	£ 720.00	£ -	£ 720.00	O	£ 740.00	£ -	£ 740.00	increased
Legal and Democratic Services - Register of Elections - Certificate of Residency, per elector, per year	D	E	£ 14.00	£ -	£ 14.00	E	£ -	£ -	£ -	REMOVED\Delet
Legal charge re drafting of document for:- Footpath/ Bridleway Creation or Diversion Agreement	S	O	£ 1,500.00	£ -	£ 1,500.00	O	£ 1,550.00	£ -	£ 1,550.00	increased
Legal charge re drafting of document for:- Grazing Licence	S	O	£ 441.00	£ -	£ 441.00	O	£ 455.00	£ -	£ 455.00	increased
Legal charge re drafting of document for:- Reg of Assign	S	O	£ 30.00	£ -	£ 30.00	O	£ 30.00	£ -	£ 30.00	unchanged
Legal charge re drafting of document for:- Section 111 Agreement (in addition to S106 fee)	S	O	£ 500.00	£ -	£ 500.00	O	£ 515.00	£ -	£ 515.00	increased
Legal charge re drafting of document for:- Section 142 Licence	S	O	£ 250.00	£ -	£ 250.00	O	£ 260.00	£ -	£ 260.00	increased
Legal charge re drafting of document for:- Section 278 (Standard)	S	O	£ 2,500.00	£ -	£ 2,500.00	O	£ 2,575.00	£ -	£ 2,575.00	increased
Legal charge re drafting of document for:- Section 50 Agreement	S	O	£ 650.00	£ -	£ 650.00	O	£ 670.00	£ -	£ 670.00	increased
Legal charge re drafting of document for:- Stopping up/ Orders etc under Highways Act	S	O	Estimate in circumstances of the case	£ -	Estimate in circumstances of the case	O	Estimate in circumstances of the case	£ -	Estimate in circumstances of the case	unchanged
Legal charge re drafting of document for:- Street License	S	O	£ 310.00	£ -	£ 310.00	O	£ 320.00	£ -	£ 320.00	increased
Legal Services - Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Contract Value £750,000 to £1,500,000	D	E	£ 350.00	£ -	£ 350.00	E	£ 360.00	£ -	£ 360.00	increased
Legal Services - Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Contract Value £1,500,000 to £2,500,000	D	E	£ 550.00	£ -	£ 550.00	E	£ 565.00	£ -	£ 565.00	increased
Legal Services - Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Contract Value £100,000 to £250,000	D	E	£ 150.00	£ -	£ 150.00	E	£ 155.00	£ -	£ 155.00	increased
Legal Services - Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Contract Value £2,500,000 to £5,000,000	D	E	£ 650.00	£ -	£ 650.00	E	£ 670.00	£ -	£ 670.00	increased
Legal Services - Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Contract Value £250,000 to £750,000	D	E	£ 250.00	£ -	£ 250.00	E	£ 260.00	£ -	£ 260.00	increased
Legal Services - Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Contract Value exceeding £5,000,000	D	E	£ 850.00	£ -	£ 850.00	E	£ 875.00	£ -	£ 875.00	increased
Legal Services - Contract & Procurement - Engrossment/ Sealing of Contract Fees - Discretionary/ No VAT - Variations/ Novations (where original contract value exceeds £250,000)	D	E	£ 150.00	£ -	£ 150.00	E	£ 155.00	£ -	£ 155.00	increased
Photocopying:- Election expense returns (per side copied)	S	E	£ 0.20	£ -	£ 0.20	E	£ 0.20	£ -	£ 0.20	unchanged
Sale of the edited register:- In data format, £20 *plus £1.50 for each 1,000 entries (or remaining part of 1,000 entries) in it	S	E	£20 *+£1.50	£ -	£20 *+£1.50	E	£20 *+£1.50	£ -	£20 *+£1.50	unchanged
Sale of the edited register:- In printed format, £10 *plus £5 for each 1,000 entries (or remaining part of 1,000 entries) in it	S	E	£10 *+£5	£ -	£10 *+£5	E	£10 *+£5	£ -	£10 *+£5	unchanged
Sale of the full register and the notices of alteration:- In data format, £20 *plus £1.50 for each 1,000 entries (or remaining part of 1,000 entries) in it	S	E	£20 *+£1.50	£ -	£20 *+£1.50	E	£20 *+£1.50	£ -	£20 *+£1.50	unchanged
Sale of the full register and the notices of alteration:- In printed format, £10 *plus £5 for each 1,000 entries (or remaining part of 1,000 entries) in it	S	E	£10 *+£5	£ -	£10 *+£5	E	£10 *+£5	£ -	£10 *+£5	unchanged
Sale of the list of overseas electors:- In data format, £20 *plus £5 for each 100 entries (or remaining part of 100 entries) in it	S	E	£20 *+£1.50	£ -	£20 *+£1.50	E	£20 *+£1.50	£ -	£20 *+£1.50	unchanged
Sale of the list of overseas electors:- In printed format, £10 *plus £5 for each 100 entries (or remaining part of 100 entries) in it	S	E	£10 *+£5	£ -	£10 *+£5	E	£10 *+£5	£ -	£10 *+£5	unchanged
The cost of a marked document (Register or Absent vote list):- Data copies is £10 *plus £1 per 1,000 entries or part thereof	S	E	£10 *+£1	£ -	£10 *+£1	E	£10 *+£1	£ -	£10 *+£1	unchanged
The cost of a marked document (Register or Absent vote list):- Printed copies is £10 *plus £2 per 1,000 entries or part thereof	S	E	£10 *+£2	£ -	£10 *+£2	E	£10 *+£2	£ -	£10 *+£2	unchanged

Name of fee or Charge Cleaner, Greener & Safer	Statutory/ Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
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	£ 179.00	£ -	£ 179.00	E		£ -	£ -	REMOVED\Deletec
Cultural Services - Catalogue Requests - Requests not from library catalogue, including British Library	D	O	£ 3.50	£ -	£ 3.50	O		£ -	£ -	REMOVED\Deletec
Cultural Services - CD Rom print outs - Black and white	D	S	£ 0.25	£ 0.05	£ 0.30	S		£ -	£ -	REMOVED\Deletec
Cultural Services - CD Rom print outs - Colour	D	S	£ 0.25	£ 0.05	£ 0.30	S		£ -	£ -	REMOVED\Deletec
Cultural Services - Premises Hire - Commercial organisations and public meetings held by political parties - Per hour - 24 to 70 sq.m	D	E	£ 35.00	£ -	£ 35.00	E		£ -	£ -	REMOVED\Deletec
Cultural Services - Premises Hire - Commercial organisations and public meetings held by political parties - Per hour - Over 70 sq.m	D	E	£ 35.00	£ -	£ 35.00	E		£ -	£ -	REMOVED\Deletec
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		£ -	£ -	REMOVED\Deletec
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		£ -	£ -	REMOVED\Deletec
Cultural Services - Premises Hire - Other organisations and non public meetings of political parties - Per hour - Over 70 sq.m	D	E	£ 25.00	£ -	£ 25.00	E		£ -	£ -	REMOVED\Deletec
Cultural Services - Premises Hire - Other organisations and non public meetings of political parties - Per hour - Under 24 sq.m	D	E	£ 25.00	£ -	£ 25.00	E		£ -	£ -	REMOVED\Deletec

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Name of fee or Charge Planning, Transport & Regeneration	Statutory/ Discretionary Charge	VAT Status 18/19	2018/19			VAT Status 19/20	2019/20			New, Deleted, Varied, Unchanged
			Charge excl. VAT	VAT Amount	Charge incl. VAT		Charge excl. VAT	VAT Amount	Charge incl. VAT	
Non Commercial Matters - Stanley Lazell Memorial Hall Dell Road - 5. Whole Hall hire Daytime/ Weekends per hour	D	E	£ 23.00	£ -	£ 23.00	E		£ -	£ -	REMOVED\Deleted
Local Land Charges - Con29R - Unrefined data search package	S	S	£ 40.00	£ 8.00	£ 48.00	S		£ -	£ -	REMOVED\Deleted
Local Land Charges - Paper Format - Con29R Search - commercial	S	S	£ 140.00	£ 28.00	£ 168.00	S		£ -	£ -	REMOVED\Deleted
Local Land Charges - Paper Format - Con29R Search - residential	S	S	£ 90.00	£ 18.00	£ 108.00	S		£ -	£ -	REMOVED\Deleted

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Name of fee or Charge Children's Services	Statutory/ Discretionary	VAT Status	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
Learning and Universal Outcomes - After School Club - Holiday Club - Per day	D	E	£ 36.50	£ -	£ 36.50	E		£ -	£ -	REMOVED\Deleted
Learning and Universal Outcomes - Nursery Places- After school club per week	D	E	£ 77.00	£ -	£ 77.00	E		£ -	£ -	REMOVED\Deleted
Learning and Universal Outcomes - Nursery Places - After school club per day	D	E	£ 15.50	£ -	£ 15.50	E		£ -	£ -	REMOVED\Deleted
Learning and Universal Outcomes - Nursery Places -Holiday club per day	D	E	£ 36.00	£ -	£ 36.00	E		£ -	£ -	REMOVED\Deleted
Learning and Universal Outcomes - Nursery Places -Holiday club per week	D	E	£ 180.00	£ -	£ 180.00	E		£ -	£ -	REMOVED\Deleted
Learning and Universal Outcomes - Nursery Places -non- core hours premium hourly rate	D	E	£ 7.50	£ -	£ 7.50	E		£ -	£ -	REMOVED\Deleted

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Name of fee or Charge Housing	Statutory/Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
HMOs 5 year License (Fees for single tenancies and shared houses) - 4 to 5 people - Landlord Accredited	D	O	£ 950.00	£ -	£ 950.00	O		£ -	£ -	REMOVED\Deleted
HMOs 5 year License (Fees for single tenancies and shared houses) - 4 to 5 people - Non Accredited	D	O	£ 1,099.00	£ -	£ 1,099.00	O		£ -	£ -	REMOVED\Deleted
HMO's 12 month temporary License (Fee for single tenancies and shared houses) - 4 to 5 people - Landlord Accredited	D	O	£ 475.00	£ -	£ 475.00	O		£ -	£ -	REMOVED\Deleted
HMO's 12 month temporary License (Fee for single tenancies and shared houses) - 4 to 5 people - Non Accredited	D	O	£ 546.00	£ -	£ 546.00	O		£ -	£ -	REMOVED\Deleted
HMO's 12 month temporary License (Fee for single tenancies and shared houses) - 6 to 10 people - Landlord Accredited	D	O	£ 500.00	£ -	£ 500.00	O		£ -	£ -	REMOVED\Deleted
HMO's 12 month temporary License (Fee for single tenancies and shared houses) - 6 to 10 people - Non Accredited	D	O	£ 575.00	£ -	£ 575.00	O		£ -	£ -	REMOVED\Deleted
HMO's 12 month temporary License (Fee for single tenancies and shared houses) - 11 to 15 people - Landlord Accredited	D	O	£ 550.00	£ -	£ 550.00	O		£ -	£ -	REMOVED\Deleted
HMO's 12 month temporary License (Fee for single tenancies and shared houses) - 11 to 15 people - Non Accredited	D	O	£ 632.00	£ -	£ 632.00	O		£ -	£ -	REMOVED\Deleted
HMO's 12 month temporary License (Fee for single tenancies and shared houses) - 16 to 20 people - Landlord Accredited	D	O	£ 599.00	£ -	£ 599.00	O		£ -	£ -	REMOVED\Deleted
HMO's 12 month temporary License (Fee for single tenancies and shared houses) - 16 to 20 people - Non Accredited	D	O	£ 689.00	£ -	£ 689.00	O		£ -	£ -	REMOVED\Deleted
HMO's 12 month temporary License (Fee for single tenancies and shared houses) - 21 to 29 people - Landlord Accredited	D	O	£ 689.00	£ -	£ 689.00	O		£ -	£ -	REMOVED\Deleted
HMO's 12 month temporary License (Fee for single tenancies and shared houses) - 21 to 29 people - Non Accredited	D	O	£ 793.00	£ -	£ 793.00	O		£ -	£ -	REMOVED\Deleted
HMO's 12 month temporary License (Fee for single tenancies and shared houses) - 30 or more - Landlord Accredited	D	O	£ 799.00	£ -	£ 799.00	O		£ -	£ -	REMOVED\Deleted
HMO's 12 month temporary License (Fee for single tenancies and shared houses) - 30 or more - Non Accredited	D	O	£ 919.00	£ -	£ 919.00	O		£ -	£ -	REMOVED\Deleted
Renewable HMO's License (5 year-no changes or management regulation breaches) - 4 to 5 units - Landlord Accredited	D	O	£ 475.00	£ -	£ 475.00	O		£ -	£ -	REMOVED\Deleted
Renewable HMO's License (5 year-no changes or management regulation breaches) - 4 to 5 units - Non Accredited	D	O	£ 546.00	£ -	£ 546.00	O		£ -	£ -	REMOVED\Deleted
Other Misc. Income - License Variation - Landlord Accredited	D	O	£ 150.00	£ -	£ 150.00	O		£ -	£ -	REMOVED\Deleted
Other Misc. Income - License Variation - Non Accredited	D	O	£ 173.00	£ -	£ 173.00	O		£ -	£ -	REMOVED\Deleted
Other Misc. Income - Permitted number changes - Landlord Accredited	D	O	£ 150.00	£ -	£ 150.00	O		£ -	£ -	REMOVED\Deleted
Other Misc. Income - Permitted number changes - Non Accredited	D	O	£ 173.00	£ -	£ 173.00	O		£ -	£ -	REMOVED\Deleted
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	£ 475.00	£ -	£ 475.00	O		£ -	£ -	REMOVED\Deleted
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	£ 546.00	£ -	£ 546.00	O		£ -	£ -	REMOVED\Deleted
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	£ 500.00	£ -	£ 500.00	O		£ -	£ -	REMOVED\Deleted
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	£ 575.00	£ -	£ 575.00	O		£ -	£ -	REMOVED\Deleted
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	£ 550.00	£ -	£ 550.00	O		£ -	£ -	REMOVED\Deleted
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	£ 632.00	£ -	£ 632.00	O		£ -	£ -	REMOVED\Deleted
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	£ 599.00	£ -	£ 599.00	O		£ -	£ -	REMOVED\Deleted
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	£ 689.00	£ -	£ 689.00	O		£ -	£ -	REMOVED\Deleted
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	£ 689.00	£ -	£ 689.00	O		£ -	£ -	REMOVED\Deleted

Name of fee or Charge Housing	Statutory/Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
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	£ 793.00	£ -	£ 793.00	O		£ -	£ -	REMOVED\Deleted
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	£ 799.00	£ -	£ 799.00	O		£ -	£ -	REMOVED\Deleted
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	£ 919.00	£ -	£ 919.00	O		£ -	£ -	REMOVED\Deleted
Failure to notify changes in ownership or management (non-license holder) - Landlord Accredited	D	O	£ 250.00	£ -	£ 250.00	O		£ -	£ -	REMOVED\Deleted
Failure to notify changes in ownership or management (non-license holder) - Non Accredited	D	O	£ 250.00	£ -	£ 250.00	O		£ -	£ -	REMOVED\Deleted
Sheltered Housing Visitor's Room - Per night per person	D	O	£ 12.67	£ -	£ 12.67	O		£ -	£ -	REMOVED\Deleted
10% discount HMOs 5 year License - 4 to 5 units - Landlord Accredited	D	O		£ -	£ -	O		£ -	£ -	REMOVED
10% discount HMOs 5 year License - 4 to 5 units - Non Accredited	D	O		£ -	£ -	O		£ -	£ -	REMOVED
10% Discount HMOs 5 year License - 6 to 10 units - Landlord Accredited	D	O		£ -	£ -	O		£ -	£ -	REMOVED
10% discount HMOs 5 year License - 6 to 10 units - Non Accredited	D	O		£ -	£ -	O		£ -	£ -	REMOVED
10% discount 5 year License - 11 to 15 people - Landlord Accredited	D	O		£ -	£ -	O		£ -	£ -	REMOVED
10% discount HMOs 5 year License - 11 to 15 people - Non Accredited	D	O		£ -	£ -	O		£ -	£ -	REMOVED
10 % discount HMOs 5 year License - 16 to 20 people - Landlord Accredited	D	O		£ -	£ -	O		£ -	£ -	REMOVED
10% discount HMOs 5 year License - 16 to 20 people - Non Accredited	D	O		£ -	£ -	O		£ -	£ -	REMOVED
10% discount HMOs 5 year License - 21 to 29 people - Landlord Accredited	D	O		£ -	£ -	O		£ -	£ -	REMOVED
10% discount HMOs 5 year License - 21 to 29 people - Non Accredited	D	O		£ -	£ -	O		£ -	£ -	REMOVED
10% discount HMOs 5 year License - 30 or more people - Landlord Accredited	D	O		£ -	£ -	O		£ -	£ -	REMOVED
10% discount HMOs 5 year License - 30 or more people - Non Accredited	D	O		£ -	£ -	O		£ -	£ -	REMOVED
15% capped discount HMOs 5 year License - 4 to 5 units - for more than 2 properites Landlord Accredited	D	O		£ -	£ -	O		£ -	£ -	REMOVED
15% Discount HMOs 5 year License - 4 to 5 units - for more than 2 properites Non Accredited	D	O		£ -	£ -	O		£ -	£ -	REMOVED
15% Discount HMOs 5 year License - 6 to 10 units - for more than 2 properites Landlord Accredited	D	O		£ -	£ -	O		£ -	£ -	REMOVED
15% discount HMOs 5 year License - 6 to 10 units - for more than 2 properites Non Accredited	D	O		£ -	£ -	O		£ -	£ -	REMOVED
15% discount 5 year License - 11 to 15 people - for more than 2 properites Landlord Accredited	D	O		£ -	£ -	O		£ -	£ -	REMOVED
15% discount HMOs 5 year License - 11 to 15 people - for more than 2 properites Non Accredited	D	O		£ -	£ -	O		£ -	£ -	REMOVED
15 % discount HMOs 5 year License - 16 to 20 people - for more than 2 properites Landlord Accredited	D	O		£ -	£ -	O		£ -	£ -	REMOVED
15% discount HMOs 5 year License - 16 to 20 people - for more than 2 properites Non Accredited	D	O		£ -	£ -	O		£ -	£ -	REMOVED
15% discount HMOs 5 year License - 21 to 29 people - for more than 2 properites Landlord Accredited	D	O		£ -	£ -	O		£ -	£ -	REMOVED
15% discount HMOs 5 year License - 21 to 29 people - for more than 2 properites Non Accredited	D	O		£ -	£ -	O		£ -	£ -	REMOVED
15% discount HMOs 5 year License - 30 or more people - for more than 2 properites Landlord Accredited	D	O		£ -	£ -	O		£ -	£ -	REMOVED
15% discount HMOs 5 year License - 30 or more people - for more than 2 properites Non Accredited	D	O		£ -	£ -	O		£ -	£ -	REMOVED

Name of fee or Charge Corporate Services	Statutory/ Discretionary Charge	VAT Status 18/19	Charge excl. VAT 2018/19	VAT Amount 2018/19	Charge incl. VAT 2018/19	VAT Status 19/20	Charge excl. VAT 2019/20	VAT Amount 2019/20	Charge incl. VAT 2019/20	New, Deleted, Varied, Unchanged
Legal and Democratic Services - Register of Elections - Certificate of Residency, per elector, per year	D	E	£ 14.00	£ -	£ 14.00	E		£ -	£ -	REMOVED\Delet

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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 2018. These are extracts from the minutes in relation to the Fees and Charges item discussion's only.

Cleaner, Greener and Safer (CGS)

Item 7 – 6 December 2018 meeting

Provided below is the relevant extract from the meeting draft minutes.

Fees & Charges Pricing Strategy 2019/20

Julie Rogers, Director of Environment and Highways, presented the report that set out the charges in relation to services within the remit of the Cleaner Greener and Safer Overview and Scrutiny Committee that will take effect from the 1 April 2019. Julie Rogers stated that the fees and charges crossed over with a number of directorates including housing, health and place, she would do her best to answer but where she couldn't, she agreed to take any questions away and provide follow up responses.

The Chair questioned Enforcement Fees – Fly-Posting – no discount for early repayment. Julie Rogers stated this was an automatic policy charge that had resulted in a slight decrease in payment but the Council continued to prosecute and advertised those court cases. Julie Rogers was pleased to advise a very high, if not 100% success rate on prosecutions.

The Chair questioned Cultural Services – Internet and Word Processing – Use of the Internet – per subsequent hour. The Chair stated that young people used the library as not everyone had the facility to access the internet at home and stated she was not happy about the new charge. Julie Rogers stated that Wi-Fi in libraries was currently provided by a code which entitled users 2 hours free Wi-Fi service, on their own devices or library PC's. To ensure fair access to all users the charge had been introduced to manage the risk of people staying logged onto library PC's without really using the PC and preventing someone else from having access.

The Chair questioned whether the charge would be applied to those residents who only used the Wi-Fi through their own devices. The Chair asked for further clarification from Officers and a meeting would be arranged for next week.

Councillor Rigby and Councillor Abbas agreed that as the Council was encouraging more residents to use on-line services it was unreasonable to ask residents to start paying for Wi-Fi in libraries and that further clarification was required.

The Chair questioned all the new charges for Cultural Services – Thameside Theatre and Central Complex. The Chair had concerns how these extra charges would affect smaller groups such as dancing and art groups in paying for facilities and questioned whether they had been consulted. Julie Rogers referred Members to page 133, paragraph 13.3 of the agenda which referenced the fees and charges that was undertaken for the 2017/18 financial year. The Chair thanked the Officer but stated further clarification was required and a meeting would be arranged for next week.

The Chair questioned the new charge Heritage - School Visits (Coalhouse Fort or Thurrock Museum) - per class and asked should the Council be charging schools for this facility. Julie Rogers stated that this was not a new charge to schools and was already been paid.

Councillor Abbas pointed out that no charges had been made to services such as adult gambling services and licensing but those local services for residents appeared to have been increased. Councillor Abbas felt that this was not fair and unreasonable.

Councillor Abbas questioned why there had been an increase in charges to the Residents Services – Registration of Marriage and Birth Certificates. Julie Rogers stated further clarification from Officers was required and a meeting would be arranged for next week.

RESOLVED:

- 1. That Members asked for clarity on a number of areas and a meeting would be arranged for next week before the recommendations are agreed.**
- 2. That the Cleaner Greener and Safer Overview and Scrutiny Committee noted the revised fees, including those no longer applicable and commented on the proposals currently being considered within the remit of this committee.**
- 3. That the Cleaner Greener and Safer Overview and Scrutiny Committee noted that director delegation authority will be sought via Cabinet to allow Fees and Charges to be varied within a financial year in response to commercial requirements.**

Planning, Transport and Regeneration (PTR)

Item 6 - 6 November 2018 meeting

Provided below is the relevant extract from the meeting draft minutes.

Fees & Charges Pricing Strategy 2019/20

Presented by the Corporate Director, the report outlined the proposed charges which would take effect from 1 April 2019 unless otherwise stated. Councillor Piccolo stated that the appendices accompanying the fees and charges report were too small to read. He thought it would have been useful to have used a colour coded system to highlight what charges had increased or decreased.

Agreeing with Councillor Piccolo's comments, Councillor Potheary mentioned struggling to see the charges as well. She went on to ask who would be impacted by the increased fees and charges. The Assistant Director for Planning, Transport and Public Protection gave examples of where fees had been introduced. This included scooter training in schools which had been funded previously but schools now requested this. In the National Planning Policy Framework, informal discussions had taken place to acquire money to drive planning applications forward. The service may review those charges in a year's time. However, the planning charges were necessary to drive development schemes, such as the Purfleet Regeneration scheme, forward. Overall, very few fees had increased. In response, Councillor Potheary said the scooter fee had been one that she had been concerned about but could see the cost was small which was £30 for 10 children.

Referring to the licenses for highways, the Vice-Chair sought an explanation on the increased charges. The Assistant Director for Highways, Fleet and Logistics explained that the fees and charges had been benchmarked against other local authorities and were in line with current market value. These charges would also encompass staff costs and retained costs for possible damage to highways from vehicles as a result of works or activities undertaken in relation to the license.

On the mention of highways licenses, Councillor Potheary queried the charge for skip licenses. She sought clarification on whether the charge would have an impact on companies and went on to say that the service did not want to be discouraging people from hiring skips. Councillor Potheary also asked whether it was the people hiring skips or the companies that would absorb the cost. The Assistant Director for Highways, Fleet and Logistics answered the charge had been introduced to help control unauthorised skips on the highway. It was uncertain whether this charge was passed on by companies.

The Vice-Chair felt the Committee had not had the opportunity to pick up the smaller details of the fees and charges due to the format. He asked if comments could be provided to Officers in the next day or two. The Corporate Director answered comments could be picked up via email through Democratic Services but the recommendations could be agreed subject to comments by Members.

Councillor Piccolo asked for a colour coding system to which the Corporate Director answered that a method would be used to highlight the increase and decrease of charges.

The recommendations had been agreed subject to Members' comments. Following PTR meeting, Members were given the amended appendices and another week after the meeting to look at these. Councillor Piccolo had come back with no further comments but there was no response from other Members. This will be brought back to PTR on 8 January 2019 (not as an agenda item or briefing note) just for Members to agree the recommendations.

RESOLVED SUBJECT TO MEMBERS' COMMENTS:

- 1. That the Planning, Transport, Regeneration Overview and Scrutiny Committee noted the revised fees, including those no longer applicable, and commented on the proposals currently being considered within the remit of the Committee.**
- 2. That Planning, Transport, Regeneration 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 commercial requirements.**

Childrens Services

Item 12 - 4 December 2018 meeting

Provided below is the relevant extract from the meeting draft minutes

Fees & Charges Pricing Strategy 2019/20

Presented by the Corporate Director, the report highlighted changes to nursery charges and Grangewater fees which had risen with inflation.

The Church of England Representative sought clarification on recommendation 1.2. Explaining that Fees and Charges reports were similar, the Corporate Director said these all passed through Overview and Scrutiny before arriving at Cabinet. Some of the fees within the report did not necessarily apply to Children's Services but would apply to other departments within the Council. These enabled Directors to vary the charges if required.

RESOLVED:

- 1. That Children's Services Overview and Scrutiny Committee noted the revised fees and charges proposals including those no longer applicable**
- 2. That Children's Services Overview and Scrutiny Committee noted that director delegated authority will be sought via Cabinet to allow Fees & Charges to be varied within a financial year in response to commercial requirements**

Housing

Item 5 - 18 December 2018 meeting

Provided below is the relevant extract from the meeting draft minutes.

Fees & Charges Pricing Strategy 2019/20

The Corporate Director of Adults, Housing and Health presented the report and explained it was a brief update on the Fees and Charges pricing strategy for 2019/2020 which would also be presented at all other Committee meetings and will be going to Cabinet in February 2019.

The proposed fees and charges related to those that affected the General Fund and not the HRA. Councillor Redsell asked whether the Mobile Homes site licensing fees and charges were referring to traveller sites.

The Housing Enforcement Manager, explained that the Council has a statutory duty to inspect mobile home sites with planning permission. The new fees covered the licensing function to inspect, monitor and enforce license conditions at mobile home sites. The three Council run traveller sites in Thurrock are:

- Ship Lane, Aveley,
- Gammons Field site, Grays,
- Pilgrams Lane Site, North Stifford

Their rent charges cover the Council's management and revenue costs to manage these sites. The Committee explored fees and charges for traveller sites as they seem to have increased.

Councillor Pothercary asked why the report had a Housing Benefit table. The Director confirmed the fees and charges report would be updated before the report is presented at Cabinet in February 2019.

RESOLVED:

- 1. The Committee note the revised fees, including those no longer applicable, and that Housing Overview and Scrutiny Committee comment on the proposals currently being considered within the remit of this committee.**
- 2. The 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 commercial requirements.**

Health and Wellbeing (HWB)

Item 9 - 8 November 2018 meeting

Provided below is the relevant extract from the meeting draft minutes.

Fees & Charges Pricing Strategy 2019/20

Roger Harris, Corporate Director Adults, Housing and Health presented the report that set out the charges in relation to services within the remit of the Health and Wellbeing Overview and Scrutiny Committee with any new charges taking effect from 1 April 2019.

Councillor Holloway thanked Roger Harris for the report.

Councillor Redsell questioned whether meals on wheels were still being used. Roger Harris stated the contract with RVS was due to expire at the end of 2018/19 financial year and that options would be reviewed on how the service should be run following this date.

Councillor Redsell stated that the on-line application for Blue Badges was not working well. Roger Harris stated that the Blue Badge application was a national online form that Thurrock Council could not change but agreed to take back and look at how support could be provided where required.

Councillor Holloway stated her concern for domiciliary care workforce and questioned whether charging more would generate more funds to pay the workforce more. Roger Harris stated that the rates paid to providers were favourable.

Councillor C Kent referred to the £1.4 million target to be secured through the demand increases from residents and ask whether this would be profit to the Council. Roger Harris stated that no profit would be made as services were heavily subsidised.

Councillor Holloway questioned whether a wide budget report would be presented to the committee. Roger Harris agreed to let the chair know of any planned reports and timescales.

Councillor Redsell questioned the Transport fees. Roger Harris explained that these were the core permanent in house service at Elizabeth Gardens provided by Care Watch at £40 per week to which the Council subsidised a further £40.

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 with the remit of the committee.**
- 2. That the Health and Wellbeing 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 commercial and legal requirements.**

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12 February 2019	ITEM: 11 Decision: 110502
Cabinet	
Capital Strategy 2019/20	
Wards and communities affected: All	Key Decision: Key
Report of: Councillor Shane Hebb – Deputy Leader and Portfolio Holder for Finance	
Accountable Assistant Director: Jonathan Wilson, Assistant Director - Finance	
Accountable Director: Sean Clark, Director of Finance and IT	
This report is public	

Executive Summary

The Capital Strategy has been developed to apply from 2019/20 in accordance with revised guidance contained in The Chartered Institute of Public Finance & Accountancy (CIPFA) Code of Practice for Treasury Management in Public Services and the Prudential Code (The Code). This sets out the strategic framework underpinning capital expenditure and the associated financing at the Council. This also includes the Treasury Management Strategy which was previously considered in isolation up to 2018/19. 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 Code requires local authorities to determine the Capital Strategy and the associated Prudential Indicators on an annual basis. The annual strategy also includes the Treasury Management Strategy that is a requirement of the Ministry for Housing, Communities and Local Government Investment Guidance.

In accordance with the above Codes, this report:

- a) sets out the Capital strategy for 2019/20;
- b) confirms the proposed Prudential Indicators; and
- c) sets out the Capital and Treasury Management projections for 2019/20.

1 Recommendation(s)

That the Cabinet recommends that Full Council:

- 1.1 Approve the Capital Strategy for 19/20 including approval of the Annual Minimum Revenue Provision (MRP) statement for 2019/20;**
- 1.2 Approve the adoption of the prudential indicators as set out in Appendix 1; and**
- 1.3 Note the revised 2018/19 and 2019/20 Treasury Management projections as set out in Annex 1 paragraph 2.32**

2 Introduction and Background

- 2.1 The Capital Strategy and the 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.
- 2.3 The report covers a range of areas as set out below with the detailed document attached at Appendix 1.

Borrowing Activity 2017/18 and 2018/19

3 Issues, Options and Analysis of Options

- 3.1 The Capital strategy of the Council is attached as an appendix to this report and has been set with consideration of relevant legislation and appropriate guidance. This includes Annex 1 which incorporates the Treasury Management Strategy. The Prudential Indicators are governed by decisions made on the revenue and capital budgets.
- 3.2 The Capital Strategy sets out a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services along with an overview of how associated risk is managed and the implications for future financial sustainability. It includes the following:
 - Details of capital expenditure and financing;
 - The governance arrangements around the identification and approval of capital bids;
 - Details on the sources of funding and projections on capital receipts;
 - The strategic approach of the Council to borrowing and the governance arrangements in place;
 - The proposed prudential indicators for 2019/20;
 - Details of the Council's strategic approach to investments and commercial activities;

- Details of other liabilities and revenue implications arising from this strategy; and
 - A further annex containing the detailed treasury management strategy that supports the capital strategy. This includes the annual statement on the Minimum Revenue Provision.
- 3.3 There are two key areas in this report for Members to be particularly mindful of:
- a) The Council has held significant levels of temporary borrowing since 2010 and hence there is potential exposure to interest rate changes. Officers continue to monitor this to ensure the Council can react to any changes in the economy; and
 - b) The approach taken to the Minimum Revenue Provision (as set out in Annex 1).

4 Reasons for Recommendation

- 4.1 There is a statutory requirement for the Capital 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 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 Corporate Overview and Scrutiny Committee considered the report at their meeting on 31 January 2019. Whilst there were no recommendations to Cabinet on the report, there was a question asking for assurance that there was sufficient funding identified for Thurrock Regeneration Ltd. Officers explained that the commitment agreed at Council in February 2018 was covered but, should more be required, officers could always bring a further report to Council at a later date.

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 £29.3m by the end of 2018/19.

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 and appendix. Investment income generated from the Investment Strategy contributes significantly to the council's financial position.

7.2 Legal

Implications verified by: **Tim Hallam**
Deputy Head of Law & Governance

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: **Natalie Warren**
Strategic Lead, Community Development and Equalities

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 Sector Briefings

9. Appendices to the report

- Appendix 1 – Capital Strategy Report 2019/20
- Annex 1 – Treasury Management Strategy 2019/20
- Appendix 2 – Approved Investment Counterparties

Report Author:

Chris Buckley

Senior Financial Accountant

Corporate Finance

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Appendix 1 - Thurrock Council

Capital Strategy Report 2019/20

Introduction

This capital strategy is a new report for 2019/20, giving a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services along with an overview of how associated risk is managed and the implications for future financial sustainability. It has been written in an accessible style to enhance Members' understanding of these sometimes technical areas.

Capital Expenditure and Financing

Capital expenditure is where the Council spends money on assets, such as property or vehicles that will be used for more than one year. In local government this includes spending on assets owned by other bodies, and loans and grants to other bodies enabling them to buy or build assets. The Council has some limited discretion on what counts as capital expenditure, for example assets costing below £10k are not capitalised and are charged to revenue in year.

- Details of the Council's policy on capitalisation are included within the annual Statement of Accounts, which can be accessed through the Council's website.

In 2019/20, the Council is planning capital expenditure of £417.250m as summarised below:

Table 1: Prudential Indicator: Estimates of Capital Expenditure in £m

	2017/18 actual	2018/19 forecast	2019/20 forecast	2020/21 forecast	2021/22 forecast
General Fund services	39.630	80.189	119.003	38.959	24.524
Council housing (HRA)	13.125	19.667	33.950	10.000	10.000
Capital investments	339.503	308.997	275.637	305.000	250.000
TOTAL	392.258	408.853	417.250	353.959	284.524

The main General Fund capital projects include the widening of the A13 (£33m), Purfleet redevelopment (£12m) and school expansions (£4m). The Council also plans to incur £275.637m of capital expenditure on investments, which are detailed later in this report.

The Housing Revenue Account (HRA) is a ring-fenced account which ensures that council housing does not subsidise, or is itself subsidised, by other local services. HRA capital expenditure is therefore recorded separately, and includes the building of 117 new homes over the forecast period (£24m).

Governance: Service managers bid annually in September to include projects in the Council's capital programme. Bids are collated by corporate finance who calculate the financing cost (which can be nil if the project is fully externally financed). The bids are then collated and prioritised by either Property Board, Digital Board or Service Review. The proposed programme is then considered by Director's Board. This includes a final appraisal of all bids including final consideration of service priorities and financing costs. The final proposed capital programmes is then collated and reported with recommendations to the Corporate Overview and Scrutiny committee. The final capital programme is then presented to Cabinet and to Council in February each year as part of the overall budget setting process.

All capital expenditure must be financed, either from external sources (government grants and other contributions), the Council's own resources (revenue, reserves and capital receipts) or debt (borrowing, leasing and Private Finance Initiative). The planned financing of the above expenditure is as follows:

Table 2: Capital financing in £m

	2017/18 actual	2018/19 forecast	2019/20 forecast	2020/21 forecast	2021/22 forecast
External sources	26.794	46.374	66.575	16.257	16.309
Own resources	13.690	14.362	22.310	10.000	10.000
Debt	351.774	348.117	328.365	327.702	258.215
TOTAL	392.258	408.853	417.250	353.959	284.524

Debt is only a temporary source of finance, since loans and leases must be repaid, and this is therefore replaced over time by other financing, usually from revenue which is known as the minimum revenue provision (MRP). Alternatively, proceeds from selling capital assets (known as capital receipts) may be used to replace debt finance and repayments of investments on maturity will repay the associated debt. Planned MRP and use of capital receipts are as follows:

Table 3: Minimum Revenue Provision in £m

	2017/18 actual	2018/19 forecast	2019/20 forecast	2020/21 forecast	2021/22 forecast
Own resources	0	2.811	6.353	7.958	8.695

- The Council's full minimum revenue provision statement is included in the treasury management statement appended as an annex to this document.

The Council's cumulative outstanding amount of debt finance is measured by the capital financing requirement (CFR). This increases with new debt-financed capital expenditure and reduces with MRP and capital receipts used to replace debt. The CFR is expected to increase by £322.022m during 2019/20. Based on the above figures for expenditure and financing, the Council's estimated CFR is as follows:

Table 4: Prudential Indicator: Estimates of Capital Financing Requirement in £m

	31.3.2018 actual	31.3.2019 forecast	31.3.2020 forecast	31.3.2021 forecast	31.3.2022 forecast
General Fund services	172.420	203.099	249.464	264.208	263.730
Council housing (HRA)	181.843	187.473	187.473	187.473	187.473
Capital investments	339.503	648.500	924.137	1,229.137	1,479.135
TOTAL CFR	693.766	1,039.072	1,361.074	1,680.818	1,930.338

Asset management: To ensure that capital assets continue to be of long-term use, the Council is further developing an asset management strategy which will be completed in 2019/20.

Asset disposals: When a capital asset is no longer needed, it may be sold so that the proceeds, known as capital receipts, can be spent on new assets or to repay debt. The Council is currently also permitted to spend capital receipts on service transformation projects until 2021/22. Repayments of capital grants, loans and investments also generate capital receipts. The Council plans to receive £10m of capital receipts (total includes both GF and HRA receipts) in the coming financial year as follows:

Table 5: Capital receipts in £m

	2017/18 actual	2018/19 forecast	2019/20 forecast	2020/21 forecast	2021/22 forecast
Asset sales	16.057	8.700	10.000	10.000	10.000
Loans repaid	0.036	5.037	0.039	0.041	0.043
TOTAL	16.093	13.737	10.039	10.041	10.043

Treasury Management

Treasury management is concerned with keeping sufficient but not excessive cash available to meet the Council's spending needs, while managing the risks involved. Surplus cash is invested until required, while a shortage of cash will be met by borrowing, to avoid excessive credit balances or overdrafts in the bank current account.

Due to decisions taken in the past, the Council currently has £1.112bn borrowing at an average interest rate of 2.43% and £154.5m treasury investments at an average rate of 2.53%.

Borrowing strategy: The Council's main objectives when borrowing are to achieve a low but certain cost of finance while retaining flexibility should plans change in future. These objectives are often conflicting, and the Council therefore seeks to strike a balance between cheap short-term loans (currently available at around 0.75%) and long-term fixed rate loans where the future cost is known but higher (currently 2.0 to 3.0%).

Projected levels of the Council's total outstanding debt (which comprises borrowing, PFI liabilities, leases) are shown below, compared with the capital financing requirement (see above).

Table 6: Prudential Indicator: Gross Debt and the Capital Financing Requirement in £m

	31.3.2019 forecast	31.3.2020 forecast	31.3.2021 forecast	31.3.2022 forecast
Debt (incl. PFI & leases)	1,074.889	1,353.349	1,656.951	1,900.306
Capital Financing Requirement	1,039.072	1,361.074	1,680.818	1,930.338

Statutory guidance is that debt should remain below the capital financing requirement over the medium to long term but can be over for the short term recognising borrowing requirements ahead of need for future capital expenditure. As can be seen from table 6, the Council complies with this requirement.

Affordable borrowing limit: The Council is legally obliged to set an affordable borrowing limit (also termed the authorised limit for external debt) each year. In line with statutory guidance, a lower "operational boundary" is also set as a warning level should debt approach the limit.

Table 7: Prudential Indicators: Authorised limit and operational boundary for external debt in £m

	2018/19 Forecast	2019/20 limit	2020/21 limit	2021/22 limit
Authorised limit – borrowing	1,249.400	1,452.949	1,756.751	2,000.306
Authorised limit – PFI and leases	0.600	0.400	0.200	0
Authorised limit – total external debt	1,250.00	1,453.349	1,756.951	2,000.306
Operational boundary – borrowing	1,199.400	1,352.949	1,656.751	1,900.306
Operational boundary – PFI and leases	0.600	0.400	0.200	0
Operational boundary – total external debt	1,200.00	1,353.349	1,656.951	1,900.306

- Further details on borrowing are contained in the treasury management strategy as annex 1 on this report.

Investment strategy: Treasury investments arise from receiving cash before it is paid out again. Investments made for service reasons or for pure financial gain are not generally considered to be part of treasury management.

The Council's policy on treasury investments is to prioritise security and liquidity over yield - that is to focus on minimising risk rather than maximising returns. Cash that is likely to be spent in the near term is invested securely, for example with the government, other local authorities or selected high-quality banks, to minimise the risk of loss. Money that will be held for longer terms is invested more widely, including in bonds, shares and property, to balance the risk of loss against the risk of receiving returns below inflation. Both near-term and longer-term investments may be held in pooled funds, where an external fund manager makes decisions on which particular investments to buy and the Council may request its money back at short notice.

- Further details on treasury investments are contained in the treasury management strategy as annex 1 to this report.

Governance: Decisions on treasury management investment and borrowing are made daily and are therefore delegated to the Director of Finance and staff, who must act in line with the treasury management strategy approved by Full Council.

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

Refinancing rate risk indicator	Upper limit	Lower limit
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 40 years	60%	0%
Over 40 years	100%	0%

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

Investments for Service Purposes

The Council can make investments to assist local public services, including making loans to and buying shares in local service providers, local small businesses to promote economic growth, the Council's subsidiaries that provide services. In light of the public service objective, the Council is willing to take more risk than with treasury investments, however it still plans for such investments to break even after all costs.

Governance: Decisions on service investments are made by the relevant service manager in consultation with the Director of Finance and must meet the criteria and limits laid down in the investment strategy. Most loans and shares are capital expenditure and purchases will therefore also be approved as part of the capital programme.

- Further details on service investments are contained in the treasury management strategy in annex 1 2 to this report.

Commercial Activities

With central government financial support to local public services declining, the Council decided to investigate various options to increase income and has subsequently made investments in line with the principles set out in the Council's Investment Strategy.

To this end on 20 November 2018 a Long Term Investment Strategy was taken to the Corporate Overview and Scrutiny Committee outlining the Council's approach to Service/Non-Treasury/Commercial Investments rather than the standard treasury investments. The report outlined the key principles involved, governance arrangements and the considerations required to ensure all investments are thoroughly scrutinised before completion.

Liabilities

In addition to debt detailed above, the Council is committed to making future payments to cover its pension fund deficit (valued at £178.5m at 31 March 2018). It has also set aside £6.7m to cover risks of business rates appeals and insurance claims.

Governance: Decisions on incurring new discretionary liabilities are taken by service managers in consultation with corporate finance and, where appropriate, the Director of Finance. The risk of liabilities crystallising and requiring payment is monitored by corporate finance.

Revenue Budget Implications

Although capital expenditure is not charged directly to the revenue budget, interest payable on loans and MRP are charged to revenue, offset by any investment income receivable. The net annual charge is known as financing costs; this is compared to the net revenue stream i.e. the amount funded from Council Tax, business rates and general government grants.

Table 9: Prudential Indicator: Proportion of net financing income to net revenue stream

	2018/19 forecast	2019/20 budget	2020/21 budget	2021/22 budget
Financing costs (£m)	5,485.0	16,713.0	18,891.0	20,000.0
Proportion of net revenue stream	4.78%	14.99%	16.91%	17.54%

Sustainability: Due to the very long-term nature of capital expenditure and financing, the revenue budget implications of expenditure incurred in the next few years will extend into the future. The Director of Finance & IT is satisfied that the proposed capital programme is prudent, affordable and sustainable as set out annually in the s25 statement accompanying the setting of the annual budget.

Knowledge and Skills

The Council employs professionally qualified and experienced staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions. For example, the Director of Finance & IT is a qualified accountant with 32 years' experience. The Council pays for junior staff to study towards relevant professional qualifications including CIPFA, ACT (treasury), AAT & ACCA.

Where Council staff do not have the knowledge and skills required, use is made of external advisers and consultants that are specialists in their field. This approach is more cost effective than employing such staff directly, and ensures that the Council has access to knowledge and skills commensurate with its risk appetite.

Treasury Management Strategy 2019/20

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.

Treasury risk management at the Council is conducted within the framework of CIPFA’s Treasury Management in the Public Services: Code of Practice 2017 Edition (the CIPFA Code) which requires the Council to approve a Treasury Management Strategy before the start of each financial year. This report fulfils the Council’s legal obligation under the Local Government Act 2003 to have regard to the CIPFA Code.

In accordance with the above Codes, this report:

- a) sets out the Treasury Management strategy for 2019/20; and
- b) sets out the Treasury Management projections for 2019/20.

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

Borrowing Activity 2018/19 and 2019/20

- 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:

	31/3/2020 Estimate £m	31/3/2021 Estimate £m	31/3/2022 Estimate £m
General Fund Borrowing CFR	249.464	264.208	263.730
Housing Revenue Account Borrowing CFR (includes effects of Housing Finance Reform based on current available figures)	187.473	187.473	187.473
Capital Investments	924.137	1,229.137	1,479.135

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Total Borrowing CFR	1,361.074	1,680.818	1,930.338
Less: External Borrowing	1,353.349	1,656.951	1,900.306
Internal/(Over) Borrowing	7.725	23.867	30.032
Less: Useable Reserves	(11.000)	(11.000)	(11.000)
Borrowing Requirement	(3.275)	12.867	19.032

- 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 and so lead to an annual increase in net debt.
- 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 light of the ongoing reductions to Local Government funding, 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 to long-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. This will help inform whether the Council borrows additional sums at long term fixed rates in 2019/20.
- 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 advisors, 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;

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- 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 2018/19 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 2019/20.
- 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 2017/18 the rescheduling had saved £25.9m of interest costs and is estimated to have saved £29.3m by the end of 2018/19. Currently financing from short term money market debt is expected to continue into 2019/20 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. Forecasts from the council's current advisors show the interest rate increasing from 0.75% to 1.25% by September 2019 with the official rate remaining at that level after that date for the foreseeable future. There is both a downside and upside risk to the forecast with the downside risk being larger, but, the overall forecast is for rates follow the course outlined. However, even if the base rate increases to 1.25% this will still be below the level of current long term rates that the Council could borrow at. In addition, as the Council borrows from other public bodies, rates are not fixed to the bank base rate and are generally lower. 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. Prudently, the Medium Term Financial Strategy (MTFS) does assume rate increases over the 5 year period.
- 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 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. With the abolition of the Housing Debt Cap the Council will investigate whether further schemes can be undertaken.
- 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 £75m investment in the CCLA Property Fund that is estimated to provide a gross return in 2018/19 of 4.25% with income in the region of £3.2m. 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 Authority has opted up to professional client status with its providers of financial services, including, banks, brokers and fund managers, allowing it access to a greater range of services, but, without the greater regulatory protections afforded to individuals and small companies. Given the size and range of the Council's treasury management activities the Director of Finance & IT believes this to be the most appropriate status.
- 2.25 The Council complies with the provisions of s32 of the Local Government Finance Act 1992 to set a balanced budget.
- 2.26 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.
- 2.27 Under the new IFRS standard the accounting for certain investments depends on the business model for managing them The Council aims to achieve value from its internally managed treasury investments by a business model of collecting the contractual cash flows and therefore, where other criteria are also met, these investments will continue to be accounted for at amortised cost.

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 2019/20, 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 2019/20 strategy.

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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 2019:

- 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 and Legal;
- 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 2019/20 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.

Interest Projections 2018/19 Revised and 2019/20 Original

2.31 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.

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2.32 The 2018/19 budget and the projected position for 2018/19 as at December 2018 and also an initial projection for 2019/20 are shown in summary format in the table below:

	Budget 2018/19	Projected 2018/19	Projection 2019/20
	£000's	£000's	£000's
Interest payable on External Debt			
Debt Interest	9,301.0	9,303.0	15,213.0
Total internal interest	<u>96.0</u>	<u>96.0</u>	<u>51.0</u>
Interest payable	<u>9,397.0</u>	<u>9,399.0</u>	<u>15,264.0</u>
Investment Income			
Interest on Investments	<u>(22,167.0)</u>	<u>(23,054)</u>	<u>(38,699.0)</u>
Net interest credited to the General Fund	<u>(12,770)</u>	<u>(13,655.0)</u>	<u>(23,435.0)</u>
MRP- Supported/Unsupported Borrowing	<u>7285.0</u>	<u>7,285.0</u>	<u>6,773.0</u>

2.33 It is noted that the figures shown above for 2019/20 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.

2.34 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.

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
UK Govt	N/A	N/A	N/A	N/A	£unlimited	50 years	N/A	N/A	N/A	N/A
AAA	£10m	5 years	£20m	20 years	£20m	50 years	£10m	20 years	£10m	20 years
AA+	£10m	5 years	£20m	10 years	£20m	25 years	£10m	10 years	£10m	10 years
AA	£10m	4 years	£20m	5 years	£20m	15 years	£10m	5 years	£10m	10 years
AA-	£10m	3 years	£20m	4 years	£20m	10 years	£10m	4 years	£10m	10 years
A+	£10m	2 years	£20m	3 years	£10m	5 years	£10m	3 years	£10m	5 years
A	£10m	1 year	£20m	2 years	£10m	5 years	£10m	2 years	£10m	5 years
A-	£7.5m	13 months	£15m	13 months	£10m	5 years	£10m	13 months	£10m	5 years
BBB+	£5m	6 months	£10m	6 months	£5m	2 years	£5m	6 months	£5m	2 years
BBB	£5m	100 days	£10m	100 days	N/A	N/A	N/A	N/A	N/A	N/A
BBB-	£5m	100 days	£10m	100 days	N/A	N/A	N/A	N/A	N/A	N/A
None	£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.

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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 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

Appendix 2

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: 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.

Appendix 2

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 Treasury 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:

Appendix 2

	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	£750m
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.

Considerations:

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

Appendix 2

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 2019/20:

- In accordance with the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 the Council's policy for the calculation of MRP in 2019/20 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.

12 February 2019	ITEM: 12 Decision: 110503
Cabinet	
Draft 2019/20 Budget Proposals and Medium Term Financial Strategy Update	
Wards and communities affected: All	Key Decision: Key
Report of: Councillor Shane Hebb, Deputy Leader and Portfolio Holder for Finance	
Accountable Assistant Director: Jonathan Wilson, Assistant Director - Finance	
Accountable Director: Sean Clark, Director of Finance and IT	
This report is public	

Executive Summary

Cabinet agreed a draft budget at their meeting on 16 January 2019 and referred their proposals to the Corporate Overview and Scrutiny Committee for their consideration and comment. This report sets out the committee’s comments for Cabinet to consider when recommending their final budget proposals to Full Council.

Service Review proposals have been developed and are summarised in the body of this report. Additional information on the proposed savings within Children’s Services are now included in this report.

Cabinet should note that the Investment Strategy is just one element of the move towards financial self-sustainability and that Council committed to following all other streams towards this aim.

The Council Spending Review “Service Review Boards” have continued to develop cross cutting expenditure savings along with an enhanced focus on income generation and their proposals have now been allocated to services and are set out in appendices 3 and 4 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.

This report has been considered by Corporate Overview and Scrutiny at its meeting on 31 January 2019 and the committee’s comments are included in section 10 of the report.

1 Recommendations:

1.1 That the Cabinet recommend to Full Council a council tax freeze;

- 1.2 Agree the budget report set out through this report and appendices; and**
- 1.3 That the Cabinet recommend to Full Council the capital proposals set out in this report and appendices.**

2 Introduction and Background

- 2.1 All Members are aware of financial pressures that all councils have felt in previous years and that all face a challenge to become financially self-sustainable.
- 2.2 The MTFS presented to Cabinet on 16 January 2019 showed a balanced budget for part way into the forthcoming decade, based on a number of assumptions that, when delivered, puts Thurrock Council in a stronger position than most for the challenges ahead when the Revenue Support Grant discontinues and to meet the challenges of Business rates Retention that may bring less certainty to council funding over the medium term.
- 2.3 These assumptions are based on driving cost reductions through reducing staff costs, improved procurement, efficiencies through changing the ways the council works such as utilising digital channels and income generation through council tax, fees and charges and investments.
- 2.4 A key change to the MTFS presented to Full Council on 28 February 2018 is the decision to recommend a zero percentage council tax increase for 2019/20 that reduces income by £2.1m in that and subsequent years.
- 2.5 The Council Spending Review “Service Review Board” has undertaken a number of cross cutting reviews challenging current delivery models, structures and assumptions with a view to improve outcomes and identify efficiencies. The board has a savings target of £0.902m in 2019/20 which is to be delivered following the implementation of the following review outcomes:
- Children’s Social Care - £0.797m;
 - Transport - £0.060m; and
 - Planning - £0.063m.
- 2.6 Together these form an overall package that not only balance the budget but allows the council to invest in enhancing existing services and providing new services where a priority.
- 2.7 Regarding the savings within Children’s Services, a more detailed briefing note is included at Appendix 2. Whilst the headline is a budget reduction, savings of £3m have been identified through transformation but a budget reduction of circa £1m enacted. The balance remains within the service budget for any unexpected variations and as a result provides a real increase to funding levels within Children’s Services following implementation.

- 2.8 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 12 December 2018 setting out net pressures of £0.500m. Main areas of concern are within Children's, Environment and General Fund Housing Services as well as growing pressures relating to "No Recourse to Public Funds". This latter pressure reflects the Council's responsibilities to children that have entered the country but have no legal jurisdiction to reside. As such, the family is not able to access the normal range of financial support but the council must ensure the welfare of any children and thus their wider family.
- 2.9 To recognise the above, relevant growth has been included within the MTFS to meet the ongoing pressures.

3 Draft 2019/20 Budget and Future Forecasts

- 3.1 The MTFS attached at Appendix 1 sets out a balanced budget for four of the five year period based on the assumptions set out in the body of this report and appendices.
- 3.2 The summarised budget position for the medium term now stands at:

Narrative	2019/20	2020/21	2021/22	2022/23	2023/24
	£'000	£'000	£'000	£'000	£'000
Net Additional (Reduction) in resources	3,493	(1,790)	(1,668)	(2,114)	(1,927)
Inflation and other increases	3,895	2,958	3,081	3,210	3,345
Treasury and Capital Financing	(11,478)	(2,178)	(336)	(1,224)	365
Demographic and Economic Pressures	3,000	2,200	2,200	2,200	2,200
Services Design	(2,226)	(900)	(1,000)	(1,000)	0
Position before carry forward	(3,315)	290	2,277	1,072	3,983
C/f Position	(2,488)	(5,803)	(5,513)	(3,237)	(2,165)
Working Total	(5,803)	(5,513)	(3,236)	(2,165)	1,817

- 3.3 The budget surplus in each year 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 the subsequent year.
- 3.4 The scale of these surpluses provide the Council with further stability against any budget fluctuations whilst also offering the opportunity to major investment in the borough.
- 3.5 The draft Local Government Finance Settlement was confirmed on Monday 29 January 2019 and confirmed grant levels as set out in this and previous versions of the MTFS.

4 Council Tax and Future Funding

- 4.1 Cabinet will be aware that Thurrock Council has the lowest council tax in Essex and one of the lowest of all Unitary authorities throughout the country. Whilst there is no desire or need to change this position, officers' advice is clear that council tax increases are required and this is echoed in the Director of Finance's s25 Statement in recent years.
- 4.2 The assumptions at the start of the municipal year within the MTFS was a 2.99% council tax increase in 2019/20 (4.98% in 2018/19) and 1.99% thereafter.
- 4.3 Whilst surplus balances would suggest to most that increases are not required, Members have to consider the following:
 - 4.3.1 Advice from CIPFA is clear that investments should not solely be used to replace existing funding streams but for additionality;
 - 4.3.2 Any investment is temporary in nature whereas council tax is a sustainable resource for the longer term;
 - 4.3.3 The Comprehensive Spending Review that will be carried out by the government next year will assume that the council has increased council tax by allowable levels and so the amount the council can retain from its business rates will be reduced accordingly – the government will not replace any income foregone. Government figures now set out an assumed council tax income in 2019/20 of £2.8m higher than that will be achieved with a council tax freeze;
 - 4.3.4 Whilst the Adult Social Care precept was welcome to provide much needed funding, the amount raised was reduced compared to the majority of other top tier authorities due to the low council tax base. It appears clear that additional precepts may well become part of local government funding going forward;
 - 4.3.5 Following the above, it is still unclear how local government will be funded going forward. One aspect that is clear though is the direction of travel across the UK is for councils to rely on locally raised taxation; and
 - 4.3.6 As other grants, such as public health, become part of mainstream funding councils will see a switch of statutory services currently being funded centrally needing to be funded locally.
- 4.4 Having considered the advice as set out above, the Cabinet has chosen to recommend a zero percentage council tax increase and figures have been amended accordingly.

5 Capital Proposals for 2019/20

- 5.1 The Capital Programme plays an understated role in not just supporting and maintaining the borough's and the council's infrastructure but also includes

strategic and place making schemes supporting both the place making and commercial agendas.

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

- Capital Receipts – these are the receipts realised from the disposal of capital assets such as land and buildings. The Property Board, at the request of Cabinet, has commenced a strategic review of the asset base and will report back to Cabinet with an updated strategy, including a disposal programme, in due course. Asset management in the future will be based on the simple ethos of– Release – Reuse - Retain;
- Grants and Contributions- these could be ad hoc grants awarded from government or other funding agencies or contributions from developers and others;
- Prudential Borrowing – the Council is able to increase its borrowing to finance schemes as long as they are considered affordable and are deemed to meet the public good; and
- Revenue – the Council can charge capital costs directly to the General Fund but the pressure on resources means that this is not recommended.

5.3 On the basis that capital receipts are currently limited and, with a low level of reserves in place, any receipts may be set aside for debt repayment or a contingency towards revenue pressures (ability to use capital receipts for MRP purposes), the main areas of funding are grants and contributions – but these tend to be for specific purposes – and prudential borrowing – the main source for the attached proposals and current programme.

5.4 Funding from capital receipts is likely to increase over the forthcoming financial year as a thorough review of the Council’s assets is underway as part of the ‘3Rs’ Programme – Retain, Reuse, Release. This challenges the rationale for holding the asset resulting in the classification of assets as either:

- Released (for example to dispose of immediately or develop for housing);
- Re-used (for example for different services or more intensive or changed use); and
- Retained (business as usual, little need or opportunity for change identified).

5.5 Several sites have been identified for release and the Corporate Property Team has been reviewing these to determine their redevelopment potential and has commenced a release disposal programme. This will potentially enable further funding of capital projects from the capital receipts generated and reduce the level of prudential borrowing required.

5.6 Members should note that General Fund Capital Receipts can also be used to finance Housing Revenue Account capital expenditure and has been used to

good effect in securing Right to Buy buy-backs match funded with HRA resources that has helped maximise the use of Right to Buy receipts.

- 5.7 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.
- 5.8 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.
- 5.9 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. It is recommended that this budget be reset at £2m again for the coming year and the full amount is expected to be required.

Current Programme

- 5.10 Before considering the new proposals, it is worth reflecting on the allocations that have been agreed over recent years. These are summarised in Appendix 5 but, covering the period 2017/18 through to 2020/21, total over £240m with £212m still to be spent as at 1 January 2019.
- 5.11 Set out below are the major schemes that are included within the current programme over that period that are already committed and many underway:

The widening of the A13;	Purfleet Regeneration;
Grays' Town Centre and Underpass;	Stanford-le-Hope Interchange;
Improvements to parks and open spaces;	New educational facilities;
The HRA Transforming Homes programme;	HRA New Build Schemes;
Highways infrastructure;	Aveley Community Hub;
Civic Office Development; and	Improvements to the Linford Civic Amenity Site.

- 5.12 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 7.

6 Draft Capital Proposals

- 6.1 There have been a number of schemes that can be seen as projects in their own right. These have been included at Appendix 7 and will, in the main, be known to the relevant Overview and Scrutiny Committee in one form or another.
- 6.2 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 8 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:

Responsible Board	Examples	2019/20 £m	2020/21 £m	2021/22 £m
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.	2.2	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.	4.0	1.1	0.5
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.	3.2	2.1	1.5
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.	2.0	2.0	2.0

- 6.3 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.

- 6.4 Highways are expected to receive in the region of £2.8m 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.

7 Other Capital Recommendations

- 7.1 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 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.
- 7.2 The delegation proposed is that any approval is deemed to be part of the capital programme and that the necessary prudential indicators set out in the Capital Strategy are amended accordingly.
- 7.3 This approach means that estimated amounts for schemes that may or may not take place are not included in the programme, removing the need for agreed provisions that may not be required.

8 Issues, Options and Analysis of Options

- 8.1 This report sets out the changes to the current year budget that are proposed for 2019/20. The impact on services is limited compared to previous years and allows for significant growth within the council's frontline services.
- 8.2 Council tax increases will always be recommended by officers, due to their ability to continue towards financial self-sustainability.
- 8.3 The report also sets out surpluses over the four year period of the MTFs. It is recommended that they only be used for one off expenditure as any commitment to ongoing expenditure will impact on future years as the budgets become a core requirement.
- 8.4 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;

- 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; and
- For Thurrock Regeneration Ltd schemes – these actually also fall under the ‘spend to save’ criteria set out above but has not been agreed over the last couple of years.

9 Reasons for Recommendation

- 9.1 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 2019/20 and maintains the £11m level for the General Fund Balance.
- 9.2 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.

10 Consultation (including Overview and Scrutiny, if applicable)

- 10.1 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.
- 10.2 Corporate Overview and Scrutiny Committee considered this report at their meeting on 31 January 2019. Main areas of discussion included:
- The Council Tax Freeze, its impact on the MTFS and recognising that with an increase there would be a five year balanced MTFS;
 - Further to this, the committee commented that it would be useful to have sight of a ten year MTFS at Council on 27 February 2019 to recognise the longer term implication;
 - A challenge on being able to achieve the savings set out from the CSR process with specific focus on People Board Savings, Lease rental increases and the Service Review target. Officers explained that all of these are already being achieved and have a heightened focus at Directors’ Board to ensure delivery and that the main area of Service Review savings, in Children’s Services, had already had significant upfront investment to achieve these savings and that the savings were, in fact, far higher than the target thus being growth for the service;
 - The Committee also wanted assurances that the Council was not looking to reduce payments to Foster Carers. Officers explained that increasing the Foster Carer base was a key objective and so payments to look after the borough’s children were not being reduced; and

- In terms of capital, the Committee discussed the schemes and approach and had no adverse comments on the proposals but did ask whether the proposals could be linked to the Council's priorities. The Committee has asked for a clearer view of the existing programme and links to priorities at a future meeting.

11 Impact on corporate policies, priorities, performance and community impact

- 11.1 There are increases to frontline services where pressures have been identified in the current year that will help the council to deliver both its statutory services and priority areas.
- 11.2 The surpluses will also allow for additionality in services through enhancement, provision of new services or, indeed, a major capital investment in the borough.
- 11.3 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.

12 Implications

12.1 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. 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.

Whilst this draft budget report sets a balanced budget, it does not include a council tax increase and so reduces the council's ability to maximise council tax streams going forward in its aim to become financially self-sufficient. Each 1% is circa £0.7m that is then lost to the income stream for perpetuity at a time where the government has made clear that councils will need to finance services through local revenues from both council tax and business rates.

The government in setting its grant support for the coming year has made the assumption that this funding would be realised and this assumption will also influence the Comprehensive Spending Review in 2019 that will determine the amounts of business rates that the Council will be able to retain for the delivery of local services over the period 2020-2023.

Recent announcements from CIPFA has raised concerns over the amount of property and other investments that local authorities are carrying out and the advice is clear that there needs to be more tangible benefits to the local authority area and its residents as opposed to purely financial gain. The government, in its announcement of the draft finance settlement, acknowledged this position and left the possibility of a future discussion with the Treasury open. Thurrock Council's investments do fall within the accepted parameters when considering the allocation of surpluses to enhance and/or provide new services.

Cabinet should note that even without investment targets included, the budget remains in balance thus demonstrating that the targets are not simply replacing a council tax increase.

12.2 Legal

Implications verified by: **Tim Hallam**
Deputy Head of Law & Governance

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.

12.3 Diversity and Equality

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

All local authorities are required to have due regard to their duties under the Equality Act 2010. A comprehensive Community and Equality Impact Assessment (CEIA) has been completed for council tax increases.

The capital programme is assessed at key stages to ensure the impact of each scheme is measured in a proportionate and appropriate way to ensure this duty is met and the needs of different protected characteristics are considered.

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

Budget surpluses to date have been used to support action against Anti-Social Behaviour and to secure more police officers within the borough. The surpluses have also allowed increased activity within Environmental Services whilst also investing in social care to support the borough's vulnerable.

13 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

14 Appendices to the report

- Appendix 1 – Medium Term Financial Strategy
- Appendix 2 – Children's Services Budget Briefing Note
- Appendix 3 – Summary of CSR Savings
- Appendix 4 – Draft allocation of growth and savings to services
- Appendix 5 – Current Capital Programme
- Appendix 6 – Future and Aspirational Projects
- Appendix 7 - New Capital Projects

Report Authors:

Sean Clark

Director of Finance and IT

MEDIUM TERM FINANCIAL STRATEGY

Narrative	2019/20	2020/21	2021/22	2022/23	2023/24
	£000	£000	£000	£000	£000
		75% BRR			
1. Local Funding					
Council Tax Base / Charge	(606)	(1,939)	(1,999)	(2,065)	(2,127)
Council Tax Social Care Precept	(48)	(48)	(49)	(49)	(50)
	(654)	(1,988)	(2,047)	(2,114)	(2,177)
Business Rates Precept	(378)	(658)	(500)	(500)	(250)
2. Total Government Resources					
Revenue Support Grant	4,000	658	6,039		
Transfer to funding formula under 75% retention	0	0	(6,039)		
New Homes Bonus	122	0	500	500	500
Other Grants	403	198	379	0	0
	4,525	856	879	500	500
Net Reduction in resources/ (Addition to resources)	3,493	(1,790)	(1,668)	(2,114)	(1,927)
3. Inflation and other increases					
Pay award at 2%, Increments and legislative changes	3,150	2,214	2,281	2,350	2,421
Contractual and non contractual	746	744	799	859	924
	3,895	2,958	3,081	3,210	3,345
5. Treasury					
Investment income	(14,297)	(3,818)	(3,214)	(3,756)	(1,700)
Interest Costs	2,819	538	2,570	2,500	2,065
MRP	0	1,102	308	32	0
Treasury and Capital Financing	(11,478)	(2,178)	(336)	(1,224)	365
6. Demographic and Economic Pressures	3,000	2,200	2,200	2,200	2,200
7. Services Design Principals and Strategic Boards	(2,226)	(900)	(1,000)	(1,000)	0
Position before carry forward	(3,316)	290	2,277	1,071	3,983
C/f Position	(2,488)	(5,803)	(5,513)	(3,237)	(2,165)
Working Total	(5,803)	(5,513)	(3,237)	(2,165)	1,817

CHILDREN'S SERVICES BUDGET BRIEFING NOTE

Additional investment has been made in Children's Services to support a transformation of service delivery to improve effectiveness and efficiency while reducing levels of demand. These changes were made on the basis that through improved ways of working they would yield efficiency savings in due course. We are already seeing the fruits of this investment with clear evidence of significant progress being made. Budget savings of £1.102m have been identified within Children's Services in 2019/20 as set out below. The majority of these savings are within Children and Family Services and were identified through the Service Review process which has provided significant additional investment in the service.

	Commercial £000	People £000	Procurement £000	Service Review £000	Total £000
Children and Family	9	97	5	797	908
Central Admin		7			7
Learning & Universal Outcomes	116	11			127
School Transport				60	60
Total	125	115	5	857	1,102

Commercial - £125k

Increases in external income targets follow review of 2018/19 performance and review of fees and charges. This includes additional income within the Education Welfare service, increased demand in Learning & Skills and ongoing delivery of the Grangewaters business plan.

People - £115k

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.

Procurement - £5k

Saving in translation and interpretation services following review and contract re-procurement. Final year of 3 year saving.

Service Review - £857k

The budget saving relates primarily to the outcomes of the Children's Social Care review (£797k), but also includes a £60k saving against school transport as part of the ongoing Transport review.

The Transport review is still in progress. It is considering the type of home to school transport used, contract arrangements and process review. An early outcome of the

CHILDREN'S SERVICES BUDGET BRIEFING NOTE

review, which has realised the £60k saving, is the move to providing bus passes to students attending Ormiston Park.

The Children's Social Care review commenced in November 2017 with the aim of determining the underlying reasons for the increase in children coming into care and the associated cost of provision; ascertaining the effectiveness of key processes, procedures and policies; and making recommendations to address areas of high demand. .

Business cases were agreed by Directors Board in September 2018 and are currently being implemented. Additional investment has been made in the key areas of Adoption, Fostering, prevention services, care leaver housing and developing a sustainable workforce. Key deliverables are improving outcomes for children, service efficiency and delivering ongoing savings where possible.

The cumulative impact across all business cases within the Children's Social Care review is a net saving of £3m in 2019/20. This assumes there is no variation to the assumptions and timeframes within the business cases, which when operating in a complex area such as social care cannot be guaranteed. The budget saving applied in 2019/20 of £797k provides scope for any unexpected variations and as a result provides a real increase to funding levels within Children's Services following implementation. Project management resource has been allocated to the programme to oversee delivery.

Adoption – the review recommended bringing the fragmented outsourced arrangement back in house realising a cashable saving whilst enabling service improvements including: more children being adopted from care, overview and ownership across the service of the journey of the child from first point of contact to permanency, strengthening Thurrock's role within a regional adoption alliance enabling a potential sale of surplus adoptive placements.

Fostering – the business case recommends establishing a time-limited Recruitment and Marketing Team to provide up to 100 extra in-house places for looked after children. This would deliver an ongoing cashable saving whilst reducing the use of high cost Independent Fostering Agency numbers, a reduction in residential placements, more in-house foster carers and more children placed locally.

Edge of Care Prevention Services – the business case is part of an overarching Early Help strategy to intervene early when families are in difficulty to offer evidence-based support and enable more children to remain safely within their families. This will improve outcomes for children and young people and reduce demand for high cost children's social care statutory services.

This element of the review provides the most significant financial benefit, therefore, also provides the most risk in achieving the overall financial position. The Service will deliver savings by reducing numbers in care, reducing the length of time that children are in care, reducing the number of families that are re-referred and working with families to prevent breakdown.

CHILDREN'S SERVICES BUDGET BRIEFING NOTE

Headstart Housing – care leavers supported to access suitable accommodation – the business case recommended further development of Head Start Housing, recognising the challenges that young people face who are leaving care in finding and sustaining suitable accommodation by improving outcomes for young people leaving care. Our aim is to continue our partnership work with housing increasing the number of properties available within the Head Start Housing portfolio. This would deliver ongoing savings through a reduction in the cost of placements whilst also helping young people be better prepared for independent living and ensure greater provision within the borough.

Sustainable Workforce – Children's services have experienced difficulties in recruiting to roles in Social Care since 2013. This has led to high numbers of agency workers being used to cover permanent roles. The proposal is to deliver a phased recruitment programme of newly qualified social workers in order for the service to develop, grow and retain a permanent workforce and reduce the need for additional agency staff.

SAVINGS BY CSR BOARD

Board	Proposal	2019/20
Procurement	Savings to be delivered through effective procurement and contract management	105
Commercial	Further income through the expansion and development of traded services	270
Commercial	Growth in fees and charges income reflecting 18/19 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	100
ICT / Digital	Legacy Application Rationalisation and Unified Communications	130
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
Property	Rental income stretch target - annual increase in rent roll through lease reviews and renewals	200
Service Review	Service Review savings: <ul style="list-style-type: none"> - Children's Social Care - £0.797m (against identified savings of £3m); - Transport - £0.060m; and - Planning - £0.063m. 	920
TOTAL		2,225

Indicative Service Budget Impact 2019/20

Directorate	Service	2018/19 Net Current Budget (September 2018) £000	2018/19 Forecast & Carryforward Adjustment £000	MTFS Change in Resources 2019/20 £000	MTFS Growth, Inflation & Other Increases 2019/20 £000	Baseline Budget 2019/20 £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	Total Savings £000	Indicative Budget 2019/20 £000
Environment and Highways	Environment & Highways	1,313	(55)		165	1,423				(2)				(2)	1,421
	Highways, Fleet and Logistics	7,217	502		388	8,107	(24)			(22)				(46)	8,061
	Street Scene and Leisure	17,520	834		1,782	20,136	(165)			(91)				(256)	19,880
	Unallocated Surplus / (Deficit)	0	(1,281)			(1,281)									(1,281)
	Environment and Highways Total	26,050	0	0	2,335	28,385	(189)	0	0	(115)	0	0	0	(304)	28,081
Place	Assets	5,569	(241)		82	5,410	22			(5)		(200)		(183)	5,227
	Economic Development	546	(88)		60	518	(20)			(2)				(22)	496
	Lower Thames Crossing	449	(337)			112								0	112
	Planning, Transportation and Public Protection	3,202	538		285	4,025	(76)			(23)			(63)	(162)	3,863
	Unallocated Surplus / (Deficit)	0	(304)			(304)									(304)
	Place Total	9,766	(432)	0	427	9,761	(74)	0	0	(30)	0	(200)	(63)	(367)	9,394
Children's Services	Children and Family Services	28,902	609		859	30,370	(9)			(97)	(5)		(797)	(908)	29,462
	Central Administration Support and Other	1,382	(284)		91	1,189				(7)				(7)	1,182
	Learning & Universal Outcomes	5,103	(1,167)		427	4,363	(116)			(11)				(127)	4,236
	School Transport	750	410		5	1,165							(60)	(60)	1,105
	Unallocated Surplus / (Deficit)	0	15			15									15
Children's Services Total	36,137	(417)	0	1,382	37,102	(125)	0	0	(115)	(5)	0	(857)	(1,102)	36,000	
Adults; Housing and Health	External Placements	23,029	(208)			22,821				(2)	(100)			(102)	22,719
	Provider Services	10,027	25		797	10,849	(19)			(145)				(164)	10,685
	External Commissioning	2,495	(16)		62	2,541	(2)			(4)				(6)	2,535
	Public Health	75	(75)			0									0
	Better Care Fund	1,346	(1,346)			0									0
	Community Development & Libraries	1,733	4		60	1,797	(10)			(2)				(12)	1,785
	Unallocated Surplus / (Deficit)	0	270			270									270
	Adults; Housing and Health Total	38,705	(1,346)	0	919	38,278	(31)	0	0	(153)	(100)	0	0	(284)	37,994
Housing General Fund	Homelessness	522	(35)		213	700				(4)				(4)	696
	Private Sector Housing	321	0		12	333	(1)							(1)	332
	Travellers	(109)	(5)		79	(35)								0	(35)
	Unallocated Surplus / (Deficit)	0	40			40									40
Housing General Fund Total	734	0	0	304	1,038	(1)	0	0	(4)	0	0	0	(5)	1,033	
Finance, IT and Legal	Corporate Finance	2,010	(85)		127	2,052	50			(8)				42	2,094
	Cashiers	65	0			65								0	65
	Chief Executive	352	(1)		7	358				(1)				(1)	357
	ICT	3,439	0		124	3,563			(50)	(7)				(57)	3,506
	Revenue and Benefits	1,927	(10)		135	2,052				(12)				(12)	2,040
	Legal Services	1,714	47		59	1,820	(75)			(19)				(94)	1,726
	Democratic Services	199	(11)		25	213								0	213
	Members Services	721	15		10	746								0	746
	Electoral Services	477	(44)		30	463				(1)				(1)	462
	Unallocated Surplus / (Deficit)	0	89			89									89
	Finance and Information Technology Total	10,904	0	0	517	11,421	(25)	0	(50)	(48)	0	0	0	(123)	11,298
HR; OD and Transformation	HR & OD	4,297	(150)		217	4,364	(54)			(7)				(61)	4,303
	Unallocated Surplus / (Deficit)	0	13			13									13
HR; OD and Transformation Total	4,297	(137)	0	217	4,377	(54)	0	0	(7)	0	0	0	(61)	4,316	
Strategy, Communications and Customer Services	Corporate Strategy & Communications	1,741	(146)		127	1,722	(20)			(16)				(36)	1,686
	Social Care Performance	982	0		39	1,021				(3)				(3)	1,018
	Unallocated Surplus / (Deficit)	0	146			146									146
Strategy, Communications and Customer Services Total	2,723	0	0	166	2,889	(20)	0	0	(19)	0	0	0	(39)	2,850	
Commercial Services	Commercial Services	683	(10)		42	715				(2)				(2)	713
	Unallocated Surplus / (Deficit)	0	10			10									10
Commercial Services Total	683	0	0	42	725	0	0	0	(2)	0	0	0	(2)	723	
Central Expenses	Corporate Finance	(15,041)	2,332	97	(7,449)	(20,061)	149			(7)				142	(19,919)
	2019/20 Savings to be Allocated	0	0			0			(80)					(80)	
	Unallocated Surplus / (Deficit)	0	0			0									0
Central Expenses Total	(15,041)	2,332	97	(7,449)	(20,061)	149	0	(80)	(7)	0	0	0	62	(19,999)	
Revenue Funding	Council Tax Income	(65,408)	0	(654)		(66,062)								0	(66,062)
	Grant Income	(3,418)	0	300		(3,118)								0	(3,118)
	NNDR Income	(35,434)	0	(378)		(35,812)								0	(35,812)
	Revenue Support Grant	(10,698)	0	4,000		(6,698)								0	(6,698)
	Revenue Funding Total	(114,958)	0	3,268	0	(111,690)	0	0	0	0	0	0	0	0	(111,690)
Grand Total	0	0	3,365	(1,140)	2,225	(370)	0	(130)	(500)	(105)	(200)	(920)	(2,225)	0	

Current Capital Programme

Directorate ID	Total Budget 2018/19 £'000	Total Budget 2019/20 £'000	Total Budget 2020/21 £'000	Total Budget 2021/22 £'000
Education	12,209	15,545	5,852	-
Adults	23,924	27,157	5,460	35
Environment & Highways	13,835	5,718	711	-
Place	38,832	58,774	6,002	10,509
General Allocations				
Service Review	500	-	-	-
Digital	6,406	1,491	40	-
Property	2,550	8,126	446	-
Transformation	1,600	-	-	-
Total	99,856	116,811	18,511	10,544

Future and Aspirational Projects

Board	Capital Bid	Project Ambition
Property Board	Grays Town Centre Regeneration Development Plots	This represents a further phase of works to deliver the Grays Masterplan and builds on the current project to redevelop the Grays underpass. This enables potential development for town centre commercial and residential around the new pedestrian crossing and public squares to be created by the Grays South Regeneration Project.
Service Review Board	Tilbury Civic Square - Public realm and Highway Improvements	<p>This project is to provide infrastructure to support the current capital project delivering the Tilbury Integrated Medical Centre (IMC).</p> <p>Plans for the Civic Square, including the IMC, will significantly increase the footfall and vehicular traffic to the Civic Square which is currently a one way system with a limited number of formal parking areas serving existing businesses and a number of bus stops. The intention is to improve the public realm and highway layout within the area to provide a safer and more user friendly Civic Square whilst increasing parking spaces to support the IMC and to benefit existing local business.</p>
Property Board	Headstart Housing - property acquisition	<p>In March 2016, Children’s Services and Housing developed a strategic partnership to pilot a Local Authority owned House of Multiple Occupation. The purpose of the pilot was to address some of the key barriers young people face in finding suitable accommodation, at an affordable rate, whilst receiving support to enable sustainable employment and independent living. At full occupancy, from day one, the first HMO generated income to Thurrock Council that was reinvested in another property to create a second HMO for the pilot.</p> <p>A recent Headstart Housing business case sought Director's Board approval to explore the opportunity of purchasing further properties on the open market funded from either Right to Buy receipts or the Transformation fund. Approval was granted on 5th September 2018.</p> <p>This funding bid is to enable three additional four bedroom properties to be sourced and acquired in appropriate locations with the aim of having 5 properties for Headstart Housing in use by 2019/20.</p>

Future and Aspirational Projects

Board	Capital Bid	Project Ambition
Service Review Board	Thurrock Intelligent Road Management	<p>This project will contribute further to the wider vision to deliver significant improvements to the road network in the borough. This will enable investment in the Thurrock Local Road Network utilising technological solutions to effectively manage and control the flow of traffic through the network, and thereby increasing the existing capacity of roads in the borough to help minimise and tackle traffic and congestion. This will require the installation of technology across the network which can view (CCTV), advise (Variable Messaging Signs - VMS), and manipulate traffic signals to provide greater efficiencies in the system. To support this aim, the project will also require investment in a control centre within the borough to manage the system.</p>
Property Board Page 169	Grangewaters Conference Facilities	<p>Grangewaters is an innovative outdoor education centre which offers a range of sports, recreational and commercial workspace.</p> <p>The Council is seeking to diversify Grangewaters' commercial offer and expand its customer base through the provision of conferencing facilities and additional commercial workspace on site. This proposal would also include feasibility study to improve site access; a second access route to the Grangewaters as the current access route is not ideal.</p> <p>The proposed development aims to provide a platform for small and medium sized businesses in the education and leisure sector to develop and flourish; creating training and employment opportunities for the local residents and supporting economic growth in the area.</p> <p>A bid has been made to SELEP for Local Growth Fund 3B funding to support this project.</p>
Property Board	The Reception, High House Production Park	<p>The Council is working in partnership with HHPP to develop The Reception, a 30,000sqft new build at the Production Park. The new build will add c.18,000sqft of creative workspace to this creative community and also provide much needed support accommodation for the wider Park which has grown out of its initial support provision. The Reception will be the focal point of the Production Park where the campus</p>

Future and Aspirational Projects

Board	Capital Bid	Project Ambition
		community (artists, students, and arts organisation) and public can gather, a platform within the supportive environment of the Park for artists and small businesses to develop, flourish and create synergies.
Property Board	Recreation and Leisure	As new strategies develop for Recreation and Leisure they will identify opportunities for sports and recreation provision, recommending innovative projects which will support the Council’s Health and Wellbeing agenda, encourage “active Thurrock” and enhance current provision.
Property Board	High House Works, High House Production Park	<p>The Council is working in partnership with HHPP to develop High House Works, a c.30,000 ft² purpose-built facility of creative makers’ workspace with a broad range of unit sizes to support creative micro and SMEs on the Production Park as part of the Council’s Enterprise Unit programme to provide a platform for small and medium sized businesses to develop and flourish.</p> <p>A bid has been made to SELEP for Local Growth Fund 3B funding to support this project.</p>
Digital Board	Intelligent, Connected & Accessible Data	Deliver ambition to host all line of business applications on a single connected cloud platform. Connects to data reviews and single view debate.
Digital Board	Data Middleware	This will enable line of business systems to be better connected to enable better sharing of data and more efficient business processes.

New Capital Projects

Board	Capital Bid	Initial Rating	Project Ambition	Theme	Funding Source	Total Capital Value	2019-20	2020-21	2021-22
Service Review Board	"East-facing slips" at Lakeside	1	To provide slip roads at the A13/A126 junction, this will allow traffic to travel eastbound from and to Lakeside. Largely funded by DFT with support from SELEP (subject to a bidding process) and £3.5m capital contribution from the Council.	Improvements / Enhancements	DfT	46,500,000	0	2,000,000	2,000,000
					SELEP	750,000	750,000	0	0
					Thurrock	3,500,000	0	0	0
Service Review Board	Stonehouse Lane	1	The project proposes reconstruction of northbound and southbound carriageways of Stonehouse Lane and the laying composite reinforced grids.	Improvements / Enhancements	Thurrock	1,900,000	950,000	950,000	0

New Capital Projects

Board	Capital Bid	Initial Rating	Project Ambition	Theme	Funding Source	Total Capital Value	2019-20	2020-21	2021-22
Service Review Board	Stanford le Hope Transport Package	1	This project consists of: New multi-modal interchange with passenger drop off, taxi ranks, pedestrian walking route, cycle parking, bus waiting facilities and a new station building and pedestrian bridge. Has funding from NSIP and will support the growth of London Gateway Port.:	Addition to existing scheme	Thurrock	4,000,000	0	4,000,000	0
Service Review Board	Cycle Network	1	Extension to the current cycle highways scheme to enhance sustainable ways of transport within the Borough. Funding from SELEP subject to bidding process.	Improvements / Enhancements	SELEP	2,530,000	2,530,000	0	0
					S106	1,200,000	1,200,000	0	0
					Thurrock	800,000	800,000	0	0
Property Board	Thameside Theatre Modernisation	1	Consolidating and enhancing the cultural offer at the Thameside Theatre Complex – options are under consideration by the Property Board to agree	Improvements / Enhancements	Thurrock	£5m to £30m			

New Capital Projects

		the final scheme.						
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12 February 2019	ITEM: 13 Decision: 110504
Cabinet	
Housing Revenue Account - Business Plan and Budgets 2019/20 Onwards	
Wards and communities affected: All	Key Decision: Key
Report of: Councillor Barry Johnson – Portfolio Holder for Housing	
Accountable Assistant Director: Carol Hinvest– Assistant Director, Housing Management	
Accountable Director: Roger Harris – Corporate Director of Adults, Housing and Health, Sean Clark – Director of Finance and IT	
This report is public	

Executive Summary

This report sets out the base position after updating and reviewing the 30 year Housing Revenue Account (HRA) Business Plan for 2019/20 onwards including the HRA budgets for 2019/20. 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 government’s mandatory rent reduction policy for one further year continues to reduce the resources available in the HRA in the short term. On 13 September 2018 the government issued a consultation proposing to issue a new direction from the Secretary of State to the Regulator of Social Housing to ensure that, from 2020 onwards, the Regulator’s rent standard:

- reflects the governments’ announcement in October 2017 that it’s the intention to permit registered providers to increase their rents by up to CPI+1% each year, for a period of at least 5 years. This announcement recognised the need for a stable financial environment to support the delivery of new homes; and
- applies to local authority registered providers (as well as to private registered providers), to reflect the roll out of Universal Credit.

The Plan also takes account of the third and final phase of the extension of service charges for tenants agreed in February 2017, generating additional income to the HRA of £390k in 2019/20.

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. In September 2018 the council received confirmation from Homes for England of a successful grant bid for marginal Viability Funding from the Housing Infrastructure Fund of £655k for Claudian Way.

As shown in the Business Plan Thurrock has committed resources and borrowing to the remaining new homes to be delivered under the current programme.

On 29 October 2018 during the budget statement the government formally announced that the HRA Borrowing Cap would be abolished with immediate effect. The impact of this announcement has not been reflected in the Business Plan. Any additional borrowing will need to be serviced and additional resources identified to do so.

With this additional borrowing capacity and/or further external funding it may be possible for the Council to deliver new social homes as part of reaching the affordable housing requirements clearly identified in the draft Local Plan. A separate paper on this will be presented to members in due course.

1. Recommendation(s)

1.1 That Cabinet agrees the assumptions reflected in the HRA Business Plan, as summarised in the report.

1.2 That Cabinet agrees the budget information which is also provided.

2. Introduction and Background

2.1 The anticipated Housing Revenue Account budget for 2019/20 is summarised below.

2.2 The HRA 2019/20 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 requirement for the current stock is higher than the available annual sum for capital investment – this is now confirmed by current empirical data from the Stock Condition Survey which gives a figure of £15m p.a. as the optimum investment requirement against the £10m p.a. assumed in the Plan once Transforming Homes is complete;
- effective planning is essential to maintain and improve properties as required, and there is limited scope within the HRA Business Plan for further desirable capital investment;
- there are no identified resources to invest in capital for the following: Insulation and non-traditional properties. Resources to service additional borrowing following the abolishment of the HRA borrowing cap is not part of the current Business Plan and is being considered separately;
- after a final year of a 1% rent reduction the ability to raise rents from 2020/21 mitigates the revenue position from that point – increases of 2.8% p.a. are assumed based on the formula of CPI plus 1%; and
- consistent 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.

2.4 HRA Position as at 31 March 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.

Reserve	Balance at 31/03/2018
HRA General Reserves	(2,175)
Earmarked Reserves	
Development Reserve	(4,351)
Housing Zones and Capacity Grant	(1,274)
Right To Buy Receipts	
Non Ring-fenced Capital Receipts	(2,685)
One for One Receipts	(22,073)

- The HRA General Reserve currently stands at £2.175m in line with 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.

Current planning is that reserves will be maintained at the current level for each year until 2020/21, and then move towards the optimum level.

- 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 2020/21, 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 minimise the amount of 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 consistent sales. If a new programme of social homes directly delivered by the Council becomes a viable option following the announcement of the abolishment of the borrowing cap, these receipts could be used as one funding stream alongside the additional borrowing to build out some relatively large sites with planning permission. The options for the use of these receipts will be presented to members in due course.
- 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 total of £709k was allocated in 2018/19 to be spent by the end of 2018/19 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 balances above is maximised, and that resilient funding models are developed for any additional development and/or regeneration opportunities that may arise.
- In the context of the Business Plan the abolishment of the HRA borrowing cap provides the only realistic prospect for the Council to deliver a significant number of new homes using the HRA as the vehicle. At this stage no assumptions have been made in the Business Plan as all resources are currently committed. A paper will be presented to members in due course.

3. Issues, Options and Analysis of Options

3.1 2018/19 Budget

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 amount of capital investment is limited by the resources available and this year 2018/19 has had an impact, specifically on both loft insulation for properties in the Transforming Homes programme, and the external refurbishment of properties with non-traditional construction.

Depending on the overall revenue available in 2019/20, 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 2018/19 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 2018.

3.2 Future assumptions – costs

Across the period of the Business Plan inflation has been assumed at 2.5% p.a. for salaries, and 2.9% 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. There has been an increase to the budget for insurance of £40k to reflect an increase in insurance premiums.

The HRA stock continues to reduce due to consistent numbers of RTB Sales. In the whole of 2017/18 there were 115 completed sales, while in the first six months of 2018/19 30 properties were sold. 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 3 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 means that even with a significant new-build programme the Council will struggle to stand still in terms of the overall number of Council homes available to rent.

3.3 Rental income

In line with the previous government's policy a mandatory 1% reduction has been applied to all social rents for 2019/20. On 13th September 2018 the government issued a consultation proposing to issue a new direction from the Secretary of State to the Regulator of Social Housing to ensure that, from 2020 onwards, the Regulator's rent standard reflects the governments' announcement in October 2017 that it's the intention to permit registered

providers to increase their rents by up to CPI+1% each year, for a period of at least 5 years. This announcement recognised the need for a stable financial environment to support the delivery of new homes.

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 1.8% 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 2.8% 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 rent level will apply to the remainder of the current new-build programme, i.e. Claudian Way, Calcutta Road and the Tops club site, which are due to be complete during 2020/21.

Rent collection has fallen slightly in 2018/19 but is still in line with the target collection rate. Arrears have increased mainly due to the proportion of tenants now on Universal Credit. There has been an increase to the budget for the provision of bad debt to reflect this of £60k in 2019/20.

The average rents forecast in the budget and Business Plan for 2019/20 on a 52 week basis are set out below:

Social Rents

Bedroom Size	No of Properties	2019/20 Average Weekly Rent	2019/20 Average Monthly Rent
Bedsits	243	57.65	249.61
1	2,805	71.07	307.75
2	2,202	77.21	334.30
3	4,236	96.67	418.60
4	216	108.94	471.71
5	7	108.86	471.38
6	2	118.12	511.46
Total/average	9,711	84.17	364.48

Affordable Rents (new build properties in the current programme only)

Bedroom Size	No of Properties	2019/20 Average Weekly Rent	2019/20 Average Monthly Rent
1	18	109.68	474.90
2	59	134.22	581.19
3	13	166.99	723.06
Total	90	134.05	580.42

3.4 Service Charges

Service charges for both tenants and leaseholders are based on the actual costs of providing services and are set on the basis of full cost recovery. Councils are entitled to recover the costs of these services from all users i.e. leaseholders and tenants. Annually the cost of providing the services is reviewed and the charges set accordingly. Leaseholder service charges are set in line with the terms set out in the lease. Tenant's service charges are flat to all tenants receiving the service or service standard.

In July 2017 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 the final third year of this phasing is reflected in the Business Plan.

3.5 Capital Investment

The budget requirements to complete the Transforming Homes Programme are set out below. This is in line with the contractual arrangements for the programme. In 2019/20 the programme will complete the last phase of the internal programme and then move focus on to the external refurbishment works.

Year	Budget £m's
2019/20	10.54
2020/21	11.54
2021/22	4.44
Total	26.52

In 2021/22 the Housing Capital programme will continue with the priority works programmes based on the conclusions of the stock condition survey of HRA owned properties with a total budget projection for of £10m for all capital investment including the conclusion of the Transforming Homes Programme.

The survey indicated 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 and planned maintenance programmes.

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

Work is ongoing to provide maximum assurance in relation to fire safety. A budget of £709k will be fully utilised in 2018/19 for safety enhancement works. A further budget of £1.0m is currently ear-marked for any additional fire safety work that may be recommended as part of the outcome from the Public Inquiry post Grenfell. This could include requirements for additional fire suppression systems in residential buildings.

3.7 Service Review

Savings from the Service Review are reflected in the 2018/19 base budget. The service continues to seek ongoing efficiencies in year.

3.8 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 available resources adjusted to reflect the profiling across the financial years.

(all figures £m's)	2018/19	2019/20	Total
Scheme	Budget	Budget	Budget
Calcutta	1.81	9.20	11.01
Claudian	3.65	9.75	13.40
Tops Club	1.98	6.14	8.12
Total	7.44	25.09	32.53

	2018/19	2019/20	Total
Financing	Budget	Budget	Budget
Borrowing	5.21	11.76	16.97
Development Reserve	0	4.70	4.70
S106	0	0.45	0.45
Infrastructure Fund	0	0.66	0.66
1-4-1 Receipts	2.23	7.52	9.75
Total	7.44	25.09	32.53

The HRA is currently facing significant 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 main HRA budget acts as a clear constraint on development.

3.9 Use of Right to Buy Receipts

The Council has in excess of £15.5m unallocated RTB receipts. If released as a contribution to delivering new homes this would require a HRA contribution of around £36m. 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% above base rate p.a. The Business plan includes £50k per annum set aside to cover any interest costs associated with the returning of receipts to the Treasury.

To ensure these funds do not leave the borough we have explored the setting up of a Housing Association fund through which a selected Housing Association partner could be funded to develop new build housing or to purchase existing satisfactory homes on the housing market that are in high demand for residents on the Council's waiting list. This approach would ensure that Thurrock residents benefit from the affordable housing delivered, through a nomination agreement with the Association as a grant condition, leading to timely use of the receipts. The Council is also in the process of buying back ex RTB properties with the support of General Fund resources.

Alongside the Green Paper the government also published a consultation seeking views on options for reforming the rules governing the use of Right to Buy receipts from the sale of council housing. The main points outlined in the consultation are as follows:

- Allowing local authorities to hold receipts they currently retain for five years instead of three, to give them longer to spend the receipts that they already have;
- Flexibility around the 30% cap in certain circumstances;
- Restricting the use of Right to Buy receipts on the acquisition of property and whether this should be implemented through a price cap per unit based on average build costs;
- Allowing local authorities to use Right to Buy receipts for shared ownership units as well as units for affordable and social rent;
- Allowing the transfer of land from a local authority's General Fund to their Housing Revenue Account at zero cost;
- Whether there are any circumstances where housing companies or Arm's-Length Management Organisations should be allowed to use Right to Buy receipts; and
- Allowing a short period of time (three months) during which local authorities could return receipts without added interest.

The consultation closed on 9 October 2018 and we are waiting for the outcome.

3.10 Estate Regeneration

The Council continues to assess the viability of a future programme for estate regeneration. There are clear financial obstacles to be addressed before any such programme could be formulated. These include the unfavourable combination in the borough of high construction costs, comparable with those found in outer London, and low sales values more associated with parts of 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.

Reviews continue to be undertaken to identify opportunities to bring forward regeneration including re-phasing of programmes to minimise land assembly costs, potential expansion of the development footprints of sites to increase the opportunity for cross subsidy between tenures and continued benchmarking of development costs and sales values. However, to date, the funding gap for any potential regeneration schemes remains substantial.

The council owns just fewer than 500 non-traditional dwellings that require differing levels of remediation to bring them up to the Thurrock Homes Standard. There are a number of different types of property and more detailed work is being done on the cost benefits of improving, remodelling or demolishing the various property types. It is estimated total refurbishment costs to give every non-traditional dwelling a minimum 30 year life would be £7m. This is not currently included in the HRA Business Plan.

3.11 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.

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 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 and a revised decency standard as referred to in the recent Housing Green Paper.

The Council will need to consider the upgrade of external wall insulation on high-rise blocks. Nine of the council's high-rise blocks have external wall insulation that will need to be further reviewed in the near future and it is estimated that to remove and upgrade this insulation would cost approximately £8m. In addition when the council replaces the external insulation, the windows and doors will also be due for replacement. This is estimated to require a further £7m. The total requirement of £15m for this work is not currently included in the HRA Business Plan.

3.12 Reserves

As mentioned above the plan is for HRA reserves to be increased 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.

3.13 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.

3.14 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
Forecast Stock Numbers (Average)	9,852	9,745	9,779	9,684	9,591
£m	2018/19	2019/20	2020/21	2021/22	2022/23
Income					
Dwelling Rents	(42.84)	(43.19)	(44.85)	(45.28)	(46.11)
Voids	0.00	0.43	0.45	0.45	0.46
Net Rents	(42.84)	(42.76)	(44.40)	(44.83)	(45.65)
Non Dwelling Rents	(0.94)	(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	(4.30)	(4.77)	(4.87)	(4.97)	(5.07)
HRA investment income	0.00	0.00	0.00	0.00	0.00
Total Income	(53.80)	(54.21)	(55.95)	(56.48)	(57.40)
Expenditure					
Salaries	7.98	8.44	8.65	8.87	9.09
Supervision and Management					
Housing Operations	9.64	9.69	9.34	9.34	9.34
Recharges	6.53	6.53	6.53	6.53	6.53
Repairs and Maintenance	11.80	12.14	12.49	12.85	13.23
Rents, rates, taxes and other charges	0.22	0.26	0.26	0.26	0.26
(Increase)/decrease in provision for bad or doubtful debts	0.05	0.11	0.21	0.32	0.44
Total Expenditure	36.22	37.17	37.48	38.18	38.89
Net rental surplus	(17.58)	(17.04)	(18.47)	(18.30)	(18.50)
Interest payable on HRA Debt	7.00	6.39	6.43	6.79	7.14
DME	0.00	0.00	0.00	0.00	0.00
Available HRA revenue funds	10.58	10.65	12.04	11.51	11.36
New Borrowing	5.21	11.76	0.00	0.00	0.00
Development Reserve Fund	0.00	4.69	0.00	0.00	0.00
Major Repairs Reserve	0.63	0.00	0.00	0.00	0.00
Infrastructure Fund	0.00	0.66	0.00	0.00	0.00
RTB New Build Re-provision (1-4-1)	2.23	7.53	0.00	0.00	0.00
S106	0.00	0.45	0.00	0.00	0.00
Grant and new borrowing	8.06	25.09	0.00	0.00	0.00
Total HRA funding	18.65	35.74	12.04	11.51	11.36
Investment in own stock - Transforming Homes	10.67	10.54	11.54	4.44	10.00
Capital Investment in own stock	0.54	0.10	0.10	6.65	1.36
New Build	7.44	25.10	0.00	0.00	0.00
Total Applied spend	18.65	35.74	11.64	11.09	11.36
HRA Cash balances b/f	2.18	2.18	2.18	2.58	3.00
in year change	0.00	0.00	0.40	0.42	0.00
HRA Cash balances c/f	2.18	2.18	2.58	3.00	3.00

4. Reasons for Recommendation

- 4.1 The report sets out the implications for the HRA for 2019/20 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 2018 and their comments have been taken on board where applicable in this report.

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

6.1 The Council's reserve 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**
Housing Accountant

Financial implications throughout the report.

7.2 Legal

Implications verified by: **Chima Obichukwu**
Senior Housing Solicitor

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 & Equalities Officer

The HRA Business Plan and budgets for 2019/20 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.

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

There are no other implications for this report.

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**

None

Report Author:

Julie Curtis

Housing Accountant

Corporate Finance

12 February 2019		ITEM: 14
		Decision: 110505
Cabinet		
Re-procurement of the Temporary (Agency) Worker Contract		
Wards and communities affected: All	Key Decision: Key	
Report of: Councillor Gary Collins, Portfolio Holder for Central Services		
Accountable Assistant Director: Mykela Pratt, Strategic Lead Resourcing & Improvement		
Accountable Director: Jackie Hinchliffe, Director of HR, OD & Transformation		
This report is public		

Executive Summary

This report sets out the options around, and recommendations for, the re-procurement of the Temporary (Agency) Worker Contract.

The current contract with Matrix SCM expires on 15 December 2019 and therefore the Council needs to ensure there is a new arrangement in place by this date to ensure that suitable quality and cost effective provision can be made for contingent labour needs where this applies.

The performance of the current contract has been good and has provided consistent pricing, notable savings and helpful management information; demonstrating performance and compliance across all Council directorates.

The current service model of “neutral vendor” provides the best mix of cost certainty, ability to include local agencies and tier specialist providers for hard to recruit positions. The most suitable model will be chosen by the project group that is established as part of this re-procurement exercise.

The value and nature of this contract requires full compliance with EU Procurement Directives which therefore impacts on process and timescale for re-procurement. As set out in the report, it is therefore proposed that the Cabinet agrees that officers progress a mini competition through the ESPO (Eastern Shires Purchasing Organisation) framework MSTAR3.

1. **Recommendation(s):**
 - 1.1 **Agree to progress the re-procurement of a four year Agency Staff Contract using the ESPO MSTAR3 Framework with a new contract to commence on 15 December 2019.**
 - 1.2 **Approve delegation to award to the Director of HR, OD & Transformation in consultation with the Portfolio holder in order to ensure maximum lead in time for service transfer as necessary.**

2. **Introduction and Background**

- 2.1 The Council currently contracts with Matrix SCM “the Managed Service Provider” for the supply of contingent labour which expires on 15 December 2019. The contract will have been in place for four years and was awarded following a mini-competition undertaken through the Eastern Shires Purchasing Organisation (ESPO).
- 2.2 Provision of cost and quality effective contingent labour from recruitment agencies are key to effective use of resources for Thurrock alongside the mix of permanent and contracted staff.
- 2.3 The current arrangement cannot be extended further and therefore it is necessary to embark on a re-commissioning exercise to put in place a new contract for December 2019.
- 2.4 Whilst agency spend overall remains significant, latest spend figures indicate a steady reduction in the use of agency staff. Total spend for July to September 2018 was £2,259,609 which amounts to a decrease from the previous quarter of £47,010 and a reduction to the same quarter in the previous year of £120,179. Annual spend is currently in excess of £9 Million.
- 2.5 The majority of cost to provision of Agency Workers is the direct pay and on costs element (National Insurance, holiday pay and pension), with the Managed Service Provider, Agency Profit and Overheads and ESPO framework charge amounting to approximately 7% of the total spend each financial year.
- 2.6 The use of Agency Workers has decreased due to efforts being made to control and reduce the usage through permanent recruitment and the provision of internal bank staff arrangements. However, there will still be a need for an agency arrangement to meet peaks and troughs in demand as well as for time limited projects where it is not possible to secure staff through a fixed term contract.
- 2.7 It should also be noted that there has been a significant reduction in off contract spend since the contract award in December 2015 – ie. direct use of agencies outside of the Matrix SCM agreement. The off contract spend in Q2 of 2018-19 financial year totalled £15,520 which is a significant decrease of

£29,642 from the same quarter of the previous year. For context, off contract spend at the start of the contract totalled over £150,000.

2.8 Off Contract provision is likely to be on much less favourable terms for the Council including:

- Much higher agency mark up (profits and overheads)
- “Finders Fees” for transferring staff to Thurrock contracts
- Minimal (if any) management information
- Increased management arrangements and invoice processing costs.

2.9 Therefore, whilst a new agency worker contract is unlikely to deliver further significant savings, the following should be prioritised in order to maximise financial control – and the new arrangement will look to support this.

- Management of staff pay rate demands
- Control of usage of contingent labour overall
- Minimising agency margins for ongoing agency worker placements
- Ensuring off contract spend remains minimal through ensuring that the new contract is fully able to meet all specialist requirements

2.10 In addition, using a managed service provider is the easiest and most robust way of ensuring compliance with Agency Worker Regulations (AWR) 2011 which gives agency workers the entitlement to the same basic employment and working conditions as if they had been recruited directly, if and when they complete a qualifying period of 12 weeks in the same job.

2.11 For the reasons outlined above, a managed service provider is the preferred option of the majority of Local Authorities; examples of current clients of Matrix SCM alone include Barnet Council, Basildon Council and The Royal Borough of Greenwich.

3. Issues, Options and Analysis of Options

3.1 As part of the recommissioning, project meetings will be held with Directorate representatives to seek their views on the current service (from Matrix SCM) and what the needs of the relevant departments are both now for the future.

3.2 Three directorates (Children’s, Adults and Environment & Highways) have, or are currently establishing an internal bank of staff for emergency front line cover. This reduces the reliance on an externally provided arrangement. The specification and terms of the new contract will therefore need to ensure as far as possible that the identified issues are resolved.

3.3 In terms of service models, two main options were considered: These are set out in detail in Appendix 1 to this report and summarised below:

Option 1: Master Vendor – here a Managed Service Provider operates with the view to providing all our staff from their own agency base, only going to additional agencies (including local providers) when the roles cannot be filled. This could be slightly cheaper but can be slower and more likely to lead to off contract spend where directorates are unable to fill positions satisfactorily.

Option 2: Neutral Vendor – this is the current arrangement, where a Managed Service Provider supplies the booking, timesheet and payment systems, signs agencies up to consistent fee rates and terms and conditions and manages the process of securing staff for the client. Overall, this offers the best value and least risk to Thurrock and is therefore the preferred option.

- 3.4 The ESPO MSTAR3 includes a number of large scale agencies within the neutral vendor lot (Lot 1). Call off can be made directly (ie. we choose one) or by mini competition (ie. a structured selection). Mini competition ensures that Thurrock is able to test the issues in service delivery and price that are most important to the Council and therefore this is the preferred procurement option.

4. Reasons for Recommendation

- 4.1 This report is submitted to Cabinet in accordance with the Council's Contract Procedure rules to seek approval to proceed to tender for a contract with a whole life cost valued above £750K. The total estimated spend on this contract over the maximum 4 year period could be as much as £36 Million. The required Stage 1 Form is attached as an appendix to this report.

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

- 5.1 A working group of directorate representatives has been set up to discuss performance and agree options for this procurement, and will continue to be involved in the procurement and evaluation stage.

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

- 6.1 Provision of agency workers impacts on directorate operations, particularly with the reduction of staff numbers overall. An effective service ensures that staff are available to fill short-term frontline need and complete individual projects at consistent rates, thus supporting the delivery of corporate priorities as a whole.

7. Implications

7.1 Financial

Implications verified by: **Dammy Adewole**
Management Accountant

As set out in the report, effective provision of a Temporary (Agency) Worker contract ensures that the Council secures best value in the employment of contingent labour. Spend will vary according to directorate need and be funded from the relevant budgets. The majority of cost is in direct pay and on costs for the temporary staff members; however the procurement exercise will seek to ensure that any available cost savings in agency fees are maximised.

7.2 Legal

Implications verified by: **Courage Emovon**
Principal Lawyer / Team Leader - Contracts Team

There are no direct legal implications other than the Council must comply with any applicable procurement rules and regulations including compliance with the terms and use of the framework – ESPO MSTAR3 in any call off under the framework. The Council will also need to comply with its Contract Procedure rules and legal services is available to advice on any legal implications arising from the proposals set out in this report.

7.3 Diversity and Equality

Implications verified by: **Natalie Warren**
Strategic Lead Community Development and Equalities

The provision of temporary staff through a Managed Service Provider and all subsidiary agencies will, as now, be required to be compliant with the Council's principles, policy and practices with regard to equalities and diversity, ensuring fair recruitment and employment for all.

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

The Council will continue to utilise the appropriate measures to ensure that agency staff do not substitute permanent opportunities for extended periods of time. However, where it is necessary to engage a candidate for a period longer than 12 weeks they are protected by the Agency Worker Regulations (AWR) which ensure that they are receiving comparable pay to those that are permanent employees.

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: Service Model Options
- Appendix 2: Stage 1 Form

Report Author:

Mykela Pratt

Strategic Lead Resourcing & Improvement

HR, OD & Transformation

Appendix 1 – Service Model Options

Model	Description	Advantages	Disadvantages
Master Vendor (outsourced)	Managed service where the contractor provides staff through their own agencies first. Only when unable to meet the requirement do they move onto the supply chain.	<ul style="list-style-type: none"> • Managed service providing cost control • Master Vendor is generally the cheapest option for a managed service because the contractor believes they will provide the majority of staff • Single point for management information • Single point for invoicing 	<ul style="list-style-type: none"> • Delays in filling posts while lead contractor tries to fill with its own staff • Tends to lead to more off contract spend • Many local authorities have moved away from this model
Neutral Vendor (outsourced)	Managed service where the contractor does not provide any staff (<i>this is the current arrangement with Matrix SCM</i>) and all opportunities are offered to the supply chain – which may itself be tiered.	<ul style="list-style-type: none"> • Managed service providing cost control • Favours a wide range of agencies including locally based services • Ability to tier agencies according to performance or other criteria • Single point for management information • Single point for invoicing 	<ul style="list-style-type: none"> • Slightly more expensive than Master Vendor model

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PROCUREMENT STAGE 1 – APPROVAL TO PROCEED TO TENDER

This form must be completed for all procurements above the tender threshold (£75,000 - Services and Supplies and £500,000 - Works)

If contract value is over Cabinet approval threshold (£750,000) this form shall be appended to the Cabinet report. This form will be “open” for publication.

1.	INTRODUCTION	
1.1	Contract Title	Temporary (Agency) Worker Resources Contract
1.2	Reference	PS/2019/003
1.3	Directorate	HR, OD & Transformation
1.4	Contract Cost	£36,000,000
1.5	Description	Procurement of a new Agency Worker Contract to replace the current arrangement with Matrix SCM which expires on 15th December 2019.
1.6	Contract Term	3 years plus option to extend for 1 year
1.7	Political Sensitivity	N/A

2.	BUSINESS CASE	
2.1	Business Case	<p>The Council currently contracts with Matrix SCM “the Managed Service Provider” for the supply of contingent labour which expires on 15th December 2019. The contract will have been in place for four years and was awarded following a mini-competition undertaken through ESPO (Eastern Shires Purchasing Organisation).</p> <p>Provision for cost and quality effective contingent labour if key to effective use of resources for Thurrock alongside the mix of permanent staff.</p> <p>The current arrangement cannot be extended further and therefore it is necessary to embark on a re-commissioning exercise to put in place a new contract for December 2019.</p> <p>The option to progress with a mini competition for a neutral vendor through the ESPO framework will allow the Council to ensure maximum spread of agencies including local providers, deliver consistent pricing and fee structure and develop a bespoke service that fully meets Thurrock’s requirements.</p> <p>Employment of local people (and the engagement of local agencies) will be key in this procurement.</p>

2.2	Key Deliverables	We will be seeking to procure a bespoke service which includes: - Easy to use system for requesting agency worker resources and subsequent timesheet/invoices - Integration with the Council's HR system (Oracle Cloud) - Compliance with the Council's pre-employment checks - Compliance with the East of England Memorandum of Cooperations (MOC) around the payment and engagement of agency social workers - Effective payment/invoicing system, with minimal administrative resources required by the Council.
2.3	Commercial Pressures	The supply of agency workers is susceptible to changes in the economy and employment market. Using a managed service provider has helped, across the period of the previous contract, to mitigate the risks associated with revised legislation including tax implications such as IR35.
2.4	Contractor Employment Status ¹	N/A
2.5	Award Criteria	60:40 Quality:Price
2.6	Social Value	As part of our current contract Matrix SCM provide social value for Thurrock through the provision of employment workshops and engaging with our careers team to help increase employability of local people in the borough. Social Value will play a key part in the re-procurement of the contract with us looking to enhance and build upon the current offering received.
2.7	Previous Contract	PS/2015/923

3.	FINANCIAL CONSIDERATIONS						
3.1	Previous Contract Cost	£40,000,000					
3.2	Scope Changes	Is there any increase / decrease in scope that could impact costs?	No				
3.3	Annual Cost	Year	19/20 £000's	20/21 £000's	21/22 £000's	Later £000's	Total £000's
		Total Spend	£9m	£9m	£9m	£enter	£enter
3.4	Funding Breakdown Identified	Revenue Budget	£9m	£9m	£9m	£enter	£enter
		Capital Budget	£0	£0	£0	£enter	£enter
		Other (Please State)	£enter	£enter	£enter	£enter	£enter
		Other (Please State)	£enter	£enter	£enter	£enter	£enter
	Total Funding	£9m	£9m	£9m	£enter	£enter	
3.5	Budget Code(s)	DZ200-0410-DZ007					
3.6	Unsupported borrowing	N/A					

¹ Use online self-assessment tool: <https://www.gov.uk/guidance/check-employment-status-for-tax>

3.7	Other Financial Implications	Detail any other financial implications, including savings to be made.
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4.	PROCUREMENT ROUTE	
4.1	Procurement Route	Mini-Competition under Framework
4.2	Procurement Route Rationale	As a third generation contract the scope for significant savings is limited and is confined largely to control over the use of agencies rather than to be obtained through agency margins. Agency worker spend is significant expenditure for the Council and the specification for this re-procurement will focus on the quality of agency workers, use of local resources and agencies and the Social Value elements that can be added.
4.3	Does the contract require a waiver?	No
4.4	Single Source justification	N/A - not a single source
4.5	Waiver Rationale	N/A

5.	PROCUREMENT TIMETABLE		
5.1	Procurement Timetable	Publish Contract Notice	tbc
		Selection Questionnaire Return	N/A
		Invitation to Tender Issue	tbc
		Invitation to Tender Return	tbc
		Notification of Result	tbc
		Standstill Period	tbc
		Expected Award Date	01 July 2019
		Contract Commencement	16 December 2019

6.	RISKS, CONSULTATION AND MANAGEMENT					
6.1	Tender Process Risks	Risk Level			Negative Impact	Mitigation
	Lack of interest	D - Low Likelihood	II - Significant Impact	DII - Low Risk	Lack of competition	It is possible to do direct award through MSTAR and extend with existing contractor
	Enter Risk	Select Likelihood	Select Impact	Select Risk Level	Enter Negative Impact or N/A	Enter Mitigation or N/A
	Enter Risk	Select Likelihood	Select Impact	Select Risk Level	Enter Negative Impact or N/A	Enter Mitigation or N/A
6.2	Contract Performance Risks	Risk Level			Negative Impact	Mitigation
	Spend increases significantly	E - Very Low Likelihood	II - Significant Impact	EII - Low Risk	Budgets at risk	Strong performance management and margin control
	Enter Risk	Select Likelihood	Select Impact	Select Risk Level	Enter Negative Impact or N/A	Enter Mitigation or N/A
	Enter Risk	Select Likelihood	Select Impact	Select Risk Level	Enter Negative Impact or N/A	Enter Mitigation or N/A

6.3	Contingency	Unlikely to be significant, however local agencies would be able to supply in the short term.
6.4	Consultation	A project group including HR, Procurement and directorate representatives will be involved throughout the process.
6.5	Project and Contract Management	The project and subsequent contract will be managed by the Strategic Lead Resourcing & Improvement within the HR, OD & Transformation directorate. Quarterly business review meetings will take place post contract award with management information shared with People Board and Directors Board quarterly.
6.6	Procurement Implications	The MSTAR Framework is widely used in the public sector for procurement of managed services for Temporary Agency staff and has been used successfully in the past. Use of the framework will ensure due diligence has been carried out on the relevant bidders and will ensure the process is not unreasonably time intensive.

7.	LEGAL, FINANCE AND PROCUREMENT APPROVAL	
7.1	Procurement	I confirm that I have been consulted and agree with the information contained in this report in so far as it relates to Procurement implications
		Name Stefanie Seff/Margaret Gozna
		Signed <i>(or obtain email confirmation)</i>
		Date 16/01/2019
7.2	Legal	I confirm that I have been consulted and agree with the information contained in this report in so far as it relates to Legal implications
		Name Courage Emovon
		Signed <i>(or obtain email confirmation)</i>
		Date 16/01/2019
7.3	Finance	I confirm that I have been consulted and agree with the information contained in this report in so far as it relates to Financial implications
		Name Dammy Adewole
		Signed <i>(or obtain email confirmation)</i>
		Date 15/01/2019

8.	APPROVAL TO PROCEED	
8.1	Approval Level	Over £750,000 - Cabinet

8.2	Responsible Officer	I confirm that this procurement will be carried out in accordance with Rule 5 of the Council's Contract Procedure Rules (Chapter 9, Part 2 of the Constitution) and in particular the following duties have been met: <ul style="list-style-type: none"> • Compliance will occur with all regulatory or statutory provisions and the Council's decision making requirements • The Contract will be included on the Council's Contract Register • Value for Money will be achieved • Advice has or will be sought from the Director of Finance and Corporate governance as to an appropriate security bond or guarantee • Document Retention Policy has and will be complied with • Financial Evaluation will be made of all the proposed tenders including the recommended bidder • Advice has been and will be sought and followed from Procurement, Legal and Finance as necessary 	
		Name	Mykela Pratt
		Signed	
		Date	Click here to enter a date.
8.3	Assistant Director	In accordance with the Contract Procedure Rules, I confirm the accuracy of the information contained within this form and authorise this request to Proceed to Tender including, where relevant, the permitting of a Waiver from the Contract Procedure Rules in accordance with Rule 13.	
		Name	Enter Name
		Signed <i>(or obtain email confirmation)</i>	
		Date	Click here to enter a date.
8.4	Corporate Director	In accordance with the Contract Procedure Rules, I confirm the accuracy of the information contained within this form and authorise this request to Proceed to Tender including, where relevant, the permitting of a Waiver from the Contract Procedure Rules in accordance with Rule 13. I confirm that the Portfolio Holder has been consulted as required	
		Name	Jackie Hinchliffe
		Signed <i>(or obtain email confirmation)</i>	
		Date	Click here to enter a date.
8.5	Director of Finance and IT (If waiver required)	In accordance with the Contract Procedure Rules, I confirm the accuracy of the information contained within this form and authorise this request to Proceed to Tender including, where relevant, the permitting of a Waiver from the Contract Procedure Rules in accordance with Rule 13.	
		Name	Enter Name
		Signed <i>(or obtain email confirmation)</i>	
		Date	Click here to enter a date.
8.6	Cabinet	Minute Number	Enter approval minute reference
		Date	Click here to enter a date.
<i>Now send complete form to Procurement Services signed and scanned</i>			

12 February 2019	ITEM: 15 Decision 110506
Cabinet	
Elizabeth Gardens Procurement for a Care and Support Contract	
Wards and communities affected: All	Key Decision: Key
Report of: Councillor Sue Little, Portfolio Holder Adult and Children’s Social Care	
Accountable Assistant Director: Les Billingham, Assistant Director - Adult Social Care and Community Development	
Accountable Director: Roger Harris, Corporate Director Adults, Housing and Health	
This report is: Public	

Executive Summary

The term ' Extra Care Housing ' is used to describe a type of housing, care and support that falls somewhere between traditional sheltered housing and residential care. Extra Care Housing offers a higher level of support than sheltered housing with care workers available on site up to 24 hours a day for those who need them. This means Extra Care Housing is often suitable for people with higher care needs.

Elizabeth Gardens is a development of 65 Extra Care flats; it is managed by Hanover Housing Association and is situated in Long Lane in Grays having properties both for rent and for sale. The scheme is designed to provide Extra Care to meet the needs of older people and, exceptionally, younger people with higher levels of need.

Elizabeth Gardens has now been open for 5 years and as such the contract for the Care and Support services is coming to an end and requires re-tendering. This report outlines the details of the tender process and the award of the new contract.

- 1. Recommendation(s)**
 - 1.1 That Cabinet agrees to proceed with the retender of the Care and Support services for Elizabeth Gardens.**

1.2 That Cabinet agrees the award of the contract should be delegated to the Corporate Director for Adults, Housing and Health in consultation with the Portfolio Holder for Adult and Children’s Social Care.

2. Introduction and Background

2.1 A procurement exercise is required to tender for the award of a new contract for the provision of a high quality care and support service which provides value for money and is available to meet the needs of the resident service users.

2.2 Extra Care supports people towards an inclusive fulfilling future by providing independence dignity and security.

This will:

- support individuals to stay in their own home for as long as possible
- increase the choice of housing available
- provide an alternative choice to residential care
- help individuals to remain more independent
- give individuals all the usual rights of a tenant and provide the care and support required
- provide significant personal support that will enable people stay in their own home

To qualify for Extra Care housing through Thurrock Council you must be:

- a Thurrock Council tenant or eligible to join the housing waiting list
- over 55 years of age for Elizabeth Gardens, with care needs or receive higher rate Personal Independent Payment (PIP)
- live in Thurrock or have the need to live in Thurrock – for example, to receive support from relatives
- receive or need at least 7 hours of care per week

Elizabeth Gardens also provides the opportunity for residents to buy a flat and access the support for a charge which is subject to a financial assessment.

2.3 Elizabeth Gardens is designed to meet a wide range of needs including physical disability and sensory impairment as well as providing a safe and secure environment for people with dementia and mental health needs. It will also offer end of life care, so that the accommodation provides a home for life and there should be no need to move to a care home if needs increase, in addition unnecessary hospital care can be avoided, both with the associated higher costs.

2.4 The Contract for Care and Support Services at Elizabeth Gardens has two parts the first is the core service provided through a block contract the value of the block contract is £225,132 a year. The proposal is that this will be

tendered for a 5 year contract at a value of £1,125,660. The Core element of the contract provides 24 hour onsite support, housing support and advice, personal care and support with communal activities.

- 2.5 The second part of the contract is to provide additional personal care and support to meet increased assessed need this is through a declared hourly rate of £14.43. This has equated in the most recent full financial year 2017-2018 to £251,704 this will be a variable amount dependant on the level of needs of the residents. For a 5 year contract this will be approximately £1,258,524. Residents are able to purchase additional care from other registered home care providers if they prefer ensuring that they have a choice of provider. In real terms most residents purchase the additional support from the provider who delivers the block contract which ensures consistency.

Table 1 below illustrates the current cost of the block and the spot contracts and the financial commitment for a 5 year contract:

Table 1

2017/2018 Block Contract Per Annum	2017/2018 Spot Contract (variable)
£225,132	£251,704
Total cost for 5 year contract	Total for a 5 year spot contract cost based on 2017/2018 expenditure
£1,125, 660	£1,258,524

- 2.6 In 2013 the Core contract was awarded to the current provider, Care Support Ltd (formerly Carewatch East London) to provide care and support services at Elizabeth Gardens. The current contract has been extended so as to allow the time necessary to re-procure the services.

3. Issues, Options and Analysis of Options

- 3.1 A core block contract will be re-procured for a period of five years.
- 3.2 The spot purchase element of the contract will be included in the procurement at a declared rate of £14.43 an hour to offer value for money and consistency of approach. However it will be clear in the tender process that residents will also have a choice to purchase any additional care from another registered provider or through direct payments if they wish too.

- 3.3 The procurement process and timetable will be implemented in accordance with the Public Contracts Regulations 2015 and associated Directives to ensure fairness and transparency. Table 2 details the procurement timetable.

Table 2

Procurement Timetable

TASK	WHEN
Directors Board	8 th January 2019
Cabinet Meeting	13 th February 2019
Finalise all tender documents: <ul style="list-style-type: none"> • ITT (including evaluation criteria) • Terms and conditions (Legal) • Specification • TUPE Information • Pricing Schedule • GDPR 	By end January 2019
Publish Tender	25/02/2019
Closing	05/04/2019
Evaluations / Interviews	To 03/05/2019
Notification of award	13/05/2019
Standstill Period	To 23/05/2019
Final Award	24/05/2019
Contract Start	01/07/2019

3.4 Tender Evaluation

The Tender Evaluation Panel will include the Strategic Lead for Commissioning and Procurement, the Interim Commissioner for Supported Housing, a procurement officer, a representative of Older People’s Services and someone with lived experience of services.

4. Reasons for Recommendation

- 4.1 The contract with the current provider (Care Support), to provide care and support was extended for one year which is coming to an end.
- 4.2 The service provided by Elizabeth Gardens is one that supports residents with high levels of need to remain in their own homes rather than accessing residential care or nursing home support it offers a high quality service and giving real value for money.

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

- 5.1 The Interim Supported Housing Commissioner for Adult Social Care has met with the residents at Elizabeth Gardens to canvass their views. Another visit will be arranged so that more residents are consulted. The residents who were consulted expressed anxiety about the possibility of change to the care provider through the tender process.
- 5.2 Meetings have also been held with Hanover Housing Association and the current provider of care and support Care Support Ltd.

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

- 6.1 Elizabeth Gardens offers value for money and enables residents in Thurrock to benefit from a service that enables people with high levels of need to remain at home with appropriate care and support.

7. Implications

7.1 Financial

Implications verified by: **Joanne Freeman**
Management Accountant

The Care and Support Block and Spot Contract is approximately £475,000 per annum. The Block contract remains consistent at £225,132 per year and the spot contract varies dependant on how many residents access additional care and support. The value of the overall 5 year contract will be £1,125,660 for the core block element and approximately £1,260,000 for the spot purchases based on the 2017-2018 figures.

The Elizabeth Gardens care and Support funding forms part of the Adult Social Care base budget as an ongoing commitment and represents good value for money providing high levels of support and preventing as far as possible admission to residential or nursing care at a much higher cost.

7.2 Legal

Implications verified by: **Courage Emovon**
Principle Lawyer

There are no additional legal implications other than the procurement as proposed in this report should be carried out adhering to all legal requirements and procurement regulations including the Council's Contract procedure rules. Legal Services will be available to advise on any legal implications that may arise during the tender process.

7.3 Diversity and Equality

Implications verified by: **Roxanne Scanlon**
**Community Engagement and Project
Monitoring Officer**

Elizabeth Gardens is situated in the heart of its community it offers a wide range of services to residents in Thurrock supporting the equality and diversity agenda's. The procurement process will deliver equality and diversity standards.

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

N/A

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):

- N/A

9. Appendices to the report

- N/A

Report Author:

Philip Burke
Interim Supported Housing Commissioner
Adults, Housing and Health

Catherine Wilson
Strategic Lead Commissioning and Procurement
Adults, Housing and Health

12 February 2019	ITEM: 16
Cabinet	
Tree Planting Strategy	
Wards and communities affected: All	Key Decision: Non-Key
Report of: Councillor Aaron Watkins, Portfolio Holder for Environment and Highways	
Accountable Assistant Director: Daren Spring, Assistant Director for Street Scene and Leisure	
Accountable Director: Julie Rogers, Director of Environment and Highways	
This report is Public	

Executive Summary

This report outlines options for Cabinet consideration in response to a Motion which was raised at Full Council on 25 July 2018. The motion is as follows:

Motion 3 - Submitted by Councillor Redsell

This chamber recognises the valuable contribution that trees make to our local environment and calls on Cabinet and / or officers:

- Where practicable to consult Members prior to the removal of trees from local authority land within their respective wards, and
- Where possible in accordance with the current budget to replace within a reasonable period all trees felled from local authority land including public areas; and
- To investigate availability of funding sources for the 2019 -20 budget to enable the Council to purchase replacement trees.

1. Recommendation(s)

- 1.1 **That Cabinet consider the options available; Cleaner Greener & Safer Overview and Scrutiny Committee recommend Option 1 as outlined in this report (sections 3.5.1 and 3.5.2) for consideration.**

1.2 That Cabinet consider option 3 (section 3.5.4) as recommended by Cleaner, Greener & Safer Overview and Scrutiny Committee for the next financial year (19/20).

2. Introduction and Background

2.1 The felling of trees in the borough is only used as a last resort. It is necessary however to remove trees for a variety of reasons. A full assessment of the tree is undertaken to establish the condition of the tree and the likelihood of its survival. The main concern when conducting this assessment is, does the tree pose a Health and Safety risk? Severe damage or severe decay to the tree can mean that the tree requires removal.

2.2 During 2016/17, 26 trees were removed, in 2017/18, 25 trees were removed and so far this calendar year 15 trees have been removed. The average number of trees removed over this three year period is therefore 22 trees per annum. There are many factors that could potentially increase this number in the future, for example: -

- Instances of disease are increasing in frequency throughout the UK
- Severe weather conditions can cause damage to trees at certain times
- Instances when trees are damaged in road traffic incidents and from acts of vandalism.

2.3 Over the past 3 – 4 years, when trees have required removing, no additional trees have been planted to replace them. There is currently no revenue budget provision to do so.

3. Issues, Options and Analysis of Options

3.1 The motion at Full Council recommended that the Council, where practical, to consult Members prior to the removal of trees from local authority land within their respective wards. What is proposed is that when there are plans for a tree to be removed, an email containing the location and the reason why the tree requires removal, be sent to all of the local ward members, notifying them of the tree removal. There will be instances when a tree has to be removed urgently, when this occurs an email will be sent to the local ward members retrospectively.

3.2 Where possible the proposal is for a tree to be planted in the same position that the previous tree was removed from. However, this may not always be possible for example when a tree is cut down and the stump and roots cannot be dug up, a machine called a stump grinder has to be used to cut away the stump to below ground level. The lower part of the stump and root system remain below the ground and overtime die and rot. A new tree cannot therefore be planted in the same position. In these instances trees will be planted at the most suitable site as close to the previous trees location as possible.

3.3 Tree Species and Planting

3.3.1 Newly planted trees require additional maintenance to ensure their survival, this includes: -

- Tree stakes for stability
- Tree guards
- Regular watering
- Future pruning

The average cost to purchase and plant a new tree is approximately £150.00.

3.3.2 All planting will follow current British Standards and industry best practice as a minimum standard. Native species will be utilised as appropriate without reducing the diversity of species in more formal locations

3.3.3 Tree planting selection will be based on the minimisation of future risk. All decisions on planting will be based on achieving sustainable tree cover to benefit the Street Scene and Environment as a whole and minimise, through the use of appropriate tree species, the potential for future hazard and nuisances.

3.3.4 Tree selections must take into account the challenges that impact tree growth on verges and in open spaces. Some of the challenges are road traffic pollution, water/gas leaks and utility service maintenance. Another consideration is the hardening of surfaces in front gardens, leading to rain water surface run off which is a loss of water which previously would have soaked through the soil to be available for the trees.

3.3.5 In open spaces the challenges for trees come from footfall and maintenance leading to compaction of roots, along with competition for water with grass.

3.3.6 The impact of tree disease is another consideration. Some diseases are very new to the UK and it is essential that studies are considered and the most robust disease free species sought.

3.3.7 Tree selections have to reflect all the above aspects, along with the changing climate with hot summers and wet winters

3.3.8 We live closely with our trees and they are essential to our environment, so it is imperative that we select species that do not have disadvantages e.g. surface roots can lift paving, a problem seen in cherries, which must in future be planted in large verges or parks. By way of another example, we need to select the non-sticky lime as replacements in our traditional lime avenues where aphids can cause a nuisance.

3.3.9 Every street and area will have its own character and constraints, for example a single species avenue or very narrow verges. Open spaces also may have

high water levels where we must select the most water tolerant species.

3.3.10 Every tree must be selected individually for its location, one type of tree is not suitable for all locations. The tree selection must be based on the right tree for the right place.

3.3.11 The specialist nursery is at the forefront of research developing the best trees and then ensuring that these newly planted trees flourish in their final locations, we follow carefully their planting specifications and recommendations.

3.4 The Tree Team

3.4.1 The Tree Team are passionate in Thurrock for the success of our trees, they want to plant for a greener future to ensure pleasant views, surroundings, good biodiversity and to encourage wildlife, enhancing our wellbeing.

3.4.2 Currently the tree maintenance team consists of one tree officer and two fully trained Arboriculture operatives (tree gang). The team is responsible for maintaining the 20,000 trees throughout the borough. Every effort has been made to try to recruit a third member of the tree gang but this has not been achieved due to strong industry competition, from tree contractors for trained arboriculture operatives. A third member of the team will provide more flexibility and capacity for the team. Large pruning and felling jobs are currently carried out by a contractor due to the reduced capacity of the team.

3.4.3 In order to address the capacity issues within the team, an Arborist Apprentice post has been created and a suitable candidate will be employed to be trained alongside the existing team.

3.5 Future Planting and Maintenance Options

3.5.1 **Option 1** (Recommended with Developer encouragement outlined in 3.5.2) – For every 1 tree removed, 1 tree will be replaced. Based on an average of 22 trees planted per year at the cost of £150.00 per tree the total cost would be £3,300, plus maintenance costs to ensure survival. This option is in line with the motion tabled, by keeping our tree stock levels at similar numbers in the future there will be limited impact on future maintenance costs or resources.

3.5.2 With the development of 32,000 houses over the next 20 years, this is an ideal opportunity to encourage developers to include in their design the planting of trees and shrubs and for their ongoing maintenance to be the responsibility of the management company. This would provide an increase of tree planting in the borough in future years without impacting resources and maintenance costs.

3.5.3 **Option 2** – For every 1 tree removed, 2 trees will be planted the total cost would be £6,600, plus maintenance costs to ensure survival. However if more

trees were being planted than the number of trees being removed this would have an impact on future maintenance cost and resources.

- 3.5.4 **Option 3** - As no replacement trees have been planted during the past 3 – 4 years an option could be to for the first year only to plant 66 trees at a cost of £9,900, plus maintenance costs to ensure survival. The number of trees planted in future will depend on the number removed.

4. Reasons for Recommendation

- 4.1 Consideration and approval of Option 1 and 3 of the Tree Planting proposals and the request that developers include provision and ongoing maintenance of trees in future developments. This option conforms to the replanting section of Cllr Redsell's motion as well as having no impact on future maintenance or resources.

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

- 5.1 A report was presented at Cleaner, Greener and Safer O&S on the 6 December 2018 where options were discussed. CGS O&S have recommended to Cabinet to consider Option 1 and Option 3.

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

- 6.1 This relates to the corporate priority – Clean Environments that everyone has reason to take pride in.

7. Implications

7.1 Financial

Implications verified by: **Carl Tomlinson**
Finance Manager – Management Accountant

The cost is expected to be in the region of £25k spread over a number years depending on the chosen option. Appropriate funding options are being considered.

7.2 Legal

Implications verified by: **David Lawson**
Assistant Director Legal & Monitoring Officer

There may be implications if the tree which is being removed has a Tree Preservation Order, or if a tree is in a sight of special scientific interest.

7.3 Diversity and Equality

Implications verified by: **Becky Price**
Team Manager – Community Development and Equalities

There are no diversity implications arising from this report.

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

- N/A

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

- None

Report Author:

Daren Spring
Assistant Director for Street Scene and Leisure
Environment and Highways