

Roberto Tambini
Chief Executive

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Our Ref: PGH/Cabinet
Date: 1 February 2013

Notice of Meeting

CABINET

Date: Tuesday 12 February 2013

Time: 19.00hrs

Place: Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames.

To: Members of Cabinet

Members of the Cabinet	Cabinet member areas of responsibility
R.L. Watts (Chairman)	Leader of the Council, Strategy and Corporate Governance
Mrs. J.M. Pinkerton (Deputy Leader)	Health, Well-being and Independent Living
Vacancy	Communications
T.J.M. Evans	Finance and Resources
P.C. Forbes-Forsyth	Community Safety and Young People
Vacancy	Planning & Housing
Vacancy	Parks and Assets
N. St. J. Gething	Economic Development
Vacancy	Environment

AGENDA

Description	Page Number
1. Apologies for absence	
To receive any apologies for non-attendance.	
2. Minutes	
To confirm the minutes of the meeting held on 29 January 2013.	1 - 4
3. Disclosures of Interest	
To receive any disclosures of interest from members in accordance with the Council's Code of Conduct for members.	
4. Minutes of the Local Plan Working Party meeting held on 30 January 2013	
To consider the minutes and recommendations of the meeting of the Local Plan Working Party held on 30 January 2013.	5
5. Detailed Revenue Budget 2013-14 - Key Decision	
Councillor Evans	6 - 20
6. Draft Capital Programme 2013-14 to 2016-17 - Key Decision	
Councillor Evans	21 - 32
7. Fees and Charges 2013-14 - Key Decision	
Councillor Evans	33 - 113
8. Discretionary Rate Relief 2013-14	
Councillor Evans	114 - 126
9. Pay Policy Statement 2013-14	
Councillor Evans	127 - 138
10. Adoption of Food and Health & Safety Service Plans 2013-14	
Councillor Pinkerton	139 - 143
11. Issues for future meetings	
Members are requested to identify issues to be considered at future meetings.	
12. Urgent Items	
To consider any items which the Chairman considers as urgent.	

13. Exempt Business

To move the exclusion of the Press/Public for the following item(s), in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.

14. Exempt report - Customer Services Write-offs

Councillor Evans

Paragraph 1 - Information relating to any individual and on the basis publication would not be in the public interest because information in this report relates to (1). personal data; (2). disclosure is not in accordance with the Data Protection Act 1998; and (3). the information has been provided to the authority by individuals under an obligation of confidentiality.

Minutes of Cabinet

29 January 2013

Present:

Councillor R.L. Watts (Leader of the Council, Chairman of the Cabinet and Cabinet Member for Strategy and Corporate Governance)
Councillor T.J.M. Evans (Cabinet Member for Finance and Resources)
Councillor P.C. Forbes-Forsyth (Cabinet Member for Community Safety and Young People)
Councillor N. Gething (Cabinet Member for Economic Development)

Apologies: Councillor J.M. Pinkerton (Deputy Leader and Cabinet Member for Health, Wellbeing and Independent Living)

In attendance: Councillor A. J. Mitchell

1878. Minutes

The minutes of the meeting held on 18 December 2012 and the extraordinary meeting held on 21 January 2013 were agreed as a correct record.

1879. Disclosures of Interest

There were none.

1880. Corporate Risk Management – Recommendation from the Audit Committee

Cabinet considered the recommendation from the Audit Committee on the review of the Corporate Risk Register.

RESOLVED that Cabinet approves the Corporate Risk Register as submitted.

1881. Local Development Framework (LDF) Working Party minutes

Cabinet received the minutes and recommendations of the meeting held on 7 January 2013.

RESOLVED that Cabinet:

1. Agrees the technical assessments at Appendix A and B of the report of the Assistant Chief Executive as a formal record of the Council's detailed consideration of the implications of the NPPF.
2. Notes the planning issues arising from the assessments which are set out in paragraph 2.13 of the report.
3. Reaffirms the 'top' priority to progressing work to introduce a Community Infrastructure Levy system by April 2014, if not sooner.
4. Notes that the Working Party will consider a high level project plan at its next meeting to progress the following studies in the context of existing work commitments:

Local Economic Assessment

Traveller Needs Assessment

Housing Needs Assessment

Retail Assessment

Housing Land Availability Assessment

Strategic Flood Risk Assessment.

5. Notes the need for additional resources to undertake the studies identified in 4. above, which the Working Party will quantify further in its high level project plan.
6. Agrees a change of the Working Party's title to 'Local Plan Working Party' instead of 'Local Development Framework Working Party' to reflect the new name given in government policy to development plans.

1882. *Outline Budget 2013-14 to 2017-18 and draft Detailed Revenue Budget for 2013-14 – Key Decision

Cabinet considered a report setting out the outline budget projections for 2013-14 to 2017-18 and a first draft of the detailed revenue budget for 2013-14.

RESOLVED TO RECOMMEND that Council agrees:

1. The net budgeted expenditure (before investment and use of reserves) for 2013/14 be set at a maximum level of £11.702m
2. That, in order to reach this level, the Management Team, the Leader and Cabinet identify a package of options by which the budget can be balanced both in 2013-14 and 2014-15 and over the following three years of the outline period.
3. For planning purposes of the Outline Budget, an annual increase of 1% has been assumed for pay increases to staff and councillors for 2013/14.
4. That an agreed total reserves target minimum level (as measured on 31 March each year) be set at a level of £11m for 31/3/14.
5. That the financial health indicators set out in paragraph 2.45 of the report of the Chief Finance Officer be agreed.

Reason for the decision:

Cabinet noted the importance of a balanced budget both in the short and long term.

1883. *Treasury Management Strategy Statement and Annual Investment Strategy 2013-14 – Key Decision

Cabinet considered a report updating members on the current treasury position and setting the Annual Investment Strategy and Prudential Indicators for 2013-14.

RESOLVED TO RECOMMEND that Council:

1. Approves the proposed Treasury Management Strategy and Annual Investment Strategy for 2013/14 as set out in the report of the Chief Finance Officer.
2. Approves the Prudential Indicators for 2013/14 as set out in the report of the Chief Finance Officer.

Reason for the decision:

Cabinet noted that the Council's ability to generate maximum, net investment returns with minimal risk provides significant resources for the General Fund revenue budget and the subsequent financing of the Council's services to local residents.

1884. Christmas lights in Staines-upon-Thames town centre

Cabinet considered a report on whether or not the Council should continue to fund the hire and installation of Christmas lights in Staines-upon-Thames town centre.

Cabinet considered and rejected the option of continuing to fund the Christmas lights in Staines' town centre but limit the size of the display to just the main high street which would reduce the overall cost.

RESOLVED that Cabinet agrees:

1. Not to re-tender for a new contract for Christmas lights in Staines' town centre.
2. That the Cabinet member for Economic development will approach, and attempt to persuade, businesses to bear the cost of the Christmas lights in future years.

Reason for the decision:

Cabinet noted that businesses in Ashford and Shepperton now fund their own Christmas lights and that the savings to be made from not funding Staines town centre lights would contribute to the Council's revenue budget.

1885. Calendar of Meetings 2013-14

Cabinet considered a report on the calendar of meetings for the municipal year June 2013 to May 2014.

RESOLVED TO RECOMMEND that Council agrees the draft Calendar of Meetings for the period June 2013 to May 2014 as set out in Appendix A to the report of the Monitoring Officer.

Reason for the decision:

The Calendar of Meetings planned for the municipal year ahead ensures that the Council can conduct its business through its Committees in the most efficient and effective way possible.

1886. Issues for Future Meetings

There were none.

1887. Urgent Items

There were none.

1888. Exempt Business

RESOLVED to move the exclusion of the Press and Public for the following item in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.

**1889. Exempt report - Housing Benefit write-off
(Paragraph 3 – Information relating to the financial or business affairs of any particular person, including the authority holding the information).**

Cabinet considered an exempt report on a proposal to write off a bad debt where recovery was no longer possible.

RESOLVED that Cabinet agrees to the write-off of the bad debt listed in the report of the Assistant Chief Executive.

NOTES:-

- (1) *Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule, the "call-in" procedure shall not apply to recommendations the Cabinet makes to the Council. The matters on which recommendations have been made to the Council, if any, are identified with an asterisk [*] in the above Minutes.*
- (2) *Members of the Overview and Scrutiny Committee are entitled to call in decisions taken by the Cabinet for scrutiny before they are implemented, other than any recommendations covered under (1) above.*
- (3) *Within three working days of the date on which a decision of the Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee are able to "call in" a decision;*
- (4) *To avoid delay in considering an item "called in", an extraordinary meeting of the Overview and Scrutiny Committee will be convened within seven days of a "call in" being received if an ordinary meeting is not scheduled in that period;*
- (5) *When calling in a Cabinet decision for review the members doing so should in their notice of "call in":-*
Outline their reasons for requiring a review;
- *Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it in order to conduct a review in addition to the written report made by officers to the Cabinet;*
 - *Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and*
 - *Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.*
- (6) *The deadline of three working days for "call in" by Members of the Overview and Scrutiny Committee in relation to the above decisions by the Cabinet is the close of business on 5 February 2013*

LOCAL PLAN WORKING PARTY**Wednesday 30 January 2013****Present:**

Cllr R Smith-Ainsley (Chairman)

Cllr N S Gething

Cllr T Evans

Cllr Mrs S Webb

1 Apologies

Cllr G Forsbrey, Cllr Ms P A Broom, Cllr R L Watts

2 Election of Chairman

Cllr R Smith-Ainsley was proposed by Cllr Mrs S Webb and seconded by Cllr T Evans

3 Minutes of meeting of 7 January 2013

A correction was agreed in that Cllr Beardsmore had not actually given his apologies for the meeting on 7 January 2013.

4 Report of the Assistant Chief Executive

A report was presented setting out three different resource options to review the 'key' background evidence supporting the Council's existing planning policy in order to confirm if it remains up-to-date. The Working Party agreed to recommend Scenario 2 which involved the appointment of a Senior Planning Officer to the Planning Policy team. It noted that the additional cost of the post and other costs of undertaking the background work required a sum of £75,963 for 2013/14 over and above existing budget provision.

Recommendation:

Cabinet agrees the appointment of a Senior Planning Officer and an overall net additional budget provision for 2013/14 of £75,963.

5 Next meetings

It was indicated that a meeting in the last week of March would provide an opportunity for a detailed presentation on the Community Infrastructure Levy (CIL) and progress report.

A further meeting in late May would be necessary to consider and recommend a CIL Preliminary Charging Schedule for public consultation.

Progress reports on preparing the 'key' background evidence would be made to each meeting.

6 AOB

It was agreed that these minutes would be reported to Cabinet at its meeting on 12 February 2013.

Cabinet**12 February 2013**

Title	Detailed Revenue Budget 2013-14		
Purpose	Resolution required		
Report of	Chief Finance Officer	Confidential	No
Cabinet Member	Councillor Tim Evans	Key Decision	Yes
Report Author			
Summary	<ul style="list-style-type: none"> To consider and approve the net Revenue Expenditure Budget for 2013-14 and to consider and formally propose a Council Tax for 2013-14 		
Financial Implications	To set a balanced budget for 2013-14		
Corporate Priority	All three priorities		
Recommendations	<p>OFFICER RECOMMENDATIONS:</p> <p>The Cabinet is asked to make the following recommendations to the Council:</p> <ol style="list-style-type: none"> 1. To consider and approve the growth and savings items as set out in the report appendices 2. The Council Tax Base for the whole council area as 2013-2014. [Item T in the formula in Section 31B(3) of the local Government Finance Act 1992, as amended (the "Act")] and, 3. Calculate that the Council Tax requirement for the Council's own purpose for 2013-2014 is £175.56 4. To approve a 1.94% increase in the Spelthorne Borough Council element of the council tax for 2013-14 the following proposals: <ol style="list-style-type: none"> a) The Revenue Estimates as set out be approved b) No money, as set out in this report, is appropriated from General Reserves in support of Spelthorne's local Council Tax for 2013-14. c) Taking account that the council tax base for the year 2013-14 is 36,514.25 calculated in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 2012, made under Section 35(5) of the Local Government Finance Act 1992 as 		

amended by the Localism Act 2011, as approved by Council 24 January 2013.

5. That the following sums be now calculated by the Council for the year 2013-14 in accordance with Section 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011.

(a)	65,214,296	Being the aggregate of the amount which the Council estimates for the items set out in Section 31A (2) of the Act taking into account all precepts issued to it by Parish Councils.
(b)	58,803,815	Being the aggregate of the amount which the Council estimates for the items set out in Section 31A (3) of the Act.
(c)	6,410,481	Being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31A (4) of the Act.
(d)	£175.56	Being the amount at 3(c)above (Item R), all divided by Item T (2 above), calculated by the Council, in accordance Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
(e)	£0	Being the aggregate amount of all special items (Parish precepts) referred to in Section34 (1) of the Act (as per the Attached Appendix).
	£175.56	Being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which Parish precept relates.

That the following amounts be calculated for the year 2013-2014 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011

That the following amounts be calculated for the year 2013/2014 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011

VALUATION BAND	A	B	C	D	E	F	G	H
Spelthorne	117.04	136.55	156.05	175.56	214.57	253.59	292.60	351.12

Being the amounts given by multiplying the amount at (e) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the sum which in that proportion is

applicable to dwellings listed in valuation band 'D', calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different band.

That it be noted that for the year 2013-14 Surrey County Council and Surrey Police and Crime Commissioner have stated the following amounts in precepts issued to Spelthorne Borough Council in accordance with Section 40 of the Local Government Finance Act 1992 for each of the categories of dwellings shown below:

VALUATION BAND	A	B	C	D	E	F	G	H
1. Precepts issued to the Council								
i) Surrey County Council	781.68	911.96	1042.24	1,172.52	1433.08	1693.64	1954.20	2345.04
ii) Surrey Police	138.37	161.43	184.49	207.55	253.67	299.79	345.92	415.10

That, having calculated the aggregate in each case above the Council in accordance with Sections 30 and 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011, hereby sets the amounts set out in Appendix 6 as the amounts of Council Tax for the year 2013-14 for each of the categories of dwellings in Appendix 3.

The Council has determined that its relevant basic amount of Council Tax for 2013-14 is **not** excessive in accordance with the principles approved under Section 52ZB Local Government Finance Act 1992.

As the billing authority, the Council has **not** been notified by a major precepting authority that its relevant basic amount of Council Tax for 2013-14 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992.

1. Background

- 1.1 The outline budget report identified that the underlying deficit for 2013-14 following on from the grant cuts was £480k before identification of offsetting saving items.
- 1.2 The budget process for 2013-14 has been particularly challenging following on from the significant savings which had to be made to balance the previous three financial years' budgets and the lateness of the announcement of the provisional Local Government Funding Settlement
- 1.3 Prior to the funding settlement details it was difficult to anticipate fully the impact of the new localised business rates funding regime and of the localisation of council tax support.
- 1.4 Underlying Grant cut for Spelthorne of £400k for 2013-14
- 1.5 Ongoing adverse property market making it difficult to generate capital receipts
- 1.6 Base rates continuing at a historic low of 0.5% and downgraded counterparties' credit ratings keeping down the investment income the Council will earn in 2013-14.
- 1.7 Additional service pressures in areas such as Benefits, Revenues and Housing Options.
- 1.8 The potential impact of the changes proposed in the way in which council tax benefits are paid to claimants (Universal Credit).
- 1.9 Longer term impacts of government's welfare reforms
- 1.10 Whilst the UK economy may have officially come out of recession with the crisis in the Eurozone, unemployment pressures continuing to rise and the recovery being weak there is a risk that we could fall back into recession again. The outline budget planning process tried to build in prudent provision to anticipate the possible impact of the above factors.

2. Key issues

Detailed Budget

Appendix 1 summarises the current draft detailed Budget proposed for 2013-14.

Grant Settlement

- 2.1 The key issue facing the Council at a time of increasing pressure on some of its service is meeting the challenge of the public sector deficit reduction programme and balancing its budget in response to further funding reductions. This follows on from the Council having to have made budget savings every year for the previous decade.

- 2.2 The Government in December 2012 confirmed that Spelthorne would provisionally receive an underlying cut in its general grant support/retained business rates income for 2013/14 and a further £531k for 2013-14.
- 2.3 The 2013-14 funding settlement sees the implementation of localisation of business rates under which the Council retains a small proportion (approximately 7% of what it collects) of business rates to part fund its budget and has the opportunity to retain 20% of any business rates growth. However this also brings risks for the Council as it will bear 50% of: a) bad debts arising from businesses going into administration etc., b) reduced business rates arising from successful appeals against rateable values (set independently by Valuation Agency).
- 2.4 2013-14 sees the implementation of the local council tax support scheme which the Council approved on 24th January. This results in a reduction in the Council's council taxbase but this is offset by a local council tax support grant of £590k. However, this grant is fixed for the year, so if claimant numbers rise during the year this will add financial pressure to the Council.
- 2.5 Fees, charges and rental income account for about a third of the Council's income (excluding Housing Benefit grant). So maintaining this income stream has an important impact on the budget. Despite the economic climate our income levels are currently holding up reasonably well and it has been assumed this will continue in 2013-14.
- 2.6 So the Council needs to focus on building income levels and find efficiency savings to make savings in the base budget whilst seeking to minimise impact on service provision.

Council Tax and Capping

- 2.7 In 2011-12 the Government offered grant equivalent to 2.5% council tax income which was funded for four years. The Council took the 11-12 freeze grant and froze council tax, with that funding dropping out in 2015-16. For 2012-13 the Government again offered freeze grant of 2.5% but with funding only for one year which meant the funding would cease in 2013-14 putting more pressure on services. For 2013-14 the Government is offering freeze grant but only equivalent to 1% council tax income, although for two years which would mean the income would drop out in 2015-16, the same time as the 2011-12 freeze grant creating a significant drop in income for that year. At the same time the Government has reduced the trigger for local referenda on council tax increases to 2%. It is proposed that in order to protect the provision of local services and ensure a sustainable income stream that the Council increases council tax by slightly less than the 2% limit with an increase of 1.94% which is a below inflation increase. This would result in Band D increasing by £3.34 per annum or 6 pence per week for the Spelthorne Borough Council element of the council tax bill..

3. Basis of Preparation of Detailed Budget

- 3.1 *Service levels* – the estimates have been prepared on the basis of maintaining existing service levels except where variations have been approved by the Cabinet and/or the Council. Members should be aware that considerable work has been undertaken to reduce the list down to just the

absolute essentials. Appendices 2 and 3 contain a list of the major changes included.

- 3.2 Pay and price levels –the estimates have been prepared price levels ruling at November 2010. Although no formal agreement has been made for a pay award for 2013- provision (£100k) has been made in the budget equivalent to 1% of current payroll. If there is a national pay award which is higher than this, then because the Council is linked to the national pay award, additional savings will be found within year from the salaries budget to fund the difference under our obligation to match any national award.
- 3.3 Inflation has been included in respect of contracts where appropriate

Pensions

- 3.4 The triennial revaluation assessed the value of the Fund as at 31 March 2010 and resulted in no increase in employer contributions for the financial years 2011-12 to 2013-14. The next revaluation will be as at 31 March 2013 the impact of which will feed through into employers' contributions in 2014-15. In 2014-15 we also have a new national Local Government Pension scheme which will move away from final salary scheme to a career average scheme and with higher employee pension contributions for higher paid staff. Despite the implementation of the new LGPS arrangements, and despite relatively good investment returns on the Surrey Pension fund at present (we hope these continue upto 31 March 2013) the net future liabilities are currently higher partly because of continuing increasing life expectancy and also due to the current climate of artificially low gilt rates which are used in the valuation process to obtain the present value of future pension liabilities, the lower the gilt rate the higher value of the future pension liability.
- 3.5 In their 2103 valuation the actuaries will take into account the impact of the new national scheme, investment returns on the Surrey scheme and their projections of future liabilities. The Actuaries are indicating that they are hopeful the Surrey scheme will be able to stick to a stabilisation regime under which future employer contributions would increase by no more than 1% of payroll per annum (this applies to both the historic deficit and current service).
- 3.6 In our outline projections we have assumed no increase in employer contributions for 2013-14 and thereafter a 1% increase per annum from 2014-15 roughly equivalent to £100k accumulating (i.e. £100k 2014-15; projecting by the end of the period an additional £400k per annum employer pension costs.

Fees and charges

- 3.7 All fees and charges have been reviewed. See the separate report on the agenda

Income generation

- 3.8 The budget forecasts have taken into account that there has been some decline in income streams arising from the impact of the economic downturn in areas such as planning fees. As part of the 2012-13 budget monitoring officers have been keeping the Council's various income streams under continuous review, particularly car parking our largest fee earning area, and

this has impacted on the level of in-year savings required to balance the 2013-15 budget. Income has however generally held up fairly well and additional income has been included in the detailed estimates where it was seen to be achievable and potentially ongoing. It is estimated that the net additional income to be raised from fees and charges for 2013-14 is £145k.

Contingencies

- 3.9 No provision has been made for any general contingencies. The General Fund reserve exists as a source of contingency funds should a need arise which can be addressed through offsetting savings.

Interest Rates

- 3.10 The Council has benefited from several years of above average investment returns by holding European Investment Bank bonds. However, the last of these matured in January 2013 and generating good investment returns is very challenging in this low interest rate environment. To mitigate this, a new strategy of investing in a more diversified range of pooled investment funds was implemented during 2012.
- 3.11 Returns on maturing cash deposits are currently within the range of 0.25% to 0.75%. However, following the purchase of several investments totalling £6m in equity and corporate bond funds the average overall return on investments is expected to be around 1.83%.
- 3.12 To offset times when investments returns are lower the Interest Equalisation Reserve has been built up from previous years of above average performance so it is sensible and normal practice to utilise these monies for 2013-14. It is proposed to use £100k of this reserve.

Investment Income

- 3.13 The Cabinet received on the January meeting agenda the Annual Investment Strategy and Treasury Management Report indicating the current position in respect of interest rates and the proposed strategy for dealing with the lower levels of interest rate and the reduction of investment monies.
- 3.14 Leading market forecasters, including Arlingclose, the council's treasury advisors, expect the base rate to remain at 0.5% until at least 2016.
- 3.15 With this in mind, having regard to the expected yield on our equity and bond funds, we estimate the following returns over the next four years. We continue to seek appropriately secure investment which will give a more attractive income.

Budget Year	Estimate
2013-14	345,000
2014-15	340,000
2015-16	335,000
2016-17	330,000

Use of reserves

- 3.16 It is proposed not to use general reserves. The change in the financial landscape, particularly the extended period of low interest rates and the severity of the grant cut and the need to facilitate invest to save measures such as closing Automated Public Conveniences, means it will be unrealistic to eliminate entirely use of all reserves in 2013-14. Only specific reserves would be used but at a lower level than last year and only for the purposes funds were set aside.

Growth items

- 3.17 Appendix 2 summarises the main budget growth and unavoidable expenditure pressures. This highlights that additional spending pressures or reduced income streams totalling £0.5m have been identified.

Savings

- 3.18 In total savings of approximately £1m or 8% have been found. These are necessary to offset the reduced general government grant and the additional pressures identified in appendix 2.
- 3.19 All services areas were asked in November 2012 to identify and put forward savings equivalent to 3% All the savings proposals have been incorporated into the budget estimates and a summary of the major items proposed are listed in Appendix 3.
- 3.20 Alongside this Management Team has continued to scrutinise the employee budgets and have identified a number of opportunities for restructuring services and this will continue to occur whenever a vacancy occurs which will allow this to happen. Services have been requested to relook at their structures to ensure that they are fit for purpose.

4. OPTIONS ANALYSIS

- 4.1 The council is required to set a balanced budget and in the light of the detailed budget prepared, a council tax increase of 1.94% is recommended.

5. CAPITAL PROGRAMME AND PRUDENTIAL CODE OF CAPITAL FINANCE

- 5.1 Each year we are required to consider formally the impact of our capital spending plans on the level of the council tax, and make a judgement about the affordability of those plans. In order to do this a number of prudential indicators have been set which we are required to calculate. The details of these are set out in the capital programme item considered by the Cabinet in the separate paper on this agenda.

Capital expenditure

- 5.2 The February 2012 Cabinet report detailed the capital programme for 2013-14 to 2016/17. The council is intending to finance the programme from capital receipts and considers that it is affordable in the short term. Additional receipts or funding will be required in future years to pay for the programme.

Ratio of financing costs to net revenue stream

- 5.3 The ratio for Spelthorne is negative because the level of investment income far exceeds the cost of borrowing, which in our current circumstances is short term, thus the financing costs are affordable.

Band 'D' council tax and incremental impact

- 5.4 In the financial strategy the Cabinet has agreed that future council tax increases be set at or above the level assumed in the revenue support grant settlement. For planning purposes we have estimated this to be 1.94% in 2013-14 and 1.99% for the rest of the outline budget period. This would mean that subject to next year's council tax being set at the recommended figure, the 2013-15 and 2014-15 band D figures are estimated to be £175.56 for 2013-14 and £179.05 for 2014-15.
- 5.5 The incremental effect of the draft capital programme shown separately in Appendix 4 is considered to be affordable.

6. PRECEPTS

- 6.1 Surrey County Council at its Council meeting on 12th February set a Band D council tax of £1,172.52 representing a 1.99% increase and Surrey Police at its tax setting meeting on the 6th February set a band D council tax of £207.55 representing a 1.995% increase.

7. BENEFITS AND SUSTAINABILITY

- 7.1 As Chief Finance Officer I have a statutory duty to ensure that the Budget is sustainable and that the capital programme is affordable. At the time of writing we are close to achieving this.
- 7.2 Whilst the proposals set out produce a balanced budget for 2013-14 at present the projections indicate a deficit of approximately £0.5m for 2014 -15 which we now need to start working towards addressing. We have identified a number of strategies we can pursue to ensure that we address this including implementing rolling zero based budgeting reviews, reviewing our use of assets; exploration of opportunities for joint working. We are aware that in 2014-15 there will be additional pressures on the Council.

8. FINANCIAL IMPLICATIONS

- 8.1 Addressed in the body of the report

9. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 9.1 Robustness of estimates – the Local Government Act 2003 requires me, as the Council's Chief Financial Officer, to report on the robustness of the estimates made for the purposes of calculating the council tax. I am satisfied that each service budget has been prepared in the context of the council's corporate strategies, and longer-term financial strategy which means that the Council is presented with robust estimates as a basis for making decisions about the level of council tax.
- 9.2 The nature and size of our revenue budget carries a degree of risk as set out at section 10. This is particularly the case in the current economic climate.
- 9.3 Reserves and provisions – the Local Government Act 2003 requires me to report on the adequacy of the council's financial reserves when consideration

is given to the general fund budget requirement for the year. Under the local government finance act 1988, all revenue balances held by the council are at the direct disposal of the general fund with the exception of the collection fund and the investment reserve. Those balances are expected to total approximately £11.8 million as at 1 April 2013. However, a number of these balances are earmarked specifically for social housing and the new scheme fund. The uncommitted funds will stand at £1.5 million. Taken together with the council's financial strategy to reduce the reliance on revenues to support the council tax, I consider that the reserves and provisions will ensure that the Council maintains a reasonably healthy financial position.

- 9.4 Officers are undertaking an equalities impact assessment of the budget proposals. In particular a detailed equalities impact assessment was undertaken for the proposed Local Council Tax Support Scheme.

10. RISKS AND HOW THEY WILL BE MITIGATED

- 10.1 The budget has a number of risks and these are set out below:

Outside control		Internally based
Euro zone crisis		Delivery of other savings, including vacancy savings
Economic Downturn and severe public sector spending cuts		Reliance on interest earnings to balance the budget Collection of retained business rates
Interest rates		
Recycling credits- falling values of recyclable materials		
Contaminated land (main impact would be on capital)		
Council tax capping level		
PSL/housing benefit subsidy/welfare reform		
Staines town centre rents		
Introduction of the Universal Credit legislation		
Council Tax benefit changes		Council Tax benefit changes – collection assumptions

- 10.2 The risks are that the level of savings anticipated do not materialise or that there are additional spending pressures. This will be mitigated by ensuring proposals have been properly evaluated before being built into the final

detailed budget for example clarifying any contractual assumptions, and thereafter through careful budget monitoring.

- 10.3 The UK economy has come out of recession but is still facing a period of only small growth and the possibility of receding back into recession is still a possibility. This will impact on fee income and parking income. Realistic estimates and assumptions have been made within the budget figures as to this likely impact; however, there is a risk that this impact could be greater than anticipated. This will be monitored carefully throughout the year.

11. TIMETABLE FOR IMPLEMENTATION

Full Council to approve the Budget on 21 February 2013.

Background papers:

Draft 2013-14 Budget		
As at 7-2-13		
	12/13	13/14
	original	Draft
	£	£
Communications	1,479,400	1,287,900
Community Safety and Young People	212,500	206,500
Finance and Resources	1,677,100	1,540,500
Environment	2,945,500	2,797,800
Health Well Being and Independent Living	1,558,800	1,381,400
Planning and Housing	874,200	1,227,500
Economic Development	(577,800)	(550,800)
Parks and Assets	2,709,300	2,843,300
Corporate Governance	1,564,300	1,573,300
	12,443,300	12,307,400
Salary expenditure - vacancy monitoring	(300,000)	(160,000)
Restructuring Savings	(40,000)	(40,000)
Unallocated resources to address project management, performance management etc	90,200	0
Partnership Savings	(40,000)	(40,000)
Service Expenditure	12,153,500	12,067,400
Less Support not charged to revenue	0	0
Revised Service Expenditure	12,153,500	12,067,400
NET EXPENDITURE	12,153,500	12,067,400
Interest earnings	422,400	345,000
NET EXPENDITURE AFTER INTEREST EARNINGS	11,731,100	11,722,400
Appropriation from Reserves:		
Reserves - General	0	0
Spend to save (APCs)		56,500
Feasibility Study for Hub		70,000
Interest Equalisation reserve	200,072	70,048
BUDGET REQUIREMENT	11,531,028	11,525,852
Allocation from National Non-Domestic Rate pool	3,732,806	0
Baseline NNDR funding (including council tax support)	0	1,685,030
Revenue Support Grant(incl council tax support grant)	75,636	2,532,841
New Homes Bonus	541,000	910,300
DCLG Transitional LCTSS grant	0	16,000
Freeze Grant (11-12)	170,000	0
NET BUDGET REQUIREMENT	7,011,586	6,381,681
Collection Fund (Surplus)/Deficit	(7,920)	28,800
CHARGE TO COLLECTION FUND	7,003,666	6,410,481
Tax base	40,667	36,514
Council Tax rate	172	175.56
Council Tax yield	7,003,671	6,410,481

2013/14 Revenue Budget Growth - major items

Cabinet portfolio	Value	Description of growth proposed
	£	
Community Safety and Young People	107,000	
Asset Management	70,000	Feasibility Study for Knowle Green Hub Project (financed from reserve as invest to save item)
Community Safety	37,000	Loss of Partnership income & CCTV Maintenance
Planning and Housing	152,000	
Housing Options	73,000	Software costs & extension of temporary contracts plus reduced level of income
Planning Development Control	79,000	Planning Study relating to Local Development Framework
Parks and Assets	11,000	
Leisure Development	11,000	Increased costs of keeping both Shepperton and Sunbury skate parks tidy and free of items that may cause injury.
Environment	57,000	
Streetscene	35,000	Annual inflation increase on the grounds maintenance contract
Streetscene	22,000	Depot security and tyre contract
Communications	129,000	
Corporate Publicity	29,000	Loss of Partnership Income
Information Technology	8,000	Cost of Cash Receipting software
Finance and Resources	46,000	
Parking Services	16,000	Reduced Permit income
Customer Services	30,000	Extension of Fixed term employment contracts
Total	502,000	

2013/14 Revenue Budget Savings - major items Appendix 3

Cabinet portfolio	Value	Description of savings proposed
	£	
Communications	40,000	
Corporate Publicity	9,000	Reduced borough bulletin expenditure
Information Technology	31,000	Employee Savings and reduced sharepoint software costs
Finance and Resources	102,000	
Corporate Management	42,000	Reduced level of external audit fees
Accountancy	9,000	Employee Savings
Management Team	15,000	Reduced conference, postage and training costs
Parking Services	25,000	Employee Savings
Audit	11,000	Employee Savings and increased income
Environment	333,000	
Environmental Health Admin	32,000	Reduced costs of pollution assessments and air quality monitoring
Building Control	18,000	Increased income
Waste Recycling	129,000	Reduced contract waste costs
Technical Projects	31,000	Reduced costs of Christmas lights
Allotments	10,000	Increased income
Streetscene	55,000	Increased income from green waste scheme.
Public Conveniences	58,000	Reduced level of expenditure
Health, WellBeing and Ind Living	57,000	
Day centres	37,000	Savings on food costs, tutor fees + electricity, gas and water services and increased fee income
Span	20,000	Increased Income and employee savings
Planning and Housing	68,000	
Homelessness	34,000	Reduced external management costs of Temp Accommodation
Planning Development	34,000	Increased fee income
Corporate Governance	7,500	
Committee Services	7,500	Printing costs reduction
Parks and Assets	75,400	
Leisure Admin	31,000	One off 2011/12 budget's relating to tilling at Spelthorne Leisure centre and Bowls clubs deleted
Asset Management	23,400	Planned and Responsive Maintenance savings
Office Services	21,000	Overall operating costs reduced
Total	682,900	

Cabinet**12 February 2013**

Title	Draft Capital Programme report 2013/14 to 2016/17		
Purpose	Recommendation required		
Report of	Chief Finance Officer	Confidential	No
Cabinet Member	Councillor Tim Evans	Key Decision	Yes
Report Author	Adrian Flynn		
Summary	<p>The report is to consider and approve the proposed Capital programme for 2013/14 to 2016/17 in the light of the available resources and corporate priorities. The report cover's progress on current schemes and includes future schemes for consideration.</p> <p>It also provides information on the availability of resources to continue moving forward with the proposed schemes.</p> <p>Key Issues</p> <ul style="list-style-type: none"> • The level of the Capital programme proposed for 2013/14 is £1.129m. • How to fund/maintain the capital programme once the currently available capital resources have been used up in 2013/14. 		
Financial Implications	As set out within the report and appendices Recommended Capital Programme for 2013 -14 is estimated at £1.129m.		
Corporate Priority	All three priorities		
Recommendations	<p>The Cabinet is asked to :</p> <ol style="list-style-type: none"> 1) Consider and approve the Capital Programme for 2013/14 to 2016/17. 2) Consider and approve the Prudential Indicators for 2013/14 to 2016/17. 		

1. Background

- 1.1 The Proposed Capital Programme 2013/14 to 2016/17 covering the Summary, Housing Investment programme (HIP) and other services schemes is set out in the attached Appendices **1 & 2**.
- 1.2 The programme shows the total capital cost of each scheme. Where grants and contributions are received in respect of specific schemes, these are also identified to illustrate both the gross cost of the scheme and the net cost to the Council. The investment cost which represents the interest (0.5% pa for 2013/14) that would have been earned on the capital sum is also included.
- 1.3 The housing investment programme (HIP) consists of renovation and renewal grants and assistance to Housing associations through our partnership programme. These schemes are funded from Capital receipts, Government grants and Right to buy receipts. Comments on specific service areas are:
- 1.4 Housing Renovation Grants – These grants are part funded by a cash limited grant from Central Government, currently £250k per annum. An additional sum for discretionary Disabled Facility Grants (DFGs) is always included although where possible applicants for discretionary grants are referred to the Home Improvement Agency where they can obtain loans for improvements.
- 1.5 The other Services Programme relates to the non-housing activities of the Council.
- 1.6 The approved Capital Programme Budget for 2012/13 was set at £1,551,000 in February 2012.
- 1.7 The revised estimate for 12/13 is now £1,709,000 which includes budget carry forwards from 2011/12 of £158,000.

2. Key issues

- 2.1 The potential cost of the schemes proposed in the 2013/14 programme total £1.129m, broken down as follows,

CAPITAL ESTIMATES 2013/2014 - 2016/17						
SCHEME	ESTIMATED PROGRAMME					
	2012/13		2013/14	2014/15	2015/16	2016/17
	ORIGINAL ESTIMATE	REVISED ESTIMATE				
	£	£	£	£	£	£
<u>CAPITAL PROGRAMME SUMMARY</u>						
Housing Investment Programme	331,600	274,010	301,600	301,600	301,600	301,600
Other Services Programme	1,219,400	1,434,800	827,600	85,600	85,600	85,600
TOTAL CAPITAL PROGRAMME	1,551,000	1,708,810	1,129,200	387,200	387,200	387,200

- 2.2 It should be noted that the Council has sufficient resources to just fund the programme up to the end of 2013/14 financial year based on the current level of receipts held. Additional funds are currently required to ensure that the programme for the whole budget period can be financed. The Council will need to consider in future scaling back the capital programme, funding from revenue (either as revenue contributions or from reserves) or obtaining additional funding.
- 2.3 The use of borrowing under the prudential regime can be considered on a Scheme by Scheme basis where appropriate. The Council's asset base is being kept under constant review and wherever possible additional resources will be generated from the disposal of both under performing and surplus assets.

3. Proposed Programme for 2013/14

- 3.1 All bids to go on the capital programme for 2013/14 have been critically assessed and reviewed by Management team and Cabinet to ensure that they meet the new Criteria of Capital expenditure. The level of spend proposed has also been revised to reflect the level of capital resources now available to finance future capital expenditure:
- 3.2 There are a number of new major schemes identified for the programme in 2013/14 and these are:
- (a) Laleham Park upgrade £200,000- Construction of a café and toilets
 - (b) Sunbury Skate Park £18,700 – CCTV and lighting
 - (c) DCLG refuse project £228,000 – Major externally funded project
 - (d) Meals on Wheels Vans £50,000 – Purchase of vans
- 3.3 The Budget also includes provision for on- going schemes and comments on specific areas including:-
- (a) Information Technology- The total budget of £328,000 reflects the purchase of new IT equipment and systems in implementation of the Council's ICT strategies. Any other ICT changes proposed, as per the revised capital strategy definition, will be classified as revenue and require funding as per paragraph 2.10. The ICT project relating to the installation of Virtual desktop infrastructure is dependent on the outcome of a successful feasibility study which will take approx. 6 weeks to complete.
Major new schemes to be incorporated in 2013/14 include
 - (a) The upgrading of the financial management system £24k
 - (b) Broadband Improvements at the portacabin in Elmsleigh Surface Car park £12k
 - (c) ICT Security: Intrusion Detection, PC Monitoring Endpoint Security & Protective Markings £27k
- 3.4 A number of on -going schemes have had the basis of their funding reviewed in the new programme to ensure that the budgetary provision is in line with the expectation as to what can be achieved with the current staffing resources and prior year spends.
- 3.5 New Schemes Fund - as this scheme does not currently have any funding to support capital bids it is not proposed that any monies will be spent as part of the programme. If Members were minded to incorporate schemes meeting the

New Schemes Fund criteria funding would need to be transferred from other sources to meet this.

- 3.6 The resources set out below assume that the programme is funded from capital receipts:

Programme	Revised				
	Estimate	Estimate	Estimate	Estimate	Estimate
	2012/13	2013/14	2014/15	2015/16	2016/17
	£'000	£'000	£'000	£'000	£'000
Housing Investment	249	302	302	302	302
Other Services	1,460	827	85	85	85
Total Programme	1,709	1129	387	387	387
Resources Available (including ongoing stream of share of right to buy proceeds)	2,667	1,228	170	170	170
Surplus/(deficit)	958	99	-217	-217	-217

- 3.7 It is assumed in the estimates that any shortfall will be managed from other revenue reserves and that the future years start from a base position of Zero reserves.
- 3.8 A summary of the additional anticipated receipts in the period of the programme is attached as **Appendix 3**
- 3.9 The calculation for the prudential Indicators is attached as **Appendix 4**

4. Options analysis and proposal

- 4.1 The Housing Investment and other Services Programmes have always been funded from Capital receipts as the use of any Long term borrowing would have resulted in the loss of the Council's debt free status. However under the prudential regime, introduced in 2004, Councils now have much greater freedom to borrow for Capital investment provided certain criteria are met as set out in the prudential code. Any borrowing would of course result in a charge to the General fund for principal and interest.
- 4.2 The ability to borrow to finance capital investment does increase available resources, but would have to be set at a level that is prudent and affordable in the longer term. This option may be suitable for specific revenue enhancing projects following prudent appraisal. With lower interest rates there may be more potential to consider specific business cases for prudential borrowing.
- 4.3 If the option of borrowing is not pursued the programme needs to be financed from additional capital receipts through the selling of assets or a revenue contribution to Capital from the services proposing the capital works.

- 4.4 As can be seen in table 3.6 the capital receipts reserves is also due to be fully/over utilised in the period of the proposed capital programme.
- 4.5 In order therefore to complete the programme it is necessary to either identify additional funds to support the programme, reduce the level of the proposed expenditure to meet the reserves available or, if there is a sufficiently robust business case, do prudential borrowing.

5. Financial implications

- 5.1 As set out within the report and appendices.
- 5.2 Financing the capital programme from capital receipts results in a loss of investment income. An estimate of these costs is included on Appendix 1 & 2, under the column headed "Interest Lost". The loss for 2013/14 has been calculated at £7,200 for the year.

6. Other considerations

- 6.1 There are none.

7. Risks and how they will be mitigated

- 7.1 The risk that schemes included on the programme have been inadequately planned and costed could lead to major revisions in the level of resources required to complete the project can be mitigated by increased project planning and involvement of the accountancy section when determining the likely scheme cost.
- 7.2 In addition to this slippage of schemes may also result in the original budget requested being sufficient if there is too long a time delay in costing the scheme and its implementation.
- 7.3 All schemes identified on the capital programme should therefore be re-evaluated on the minimum of an annual basis in order to try and assess any revisions required to the budget and if the budget needs to still be part of the revised programme.
- 7.4 The risk of officers' time being diverted to other projects in times of a shortage of resources will potentially cause schemes to be left partially complete. A risk assessment should always be completed as part of the original project plan to ensure sufficient officer resources are available to complete the project to a satisfactory conclusion.
- 7.5 Careful monitoring of the budgets enables greater transparency of budget problems and action to be taken, when required, on areas identified as areas of concern.
- 7.6 A systematic approach to budget monitoring will hopefully alleviate problems of major discrepancies not being highlighted until year end.
- 7.7 Constant monitoring of the budgets enables Heads of Service to be held more accountable for their budgetary spend and any major unidentified variations which occur.

8. Timetable for implementation

- 8.1 Schemes included in the capital programme are programmed to commence in 2013/14 and will be monitored monthly to ensure that any slippage of schemes is identified at an early date and the programme is adjusted accordingly.

- 8.2 Any schemes incomplete at the end of March 2013 may be incorporated as part of the revised programme for 2013/14.
- 8.3 Bi Monthly reports are prepared for MAT to show the current status of the schemes and presented to cabinet and Overview and Scrutiny Committee quarterly for revisions and updates to both estimates and projected outturns.

Background papers: There are none.

Appendices: 1 to 4

CAPITAL ESTIMATES 2013/2014 - 2016/17											
Officer			FYE	ACTUALS	ESTIMATED PROGRAMME						0.50%
Responsible		SCHEME	ACTUALS	TO DATE	ORIGINAL	REVISED	2013/14	2014/15	2015/16	2016/17	INTEREST
			2011/12	2012/13	ESTIMATE	ESTIMATE					LOST
			£	£	£	£	£	£	£	£	£
Cllr Watts											
		House Renovation Grants									-
		Disabled Facilities Grants									-
40203	LEE O'NEILL	- Mandatory	525,281	253,574	505,000	505,000	520,000	520,000	520,000	520,000	2,600
40204	LEE O'NEILL	- Discretionary	6,020	792	29,600	29,600	29,600	29,600	29,600	29,600	100
			531,301	254,366	534,600	534,600	549,600	549,600	549,600	549,600	2,700
		Less Specified Capital Grant	(314,000)	(342,590)	(285,000)	(342,590)	(285,000)	(285,000)	(285,000)	(285,000)	
		Net Cost of Disabled Facilities Grants	217,301	(88,224)	249,600	192,010	264,600	264,600	264,600	264,600	2,700
40205	LEE O'NEILL	Decent Homes Grant	115,640	3,166	20,000	20,000	-	-	-	-	-
40207	LEE O'NEILL	Equity release scheme	4,000	0	10,000	10,000	10,000	10,000	10,000	10,000	100
40209	LEE O'NEILL	Home Improvement Agency grant	25,320	25,320	27,000	27,000	27,000	27,000	27,000	27,000	100
40601	CATHERINE MUNRO	Wall/Loft Insulation	23,471	11,120	25,000	25,000					-
		Total - House Renovation Grants	168,431	39,606	82,000	82,000	37,000	37,000	37,000	37,000	200
		TOTAL - HOUSING	385,732	(48,618)	331,600	274,010	301,600	301,600	301,600	301,600	2,900

CAPITAL ESTIMATES 2013/2014 - 2016/17

Officer responsible	SCHEME	FYE ACTUALS 2011/12	ACTUALS TO DATE 2012/13	ESTIMATED PROGRAMME						
				2012/13		2013/14	2014/15	2015/16	2016/17	INTEREST LOST 0.50%
				ORIGINAL ESTIMATE	REVISED ESTIMATE					
		£	£	£	£	£	£	£	£	£
Cllr Pinkerton										
COMMUNITY CARE SERVICE										
41027	LIZ BORTHWICK		9,990							-
41035	LIZ BORTHWICK		10,661							-
42012	DEBORAH ASHMAN			1,650	35,000	35,000				-
42271	DEBORAH ASHMAN					18,000				-
	NIKY RENTALL					50,000				300
41013	DEBORAH ASHMAN					73,000				-
41013	DEBORAH ASHMAN					(55,000)				-
ENVIRONMENT SERVICES										
41314	LEE O'NEIL					25,100				-
41629	SANDY MUIRHEAD			7,848						-
41633	SANDY MUIRHEAD			6,035						-
	FRANCESCA NESBITT					25,000				100
Cllr Evans										
ENVIRONMENT SERVICES										
41317	SANDY MUIRHEAD		20,243	1,100		70,600				-
41630	SANDY MUIRHEAD		21,506							-
41631	SANDY MUIRHEAD		46,830	2,600						-
41302	SANDY MUIRHEAD			21,063	35,000	35,000				-
Cllr Forbes-Forsyth										
COMMUNITY SAFETY										
41605	KEITH MCGROARY					13,000				-
41604	KEITH MCGROARY				60,000	60,000				-
41604	KEITH MCGROARY				(60,000)	(60,000)				-
Cllr Watts										
LEISURE SERVICE										
40108	LIZ BORTHWICK			21,400		21,400				-
41036	LIZ BORTHWICK		10,000							-
ENVIRONMENT SERVICES										
41018	LISA STONEHOUSE				14,500	14,500				-
41315	LEE O'NEIL		99,480		13,000	-				-
41203	SANDY MUIRHEAD		40,598							-
41206	SANDY MUIRHEAD		(228)		25,000	25,000				-
41207	SANDY MUIRHEAD				121,600	121,600				-
41309	SANDY MUIRHEAD		17,840			10,000				-
41632	SANDY MUIRHEAD			19,823						-
42037	SANDY MUIRHEAD					8,700				-
42049	SANDY MUIRHEAD		112	9,036						-
42274	SANDY MUIRHEAD			68,053	85,000	85,000				-
42274	SANDY MUIRHEAD			(50,000)	(50,000)	(50,000)				-
	MARK RACHWAL					60,000				300
	SANDY MUIRHEAD					200,000				1,000
	LISA STONEHOUSE					33,000				200
	LISA STONEHOUSE					18,700				100

CAPITAL ESTIMATES 2013/2014 - 2016/17

Officer responsible	SCHEME	FYE ACTUALS 2011/12	ACTUALS TO DATE 2012/13	ESTIMATED PROGRAMME							
				2012/13		2013/14	2014/15	2015/16	2016/17	INTEREST LOST 0.50%	
				ORIGINAL ESTIMATE	REVISED ESTIMATE						
		£	£	£	£	£	£	£	£	£	
	STREET SCENE										
41208	JACKIE TAYLOR	Walled Garden Irrigation	27,640							-	
41209	JACKIE TAYLOR	Food Waste Collection	201,334							-	
41504	JACKIE TAYLOR	Direct Service Vehicle Procure	46,910							-	
41620	JACKIE TAYLOR	Wheelie Bins	99,092	22,526	50,000	50,000				-	
41501	JACKIE TAYLOR	DCLG Car				17,000				-	
41501	JACKIE TAYLOR	External funding				(17,000)				-	
	JACKIE TAYLOR	DCLG Refuse Project - Lorry					180,000			900	
	JACKIE TAYLOR	DCLG Refuse Project - Bins					48,000			200	
	JACKIE TAYLOR	DCLG Grant					(228,000)			(1,100)	
	INFORMATION TECHNOLOGY										
41608	JAN HUNT	HR and Payroll system	46,042	5,575	18,000	41,600				-	
43002	HELEN DUNN	Website Enhancement	17,719							-	
43003	HELEN DUNN	New software		3,650	10,000	10,000	40,000			200	
43004	HELEN DUNN	Application Upgrades			10,000	10,000				-	
43201	HELEN DUNN	Payments	2,669							-	
43301	HELEN DUNN	Finance Suite	4,250							-	
43302	HELEN DUNN	Payroll/HR			15,000	15,000				-	
43304	ROWENA DAVISON	Website Upgrade		(22,822)	25,000	25,000		20,000	20,000	20,000	
43305	HELEN DUNN	Sharepoint	20,865	325	40,000	40,000		10,000	10,000	10,000	
43306	HELEN DUNN	Geographical Info System	70,000							-	
43307	LEE O'NEIL	EHBC Mobile Working	4,400		20,000	20,000				-	
43310	HELEN DUNN	Virtual Desktop Infrastructure (VDI)		3,000	50,000	50,000	100,000			500	
43311	HELEN DUNN	Voice Over Internet Protocol (VOIP)			85,000	85,000	75,000			400	
43313	HELEN DUNN	Out of Hours Telephony		21,650	21,700	21,700				-	
43401	HELEN DUNN	Planning	4,625							-	
43501	HELEN DUNN	Revenues & Benefits	24,776	1,500						-	
43505	LINDA NORMAN	CRM Solution			80,000	80,000				-	
43601	HELEN DUNN	Remote & mobile working, Depot			20,000	20,000				-	
43602	HELEN DUNN	Secure Networking	31,203							-	
43603	HELEN DUNN	Server Updates	18,767		30,000	30,000	30,000			200	
43604	HELEN DUNN	Desktop Upgrades	46,948	35,903	20,000	20,000	10,000			100	
43605	HELEN DUNN	Telephone/Data Communications	48,730	8,987	20,000	20,000				-	
43606	HELEN DUNN	Misc Software	22,578	1,148						-	
43607	HELEN DUNN	Printing	945							-	
	HELEN DUNN	Other Hardware					10,000			100	
	HELEN DUNN	Integra Upgrade					24,000			100	
	HELEN DUNN	ICT Security					26,900			100	
	HELEN DUNN	Car Parks Link					12,000			100	
	GENERAL PROPERTIES										
41404	DAVE PHILLIPS	PA System	14,540							-	
41612	DAVE PHILLIPS	Clockhouse Lane	1,430							-	
41618	DAVE PHILLIPS	ESSO Site Stanwell			20,000	20,000				-	
42007	DAVE PHILLIPS	Lammas Park - Water Mains			35,000	35,000				-	
42043	DAVE PHILLIPS	Accommodation Changes	18,893		20,000	20,000	20,000			100	
42050	DAVE PHILLIPS	Knowle Green - Customer Services and Reception Refurb		765	75,000	75,000				-	
42053	DAVE PHILLIPS	Knowle Green Heating		176,799	220,000	240,000				-	
11599	DAVE PHILLIPS	Planned Maintenance			55,600	55,600		55,600	55,600	55,600	
	DAVE PHILLIPS	Fire Alarm Systems					29,000			100	
	DAVE PHILLIPS	Fencing					64,000			300	
	TOTAL - OTHER PROJECTS		1,051,388	367,614	1,219,400	1,434,800	827,600	85,600	85,600	85,600	4,300

**CAPITAL PROGRAMME 2012/13 TO 2015/16
FINANCING**

CAPITAL PROGRAMME AND RESOURCES 2013/14 TO 2015/16

Appendix 3

NEW RESOURCES	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
SPECIFIC CAPITAL GRANT (SCG) *	342,600	285,000	285,000	285,000	285,000	1,482,600
SCC GRANT (SKATE PARK) *	50,000					50,000
DCLG REFUSE PROJECT MONEY *	17,000	228,000	52,000			297,000
USABLE RECEIPTS						-
- RTB SHARES	114,657	150,000	150,000	150,000	150,000	714,657
- HENGROVE	-					-
- CHURCHILL HALL		100,000				100,000
ASHFORD MULTI STOREY CAR PARK	3,500					
RIVERSIDE UNDERGROUND CAR PARK	60,000					60,000
- OTHER LAND ETC	12,081	20,000	20,000	20,000	20,000	92,081
TOTAL NEW RESOURCES **	190,238	270,000	170,000	170,000	170,000	966,738

** excludes * as already reflected in programme

CAPITAL PROGRAMME AND FINANCING (excl New Schemes Fund)	REVISED ESTIMATE 2012/13	ESTIMATE 2013/14	ESTIMATE 2014/15	ESTIMATE 2015/16	ESTIMATE 2016/17
USABLE CAPITAL RECEIPTS B/F	1,984,740		-	-	-
CAPITAL GRANTS DEFERRED B/F	491,530	-	-	-	-
	<u>2,476,270</u>	<u>957,698</u>	<u>-</u>	<u>-</u>	<u>-</u>
NEW USABLE RECEIPTS - RTB ETC	190,238	270,000	170,000	170,000	170,000
RESOURCES	<u>2,666,508</u>	<u>1,227,698</u>	<u>170,000</u>	<u>170,000</u>	<u>170,000</u>
CAPITAL PROGRAMME	1,708,810	-	-	-	-
(Surplus)/Deficit in Resources	(957,698)	(1,227,698)	(170,000)	(170,000)	(170,000)

**The Prudential Code of Capital Finance
Prudential Indicators in respect of affordability and Council Tax levels
2013/14 TO 2014/15**

The Local Government Act 2003 introduced the *Prudential Code for Capital Finance in Local Authorities*. The Code requires local authorities to ensure that capital investment decisions are prudent, affordable and sustainable by reference to a series of Prudential Indicators and that borrowing is only incurred to support capital expenditure and not revenue spending. Minimum indicators are specified in the Code but affordability is ultimately determined by a judgement about acceptable levels of Council Tax, and in the case of authorities with a Housing Revenue Account (HRA), acceptable rent levels.

All the following indicators reflect the Council's current commitments, existing plans and proposals for capital expenditure and financing, and its treasury management policy statement and practices. In accordance with the Code, they will be set on a rolling basis annually, before the start of the financial year. Performance against all forward looking indicators must be reviewed and monitored to ensure compliance with the limits set by the Council, and deviations reported to members.

Prudential indicators in respect of affordability and Council Tax levels for Spelthorne are set out below:-

1. Capital Expenditure

The actual capital expenditure that was incurred in 2011/12 and the estimates for the current and future years are:-

	Capital	Expenditure			
	Actual	Estimate	Estimate	Estimate	Estimate
	2011/12	2012/13	2013/14	2014/15	2015/16
Housing Investment Programme	714,731	274,000	301,600	301,600	301,600
Other Services Programme	1,051,278	1,434,800	827,600	85,600	85,600
New Schemes Fund	95,769	0	0	0	0
Net Capital Programme	1,861,778	1,708,800	1,129,200	387,200	387,200
Contributions and Grants		285,000	250,000	250,000	250,000
Gross Capital Programme	1,861,778	1,993,800	1,379,200	637,200	637,200

This is an indicator of affordability which members considered when they approved the draft Capital Programme for 2013/14 – 2015/16 included elsewhere on this agenda.

2. Ratio of Financing Costs to Net Revenue Stream

This ratio is another indicator of affordability and compares the estimated financing costs of borrowing as a percentage of the net revenue stream that is the amount in the General Fund to be met from government grant and local taxpayers.

The actual ratio of financing costs to net revenue stream for 2011/12 and estimates for the current and future years are:-

Ratio of Financing Costs to Net Revenue Stream					
	Actual 2011/12	Estimate 2012/13	Estimate 2013/14	Estimate 2014/15	Estimate 2015/16
Financing Costs	-341,116	-379,000	-327,000	322,000	317,000
Net Revenue Stream	11,063,638	11,326,648	11,761,220	11,995,720	12,641,820
SBC Ratio	-3.08%	-3.35%	-2.78%	-2.68%	-2.51%

The ratios for Spelthorne are negative because the Council's investment income far exceeds the cost of borrowing. These estimates are based on the present circumstances in that the Council only has short term borrowing costs and substantial funds invested.

4. Band D Council Tax Estimates

The Band D Council tax that would result for the Council for 2013/14 from the totality of the capital and revenue plans recommended in the budget report is **£175.56**, which represents a 1.94% increase over the previous year.

Forward estimates for the Band D Council Tax for 2014/15 and 2015/16 are **£179.95** and **£184.45** respectively. These forward estimates are based on a 2.50% increase in the 2014/15 and 2015/16 level of Council Tax and are not fixed and do not commit the Council in any way. They are based on the Council's existing commitments, current plans and the totality of the capital and revenue plans recommended in the budget report.

5. Incremental impact on the Council Tax

The indicator shows the cost of variations in the capital programme in terms of Band D Council Tax:

	Estimate 2013/14	Estimate 2014/15	Estimate 2015/16
Band D Council Tax	£175.56	£179.95	£184.45
Tax Base	36,514	36,700	36,790
Interest earned on investments	0.50%	0.50%	0.75%
Existing Capital Programme	£1,395,200	£637,200	£637,200
Incremental impact on Band D Council Tax	£0.19	£0.09	£0.13

The incremental impact on the Council Tax is a key measure of affordability and the Council could consider different options for its capital investment plans in relation to their differential impact on the level of Council Tax.

Cabinet**12 February 2013**

Title	Fees and Charges Report 2013/14		
Purpose	Recommendation required		
Report of	Chief Finance Officer	Confidential	No
Cabinet Member	Councillor Tim Evans	Key Decision	Yes
Report Author	Adrian Flynn		
Summary	<ul style="list-style-type: none"> • To ensure that all fees and charges are reviewed annually and are approved by the cabinet. • To ensure that appropriate levels of charges are incorporated into the budget to maximise revenue in the current economic climate. • To ensure that all potential income streams have been explored and assessed. • The proposed 2013/14 fees and charges will generate additional revenue of approx £153k 		
Financial Implications	To ensure that the expected yield is maximised in relation to prior year income levels which may have been subjected to volume changes.		
Corporate Priority	All three priorities		
Recommendations	Cabinet to approve the charges as set out in Appendix A.		

1. Background

- 1.1 The purpose of this report is to update members on the proposed fees and charges for the financial year 2013/14 and to identify the level of increases proposed in calculating the new charges.

2. Key issues

- 2.1 In the current challenging economic climate the council has to perform a balancing act between trying to maximise the additional income that can be generated through fees and charges, but at the same time be careful in setting fee levels which are sustainable and will not adversely impact on its overall income levels.
- 2.2 A major income generating area for the authority is parking fees and it has been decided that for 2013/14, there will be no increase in parking fees, as an increase at this time could have a negative effect on the town centre and business in general by driving away potential customers/visitor's to other towns in the county and beyond.
- 2.3 The total potential additional income therefore from Rents, fees and charges and grant income excluding housing benefit grant income to be incorporated into the 2013/14 budget will be approximately £7.793m. and this is £153k more than included in the 2012/13 budget.
- 2.4 A breakdown of the £7.793m is as follows,
- Grants : £1.984m
 - Rents : £1.479m
 - Other charges : £4.330m
- 2.5 More than a third of the Council's total income excluding housing benefit grant income is generated through fees and charges, rents and grants and is therefore of key importance in balancing the budget.

3. PROPOSED FEES AND CHARGES

- 3.1 The detailed schedule of proposed fees and charges to be effective from 1st April 2013 is attached as **Appendix A**.
- 3.2 As part of the 2011/12 and 2012/13 budget setting process Heads of service adopted a cautious approach to raising the level of fees and a number of fees were reduced in response to the downturn in economic climate which had produced lower levels of income than previously budgeted. These areas have been reassessed as part of the 2013/14 budget process in order to determine whether the change could now be reversed in light of actual incomes received.
- 3.3 All fees and charges were reviewed in 2012/13 by Heads of service to ensure that they are covering our costs and they have been assessed as to the reasonability of the fee being set.
- 3.4 For 2013/14 in common with previous years Heads of service have been asked to revisit the overall budgeted income estimates, compare them with

other authorities' charges and then base them upon the income seen in 2012/13 to date in order to reassess the likely full year income position.

- 3.5 In respect of the economic climate all areas are being monitored through the 2012/13 budget monitoring process to see how the income is holding up against budgets. Management team get a monthly report on the major income area's highlighting the current position against the previous year position.
 - 3.6 Currently Green Waste, Allotment & Park & phone income are all indicating that they will achieve more than originally budgeted and any increase seen as on-going will be incorporated into the base budget.
 - 3.7 However other income area's such as cemeteries are all currently projecting reduced income against budget. The effect of this has been considered in light of income levels being incorporated into the 2013/14 budget.
 - 3.8 The proposed fees and charges submitted here for the next Financial year have in some cases not been up rated by 5% which was part of the financial strategy agreed by Executive in November 2006, but have been amended to reflect the maximum level it is perceived that the market can currently stand.
 - 3.9 It should be noted that in exceptional circumstances discounted pricing may be considered where an activity supports a strategic priority of the council to the benefit of a particular community group.
 - 3.10 The Authority is continuing to look at the Services and ensuring that all areas make appropriate charges for all services provided in order to ensure that those users of the service are charged for it so that the rest of the Council Tax payers are not subsidising them.
- 4. Options analysis and proposal**
- 4.1 A fixed percentage increase of all fees and charges could be implemented for all areas – but this would not reflect in the variations of each service.
 - 4.2 Each Service aligns its fees and charges in line with market conditions, neighbouring authorities and sets a fee that covers its costs of producing the service.
- 5. Financial implications**
- 5.1 As in the body of the report.
- 6. Other considerations**
- 6.1 There are none
- 7. Risks and how they will be mitigated**
- 7.1 The risk of not achieving the expected projected income levels has tried to be mitigated by looking at prior years information and assessing the likely impact of the changes and by looking at the current year expected yield to try and take account of volume changes by services.
 - 7.2 The risk of not achieving the required level of income generated by the new fees and charges will be monitored on a regular basis and any significant variations will be identified as part of the monthly budget monitoring process.

8. Timetable for implementation

- 8.1 The fees and charges proposed are to be implemented from the 1st April 2013

Background papers:

There are none

Appendices: A



Fees and Charges

2013/14

Printed Date: 17/01/2013

Last modified: 17/01/2013

Report Description:

A full schedule of the fees and charges for all Council services for the coming year

Corporate Governance

Land Charges

Land Charges

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Copying Charges

Copy Of Duplicate Search	7.20	7.20	S	Discretionary
Each Agreement - Each Following Sheet	0.75	0.75	S	Discretionary
Each Agreement - First Sheet	2.90	2.90	S	Discretionary

Service Fees

Additional Parcel	15.40	15.40	O	Discretionary
Each Additional Enquiry	20.00	20.00	O	Discretionary
Each Con 29 'O' Optional Enquiry	15.00	15.00	O	Discretionary
Personal Search Component data per question	1.70	1.70	O	Discretionary
Personal Search Service	0.00	0.00	O	Discretionary
Surrey County Council Search Fee	29.00	29.00	O	Discretionary
Whole Search	201.00	201.00	O	Discretionary

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Legal Fees**Legal Fees**

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Commercial Organisations

Drafting a simple licence	0.00	400.00	O	Discretionary
Drafting a simple wayleave agreement/lease	0.00	950.00	O	Discretionary
Renewal of a simple licence	0.00	200.00	O	Discretionary
Renewal of a simple wayleave agreement/lease	0.00	595.00	O	Discretionary

Commercial Organisations - Hourly rates (Planning S106 Agreement and Other Legal work)

Legal Executive/Solicitor with between 4 to 8 years experience	0.00	192.00	O	Discretionary
Legal Executive/Solicitor with less than 4 years experience	0.00	161.00	O	Discretionary
Solicitor with over 8 years experience	0.00	217.00	O	Discretionary
Trainee Legal Executive / Paralegal	0.00	118.00	O	Discretionary
Trainee Solicitor	0.00	118.00	O	Discretionary

Community Groups

Drafting a simple licence	0.00	200.00	O	Discretionary
Drafting a simple wayleave agreement/lease	0.00	495.00	O	Discretionary
Renewal of a simple licence	0.00	100.00	O	Discretionary
Renewal of a simple wayleave agreement/lease	0.00	295.00	O	Discretionary

Community Groups - Hourly rates (Planning S106 Agreement and Other Legal work)

Legal Executive/Solicitor with between 4 to 8 years experience	0.00	113.00	O	Discretionary
Legal Executive/Solicitor with less than 4 years experience	0.00	95.00	O	Discretionary
Solicitor with over 8 years experience	0.00	128.00	O	Discretionary
Trainee Legal Executive / Paralegal	0.00	70.00	O	Discretionary
Trainee Solicitor	0.00	70.00	O	Discretionary

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Electoral Services**Electoral Registration****Electoral Registration****2012/13 Charge****2013/14 Charge****VAT****Statutory?****Statutory Fees**

Certificate Of Residence	25.00	25.00	O	Discretionary
Register Of Electors And Marked Copies Of Polling Station Registers Per Sale (Statutory Fixed Charge) - Data Copy	20.00	20.00	O	Statutory
Register Of Electors And Marked Copies Of Polling Station Registers Per Sale (Statutory Fixed Charge) - Hard Copy	10.00	10.00	O	Statutory
Register Of Electors And Marked Copies Of Polling Station Registers Per Thousand Names (Statutory Fixed Charge) - Data Copy	1.50	1.50	O	Statutory
Register Of Electors And Marked Copies Of Polling Station Registers Per Thousand Names (Statutory Fixed Charge) - Hard Copy	5.00	5.00	O	Statutory
Return Of Election Expenses - Per Copy	0.20	0.20	O	Statutory

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Environmental Health/Bdg Cont**Building Control****Building Control****2012/13 Charge****2013/14 Charge****VAT****Statutory?****Charges For Certain Small Buildings And Extensions - Additional Charge (Non Part P Electrician)**

01 Extensions Under 10m2 (single storey)	260.00	266.00	S	Statutory
02 Extensions 10m2 - 40m2 (single storey)	260.00	266.00	S	Statutory
03 Extensions 40m2 - 100m2 (single storey)	260.00	266.00	S	Statutory
04 Two storey extension not exceeding 40m2	260.00	266.00	S	Statutory
05 Two storey extension 40m2 - 100m2	260.00	266.00	S	Statutory
06 Two storey extension 100m2 to 200m2	260.00	266.00	S	Statutory
07 Loft conversion without dormers (max 60m2)	260.00	266.00	S	Statutory
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	260.00	266.00	S	Statutory
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	260.00	266.00	S	Statutory
10 Erection of a single storey domestic garage extension or carport up to 100m2	260.00	266.00	S	Statutory
11 Conversion of a domestic garage to habitable rooms (max 40m2)	260.00	266.00	S	Statutory
12 Alterations to extend or create a basement up to 100m2	260.00	266.00	S	Statutory

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Building Control

Building Control

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Charges For Certain Small Buildings And Extensions - Building Notice Charge (Note 1)

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
00 No Fee Required i.e. Cavity Wall	0.00	0.00	S	Statutory
01 Extensions Under 10m2 (single storey)	497.00	510.00	S	Statutory
02 Extensions 10m2 - 40m2 (single storey)	720.00	738.00	S	Statutory
03 Extensions 40m2 - 100m2 (single storey)	846.00	867.00	S	Statutory
04 Two storey extension not exceeding 40m2	846.00	867.00	S	Statutory
05 Two storey extension 40m2 - 100m2	1,070.00	1,097.00	S	Statutory
06 Two storey extension 100m2 to 200m2	1,269.00	1,300.00	S	Statutory
07 Loft conversion without dormers (max 60m2)	594.00	609.00	S	Statutory
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	712.00	730.00	S	Statutory
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	393.00	403.00	S	Statutory
10 Erection of a single storey domestic garage extension or carport up to 100m2	467.00	479.00	S	Statutory
11 Conversion of a domestic garage to habitable rooms (max 40m2)	554.00	568.00	S	Statutory
12 Alterations to extend or create a basement up to 100m2	1,085.00	1,112.00	S	Statutory

Charges For Certain Small Buildings And Extensions - Inspection Charge

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
00 No Fee Required i.e. Cavity Wall	0.00	0.00	S	Statutory
01 Extensions Under 10m2 (single storey)	337.00	350.00	S	Statutory
02 Extensions 10m2 - 40m2 (single storey)	560.00	578.00	S	Statutory
03 Extensions 40m2 - 100m2 (single storey)	596.00	617.00	S	Statutory
04 Two storey extension not exceeding 40m2	596.00	617.00	S	Statutory
05 Two storey extension 40m2 - 100m2	820.00	847.00	S	Statutory
06 Two storey extension 100m2 to 200m2	1,019.00	1,050.00	S	Statutory
07 Loft conversion without dormers (max 60m2)	434.00	449.00	S	Statutory
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	552.00	570.00	S	Statutory
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	233.00	243.00	S	Statutory
10 Erection of a single storey domestic garage extension or carport up to 100m2	307.00	319.00	S	Statutory
11 Conversion of a domestic garage to habitable rooms (max 40m2)	394.00	408.00	S	Statutory
12 Alterations to extend or create a basement up to 100m2	835.00	862.00	S	Statutory

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Building Control

Building Control

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Charges For Certain Small Buildings And Extensions - Plan Charge

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
00 No Fee Required i.e. Cavity Wall	0.00	0.00	S	Statutory
01 Extensions Under 10m2 (single storey)	160.00	160.00	S	Statutory
02 Extensions 10m2 - 40m2 (single storey)	160.00	160.00	S	Statutory
03 Extensions 40m2 - 100m2 (single storey)	250.00	250.00	S	Statutory
04 Two storey extension not exceeding 40m2	250.00	250.00	S	Statutory
05 Two storey extension 40m2 - 100m2	250.00	250.00	S	Statutory
06 Two storey extension 100m2 to 200m2	250.00	250.00	S	Statutory
07 Loft conversion without dormers (max 60m2)	160.00	160.00	S	Statutory
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	160.00	160.00	S	Statutory
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	160.00	160.00	S	Statutory
10 Erection of a single storey domestic garage extension or carport up to 100m2	160.00	160.00	S	Statutory
11 Conversion of a domestic garage to habitable rooms (max 40m2)	160.00	160.00	S	Statutory
12 Alterations to extend or create a basement up to 100m2	250.00	250.00	S	Statutory

Charges For Certain Small Buildings And Extensions - Regularisations (Note 2)

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
00 No Fee Required i.e. Cavity Wall	0.00	0.00	O	Statutory
01 Extensions Under 10m2 (single Storey)	621.00	637.00	O	Statutory
02 Extensions 10m2 - 40m2 (single Storey)	900.00	922.00	O	Statutory
03 Extensions 40m2 - 100m2 (single storey)	1,057.00	1,084.00	O	Statutory
04 Two storey extension not exceeding 40m2	1,057.00	1,084.00	O	Statutory
05 Two storey extension 40m2 - 100m2	1,338.00	1,371.00	O	Statutory
06 Two storey extension 100m2 to 200m2	1,587.00	1,625.00	O	Statutory
07 Loft conversion without dormers (max 60m2)	742.00	761.00	O	Statutory
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	890.00	912.00	O	Statutory
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	490.00	504.00	O	Statutory
10 Erection of a single storey domestic garage extension or carport up to 100m2	584.00	599.00	O	Statutory
11 Conversion of a domestic garage to habitable rooms (max 40m2)	693.00	710.00	O	Statutory
12 Alterations to extend or create a basement up to 100m2	1,356.00	1,390.00	O	Statutory

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Building Control**Domestic Alterations to a Single Building - Building Notice Charge**

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Electrical work (non competent persons scheme)

Any electrical work	299.00	306.00	S	Statutory
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Internal alterations, installation of fittings (not electrical) and/or structural alterations

01 Estimated cost less than £5,000	323.00	331.00	S	Statutory
02 Estimated cost exceeding £5,000 and up to £25,000	505.00	518.00	S	Statutory
03 Estimated cost exceeding £25,001 and up to £50,000	664.00	681.00	S	Statutory
04 Estimated cost exceeding £50,001 and up to £75,000	1,032.00	1,058.00	S	Statutory

Renovation of thermal element

Renovation of thermal element to a single dwelling	323.00	331.00	S	Statutory
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Underpinning

Underpinning (POA)	0.00	0.00	S	Statutory
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Window replacement (non competent persons scheme)

Per installation over 20 windows	381.00	390.00	S	Statutory
Per installation up to 20 windows	299.00	306.00	S	Statutory

Domestic Alterations to a Single Building - Inspection Charge

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Electrical work (non competent persons scheme)

Any electrical work (Inc in Plan Charge)	0.00	0.00	S	Statutory
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Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Building Control

Domestic Alterations to a Single Building - Inspection Charge

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Internal alterations, installation of fittings (not electrical) and/or structural alterations

01 Estimated cost less than £5,000 (Inc in Plan Charge)	0.00	0.00	S	Statutory
02 Estimated cost exceeding £5,000 and up to £25,000 (Inc in Plan Charge)	337.00	358.00	S	Statutory
03 Estimated cost exceeding £25,001 and up to £50,000	496.00	521.00	S	Statutory
04 Estimated cost exceeding £50,001 and up to £75,000	770.00	808.00	S	Statutory

Renovation of thermal element

Renovation of thermal element to a single dwelling (Inc in Plan Charge)	0.00	0.00	S	Statutory
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Underpinning

Underpinning (POA)	0.00	0.00	S	Statutory
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Window replacement (non competent persons scheme)

Per installation over 20 windows	213.00	230.00	S	Statutory
Per installation up to 20 windows (Inc in Plan Charge)	0.00	0.00	S	Statutory

Domestic Alterations to a Single Building - Plan Charge

2012/13 Charge	2013/14 Charge	VAT	Statutory?
----------------	----------------	-----	------------

Electrical work (non competent persons scheme)

Any electrical work	299.00	306.00	S	Statutory
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Internal alterations, installation of fittings (not electrical) and/or structural alterations

01 Estimated cost less than £5,000	323.00	331.00	S	Statutory
02 Estimated cost exceeding £5,000 and up to £25,000	160.00	160.00	S	Statutory
03 Estimated cost exceeding £25,001 and up to £50,000	160.00	160.00	S	Statutory
04 Estimated cost exceeding £50,001 and up to £75,000	250.00	250.00	S	Statutory

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Building Control**Domestic Alterations to a Single Building - Plan Charge**

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Renovation of thermal element

Renovation of thermal element to a single dwelling	323.00	331.00	S	Statutory
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Underpinning

Underpinning (POA)	0.00	0.00	S	Statutory
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Window replacement (non competent persons scheme)

Per installation over 20 windows	160.00	160.00	S	Statutory
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Per installation up to 20 windows	299.00	306.00	S	Statutory
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Domestic Alterations to a Single Building - Regularisation Charge

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Electrical work (non competent persons scheme)

Any electrical work	374.00	382.00	O	Statutory
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Internal alterations, installation of fittings (not electrical) and/or structural alterations

01 Estimated cost less than £5,000	404.00	414.00	O	Statutory
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02 Estimated cost exceeding £5,000 and up to £25,000	621.00	647.00	O	Statutory
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03 Estimated cost exceeding £25,001 and up to £50,000	820.00	851.00	O	Statutory
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04 Estimated cost exceeding £50,001 and up to £75,000	1,275.00	1,322.00	O	Statutory
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Renovation of thermal element

Renovation of thermal element to a single dwelling	404.00	414.00	O	Statutory
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Underpinning

Underpinning (POA)	0.00	0.00	O	Statutory
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Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Building Control

Domestic Alterations to a Single Building - Regularisation Charge

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Window replacement (non competent persons scheme)

Per installation over 20 windows	466.00	487.00	O	Statutory
Per installation up to 20 windows	374.00	382.00	O	Statutory

Non Domestic Alterations - Inspection Charge

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Alterations not described elsewhere including structural alterations and installation of controlled fittings

01 Estimated cost up to £5,000 (Included in Plan Charge)	0.00	0.00	S	Statutory
02 Estimated cost exceeding £5,000 and up to £25,000	387.00	401.00	S	Statutory
03 Estimated cost exceeding £25,000 and up to £50,000	661.00	681.00	S	Statutory
04 Estimated cost exceeding £50,000 and up to £100,000	796.00	822.00	S	Statutory
05 Estimated cost exceeding £100,000 and up to £150,000	944.00	974.00	S	Statutory
06 Installation of a Mezzanine floor up to 500m2	596.00	617.00	S	Statutory

Office / Shop fit out

01 Floor area up to 500m2	436.00	451.00	S	Statutory
02 Floor area 500m2 to1000m2	596.00	617.00	S	Statutory
03 Change of use of a Building (charged in addition to the above works)(Included in Plan Charge)	0.00	0.00	S	Statutory

Renovation of thermal element

01 Estimated cost up to £50,000 (Included in Plan Charge)	0.00	0.00	S	Statutory
02 Estimated cost exceeding £50,001 and up to £100,000	314.00	326.00	S	Statutory
03 Estimated cost exceeding £100,001 and up to £250,000	387.00	401.00	S	Statutory

Window replacement (non competent persons scheme).

Per installation over 20 windows (Included in Plan Charge)	0.00	0.00	S	Statutory
Per installation up to 20 windows (Included in Plan Charge)	0.00	0.00	S	Statutory

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Building Control

Non Domestic Alterations - Plan Charge

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Alterations not described elsewhere including structural alterations and installation of controlled fittings

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
01 Estimated cost up to £5,000	373.00	382.00	S	Statutory
02 Estimated cost exceeding £5,000 and up to £25,000	160.00	160.00	S	Statutory
03 Estimated cost exceeding £25,000 and up to £50,000	160.00	160.00	S	Statutory
04 Estimated cost exceeding £50,000 and up to £100,000	250.00	250.00	S	Statutory
05 Estimated cost exceeding £100,000 and up to £150,000	250.00	250.00	S	Statutory
06 Installation of a Mezzanine floor up to 500m2	250.00	250.00	S	Statutory

Office / Shop fit out

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
01 Floor area up to 500m2	160.00	160.00	S	Statutory
02 Floor area 500m2 to 1000m2	250.00	250.00	S	Statutory
03 Change of use of a Building (charged in addition to the above works)	200.00	200.00	S	Statutory

Renovation of thermal element

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
01 Estimated cost up to £50,000	349.00	358.00	S	Statutory
02 Estimated cost exceeding £50,001 and up to £100,000	160.00	160.00	S	Statutory
03 Estimated cost exceeding £100,001 and up to £250,000	160.00	160.00	S	Statutory

Window replacement (non competent persons scheme).

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
Per installation over 20 windows	373.00	382.00	S	Statutory
Per installation up to 20 windows	299.00	306.00	S	Statutory

Non Domestic Alterations - Regularisation Charge

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Building Control**Non Domestic Alterations - Regularisation Charge**

2012/13 Charge

2013/14 Charge

VAT

Statutory?

Alterations not described elsewhere including structural alterations and installation of controlled fittings

01 Estimated cost up to £5,000	466.00	477.00	O	Statutory
02 Estimated cost exceeding £5,000 and up to £25,000	684.00	701.00	O	Statutory
03 Estimated cost exceeding £25,000 and up to £50,000	1,026.00	1,051.00	O	Statutory
04 Estimated cost exceeding £50,000 and up to £100,000	1,307.00	1,340.00	O	Statutory
05 Estimated cost exceeding £100,000 and up to £150,000	1,492.00	1,530.00	O	Statutory
06 Installation of a Mezzanine floor up to 500m2	1,057.00	1,084.00	O	Statutory

Office / Shop fit out

01 Floor area up to 500m2	746.00	764.00	O	Statutory
02 Floor area 500m2 to 1000m2	1,057.00	1,084.00	O	Statutory
03 Change of use of a Building (charged in addition to the above works)	250.00	250.00	O	Statutory

Renovation of thermal element

01 Estimated cost up to £50,000	436.00	447.00	O	Statutory
02 Estimated cost exceeding £50,001 and up to £100,000	592.00	607.00	O	Statutory
03 Estimated cost exceeding £100,001 and up to £250,000	684.00	701.00	O	Statutory

Window replacement (non competent persons scheme).

Per installation over 20 windows	466.00	477.00	O	Statutory
Per installation up to 20 windows	374.00	382.00	O	Statutory

Non Domestic Extensions and New Build - Inspection Charge

2012/13 Charge

2013/14 Charge

VAT

Statutory?

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Building Control**Non Domestic Extensions and New Build - Inspection Charge**

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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All Other Use Classes

01 Floor Area not exceeding 10m2	512.00	529.00	S	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	634.00	654.00	S	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	745.00	770.00	S	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	993.00	1,024.00	S	Statutory

Assembly and Recreational Use & Other Residential (Institution and Other)

01 Floor Area not exceeding 10m2	536.00	553.00	S	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	745.00	770.00	S	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	1,093.00	1,127.00	S	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	1,343.00	1,385.00	S	Statutory

Industrial and Storage Use

01 Floor Area not exceeding 10m2 (Inc in Plan Charge)	0.00	0.00	S	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	387.00	401.00	S	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	586.00	605.00	S	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	686.00	707.00	S	Statutory

Non Domestic Extensions and New Build - Plan Charge

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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All Other Use Classes

01 Floor Area not exceeding 10m2	160.00	160.00	S	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	160.00	160.00	S	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	250.00	250.00	S	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	250.00	250.00	S	Statutory

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Building Control

Non Domestic Extensions and New Build - Plan Charge

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Assembly and Recreational Use & Other Residential (Institution and Other)

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
01 Floor Area not exceeding 10m2	160.00	160.00	S	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	250.00	250.00	S	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	250.00	250.00	S	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	350.00	350.00	S	Statutory

Industrial and Storage Use

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
01 Floor Area not exceeding 10m2	447.00	458.00	S	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	160.00	160.00	S	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	160.00	160.00	S	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	160.00	160.00	S	Statutory

Non Domestic Extensions and New Build - Regularisation Charge

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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All Other Use Classes

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
01 Floor Area not exceeding 10m2	840.00	861.00	O	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	994.00	1,017.00	O	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	1,244.00	1,275.00	O	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	1,554.00	1,592.00	O	Statutory

Assembly and Recreational Use & Other Residential (Institution and Other)

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
01 Floor Area not exceeding 10m2	870.00	891.00	O	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	1,244.00	1,275.00	O	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	1,679.00	1,721.00	O	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	2,116.00	2,169.00	O	Statutory

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Building Control**Non Domestic Extensions and New Build - Regularisation Charge**

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Industrial and Storage Use

01 Floor Area not exceeding 10m2	559.00	573.00	O	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	684.00	701.00	O	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	931.00	956.00	O	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	1,057.00	1,084.00	O	Statutory

Planning Publications

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Photocopying Charges For Current Applications (Available At Reception)

A4 Per Page	0.10	0.10	S	Statutory
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Small Domestic Buildings - Building Notices (New Dwellings Up To 300M2 Each)

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Number Of Dwellings

a) 1	1,070.00	1,097.00	S	Statutory
b) 2	1,443.00	1,479.00	S	Statutory
c) 3	1,693.00	1,735.00	S	Statutory
d) 4	1,940.00	1,988.00	S	Statutory
e) 5	2,264.00	2,321.00	S	Statutory
f) 6	2,587.00	2,652.00	S	Statutory
g) 7	2,861.00	2,933.00	S	Statutory
h) 8	3,135.00	3,213.00	S	Statutory
i) 9	3,409.00	3,494.00	S	Statutory
j) 10	3,682.00	3,774.00	S	Statutory
k) exceeding 10 - Price on Application	0.00	0.00	S	Statutory

Small Domestic Buildings - Inspection Charge (New Dwellings Up To 300M2 Each)

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Building Control**Small Domestic Buildings - Inspection Charge (New Dwellings Up To 300M2 Each)****Number Of Dwellings**

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
a) 1	820.00	847.00	S	Statutory
b) 2	1,193.00	1,229.00	S	Statutory
c) 3	1,443.00	1,485.00	S	Statutory
d) 4	1,440.00	1,488.00	S	Statutory
e) 5	1,764.00	1,821.00	S	Statutory
f) 6	2,087.00	2,152.00	S	Statutory
g) 7	2,361.00	2,433.00	S	Statutory
h) 8	2,635.00	2,713.00	S	Statutory
i) 9	2,909.00	2,994.00	S	Statutory
j) 10	3,182.00	3,274.00	S	Statutory
k) exceeding 10 - Price on Application	0.00	0.00	S	Statutory

Small Domestic Buildings - Plan Charge (New Dwellings Up To 300M2 Each)**Number Of Dwellings**

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
a) 1	250.00	250.00	S	Statutory
b) 2	250.00	250.00	S	Statutory
c) 3	250.00	250.00	S	Statutory
d) 4	500.00	500.00	S	Statutory
e) 5	500.00	500.00	S	Statutory
f) 6	500.00	500.00	S	Statutory
g) 7	500.00	500.00	S	Statutory
h) 8	500.00	500.00	S	Statutory
i) 9	500.00	500.00	S	Statutory
j) 10	500.00	500.00	S	Statutory
k) exceeding 10 - Price on Application	0.00	0.00	S	Statutory

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Building Control

Small Domestic Buildings - Regularisation Charge (New Dwellings Up To 300M2 Each)

Number Of Dwellings

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
a) 1	1,338.00	1,371.00	O	Statutory
b) 2	1,804.00	1,849.00	O	Statutory
c) 3	2,116.00	2,169.00	O	Statutory
d) 4	2,426.00	2,485.00	O	Statutory
e) 5	2,830.00	2,901.00	O	Statutory
f) 6	3,234.00	3,315.00	O	Statutory
g) 7	3,576.00	3,666.00	O	Statutory
h) 8	3,919.00	4,016.00	O	Statutory
i) 9	4,262.00	4,367.00	O	Statutory
j) 10	4,603.00	4,717.00	O	Statutory
k) exceeding 10 (POA)	0.00	0.00	O	Statutory

Water Testing Charges

Private water supply

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
a) Private water supply sample (each visit)	68.00	100.00	O	Statute
b) Risk Assessment (each assessment)	300.00	500.00	O	Statute
c) Investigation (per investigation)	60.00	100.00	O	Statute
d) Granting an Authorisation (per authorisation)	60.00	100.00	O	Statute
e) Analysing a Sample Taken Under Regulation 10 - at cost - max price shown	25.00	25.00	O	Statute
f) Analysing a Sample Taken Under Check Monitoring - at cost - max price shown	100.00	100.00	O	Statute
g) Analysing a Sample Taken Under Audit Monitoring - at cost - max price shown	500.00	500.00	O	Statute

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Environmental Protection Act**Environmental Information Regulations 2004**

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Contaminated Land Enquiries

Commercial - Hourly rate	48.50	51.00	S	Discretionary
Domestic - Hourly rate	48.50	51.00	S	Discretionary
General Enquiries - Hourly Rate	48.50	51.00	S	Discretionary

Environmental Protection

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Environmental Protection Schedule 1 Part B Premises

a) Summary Of Register	21.75	22.75	S	Discretionary
b) First Sheet - A4	14.10	14.80	S	Discretionary
c) Each Subsequent Sheet - A4	3.95	4.15	S	Discretionary
d) First Sheet-A3	14.10	14.80	S	Discretionary
e) Each Subsequent Sheet-A3	3.95	4.15	S	Discretionary

Pollution

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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MOTOR SALVAGE OPERATORS

Registration Fee	131.25	138.00	O	Discretionary
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Pollution Prevention & Control Act

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Environmental Protection Act**Pollution Prevention & Control Act**

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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LA-IPPC charges

a) Application	3,218.00	3,218.00	<input type="radio"/>	Statute
b) Additional fee for operating without a permit	1,137.00	1,137.00	<input type="radio"/>	Statute
c) Annual Subsistence (Low)	1,384.00	1,384.00	<input type="radio"/>	Statute
d) Annual Subsistence (Medium)	1,541.00	1,541.00	<input type="radio"/>	Statute
e) Annual Subsistence (High)	2,233.00	2,233.00	<input type="radio"/>	Statute
f) Substantial Variation	1,309.00	1,309.00	<input type="radio"/>	Statute
g) Transfer	225.00	225.00	<input type="radio"/>	Statute
h) Partial transfer	668.00	668.00	<input type="radio"/>	Statute
i) Surrender	668.00	668.00	<input type="radio"/>	Statute

LAPPC & LAIPPC substance charges

Where paid quarterly the total amount payable will be increased by	36.00	36.00	<input type="radio"/>	Statute
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Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Environmental Protection Act

Pollution Prevention & Control Act

2012/13 Charge

2013/14 Charge

VAT Statutory?

LAPPC Annual Subsistence Charge

1.a) Standard process Low	739.00	739.00	O	Statute
1.b) Standard process Medium	1,111.00	1,111.00	O	Statute
1.c) Standard process High	1,672.00	1,672.00	O	Statute
1.d) Standard process Low - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	838.00	838.00	O	Statute
1.e) Standard process Medium - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	1,210.00	1,210.00	O	Statute
1.f) Standard process High - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	1,771.00	1,771.00	O	Statute
2.a) Reduced fee activities (Low)	76.00	76.00	O	Statute
2.b) Reduced fee activities (Med)	151.00	151.00	O	Statute
2.c) Reduced fee activities (High)	227.00	227.00	O	Statute
2.d) Reduced fee activities (Low) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	175.00	175.00	O	Statute
2.e) Reduced fee activities (Med) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	250.00	250.00	O	Statute
2.f) Reduced fee activities (High) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	326.00	326.00	O	Statute
3.a) PVR I & II combined (Low)	108.00	108.00	S	Statute
3.b) PVR I & II combined (High)	326.00	326.00	O	Statute
3.c) PVR I & II combined (Med)	216.00	216.00	O	Statute
3.d) PVR I & II combined - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation (high)	425.00	425.00	O	Statute
3.e) PVR I & II combined - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation (med)	315.00	315.00	O	Statute
3.f) PVR I & II combined - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation (low)	207.00	207.00	O	Statute
4.a) Other reduced fee activities (Low)	218.00	218.00	O	Statute
4.b) Other reduced fee activities (Med)	349.00	349.00	O	Statute
4.c) Other reduced fee activities (High)	524.00	524.00	O	Statute
4.d) Other reduced fee activities (Low) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	317.00	317.00	O	Statute
4.e) Other reduced fee activities (Med) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	448.00	448.00	O	Statute
4.f) Other reduced fee activities (High) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	623.00	623.00	O	Statute
6.a) Standard mobile plant, for first and second permits (Low)	618.00	618.00	O	Statute
6.b) Standard mobile plant, for first and second permits (Medium)	989.00	989.00	O	Statute
6.c) Standard mobile plant, for first and second permits (High)	1,484.00	1,484.00	O	Statute
6.d) Standard mobile plant, for first and second permits (Low) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	717.00	717.00	O	Statute

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Environmental Protection Act**Pollution Prevention & Control Act**

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
6.e) Standard mobile plant, for first and second permits (Medium) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	1,088.00	1,088.00	O	Statute
6.f) Standard mobile plant, for first and second permits (High) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	1,583.00	1,583.00	O	Statute
7.a) For the third to seventh permits (Low)	368.00	368.00	O	Statute
7.b) For the third to seventh permits (Medium)	590.00	590.00	O	Statute
7.c) For the third to seventh permits (High)	884.00	884.00	O	Statute
7.d) For the third to seventh permits (Low) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	467.00	467.00	O	Statute
7.e) For the third to seventh permits (Medium) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	689.00	689.00	O	Statute
7.f) For the third to seventh permits (High) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	983.00	983.00	O	Statute
8.a) Eighth and subsequent permits (Low)	189.00	189.00	O	Statute
8.b) Eighth and subsequent permits (Medium)	302.00	302.00	O	Statute
8.c) Eighth and subsequent permits (High)	453.00	453.00	O	Statute
8.d) Eighth and subsequent permits (Low) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation	288.00	288.00	O	Statute
8.e) Eighth and subsequent permits (Medium) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	401.00	401.00	O	Statute
8.f) Eighth and subsequent permits (High) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	552.00	552.00	O	Statute

LAPPC Substantial change

Reduced fee activities	98.00	98.00	O	Statute
Standard process	1,005.00	1,005.00	O	Statute
Standard process where the substantial change results in a new PPC activity	1,579.00	1,579.00	O	Statute

LAPPC Temporary transfer for mobiles

First transfer	51.00	51.00	O	Statute
Repeat following enforcement or warning	51.00	51.00	O	Statute

Fees and Charges

Printed Date: 17/01/2013 Last modified: 17/01/2013

Environmental Protection Act

Pollution Prevention & Control Act

2012/13 Charge 2013/14 Charge VAT Statutory?

LAPPC Transfer and Surrender

New operator at low risk reduced fee activity	75.00	75.00	O	Statute
Reduced fee activities: partial transfer	45.00	45.00	O	Statute
Reduced fee activities: transfer - Price on application	0.00	0.00	O	Statute
Standard process partial transfer	476.00	476.00	O	Statute
Standard process transfer	162.00	162.00	O	Statute
Surrender: all Part B activities	0.00	0.00	O	Statute

LAPPC charges - Application Fee

Additional fee for operating without a permit	1,137.00	1,137.00	O	Statute
Additional fee where a LAPPC application for any of the above is for a combined Part B and waste application	297.00	297.00	O	Statute
Other Reduced Fee Activities	346.00	346.00	O	Statute
PVR I & II combined	246.00	246.00	O	Statute
PVRI, SWOBs, and Dry Cleaners Reduced Fee Activities	148.00	148.00	O	Statute
Reduced fee activities: Additional fee for operating without a permit	68.00	68.00	O	Statute
Standard process	1,579.00	1,579.00	O	Statute

LAPPC mobile plant charges - Application fees

Number of permits = 1	1,579.00	1,579.00	O	Statute
Number of permits = 2	1,579.00	1,579.00	O	Statute
Number of permits = 3 through to 8	943.00	943.00	O	Statute
Number of permits = 8 and over	477.00	477.00	O	Statute

LAPPC subsistence fees

Late Payment Fees	50.00	50.00	O	Statute
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Pollution, Prevention And Control Act 1999

2012/13 Charge 2013/14 Charge VAT Statutory?

Fees and Charges

Printed Date: 17/01/2013 Last modified: 17/01/2013

Environmental Protection Act

Pollution, Prevention And Control Act 1999

2012/13 Charge 2013/14 Charge VAT Statutory?

LAPPC Annual Subsistence Charge

1.a) Standard process Low (where permit is for a combined Part B and waste installation)	838.00	838.00	S	Statute
1.b) Standard process Medium (where permit is for a combined Part B and waste installation)	1,260.00	1,260.00	S	Statute
1.c) Standard process High (where permit is for a combined Part B and waste installation)	1,870.00	1,870.00	S	Statute

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Food Safety

Food Safety

2012/13 Charge **2013/14 Charge** **VAT** **Statutory?**

Food Hygiene Courses

Courses Held On Site (Per Person)	60.00	60.00	S	Discretionary
Food Hygiene Courses	80.00	80.00	S	Discretionary
Refresher Courses	61.00	61.00	S	Discretionary
Replacement Certificate Fee	40.00	42.00	S	Discretionary
Voluntary Surrender Of Foodstuffs Certificate	65.00	65.00	S	Discretionary

Foodstuffs For Export

Per Certificate (If Visit Needed)	130.00	130.00	O	Discretionary
Per Certificate (If Visit Not Needed)	65.00	65.00	O	Discretionary

Foodstuffs for Import

Imported organic foodstuffs authentication certificate	45.00	45.00	O	Discretionary
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Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Licensing

Animals (Set by SBC)

2012/13 Charge **2013/14 Charge** **VAT** **Statutory?**

Variation to any Animal Licence

Change of ownership during licensing period	65.00	67.00	<input type="radio"/>	Discretionary
Change to animals kept or sold from licensed premises	110.00	114.00	<input type="radio"/>	Discretionary

Zoo Licence

Initial applications	340.00	353.00	<input type="radio"/>	Discretionary
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Gambling Act 2005

2012/13 Charge **2013/14 Charge** **VAT** **Statutory?**

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Licensing

Gambling Act 2005

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Gambling Act Fees

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
Adult Gaming Centres: a) New Applications	2,000.00	2,000.00	O	Statute
Adult Gaming Centres: b) Annual Fees	1,000.00	1,000.00	O	Statute
Adult Gaming Centres: c) Variations	1,000.00	1,000.00	O	Statute
Adult Gaming Centres: d) Transfers	1,200.00	1,200.00	O	Statute
Adult Gaming Centres: e) Reinstatements	1,200.00	1,200.00	O	Statute
Adult Gaming Centres: f) Provisionals Statements	2,000.00	2,000.00	O	Statute
Adult Gaming Centres: g) Licence Application (Provisional Statement Holders)	1,200.00	1,200.00	O	Statute
Adult Gaming Centres: h) Copy of licence	25.00	25.00	O	Statute
Adult Gaming Centres: i) Notification of change	50.00	50.00	O	Statute
Betting Premises (Excluding Tracks): a) New Applications	2,700.00	2,700.00	O	Statute
Betting Premises (Excluding Tracks): b) Annual Fees	600.00	600.00	O	Statute
Betting Premises (Excluding Tracks): c) Variations	1,500.00	1,500.00	O	Statute
Betting Premises (Excluding Tracks): d) Transfers	1,200.00	1,200.00	O	Statute
Betting Premises (Excluding Tracks): e) Reinstatements	1,200.00	1,200.00	O	Statute
Betting Premises (Excluding Tracks): f) Provisionals Statements	3,000.00	3,000.00	O	Statute
Betting Premises (Excluding Tracks): g) Licence Application (Provisional Statement Holders)	1,200.00	1,200.00	O	Statute
Betting premises (Excluding Tracks): h) Copy of licence	25.00	25.00	O	Statute
Betting premises (Excluding Tracks): i) Notification of change	50.00	50.00	O	Statute
Bingo Clubs: a) New Applications	3,500.00	3,500.00	O	Statute
Bingo Clubs: b) Annual Fees	1,000.00	1,000.00	O	Statute
Bingo Clubs: c) Variations	1,750.00	1,750.00	O	Statute
Bingo Clubs: d) Transfers	1,200.00	1,200.00	O	Statute
Bingo Clubs: e) Reinstatements	1,200.00	1,200.00	O	Statute
Bingo Clubs: f) Provisionals Statements	3,500.00	3,500.00	O	Statute
Bingo Clubs: g) Licence Application (Provisional Statement Holders)	1,200.00	1,200.00	O	Statute
Bingo Clubs: h) Notification of change	50.00	50.00	O	Statute
Bingo Clubs: i) Copy of licence	25.00	25.00	O	Statute
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): a) Application Fee (New Permit)	100.00	100.00	O	Statute

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Licensing

Gambling Act 2005

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): b) Application Fee (Conversion Of Part 2 / Part 3 Registration)	100.00	100.00	O	Statute
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): c) Annual Fee	50.00	50.00	O	Statute
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): d) Renewal Fee	100.00	100.00	O	Statute
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): e) Variation Fee	100.00	100.00	O	Statute
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): f) Copy Of Permit	15.00	15.00	O	Statute
Club Gaming Permit: a) Application Fee (New Permit)	200.00	200.00	O	Statute
Club Gaming Permit: b) Application Fee (Conversion Of Part 2 / Part 3 Registration)	100.00	100.00	O	Statute
Club Gaming Permit: c) Annual Fee	50.00	50.00	O	Statute
Club Gaming Permit: d) Renewal Fee	200.00	200.00	O	Statute
Club Gaming Permit: e) Variation Fee	100.00	100.00	O	Statute
Club Gaming Permit: f) Copy Of Permit	15.00	15.00	O	Statute
Family Entertainment Centre: a) New Applications	2,000.00	2,000.00	O	Statute
Family Entertainment Centre: b) Annual Fees	750.00	750.00	O	Statute
Family Entertainment Centre: c) Variations	1,000.00	1,000.00	O	Statute
Family Entertainment Centre: d) Transfers	950.00	950.00	O	Statute
Family Entertainment Centre: e) Reinstatements	950.00	950.00	O	Statute
Family Entertainment Centre: f) Provisionals Statements	2,000.00	2,000.00	O	Statute
Family Entertainment Centre: g) Licence Application (Provisional Statement Holders)	950.00	950.00	O	Statute
Family Entertainment Centre: h) Copy of licence	25.00	25.00	O	Statute
Family Entertainment Centre: i) Notification of change	50.00	50.00	O	Statute
Licensed Premises - Notification Of Intent To Use Automatic Entitlement (1-2 Machines)	50.00	50.00	O	Statute
Licensed Premises Gaming Machine Permit (3+ Machines): a) Application Fee (New Permit)	150.00	150.00	O	Statute
Licensed Premises Gaming Machine Permit (3+ Machines): b) Application Fee (Conversion Of S34 Permit)	100.00	100.00	O	Statute
Licensed Premises Gaming Machine Permit (3+ Machines): c) Annual Fee	50.00	50.00	O	Statute
Licensed Premises Gaming Machine Permit (3+ Machines): d) Variation Fee	100.00	100.00	O	Statute
Licensed Premises Gaming Machine Permit (3+ Machines): e) Transfer Fee	25.00	25.00	O	Statute
Licensed Premises Gaming Machine Permit (3+ Machines): f) Change Of Name	25.00	25.00	O	Statute
Licensed Premises Gaming Machine Permit (3+ Machines): g) Copy Of Permit	15.00	15.00	O	Statute
Prize Gaming Permit: a) Application Fee (New Permit)	300.00	300.00	O	Statute
Prize Gaming Permit: b) Application Fee (Conversion Of S34 Permit)	100.00	100.00	O	Statute

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Licensing

Gambling Act 2005

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
Prize Gaming Permit: c) Renewal Fee	300.00	300.00	O	Statute
Prize Gaming Permit: d) Change Of Name	25.00	25.00	O	Statute
Prize Gaming Permit: e) Copy Of Permit	15.00	15.00	O	Statute
Small Society Lotteries: a) New Registration	40.00	40.00	O	Statute
Small Society Lotteries: b) Annual Fee	20.00	20.00	O	Statute
Tracks: a) New Applications	2,500.00	2,500.00	O	Statute
Tracks: b) Annual Fees	1,000.00	1,000.00	O	Statute
Tracks: c) Variations	1,250.00	1,250.00	O	Statute
Tracks: d) Transfers	950.00	950.00	O	Statute
Tracks: e) Reinstatements	950.00	950.00	O	Statute
Tracks: f) Provisionals Statements	2,500.00	2,500.00	O	Statute
Tracks: g) Licence Application (Provisional Statement Holders)	950.00	950.00	O	Statute
Tracks: h) Copy of licence	25.00	25.00	O	Statute
Tracks: i) Notification of change	50.00	50.00	O	Statute
Unlicensed Family Entertainment Centre Gaming Machine Permit: a) Application Fee (New Permit)	300.00	300.00	O	Statute
Unlicensed Family Entertainment Centre Gaming Machine Permit: b) Application Fee (Conversion Of S34 Permit)	100.00	100.00	O	Statute
Unlicensed Family Entertainment Centre Gaming Machine Permit: c) Renewal Fee	300.00	300.00	O	Statute
Unlicensed Family Entertainment Centre Gaming Machine Permit: d) Change Of Name	25.00	25.00	O	Statute
Unlicensed Family Entertainment Centre Gaming Machine Permit: e) Copy Of Permit	15.00	15.00	O	Statute

HMO Licensing Scheme

HMO's

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
a) Up to 6 Occupants	551.00	578.50	O	Discretionary
b) 7 to 9 occupants	683.00	717.15	O	Discretionary
c) 9 to 14 occupants	750.00	787.50	O	Discretionary
d) More than 15 occupants	840.00	882.00	O	Discretionary
e) Penalty for late or incomplete applications.	105.00	110.25	O	Discretionary
f) Extra charge for processing separate licence holder and manager applications.	26.25	27.50	O	Discretionary
g) Discount for members of an approved landlords association.	26.25	27.50	O	Discretionary

Fees and Charges

Printed Date: 17/01/2013 Last modified: 17/01/2013

Licensing

HMO Licensing Scheme

HMO's Licence Renewals

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
a) Up to 6 Occupants	0.00	433.90	O	Discretionary
b) 7 to 9 occupants	0.00	537.85	O	Discretionary
c) 9 to 14 occupants	0.00	590.65	O	Discretionary
d) More than 15 occupants	0.00	661.50	O	Discretionary
e) Penalty for late or incomplete applications.	0.00	110.25	O	Discretionary
f) Extra charge for processing separate licence holder and manager applications.	0.00	27.50	O	Discretionary
g) Discount for members of an approved landlords association.	0.00	27.50	O	Discretionary

Highways

Street Trading

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
New Application Submission Fee - Deducted From Licence Fee If Application Is Approved	75.00	78.00	S	Discretionary

Street Trading - Per Annum

a) Consent For Mobile Shops, Ice Cream Vans And The Like For Not More Than 30 Minutes In Any One Place: All Residential Areas Where Streets Are Not Classified Roads	750.00	780.00	S	Discretionary
b) Consent For Mobile Shops, Ice Cream Vans And The Like For Not More Than 30 Minutes In Any One Place: Sites Identified By The Director Of Community Services In Classified Roads Which Are Not Prohibited Streets	750.00	780.00	S	Discretionary
c) Consent For Specified Periods From Identified Sites During Permitted Street Trading Hours	750.00	780.00	S	Discretionary
d) Consent For Sites Adjacent To The Public Highway (Static Sites)	750.00	780.00	S	Discretionary

Housing

Immigration Housing Inspection

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
Housing Inspection	120.00	135.00	O	Discretionary

Housing Act Notices

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Fees and Charges

Printed Date: 17/01/2013 Last modified: 17/01/2013

Licensing

Housing Act Notices

2012/13 Charge **2013/14 Charge** **VAT** **Statutory?**

Building Control

Sale Of Approval Notices	15.00	15.50	S	Discretionary
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Building Control Research

Additional Copies of Documents/Notices	17.00	17.50	S	Discretionary
Historical Research Per Hr (Inc 4 Copies)	53.00	54.50	S	Discretionary

Housing Act 1985 - Section 264 - Closing Order

Hourly Rate	51.33	53.90	O	Discretionary
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Housing Act 1985 - Section 264 - Demolition Order

Hourly Rate	51.33	53.90	O	Discretionary
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Housing Act 2004 - Section 11,12,20,21,28,29,40 & 43 - Enforcement Notices

Hourly Rate	51.33	53.90	O	Discretionary
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Street Numbering & Re-Numbering

a) Renaming Property Per Property	42.50	43.50	O	Discretionary
b) Single Property	71.00	73.00	O	Discretionary
c) 2-5 Properties	98.00	100.00	O	Discretionary
d) 6-10 Properties	141.00	145.00	O	Discretionary
e) 11 Plus Properties (£100 plus an additional £2 per property up to a max of £300)	143.00	147.00	O	Discretionary

Licensing Act 2003

2012/13 Charge **2013/14 Charge** **VAT** **Statutory?**

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Licensing**Licensing Act 2003**

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Licensing Fees

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
Application For Provisional Statement Where Premises Are Being Built etc (Sec 29)	315.00	315.00	O	Statute
Application For Transfer Of A Premises Licence (Section 42)	23.00	23.00	O	Statute
Application To Vary Licence To Specify Individual As Premises Supervisor (Section37)	23.00	23.00	O	Statute
Change Of Relevant Registered Address Of Club (Section 83,(1) Or (2)	10.50	10.50	O	Statute
Duty To Notify Change Of Name Or Address (Section 127)	10.50	10.50	O	Statute
Interim Authority Notice Following Death Etc Of Licence Holder (Section 47)	23.00	23.00	O	Statute
Notification Of Change Of Name And Address (Section 33)	10.50	10.50	O	Statute
Notification Of Change Of Name Or Alteration Of Rules Of The Club (Section 82)	10.50	10.50	O	Statute
Personal Licence	37.00	37.00	O	Statute
Personal Licence Grant Or Renewal (Section 117)	37.00	37.00	O	Statute
Right Of Freeholder Etc To Be Notified Of Licensing Matters (Section 178)	21.00	21.00	O	Statute
Temporary Events Notice	21.00	21.00	O	Statute
Temporary Events Notice (Section100)	21.00	21.00	O	Statute
Theft, Loss etc Of Certificate Or Summary (Section 79)	10.50	21.00	O	Statute
Theft, Loss etc Of Personal Licence (Section 126)	10.50	10.50	O	Statute
Theft, Loss etc Of Premises Licence Or Summary (Section 25)	10.50	10.50	O	Statute
Theft, Loss etc Of Temporary Event Notice (Section 110)	10.50	10.50	O	Statute

Licensing Register Entries

For All Entries (If Plans Are Required)	3,000.00	3,000.00	O	Statute
For All Entries (No Plans Are Required)	1,000.00	1,000.00	O	Statute
Per Individual Copy	26.00	26.00	O	Statute

Premises Licence

Minor Variation	89.00	89.00	O	Statute
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Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Licensing

Licensing Act 2003

2012/13 Charge 2013/14 Charge VAT Statutory?

Premises Licence - Annual Fee

A	70.00	70.00	O	Statute
B	180.00	180.00	O	Statute
C	295.00	295.00	O	Statute
D	320.00	320.00	O	Statute
E	350.00	350.00	O	Statute

Premises Licence - Annual Fee (For Town Centre Pubs Only)

D X 2	640.00	640.00	O	Statute
E X 3	1,050.00	1,050.00	O	Statute

Premises Licence - New And Full Variation Applications

A	100.00	100.00	O	Statute
B	190.00	190.00	O	Statute
C	315.00	315.00	O	Statute
D	450.00	450.00	O	Statute
D X 2	900.00	900.00	O	Statute
E	635.00	635.00	O	Statute
E X 3	1,905.00	1,905.00	O	Statute

Retail (Set By SBC)

2012/13 Charge 2013/14 Charge VAT Statutory?

Sex Shop Registration

New, Renewal, Intermediate, Temporary	3,000.00	3,000.00	O	Discretionary
Transfer Of Licence	3,000.00	3,000.00	O	Discretionary

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Licensing

Retail (Set By SBC)

Sex establishment licence fee

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
Change of licence details	0.00	150.00	O	Discretionary
New,Renewal,Intermediate,Temporary	0.00	3,000.00	O	Discretionary

Tattoo Licences

Acupuncture	180.00	187.00	O	Discretionary
Acupuncture, Tattooing, Skin Piercing, Electrolysis, Semi Perm skin colouring (replacement certificate fee)	40.00	42.00	O	Discretionary
Tattooing, Skin Piercing, Electrolysis, Semi Perm Skin Colouring	180.00	187.00	O	Discretionary
Acupuncture (transfer of premises)	65.00	67.00	O	Discretionary
Tattooing, Skin Piercing, Electrolysis, Semi Perm Skin colouring (transfer of premises)	65.00	67.00	O	Discretionary

Sunday Trading Act 1996

Sunday Trading Act 1996

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
Consent For Sunday Loading And Unloading	190.00	197.00	O	Discretionary

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Public Health

Health and Safety

2012/13 Charge

2013/14 Charge

VAT Statutory?

Health And Safety At Work Act 1974

Officer Statement Of Facts

65.00

65.00

Discretionary

Fees and Charges

Printed Date: 17/01/2013 Last modified: 17/01/2013

Rodent & Pest Control

Animals (Set By SBC)

2012/13 Charge **2013/14 Charge** **VAT** **Statutory?**

Animal Boarding Establishment

Initial Application	260.00	270.00	O	Discretionary
Subsequent Applications	180.00	187.00	O	Discretionary

Breeding Of Dogs

Initial Applications	260.00	270.00	O	Discretionary
Subsequent Applications	180.00	187.00	O	Discretionary

Dangerous Wild Animals (Plus Vet Fees)

Initial Application	455.00	473.00	O	Discretionary
Renewal	260.00	270.00	O	Discretionary

Home boarding establishment

Initial Application	0.00	135.00	O	Discretionary
Subsequent Applications	0.00	93.00	O	Discretionary

Pet Shops

Initial Application	260.00	270.00	O	Discretionary
Subsequent Applications	180.00	187.00	O	Discretionary

Riding Establishments (Plus Vets Fees)

Initial Application	260.00	270.00	O	Discretionary
Subsequent Applications	180.00	187.00	O	Discretionary

Rodent And Pest Control

2012/13 Charge **2013/14 Charge** **VAT** **Statutory?**

Fees and Charges

Printed Date: 17/01/2013 Last modified: 17/01/2013

Rodent & Pest Control

Rodent And Pest Control

2012/13 Charge **2013/14 Charge** **VAT** **Statutory?**

Pest Control

Mice Per Visit	55.50	58.50	S	Discretionary
Rat Disinfestation - Domestic Properties	32.50	35.00	S	Discretionary
Wasps, Fleas etc - Per Visit	52.00	54.50	S	Discretionary
Bedbugs	59.50	62.50	S	Discretionary

Stray Dogs

2012/13 Charge **2013/14 Charge** **VAT** **Statutory?**

Stray Dogs - Collection Fee

Plus Kennelling And Vets Fees	115.50	150.00	O	Discretionary
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Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Taxi Licensing

Taxi Licensing

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Hackney Carriages Driver And Vehicles

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
Criminal Record Bureau Fee - 3 Yearly Check	48.00	48.00	O	Discretionary
English & Numeracy Retest Fee	26.00	27.00	O	Discretionary
Enhanced Drivers Licence Checks With DVLA	7.50	7.50	O	Discretionary
Geographic Knowledge Retest Fee	58.00	59.00	O	Discretionary
Hackney Carriage /Private Hire Vehicle Plate Brackets	14.00	14.00	O	Discretionary
Hackney Carriage Driver - New	257.50	262.50	O	Discretionary
Hackney Carriage Driver - Renewal	112.50	115.50	O	Discretionary
Hackney Carriage Vehicle	295.00	302.00	O	Discretionary
Hackney Carriage Vehicle (adapted for disabled persons)	145.00	149.00	O	Discretionary
Licence Conditions Retest	32.00	33.00	O	Discretionary
Re-Issue Of Licence (Change of address, name or any other reason)	65.00	67.00	O	Discretionary
Transfer From Private Hire Fee	58.00	59.00	O	Discretionary
Appeal cost against issue of penalty points - refundable if licensee is successful	50.00	51.00	O	Discretionary
Application pack fee - deducted from licence fee if enquirer subsequently makes a formal application	15.00	16.00	O	Discretionary
Re-Issue Of Licence (Change of Vehicle)	85.00	87.00	O	Discretionary

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Taxi Licensing

Taxi Licensing

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Private Hire Vehicles Driver Operator And Vehicle

Appeal cost against issue of penalty points - refundable if licensee is successful	50.00	51.00	O	Discretionary
Application pack fee - deducted from licence fee if enquirer subsequently makes a formal application	15.00	15.00	O	Discretionary
Criminal Record Bureau Fee - 3 Yearly Check	48.00	48.00	O	Discretionary
English & Numeracy Retest Fee	26.00	27.00	O	Discretionary
Enhanced Drivers Licence Checks With DVLA	7.50	7.50	O	Discretionary
Geographic Knowledge retest fee	32.00	33.00	O	Discretionary
Hackney Carriage /Private hire vehicle plate replacement	15.00	15.00	O	Discretionary
Private Hire Driver Licence - New	247.50	252.50	O	Discretionary
Private Hire Driver Licence - Renewal	112.50	115.50	O	Discretionary
Private Hire Vehicle	260.00	265.00	O	Discretionary
Re-Issue Of Licence (Change of vehicle)	85.00	87.00	O	Discretionary
Re-Issue of Licence (Change of address, name or any other reason)	65.00	67.00	O	Discretionary
a) Private Hire Operator - 1 Vehicle	180.00	185.00	O	Discretionary
b) Private Hire Operator - 2 To 5 Vehicles	220.00	226.00	O	Discretionary
c) Private Hire Operator - 6 To 20 Vehicles	315.00	323.00	O	Discretionary
d) Private hire operator - 21 to 40 vehicles	420.00	430.00	O	Discretionary
e) Private hire operator - Over 40 vehicles	600.00	615.00	O	Discretionary
Private Hire Vehicle (adapted for disabled persons)	130.00	133.00	O	Discretionary
Private hire vehicle plate replacement	15.00	15.00	O	Discretionary

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Housing Options

Homelessness

Homelessness

2012/13 Charge

2013/14 Charge

VAT

Statutory?

Bed & Breakfast

Charge Is Maximum Eligible For Housing Benefit

288.46

288.46

Discretionary

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Ind Living

Day Centres

Greeno & Fordbridge Centres (Commercial Use)

2012/13 Charge 2013/14 Charge VAT Statutory?

Committee/Meeting Rooms

Mon - Fri Evening	15.00	16.00	E	Discretionary
Saturday	17.00	18.00	E	Discretionary

Large Hall

Mon-Fri Evening	32.00	40.00	E	Discretionary
Saturday Day Time Rates before 6.00 PM	32.00	40.00	E	Discretionary
Saturday Evening after 6.00 PM	64.00	68.00	E	Discretionary
Sunday	66.00	68.00	E	Discretionary

Quiet Lounge

Mon-Fri Evening	15.00	16.00	E	Discretionary
Saturday	23.00	24.00	E	Discretionary

Greeno & Fordbridge Centres (Community Use)

2012/13 Charge 2013/14 Charge VAT Statutory?

Committee/Meeting Rooms

Mon-Fri Evening	11.00	12.00	E	Discretionary
Saturday	13.00	14.00	E	Discretionary

Large Hall

Mon-Fri Evening	16.50	18.50	E	Discretionary
Saturday Day Time Rates before 6.00 PM	20.00	22.00	E	Discretionary
Saturday Evening after 6.00 PM	41.00	41.00	E	Discretionary
Sunday	41.00	41.00	E	Discretionary

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Day Centres

Greeno & Fordbridge Centres (Community Use)

2012/13 Charge 2013/14 Charge VAT Statutory?

Quiet Lounge

Mon-Fri Evening	11.00	12.00	E	Discretionary
Saturday Day Time Rates before 6.00 PM	18.00	19.00	E	Discretionary
Saturday Evening after 6.00 PM	23.00	24.00	E	Discretionary

Greeno & Fordbridge Centres (Semi Commercial Use e.g. Weight Watchers and Dance Classes)

2012/13 Charge 2013/14 Charge VAT Statutory?

Large Hall

Mon - Fri Evening	24.00	27.00	E	Discretionary
Saturday Day Time Rates before 6.00 PM	26.00	29.00	E	Discretionary
Saturday Evening after 6.00 PM	52.50	52.50	E	Discretionary
Sunday	52.50	52.50	E	Discretionary

Older Peoples Services

2012/13 Charge 2013/14 Charge VAT Statutory?

Membership Fees

Joint Day Centre/Speltride	20.00	20.00	S	Discretionary
Non SBC Resident	22.00	23.00	S	Discretionary
SBC Resident	14.00	15.00	S	Discretionary

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Meals On Wheels

Luncheon Clubs

Service Fees

Charge Per Meal

2012/13 Charge **2013/14 Charge** **VAT** **Statutory?**

4.00 4.00 O Discretionary

Meals On Wheels

Service Fees

Charge Per Meal

2012/13 Charge **2013/14 Charge** **VAT** **Statutory?**

3.70 3.80 O Discretionary

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Span

Span

2012/13 Charge **2013/14 Charge** **VAT** **Statutory?**

Service Fees

Individual Customers In The Spelthorne Area Who Have Lifeline Telephones	4.30	4.30	*	Discretionary
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Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Leisure**Public Halls****Shepperton Hall**

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Commercial Use (9am To Midnight)

Mon-Fri 9am To 5pm per hour	32.00	35.00	E	Discretionary
Mon-Fri After 5pm per hour	45.50	58.50	E	Discretionary
Sat 9am To 6pm per hour	47.50	50.50	E	Discretionary
Sat After 6pm per hour	64.00	68.00	E	Discretionary
Sunday 9am To 10.30pm per hour	64.00	68.00	E	Discretionary

Community Use (9am To Midnight)

Mon-Fri 9am To 5pm per hour	16.50	18.00	E	Discretionary
Mon-Fri After 5pm per hour	18.50	19.50	E	Discretionary
Sat 9am To 6pm per hour	20.00	22.00	E	Discretionary
Sat After 6pm per hour	40.50	41.00	E	Discretionary
Sunday 9am To 10.30pm per hour	40.50	41.00	E	Discretionary

Semi Commercial Use (9am To Midnight)

a) Mon-Fri 9am To 5pm per hour	21.50	24.00	E	Discretionary
b) Mon-Fri After 5pm per hour	24.00	27.00	E	Discretionary
c) Sat 9am To 6pm per hour	26.00	29.00	E	Discretionary
d) Sat After 6 pm per hour	52.50	52.50	E	Discretionary
e) Sunday 9am To 10.30pm per hour	52.50	52.50	E	Discretionary

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Office Services

Knowle Green

Council Offices

2012/13 Charge **2013/14 Charge** **VAT** **Statutory?**

Equipment

LCD Projector And Laptop	152.60	167.86	S	Discretionary
Overhead Projector	25.70	28.27	S	Discretionary
Slide Projector	32.10	35.31	S	Discretionary
TV And Video Combined	45.00	49.50	S	Discretionary
Video Camera	50.40	55.44	S	Discretionary
Visual Presenter	25.70	28.27	S	Discretionary

Other

Photocopying Charges (Per Copy)	0.10	0.11	S	Discretionary
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Refreshments

Tea/Coffee And Biscuits Per Serving	0.70	0.77	S	Discretionary
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Hire Of Knowle Green Committee Suite- Commercial Rate

2012/13 Charge **2013/14 Charge** **VAT** **Statutory?**

Council Chamber

2 Hours	216.00	237.60	E	Discretionary
Evenings (2 Hours)	183.70	202.07	E	Discretionary
Full Day	864.00	950.40	E	Discretionary
Half Day	432.00	475.20	E	Discretionary

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Knowle Green

Hire Of Knowle Green Committee Suite- Commercial Rate

2012/13 Charge 2013/14 Charge VAT Statutory?

Goddard Room

2 Hours	108.00	118.80	E	Discretionary
Evenings (2 Hours)	95.20	104.72	E	Discretionary
Full Day	432.00	475.20	E	Discretionary
Half Day	216.00	237.60	E	Discretionary

Small Committee Room

2 Hours	66.20	72.82	E	Discretionary
Evenings (2 Hours)	70.20	77.22	E	Discretionary
Full Day	265.00	291.50	E	Discretionary
Half Day	132.50	145.75	E	Discretionary

Hire Of Knowle Green Committee Suite- Standard Rate

2012/13 Charge 2013/14 Charge VAT Statutory?

Council Chamber

2 Hours	79.20	87.12	E	Discretionary
Evenings (2 Hours)	90.20	99.22	E	Discretionary
Full Day	317.00	348.70	E	Discretionary
Half Day	158.50	174.35	E	Discretionary

Goddard Room

2 Hours	58.40	64.24	E	Discretionary
Evenings (2 Hours)	68.20	75.02	E	Discretionary
Full Day	216.30	237.93	E	Discretionary
Half Day	108.20	119.02	E	Discretionary

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Knowle Green

Hire Of Knowle Green Committee Suite- Standard Rate

2012/13 Charge **2013/14 Charge** **VAT** **Statutory?**

Small Committee Room

2 Hours	44.90	49.39	E	Discretionary
Evenings (2 Hours)	58.90	64.79	E	Discretionary
Full Day	131.70	144.87	E	Discretionary
Half Day	82.50	90.75	E	Discretionary

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Planning/Housing**Planning Development Control****A) Pre-Application Charges****a) Householder Applications - Advice (Written)**

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
Confirmation that planning permission is not required for household proposal	45.00	45.00	S	Discretionary
Householder advice on acceptability of a proposal (£45 where site visit not required)	60.00	60.00	S	Discretionary

b) Householder Applications - Other

Site Visit and advice on historic buildings	60.00	60.00	S	Discretionary
Site visit and advice on trees	40.00	40.00	S	Discretionary

c) Planning Investigation/Research - Commercial Organisations Only

Investigation/ Research Requiring Both Office And Site Based Work Per Hr	100.00	100.00	S	Discretionary
Investigation/ Research Requiring Office Based Work Only Per Hr	75.00	80.00	S	Discretionary

d) Planning Investigation/Research - Planning Enforcement

Fee For Checking Planning Conditions	0.00	0.00	S	Discretionary
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e) Planning Investigation/Research - Service Fees

High Hedge Legislation	496.10	500.00	S	Discretionary
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f) Written Advice

01) Minor Proposals	125.00	350.00	S	Discretionary
02) Major Proposals	300.00	500.00	S	Discretionary
03) Strategic Proposals	500.00	800.00	S	Discretionary

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Planning Development Control**A) Pre-Application Charges**

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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g) Meetings

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
01) Minor Proposal (1-9 dwellings or up to 1000 sq m commercial)	235.00	500.00	S	Discretionary
02) Major Proposal (=10 dwellings or + 1000 sq m commercial)	500.00	775.00	S	Discretionary
03) Strategic Proposals (+50 dwellings or +1000 sq m commercial)	900.00	1,200.00	S	Discretionary
04) Strategic Proposals (+50 dwellings or +1000 sq m commercial) where Head of Service attends	1,100.00	1,400.00	S	Discretionary

B) Planning Application Fees

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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a) Household Development

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
Alteration/Addition To Existing Dwelling	172.00	172.00	S	Statutory
Alteration/Addition To Two Or More Existing Dwellings	339.00	339.00	S	Statutory
Erection Of Outbuildings, Fences Etc Within Curtilage Of A Dwelling	172.00	172.00	S	Statutory

b) Outline Applications

The site area does not exceed 2.5 hectares: for each 0.1 hectare of the site area	385.00	385.00	S	Statutory
The site area exceeds 2.5 hectares (and an additional £115 for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £125,000;)	9,527.00	9,527.00	S	Statutory

c) Full Applications And Reserved Matters

Erection Of Dwellings Per Dwelling Created Up To A Max of 50 Dwellings	385.00	385.00	S	Statutory
Where the number of dwellinghouses to be created by the development exceeds 50 (and an additional £115 for each dwellinghouse in excess of 50 up to a maximum total fee of £250,000)	19,049.00	19,049.00	S	Statutory

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Planning Development Control

B) Planning Application Fees

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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d) Erection Of Buildings Other Than Dwellings, Agricultural Buildings, Glasshouses Or Plant And Machinery

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
No new floor space	195.00	195.00	S	Statutory
Where floor space does not exceed 40 m ²	195.00	195.00	S	Statutory
Where the floor space created is between 40m ² and 75m ²	385.00	385.00	S	Statutory
Where the floor space created is between 75m ² and 3750m ²	385.00	385.00	S	Statutory
Where the floor space created is more than 3750m ² (with £115 for each additional 75m ² in excess of 3750m ² subject to a maximum fee of £250,000)	19,049.00	19,049.00	S	Statutory

e) Erection Of Other Agricultural Buildings On Land Used For Purposes Of Agriculture (Other Than Glasshouses)

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
Where the gross floor space does not exceed 465m ²	80.00	80.00	S	Statutory
Where the gross floor space exceeds 465m ² but does not exceed 540m ²	385.00	385.00	S	Statutory
Where the gross floor space exceeds 540m ² but does not exceed 4215m ² £385 for the first 540m ² and an additional £385 for each 75m ² in excess of 540m ²	385.00	385.00	S	Statutory
Where the gross floor space exceeds 4215m ² £19,049 (and an additional £115 for each 75m ² in excess of 4215m ² up to a maximum fee of £250,000)	19,049.00	19,049.00	S	Statutory

f) Erection Of Glasshouses Used For Purposes In Agriculture

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
Where the gross floor space does not exceed 465m ²	80.00	80.00	S	Statutory
Where the gross floor space exceeds 465m ²	2,150.00	2,150.00	S	Statutory

g) Erection, Alteration Or Replacement Of Plant And Machinery

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
Where the site area does not exceed 5 hectares, £385 for each 0.1 hectare of the site area	385.00	385.00	S	Statutory
Where the site area exceeds 5 hectares £19,049 (an additional £115 for each 0.1 hectares in excess of 5 hectares subject to a maximum of £250,000)	19,049.00	19,049.00	S	Statutory

h) Approval of reserved matters where flat rate does not apply - A fee based on floor space/ numbers of dwellinghouses involved.

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
Car Parks, Service Roads Or Other Accesses (Existing Uses Only)	195.00	195.00	S	Statutory

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Planning Development Control

B) Planning Application Fees

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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i) Exploratory Drilling For Oil Or Natural Gas

where the site area does not exceed 7.5 hectares, £385 for each 0.1 hectare of site area	385.00	385.00	S	Statutory
where the site area exceeds 7.5 hectares, £28,750 (with an additional £115 for each 0.1 hectares in excess of 7.5 hectares up to a maximum fee of £250,000)	28,750.00	28,750.00	S	Statutory

j) Operations For Winning And Working Of Minerals

where the site area does not exceed 15 hectares, £195 for each 0.1 hectare of the site area	195.00	195.00	S	Statutory
where the site area exceed 15 hectares, £29,112 (and an additional £115 for each 0.1 hectares in excess of 15 hectares up to a maximum of £65,000)	29,112.00	29,112.00	S	Statutory

k) The carrying out of any operations not coming within any of the above categories

For Non-Compliance With Conditions , Including Retention Of Temporary Building (If Not As A Revision)	195.00	195.00	S	Statutory
£195 for each 0.1 hectare of the site area, subject to a maximum of £1,690	195.00	195.00	S	Statutory

l) Change Of Use Of Building To Use As One Or More Separate Dwellings - change of use is from a previous use as a single dwelling house to use as two or more single dwelling houses:

Where the change of use is to use as 50 or fewer dwelling houses	385.00	385.00	S	Statutory
where the change of use is to use as more than 50 dwelling houses, £19,049 (and an additional £115 for each dwelling house in excess of 50, up to a maximum fee of £250,000)	19,049.00	19,049.00	S	Statutory

m) Change Of Use Of Building To Use As One Or More Separate Dwellings - In all other cases:

where the change of use is to use as more than 50 dwelling houses, £19,049 (and an additional £115 for each dwelling house in excess of 50, up to a maximum fee of £250,000)	19,049.00	19,049.00	S	Statutory
where the change of use is to use as more than 50 dwelling houses, £19,049 (and an additional £115 for each dwelling house in excess of 50, up to a maximum fee of £250,000)	385.00	385.00	S	Statutory

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Planning Development Control

B) Planning Application Fees

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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n) The use of land for: a) the disposal of refuse or waste materials; b) the deposit of material remaining after minerals have been extracted from land; or c) the storage of minerals in the open

Where the site area does not exceed 15 hectares, £195 for each 0.1 hectares of the site area	195.00	195.00	S	Statutory
Where the site area exceeds 15 hectares, £29,112 (and an additional £115 for each 0.1 hectare in excess of 15 hectares, subject to a maximum fee of £65,000)	29,112.00	29,112.00	S	Statutory

o) Other Changes Of Use

Other Changes Of Use (Except Waste Or Minerals)	385.00	385.00	S	Statutory
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p) Concessionary Fees and Exemptions

01) Works To Improve The Disabled Person Access To A Public House, Or To Improve His Access, Safety, Health Or Comfort At His Dwelling House	0.00	0.00	S	Statutory
02) Applications By Parish etc. Councils (Advertisement Applications Also) - Half the normal fee	0.00	0.00	S	Statutory
03) Applications Required Because Of The Removal Of Permitted Development Rights By A Condition Or By Article 4 Direction	0.00	0.00	S	Statutory
04) Playing Fields (For Sports Clubs)	385.00	385.00	S	Statutory
05) Revised Or Fresh Application For Development Of The Same Character Or Description Within 12 Months Of Receiving Permission	0.00	0.00	S	Statutory
06) Exemptions For Applications Following A Refusal, Withdrawn Application etc., Are Available On The Same Basis As For Planning Applications	0.00	0.00	S	Statutory
07) Revised / Fresh Application For Development (Or Advertisement_ Of Same Character Or Description Within 12 Months Of Expiry Of Statutory 8 Weeks Period Where Applicant Has Appealed To Secretary Of State On The Grounds Of Non-Determination	0.00	0.00	S	Statutory
08) Duplicate Applications Made By The Same Applicant Within 28 Days - Normal fee for both applications	0.00	0.00	S	Statutory
09) Alternative Applications For One Site. Highest Of Fees Applicable For Each Alternative And A Sum Equal To Half The Rest.	0.00	0.00	S	Statutory
10) Development Crossing Planning Authority Boundaries, Requiring Several Applications - Only 1 Fee Is Paid To The Authority Having The Larger Site, But Calculated For The Whole Scheme And Subject To Special Ceiling.	0.00	0.00	S	Statutory
11) Reserved Matters Where The Applicants Earlier Reserved Matters Applications Have Incurred Total Fees Equalling That For A Full Application For Entire Scheme	385.00	385.00	S	Statutory

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Planning Development Control**B) Planning Application Fees**

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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q) Renewal Of Unimplemented Planning Permission, Subject To Time Limit, Which Has Not Expired

01) Householder application	57.00	57.00	S	Statutory
02) Any other case	195.00	195.00	S	Statutory
03) Application for major development	575.00	575.00	S	Statutory

r) Advertisements

Advance Signs Directing The Public To A Business	110.00	110.00	S	Statutory
Advertisements Relating To The Business On The Premises	110.00	110.00	S	Statutory
Other Advertisements	385.00	385.00	S	Statutory

s) Fees For Applications For Certificates Of Lawful Use Or Development

For Existing Use Or Development - The Amount That Would Be Payable In Respect Of An Application For Planning Permission	0.00	0.00	S	Statutory
For Proposed Use or Development - Half The Amount That Would Be Payable In Respect Of An Application For Planning Permission	0.00	0.00	S	Statutory

t) Miscellaneous Applications

Notification of Agricultural Or Forestry Development Or Demolition Under The General Development Order	80.00	80.00	S	Statutory
Notification of Demolition under the General Development Order	80.00	80.00	S	Statutory
Notification of Telecommunication Development Under The General Development Order	385.00	385.00	S	Statutory

u) Confirmation of Compliance with planning condition attached to Planning Permission

Per Condition for a householder application	28.00	28.00	S	Statutory
Per condition for all other types of application	97.00	97.00	S	Statutory

v) Requests for Amendments

Householder	28.00	28.00	S	Discretionary
Others	195.00	195.00	S	Discretionary

Fees and Charges

Printed Date: 17/01/2013 Last modified: 17/01/2013

Planning Development Control

B) Planning Application Fees

2012/13 Charge 2013/14 Charge VAT Statutory?

w) Hazardous Substances Consent

Applications For Removal Of Conditions And Continuation Of An Existing Consent	200.00	200.00	S	Statutory
Applications Where Twice The Controlled Quantity Of Substance Is Not Exceeded	250.00	250.00	S	Statutory
Applications Where Twice The Controlled Quantity Of Substances Will Be Exceeded	400.00	400.00	S	Statutory

C) Planning Miscellaneous Fees

2012/13 Charge 2013/14 Charge VAT Statutory?

a) Photocopying Charges For Current Applications

01) A4 - First Sheet	2.90	3.00	S	Discretionary
02) A4 - Each Subsequent Sheet	0.75	0.80	S	Discretionary
03) A3 - First Sheet	3.90	4.00	S	Discretionary
04) A3 - Each Subsequent Sheet	0.90	1.00	S	Discretionary
05) A2 - First Sheet	6.60	6.70	S	Discretionary
06) A2 - Each Subsequent Sheet	2.70	2.80	S	Discretionary
07) A1 - First Sheet	6.90	7.00	S	Discretionary
08) A1 - Each Subsequent Sheet	3.70	3.80	S	Discretionary
09) A0 - First Sheet	6.90	7.00	S	Discretionary
10) A0 - Each Subsequent Sheet	3.80	3.90	S	Discretionary

b) Service Fees

Planning Decision Notice and copies of TPO's (Each)	10.00	15.00	S	Discretionary
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c) Publicity Schedule Of Planning Proposals

By email	0.00	0.00	S	Discretionary
Paper Copy	100.00	100.00	S	Discretionary

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Street Scene

Abandoned Vehicles

Abandoned Vehicles

2012/13 Charge **2013/14 Charge** **VAT** **Statutory?**

Collection Fee

Collection And Disposal From Private Property	110.00	110.00	O	Discretionary
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Miscellaneous

2012/13 Charge **2013/14 Charge** **VAT** **Statutory?**

Collection Fee

Supermarket Trolleys - Collection Charge Per Trolley	75.00	75.00	S	Discretionary
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Fees and Charges

Printed Date: 17/01/2013 Last modified: 17/01/2013

Cemeteries

Interment

Adult Grave

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
Adult Grave 24 Hour Burial 5 foot only	1,740.00	1,740.00	O	Discretionary
Adult Grave For 1 Interment	1,206.00	1,242.00	O	Discretionary
Adult Grave For 1 Interment - Casket	1,378.00	1,420.00	O	Discretionary
Adult Grave For 2 Interments	1,272.00	1,310.00	O	Discretionary
Adult Grave For 2 Interments - Casket	1,484.00	1,528.00	O	Discretionary

Advance Purchase

Purchase in advance of adjacent plot at time of burial only	2,968.00	2,968.00	O	Discretionary
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All

Cremated Remains	424.00	437.00	E	Discretionary
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Child Grave

Child Grave For 1 Interment	371.00	382.00	O	Discretionary
Child Grave For 2 Interment	371.00	382.00	O	Discretionary
Stillborn Grave	318.00	318.00	E	Discretionary

Non Parishioner Charge

Treble Fees For Non SBC Residents	0.00	0.00	O	Discretionary
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Memorial Garden

Ashford

Plot Fee - Cremated remains	800.00	824.00	E	Discretionary
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Other

2012/13 Charge 2013/14 Charge VAT Statutory?

2012/13 Charge 2013/14 Charge VAT Statutory?

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Cemeteries**Other**

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Exclusive Right

Of Burial Child Grave	424.00	437.00	E	Discretionary
To Burial In Earthen Grave	1,700.00	1,750.00	E	Discretionary
To Burial In Earthen Grave within 24 hours	2,100.00	2,100.00	E	Discretionary
To Burial Of Cremated Remains	700.00	721.00	E	Discretionary

Exhumation

Exhumation of ashes	1,500.00	1,500.00	E	Discretionary
Exhumation of body	1,900.00	1,900.00	E	Discretionary

Miscellaneous Fees

Registration Of Assignment	110.00	114.00	O	Discretionary
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Planting Maintenance

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Maintenance Fees

For 1 Planting Per Year	117.00	123.00	E	Discretionary
For 2 Plantings Per Year	128.00	135.00	E	Discretionary
Maintenance Only	128.00	135.00	E	Discretionary
Turfing	128.00	135.00	E	Discretionary

Right To Erect Monument

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Cemeteries

Right To Erect Monument

2012/13 Charge 2013/14 Charge VAT Statutory?

1. Traditional Graves

Headstone	330.00	340.00	E	Discretionary
Headstones And Kerbstones	480.00	494.00	E	Discretionary
Kerbs Only	318.00	328.00	E	Discretionary
Monument Over 3'	742.00	764.00	E	Discretionary
Vase Or Tablet	220.00	226.00	E	Discretionary

2. Lawn Gardens

Additional Inscription	170.00	175.00	E	Discretionary
Headstone	270.00	278.00	E	Discretionary

3. Garden Of Remembrance Tablet

Garden Of Remembrance Tablet	170.00	175.00	E	Discretionary
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Right to Erect Memorial Bench

2012/13 Charge 2013/14 Charge VAT Statutory?

Memorial Bench

Supply & Installation of Memorial Bench	1,100.00	1,200.00	S	Discretionary
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Right to Erect Memorial Plaque

2012/13 Charge 2013/14 Charge VAT Statutory?

Memorial Tower Plaque

10 Yrs	300.00	300.00	E	Discretionary
15 Yrs	450.00	450.00	E	Discretionary
25 Yrs	600.00	600.00	E	Discretionary

Use Of Chapel

2012/13 Charge 2013/14 Charge VAT Statutory?

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Cemeteries

Use Of Chapel

2012/13 Charge

2013/14 Charge

VAT Statutory?

Location

Ashford And Staines

215.00

215.00

Discretionary

Grounds Maintenance

Spelthorne In Bloom

Spelthorne In Bloom

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
a) Hanging Basket - Winter	32.00	33.00	O	Discretionary
b) Window Box - Winter	50.00	51.50	O	Discretionary
c) Trough - Winter	42.00	43.50	O	Discretionary
d) Hanging Basket - Summer	52.00	52.00	O	Discretionary
e) Window Box - Summer	82.00	82.00	O	Discretionary
f) Trough - Summer	80.00	80.00	O	Discretionary

Fees and Charges

Printed Date: 17/01/2013 Last modified: 17/01/2013

Refuse Collection

Domestic

Bins for New Developments

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
140L	60.00	60.00	S	Discretionary
240L	60.00	60.00	S	Discretionary
660L	245.00	245.00	S	Discretionary
Large - 1100L	297.00	297.00	S	Discretionary

Concessionary

* On income Support and a Max of 1 Concessionary collection within a 12 month period	0.00	0.00	*	Discretionary
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Service Fees

Annual Charge for Green Waste Bin Rental	45.00	47.00	O	Discretionary
Annual Charge for Green Waste Sack	30.00	30.00	O	Discretionary
Bulky Items (Excess) And Other Items By Arrangement	90.00	110.00	O	Discretionary
Bulky Items (Maximum Of 3 Items)	45.00	45.00	O	Discretionary
Bulky Items (Maximum Of 3 Items)*Concessionary	32.00	35.00	O	Discretionary
Replacement AWC Bin	60.00	60.00	O	Discretionary

Non - Domestic

Non - Domestic Properties only, not commercial waste

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
a) Rubbish 240ltr bin	10.00	10.50	O	Discretionary
b) Rubbish 660ltr bin	10.00	10.50	O	Discretionary
c) Rubbish - Large 1100ltr bin	10.00	10.50	O	Discretionary
d) Recycling 240ltr bin	2.00	2.50	O	Discretionary
e) Recycling 660ltr bin	2.00	2.50	O	Discretionary
f) Recycling - Large 1100ltr bin	2.00	2.50	O	Discretionary

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

SAT

Spelride Accessible Transport (S A T)

2012/13 Charge **2013/14 Charge** **VAT** **Statutory?**

Membership

Annual	18.00	18.00	O	Discretionary
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Spelride

Per Single Trip	3.70	3.80	Z	Discretionary
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Return Trip	6.50	6.70	Z	Discretionary
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Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Staines Market

Markets

2012/13 Charge **2013/14 Charge** **VAT** **Statutory?**

Staines High Street

Casual Pitch (Friday)	43.33	43.33	S	Discretionary
Casual Pitch (Saturday)	48.33	48.33	S	Discretionary
Causal Pitch (Wednesday)	43.33	43.33	S	Discretionary
Permanent Pitch (Friday)	39.17	39.17	S	Discretionary
Permanent Pitch (Saturday)	44.17	44.17	S	Discretionary
Permanent Pitch (Wednesday)	39.17	39.17	S	Discretionary

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Sustainability

Allotments

Allotments

2012/13 Charge **2013/14 Charge** **VAT** **Statutory?**

Rental

Gate Key Deposit	20.00	20.00	O	Discretionary
With Piped Water (Per 25.29Sq Meter Per Annum)	10.00	10.50	O	Discretionary
Without Piped Water (Per 25.29Sq Meter Per Annum)	8.50	9.00	O	Discretionary

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Car Parks

Ashford Multi-Storey

2012/13 Charge **2013/14 Charge** **VAT** **Statutory?**

Parking Fees

a) Up to 30Mins	0.50	0.50	S	Discretionary
b) Up to 2Hrs	1.00	1.00	S	Discretionary
c) Over 2Hrs	1.50	1.50	S	Discretionary

Season Tickets

a) Per Month	14.00	14.00	S	Discretionary
b) Quarterly	35.00	35.00	S	Discretionary
c) Six Months	67.00	67.00	S	Discretionary
d) Annual	130.00	130.00	S	Discretionary

Season Tickets (Ashford Chamber Of Commerce)

a) 12 Months - Member	20.00	20.00	S	Discretionary
b) 12 Months - Employee	30.00	30.00	S	Discretionary
c) 12 Months - Additional Employee	100.00	100.00	S	Discretionary

Blue Badges

2012/13 Charge **2013/14 Charge** **VAT** **Statutory?**

Blue Badge Permits

a) Up to 1 Month	10.00	10.00	S	Discretionary
b) Up to 1 Year	100.00	100.00	S	Discretionary

Dumsey Meadow,Laleham

2012/13 Charge **2013/14 Charge** **VAT** **Statutory?**

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Car Parks**Dumsey Meadow,Laleham**

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Business Season Tickets

a) 3 Months	60.00	60.00	S	Discretionary
b) 6 Months	80.00	80.00	S	Discretionary
c) 12 Months	100.00	100.00	S	Discretionary

Residents Season Tickets

a) 3 Months	30.00	30.00	S	Discretionary
b) 6 Months	40.00	40.00	S	Discretionary
c) 12 Months	50.00	50.00	S	Discretionary

Dumsey Meadow,Old Bathing Station,Abbey Drive,The Broadway Laleham

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Pay And Display

a) 1st Hour	0.00	0.00	S	Discretionary
b) 1 - 2 Hours	1.00	1.00	S	Discretionary
c) Over 2 Hours	1.50	1.50	S	Discretionary

Elmsleigh Car Park

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Blue Badge Holder Concession

a) 3 Months	26.00	26.00	S	Discretionary
b) 6 months	51.50	51.50	S	Discretionary
c) 9 Months	77.00	77.00	S	Discretionary
d) 12 Months	103.00	103.00	S	Discretionary

Laleham Park

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Car Parks**Laleham Park**

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Season Ticket

Camper Season Ticket	72.00	72.00	S	Discretionary
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Laleham Park/Thameside Car Parks

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Pay And Display April to September

1 Hour	0.50	0.50	S	Discretionary
2 Hours	2.00	2.00	S	Discretionary
4 Hours	4.00	4.00	S	Discretionary
Over 4 hours	10.00	10.00	S	Discretionary

Pay and Display October to March

1 Hour	0.50	0.50	S	Discretionary
2 Hours	1.60	1.60	S	Discretionary
4 Hours	3.00	3.00	S	Discretionary
Over 4 hours	5.00	5.00	S	Discretionary

Lammas Park

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Pay And Display April to September

1 Hour	0.50	0.50	S	Discretionary
2 Hours	2.00	2.00	S	Discretionary
4 Hours	3.00	3.00	S	Discretionary
Over 4 Hours	7.00	7.00	S	Discretionary

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Car Parks**Lammas Park**

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Pay And Display October to March

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
1 Hour	0.50	0.50	S	Discretionary
2 Hours	1.60	1.60	S	Discretionary
4 Hours	3.00	3.00	S	Discretionary
Over 4 Hours	5.00	5.00	S	Discretionary

Manor Park

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Pay and Display

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
a) 1st Hour	0.00	0.00	S	Discretionary
b) 1-2 Hours	1.10	1.10	S	Discretionary
c) Over 2 hours	1.50	1.50	S	Discretionary

Permits - Business

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
a) 3 Months	60.00	60.00	S	Discretionary
b) 6 months	80.00	80.00	S	Discretionary
c) 12 months	100.00	100.00	S	Discretionary

Permits - Residents

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
a) 3 Months	30.00	30.00	S	Discretionary
b) 6 Months	40.00	40.00	S	Discretionary
c) 12 Months	50.00	50.00	S	Discretionary

Orchard Meadow,Green Street,Walled Garden,Thames Street

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Car Parks

Orchard Meadow,Green Street,Walled Garden,Thames Street

2012/13 Charge 2013/14 Charge VAT Statutory?

Pay And Display

a) 1st Hour	0.00	0.00	S	Discretionary
b) 1 - 2 Hours	1.10	1.10	S	Discretionary
c) Over 2 Hours	1.50	1.50	S	Discretionary

Orchard Meadow,Green Street,Walled Garden,Thames Street,Old Bathing Station

2012/13 Charge 2013/14 Charge VAT Statutory?

Business Season Tickets

a) 3 Months	60.00	60.00	S	Discretionary
b) 6 Months	80.00	80.00	S	Discretionary
c) 12 Months	100.00	100.00	S	Discretionary

Residents Season Tickets

a) 3 Months	30.00	30.00	S	Discretionary
b) 6 Months	40.00	40.00	S	Discretionary
c) 12 Months	50.00	50.00	S	Discretionary

Other

2012/13 Charge 2013/14 Charge VAT Statutory?

Other

Film Concessions	11.00	11.00	S	Discretionary
Lost Or Replacement Tickets & Entry/Exit Cards	12.00	12.00	S	Discretionary
Visitor Permits (Pack of 20)	20.00	20.00	S	Discretionary

Penalties

2012/13 Charge 2013/14 Charge VAT Statutory?

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Car Parks**Penalties**

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Dispensation

Waived For Charities And Voluntary Org	11.00	11.00	S	Discretionary
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Penalty Bands

Full Band 1	70.00	70.00	S	Discretionary
Full Band 2	50.00	50.00	S	Discretionary
Mitigated Band 1	35.00	35.00	S	Discretionary
Mitigated Band 2	25.00	25.00	S	Discretionary

Suspensions

Waived For Charities And Voluntary Org	26.00	26.00	S	Discretionary
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Shepperton Village Hall

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Pay and Display

a) 1st Hour	0.00	0.00	S	Discretionary
b) 1-2 Hours	1.10	1.10	S	Discretionary
c) Over 2 Hours	1.50	1.50	S	Discretionary

Staines Long-Stay - Monday to Sunday 8am to 7pm

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Pay And Display

a) Up To 1 Hour	1.00	1.00	S	Discretionary
b) Up To 2 Hours	1.70	1.70	S	Discretionary
c) Up To 3 Hours	2.30	2.30	S	Discretionary
d) Up To 5 Hours	3.30	3.30	S	Discretionary
e) Over 5 Hours	7.00	7.00	S	Discretionary

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Car Parks**Staines Long-Stay - Monday to Sunday Evening Charge**

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Pay And Display

Bridge Street 7pm to 12 midnight	1.00	1.00	S	Discretionary
All other car parks 7pm to 10pm	1.00	1.00	S	Discretionary

Staines Pay And Display

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Season Tickets - Staines

a) Quarterly	201.00	201.00	S	Discretionary
b) Six Months	376.00	376.00	S	Discretionary
c) Annual	710.00	710.00	S	Discretionary

Contract Parking

a) up to 1 Month	69.00	69.00	S	Discretionary
b) up to 2 Months	138.00	138.00	S	Discretionary
c) up to 3 Months	207.00	207.00	S	Discretionary
d) up to 4 Months	276.00	276.00	S	Discretionary
e) up to 5 Months	346.00	346.00	S	Discretionary
f) up to 6 Months	415.00	415.00	S	Discretionary
g) up to 7 Months	484.00	484.00	S	Discretionary
h) up to 8 Months	555.00	555.00	S	Discretionary
i) up to 9 Months	622.00	622.00	S	Discretionary
j) up to 10 Months	691.00	691.00	S	Discretionary
k) up to 11 Months	760.00	760.00	S	Discretionary
l) up to 12 Months	829.00	829.00	S	Discretionary

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Car Parks**Staines Pay and Display**

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Season Tickets - Kingston Road

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
a) 1 Month	67.00	67.00	S	Discretionary
b) 3 Months	206.00	206.00	S	Discretionary
c) 12 Months	670.00	670.00	S	Discretionary

Staines Short-Stay

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Pay And Display

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
a) Up To 1 Hour	1.00	1.00	S	Discretionary
b) Up To 2 Hours	1.70	1.70	S	Discretionary
c) Up To 3 Hours	2.30	2.30	S	Discretionary
d) Up To 4 Hours	3.50	3.50	S	Discretionary
e) Up To 5 Hours	6.80	6.80	S	Discretionary
f) Over 5 Hours	12.00	12.00	S	Discretionary
g) 7pm to 12 midnight (Riverside Surface only)	1.00	1.00	S	Discretionary

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Parks Strategy**All Recreation Grounds**

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Bowls

Casual Play Juniors (12-16Years)	3.50	3.50	S	Discretionary
Casual Play OAP (Including All Visiting Competitions)	3.50	3.50	S	Discretionary
Casual Play Per Person Per Session	5.00	5.00	S	Discretionary
Seasonal Bookings Per OAP And Juniors (12-16 Years)	56.00	56.50	S	Discretionary
Seasonal Bookings Per Person	90.00	93.00	S	Discretionary

Cricket

Affiliated Youth Clubs - Day	42.00	44.00	S	Discretionary
Affiliated Youth Clubs - Day - Block booking junior cricket day (conditions apply)	34.00	37.00	E	Discretionary
Affiliated Youth Clubs - Evening	35.00	36.00	S	Discretionary
Affiliated Youth Clubs - Evening - Block Booking junior cricket (conditions apply)	28.00	29.00	E	Discretionary
Day Matches	90.00	91.00	S	Discretionary
Day Matches - Block booking (conditions apply)	72.00	75.00	E	Discretionary
Evening Matches	60.00	60.00	S	Discretionary
Evening Matches - Block booking (conditions apply)	48.00	50.00	E	Discretionary

Filming Rights

Still Photography Per Hour	80.00	85.00	S	Discretionary
TV Or Films (Per Day Or Part Of)	700.00	725.00	S	Discretionary

Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Parks Strategy**All Recreation Grounds**

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Football

Adult Pitch Block bookings (conditions apply)	69.00	69.50	E	Discretionary
Individual Bookings	82.00	83.00	S	Discretionary
Junior / Adult Training	10.00	10.00	S	Discretionary
Junior Game no pavilion	22.00	24.00	S	Discretionary
Junior Game with pavilion	39.00	40.00	S	Discretionary
Junior pitch block booking no pavilion (conditions apply)	18.00	20.00	E	Discretionary
Junior pitch block bookings with pavilion (conditions apply)	32.00	33.00	E	Discretionary

Funfairs

Daily Hire Charge	600.00	625.00	E	Discretionary
Deposit Against Damage	1,200.00	1,300.00	O	Discretionary

Mini Pitches

Mini Pitch no pavilion	21.00	22.00	S	Discretionary
Mini Pitch no pavilion block booking (conditions apply)	17.00	18.30	E	Discretionary
Mini Pitch with pavilion	35.00	38.00	S	Discretionary
Mini Pitch with pavilion block booking (conditions apply)	29.00	31.50	E	Discretionary

Parks Bye-Laws

Sale Of Copies	10.00	10.00	S	Discretionary
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Personal Training

Personal Training	12.50	12.50	S	Discretionary
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Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Parks Strategy**All Recreation Grounds**

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Tennis

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
Annual Fee for Social Tennis Clubs to book courts	62.00	70.00	S	Discretionary
Block Booking of Private Coaching (Conditions apply)	129.00	137.00	E	Discretionary
Private Coaching per Hour	16.00	16.50	S	Discretionary

Ashford Rec, Long Lane

2012/13 Charge	2013/14 Charge	VAT	Statutory?
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Non Commercial Lettings Only (Per Session Of 3 Hours)

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
Mon-Fri Afternoon (2pm-5pm)	35.00	40.00	E	Discretionary
Mon-Fri Evening (6pm Onwards)	140.00	145.00	E	Discretionary
Mon-Fri Evening (6pm Onwards) - (Lower rate in conjunction with evening bowls or cricket)	35.00	40.00	E	Discretionary
Mon-Fri Morning (9am-1pm)	140.00	145.00	E	Discretionary
Sat-Sun Afternoon (2pm-5pm)	35.00	40.00	E	Discretionary
Sat-Sun Evening (6pm Onwards)	140.00	145.00	E	Discretionary
Sat-Sun Evening (6pm Onwards) - (Lower rate in conjunction with evening bowls or cricket)	35.00	40.00	E	Discretionary
Sat-Sun Morning (9am-1pm)	35.00	40.00	E	Discretionary

Playgroups

	2012/13 Charge	2013/14 Charge	VAT	Statutory?
Per Session Of 3 Hours	45.00	50.00	E	Discretionary

Fees and Charges

Printed Date: 17/01/2013 Last modified: 17/01/2013

Public Conveniences

Public Conveniences

2012/13 Charge **2013/14 Charge** **VAT** **Statutory?**

Usage Fee

Automatic Public Conveniences	0.20	0.20	<input type="radio"/>	Discretionary
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Fees and Charges

Printed Date: 17/01/2013

Last modified: 17/01/2013

Cabinet**12 February 2013**

Title	Discretionary Rate Relief		
Purpose	Recommendation required		
Report of	Chief Finance Officer	Confidential	No
Cabinet Member	Councillor Tim Evans	Key Decision	No
Report Author	Linda Norman		
Summary	<ul style="list-style-type: none"> • A full review of both the policy and recipients was conducted in 2010 for the financial years 2011/12 and 2012/13. • The number of ratepayers in receipt of relief has remained fairly consistent since 2011 and all meet the current criteria for Discretionary Rate Relief. • Discretionary Rate Relief runs from the start of each financial year and cannot be amended mid year. • Where relief is removed or amended, the Council is obliged to give at least 12 months notice and the amendment will take effect from the following 1 April. • To consider and approve the existing applications for discretionary rate relief for 2013/14 and 2014/15 		
Financial Implications	<ul style="list-style-type: none"> • Organisations which are a registered charity, already receive mandatory relief at 80%. • From 2013/14 the Council is liable for 50% of the amount granted. • The cost of discretionary relief and top up discretionary relief for other properties is borne at a rate of 50% by Spelthorne, the rest of the relief is paid out of the national business rate pool. • The amount of discretionary rate relief borne by the Council is within budget. • Amount of relief to ratepayers £46,881.97. • Cost of relief to Council for 2013/14 is £23,396.96. • Cost of relief to Council for 2013/14 under the existing rules would have been £24,471.08. 		
Corporate Priority	Service delivery		
Recommendations	The Cabinet is asked to approve the renewal of the discretionary rate relief applications to all the organisations set out in Appendix B at the percentage shown for the period. The anticipated cost of this relief to the Council for 2013/14 is £23,396.93.		

1. Background

- 1.1 The Council has a responsibility under Section 43 and 47 of the Local Government Finance Act 1988 to consider applications for Discretionary Rate Relief from registered charities and non profit making bodies In recent years it has been normal practice to review and grant relief for a two year period.
- 1.2 Under delegated powers, only discretionary relief applications where the amount borne by the Local Authority exceeds £2,000 requires referral to the Cabinet for a decision.
- 1.3 Sections 43 and 47 of the Local Government Finance Act 1988 allow an Authority to grant up to 100% relief where either the hereditament is occupied by a non-profit making organisation whose main objectives are charitable, philanthropic, religious, or concerned with education, social welfare, science, literature or the fine arts. Further information is provided in the Discretionary Rate Relief policy attached as **Appendix A**.

2. Key issues

- 2.1 Organisations which are a registered charity already receive mandatory relief at 80%. From 01/04/2013 the Council will bear 50% of the cost of granting mandatory relief with the rest being paid out of the National Non Domestic Rate Pool.
- 2.2 From 01/04/2013 the cost of discretionary relief and top up discretionary relief for other properties is borne at a rate of 50% by Spelthorne, the rest of the relief is paid out of the National Non Domestic Rate Pool.
- 2.3 However, as the change in proportions borne by Spelthorne give rise to a small reduction in cost and the overall amount of relief granted is not large it is not felt necessary to conduct a further full review of policy and recipients at this time.

3. Options analysis and proposal

- 3.1 All applications received were fully reviewed in 2010 and have been in receipt of relief for many years.
- 3.2 All meet the criteria as laid out on **Appendix A**.
- 3.3 If relief is to be revoked, the Authority must give 12 months' notice, in writing of that decision so the earliest the relief could be removed would be 1 April 2014.
- 3.4 If relief is not given, many of these charities may not be able to continue operating in the current economic climate and residents of the Borough may not be able to enjoy the facilities these charities and non-profit groups provide.

4. Financial implications

- 4.1 Organisations which are a registered charity, already receive mandatory relief at 80%.
- 4.2 The cost of relief to Council for 2013/14 under the existing rules would have been £24,471.08

- 4.3 However from 01/04/2013 the Council will bear 50% of the cost of granting relief with the rest being paid out of the National Non Domestic Rate Pool.
- 4.4 From 01/04/2013 the cost of discretionary relief and top up discretionary relief for other properties is borne at a rate of 50% by Spelthorne, the rest of the relief is paid out of the National Non Domestic Rate Pool.
- 4.5 The amount of discretionary rate relief borne by the Council is within budget.
- 4.6 The anticipated Discretionary Rate relief to be awarded over the one year period is £46,881.97.
- 4.7 However from 1 April 2013, the cost to the Council will be 50% of the total relief, (£23,396.96) (Figure relates to **Appendices B** and **C** i.e. made up of:
- Appendix B** Top up discretionary charitable relief 2013-14 **£13,576.58**
- Appendix C** Discretionary rate relief other bodies 2013-14 **£ 9,820.35**
- Total £23,396.93**
- 5. Other considerations**
- 5.1 By granting relief, these organisations will be able to continue to provide benefit to the community and residents of Spelthorne.
- 6. Risks and how they will be mitigated**
- 6.1 All reviews are checked against the Charities Commission website and against the Council's policy on granting relief.
- 7. Timetable for implementation**
- 7.1 As soon as practicable to ensure relief continues for 2013/14

Background papers: There are none

Appendices:

Appendix A – Discretionary Rate Relief Policy

Appendix B – Charitable rate relief which cost the Council more than £2000

Appendix C - Discretionary relief other bodies which cost the Council more than £2000

Appendix D – Discretionary top-up relief under £2000

Appendix E – Discretionary relief for non-profit organisations under £2000

Appendix A

DISCRETIONARY RATE RELIEF

The Local Government Finance Act 1988 provides for rate relief for certain sorts of organisations.

The Council can grant discretionary relief to:

1. Charitable organisations (up to 20%, as charitable organisations are already eligible for 80% rate relief). Community Amateur Sports clubs (CASC's) that have registered with the Inland Revenue fall into this category.
2. other organisations or institutions that are not established for profit and whose main objects are charitable or otherwise philanthropic or religious or concerned with education , social welfare, science, literature or the fine arts (up to 100%).
3. properties occupied by not-for-profit sports or social clubs or society, or other organisations for the purpose of recreation (up to 100%).
4. "Hardship" relief, where the ratepayer is experiencing difficulty paying and it is in the best interest of its council tax payers to grant relief (up to 100%).

Who pays for the scheme?

Some of the cost of rate relief is borne by Central Government from the national non-domestic rate relief (NNDR) pool.

The cost to the Council of granting rate relief varies according to circumstance, as set out in the following table:

Level of relief	Spelthorne Council tax funded	Central Government NNDR pool funded
Mandatory relief of 80%, where applicable	0	100%
Up to 20% additional discretionary relief for charitable organisations	75%	25%
Up to 100% discretionary relief for other eligible organisations	25%	75%
Up to 100% discretionary relief on grounds of "Hardship"	25%	75%

Policy for granting relief

In formulating its policy for discretionary rate relief the Council has taken into account the following factors:

The extent to which the organisation:

- Meets local needs in the community, and either
- Provides a valuable service to the community, or
- Provides facilities which indirectly relieves the Authority of the need to do so subject to the conditions that:
 1. Membership, where appropriate, or facilities, are available to the general public and not unduly restricted; and
 2. Premises are not used for sales of a commercial nature on more than ten occasions in any one year

It also reflects the Council's Vision, Values and Key Corporate Objectives and Priorities, most significantly in relation to meeting the needs of the vulnerable

(A) Organisations that WILL normally eligible for discretionary rate relief

The following categories of organisations will be eligible for maximum relief,

- Official Scout and Guide Organisations, Boys Brigade and Youth Clubs shall be granted discretionary rate relief from the remaining rate liability (20%), provided they can demonstrate that their premises are used solely or mainly by them, or by them and other non-profit making services, for the benefit of the Community.
- Organisations whose main objectives are charitable, philanthropic, religious, or concerned with education, social welfare, science, literature or the fine arts. Eg; CAB, Red Cross, RSPCA, St John's Ambulance, Salvation Army and other similar organisations.
- Village/Parish Halls and Community Centres to qualify for 100% of relief.
- Day Centres for the elderly and for special needs groups to qualify for 100% of relief.
- Non profit making organisations will receive 100% discretionary relief if they provide facilities which indirectly reduces the requirement of the Authority to do so such as leisure, sport, recreational, arts facilities.
- To grant all CASC 20% discretionary relief subject to the following six criteria being satisfied :-
 - membership open to all.
 - membership encouraged from children, disabled or other disadvantaged groups.
 - the club facilities are of benefit to all.
 - membership fees are not excessive.
 - if bar receipts are excessive, further enquiries will be made to ascertain the ratio of playing to non playing members.
 - no payments are made to playing members.
- Where sporting or recreational pursuit clubs have been unable to register as a CASC, 100% discretionary relief will be granted subject to the following six criteria being satisfied :-
 - membership open to all.

- membership encouraged from children, disabled or other disadvantaged groups.
- the club facilities are of benefit to all.
- membership fees are not excessive.
- if bar receipts are excessive, further enquiries will be made to ascertain the ratio of playing to non playing members.
- no payments are made to playing members.

(B) Organisations NOT normally eligible for discretionary rate relief

1. National or regional offices of a charitable organisation. However, the administrative offices of charitable organisations providing wholly or predominantly for the community of Spelthorne will be considered for full relief.
2. No organisation having a permanent bar serving alcohol will be given rate relief where the bar receipts are not excessive (less than 50% of total income).
3. No discretionary relief will be granted to voluntary aided, voluntary controlled or grant-aided schools
4. To grant only the mandatory relief to charity shops, not any discretionary element, so that they are not given an unfair advantage against other shops.

(C) Hardship relief

Hardship should only be granted if the authority is satisfied that:

- (a) The ratepayer would sustain financial hardship if the authority did not do so
- (b) It is reasonable for the authority to do so, having regard to the interests of the persons subject to Council Tax

To qualify for hardship relief, a business will:

- generally be that of a general store, a post office, the only service provider or large employer in the area ;
- generally be the only business of that nature within the settlement area;
- provide evidence to support the application;
- provide a copy of the latest set of audited accounts for the business.

The following conditions will also apply:

- before reaching a decision the views of port folio members will be sought;
- the maximum amount of the relief that will be permitted will be 100% of the net rate liability
- applications will be reviewed annually

The interests of the individual ratepayer will be balanced against the wider interest of the taxpayers and the potential impact on the local community. The 'interests' of

council taxpayers in an area go wider than direct financial interests. For example, where the employment prospects in the area would be worsened by a company going out of business, or the amenities of an area might be reduced by, for instance, the only provider of a service in the area.

The hardship caused may be, for example where a business has been affected by severe loss of trade due to external factors such as natural disasters. However, the Council will wish to consider how the business can demonstrate such loss of trade or business. For example, do accounts, order books, till receipts or VAT returns show a marked decline in trade compared to corresponding periods in previous years?

Appendix B**Charitable rate relief review of reliefs which cost the Council more than £2,000**

<i>TOP UP DISCRETIONARY</i>				2013/14		Total Rates relief 2013/14 £	Mandatory Rates Relief 80%	Discretionary Relief	Cost to Spelthorne 50% OF 20% £	REF
ORGANISATION	REF	Charitable purpose	NAME & ADDRESS	Mandatory	Discretionary					
Riverside Arts centre	100795998	To promote and provide support for artistic talent and appreciation of the arts in Spelthorne	59 Thames Street, Sunbury On Thames	80	20	16014.00	12811.20	3202.80	1,601.40	100795998
Riverside Arts centre	101184896	To promote and provide support for artistic talent and appreciation of the arts in Spelthorne	R/O 59 Thames Street Sunbury On Thames	80	20	5181.00	4144.80	1036.20	518.10	101184896
SLM Community Leisure Charitable Trust	101234283	Provision of leisure services to the public	Spelthorne Leisure Centre Knowle Green, Staines	80	10	115,512.75	102,678.00	12,834.75	6,417.38	101234283 50% of 10%
SLM Community Leisure Charitable Trust	101234296	Provision of leisure services to the public	Sunbury Leisure Centre Nursery Road, Sunbury	80	10	90,714.60	80,635.20	10,079.40	5,039.70	101234296 50% of 10%
Totals as at 15/03/10:						206,227.35	183,313.20	22,914.15	13,576.58	

Approved:
Date:

Appendix C

Discretionary relief other bodies review for reliefs which cost the Council more than £2,000

ORGANISATION	REF	Charitable purpose	ADDRESS	2013/14 Discretionary %	Total Rates relief 2013/14 £	Cost to Spelthorne 50% £
Spelthorne Gymnastics	100917585	to coach gymnastics to children of all abilities	College Way, Church Road, Ashford	80	9,514.20	4,757.10
W R Sports Ltd	101196004	To run sports for the community Tennis, Bowls, Darts	The Centre, Woodthorpe Road Ashford	100	10,126.50	5,063.25
Totals as at 18/12/12:					19,640.70	9,820.35

Approved:

Date:

	2013-14
	£
Top up	13576.58
Discretionary	9820.35
	23396.93

Appendix D Discretionary top up relief under £2,000

REF	ORGANISATION	Charitable purpose	Registered charity	ADDRESS	Type of property	date of award	Type of relief	Mandatory %	Mandatory 2013/14 £	DISCRETIONARY 2013/14 £	Cost to Spelthorne		Total relief 2013/14 £	Recommendation	Account
											50% of Disc				
100776881	1st Stanwell scout group	Scout group	Yes	Park Road, Stanwell	scout hut	01.04.1990	Top up	20	923.16	230.79	115.40	1,153.95	Approve	100776881	
100778148	Laleham Village Hall	Community activities	Yes	Broadway, Laleham	hall & premises	01.04.2005	Top up	20	1036.20	259.05	129.53	1,295.25	Approve	100778148	
100778041	Queen Mary Reservoir sailing club	To provide sailing for schools and people with disabilities	CASC	Sailing club, Ashford Road, Ashford	club house & premises	18.12.2011	Top up	20	13659.00	3,414.75	1,707.38	17073.75	Approve	100778041	
100778083	3rd Staines scout group	Scout group	Yes	Lansdowne Rod, Staines	hall & premises	01.04.1990	Top up	20	1130.40	282.60	141.30	1,413.00	Approve	100778083	
100779163	Ashford Community association	Education and entertainment for community	Yes	Woodthorpe Road, ashford	Community centre	01.04.1993	Top up	20	5181.00	1,295.25	647.63	6,476.25	Approve	100779163	
100779642	8th Ashford scout group	Scout group	Yes	Convent road, Ashford	hall & premeises	01.04.1990	Top up	20	584.04	146.01	73.01	730.05	Approve	100779642	
100784093	1st Ashford common guides	Guides and brownies	Yes	Littleton road, Ashford	hall & premeises	01.04.1990	Top up	20	442.74	110.68	55.34	553.42	Approve	100784093	
100786664	Canaan christian book centre	Supply of christian resources, counselling and information	yes	121 High Street Staines	shop & premises	01.04.1990	Top up	20	3730.32	932.58	466.29	4,662.90	Approve	100786664	
100788853	1st Staines scout group	Scout group	Yes	commercial road, staines	scout hut	01.04.1990	Top up	20	923.16	230.79	115.40	1,153.95	Approve	100788853	
100791659	3rd Ashford scout group	Scout group	Yes	Kingston Road, Ashford	scout hut	01.04.1990	Top up	20	791.28	197.82	98.91	989.10	Approve	100791659	
100791727	4th Ashford scout goup	Scout group	Yes	Ashford Road, Staines	hall & premises	01.04.1990	Top up	20	565.20	141.30	70.65	706.50	Approve	100791727	
100791743	1st Laleham scout group	Scout group	Yes	Ashford Road, Staines	scout hut	01.04.1990	Top up	20	697.08	174.27	87.14	871.35	Approve	100791743	
100792894	The Guide Assoc	Guides and brownies	Yes	Dockett Eddy Lane, Shepperton	guide hut	01.04.1990	Top up	20	555.78	138.94	69.47	694.72	Approve	100792894	
100793194	1st Shepperton scout group	Scout group	Yes	Glebeland gardens, Shepperton	scout hut	01.04.1990	Top up	20	1168.08	292.02	146.01	1,460.10	Approve	100793194	
100794614	1st Shepperrton guides & borwnies	Guides and brownies	Yes	Manor Park, Russel Road,Shepperton	guide hut	01.04.1990	Top up	20	894.90	223.72	111.86	1,118.62	Approve	100794614	
100795231	The Alan Freeman Trust	Recreational facilities for the community	Yes	61 Upper halliford Road, Shepperton	Community centre	01.04.1990	Top up	20	1243.44	310.86	155.43	1,554.30	Approve	100795231	
100795671	1st Sunbury scout & guide group	Scout group	yes	School Walk, Sunbury on Thames	scout hut	01.04.1990	Top up	20	1394.16	348.54	174.27	1,742.70	Approve	100795671	
100796308	5th Sunbury scout group	Scout group	Yes	Ashridge Way, Sunbury on Thames	hall & premeises	01.04.1990	Top up	20	819.54	204.88	102.44	1,024.42	Approve	100796308	
100798490	Kempton Cricket Club	provision of sports facilities for adults & young people	CASC	Kempton Avenue, Sunbury on Thames	sports & recreational ground	01.04.1990	Top up	20	4804.20	1,201.05	600.53	6,005.25	Approve	100798490	
100798814	Sunbury Sports Assoc	provision of sports facilities for adults & young people	CASC	LowerHampton Road, Sunbury on Thames	sports & recreational ground	01.04.2006	Top up	20	7347.60	1,836.90	918.45	9,184.50	Approve	100798814	
100825114	7th Ashford scout group	Scout group	Yes	Ashford Road, Ashford	scout hut	01.04.1990	Top up	20	471.00	117.75	58.88	588.75	Approve	100825114	
101205348	6th Staines scout group	Scout group	Yes	Burges Way, Staines	hall & premises	01.04.1990	Top up	20	1695.60	423.90	211.95	2,119.50	Approve	101205348	
101209519	All Saints Church PCC	Promotion & education of christian faith	Yes	Broadway, Laleham	office & premises	01.4.1996	Top up	20	536.94	134.23	67.12	671.17	Approve	101209519	
101209739	Ability Housing Assoc	Provision of housing & support for people with mental health issues	Yes	Gresham Road, Staines	office & premises	14.05.1997	Top up	20	12,528.60	3,132.15	1,566.08	15,660.75	Approve	101209739	
101209975	Laleham Residents Assoc	Community welfare & support of other charitys and support of annual fair and events	Yes	Heritage centre, Laleham	office & premises	02.12.1997	Top up	20	960.84	240.21	120.11	1,201.05	Approve	101209975	
101212111	Voluntary action in Spelthorne	To provide admin support for community links	Yes	Part West Wing	office & premises	01.04.1997	Top up	20	12622.80	3,155.70	1,577.85	15,778.50	Approve	101212111	
101216434	Staines shopmobility	To promote welfare of disabled persons	Yes	Staines Mobility Adj Unit 8 Two Rivers, Staines	office & premises	01.09.1998	Top up	20	4050.60	1,012.65	506.33	5,063.25	Approve	101216434	
101217763	A2Dominion	To provide affordable housing & social club	Yes	Lord Knyvett Hall, Stanwell	Community centre	23.03.1996	Top up	20	1657.92	414.48	207.24	2,072.40	Approve	101217763	
101236508	Rowland Hill Almhouse Trust	Provision for housing for women over 60 years old	Yes	9 Rowland Hill Almshouses Feltham Hill Rd, Ashford	office & premises	01.04.2003	Top up	20	3014.40	753.60	376.80	3,768.00	Approve	101236508	
101237798	Shepperton Pre-school	Pre-school care and education	Yes	Glebeland gardens, Shepperton	hall & premises	01.02.2004	Top up	20	631.14	157.78	78.89	788.92	Approve	101237798	
101243070	The Swan Sanctuary	To treat and release sick and injured swans	Yes	Felix Lane, Shepperton	Bird sanctuary	18.06.2005	Top up	20	1224.60	306.15	153.08	1,530.75	Approve	101243070	
101247461	St Johns Ambulance	Protection and promotion of public health	Yes	Hengrove Hall, Ashford	hall & premises	01.04.2005	Top up	20	2147.76	536.94	268.47	2,684.70	Approve	101247461	
101254221	Burgoyne Charitable Trust	Advancement of the christian faith	Yes	10 Burgoyne Road, Sunbury	hall & premises	13.12.2007	Top up	20	536.94	134.23	67.12	671.17	Approve	101254221	
101264033	Hengrove scout headquarters	Scout group	Yes	Rennie Close, Ashford	hall & premises	27.07.2009	Top up	20	942.00	235.50	117.75	1,177.50	Approve	101264033	
101275763	The Kings Community Church	To advance the Christian faith	Yes	St Martins Court, Kingston Crescent, Ashf	Club and Premises	24.11.2011	Top up	20	2185.44	546.36	273.18	2,731.80	Approve	101275763	
101280169	Age UK	To promote the relief of elderly people in and around Spel	Yes	The Coffee Shop, St Davids Health Centre	Café and Premises	15.02.2012	Top up	20	2298.48	574.62	287.31	2,873.10	Approve	101280169	
Cost to Spelthorne											11,924.60				

Appendix E

Discretionary Relief for Non Profit Organisations under £2,000

REF	ORGANISATION	Charitable purpose	Non profit	ADDRESS	Type of property	date of award	Type of relief Discretionary	%	DISCRETIONARY 2013/14 £	Spelthorne 50% of Disc % £	Recommendation	REF
100776331	Stanwell Moor Village Hall Committee	community activities including play groups sports activities and WI	yes	Horton Road, Stanwell	Village hall	01.04.1995	Discretionary	100	1,617.00	808.50	approve	100776331
100776797	Stanwell Village Hall Council	community activities including community groups and some private functions	yes	High Street, Stanwell	Village hall	01.04.1992	Discretionary	80	1,330.56	665.28	approve	100776797
100777806	Echelford Sports Assoc	sports activities including cricket, hockey & football	yes	sports club, short lane, stanwell	sports club	01.04.1990	Discretionary	80	2,217.60	1,108.80	approve	100777806
100782192	Elmsway Tennis club	To coach and play tennis	yes	Elmsway tennis club, Ashford	tennis club	01.04.1990	Discretionary	80	984.13	492.07	approve	100782192
100787922	Laleham camping club	Recreational Camping	yes	Laleham Park Camping, Thameside, Staines	camping site & premises	01.04.1992	Discretionary	100	3,095.40	1,547.70	approve	100787922
100787935	Burway Rowing club	to promote sport and rowing for community and children	yes	Burway rowing club, Thameside, staines	pavilion	01.04.1990	Discretionary	100	1,409.10	704.55	approve	100787935
100792137	Littleton sailing club	To provide sailing for schools and people with disabilities	yes	sailing club, Littleton Lane, Shepperton	club house & premises	01.04.1990	Discretionary	100	1,848.00	924.00	approve	100792137
100793055	Desborough sailing club	To provide sailing for schools and people with	yes	Desborough sailing club, Ferry Lane, Shepperton	pavilion	01.04.1990	Discretionary	100	1,686.30	843.15	approve	100793055
100793631	Cygnets rowing club	to promote sport and rowing for community and children	yes	Hamhaugh Island, Shepperton	pavilion	01.04.1990	Discretionary	100	286.44	143.22	approve	100793631
100794562	Shepperton Cricket club	Cricket facilities for community, children and disabled groups	yes	Manor Park sports ground, Shepperton	cricket club & premises	01.04.1990	Discretionary	100	1,127.28	563.64	approve	100794562
100794630	Shepperton Sports & social club	to promote sports and social functions for community	yes	1 Station Approach, Shepperton	club house & premises	01.04.2004	Discretionary	80	3,788.40	1,894.20	approve	100794630
100797242	The Royal British Legion	To provide social functions & support for serviceman, ex-servicemen and families	yes	41a Staines Road West, Sunbury	club house & premises	01.04.2003	Discretionary	80	1,836.45	918.23	approve	100797242
101146054	Metropolitan Housing Trust	community activities for residents association	yes	1 Elm Court, Sunbury on Thames	office & premises	01.04.1993	Discretionary	50	1,894.20	947.10	approve	101146054
									Cost to Spelthorne	11,560.44		

Summary of Cost

Approval	Members	Officers	Total	Appendices
Top-up over £2k	13,576.58			B
Top-up under £2k		11,924.60		D
Discretionary over £2k	9820.35			C
Discretionary under £2k		11,560.44		E
Totals	23396.93	23485.04	46881.97	

Cabinet**12 February 2013**

Title	Pay Policy Statement for 2013/4		
Purpose	Recommendation required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillor Tim Evans	Key Decision	No
Report Author	Jan Hunt, Head of Human Resources		
Summary	<ul style="list-style-type: none"> • The Localism Act requires that local authorities publish an annual pay policy statement to increase transparency regarding the use of public funds to pay council staff • The pay policy statement must be approved by full Council • The pay policy statement must be published by 31 March each year • All pay decisions in the year must be in accordance with the published pay policy statement 		
Financial Implications	There are no direct financial implications.		
Corporate Priority	This matter is not in the list of corporate priorities		
Recommendations	The Cabinet is asked to recommend to the Council that the Pay Policy Statement for 2013/14 is approved.		

1. Background

- 1.1 There has been increasing debate about public sector pay issues in recent years, and a growing expectation that information will be published.
- 1.2 The Annual Statement of Accounts includes some information on officers' remuneration, including detailed information relating to specified posts and by pay banding for remuneration above £50,000.
- 1.3 In June 2010 the Government asked Will Hutton to undertake an independent review of Fair Pay in the public sector. His final report was published in March 2011 and made several recommendations for promoting pay fairness in the public sector.
- 1.4 The Localism Act 2011 brought together these strands of increasing accountability, transparency and fairness, with the requirement that a pay policy statement be prepared for each financial year and be approved by full Council. The first annual statements were published by 31 March 2012.
- 1.5 The Department for Communities and Local Government produced guidance on the pay policy requirements, setting out the key policy principles that underpin the pay accountability provisions. Authorities must have regard to the guidance in performing their functions and approving pay policy statements.

2. Key issues

- 2.1 The Pay Policy Statement must set out the Council's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff and its lowest paid employees.
- 2.2 The statement must set out the Council's policies for the financial year relating to:
 - Remuneration of its Chief Officers
 - Remuneration of its lowest paid employees
 - The relationship between the remuneration of its Chief Officers and the remuneration of those employees who are not Chief Officers
- 2.4 The term 'Chief Officers' in a local authority context is defined as
 - The Head of Paid Service (i.e. the Chief Executive)
 - The Monitoring Officer
 - A statutory Chief Officer and non statutory Chief Officer under section 2 of the Local Government and Housing Act 1989
 - A deputy chief officer mentioned in section 2 of that Act

It is up to the Council to determine who its lowest paid employees are but they must give reasons as to why they have defined them as such. At Spelthorne the lowest paid employees are those in jobs paid at the lowest grade.

- 2.5 The pay policy statement must include the Council's policies relating to:
 - The level and elements of remuneration for each Chief Officer
 - Remuneration of Chief Officers on recruitment

- Increases and additions to remuneration for each Chief Officer
- The use of performance related pay for Chief Officers
- The use of bonuses for Chief Officers
- The approach to the payment of Chief Officers on their ceasing to hold office under or to be employed by the Council
- The publication of and access to information relating to remuneration of Chief Officers

The term remuneration is defined as follows:

- The Chief Officer's salary
- Any bonuses payable
- Any charges, fees or allowances payable by the Council to the Chief Officer
- Any benefits in kind to which the Chief Officer is entitled as a result of their office or employment
- Any increase in or enhancement of the Chief Officer's pension entitlement where the increase or enhancement is as a result of the resolution of the Council
- Any amounts payable by the Council to the Chief Officer on the Chief Officer ceasing to hold office under or be employed by the Council other than amounts that may be payable by virtue of any enactment.

2.6 The pay policy statement may also set out the Council's policies for the financial year relating to other terms and conditions applying to the Council's Chief Officers.

2.7 The statement must be approved by a resolution of Council before it comes into force and it can be amended by resolution after the financial year is underway but, if it is amended, it must be published on the Council's website.

2.8 The Pay Policy Statement for the financial year 2013/14 is attached in the **Appendix**. Once published the Council must then comply with the pay policy statements when making any determinations on pay.

3. Options analysis and proposal

3.1 No options as the Pay Policy Statement for 2013/14 must be published by 31 March 2013. The matters contained in the Pay Policy Statement cover arrangements which are part of the contractual terms and conditions of employment, which cannot be changed without consultation.

3.2 It is proposed that the Council resolves to approve the Pay Policy Statement for 2013/14.

4. Financial implications

4.1 No financial costs for this report. Salary costs are a significant item of expenditure.

5. Other considerations

5.1 Spelthorne is required to approve and publish a pay policy statement. The Council is an individual employer in its own right and has the autonomy on pay elements that are appropriate to local circumstances. The provisions in

the Localism Act and the guidance do not seek to change this or to determine what decisions on pay should be taken or what policies individual employing authorities should have in place. Rather, the provisions require that authorities are more open about their own local policies and how their local decisions are made.

- 5.2 Arrangements for pay and employment must comply with relevant UK employment legislation, the Council's agreed Standing Orders, policies, procedures and arrangements, staff terms and conditions of employment and the regulations of the Local Government Pension Scheme. Arrangements for compensation for loss of office must comply with the Council's Discretionary Payments Policy.

6. Risks and how they will be mitigated

- 6.1 No risks identified.

7. Timetable for implementation

- 7.1 The Pay Policy Statement for the 2013/14 financial year must be published by 31 March 2013.

Background papers:

The Localism Act 2011 – chapter 8 on pay accountability.

DCLG Guidance - Openness and accountability in local pay: Guidance under section 40 of the Localism Act published February 2012.

Appendices:

Pay Policy Statement 2013-14

Spelthorne Borough Council
Pay Policy Statement 2013-14

1 Purpose

This Pay Policy Statement is the annual statement as required by the Localism Act 2011, Section 38(1), and applies for the financial year 2013-14. The purpose is to provide transparency about how Spelthorne uses public funds to pay staff.

The statement sets out Spelthorne Borough Council's policies relating to the remuneration of chief officers, the remuneration of its lowest paid employees, and the relationship between the remuneration of Spelthorne Chief Officers and other employees.

2 Definitions

For the purposes of this pay policy statement the following definitions will apply:

2.1 Chief Officers

The following Spelthorne Borough Council posts are included in the definition of chief officers:

- a) The head of paid service designated under section 4(1) of the Local Government and Housing Act 1989.

This is the Chief Executive

- b) The monitoring officer designated under section 5(1) of that Act.

This is the Head of Corporate Governance

- c) A statutory chief officer mentioned in section 2(6) of that Act.

This is the Assistant Chief Executive who acts as the chief finance officer

- d) Non statutory chief officers mentioned in section 2(7) of that Act.

These are 2 Assistant Chief Executive posts

- e) Deputy chief officers mentioned in section 2(8) of that Act. These are posts reporting directly to the posts above, except where the duties are clerical, secretarial or support.

Reporting to the Chief Executive

Communications Manager (this is a part time post)

Reporting to the Head of Corporate Governance (monitoring officer)

Principal Solicitor (deputy monitoring officer)
 Principal Committee Manager
 Electoral Services Manager

Reporting to the Assistant Chief Executive (chief finance officer)

Head of Audit Services (this is a part time post shared with Elmbridge Borough Council)
 Head of Asset Management (this is a part time post)
 Head of Customer Services and Project Management Co-ordinator
 Head of Human Resources (this post is shared with Runnymede Borough Council)
 Head of ICT (this post is shared with Runnymede Borough Council)
 Principal Accountant
 Senior Accountant
 Economic Development Officer / Community Safety Manager

Reporting to the other 2 Assistant Chief Executive posts

Head of Housing and Independent Living
 Head of Streetscene
 Head of Sustainability and Leisure
 Community Development Officer
 Head of Planning and Housing Strategy (this is a part time post)
 Senior Environmental Health Manager
 Building Control Manager

The definition of chief officers and deputy chief officers for the purposes of this Pay Policy Statement is wider than the definition normally used at Spelthorne. The Chief Executive and Assistant Chief Executives (Management Team posts) are generally referred to as 'chief officers' with the Head of Service posts as their deputies for their area of responsibility. A number of posts are part time or shared with other councils, as noted above.

2.2 Management Team

Spelthorne Borough Council's Management Team is the Chief Executive and the 3 Assistant Chief Executive posts.

2.3 Pay

In addition to salary remuneration includes fees, allowances, benefits in kind and termination payments.

2.4 Lowest paid employees

Refers to those staff employed within grade Scale 1 of the Council's pay framework, which is the lowest grade on the Council's pay framework. There are currently 73 posts, 20.04% of the Council's establishment, at this level.

2.5 Employees who are not a chief officer

Refers to all staff who are not covered under the 'Chief Officer' group above, including the lowest paid employees.

3 Pay framework

3.1 General approach

Remuneration at all levels needs to be adequate to recruit, retain and develop a skilled and flexible workforce to deliver services to the community and fulfil the Council's business objectives. Remuneration must be fair and reasonable in the circumstances and not unnecessarily excessive. Each Council has responsibility for balancing these factors in the light of the unique challenges locally and retaining flexibility to deal with circumstances that might arise. Pay arrangements must comply with UK legislation. Salary payments for individual postholders are pro-rated where they are employed for less than full time. Salary payments are pensionable payments, except where specified in the Pension regulations.

3.2 Responsibility for decisions on remuneration

Decisions on pay are made in line with Spelthorne Borough Council's scheme of delegations and in accordance with employment policies, procedures and arrangements in place and staff terms and conditions of employment.

Approval for any change to the Chief Executive's salary is approved by the Leader of the Council if within the salary scale and existing policies or otherwise by the Cabinet. Approval for any changes to the salary range for Management Team posts below Chief Executive is by the Head of Paid Service (Chief Executive) in consultation with the Leader. Approval for changes for posts below management team are the responsibility of the Head of Paid Service and Management Team within the budget and council policy framework. Any Spelthorne Pay Award is approved by the Cabinet.

3.3 Salary grades and grading framework

Grades are determined by taking account of the full scope of the job including the complexity of work, range of responsibilities and the skills and experience required to undertake them, having regard to the need for equal pay for work of equal value. Each grade consists of a number of points from the Spelthorne pay spine, from the bottom to the top of the grade. The top of grade is considered to be the rate of pay for a fully experienced, qualified and competent postholder. Incremental progression is subject to satisfactory performance. Accelerated increments can be awarded in exceptional circumstances within the grade but not beyond the top of the grade.

3.4 New starters joining the Council

The policy is to appoint at the bottom of the salary scale, or at an appropriate point taking into account relevant skills and experience, and for staff to progress through the scale to the maximum of the grade over a number of years as experience is gained.

3.5 Allowances and additional payments

Additional payments may be approved in the case of a member of staff undertaking additional duties for an extended period of time outside the normal responsibilities of their post. For example to cover the duties of a vacant post which is at a higher grade, to undertake additional work in relation to a time-limited project, or where a formal partnership/secondment arrangement is in place with another local authority resulting in additional duties, responsibilities, complexity and working hours and it is not appropriate to otherwise change the grade of the post.

Spelthorne will consider paying a recruitment or retention allowance in order to maintain service provision where it has been difficult to recruit to a vacant post or to retain staff in a particular service and specific criteria are met (policy agreed by the Executive on 9 December 2003). Recruitment and retention payments are a separate payment, not consolidated into salary, and are subject to annual review and removed when no longer justified. There are currently no recruitment or retention allowances in payment.

3.6 Pay awards

Pay awards are considered annually for staff. Spelthorne applies the national pay awards agreed by the appropriate national local government negotiating bodies (the JNC for Chief Executives for the Chief Executive, the JNC for Chief Officers for Assistant Chief Executives and heads of service, the NJC for Local Authorities Services for all other staff). Where affordable and justified the Cabinet may agree a Spelthorne Pay Award above the national pay award to take account of local factors including pay movements in the recruitment market which is defined as Surrey, Thames Valley and Outer West London. There has been no pay award since April 2009.

3.7 Pension scheme

All Spelthorne staff including Chief Officers are eligible to join the Local Government Pension Scheme with employee contributions ranging from 5.5% for pensionable pay up to £13,500 and 7.5% for pensionable pay above £85,300.

The Council's pension contribution as employer is currently 15.8%. Employer contribution rates are reviewed every 3 years following a revaluation of the pension fund and pension liabilities in relation to current and past members.

3.8 Policy on employing someone who has taken redundancy from another authority

An individual who has been made redundant from another council may apply to work at Spelthorne and would be considered against the criteria for the post. If they accept an offer of employment with Spelthorne before the end of their employment with the other council to take effect within 4 weeks of leaving then they will not be due a redundancy payment from the previous employer and will retain continuity of service. If the gap is longer than 4 weeks their continuous service is broken, which means that they would have no eligibility for redundancy payments until they have 2 years further service.

3.9 Policy on employing someone who is also drawing a pension

In line with the pension regulations Spelthorne has a flexible retirement policy and will consider requests from staff who wish to draw their pension and continue working in a reduced capacity. Requests will only be agreed where there is a salary saving through either reduced hours or responsibility.

An individual who is drawing a pension in relation to a previous employment may apply to work at Spelthorne and would be considered against the criteria for the post. If they are appointed, the salary will be in accordance with the grade for the job, with abatement of their pension subject to the rules of the appropriate pension scheme of the pension in payment, as apply at the time.

3.10 Policy on increase in or enhancement to pension entitlements

Spelthorne's Pension Policy was agreed by the Executive on 27 March 2008 and applies to all staff including Chief Officers. There is no policy to routinely enhance pension entitlements in any particular circumstances; any proposals for pension enhancements in exceptional circumstances would require the approval of the Chief Executive in consultation with the Leader of the Council (or the Chief Finance Officer in consultation with the Leader if relating to the Chief Executive).

3.11 Payment arrangements

Employees, including chief officers, are paid through payroll and subject to appropriate income tax and national insurance deductions.

4 Level and elements of remuneration for chief officers

4.1 Salaries

Spelthorne policy is to pay chief officers according to the Spelthorne salary grade appropriate for the duties and responsibilities of the job. Each grade consists of a number of points from the Spelthorne pay spine, from the bottom to the top of the grade.

The salary paid to heads of service posts depends upon the range of responsibilities and consists of a salary range of a number of increments taken from a 12 point head of service salary band. Changes to the salary band for particular head of service posts may be agreed by the Chief Executive and Management Team if the range of responsibilities is increased.

The current full time salary scales for chief officer posts listed in Paragraph 2.1 above are set out in the table below. Where posts are filled on a part-time basis the postholders are paid pro-rata to their contractual hours.

Post	Bottom of salary range	Top of salary range
Chief Executive	£97,536	£109,969
Head of Corporate Governance (monitoring officer)	£58,278	£66,265
Assistant Chief Executives	£69,978	£76,798

Communications Manager	£33,218	£40,156
Principal Solicitor and deputy monitoring officer	£46,927	£50,127
Principal Committee Manager	£33,218	£35,799
Electoral Services Manager	£29,400	£40,156
Heads of service	£50,488	£66,265
Principal Accountant and Senior Accountant	£46,927	£50,127
Community Safety Manager / Economic Development Officer	£36,807	£45,378
Community Development Officer	£29,400	£35,799
Senior Environmental Health Manager	£46,927	£50,127
Building Control Manager	£42,266	£45,378

4.2 Other pay elements

Lease cars are provided to the Chief Executive, Assistant Chief Executives and heads of service who are employed on JNC conditions as a part of the total remuneration package or a cash alternative allowance is paid as an alternative. Lease cars and cash alternatives are not pensionable. Current lease car values are £6,004 for the Chief Executive, £4,650 for the Assistant Chief Executives and £4,250 for heads of service.

The salaries for chief officer posts on JNC terms and conditions (the Chief Executive, Assistant Chief Executives and heads of service posts) are inclusive salaries with no additional recompense for additional hours worked, for attendance at Council or other meetings outside of normal working hours, for expenses, for telephone use or for business mileage, except for journeys of 100 miles or more. A mileage rate of 13p applies for journeys of 100 miles or more.

Posts listed as deputy chief officers which are employed on NJC conditions of service are eligible for car allowances if they are required to undertake business mileage, committee attendance allowance if they are required to attend council or other meetings outside normal working hours, overtime payments if required to work additional hours and they may claim for reimbursement of expenses incurred in the performance of their duties.

Professional fees required for the post are paid (for example membership of CIPFA for the chief finance officer and legal practising certificate for the monitoring officer).

Election fees are paid separately for additional duties and responsibilities undertaken as elections fall. The Chief Executive acts as Returning Officer at elections and other chief officers may receive payments for any additional work undertaken during a national or local election as deputy returning officers, presiding officers or poll clerks at polling stations or for working at the election counts. Election fees are set as elections are called taking account of guidance issued by the Ministry of Justice.

4.3 Remuneration of chief officers on recruitment

Starting salaries are at the bottom of the salary scale, or at an appropriate point taking into account relevant skills and experience.

Chief Executive and Management Team approval is required before recruitment to any post below management team level. Approval to fill posts at management team level requires the agreement of the Leader of the Council, with selection decisions made by an Appointments Committee. New appointments may be eligible for removal expenses under the Council's Home Relocation Policy.

4.4 Increases and additions to remuneration for each chief officer

No pay award was given for the financial years from 2010/11 to 2012/13; any Spelthorne pay award for 2013/14 will be confirmed as part of the budget setting process. Spelthorne Pay awards are determined taking account of affordability, pay rates in the local recruitment market, and any national pay awards (for the JNC for Chief Executives, JNC for Chief Officers and NJC for Local Government Services as appropriate for the terms and conditions applying to the post) with a guarantee to at least match national awards.

4.5 Performance related pay for chief officers

There is no additional performance related pay for Spelthorne chief officers or any other staff. Progression through increments is subject to satisfactory performance. Once an employee reaches the top of their salary scale there is no opportunity to earn more.

4.6 Bonuses for chief officers

There are no bonuses available for chief officers or for other staff.

4.7 The approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority

Spelthorne's compensation policy was agreed by the Executive on 6 February 2007 and sets out the approach for payments in the event of termination on the grounds of redundancy and efficiency of the service. There is a consistent method of calculating redundancy pay which is applied to all redundant employees, including chief officers, with the level of redundancy pay calculated using the statutory matrix with a multiplier of 2 and at actual weekly earnings. The payment is intended to recompense employees for the loss of their livelihood and provide financial support whilst they seek alternative employment and applies when a post is deleted. In the case of termination on efficiency grounds payments would depend on the circumstances of the case and would exceed the amount due for redundancy only in exceptional circumstances, to a maximum of 104 weeks.

4.8 Additional payments for chief officers

Additional payments may be approved in the case of a member of staff undertaking additional duties for an extended period of time outside the normal responsibilities of their post. For example to cover the duties of a

vacant post which is at a higher grade, to undertake additional work in relation to a time-limited project, or where a formal partnership/secondment arrangement is in place with another local authority resulting in additional duties, responsibilities, complexity and working hours and it is not appropriate to otherwise change the grade of the post.

5. The remuneration of the lowest paid employees

The lowest paid employees are those in posts graded at Scale 1, which has a current salary range from £13,454 to £17,236 per annum. The lowest Spelthorne pay rate is £7.17 per hour compared to the national minimum wage of £6.19 per hour (National Minimum Wage rate from 1 October 2012).

6. The relationship between the lowest and highest paid staff

The ratio between the lowest and highest paid staff is less than 1:9. The lowest salary rate is £13,454, the top of the Chief Executive's salary scale is £109,969 which is a pay multiple of 1:8.17.

7. The relationship between the highest paid employee and employees who are not chief officers

The ratio between the median earnings across the organisation and the taxable pay of the highest paid employee (the Chief executive) is 1:4.85

The ratio between the mean average earnings across the organisation and the taxable pay of the highest paid employee (the Chief Executive) is 1:4.17.

8. The publication of and access to information relating to remuneration of chief officers

The annual pay policy statement will be published on the Spelthorne Borough Council website where it can be easily accessed by tax payers and external organisations.

January 2013

Cabinet**12 February 2013**

Title	Adoption of Food and Health and Safety Service Plans for 2013/2014		
Purpose	Resolution required		
Report of	Assistant Chief Executive	Confidential	No
Cabinet Member	Councillor Mrs Jean Pinkerton	Key Decision	No
Report Author	Jonathan Bramley		
Summary	<p>To seek approval to adopt the Food and Health and Safety Service Plans for 2013/14.</p> <p>There are three key issues highlighted in this report.</p> <ul style="list-style-type: none"> • Since Spelthorne joined the Food Standards Agency's (FSA) national Food Hygiene Ratings Scheme in April 2012 there has continued to be an improvement and maintenance of food hygiene standards in food businesses. Appendix A illustrates the improvement in food businesses' food hygiene ratings. • The Food Standards Agency (FSA) major review of the model used to deliver food safety official controls in the UK is likely to be concluded sometime in 2014. This may have far reaching implications for food hygiene services currently delivered by local authorities from 2014/15 onwards. • In the last seven months the Commercial team successfully prosecuted a local food business for serious breaches of food hygiene and health and safety legislation. This business has since significantly improved its food hygiene rating. 		
Financial Implications	The proposed service plans will be delivered within the budgets for 2013/14. The financial implications have been discussed with the relevant finance staff.		
Corporate Priority	Service delivery		
Recommendations	Cabinet is asked to adopt the proposed service plans for 2013/14.		

1. Background

- 1.1 The Food Standards Act 1999 set up the Food Standards Agency (FSA) and gave it a key role in overseeing local authority food safety enforcement activities.
- 1.2 The Agency was set up in April 2000 and has been proactively monitoring local authority enforcement activity, including visits to local authorities to conduct audits of their food safety services. To date, three authorities in Surrey have received full audits and another two have undergone “focussed” audits.
- 1.3 The Government commissioned a review of health and safety legislation, by Professor Lofstedt, which was published in November 2011. One of its recommendations was to give the HSE a stronger role in directing local authorities’ health and safety inspection and enforcement activities. The HSE have just launched a consultation as a result of this review (see section 2.3 (c) in this report).
- 1.4 The FSA's "Framework Agreement on local authorities (LAs) Food Law Enforcement" and HSE’s Guidance Note, which all LAs must follow, states that Food and Health and Safety Service Plans should be submitted to a relevant decision-making committee for approval. This explains why the Spelthorne's Cabinet Committee is the most appropriate forum to decide on these Service Plans.

2. Key issues

- 2.1 In April 2012 Spelthorne switched from its successful “Scores on the Doors” scheme to the FSA’s national Food Hygiene Ratings Scheme. The Council has continued to see improvement and maintenance of food hygiene standards in local food businesses under the FSA scheme. **Appendix A** illustrates this fact with the number of businesses achieving the highest food hygiene rating of “5” (“very good”) increasing from 262 in April 2012 to 285 in January 2013.
- 2.2 Members will recall that in last year’s report on 21 February 2012 it highlighted that the FSA had started carrying out a major review of the model used to deliver food safety official controls in the UK. Since then the FSA have been consulting with a range of stakeholders, including local authorities, with a view to complete this review sometime in 2014. This may have far reaching implications for all local authorities delivering food hygiene/standards services from 2014/15 onwards. The FSA will consider whether or not to centralise these services within their own organisation, or if improvements can be made to the current system of localised enforcement across the UK.
- 2.3 The main developments since the service plans for 2012/13 were implemented are as follows:
 - (a) The Commercial team successfully prosecuted a local food business for serious breaches of food hygiene and health and safety legislation. The business was ordered to pay a fine of £12,000 and the Council was awarded £3,000 in legal costs. On a positive note this business has since improved its food hygiene rating from “0” (urgent improvement required) to “3” (Satisfactory).

- (b) An evaluation took place of the levels of satisfaction from local businesses who had received a food hygiene or health and safety inspection in 2011/12. 100% of respondents felt they had been fairly treated. Furthermore, 97% felt that the contact with the Council officer had been helpful.
 - (c) The HSE has recently launched a major consultation proposing the introduction of a National local authority (La) health and safety enforcement Code in England, Scotland and Wales. This follows a major independent review of health and safety legislation commissioned by the Government that recommended that the HSE be given a stronger role in directing Las' health and safety inspection and enforcement activities. The consultation finishes on 1 March 2013 and it is intended that there will be a joint Surrey authorities' response to it.
 - (d) Consideration is being given to formalising closer partnership working in health and safety areas of Environmental Health between Surrey authorities. A decision as to whether or not this Council signs up to such an arrangement will be made later in 2013.
- 2.4 The main achievements of the Commercial team in 2011/12 and so far in 2012/13, relating to the Food and Health and Safety services provided, are summarised on pages 4 (Executive summary), 24 to 26 of the Food Service Plan and pages 3 (Executive summary) and 28 and 29 of the Health and Safety Service Plan. They include achieving 99% of the programmed food hygiene inspections in 2011/12. This was an improvement on the previous year's figure of 94% (2010/11). Furthermore, 9 more inspections were carried out (363 in 2011/12 compared to 354 in 2010/11).
- 2.5 The Commercial team participated in annual health fairs at three of the borough's secondary and Primary Schools in 2012. The main focus was to increase the children's awareness of the importance of good food hygiene in the home and making an informed choice about where to buy food from, hazards and risks from noise induced hearing loss and the dangers from body piercing and tattooing.
- 3. Options analysis and proposal**
- 3.1 The preferred option is to adopt the proposed service plans for 2013/14 **(available in the Members Room for viewing)**, to come into effect on 1 April 2013.
- 3.2 There is also an option for Members to amend the proposed service plans.
- 3.3 There is an option for members not to adopt the proposed service plans. This would mean the Council would not be following either the FSA's "Framework Agreement on Local Authority Food Law Enforcement" or the HSE's Guidance, as this requires local authorities to have food and health and safety service plans and recommends that the plan relates specifically to food and health and safety law enforcement. If these service plans are not adopted, the likelihood of the FSA or HSE auditing a local authority would increase.
- 4. Financial implications**
- 4.1 The proposed service plans will be delivered within the proposed budget for 2013/14. The financial implications have been discussed with the relevant finance staff.

5. Other considerations

- 5.1 Under the Food Standards Act 1999 and Health and Safety at Work etc. Act 1974, the FSA and HSE, respectively, have powers to audit any local authority's food safety and health and safety enforcement services. In exceptional cases, the FSA and HSE have the powers to take over the duties of persistently under-performing councils.

6. Risks and how they will be mitigated

- 6.1 If the service plans are not adopted by April 2013 the likelihood of an audit by the FSA or HSE would greatly increase (see paragraph 3.3).

7. Timetable for implementation

- 7.1 If the officer recommendation is approved the service plans for 2013/14 will come into effect on 1 April 2013.

Background papers: There are none.

Appendices: Appendix A – Food Standards Agency's National Food Hygiene Ratings scheme – Improvement in Spelthorne food businesses' Food hygiene ratings

Appendix A – Food Standards Agency’s National Food Hygiene Ratings scheme – Improvement in Spelthorne food businesses’ Food hygiene ratings

Food hygiene rating	Description of food hygiene standards	2 April 2012 (launch of scheme)	3 October 2012	15 January 2013
5	Very good	262	272	285
4	Good	134	120	145
3	Satisfactory	108	95	90
2	Improvement necessary	18	34	21
1	Major improvement necessary	17	16	21
0	Urgent improvement required	1	2	1

