



*Please reply to:*

Contact: Karen Wyeth  
Service: Committee Services  
Direct Line: 01784 446341  
E-mail: [k.wyeth@spelthorne.gov.uk](mailto:k.wyeth@spelthorne.gov.uk)  
Date: 10 February 2023

## **Notice of meeting**

### **Corporate Policy and Resources Committee**

**Date:** Monday, 20 February 2023

**Time:** 6.00 pm

**Place:** Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB

#### **To the members of the Corporate Policy and Resources Committee**

Councillors:

J.R. Boughtflower (Chairman)	R.O. Barratt	L. E. Nichols
A.J. Mitchell (Vice-Chairman)	J.T.F. Doran	R.J. Noble
M.M. Attewell	S.A. Dunn	O. Rybinski
I.J. Beardsmore	T. Fidler	J.R. Sexton
M. Beecher	S.C. Mooney	V. Siva

Substitute Members: Councillors C. Bateson, C.F. Barnard, S. Buttar, J. Button, M. Gibson, H. Harvey, T. Lagden, D. Saliagopoulos, J. Vinson and S.J Whitmore

*Councillors are reminded that the Gifts and Hospitality Declaration book will be available outside the meeting room for you to record any gifts or hospitality offered to you since the last Committee meeting.*

**Spelthorne Borough Council, Council Offices, Knowle Green**

**Staines-upon-Thames TW18 1XB**

[www.spelthorne.gov.uk](http://www.spelthorne.gov.uk) [customer.services@spelthorne.gov.uk](mailto:customer.services@spelthorne.gov.uk) Telephone 01784 451499

# Agenda

Page nos.

**1. Apologies and Substitutes**

To receive apologies for absence and notification of substitutions.

**2. Disclosures of Interest**

To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.

**3. Minutes**

**7 - 20**

To confirm the minutes of the meeting held on 16 January and carried over the 23 January 2023 as a correct record or proceedings.

**4. Questions from members of the Public**

The Chair, or his nominee, to answer any questions raised by members of the public in accordance with Standing Order 40.

At the time of publication of this agenda no questions were received.

**5. Service Plan - Procurement**

**21 - 62**

Committee to consider the Procurement Service Plan for 2023/24.

**6. Service Plan - Assets**

**63 - 118**

Committee to consider the Assets Service Plan for 2023/24.

**7. Treasury Management Strategy 2023/24**

To make a recommendation to Council that it approves the recommendations as outlined in the report.

**8. Reserves Policy 2023/24**

**119 - 140**

The Committee are asked to note the Capital & Revenue Reserves Strategy.

**9. Sinking Fund Policy**

**141 - 146**

To consider the Sinking Fund Policy Report and to note the recommendations outlined in the report.

**10. Fees & Charges 2023/24**

**147 - 212**

To approve the proposed fees and charges for 2023/24 as set out in Appendices A to F of the report.

**11. Capital strategy 2023 to 2028**

To make a recommendation to Council that the recommendations outlined in the report are approved.

**12. Capital Programme 2023/24 to 2027/28**

The Committee is asked to make a recommendation to Council to approve the Estimated 2023/24 to 2026/27 Capital Programme.

**13. Pay Award 2023/24**

**213 - 216**

To consider the Pay Award 2023/24 and make a recommendation to Council.

**14. Detailed Budget 2023/24**

**217 - 248**

The Committee is asked to consider the report and make a recommendation to Council on 23 February 2023.

**15. Pay Policy Statement 2023/24**

**249 - 270**

**16. Disability Fund Grant Framework Approval**

Committee are ask to consider the report and make a recommendation to Council that they:

1. Authorise the Group Head of Community Wellbeing & Housing to enter a procurement exercise for a DFG Contractor Framework or Dynamic Purchasing System (DPS), and
2. Authorise the Head of Corporate Governance to execute the required documentation to conclude either a framework agreement or dynamic purchasing system (DPS) with suitable contractors as appropriate

**17. Forward Plan**

**271 - 274**

To consider the Forward Plan for committee business.

**18. Urgent Actions**

To note those urgent actions which have been taken by the Chief Executive in consultation with the Leader since the last Corporate Policy and Resources meeting on 16 January 2023.

**19. Exclusion of Public & Press (Exempt Business)**

To move the exclusion of the Press/Public for the following items, 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.

**20. Letting of MSU2, Elmsleigh Centre**

**275 - 304**

This report contains 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 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in a competitive procurement process by allowing other bidders to know the financial position of the Council and other bidders. This in turn prejudices the Council by (i) distorting the procurement process and (ii) prejudicing the opportunity for the Council to achieve a competitive price and good value for money and (iii) might dissuade organisations bidding for the Council's tenders if their commercial information was put into the public domain.

**21. Integrated Insurance Service - Spelthorne Borough Council & the London Borough of Sutton**

**305 - 334**

This report contains 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 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in any lease, contract or other type of negotiation with the tenant or developer, who could then know the position of the Council.

**22. Local Authority Housing Fund**

**335 - 350**

This report contained 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 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in a competitive procurement process

by allowing other bidders to know the financial position of the Council and other bidders. This in turn prejudices the Council by (i) distorting the procurement process and (ii) prejudicing the opportunity for the Council to achieve a competitive price and good value for money and (iii) might dissuade organisations bidding for the Council's tenders if their commercial information was put into the public domain.

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank



**Minutes of the Corporate Policy and Resources Committee  
16 January 2023**

**Present:**

Councillor J.R. Boughtflower (Chairman)

Councillors:

M.M. Attewell	J.T.F. Doran	L. E. Nichols
I.J. Beardsmore	S.A. Dunn	R.J. Noble
M. Beecher	T. Fidler	J.R. Sexton
R.O. Barratt	S.C. Mooney	

**Substitutions:** Councillors N.J. Gething  
H. Harvey

**Apologies:** Councillors A.J. Mitchell, O. Rybinski and V. Siva

**In Attendance:** Councillors C. Bateson

**143/23 Apologies and Substitutes**

**16 January 2023 Meeting**

Apologies were received from Cllrs Mitchell, Rybinski and Siva.

Cllr H Harvey acted as substitute for Cllr Rybinski and Cllr Gething acted as substitute for Cllr Mitchell.

Cllr Sexton attended the meeting via Microsoft Teams.

**23 January 2023 Meeting**

Apologies were received from Cllrs Doran, Dunn, Mitchell, Rybinski and Siva.

Cllr C Bateson acted as substitute for Cllr S Dunn, Cllr H Harvey acted as substitute for Cllr Rybinski and Cllr Gething acted as substitute for Cllr Mitchell

**144/23 Minutes**

The Committee requested that an amendment be made to the minutes of the meeting held on 23 November 2022. The Committee had been advised at this meeting that a 'Lessons Learnt' Report on 12 Hammersmith Grove would be produced and brought before the Committee in February 2023.

Subject to the above amendments the minutes of the meeting held on 23 November 2022 were agreed as a correct record.

The minutes of the meeting held on 28 November 2022 were agreed as a correct record.

#### **145/23 Disclosures of Interest**

Cllrs Attewell, Mooney and Sexton declared that they were Surrey County Councillors.

#### **146/23 Questions from members of the Public**

There were none.

#### **147/23 Ward Issues**

There were none.

#### **148/23 Exclusion of Public & Press (Exempt Business)**

At the meeting on 16 January 2023

It was proposed by Councillor Barratt and Seconded by Councillor Noble and **resolved** that the public and press be excluded during consideration of the following items, in accordance with paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) because it was likely to disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in being able to undertake even-handed negotiations and finalising acceptable contract terms:

Item 7 – Procurement Service Plan

Item 8 – Assets Service Plan

Item 19 – Annual Commercial Property Report 2021/22

Item 19a – Urgent Item – 2<sup>nd</sup> Floor charter Building, Uxbridge

#### **149/23 Service Plan - Procurement**

The Committee considered the Procurement Service Plan 2023/24.

The Committee **resolved** to defer this item until the meeting of the Committee on 20 February 2023 so that the Service Plan could be enhanced with the additional information requested.

#### **150/23 Service Plan - Assets**

The Committee considered the Assets Service Plan.

The Committee requested that this report be brought back to the next meeting of the Corporate Policy & Resources Committee on 20 February 2023 to be reconsidered.

The Committee **resolved** to defer this report until the next meeting of the Committee.

#### **151/23 Determination of 2023/24 Council Tax Base for tax setting**

**This item was considered at the carry over meeting on 23 February 2023**

The Committee considered a report from the Chief Accountant that sought approval to make a recommendation to Council to agree the gross and net Council Tax base for 2023-24.

The Committee were advised that there was a legal requirement to set the Council Tax base and to advise Surrey County Council and the Surrey Police Commissioner between 01 December 2022 and 31 January 2023.

The Committee **resolved** that, in accordance with its delegated powers the following recommendations, in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012 be made to Council:

- A. the gross Council Tax Base for 2023/24 is determined at 41,185 (2022/23: 40,867) after taking account of the Council's agreed Council Tax Support Scheme, and
- B. the net Council Tax Base for 2023/24 calculated as Band D equivalents, is determined at 39,949 (2022/23: 39,233) after adjustment by 3% to allow for; irrecoverable amounts, appeals and property base changes.

#### **152/23 23/24 Budget (CP&R)**

The Chief Accountant advised the Committee that this year's budget setting process had been amended to take into account feedback received from members following last year's process. The report presented to the Committee was to consider only what was allocated to the Corporate Policy &

Resources Cost Codes; a detailed report that covered all committees would be brought before the Committee on 20 February 2023.

The Committee were advised that savings had been identified by removing budgets that were no longer being used and that the miscellaneous figures were being looked at. Any amount over £5,000 showing as miscellaneous would have to be allocated to a budget.

The Committee **resolved** to agree the report.

### **153/23 Outline Budget 2023/24**

The Committee considered a report from the Chief Accountant that asked them to note the current projected budget gaps set in in the report.

They were also asked to recommend that:

1. Council seeks to protect its council tax base over the four-year outline budget period by increasing the council tax by the maximum allowed by the Government limits,
2. Council utilise the sinking Fund Reserves to maintain the £10,8m income support for frontline services, affordable housing and regeneration programme, and
3. Council uses all of the initiatives in the report to close the forecast budget gaps for the years 2024-25 to 2026-27, as set out in the Medium Term Financial Strategy

The Committee were advised that it is currently forecast that there would be a deficit of £574,000 though this figure could change once all the information from the other Committees had been collated.

Councillor Beardsmore proposed moving Standing Orders to allow the meeting to conclude at 22:30 in order to finish this item.

The Committee **agreed**

A Budget Briefing session had been scheduled for 25 January 2023 and the Chief Accountant stated that he was happy to arrange a briefing solely for members of the Corporate Policy and Resources Committee if required.

The Committee **resolved** note the projected Budget gaps and to recommend to Council that all the recommendations outlined in the report be agreed.

### **154/23 Feedback on 23/24 Budget Setting Process - CPRC**

The Chief Accountant asked the Committee to provide him with any feedback on the Budget setting process so that comments could be considered and

amendments made for the 2024/25 process if it was felt that the change would make the process more efficient.

**155/23 Reserves Policy 2023/24**

This item was deferred to the meeting of the Corporate & Policy Resources Committee to be held on 20 February 2023.

**156/23 Calendar of Meetings 2023-2024**

**This item was considered at the carry over meeting on 23 February 2023**

The Committee considered a report that outline the proposed Calendar of Meeting for the municipal year 2023/24.

The Committee requested that Committee Services review the proposed dates for December's meetings as a number conflicted with Christmas events in the Borough that members wanted to attend, particularly if they are within their Ward.

The Committee **resolved** to recommend to Council that they approve the Calendar of Meetings for 2023-2024 as set out in Appendix 1 of the report.

**157/23 Terms of Reference for a Corporate Establishment Review**

**This item was considered at the carry over meeting on 23 February 2023**

The Committee considered a report from the Chief Executive and the Group Head of Governance that outlined the Terms of Reference for a Corporate Establishment Review that had been requested at a previous meeting of this Committee.

The Committee were advised that the Terms of Reference was circulated to Group Leaders and the report takes into account all the feedback received.

The Chief Executive advised that this review should take no more than six months to complete using existing staffing resource within the Council but if some external assistance could be brought in to assist Human Resources this would be reduced to three months.

The Committee requested that it be made clearer in the report that the reason for this review was to ensure that the Council was being run as efficiently as possible.

The Committee **resolved** to agree:

1. The Terms of Reference for the Corporate Establishment Review'

2. Delegation of any expenditure to the Chair and Vice-Chair of the Corporate Policy & Resources Committee; and
3. To secure through a procurement process additional HR capacity resource to accelerate the Corporate Establishment Review.

### **158/23 Forward Plan**

The Committee **resolved** to note the contents of the Forward Plan.

### **159/23 Urgent Actions**

There were no urgent actions.

### **160/23 Exclusion of Public & Press (Exempt Business)**

At the meeting on 23 January 2023

It was proposed by Councillor Barratt and Seconded by Councillor Beardsmore and **resolved** that the public and press be excluded during consideration of the following item, in accordance with paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) because it was likely to disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in being able to undertake even-handed negotiations and finalising acceptable contract terms:

Item 20 – Temporary Adoption of the Staines Development Framework

### **161/23 Annual Commercial Property Report 2021/22**

The Committee considered the Annual Commercial Property Report for Financial Year 2021/22 that sought approval of the report and agreement to make it publicly available on the Council's website.

The Committee **resolved** to approve the Annual Commercial Property Report for the year ending 31 March 2022 and agreed that the report should be made publicly available on the Council's website.

### **162/23 Urgent Item - 2nd Floor Charter Building, Uxbridge**

The Committee considered an urgent exempt report on the Charter Building, Uxbridge.

It was **resolved** that the recommendations outlined in the report were approved.

**163/23 Temporary Adoption of the Staines Development Framework**

The Committee considered the Motion in respect of the Temporary Adoption of the Staines Development Framework before it was brought back before Council on 23 February 2023.

This page is intentionally left blank



Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank



Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

# Corporate Policy & Resources Committee



16 January 2023

<b>Title</b>	<b>Capital &amp; Revenue Reserves Strategy</b> <b>This report is subject to the final decisions made by the Committee between mid-January and 20 February around finalising the 2023/24 budget and 2022/23 Outturn Report and therefore may be subject to further change.</b>
<b>Purpose of the report</b>	To note
<b>Report Author</b>	<b>Paul Taylor Chief Accountant</b>
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Corporate Priority</b>	Community Affordable Housing Recovery Environment Service Delivery
<b>Recommendations</b>	<b>Committee is asked to note:</b> <ul style="list-style-type: none"> <li>• That by successfully implementing a prudent approach to developing its Sinking Funds, Spelthorne Borough Council has the highest ratio of usable (cash backed) revenue reserves to Net Revenue Expenditure (NRE) of any district or borough Council in England.</li> <li>• That subject to Council approval, the Outline Budget analysis indicate that Council will require net funding of £6,519,900 from the Rent Equalisation Reserve (sinking funds) – (RER) in 2023/24 and £3,125,300 in 2024/25. From 2025/26 the five year planning cycle currently indicated that the Council would return to making net contributions to the RER.</li> <li>• That based on the Medium Term Financial Strategy (MTFS) Council must look to bridge the £1.25m per annum net contribution deficit from Knowle Green Estates caused by the height restrictions, and adverse movements in interest rates &amp; building cost inflation.</li> <li>• The forecast projections for the reserves from 2022/23 to 2024/25, as set out in appendix D below.</li> </ul>
<b>Reason for Recommendation</b>	<b>Effective and sustainable use of reserves is a key element of the Council's Medium Term Financial Strategy</b>

## 1. Executive Summary

Version: 1, Last saved: 10/02/23 17:56

- 1.1 The Council's Earmarked Revenue Reserves have been assigned by Council and can only be used for the purpose they were intended, for example, it is not possible to use the Sinking Fund Reserves to fund an FTE role within the Council.
- 1.2 **Investment Property Sinking Funds**
- (a) Council have been advised of a challenging two years ahead for the Sinking Funds based on the five year planning cycle, which was why Council approved a £2.5m one off payment into the Sinking Funds as part of the 2021/22 Outturn Report.
  - (b) The Ukraine War has impacted on our Sinking Funds by just over £4.1m over 2022/23 and 2023/24 and when combined with a couple of tenant issues, Officers are forecasting a net funding situation of up to £10m from the Sinking Fund between 2023/24 and 2024/25.
  - (c) From 2025/26 onwards the Council will be making net contributions into the Sinking Funds.
- 1.3 The current depressed property market makes it extremely difficult for Council to consider selling its assets, as any shortfall between the purchase price and sale price would crystallise a loss that would negatively impact on the revenue budget, and Council's General Fund & Earmarked Revenue Reserves.
- 1.4 The reduction in height, adverse interest rate movements and increased constructions costs has resulted in Knowle Green Estates Ltd (KGE) business model changing dramatically, so much so, that they will not be able to contribute a net £1.25m per annum to the Council (for the next 50 years) and if this contribution gap is not covered off, it will have an adverse impact on our ERR, as Council will have to cover the shortfall, which in turn, will cause significant issues for our MTFs and long term future viability.

## 2. Key issues

- 2.1 The last eight years have seen a strong performance from Council's investment property portfolio, which has allowed the Council to grow its Sinking Fund Reserve to over £33m
- 2.2 As part of the 2021/22 Outturn report, Council agreed to invest part of the surplus for the year as a one off payment of just over £2.5m into the Sinking Fund Reserves.
- 2.3 This was based upon Officers' recommendations, as the five year planning cycle was indicating that due to external factors:
- (a) The war in Ukraine, there was going to be a rental shortfall at one of the Council's investment properties, because of the Government's compounding of certain Russian Oligarch's UK based assets. In turn, the Assets Team believe that because the building will be vacant, this would be the perfect time to upgrade the property and maintain it to its optimum specification for reletting on medium to long term leases, to maximise rental returns for the Council. The lost rental income and capital expenditure would amount to approximately £4.0m up to 31 March 2024.
  - (b) Further, there were also some challenging times ahead for tenants at another property, which could impact on 2023/24, after the Holding Company guarantee has been received, anticipated in February/March

2023. Discussions are still ongoing regarding how the property will be relet. In the 2023/24 Budget setting process, and based on the latest information, Officers are forecasting that the property will be relet, and this has been reflected in the 2023/24 Draft Budget (This is subject to final Council approval being received for the proposals).

- (c) In October 2022, Council asked Officers to allocate a further £200,000 to support the existing £362,000 set aside by Council for the Cost of Living Reserve, as part of the 2021/22 Outturn report.
- 2.4 Sinking Fund Policy, this was presented and discussed by Corporate Policy and Resources Committee at their meeting on 28 November and based on the Committee's feedback, will be represented at their meeting on 20 February.
- 2.5 The purpose of the Sinking Fund is to essentially smooth out and short fall in investment rental income or unexpected costs, caused by external factors.
- 2.6 In relation to the Council's borrowing of in excess of £1billion (the majority of which currently relates to funding of past acquisitions of investment assets), the current level of Sinking Fund Reserves would be sufficient to cover just over 10 months of loan repayments and the next two years between 2023/24 and 2024/25 will be challenging according to the five year forecasts that supports the Medium Term Finance Strategy (MTFS).
- 2.7 The Council's approved Earmarked Revenue Reserves (ERR) were £62.3m at 31 March 2022 (31 March 2021: £53.9m). Noting that as advised in last year's report, a further £26.9m, relating to COVID-19 support Government Grants was received before 31 March 2022, that were paid out to business and individuals after 1 April 2022 and therefore, it had artificially inflated the Council's official ERR at the year end. The ERR quoted in this report have had these COVID-19 Grants removed to enable direct comparison.
- 2.8 This indicates that on a like for like basis, the Council's ERR grew by £8.4m from 2020-21 to 2021-22.
- 2.9 Approved ERR can only be utilised for the purposes they were established for, for example, revenue grants unapplied, relates to monies received from Central Government and other third parties that must be spent on a specific project, usually with a deadline and after the deadline any unapplied grants for that purpose are returned to the provider and cannot be used, for example, to fund a new FTE post.
- 2.10 A strong performance from Council's investment property strategy over the last five years, which has generated over £10m per annum to support Council services and assist with the regeneration of communities, is only part of the good news story. Whilst the Council has been put into a strong position, there is no room from complacency over the next five years and Council still needs to have a strong and clear medium term reserves strategy, together with regular monitoring of Council's reserves, as without one, Spelthorne Borough Council could potentially see its reserves, reduce to critical levels in a relatively short number of years, based on the current MTFS projections.
- 2.11 This is further compounded by a £1.25m reduction in Medium Term Financial Strategy (MTFS) forecast Council income from its subsidiary Knowle Green Estates LTD (KGE), caused by delays in obtaining planning permission, planned height restrictions, rising interest rates and building materials and labour inflation. Without any plans to replace this lost income, Council will

have to face up to some extremely difficult decisions around what essential services to cut, reduce or mothball.

- 2.12 The current market conditions make it difficult to sell the development assets without it adversely impacting on the residents of the Borough, and Officers and the External Auditors are at a critical point, in respect of the development costs that have been capitalised, because any further delays in finalising our development properties, could see an additional £3m added to the budget deficit for 2023/24.
- 2.13 Officers currently have sufficient cash back reserves to manage the Council's affairs and therefore the Council is a going concern. However, a reuse of reserves, or a large call on our reserves, would cause grave concern for Officers and Council's ability to remain a going concern.

### 3. Background

- 3.1 To assist Councillors, there are three appendices attached to the report that cover:
- (a) Appendix A - an introduction to reserves.
  - (b) Appendix B – the background and purpose to Spelthorne Borough Council's reserves
  - (c) Appendix C – the management of Council's reserves
- 3.2 All figures and charts in this report have been independently prepared by LG Futures as part of their annual benchmarking report.

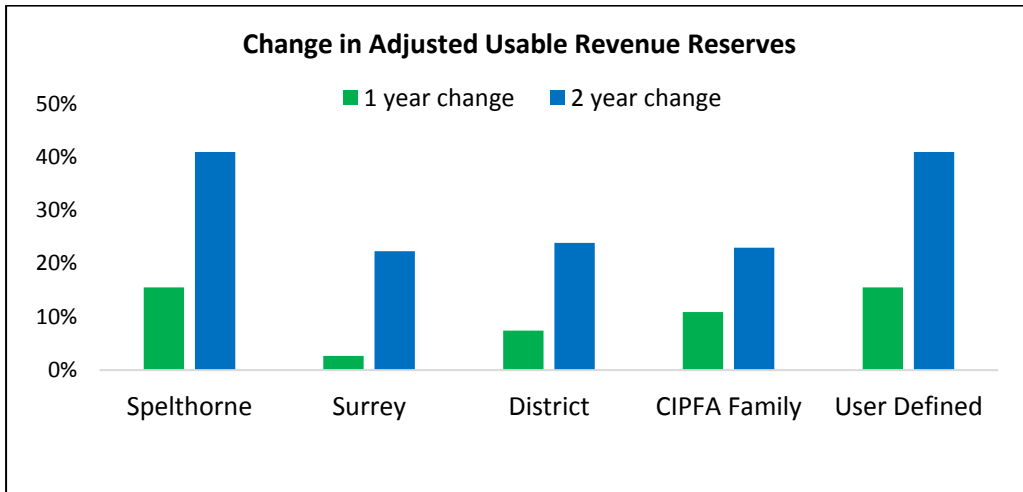
#### 3.3 Usable Revenue Reserves - 2021/22: Spelthorne

Usable Revenue Reserves at Spelthorne, taken from the annual statement of accounts. The figures for 2020/21 and 2021/22 have been adjusted to reflect the COVID business rates relief funding held in reserves at the end of 2020/21 and 2021/22 (information is taken from national NNDR3 data).

	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
General Fund Balance	1,000	1,000	1,221	1,352	2,176
Earmarked Reserves	17,802	23,053	43,006	60,364	63,372
Usable Revenue Reserves	18,802	24,053	44,227	61,716	65,548
less s31 grants in 20/21 and 21/22 (RHL and Nursery)				-7,768	-3,213
				<u>£53,948m</u>	<u>£62,335m</u>

3.4



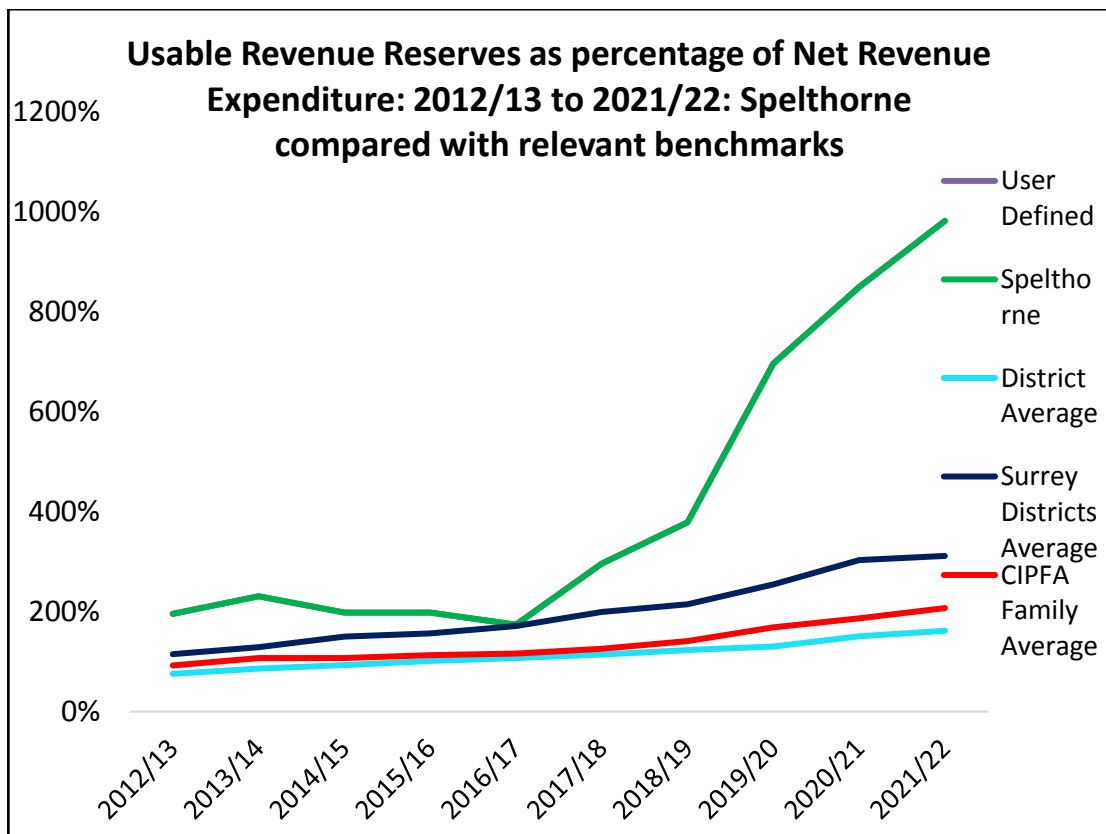


(CIPFA Family – this is a basket of the Districts and Boroughs in England who have borrowed similar amounts to Spelthorne, and forms part of the benchmarking analysis, Officers advised last year, was going to be provided to Council for reference and comparison purposes).

(The user defined bar is Spelthorne and was added by LGFutures for control purposes).

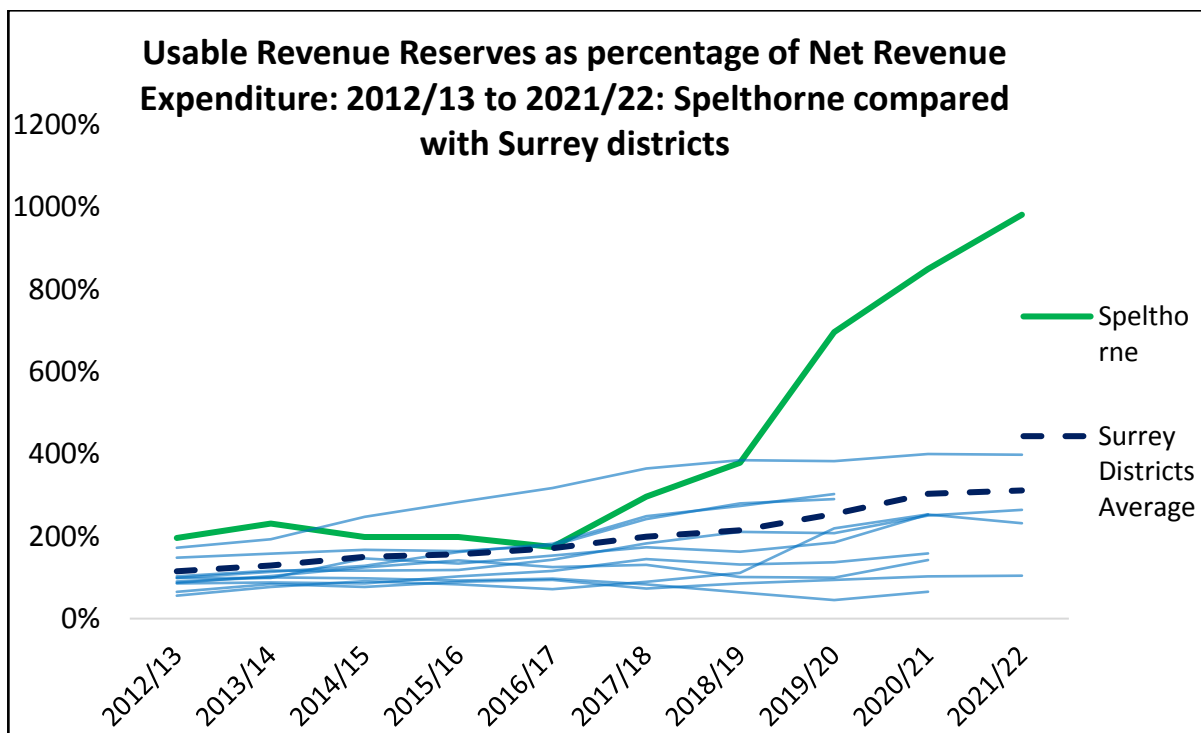
3.5 As can be seen from the above chart, the Investment Portfolio has provided the Council with strong cash backed reserves over the last eight years, and with the Council approved £2.5m used to top up the Sinking Fund in the 2021/22 Outturn Report, has provided additional support, as we enter some challenging times ahead.

3.6



3.7 The chart above shows the comparison between Spelthorne, other Surrey Districts and Boroughs and the CIPFA Family average, over the period 2012/13 to 2021/22. This highlights the prudent approach taken by the Council of providing annual cash backed deposits into our Sinking funds and demonstrates, why the Council is less susceptible to going concerns issues, that have befallen other Council's across the country.

3.8



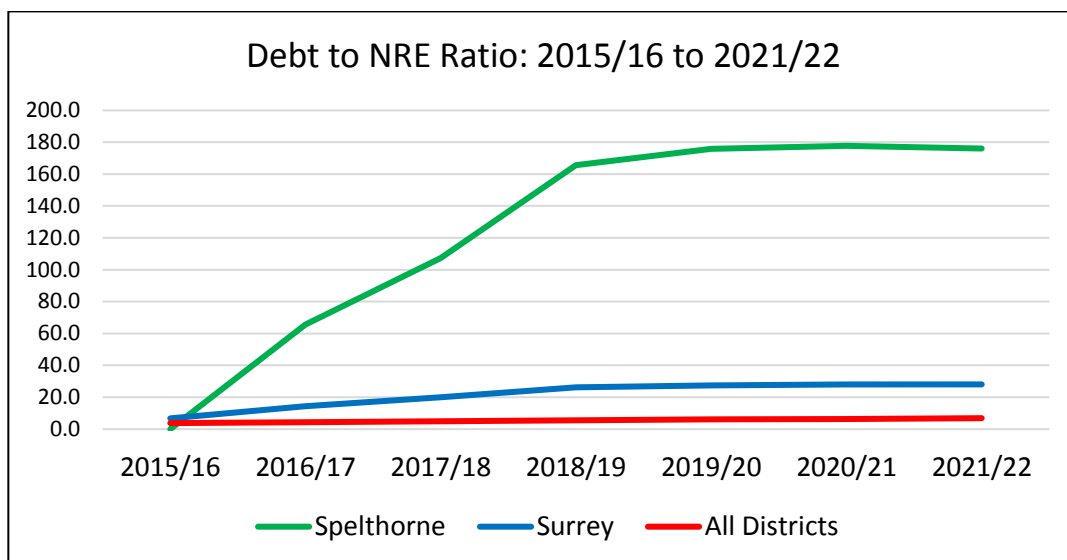
3.9 The chart above shows the comparison between Spelthorne, other Surrey Districts and Boroughs, over the period 2012/13 to 2021/22. This highlights the prudent approach taken by the Council of providing annual cash backed deposits into our Sinking Funds and demonstrates, the Council sound judgement that has set it apart from other similar Council's in the Surrey District.

3.10 **Debt compared to Net Relevant Earnings (NRE)**

3.11 The level of reserves built up over the last eight years has provided a strong cash backed reserves situation for the Council.

3.12 A major risk to the Council is the level of gearing, this is the percentage of aggregate debt to aggregate reserves, and with borrowings exceeding £1bn and reserves of £63m, the Council is highly geared and susceptible to long run market challenges. Over the long term the investment assets debt (the interest rates on which are wholly fixed) will be paid down on a year by year basis, however we have in our programme a further £250m of funding requirement for residential schemes.

### 3.13



3.14 The chart highlights that the Council has the largest ratio of debt to net relevant earnings of all the district and boroughs in England, and explains why, the Council is being scrutinised.

3.15 This also highlights why Council must focus on increasing its cash backed reserves to protect residents over the coming 15 years, when the trend in borrowing will be downward, resulting in a decrease in the debt to NRE ratio above.

## 4. Risks

4.1 Many Councillors will have heard of some of the issues facing other Councils in respect of their failure to make adequate provision for Minimum Revenue Provision (MRP). At Spelthorne Borough Council Officers took a prudent approach and ensured that as part of the annual Budget recommendation to Council, that a full provision for MRP, including on investment assets, is charged to revenue expenditure, and as a result, the Council's finances and reserves are not adversely impacted by this issue. The MRP is then applied annually to ensure the Council gradually pay down the debt on a year-by-year basis,.

4.2 Throughout the year, officers in the Finance team, regularly attend external meetings and presentations with the Council's Treasury Management Advisers, Central Government, Local Government Association, Chartered Institute of Public Finance and Accountancy (CIPFA) and LGImprove who benchmark and provide feedback on the Spelthorne Borough Council's performance against other Councils. This benchmarking has highlighted that Spelthorne Borough Council, as part of its risk mitigation strategy for its investment assets, still has the highest ratio of usable revenue reserves to Net Revenue Expenditure (NRE) of any district or borough Council in England.

4.3 Whilst this is good news, and as mentioned above, the Council needs to assess this alongside the aggregate loan liabilities of more than £1bn, making the Council highly geared and vulnerable to fluctuations in the day-to-day course of business, hence why the Council needs to continue to build its earmarked reserves (sinking funds).

- 4.4 The Council's approved Revenue Reserves, including the Sinking Funds reserves are earmarked and set aside for specific purposes and cannot be used for any other purpose.
- 4.5 One of the key messages received is that because of a prudent approach by Council over the last few years, it has been possible to grow and build resilience into the useable reserves, which has allowed the Council to generate additional interest income to support the delivery of services and the regeneration programme.
- 4.6 This is a positive situation. Council can be assured that it is meeting its Value for Money requirement for the external audit review of its arrangements, it is striking a sensible balance between providing support for services (today) and protecting the future (tomorrow) by ensuring that sufficient funds are put away into earmarked reserves for specific future use.
- 4.7 The next item on the agenda is property valuations, and as Councillors are aware the property market is experiencing short term valuation fluctuations, both upward and downward, because of initially the COVID- 19 pandemic, and now the cost of Living crisis, which means that the Council must take a medium to long term view on its property portfolio, particularly as the current Capital Strategy highlights that the Council has no intention to sell any of the property portfolio, to third parties. (Noting that the Council will transfer residential properties to Knowle Green Estates Ltd., a wholly owned subsidiary at cost).
- 4.8 The results of the COVID-19 pandemic and the Cost of Living crisis is influencing valuations in several ways:
- (a) Tenants financial standing may have changed, positively in the case of IT sector, negatively in others, such as hospitality.
  - (b) Tenants rightsizing as hybrid working means they no longer require large office premises
  - (c) Business failures
  - (d) Incentives provided to new tenants
  - (e) Approved changes in leases
  - (f) Uncertainty about the future
- 4.9 At the 31 March 2022, the Council's property portfolio reduced in value by £23.3m. (31 March 2021: £51m). This represents a paper loss and based on the upward trend in commercial investment properties experienced over the last 300 years, Officers expect to see this upward trend return over the next five to ten years and reverse these short-term paper losses to overall paper gains.
- 4.10 As well as impacting on the valuation figures, the pandemic and now the Cost of Living Crisis will continue to impact on Council's services, over the next few years, as highlighted during the budget briefing session with Councillors in June and November 2022, the Council is not 'out of the woods' yet and is facing challenges over the next four years around:
- (a) Shortage of both labour and materials for the approved capital projects.
  - (b) Reduced fees and charges, including car parks.
  - (c) Reduced funding from Business Rates.

(d) Uncertainty due to new COVID-19 variants.

(e) Reduced income from KGE.

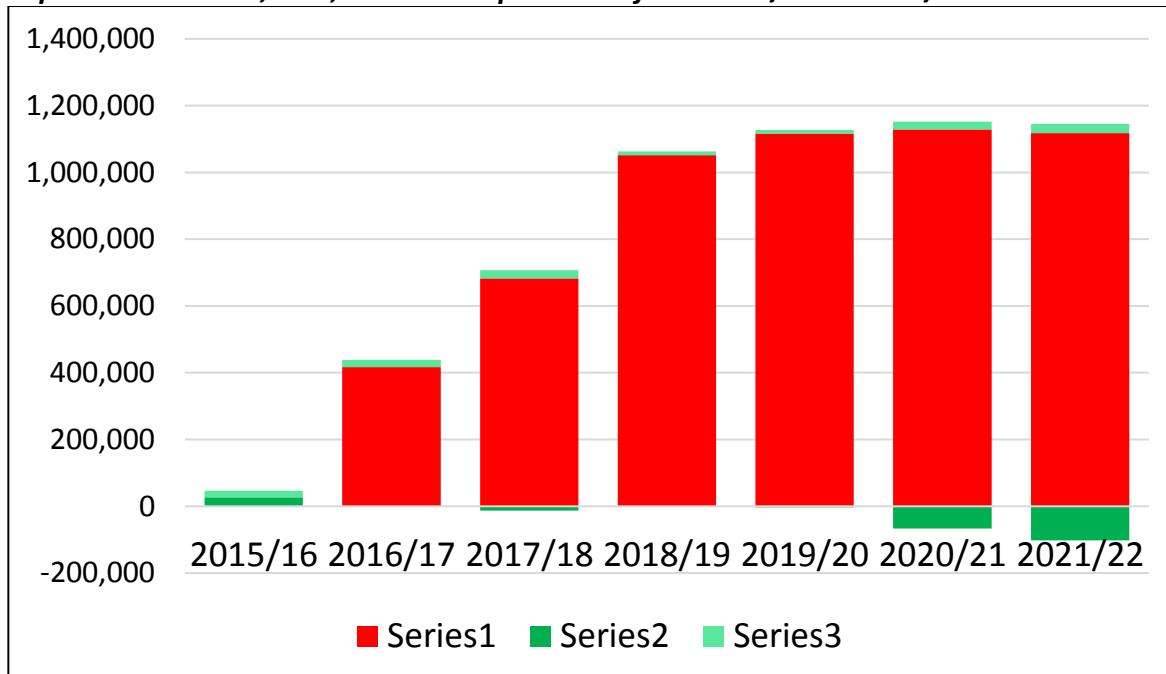
4.11 During 2022, the Council was subject to a Public Interest Report from KPMG and additional scrutiny from the Department for Levelling Up, Housing & Communities (DLUHC), and as can be seen from the benchmarking charts above, Spelthorne Borough Council, is in a much stronger position to deal with any short term fluctuations and maintain a strong going concern model.

4.12 The next area for officers to monitor closely is the Capital Finance Requirement (CFR) because of the aggregate value of the Council's borrowings to the aggregate value of its property portfolio

4.13 The CFR is a measure of the Council's financial health, as shown in the table below which is graphical shown in chart below

£000s	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Capital Fin. Requirement	0	416,250	681,984	1,051,121	1,116,100	1,128,532	1,117,687
Capital Adjustment Acc.	26,897	2,377	-12,617	871	-2,857	-66,226	-101,825
Revaluation Reserve	20,094	20,538	25,054	10,698	10,754	24,005	27,851
Balance Sheet Capital Assets	46,991	439,165	694,421	1,062,690	1,123,997	1,086,311	1,043,713

**Capital Health: CFR, CAA, and RR at Spelthorne from 2015/16 to 2021/22 in £000s**



Series 1 = Capital Fin. Requirement  
 Series 2 = Capital Adjustment Acc.  
 Series 3 = Revaluation Reserve

- 4.14 The CFR shows that in 2022/23, because of the paper losses on the property portfolio, the total funding is 107% of the Council's total assets and officers will need to monitor this variable carefully over the next two to ten years and advise Council accordingly.
- 4.15 What the impact of 107% CFR means is that book value of the Council's properties are lower than the aggregate of the Council's total borrowings and if all the properties were to be sold and achieved the valuations quoted, Council will have an excess of borrowing to repay, therefore it is an important variable to monitor.
- 4.16 The reality is that Spelthorne Borough Council would be unlikely to sell all its investment properties in one year, going for a planned disposal rather than a forced sale. (The Capital Strategy for 2023/2028 will deal with this in more detail).
- 4.17 As indicated in the past, the Council is in this for the long term and whilst the net rental income contributions continue to be maintained, the Council will be able to prudently manage its finances over the coming years and at present, Council is on track to deliver its long-term strategy for reserves and sinking funds
- 4.18 The 2023/24 budget modelling is showing that the net rental income is anticipated to fall by approximately £10m and additional costs of £5m will be incurred, noting the £4m relates to the conflict in the Ukraine war.
- 4.19 The rent guarantee period negotiated when the Council acquired the Thames Tower, Porter and Charter buildings came to an end in September 2022, and this has had an impact on the forecast revenue, which is one of the main factors in the internal reorganisation, that see the Assets Team responsible for the budgets on rental income and landlord costs, passing the remaining cost responsibility over to the Finance Team, which will enable the Assets Team to put their time into seeking new tenants rather than administration duties.
- 4.20 Again, the Council cannot take everything for granted following the pandemic and the Cost Of Living Crisis is forecast to put even more financial pressures on businesses, which could lead to an increase in company liquidations and because of this challenge, officers recommend a cautious approach on the use of Council reserves through the next twenty-four months to enable the Council to see clearly the revised financial landscape.
- 4.21 **Knowle Green Estates Ltd. (KGE)**, the Council, as sole shareholder is responsible for agreeing the strategy, which is stalling slightly, due to the imposed high restrictions, rising interest rates, and building cost inflation
- 4.22 The current plan was to provide a significant number of affordable and keyworker rental housing, to support the current funding strategy and a notional equity investment £1 and the rest in loan finance, rather than a substantial equity investment and smaller loans, which would reduce the useable earmarked reserves, was actioned.
- 4.23 Should Council consider changing the balance of units to include Private Rental residential units, the funding model would change significantly, due to having to consider Commercial issues around both State Aid and HMRC Thin Capitalisation Rules (transfer pricing constraints) and therefore this would require a substantial equity investment of several million pounds, to enable KGE to meet its debts as they fall due in the normal course of business.

(Noting that an investment of this type would require the Council to physically transfer the funds in return for equity share capital).

- 4.24 Based upon the projections prepared for Cabinet and Council in February and March 2021, indications were that KGE could contribute up to £100m towards funding Council services, over the next 50 years.
- 4.25 Subject to any further planning delays on developing Oast House and Thameside projects in particular, the projections indicated that cash outflows to the Council would be small (tens of thousand) in the first five years and once all the properties had been handed over at 31 March 2026, the cash outflows would rise considerably (hundreds of thousand) each year thereafter. This would be subject to an updated financial strategy.
- 4.26 Noting that due to the current delays on obtaining planning permission on some of these development properties earmarked for KGE, not only is the Council incurring additional monthly costs of £170k, but it could also reduce the positive aggregate projected cashflow by over 25% and delay the occupancy by between 2 and 5 years, i.e., between 2027/28 and 2030/31.
- 4.27 This could exasperate the short-term challenges in funding highlighted in the 2023/24 Budget Briefing given to Councillors in June & November 2022, to support services across the Borough, which could lead to increased Council tax, reduced services, redundancies, or a mix of all these options, particularly as the number of apartments to be built has been reduced, from the 663 originally planned for.
- 4.28 Climate change is another area that is going to create a challenge for the Council, as it explores how to reduce its carbon footprint, it is on track to spend an extra £4m, to be the first Council fully mixed dry and wet leisure centre to be fully compliant with Pasivhaus standards, another first for Spelthorne Borough Council and the UK.
- 4.29 The successful development of the West Wing at the Council's Knowle Green offices, where an additional 25 new apartments have been made available for key workers, young families, families from the Council's housing lists and some physically impaired residents of the Borough, has provided the Council with the option of moving premises and redeveloping the remaining two wings and generating much needed capital receipts to fund the Council's Capital Programme.
- 4.30 The final item is that as shown in appendix D – forecast useable reserves to 2024/25, in particular the revenue element, are all approved earmarked reserves, meaning as shown in Appendix A 1.4(b) that these are Council approved reserves, set aside for a specific purpose, i.e., there are currently no unallocated funds for Council to utilise to fund any budget gaps in 2023/24.
- 4.31 These represent the main challenges and items for Council when considering the reserves and sinking fund strategy for 2023/24 and beyond.

## **5. Options analysis and proposal**

- 5.1 Officers considered a wide range of proposals for the utilisation of the Council's reserves, and considering the challenges and issues highlighted in section 3 above:

- (a) Limited bench marking of like for like Councils
- (b) Short term paper fluctuations in property valuations

- (c) Higher than expected borrowing to property valuations ratios in the short term
  - (d) Financial pressure on local businesses due to the continued pandemic and the impact on the Council's rental properties
  - (e) The requirement for a clear Council led financial strategy for KGE
  - (f) Apart from the General Fund balance, all revenue reserves are earmarked and cannot be used for any other purpose.
  - (g) COVID-19
  - (h) Cost of Living Crisis
  - (i) Height restrictions placed on the Council's development, which has reduced the income available for KGE by £2m per annum to make available to the Council and the impact on services, and a reductions to the Council's affordable housing and regeneration programme.
- 5.2 Officers are recommending that Council continue with the current strategy for reserves and sinking funds as shown in the 2023/24 budget.

## **6. Financial implications**

- 6.1 Appendix D shows the earmarked revenue position: actual as at 31 March 2022; and the forecast position for the three years to 31 March 2025, subject to any changes made during the budgeting process for 2023/24 and 2022/23 Outturn, as approved by Council.
- 6.2 This indicates that the Council's Earmarked Reserves will reduce by £12.2m by 31 March 2025, noting as mentioned in 2..2 above, Council approved an additional contribution of £2.5m to earmarked reserves, to cover the known challenges that were going to impact on the Council's finances, from Officer's five year financial planning modelling, which means that the real impact on the Council is £9.7m (£11.6m less £2.5m).
- 6.3 The net impact of £9.7m is broadly made up as follows:
- (a) £4.1m due to external uncontrollable factors, the war in Ukraine, as mentioned above
  - (b) £3.16m due to commercial trading challenges with existing tenants.
  - (c) £2.5m is due to the year to year movement in Reserves, for example, as we receive or utilise more Contributions from Developments, or in terms of the Green Initiative Fund, pay for an FTE, all of which will be Council approved.
- 6.4 Please note that the above figures are subject to Council approval of the 2022/23 Outturn report and any recommendations for dealing with any surplus or deficit at the year end and 2023/24 Budget, which is due for approval at the February 2023 Council meeting
- 6.5 Subject to the finalisation of the 2023/24 Budget Setting process, Council are looking to utilise the earmarked reserves as follows:
- (a) £564k to be reallocated to the Cost of Living Reserve.
  - (b) £103k from the Retained Business Rates (NNDR) Reserve to fund the extension of two temporary posts (Revenue) within the Economic Development Team



- (c) £400k from the International Financial Reporting Standard (IFRS) 16 Reserve.
- 6.6 The Council will implement the new Sinking Fund Policy once approved in February 2023 at the Corporate Policy & Resources meeting.
- 6.7 The Outline Budget workings indicate that there will be a need to utilise the rent equalisation reserves (sinking funds) for 2023/24 and 2024/25. With the MTFS indicating that from 2025/26 the Council will return to making contributions towards the Rent Equalisation Reserves (sinking funds).
- 6.8 Once the Sinking Fund Policy has been approved, Officer will revisit the planning for the next five, ten, twenty and fifty year planning horizon and report back to Council in the autumn.
- 7. Other considerations**
- 7.1 Included in section 2 above.
- 8. Procurement considerations**
- 8.1 There are none
- 9. Legal considerations**
- 9.1 There are none
- 10. Risk considerations**
- 10.1 Addressed in section 3 of the report.
- 11. Equality and Diversity**
- 11.1 There are none
- 12. Sustainability/Climate Change Implications**
- 12.1 Included in 2023/24 budget setting proposals.
- 13. Timetable for implementation**
- 13.1 Implemented as part of the 2023/24 budget setting process.
- 13.2 Review of sinking funds for the five years to 2028/29 to be carried out as part of the 2023/24 budget setting cycle.

**Background papers:**

Outline Budget Report 2023/24 and the MTFS Forecasts

**Appendices:**

Appendix A – Introduction to reserves

Appendix B – Background and purpose to Spelthorne Borough Council’s reserves.

Appendix C – Management of Reserves

Appendix D – Earmarked Revenue Reserves (ERR) at 31 March 2022 (Actual) and 2023, 2024 and 2025 (Forecast)

This page is intentionally left blank

**The forecast below is subject to the following:**  
**2023/24 Budget (February 2023)**  
**2022/23 Outturn Report (May 2023)**

**Appendix D**

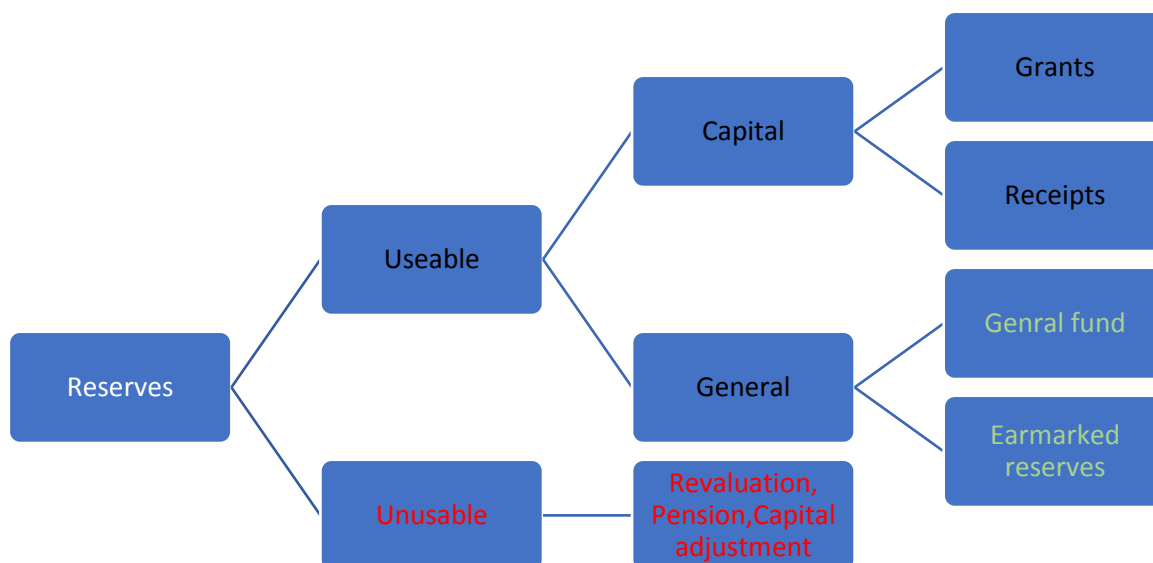
<b>Earmarked Reserves £000s</b>	<b>2021/22 Actual</b>	<b>2022/23 Forecast</b>	<b>2023/24 Forecast</b>	<b>2024/25 Forecast</b>
Revenue Grants Unapplied	3,688	3,288	2,888	2,488
Capital Fund	1,443	943	343	843
Social Housing and Initiatives	2,136	2,136	2,136	2,136
NSF Revenue	1,221	1,221	1,221	1,221
Rent Equalisation Reserve	37,003	37,003	30,483	27,358
Asset Improvement Reserve	1,814	1,664	1,664	1,664
Interest Equalisation Reserve	493	493	493	243
Environmental Impact Reserve	163	163	163	163
Business Rates Equalisation Reserve	6,057	5,925	5,793	5,661
Contribution from Developers	8,798	8,298	8,498	8,198
Youth Council	20	20	20	20
Cost of Living	362	562	0	0
Green Initiative fund		201	151	101
General Fund	2,176	2,176	2,176	2,176
Reserves per balance sheet at 31 March 2022	65,375	64,094	56,030	52,273

This page is intentionally left blank

## Appendix A – 2023/24 Capital & Revenue Reserves Report – definitions

### 1. Overview, background, strategic context, purpose and management

- 1.1 The Council manage its money by dividing it between two types of reserves - useable reserves and unusable reserves (an explanation of these terms can be found below).
- 1.2 Managing our money in this way means that we can budget successfully for what we need to deliver services now whilst building up funds that will grow over time for a specific purpose or to protect services in the future.
- 1.3 The chart and explanations below illustrate how those reserves are split.



- 1.4 **Useable reserves:** This is money that each council has set aside to provide services such as rubbish collection and for its day to day running. Useable reserves are made up of two further pots known as the 'general fund' and 'capital reserves'. These two useable reserves are in turn made up of other pots of money.
- (a) **General Fund balance:** This is a contingency fund - money set aside for emergencies or to cover any unexpected costs that may occur during the year, such as unexpected repairs.
- (b) **Earmarked reserves:** This is money that has been set aside by Council for a particular purpose, such as buying or repairing equipment or the maintenance of public parks or buildings or equalising over time a particular income stream.
- (c) **Capital receipts:** This is the name given to the income received when assets are sold (such as land or buildings) in Spelthorne BC, these receipts will include the monies received from KGE. Capital receipts can only be used to buy or fund capital expenditure. Capital expenditure is the money spent on buying assets that have a lasting value. These assets could be land, buildings or large pieces of equipment such as refuse vehicles.

## Appendix A – 2023/24 Capital & Revenue Reserves Report – definitions

- (d) **Capital grants:** Capital grants are sums of money given to councils by the government. This money can only be used as capital expenditure, in other words this money can only be used to buy assets of lasting value.
- 1.5 **Unusable reserves:** The unusable reserves contain funds that cannot be used to provide services or used for day to day running costs. These reserves are required by the accounting and statutory regulations the Council follows and enable proper accounting practice to be applied and then reversed out to ensure no impact on council tax bottom line. The unusable reserves hold funds that have 'unrealised gains or losses'. This means that we have assets such as buildings whose value changes over time. There may also be commitments linked to these assets such as loans or maintenance needs. The funds held in the unusable reserves fund can only be unlocked and turned into usable money if the assets are sold.
- 1.6 Reserves play an important part in the Council's medium-term financial strategy and are held to create long-term budgetary stability. They enable the Council to manage change without undue impact on the Council Tax and are a key element of its strong financial standing and resilience.
- 1.7 The Council holds reserves to mitigate future risks, such as increased demand and costs; to help absorb the costs of future liabilities; and to enable the Council to resource policy developments and initiatives without a disruptive impact on Council Tax.
- 1.8 Capital reserves play a crucial role in funding the Council's Capital Strategy. The Capital Receipts Reserve are used to create capacity to meet future capital investment.
- 1.9 The Council relies on interest earned through holding reserves to support its general revenue spending plans.
- 1.10 Reserves are one-off money. The Council aims to avoid using reserves to meet ongoing financial commitments other than as part of a sustainable budget plan.
- 1.11 The Council has to balance the opportunity cost of holding reserves in terms of Council Tax against the importance of interest earning and long-term future planning.

## Appendix B – Background and Purpose to Spelthorne Borough Council’s Reserves

### 1.1 Background

- (a) Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to consider the level of reserves when setting a Budget Requirement. Section 25 of the Local Government Act 2003 requires the Chief Financial Officer (Section 151 Officer) to report formally on the adequacy of proposed reserves when setting the Budget Requirement each February.
- (b) Reserves are an important part of the Council’s financial strategy and are held to create long-term budgetary stability. They enable the Council to manage change without undue impact on the Council Tax and are a key element of its strong financial standing and resilience. The Chartered Institute of Public Finance and Accountancy (CIPFA) monitors trends in movements in reserves as part of its Resilience Index. In recent years the Council has been steadily increasing the level of its reserves, particularly its Sinking Funds. The Council’s key sources of funding face an uncertain future and the Council therefore holds earmarked reserves and a working balance in order to mitigate future financial risks.
- (c) Earmarked reserves are reviewed annually as part of the budget process, to determine whether the original purpose for the creation of the reserve still exists and whether the reserves should be released in full or in part. Particular attention is paid in the annual review to those reserves whose balances have not moved over a three-year period.
- (d) The Council’s overall approach to reserves will be defined by the system of internal control. The system of internal control is set out, and its effectiveness reviewed, in the Annual Governance Statement. Key elements of the internal control environment are objective setting and monitoring, policy and decision-making, compliance with statute and procedure rules, risk management, achieving value for money, financial management and performance management.
- (e) The Council currently maintains:
  - i) · a General Fund general reserve.
  - ii) · various earmarked general reserves.
  - iii) · a Capital Grants reserve; and
  - iv) · a Capital Receipts reserve.
- (f) Additionally, the Council is required to maintain unusable reserves to comply with accounting requirements although, as the term suggests, these reserves are not available to fund expenditure.
- (g) The level of the general reserve is a matter for the Council to determine having had regard to the advice of the Chief Finance (S151) Officer. The level of the reserve will be a matter of judgement which will take account of the specific risks identified through the various corporate processes. It

## Appendix B – Background and Purpose to Spelthorne Borough Council’s Reserves

will also take account of the extent to which specific risks are supported through earmarked reserves.

- (h) In principle, only the income derived from the investment of reserve funds should be available to support recurring spending.

### 1.2 Purpose

1.3 Reserves are therefore held for the following purposes, some of which may overlap and include:

- (a) Providing a working balance i.e. the General Fund general reserves.
- (b) Smoothing the impact of uneven expenditure profiles between years e.g. local elections, structural building maintenance and carrying forward expenditure between years.
- (c) Holding funds for future spending plans e.g. Capital Expenditure Reserve, and for the renewal of operational assets e.g. repairs and renewal, and Information Technology renewal.
- (d) Meeting future costs and liabilities where an accounting ‘provision’ cannot be justified.
- (e) Meeting future costs and liabilities to cushion the effect on services e.g. The Insurance Reserve for self-funded liabilities arising from insurance claims.
- (f) To provide resilience against future risks.
- (g) To create policy capacity in a context of forecast declining future external resources e.g. COVID-19 Resilience Reserve

1.4 All earmarked reserves are held for a specific purpose. This, together with a summary on the movement on each reserve, is published annually, to accompany the annual Statement of Accounts.

1.5 The use of some reserves is limited by regulation e.g. the Collection Fund balance must be set against Council Tax levels

1.6 As part of the Annual Budget, Treasury Management Strategy and the Capital Strategy setting process, Officers will review the reserves and apply reserves as part of the Capital Financing Requirement (CFR), typically, using Capital Receipts, Capital Grants or contributions from revenue in the first instance. (The CFR is the amount of capital expenditure that has not yet been financed by capital receipts, capital grants or contributions from revenue)



## Appendix C – Management of reserves

- 1.1 All reserves are reviewed as part of the budget preparation, financial management and closing processes. The Council will consider a report from the S151 Officer on the adequacy of the reserves in the annual budget-setting process. The report will contain estimates of reserves where necessary. The Cabinet will consider actual reserves when approving the statement of accounts each year.
- 1.2 The following matters apply to our major useable reserves as restated:
- (a) The General Fund working balance will not fall below £2.176 million without the approval of The Council.
  - (b) The Asset Improvement Reserve is applied to meet future costs of improving or maintaining our properties.
  - (c) The Rent Equalisation Reserve (Sinking Funds) is available to cover rent free periods, capital and revenue incentives for incoming tenants, voids, defaults and refurbishment at the end of each lease.
  - (d) The Business Rates Equalisation Reserve is available to smooth out the irregularity of business rates income retained
  - (e) The Interest Equalisation Reserve is available to smooth out interest rate fluctuations in volatile market conditions.
  - (f) There are several minor reserves that are still required going forward, i.e., Youth Council and Social Housing Initiative as they are currently still required.
- 1.3 During the 2022/23 there were two significant matters that impacted on our earmarked reserves:
- (a) IFRS 16 – on 1 April 2022, the Council adopted IFRS 16 and officers are forecasting that a one off reserve of approximately £400,000 will be created, and a further £72,000 will be made available to the reserves in 2023/24.
  - (b) In October 2022, Council requested that a further £200,000 be added to the Cost of Living Reserve.
- Please note that in 2023/24, both these reserves were fully utilised in the budget setting process to reduce the budget deficit of £9m, as highlighted to Council in June and November 2022, during the budget briefing sessions and subsequent reports.
- 1.4 The Council will review the Reserves Policy on an annual basis as part of the budget setting process and from time to time may restructure its reserves to meet its future needs and plans.

This page is intentionally left blank

# Corporate Policy & Resources Committee



20 February 2023

<b>Title</b>	<i>Sinking Fund Policy as at February 2023</i>
<b>Purpose of the report</b>	To note
<b>Report Author</b>	<i>Paul Taylor Chief Accountant</i>
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Corporate Priority</b>	Service delivery
<b>Recommendations</b>	<p><b>Committee is asked to note:</b></p> <ol style="list-style-type: none"> <li><b>1. The Sinking Fund Policy, which will be reviewed every five years or earlier in the event of a material emergency, as defined in 1.3 below.</b></li> <li><b>2. The Sinking Fund is to cover <u>unplanned</u> short-term issues, to minimise risk, protect the Council's Revenue Budget and Council Taxpayers from exposure to short term dips in rental income and build sufficient cash backed reserves to provide the Council with future options, which may include funding refurbishments (net of dilapidations) development and or sale of any of the current property portfolio, in particularly in 14 years' time, when BP could exercise their lease break and vacate the entire site at Sunbury.</b></li> </ol>
<b>Reason for Recommendation</b>	<p>The Committee requested that the previous report was restructured to focus on the policy and ultimate aim of the Sinking Fund to:</p> <ul style="list-style-type: none"> <li>• Gain a better understanding of the long-term use of the Sinking Fund,</li> <li>• Acknowledge that only Council can authorise a draw down from the Sinking Fund, either through the annual budget setting process or via a special report seeking Council approval.</li> </ul>

## 1. Summary of the report

### 1.1 The purpose of the Sinking Fund Policy is:

- (a) to minimise risk and protect the Council's Revenue Budget and Council taxpayers from exposure to unplanned short term dips in income.
- (b) to ensure that the Council build sufficient cash backed reserves to provide future options at each property, including:
  - i) refurbishments (net of dilapidations),

- ii) development of a site, particularly in 14 years' time in the case of the Sunbury Campus, when the tenant could exercise their lease break and vacate the entire site at Sunbury.
  - iii) Repayment of PWLB Loans in the event of a tenant default.
- 1.2 The Sinking Fund Policy will be reviewed every five years or earlier, in the event of a material emergency issue (such as another Pandemic) facing the Council's Investment & Regeneration Property Portfolio.
- 1.3 **Material Unplanned Events**
- 1.4 Material is defined as a multi-million pound challenge, that cannot be resolved through the annual budget setting process or reduces the annual contribution from the investment and regeneration property portfolio below £10.8m.
- 1.5 Payments from the Sinking Fund, for unplanned items that occur, could include:
  - (a) a tenant going into insolvency and after deducting the lease guarantee held, there could be a small residual balance required to balance the books, as happened recently at one of the Council's Investment & Regeneration Properties.
  - (b) The impact of the war in Ukraine, was a material unplanned event, which has adversely affected the Council's rental income, at one of its Investment & Regeneration properties and whilst the premises are soon to be vacant, the Council has taken the opportunity to bring forward planned upgrades to the building, rather than wait until the premises are reoccupied, this expenditure under the Sinking Fund policy, would be funded from the Sinking Fund Reserve.

The list of what is a material unplanned events is not exhaustive nor is it prescriptive.
- 1.6 The remaining items on the Sinking Fund are deemed to be operational in nature.
- 1.7 Once this Committee/Council confirms its strategic objectives and plans for each site, the operational model for our Sinking Fund, shown below can be adjusted and end balances quantified, that is why is it important that Council exercises in strategic judgement and provides Officers with notice of its intentions at the earliest possible moment, so they can look at the operational issues and provide Council with feedback on their plans or adjust the budget in order to meet these objectives.
- 1.8 As a benchmark, Officers would suggest to the Committee the following operational milestones, until the Committee confirms its strategic objectives, having ensured that each year, the Council receives £10.8m towards funding frontline services, affordable housing and regeneration programme:
  - (a) The first milestone should be to accumulate Sinking Fund balances of at least £37m to ensure that the Council would be able to repay the loans in light of a major catastrophe
  - (b) In fourteen years' time, the Sinking Fund balance should be in the order of £60m and this would enable the Council to pump prime any redevelopment of the Sunbury site, in the event our existing tenant vacates the premises.

- (c) Put an average net payment of £3.5m per annum into the Sinking Fund reserve.

## 2. Options Analysed

2.1 **Stick with the existing policy** - this was considered and rejected, as Officers believe that the Council should ensure that the planned income and expenditure is incorporated into the budget setting process, and that the use of the Sinking Funds (a reserve) is not delegated to a subcommittee but remains with CPRC/Council for a formal decision, in the overall scheme of the Council's finances.

- (a) **Stick with the existing strategic objectives** – which are vague and not quantified.

2.2 **Amend the policy as per the report (Recommended)** – this provides greater clarity to Council on how the Sinking Funds should be utilised and restores control of the Sinking Fund (a reserve) back to CPRC/Council. The definition of material unplanned event clarifies when the Sinking Fund can be used.

- (a) **Updating Strategic Objectives** – the Committee is asked to provide Officers with a revised/updated set of Strategic Objectives for the Sinking Fund, to enable them to prepare the 50 year projections and accept the interim objectives set out in 1.8 (a), (b) and (c) above, until the new objectives have been agreed

## 3. Operational Model for the Sinking Fund

3.1 As part of the budget setting process, Assets and Finance Officers update the rolling 5 year financial plan for each individual property that makes up the Investment & Regeneration portfolio.

3.2 The Annual Budget Setting process and Medium Term Financial Strategy provide Council with the expected cashflow movements and anticipated contributions in to and out of the Sinking Fund Reserve, for the 4 years ahead.

3.3 The annual Sinking Fund movements (in/out) form part of the overall operational management of the investment and regeneration properties portfolio that aims to deliver at least £10.8m annual contribution to the Council's affordable housing programme, regeneration programme and the delivery of key frontline services.

3.4 The model is made up as follows:

- (a) Asset Acquisition Income - Gross rental income as per the current signed lease for all our tenants.

Less the following:

- (b) Landlord Costs, these are typically known and or planned costs, and would include (not an exhaustive list) the following:
  - i) Voids arising from break/lease terminations
  - ii) Capital & Revenue (rent free) contributions for new tenants
  - iii) Planned repairs and enhancements, particularly after a tenant change.

- iv) Short term leases reductions.
- (c) Minimum Revenue Payments, provided fully against the capital repayment element of each PWLB loan.
- (d) Interest payments based on the charge for each Public Works Loan Board loan.
- (e) Set aside – the Council provides funding of up to £0.63m per annum from rental income to cover all the new costs, i.e., staff in support functions, consultancy costs etc.
- (f) Contributions to the Sinking Fund reserves, are predetermined each year and approved by Council (to date have ranged between £5m and £9m per annum), aiming to build sufficient funds to cover unplanned:
  - i) Voids
  - ii) Rent free periods, business rates, repairs, and enhancements (not covered by service charges or dilapidations).

These costs should be budgeted for, within the five-year business cycle, under Landlord Costs in 2.2 above and from 2024-25 will require a separate revenue and capital growth bid to be submitted as part of the Council Budget setting process, for maximum transparency.

- 3.5 Every 5 years or in the event of a major catastrophe Officers will review the Sinking Funds and prepare revised 50 year forecasts for the Sinking Funds.
- 3.6 The Committee will need to agree the strategic objectives for the Sinking Fund, to enable the Finance Team to model the next 50 years and ensure that it is operationally possible to deliver the outcomes. Once received the Finance Team will commence work on modelling the next 50 years, noting that:
  - (a) Due to the current workload pressure on the Finance Team with Budget Setting and preparing the Annual Accounts, between December and April, as well as implementing a new budget monitoring system by 1 October 2023. Together with the volume of work this Committee has to deal with between January and February each year, to agree the annual budget, Officers will work to build a robust and updated financial model to deliver the 50 year review of the Sinking Funds based on the Committees updated strategic objectives and present their report to this Committee by June 2024.

#### **4. Financial implications**

- 4.1 The financial implications have been highlighted in the report above.

#### **5. Risk considerations**

- 5.1 There are no further risk considerations.

#### **6. Procurement considerations**

- 6.1 There are none.

#### **7. Legal considerations**

- 7.1 Further to the Local Government Act 1992, the Council has a duty to produce a 'balanced budget'. Proper management of the Sinking Fund helps to

strengthen the Council's financial position which will assist with setting a balanced budget in future and mitigate against exposure to financial risks.

**8. Other considerations**

8.1 There are none.

**9. Equality and Diversity**

9.1 There are none.

**10. Sustainability/Climate Change Implications**

10.1 There are none.

**11. Timetable for implementation**

11.1 From 1 April 2023:

- (a) managing the Sinking Funds becomes a function for the Finance Team and will be reported annually in the Capital & Reserves.
- (b) All expenditure for the Investment & Regeneration Properties will be dealt with under Landlord Costs (which are made transparent in the below the line detailed budget analysis).
- (c) At the end of the year, as part of Outturn and the Capital & Reserves Strategy, Officer will make recommendations for any additional funds to be paid into the Sinking Fund.
- (d) Based on the definition of material unplanned events in 1.3 above or to maintain the level of contribution of £10.8m to Council from the Investment & Regeneration Properties, Officer will make recommendations to this Committee for approval, as to the aggregate amount of support required from the Sinking Fund, over and above those amounts set in the annual budget.

11.2 June 2023 - to be implemented with the 2024-25 Budget Setting Process – the Investment & Regeneration portfolio, should complete a Service Plan for this Committee to review.

11.3 June 2024 – Report on 50 year projections on Sinking Fund.

**12. Contact**

12.1 Paul Taylor [p.taylor@spelthorne.gov.uk](mailto:p.taylor@spelthorne.gov.uk)

**Background papers:** There are none.

**Appendices** – There are none.

This page is intentionally left blank



# Corporate Policy & Resources Committee



20 February 2023

<b>Title</b>	<i>Fees and Charges Report 2023/24</i>
<b>Purpose of the report</b>	To make a decision and a recommendation to Council
<b>Report Author</b>	<i>Paul Taylor Chief Accountant</i>
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Corporate Priority</b>	Community Affordable housing Recovery Environment Service delivery
<b>Recommendations</b>	<b>Committee is asked to approve the proposed fees and charges for 2023/24 as set out in Appendix A to F.</b>
<b>Reason for Recommendation</b>	<i>Council approved Fees &amp; Charges are an important source of income for the authority each year and are a key importance in balancing the Budget.</i>

## 1. Summary of the report

1.1 The Council is asked to approve the proposed Fees and Charges for 2023/24 as set out in Appendix A to F for each Committee.

## 2. Key issues

2.1 The Council generates 22% of its gross income to support frontline services through fees & charges, and it is a significant part of the Council budget and assists the Council to deliver a balanced budget.

2.2 Corporate Policy & Resources Committee (CPRC) requested that the following minimum increases in Fees and Charges be applied for 2023/24:

- (a) 5% increase on discretionary fees and charges
- (b) Maximum charged for all statutory fees and charges

2.3 The general view amongst Officers is that, in the current exceptional economic and social conditions, some difficult decisions need to be made today, rather than leave them to become significant decisions in later years. With inflation at 10.5% for the twelve months to 31 December 2022, and our proposed Council Tax increase limited to 2.9% in real terms the Council is already at a disadvantage. A 5% increase represents an increase well below current inflation levels.

- 2.4 The Council must perform a balancing act between maximising additional income that can be generated through fees and charges and setting fee levels which are sustainable whilst not adversely impacting on volume of transactions with our residents and local businesses in the Borough.
- 2.5 By setting the annual increase in fees and charges below the current average interest rate, the Council is looking to ease the pressure on local residents and businesses and make up the shortfall in real income, by encouraging residents and local businesses to use the Council's service and therefore increase the volume of sales.
- 2.6 All 2023/24 fees and charges proposed by Budget Managers were reviewed by the Senior Management Team and Group Heads in the context of the services concerned and the mandate received from Council.
- 2.7 Individual Committees subsequently discussed and reviewed the draft proposed fees and charges relating to the services under their remit, and apart from Car Parks Officers have indicated that they are not proposing to increase prices due to the current lack of demand to use each car park.
- Also, at the Community Wellbeing and Housing Committee meeting in January, despite 20%+ food inflation, they voted to support recommending that Meals on Wheels charges are not increased in 2023-24, the remaining Committees all complied with the mandate from CP&RC.
- 2.8 Following on from the Pandemic, the Council in common with many households, businesses and organisations in our Borough and across the UK have faced the highest raises in inflation since the mid 1980's, under what is commonly referred to as the Cost of Living crisis, with inflation averaging 10.5% for the 12 months to 31 December 2022, the Council estimated that an additional £1.2m would be incurred and this would adversely impact on the 2022/23 and 2023/24 budgets.
- 2.9 No additional funding to support the Council's current and future Fees and Charges has been forthcoming, to assist with the impact of the Cost of Living crisis on the Council's Fees and Charges.
- 2.10 In respect of the economic climate, all areas are being monitored through the 2023/24 budget monitoring process to assess the actual income compared to budgets. Management Team can view their sales, fees, and charges in real terms via our integrated financial systems and receive a quarterly report on the major income areas highlighting the current position against that for the previous year. Car parking is one key area where income and customer numbers have still not returned to pre-pandemic levels.
- 2.11 As a result of this, the Council is proposing no increase in our car parking fees, and in many Council owned car parks we will still provide the first hour free of charge, to encourage people to shop in our towns, this reflects the Council's desire to help local retailers and the business community.
- 2.12 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. Please refer to our new Corporate Plan <https://www.spelthorne.gov.uk/corporateplan>
- 2.13 The Council will be investing more time in reviewing the Fees and Charges for all the Council's services to ensure that all areas make charges for services

provided and appropriately reflect the costs of provision. In this way, users of such services are charged for those services, and Council Taxpayers are not subsidising those services.

2.14 The detailed schedule of proposed fees and charges effective from 1 April 2023 is shown in the 2023/24 fees and charges document detailed in Appendix A to F .

2.15 Therefore, 2023/24 is going to be another challenging year for the Council.

### **3. Options Analysed**

3.1 Following guidance from Corporate Policy & Resources Committee in September, every Committee has reviewed and considered each fee and charge and apart from the items in 2.7 below, considered the proposal to increase fees and charges by a minimum of 5% for the discretionary and to charge the maximum for statutory fees and charges, as the only option.

### **4. Financial implications**

4.1 It is anticipated that the additional fees and charges income will increase in 2023/24 by approximately £200,000 based on the fees and charges contained within Appendix A and B.

4.2 The fees and charges income will increase between 0% and 5% depending on the service, full details in Appendix A to F.

4.3 The total potential income from municipal rents, fees and charges to be incorporated into the 2023/24 budget will be approximately £8.0m.

4.4 It has been assumed that there will be no Government support for offsetting ongoing impact of COVID-19 on fees and charges income during 2023/24.

### **5. Risk considerations**

5.1 In the event that Council does not approve the Fees and Charges for 2023/24 by 31 March 2023, at the latest, the Council will not be able to impose the Fees and Charges on the users of our service.

5.2 Reduced fee income combined with other financial pressures facing the Council could have an impact on the Council's ability to deliver services to its residents and communities.

### **6. Procurement considerations**

6.1 There are none.

### **7. Legal considerations**

7.1 Please note that for Statutory Fees and Charges, the price is set centrally.

### **8. Other considerations**

8.1 The Fees and Charges list, levy a reasonable charge on the people who use the services.

### **9. Equality and Diversity**

9.1 The Fees and Charges list, levy a reasonable charge on the people who use the services, where the Council becomes aware that a proposed increase in a fee or charge will have an impact on a particular cohort of residents, it will consider undertaking a quality impact assessment before implementing a proposed increase.

## **10. Sustainability/Climate Change Implications**

- 10.1 There is no impact
- 10.2 Detail how the proposal will support/impact sustainability/climate change issues.

## **11. Timetable for implementation**

- 11.1 If agreed by Council, the fees and charges proposed are to be implemented from 1 April 2023.

## **12. Contact**

- 12.1 Paul Taylor Chief Accountant – [p.taylor@spelthorne.gov.uk](mailto:p.taylor@spelthorne.gov.uk)

**Background papers:** Various reports to each Committee between September 2022 and January 2023, as disclosed in the agenda and minutes of each meeting.

### **Appendices:**

Appendix A – Corporate Policy & Resources Committee.

Appendix B – Administration Committee.

Appendix C – Community Wellbeing & Housing Committee.

Appendix D – Economic Development Committee.

Appendix E – Environment and Sustainability Committee

Appendix F – Neighbourhood Services & Enforcement Committee

# Fees and Charges

## 2023/24



Printed Date: 09/02/2023

Last modified: 09/02/2023

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

## Corporate Policy and Resources

### Asset Management

#### **Property Fees**

##### **Work charges (general fees)**

	<b>Record</b>	<b>2022/23 Charge</b>	<b>2023/24 Charge</b>	<b>VAT</b>	<b>Statute</b>
Entering into a new Lease	1,487	790.00	829.50	S	Discretionary
Licence Renewal (substantially same terms as before)	1,492	263.00	276.15	S	Discretionary
New Wayleave, Easement etc.	1,494	527.00	553.35	S	Discretionary
Regularisation of encroachment	1,495	527.00	553.35	S	Discretionary
Consent under Lease (assignment, alterations etc.)	1,493	421.00	442.05	S	Discretionary
Disposal of Council land (at third party's request)	1,496	790.00	829.50	S	Discretionary
Licence Renewal (substantially new terms)	1,491	342.00	359.10	S	Discretionary
Entering into a new Licence	1,488	421.00	442.05	S	Discretionary
Lease Renewal (substantially new terms)	1,489	632.00	663.60	S	Discretionary
Lease Renewal (substantially same terms as before)	1,490	474.00	497.70	S	Discretionary

##### **Work charges (third sector fees)**

	<b>Record</b>	<b>2022/23 Charge</b>	<b>2023/24 Charge</b>	<b>VAT</b>	<b>Statute</b>
Entering into a new Lease	1,497	395.00	414.75	S	Discretionary
Licence Renewal (substantially new terms)	1,501	168.00	176.40	S	Discretionary
Consent under Lease (assignment, alterations etc.)	1,503	211.00	221.57	S	Discretionary
New Wayleave, Easement etc.	1,504	263.00	276.15	S	Discretionary
Disposal of Council land (at third party's request)	1,506	790.00	829.50	S	Discretionary
Lease Renewal (substantially same terms as before)	1,500	237.00	248.85	S	Discretionary

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

Regularisation of encroachment	1,505	263.00	276.15	S	Discretionary
Entering into a new Licence	1,498	211.00	221.55	S	Discretionary
Lease Renewal (substantially new terms)	1,499	316.00	331.80	S	Discretionary
Licence Renewal (substantially same terms as before)	1,502	131.00	137.55	S	Discretionary

# Fees and Charges

## 2023/24



Printed Date: 09/02/2023

Last modified: 09/02/2023

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

## Regulatory Administrative Comm

### Electoral Registration

#### Electoral Registration

##### Statutory Fees

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Register Of Electors And Marked Copies Of Polling Station Registers Per Thousand Names (Statutory Fixed Charge) - Hard Copy	30	5.00	5.00	O	Statutory
Register Of Electors And Marked Copies Of Polling Station Registers Per Thousand Names (Statutory Fixed Charge) - Data Copy	31	1.50	1.50	O	Statutory
Register Of Electors And Marked Copies Of Polling Station Registers Per Sale (Statutory Fixed Charge) - Hard Copy	32	10.00	10.00	O	Statutory
Register Of Electors And Marked Copies Of Polling Station Registers Per Sale (Statutory Fixed Charge) - Data Copy	33	20.00	20.00	O	Statutory
Certificate Of Residence	34	25.00	25.00	O	Statutory
Return Of Election Expenses - Per Copy	35	0.20	0.20	O	Statutory

## Land Charges

### Land Charges

#### Copying Charges

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Each Agreement - First Sheet	618	3.48	3.96	S	statutory
Each Agreement - Each Following Sheet	619	0.90	1.20	S	statutory
Copy Of Duplicate Search	620	8.64	9.10	S	statutory
Copy of Tree Preservation Order	1,447	18.00	35.40	S	statutory

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

### Service Fees

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
g) Full Search Fees	1,248	0.00	264.10	S	Statutory
f) Personal Search Con29 Component data per question	1,247	2.04	2.15	S	statutory
a) Con29R Enhanced (New service - provision of additional documentation)	1,682	204.00	210.00	S	statutory
b) Con29R Surrey County Council Search Fee (payable in addition to the fees above on all full searches completed)	611	49.20	54.60	S	statutory
c) Additional Parcel (Con29)	613	21.60	23.40	S	statutory
d) Each Con 29 'O' Optional Enquiry	614	22.20	23.40	S	statutory
e) Each Additional Enquiry/Solicitors Question	615	24.00	24.60	S	statutory
g) Full Search Fees	1,721		264.10	S	Statutory

### Legal Fees

#### Legal Fees (where £nil charge shown, no equivalent in that year)

##### Commercial Organisations

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
A. Lettings and renewals (£0-£50,000 yearly rental income)	1,545	1,845.00	1,940.00	S	Discretionary
B. Lettings and renewals (£50,000 - £300,000 yearly rental income)	1,546	2,635.00	2,770.00	S	Discretionary
C. Lettings and renewals (£300,000 - £750,000 yearly rental income)	1,547	4,216.00	4,430.00	S	Discretionary
D. Lettings and renewals (> £750,000 yearly rental income)	1,548	6,324.00	6,640.00	S	Discretionary
E. Rent Deposit Agreement	1,549	1,318.00	1,385.00	S	Discretionary
F. Deed of Variation	1,550	1,581.00	1,660.00	S	Discretionary
G. Licence to Assign	1,551	1,581.00	1,660.00	S	Discretionary
H. Licence to Alter	1,552	1,845.00	1,940.00	S	Discretionary
I. Licence to Sublet	1,553	2,108.00	2,215.00	S	Discretionary
J. Tenancy at Will	1,554	369.00	390.00	S	Discretionary
K. Easement or Wayleave	1,555	1,845.00	1,940.00	S	Discretionary
L. Licences	1,556	791.00	830.00	S	Discretionary
M. Surrender	1,557	1,845.00	1,940.00	S	Discretionary



## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

### Commercial Organisations - Hourly rates

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
D. Trainee/ Paralegal	1,287	190.00	200.00	S	Discretionary
C. Solicitor/ Legal Executive with less than 4 years experience	1,289	248.00	260.00	S	Discretionary
B. Solicitor/ Legal Executive with between 4 to 8 years experience	1,290	279.00	295.00	S	Discretionary
A. Solicitor/ Legal Executive with over 8 years experience	1,291	353.00	370.00	S	Discretionary

### Community Groups

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
A. Lettings and renewals	1,558	553.00	580.00	S	Discretionary
B. Rent Deposit Agreement	1,559	264.00	280.00	S	Discretionary
C. Deed of Variation	1,560	369.00	390.00	S	Discretionary
D. Licence to Assign	1,561	369.00	390.00	S	Discretionary
E. Licence to Alter	1,562	369.00	390.00	S	Discretionary
F. Licence to Sublet	1,563	369.00	390.00	S	Discretionary
G. Tenancy at Will	1,564	158.00	165.00	S	Discretionary
H. Easement or Wayleave	1,565	553.00	580.00	S	Discretionary
I. Licences	1,566	237.00	250.00	S	Discretionary
J. Grazing Licences (grants and renewals)	1,567	158.00	165.00	S	Discretionary
K. Surrender	1,568	369.00	390.00	S	Discretionary

### Community Groups - Hourly rates

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
D. Trainee/ Paralegal	1,296	90.00	95.00	S	Discretionary
C. Solicitor/ Legal Executive with less than 4 years experience	1,298	11.00	115.00	S	Discretionary
B. Solicitor/ Legal Executive with between 4 to 8 years experience	1,299	132.00	140.00	S	Discretionary
A. Solicitor/ Legal Executive with over 8 years experience	1,300	153.00	160.00	S	Discretionary

This page is intentionally left blank

# Fees and Charges

## 2023/24



Printed Date: 09/02/2023

Last modified: 09/02/2023

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

## Community Wellbeing & Housing

### Day Centres

#### Greeno & Fordbridge Centres (Community Use)

##### Committee/Meeting Rooms

	<b>Record</b>	<b>2022/23 Charge</b>	<b>2023/24 Charge</b>	<b>VAT</b>	<b>Statute</b>
Mon-Fri Evening (per hour)	558	14.20	14.90	E	Discretionary
Saturday (per hour)	561	16.30	17.10	E	Discretionary

##### Large Hall

	<b>Record</b>	<b>2022/23 Charge</b>	<b>2023/24 Charge</b>	<b>VAT</b>	<b>Statute</b>
Mon-Fri Evening (per hour)	551	21.50	22.60	E	Discretionary
Saturday Day Time Rates before 6.00 PM (per hour)	553	25.75	27.00	E	Discretionary
Saturday Evening after 6.00 PM (per hour)	554	43.00	45.20	E	Discretionary
Sunday (per hour)	555	43.00	45.20	E	Discretionary

##### Quiet Lounge

	<b>Record</b>	<b>2022/23 Charge</b>	<b>2023/24 Charge</b>	<b>VAT</b>	<b>Statute</b>
Mon-Fri Evening (per hour)	562	14.20	14.90	E	Discretionary
Saturday Day Time Rates before 6.00 PM (per hour)	564	21.95	23.00	E	Discretionary
Saturday Evening after 6.00 PM (per hour)	565	26.75	28.10	E	Discretionary

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

##### Large Hall

	<b>Record</b>	<b>2022/23 Charge</b>	<b>2023/24 Charge</b>	<b>VAT</b>	<b>Statute</b>
Saturday Day Time Rates before 6.00 PM (per hour)	1,223	32.65	34.30	E	Discretionary

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

Saturday Evening after 6.00 PM (per hour)	1,224	56.20	59.00	E	Discretionary
Sunday (per hour)	1,225	56.75	59.60	E	Discretionary
Mon - Fri Evening (per hour)	1,222	29.95	31.40	E	Discretionary

## Older Peoples Services

### Membership Fees

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
SBC Resident	603	16.50	17.30	S	Discretionary
Non SBC Resident	604	25.00	26.30	S	Discretionary
Joint Day Centre/Spelride	959	25.00	26.30	S	Discretionary

## OPAL Group (High Needs)

### Attendance Fees (Daily Charge)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Fordbridge Day Centre	1,691	40.00	42.00	O	Discretionary
Greeno Day Centre	1,692	40.00	42.00	O	Discretionary

## Staines Community Centres (Community Use)

### Upstairs meeting room

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Mon-Fri Evening (per hour)	1,435	14.15	14.90	E	Discretionary
Saturday Daytime (per hour)	1,436	16.30	17.10	E	Discretionary
Saturday Evening (per hour)	1,437	26.75	28.10	E	Discretionary
Sunday all day (per hour)	1,438	26.75	28.10	E	Discretionary

### Upstairs or downstairs area

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Sunday all day (per hour)	1,434	37.85	39.70	E	Discretionary
Mon-Fri Evening (per hour)	1,431	17.85	18.70	E	Discretionary
Saturday Evening (per hour)	1,433	37.85	39.70	E	Discretionary
Saturday Daytime (per hour)	1,432	23.65	24.80	E	Discretionary

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

### Staines Community Centres (Semi-Commercial Use)

#### Upstairs meeting room

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Mon-Fri Evening (per hour)	1,443	19.45	20.40	E	Discretionary
Saturday Daytime (per hour)	1,444	21.95	23.00	E	Discretionary
Saturday Evening (per hour)	1,445	37.20	39.10	E	Discretionary
Sunday all day (per hour)	1,446	37.20	39.10	E	Discretionary

#### Upstairs or downstairs area

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Sunday all day (per hour)	1,442	47.75	50.10	E	Discretionary
Mon-Fri Evening (per hour)	1,439	23.65	24.80	E	Discretionary
Saturday Daytime (per hour)	1,440	26.75	28.10	E	Discretionary
Saturday Evening (per hour)	1,441	47.75	50.10	E	Discretionary

## Health and Safety

### Health and Safety

#### Health And Safety At Work Act 1974

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Officer Statement Of Facts - hourly rate	314	66.00	70.00	O	Discretionary

## Homelessness

### Homelessness

#### Bed & Breakfast

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Charge Is Maximum Eligible For Housing Benefit (2 Bed Rate, Per Week, Per Individual)	550	288.46	288.46	O	Statutory
Charge Is Maximum Eligible For Housing Benefit (4 Bed Rate, Per Week, Per Individual)	1,320	413.01	413.01	O	Statutory

## Meals On Wheels

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

### Luncheon Clubs

#### Service Fees

Charge Per Meal

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
609	4.00	4.20	0	Discretionary

### Meals on Wheels

#### Service Fees

Charge for Sandwich

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,683	1.80	1.90	0	Discretionary

Charge Per Meal

608	4.00	4.20	0	Discretionary
-----	------	------	---	---------------

## Public Health

### Water Testing Charges

#### Private water supply

Analysing a sample taken during monitoring of Group B parameters and monitoring under regulation 11,= office hourly rate PLUS all associated external sampling, laboratory and reporting costs

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,034	63.50	63.50	0	Statutory

b) Risk Assessment (each assessment) = officer hourly rate, PLUS all associated costs for commissioning appropriately trained and competent specialists

1,028	63.50	63.50	0	Statutory
-------	-------	-------	---	-----------

c) Investigation (per investigation) = officer hourly rate, PLUS all associated costs for commissioning competent specialists (including sampling, laboratory analysis, risk assessment and engineering

1,029	63.50	63.50	0	Statutory
-------	-------	-------	---	-----------

d) Granting an Authorisation (per authorisation) = officer hourly rate, PLUS all associated external costs

1,030	63.50	63.50	0	Statutory
-------	-------	-------	---	-----------

e) Analysing a Sample Taken Under Regulation 10 (for parameters referred to in paragraph (1)(a) to (e) of that regulation) = officer hourly rate, PLUS all associated external sampling, laboratory and reporting costs

1,032	63.50	63.50	0	Statutory
-------	-------	-------	---	-----------

f) Analysing a Sample Taken during monitoring of Group A parameters = officer hourly rate, PLUS all associated external sampling, laboratory and reporting costs

1,033	63.50	63.50	0	Statutory
-------	-------	-------	---	-----------

a) Private water supply sample (each visit)= officer hourly rate plus PLUS all associated external sampling, laboratory and reporting costs

1,027	100.00	100.00	0	Statutory
-------	--------	--------	---	-----------

# Fees and Charges

## 2023/24



Printed Date: 09/02/2023

Last modified: 09/02/2023

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

## Economic Development

### Staines Market

#### Markets

##### Staines High Street

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Permanent Pitch (Wednesday)	1,253	43.00	45.00	S	Discretionary
Causal Pitch (Wednesday)	108	48.00	50.00	S	Discretionary
Casual Pitch (Saturday)	109	54.00	57.00	S	Discretionary
Permanent Pitch (Saturday)	110	48.00	50.00	S	Discretionary
Permanent Pitch (Friday)	111	43.00	45.00	S	Discretionary
Casual Pitch (Friday)	1,252	48.00	50.00	S	Discretionary
Ad Hoc Rentals (Price on Application)	1,425			S	Discretionary

This page is intentionally left blank



# Fees and Charges

## 2023/24



Printed Date: 09/02/2023

Last modified: 09/02/2023

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

## Environment & Sustainability

### Planning Development Control

#### A) Pre-Application Charges

##### a) Householder Applications - Advice (Written)

Householder advice on acceptability of a proposal

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,249	95.00	100.00	S	Discretionary

##### b) Householder Applications - Other

Site Visit and advice on historic buildings

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,251	180.00	189.00	S	Discretionary

##### bb) Trees

Site visit and advice on trees - householder

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,250	110.00	116.00	S	Discretionary

Site visit and advice on trees - development site

1,673	350.00	368.00	S	Discretionary
-------	--------	--------	---	---------------

##### c) Planning Investigation/Research - Commercial Organisations Only

Investigation/ Research Requiring Office Based Work Only Per Hr

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
666	240.00	252.00	S	Discretionary

Investigation/ Research Requiring Both Office And Site Based Work Per Hr

667	300.00	315.00	S	Discretionary
-----	--------	--------	---	---------------

##### d) Planning Investigation/Research - Service Fees

High Hedge Legislation

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
665	685.00	690.00	S	Discretionary

##### e) Written Advice (Initial advice plus one additional response)

01) Single New Dwelling/Replacement Dwelling

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,303	310.00	326.00	S	Discretionary

02) Minor Proposals - 2 - 3 dwellings)

780	474.00	498.00	S	Discretionary
-----	--------	--------	---	---------------

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

05) Dropped kerbs - confirmation whether planning permission required	1,322	68.50	72.00	S	Discretionary
06) Advertisements, per advertisement	1,422	135.00	142.00	S	Discretionary
07) Other Miscellaneous developments (as agreed by the Planning Development Management)	1,423	150.00	160.00	S	Discretionary
02b) Larger Minor Proposal (4-9 dwellings) or up to 1000 sq m commercial/other new build	1,672	948.00	995.00	S	Discretionary

### f) Meetings (charge per meeting)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
08) Planning Performance Agreements for major/complex proposals (Terms to be agreed)	1,454			S	Discretionary
07) Advertisements	1,424	390.00	395.00	S	Discretionary
01) Single New Dwelling/Replacement Dwelling	1,304	384.00	398.00	S	Discretionary
05) Strategic Proposals (25 -49 dwellings or 2,000- 10,000sq m commercial floor space)	774	0.00	3,720.00	S	Discretionary
06) Strategic Proposals (+50 dwellings or +10,000 sq m commercial)	775	0.00	5,720.00	S	Discretionary
03) Major Proposal 10 - 24 dwellings or 1,000 - 2,000 sq m commercial floor space	776		2,430.00	S	Discretionary
02) Minor Proposal (2-3 dwellings)	777	650.00	682.00	S	Discretionary
02b) Large Minor Proposal (4-9 dwellings) or up to 1000 sq m commercial/other new build	1,671	1,265.00	1,328.00	S	Discretionary

Page 164

## B) Planning Application Fees

### a) Household Development

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Alteration/Addition To Existing Dwelling	669	206.00	206.00	S	Statutory
Alteration/Addition To Two Or More Existing Dwellings	670	407.00	407.00	S	Statutory
Erection Of Outbuildings, Fences Etc Within Curtilage Of A Dwelling	671	206.00	206.00	S	Statutory

### b) Outline Applications

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
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;)	672	11,432.00	11,432.00	S	Statutory
The site area does not exceed 2.5 hectares: for each 0.1 hectare of the site area	673	462.00	462.00	S	Statutory

### c) Full Applications And Reserved Matters

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Erection Of Dwellings Per Dwelling Created Up To A Max of 50 Dwellings	674	462.00	462.00	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)	675	22,859.00	22,859.00	S	Statutory

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

### d) Erection Of Buildings Other Than Dwellings, Agricultural Buildings, Glasshouses (

Where the floor space created is more than 3750m<sup>2</sup> (with £115 for each additional 75m<sup>2</sup> in excess of 3750m<sup>2</sup> subject to a maximum fee of £250,000)

Where the floor space created is between 75m<sup>2</sup> and 3750m<sup>2</sup>

Where floor space does not exceed 40m<sup>2</sup>

Where the floor space created is between 40m<sup>2</sup> and 75m<sup>2</sup>

No new floor space

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
676	22,859.00	22,859.00	S	Statutory
677	462.00	462.00	S	Statutory
678	234.00	234.00	S	Statutory
679	462.00	462.00	S	Statutory
680	234.00	234.00	S	Statutory

### e) Erection Of Other Agricultural Buildings On Land Used For Purposes Of Agricultur

Where the gross floor space exceeds 4215m<sup>2</sup> £19,049 (and an additional £115 for each 75m<sup>2</sup> in excess of 4215 up to a maximum fee of £250,000)

Where the gross floor space exceeds 465m<sup>2</sup> but does not exceed 540m<sup>2</sup>

Where the gross floor space exceeds 540m<sup>2</sup> but does not exceed 4215m<sup>2</sup> £385 for the first 540m<sup>2</sup> and an additional £385 for each 75m<sup>2</sup> in excess of 540m<sup>2</sup>

Where the gross floor space does not exceed 465m<sup>2</sup>

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
683	22,859.00	22,859.00	S	Statutory
684	462.00	462.00	S	Statutory
685	462.00	462.00	S	Statutory
686	96.00	96.00	S	Statutory

### f) Erection Of Glasshouses Used For Purposes In Agriculture

Where the gross floor space does not exceed 465m<sup>2</sup>

Where the gross floor space exceeds 465m<sup>2</sup>

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
681	96.00	96.00	S	Statutory
682	2,580.00	2,580.00	S	Statutory

### g) Erection, Alteration Or Replacement Of Plant And Machinery

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)

Where the site area does not exceed 5 hectares, £385 for each 0.1 hectare of the site area

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
687	22,859.00	22,859.00	S	Statutory
688	462.00	462.00	S	Statutory

### h) Applications other than Building Works

Car Parks, Service Roads Or Other Accesses (Existing Uses Only)

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
704	234.00	234.00	S	Statutory

### i) Exploratory Drilling For Oil Or Natural Gas

where the site area does not exceed 7.5 hectares, £423 for each 0.1 hectare of site area

where the site area exceeds 7.5 hectares, £31,725 (with an additional £126 for each 0.1 hectares in excess of 7 hectares up to a maximum fee of £250,000)

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
699	508.00	508.00	S	Statutory
1,273	38,070.00	38,070.00	S	Statutory

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

### j) Operations For Winning And Working Of Minerals

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
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)	1,274	34,934.00	34,934.00	S	Statutory
where the site area does not exceed 15 hectares, £195 for each 0.1 hectare of the site area	701	234.00	234.00	S	Statutory

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

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
£195 for each 0.1 hectare of the site area, subject to a maximum of £1,690	703	234.00	234.00	S	Statutory
For Non-Compliance With Conditions , Including Retention Of Temporary Building (If Not As A Revision)	705	234.00	234.00	S	Statutory

### l) Change Of Use Of Building To Use As One Or More Separate Dwellings - change of

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Where the change of use is to use as 50 or fewer dwelling houses £385 per new dwelling	1,275	462.00	462.00	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)	1,276	22,859.00	22,859.00	S	Statutory

### m) Change Of Use Of Building To Use As One Or More Separate Dwellings - In all oth

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Where the change of use is to use as 50 or fewer dwelling houses £385 per new dwelling	1,277	462.00	462.00	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)	1,278	22,859.00	22,859.00	S	Statutory

### n) The use of land for: a) the disposal of refuse or waste materials; b) the deposit of n

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Where the site area does not exceed 15 hectares, £195 for each 0.1 hectares of the site area	1,279	234.00	234.00	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)	1,280	34,934.00	34,934.00	S	Statutory

### o) Other Changes Of Use

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Other Changes Of Use (Except Waste Or Minerals)	710	462.00	462.00	S	Statutory

### p) Concessionary Fees and Exemptions

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
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	689	0.00	0.00	S	Statutory
02) Applications By Parish etc. Councils (Advertisement Applications Also) - Half the normal fee	690	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	691	0.00	0.00	S	Statutory
04) Playing Fields (For Sports Clubs)	692	462.00	462.00	S	Statutory

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

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	693	0.00	0.00	S	Statutory
05) Revised Or Fresh Application For Development Of The Same Character Or Description Within 12 Months Of Receiving Permission	694	0.00	0.00	S	Statutory
08) Duplicate Applications Made By The Same Applicant Within 28 Days - Normal fee for both applications	695	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.	696	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.	697	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	698	462.00	462.00	S	Statutory
06) Exemptions For Applications Following A Refusal, Withdrawn Application etc., Are Available On The Same Basis As For Planning Applications	723	0.00	0.00	S	Statutory

### q) Applications In Relation To Permission In Principle

£402 for each 0.1 hectare of the site area

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,219	402.00	402.00	S	Statutory

### r) Advertisements

Advertisements Relating To The Business On The Premises

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
717	132.00	132.00	S	Statutory

Advance Signs Directing The Public To A Business

718	132.00	132.00	S	Statutory
-----	--------	--------	---	-----------

Other Advertisements

719	462.00	462.00	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

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
720			S	Statutory

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

722			S	Statutory
-----	--	--	---	-----------

Lawful not to comply with any condition

1,428	234.00	234.00	S	Statutory
-------	--------	--------	---	-----------

### t) Miscellaneous Applications

Notification of Demolition under the General Development Order

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,281	96.00	96.00	S	Statutory

Notification of Agricultural Or Forestry Development Or Demolition Under The General Development Order

712	96.00	96.00	S	Statutory
-----	-------	-------	---	-----------

Notification of Telecommunication Development Under The General Development Order

713	462.00	462.00	S	Statutory
-----	--------	--------	---	-----------

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

### u) Confirmation of Compliance with planning condition attached to Planning Permiss

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Per Condition for a householder application	978	34.00	34.00	S	Statutory
Per condition for all other types of application	979	116.00	116.00	S	Statutory
Application or removal or variation of a condition following grant of planning permission	1,429	234.00	234.00	S	Statutory

### v) Requests for Non Material Amendments

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Others	782	234.00	234.00	S	Statutory
Householder	783	34.00	34.00	S	Statutory

### w) Hazardous Substances Consent

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Applications Where Twice The Controlled Quantity Of Substance Is Not Exceeded	714	250.00	250.00	S	Statutory
Applications For Removal Of Conditions And Continuation Of An Existing Consent	716	200.00	200.00	S	Statutory
Applications Where Twice The Controlled Quantity Of Substances Will Be Exceeded	715	400.00	400.00	S	Statutory

### x) Fees For Certain Applications Under The General Permitted Development Order

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01) Part 4 Class CA (Provision of a temporary state-funded school on "vacant commercial land")	1,509	96.00	96.00	S	Statutory
02) Part 4 Class E (temporary use of land or building for the purposes of "commercial film making")	1,510	96.00	96.00	S	Statutory
03) Part 7 Class C (erection of a "collection facility" within the curtilage of a shop)	1,511	96.00	96.00	S	Statutory
04) Part 14 Class J (Installation of solar panels on a non-domestic building)	1,512	96.00	96.00	S	Statutory

## C) Planning Miscellaneous Fees

### a) Photocopying Charges For Current Applications

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
02) A4 - Each Subsequent Sheet	655	1.10	1.15	S	Discretionary
03) A3 - First Sheet	656	4.60	4.85	S	Discretionary
04) A3 - Each Subsequent Sheet	657	1.30	1.37	S	Discretionary
05) A2 - First Sheet	658	21.00	22.13	S	Discretionary
06) A2 - Each Subsequent Sheet	659	3.15	3.30	S	Discretionary
07) A1 - First Sheet	660	21.00	22.13	S	Discretionary
08) A1 - Each Subsequent Sheet	661	4.20	4.40	S	Discretionary

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

09) A0 - First Sheet	662	21.00	22.13	S	Discretionary
10) A0 - Each Subsequent Sheet	663	5.70	6.00	S	Discretionary
01) A4 - First Sheet	654	3.60	3.80	S	Discretionary

### b) Service Fees

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Planning Decision Notice and copies of TPO's (Each)	651	32.00	33.70	S	Discretionary

### c) Publicity Schedule Of Planning Proposals

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Paper Copy	664	110.00	116.00	S	Discretionary
By email	1,282	0.00	0.00	S	Discretionary

This page is intentionally left blank



# Fees and Charges

## 2023/24



Printed Date: 09/02/2023

Last modified: 09/02/2023

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

## Neighbourhood Services

### Abandoned Vehicles

#### Abandoned Vehicles

##### Collection Fee

Collection And Disposal From Private Property

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
106	130.00	136.50	O	Discretionary

### Miscellaneous

#### Collection Fee

Supermarket Trolleys - Collection Charge Per Trolley

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
750	80.00	84.00	S	Discretionary

## Allotments

### Allotments

#### Rental

With Piped Water (Per 25.29Sq Meter Per Annum)

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
37	16.15	17.00	O	Discretionary

Without Piped Water (Per 25.29Sq Meter Per Annum)

38	12.80	13.40	O	Discretionary
----	-------	-------	---	---------------

Gate Key Deposit

39	22.15	23.30	O	Discretionary
----	-------	-------	---	---------------

## Building Control

# Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

## Building Control

### Building Control

Sale Of Approval Notices

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
357	24.00	26.00	S	Discretionary

### Building Control Research

Historical Research Per Hr (Inc 4 Copies)

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
359	75.00	80.00	S	Discretionary

Additional Copies of Documents/Notices

360	30.00	32.00	S	Discretionary
-----	-------	-------	---	---------------

### Charges For Certain Small Buildings And Extensions - Additional Charge (Non Part P

01 Extensions Under 10m2 (single storey)

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,074	300.00	323.00	S	Discretionary

02 Extensions 10m2 - 40m2 (single storey)

1,075	300.00	323.00	S	Discretionary
-------	--------	--------	---	---------------

03 Extensions 40m2 - 100m2 (single storey)

1,076	300.00	323.00	S	Discretionary
-------	--------	--------	---	---------------

04 Two storey extension not exceeding 40m2

1,077	300.00	323.00	S	Discretionary
-------	--------	--------	---	---------------

05 Two storey extension 40m2 - 100m2

1,078	300.00	323.00	S	Discretionary
-------	--------	--------	---	---------------

06 Two storey extension 100m2 to 200m2

1,080	300.00	323.00	S	Discretionary
-------	--------	--------	---	---------------

07 Loft conversion without dormers (max 60m2)

1,081	300.00	323.00	S	Discretionary
-------	--------	--------	---	---------------

08 Loft conversion that includes a dormer or changes to roof line (max 60m2)

1,082	300.00	323.00	S	Discretionary
-------	--------	--------	---	---------------

09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2

1,083	300.00	323.00	S	Discretionary
-------	--------	--------	---	---------------

10 Erection of a single storey domestic garage extension or carport up to 100m2

1,084	300.00	323.00	S	Discretionary
-------	--------	--------	---	---------------

11 Conversion of a domestic garage to habitable rooms (max 40m2)

1,085	300.00	323.00	S	Discretionary
-------	--------	--------	---	---------------

12 Alterations to extend or create a basement up to 100m2

1,086	300.00	323.00	S	Discretionary
-------	--------	--------	---	---------------

### Charges For Certain Small Buildings And Extensions - Building Notice Charge (Note

08 Loft conversion that includes a dormer or changes to roof line (max 60m2)

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,048	997.00	1,072.00	S	Discretionary

09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2

1,049	558.00	600.00	S	Discretionary
-------	--------	--------	---	---------------

10 Erection of a single storey domestic garage extension or carport up to 100m2

1,050	662.00	712.00	S	Discretionary
-------	--------	--------	---	---------------

11 Conversion of a domestic garage to habitable rooms (max 40m2)

1,051	784.00	843.00	S	Discretionary
-------	--------	--------	---	---------------

12 Alterations to extend or create a basement up to 100m2

1,052	1,535.00	1,650.00	S	Discretionary
-------	----------	----------	---	---------------

05 Two storey extension 40m2 - 100m2

232	1,515.00	1,629.00	S	Discretionary
-----	----------	----------	---	---------------

06 Two storey extension 100m2 to 200m2

1,046	1,796.00	1,931.00	S	Discretionary
-------	----------	----------	---	---------------

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

07 Loft conversion without dormers (max 60m2)	1,047	841.00	904.00	S	Discretionary
00 No Fee Required i.e. Cavity Wall	227	0.00	0.00	S	Discretionary
01 Extensions Under 10m2 (single storey)	228	704.00	757.00	S	Discretionary
02 Extensions 10m2 - 40m2 (single storey)	229	1,019.00	1,095.00	S	Discretionary
03 Extensions 40m2 - 100m2 (single storey)	230	1,197.00	1,287.00	S	Discretionary
04 Two storey extension not exceeding 40m2	231	1,197.00	1,287.00	S	Discretionary

### Charges For Certain Small Buildings And Extensions - Inspection Charge

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	1,055	697.00	772.00	S	Discretionary
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	1,056	358.00	400.00	S	Discretionary
02 Extensions 10m2 - 40m2 (single storey)	222	719.00	795.00	S	Discretionary
03 Extensions 40m2 - 100m2 (single storey)	223	897.00	987.00	S	Discretionary
04 Two storey extension not exceeding 40m2	224	897.00	987.00	S	Discretionary
05 Two storey extension 40m2 - 100m2	225	1,215.00	1,329.00	S	Discretionary
00 No Fee Required i.e. Cavity Wall	220	0.00	0.00	S	Discretionary
01 Extensions Under 10m2 (single storey)	221	504.00	557.00	S	Discretionary
12 Alterations to extend or create a basement up to 100m2	1,059	1,235.00	1,350.00	S	Discretionary
11 Conversion of a domestic garage to habitable rooms (max 40m2)	1,058	484.00	543.00	S	Discretionary
06 Two storey extension 100m2 to 200m2	1,053	1,496.00	1,631.00	S	Discretionary
07 Loft conversion without dormers (max 60m2)	1,054	541.00	604.00	S	Discretionary
10 Erection of a single storey domestic garage extension or carport up to 100m2	1,057	462.00	512.00	S	Discretionary

### Charges For Certain Small Buildings And Extensions - Plan Charge

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	1,062	300.00	300.00	S	Discretionary
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	1,063	200.00	200.00	S	Discretionary
10 Erection of a single storey domestic garage extension or carport up to 100m2	1,064	200.00	200.00	S	Discretionary
06 Two storey extension 100m2 to 200m2	1,060	300.00	300.00	S	Discretionary
07 Loft conversion without dormers (max 60m2)	1,061	300.00	300.00	S	Discretionary
11 Conversion of a domestic garage to habitable rooms (max 40m2)	1,065	200.00	300.00	S	Discretionary
12 Alterations to extend or create a basement up to 100m2	1,066	300.00	300.00	S	Discretionary

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

00 No Fee Required i.e. Cavity Wall	213	0.00	0.00	S	Discretionary
01 Extensions Under 10m2 (single storey)	214	200.00	200.00	S	Discretionary
02 Extensions 10m2 - 40m2 (single storey)	215	300.00	300.00	S	Discretionary
03 Extensions 40m2 - 100m2 (single storey)	216	300.00	300.00	S	Discretionary
04 Two storey extension not exceeding 40m2	217	300.00	300.00	S	Discretionary
05 Two storey extension 40m2 - 100m2	218	300.00	300.00	S	Discretionary

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

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
11 Conversion of a domestic garage to habitable rooms (max 40m2)	1,072	980.00	1,054.00	O	Discretionary
12 Alterations to extend or create a basement up to 100m2	1,073	1,918.00	2,062.00	O	Discretionary
06 Two storey extension 100m2 to 200m2	1,067	2,245.00	2,413.00	O	Discretionary
07 Loft conversion without dormers (max 60m2)	1,068	1,052.00	1,131.00	O	Discretionary
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	1,069	1,246.00	1,339.00	O	Discretionary
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	1,070	697.00	749.00	O	Discretionary
10 Erection of a single storey domestic garage extension or carport up to 100m2	1,071	827.00	889.00	O	Discretionary
00 No Fee Required i.e. Cavity Wall	234	0.00	0.00	O	Discretionary
01 Extensions Under 10m2 (single Storey)	235	880.00	946.00	O	Discretionary
02 Extensions 10m2 - 40m2 (single Storey)	236	1,274.00	1,370.00	O	Discretionary
03 Extensions 40m2 - 100m2 (single storey)	237	1,497.00	1,609.00	O	Discretionary
04 Two storey extension not exceeding 40m2	238	1,497.00	1,609.00	O	Discretionary
05 Two storey extension 40m2 - 100m2	239	1,893.00	2,035.00	O	Discretionary

## Street Numbering & Re-Numbering

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
b) Single Property	363	102.00	110.00	O	Discretionary
c) 2-5 Properties	364	144.00	155.00	O	Discretionary
d) 6-10 Properties	365	203.00	218.00	O	Discretionary
e) 11 Plus Properties (£100 plus an additional £2 per property up to a max of £300)	366	203.00	218.00	O	Discretionary
a) Renaming Property Per Property	367	63.00	68.00	O	Discretionary

## Domestic Alterations to a Single Building - Building Notice Charge

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

### Electrical work (non competent persons scheme)

Any electrical work

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,115	423.00	455.00	S	Discretionary

### Internal alterations, installation of fittings (not electrical) and/or structural alterations

02 Estimated cost exceeding £5,000 and up to £25,000

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,110	717.00	771.00	S	Discretionary

03 Estimated cost exceeding £25,001 and up to £50,000

1,111	939.00	1,009.00	S	Discretionary
-------	--------	----------	---	---------------

04 Estimated cost exceeding £50,001 and up to £75,000

1,112	1,459.00	1,568.00	S	Discretionary
-------	----------	----------	---	---------------

01 Estimated cost less than £5,000

1,109	456.00	490.00	S	Discretionary
-------	--------	--------	---	---------------

### Renovation of thermal element

Renovation of thermal element to a single dwelling

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,108	456.00	490.00	S	Discretionary

### Underpinning

Underpinning (POA)

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,107	0.00	0.00	S	Discretionary

### Window replacement (non competent persons scheme)

Per installation up to 20 windows

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,113	259.00	278.00	S	Discretionary

Per installation over 20 windows

1,114	379.00	407.00	S	Discretionary
-------	--------	--------	---	---------------

## Domestic Alterations to a Single Building - Inspection Charge

### Electrical work (non competent persons scheme)

Any electrical work (Inc in Plan Charge)

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,105	0.00	0.00	S	Discretionary

### Internal alterations, installation of fittings (not electrical) and/or structural alterations

01 Estimated cost less than £5,000 (Inc in Plan Charge)

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,099	0.00	0.00	S	Discretionary

02 Estimated cost exceeding £5,000 and up to £25,000 (Inc in Plan Charge)

1,100	417.00	471.00	S	Discretionary
-------	--------	--------	---	---------------

03 Estimated cost exceeding £25,001 and up to £50,000

1,101	639.00	709.00	S	Discretionary
-------	--------	--------	---	---------------

04 Estimated cost exceeding £50,001 and up to £75,000

1,102	1,159.00	1,268.00	S	Discretionary
-------	----------	----------	---	---------------

### Renovation of thermal element

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
--------	----------------	----------------	-----	---------

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

Renovation of thermal element to a single dwelling (Inc in Plan Charge)	1,098	0.00	0.00	S	Discretionary
---	-------	------	------	---	---------------

### Underpinning

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Underpinning (Price on Application)	1,097	0.00	0.00	S	Discretionary

### Window replacement (non competent persons scheme)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Per installation up to 20 windows (Inc in Plan Charge)	1,103	0.00	0.00	S	Discretionary
Per installation over 20 windows (Inc in Plan Charge)	1,104	0.00	0.00	S	Discretionary

## Domestic Alterations to a Single Building - Plan Charge

### Electrical work (non competent persons scheme)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Any electrical work	1,095	423.00	455.00	S	Discretionary

### Internal alterations, installation of fittings (not electrical) and/or structural alterations

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Estimated cost less than £5,000	1,089	456.00	490.00	S	Discretionary
02 Estimated cost exceeding £5,000 and up to £25,000	1,090	300.00	300.00	S	Discretionary
03 Estimated cost exceeding £25,001 and up to £50,000	1,091	300.00	300.00	S	Discretionary
04 Estimated cost exceeding £50,001 and up to £75,000	1,092	300.00	300.00	S	Discretionary

### Renovation of thermal element

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Renovation of thermal element to a single dwelling	1,088	456.00	490.00	S	Discretionary

### Underpinning

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Underpinning (POA)	1,087	0.00	0.00	S	Discretionary

### Window replacement (non competent persons scheme)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Per installation up to 20 windows	1,093	259.00	278.00	S	Discretionary
Per installation over 20 windows	1,094	379.00	407.00	S	Discretionary

## Domestic Alterations to a Single Building - Regularisation Charge

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

### Electrical work (non competent persons scheme)

Any electrical work

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,125	528.00	568.00	O	Discretionary

### Internal alterations, installation of fittings (not electrical) and/or structural alterations

01 Estimated cost less than £5,000

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,119	570.00	613.00	O	Discretionary

02 Estimated cost exceeding £5,000 and up to £25,000

1,120	896.00	963.00	O	Discretionary
-------	--------	--------	---	---------------

03 Estimated cost exceeding £25,001 and up to £50,000

1,121	1,174.00	1,262.00	O	Discretionary
-------	----------	----------	---	---------------

04 Estimated cost exceeding £50,001 and up to £75,000

1,122	1,823.00	1,960.00	O	Discretionary
-------	----------	----------	---	---------------

### Renovation of thermal element

Renovation of thermal element to a single dwelling

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,118	570.00	613.00	O	Discretionary

### Underpinning

Underpinning (POA)

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,117	0.00	0.00	O	Discretionary

### Window replacement (non competent persons scheme)

Per installation up to 20 windows

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,123	325.00	349.00	O	Discretionary

Per installation over 20 windows

1,124	474.00	510.00	O	Discretionary
-------	--------	--------	---	---------------

## Non Domestic Alterations - Inspection Charge

### Alterations not described elsewhere including structural alterations and installation c

01 Estimated cost up to £5,000 (Included in Plan Charge)

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,194	0.00	0.00	S	Discretionary

02 Estimated cost exceeding £5,000 and up to £25,000

1,195	468.00	526.00	S	Discretionary
-------	--------	--------	---	---------------

03 Estimated cost exceeding £25,000 and up to £50,000

1,196	854.00	941.00	S	Discretionary
-------	--------	--------	---	---------------

04 Estimated cost exceeding £50,000 and up to £100,000

1,197	1,121.00	1,231.00	S	Discretionary
-------	----------	----------	---	---------------

05 Estimated cost exceeding £100,000 and up to £150,000

1,198	1,330.00	1,456.00	S	Discretionary
-------	----------	----------	---	---------------

06 Installation of a Mezzanine floor up to 500m2

1,199	888.00	977.00	S	Discretionary
-------	--------	--------	---	---------------

### Office / Shop fit out

01 Floor area up to 500m2

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,200	537.00	600.00	S	Discretionary

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

02 Floor area 500m2 to1000m2	1,201	888.00	977.00	S	Discretionary
03 Change of use of a Building (charged in addition to the above works)(Included in Plan Charge)	1,202	0.00	0.00	S	Discretionary

### Renovation of thermal element

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Estimated cost up to £50,000 (Included in Plan Charge)	1,191	0.00	0.00	S	Discretionary
02 Estimated cost exceeding £50,001 and up to £100,000	1,192	363.00	413.00	S	Discretionary
03 Estimated cost exceeding £100,001 and up to £250,000	1,193	468.00	526.00	S	Discretionary

### Window replacement (non competent persons scheme).

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Per installation up to 20 windows (Included in Plan Charge)	1,189	0.00	0.00	S	Discretionary
Per installation over 20 windows (Included in Plan Charge)	1,190	0.00	0.00	S	Discretionary

## Non Domestic Alterations - Plan Charge

### Alterations not described elsewhere including structural alterations and installation c

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
03 Estimated cost exceeding £25,000 and up to £50,000	1,182	300.00	300.00	S	Discretionary
04 Estimated cost exceeding £50,000 and up to £100,000	1,183	350.00	350.00	S	Discretionary
05 Estimated cost exceeding £100,000 and up to £150,000	1,184	350.00	350.00	S	Discretionary
06 Installation of a Mezzanine floor up to 500m2	1,185	300.00	300.00	S	Discretionary
01 Estimated cost up to £5,000	1,180	530.00	550.00	S	Discretionary
02 Estimated cost exceeding £5,000 and up to £25,000	1,181	300.00	300.00	S	Discretionary

### Office / Shop fit out

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Floor area up to 500m2	1,186	300.00	300.00	S	Discretionary
02 Floor area 500m2 to1000m2	1,187	300.00	300.00	S	Discretionary
03 Change of use of a Building (charged in addition to the above works)	1,188	300.00	300.00	S	Discretionary

### Renovation of thermal element

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Estimated cost up to £50,000	1,177	493.00	530.00	S	Discretionary
02 Estimated cost exceeding £50,001 and up to £100,000	1,178	300.00	300.00	S	Discretionary
03 Estimated cost exceeding £100,001 and up to £250,000	1,179	300.00	300.00	S	Discretionary



## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

### Window replacement (non competent persons scheme).

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Per installation up to 20 windows	1,175	259.00	278.00	S	Discretionary
Per installation over 20 windows	1,176	379.00	407.00	S	Discretionary

### Non Domestic Alterations - Regularisation Charge

#### Alterations not described elsewhere including structural alterations and installation c

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
06 Installation of a Mezzanine floor up to 500m2	1,213	1,485.00	1,596.00	O	Discretionary
01 Estimated cost up to £5,000	1,208	663.00	713.00	O	Discretionary
02 Estimated cost exceeding £5,000 and up to £25,000	1,209	960.00	1,032.00	O	Discretionary
03 Estimated cost exceeding £25,000 and up to £50,000	1,210	1,443.00	1,551.00	O	Discretionary
04 Estimated cost exceeding £50,000 and up to £100,000	1,211	1,839.00	1,977.00	O	Discretionary
05 Estimated cost exceeding £100,000 and up to £150,000	1,212	2,100.00	2,258.00	O	Discretionary

#### Office / Shop fit out

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Floor area up to 500m2	1,214	1,046.00	1,124.00	O	Discretionary
02 Floor area 500m2 to1000m2	1,215	1,485.00	1,596.00	O	Discretionary
03 Change of use of a Building (charged in addition to the above works)	1,216	300.00	325.00	O	Discretionary

#### Renovation of thermal element

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Estimated cost up to £50,000	1,205	617.00	663.00	O	Discretionary
02 Estimated cost exceeding £50,001 and up to £100,000	1,206	828.00	890.00	O	Discretionary
03 Estimated cost exceeding £100,001 and up to £250,000	1,207	960.00	1,032.00	O	Discretionary

### Window replacement (non competent persons scheme).

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Per installation up to 20 windows	1,203	325.00	349.00	O	Discretionary
Per installation over 20 windows	1,204	474.00	510.00	O	Discretionary

### Non Domestic Extensions and New Build - Inspection Charge

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

### All Other Use Classes

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Floor Area not exceeding 10m2	1,167	652.00	723.00	S	Discretionary
02 Floor area exceeding 10m2 but not exceeding 40m2	1,168	798.00	884.00	S	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,169	1,059.00	1,165.00	S	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,170	1,410.00	1,542.00	S	Discretionary

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

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
02 Floor area exceeding 10m2 but not exceeding 40m2	1,144	1,059.00	1,165.00	S	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,145	1,551.00	1,694.00	S	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,146	2,044.00	2,224.00	S	Discretionary
01 Floor Area not exceeding 10m2	1,143	684.00	758.00	S	Discretionary

### Industrial and Storage Use

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Floor Area not exceeding 10m2 (Inc in Plan Charge)	1,155	330.00	377.00	S	Discretionary
02 Floor area exceeding 10m2 but not exceeding 40m2	1,156	425.00	483.00	S	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,157	704.00	783.00	S	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,158	847.00	937.00	S	Discretionary

## Non Domestic Extensions and New Build - Plan Charge

### All Other Use Classes

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Floor Area not exceeding 10m2	1,163	300.00	300.00	S	Discretionary
02 Floor area exceeding 10m2 but not exceeding 40m2	1,164	350.00	350.00	S	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,165	350.00	350.00	S	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,166	350.00	350.00	S	Discretionary

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

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Floor Area not exceeding 10m2	1,139	300.00	300.00	S	Discretionary
02 Floor area exceeding 10m2 but not exceeding 40m2	1,140	350.00	350.00	S	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,141	350.00	350.00	S	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,142	350.00	350.00	S	Discretionary

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

### Industrial and Storage Use

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Floor Area not exceeding 10m2	1,151	300.00	300.00	S	Discretionary
02 Floor area exceeding 10m2 but not exceeding 40m2	1,152	350.00	350.00	S	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,153	350.00	350.00	S	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,154	350.00	350.00	S	Discretionary

### Non Domestic Extensions and New Build - Regularisation Charge

#### All Other Use Classes

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Floor Area not exceeding 10m2	1,171	1,190.00	1,279.00	O	Discretionary
02 Floor area exceeding 10m2 but not exceeding 40m2	1,172	1,434.00	1,542.00	O	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,173	1,761.00	1,893.00	O	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,174	2,200.00	2,365.00	O	Discretionary

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

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Floor Area not exceeding 10m2	1,147	1,230.00	1,322.00	O	Discretionary
02 Floor area exceeding 10m2 but not exceeding 40m2	1,148	1,761.00	1,893.00	O	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,149	2,377.00	2,555.00	O	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,150	2,992.00	3,216.00	O	Discretionary

### Industrial and Storage Use

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
01 Floor Area not exceeding 10m2	1,159	788.00	847.00	O	Discretionary
02 Floor area exceeding 10m2 but not exceeding 40m2	1,160	969.00	1,042.00	O	Discretionary
03 Floor area exceeding 40m2 but not exceeding 100m2	1,161	1,318.00	1,417.00	O	Discretionary
04 Floor area exceeding 100m2 but not exceeding 200m2	1,162	1,497.00	1,609.00	O	Discretionary

### Small Domestic Buildings - Building Notices (New Dwellings Up To 300M2 Each)

#### Number Of Dwellings

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) 1	191	1,516.00	1,630.00	S	Discretionary

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

b) 2	192	2,041.00	2,194.00	S	Discretionary
c) 3	193	2,394.00	2,574.00	S	Discretionary
d) 4	194	2,747.00	2,953.00	S	Discretionary
e) 5	195	3,204.00	3,444.00	S	Discretionary
f) 6	196	3,661.00	3,936.00	S	Discretionary
g) 7	197	4,048.00	4,352.00	S	Discretionary
h) 8	198	4,437.00	4,770.00	S	Discretionary
i) 9	199	4,823.00	5,185.00	S	Discretionary
j) 10	200	5,210.00	5,600.00	S	Discretionary
k) exceeding 10 - Price on Application	201	0.00	0.00	S	Discretionary

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

Page 182

### Number Of Dwellings

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) 1	169	1,216.00	1,330.00	S	Discretionary
b) 2	170	1,741.00	1,894.00	S	Discretionary
c) 3	171	2,094.00	2,274.00	S	Discretionary
d) 4	172	2,247.00	2,453.00	S	Discretionary
e) 5	173	2,704.00	2,944.00	S	Discretionary
f) 6	174	2,661.00	2,936.00	S	Discretionary
g) 7	175	3,048.00	3,352.00	S	Discretionary
h) 8	176	3,437.00	3,770.00	S	Discretionary
i) 9	177	3,823.00	4,185.00	S	Discretionary
j) 10	178	4,210.00	4,600.00	S	Discretionary
k) exceeding 10 - Price on Application	179	0.00	0.00	S	Discretionary

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

### Number Of Dwellings

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) 1	147	300.00	300.00	S	Discretionary

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

b) 2	148	300.00	300.00	S	Discretionary
c) 3	149	300.00	300.00	S	Discretionary
d) 4	150	500.00	500.00	S	Discretionary
e) 5	151	500.00	500.00	S	Discretionary
f) 6	152	1,000.00	1,000.00	S	Discretionary
g) 7	153	1,000.00	1,000.00	S	Discretionary
h) 8	154	1,000.00	1,000.00	S	Discretionary
i) 9	155	1,000.00	1,000.00	S	Discretionary
j) 10	156	1,000.00	1,000.00	S	Discretionary
k) exceeding 10 - Price on Application	157	0.00	0.00	S	Discretionary

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

Number Of Dwellings	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) 1	1,035	1,894.00	2,036.00	O	Discretionary
b) 2	1,036	2,551.00	2,742.00	O	Discretionary
c) 3	1,037	2,992.00	3,216.00	O	Discretionary
d) 4	1,038	3,433.00	3,690.00	O	Discretionary
e) 5	1,039	4,005.00	4,305.00	O	Discretionary
f) 6	1,040	4,575.00	4,918.00	O	Discretionary
g) 7	1,041	5,060.00	5,440.00	O	Discretionary
h) 8	1,042	5,546.00	5,962.00	O	Discretionary
i) 9	1,043	6,029.00	6,481.00	O	Discretionary
j) 10	1,044	6,512.00	7,000.00	O	Discretionary
k) exceeding 10 (POA)	1,045	0.00	0.00	O	Discretionary

## Car Parks

Dumsey Meadow, Abbey Drive, The Broadway Laleham

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

### Pay And Display

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) Up to 1 hour	88	0.00	0.00	S	Discretionary
b) Up to 2 hours	89	1.50	1.50	S	Discretionary
c) Over 2 hours	90	2.00	2.00	S	Discretionary

## Green Street & Old Bathing Station, Sunbury

### Pay And Display

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
c) Over 2 hours	1,468	2.00	2.00	S	Discretionary
a) Up to 1 hour	1,466	0.00	0.00	S	Discretionary
b) Up to 2 hours	1,467	1.50	1.50	S	Discretionary

## Laleham Park/Thameside Car Parks

### Pay And Display

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
e) 3 consecutive days	1,465	15.00	15.00	S	Discretionary
b) Up to 2 hours	1,228	2.00	2.00	S	Discretionary
a) Up to 1 hour	1,229	0.50	0.50	S	Discretionary
d) Over 4 hours	1,231	7.00	7.00	S	Discretionary
c) Up to 4 hours	1,230	3.00	3.00	S	Discretionary

## Lammas Park

### Pay And Display

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
b) Up to 2 hours	71	2.00	2.00	S	Discretionary
a) Up to 1 hour	72	0.50	0.50	S	Discretionary
c) Up to 4 hours	73	3.00	3.00	S	Discretionary
d) Over 4 hours	74	7.00	7.00	S	Discretionary

## Manor Park

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

### Local Season Tickets

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
c) 12 months	955	100.00	100.00	S	Discretionary
a) 3 Months	953	65.00	65.00	S	Discretionary
b) 6 months	954	80.00	80.00	S	Discretionary

### Pay and Display

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) Up to 1 hour	947	0.00	0.00	S	Discretionary
b) Up to 2 hours	948	1.50	1.50	S	Discretionary
c) Over 2 hours	949	2.00	2.00	S	Discretionary

## Orchard Meadow, Walled Garden & Thames Street Sunbury

### Local Season Tickets

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) 3 Months	85	65.00	65.00	S	Discretionary
b) 6 Months	86	85.00	85.00	S	Discretionary
c) 12 Months	87	110.00	110.00	S	Discretionary

### Pay And Display

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) Up to 1 hour	79	0.00	0.00	S	Discretionary
b) Up to 2 hours	80	1.50	1.50	S	Discretionary
c) Over 2 hours	81	2.00	2.00	S	Discretionary

## Other

### Off Street Suspensions

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Suspensions - reserved parking (one off admin fee)	98	30.00	30.00	S	Discretionary
Suspensions - Vehicle Charge Per Day	1,426	15.00	15.00	S	Discretionary

### Other

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Film Concessions (£15-£25 per vehicle per day - Price on application)	99	15.00	15.00	S	Discretionary
Lost Or Replacement Tickets & Entry/Exit Cards	100	14.00	14.00	S	Discretionary

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

### Penalties

#### Penalty Bands

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Full Band 1	56	70.00	70.00	S	Discretionary
Full Band 2	57	50.00	50.00	S	Discretionary
Mitigated Band 1	58	35.00	35.00	S	Discretionary
Mitigated Band 2	59	25.00	25.00	S	Discretionary

### Shepperton Village Hall

#### Local Season Tickets

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) 3 Months	1,471	65.00	65.00	S	Discretionary
b) 6 Months	1,472	85.00	85.00	S	Discretionary
c) 12 Months	1,473	110.00	110.00	S	Discretionary

#### Pay and Display

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) Up to 1 hour	950	0.00	0.00	S	Discretionary
b) Up to 2 hours	951	1.00	1.00	S	Discretionary
c) Over 2 hours	952	3.00	3.00	S	Discretionary

### Staines (Elmsleigh Surface and Elmsleigh MSCP)

#### Pay on Foot (Elmsleigh Surface and Elmsleigh MSCP)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
d) Up to 4 Hours	1,624	4.00	4.00	S	Discretionary
b) Up to 2 Hours	1,622	2.00	2.00	S	Discretionary
e) Up to 5 Hours	1,625	7.00	7.00	S	Discretionary
g) 7pm to 12 midnight (Elmsleigh Surface car park only)	1,627	2.00	2.00	S	Discretionary
c) Up to 3 Hours	1,623	3.00	3.00	S	Discretionary
f) Over 5 Hours	1,626	14.00	14.00	S	Discretionary
a) Up to 1 Hour	1,621	1.00	1.00	S	Discretionary



## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

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

#### Pay And Display

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
g) 5 days Monday to Friday only (Kingston Road only)	1,474	35.00	35.00	S	Discretionary
d) Up to 4 hours	1,427	3.50	3.50	S	Discretionary
e) Up to 5 Hours	49	3.70	3.70	S	Discretionary
f) Over 5 Hours	50	7.30	7.30	S	Discretionary
a) Up to 1 hour	46	1.30	1.30	S	Discretionary
b) Up to 2 hours	47	2.30	2.30	S	Discretionary
c) Up to 3 hours	48	2.70	2.70	S	Discretionary

### Staines Long-Stay - Monday to Sunday Evening Charge

#### Staines - Town centre car parks

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Sunday Charge (excludes Lammas Park)	1,311	2.00	2.00	S	Discretionary

### Staines Pay and Display

#### Contract Parking - Elmsleigh Road, South Street West & Bridge Street

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Up to 12 Months	991	830.00	830.00	S	Discretionary

#### Season Tickets - Kingston Road CP only - Railway Users

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) 3 Months	993	230.00	230.00	S	Discretionary
b) 12 Months	994	800.00	800.00	S	Discretionary

#### Season Tickets - Staines (working in Staines)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) 3 Months	52	205.00	205.00	S	Discretionary
b) 6 Months	53	380.00	380.00	S	Discretionary
c) 12 Months	54	715.00	715.00	S	Discretionary

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

### Staines Short-Stay

#### Pay And Display

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
d) Up to 4 hours	43	3.80	3.80	S	Discretionary
e) Up to 5 Hours	44	7.00	7.00	S	Discretionary
f) Over 5 Hours	45	12.20	12.20	S	Discretionary
g) 7pm to 12 midnight (Riverside Surface)	1,005	1.20	1.20	S	Discretionary
h) 7pm to 12 midniht (Elmsleigh Surface & Elmsleigh MSCP)	1,618	2.00	2.00	S	Discretionary
a) Up to 1 hour	40	1.30	1.30	S	Discretionary
b) Up to 2 hours	41	2.30	2.30	S	Discretionary
c) Up to 3 hours	42	2.70	2.70	S	Discretionary

### The Broadway, Laleham Village

#### Local Season Tickets

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
a) 3 Months	94	65.00	65.00	S	Discretionary
b) 6 Months	95	85.00	85.00	S	Discretionary
c) 12 Months	96	110.00	110.00	S	Discretionary

## Cemeteries

#### Miscellaneous Fees

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Late Arrival for Service (TBC -depends on circumstances)	1,680			E	Discretionary

### Interment

#### Adult Grave

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Brick Vault (Inter only) Include brick vault fee and loss of 1 x grave space	1,305	3,168.00	3,326.00	O	Discretionary
Adult Grave 24 Hour Burial for one only (5 foot)	1,245	2,139.00	2,246.00	O	Discretionary

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

Adult Grave For 1 Interment	725	1,523.00	1,599.00	O	Discretionary
Adult Grave For 1 Interment - Casket	726	1,694.00	1,779.00	O	Discretionary
Adult Grave For 2 Interments	727	1,584.00	1,663.00	O	Discretionary
Adult Grave For 2 Interments - Casket	728	1,810.00	1,901.00	O	Discretionary

### Advance Purchase

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Cremated Remains PIA*	1,684	1,676.00	1,760.00	o	Discretionary
Purchase in advance of additional earthen grave	785	3,900.00	4,095.00	O	Discretionary
Cremated Remains PIA* Ashford Old Section GOR	1,685	1,930.00	2,027.00	O	Discretionary

### Child Grave

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Child Internment within 24 hours	1,414	609.00	639.00	O	Discretionary
Child plot within 24 hours	1,413	698.00	733.00	O	Discretionary
Child Grave For 1 Interment	729	475.00	499.00	O	Discretionary
Child Grave For 2 Interment	730	475.00	499.00	O	Discretionary
Stillborn Interment	731	387.00	406.00	E	Discretionary

### Garden of remembrance (cremated remains)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Cremated Remains (Includes Ashford Old Section)	732	543.00	570.00	E	Discretionary

### Non Residents/Parishioners Charge

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Treble Fees For Residents out of Borough (Price on Application)	744			O	Discretionary

### Memorial Garden

#### Ashford

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Plot Fee - Cremated remains (old garden of remembrance - Ashford) only	1,001	1,017.00	1,068.00	E	Discretionary

### Miscellaneous Fees

#### Exclusive Right - Purchase of

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
--------	----------------	----------------	-----	---------

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

Issue of duplicate deed of grant (Transfer of ownership)	1,321	115.00	121.00	E	Discretionary
--	-------	--------	--------	---	---------------

## Other

### Exclusive Right - Purchase of

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Earthen Grave	733	2,032.00	2,134.00	E	Discretionary
Cremated Remains	734	858.00	901.00	E	Discretionary
Child Grave	735	543.00	570.00	E	Discretionary
Earthen Grave within 24 hours (Adult)	1,301	2,473.00	2,597.00	E	Discretionary
Burial in a Vault	1,416	2,226.00	2,337.00	E	Discretionary

### Exhumation

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Exhumation of ashes (Price on Application)	784			E	Discretionary
Exhumation of body (Price on Application)	1,246			E	Discretionary

### Miscellaneous Fees

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Late Arrival for Service -TBC, Depending on circumstances	1,686				Discretionary
Registration Of Assignment (Transfer of ownership)	749	158.00	166.00	O	Discretionary

## Right to Erect Memorial Bench

### Memorial Bench

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Supply & Installation of Memorial Bench	967	1,536.00	1,613.00	S	Discretionary

## Right to Erect Memorial Plaque

### Memorial Tower Plaque

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
10 Yrs	998	375.00	394.00	E	Discretionary
15 Yrs	999	529.00	555.00	E	Discretionary
25 Yrs	1,000	705.00	740.00	E	Discretionary

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

### Right To Erect Monument

#### 1. Traditional Graves

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Headstone	739	399.00	419.00	E	Discretionary
Kerbs Only	741	386.00	405.00	E	Discretionary
Additional Inscription	742	207.00	217.00	E	Discretionary
Headstones And Kerbstones	736	581.00	610.00	E	Discretionary
Monument Over 91.5cm (3')	737	1,057.00	1,110.00	E	Discretionary
Vase Or Tablet	738	270.00	284.00	E	Discretionary
Erection of a Wooden Cross (after 12 months)	1,313	399.00	419.00	S	Discretionary

#### 2. Garden Of Remembrance Tablet

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Garden Of Remembrance Tablet	743	212.00	223.00	E	Discretionary

Page 191

### Right to erect monuments

#### Installation of Memorials

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Vase (new, additional)	1,614	81.00	85.00	E	Discretionary
Replacement of Headstone or Kerb or Tablet or Vase	1,615	48.00	50.00	E	Discretionary
Temporary wooden cross for one year	1,613	0.00	0.00	S	Discretionary
Permit for remedial repair of a memorial	1,616	48.00	50.00	E	Discretionary
permit to clean a memorial	1,617	16.00	17.00	E	Discretionary

### Use Of Chapel

#### Location

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Ashford And Staines	724	316.00	332.00	O	Discretionary
Asford & Staines - Admin Fees	1,688	75.00	79.00	O	Discretionary

### Environmental Health

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

### Licensing

#### Street Trading

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
New Application Submission Fee - Deducted From Licence Fee If Application Is Approved	1,243	91.00	96.00	S	Discretionary

#### Street Trading - Per Annum

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
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	101	940.00	987.00	S	Discretionary
b) Consent For Mobile Shops, Ice Cream Vans And The Like For Not More Than 30 Minutes In Any One Place: Sites In Classified Roads Which Are Not Prohibited Streets	102	940.00	987.00	S	Discretionary
c) Consent For Sites Adjacent To The Public Highway (Static Sites), for Specified Periods From Identified Sites During Street Trading Hours	103	940.00	987.00	S	Discretionary

### Environmental Protection Act

#### Environmental Information Regulations 2004

##### Contaminated Land Enquiries

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
General Enquiries - Hourly Rate	324	60.00	63.00	S	Discretionary

#### Pollution Prevention & Control Act

##### Additional fee for operating mobile plant without a permit

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,609	1,188.00	1,188.00	O	Statutory

##### Additional fee where Operation subject to reporting obligation of the EC Regulation

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,608	104.00	104.00	O	Statutory

##### LAPPC & LAIPPC subsistence charges

Where paid quarterly the total amount payable will be increased by

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
908	38.00	38.00	O	Statutory

##### LAPPC Annual Subsistence Charge

6.b) Standard mobile plant, for first and second permits (Medium)

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
838	1,034.00	1,034.00	O	Statutory

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

1.a) Standard process Low	807	772.00	772.00	○	Statutory
1.b) Standard process Medium	809	1,161.00	1,161.00	○	Statutory
1.c) Standard process High	811	1,747.00	1,747.00	○	Statutory
2.a) Reduced fee activities (Low)	813	79.00	79.00	○	Statutory
2.b) Reduced fee activities (Med)	814	158.00	158.00	○	Statutory
2.c) Reduced fee activities (High)	815	237.00	237.00	○	Statutory
6.c) Standard mobile plant, for first and second permits (High)	839	1,551.00	1,551.00	○	Statutory
4.b) Other reduced fee activities (Med)	826	365.00	365.00	○	Statutory
4.c) Other reduced fee activities (High)	827	548.00	548.00	○	Statutory
7.a) For the third to seventh permits (Low)	843	385.00	385.00	○	Statutory
7.b) For the third to seventh permits (Medium)	844	617.00	617.00	○	Statutory
7.c) For the third to seventh permits (High)	845	924.00	924.00	○	Statutory
8.a) Eighth and subsequent permits (Low)	849	198.00	198.00	○	Statutory
8.b) Eighth and subsequent permits (Medium)	850	314.00	314.00	○	Statutory
8.c) Eighth and subsequent permits (High)	851	473.00	473.00	○	Statutory
3.c) PVR I & II combined (Med)	820	226.00	226.00	○	Statutory
3.b) PVR I & II combined (High)	821	341.00	341.00	○	Statutory
4.a) Other reduced fee activities (Low)	825	228.00	228.00	○	Statutory
6.a) Standard mobile plant, for first and second permits (Low)	837	626.00	626.00	○	Statutory
3.a) PVR I & II combined (Low)	1,234	113.00	113.00	○	Statutory
1.a) Standard process Low (where permit is for a combined Part B and waste installation)	1,235	876.00	876.00	○	Statutory
1.b) Standard process Medium (where permit is for a combined Part B and waste installation)	1,236	1,317.00	1,317.00	○	Statutory
1.c) Standard process High (where permit is for a combined Part B and waste installation)	1,237	1,954.00	1,954.00	○	Statutory

### LAPPC charges - Application Fee

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Additional fee for operating without a permit	1,217	1,188.00	1,188.00	○	Statutory
PVRI, SWOBs, and Dry Cleaners Reduced Fee Activities	799	155.00	155.00	○	Statutory
PVR I & II combined	800	257.00	257.00	○	Statutory
Other Reduced Fee Activities	801	362.00	362.00	○	Statutory
Reduced fee activities: Additional fee for operating without a permit	802	0.00	0.00	○	Statutory

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

Additional fee where a LAPPC application for any of the above is for a combined Part B and waste application	806	279.00	279.00	0	Statutory
--	-----	--------	--------	---	-----------

### LAPPC mobile plant charges - Application fees

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Number of permits = 1	867	1,650.00	1,650.00	0	Statutory
Number of permits = 2	868	1,650.00	1,650.00	0	Statutory
Number of permits = 3 through to 8	869	985.00	985.00	0	Statutory
Number of permits = 8 and over	874	498.00	498.00	0	Statutory

### LAPPC subsistence fees

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Late Payment Fees	1,233	52.00	52.00	0	Statutory

### LAPPC Substantial change

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Reduced fee activities	866	102.00	102.00	0	Statutory
Standard process	864	1,050.00	1,050.00	0	Statutory
Standard process where the substantial change results in a new PPC activity	865	1,650.00	1,650.00	0	Statutory

### LAPPC Temporary transfer for mobiles

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
First transfer	861	53.00	53.00	0	Statutory
Repeat following enforcement or warning	863	53.00	53.00	0	Statutory

### LAPPC Transfer and Surrender

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Standard process transfer	855	169.00	169.00	0	Statutory
Standard process partial transfer	856	497.00	497.00	0	Statutory
New operator at low risk reduced fee activity	857	0.00	0.00	0	Statutory
Surrender: all Part B activities	858	0.00	0.00	0	Statutory
Reduced fee activities: transfer - Price on application	859	0.00	0.00	0	Statutory
Reduced fee activities: partial transfer	860	47.00	47.00	0	Statutory

### Reduced fee activity(low)change of operator. additional inspection fee

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
	1,607	78.00	78.00	0	Statutory



## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

## Food Safety

### Food Safety

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Voluntary Surrender Of Foodstuffs Certificate	308	78.00	82.00	S	Discretionary

### Food Hygiene Rating Scheme

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Request for re-inspection under the Food Hygiene Rating Scheme	1,592	219.00	230.00	S	Discretionary

### Foodstuffs For Export

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Per Certificate (If Visit Not Needed)	306	84.00	88.00	O	Discretionary
Per Certificate (If Visit Needed)	307	168.00	176.00	O	Discretionary

## Grounds Maintenance

### Spelthorne In Bloom

#### Spelthorne In Bloom

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
c) Hanging Basket - Summer	961	65.00	68.00	O	Discretionary
d) Window Box - Summer	965	101.00	106.00	O	Discretionary
b) Window Box - Winter	966	61.00	64.00	O	Discretionary
e) Round Basket - Winter	1,507	48.00	50.00	O	Discretionary
a) Hanging Basket - Winter	962	40.00	42.00	O	Discretionary
f) Round Basket - Summer	1,508	72.00	76.00	O	Discretionary

## Housing

### Housing Enforcement

#### Housing Act 1985 - Section 265 Demolition order

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
--------	----------------	----------------	-----	---------

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

Hourly Rate	1,628	67.00	70.00	O	Discretionary
-------------	-------	-------	-------	---	---------------

### Housing Act 2004 - Section 11,12,20,21,28,29,40 & 43 - Enforcement Notices

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Hourly Rate	356	67.00	70.00	O	Discretionary

### Immigration Housing Inspection

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Housing Inspection	915	178.00	187.00	O	Discretionary

Cancellation of booked appointment (no fee applies if notification of cancellation is given more that 24 hours in advance)	1,486	28.00	29.00	S	Discretionary
--	-------	-------	-------	---	---------------

## Licensing

### Animal Welfare

#### New or renewal application (Plus all associated vet fees and charges)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Each additional site visit to hosts as part of the arrangers licence application/ renewal	1,610	106.00	111.00	O	Discretionary
Boarding for cats (Application Fee 407, Grant Fee 114)	1,577	496.00	521.00	O	Discretionary
Dog Day Care (Application Fee 407, Grant Fee 114)	1,579	496.00	521.00	O	Discretionary
Selling Animals as Pets (Application Fee 407, Grant Fee 114)	1,581	496.00	521.00	O	Discretionary
Keeping or training animals for exhibition (Application Fee 407 Grant Fee 114)	1,583	496.00	521.00	O	Discretionary
Arranging for the Provision of Boarding (Application Fee 407, Grant Fee 114)	1,585	496.00	521.00	O	Discretionary
Re-rating Inspection	1,587	248.00	260.00	O	Discretionary
Each additional licensable activity/inspection	1,588	109.00	114.00	O	Discretionary
Replacement Licence	1,591	55.00	58.00	O	Discretionary
Dog Breeders - (Application Fee 407, Grant Fee 114)	1,569	496.00	521.00	O	Discretionary
Hiring out horses (Application Fee 407, Grant Fee 114)	1,571	496.00	521.00	O	Discretionary
Home boarders (dogs only) (Application Fee 407, Grant Fee 114)	1,573	496.00	521.00	O	Discretionary
Boarding in dogs in kennels - (Application Fee 407, Grant Fee 114)	1,575	496.00	521.00	O	Discretionary

### Animals

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

### Variation to any Animal Licence

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Variation to Licence with no visit required	1,024	91.00	96.00	O	Discretionary
Variation to Licence with visit	1,025	247.00	259.00	O	Discretionary

### Zoo and Dangerous Wild Animal Licences

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Initial zoo applications (plus all associated vet fees and charges)	1,023	496.00	521.00	O	Discretionary
Dangerous Wild Animals (Plus all associated vet fees and Charges)	1,611	496.00	521.00	O	Discretionary

## Gambling Act 2005

### Gambling Act Fees

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Betting premises (Excluding Tracks): h) Copy of licence	921	25.00	25.00	O	Statutory
Tracks: i) Notification of change	922	50.00	50.00	O	Statutory
Tracks: h) Copy of licence	923	25.00	25.00	O	Statutory
Family Entertainment Centre: i) Notification of change	924	50.00	50.00	O	Statutory
Family Entertainment Centre: h) Copy of licence	925	25.00	25.00	O	Statutory
Adult Gaming Centres: i) Notification of change	926	50.00	50.00	O	Statutory
Adult Gaming Centres: h) Copy of licence	927	25.00	25.00	O	Statutory
Bingo Clubs: h) Notification of change	918	50.00	50.00	O	Statutory
Bingo Clubs: i) Copy of licence	919	25.00	25.00	O	Statutory
Betting premises (Excluding Tracks): i) Notification of change	920	50.00	50.00	O	Statutory
Bingo Clubs: a) New Applications	460	3,500.00	3,500.00	O	Statutory
Bingo Clubs: b) Annual Fees	461	1,000.00	1,000.00	O	Statutory
Bingo Clubs: c) Variations	462	1,750.00	1,750.00	O	Statutory
Bingo Clubs: d) Transfers	463	1,200.00	1,200.00	O	Statutory
Bingo Clubs: e) Reinstatements	464	1,200.00	1,200.00	O	Statutory
Bingo Clubs: f) Provisionals Statements	465	3,500.00	3,500.00	O	Statutory
Bingo Clubs: g) Licence Application (Provisional Statement Holders)	466	1,200.00	1,200.00	O	Statutory
Betting Premises (Excluding Tracks): a) New Applications	467	2,700.00	2,700.00	O	Statutory
Betting Premises (Excluding Tracks): b) Annual Fees	468	600.00	600.00	O	Statutory

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

Betting Premises (Excluding Tracks): c) Variations	469	1,500.00	1,500.00	O	Statutory
Betting Premises (Excluding Tracks): d) Transfers	470	1,200.00	1,200.00	O	Statutory
Betting Premises (Excluding Tracks): e) Reinstatements	471	1,200.00	1,200.00	O	Statutory
Betting Premises (Excluding Tracks): f) Provisionals Statements	472	3,000.00	3,000.00	O	Statutory
Betting Premises (Excluding Tracks): g) Licence Application (Provisional Statement Holders)	473	1,200.00	1,200.00	O	Statutory
Tracks: a) New Applications	474	2,500.00	2,500.00	O	Statutory
Tracks: b) Annual Fees	475	1,000.00	1,000.00	O	Statutory
Tracks: c) Variations	476	1,250.00	1,250.00	O	Statutory
Tracks: d) Transfers	477	950.00	950.00	O	Statutory
Tracks: e) Reinstatements	478	950.00	950.00	O	Statutory
Tracks: f) Provisionals Statements	479	2,500.00	2,500.00	O	Statutory
Tracks: g) Licence Application (Provisional Statement Holders)	480	950.00	950.00	O	Statutory
Family Entertainment Centre: a) New Applications	481	2,000.00	2,000.00	O	Statutory
Family Entertainment Centre: b) Annual Fees	482	750.00	750.00	O	Statutory
Family Entertainment Centre: c) Variations	483	1,000.00	1,000.00	O	Statutory
Family Entertainment Centre: d) Transfers	484	950.00	950.00	O	Statutory
Family Entertainment Centre: e) Reinstatements	485	950.00	950.00	O	Statutory
Family Entertainment Centre: f) Provisionals Statements	486	2,000.00	2,000.00	O	Statutory
Family Entertainment Centre: g) Licence Application (Provisional Statement Holders)	487	950.00	950.00	O	Statutory
Adult Gaming Centres: a) New Applications	488	2,000.00	2,000.00	O	Statutory
Adult Gaming Centres: b) Annual Fees	489	1,000.00	1,000.00	O	Statutory
Adult Gaming Centres: c) Variations	490	1,000.00	1,000.00	O	Statutory
Adult Gaming Centres: d) Transfers	491	1,200.00	1,200.00	O	Statutory
Adult Gaming Centres: e) Reinstatements	492	1,200.00	1,200.00	O	Statutory
Adult Gaming Centres: f) Provisionals Statements	493	2,000.00	2,000.00	O	Statutory
Adult Gaming Centres: g) Licence Application (Provisional Statement Holders)	494	1,200.00	1,200.00	O	Statutory
Licensed Premises - Notification Of Intent To Use Automatic Entitlement (1-2 Machines)	495	50.00	50.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): a) Application Fee (New Permit)	496	150.00	150.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): b) Application Fee (Conversion Of S34 Permit)	497	100.00	100.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): c) Annual Fee	498	50.00	50.00	O	Statutory

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

Licensed Premises Gaming Machine Permit (3+ Machines): d) Variation Fee	499	100.00	100.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): e) Transfer Fee	500	25.00	25.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): f) Change Of Name	501	25.00	25.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): g) Copy Of Permit	502	15.00	15.00	O	Statutory
Unlicensed Family Entertainment Centre Gaming Machine Permit: a) Application Fee (New Permit)	503	300.00	300.00	O	Statutory
Unlicensed Family Entertainment Centre Gaming Machine Permit: b) Application Fee (Conversion Of S34 Perm	504	100.00	100.00	O	Statutory
Unlicensed Family Entertainment Centre Gaming Machine Permit: c) Renewal Fee	505	300.00	300.00	O	Statutory
Unlicensed Family Entertainment Centre Gaming Machine Permit: d) Change Of Name	506	25.00	25.00	O	Statutory
Unlicensed Family Entertainment Centre Gaming Machine Permit: e) Copy Of Permit	507	15.00	15.00	O	Statutory
Prize Gaming Permit: a) Application Fee (New Permit)	508	300.00	300.00	O	Statutory
Prize Gaming Permit: b) Application Fee (Conversion Of S34 Permit)	509	100.00	100.00	O	Statutory
Prize Gaming Permit: c) Renewal Fee	510	300.00	300.00	O	Statutory
Prize Gaming Permit: d) Change Of Name	511	25.00	25.00	O	Statutory
Prize Gaming Permit: e) Copy Of Permit	512	15.00	15.00	O	Statutory
Club Gaming Permit: a) Application Fee (New Permit)	513	200.00	200.00	O	Statutory
Club Gaming Permit: b) Application Fee (Conversion Of Part 2 / Part 3 Registration)	514	100.00	100.00	O	Statutory
Club Gaming Permit: c) Annual Fee	515	50.00	50.00	O	Statutory
Club Gaming Permit: d) Renewal Fee	516	200.00	200.00	O	Statutory
Club Gaming Permit: e) Variation Fee	517	100.00	100.00	O	Statutory
Club Gaming Permit: f) Copy Of Permit	518	15.00	15.00	O	Statutory
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): a	519	100.00	100.00	O	Statutory
Application Fee (New Permit)					
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): b	520	100.00	100.00	O	Statutory
Application Fee (Conversion Of Part 2 / Part 3 Registration)					
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): c	521	50.00	50.00	O	Statutory
Annual Fee					
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): c	522	100.00	100.00	O	Statutory
Renewal Fee					
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): e	523	100.00	100.00	O	Statutory
Variation Fee					
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): f	524	15.00	15.00	O	Statutory
Copy Of Permit					

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

Small Society Lotteries: a) New Registration	525	40.00	40.00	O	Statutory
Small Society Lotteries: b) Annual Fee	526	20.00	20.00	O	Statutory

## HMO Licensing Scheme

### HMO Licence

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
h) Cancelled licence application (to cover aborted work on processing the application)	1,695	150.00	158.00	O	Discretionary
a) Up to 6 Occupants (application fee £569.94; maintenance fee £234.06)	1,008	766.00	804.00	O	Discretionary
b) 7 to 9 occupants (application fee £627.65; maintenance fee £367.35)	1,009	948.00	995.00	O	Discretionary
c) 10 to 14 occupants (application fee £687.75; maintenance fee £404.25)	1,010	1,040.00	1,092.00	O	Discretionary
d) 15 or more occupants (application fee £771.56; maintenance fee £452.44)	1,011	1,166.00	1,224.00	O	Discretionary
e) Penalty for late or incomplete applications	1,012	145.00	152.00	O	Discretionary
f) Extra charge for processing separate licence holder and manager applications	1,013	37.00	39.00	O	Discretionary
g) Discount for members of an approved landlords association	1,014	37.00	39.00	O	Discretionary

### HMO Licence Renewal

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Penalty for late or incomplete applications	1,265	145.00	152.00	O	Discretionary
Extra charge for processing separate licence holder and manager applications	1,266	37.00	39.00	O	Discretionary
Discount for members of an approved landlords association	1,267	38.00	40.00	O	Discretionary
Application for a licence renewal (regardless of whether a one, three or five year licence is granted based on the outcome of the risk assessment) (application fee £440.78; maintenance fee £259.22).	1,678	667.00	700.00	O	Discretionary
Cancelled licence application (to cover aborted work on processing the application)	1,694	150.00	158.00	O	Discretionary

## Licensing Act 2003

### Licensing Fees

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Temporary Events Notice	422	21.00	21.00	O	Statutory
Personal Licence	423	37.00	37.00	O	Statutory
Temporary Events Notice (Section100)	441	21.00	21.00	O	Statutory
Personal Licence Grant Or Renewal (Section 117)	442	37.00	37.00	O	Statutory
Theft, Loss etc Of Premises Licence Or Summary (Section 25)	443	10.50	10.50	O	Statutory

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

Application For Provisional Statement Where Premises Are Being Built etc (Sec 29)	444	315.00	315.00	O	Statutory
Notification Of Change Of Name And Address (Section 33)	445	10.50	10.50	O	Statutory
Application To Vary Licence To Specify Individual As Premises Supervisor (Section37)	446	23.00	23.00	O	Statutory
Application For Transfer Of A Premises Licence (Section 42)	447	23.00	23.00	O	Statutory
Interim Authority Notice Following Death Etc Of Licence Holder (Section 47)	448	23.00	23.00	O	Statutory
Theft, Loss etc Of Certificate Or Summary (Section 79)	449	21.00	21.00	O	Statutory
Notification Of Change Of Name Or Alteration Of Rules Of The Club (Section 82)	450	10.50	10.50	O	Statutory
Change Of Relevant Registered Address Of Club (Section 83,(1) Or ( 2)	451	10.50	10.50	O	Statutory
Theft, Loss etc Of Temporary Event Notice (Section 110)	452	10.50	10.50	O	Statutory
Theft, Loss etc Of Personal Licence (Section 126)	453	10.50	10.50	O	Statutory
Duty To Notify Change Of Name Or Address (Section 127)	454	10.50	10.50	O	Statutory
Right Of Freeholder Etc To Be Notified Of Licensing Matters (Section 178)	455	21.00	21.00	O	Statutory

## Licensing Register Entries

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Per Individual Copy	438	26.00	26.00	O	Statutory
For All Entries ( No Plans Are Required)	439	1,000.00	1,000.00	O	Statutory
For All Entries ( If Plans Are Required)	440	3,000.00	3,000.00	O	Statutory

## Premises Licence

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Minor Variation	917	89.00	89.00	O	Statutory

## Premises Licence - Annual Fee

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
A	431	70.00	70.00	O	Statutory
B	432	180.00	180.00	O	Statutory
C	433	295.00	295.00	O	Statutory
D	434	320.00	320.00	O	Statutory
E	435	350.00	350.00	O	Statutory

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

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
D X 2	436	640.00	640.00	O	Statutory
E X 3	437	1,050.00	1,050.00	O	Statutory

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

### Premises Licence - New And Full Variation Applications

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
A	424	100.00	100.00	O	Statutory
B	425	190.00	190.00	O	Statutory
C	426	315.00	315.00	O	Statutory
D	427	450.00	450.00	O	Statutory
E	428	635.00	635.00	O	Statutory
D X 2	429	900.00	900.00	O	Statutory
E X 3	430	1,905.00	1,905.00	O	Statutory

### Mobile Home Site Licensing Scheme

#### Mobile Home Site Licence

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
o) Fit and proper person register application fee	1,693	378.00	397.00	O	Discretionary
a) Application for a new site licence - 1 to 5 pitches	1,336	525.00	551.00	O	Discretionary
i) Application to transfer a site licence	1,344	141.00	148.00	O	Discretionary
j) Annual fee - 1 to 5 pitches	1,345	199.00	209.00	O	Discretionary
k) Annual fee - 6 to 24 pitches	1,346	246.00	258.00	O	Discretionary
l) Annual fee - 25 to 99 pitches	1,347	277.00	291.00	O	Discretionary
m) Annual fee - 100+ pitches	1,348	344.00	361.00	O	Discretionary
b) Application for a new site licence - 6 to 24 pitches	1,337	612.00	643.00	O	Discretionary
n) Recover of cost of enforcement - hourly rate	1,415	66.00	70.00	O	Discretionary
c) Application for a new site licence - 25 to 99 pitches	1,338	677.00	711.00	O	Discretionary
d) Application for a new site licence - 100+ pitches	1,339	806.00	846.00	O	Discretionary
e) Application to alter conditions to a site licence - 1 to 5 pitches	1,340	250.00	263.00	O	Discretionary
h) Application to alter conditions to a site licence - 100+ pitches	1,343	295.00	310.00	O	Discretionary
g) Application to alter conditions to a site licence - 25 to 99 pitches	1,342	273.00	287.00	O	Discretionary
f) Application to alter conditions to a site licence - 6 to 24 pitches	1,341	261.00	274.00	O	Discretionary

### Pollution



## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

### Scrap Metal Dealers

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Scrap Metal Licence Variation	1,315	65.00	68.00	O	Discretionary
Scrap Metal collector fee	1,307	360.00	378.00	O	Discretionary
Scrap Metal replacement of Licence	1,316	28.00	29.00	O	Discretionary
Scrap Metal dealer site license fee	1,308	570.00	599.00	O	Discretionary

### Retail

#### Registration for skin piercing treatments: acupuncture, tattooing, skin piercing, elect

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Variation of registration	1,430	64.00	67.00	O	Discretionary
Practitioner registration	458	243.00	255.00	O	Discretionary
Registration of premises	459	243.00	255.00	O	Discretionary
Replacement certificate	935	55.00	58.00	O	Discretionary

#### Sex establishment licence fee

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
New, Renewal, Intermediate, Temporary	1,268	3,510.00	3,686.00	O	Discretionary
Change of licence details	1,269	175.00	184.00	O	Discretionary

#### Sex Shop Registration

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
New, Renewal, Intermediate, Temporary	456	3,510.00	3,686.00	O	Discretionary
Transfer Of Licence	457	3,510.00	3,686.00	O	Discretionary

## Parks Strategy

### All Recreation Grounds

#### Filming Rights

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
TV Or Films (Per Day Or Part Of) (Price on Application)	141			S	Discretionary
Still Photography Per Hour (Price on Application)	142			S	Discretionary

#### Fitness & Personal Training Fees & Licences

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
--------	----------------	----------------	-----	---------

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

Details of fees & charges available at [www.spelthorne.gov.uk/fitnesstrainingfees](http://www.spelthorne.gov.uk/fitnesstrainingfees)

1,417

S

Discretionary

### Football

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Junior individual bookings with pavilion use	638	51.00	53.60	S	Discretionary
Junior individual bookings NO pavilion	639	35.00	36.80	S	Discretionary
Adult individual bookings	621	105.40	110.70	S	Discretionary
Adult booking (per season, payable in 3 instalments)	1,478	2,235.50	2,347.30	E	Discretionary
Adult booking (per 1/2 season)	1,479	1,117.20	1,173.10	E	Discretionary
Junior booking (per 1/2 season) with pavilion use	1,481	530.25	556.80	E	Discretionary
Junior booking (per season, payable in 3 instalments) with pavilion use	1,480	1,060.50	1,113.50	E	Discretionary
Junior booking (per season, payable in 3 instalments) NO pavilion	1,482	757.50	795.40	E	Discretionary
Junior booking (per 1/2 season) NO pavilion	1,483	379.00	398.00	E	Discretionary

### Funfairs

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Deposit Against Damage	144	1,590.00	1,670.00	O	Discretionary
Daily Hire Charge	145	796.00	836.00	E	Discretionary

### Tennis (Price on Application)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Hire of court for private coaching (per hour per court)	792			S	Discretionary

### Usage of Parks

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Hire of park for non-charity events	1,329	603.00	633.00	E	Discretionary

## Pavement Licensing

### Pavement Licensing

#### Pavement Licensing

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Street Pavement License	1,679	100.00	100.00	O	Discretionary

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

### Public Halls

#### Shepperton Hall

##### Community Use (9am to Midnight) (Hire to local groups)

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Mon-Fri 9am to 5pm per hour	641	21.10	22.20	E	Discretionary
Mon-Fri After 5pm per hour	642	22.70	23.80	E	Discretionary
Sat 9am to 6pm per hour	643	26.60	27.90	E	Discretionary
Sat After 6pm per hour	644	45.30	47.60	E	Discretionary
Sunday 9am to 10.30pm per hour	645	45.30	47.60	E	Discretionary

##### Semi Commercial Use (9am to Midnight) (Commercial firms providing a community b

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Sat 9am to 6pm per hour	1,021	34.20	35.90	E	Discretionary
Mon-Fri 9am to 5pm per hour	1,006	28.50	29.95	E	Discretionary
Mon-Fri After 5pm per hour	1,016	31.50	33.10	E	Discretionary
Sat After 6pm per hour	1,031	58.40	61.30	E	Discretionary
Sunday 9am to 10.30pm per hour	1,221	58.40	61.30	E	Discretionary

Page 205

### Refuse Collection

#### Collection of contaminated bins

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Per Bin lift	1,676	21.00	22.00	O	Discretionary
Initial charge	1,675	215.00	226.00	O	Discretionary

#### Collection of contaminated waste bins

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Excess waste per bin lift	1,677	21.00	22.00	O	Discretionary

#### Collection of contaminated communal 140ltr food textile WEEE bins

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
--------	----------------	----------------	-----	---------

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

Initial charge	1,689	30.00	31.50	O	Discretionary
Per Bin lift	1,690	10.00	10.50	O	Discretionary

## Domestic

### Purchase of bins for new development

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
140L- Food Waste	1,674	64.00	67.00	S	Discretionary
1100 L - Plastic Recycle With Aperture	1,687	347.00	364.00	S	Discretionary

### Purchase of bins for New Developments

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
e) 1100L - Metal	1,455	454.00	477.00	S	Discretionary
a) 140L - Plastic	793	64.00	67.00	S	Discretionary
b) 240L - Plastic	794	66.00	69.00	S	Discretionary
c) 660L - Plastic	795	285.00	299.00	S	Discretionary
d) 1100L - Plastic	796	339.00	356.00	S	Discretionary

### Service Fees

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Replacement AWC Bin	751	64.00	67.00	O	Discretionary
Bulky Items (Excess) And Other Items By Arrangement	755	186.00	195.00	O	Discretionary
Provision of a waste skip - on private land	1,312	274.00	288.00	S	Discretionary
Annual charge for emptying of 2nd & 3rd 240L garden bin	1,513	34.00	36.00	O	Discretionary
Annual Charge for 240ltr Green Waste Bin	756	61.00	64.00	O	Discretionary
Annual Charge for Green Waste Sack	757	42.00	44.00	O	Discretionary
Sale of new 240ltr Green Waste Bin to new scheme members	1,309	27.00	28.00	O	Discretionary
Sale of second hand 240ltr Green waste bin (if available)	1,457	16.00	17.00	O	Discretionary
Annual Charge for 660ltr Green Waste Bin	1,314	159.00	167.00	O	Discretionary

## Non - Domestic

### Non - Domestic Properties only, not commercial waste (charge for the emptying of ea

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
g) Food Waste - up to 240ltr bin	1,306	4.50	4.75	O	Discretionary

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

b) Rubbish 660ltr bin	788	14.55	15.30	O	Discretionary
d) Recycling 240ltr bin	938	4.45	4.70	O	Discretionary
e) Recycling 660ltr bin	939	5.55	5.85	O	Discretionary
f) Recycling - Large 1100ltr bin	940	6.65	7.00	O	Discretionary
a) Rubbish 240ltr bin	787	12.00	12.60	O	Discretionary
c) Rubbish - Large 1100ltr bin	937	14.55	15.30	O	Discretionary

### Non - Domestic Properties only, not commercial waste (disposal cost of each individual

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
d) Recycling 240ltr bin	1,461	1.25	1.30	O	Discretionary
b) Rubbish 660ltr bin	1,459	4.45	4.70	O	Discretionary
c) Rubbish - Large 1100ltr bin	1,460	7.75	8.15	O	Discretionary
e) Recycling 660ltr bin	1,462	3.35	3.50	O	Discretionary
f) Recycling - Large 1100ltr bin	1,463	5.55	5.85	O	Discretionary
g) Food Waste - up to 140ltr bin	1,464	3.35	3.55	O	Discretionary
a) Rubbish 240ltr bin	1,458	1.70	1.80	O	Discretionary

Page 207

## Rodent & Pest Control

### Rodent And Pest Control

#### Pest Control

	Record	2022/23 Charge	2023/24 Charge	VAT	Statute
Rats (Up to 3 visits)	325	46.50	55.00	S	Discretionary
Mice (Up to 3 visits)	326	72.00	72.00	S	Discretionary
Fleas, Cockroaches etc. (based on a 3 bedroom property, more than 3 bedrooms subject to survey)	327	82.00	95.00	S	Discretionary
Bedbugs (based on a 3 bedroom property, more than 3 bedrooms subject to survey)	1,260	116.50	122.00	S	Discretionary
Wasps (per visit)	1,629	82.00	70.00	S	Discretionary

## Stray Dogs

### Stray Dogs - Collection Fee (comprising of £25 statutory fee, contractor collection fee

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
--------	----------------	----------------	-----	---------

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

Plus Kennelling of £30/day, if the owner wants their dog delivered back to them £35, and any vet fees incurred charged in addition

295	202.00	212.00	O	Discretionary
-----	--------	--------	---	---------------

## SAT

### Spelride Accessible Transport (S A T)

#### Membership

Annual

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
758	22.15	22.30	O	Discretionary

#### Spelride

Per Single Trip

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
759	4.30	4.50	Z	Discretionary

Return Trip

760	7.50	7.90	Z	Discretionary
-----	------	------	---	---------------

## Taxi Licensing

### Taxi Licensing fee structure

#### Cancellation of booked appointment fee

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,718		40.00	O	Discretionary

#### Change of Vehicle

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,707		167.00	O	Discretionary

#### DBS

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,717		47.00	O	Discretionary

#### Discounted HC vehicle with wheelchair accessibility

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,709		121.00	O	Discretionary

#### Discounted PH vehicle with wheelchair accessibility

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,708		119.00	O	Discretionary

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

### English & Numeracy Test & Retest

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,716		30.00	O	Discretionary

### Hackney Carriage Conditions Test & Retest

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,713		50.00	O	Discretionary

### Hackney Carriage Geographic Test & Retest

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,712		70.00	O	Discretionary

### New Driver Hackney Carriage (1 year)

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,696		231.00	O	Discretionary

### New Driver Hackney Carriage (3 year)

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,697		376.00	O	Discretionary

### New Driver Private Hire (1 year)

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,698		231.00	O	Discretionary

### New Driver Private Hire (3 year)

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,699		386.00	O	Discretionary

### Operators 1 year

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,710		349.00	O	Discretionary

### Operators 5 year

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,711		978.00	O	Discretionary

### Private Hire Conditions Test & Retest

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,714		50.00	O	Discretionary

### Private Hire Geographic Test & Retest

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
--------	----------------	----------------	-----	---------

## Fees and Charges

Printed Date: 09/02/2023

Last modified: 09/02/2023

	1,715	50.00	O	Discretionary	
<b>Reissue of PH/HC driver or vehicle licence due to any other reason</b>	<a href="#">Record</a> 1,719	<a href="#">2022/23 Charge</a> 25.00	<a href="#">2023/24 Charge</a> 25.00	<a href="#">VAT</a> O	<a href="#">Statute</a> Discretionary
<b>Renewal Driver Hackney Carriage (1 year)</b>	<a href="#">Record</a> 1,700	<a href="#">2022/23 Charge</a>	<a href="#">2023/24 Charge</a> 193.00	<a href="#">VAT</a> O	<a href="#">Statute</a> Discretionary
<b>Renewal Driver Hackney Carriage (3 year)</b>	<a href="#">Record</a> 1,701	<a href="#">2022/23 Charge</a>	<a href="#">2023/24 Charge</a> 431.00	<a href="#">VAT</a>	<a href="#">Statute</a> Discretionary
<b>Renewal Driver Private Hire (1 year)</b>	<a href="#">Record</a> 1,703	<a href="#">2022/23 Charge</a>	<a href="#">2023/24 Charge</a> 188.00	<a href="#">VAT</a> O	<a href="#">Statute</a> Discretionary
<b>Renewal Driver Private Hire (3 year)</b>	<a href="#">Record</a> 1,704	<a href="#">2022/23 Charge</a>	<a href="#">2023/24 Charge</a> 391.00	<a href="#">VAT</a> O	<a href="#">Statute</a> Discretionary
<b>Upgrade Private Hire Driver to Hackney Carriage Driver (Includes 1 attempt at condition)</b>	<a href="#">Record</a> 1,702	<a href="#">2022/23 Charge</a>	<a href="#">2023/24 Charge</a> 202.00	<a href="#">VAT</a> O	<a href="#">Statute</a> Discretionary
<b>Vehicle Hackney Carriage</b>	<a href="#">Record</a> 1,705	<a href="#">2022/23 Charge</a>	<a href="#">2023/24 Charge</a> 242.00	<a href="#">VAT</a> O	<a href="#">Statute</a> Discretionary
<b>Vehicle Private Hire</b>	<a href="#">Record</a> 1,706	<a href="#">2022/23 Charge</a>	<a href="#">2023/24 Charge</a> 239.00	<a href="#">VAT</a> O	<a href="#">Statute</a> Discretionary
<b>Taxi Licesning fee struture</b>					
<b>Replacement of plates</b>	<a href="#">Record</a> 1,720	<a href="#">2022/23 Charge</a>	<a href="#">2023/24 Charge</a> 23.00	<a href="#">VAT</a>	<a href="#">Statute</a> Discretionary



## Fees and Charges

---

Printed Date: 09/02/2023

Last modified: 09/02/2023

## Works in Default

### Works in Default

#### Works in Default

30% administration fee applied to cost of any works that are carried out in default by Environmental Health

Record	2022/23 Charge	2023/24 Charge	VAT	Statute
1,453			S	Discretionary

---

This page is intentionally left blank

## Corporate Policy and Resources Committee



20 February 2023

<b>Title</b>	Pay Award 2023/24
<b>Purpose of the report</b>	To make a recommendation to Council
<b>Report Author</b>	Debbie O'Sullivan/Angela Tooth, Human Resources Managers
<b>Ward(s) Affected</b>	Not applicable
<b>Exempt</b>	No
<b>Exemption Reason</b>	Not applicable
<b>Corporate Priority</b>	This item is not in the current list of Corporate Priorities but still requires a Committee/Council decision.
<b>Recommendations</b>	<p><b>The Corporate Policy and Resources Committee is asked to recommend to Council that the 2023/24 pay award is approved as follows:</b></p> <p><b>A consolidated payment of £1925 per full time equivalent (FTE) to all scale points including personal salary</b></p> <p><b>An increase of 3.5% (average percentage increase) to those allowances that increase annually with the pay award.</b></p>
<b>Reason for Recommendation</b>	<p><b>As a result of moving to local pay on 1 April 2019, the pay award for 2023/24 is to be decided by full Council.</b></p> <p><b>The pay award is made to help attract and retain staff and is in recognition of their ongoing hard work and dedication in supporting the Council's services.</b></p>

## 1. Summary of the report

- 1.1 This report seeks the Corporate Policy and Resources Committee agreement to recommend to Council that the 2023/24 pay award is a consolidated (built into the base pay) payment of £1925 per FTE to all pay scales and personal salaries and for the average percentage increase to be applied to those allowances which increase each year with the pay award.

## 2. Key issues

- 2.1 With effect from 1 April 2019 Spelthorne Borough Council (Spelthorne) became a local pay and local terms and conditions employer. Pay awards are to be decided by full Council and the Corporate Policy and Resources Committee are asked to recommend to Council the pay award for 2023/24.
- 2.2 The Chief Finance Officer presented at a Budget Briefing for all councillors on 22<sup>nd</sup> November 2022, which included a proposal for the pay award which will take into consideration pay review data from other councils within Surrey and any available information from the national pay award negotiations. In order to remain competitive and retain staff a consolidated increase of £1925 to all pay scales and personal salaries is recommended. Sufficient provision will be built into the 2023/24 budget. This matches the 2022/23 pay element of the National Pay Award.
- 2.3 A consolidated payment means that lower grades will receive a higher percentage increase (9.54% to the lowest scale point) gradually decreasing through the higher scales, for example, 6.52% for scale point 24 (Scale 5), 3.22% for scale point 49 (Scale SM2), 2.31% for scale point 64 (Group Head scale) and 1.47% for the top scale point 94. However, this bottom loading will not compress the scale points due to all scale points increasing by the same amount. Bottom loading which results in scale compression does not meet organisational business need. This also maintains a gap between the 2023/24 bottom scale point and the new National Living Wage of £10.42 for 2023/24.
- 2.4 Certain allowances, for example, first aid, car allowances and incident liaison increase with the pay review percentage each year. It is recommended that the average percentage increase of 3.5% is applied to the affected allowances.
- 2.5 In order to continue to deliver high quality services, Spelthorne's focus is on retaining the breadth and depth of skills, technical knowledge and managerial experience we have together with the ability to attract suitable and qualified candidates for vacant posts. Recruitment and attracting the right candidate continue to be challenging.
- 2.6 In November 2022 the Office for National Statistics (ONS) reported "average regular pay growth for the private sector was 6.9% in August to October 2022, and 2.7% for the public sector; outside of the height of the pandemic period, this is the largest growth rate seen for the private sector and is among the largest differences between the private sector and public sector growth rates we have seen." The ONS Consumer Prices Index measure of inflation (November 2022) is 10.7%. The cost of housing and household services rose 11.7% in the 12 months to October 2022. Therefore, all staff will be experiencing significant cost of living increases.
- 2.7 The proposal has been subject to consultation and negotiation, within the limits of the Collective Agreement, between the Chief Executive, Deputy Chief Executive, Human Resources and UNISON as further detailed below.
- 2.8 UNISON made a pay submission to the Chief Executive at the end of August 2022. Consultation meetings were held, and agreement has been reached on the distribution as detailed above. The agreement accepted UNISON's pay claim of a consolidated payment of £1925 which is based on the 2022/23 pay element of the National Pay Award.

2.9 Clause 1.4 of the Collective Agreement, Mechanism and timetable for deciding pay awards states:

“UNISON may make representations to Corporate Policy and Resources Committee when they consider the budget for the following year. The Corporate Policy and Resources Committee will consider any pay submission/representation from UNISON before they make a recommendation to Council for the Local Pay Award for the following year.”

2.10 UNISON may choose to make their own submission/representation to Corporate Policy and Resources Committee.

2.11 This explains the main criteria upon which the decision is to be based.

### **3. Options analysis and proposal**

3.1 To approve the distribution of the pay award as detailed in this report. This is required to remain competitive with our comparators and will demonstrate a commitment to all staff. **Preferred option.**

3.2 To not approve the pay award or award a lower pay award or implement bottom loading resulting in compression will impact on morale, recruitment and retention.

### **4. Financial implications**

4.1 The budget for 2023/24 has built in sufficient provision to cover the proposed additional percentage increase and will add approximately £673,000 (inclusive of national insurance and superannuation) to the base budget for 2023/24.

### **5. Risk considerations**

5.1 The well-publicised cost of living rises may impact retention and recruitment of staff where other organisations may offer higher salaries and benefits. A fair and equitable pay review which seeks to support the lower scales will go towards mitigating this risk.

### **6. Procurement considerations**

6.1. There are none

### **7. Legal considerations**

7.1 Consultation with UNISON has followed the process detailed in the Collective Agreement.

### **8. Other considerations**

8.1 If agreed, the pay award as detailed above, is applicable to all staff including those on protected salaries, personal salaries and apprentices.

8.2 If agreed, the average percentage increase will be applied to certain allowances that are increased annually in line with any pay award.

8.3 Under clause 1.1 of the Collective Agreement, Section 1: Arrangement for agreeing the Spelthorne Local Pay Award it states the following:

“Spelthorne will give due regard to the NJC, JNC and JNC for Chief Executives National Pay Award.”

There has been no indication of any proposals for the 2023/24 National Pay Award. Should the 2023/24 National Pay Award be higher than the Spelthorne Local Pay Award, due consideration will be given to proposing to Council that the Local Pay Award meets the National Pay Award, subject to affordability.

**9. Equality and Diversity**

The pay award is across all pay scales and personal salaries and all staff are included.

**10. Sustainability/Climate Change Implication**

10.1 There will be no impact on climate change issues.

**11. Timetable for implementation**

11.1 The pay award will be effective from 1 April 2023.

**12. Contact**

12.1 Angela Tooth, Human Resources Manager, [a.tooth@spelthorne.gov.uk](mailto:a.tooth@spelthorne.gov.uk)

Debbie O’Sullivan, Human Resources Manager,  
d.o'sullivan@spelthorne.gov.uk

**Background papers:**

There are none

**Appendices:**

There are none

# Corporate Policy & Resources Committee



20 February 2023

<b>Title</b>	<p><b>Draft Detailed Revenue Budget for 2023-24</b></p> <p><b>Please note that some of the agenda items being discussed at CP&amp;R Committee on 20 February, might impact on this report and officers may need to update this report to account for the Committee's decision, after the meeting.</b></p>
<b>Purpose of the report</b>	To make a recommendation to Council
<b>Report Author</b>	Paul Taylor Chief Accountant
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Corporate Priority</b>	<p>Community</p> <p>Affordable Housing</p> <p>Recovery</p> <p>Environment</p> <p>Service Delivery</p>
<b>Recommendations</b>	<p><b>Committee is asked to recommend that Council consider and approves the following:</b></p> <ol style="list-style-type: none"> <li><b>1. To approve a 2.9% increase on the Spelthorne Borough Council element of the Council Tax for 2023-24. Moreover:</b> <ol style="list-style-type: none"> <li><b>a. The Revenue estimates as set out in Appendix 1 be approved.</b></li> <li><b>b. No funds, as set out in this report are to appropriate from General Reserves in support of Spelthorne's local Council tax for 2023-24.</b></li> <li><b>c. To agree that the Council Tax base for the year 2023-24 is 40,551 Band D equivalent dwellings calculated in accordance with regulation 3 of the Local Authorities (Calculation of Council tax base) Regulations 1992, as amended, made under Section 35(5) of the Local Government Finance Act 1992.</b></li> </ol> </li> <li><b>2. Continuing the Council's Local Council Tax Support Scheme with the current rules and regulations.</b></li> <li><b>3. Continuing the complete disregard of war pension / armed forces pension income from benefit calculations.</b></li> <li><b>4. The growth and savings items as set out in the report's appendices 3, and 4.</b></li> <li><b>5. To note the Chief Finance Officer's commentary in section 4 of the report on the robustness of budget estimates and</b></li> </ol>

levels of reserves under sections 25 and 26 of the Local Government Act 2003

6. The Council Tax Base for the whole Council area for 2022//23. [Item T in the formula in Section 31b (3) of the local government Finance Act 1992, as amended (the “act”)] should be 40,551 band D equivalent dwellings and calculate that the Council Tax requirement for the Council’s own purpose for 2023-24 is £216.14 Per Band D equivalent dwelling.

That the following sums be now calculated by the Council for the year 2023-24 in accordance with Section 31 to 36 of the Local Government Act 1992.

A	107,487,700	Being the aggregate of the amount which the Council estimates for the items set out in Section 31A (2) of the Act considering all precepts issued to it by Parish Councils.
B	-98,723,000	Being the aggregate of the amount which the Council estimates for the items set out in Section 31A (3) of the Act
C	8,764,700	Being the amount by which the aggregate at (A) above exceeds the aggregate at (B) above, calculated by the Council, in accordance with Section 31A (4) of the Act, as its Council Tax requirement for the year
D	216.14	Being the amount at (C) above divided by the



			amount at 5c (above), calculated by the Council in accordance with Section 31B (1) of the act, as the basic amount of its Council Tax for the year (including Parish precepts)
	<b>E</b>	<b>0</b>	Being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
	<b>F</b>	<b>216.14</b>	Being the amount at (D) above less the result given by dividing the amount at (E) above by the amount at 5c (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 on those parts of its area to which no Parish precept relates.
<p><b>That the following amounts be calculated for the year 2023-24 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011.</b></p>			

	<table border="1"> <thead> <tr> <th>A £</th> <th>B £</th> <th>C £</th> <th>D £</th> <th>E £</th> <th>F £</th> <th>G £</th> <th>H £</th> </tr> </thead> <tbody> <tr> <td>144.09</td> <td>168.11</td> <td>192.12</td> <td>216.14</td> <td>264.17</td> <td>312.20</td> <td>360.23</td> <td>432.28</td> </tr> </tbody> </table>	A £	B £	C £	D £	E £	F £	G £	H £	144.09	168.11	192.12	216.14	264.17	312.20	360.23	432.28
A £	B £	C £	D £	E £	F £	G £	H £										
144.09	168.11	192.12	216.14	264.17	312.20	360.23	432.28										
<b>Reason for Recommendation</b>	To deliver services for its residents the Council has to set a balanced Revenue Budget and determine its Council tax levels																

### Precepts issued to the Council

	A £	B £	C £	D £	E £	F £	G £	H £
<b>Surrey County Council</b>	1116.72	1302.84	1488.96	1675.08	2047.32	2419.56	2791.80	3350.16
<b>Surrey Police &amp; Crime Commissioner</b>	207.05	241.55	276.06	310.57	379.59	448.60	517.62	621.14

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 as the amounts of Council tax for the year 2023-24.

The Council has determined that its relevant basic amount of Council Tax for 2023-24 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 2023-24 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. Key issues

- 1.1 By law Councils are required each year to set a balanced budget. At the time of writing the original draft report the Council has a draft balanced budget proposal for 2023-24. The Committee will need to resolve a couple of matters relating to the recruitment of FTEs, and if that should create a small deficit, then members of the Committee will need to work through a variety of options to reduce the gap and rebalance the budget. These options include reducing the value of growth bids; increasing the value of savings; increasing some of the fees and charges.
- 1.2 The main points from the 2023-24 Budget as set out in Appendix A are as follows: -
  - (a) Increase in the Spelthorne Borough Council element of the Council Tax is £6.09 (2.9%) for the year

- (b) Pay Award for all staff, fixed sum of £1,925, this is an increase of just over 10% for the lowest grade and a little under 2% for the highest grade, with an average pay rise of 3.54%.
  - (c) Discretionary Fees and Charges inflation applied 5% (with exception of Meals on Wheels and parking fees)
  - (d) Contract inflation 1.7%
- 1.3 The Council has done a great job of dealing with an extremely challenging economic context with the UK economy having firstly as result of the COVID\_19 pandemic the worst economic downturn over 300 years followed by the Cost of Living Crisis. This has not been straight forward.
- 1.4 However, the Council and its residents remain in exceptionally challenging and uncertain times, and although the challenges faced by Council as a result of the COVID-19 pandemic are diminishing, the cost of Living crisis, which was forecast to have an adverse impact of £1.2m on the Council's Budget position. With Consumer Prices Index (CPI) inflation for the twelve months to 31 December 2022 averaging 10.5% and, in some areas, food shopping, construction and energy bills soaring above the CPI Index, as much as between 20-30%, times are starting to get tougher for our residents (and businesses), particularly as the level of Government support for energy bills will reduce in April. The increase in the Bank of England base rate to 4%, with the financial markets predicting that there is another base rate rise to come before the rate peaks, this is a ticking timebomb for the home owners in the borough as they come to the end of their cheap fixed term mortgage arrangements at under 1% and will be renewing between 4-6%, this means they will have to make some very tough decisions about the future, again, this is likely to impact on the Council with the likelihood of lower collection rates and higher bad debt write offs.
- 1.5 The increasing interest rates is having a serious impact on the viability of the Council's residential and regeneration development projects. The reduced (compared to original proposals) height restrictions have seen almost £70m written off our future cash inflows over a fifty year period, the increased construction costs have seen a further £33m added on to the Council's capital programme, and when assessed against the forecast 200% increase in loan interest costs, a further £190m have been added on to the Council's cash outflows. Over the coming months, Officers will be monitoring the actual and forecast interest movements and will continually reassess the viability of each project, to appraise. It is positive that at the Extraordinary Council Meeting on 2<sup>nd</sup> February 2023 the Council approved a fresh strategic approach, including seeking to maximise Homes England grant funding designed to put these schemes on a sustainable basis thereby avoiding £9m of capitalised costs write off to Revenue enabling this balanced budget proposal to be considered
- 1.6 Like many of our businesses in the Borough, the Council is having to forecast and plan ahead, trying to predict just when our operating income and services, will return to pre pandemic levels? All of which, has had a serious impact on the Medium Term Financial Strategy and the budget setting process for 2023-24 and beyond.
- 1.7 The Council is continuing to see reduction in some of its services, fees and charges income, the amounts of Council tax and business rates collected, and this challenging news is offset by a small increase in our treasury

management income as the Bank of England has recently raised the base rate.

- 1.8 As the United Kingdom moves from global pandemic to economic recession Council is continuing to provide extra support, including financial support to many of our services This is making our ability to predict when things will return to 'normal' conditions extremely difficult.
- 1.9 Unplanned global issues, such as, the war in Ukraine have also impacted on the Council this year, notably with our investment and regeneration portfolio, where one of the tenants was on the UK Government's prescribed list and this led to the loss of rental income and ultimately a tenant. Whilst the property was empty, Officers brought forward a planned maintenance programme to reduce disruption to the new tenant, once they have moved in. Costing the Council just over £4.0m, and this along with the loss of two further tenants, has resulted in a net £5.9m being required from the Sinking Funds to balance the 2023-24 budget. On a positive side we already have prospective tenants expressing an interest in moving into this location.
- 1.10 The Council was aware of the potential impact of these issues in 2021-22 approved £2.5m of the underspend that year, be transferred to the Sinking Fund, which means that only £2.4m needed to be found from the Sinking Fund to cover the £4.0m unplanned short fall from the Ukrainian War.
- 1.11 Discussions are currently ongoing across Surrey councils about seeking approval for a Surrey Deal by Government which could have future financial impacts for district and borough councils.
- 1.12 In presenting this balanced budget, with general reserves, protected, as contingency to support our services, we are continuing to show a measured approach in managing both the uncertainty surrounding the past impact of COVID-19 and the future impact of the Cost of Living crisis on the Council, our local economy, businesses, and residents.
- 1.13 As a result of extensive modelling, ranging over the short term, i.e., a few years to the long term, i.e., up to 50 years, as highlighted in 1.5 above, the Council is facing some major challenges over the next three years caused by the delays in finalising the development properties and the delays in income flowing from Knowle Green Estates.
- 1.14 The forecasts for the MTFs indicate that whilst the Council has managed to balance the 2023-24 budget, the forecasts for the following three years are challenging:
  - (a) 2024-25 - £3.8m deficit
  - (b) 2025-26 – £6.3m deficit
  - (c) 2026-27 - £9.8m deficit
- 1.15 It is therefore really important that in the current year the Council focuses in the coming year on the strands within its Medium Term Financial Strategy to ensure it delivers actions which will close the above gaps.
- 1.16 Officers will be monitoring the medium term closely, particularly any adverse interest rate movements and unnecessary delays to the building of the Council's development projects, as the Council could run the risk of £8.9m of capitalised revenue costs, being charged to the revenue budget.

- 1.17 Having identified over £430k of savings as part of the 2023-24 budget setting process, Officers will also be working to identify additional cashable service improvements and savings through all the services over the next four years.
- 1.18 Appendix 1 summarises the current draft detailed Budget proposed for 2023-24. After allowing for Housing Benefit the gross budget is financed as follows,
- (a) Fees and Charges
  - (b) Property Rental Income – Increasingly representing a greater proportion of the overall funding
  - (c) General Revenue Grants, including New Homes Bonus which increased substantially this year & Retained Business Rates
  - (d) Council Tax

### **Business Rates Retention**

- 1.19 The Government has extended the Business Rate Retention programme in its current 50% form until 2025-26 and along with the “Fair Funding Review” it will not progress until after the next general election.
- 1.20 Spelthorne Borough Council is also participating in the Surrey National Non Domestic Rate Pool, alongside other some of the Surrey Districts and Boroughs and Surrey County Council and this will yield an estimated additional income of £450k in 2023-24.

### **Grant Settlement**

- 1.21 The Government’s Local Government Funding Settlement was announced on 21 December 2022 and confirmed that Spelthorne would receive as a new Core Spending Power 3% increase Guarantee grant £1.48m in 2023-24 and £1.2m in 2024-25. As mentioned last year, because of the reduced number of new dwellings built in the borough, the Council’s New Homes Bonus reduced by over £1.1m, down to £101k, so it was fortunate that we have received the new Core Spending Power grant which has offset this year the reduction in New Homes Bonus Grant.
- 1.22 After a number of years of not having received any Revenue Support Grant, we have been notified that for 2023-24 we will receive, £91,000 of Revenue Support Grant.

## **2. Council Tax**

- 2.1 Whilst the Government has limited the amount of Council Tax for shire districts and boroughs to either 3% or a rise of £5 on Band D (whichever is the higher) which is a slight increase on the previous limit of higher of 2% or £5,. In our case 3%, would equate to £6.30 on band D. Council will be asked to recommend an increase of 2.9%, which equates to £6.09. County Councils and Unitary Authorities can levy a combined Council tax and additional adult social care precept of up to 4.99%, although Surrey County Council is only applying a 2.99% for 2023-24. The referendum limit for the Police has been set at an increase of £15 Band D equivalent to 5.07% .

### **Council Tax Support Scheme**

- 2.2 The Council will continue the Local Council Tax Support scheme with the same rules and regulations as was agreed for the 2014/15 scheme. This was a 25% deduction made for working age claimants and a 10% deduction for working age claimants who we classified as disabled due to the benefits they

receive. This is also considering any annual uprating of applicable amounts or premiums that is announced by central government for the following year.

### **War Widows**

- 2.3 It is sensible to re-confirm the Council's position with respect to the complete disregard of war pension /armed forces pension income from benefit calculations. If the full amount is disregarded the cost of this measure falls on the local authority as only the first £10.00 is disregarded by central government. We have already agreed to do this for our Council tax support scheme. We have always disregarded the full amount since the housing benefit scheme came into existence along with practically every other local authority and the cost to the authority in the last subsidy claim was £4,210. We intend to continue to make this disregard for 2023-24

### **3. Budget Consultation**

- 3.1 ~~The Council issued a Budget Consultation in the last few months of the year and we received a good response, with a significant number indicating that the Council should continue to prioritise the provision of affordable housing to its residents. See appendix 4~~
- 3.2 The Council has continued to take in to account the views of our residents based on last year's budget consultation. Given the challenges over the medium term it is suggested that it might be useful and timely to undertake a further consultation exercise in 2023-24 to inform considerations for period to 2026-27.

### **4. Basis of preparation of the detailed budget**

- 4.1 **Service levels** – the budget estimates have been prepared based on maintaining existing service levels except where variations have been approved by the Committee and the Council. Members should be aware of the residual challenges posed by the COVID-19 global pandemic and the both the immediate and ongoing impact of the Cost of Living Crisis which may impact either favourably (in the case of interest we earn on our surplus cash) or adversely on the Council Revenue budget. Considerable work has been undertaken to estimate the potential impact of the Cost of Living crisis based on the knowledge gained during the pandemic and previous inflationary challenges. The Council has undertaken considerable work to identify savings and efficiencies to offset the list of growth proposals. This is to ensure a balanced budget not just for 2023-24 but also to move us towards us in a sustainable position to balance the Budget in future years.
- 4.2 **Pay and price levels** – a £1,925 payment to each Full Time Equivalent employee is being recommended to Council, with the full support of the local Unison branch, to provide some recognition of the impact of the Cost of Living crisis on the Council's workforce. For colleagues on the lowest grades, this will equate to a 10% increase, whereas colleagues, for the highest grade it will equate to approximately a 1.5% increase. Overall, this will represent a 3.54% increase across the board.

### **Pensions**

- 4.3 Pension Fund valuations for our employer contribution rates for 2023-24 were agreed notified to the Council in November 2022 as:

- (a) The primary rate which is the contribution paid on an ongoing basis as employees earn additional entitlement will continue at 17.3% for 2023-24 to 2025-26.
  - (b) the secondary rate – this is a lump sum which the Council pays as an employer towards closing the deficit relating to past service benefits. This will increase to £544k in 2023-24, increases to £605k in 2024-25 and to £650k in 2025-26
- 4.4 The next Valuation applies as at 31 March 2025 and will impact on employers' contributions for the years 2026-27 to 2028-29.

## 5. Fees & Charges

- 5.1 All fees and charges have been reviewed both by budget managers and the relevant service Committees in the January Committee cycle. See the separate report on the agenda. One Budget choice Councillors have had to make as part of the process is whether to apply its original inflation proxy of 5% or the current CPI percentage for the twelve months to 31 December 2022 of 10.5%. [Report will be updated to reflect outcome of Councillors' decision on this]

### Income Generation

- 5.2 The Budget forecasts have reflected officers' judgements on the future, taking the past three years income as a guide, whilst being mindful of the exceptional general economic context over the last two years, and the economic challenges to be faced over the next five years due to higher than anticipated inflationary pressures. In aggregate our income generation was recovering but we are still not expecting some of our income streams such as car parking to fully return to pre-pandemic levels for some time to come, if at all. By setting fees and charges below inflation, Council could be setting up long term issues for the Council, although, if as a result of these modest increases, more residents use the Council's services, the increased volume could make up the income short fall in real terms.
- 5.3 The net income contribution to the Revenue Budget from our commercial asset's portfolio is budgeted at £10.832m for 2023-24 representing no change when compared to 2021-22, in order to achieve this, as mentioned in 1.9 above, the Sinking Fund will contribute £5.9m to maintain service delivery, regeneration in the Borough and the delivery of much need affordable homes to the residents of the Spelthorne.
- 5.4 **Knowle Green Estates Ltd (KGE) - Currently** manages 95 apartments for the Council and is providing homes to key workers, disabled residents and families in the Borough.
- 5.5 The delays in completion of the five remaining properties, loss of income as apartment numbers were reduced due to height restrictions, increase construction costs and a substantial increase in loan interest rates, as highlighted in 1.5 above, would cause significant challenges for the Council's housing delivery company.
- 5.6 At the ECM on 2 February, in light of the pressures facing KGE, and the impact on its short term cashflow, it was agreed to provide the necessary support to enable KGE to move forward with the correct funding in place, and

to put the Council's residential delivery pipeline onto a financially sustainable basis.

- 5.7 As a result of the challenges caused by the adverse movement in interest rates, Officers, in line with the approach agreed by ECM on 2<sup>nd</sup> February, are looking at all options to source alternative grants and income, in order to reduce the amount of borrowing required from the PWLB, and Council intends to develop Thameside House and Benwell House phase 2 as private rental options, within the management of the Council, rather than KGE.
- 5.8 One of the key policy choices for the Committee in the next couple of years will be to determine and agree with KGE an interest margin to apply on affordable rental financing as these will help reduce SBC budget gaps in future years.
- 5.9 KGE is recharged for services provided and a small interest rate margin and this has been accounted for in the Council budget.
- 5.10 **Spelthorne Direct Services Ltd. (SDS)** – The company continues to grow winning a couple of prestigious contracts and is performing well, despite the challenges of establishing a new business in the middle of a global pandemic. SDS is recharged for services provided to it by the Council budget, and is only making finance repayments on start-up capital

#### **Contingencies.**

- 5.11 The General Fund reserve exists as a source of contingency funds should a need arise, which can be addressed through offsetting savings and over the next few years, we are looking to increase this to £5m over the next three to five years.

#### **Interest Rates**

- 5.12 The Council at present has benefited from many years of above average investment returns through a diversified range of pooled investment funds. The return on these funds is 3.18% as at 31 December 2022 which is a still a good rate of return even though base rate rose from 0.25 to 3.5% in the 12 months to December 2022..
- 5.13 This time last year the Bank of England Base Rate stood at 0.5%, nine increases later in February 2023, it stands at 4.0%, with the market factoring in another rate increase later this year.
- 5.14 Whilst this is bad news for our capital programme, as the cost of borrowing increases, and due to the number of base rate increases, this has changed almost on a daily basis, yesterday, the Council was being offered 4.57% for 12 month cash deposits.
- 5.15 This is good news for our investments and the 2023-24 detailed budget reflects this opportunity, as Officers are predicting £2.4m of interest from all our investments, an increase of over £1m on the previous year.

#### **6. Investment Income**

- 6.1 The Corporate Policy & Resources Committee has separately received the Treasury Management Strategy for 2023-24 indicating the current position in respect of interest rates and the proposed strategy for dealing with the lower levels of interest rates and the reduction of investment monies.



- 6.2 Arlingclose advises the Council on expected one or possibly two rate changes which would affect investments and full details are shown in the Treasury Management Strategy Report.
- 6.3 The Corporate Policy & Resources Committee is receiving separately on this agenda the Capital Strategy, which is based on their feedback received, and it sets out the Council's broader approach to management of capital expenditure and risk mitigation with respect to financial and non-financial investment assets.
- 6.4 The Treasury Management Strategy, Capital Strategy and the Capital Programme reports set out the Prudential Indicators including the proposed borrowing limits in accordance with the Chartered Institute of Public Finance's Prudential Code.

### **Use of Reserves**

- 6.5 The Corporate Policy & Resources Committee is reviewing its reserves levels and the purposes for which it holds reserves in the Reserves Policy. An updated Reserves Strategy is on the Agenda of this Committee for recommendation to the February Council the Budget indicates that we will use the following:
- (a) £36,800 – from the Planning Performance Agreement to fund a Systems Administrator Support Officer
  - (b) £48,800 – from the Green Initiatives Reserve to fund the Environment and Sustainability Officer for 2023-24
  - (c) £128,000 - from the Business Rates Equalisation Reserve to fund for 2023-24 two temporary posts in the Economic Development Team (please refer to the appendices below for more details).
  - (d) £75,000 from the Local Plan Reserve
  - (e) £362,000 from the Cost of Living Reserve to fund some of the £1.2m additional costs associated with the crisis, impacting on the Council's budget.
  - (f) £472,000 from the International Financial Reporting standard (IFRS 16) Reserve, noting that £400k, will come from a recommendation at Outturn 2022-23
  - (g) As mentioned in 1.9 above, a net £5.9m is being transferred from the Sinking Fund to cover short term dips in investment assets rental income (in line with the purposes for which the Sinking Funds reserves were put aside for) the £4.0m unplanned impact of the war in Ukraine and the prudence of Council in recommending that £2.5m be utilised for the underspend at outturn for 2021-22.
  - (h) Officers will be monitoring not only Outturn at 2022-23, as indications are that the Council will have an underspend, but 2024-25 and beyond as the Cost of Living crisis impacts on the economy and our tenants. Officers are currently forecasting that a further net £3.2m may be required in 2024-25 from the Sinking fund to protect the Revenue Budget, with net contributions into the sinking funds for 2025-26 and beyond.

Not only has the investment income portfolio provided for our long-term future prosperity it has enabled the Council to provide a revenue contribution to help finance the capital programme, regenerate the Borough and continue to provide services and support to our residents.

The Council is anticipated to be adding a further net £3.0m into its Sinking Funds during 2022-23 and our anticipated reserves at 31 March 2023 is forecast to be £36m

### **Growth items**

- 6.6 All service committees have reviewed the growth bids relating to their services and the Appendix 3 reflects the bids which have been supported by those Committees and fed into this Committee.
- 6.7 Additional spending pressures or reduced income streams totalling £1.4 have been included in the budget. Appendix 2 summarises the discretionary budget growth items.
- 6.8 The evaluation of growth bids received from services have been carried out using several criteria including: -
  - (a) Whether there is an invest to generate future income aspect
  - (b) Whether there is an invest to achieve future savings
  - (c) Whether it is necessary to meet statutory obligations
  - (d) Whether it is necessary for operational reasons, for example service resilience
  - (e) No growth bids for staffing posts to be considered unless externally funded or as a result of a specific statutory requirement
- 6.9 There are a number of areas of new or increased expenditure items included in the 2023-24 budget and some of these are highlighted below:
  - (a) The Committee has 9 revenue growth bids and one capital growth bid for staff of which 2 revenue growth bids don't comply with the committee's guidance, i.e., they are not fully funded or statutorily required. These have been included in the balanced budget, and amount to £69k

Further, there is an additional report being discussed at tonight's meeting regarding another FTE request, which will unbalance the budget, therefore the committee will be required to find savings to keep the budget balanced.

- (b) Additional staffing resources / recruitment & retention and shown below is our current FTE position by cost of services at 31 December 2022 and for the previous five years.

<b>Actual FTEs</b>					
<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023 EST</b>
5.93	5.93	6.30	6.23	6.23	6.08
1.56	1.75	1.75	1.75	1.75	1.75
8.62	10.41	12.46	12.46	11.18	11.27
23.69	26.26	27.27	30.68	31.02	29.37
69.39	71.61	78.88	77.01	79.11	84.28
18.62	23.75	24.22	24.23	21.75	23.24
19.57	21.60	22.38	22.39	23.39	25.32
8.95	10.95	10.77	10.78	11.67	10.43
135.90	130.95	139.02	133.56	133.79	127.46
36.85	39.81	38.75	43.26	53.29	52.53
3.00	3.00	3.00	3.00	2.00	1.00
3.00	3.00	3.00	3.00	3.00	3.00
4.78	4.06	4.66	4.69	5.69	5.69
8.46	10.06	11.05	13.06	13.66	14.59
2.58	3.00	3.88	3.89	3.89	4.88
<b>350.90</b>	<b>366.14</b>	<b>387.39</b>	<b>389.99</b>	<b>401.42</b>	<b>400.89</b>

(c) The next table highlights the Council approved FTE's based on the annual growth bids, adjusted for all lapsed bids.

<b>Budgeted approved FTEs</b>					
<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>
5.93	5.93	6.93	6.60	7.11	7.08
1.56	1.75	1.75	1.75	1.75	1.75
8.61	10.39	12.65	12.46	13.17	12.90
26.68	32.57	36.37	35.15	41.00	46.12
70.46	78.08	84.22	86.12	89.81	93.99
22.58	27.65	27.93	25.02	25.75	26.07
21.66	21.30	23.09	22.79	22.79	25.33
9.00	11.00	10.94	11.78	11.83	10.80
156.07	161.13	162.17	163.94	162.08	147.50
34.60	43.34	43.64	50.36	57.18	56.97
3.00	3.00	3.00	3.00	2.00	2.00
3.00	3.00	3.00	3.00	3.00	3.00
3.36	4.28	4.28	4.69	5.69	5.69
8.46	10.46	9.46	9.40	10.00	11.78
3.58	3.58	3.58	3.89	3.89	3.89
<b>378.56</b>	<b>417.46</b>	<b>433.01</b>	<b>439.95</b>	<b>457.03</b>	<b>454.88</b>

As can be seen, the Council has over 10% of the budgeted FTE roles unfilled. So can be seen that the budgeted FTEs for 2023-24 compared to 2022-23 is falling slightly.

(d) Additional costs of service provision

### **Savings & Additional Income**

6.10 In total savings of approximately £430k have been found and this was mainly due to an exercise carried out to remove redundant codes from the budgets.

### **6.11 Precepts**

6.12 Surrey County Council at its meeting on 7 February set a Band D Council tax of £1675.08 representing a 2.99% increase and Surrey Police at its tax setting meeting on the 3 February set a band D Council tax of £310.57 representing a £15 increase on Band D representing a 5.1% increase.

## **7. Options analysis and proposal**

7.1 The Council is required to set a balanced budget and in the light of the detailed budget it is recommended the Council increases its share of Council Tax for 2023-24 by 2.9%. The Council is very aware of the financial pressures many of its residents are currently under because of the impacts of Cost of Living crisis, however this increase equates to just over a quarter of the current inflation level and is necessary to protect the Council's tax base and its ability to balance its Budget and provide services for its residents.

## **8. Financial implications**

8.1 Addressed in the body of the report.

## **9. Other considerations**

9.1 The Local Government Act 2003 (the 2003 Act) section 25 requires that when a Council is agreeing its annual Budget the Chief Finance Officer (section 151 Officer) must report to it on the following matters:

(a) The robustness of the estimates underpinning the Budget

(b) The adequacy of the proposed reserves' levels

9.2 In the exceptionally challenging times, all Councils are currently facing because of the past impact of the COVID19 pandemic and current and future impact of the Cost of Living Crisis it is even more important than ever to ensure that the Council pursues a careful and prudent approach to setting its budget (both Revenue and Capital) and considering budget risk, particularly around any further delays to its development properties, otherwise a further £8.9m of capitalised revenue costs may have to be charged back against the 2023-24 Revenue Budget and this will put services at risk.

9.3 Officers will need to monitor carefully the movements in interest rates, make critical judgements on when fees and charges income are likely to fully recover, and evaluate and manage a number of risks facing its commercial and retail income streams, and how this will impact on the Council's current and future budgets

9.4 Given the challenges outlined earlier in the report officers, will continue to monitor collection rates for Council Tax, Business Rates, and investment and regeneration assets and Knowle Green Estates Board will monitor rent areas in residential units.

- 9.5 There are a range of other legislative measures in Local Government Acts which are in place to ensure local authorities do not over-commit themselves financially. These include:
- (a) The Chief Finance Officer's section 114 power and duty, which requires a report to all members of the Council if there is, or likely to be, unlawful expenditure or an unbalanced budget.
  - (b) The Prudential Code issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) which guides local authorities on the affordability of their capital programme.
- 9.6 The 2003 Act requires Members to have regard to this report in making their decisions. The 2003 Act does not provide any specific guidance on how to evaluate the robustness of the estimates. However, it does identify the need to allow for risks and uncertainties that might lead to expenditure exceeding budget by:
- (a) Making prudent allowance in the estimates for inflation, known cost increases or reductions in income and in addition
  - (b) Ensuring that there are adequate reserves to draw on if the estimates are insufficient.
- 9.7 It is stressed that the advice contained in this report on the appropriate level of reserves is not based on a percentage of spend, but on an assessment of all the circumstances likely to affect the Council. Guidance issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) states the following factors should be considered by the section 151 officer in undertaking an assessment on the overall level of reserves and balances:
- (a) Assumptions regarding inflation, which clearly are of increased significance at present
  - (b) Treatment of demand led pressures
  - (c) Treatment of savings
  - (d) Risks inherent in new partnerships etc.
  - (e) Financial standing of the authority (i.e., level of borrowing, debt outstanding etc).
  - (f) The Authority's track record in budget management
  - (g) The Authority's capacity to manage in year budget pressures
  - (h) The Authority's virements and year end procedures in relation to under and overspends
  - (i) Estimates of the level and timing of capital receipts.
- 9.8 In assessing the above the s151 Officer is having regard to the constructive and useful discussions, which have been taking place since last summer, with DLUHC colleagues focusing on the Council's approach to mitigating future risks with respect to its debt levels and the role the sinking funds play in this.
- 9.9 The Council's Section 151 Officer has considered and followed those guidelines. The Council is obliged to take these views into consideration when setting the Council Tax and budget for 2023-24.

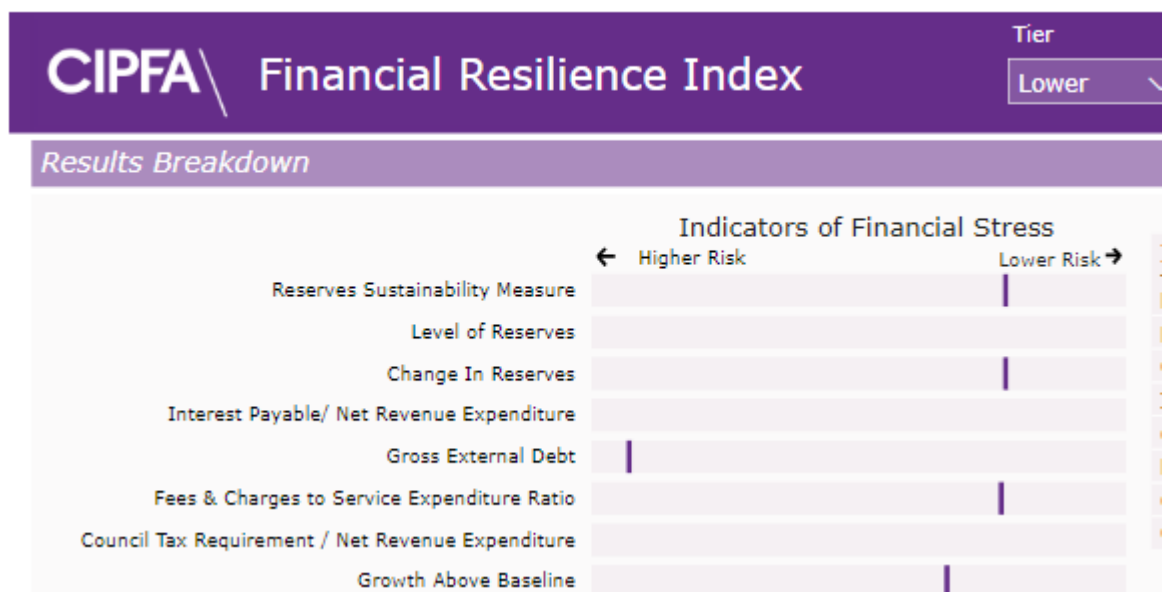
In coming to a view on the adequacy of reserves it is necessary to take several issues into account including:

- (a) The purpose for which the Council holds a specific reserve and general fund working balance
- (b) The risks and uncertainties the Council faces that may have financial consequences
- (c) The likelihood of those risks arising

9.10 The above issues, along with the Reserves Policy were considered as part of the Outline Budget report which are on the Corporate Policy & Resources Committee Agenda for this meeting, and which reviewed projected balances on reserves. The Council's Revenue Reserve, which acts as a contingency reserve is currently £2.2m which represents 25.2% of the proposed net budget for 2023-24.

9.11 Reserves and provisions – the local Government Act 2003 requires the Chief Finance Officer 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 useable revenue balances held by the Council are at the direct disposal of the general fund apart from the Collection Fund and the investment reserve. However, an all of Spelthorne Borough Council's reserves have been approved by Council as earmarked and can only be used for the intend purpose approved.

9.12 The Chief Finance Officer considers that the reserves and provisions will ensure that the Council maintains a healthy financial position even in the face of the residual economic impacts of COVID-19 and now the Cost of Living Crisis. In forming this judgement, he has had regard to the Chartered Institute of Public Finance and Accountancy (CIPFA) Financial Resilience Index results for the Council which show a strong overall positive picture particularly with respect to reserves levels with 6 of the 8 indicator measures towards the lowest end of risk.



This reflects the additional amounts the Council has been putting into its Sinking Funds. As commented in the Reserves Policy a recent national benchmarking exercise by LG Improve identified that Spelthorne has the highest ratio of unallocated revenue reserves to net revenue budget of any district or borough Council in the country.

- 9.13 In response to the impact of COVID-19 which saw the biggest economic downturn for more than three hundred years, and now the Cost of Living crisis the Council has carefully reviewed the adequacy of its Sinking Funds reserves designed to be able to absorb potential drops in its commercial income stream. Corporate Policy and Resources Committee in November approved the Sinking Fund Reserves strategy proposals. The Council produced revised Sinking Funds projections for the next ten years on both an expected case and worst-case basis, as part of the annual budget setting and MTFS process, as well as a separate exercise, which looks at 10 – 50 years.
- 9.14 The CIPFA Financial Resilience has three measures for which the Council is shown as being at the higher end of risk. These are
- (a) Gross Debt to revenue budget – this reflects that the Council has more than £1 billion in debt (although we do not have the highest level of debt in our comparator group). What also needs to be considered is that the Council has nearly £1 billion of best-in-class assets backing this debt. It is recognised that in line with property assets across the economy our asset valuations have reduced over the last few years, because of the pandemic and more recently the cost of Living crisis, however, with the income levels and occupancy levels holding up strongly we believe these are temporary balance sheet movements and that the values will recover over time. Further, as the Council has no intentions to sell these assets any paper loss incurred to date, will not crystallise.
  - (b) Through the Council’s Sinking Fund strategy, it is seeking to ensure it the council can cope with any unplanned situation, like the war in Ukraine. The debt is being paid down on an annual prudent basis. and the borrowing has been fixed at low rates of interest. There is no risk of interest movement on the debt.
  - (c) Interest to revenue - this reflects the level of debt highlighted above, What the CIPFA indicator does not reflect is that the rental income generated by the commercial assets is more than 2.2 times in value the interest cost and is sufficient to cover interest, annual debt repayments, management costs and to make annual Sinking Fund contributions.
  - (d) The Index flags that due to the Council currently doing well in terms of the amount of Business Rates it retains above the Baseline set by Government that there is a risk when the Government resets the baseline in 2023-24 as part of implementing 75% Business Rates retention nationally, that the Council is at risk of losing rates when the change happens.
- 9.15 The Chief Finance Officer is satisfied that each service budget has been prepared in the context of the Council’s corporate strategies, including the Capital Strategy 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. Officers have a modelled a range of scenarios including different assumptions around future pay settlements, and rate at

which business rates may be withdrawn from the Council by Government. The nature and size of our revenue budget carries a degree of risk, this is particularly the case in the current Cost of Living crisis, which has followed on so quickly, after the global pandemic.

- 9.16 Reserves and provisions – the local Government Act 2003 section 26 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. Independent benchmarking by LGIImprove indicates that Spelthorne has the highest ratio of Revenue Reserves to net Revenue Budget of any district or borough Council in the country. Under the local government finance act 1988, all revenue balances held by the Council are at the direct disposal of the general fund except for the Collection Fund. However, a number of these balances are earmarked specifically for social housing and the new scheme fund. Detail any other considerations to be considered.

**10. Procurement Implications**

- 10.1 None directly applicable

**11. Risk Implications**

**12. Issues considered when evaluating the robustness of the estimates and the adequacy of the reserves is set out below**

- 12.1 The budget has several risks, and these are set out below:

<b>Outside control</b>	<b>Internally based</b>
Economic and financial impacts of the cost of Living crisis, following so soon after the COVID 19 pandemic, including on residents' ability to pay Council tax, businesses ability to pay business rates, Council income levels, levels of local Council tax support, impacts on commercial rents etc	Failure to maintain momentum in moving towards full occupancy across the Investment Asset portfolio
External geopolitical conflicts resulting in impacts such as sanctions which impact on income streams	
Interest rates	Failure to sufficiently resource delivery of key asset income generation projects
Severe public sector spending cuts, including cash increases which are significant real terms cuts	Collection of retained business rates and Council tax
Volatility of BREXIT on level of economic activity including business rates income and tenant's occupancy in commercial assets, as well as shortages of labour and materials, leading to longer lead times and delays completing our development projects.	Reliance on interest earnings to balance the budget



Changes to redistribution of Local Government Funding- now anticipated to happen after General Election	Slippage of Council's housing delivery programme
Impact of budget pressures on Surrey County Council and other public sector entities.	
Fair Funding review and business rates reset after the General Election reduces the amount of business rates income the Council is able to retain	
An increase in the level of voids at our investment properties, followed by a significant number of new tenants entering into new leases, will see income reduce and costs increase before our revenue streams return to business as usual.	
Inflation rates do not fall back but instead become embedded adding to our cost pressures on housing delivery and cost of services.	
Housing benefit subsidy/welfare reform.	

The risks are that the level of savings anticipated do not materialise or that there are additional spending pressures. These will be mitigated by ensuring proposals have been properly evaluated before being built into the final budget for example clarifying any contractual assumptions, and thereafter through careful budget monitoring.

### **13. Legal implications**

- 13.1 Councils have a statutory responsibility to set a balanced budget by the beginning of March each year.

### **14. Equality and Diversity**

- 14.1 The detailed budget proposals apply to all residents across the Borough. Any significant service changes underpinning the Budget will have Equality Impact Assessments undertaken.

### **15. Sustainability/Climate Change Implications**

- 15.1 The Budget reflects prioritisation against corporate priorities including climate change. Provision has been for example to create a new climate change officer.

### **16. Timetable for implementation**

- 16.1 Full Council to approve the budget on 23 February 2023.

**Background papers:** There are none.

**Appendices:**

**Appendix 1** – Detailed budget for 2023-24

**Appendix 2** – Net Expenditure Budget 2023/24 by Committee

**Appendix 3** – Revenue Growth bids for 2023-24

**Appendix 4** – Revenue Savings bids for 2023-24

**Outline Budget 2023-24 Base Case  
incl all growth bids with £1925 salary increase**

**Appendix 1  
09 February 2023**

	2022-23 original £	2023-24 £	2024-25 £	2025-26 £	2026-27 £
Gross Expenditure	58,865,600	60,345,800	60,345,800	60,345,800	60,345,800
Less: Fees and Charges and Specific Grants (excl H	(13,048,100)	(13,619,100)	(13,619,100)	(13,619,100)	(13,619,100)
Less: Housing Benefits Grant	(21,556,000)	(21,556,000)	(21,556,000)	(21,556,000)	(21,556,000)
<b>Net Service Expenditure:</b>	<b>24,261,500</b>	<b>25,170,700</b>	<b>25,170,700</b>	<b>25,170,700</b>	<b>25,170,700</b>
<b>Broken down by Committee</b>					
Regulatory & Administration Committee	6,536,800	6,878,100			
Corporate Policy & Resources Committee	6,172,400	6,674,600			
Economic Development Committee	(149,200)	(87,900)			
Community Wellbeing & Housing Committee	4,244,400	4,325,400			
Neighbourhood Services Committee	6,213,200	5,973,800			
Environment & Sustainability Committee	1,137,900	1,406,700			
	<b>24,155,500</b>	<b>25,170,700</b>	<b>25,170,700</b>	<b>26,805,000</b>	<b>27,655,000</b>
In year growth bids	0	0	200,000	200,000	200,000
Pensions	0	0	61,000	45,000	50,000
Leisure Centre Funding	0	0	750,000	0	0
SLM funding	0	0	0	0	0
Net fees, pay & 3rd party inflation on base budgets	0	0	1,157,000	1,064,000	1,088,000
Lapsed Growth bids base budgets	0	0	(533,700)	(459,000)	(5,720)
<b>Service Expenditure</b>	<b>0</b>	<b>0</b>	<b>1,634,300</b>	<b>850,000</b>	<b>1,332,280</b>
<b>NET EXPENDITURE</b>	<b>24,155,500</b>	<b>25,170,700</b>	<b>26,805,000</b>	<b>27,655,000</b>	<b>28,987,280</b>
Investment Property Income per lease incl regen	(59,246,200)	(46,128,700)	(49,233,000)	(53,389,000)	(54,120,000)
Landlord Costs	9,240,500	7,893,900	8,846,000	6,836,000	6,319,500
Debt Interest payable	25,078,800	25,172,800	24,933,104	24,674,531	24,396,888
Minimum Revenue Provision	12,279,800	12,396,800	12,770,500	13,785,440	14,128,290
Set Aside	1,130,000	630,000	650,000	670,000	690,000
Capitalised Interest	(1,221,100)	(1,400,000)	(1,625,000)	(1,900,000)	(350,000)
Interest Cash Equiv.	0	(500,000)	(400,000)	(320,000)	(256,000)
LA & Other Loans Interest Rec	0	(700,000)	(560,000)	(448,000)	(358,400)
Interest Rec - Pooled Funds	(1,288,400)	(1,200,000)	(1,257,500)	(1,317,875)	(1,381,300)
Net interest margin on loans to KGE	(151,000)	(818,700)	(812,479)	(805,632)	(798,356)
Net interest margin on loans to SDS	0	(20,000)	(20,000)	(20,000)	(20,000)
<b>NET EXPENDITURE AFTER INTEREST EARNINGS</b>	<b>9,977,900</b>	<b>20,496,800</b>	<b>20,096,625</b>	<b>15,420,464</b>	<b>17,237,902</b>
<b>Appropriation to/(from) Reserves:</b>					
Revenue Contributions to Capital Outlay	750,000	750,000	750,000	750,000	750,000
Other Service (NI)	(133,000)	0	0	0	0
Carry Forward Reserve	(2,050,000)	0	0	0	0
Environmental Impact Reserve	(79,900)	0	0	0	0
Planning Performance Agreement	(30,000)	(36,800)	0	0	0
Green Initiative Fund	(30,000)	(48,800)	0	0	0
Local Plan Reserve	0	(75,000)	0	0	0
Inflation Reserve	0	(362,000)	0	0	0
BRR Retention - EcDev	0	(128,000)	0	0	0
IFRS16 Reserve	0	(472,000)	0	0	0
Sinking Fund Contributions/(Funding)	6,812,100	1,037,100	874,700	2,891,000	3,668,000
Sinking Fund (Funding)	(2,467,800)	(6,988,200)	(4,000,000)	0	0
<b>BUDGET REQUIREMENT</b>	<b>12,749,300</b>	<b>14,173,100</b>	<b>17,721,325</b>	<b>19,061,464</b>	<b>21,655,902</b>
Allocation from National Non-Domestic Rate pool	(100,100)	(450,000)	0	0	0
Retained Business Rates	(1,929,000)	(1,929,000)	(1,929,000)	(1,929,000)	(1,200,000)
Section 31 Grants	(800,000)	(874,900)	(874,900)	(874,900)	(874,900)
Empty property premia	(107,000)	(500,000)	(500,000)	(500,000)	(500,000)
Lower Tier Services Grant re Core Spending Power	(86,500)	(79,500)	(80,000)	(80,000)	(80,000)
Core Spending Power Guarantee Grant	0	(1,483,000)	(1,200,000)	0	0
Revenue Support Grant	0	(91,000)	(91,000)	0	0
New Homes Bonus Grant	(1,294,000)	(101,000)	(121,000)	0	0
<b>NET BUDGET REQUIREMENT</b>	<b>8,432,700</b>	<b>8,664,700</b>	<b>12,925,425</b>	<b>15,677,564</b>	<b>19,001,002</b>
Collection Fund (Surplus)/Deficit	117,000	100,000	100,000	180,000	180,000
<b>CHARGE TO COLLECTION FUND</b>	<b>8,549,700</b>	<b>8,764,700</b>	<b>13,025,425</b>	<b>15,857,564</b>	<b>19,181,002</b>

**Outline Budget 2023-24 Base Case  
incl all growth bids with £1925 salary increase**

**Appendix 1**  
**09 February 2023**

	<b>2022-23 original £</b>
Tax base	40,703
Council Tax rate	210.05
Council Tax yield	8,549,725
<b>DEFICIT/(SURPLUS)</b>	<b>0</b>

<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
40,551	41,161	41,781	42,410
216.14	222.84	227.83	232.85
8,764,700	9,172,317	9,518,965	9,875,169
<b>(0)</b>	<b>3,853,108</b>	<b>6,338,599</b>	<b>9,305,834</b>

## Net Expenditure Budget 2023/24 by committee

09 February 2023

## Appendix 2

Committee	Restated	Proposed	Change from
	2022/23	2023/24	2022/23
	£000s	£000s	£000s
Audit	259.3	214.2	(45.1)
Committee Services	278.5	322.9	44.4
Corporate Governance	283.3	319.3	36.0
Corporate Management	832.9	729.7	(103.2)
Corporate Publicity	364.2	415.9	51.7
CServ Management & Support	1,235.3	1,304.2	68.9
Democratic Rep & Management	427.8	435.5	7.7
Elections	10.2	10.5	0.3
Electoral Registration	292.1	288.2	(3.9)
HR	421.0	415.8	(5.2)
Information & Comms Technology	1,191.1	1,318.3	127.2
Insurance	288.3	388.4	100.1
Legal	615.6	675.7	60.1
Payroll	72.1	74.3	2.2
Land Charges	(34.9)	(34.8)	0.1
<b>Regulatory &amp; Administration Committee</b>	<b>6,536.8</b>	<b>6,878.1</b>	<b>341.3</b>
Accountancy	704.9	678.6	(26.3)
Asset Mgn Administration	817.0	336.8	(480.2)
Chief Executive	234.9	242.4	7.5
Deputy Chief Executives	296.8	300.9	4.1
General Property Expenses	(3.0)	(30.1)	(27.1)
Facilities Management	733.4	751.4	18.0
Planned Maintenance Programme	1,371.5	1,370.8	(0.7)
Project Management	597.3	607.7	10.4
MAT Secretariat & Support	100.3	101.4	1.1
Unapportionable CentralO/heads	1,319.3	2,314.7	995.4
<b>Corporate Policy &amp; Resources Committee</b>	<b>6,172.4</b>	<b>6,674.6</b>	<b>502.2</b>

## Net Expenditure Budget 2023/24 by committee

09 February 2023

## Appendix 2

Committee	Restated	Proposed	Change from
	2022/23	2023/24	2022/23
	£000s	£000s	£000s
Economic Development	288.0	323.1	35.1
Staines Market	(125.9)	(68.7)	57.2
Staines Town Centre Management	(311.3)	(342.3)	(31.0)
<b>Economic Development Committee</b>	<b>(149.2)</b>	<b>(87.9)</b>	<b>61.3</b>
Community Care Administration	484.4	436.8	(47.6)
Community Centres	578.9	604.8	25.9
Homelessness	538.0	548.1	10.1
Housing Benefits Admin	382.6	409.0	26.4
Housing Benefits Payments	51.0	51.0	0.0
Housing Needs	1,445.4	1,519.0	73.6
Sports and Active Lifestyle	17.6	18.0	0.4
Arts Development	29.8	30.5	0.7
Leisure Administration	332.9	357.3	24.4
Sunbury Golf Club	(47.6)	(47.6)	0.0
Museum	(2.8)	(5.1)	(2.3)
Public Health	(5.0)	4.2	9.2
Resource Centre	14.3	14.0	(0.3)
Spelthorne Leisure Centre	(9.7)	19.4	29.1
Youth	26.3	27.1	0.8
General Grants	249.7	215.9	(33.8)
Meals on Wheels	68.3	84.0	15.7
Community Development	92.6	39.0	(53.6)
Research & Consultation	0.0	0.0	0.0
Span	(2.3)	0.0	2.3
Spelthorne Family Support	0.0	0.0	0.0
<b>Community Wellbeing &amp; Housing Committee</b>	<b>4,244.4</b>	<b>4,325.4</b>	<b>81.0</b>
Abandoned Vehicles	3.5	3.6	0.1
Allotments	(13.2)	(16.6)	(3.4)
Building Control	(34.6)	(39.4)	(4.8)
Bus Station	25.7	24.9	(0.8)
Car Parks	(483.9)	(54.5)	429.4
Cemeteries	(337.4)	(327.5)	9.9
Community Safety	247.4	257.4	10.0
Depot	121.7	119.0	(2.7)
Neighbourhood Serv Mgt Support	1,400.5	1,416.1	15.6
Environmental Enhancements	21.0	21.6	0.6
Environmental Health Admin	1,200.3	1,238.0	37.7
Environmental Protection Act	100.8	85.5	(15.3)
Food Safety	(2.0)	0.9	2.9
Grounds Maintenance	1,820.3	1,635.4	(184.9)
Licensing	94.2	108.8	14.6
Parks Strategy	3.9	34.8	30.9
Public Conveniences	9.9	1.5	(8.4)
Public Halls	(20.2)	(17.4)	2.8
Refuse Collection	1,348.1	931.6	(416.5)
Rodent & Pest Control	10.9	10.8	(0.1)
SAT	150.2	165.6	15.4
Street Cleaning	966.2	782.4	(183.8)
Taxi Licensing	(78.1)	(61.7)	16.4
Waste Recycling	(342.0)	(347.0)	(5.0)
<b>Neighbourhood Services Committee</b>	<b>6,213.2</b>	<b>5,973.8</b>	<b>(239.4)</b>

## Net Expenditure Budget 2023/24 by committee

## Appendix 2

09 February 2023

Committee	Restated	Proposed	Change from
	2022/23	2023/24	2022/23
	£000s	£000s	£000s
Emergency Planning	64.1	95.5	31.4
Energy Initiatives	10.1	9.7	(0.4)
Planning Development Control	619.5	779.5	160.0
Planning Policy	452.4	535.6	83.2
Water Courses & Land Drainage	5.5	5.7	0.2
Parks Properties project	(13.7)	(19.3)	(5.6)
<b>Environment &amp; Sustainability Committee</b>	<b>1,137.9</b>	<b>1,406.7</b>	<b>268.8</b>
<b>Net Expenditure</b>	<b>24,155.5</b>	<b>25,170.7</b>	<b>1,015.2</b>

This page is intentionally left blank



Reason for Growth Bid	Service Area	Committee	Cost Centre	Cost Centre Code details	Amount	Funding	Full / Part Year
National Business Rates Revaluation - Increase in SBC liabilities for NNDR on non-investment properties.	Business Rates SBC	Various	Various	*****2404	157,900	0	Full
Additional 2 year Fixed Term Contract Category Manager to support additional Procurement projects, attendance at Committees & Contract Management. Covers all CARES values and supports value for money (Oct.22-Sept24)	Procurement	Reg & Admin	31804	318041001	107,500	107,500	
2 Fixed term contracts of Economic Development Officer and Town Centre manager due to end on the 31st March 2023 to extend till end of March 2024. These 2 roles are important as part of the team to enable the delivery of the actions within strategy to support the businesses of Spelthorne. This has become critical after the pandemic and current energy crisis and high inflation.	Economic Development	Economic Development	21301	213011001	103,000	103,000	Full
To make the Social Prescriber roles permanent. These posts support a key health reporting function. These roles were originally introduced on 23 months FTC. The role provided invaluable support to the resident. These posts are fully funded from external sources but wanted to capture the request here. NWS Alliance has also under written potential redundancy and pension costs Service Delivery Procurement of Consultant to produce remaining conservation of the CAAfor Staines. There are 7 outstanding CAAs.Up to date CAAs help inform decision making on planning applications and enforcement actions.	Independent Living	Community Wellbeing & Housing	12501	125011001	75,200	75,200	Full
Funding for the Climate Change Officer position ends on 31 March 2023 therefore submitting a protective growth bid for additional funding or requesting further money via a GIF bid. Under the Climate Change Act 2008 local authorities have duties to deliver which needs a post to do so plus the Council has agreed a climate change strategy which it is expected to deliver on, and resource is required to do so. It was agreed to make this post permanent, and funding would be provided	Planning Policy	Environment & Sustainability	21101	211014401	75,000	75,000	Full
	Commissioning & Transformation	Corp Policy & Resources	31504	315041001	48,600	48,600	Full
Jet Administrator - Permanent Post- Before this temporary post being created, the Team Leader - JET (team leader) was carrying out these tasks. By creating this extra resource, it has allowed the team leader to produce the case work for all court cases within their working hours. In addition, all JET officers have increased their enforcement hours as the Admin Asst is producing all the paperwork and statistics related to their roles. JET Officers are now also submitting their case files to the Admin Asst for the relevant letters – warning/Interview and copies of documents to be sent out to offenders (which ensures compliance with our duty under the Criminal Investigations and Procedures Act 1996- in relation to disclosure) it also ensures that we are complying with the legal requirements of the Police and Criminal Evidence Act 1984 in relation to the interviewing of offenders for Criminal Offences. JET admin roles include monitoring and update of :-Fly Capture, Case files, Fixed Penalty Notices, Abandoned Vehicles, NOS PSPO, Dog Control Order, Community Protection warning letters & notices, GDPR, FOIs and SARs	Neighbourhood Services Management Support	Neighbourhood Services	30201	302011001	34,600		Full

Reason for Growth Bid	Service Area	Committee	Cost Centre	Cost Centre Code details	Amount	Funding	Full / Part Year
Vacant as of 27th September 2021. Post in place for 5 years but on a temporary contract. This bid is to replace with a Legal Assistant post to provide support and resilience to the Admin Officer and resource for the Company Secretary role. Grade 3/4	Legal Services	Reg & Admin	30133	301331001	31,000		Full
To make the Data Officer role permanent. This post supports key government reporting function. This role was originally introduced on 12 months FTC, to provide relief to the increased demand for this service, specifically with additional Data Subject Requests and additional reporting requirement for the various refugee schemes. The role provided invaluable support to the team, after the investment in extensive job specific training, which balanced the workload to a manageable and deliverable level. The team's performance is strong and also supports internal reporting, which informs the decision making in accordance with the demand for specific service delivery.	Housing Options KG Offices	Community Wellbeing & Housing	12314	123141001	30,400		Full
no reason given in service plan			30703	30703230*	30,000		Full
Service Delivery. In April 2021, we signed a 3 year agreement with Microsoft for our Office 365 licensing (from May 21 to May 24). At the time, when the growth bid was submitted, it was explained that the first two year carried a discount. Commencing May 2023 the licensing cost will increase to £134, 751. This requires a budget increase of £15800. The 3 year agreement we signed was for 390 users. (We had 385 staff and we need to carry a spare capacity of 5 licenses to allow for starters and leavers). Due to recruitment across the council we now have 405 licensed users. With the 15 new posts (mentioned above), we will have 420 licensed users. With the spare capacity of 5 licenses, this means we need an additional 35 licenses. This In additional £13000. The growth bid is therefore £15800 + £13000 = £28800. This assumes no further additions to our establishment list. If there are, we will be over budget	ICT Services	Reg & Admin	30643	306434552	28,800		Full
Service charges for GovTech Estimated to save Spelthorne 3,238 staff hours a year equivalent of 2.2 FTE or £36k. Time saved to be invested in collection/recovery – generating further income and increasing ROI. Estimated postage savings of 22.5k p.a. Total estimated savings calculated at £58.5k p.a (£31.5k after service fees: £58.5k - £27k)	Commissioning & Transformation	Corp Policy & Resources	31504	315044552	27,000		Full
H&S Service Delivery	Cemeteries	Neighbourhood Services	15501	155014979	26,000		One Off
Resource for obtaining external member training - 2023 induction/ongoing/refresher	Members Services	Reg & Admin	31404	314041703	20,000		Full
Increase in costs Service delivery	Parks Strategy	Environment & Sustainability	15101	151012405	20,000		Full

Reason for Growth Bid	Service Area	Committee	Cost Centre	Cost Centre Code details	Amount	Funding	Full / Part Year
Refuse Collection Service delivery	Refuse Collection	Environment & Sustainability	20201	202014552	15,000		Full
Demand for consultations and a better engagement platform for all services - planning/ assets/ environment/ projects. Supports service delivery and community engagement	Corporate Publicity	Reg & Admin	31701	317014401	14,000		Full
Substantial uplift of MOW budget to allow for food inflation. Current budget 57,100. Inflation 20%	MOW	Community Wellbeing & Housing	12509	125094102	11,400		Full
Increase in costs Service delivery	Recreation Grounds	Environment & Sustainability	15101	151012301	10,000		Full
Development of Revenues e-billing capability through integration with Academy/Grancius to enable cancellation of PARIS software and reduce printing/postage cost by increasing sign ups. Software needs additional configuration and development from supplier at a one-off cost of £7,000	Commissioning & Transformation	Corp Policy & Resources	31504	315044552	10,000		Full
Continued community safety	Community Safety	Neighbourhood Services	31201	312015041	8,000		Full
Increase in costs Service delivery	Grounds Maintenance	Environment & Sustainability	45403	454034417	6,000		Full
Increase in demand for social media output and analysis plus multi platforms requires a better tool so we can manage it to a higher standard than current software. Supports service delivery and community engagement,	Corporate Publicity	Reg & Admin	31701	317014552	6,000		Full
Increase in paper cost, move to recycled paper and demand for a bigger pagination in this year's editions and editions printed from 44,000 to 46,000 because increase in residential homes has resulted in high costs for the Bulletin. We have undertaken a procurement exercise and the other 3 quotes are still higher than what we are paying with current provider. Supports environment and community engagement	Corporate Publicity	Reg & Admin	31701	317014931	6,000		Full
Increase in demand for more and better products and marketing materials in line with brand identity of marketing materials. In-house designer at full capacity. Supports service delivery and community engagement	Corporate Publicity	Reg & Admin	31701	317014905	5,000		Full
Web hosting growth bid as an increase in costs expected	Corporate Publicity	Reg & Admin	31701	317014552	5,000		Full
Increase in costs Service delivery	Grounds Maintenance	Environment & Sustainability	45403	454032301	4,000		Full
Increase in costs Service delivery	Depot	Neighbourhood Services	20302	203022301	3,500		Full
Monthly Licensing costs for Hybrid Solution £250 p/m - printing & postage costs will continue to be from service budgets but at a greatly reduced rate	Commissioning & Transformation	Corp Policy & Resources	31504	315044552	3,000		Full

Reason for Growth Bid	Service Area	Committee	Cost Centre	Cost Centre Code details	Amount	Funding	Full / Part Year
Budget for GDPR external assistance for large Subject Access Requests and potential complex case issues	Commissioning & Transformation	Corp Policy & Resources	31504	315044401	3,000		Full
Increase in costs Service delivery	Community Safety	Neighbourhood Services	31201	312012301	2,000		Full
Increase in costs Service delivery	Cemeteries	Neighbourhood Services	15501	155012405	2,000		Full
Booking system consultancy and training. Software is under-utilised, needs to be re-configured and re-developed - training provided £300 per day at least a week required in total. Potential to increase up take in online booking and save significant staff time	Commissioning & Transformation	Corp Policy & Resources	31504	315044552	1,500		Full
Sum awarded for compensation Community	Allotments	Environment & Sustainability	15401	154014979	1,000		Full
Increase in costs Service delivery	Public Halls	Environment & Sustainability	14801	148012302	1,000		Full
Increase in costs Service delivery	Public Halls	Environment & Sustainability	14801	148012405	1,000		Full
Increase in costs Service delivery	Cemeteries	Neighbourhood Services	15501	155012301	1,000		Full
Increase in costs Service delivery	Depot	Neighbourhood Services	20302	203022405	1,000		Full
Increase in costs Service delivery	Public Halls	Environment & Sustainability	14801	148012301	500		Full
Undertake additional duties towards Equality & Diversity	Chief Executive	Corp Policy & Resources	30101	301011703	10,000		Full
Additional costs required for preparing for emergencies	Emergency Planning	Environment & Sustainability	31803	318034979	30,000		Full

---



---

 975,900

---



---

 409,300

2023/24 Capital Growth bids								Associate	
Committee	Code	Amount £	Project	Requested By	Date	Explanation	d Revenue Costs	Associated Savings	
CP&R	42075	8,662,000	Benwell II	Assets	31/10/2022	100% Private Rental as agreed at Council ECM 2/2/2023	0	0	
CP&R	VARIOUS	150,000	Recruit an additional Development Manager - Affordable Housing	Assets	31/10/2022		0	0	
CP&R		-150,000	Funding for the additional Development Manager from Street Acquisitions budget.	Assets	31/10/2022		0	0	
CP&R	New Code	82,000,000	Tothill Surface Car Park	Assets	02/02/2023	179 Apartments	0	0	
CP&R	New Code	-20,000,000	Tothill Surface Car Park	Assets	02/02/2023	Homes England Grant	0	0	
CP&R	New Code	-1,259,074	Street Property Acquisitions	Assets	25/01/2023	Local Authority Housing Fund - Capital Grant for Ukrainian Hotels	0	0	
CWH	40203	30,000	DFG Discretionary Fund	Independent Living	31/10/2022	To request an uplift in the DFG Discretionary fund to allow for increased supplier /contractor costs during a projected period of static DFG awards	0	0	
NS&E	New Code	400,000	Procurement of new food waste vehicles	Neighbourhood Services	31/10/2022	Procurement of new food waste vehicles	0	0	
NS&E	New Codes	805,000	Procurement of leased waste vehicles.	Neighbourhood Services	31/10/2022	Lease of seventeen waste & cleansing vehicles	0	0	
NS&E	41620	50,000	Waste Bins	Neighbourhood Services	31/10/2022	Wheelie Bins - annual programme	0	0	
NS&E	New Code	35,000	CCTV cameras	Neighbourhood Services	31/10/2022	Supply of 5 new CCTV cameras in Shepperton to replace some ones that are over 14 years old and do not supply good images. The intention is to convert them from analogue broadband to digital broadband	0	0	
Admin	43610	25,500	General Software - annual programme	ICT	31/10/2022	General Hardware/Software - annual programme	0	0	
Admin	43610	46,000	General Hardware - Homeworking Kit	ICT	31/10/2022	General Hardware/Software - annual programme	0	0	
Admin	43610	31,000	General Hardware - Tablets	ICT	31/10/2022	General Hardware/Software - annual programme	0	0	
Admin	43610	21,000	General Hardware - Mobiles	ICT	31/10/2022	General Hardware/Software - annual programme	0	0	
Admin	43610	38,000	Service Delivery Hardware Printers	ICT	31/10/2022	General Hardware/Software - annual programme	0	0	
Admin	43610	5,000	Service Delivery Hardware Infrastructure	ICT	31/10/2022	General Hardware/Software - annual programme	0	0	
Admin	New Code	20,000	Acquisition of GovTech	Commissioning & Transformation	31/10/2022	Acquisition of GovTech - Fully automates Revenues forms with AI, projected increase take-up rate to 80%.	0	0	
Admin	New Code	85,000	website upgrade	Communications	31/10/2022	Website procurement exercise needs to be undertaken - current website contract expires September 2023	0	0	
		<b>70,994,426</b>					<b>0</b>	<b>0</b>	

This page is intentionally left blank

## Corporate Policy and Resources Committee



20 February 2023

<b>Title</b>	Pay Policy Statement 2023/24
<b>Purpose of the report</b>	To make a recommendation to Council
<b>Report Author</b>	Debbie O'Sullivan/Angela Tooth, Human Resources Manager
<b>Ward(s) Affected</b>	Not applicable
<b>Exempt</b>	No
<b>Exemption Reason</b>	Not applicable
<b>Corporate Priority</b>	This item is not in the current list of Corporate Priorities but still requires a Committee/Council decision
<b>Recommendations</b>	<b>Committee is asked to:</b> Recommend to Council that the Pay Policy Statement is approved.
<b>Reason for Recommendation</b>	The Pay Policy Statement must be agreed by full Council and be published by 31 March each year.

### 1. Key issues

- 1.1 Local authorities are required to publish an annual pay policy statement to increase transparency regarding the use of public funds to pay council staff. This requirement was set out in the Localism Act 2011 with guidance on items to be included issued by the Secretary of State for Communities and Local Government.
- 1.2 Pay Policy Statements must be agreed by full Council and be published by 31 March each year to apply to pay decisions during the next financial year.
- 1.3 The Pay Policy Statement must set out the Council's policies on a range of issues relating to the pay of its workforce, particularly its senior staff and the lowest paid employees. The statement must set out the 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
  - The publication of and access to information relating to remuneration of Chief Officers.

- 1.4 The term 'Chief Officer' in this context is as set out in the Local Government and Housing Act 1989 ('the Act') and includes
- The Head of Paid Service (the Chief Executive)
  - The Monitoring Officer
  - Statutory and non-statutory Chief Officers under section 2 of the Act
  - A deputy Chief Officer mentioned in section 2 of the Act
- This is a wider definition than is usually understood by the term: in other contexts, the term Chief Officer at Spelthorne is used to mean posts on Management Team (Chief Executive and Deputy Chief Executives only).
- 1.5 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 and apprentices.
- 1.6 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.
- 1.7 The statement must be approved by a resolution of Council before it comes into force. 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.
- 1.8 There has been no further guidance from the Secretary of State this financial year.
- 1.9 This explains the main criteria upon which the decision is to be based.
- 1.10 Employing authorities are also required to publish a policy on how they propose to exercise certain discretions under the Local Government Pension Scheme, Local Government Compensation Regulations and the Local Government Injury Regulations. As a minimum, an employing authority is required to publish a policy on the mandatory discretions within these regulations.
- 1.11 The Discretions Policy is an Appendix of the Pay Policy Statement and is attached as **Appendix 2**. The Policy includes the mandatory discretions together with two optional discretions for Award of Additional Pension and Inward Transfer of Pension Rights which are useful to be included.



1.12 On 4 November 2020 the Exit Cap Regulations were implemented. These have now been revoked and are no longer in force. Further exit pay and pension reforms are expected to be re-introduced although the timing of these is not yet known and the latest round of consultation ended on 22 October 2022. The Council will need to comply with any new regulations, and this has been reflected in the Pay Policy Statement and the Council's Discretionary Policy.

## **2. Options analysis and proposal**

2.1 The draft Pay Policy Statement for 2023/24 is in the **Appendix 1**. It is proposed that the Council resolves to approve the Pay Policy Statement for 2023/24.

2.2 No options as the Pay Policy Statement for 2023/24 must be published by 31 March 2023.

## **3. Financial implications**

3.1 No direct financial implications to the Pay Policy Statement 2023/24. All pay decisions in the year must be in accordance with the published pay policy statement.

## **4. Other considerations**

4.1 Spelthorne is required to approve and publish a pay policy statement annually. The Council is an individual employer in its own right and has 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.

4.2 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 Policy.

4.3 The matters contained in the Pay Policy Statement include arrangements which are part of the contractual terms and conditions of employment, which cannot be changed without prior consultation.

4.4 Since February 2015 there is also a requirement to publish other information on senior salaries/posts following the government's publication of the Local Government Transparency Code 2014. This information is published on the Council's website alongside the Pay Policy Statement and is updated annually.

## **5. Equality and Diversity**

5.1 The Pay Policy Statement is in relation to all staff and will be accessible by all staff.

5.2 Arrangements for pay will take into account 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.

- 5.3 In accordance with the Equality Act 2010, reasonable adjustments are made to ensure safe working and to remove, prevent or reduce any obstacles there may be in carrying out a role.

**6. Sustainability/Climate Change Implications**

- 6.1 None.

**7. Timetable for implementation**

- 7.1 The Pay Policy Statement for the 2023/24 financial year must be agreed by Council by 31 March 2023 and be published on the website. All pay decisions in the year will be in accordance with the published pay policy statement and any agreed amendments.

**Background papers:** There are none.

**Appendices:**

Appendix 1: Pay Policy Statement 2023/24

Appendix 2: Discretions Policy

## Pay Policy Statement for 2023-24

### Spelthorne Borough Council

### Pay Policy Statement 2023-24

#### 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 2023-24. 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 Group Head Corporate Governance

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

This is the Deputy Chief Executive who acts as the Chief Finance Officer.

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

This is the other Deputy Chief Executive post.

- e) For the purposes of this Pay Policy Statement the definition of deputy chief officers is wider than the definition contained within section 2(8) of that Act. In this Pay Policy Statement, deputy chief officers are those posts, including those considered in the nature of

## **Pay Policy Statement for 2023-24**

support services, reporting directly to the statutory and non-statutory chief officers i.e. Head of Paid Service, the Monitoring Officer, the Chief Finance Officer and the other Deputy Chief Executive:

### Reporting to the Chief Executive

Deputy Chief Executive (Chief Finance Officer, Section 151)  
Deputy Chief Executive  
Group Head Corporate Governance  
Head of Communications and Customer Experience

Reporting to the Group Head Corporate Governance (monitoring officer)

Principal Lawyer (deputy monitoring officer)

Reporting to the Deputy Chief Executive (Chief Finance Officer) and the other Deputy Chief Executive

Chief Accountant  
Group Head Commissioning and Transformation  
Group Head Neighbourhood Services  
Group Head Community Wellbeing  
Group Head Place, Protection and Prosperity  
Group Head for Assets  
Head of Family Support (this post is shared with Elmbridge Borough Council and Epsom & Ewell Borough Councils)

Any restructures during the year or secondments to cover short-term requirements may alter reporting relationships which could change the roles reporting to specific Chief Officer posts.

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 2 Deputy 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

## **Pay Policy Statement for 2023-24**

framework. Currently there are 67 posts, 15.37% of the Council's filled 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 – general principles applying to all staff**

### **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.

Terms and conditions of employment are local Spelthorne terms and conditions as amended by Spelthorne.

### **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 by the Leader of the Council if within the salary scale and existing policies or otherwise by the Corporate Policy and Resources Committee/Council. 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 or Group Head within the budget, council policy framework and delegations.

Pay awards are considered annually for staff. Spelthorne operate local arrangements for deciding pay awards in consultation and negotiation with the Spelthorne Branch of UNISON ("UNISON"), within the limits of the Collective Agreement between UNISON and Spelthorne. Pay awards are decided by full Council as part of the annual budget process. Retention, affordability and local circumstances will be taken into consideration as part of this decision.

## **Pay Policy Statement for 2023-24**

### **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 post holder. 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. Incremental progression for the two Deputy Chief Executives is subject to performance and achievement of targets.

### **3.4 New starters joining the Council**

Appointments are made at the bottom of the salary scale, or at an appropriate point taking into account relevant skills and experience, and staff progress through the scale to the maximum of the grade over a number of years as experience is gained, subject to satisfactory performance.

### **3.5 Allowances and additional payments**

Additional payments may be approved by the Chief Executive, Deputy Chief Executives and Management Team in the case of a member of staff undertaking additional duties for an extended period of time outside the normal responsibilities of their post or to complete specific tasks. 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, retention or market supplement 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. Recruitment and retention payments are a separate payment, not consolidated into salary, and are subject to annual review and removed when no longer justified.

Essential user and casual user car allowances are payable where staff are required to use their own vehicles for council business. A non-pensionable car allowance is applied to the Chief Executive and Deputy Chief Executive posts. A non-pensionable car allowance is applied to Group Head posts on Chief Officer local terms and conditions of employment. Committee Allowance payments are

## **Pay Policy Statement for 2023-24**

payable where staff are required to attend Council meetings outside normal working hours (except for Management Team and Chief Officer posts who do not receive additional payment).

### **3.6 Pay awards**

Pay awards are considered annually for staff. Spelthorne operate local arrangements for deciding pay awards in consultation and negotiation with UNISON, within the limits of the Collective Agreement between UNISON and Spelthorne. Pay awards are decided by full Council as part of the annual budget process. Retention, affordability and local circumstances will be taken into consideration as part of this decision.

### **3.7 Pension scheme**

All Spelthorne staff including Chief Officers are eligible to join the Local Government Pension Scheme with employee contributions tiered according to salary band. Employee contributions range from 5.5% for pensionable pay up to £15,000 to 12.5% for pensionable pay above £170,101 (the top rate does not apply to any Spelthorne posts).

The Council's pension current service contribution as employer is currently 17.3% (additionally there is a past service deficit contribution paid as a single lump sum by the Council. The figure for this was £1,000,000 in 2022-23). Following the most recent triennial valuation, the past service contribution rate will rise in 2023-24 to £1,544,000, this rises to £1,602,00 in 2024-25 and to £1,662,000 in 2025-26. 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. The next revaluation is due as at 31 March 2025 and will impact on employers' contribution from 2026/27.

### **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 required 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.

The government are consulting on the possible implementation of exit payment reforms and, if agreed, this may affect the repayment of any redundancy payments.

### **3.9 Policy on employing someone who is also drawing a pension**

## Pay Policy Statement for 2023-24

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

Pension entitlements are in line with the Local Government Pension Scheme Regulations and Spelthorne Pensions Policy in operation at the time.

Spelthorne's Pension Policy was agreed by the Council on 27 February 2020. It applies to all Spelthorne employees including Chief Officers. The Pension Policy is attached as Appendix 2 (to the Pay Policy Statement).

### 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 for chief officers

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 Group Head posts depends upon the range of responsibilities and consists of a salary range of a number of increments taken from a 4 point Group Head Salary band.

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 post holders are paid pro-rata to their contractual hours.

Post	Bottom of salary range	Top of salary range
------	------------------------	---------------------



## Pay Policy Statement for 2023-24

Chief Executive	£116,206	£131,018
Group Head Corporate Governance	£76,557	£83,372
Deputy Chief Executives	£92,963	£104,812
Principal Lawyer and Deputy Monitoring Officer	£50,356	£64,178
Chief Accountant	£76,557	£76,557
Group Heads	£76,557	£83,372
Head of Family Support	£65,572	£65,572
Head of Communications and Customer Experience	£55,909	£59,721

Any restructures during the year or secondments to cover short-term requirements may alter reporting relationships and could change the roles reporting to specific Chief Officer posts, with the appropriate salary range from Spelthorne grades applying.

### 4.2 Other pay elements for chief officers

A non-pensionable car allowance is applied to the Chief Executive, Deputy Chief Executives and Group Head posts as part of the total remuneration package. Current car allowance values are £6,718 for the Chief Executive and £5,225 for the Deputy Chief Executives and Group Heads.

The salaries for chief officer and Chief Executives / Chief Officers (the Chief Executive, Deputy Chief Executives, Group Heads (and certain professional 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 equivalent to the HMRC rate for company cars applies (13p per mile for most vehicles) for journeys of 100 miles or more.

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).

A separate allowance is paid for the statutory monitoring officer and Section 151 officer duties.

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.

## **Pay Policy Statement for 2023-24**

### **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 or Group Head approval is required before recruitment to any post below management team level. Approval to fill posts at management team level and for Group Heads requires the agreement of the Leader of the Council, with selection decisions made by a member Appointments Committee and ratified by Council if required (for Chief Executive). 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**

Pay awards are considered annually for staff including Chief Officer. Spelthorne operate local arrangements for deciding pay awards in consultation and negotiation UNISON, within the limits of the Collective Agreement between UNISON and Spelthorne. Pay awards are decided by full Council as part of the annual budget process. Retention, affordability and local circumstances will be taken into consideration as part of this decision.

Changes to salary ranges and other pay elements must be agreed by the Leader/Council for the Chief Executive, by the Chief Executive in conjunction with the Leader for Deputy Chief Executive posts and by the Chief Executive and Management Team for all other posts.

### **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. Incremental progression for Deputy Chief Executives is subject to performance and achievement of targets. 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 Discretionary Compensation Policy agreed by the Executive on 6 February 2007 and confirmed by Cabinet in January 2020, sets out the approach for payments in the event of termination on the grounds of redundancy and efficiency of the service. There is a

## Pay Policy Statement for 2023-24

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 (to a maximum of 60 weeks' pay for staff with over 20 years local government service). The redundancy 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.

The Exit Cap Regulations which came into force on 4 November 2020 have been revoked.

Further exit pay and pension reforms are expected to be re-introduced (timing not known) and the latest consultation on this ended on 22 October 2022. Any exit payments will be in line with any regulations and caps in force at the time.

The taxation of termination payments is in accordance with statutory provisions.

### **4.8 Additional payments for chief officers**

Additional payments may be approved in the case of a chief officer undertaking additional duties for an extended period of time outside the normal responsibilities of their post. For example to undertake additional responsibilities, 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 £20,174 to £21,076 per annum (to be uplifted with 2023/2034 local pay award from April 2023 giving an increase of £1925 on all pay points). The pay rate at the bottom of scale 1 is £10.75 per hour compared to the national minimum wage of £9.18 per hour (National Minimum Wage rate from 1 April 2022 for workers aged 21 to 22 years) and the National Living Wage of £9.50 per hour for workers aged 23 and over. This rate will be uplifted from April 2023 to £10.18 per hour for workers aged 21 to 22 years and £10.42 per hour for workers aged 23 and over. The Living Wage Foundation's non-statutory UK Living Wage for 2022/2023 is £10.90 per hour (an increase of £1 per hour from 2021/2022). The effect of

## Pay Policy Statement for 2023-24

the Spelthorne local pay award for 2023/2024 will mean an increase to £11.80 per hour for the lowest pay point.

Young people employed as Apprentices for the temporary period of their apprenticeship training are paid on an appropriate pay rate taking into account the level of work and level of qualifications to be obtained with a minimum of the appropriate statutory minimum wage rates [£4.81 per hour Apprentice rate in the first year, The National Minimum Wage rate from April 2023 is £5.28 per hour ( up from £4.81 per hour) for under 16-17 year olds, £7.49 per hour ( up from £6.83 per hour) for 18 – 20 year olds, £10.18 per hour (up from £9.18 per hour) for 21 – 22 year olds and £10.42 per hour (up from £9.50 per hour) for age 23 and over from 1 April 2023.

### **6. The relationship between the lowest and highest paid staff**

The ratio between the lowest and highest paid salaries is less than 1:7. The lowest salary rate is £20,174, the top of the Chief Executive's salary scale is £131,018 which is a pay multiple of 1:6.49

### **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 1:4.19

The ratio between the mean average earnings across the organisation and the taxable pay of the highest paid employee (the Chief Executive) is 1:4.06

### **8. Salary and severance payments over £100,000**

8.1 Spelthorne has three posts with a salary package above £100,000, the Chief Executive and Deputy Chief Executives. The appointment of a new Chief Executive is made in accordance with the council's Constitution and statutory provisions. There would be a report to members on the arrangements for an appointment, including the salary level, and the appointment would be made by a member Appointments Committee and confirmed after ratification by full Council.

8.2 Severance payments are made in accordance with the council's Discretionary Compensation Policy. Redundancy payments are based on the statutory matrix and Spelthorne multiplier to a maximum of 60 weeks' pay. Severance payments on the grounds of efficiency will exceed that level only in exceptional circumstances.

The Exit Cap Regulations which came into force on 4 November 2020 have been revoked.

## Pay Policy Statement for 2023-24

Further exit pay and pension reforms are expected to be re-introduced (timing not known). Any exit payments will be in line with any regulations and caps in force at the time.

### 9. **The publication of and access to information relating to remuneration of chief officers**

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

Appendix 1 Pay Policy Statement effective from April 2023

Appendix 2 Discretions Policy

This page is intentionally left blank

## Appendix 2

### Discretions Policy

The Exit Cap Regulations which came into force on 4 November 2020 have been revoked.

Further exit pay and pension reforms are expected to be re-introduced (timing not known). Any exit payments will be in line with any regulations and caps in force at the time.

No.	Area	Regulation	Discretion	Policy Summary	Explanation
1	<b>Whether to vary an employee's contribution band</b>	Regulations 9 and 10 Pensions Regulations	Members must pay pension contributions at the appropriate rate set on 1st April or the first day of active membership, if later. The employer may vary the contribution rate if there is a change in employment or a material change that affects the member's pensionable pay.	Spelthorne Borough Council may vary the employee's contribution rate if there is a material change and each case will be considered on its merits	Contribution bands are set on 1st April but the employer may change them if a member changes jobs or has a material pay increase / decrease.
2	<b>Whether to increase assumed pensionable pay in certain specific circumstances</b>	Regulation 21(5), 21(5A) and 21(5B) Pension Regulations	If a member is absent as a result of illness, child related leave or reserve forces leave their pension benefits may be based on assumed pensionable pay (APP). If, in the employer's opinion, the member's APP is materially lower than their pay in the twelve months preceding the absence they can either include (1) a "regular" lump sum received during that period or (2) substitute a higher pensionable pay having regard for their earnings in that period.	Spelthorne Borough Council may increase assumed pensionable pay and each case will be considered on its merits.	If a member's APP is lower than their regular pensionable pay the employer can either substitute a higher rate of pay, based on the pay they received in the year before the absence began, or include regular lump sums received during that period.
3	<b>Funding of Additional Pension Contributions</b>	Regulations 16(2)(e) and 16(4)(d) Pension Regulations	Whether to fund, in whole or in part, a shared cost additional pension contributions (SCAPC) on behalf of an active member by regular contributions (Regulation 16 (2)(e)) or by lump sum (Regulation 16(4)(d)). <b>NOTE:</b> The amount of additional pension that may be credited to an active member's pension accounts may not exceed the overall additional pension limit of £7316 (April 2021/22 and uplifted annually).	Spelthorne Borough Council will only contribute towards APCs in exceptional circumstances.	The employing authority can choose to pay additional pension contributions on behalf of active employees.
4	<b>Shared Cost Additional Voluntary Contributions (SCAVCs)</b>	Regulation 17(1) and Schedule 1 (definition of SCAVC) Pension Regulations	Whether to contribute towards a Shared Cost Additional Contribution arrangement. Pre2014 SCAVCs also fall under Regulation 17 by virtue of Regulation 15(2A) Transitional Regulations.	Spelthorne Borough Council will pay SCAVC contributions where an employee has elected to pay AVCs by salary sacrifice. The amount of these employer SCAVC contributions will not exceed the amount of salary sacrificed by the employee. This discretion is subject to the employee meeting the conditions for acceptance into the salary sacrifice shared cost AVC scheme and may be withdrawn at any time	An employer can choose to contribute towards a SCAVC.
5	<b>Whether to grant early payment of pension on compassionate grounds (pre-1st April 1998 leavers)</b>	Regulation D11(2)(c) of 1995 Regulations	Whether to agree to early payment of pension benefits from age 50 on compassionate grounds. The employer should note that pension benefits paid before age 55 may attract an unauthorised payments surcharge and they may have to pay a strain cost because the pension benefits cannot be reduced.	Spelthorne Borough Council will only contribute to early payment of pension in exceptional circumstances.	The employer may agree to payment from age 50, but they may incur an unauthorised payments surcharge and/or a capital cost.

No.	Area	Regulation	Discretion	Policy Summary	Explanation
6	<b>Flexible Retirement</b>	Regulation 30(6), Pensions Regulations. Regulations 11(2) and (3) of Transitional Regulations	<p>Whether to agree to an employee aged 55 or over reducing their hours of work or their grade so that they may receive all or some of their retirement pension while still employed.</p> <p>Whether, in addition to any pre -1st April 2008 pension benefits which the member must draw, to permit the member to draw; (a) all, part or none of benefits accrued between 1st April 2008 and 31st March 2014 and (b) all, part or none of the pension benefits built up after 31st March 2014</p>	<p>Spelthorne Borough Council will only award flexible retirement in exceptional circumstances.</p> <p>Decisions are delegated to Management Team for cases up to Group Head and to Corporate Policy and Resources Committee for members of Management Team.</p>	<p>The employing authority can agree to an employee aged 55 or over drawing all or some of their pension and continuing to work in the same employment on reduced hours, pay or grade.</p> <p>The employer should note that granting consent would trigger the 85-year rule and may require a capital payment.</p>
7	<b>Switching on the 85-year rule</b>	Schedule 2 of the Transitional Regulations	Whether to switch on the 85-year rule under Regulation 1(2) and 1(3) of Schedule 2 of the Transitional Regulations.	Spelthorne Borough Council will only switch on the 85-year rule in exceptional circumstances.	The employer can agree to switch on the 85 -year rule, which may mitigate reductions that would, otherwise, apply but the employer may have to make a capital payment.
8	<b>Waiving of Actuarial Reduction to Pensions</b>	Regulation 30(8), Pensions Regulations. Schedule 2 of Transitional Regulations	<p>(Post 2014) Whether to agree to waive, in whole or in part, any actuarial reduction that would otherwise apply to the pension paid to a former employee aged 55 or over under 30(5) or 30(6) [flexible retirement] using regulation 30(8) of the Pension Regulations.</p> <p>(Pre 2014) Whether to waive actuarial reductions entirely under 30(5) or 30A(5) [deferred pensioner members] of the Benefits Regulations and Regulation 2(1), of Schedule 2 of the Transitional Regulations.</p>	<p>Spelthorne Borough Council will only waive actuarial reductions in exceptional circumstances.</p> <p>Decisions are delegated to the Chief Executive in consultation with the Leader for cases below Management Team and to Corporate Policy and Resources Committee for cases at Management Team.</p>	The employing authority can agree to waive reductions to the pension of a member aged 55 or over who has left employment or been granted flexible retirement. The employer may be required to make a capital payment if they do so.
9	<b>Award of Additional Pension</b>	Regulation 31, Pensions Regulations	<p>To award additional pension at full cost to the employer:</p> <p>(1)an active member; or</p> <p>(2)a former active member who was dismissed by reason of redundancy, business efficiency or mutual consent on grounds of business efficiency.</p> <p><b>NOTE:</b> Any additional pension awarded (including any additional pension purchased by the employer or the member under Regulation 16 of the Pensions Regulations) may not exceed the overall additional pension limit of £7316 (April 2021/22 and uplifted annually).</p> <p>Additionally, in the case of a member falling within (2) above, the resolution to award additional pension must be made within 6 months from the date on which the employment ended.</p>	<p>Spelthorne Borough Council will only award additional pension in exceptional circumstances.</p> <p>Decisions are delegated to the Chief Executive in consultation with the Leader for cases below Management Team and to Corporate Policy and Resources Committee for cases at Management Team.</p>	<p>This means the employing authority has the power to award additional pension to an active member.</p> <p>The employer can also award additional pension to members who leave on the grounds of redundancy, business efficiency or mutual consent on grounds to business efficiency - up to six months after termination.</p> <p>The employer would be required to make a capital payment (in addition to the cost of purchase) if the member retired early on any grounds apart from permanent ill-health.</p>



No.	Area	Regulation	Discretion	Policy Summary	Explanation
10	<b>Aggregation of Benefits: Concurrent Employments</b>	Regulation 22 (7)(b), Pensions Regulations	Whether to allow an active member with concurrent employments, who ceases an employment with an entitlement to a deferred pension, more than 12 months to elect not to have their deferred pension aggregated with their active member's pension account.	Spelthorne Borough Council will only extend the deadline in exceptional circumstances.	The employing authority can allow a member who leaves one of two (or more) employments - held at the same time - longer than 12 months to elect not to combine the deferred pension with the ongoing active pension.
11	<b>Aggregation of Benefits: Deferred Member becoming Active Member</b>	Regulation 22 (8)(b), Pensions Regulations	Whether to allow a deferred member who becomes an active member longer than 12 months in which to elect <b>not</b> to have their deferred benefits aggregated with the benefits in their active member's pension account.	Spelthorne Borough Council will only extend the deadline in exceptional circumstances.	The benefits are usually aggregated (joined-up) <b>unless</b> the member elects to keep them separate.  The employing authority can agree to a former member having longer than 12 months to choose not to combine their pensions.
12	<b>Aggregation of Benefits: Deferred Member becoming Active Member (pre-2014 membership)</b>	Regulation 10(6)(b) Transitional Regulations	Whether to allow a deferred member who becomes an active member longer than 12 months in which to elect for their pre-2014 deferred benefits to be aggregated with their active member's pension account (but, technically, they would lose the final salary link if they have not made an election under 5(5) Transitional Regulations within twelve months of becoming an active member of 2013 scheme).	Spelthorne Borough Council will only extend the deadline in exceptional circumstances.	The pre-2014 preserved benefits will be kept separate unless the member makes a positive election to aggregate them.  The employing authority can agree to a former member having longer than 12 months to choose to combine their pensions.
13	<b>inward Transfer of Pension Rights</b>	Regulation 100, Pensions Regulations	Whether to allow an employee who has been an active member in their current employment for more than 12 months to ask for the transfer of certain accrued pension rights to be considered.  <b>NOTE:</b> Regulation 100(6) of the Pensions Regulations requires that a request must be made within 12 months beginning with the date on which the member first became an active member in an employment or such longer period as the employer and the Administering Authority may allow. The discretion is, therefore, only exercisable if both the Employing Authority and the Administering Authority agree.	Spelthorne Borough Council will only extend the deadline in exceptional circumstances.	Members who have been in the pension scheme for more than twelve months can ask for a transfer -in to be considered - but it will only be investigated if <b>both</b> the employing authority and the administering authority agreed.
14	<b>Redundancy Payments.</b>	Regulation 5, Compensation Regulations 2006	Whether to base redundancy pay on actual pay where actual pay exceeds the statutory maximum under the Employment Rights Act 1996 (£571 from April 2022).	Spelthorne Borough Council may pay statutory improved redundancy payments and each case will be considered on its merits and any limits under Regulations.	The employer can base the calculation of a week's pay for redundancy on actual pay if it is higher than the statutory limit (currently £571 from 6 April 2022). Any calculation will be subject to the new and potential Regulations detailed in Regulation 6 and may be reduced accordingly.

No.	Area	Regulation	Discretion	Policy Summary	Explanation
15	Compensation for loss of Employment.	Regulation 6, Compensation Regulations 2006	<p>Whether to pay compensation to a person whose employment ceases</p> <ul style="list-style-type: none"> <li>- by reason of redundancy;</li> <li>- in the interests of the efficient exercise of the employing authority's functions; or</li> </ul> <p>in the case of a joint appointment, because the other holder of the appointment leaves.</p> <p><b>NOTE:</b> Compensation may not be paid under this Regulation if: - a person's period of membership of the Pension Scheme has been increased under Regulation 12 of the Benefits Regulations 2007 (see above); or - a person has been awarded an additional pension under Regulation 13 of the Benefits Regulations 2007 (see above).</p> <p>In all cases the amount of compensation paid under this Regulation may not exceed 104 week's pay less any redundancy payment payable.</p> <p>In all cases the decision to pay compensation under this Regulation must be made no later than 6 months after the date of termination of the person's employment.</p>	<p>Spelthorne Borough Council will only award compensation for loss of employment in exceptional circumstances.</p> <p><b>Payments</b> to be agreed by the Chief Executive in consultation with the Leader or the Chief Financial Officer in consultation with the Leader as appropriate.</p> <p><b>Payments</b> to be agreed by Council for the Chief Executive, Management Team and Statutory Officers.</p> <p><b>Redundancy payments</b> to be at twice statutory minimum using Government redundancy calculator (to maximum of 60 weeks). To be inclusive of statutory redundancy payments. The policy will be kept under review. The Council retains the right to change the policy at any time. No added years.</p> <p>All redundancy payments to be calculated on the employee's actual week's pay (not including allowances unless agreed as detailed above).</p> <p><b>Efficiency of the Service</b> a one off lump sum payment, based on the merits of each individual case, up to the maximum of 104 weeks' pay. No added years</p> <p>The Exit Cap Regulations which came into force on 4 November 2020 have been revoked.</p> <p>Further exit pay and pension reforms are expected to be re-introduced (timing not known). Any exit payments with be in line with any regulations and caps in force at the time.</p>	<p>The employing authority can make an award of up to 104 weeks' pay (less any statutory redundancy payment payable). Subject to the maximum regulatory statutory maximum.</p> <p>The Exit Cap Regulations which came into force on 4 November 2020 have been revoked.</p> <p>Further exit pay and pension reforms are expected to be re-introduced (timing not known). Any exit payments with be in line with any regulations and caps in force at the time.</p>

No.	Area	Regulation	Discretion	Policy Summary	Explanation
16	Injury Allowances	14(1) of the Compensation Regulations 2011	<p>Scheme employers (LGPS employers), <b>apart from admission bodies</b>, must formulate, publish and keep under review a policy on:</p> <p>1. whether to make an injury award to those who sustain an injury or contract a disease as a result of anything they were required to do in performing the duties of their job and in consequence of which they:</p> <ul style="list-style-type: none"> <li>- suffer a reduction in remuneration, or</li> <li>- cease to be employed as a result of an incapacity which is likely to be permanent and which was caused by the injury or disease, or</li> <li>- die leaving a surviving spouse, civil partner or dependent, and</li> </ul> <p>2. if the Scheme employer has a policy to make such payments, how it will determine the amount of injury allowance to be paid?</p>	Spelthorne Borough Council will only pay injury allowances in exceptional circumstances	An employing authority may award an injury allowance to employees who contract an injury or illness related to their employment.

This Policy is effective from 27 February 2020. The Policy will be kept under review. Any future changes to the policy will come into effect one month after the amended policy is agreed and published. The Council retains the right to change the Policy at any time.

Reviewed by Council 23 February 2023

This page is intentionally left blank



## **Spelthorne Borough Council Services Committees Forward Plan and Key Decisions**

This Forward Plan sets out the decisions which the Service Committees expect to take over the forthcoming months.

Please direct any enquiries about this Plan to [CommitteeServices@spelthorne.gov.uk](mailto:CommitteeServices@spelthorne.gov.uk).

## Spelthorne Borough Council

### Service Committees Forward Plan and Key Decisions for 20 February 2023 to 31 March 2023

Anticipated earliest (or next) date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Corporate Policy and Resources Committee 20 02 2023	Service Plan - Procurement	Non-Key Decision	Confidential	Farida Hussain, Corporate Head of Governance
Corporate Policy and Resources Committee 20 02 2023	Service Plan - Assets	Non-Key Decision	Private	Nick Cummings, Property and Development Manager
Corporate Policy and Resources Committee 20 02 2023	Reserves Policy 2023/24	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 20 02 2023  Council 23 02 2023	Sinking Fund Policy	Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £250,000	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 20 02 2023  Council 23 02 2023	Fees & Charges 2023/24	Non-Key Decision	Public	Paul Taylor, Chief Accountant

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Corporate Policy and Resources Committee 20 02 2023	Treasury Management Strategy 2023/24	Non-Key Decision	Public	Sam Masters, Interim Treasury and Capital Accountant
Corporate Policy and Resources Committee 20 02 2023	Letting of MSU2, Elmsleigh Centre	Non-Key Decision	Public	Melanie Ager, Property Manager
Corporate Policy and Resources Committee 20 02 2023	Q3 Revenue Monitoring Report	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 20 02 2023	Q3 Capital Monitoring Report	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 20 02 2023	Detailed Budget 2023/24	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 20 02 2023	Capital strategy 2023 to 2028	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 20 02 2023	Capital Programme 2023/24 to 2027/28	Non-Key Decision	Public	Paul Taylor, Chief Accountant

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Corporate Policy and Resources Committee 20 02 2023	Local Authority Housing Fund - Spelthorne Borough Council	Non-Key Decision	Public	Marta Imig, Housing Strategy and Policy Manager
Corporate Policy and Resources Committee 20 02 2023	DFG Framework Approval	Non-Key Decision	Public	Hilary Gillies, Interim Corporate Procurement Manager, Stephen Mortimer-Cleavelly, Strategic Lead, Independent Living
Corporate Policy and Resources Committee 20 02 2023 Council 23 02 2023	Integrated Insurance Service - Spelthorne Borough Council & the London Borough of Sutton	Non-Key Decision	Confidential	Tracey Willmott-French, Senior Environmental Health Manager
Council 23 02 2023	Pay Award 2023/24 The Corporate Policy and Resources Committee is asked to recommend to Council the 2023/24 pay award	Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £250,000	Public	Angela Tooth, Human Resources Officer
Corporate Policy and Resources Committee Council	12 Hammersmith Grove - Re-letting Options	Non-Key Decision	Public	Katherine McIlroy, Property Manager
Corporate Policy and Resources Committee 17 04 2023	Oast House Listed Building	Non-Key Decision	Part public/part private	Kamal Mehmood, Strategic Lead for Leisure and Community Development, Heather Morgan, Group Head - Place, Protection and Prosperity



Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank