



Public Document Pack
**FINANCE AND RESOURCES
OVERVIEW AND SCRUTINY
AGENDA**

Scrutiny making a positive difference: Member led and independent, Overview & Scrutiny Committees promote service improvements, influence policy development & hold Executive to account for the benefit of the Community of Dacorum.

TUESDAY 4 FEBRUARY 2020 AT 7.30 PM

THE FORUM

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Membership

Councillor Herbert Chapman
Councillor Guest
Councillor Tindall
Councillor Adeleke
Councillor Barrett
Councillor Arslan
Councillor Mahmood

Councillor Mahmood (Chairman)
Councillor Sinha
Councillor Townsend
Councillor Claughton
Councillor Symington
Councillor Taylor

For further information, please contact Corporate and Democratic Support

AGENDA

1. **MINUTES** (Pages 4 - 6)
To confirm the minutes from the previous meeting
2. **APOLOGIES FOR ABSENCE**
To receive any apologies for absence
3. **DECLARATIONS OF INTEREST**

To receive any declarations of interest

A member with a disclosable pecuniary interest or a personal interest in a matter who attends a meeting of the authority at which the matter is considered -

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent

and, if the interest is a disclosable pecuniary interest, or a personal interest which is also prejudicial

- (ii) may not participate in any discussion or vote on the matter (and must withdraw to the public seating area) unless they have been granted a dispensation.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Members' Register of Interests, or is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal and prejudicial interests are defined in Part 2 of the Code of Conduct For Members

[If a member is in any doubt as to whether they have an interest which should be declared they should seek the advice of the Monitoring Officer before the start of the meeting]

4. PUBLIC PARTICIPATION

An opportunity for members of the public to make statements or ask questions in accordance with the rules as to public participation

5. CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE IN RELATION TO CALL-IN

6. BUDGET PREPARATIONS 2020/2021 (Pages 7 - 82)

7. BUDGET MONITORING REPORT (Pages 83 - 99)

8. GARAGE PROGRAMME (Pages 100 - 106)

9. EXCLUSION OF THE PUBLIC

To consider passing a resolution in the following terms:

That, under s.100A (4) of the Local Government Act 1972 Schedule 12A Part 1 as amended by the Local Government (Access to Information) (Variation) Order 2006 the public be excluded during the items in Part 2 of the Agenda for this meeting, because it is likely, in view of the nature of the business to be transacted, that, if members of the public were present during those items, there would be disclosure to them of exempt information relating to the financial and business affairs of the Council and third party companies/organisations.

Local Government Act 1972, Schedule 12A, Part 1, paragraph 3.

10. **PERFORMANCE OF THE LEISURE CONTRACT** (Pages 107 - 122)
11. **WORK PROGRAMME** (Page 123)

Agenda Item 1

MINUTES

FINANCE & RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

3 DECEMBER 2019

Present:

Cllr Chapman
Cllr Cloughton
Cllr Douris
Cllr Guest
Cllr Suqlain Mahmood (Chairman)
Cllr Tindall

Also Present:

Councillor Elliot – Portfolio Holder for Finance and Resources
Councillor Williams – Leader of the Council and Portfolio Holder for Corporate and Contracted Services

Officers:

C Baker	Group Manager – Revenues, Benefits and Fraud
M Brookes	Assistant Director – Corporate and Contracted Services
B Hosier	Group Manager – Procurement and Contracted Services
N Howcutt	Assistant Director – Finance and Resources
S Marshall	Chief Executive
B Trueman	Group Manager – Information, Communication and Technology
R Rice	Group Manager, Commercial Assets and Property Development
T Angel	Corporate and Democratic Support Officer (minutes)

Following a Joint meeting of the OSC's where a presentation on the Corporate Plan and the budget was given, the Finance & Resources OSC meeting began at 9.00pm.

OS/001/19 MINUTES

The minutes of the meeting held on 22 October 2019 were agreed and then signed by the Chairman.

OS/002/19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Adeleke, Arslan, Symington, Taylor and Townsend.

OS/003/19 DECLARATIONS OF INTEREST

None.

OS/004/19 PUBLIC PARTICIPATION

None.

OS/005/19 CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE IN RELATION TO A CALL-IN

None.

OS/006/19 BUDGET PREPERATION 2020/21

N Howcutt, M Brookes and B Trueman each gave presentations on their service areas. They then welcomed questions from the committee.

Councillor Tindall referred to the roll out of Universal Credit. He asked how confident we were that there would be a reduction in workload for the benefits service and if that was based on evidence from other councils. C Baker advised that the core workload for the benefits team had started to drop and had already reduced by 10-15%. He explained that for those people that were impacted by Universal Credit and unable to pay their rent, that impact was on the HRA rather than the General Fund so it was a separate issue. He reassured the committee that they will continue to monitor the issue closely.

The Chairman asked if the caravan storage facility was just for parking. N Howcutt confirmed it was but also offered additional services that others don't. He said it was managed well by CCTV.

Councillor Chapman asked if there were other site locations in mind. N Howcutt said there were potential sites they could look at but the housing agenda was the priority and there were greater commercial returns to be made from some of the sites elsewhere. He added the reason this site was useful was due to its location near to Buncefield and the development restrictions in that area.

Councillor Tindall asked if there was an opportunity to improve the slope at the Old Town Hall if we're improving the seating. N Howcutt said he would feedback on that. He then explained there were 3 aspects to look at when replacing the seating; one is making sure new seating meets health and safety standards, two is that we maximise space for revenue returns and thirdly looking at audience needs.

The Chairman referred to the arches next to the Old Town Hall. He felt there was more potential there. N Howcutt said opportunities have come and gone over the years but at the moment it was being used for the new Old Town market and was developing well. Councillor Williams added that it would cost a huge amount for the work required as it was a listed building and wouldn't be worth the return.

Councillor Tindall asked if there had been any progress with installing additional charging points in the Water Gardens car park. B Hosier advised that the infrastructure and upstands for the chargers had been installed and he was just waiting for the service provider to confirm when a surveyor will come to look at the Water Gardens North to view how and when the charge points will be installed.

Councillor Douris asked if the charging points would be on the ground floor of the Water Gardens. B Hosier explained that they would be looking at installing charging points on the ground floor first and some in the white zone on the upper deck, however it was dependent on getting energisation to those areas and the cost of it.

Councillor Tindall asked if we received a full refund for the cost of Elections. M Brookes advised that we didn't for Borough Elections.

Councillor Tindall said he continued to receive complaints from residents regarding the telephone system and asked if there was any plans for improvements. B Trueman advised we worked closely with Netcall and should get any enhancements

as soon as they're available, however there may be scope for making sure the routing is working efficiently. He said he would work with CSU on that.

Councillor Douris asked how confident we were in Netcall as an early adopter. B Trueman explained that we received an enhanced support level and was closely monitored. Councillor Douris asked how quick the recovery time was. B Trueman said he would find that out. **Action: B Trueman**

Councillor Guest referred to Appendix C on page 22 and asked how we made a 29% saving under legal services. N Howcutt advised it was a rebalance of the budget. F Hussain said they had looked at subscriptions and materials that weren't used or required and made some cut backs.

Outcome:

That the Finance and Resources Overview and Scrutiny Committee reviewed and agreed the draft budget proposals.

OS/008/19 WORK PROGRAMME

There were no changes to the work programme.

The meeting ended at 9.44 pm.



AGENDA ITEM:

SUMMARY

Report for:	Joint Overview & Scrutiny Committee
Date of meeting:	4 th February 2020
PART:	1
If Part II, reason:	

Title of report:	BUDGET PREPARATION 2020/21
Contact:	Cllr Graeme Elliot, Portfolio Holder for Finance & Resources James Deane, Corporate Director (Finance & Operations) Nigel Howcutt, Assistant Director (Finance & Resources)
Purpose of report:	To provide Members with an overview of the draft budget for 2020/21 and provide the opportunity to scrutinise and provide feedback to Cabinet.
Recommendation	That Scrutiny Committees review and scrutinise the draft budget proposals, fees, and charges for 2020/21 and provide feedback, to be considered by Cabinet, for each Committee's specific area of responsibility.
Corporate Objectives:	Setting a balanced budget to support the Council's corporate objectives.
Implications:	The financial and value for money implications are set out in the body of the report.
Risk Implications	The Council is required to set a balanced budget and scrutiny of the overall budget proposals will assist in the challenge process required.
Community Impact Assessment	Where appropriate, Community Impact Assessments for proposed budgets amendments have been undertaken by relevant service areas.
Health And Safety Implications	None.
Consultees:	Overview & Scrutiny Committees; Budget Review Group; Portfolio Holders; Chief Officer Group; Corporate Management Team; Group Managers.

Background Papers:	Agenda item 6, Budget Preparations 2020/21, Joint Overview and Scrutiny Committee 3 rd December 2019 Agenda item 9, Medium Term Financial Strategy 2019/20 – 2023/24, Cabinet 30 th July 2019
Key Terms, Definitions & Acronyms	GF – General Fund HRA – Housing Revenue Account MTFS – Medium Term Financial Strategy OSC – Overview and Scrutiny Committee

Introduction

1. The purpose of this report is to present for scrutiny and review the final draft budget proposals for 2020/21. Members are asked in particular to review those changes since the proposals presented to Joint OSC in December 2019, which are highlighted from paragraph 5 onwards.
2. With the exception of the Finance & Resources Committee, which scrutinises all budgets, individual Overview and Scrutiny Committees (OSCs) should focus only on those appendices and that portion of the Capital Programme that relates directly to their remit.
3. A senior Finance Officer will be present in each of the committees to support the Chair.
4. The following appendices are relevant to the draft budget proposals for 2020/21:

Appendix	Title	Finance & Resources OSC	Housing & Community OSC	Strategic Planning & Environment OSC
A	General Fund Budget Summary 2020/21	x	x	x
Bi	Budget Change Analysis 2019/20 – 2020/21	x	x	x
Bii	Summary by Committee	x	x	x
Ci	Finance & Resources Budgets Summary 2020/21	x		
Cii	Finance & Resources Budgets Detail 2020/21	x		
Ciii	Finance & Resources Fees and Charges 2020/21	x		
Di	Housing and Community GF Budgets Summary 2020/21	x	x	
Dii	Housing and Community GF Budgets Detail 2020/21	x	x	
Diii	Housing and Community Fees and Charges 2020/21	x	x	
Ei	Strategic Planning & Environment Budgets Summary 2020/21	x		x
Eii	Strategic Planning & Environment Budgets Detail 2020/21	x		x
Eiii	Strategic Planning & Environment Fees and Charges 2020/21	x		x
F	Housing Revenue Account Budget 2020/21	x	x	
G	Housing Revenue Account Movements 2019/20 – 2020/21	x	x	
Hi	Capital Programme by OSC: Summary of new and amended projects	x		
Hii	Housing and Community Capital Programme: Summary of new and amended projects	x	x	x

Appendix	Title	Finance & Resources OSC	Housing & Community OSC	Strategic Planning & Environment OSC
Hiii	Strategic Planning and Environment Capital Programme: Summary of new and amended projects	x		
li	Capital Programme 2020/21 - 2024/25, by OSC	x		
lii	Housing and Community Capital Programme 2020/21 - 2024/25	x	x	
liii	Strategic Planning and Environment Capital Programme 2020/21 - 2024/25	x		x
J	Statement of Earmarked Reserves	x		

Changes to the 2020/21 budget proposals since December OSC meeting.

5. Changes to the draft budgets since the meeting of Joint OSC on 3rd December 2019 are summarised in the table, below, with more detail provided in subsequent paragraphs.

	£000	£000
Savings target as at Joint OSC, December 2019		0
Local Government Funding Changes		
Council Tax surplus 2019/20 and increase in projected 2020/21 tax base	-225	
Amended Savings target after Settlement changes		-225
Additional pressures since December OSC		
Apprenticeship Levy increase	15	
Members' expenses annual uplift	30	
New Payroll contract	20	
Amendment to investment Income	113	
Insurance premiums (vehicle and premises premium increase)	60	
Net contribution to earmarked reserves. See paragraph 20 for details.	226	
Minor Variations and Roundings	11	
Total new pressure		475
Amended savings target after additional pressures		250
Additional income/ reduction in expenditure since December OSC		
Reduction to Minimum Revenue Provision	-50	
1% additional primary pension contribution not required	-200	
Total favourable adjustments		-250
Savings target as at Joint OSC, February 2020		0

6. In order to assist Members, these changes have been separated into OSC area, and more detail provided in the following paragraphs. All the proposed changes to the General Fund are in the Finance and Resources division.

Finance and Resources

7. As reported to Cabinet in December, there is a £225k increase in Council Tax income. The Council is expecting a £150k surplus on Council Tax collection in 2019/20, together with £75k increased growth in the tax base projected for 2020/21 following approval of the tax base by Cabinet in December 2019.
8. The apprenticeship levy is calculated as 0.5% of the payroll and the calculation based on the updated 2020/21 payroll requires growth of £15k. This will in turn provide additional funds that the Council can utilise through the apprenticeship and training programme.
9. The 2016 Independent Remuneration report on Members' allowances proposed annual uplifts of Consumer Price Index (CPI) + 1% until 2020/21, to bring these allowances in line with the Hertfordshire average, this requires a budget uplift of £30k.
10. There is a budget uplift of £20k required for the new integrated HR and payroll system, replacing the existing arrangements that expire in September 2020. This contract will provide an integrated HR and payroll system for improved usability, and additional functionality.
11. The investment income projection for 2020/21 has been revised for updated cash flow and interest rate forecasts, reducing the estimated income by £113k. Revised income for 2020/21 is £300k, which is an increase of £110k year on year, but a reduction on earlier 2020/21 budget estimates.
12. An enhanced insurance specification for The Forum and an increased premium on the new vehicles at Cupid Green is expected, which will increase insurance premiums by £60k, around 6%, in 2020/21.
13. A reduction in the Minimum Revenue Provision (MRP). The MRP is set out in statute, the underlying principle being that all capital expenditure has to be financed either from capital receipts, capital grants (or other contributions) or eventually from revenue income. Local authorities need to align revenue cost to the capital investment they make over the period which their capital expenditure provides benefits. The requirement for 2020/21 is £50k lower than projected due to capital slippage in 2019/20.
14. The draft triennial actuarial report on the DBC pension scheme was published in December 2019, and stated there was no requirement to increase employer contribution rates over the next 3 years. This results in a reduction of £200k relating to the projected 1% increase in contributions.
15. The Council has a responsibility to make annual lump sum payments to the pension fund to cover secondary employer rate contributions that cover the cost of benefits accrued by scheme members relating to past service. These annual payments have been assessed by the actuary and would require the Council to pay £6.3m, over the next 3 years.

The Council investigated the opportunity with the pension fund of changing the current process to make single one-off payment in advance in 2020/21, rather than three separate annual payments.

The Pension Fund confirmed this approach would result in a £340k reduction in the total fee, down to £6m from an aggregate total of £6.4m if paid in annual instalments. The Fund is able to offer this 'discount' because it will gain the benefit of investing the full balance of £6m for a longer period of time, and the resultant increase in their return on investment (£340k) would be reduced from the Council's payment.

The MTFS at present shows strong cash balances in 2020/21 – 2022/23 enabling this option to be funded, without impacting on council strategies. At present the investment of cash balances is delivering a return on investment of 0.83%, if this rate were to continue, as is currently forecast, the Council's investment return over the 3 year period would be £287k lower than the rate of return by making the secondary contribution pre-payment for DBC.

To make this payment, the residual pension costs not already budgeted for in 2020/21 would require an additional one off contribution from reserves of £1.618m in 2020/21, which would be fully replenished by 2022/23.

Housing and Community- Housing Revenue Account

16. The draft HRA Budget for 2020/21 is attached at Appendix F, with explanations of major movements between the Original Budget 201/20 and Draft Budget 2020/21 shown in Appendix G. This includes changes from December 2019 Joint OSC budget proposals.
17. Notable changes incorporated into HRA budgets since December 2019 Joint OSC proposals include:
 - £100k reduction in dwelling rent income following finalisation of projections for 2020/21.
 - £112k reduction in Revenue Contribution to Capital – the net reduction in revenue position, arising primarily from the above change in dwelling rent income, will lead to a lower surplus being available to contribute to capital projects.

Capital Programme

18. The draft Capital Programme is set out at Appendices li- liii.
19. There are no new capital schemes since the position reported at December OSC. There has been one increase to the verge hardening capital project to increase the budget from £350k to £450k, to fund additional verge hardening where applicable. For 2019/20 schemes, the programme reflects the expected 2019/20 forecast position, with any slippage being reflected in subsequent years of the capital programme.

Reserves

20. The proposed movements in General Fund reserves are set out in Appendix J. The reserve movements proposed since the December 2019 OSC of £2.1m are detailed in Table 2 below for inclusion within the 2020/21 budget.

- Management of Change reserve – a drawdown of £60k to support implementation costs associated with the Council’s new payroll contract.
- Local Development Framework reserve – a drawdown of £192k to fund direct employee costs for staff working on the Hemel Garden Communities. This allocation is aligned with approved expenditure plans.
- Dacorum Development reserve – a net drawdown of £46k. A £30k draw down is proposed to support 2020 VE day celebrations. A contribution to reserve of £49k following confirmation of the New Homes Bonus income for 2020/21 is also proposed. A previously approved drawdown from reserves of £65k to support the feasibility studies for Berkhamsted Leisure Centre is also included within the budget proposals.
- On-Street Car Parking reserve – a drawdown of £45k to support the programme of CPZ’s to be undertaken in 2020/21 requires a one off funding source to cover the projected costs in 2020/21.
- Vehicle Replacement reserve - draw down of £350k to support the Council’s vehicle replacement programme. It is proposed that £350k is drawn down from the reserve on an annual basis between 2020/21 and 2023/24 inclusive, replacing the current larger approved drawdown that takes place every four years.
- Invest to Save reserve - contribution of £184k to the reserve to fund the set up costs of future initiatives that will generate revenue savings.
- Pensions reserve – draw down of £2.4m to support the Council’s secondary contribution lump sum payment for 2020-22/23, as detailed in paragraph 15. An increase on the current approved draw down of £873k
- Savings Efficiencies reserve- a drawdown of £745k to support the Council’s secondary lump sum payment for 2020-22/23, as detailed in paragraph 15.
- Pensions savings reserve- Contribution to reserve of £42k, to capture the year one saving arising from the upfront payment of the Council’s contribution to the Pension Fund relating to past service obligations.

Recommendation

21. Members are asked to review and scrutinise the draft budget proposals, fees, and charges for 2020/21 and provide feedback, to be considered by Cabinet, for each Committee’s specific area of responsibility.

Annexe A
Explanation of expenditure categories used in appendices
Budget Categories Glossary

Employees

This group includes the cost of employee expenses, both direct and indirect, for example:

- Salaries
- Employer's National Insurance and pension contributions
- Agency staff
- Employee allowances (not including travel and subsistence)
- Training
- Advertising
- Severance payments

Premises

This group includes expenses directly related to the running of premises and land:

- Repairs, alterations and maintenance
- Energy costs
- Rent
- Business Rates
- Water
- Fixture and fittings
- Premises insurance
- Cleaning and domestic supplies
- Grounds maintenance

Transport

This group includes all costs associated with the hire or use of transport, including travel allowances:

- Repair and maintenance of vehicles
- Vehicle licensing
- Fuel
- Vehicle hire
- Vehicle insurance
- Employee mileage

Third Party Payments

Third party payments are contracts with external providers for the provision of a specific service. Examples for the Council include the Call Centre, Payroll Services, and Parking Enforcement.

Supplies & Services

This group includes all direct supplies and service expenses to the authority:

- Equipment, furniture and materials
- Catering/Vending
- Clothing and uniforms
- Printing, stationery and general office expenses
- External services (consultancy, professional advisors)
- Communications and computing (e.g. software maintenance, telephones and postage)
- Members allowances
- Conferences and seminars
- Grants and subscriptions

Capital Charges

These statutory accounting adjustments reflect a notional charge to the service for the use of a Councils asset. An example is Cupid Depot, for which a charge is made to Waste Services, for as long as the service uses the asset. These charges are reversed out centrally and do not impact on Council Tax.

Transfer Payments

This includes the cost of payments to individuals for which no goods or services are received. For the Council this only relates to Housing Benefit payments.

Income

This group includes all income received by the service from external users or by way of charges:

- Rental income
- Sales of goods or services (e.g. the sale of recyclables and waste sacks)
- Fees and charges (e.g. Planning, Parking and Burials)

Grants and Contributions

This group includes all income received by the service from external bodies:

- Specific Government grants
- Income for jointly run projects/services
- Reimbursement of costs (e.g. recovery of legal costs)
- Other contributions (e.g. recycling credits from Hertfordshire County Council)

Recharges

This statutory accounting adjustment charges out the back office functions (such as Finance and Legal) to the front line services. These adjustments are based on timesheet information provided by Group Managers and are subject to changes each year. The recharges overall will come back to zero, with the only impact on Council Tax being the overall charge to the Housing Revenue Account, as shown in Appendix A.

DRAFT GENERAL FUND BUDGET SUMMARY 2020/21

	Original 2019/20	Growth / (Savings)	Estimate 2020/21
	£000	£000	£000
Service Expenditure & Income			
Employees	24,625	3,595	28,220
Premises	4,448	291	4,739
Transport	1,429	121	1,550
Supplies & Services	7,348	(292)	7,056
Third-Parties	756	146	902
Transfer Payments	47,199	(50)	47,149
Capital Charges & Bad Debts	4,917	0	4,917
Income	(17,778)	(617)	(18,395)
Grants and Contributions	(51,537)	111	(51,426)
Recharge to HRA	(4,213)	(171)	(4,384)
Net Cost Of Services	17,194	3,134	20,328
Less:			
Interest Receipts	(188)	(112)	(300)
Interest Payments & MRP	970	(54)	916
Reversal of Capital Charges	(4,802)	(0)	(4,802)
Revenue Contributions to Capital	0	350	350
Net movement to/(from) Earmarked Reserves	4,464	(4,325)	139
Budget Requirement General Fund	17,638	(1,007)	16,631
Parish Precepts	816	39	855
Budget Requirement Including Parishes	18,454	(968)	17,486
Funded by:			
Revenue Support Grant/Tariff	0	0	0
Business Rates Retained	(3,789)	174	(3,615)
New Homes Bonus/Government Grants	(2,179)	400	(1,779)
Council Tax (Surplus)/Deficit	(139)	(12)	(151)
Business Rates (Surplus)/Deficit	0	1,000	1,000
Net Expenditure before Council Tax	12,347	594	12,941
Demand on the Collection Fund	(12,348)	(593)	(12,941)
Net Change in General Fund Balance	(1)	1	0
General Fund Balance B/Fwd	(2,502)		(2,503)
In year use	(1)		0
General Fund Balance C/Fwd	(2,503)		(2,503)

GENERAL FUND BUDGET CHANGE ANALYSIS 2020/21
EMPLOYEE EXPENDITURE

2019/20 Employee Budget		24,625
<u>Inflation</u>		
Pay award of 2.9% per annum (estimate)		613
Increments		179
Sub total - Inflation		792
<u>Growth items</u>		
Increase in pension contribution rate from 18.5% to 19.5%	Fiona Jump	200
Private Sector Housing Team Leader	Natasha Beresford	61
Climate Change Officer	Ben Hosier	60
Opposition Group Support Officer	Farida Hussain	15
Strategic Housing Pre-Tenancy Team review	Natasha Beresford	15
Fleet Services - expansion of Vehicle Repair Shop	Craig Thorpe	81
Other growth items under £15k		38
1% additional primary pension contribution not required	Fiona Jump	(200)
Sub total - Growth items		270
<u>Removal of 2019/20 one-off items (reserve / grant funded)</u>		
Borough Elections employees costs	Mark Brookes	(90)
Homeless Prevention and Assessment Team grant funded posts	Natasha Beresford	(60)
Local Development Framework fixed term posts	Chris Taylor	(146)
Short term growth required in Building Control	Sara Whelan	(60)
Waste Services - food waste project team	Craig Thorpe	(55)
Training budget funded from reserves	Matthew Rawdon	(23)
Sub total - Removal of 2019/20 one-off items		(434)
<u>2020/21 one-off items (reserve / grant funded)</u>		
Pension liability following 3 yearly actuarial review	Fiona Jump	1,500
Training budget funded from reserves	Matt Rawdon	20
Homeless Prevention and Assessment Team - 2 grant funded posts	Natasha Beresford	86
Private Sector Housing 1 year fixed term post	Natasha Beresford	50
Caravan storage - additional resource to generate additional income	Richard Rice	15
Secondary pension contribution lump sum payment	Fiona Jump	1,618
Hemel Garden Communities project team - funded from reserves	Chris Taylor	192
South West Herts Joint Strategic Plan costs - grant funded	Chris Taylor	60
Sub total - 2020/21 one-off items		3,541
<u>Efficiency savings</u>		
Customer Services operational review	Matthew Rawdon	(10)
Financial Services review	Fiona Jump	(30)
Strategic Planning review	Chris Taylor	(65)
Revenues and Benefits service review	Chris Baker	(55)
Other minor items under £15k		(16)
Sub total - Efficiency savings		(176)
<u>Other</u>		
Tree work for Housing HRA	Craig Thorpe	42
Internal movement of budget (no growth or efficiencies to services)		(440)
Sub total - Other		(398)
Total change year on year		3,595
2020/21 Employee Budget		28,220

**GENERAL FUND BUDGET CHANGE ANALYSIS 2020/21
PREMISES EXPENDITURE**

2019/20 Premises Budget		4,448
<u>Inflation</u>		
General inflation		80
Sub total - Inflation		80
<u>Growth items</u>		
Business Rates - impact of revaluations on DBC premises		40
Business Rates on Commercial Properties	Richard Rice	20
Water charges at garages (drainage costs)	Alan Mortimer	100
Sub total - Growth items		160
<u>Removal of 2019/20 one-off items (reserve / grant funded)</u>		
Borough Elections premises costs	Mark Brookes	(30)
Sub total - Removal of 2019/20 one-off items		(30)
<u>Other</u>		
Internal movement of budget (no growth or efficiencies to services)		81
Sub total - Other		81
Total change year on year		291
2020/21 Premises Budget		4,739

**GENERAL FUND BUDGET CHANGE ANALYSIS 2020/21
TRANSPORT EXPENDITURE**

2019/20 Transport Budget		1,429
<u>Inflation</u>		
General inflation		58
Sub total - Inflation		58
<u>Growth items</u>		
Insurance premiums	Fiona Jump	60
Sub total - Growth items		60
<u>Other</u>		
Waste collections from Housing Voids	Craig Thorpe	5
Internal movement of budget (no growth or efficiencies to services)		(2)
Sub total - Other		3
Total change year on year		3
2020/21 Transport Budget		1,550

**GENERAL FUND BUDGET CHANGE ANALYSIS 2020/21
SUPPLIES & SERVICES EXPENDITURE**

2019/20 Supplies & Services Budget		7,348
<u>Inflation</u>		
Inflation on contracted services		81
Sub total - Inflation		81
<u>Growth items</u>		
Waste Services - equipment for food waste collection from flats	Craig Thorpe	7
Building Control	Sara Whelan	12
Car Parking transaction fees	Ben Hosier	20
Sub total - Growth items		39
<u>Removal of 2019/20 one-off items (reserve / grant funded)</u>		
Water Gardens grant funded budget	Chris Taylor	(41)
Housing Conditions Survey	Natasha Beresford	(50)
Controlled Parking Zones	Ben Hosier	(56)
Strategic Planning project costs	Chris Taylor	(25)
Waste Services - one-off costs for food waste collection from flats	Craig Thorpe	(6)
Sustainability budget funded from reserves	Nigel Howcutt	(10)
Armed Forces Day	Matthew Rawdon	(20)
Sub total - Removal of 2019/20 one-off items		(208)
<u>2020/21 one-off items (reserve / grant funded)</u>		
Armed Forces Day	Matthew Rawdon	20
Caravan storage - additional resource to implement proposal	Richard Rice	5
Review and improvement of planning process	Sara Whelan	50
Leisure - feasibility work Berkhamsted Leisure Centre	Ben Hosier	65
Controlled Parking Zones	Ben Hosier	45
VE Day event	Farida Hussain	30
Sub total - 2020/21 one-off items		215
<u>Efficiency savings</u>		
ICT relocation of data centre	Ben Trueman	(10)
Planning Software maintenance	Sara Whelan	(10)
Legal expenditure	Farida Hussain	(17)
ICT Support and Maintenance efficiencies	Ben Trueman	(10)
Customer Services - ICT support and maintenance budget	Matthew Rawdon	(10)
Efficiencies in equipment budget Environmental Protection	Emma Walker	(27)
Professional fees Financial Services	Fiona Jump	(5)
Sub total - Efficiency savings		(89)
<u>Other</u>		
Tree work for Housing HRA	Alan Mortimer	5
Internal movement of budget (no growth or efficiencies to services)		(335)
Sub total - Other		(330)
Total change year on year		(292)
2020/21 Supplies & Services Budget		7,056

**GENERAL FUND BUDGET CHANGE ANALYSIS 2020/21
THIRD-PARTY PAYMENTS**

2019/20 Third Party Payments Budget		756
<u>Inflation</u>		
Contractual inflation		15
Sub total - Inflation		15
<u>2020/21 one-off items (reserve / grant funded)</u>		
New payroll contract implementation costs	Fiona Jump	60
Sub total - 2020/21 one-off items		60
<u>Growth items</u>		
Facilities Management costs of The Bury	Richard Rice	15
Building Control	Sara Whelan	28
Payroll contract	Fiona Jump	20
Sub total - Growth items		63
<u>Other</u>		
Internal movement of budget (no growth or efficiencies to services)		8
Sub total - Other		8
Total change year on year		146
2020/21 Third Party Payments Budget		902

**GENERAL FUND BUDGET CHANGE ANALYSIS 2020/21
TRANSFER PAYMENTS**

2019/20 Transfer Payments Budget		47,199
<u>Other</u>		
Internal movement of budget (no growth or efficiencies to services)		(50)
Sub total - Other		(50)
Total change year on year		(50)
2020/21 Transfer Payments Budget		47,149

**GENERAL FUND BUDGET CHANGE ANALYSIS 2020/21
INCOME**

2019/20 Income Budget		(17,778)
<u>Inflation</u>		
General inflation		(185)
Sub total - Inflation		(185)
<u>Growth items</u>		
Garages income	Alan Mortimer	200
Commercial Waste income	Craig Thorpe	180
Sub total - Growth items		380
<u>Increased income</u>		
Berkhamsted Multi-storey car park	Ben Hosier	(250)
Parking pricing review	Ben Hosier	(130)
Pricing review parking permits	Ben Hosier	(36)
Leisure contract	Ben Hosier	(308)
Additional income from Leisure contract following Business Rates Reduction	Ben Hosier	(70)
Temporary Accommodation	Natasha Beresford	(306)
Planning fee income	Sara Whelan	(50)
Playing pitches income generation Adventure Playgrounds	Matthew Rawdon	(20)
Caravan Storage income	Richard Rice	(30)
Cesspool emptying fees and charges review	Craig Thorpe	(35)
Bulky Waste charges review	Craig Thorpe	(15)
Legal income	Farida Hussain	(10)
Insurance income	Fiona Jump	(20)
Sub total - Increased income		(1,280)
<u>Other</u>		
Insurance income	Fiona Jump	(80)
Internal movement of budget (no growth or efficiencies to services)		548
Sub total - Other		468
Total change year on year		(617)
2020/21 Income Budget		(18,395)

**GENERAL FUND BUDGET CHANGE ANALYSIS 2020/21
GRANTS, REIMBURSEMENTS AND CONTRIBUTIONS**

2019/20 Grants, Reimbursements and Contributions Budget		(51,537)
<u>Inflation</u>		
General inflation		(54)
Sub total - Inflation		(54)
<u>Removal of 2019/20 one-off items (reserve / grant funded)</u>		
Homeless Prevention and Assessment Team grant funded posts	Natasha Beresford	60
Removal of grant funding Water Gardens	Chris Taylor	51
Sub total - Removal of 2019/20 one-off items		111
<u>2020/21 one-off items (reserve / grant funded)</u>		
Homeless Prevention and Assessment Team - 2 grant funded posts	Natasha Beresford	(86)
South West Herts Joint Strategic Plan - grant income	Chris Taylor	(60)
Sub total - 2020/21 one-off items		(146)
<u>Growth items</u>		
Reduction to Benefits Administration Subsidy grant	Chris Baker	60
Waste Services Alternative Financial Model (AFM)	Craig Thorpe	160
Sub total - Growth items		220
<u>Increased income</u>		
New Cemetery site	Richard Rice	(90)
Legal income	Farida Hussain	(23)
Sponsorship of Parks and Open Spaces	Craig Thorpe	(30)
CCTV income	Ben Hosier	(10)
Sub total - Increased income		(153)
<u>Other</u>		
CCTV	Ben Hosier	19
Internal movement of budget (no growth or efficiencies to services)		114
Sub total - Other		133
Total change year on year		111
2020/21 Grants, Reimbursements and Contributions Budget		(51,426)
GENERAL FUND BUDGET CHANGE ANALYSIS 2020/21 RECHARGE TO THE HRA		
2019/20 Recharge to the HRA		(4,213)
<u>Other</u>		
Decrease HRA recharge from review of Environmental and Community Protection	Emma Walker	71
CCTV recharges to HRA	Ben Hosier	(19)
Housing Voids Garden Clearances	Craig Thorpe	(50)
Collections from Housing Voids	Craig Thorpe	(25)
Tree work for Housing	Alan Mortimer	(47)
Annual HRA inflationary uplift		(75)
Minor amendment to HRA inflationary uplift		(26)
Sub total - Other		(171)
Total change year on year		(171)
2020/21 Recharge to the HRA		(4,384)

OVERVIEW AND SCRUTINY COMMITTEE GENERAL FUND BUDGETS 2020/21				
	Finance & Resources 2020/21 (£)	Housing & Community 2020/21 (£)	Planning & Environment 2020/21 (£)	Total (£)
Employees	13,912	4,149	10,159	28,220
Premises	2,748	1,003	988	4,739
Transport	297	14	1,239	1,550
Supplies & Services	3,861	1,148	2,047	7,056
Third-Parties	789	0	113	902
Transfer Payments	47,144	5	0	47,149
Capital Charges	2,131	1,083	1,704	4,917
Income	(9,891)	(5,055)	(3,449)	(18,395)
Grants and Contributions	(48,872)	(660)	(1,893)	(51,426)
Recharges	(6,129)	(40)	1,785	(4,384)
Net Expenditure by Committee	5,989	1,647	12,692	20,328

FINANCE & RESOURCES COMMITTEE GENERAL FUND BUDGETS 2020/21

	Original 2019/2020 £	Forecast 2019/2020 £	Draft 2020/2021 £	Variance 2019/20 - 2020/21 £	%
Finance & Resources					
Employees	10,562,690	10,772,617	13,911,670	3,348,980	32%
Premises	2,619,912	2,799,156	2,748,178	128,266	5%
Transport	224,610	226,457	296,560	71,950	32%
Supplies & Services	3,834,200	3,962,937	3,861,040	26,840	1%
Third-Parties	672,250	709,183	788,600	116,350	17%
Capital Charges	2,130,600	2,130,600	2,130,600	0	0%
Transfer Payments	47,144,000	47,144,000	47,144,000	0	0%
Income	(8,882,785)	(9,255,547)	(9,890,580)	(1,136,720)	(13%)
Grants and Contributions	(48,820,110)	(49,090,048)	(48,872,460)	76,575	0%
Recharges	(5,975,812)	(5,911,002)	(6,128,958)	(153,147)	(2%)
Net Expenditure: Finance & Resources	3,509,555	3,488,353	5,988,650	2,479,094	71%

FINANCE & RESOURCES COMMITTEE GENERAL FUND BUDGET DETAIL 2020/21

Original 2019/2020 £	Forecast 2019/2020 £	Draft 2020/2021 £	Variance 2019/20 - 2020/21 £	%
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Finance & Resources

Chief Executive's Unit (Sally Marshall)

Facilitating Change (Sally Marshall)

Supplies & Services	100,000	100,000	100,000	0	0%
Grants and Contributions	0	(17,500)	0	0	0%
Recharges	(100,000)	(82,500)	(100,000)	0	0%
Net Expenditure: Facilitating Change	0	0	0	0	0%

Management Team and Other Support Overheads (Sally Marshall)

Employees	459,590	471,211	474,390	14,800	+3%
Transport	620	620	630	10	+2%
Supplies & Services	11,940	4,140	11,950	10	+0%
Recharges	(472,150)	(475,971)	(486,970)	(14,820)	(3%)
Net Expenditure: Management Team and Other Support Overheads	(0)	(0)	0	0	0%

Net Expenditure: Chief Executive's Unit

0	0	0	0	+0%
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Corporate and Contracted Services

Sports Development and Community Recreation (Ben Hosier)

Premises	36,390	79,000	41,740	5,350	+15%
Supplies & Services	13,180	6,120	65,000	51,820	+393%
Third-Parties	0	5,000	0	0	+0%
Capital Charges	797,000	797,000	797,000	0	+0%
Income	(136,205)	(257,855)	(508,380)	(372,175)	(273%)
Recharges	170,550	237,978	153,903	(16,647)	(10%)
Net Expenditure: Sports Development and Community Recreation	880,915	867,243	549,263	(331,652)	(38%)

Car Parking (Ben Hosier)

Employees	83,450	84,108	85,710	2,260	+3%
Premises	443,060	383,060	452,880	9,820	+2%
Transport	1,120	1,120	1,140	20	+2%
Supplies & Services	763,790	792,790	769,800	6,010	+1%
Third-Parties	24,550	24,550	25,040	490	+2%
Capital Charges	87,800	87,800	87,800	0	+0%
Income	(2,356,440)	(2,359,440)	(2,772,710)	(416,270)	(18%)
Recharges	388,558	386,199	359,549	(29,009)	(7%)
Net Expenditure: Car Parking	(564,112)	(599,814)	(990,791)	(426,679)	(76%)

FINANCE & RESOURCES COMMITTEE GENERAL FUND BUDGET DETAIL 2020/21

	Original 2019/2020 £	Forecast 2019/2020 £	Draft 2020/2021 £	Variance 2019/20 - 2020/21 £ %	
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Property Management and Office Accommodation (Ben Hosier)					
Premises	303,780	303,780	311,120	7,340	+2%
Supplies & Services	20,240	20,240	20,360	120	+1%
Third-Parties	463,740	482,740	473,010	9,270	+2%
Capital Charges	471,100	471,100	471,100	0	+0%
Income	(388,960)	(418,000)	(396,740)	(7,780)	(2%)
Recharges	(869,901)	(859,860)	(878,850)	(8,949)	(1%)
Net Expenditure: Property Management and Office Accommodation	0	0	0	0	0%

Procurement Services (Ben Hosier)					
Employees	194,770	202,519	201,560	6,790	+3%
Transport	330	330	340	10	+3%
Supplies & Services	2,640	2,640	2,660	20	+1%
Recharges	(197,740)	(205,489)	(204,560)	(6,820)	(3%)
Net Expenditure: Procurement Services	0	0	0	0	0%

Democratic Representation and Management (Farida Hussain)					
Employees	223,090	233,902	253,890	30,800	+14%
Transport	12,270	12,270	12,640	370	+3%
Supplies & Services	473,070	492,517	533,080	60,010	+13%
Income	(1,190)	(1,190)	(1,210)	(20)	(2%)
Recharges	844,259	918,784	923,023	78,764	+9%
Net Expenditure: Democratic Representation and Management	1,551,499	1,656,283	1,721,423	169,924	+11%

Corporate Management (Farida Hussain)					
Recharges	422,066	432,265	448,840	26,774	+6%
Net Expenditure: Corporate Management	422,066	432,265	448,840	26,774	+6%

Registration of Electors (Farida Hussain)					
Employees	161,270	145,293	181,790	20,520	+13%
Transport	150	150	150	0	+0%
Supplies & Services	83,310	83,310	84,460	1,150	+1%
Income	(1,630)	(1,630)	(1,660)	(30)	(2%)
Recharges	50,727	69,620	88,499	37,772	+74%
Net Expenditure: Registration of Electors	293,827	296,744	353,239	59,412	+20%

Conducting Elections (Farida Hussain)					
Employees	90,000	235,357	0	(90,000)	(100%)
Premises	30,000	58,560	0	(30,000)	(100%)
Supplies & Services	0	39,005	0	0	+0%
Grants and Contributions	0	(177,544)	0	0	+0%
Recharges	6,145	0	0	(6,145)	(100%)
Net Expenditure: Conducting Elections	126,145	155,378	0	(126,145)	(100%)

FINANCE & RESOURCES COMMITTEE GENERAL FUND BUDGET DETAIL 2020/21

	Original 2019/2020 £	Forecast 2019/2020 £	Draft 2020/2021 £	Variance 2019/20 - 2020/21 £ %	
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Local Welfare Assistance Schemes (Farida Hussain)

Supplies & Services	2,520	0	2,570	50	+2%
Net Expenditure: Local Welfare Assistance Schemes	2,520	0	2,570	50	+2%

Legal Services (Farida Hussain)

Employees	465,230	451,569	471,110	5,880	+1%
Transport	1,380	1,380	1,410	30	+2%
Supplies & Services	48,420	48,420	34,360	(14,060)	(29%)
Third-Parties	0	0	10,000	10,000	+0%
Capital Charges	9,100	9,100	9,100	0	+0%
Income	(15,430)	(15,430)	(25,740)	(10,310)	(67%)
Grants and Contributions	(76,730)	(96,730)	(99,830)	(23,100)	(30%)
Recharges	(431,969)	(398,309)	(400,410)	31,560	+7%
Net Expenditure: Legal Services	0	0	0	0	+0%

Central Administration (Farida Hussain)

Employees	300,620	281,816	320,350	19,730	+7%
Transport	460	460	480	20	+4%
Supplies & Services	183,220	183,220	185,550	2,330	+1%
Third-Parties	1,080	1,080	1,100	20	+2%
Capital Charges	17,100	17,100	17,100	0	+0%
Income	(530)	(530)	(540)	(10)	(2%)
Recharges	(501,949)	(483,146)	(524,039)	(22,090)	(4%)
Net Expenditure: Central Administration	0	0	0	0	0%

Management Team and Other Support Overheads (Mark Brookes)

Employees	158,950	169,588	173,000	14,050	+9%
Transport	760	760	780	20	+3%
Supplies & Services	1,870	1,870	1,880	10	+1%
Recharges	(161,580)	(172,218)	(175,660)	(14,080)	(9%)
Net Expenditure: Management Team and Other Support Overheads	0	0	0	0	0%

Net Expenditure: Corporate and Contracted Services **2,712,859** **2,808,098** **2,084,545** **(628,314)** **(29%)**

Finance & Operations Management (James Deane)
Internal Audit (James Deane)

Third-Parties	104,110	102,715	106,190	2,080	+2%
Recharges	(104,110)	(102,715)	(106,190)	(2,080)	(2%)
Net Expenditure: Internal Audit	0	0	0	0	

FINANCE & RESOURCES COMMITTEE GENERAL FUND BUDGET DETAIL 2020/21

	Original 2019/2020 £	Forecast 2019/2020 £	Draft 2020/2021 £	Variance 2019/20 - 2020/21 £ %	
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Management Team and Other Support Overheads (James Deane)

Employees	346,040	355,245	355,670	9,630	+3%
Transport	0	87	0	0	+0%
Supplies & Services	2,820	4,556	2,830	10	+0%
Recharges	(348,860)	(359,888)	(358,500)	(9,640)	(3%)
Net Expenditure: Management Team and Other Support Overheads	0	0	0	0	+0%

Net Expenditure: Finance & Operations Management 0 0 0 0 +0%

Finance & Resources (Nigel Howcutt)**Housing Benefit Payments (Chris Baker)**

Capital Charges	35,000	35,000	35,000	0	+0%
Transfer Payments	23,440,000	23,440,000	23,440,000	0	+0%
Grants and Contributions	(23,673,850)	(23,673,850)	(23,673,850)	0	+0%
Other Income	(190,000)	(190,000)	(190,000)	0	+0%
Net Expenditure: Housing Benefit Payments	(388,850)	(388,850)	(388,850)	0	+0%

Housing benefits: rent rebates to HRA tenants - mandatory payments (Chris Baker)

Capital Charges	20,000	20,000	20,000	0	+0%
Transfer Payments	23,704,000	23,704,000	23,704,000	0	+0%
Grants and Contributions	(23,559,990)	(23,559,990)	(23,559,990)	0	+0%
Other Income	(160,000)	(160,000)	(160,000)	0	+0%
Net Expenditure: Housing benefits: rent rebates to HRA tenants - mandatory payments	4,010	4,010	4,010	0	+0%

Housing Benefits (Administration) (Chris Baker)

Employees	775,060	785,719	757,550	(17,510)	(2%)
Transport	2,330	2,330	2,380	50	+2%
Supplies & Services	10,180	10,180	10,180	0	+0%
Grants and Contributions	(594,450)	(641,282)	(535,240)	59,210	+10%
Recharges	961,443	839,168	983,106	21,663	+2%
Net Expenditure: Housing Benefits (Administration)	1,154,563	996,115	1,217,976	63,413	+5%

Local Tax Collection (Chris Baker)

Employees	488,470	498,575	480,070	(8,400)	(2%)
Transport	550	550	560	10	+2%
Supplies & Services	125,310	131,710	125,760	450	+0%
Grants and Contributions	(468,000)	(475,000)	(468,000)	0	+0%
Recharges	711,560	724,469	741,475	29,916	+4%
Net Expenditure: Local Tax Collection	857,890	880,305	879,865	21,976	+3%

FINANCE & RESOURCES COMMITTEE GENERAL FUND BUDGET DETAIL 2020/21

	Original 2019/2020 £	Forecast 2019/2020 £	Draft 2020/2021 £	Variance 2019/20 - 2020/21 £ %	
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Local Tax Collection and Benefits Support Team (Chris Baker)

Employees	337,050	348,820	347,810	10,760	+3%
Transport	5,910	5,910	5,820	(90)	(2%)
Supplies & Services	143,230	149,230	159,510	16,280	+11%
Grants and Contributions	0	(9,576)	0	0	
Recharges	(486,190)	(494,384)	(513,140)	(26,950)	(6%)
Net Expenditure: Local Tax Collection and Benefits Support Team	0	0	0	0	+0%

Corporate Management - Financial Fees and Services (Fiona Jump)

Supplies & Services	126,000	117,617	121,000	(5,000)	(4%)
Net Expenditure: Corporate Management - Financial Fees and Services	126,000	117,617	121,000	(5,000)	(4%)

Past Service Costs (Fiona Jump)

Employees	1,562,180	1,562,180	4,680,000	3,117,820	+200%
Net Expenditure: Past Service Costs	1,562,180	1,562,180	4,680,000	3,117,820	+200%

Parish Grants (Fiona Jump)

Supplies & Services	241,200	247,108	249,900	8,700	+4%
Net Expenditure: Parish Grants	241,200	247,108	249,900	8,700	+4%

Financial Services (Fiona Jump)

Employees	1,087,170	1,084,636	1,091,760	4,590	+0%
Transport	1,510	1,510	1,540	30	+2%
Supplies & Services	53,790	67,120	54,330	540	+1%
Third-Parties	20,950	20,950	101,370	80,420	+384%
Capital Charges	83,300	83,300	83,300	0	+0%
Grants and Contributions	(43,500)	(16,448)	(44,370)	(870)	(2%)
Recharges	(1,203,222)	(1,241,070)	(1,287,931)	(84,710)	(7%)
Net Expenditure: Financial Services	0	0	(0)	0	+0%

Support Services - Insurance (Fiona Jump)

Employees	54,410	54,410	63,000	8,590	+16%
Premises	761,770	761,770	809,000	47,230	+6%
Transport	175,330	175,330	246,000	70,670	+40%
Supplies & Services	468,110	446,584	368,000	(100,110)	(21%)
Income	(312,960)	(386,928)	(380,000)	(67,040)	(21%)
Recharges	(1,146,660)	(1,051,166)	(1,106,000)	40,660	+4%
Net Expenditure: Support Services - Insurance	0	0	0	0	+0%

FINANCE & RESOURCES COMMITTEE GENERAL FUND BUDGET DETAIL 2020/21

	Original 2019/2020 £	Forecast 2019/2020 £	Draft 2020/2021 £	Variance 2019/20 - 2020/21 £ %	
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Management Team and Other Support Overheads (Nigel Howcutt)

Employees	244,000	244,219	314,666	70,666	+29%
Transport	550	550	560	10	+2%
Supplies & Services	23,790	44,596	13,790	(10,000)	(42%)
Recharges	(268,340)	(289,365)	(329,016)	(60,676)	(23%)
Net Expenditure: Management Team and Other Support Overheads	0	0	(0)	(0)	+0%

Allotments (Richard Rice)

Premises	12,830	27,714	13,090	260	+2%
Supplies & Services	300	300	300	0	+0%
Income	(15,610)	(13,000)	(15,920)	(310)	(2%)
Grants and Contributions	0	(14,884)	0	0	+0%
Recharges	377	377	370	(7)	(2%)
Net Expenditure: Allotments	(2,103)	507	(2,160)	(57)	(3%)

Community Centres & Public Halls (Richard Rice)

Employees	136,230	143,038	139,580	3,350	+2%
Premises	183,130	229,797	221,370	38,240	+21%
Supplies & Services	8,000	11,574	8,010	10	+0%
Third-Parties	0	8,928	15,060	15,060	+0%
Capital Charges	122,900	122,900	122,900	0	+0%
Income	(166,270)	(140,865)	(169,610)	(3,340)	(2%)
Recharges	180,379	174,455	195,722	15,343	+9%
Net Expenditure: Community Centres & Public Halls	464,369	549,828	533,032	68,663	+15%

Outdoor Sports & Recreation Facilities (Sports Pavilions) (Richard Rice)

Premises	67,260	70,858	63,780	(3,480)	(5%)
Capital Charges	21,400	21,400	21,400	0	+0%
Income	(37,480)	(37,480)	(38,230)	(750)	(2%)
Recharges	2,640	2,640	2,600	(40)	(2%)
Net Expenditure: Outdoor Sports & Recreation Facilities (Sports Pavilions)	53,820	57,418	49,550	(4,270)	(8%)

Cemeteries (Richard Rice)

Employees	304,210	294,016	313,620	9,410	+3%
Premises	81,580	86,030	75,960	(5,620)	(7%)
Transport	12,470	12,470	13,080	610	+5%
Supplies & Services	37,890	53,492	37,910	20	+0%
Capital Charges	81,400	81,400	81,400	0	+0%
Income	(450,710)	(450,710)	(459,720)	(9,010)	(2%)
Grants and Contributions	(53,590)	(53,590)	(141,180)	(87,590)	(163%)
Recharges	96,104	74,535	84,877	(11,227)	(12%)
Net Expenditure: Cemeteries	109,354	97,643	5,947	(103,407)	(95%)

FINANCE & RESOURCES COMMITTEE GENERAL FUND BUDGET DETAIL 2020/21

	Original 2019/2020 £	Forecast 2019/2020 £	Draft 2020/2021 £	Variance 2019/20 - 2020/21 £ %	
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Public Conveniences (Richard Rice)

Premises	37,420	29,502	32,920	(4,500)	(12%)
Capital Charges	38,600	38,600	38,600	0	+0%
Income	(150)	(150)	(150)	0	+0%
Recharges	92,907	89,199	91,605	(1,302)	(1%)
Net Expenditure: Public Conveniences	168,777	157,150	162,975	(5,802)	(3%)

Property Management and Office Accommodation (Richard Rice)

Employees	539,250	608,277	557,020	17,770	+3%
Premises	0	3,249	0	0	
Transport	4,910	5,670	5,000	90	+2%
Supplies & Services	56,970	68,869	62,240	5,270	+9%
Income	(10,970)	(42,925)	(11,190)	(220)	(2%)
Grants and Contributions	0	(1,000)	0	0	
Recharges	(590,160)	(642,140)	(613,070)	(22,910)	(4%)
Net Expenditure: Property Management and Office Accommodation	0	0	0	0	+0%

Investment Property (Richard Rice)

Premises	662,692	765,836	726,318	63,626	+10%
Supplies & Services	8,670	9,330	8,700	30	+0%
Income	(4,988,250)	(5,129,414)	(5,108,780)	(120,530)	(2%)
Grants and Contributions	0	(2,654)	0	0	+0%
Recharges	577,375	571,126	579,524	2,149	+0%
Net Expenditure: Investment Property	(3,739,513)	(3,785,776)	(3,794,238)	(54,725)	(1%)

Net Expenditure: Finance & Resources

611,695	495,253	3,719,005	3,107,310	+282%
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Housing & Regeneration Management (Mark Gaynor)
Management Team and Other Support Overheads (Mark Gaynor)

Employees	243,270	246,795	268,780	25,510	+10%
Transport	380	1,380	390	10	+3%
Supplies & Services	3,380	2,380	3,380	0	+0%
Recharges	(247,030)	(250,555)	(272,550)	(25,520)	(10%)
Net Expenditure: Management Team and Other Support Overheads	0	0	0	0	+0%

Net Expenditure: Housing & Regeneration Management

0	0	0	0	+0%
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FINANCE & RESOURCES COMMITTEE GENERAL FUND BUDGET DETAIL 2020/21

	Original 2019/2020 £	Forecast 2019/2020 £	Draft 2020/2021 £	Variance 2019/20 - 2020/21 £	%
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Neighbourhood Delivery (David Austin)
Management Team and Other Support Overheads (David Austin)

Employees	165,460	168,405	171,420	5,960	+4%
Transport	230	230	230	0	+0%
Supplies & Services	1,320	1,320	1,330	10	+1%
Recharges	(167,010)	(169,955)	(172,980)	(5,970)	(4%)
Net Expenditure: Management Team and Other Support Overheads	0	0	0	0	+0%

Corporate Health & Safety (Emma Walker)

Employees	136,680	141,525	141,640	4,960	+4%
Transport	330	330	340	10	+3%
Supplies & Services	53,930	33,930	53,970	40	+0%
Recharges	(190,941)	(175,783)	(195,950)	(5,009)	(3%)
Net Expenditure: Corporate Health & Safety	0	0	0	0	+0%

Net Expenditure: Neighbourhood Delivery

0	0	0	0	+0%
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Performance and Projects (Linda Roberts)
Business Improvement (Ben Trueman)

Employees	169,260	108,876	175,860	6,600	+4%
Transport	200	200	200	0	+0%
Supplies & Services	10,780	26,780	10,990	210	+2%
Third-Parties	2,100	7,500	0	(2,100)	(100%)
Recharges	(182,340)	(143,356)	(187,050)	(4,710)	(3%)
Net Expenditure: Business Improvement	0	0	0	0	+0%

Information and Communication Technology (Ben Trueman)

Employees	838,140	823,606	866,620	28,480	+3%
Transport	1,260	1,260	1,300	40	+3%
Supplies & Services	642,110	652,110	629,990	(12,120)	(2%)
Capital Charges	345,900	345,900	345,900	0	+0%
Recharges	(1,827,408)	(1,822,878)	(1,843,811)	(16,402)	(1%)
Net Expenditure: Information and Communication Technology	0	0	0	0	+0%

Management Team and Other Support Overheads (Linda Roberts)

Employees	167,060	171,176	171,660	4,600	+3%
Recharges	(167,060)	(171,176)	(171,660)	(4,601)	(3%)
Net Expenditure: Management Team and Other Support Overheads	0	0	0	0	+0%

FINANCE & RESOURCES COMMITTEE GENERAL FUND BUDGET DETAIL 2020/21

	Original 2019/2020 £	Forecast 2019/2020 £	Draft 2020/2021 £	Variance 2019/20 - 2020/21 £ %	
Human Resources (Matt Rawdon)					
Employees	660,770	683,441	677,454	16,684	+3%
Transport	420	420	430	10	+2%
Supplies & Services	106,890	108,440	121,910	15,020	+14%
Third-Parties	55,720	55,720	56,830	1,110	+2%
Recharges	(638,800)	(663,021)	(671,524)	(32,724)	(5%)
Net Expenditure: Human Resources	185,000	185,000	185,100	100	+0%
Net Expenditure: Performance and Projects	185,002	184,999	185,100	100	+0%
Planning, Development and Regeneration (James Doe)					
Management Team and Other Support Overheads (James Doe)					
Employees	171,010	174,292	175,690	4,680	+3%
Transport	1,140	1,140	1,160	20	+2%
Supplies & Services	5,330	1,440	5,340	10	+0%
Recharges	(177,480)	(176,872)	(182,190)	(4,710)	(3%)
Net Expenditure: Management Team and Other Support Overheads	0	0	0	0	+0%
Net Expenditure: Planning, Development and Regeneration	0	0	0	0	+0%
Net Expenditure: Finance & Resources	3,509,555	3,488,353	5,988,650	2,479,095	+71%

FINANCE & RESOURCES COMMITTEE PROPOSED FEES AND CHARGES 2020/21				
	Unit Measurement	2019/20 Charge	2020/21 Proposed Charge	% Change
Revenues				
Summons Costs		60.00	70.00	16.7%
Liability Orders		30.00	30.00	0.0%
Berkhamsted Civic Centre				
Weddings - Full Day	Day	639.00	654.00	2.3%
Extended from 11.30pm to midnight	Half Hour	66.50	68.00	2.3%
Community Use - Day	Hour	22.50	23.00	2.2%
Community Use - Monday to Thursday Evening (after 6pm)	Hour	25.00	26.00	4.0%
Community Use - Friday Evenings & Weekends	Hour	30.75	31.00	0.8%
Commercial Use - Day	Hour	27.50	28.00	1.8%
Commercial Use - Monday to Thursday Evening (after 6pm)	Hour	33.75	35.00	3.7%
Commercial Use - Friday Evenings & Weekends	Hour	40.50	41.00	1.2%
Sale of Goods - Commercial - Evenings (after 6pm)	Evening	266.00	272.00	2.3%
Sale of Goods - Commercial	Day	276.00	282.00	2.2%
Victoria Hall				
Day Fayres - inc. Assembly Room, Victoria Room and main kitchen (9am to 5.30pm)	Day	475.00	486.00	2.3%
Day Fayres - inc. Assembly Room, Victoria Room and main kitchen (9am to 5.30pm) Charity	Day	265.00	271.00	2.3%
Refundable Deposit (If required)	Per Hire	200.00	200.00	0.0%
All Events Extra Time 11:30pm - 12.00am.	Half Hour	62.50	64.00	2.4%
Assembly Room - Community Use - Day	Hour	22.50	23.00	2.2%
Assembly Room - Community Use - Evening/Weekends	Hour	24.50	25.00	2.0%
Assembly Room - Commercial Use - Day	Hour	25.75	26.00	1.0%
Assembly Room - Commercial Use - week night Monday to Thursday	Hour	32.00	33.00	3.1%
Assembly Rooms - Commercial Use - Evening/Weekends	Hour	38.00	39.00	2.6%
Everyone Active Bowls and Table Tennis	Session 2.5 hours	34.50	35.00	1.4%
Private Bowls and Table Tennis	Session 2.5 hours	34.50	35.00	1.4%
Kitchen Use - Washing Up	Day	32.50	33.00	1.5%
Kitchen Use - Full Catering	Day	62.50	64.00	2.4%
Victoria Room - Commercial Use - Weekdays to 6pm	Hour	23.00	24.00	4.3%
Victoria Room - Commercial Use - Weekdays after 6pm and Weekends	Hour	26.00	27.00	3.8%
Victoria Room - Community Use - Weekdays to 6pm	Hour	19.50	20.00	2.6%
Victoria Room - Community Use - Weekdays after 6pm and Weekends	Hour	21.50	22.00	2.3%
Albert Room - Community Use - Weekdays to 6pm	Hour	14.50	15.00	3.4%
Albert Room - Community Use - Weekdays after 6pm and Weekends	Hour	16.50	17.00	3.0%
Edward Room - Weekdays	Hour	12.00	12.00	0.0%
Edward Room Office	Hour	9.00	9.00	0.0%
Tring Park School Assembly Room	Hour	19.10	20.00	4.7%
Tring Park School Victoria Room	Hour	16.65	17.00	2.1%
Tring Park School Albert Room	Hour	10.50	11.00	4.8%
Tring U3A Table Tennis	Session 2.5 hours	34.50	35.00	1.4%
Football Season				
Adult - Including Pavilion	13 Games	854.00	874.00	2.3%
Adult - Excluding Pavilion	13 Games	611.00	625.00	2.3%
Junior (aged 11 to 18) - Including Pavilion	13 Games	442.00	452.00	2.3%
Junior (aged 11 to 18) - Excluding Pavilion	13 Games	307.00	314.00	2.3%
Mini (aged 7 to 10) - Including Pavilion	13 Games	271.00	277.00	2.2%
Mini (aged 7 to 10) - Excluding Pavilion	13 Games	187.00	191.00	2.1%
Sports Pitch Hire - Football, Baseball & Rugby				
Adult - Including Pavilion	Match	72.00	74.00	2.8%
Adult - Excluding Pavilion	Match	52.00	53.00	1.9%
Junior (aged 11 to 18) - Including Pavilion	Match	45.00	46.00	2.2%
Junior (aged 11 to 18) - Excluding Pavilion	Match	32.75	34.00	3.8%
Mini (aged 7 to 10) - Including Pavilion	Match	28.75	29.00	0.9%
Mini (aged 7 to 10) - Excluding Pavilion	Match	20.50	21.00	2.4%
Sports Pitch Hire - Cricket				
Adult - Including Pavilion	Match	72.00	74.00	2.8%
Adult - Excluding Pavilion	Match	66.00	68.00	3.0%
Adult - Weekday Evening Match Excluding Pavilion	Match	43.00	44.00	2.3%
Adult - Training (No Marking Required)	Match	33.00	34.00	3.0%

FINANCE & RESOURCES COMMITTEE PROPOSED FEES AND CHARGES 2020/21				
	Unit Measurement	2019/20 Charge	2020/21 Proposed Charge	% Change
Casual Bowls				
Adult	Hour per person	3.00	N/A	0.0%
Adult Concessions	Hour per person	1.50	N/A	0.0%
Junior (up to 16) / OAP (60+)	Hour per person	2.00	N/A	0.0%
Shoe/Wood Hire	Per Hire	No charge	N/A	0.0%
Miscellaneous				
Hot Air Balloon Launches	Per Launch	52.50	54.00	2.9%
Allotments	Pole	6.00	6.00	0.0%
Hemel Hempstead Bowls Club	Per Annum	7,438.00	7,609.00	2.3%
Cemeteries				
Exclusive Right of Burial				
Lawn Grave 9ft x 4ft (75 Years)		1,370.00	1,402.00	2.3%
Child & Babies Section (child from 0 to 12 years)		no charge	no charge	0.0%
Muslim Wooden Lined Grave 2018/19 / Muslim Burial ERB 2019/20		1,570.00	1,606.00	2.3%
Pre Purchased				
Lawn Grave (75 Years)		2,370.00	2,425.00	2.3%
Cremated Remains Exclusive Right of Burial				
Cremated Remains Flat Tablet Memorial (75 Years)		510.00	522.00	2.4%
Cremated Remains Desk Memorial (75 Years)		510.00	522.00	2.4%
Cremated Remains 2'6" upright Memorial (75 Years)		740.00	757.00	2.3%
Cremated Remains Family Garden (75 Years)		800.00	818.00	2.3%
Pre Purchased				
Cremated Remains Flat Tablet Memorial (75 Years)		800.00	818.00	2.3%
Cremated Remains Desk Memorial (75 Years)		800.00	818.00	2.3%
Cremated Remains 2'6" upright Memorial (75 Years)		1,030.00	1,054.00	2.3%
Cremated Remains Family Garden (75 Years)		1,280.00	1,309.00	2.3%
* All fees are pertinent to the grave owner, if non-resident fees are treble.				
Interment Fees				
Lawn Grave (Burial) - Adult		635.00	650.00	2.4%
Lawn Grave (Burial) - Child		no charge	no charge	0.0%
Woodland Burial including Tree		780.00	798.00	2.3%
Child Grave Child & Baby Section		no charge	no charge	0.0%
Cremated Remains Adult		215.00	220.00	2.3%
Cremated Remains - Double Interment - Adult		430.00	440.00	2.3%
Scattering of Remains - Adult or Child		60.00	61.00	1.7%
* All fees are pertinent to the grave owner, if non-resident fees are treble.				
Cemeteries				
Additional Fees				
ERB (Deed) Transfer (to another)		70.00	72.00	2.9%
Use of Chapel at Tring		90.00	92.00	2.2%
Repurchase expired lease on Right of Burial (75 years)		890.00	910.00	2.2%
Repurchase expired lease on Right of Burial (75 years) Cremation Plot		30.00	31.00	3.3%
Additional Fee for out of hours interment (after 2 Mon - Thurs, after 1 Friday)		300.00	307.00	2.3%
Additional Fee for Saturday interment (Until 12.00)		300.00	307.00	2.3%

FINANCE & RESOURCES COMMITTEE PROPOSED FEES AND CHARGES 2020/21

	Unit Measurement	2019/20 Charge	2020/21 Proposed Charge	% Change
Memorial Fees				
Memorial Administration Fees				
Headstone (additional or replacement)		200.00	205.00	2.5%
Child's Headstone		no charge	no charge	0.0%
Tablet or Plaque (additional or replacement)		75.00	77.00	2.7%
Desktop (additional or replacement)		75.00	77.00	2.7%
Vase (additional or replacement)		40.00	41.00	2.5%
Headstone (each inscription after the first, inc. memorial test fees)		135.00	138.00	2.2%
Desktops, Tablets and Plaques (each inscription after the first)		50.00	51.00	2.0%
Vase (each inscription after the first)		30.00	31.00	3.3%
Sanctum (10 year lease)		1,206.00	1,234.00	2.3%
Sanctum (20 year lease)		1,678.00	1,717.00	2.3%
Sanctum Renewal (5 years)		446.00	456.00	2.2%
Stamford Bench and Installation (inc. 10 year lease) - Dark Wood		1,300.00	1,330.00	2.3%
Granite Buxton Seat (inc. 10 year lease)		1,025.00	1,049.00	2.3%
Memorial Seat Extend Lease (additional 5 years)		120.00	123.00	2.5%
Granite Seat Plaque (inc. 5 year lease)		290.00	297.00	2.4%
Granite Seat Plaque Renewal (5 years)		170.00	174.00	2.4%
Rose Garden Memorial (10 years)		440.00	450.00	2.3%
Rose Garden Memorial Renewal (5 years)		330.00	338.00	2.4%
Shrub with Inscribed Marker (10 years)		240.00	246.00	2.5%
Shrub renewal (5 years)		130.00	133.00	2.3%
Standard Rose with Inscribed Marker (10 years)		300.00	307.00	2.3%
Standard Rose renewal (5 years)		150.00	153.00	2.0%
Rose with Inscribed Marker (10 years)		240.00	246.00	2.5%
Rose renewal (5 years)		130.00	133.00	2.3%
Flower Bed with Inscribed Marker (per year)		590.00	604.00	2.4%
Replacement Marker		60.00	61.00	1.7%
Octagonal Seat Plaque		290.00	297.00	2.4%
Octagonal Seat Plaque Renewal		175.00	179.00	2.3%
Tring Leather Panel Memorial		125.00	128.00	2.4%
Tring leather panel memorial renewal (5 years)		56.00	57.00	1.8%
Leaf Vaults Single (10 years) inc. leaf vase		958.00	980.00	2.3%
Leaf Vaults Double (10 years) inc. leaf vase		1,069.00	1,094.00	2.3%
Leaf Vaults renewal (5 years)		281.00	287.00	2.1%
Leaf Vase		123.00	126.00	2.4%
* All fees are pertinent to the grave owner, if non-resident fees are treble.				

FINANCE & RESOURCES COMMITTEE PROPOSED FEES AND CHARGES 2020/21

	Unit Measurement	2019/20 Charge	2020/21 Proposed Charge	% Change
Parking Services (Please note that the proposed parking charges are currently out to public consultation)				
Off Street Parking - (including VAT @ 20% where applicable)				
Wood Lane End (Previously Duxons Turn)	Up to 30 minutes	0.10	N/A	0.0%
Wood Lane End (Previously Duxons Turn)	Up to 2 Hours	0.40	0.50	25.0%
Wood Lane End (Previously Duxons Turn)	Up to 3 Hours	0.70	0.80	14.3%
Wood Lane End (Previously Duxons Turn)	Up to 4 Hours	1.00	1.20	20.0%
Wood Lane End (Previously Duxons Turn)	Up to 10 Hours	1.60	2.00	25.0%
Wood Lane End (Previously Duxons Turn)	Annual season ticket (limited to 30)	250.00	250.00	0.0%
The Gables	Up to 1 Hour	0.50	0.60	20.0%
The Gables	Up to 2 Hours	0.70	0.80	14.3%
The Gables	Up to 3 Hours	0.90	1.00	11.1%
The Gables	Up to 4 Hours	1.10	1.20	9.1%
The Gables	Up to 10 Hours	1.60	1.70	6.2%
High Street	Up to 1 Hour	0.50	0.50	0.0%
High Street	Up to 2 Hours	0.70	0.80	14.3%
High Street	Up to 3 Hours	0.90	1.00	11.1%
High Street	Up to 4 Hours	1.10	1.20	9.1%
High Street	Up to 10 Hours	1.60	1.70	6.2%
High Street	Annual resident permit	50.00	80.00	60.0%
Queensway	Up to 1 Hour	0.60	0.60	0.0%
Queensway	Up to 2 Hours	1.00	1.10	10.0%
Queensway	Up to 3 Hours	1.30	1.40	7.7%
Queensway	Up to 4 Hours	1.60	1.80	12.5%
Queensway	Up to 10 Hours	2.50	2.70	8.0%
Alexandra Road	Up to 1 Hour	0.60	0.60	0.0%
Alexandra Road	Up to 2 Hours	1.00	1.10	10.0%
Alexandra Road	Up to 3 Hours	1.30	1.40	7.7%
Alexandra Road	Up to 4 Hours	1.60	1.80	12.5%
Alexandra Road	Up to 10 Hours	2.50	2.70	8.0%
Water Gardens (North) upper deck	Up to 1 Hour	0.80	1.00	25.0%
Water Gardens (North) upper deck	Up to 2 Hours	1.40	1.60	14.3%
Water Gardens (North) upper deck	Up to 3 Hours	2.00	2.20	10.0%
Water Gardens (North) upper deck	Up to 4 Hours	2.50	2.70	8.0%
Water Gardens (North) upper deck	Up to 10 Hours	3.50	4.00	14.3%
Water Gardens (North) lower deck	Up to 1 Hour	0.80	1.00	25.0%
Water Gardens (North) lower deck	Up to 2 Hours	1.40	1.60	14.3%
Water Gardens (North) lower deck	Up to 3 Hours	2.00	2.20	10.0%
Water Gardens (North) lower deck	Up to 4 Hours	2.50	2.70	8.0%
Water Gardens (North) lower deck	Up to 10 Hours	3.50	4.00	14.3%
Water Gardens (South)	Up to 30 minutes	0.50	0.60	20.0%
Water Gardens (South)	Up to 1 Hour	1.00	1.20	20.0%
Water Gardens (South)	Up to 2 Hours	1.60	1.80	12.5%
Moor End Road	Up to 4 Hours	2.50	2.70	8.0%
Moor End Road	Up to 10 Hours	4.00	4.00	0.0%
Park Road	Up to 1 Hour	0.60	0.70	16.7%
Park Road	Up to 2 Hours	0.80	0.90	12.5%
Park Road	Up to 3 Hours	1.00	1.10	10.0%
Park Road	Up to 4 Hours	1.20	1.40	16.7%
Park Road	Up to 10 Hours	2.50	2.70	8.0%
Cowper Road	Up to 2 Hours	0.50	0.60	20.0%
Cowper Road	Up to 3 Hours	0.60	0.70	16.7%
Cowper Road	Up to 4 Hours	0.70	0.80	14.3%
Durrants Hill	Up to 30 minutes	0.10	N/A	0.0%
Durrants Hill	Up to 2 Hours	0.40	0.40	0.0%
Durrants Hill	Up to 3 Hours	0.70	0.80	14.3%
Durrants Hill	Up to 4 Hours	1.00	1.20	20.0%
Durrants Hill	Up to 10 Hours	1.60	1.70	6.2%
Durrants Hill	Annual season ticket	524.16	330.00	-37.0%
Water Lane	Up to 1 Hour	0.70	0.90	28.6%
Water Lane	Up to 2 Hours	1.30	1.60	23.1%
Water Lane	Up to 3 Hours	2.00	N/A	0.0%
Water Lane	Up to 4 Hours	2.60	N/A	0.0%
Lower Kings Road	Up to 1 Hour	0.70	N/A	0.0%
Lower Kings Road	Up to 2 Hours	1.30	N/A	0.0%
Lower Kings Road	Up to 3 Hours	2.00	N/A	0.0%
Lower Kings Road	Up to 4 Hours	2.60	N/A	0.0%

FINANCE & RESOURCES COMMITTEE PROPOSED FEES AND CHARGES 2020/21

	Unit Measurement	2019/20 Charge	2020/21 Proposed Charge	% Change
Lower Kings Road multi-storey	Up to 1 Hour	TBA	0.80	0.0%
Lower Kings Road multi-storey	Up to 2 Hours	TBA	1.50	0.0%
Lower Kings Road multi-storey	Up to 3 Hours	TBA	2.20	0.0%
Lower Kings Road multi-storey	Up to 4 Hours	TBA	3.00	0.0%
Lower Kings Road multi-storey	Up to 10 Hours	TBA	4.00	0.0%
Lower Kings Road multi-storey	Business Permits	TBA	375.00	0.0%
The Moor temporary car park	Up to 1 Hour	0.70	N/A	0.0%
The Moor temporary car park	Up to 2 Hours	1.30	N/A	0.0%
The Moor temporary car park	Up to 3 Hours	2.00	N/A	0.0%
The Moor temporary car park	Up to 4 Hours	2.60	N/A	0.0%
Canal Fields	10 day season (limited to 20)	10.00	15.00	50.0%
St John's Well Lane	Up to 1 Hour	0.70	0.80	14.3%
St John's Well Lane	Up to 2 Hours	1.30	1.50	15.4%
St John's Well Lane	Up to 3 Hours	2.00	2.20	10.0%
St John's Well Lane	Up to 4 Hours	2.60	3.00	15.4%
St John's Well Lane	Up to 10 Hours	3.80	4.00	5.3%
The Forge	Up to 2 Hours	1.00	1.10	10.0%
The Forge	Up to 3 Hours	1.20	1.30	8.3%
The Forge	Up to 4 Hours	1.50	1.60	6.7%
The Forge	Up to 10 Hours	2.20	2.40	9.1%
The Forge	Annual season ticket	416.00	450.00	8.2%
The Forge	Annual resident permit	50.00	80.00	60.0%
Church Yard (Previously Frogmore Street East long stay)	Up to 10 Hours	2.20	2.40	9.1%
Frogmore Street (East)	Up to 2 Hours	1.00	1.10	10.0%
Frogmore Street (East)	Up to 3 Hours	1.20	1.30	8.3%
Frogmore Street (East)	Up to 4 Hours	1.50	1.60	6.7%
Frogmore Street (West)	Up to 10 Hours	2.20	2.40	9.1%
Frogmore Street (West)	Annual resident permit	50.00	80.00	60.0%
Victoria Hall	Up to 2 Hours	1.00	1.10	10.0%
Victoria Hall	Up to 3 Hours	1.20	1.30	8.3%
Victoria Hall	Up to 4 Hours	1.50	1.60	6.7%
Old School Yard (Tring Town Council car park)	Up to 2 Hours	1.00	1.10	10.0%
Old School Yard (Tring Town Council car park)	Up to 3 Hours	1.20	1.30	8.3%
Old School Yard (Tring Town Council car park)	Up to 4 Hours	1.50	1.60	6.7%
Season Ticket Changes	2nd and more in any year	7.00	N/A	0.0%
Annual resident car park permit changes	2nd and more in any year	7.00	7.00	0.0%
Bay suspension or dispensation	Per half day	10.00	N/A	0.0%
Bay suspension or dispensation	Per day	20.00	25.00	25.0%
Filming administration charge		50.00	N/A	0.0%

FINANCE & RESOURCES COMMITTEE PROPOSED FEES AND CHARGES 2020/21

	Unit Measurement	2019/20 Charge	2020/21 Proposed Charge	% Change
On Street Parking				
Waterhouse Street (certain lengths between Bank Court and bus station)	Up to 15 minutes	0.50	N/A	0.0%
Waterhouse Street (certain lengths between Bank Court and bus station)	Up to 30 minutes	1.00	1.00	0.0%
Shared use St John's Road cul-de-sac	Up to 1 Hour	0.50	0.50	0.0%
Shared use St John's Road cul-de-sac	Up to 2 Hours	1.00	1.00	0.0%
Shared use St John's Road cul-de-sac	Up to 3 Hours	2.00	2.00	0.0%
Shared use St John's Road cul-de-sac	Up to 4 Hours	4.00	4.00	0.0%
Shared use Cotterells (East side opposite numbers 182-236)	Up to 1 Hour	0.50	0.50	0.0%
Shared use Cotterells (East side opposite numbers 182-236)	Up to 2 Hours	1.00	1.00	0.0%
Shared use Cotterells (East side opposite numbers 182-236)	Up to 3 Hours	2.00	2.00	0.0%
Shared use Cotterells (East side opposite numbers 182-236)	Up to 4 Hours	4.00	4.00	0.0%
Shared use Cotterells (West side adjacent to school field)	Up to 1 Hour	0.50	0.50	0.0%
Shared use Cotterells (West side adjacent to school field)	Up to 2 Hours	1.00	1.00	0.0%
Shared use Cotterells (West side adjacent to school field)	Up to 3 Hours	2.00	2.00	0.0%
Shared use Cotterells (West side adjacent to school field)	Up to 4 Hours	4.00	4.00	0.0%
Shared use Cemetery Hill (Opposite South Hill Church)	Up to 1 Hour	0.50	0.50	0.0%
Shared use Cemetery Hill (Opposite South Hill Church)	Up to 2 Hours	1.00	1.00	0.0%
Shared use Cemetery Hill (Opposite South Hill Church)	Up to 3 Hours	2.00	2.00	0.0%
Shared use Cemetery Hill (Opposite South Hill Church)	Up to 4 Hours	4.00	4.00	0.0%
Shared use Alexandra Road (adjacent to Christchurch)	Up to 1 Hour	0.50	0.50	0.0%
Shared use Alexandra Road (adjacent to Christchurch)	Up to 2 Hours	1.00	1.00	0.0%
Shared use Alexandra Road (adjacent to Christchurch)	Up to 3 Hours	2.00	2.00	0.0%
Shared use Alexandra Road (adjacent to Christchurch)	Up to 4 Hours	4.00	4.00	0.0%
High Street Berkhamsted (20mph zone) - maximum of 60 minutes	Up to 12 minutes	0.20	0.20	0.0%
High Street Berkhamsted (20mph zone) - maximum of 60 minutes	Up to 24 minutes	0.40	0.40	0.0%
High Street Berkhamsted (20mph zone) - maximum of 60 minutes	Up to 36 minutes	0.60	0.60	0.0%
High Street Berkhamsted (20mph zone) - maximum of 60 minutes	Up to 48 minutes	0.80	0.80	0.0%
High Street Berkhamsted (20mph zone) - maximum of 60 minutes	Up to 60 minutes	1.00	1.00	0.0%
CPZ resident permit 1st	Annual	25.00	40.00	60.0%
CPZ resident permit 2nd	Annual	40.00	60.00	50.0%
CPZ resident permit 3rd	Annual	40.00	70.00	75.0%
CPZ resident permit 2nd vehicle owner blue badge holder	Annual	10.00	N/A	0.0%
CPZ resident permit motorcycle	Annual	10.00	20.00	100.0%
CPZ business permit	Annual	300.00	300.00	0.0%
CPZ resident permit changes	2nd and more in any year	7.00	N/A	0.0%
CPZ visitor permit	5 Hour x 20	12.00	13.00	8.3%
CPZ visitor permit	1 week	3.00	4.00	33.3%
CPZ visitor permit	1 Hour x 25	4.00	5.00	25.0%
CPZ visitor permit applicant Dacorum card holder	5 Hour x 20	6.00	6.50	8.3%
CPZ visitor permit applicant Dacorum card holder	1 week	1.50	N/A	0.0%
CPZ visitor permit applicant Dacorum card holder	1 Hour x 25	2.00	2.50	25.0%
CPZ visitor permit applicant 60 years old or over	5 Hour x 20	6.00	6.50	8.3%
CPZ visitor permit applicant 60 years old or over	1 week	1.50	2.00	33.3%
CPZ visitor permit postage and handling	1 to 4 books	3.00	3.00	0.0%
CPZ visitor permit postage and handling	5 to 10 books	5.00	5.00	0.0%
CPZ special permit 1st	Annual	25.00	40.00	60.0%
CPZ special permit 2nd	Annual	40.00	60.00	50.0%
CPZ special permit 3rd	Annual	40.00	70.00	75.0%
CPZ special permit changes	2nd and more in any year	7.00	N/A	0.0%
CPZ doctor health visitor (DHV) permit	Annual	20.00	40.00	100.0%
CPZ doctor health visitor (DHV) permit changes	2nd and more in any year	7.00	N/A	0.0%
Bay suspension or dispensation	Per half day	10.00	N/A	0.0%
Bay suspension or dispensation	Per day	20.00	25.00	25.0%

FINANCE & RESOURCES COMMITTEE PROPOSED FEES AND CHARGES 2020/21				
	Unit Measurement	2019/20 Charge	2020/21 Proposed Charge	% Change
Customer Accounts				
Service Charge Enquiry Fees: Sale-on Charges to Solicitors	Per application	115.00	200.00	73.9%
Address Management				
Charge for registering new developments / properties (plots)				
1 Plot		118.00	120.00	1.7%
2 - 5 Plots		184.00	187.00	1.6%
6 - 25 Plots		389.00	396.00	1.8%
26 - 75 Plots		409.00	417.00	2.0%
76+ Plots		£875 + £5 per additional plot	£892 + £5 per additional plot	1.9%
Renaming a house or building (after initial submission)		102.00	104.00	2.0%
Amending a house number		102.00	104.00	2.0%
Division / Conversion of existing or renumbering (new postal numbers)				
1 Plot		118.00	120.00	1.7%
2 - 5 Plots		184.00	187.00	1.6%
6 - 25 Plots		389.00	396.00	1.8%
26 - 75 Plots		409.00	417.00	2.0%
Naming of a building		102.00	104.00	2.0%
Renaming / Changing of an existing street name (where requested by residents and / or Town/Parish Council)		£358 + £25 per property	£364 + £25 per property	1.7%

HOUSING & COMMUNITY COMMITTEE GENERAL FUND BUDGETS 2020/21

	Original 2019/2020 £	Forecast 2019/2020 £	Draft 2020/2021 £	Variance 2019/20 - 2020/21 £ %	
Housing & Community					
Employees	3,965,099	3,944,583	4,149,420	184,321	5%
Premises	885,880	664,720	1,002,772	116,892	13%
Transport	17,650	19,154	13,890	(3,760)	(21%)
Supplies & Services	1,280,430	1,361,744	1,147,730	(132,700)	(10%)
Capital Charges	1,083,200	1,083,200	1,083,200	0	0%
Transfer Payments	55,000	5,000	5,000	(50,000)	(91%)
Income	(4,909,470)	(4,605,210)	(5,055,090)	(145,620)	(3%)
Grants and Contributions	(692,140)	(595,390)	(660,170)	31,970	5%
Recharges	(50,252)	(39,574)	(39,576)	10,676	21%
Net Expenditure: Housing & Community	1,635,397	1,838,226	1,647,176	11,779	1%

HOUSING & COMMUNITY COMMITTEE GENERAL FUND BUDGET DETAIL 2020/21

Original 2019/2020 £	Forecast 2019/2020 £	Draft 2020/2021 £	Variance 2019/20 - 2020/21 £	%
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Housing & Community

Corporate and Contracted Services

Community Safety (CCTV) (Ben Hosier)

Employees	402,430	394,086	414,120	11,690	+3%
Premises	94,630	94,630	96,520	1,890	+2%
Transport	230	230	230	0	+0%
Supplies & Services	11,060	11,060	11,160	100	+1%
Capital Charges	85,300	85,300	85,300	0	+0%
Grants and Contributions	(28,800)	(4,000)	(20,380)	8,420	+29%
Recharges	(483,670)	(483,670)	(533,488)	(49,818)	(10%)
Net Expenditure: Community Safety (CCTV)	81,181	97,637	53,462	(27,718)	(35%)

Regulatory Services (Licensing) (Farida Hussain)

Employees	246,820	253,824	256,290	9,470	+4%
Transport	2,660	2,660	2,710	50	+2%
Supplies & Services	19,020	19,020	15,120	(3,900)	(21%)
Income	(288,370)	(288,370)	(291,990)	(3,620)	(1%)
Grants and Contributions	(2,820)	(2,820)	(2,880)	(60)	(2%)
Recharges	91,910	86,224	102,690	10,780	+12%
Net Expenditure: Regulatory Services (Licensing)	69,220	70,539	81,940	12,720	+16%

Community Development (Parish Liaison) (Farida Hussain)

Employees	31,030	0	0	(31,030)	(100%)
Transport	280	0	0	(280)	(100%)
Supplies & Services	830	0	0	(830)	(100%)
Recharges	7,724	0	0	(7,724)	(100%)
Net Expenditure: Community Development (Parish Liaison)	39,864	0	0	(39,864)	(100%)

Net Expenditure: Corporate and Contracted Services	190,264	168,176	135,402	(54,862)	(30%)
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Housing Landlord (Fiona Williamson)

Housing Standards (Alan Mortimer)

Employees	45,340	45,950	50,520	5,180	+11%
Transport	0	1,000	0	0	
Supplies & Services	0	1,100	0	0	
Income	(34,420)	(17,210)	(35,110)	(690)	(2%)
Recharges	6,332	9,819	10,915	4,583	+72%
Net Expenditure: Housing Standards	17,252	40,659	26,325	9,073	+52%

HOUSING & COMMUNITY COMMITTEE GENERAL FUND BUDGET DETAIL 2020/21

	Original 2019/2020 £	Forecast 2019/2020 £	Draft 2020/2021 £	Variance 2019/20 - 2020/21 £ %	
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Garages (Alan Mortimer)					
Employees	40,290	48,440	41,840	1,550	+4%
Premises	573,970	370,513	685,440	111,470	+19%
Supplies & Services	0	5,307	0	0	
Capital Charges	719,300	719,300	719,300	0	+0%
Income	(3,770,370)	(3,385,370)	(3,570,780)	199,590	+5%
Recharges	433,199	426,226	436,950	3,751	+1%
Net Expenditure: Garages	(2,003,611)	(1,815,584)	(1,687,250)	316,361	+16%

Supporting People (Alan Mortimer)					
Recharges	7,500	7,500	7,500	0	+0%
Net Expenditure: Supporting People	7,500	7,500	7,500	0	+0%

Homelessness (Natasha Beresford)					
Employees	818,130	753,849	878,760	60,630	+7%
Premises	106,380	92,696	109,950	3,570	+3%
Transport	0	1,704	1,000	1,000	
Supplies & Services	80,300	185,399	65,300	(15,000)	(19%)
Capital Charges	115,000	115,000	115,000	0	+0%
Transfer Payments	50,000	0	0	(50,000)	(100%)
Income	(623,330)	(739,280)	(950,660)	(327,330)	(53%)
Grants and Contributions	(625,060)	(531,253)	(606,920)	18,140	+3%
Recharges	128,590	203,599	200,073	71,483	+56%
Net Expenditure: Homelessness	50,010	81,713	(187,497)	(237,507)	+475%

Housing Advice (Natasha Beresford)					
Employees	95,000	96,635	106,640	11,640	+12%
Transport	0	500	0	0	
Supplies & Services	44,550	21,603	35,230	(9,320)	(21%)
Recharges	195,211	189,062	177,280	(17,931)	(9%)
Net Expenditure: Housing Advice	334,761	307,799	319,150	(15,611)	(4%)

Housing Strategy (Natasha Beresford)					
Employees	419,810	494,463	555,320	135,510	+32%
Transport	2,670	1,250	2,720	50	+2%
Supplies & Services	62,990	64,483	18,020	(44,970)	(71%)
Transfer Payments	5,000	5,000	5,000	0	+0%
Income	(30,000)	(30,000)	(30,600)	(600)	(2%)
Recharges	135,598	134,347	139,331	3,732	+3%
Net Expenditure: Housing Strategy	596,068	669,543	689,791	93,722	+16%

Net Expenditure: Housing Landlord	(998,020)	(708,370)	(831,982)	166,038	+9%
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HOUSING & COMMUNITY COMMITTEE GENERAL FUND BUDGET DETAIL 2020/21

	Original 2019/2020 £	Forecast 2019/2020 £	Draft 2020/2021 £	Variance 2019/20 - 2020/21 £ %	
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Neighbourhood Delivery (David Austin)

Community Safety (Crime Reduction) (Emma Walker)

Employees	120,859	121,510	0	(120,859)	(100%)
Premises	3,240	3,240	0	(3,240)	(100%)
Transport	4,730	4,730	0	(4,730)	(100%)
Supplies & Services	26,700	26,700	0	(26,700)	(100%)
Capital Charges	3,200	3,200	0	(3,200)	(100%)
Recharges	6,899	(2,856)	0	(6,899)	(100%)
Net Expenditure: Community Safety (Crime Reduction)	165,628	156,525	0	(165,628)	(100%)

Net Expenditure: Neighbourhood Delivery **165,628** **156,525** **0** **(165,628)** **(100%)**

Performance and Projects (Linda Roberts)

Heritage (Matt Rawdon)

Supplies & Services	58,000	58,000	58,000	0	+0%
Net Expenditure: Heritage	58,000	58,000	58,000	0	+0%

Theatres and Public Entertainment (Matt Rawdon)

Employees	212,240	212,416	243,930	31,690	+15%
Premises	58,310	59,535	59,862	1,552	+3%
Transport	540	540	550	10	+2%
Supplies & Services	104,200	94,200	104,230	30	+0%
Capital Charges	43,100	43,100	43,100	0	+0%
Income	(79,990)	(79,990)	(81,590)	(1,600)	(2%)
Recharges	98,243	91,543	81,271	(16,972)	(17%)
Net Expenditure: Theatres and Public Entertainment	436,643	421,344	451,353	14,710	+4%

Outdoor Sports & Recreation Facilities (Adventure Playgrounds) (Matt Rawdon)

Employees	320,580	329,520	334,360	13,780	+4%
Premises	48,010	42,766	49,630	1,620	+3%
Transport	3,230	3,230	3,300	70	+2%
Supplies & Services	54,790	54,790	44,410	(10,380)	(19%)
Capital Charges	9,000	9,000	12,200	3,200	+36%
Income	(76,240)	(58,240)	(87,270)	(11,030)	(14%)
Grants and Contributions	(190)	(190)	(190)	0	+0%
Recharges	144,193	123,232	157,305	13,112	+9%
Net Expenditure: Outdoor Sports & Recreation Facilities (Adventure Playgrounds)	503,373	504,108	513,745	10,372	(0%)

HOUSING & COMMUNITY COMMITTEE GENERAL FUND BUDGET DETAIL 2020/21

	Original 2019/2020 £	Forecast 2019/2020 £	Draft 2020/2021 £	Variance 2019/20 - 2020/21 £ %	
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Community Development (Partnerships and Commissioning) (Matt Rawdon)

Employees	143,850	204,028	185,180	41,330	+29%
Transport	800	800	820	20	+3%
Supplies & Services	64,130	85,113	61,740	(2,390)	(4%)
Grants and Contributions	(30,000)	(51,857)	(24,420)	5,580	+19%
Recharges	61,080	54,764	64,255	3,175	+5%
Net Expenditure: Community Development (Partnerships and Commissioning)	239,860	292,848	287,575	47,715	+20%

Community Development (Residents Services & Neighbourhood Action) (Matt Rawdon)

Employees	275,310	218,090	258,250	(17,060)	(6%)
Premises	1,340	1,340	1,370	30	+2%
Transport	1,670	1,670	1,700	30	+2%
Supplies & Services	21,900	18,900	18,940	(2,960)	(14%)
Recharges	50,611	38,824	63,427	12,816	+25%
Net Expenditure: Community Development (Residents Services & Neighbourhood Action)	350,831	278,824	343,687	(7,144)	(11%)

General Grants, Bequests and Donations (Matt Rawdon)

Supplies & Services	624,800	624,800	624,800	0	+0%
Capital Charges	10,900	10,900	10,900	0	+0%
Recharges	53,118	31,072	53,696	578	+1%
Net Expenditure: General Grants, Bequests and Donations	688,818	666,772	689,396	578	+0%

Customer Services (Matt Rawdon)

Employees	553,580	520,623	577,950	24,370	+4%
Transport	410	410	420	10	+2%
Supplies & Services	72,970	46,970	56,110	(16,860)	(23%)
Capital Charges	97,400	97,400	97,400	0	+0%
Recharges	(724,360)	(665,403)	(731,880)	(7,520)	(1%)
Net Expenditure: Customer Services	0	(0)	(0)	(0)	+0%

Communication & Consultation (Matt Rawdon)

Employees	239,830	251,149	246,260	6,430	+3%
Transport	430	430	440	10	+2%
Supplies & Services	34,190	44,300	34,470	280	+1%
Income	(6,750)	(6,750)	(6,890)	(140)	(2%)
Grants and Contributions	(5,270)	(5,270)	(5,380)	(110)	(2%)
Recharges	(262,430)	(283,860)	(268,900)	(6,470)	(2%)
Net Expenditure: Communication & Consultation	0	(0)	0	(0)	

Net Expenditure: Performance and Projects	2,277,525	2,221,896	2,343,756	66,231	+1%
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Net Expenditure: Housing & Community	1,635,397	1,838,226	1,647,176	11,779	+1%
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HOUSING & COMMUNITY COMMITTEE PROPOSED FEES AND CHARGES 2020/21				
	Unit Measurement	2019/20 Charge	2020/21 Proposed Charge	% Change
Garages				
Garage Rent (VAT not charged to tenants but is charged to non tenants)	Per Week	13.15	13.15	0.0%
Premium garages	Per Week	14.05	14.05	0.0%
Garage Rent - Concessionary	Per Week	6.45	6.45	0.0%
Private Sector Housing				
Housing Notices (fixed charge per person)		300.00	308.00	2.7%
Licence for a standard 5 bedroom HMO (initiated with LA intervention) 5 year licence		853.00	852.00	-0.1%
Additional Bedrooms	Per Bedroom	16.00	16.00	0.0%
HMO licence fee Part 1: Initial licence fee application		599.00	601.00	0.3%
HMO licence fee Part 2: Ongoing management of 5 year licence		426.00	431.00	1.2%
Enforcement fee: Due to failure to apply to Local authority		254.00	251.00	-1.2%
Production of drawings		50.00	N/A	0.0%
Standard inspection for immigration		205.00	205.00	0.0%
Licensing				
Mobile Home Licences (Per Annum)				
Site with 1-5 mobile homes, low risk, inspected every 3 years		102.00	N/A	0.0%
Site with 1-5 mobile homes, medium risk, inspected every 2 years		180.00	N/A	0.0%
Site with 1-5 mobile homes, high risk, inspected every year		256.00	N/A	0.0%
Site with 6-10 mobile homes, low risk, inspected every 3 years		128.00	N/A	0.0%
Site with 6-10 mobile homes, medium risk, inspected every 2 years		205.00	N/A	0.0%
Site with 6-10 mobile homes, high risk, inspected every year		282.00	N/A	0.0%
Site with 11-20 mobile homes, low risk, inspected every 3 years		154.00	N/A	0.0%
Site with 11-20 mobile homes, medium risk, inspected every 2 years		230.00	N/A	0.0%
Site with 11-20 mobile homes, high risk, inspected every year		333.00	N/A	0.0%
Site with 20-50 mobile homes, low risk, inspected every 3 years		230.00	N/A	0.0%
Site with 20-50 mobile homes, medium risk, inspected every 2 years		333.00	N/A	0.0%
Site with 20-50 mobile homes, high risk, inspected every year		435.00	N/A	0.0%
Site with 50-100 mobile homes, low risk, inspected every 3 years		333.00	N/A	0.0%
Site with 50-100 mobile homes, medium risk, inspected every 2 years		435.00	N/A	0.0%
Site with 50-100 mobile homes, high risk, inspected every year		538.00	N/A	0.0%
Site with 100-150 mobile homes, low risk, inspected every 3 years		538.00	N/A	0.0%
Site with 100-150 mobile homes, medium risk, inspected every 2 years		691.00	N/A	0.0%
Site with 100-150 mobile homes, high risk, inspected every year		845.00	N/A	0.0%
Annual Fee		NEW	£42.00 + £7.95 per unit	0.0%
New Site Application				
New Licence 1-5 Units fee charged per unit	Per Unit	50.00	N/A	0.0%
New Licence 6-10 Units		300.00	N/A	0.0%
New Licence 11-20 Units		370.00	N/A	0.0%
New Licence 21-50 Units		430.00	N/A	0.0%
New Licence 51-100 Units		470.00	N/A	0.0%
New Licence 101 or more Units		490.00	N/A	0.0%
New Site Licence Application Fee		NEW	£414.00 + £7.00 per unit	0.0%
Other fees				
Variation to Licences		178.00	N/A	0.0%
Transfer of Site Licence		115.00	N/A	0.0%
Deposit Site Rules		99.00	N/A	0.0%
Deposit/Change of Site Rules		NEW	72.00	0.0%
Transfer/amendment of a Site Licence		NEW	£222.50 (+£84.00 if a site visit is required)	0.0%
Enforcement		NEW	Hourly rate of officers involved, plus any other costs such as legal fees.	0.0%

HOUSING & COMMUNITY COMMITTEE PROPOSED FEES AND CHARGES 2020/21				
	Unit Measurement	2019/20 Charge	2020/21 Proposed Charge	% Change
Old Town Hall Arts Centre				
Meetings / Rehearsals / Workshops / Classes (no technical support) minimum 2hr booking				
Theatre (capacity 120) - Mon - Fri (10:30 - 18:00)	Per Hour	27.00	28.00	3.7%
Theatre (capacity 120) - Mon - Fri (18:00 - 23:00)	Per Hour	32.00	33.00	3.1%
Theatre (capacity 120) - Sat - Sun (10:30 - 23:00)	Per Hour	32.00	33.00	3.1%
Theatre (capacity 120) - Mon - Sun (10.30 - 23.00) (Casual Staff are required for the event)	Additional Per Hour	NEW	10.00	0.0%
Theatre (capacity 120) - Mon - Fri (10:30 - 17:30) - Registered Charity rate	Per Hour	21.00	21.50	2.4%
Theatre (capacity 120) - Mon - Fri (18:00 - 22:30) - Registered Charity rate	Per Hour	23.00	23.50	2.2%
Theatre (capacity 120) - Sat - Sun - Registered Charity rate	Per Hour	23.00	23.50	2.2%
Theatre (capacity 120) - Mon - Sun (10.30 - 23.00) - Registered Charity rate (Casual Staff are required for the event)	Additional Per Hour	NEW	10.00	0.0%
Cellar (capacity 60-90) - Mon - Fri (10:30 - 17:30)	Per Hour	14.00	14.50	3.6%
Cellar (capacity 60-90) - Mon - Fri (18:00 - 22:30)	Per Hour	23.00	23.50	2.2%
Cellar (capacity 60-90) - Sat - Sun (10:30 - 22:30)	Per Hour	23.00	23.50	2.2%
Cellar (capacity 60-90) - Mon - Sun (10.30 - 22.30) (Casual Staff are required for the event)	Additional Per Hour	NEW	10.00	0.0%
Cellar (capacity 60-90) - Mon - Fri (10:30 - 17:30) - Registered Charity rate	Per Hour	13.00	13.50	3.8%
Cellar (capacity 60-90) - Mon - Fri (18:00 - 22:30) - Registered Charity rate	Per Hour	21.00	21.50	2.4%
Cellar (capacity 60-90) - Sat-Sun - Registered Charity rate	Per Hour	21.00	21.50	2.4%
Cellar (capacity 60-90) - Mon - Sun (10.30 - 22.30) - Registered Charity rate - (Casual Staff are required for the event)	Additional Per Hour	NEW	10.00	0.0%
Gallery (capacity 55) - Mon - Sun (18:00 - 22:30)	Per Hour	23.00	23.50	2.2%
Gallery (capacity 55) - Mon - Sun (10.30 - 22.30) (Casual Staff are required for the event)	Per Hour	NEW	10.00	0.0%
Gallery (capacity 55) - Mon - Sun (18:00 - 22:30) - Registered Charity rate	Per Hour	21.00	21.50	2.4%
Gallery (capacity 55) - Mon - Sun (10.30 - 22.30) Registered Charity rate - (Casual Staff are required for the event)	Additional Per Hour	NEW	10.00	0.0%
Private Parties (including FOH / Bar staff)				
If the hirer requires daytime rehearsal / set up - this is charged at the hourly rate				
Cellar (capacity 60-90) - Mon - Sun (18:00 - 23:00)		262.00	270.00	3.1%
Cellar (capacity 60-90) - Mon - Sun (18:00 - 23:00) - Registered Charity rate		220.00	220.00	0.0%
Gallery (capacity 55) - Mon - Sun (18:00 - 23:00)		262.00	270.00	3.1%
Gallery (capacity 55) - Mon - Sun (18:00 - 23:00) - Registered Charity rate		220.00	220.00	0.0%
There is an additional charge of £60 for technical support if deemed necessary				
Performances & Rehearsals (inc. FOH / Technical / Bar / Box Office Support)				
Theatre (capacity 120) - Mon - Sun (10.00 - 23:00)		650.00	650.00	0.0%
Theatre (capacity 120) - Mon - Sun (10.00 - 23:00) Registered Charity rate		472.00	500.00	5.9%
Cellar (capacity 30 - 60) - Mon - Sun (10:00 - 23:00)		456.00	450.00	-1.3%
Cellar (capacity 30 - 60) - Mon - Sun (10:00 - 23:00) Registered Charity rate		262.00	300.00	14.5%
Adventure Playgrounds				
Community/Voluntary Group	Per Hour	31.00	32.00	3.2%
Private Group	Per Hour	55.00	56.00	1.8%
Children's Party	Per Hour	55.00	56.00	1.8%
Training Organisation (Play) if no staff needed	Per Hour	31.00	32.00	3.2%
Training Organisation (Care)	Per Hour	51.00	52.00	2.0%
Schools	Per Hour	31.00	32.00	3.2%
Schools	Half Day	62.00	63.00	1.6%
Schools	Full Day	123.00	125.00	1.6%
Sports pitch (Chaulden AP)	Per Hour	36.00	37.00	2.8%
Sports pitch (Adeyfield AP and Grovehill & Woodhall Farm AP)	Per Hour	NEW	50.00	0.0%
Laser Tag (party hire in addition to venue)		60.00	65.00	8.3%
Sports coach and pitch		51.00	52.00	2.0%
Go carts (party hire in addition to venue)	Per Hour	51.00	52.00	2.0%
Laser Tag 30 min session	Per session per individual	5.00	6.00	20.0%

HOUSING & COMMUNITY COMMITTEE PROPOSED FEES AND CHARGES 2020/21						
		2019/20 Charge	2020/21 Proposed Charge			% change
			Application	Licence	Total fee	
Alcohol, entertainment and late night refreshment licences						
Club premises certificates – applications						
Application for new club premises certificate	Band A	100.00	100.00	-	100.00	0.0%
	Band B	190.00	190.00	-	190.00	0.0%
	Band C	315.00	315.00	-	315.00	0.0%
	Band D	450.00	450.00	-	450.00	0.0%
	Band E	635.00	635.00	-	635.00	0.0%
	Site under construction/development	315.00	315.00	-	315.00	0.0%
Application for full variation of club premises certificate	Band A	100.00	100.00	-	100.00	0.0%
	Band B	190.00	190.00	-	190.00	0.0%
	Band C	315.00	315.00	-	315.00	0.0%
	Band D	450.00	450.00	-	450.00	0.0%
	Band E	635.00	635.00	-	635.00	0.0%
	Site under construction/development	315.00	315.00	-	315.00	0.0%
Application for minor variation of club premises certificate		89.00	89.00	-	89.00	0.0%
Request for duplicate copy of certificate following loss/theft/damage		10.50	10.50	-	10.50	0.0%
Change of name or address on club premises certificate		10.50	10.50	-	10.50	0.0%
Change of club rules		10.50	10.50	-	10.50	0.0%
Club premises certificates – annual fees						
Annual fee (payable on anniversary of grant of certificate)	Band A	70.00	-	70.00	70.00	0.0%
	Band B	180.00	-	180.00	180.00	0.0%
	Band C	295.00	-	295.00	295.00	0.0%
	Band D	320.00	-	320.00	320.00	0.0%
	Band E	350.00	-	350.00	350.00	0.0%
	Site under construction/development	295.00	-	295.00	295.00	0.0%
Personal licences						
Application for new personal licence		37.00	37.00	-	37.00	0.0%
Duplicate copy of licence following theft/loss/damage		10.50	10.50	-	10.50	0.0%
Change of name or address		10.50	10.50	-	10.50	0.0%
Premises licences – applications						
Application for new premises licence	Band A	100.00	100.00	-	100.00	0.0%
	Band B	190.00	190.00	-	190.00	0.0%
	Band C	315.00	315.00	-	315.00	0.0%
	Band D	450.00	450.00	-	450.00	0.0%
	Band D with multiplier	900.00	900.00	-	900.00	0.0%
	Band E	635.00	635.00	-	635.00	0.0%
	Band E with multiplier	1,905.00	1,905.00	-	1,905.00	0.0%
	Site under construction/development	315.00	315.00	-	315.00	0.0%
	Exempt	No fee	No fee	No fee	No fee	0.0%
Application for full variation of premises licence	Band A	100.00	100.00	-	100.00	0.0%
	Band B	190.00	190.00	-	190.00	0.0%
	Band C	315.00	315.00	-	315.00	0.0%
	Band D	450.00	450.00	-	450.00	0.0%
	Band D with multiplier	900.00	900.00	-	900.00	0.0%
	Band E	635.00	635.00	-	635.00	0.0%
	Band E with multiplier	1,905.00	1,905.00	-	1,905.00	0.0%
	Site under construction/development	315.00	315.00	-	315.00	0.0%
	Exempt	No fee	No fee	No fee	No fee	0.0%

HOUSING & COMMUNITY COMMITTEE PROPOSED FEES AND CHARGES 2020/21						
		2019/20 Charge	2020/21 Proposed Charge			% change
			Application	Licence	Total fee	
Additional application fee for high-capacity premises (payable in addition to the standard application fee)	Capacity: 5,000–9,999	1,000.00	1,000.00	-	1,000.00	0.0%
	Capacity: 10,000–14,999	2,000.00	2,000.00	-	2,000.00	0.0%
	Capacity: 15,000–19,999	4,000.00	4,000.00	-	4,000.00	0.0%
	Capacity: 20,000–29,999	8,000.00	8,000.00	-	8,000.00	0.0%
	Capacity: 30,000–39,999	12,000.00	12,000.00	-	12,000.00	0.0%
	Capacity: 40,000–49,999	16,000.00	16,000.00	-	16,000.00	0.0%
	Capacity: 50,000–59,999	20,000.00	20,000.00	-	20,000.00	0.0%
	Capacity: 60,000–69,999	24,000.00	24,000.00	-	24,000.00	0.0%
	Capacity: 70,000–79,999	28,000.00	28,000.00	-	28,000.00	0.0%
	Capacity: 80,000–89,999	32,000.00	32,000.00	-	32,000.00	0.0%
Capacity: 90,000+	64,000.00	64,000.00	-	64,000.00	0.0%	
Application for transfer of premises licence		23.00	23.00	-	23.00	0.0%
Application for variation of premises licence to specify premises supervisor		23.00	23.00	-	23.00	0.0%
Application for minor variation of premises licence		89.00	89.00	-	89.00	0.0%
Application to substitute mandatory condition for community premises (if not made simultaneously with another application)		23.00	23.00	-	23.00	0.0%
Application for interim authority notice		23.00	23.00	-	23.00	0.0%
Request for duplicate copy of premises licence following loss/theft/damage		10.50	10.50	-	10.50	0.0%
Change of name or address on premises licence		10.50	10.50	-	10.50	0.0%
Premises licences – annual fees						
Annual fee (payable on anniversary of grant of licence)	Band A	70.00	-	70.00	70.00	0.0%
	Band B	180.00	-	180.00	180.00	0.0%
	Band C	295.00	-	295.00	295.00	0.0%
	Band D	320.00	-	320.00	320.00	0.0%
	Band D with multiplier	640.00	-	640.00	640.00	0.0%
	Band E	350.00	-	350.00	350.00	0.0%
	Band E with multiplier	1,050.00	-	1,050.00	1,050.00	0.0%
	Site under construction/development	295.00	-	295.00	295.00	0.0%
	Exempt	No fee	No fee	No fee	No fee	0.0%
Additional annual fee for high-capacity premises (payable in addition to the standard annual fee)	Capacity: 5,000–9,999	500.00	-	500.00	500.00	0.0%
	Capacity: 10,000–14,999	1,000.00	-	1,000.00	1,000.00	0.0%
	Capacity: 15,000–19,999	2,000.00	-	2,000.00	2,000.00	0.0%
	Capacity: 20,000–29,999	4,000.00	-	4,000.00	4,000.00	0.0%
	Capacity: 30,000–39,999	8,000.00	-	8,000.00	8,000.00	0.0%
	Capacity: 40,000–49,999	12,000.00	-	12,000.00	12,000.00	0.0%
	Capacity: 50,000–59,999	16,000.00	-	16,000.00	16,000.00	0.0%
	Capacity: 60,000–69,999	20,000.00	-	20,000.00	20,000.00	0.0%
	Capacity: 70,000–79,999	24,000.00	-	24,000.00	24,000.00	0.0%
	Capacity: 80,000–89,999	28,000.00	-	28,000.00	28,000.00	0.0%
Capacity: 90,000+	32,000.00	-	32,000.00	32,000.00	0.0%	
Temporary event notices						
Temporary event notice (standard) - submission fee		21.00	21.00	-	21.00	0.0%
Temporary event notice (late) - submission fee		21.00	21.00	-	21.00	0.0%
Duplicate copy of notice following theft/loss/damage		10.50	10.50	-	10.50	0.0%
Miscellaneous						
Application for provisional statement		315.00	315.00	-	315.00	0.0%
Notification of legal/financial interest in premises		21.00	21.00	-	21.00	0.0%

HOUSING & COMMUNITY COMMITTEE PROPOSED FEES AND CHARGES 2020/21					
	2019/20 Charge	2020/21 Proposed Charge			% change
		Application	Licence	Total fee	
Animal licences					
*Where licences for multiple animal activities are issued under The Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018, the fees will be equivalent to the higher cost activity.					
Animal boarding establishments					
Application for new animal boarding establishment licence (up to 3yrs)	373.00	368.00	219.00	587.00	57.4%
Application to renew animal boarding establishment licence (3yrs)	373.00	215.00	219.00	434.00	16.4%
Application for a new animal boarding establishment Franchise (Qualified officer inspection will be required for each premises)	373.00	215.00	372.00	587.00	57.4%
Application to renew a franchise (Qualified officer inspection will be required for each premises)	373.00	215.00	219.00	434.00	16.4%
Application to vary animal boarding establishment licence (Qualified officer inspection may be required)	88.00	143.00	55.00	198.00	125.0%
Application for new animal boarding establishment licence (home boarding)	373.00	229.00	219.00	448.00	20.1%
Application to renew animal boarding establishment licence (home boarding) (Qualified officer inspection will be required for each premises)	373.00	215.00	219.00	434.00	16.4%
Application to vary animal boarding establishment licence (home boarding) (Qualified officer inspection may be required)	88.00	143.00	55.00	198.00	125.0%
Application to vary a franchise to add premises (Qualified officer inspection will be required for each additional premises)	88.00	101.00	n/a	101.00	14.8%
Application to vary to reduce numbers or types of animals or activities.	35.00	28.00	-	28.00	-20.0%
Re-evaluation of star rating (Qualified officer inspection may be required)	44.00	28.00	-	28.00	-36.4%
Qualified officer inspection (where required)	102.00	116.00			13.7%
Veterinary inspection of premises * (where required)		Recharged at cost			
Dangerous wild animals					
Application for licence to keep dangerous wild animals (2yr) (plus cost of vet inspection)	310.00	142.00	35.00	177.00	-42.9%
Application to renew licence to keep dangerous wild animals (2yr) (plus cost of vet inspection)	310.00	142.00	35.00	177.00	-42.9%
Application to vary licence conditions (new species/increased numbers of animals)	228.00	62.00	35.00	97.00	-57.5%
Application to vary licence conditions (administrative matters only)	64.00	27.00	0.50	27.50	-57.0%
Veterinary inspection of premises *		Recharged at cost			
Dog breeding establishments					
Application for new dog breeding licence (plus cost of vet inspection) (up to 3 yrs)	273.00	370.00	219.00	589.00	115.8%
Application to renew dog breeding licence (plus cost of vet inspection) (up to 3 yrs)	273.00	217.00	219.00	436.00	59.7%
Application to vary an animal breeding establishment (inspection may be required)	88.00	41.00	78.00	119.00	35.2%
Re-evaluation of star rating (inspection may be required)	35.00	27.00	0.50	27.50	-21.4%
Application to vary licence (administrative matters only)	NEW	27.00	0.50	27.50	0.0%
Qualified officer inspection (where required)	102.00	116.00			13.7%
Veterinary inspection of premises *		Recharged at cost			

HOUSING & COMMUNITY COMMITTEE PROPOSED FEES AND CHARGES 2020/21					
	2019/20 Charge	2020/21 Proposed Charge			% change
		Application	Licence	Total fee	
Pet shops					
Application for new pet shop licence (up to 3yrs)	372.00	368.00	219.00	587.00	57.8%
Application to renew pet shop licence(up to 3yrs)	372.00	215.00	219.00	434.00	16.7%
Application for new pet shop licence (fish only) (up to 3yrs)	372.00	368.00	219.00	587.00	57.8%
Application to renew pet shop licence (fish only) (up to 3yrs)	372.00	215.00	219.00	434.00	16.7%
Application to vary a pet shop licence (Qualified officer inspection may be required)	88.00	143.00	55.00	198.00	125.0%
Application to vary a pet shop licence - reduce animals	35.00	27.00	0.50	27.50	-21.4%
Re-evaluation of star rating (Qualified officer inspection may be required)	35.00	27.00	0.50	27.50	-21.4%
Application to vary licence (administrative matters only)	NEW	27.00	0.50	27.50	0.0%
Qualified officer inspection (where required) new	102.00		116.00		13.7%
Qualified officer inspection (where required) renewal	102.00		102.00		0.0%
Veterinary inspection of premises * (where required)		Recharged at cost			
Riding establishments					
Application for new riding establishment licence (plus cost of vet inspection)	271.00	333.00	118.00	451.00	66.4%
Application to renew riding establishment licence (plus cost of vet inspection)	271.00	215.00	118.00	333.00	22.9%
Application to vary a riding establishment licence (Inspection may be required)	88.00	41.00	55.00	96.00	9.1%
Application to vary - to reduce licensable activities or numbers of animals	35.00	27.00	0.50	27.50	-21.4%
Re-evaluation of star rating (Inspection may be required)	35.00	27.00	0.50	27.50	-21.4%
Application to vary licence (administrative matters only)	NEW	27.00	0.50	27.50	0.0%
Qualified officer inspection (where required)	102.00		116.00		13.7%
Veterinary inspection of premises *		Recharged at cost			
Keeping of Exhibition/Performing Animals					
Application for a new licence for keeping exhibition/performing animals	290.00	215.00	118.00	333.00	14.8%
Application for to renew licence for keeping exhibition/performing animals	290.00	215.00	118.00	333.00	14.8%
Application to vary licence to keep or train animals for exhibition (Qualified officer inspection may be required)	88.00	143.00	55.00	198.00	125.0%
Application to vary a licence for keeping exhibition/performing animals to reduce licensable activities or number of animal	35.00	27.00	0.50	27.50	-21.4%
Application to vary licence (administrative matters only)	NEW	27.00	0.50	27.50	0.0%
Qualified officer inspection (where required) new	102.00		116.00		13.7%
Qualified officer inspection (where required) renewal	102.00		102.00		0.0%
Veterinary inspection of premises * (where required)		Recharged at cost			
Zoos					
Application for new zoo licence (4yr) (plus cost of vet inspection)	1,901.00	1,490.00	319.00	1,809.00	-4.8%
Application to renew zoo licence (6yr) (plus cost of vet inspection)	1,421.00	890.00	319.00	1,209.00	-14.9%
Application to vary zoo licence (plus cost of vet inspection)	1,421.00	1,490.00	319.00	1,809.00	27.3%
Application to transfer zoo licence (plus cost of vet inspection)	234.00	134.00	76.00	210.00	-10.3%
Veterinary inspection of premises *		Recharged at cost			

HOUSING & COMMUNITY COMMITTEE PROPOSED FEES AND CHARGES 2020/21						
	2019/20 Charge	2020/21 Proposed Charge			% change	
		Application	Licence	Total fee		
Betting, gambling and lottery licences						
Lottery registrations						
Registration of society for small society lotteries	40.00	40.00	-	40.00	0.0%	
Annual fee (payable on anniversary of registration)	20.00	-	20.00	20.00	0.0%	
Notices						
Temporary use notice submission fee	366.00	359.00	-	359.00	-1.9%	
Duplicate copy of temporary use notice following theft/loss/damage	16.00	15.00	-	15.00	-6.3%	
Occasional use notice submission fee	No fee	No fee	No fee	No fee	0.0%	
Permits						
Notification of 1-2 gaming machine in alcohol-licensed premises	50.00	50.00	-	50.00	0.0%	
Licensed premises gaming machine permit	Application for new permit	150.00	150.00	-	150.00	0.0%
	Application for variation of permit	100.00	100.00	-	100.00	0.0%
	Application for transfer of permit	25.00	25.00	-	25.00	0.0%
	Change of name or address	25.00	25.00	-	25.00	0.0%
	Replacement - theft/loss	15.00	15.00	-	15.00	0.0%
	Annual fee	50.00	50.00	-	50.00	0.0%
Club gaming permit	Application for new permit (standard)	200.00	200.00	-	200.00	0.0%
	Application for new permit (fast track)	100.00	100.00	-	100.00	0.0%
	Application for variation of permit	100.00	100.00	-	100.00	0.0%
	Application for renewal of permit (standard)	200.00	200.00	-	200.00	0.0%
	Application for renewal of permit (fast track)	100.00	100.00	-	100.00	0.0%
	Replacement - theft/loss	15.00	15.00	-	15.00	0.0%
	Annual fee	50.00	50.00	-	50.00	0.0%
Club machine permit	Application for new permit (standard)	200.00	200.00	-	200.00	0.0%
	Application for new permit (fast track)	100.00	100.00	-	100.00	0.0%
	Application for variation of permit	100.00	100.00	-	100.00	0.0%
	Application for renewal of permit (standard)	200.00	200.00	-	200.00	0.0%
	Application for renewal of permit (fast track)	100.00	100.00	-	100.00	0.0%
	Replacement - theft/loss	15.00	15.00	-	15.00	0.0%
	Annual fee	50.00	50.00	-	50.00	0.0%
Prize gaming permit	Application for new permit	300.00	300.00	-	300.00	0.0%
	Application for renewal of permit	300.00	300.00	-	300.00	0.0%
	Change of name or address	25.00	25.00	-	25.00	0.0%
	Replacement - theft/loss	15.00	15.00	-	15.00	0.0%
Family entertainment centre gaming machine permit	Application for new permit	300.00	300.00	-	300.00	0.0%
	Application for renewal of permit	300.00	300.00	-	300.00	0.0%
	Change of name or address	25.00	25.00	-	25.00	0.0%
	Replacement - theft/loss	15.00	15.00	-	15.00	0.0%

HOUSING & COMMUNITY COMMITTEE PROPOSED FEES AND CHARGES 2020/21						
		2019/20 Charge	2020/21 Proposed Charge			% change
			Application	Licence	Total fee	
Premises licences - applications						
Application for new premises licence (without provisional statement)	Adult gaming centre	1,128.00	1,119.00	-	1,119.00	-0.8%
	Betting (track)	1,128.00	1,119.00	-	1,119.00	-0.8%
	Betting (other)	1,128.00	1,119.00	-	1,119.00	-0.8%
	Bingo	1,128.00	1,119.00	-	1,119.00	-0.8%
	Family entertainment centre	1,128.00	1,119.00	-	1,119.00	-0.8%
Application for new premises licence (with provisional statement)	Adult gaming centre	770.00	767.00	-	767.00	-0.4%
	Betting (track)	770.00	767.00	-	767.00	-0.4%
	Betting (other)	770.00	767.00	-	767.00	-0.4%
	Bingo	770.00	767.00	-	767.00	-0.4%
	Family entertainment centre	770.00	767.00	-	767.00	-0.4%
Application for provisional statement	Adult gaming centre	1,128.00	1,119.00	-	1,119.00	-0.8%
	Betting (track)	1,128.00	1,119.00	-	1,119.00	-0.8%
	Betting (other)	1,128.00	1,119.00	-	1,119.00	-0.8%
	Bingo	1,128.00	1,119.00	-	1,119.00	-0.8%
	Family entertainment centre	1,128.00	1,119.00	-	1,119.00	-0.8%
Application for variation of premises licence	Adult gaming centre	770.00	767.00	-	767.00	-0.4%
	Betting (track)	770.00	767.00	-	767.00	-0.4%
	Betting (other)	770.00	767.00	-	767.00	-0.4%
	Bingo	770.00	767.00	-	767.00	-0.4%
	Family entertainment centre	770.00	767.00	-	767.00	-0.4%
Application for transfer of premises licence	Adult gaming centre	331.00	323.00	-	323.00	-2.4%
	Betting (track)	331.00	323.00	-	323.00	-2.4%
	Betting (other)	331.00	323.00	-	323.00	-2.4%
	Bingo	331.00	323.00	-	323.00	-2.4%
	Family entertainment centre	331.00	323.00	-	323.00	-2.4%
Application for reinstatement of premises licence	Adult gaming centre	331.00	323.00	-	323.00	-2.4%
	Betting (track)	331.00	323.00	-	323.00	-2.4%
	Betting (other)	331.00	323.00	-	323.00	-2.4%
	Bingo	331.00	323.00	-	323.00	-2.4%
	Family entertainment centre	331.00	323.00	-	323.00	-2.4%
Duplicate copy of licence following theft/loss/damage		15.00	15.00	-	15.00	0.0%
Change of name or address on premises licence		35.00	35.00	-	35.00	0.0%
Premises licences – annual fees						
Annual fee (payable 30 days after the licence takes effect, and then annually on the anniversary of the grant of the licence)	Adult gaming centre	525.00	-	486.00	486.00	-7.4%
	Betting (track)	525.00	-	486.00	486.00	-7.4%
	Betting (other)	458.00	-	486.00	486.00	6.1%
	Bingo	525.00	-	486.00	486.00	-7.4%
	Family entertainment centre	458.00	-	486.00	486.00	6.1%
Charity collections						
House-to-house collections						
Application for house to house collection licence		No fee	No fee	No fee	No fee	0.0%
Street collections						
Application for street collection licence		No fee	No fee	No fee	No fee	0.0%
Hypnotism						
Authorisation of hypnotism performance		No fee	No fee	No fee	No fee	0.0%

HOUSING & COMMUNITY COMMITTEE PROPOSED FEES AND CHARGES 2020/21						
	2019/20 Charge	2020/21 Proposed Charge			% change	
		Application	Licence	Total fee		
Scrap metal dealers						
Application for new scrap metal site licence (3yr)	284.00	236.00	59.00	295.00	3.9%	
Application for new scrap metal collectors licence (3yr)	205.00	183.00	30.00	213.00	3.9%	
Application to renew scrap metal site licence (3yr)	267.00	219.00	59.00	278.00	4.1%	
Application to renew scrap metal collectors licence (3yr)	189.00	166.00	30.00	196.00	3.7%	
Application to vary scrap metal licence - change of licensee details	16.00	16.00	0.50	16.50	3.1%	
Application to vary scrap metal licence - change of licensed sites	80.00	82.00	0.50	82.50	3.1%	
Application to vary scrap metal licence - change of site managers	47.00	49.00	0.50	49.50	5.3%	
Application to vary scrap metal licence - site to collectors licence	30.00	30.00	0.50	30.50	1.7%	
Application to vary scrap metal licence - collectors to site licence	142.00	107.00	40.00	147.00	3.5%	
Sex establishments						
Application for new sex establishment licence	2,020.00	1,835.00	240.00	2,075.00	2.7%	
Application for renewal of sex establishment licence	1,614.00	1,422.00	240.00	1,662.00	3.0%	
Application for variation of sex establishment licence	890.00	803.00	108.00	911.00	2.4%	
Application for transfer of sex establishment licence	402.00	410.00	-	410.00	2.0%	
Skin piercing, tattooing, etc.						
Application for registration of skin piercing, etc., premises	224.00	231.00	-	231.00	3.1%	
Application for registration of skin piercing, etc., operator	106.00	109.00	-	109.00	2.8%	
Street trading						
Street trading consent (annual) (1 year)	New (1 vehicle/pitch)	627.00	398.00	248.00	646.00	3.0%
	Renewal (1 vehicle/pitch)	627.00	398.00	248.00	646.00	3.0%
	Additional fee per extra vehicle/pitch	70.00	32.00	39.00	71.00	1.4%
	Interim substitution of vehicle	24.00	24.00	-	24.00	0.0%
	Other consent variation	137.00	139.00	-	139.00	1.5%
Street trading consent (single event)	Commercial event	153.00	156.00	-	156.00	2.0%
	Community/charity event	30.00	30.00	-	30.00	0.0%
Taxis and private hire - partly subject to public consultation (where stated)						
Driver licences						
Hackney Carriage Drivers Licence (3 years) [external e-form/checks]	New	190.00	-	271.00	271.00	42.6%
	Renewal	176.00	-	219.00	219.00	24.4%
	Theft/loss of badge	19.00	19.00	-	19.00	0.0%
Private Hire Drivers Licence (3 years) [external e-form/checks]	New	190.00	-	271.00	271.00	42.6%
	Renewal	170.00	-	219.00	219.00	28.8%
	Theft/loss of badge	19.00	19.00	-	19.00	0.0%
Dual HC/PH Drivers Licence (3 years) [external e-form/checks]	New	213.00	-	296.00	296.00	39.0%
	Renewal	199.00	-	244.00	244.00	22.6%
	Renewal & Upgrade	214.00	-	236.00	236.00	10.3%
	Interim Upgrade (+£1 / unexpired month)	65.00	-	69.00	69.00	6.2%
	Theft/loss of badge (per)	19.00	19.00	-	19.00	0.0%
Disclosure & Barring Service (DBS) enhanced disclosure * [in-house]	Recharged at cost + £15 admin		Recharged at cost + £15 admin			0.0%
External identity check (DBS route 2 verification) * [in-house]	Recharged at cost		Recharged at cost			0.0%
Driving licence verification check * [in-house]	Recharged at cost		Recharged at cost			0.0%

HOUSING & COMMUNITY COMMITTEE PROPOSED FEES AND CHARGES 2020/21						
		2019/20 Charge	2020/21 Proposed Charge			
			Application	Licence	Total fee	% change
Driver knowledge tests						
Hackney carriage written local/legal test	Full test	69.00	72.00	-	72.00	4.3%
	Conditions only	39.00	40.00	-	40.00	2.6%
Private hire written local/legal test	Full test	69.00	72.00	-	72.00	4.3%
	Conditions only	39.00	40.00	-	40.00	2.6%
Dual HC/PH driver written local/legal test	Full test	69.00	72.00	-	72.00	4.3%
	Conditions only	39.00	40.00	-	40.00	2.6%
Versant English language assessment	Test fee *	Recharged at cost	Recharged at cost			0.0%
	Administration fee	14.00	14.00	-	14.00	0.0%
Operator licences - subject to public consultation						
Private hire operator licence (5 years)	New (0-3 vehicles)	410.00	-	424.00	424.00	3.4%
	New (4+ vehicles)	690.00	-	717.00	717.00	3.9%
	Renewal (1-3 vehicles)	410.00	-	424.00	424.00	3.4%
	Renewal (4+ vehicles)	690.00	-	717.00	717.00	3.9%
Vehicle licences - subject to public consultation						
Hackney carriage vehicle licence (excludes compliance test fee)	New (1 year)	279.00	-	355.00	355.00	27.2%
	Renewal (1 year)	242.00	-	262.00	262.00	8.3%
	Renewal & substitution (1 year)	242.00	-	262.00	262.00	8.3%
	Interim substitution (remaining duration)	115.00	-	126.00	126.00	9.6%
	Transfer of ownership	58.00	-	60.00	60.00	3.4%
	Theft/loss of rear plate	20.00	15.00	-	15.00	-25.0%
	Theft/loss of front plate	20.00	19.00	-	19.00	-5.0%
	Change of vehicle particulars	55.00	55.00	-	55.00	0.0%
Private hire vehicle licence (excludes compliance test fee)	New (1 year)	217.00	-	234.00	234.00	7.8%
	Renewal (1 year)	217.00	-	237.00	237.00	9.2%
	Renewal & substitution (1 yr.)	217.00	-	237.00	237.00	9.2%
	Interim substitution (remaining duration)	115.00	-	126.00	126.00	9.6%
	Transfer of ownership	58.00	-	60.00	60.00	3.4%
	Theft/loss of rear plate	20.00	20.00	-	20.00	0.0%
	Theft/loss of front plate	20.00	20.00	-	20.00	0.0%
	Change of vehicle particulars	55.00	55.00	-	55.00	0.0%
Vehicle MOT and compliance test * (payable direct to test station)		Recharged at cost	Recharged at cost			0.0%
Specialist vehicle MOT and compliance test * (stretch limos)		Recharged at cost	Recharged at cost			0.0%
Other fees						
Duplicate copy of licence following theft/loss/damage		15.00	15.00	-	15.00	0.0%
Replacement internal vehicle licence plate holder		2.50	2.50	-	2.50	0.0%
General service charges						
Photocopies (per A4 side, at officers discretion, subject to legal restrictions)		0.20	0.20	-	0.20	0.0%
Copy of interview recording following PACE interview (per tape/disc)		16.00	16.00	-	16.00	0.0%
Copy of public register entry (where kept and made available by statute) (per entry)		15.00	15.00	-	15.00	0.0%
Request for duplicate copy of licence following loss/theft/damage (where not otherwise listed)		15.00	15.00	-	15.00	0.0%
Licensing pre-application advice (per whole or part hour)		44.00	45.00	-	45.00	2.3%

STRATEGIC PLANNING & ENVIRONMENT COMMITTEE GENERAL FUND BUDGETS 2020/21					
	Original 2019/2020 £	Forecast 2019/2020 £	Draft 2020/2021 £	Variance 2019/20 - 2020/21 £ %	
Strategic Planning & Environment					
Employees	10,096,885	10,226,464	10,158,600	61,715	1%
Premises	942,240	978,830	988,280	46,040	5%
Transport	1,186,960	1,362,694	1,239,220	52,260	4%
Supplies & Services	2,233,420	2,182,555	2,047,080	(186,340)	(8%)
Third-Parties	83,630	82,210	113,300	29,670	35%
Capital Charges	1,703,600	1,703,600	1,703,600	0	0%
Income	(4,114,650)	(3,711,513)	(3,449,330)	665,320	16%
Grants and Contributions	(1,895,791)	(2,059,189)	(1,893,370)	2,421	0%
Recharges	1,832,250	1,668,479	1,784,616	(47,634)	(3%)
Net Expenditure: Strategic Planning & Environment	12,068,544	12,434,131	12,691,996	623,452	5%

STRATEGIC PLANNING & ENVIRONMENT COMMITTEE GENERAL FUND BUDGET DETAIL 2020/21

Original 2019/2020 £	Forecast 2019/2020 £	Draft 2020/2021 £	Variance 2019/20 - 2020/21 £	%
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Strategic Planning & Environment

Finance & Resources (Nigel Howcutt)

Open Spaces (Richard Rice)

Employees	0	193	0	0	+0%
Premises	19,340	19,338	19,450	110	+1%
Supplies & Services	550	550	550	0	+0%
Capital Charges	6,600	6,600	6,600	0	+0%
Income	(25,510)	(15,041)	(26,020)	(510)	(2%)
Grants and Contributions	(29,100)	(42,283)	(29,680)	(580)	(2%)
Recharges	1,160	1,160	1,050	(110)	(9%)
Net Expenditure: Open Spaces	(26,960)	(29,482)	(28,050)	(1,090)	(4%)

Promotion and Marketing of the Area (Town Centres) (Richard Rice)

Premises	74,140	85,960	74,910	770	+1%
Supplies & Services	1,530	1,530	1,560	30	+2%
Capital Charges	154,400	154,400	154,400	0	+0%
Recharges	249,800	249,686	261,646	11,846	+5%
Net Expenditure: Promotion and Marketing of the Area (Town Centres)	479,870	491,576	492,516	12,646	+3%

Net Expenditure: Finance & Resources

452,910	462,094	464,466	11,556	+3%
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Neighbourhood Delivery (David Austin)

Open Spaces (Craig Thorpe)

Employees	2,604,550	2,612,153	2,824,550	220,000	+8%
Premises	480,400	531,677	525,950	45,550	+9%
Transport	132,850	128,037	133,440	590	+0%
Supplies & Services	276,880	292,300	281,970	5,090	+2%
Capital Charges	432,100	432,100	432,100	0	+0%
Income	(20,400)	(49,656)	(20,670)	(270)	(1%)
Grants and Contributions	(426,731)	(449,636)	(469,930)	(43,199)	(10%)
Recharges	(1,724,026)	(1,694,226)	(1,884,944)	(160,917)	(9%)
Net Expenditure: Open Spaces	1,755,623	1,802,750	1,822,467	66,844	+4%

Animal and Public Health (Craig Thorpe)

Employees	65,290	67,422	67,960	2,670	+4%
Transport	8,970	8,970	9,420	450	+5%
Supplies & Services	60,000	36,070	52,580	(7,420)	(12%)
Income	(107,770)	(80,000)	(144,930)	(37,160)	(34%)
Recharges	79,828	83,153	89,543	9,715	+12%
Net Expenditure: Animal and Public Health	106,318	115,615	74,573	(31,745)	(30%)

STRATEGIC PLANNING & ENVIRONMENT COMMITTEE GENERAL FUND BUDGET DETAIL 2020/21

	Original 2019/2020 £	Forecast 2019/2020 £	Draft 2020/2021 £	Variance 2019/20 - 2020/21 £ %	
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Environmental Services Management, Support Services and Overheads (Craig Thorpe)					
Employees	330,960	301,503	347,660	16,700	+5%
Premises	225,030	223,479	227,790	2,760	+1%
Transport	12,950	12,950	13,570	620	+5%
Supplies & Services	130,340	142,521	130,970	630	+0%
Third-Parties	14,650	13,230	14,940	290	+2%
Capital Charges	111,400	111,400	111,400	0	+0%
Income	(16,150)	(13,930)	(16,480)	(330)	(2%)
Recharges	(809,180)	(791,153)	(829,850)	(20,670)	(3%)
Net Expenditure: Environmental Services Management, Support Services and Overheads	(0)	0	0	0	+0%

Transport Services (Craig Thorpe)					
Employees	332,415	347,816	426,340	93,925	+28%
Premises	0	1,556	0	0	+0%
Transport	428,010	591,993	498,180	70,170	+16%
Supplies & Services	15,620	22,187	15,680	60	+0%
Capital Charges	5,800	5,800	5,800	0	+0%
Grants and Contributions	(5,000)	(5,000)	(5,000)	0	+0%
Recharges	(776,845)	(964,352)	(941,000)	(164,155)	(21%)
Net Expenditure: Transport Services	(0)	(0)	0	0	+0%

Street Cleansing (Non-Highway) (Craig Thorpe)					
Recharges	1,513,700	1,513,718	1,544,770	31,070	+2%
Net Expenditure: Street Cleansing (Non-Highway)	1,513,700	1,513,718	1,544,770	31,070	+2%

Household Waste and Recycling (Craig Thorpe)					
Employees	2,775,850	2,870,942	2,803,890	28,040	+1%
Transport	510,120	518,231	495,770	(14,350)	(3%)
Supplies & Services	550,050	528,980	551,080	1,030	+0%
Capital Charges	871,600	871,600	871,600	0	+0%
Income	(156,360)	(156,360)	(173,990)	(17,630)	(11%)
Grants and Contributions	(1,256,000)	(1,257,100)	(1,096,000)	160,000	+13%
Recharges	1,492,192	1,531,969	1,608,511	116,319	+8%
Net Expenditure: Household Waste and Recycling	4,787,452	4,908,262	5,060,861	273,409	+6%

STRATEGIC PLANNING & ENVIRONMENT COMMITTEE GENERAL FUND BUDGET DETAIL 2020/21

	Original 2019/2020 £	Forecast 2019/2020 £	Draft 2020/2021 £	Variance 2019/20 - 2020/21 £ %	
Trade Waste (Craig Thorpe)					
Employees	213,730	233,912	225,930	12,200	+6%
Transport	55,980	55,980	58,760	2,780	+5%
Supplies & Services	394,320	374,365	364,370	(29,950)	(8%)
Capital Charges	3,600	3,600	3,600	0	+0%
Income	(1,150,960)	(1,040,960)	(963,480)	187,480	+16%
Recharges	237,841	252,760	269,313	31,471	+13%
Net Expenditure: Trade Waste	(245,489)	(120,343)	(41,508)	203,981	+83%

Pest Control (Emma Walker)					
Employees	62,950	64,239	65,420	2,470	+4%
Transport	3,650	3,650	3,830	180	+5%
Supplies & Services	4,200	4,437	4,200	0	+0%
Income	(76,230)	(57,000)	(77,750)	(1,520)	(2%)
Recharges	99,299	88,559	113,797	14,499	+15%
Net Expenditure: Pest Control	93,869	103,885	109,497	15,629	+17%

Pollution Reduction (Emma Walker)					
Employees	173,620	207,854	191,220	17,600	+10%
Transport	2,820	2,870	2,880	60	+2%
Supplies & Services	20,680	25,026	20,690	10	+0%
Capital Charges	11,800	11,800	11,800	0	+0%
Income	(26,040)	(13,250)	(26,570)	(530)	(2%)
Recharges	87,989	77,554	94,121	6,132	+7%
Net Expenditure: Pollution Reduction	270,869	311,854	294,141	23,272	+9%

Animal and Public Health (Emma Walker)					
Employees	36,970	18,460	18,460	(18,510)	(50%)
Transport	1,420	1,480	1,480	60	+4%
Supplies & Services	21,470	21,480	21,480	10	+0%
Income	(7,750)	(7,900)	(7,900)	(150)	(2%)
Recharges	62,934	60,578	60,578	(2,357)	(4%)
Net Expenditure: Animal and Public Health	115,044	94,098	94,098	(20,947)	(18%)

Food Safety (Emma Walker)					
Employees	224,470	168,594	280,440	55,970	+25%
Transport	1,730	1,751	1,760	30	+2%
Supplies & Services	3,120	3,000	3,130	10	+0%
Income	(2,710)	(3,340)	(2,760)	(50)	(2%)
Recharges	109,592	98,895	114,668	5,077	+5%
Net Expenditure: Food Safety	336,202	268,900	397,238	61,037	+18%

STRATEGIC PLANNING & ENVIRONMENT COMMITTEE GENERAL FUND BUDGET DETAIL 2020/21

	Original 2019/2020 £	Forecast 2019/2020 £	Draft 2020/2021 £	Variance 2019/20 - 2020/21 £ %	
Health & Safety - External Support/Advice (Emma Walker)					
Employees	182,600	167,961	196,500	13,900	+8%
Transport	540	2,000	550	10	+2%
Supplies & Services	27,960	28,185	28,300	340	+1%
Income	0	(600)	0	0	+0%
Grants and Contributions	0	(200)	0	0	+0%
Recharges	(211,100)	(197,346)	(225,350)	(14,250)	(7%)
Net Expenditure: Health & Safety - External Support/Advice	0	(0)	(0)	(0)	+0%

Street Cleansing (Enforcement) (Emma Walker)					
Employees	133,220	124,873	107,610	(25,610)	(19%)
Transport	6,100	6,100	6,260	160	+3%
Supplies & Services	6,090	6,090	6,050	(40)	(1%)
Income	(3,250)	(3,250)	(3,320)	(70)	(2%)
Recharges	113,289	104,646	161,958	48,668	+43%
Net Expenditure: Street Cleansing (Enforcement)	255,449	238,459	278,558	23,108	+9%

Emergency Planning (Emma Walker)					
Employees	9,670	9,888	10,070	400	+4%
Transport	100	100	100	0	+0%
Supplies & Services	5,440	4,360	5,470	30	+1%
Third-Parties	28,300	28,300	28,870	570	+2%
Recharges	43,243	40,080	43,705	461	+1%
Net Expenditure: Emergency Planning	86,753	82,728	88,215	1,461	+2%

Net Expenditure: Neighbourhood Delivery	9,075,790	9,319,925	9,722,910	647,119	+7%
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Planning, Development and Regeneration (James Doe)

Economic Development (General) (Chris Taylor)					
Employees	183,770	190,269	119,640	(64,130)	(35%)
Premises	127,630	101,119	126,050	(1,580)	(1%)
Transport	270	670	0	(270)	(100%)
Supplies & Services	183,090	207,942	122,500	(60,590)	(33%)
Capital Charges	82,100	82,100	82,100	0	+0%
Income	(482,960)	(488,200)	(492,630)	(9,670)	(2%)
Grants and Contributions	(71,530)	(71,530)	(20,890)	50,640	+71%
Recharges	102,372	87,083	115,738	13,367	+13%
Net Expenditure: Economic Development (General)	124,742	109,453	52,508	(72,233)	(58%)

STRATEGIC PLANNING & ENVIRONMENT COMMITTEE GENERAL FUND BUDGET DETAIL 2020/21

	Original 2019/2020 £	Forecast 2019/2020 £	Draft 2020/2021 £	Variance 2019/20 - 2020/21 £ %	
Market Undertakings (Chris Taylor)					
Premises	8,410	8,410	6,690	(1,720)	(20%)
Income	(27,570)	(27,570)	(28,120)	(550)	(2%)
Recharges	38,509	26,925	42,771	4,262	+11%
Net Expenditure: Market Undertakings	19,349	7,765	21,341	1,992	+10%

Support to Business and Enterprise (Chris Taylor)					
Employees	0	67	0	0	+0%
Premises	7,290	7,290	7,440	150	+2%
Supplies & Services	71,030	70,963	72,670	1,640	+2%
Capital Charges	1,900	1,900	1,900	0	+0%
Income	(31,460)	(31,460)	(32,090)	(630)	(2%)
Grants and Contributions	(13,780)	(13,780)	(14,030)	(250)	(2%)
Recharges	65,873	56,829	65,127	(746)	(1%)
Net Expenditure: Support to Business and Enterprise	100,853	91,809	101,017	164	+0%

Environmental Grants (Chris Taylor)					
Supplies & Services	7,200	7,200	7,200	0	+0%
Net Expenditure: Environmental Grants	7,200	7,200	7,200	0	+0%

Planning Policy (General) (Chris Taylor)					
Employees	853,240	992,488	1,092,830	239,590	+28%
Transport	5,420	18,842	6,530	1,110	+20%
Supplies & Services	263,820	261,530	169,080	(94,740)	(36%)
Third-Parties	8,140	8,140	8,300	160	+2%
Capital Charges	17,100	17,100	17,100	0	+0%
Grants and Contributions	(91,000)	(217,011)	(255,140)	(164,140)	(180%)
Recharges	282,857	262,037	351,614	68,758	+24%
Net Expenditure: Planning Policy (General)	1,339,577	1,343,125	1,390,314	50,738	+4%

STRATEGIC PLANNING & ENVIRONMENT COMMITTEE GENERAL FUND BUDGET DETAIL 2020/21

	Original 2019/2020 £	Forecast 2019/2020 £	Draft 2020/2021 £	Variance 2019/20 - 2020/21 £ %	
Building Control (Sara Whelan)					
Employees	605,580	337,197	0	(605,580)	(100%)
Transport	8,490	1,530	0	(8,490)	(100%)
Supplies & Services	59,370	3,178	28,000	(31,370)	(53%)
Third-Parties	0	0	28,000	28,000	+0%
Income	(597,180)	(265,646)	0	597,180	+100%
Recharges	209,460	202,241	105,152	(104,308)	(50%)
Net Expenditure: Building Control	285,720	278,501	161,152	(124,568)	(44%)
Development Control (Sara Whelan)					
Employees	1,156,540	1,342,186	1,211,310	54,770	+5%
Transport	7,440	7,440	6,590	(850)	(11%)
Supplies & Services	121,990	131,990	151,200	29,210	+24%
Capital Charges	5,200	5,200	5,200	0	+0%
Income	(1,151,350)	(1,226,350)	(1,201,620)	(50,270)	(4%)
Grants and Contributions	(2,650)	(2,650)	(2,700)	(50)	(2%)
Recharges	459,945	482,843	507,974	48,030	+10%
Net Expenditure: Development Control	597,115	740,659	677,954	80,840	+14%
Conservation and Listed Buildings Policy (Sara Whelan)					
Employees	68,320	72,906	89,510	21,190	+31%
Recharges	45,319	39,473	45,578	259	+1%
Net Expenditure: Conservation and Listed Buildings Policy	113,639	112,380	135,088	21,449	+19%
Local Land Charges (Sara Whelan)					
Employees	83,140	95,542	79,260	(3,880)	(5%)
Transport	100	100	100	0	+0%
Supplies & Services	8,670	8,670	8,350	(320)	(4%)
Third-Parties	32,540	32,540	33,190	650	+2%
Income	(231,000)	(231,000)	(231,000)	0	+0%
Recharges	58,200	55,368	68,145	9,944	+17%
Net Expenditure: Local Land Charges	(48,350)	(38,781)	(41,955)	6,394	+13%
Net Expenditure: Planning, Development and Regeneration	2,539,844	2,652,111	2,504,620	(35,224)	(1%)
Net Expenditure: Strategic Planning & Environment	12,068,544	12,434,131	12,691,996	623,452	+5%

STRATEGIC PLANNING & ENVIRONMENT COMMITTEE PROPOSED FEES AND CHARGES 2020/21				
	Unit Measurement	2019/20 Charge	2020/21 Proposed Charge	% Change
Dog Warden Service				
Stray Dogs - Statutory Fee		25.00	25.00	0.0%
Stray Dog - Statutory Fee - Owners 1st Offence correctly microchipped and returned straight to owner - Statutory Fee only				
Stray Dogs - Admin Fee - For correctly microchipped dog	Day 1	51.00	52.00	2.0%
Stray Dogs - Admin Fee - For correctly microchipped dog	Day 2	72.00	73.00	1.4%
Stray Dogs - Admin Fee - For correctly microchipped dog	Day 3	92.00	94.00	2.2%
Stray Dogs - Admin Fee - For correctly microchipped dog	Day 4	113.00	115.00	1.8%
Stray Dogs - Admin Fee - For correctly microchipped dog	Day 5	133.00	136.00	2.3%
Stray Dogs - Admin Fee - For correctly microchipped dog	Day 6	153.00	156.00	2.0%
Stray Dogs - Admin Fee - For correctly microchipped dog	Day 7	174.00	177.00	1.7%
Stray Dogs - Admin Fee - For incorrectly microchipped/no microchip dog	Day 1	77.00	79.00	2.6%
Stray Dogs - Admin Fee - For incorrectly microchipped/no microchip dog	Day 2	97.00	99.00	2.1%
Stray Dogs - Admin Fee - For incorrectly microchipped/no microchip dog	Day 3	118.00	120.00	1.7%
Stray Dogs - Admin Fee - For incorrectly microchipped/no microchip dog	Day 4	138.00	141.00	2.2%
Stray Dogs - Admin Fee - For incorrectly microchipped/no microchip dog	Day 5	159.00	162.00	1.9%
Stray Dogs - Admin Fee - For incorrectly microchipped/no microchip dog	Day 6	179.00	183.00	2.2%
Stray Dogs - Admin Fee - For incorrectly microchipped/no microchip dog	Day 7	199.00	203.00	2.0%
Kennelling	Per Day	Included above	Included above	0.0%
Micro-Chipping		15.00	15.00	0.0%
Dog Fouling Offence		80.00	N/A	0.0%
Return of Stray Dog		41.00	42.00	2.4%
Enforcement				
Abandoned Vehicle Reclaimed Fees - Cars	Daily	20.00	20.00	0.0%
Abandoned Vehicle Reclaimed Fees - Motorbikes	Daily	10.00	10.00	0.0%
Removal of AV from Private Land (land owners' agreement) admin fee		56.00	57.00	1.8%
Littering FPN (Full)		80.00	80.00	0.0%
Littering FPN (Early Repayment)		50.00	50.00	0.0%
s46/s47 EPA Offences (Full)		107.00	110.00	2.8%
s46/s47 EPA Offences (Early Repayment)		81.00	83.00	2.5%
s33 EPA Fixed Penalty Notice (Full)		384.00	400.00	4.2%
s33 EPA Fixed Penalty Notice (Early payment if paid within 10 days)		256.00	300.00	17.2%
Nuisance Vehicles / Vehicle Trading (street) (Full)		100.00	100.00	0.0%
Nuisance Vehicles / Vehicle Trading (street) (Early Repayment)		77.00	79.00	2.6%
s34 EPA Fixed Penalty Notice (Full)		300.00	306.00	2.0%
s34 EPA Fixed Penalty Notice (Early payment if paid within 10 days)		200.00	204.00	2.0%
Littering From Vehicles Outside London Regulations 2018 (Full)		100.00	100.00	0.0%
Littering From Vehicles Outside London Regulations 2018 (Early Repayment)		75.00	75.00	0.0%
Community Protection Notice (Full) FPN		100.00	100.00	0.0%
Community Protection Notice (Early Repayment)		75.00	75.00	0.0%
PSPO FPN (Full)		75.00	75.00	0.0%
PSPO FPN (Early Repayment)		75.00	N/A	0.0%
Environmental Protection				
High Hedges		465.00	500.00	7.5%
High Hedges Preliminary Investigation Fee		NEW	250.00	0.0%
LAPPC Authorisations (statutory fee defined by Defra)				
Private water supplies risk assessment (smaller supplies - Reg 10)		Bespoke price	Bespoke price	0.0%
Private water supplies risk assessment (larger supplies - Reg 9)		Bespoke price	Bespoke price	0.0%
Private water supplies desk top risk assessment		Bespoke price	Bespoke price	0.0%
Sampling Visit (fee plus analysis costs)		Bespoke price	Bespoke price	0.0%
Investigation		Bespoke price	Bespoke price	0.0%
Granting of Authorisation (fee plus analysis costs)		Bespoke price	Bespoke price	0.0%
Analysis costs (Reg 10)		Bespoke price	Bespoke price	0.0%
Analysis costs (check monitoring)		Bespoke price	Bespoke price	0.0%
Analysis costs (adult monitoring)		Bespoke price	Bespoke price	0.0%
Environmental Searches		82.00	100.00	22.0%

STRATEGIC PLANNING & ENVIRONMENT COMMITTEE PROPOSED FEES AND CHARGES 2020/21				
	Unit Measurement	2019/20 Charge	2020/21 Proposed Charge	% Change
Food Safety				
Initial inspection of premises requiring health certificates		NEW	120.00	0.0%
Health Certificates (x2 plus site visit) - Standard Service		77.00	80.00	3.9%
Health Certificates (x2 plus site visit) - Next Day Service		NEW	120.00	0.0%
Health Certificates (additional copies up to 4)		29.00	30.00	3.4%
General Endorsement Certificate		29.00	35.00	20.7%
Food Hygiene Requested Revisits (new charge)		175.00	175.00	0.0%
3 hours Safer Food Better Business Coaching (new charge) plus 50% fee per additional person from the same business		120.00	120.00	0.0%
Food hygiene advisory visits (pre-opening/new businesses/pre inspection) with report (new charge)	Per Hour	75.00	80.00	6.7%
Health & safety advisory visits (pre-opening/new businesses/pre inspection) with report (new charge)	Per Hour	75.00	80.00	6.7%
Pest Control				
Rats (up to 3 visits)		61.00	62.00	1.6%
Rats (up to 3 visits) Dacorum Card		31.00	31.00	0.0%
Mice (up to 3 visits)		61.00	62.00	1.6%
Fleas per visit (2 bedrooms and 2 living rooms only)		56.00	57.00	1.8%
Fleas - Additional Rooms		20.00	20.00	0.0%
Wasps/hornets (1 nest killed - not removed)		49.00	50.00	2.0%
Wasps/hornets - Additional Nest		18.00	18.00	0.0%
Ants (Inside only)		72.00	73.00	1.4%
Cockroaches per visit (2 bedrooms & 2 living rooms only)		41.00	N/A	0.0%
Cockroaches - Additional Room		20.00	N/A	0.0%
Cockroaches up to 3 visits (2 bedrooms & 2 living rooms only)		NEW	90.00	0.0%
Squirrels up to 3 visits		123.00	126.00	2.4%
Squirrels - Additional Visit		NEW	26.00	0.0%
Cluster Fly (one treatment)		75.00	76.00	1.3%
Other Per hour (min 1 hr)		76.00	77.00	1.3%
Call Out Advice - No pest treated		41.00	42.00	2.4%
Glis glis - up to 4 visits		153.00	156.00	2.0%
Glis glis - Additional visit		26.00	26.00	0.0%
Glis glis - Cage deposit (refundable)		26.00	30.00	15.4%
Cesspool Emptying				
DBC (inside) - All Charges Include £100 transport charge				
Up to 1000		166.00	226.00	36.1%
Up to 2000		224.00	344.00	53.6%
Up to 3000		338.00	518.00	53.3%
Up to 4000		396.00	636.00	60.6%
Up to 5000		507.00	807.00	59.2%
Up to 6000		567.00	927.00	63.5%
Up to 8000		738.00	1,218.00	65.0%
Up to 10000		909.00	1,509.00	66.0%
Up to 12000		1,080.00	1,800.00	66.7%
DBC (outside) - All Charges Include £130 transport charge				
Up to 1000		198.00	258.00	30.3%
Up to 2000		257.00	377.00	46.7%
Up to 3000		368.00	548.00	48.9%
Up to 4000		428.00	668.00	56.1%
Up to 5000		540.00	840.00	55.6%
Up to 6000		599.00	959.00	60.1%
Up to 8000		770.00	1,250.00	62.3%
Up to 10000		941.00	1,541.00	63.8%
Up to 12000		1,112.00	1,832.00	64.7%
Waste - Bulk Collections				
Bulk Collections	Up to 3 Items	34.00	45.00	32.4%
Bulk Collections	Up to 6 Items	61.00	70.00	14.8%
Bulk Collections - Concessions	Up to 3 Items	28.00	36.00	28.6%
Bulk Collections - Concessions	Up to 6 Items	43.00	49.00	14.0%

STRATEGIC PLANNING & ENVIRONMENT COMMITTEE PROPOSED FEES AND CHARGES 2020/21				
	Unit Measurement	2019/20 Charge	2020/21 Proposed Charge	% Change
Waste Services				
Collection of an additional green bin	Per Annum	55.00	56.00	1.8%
Delivery of additional green bin	Per bin	25.00	25.00	0.0%
Collection of a missed bin	Per bin	41.00	42.00	2.4%
* A charge will apply in the following circumstances: If the bin was either not accessible or not presented at the boundary of the property at the time that the crew attempted to collect If the bin was contaminated with non-recyclable materials If the bin was unsafe for the operator to move due to its weight or load				
Waste - Commercial				
Container Rental - 360 Litre	Per Annum	29.80	30.40	2.0%
Container Rental - 770 Litre	Per Annum	63.76	65.04	2.0%
Container Rental - 850 Paladin	Per Annum	70.56	72.00	2.0%
Container Rental - 940 Paladin	Per Annum	81.36	83.00	2.0%
Container Rental - 1100 Litre	Per Annum	95.28	97.20	2.0%
Container Rental - 1280 Litre	Per Annum	110.84	113.08	2.0%
Container Emptying - 360 Litre	Per Lift	6.22	6.34	1.9%
Container Emptying - 770 Litre	Per Lift	13.30	13.57	2.0%
Container Emptying - 850 Paladin	Per Lift	16.51	16.84	2.0%
Container Emptying - 940 Paladin	Per Lift	17.58	17.94	2.0%
Container Emptying - 1100 Litre	Per Lift	19.55	19.94	2.0%
Container Emptying - 1280 Litre	Per Lift	22.76	23.21	2.0%
Container Emptying - Schools Only - 770 Litre	Per Lift	5.32	5.43	2.1%
Container Emptying - Schools Only - 850 Paladin	Per Lift	6.23	6.36	2.1%
Container Emptying - Schools Only - 940 Paladin	Per Lift	6.96	7.10	2.0%
Container Emptying - Schools Only - 1100 Litre	Per Lift	8.15	8.32	2.0%
Container Emptying - Schools Only - 1280 Litre	Per Lift	9.49	9.68	2.0%
Commercial Waste Collections (additional empties)	Per empty	14.00	14.28	2.0%
Sacks	per 50 sacks	99.00	104.00	5.1%
Sack Sales				
Bio Sacks	Per 25 Sacks	6.50	7.00	7.7%
Bio Sacks (Dacorum Card 25% discount)	Per 25 Sacks	5.00	5.00	0.0%
Kaddy Bio Sacks	Per roll of 52	2.00	2.00	0.0%
Domestic Black Sacks	Per 10 Sacks	1.50	1.50	0.0%
Domestic Black Sacks (Dacorum Card)	Per 10 Sacks	1.00	1.00	0.0%
Weighbridge				
Weighing	Single weigh	10.50	11.00	4.8%
Weighing	Double weigh	13.50	15.00	11.1%
Street Sweeping				
Sweeping/Cleaning of non DBC land	Per Hour	43.00	44.00	2.3%

STRATEGIC PLANNING & ENVIRONMENT COMMITTEE PROPOSED FEES AND CHARGES 2020/21				
	Unit Measurement	2019/20 Charge	2020/21 Proposed Charge	% Change
Building Control - (Fees include VAT @ 20% where applicable) Refer to Hertfordshire Building Control - HBC				
Schedule 1 - New Dwellings - Full Plans and Inspection Charges				
1 Dwelling		996.00	HBC	0.0%
2 Dwellings		1,176.00	HBC	0.0%
3 Dwellings		Quote	HBC	0.0%
4 Dwellings		Quote	HBC	0.0%
5 Dwellings		Quote	HBC	0.0%
Each Additional Dwelling		Quote	HBC	0.0%
Conversion of dwelling into 2 flats		Quote	HBC	0.0%
Conversion of dwelling into 3 flats		Quote	HBC	0.0%
Schedule 1 - New Dwellings - Building Notice				
1 Dwelling		996.00	HBC	0.0%
2 Dwellings		1,176.00	HBC	0.0%
3 Dwellings		Quote	HBC	0.0%
4 Dwellings		Quote	HBC	0.0%
5 Dwellings		Quote	HBC	0.0%
Each Additional Dwelling		Quote	HBC	0.0%
Conversion of dwelling into 2 flats		Quote	HBC	0.0%
Conversion of dwelling into 3 flats		Quote	HBC	0.0%
Schedule 2 - Extensions, Alterations, Conversions and Garages - Full Plans - Plan and Inspection Charge (by area)				
Attached Garage / Car Port less than 30m ²		Quote	HBC	0.0%
Detached Garage / Car Port 30m ² to 100m ²		Quote	HBC	0.0%
Extensions & Loft Conversions where floor area does not exceed 6m ²		540.00	HBC	0.0%
Extensions & Loft Conversions where floor area exceeds 6m ² but does not exceed 10m ²		714.00	HBC	0.0%
Extensions & Loft Conversions where floor area exceeds 10m ² but does not exceed 20m ²		780.00	HBC	0.0%
Extensions & Loft Conversions where floor area exceeds 20m ² but does not exceed 40m ²		840.00	HBC	0.0%
Extensions & Loft Conversions where floor area exceeds 40m ² but does not exceed 100m ²		1,140.00	HBC	0.0%
Conversion of a domestic garage into a habitable room(s)		420.00	HBC	0.0%
Erection or extension of a domestic garage or carport up to 100m ²		540.00	HBC	0.0%
Replacement of up to five windows/external doors of an existing dwelling		126.00	HBC	0.0%
Replacement of more than five windows/external doors of an existing dwelling		210.00	HBC	0.0%
Schedule 2 - Extensions, Alterations, Conversions and Garages - Building Notice (by area)				
Attached Garage / Car Port less than 30m ²		Quote	HBC	0.0%
Detached Garage / Car Port 30m ² to 100m ²		Quote	HBC	0.0%
Extensions & Loft Conversions where floor area does not exceed 6m ²		540.00	HBC	0.0%
Extensions & Loft Conversions where floor area exceeds 6m ² but does not exceed 10m ²		714.00	HBC	0.0%
Extensions & Loft Conversions where floor area exceeds 10m ² but does not exceed 20m ²		780.00	HBC	0.0%
Extensions & Loft Conversions where floor area exceeds 20m ² but does not exceed 40m ²		840.00	HBC	0.0%
Extensions & Loft Conversions where floor area exceeds 40m ² but does not exceed 100m ²		1,140.00	HBC	0.0%
Conversion of a domestic garage into a habitable room(s)		420.00	HBC	0.0%
Erection or extension of a domestic garage or carport up to 100m ²		540.00	HBC	0.0%
Replacement of up to five windows/external doors of an existing dwelling		126.00	HBC	0.0%
Replacement of more than five windows/external doors of an existing dwelling		210.00	HBC	0.0%
Schedule 3 - Alteration & All Other Building Works - Full Plans - Plan and Site Inspection Combined Charges (by value)				
Estimated Cost up to £1,000		240.00	HBC	0.0%
Estimated Cost between £1,001 and £2,000		318.00	HBC	0.0%
Estimated Cost between £2,001 and £5,000		348.00	HBC	0.0%
Estimated Cost between £5,001 and £10,000		444.00	HBC	0.0%
Estimated Cost between £10,001 and £20,000		540.00	HBC	0.0%
Estimated Cost £20,001 and over		Quote	HBC	0.0%
Schedule 3 - Alteration & All Other Building Works - Building Notice Domestic & Commercial (by value)				
Estimated Cost up to £1,000		240.00	HBC	0.0%
Estimated Cost between £1,001 and £2,000		318.00	HBC	0.0%
Estimated Cost between £2,001 and £5,000		348.00	HBC	0.0%
Estimated Cost between £5,001 and £10,000		444.00	HBC	0.0%
Estimated Cost between £10,001 and £20,000		540.00	HBC	0.0%
Estimated Cost £20,001 and over		Quote	HBC	0.0%

STRATEGIC PLANNING & ENVIRONMENT COMMITTEE PROPOSED FEES AND CHARGES 2020/21				
	Unit Measurement	2019/20 Charge	2020/21 Proposed Charge	% Change
Additional Charges for Solid Fuel Appliances				
Installing a solid fuel appliance like a stove or a boiler (wood, coal, oil etc) (If installation is part of any other work like an extension, please add this to the other charge)		276.00	HBC	0.0%
Non-Domestic Extensions - Full Plans - Plan and Inspection Charges Combined				
Extension less than 6m ²		540.00	HBC	0.0%
Extensions 6m ² to 10m ²		714.00	HBC	0.0%
Extension 10m ² to 20m ²		780.00	HBC	0.0%
Extensions 20m ² to 40m ²		840.00	HBC	0.0%
Extensions 40m ² to 100m ²		1,140.00	HBC	0.0%
Non-Domestic Alteration & All Other Building Works - Full Plans - Plan and Inspection Charges Combined (by value)				
Estimated Cost up to £1,000		240.00	HBC	0.0%
Estimated Cost between £1,001 and £2,000		318.00	HBC	0.0%
Estimated Cost between £2,001 and £5,000		348.00	HBC	0.0%
Estimated Cost between £5,001 and £10,000		444.00	HBC	0.0%
Estimated Cost between £10,001 and £20,000		540.00	HBC	0.0%
Estimated Cost £20,001 and over		Quote	HBC	0.0%
Building Control - Copy Documents and Other Miscellaneous Charges				
Searching of historic records	per hour or part thereof	30.00	HBC	0.0%
Copy of Completion Certificate		25.00	HBC	0.0%
Site inspection for completion certificate (over 12 months)		60.00	HBC	0.0%
Copy of notice of decision		25.00	HBC	0.0%
Stamped approved plans	per plan	20.00	HBC	0.0%
Additional inspections for quality of building works including help with snagging list		20% of original charge	HBC	0.0%
Pre-application advice including 'Do I need permission?' (fee refunded if using Dacorum Borough Council)		40.00	HBC	0.0%
Administration charges for dangerous buildings, demolitions historic buildings		10% of cost plus £50 per hour	HBC	0.0%
Additional inspections requested by the contractor		5% of original charge	HBC	0.0%
Additional work carried out on site		Quote	HBC	0.0%
Regularisation Applications				
Applications may be submitted where work has been carried out since 11 November 1985 but not previously submitted to the Authority. The fees are equal to at least 125% of fees and are not subject to VAT.				

STRATEGIC PLANNING & ENVIRONMENT COMMITTEE PROPOSED FEES AND CHARGES 2020/21

	Unit Measurement	2019/20 Charge	2020/21 Proposed Charge	% Change
Planning Fees				
Schedule 1 - Part 2 - Scale of Fees in Respect of Variations - Outline Permission				
Site Area less than 2.5 Hectares - Categories 1, 2 and 3	per 0.1 hectare	462.00	462.00	0.0%
Site Area > 2.5 Hectares Fixed Fee (plus variable fee below) - Categories 1, 2 & 3	fixed fee	11,432.00	11,432.00	0.0%
Site Area > 2.5 Hectares Variable Fee - Categories 1, 2 & 3 (max of £125,000)	per 0.1 hectares above 2.5	138.00	138.00	0.0%
Site Area less than 15 Hectares - Categories 9* and 11	per 0.1 hectare	234.00	234.00	0.0%
Site Area > 15 Hectares Fixed Fee (plus variable fee below) - Categories 9* & 11	fixed fee	34,934.00	34,934.00	0.0%
Site Area > 15 Hectares Variable Fee - Categories 9* & 11 (max of £65,000)	per 0.1 hectares above 15	138.00	138.00	0.0%
Other: Category 9 (maximum £250,000)	per 0.1 hectare	234.00	234.00	0.0%
* Category 9 fees shown above in the case of operations for the mining and working of minerals - these applications are determined by Hertfordshire County Council				
Schedule 1 - Part 2 - Scale of Fees in Respect of Variations - Full Permission or Reserved Matters				
Up to 50 Dwelling Houses - Category 1	Per Dwelling House	462.00	462.00	0.0%
Greater than 50 Dwelling Houses Fixed Fee (plus variable fee below) - Category 2	Fixed Fee	22,859.00	22,859.00	0.0%
Greater than 50 Dwelling Houses Variable Fee - Category 2 (maximum of £250,000) - Category 2	Per Dwelling House > 50	138.00	138.00	0.0%
Where no Floor space created - Category 2	Fixed Fee	234.00	234.00	0.0%
Where Floor space Created less than 40m ² - Category 2	Fixed Fee	234.00	234.00	0.0%
Where Floor space Created Between 40m ² and 75m ² - Category 2	Fixed Fee	462.00	462.00	0.0%
Where Floor space Created Between 75m ² and 3750m ² - Category 2	Per 75m ²	462.00	462.00	0.0%
Where Floor space Greater than 3750m ² Fixed Fee (plus variable fee below) - Category 2	Fixed Fee	22,859.00	22,859.00	0.0%
Where Floor space Greater than 3750m ² Variable Fee (maximum of £250,000) - Category 2	Per 75m ² > 3750m ²	138.00	138.00	0.0%
Where Floor space Created less than 465m ² - Category 3	Fixed Fee	96.00	96.00	0.0%
Where Floor space Created Between 465m ² and 540m ² - Category 3	Fixed Fee	462.00	462.00	0.0%
Where Floor space Created Between 540m ² and 4215m ² Fixed Fee (plus variable fee below) - Category 3	Fixed Fee	462.00	462.00	0.0%
Where Floor space Created Between 540m ² and 4215m ² Variable Fee - Category 3	Per 75m ² > 540m ²	462.00	462.00	0.0%
Where Floor space Created Over 4215m ² Fixed Fee (plus variable fee below) - Category 3	Fixed Fee	22,859.00	22,859.00	0.0%
Where Floor space Created Over 4215m ² Variable Fee (maximum of £250,000) - Category 3	Per 75m ² > 4215m ²	138.00	138.00	0.0%
Where Floor space Created less than 465m ² - Categories 4 & 5	Fixed Fee	96.00	96.00	0.0%
Where Floor space Created greater than 465m ² - Categories 4 & 5	Fixed Fee	2,580.00	2,580.00	0.0%
Enlargement, Improvement or Other Alteration for one Dwelling House - Category 6	Fixed Fee	206.00	206.00	0.0%
Enlargement, Improvement or Other Alteration for more than one Dwelling House - Category 6	Fixed Fee	407.00	407.00	0.0%
Site Area less than 5 Hectares - Category 5	Per 0.1 hectare	462.00	462.00	0.0%
Site Area > 5 Hectares Fixed Fee (plus variable fee below) - Category 5	Fixed Fee	22,859.00	22,859.00	0.0%
Site Area > 5 Hectares Variable Fee - Category 6 (max of £250,000)	Per 0.1 hectares above 5	138.00	138.00	0.0%
Site Area less than 7.5 Hectares - Category 8	Per 0.1 hectare	462.00	462.00	0.0%
Site Area > 7.5 Hectares Fixed Fee (plus variable fee below) - Category 8	Fixed Fee	34,934.00	34,934.00	0.0%
Site Area > 7.5 Hectares Variable Fee - Category 8 (max of £250,000)	Per 0.1 hectares above 7.5	138.00	138.00	0.0%
Operations within curtilage - Category 7a	Fixed Fee	206.00	206.00	0.0%
Car Park, Service Roads & Means of Access - Category 7b	Fixed Fee	234.00	234.00	0.0%
Change from Single Dwelling House to use as less than 50 Dwelling Houses - Category 10a	Per additional Dwelling House	462.00	462.00	0.0%
Change from Single Dwelling House to use as >50 Dwelling Houses Fixed Fee (plus variable fee below) - Category 10a	Fixed Fee	22,859.00	22,859.00	0.0%
Change from Single Dwelling House to use as >50 Dwelling Houses Variable Fee (maximum of £250,000) - Category 10a	Per each dwelling house >50	138.00	138.00	0.0%
Change of use to <50 dwelling houses (Other Cases) - Category 10b	Per additional Dwelling House	462.00	462.00	0.0%
Change of use to >50 dwelling houses (Other Cases) Fixed Fee (plus variable fee below) - Category 10a	Fixed Fee	22,859.00	22,859.00	0.0%
Change of use to >50 dwelling houses (Other Cases) Variable Fee (maximum of £250,000) - Category 10a	Per each dwelling house >50	138.00	138.00	0.0%
Change of Use not included in Categories 9 or 10	Fixed Fee	462.00	462.00	0.0%
Applications for permission in principle	Per 0.1 hectare	402.00	402.00	0.0%

STRATEGIC PLANNING & ENVIRONMENT COMMITTEE PROPOSED FEES AND CHARGES 2020/21				
	Unit Measurement	2019/20 Charge	2020/21 Proposed Charge	% Change
Schedule 2 - Other Planning Application				
Advert On Business Premises, Forecourt or curtilage		132.00	132.00	0.0%
Advert To Direct Public or Draw Attention to Business Premises not Visible		132.00	132.00	0.0%
Advert All Other Cases		462.00	462.00	0.0%
Approval/variation /discharge of condition		234.00	234.00	0.0%
Request for confirmation that conditions complied with		116.00	116.00	0.0%
Request for confirmation that conditions complied with (householder)		34.00	34.00	0.0%
Application for non material amendment- householder		34.00	34.00	0.0%
application for non material amendment-other		234.00	234.00	0.0%
Lawful development certificate - existing use		234.00	234.00	0.0%
Prior approval - Larger Home Extensions		NEW	96.00	0.0%
Prior approval - agriculture		96.00	96.00	0.0%
Prior approval - telecoms		462.00	462.00	0.0%
Prior approval - schools		96.00	96.00	0.0%
Prior approval - from agriculture to schools		96.00	96.00	0.0%
Prior approval - from agriculture to commercial use		96.00	96.00	0.0%
Prior approval - from office to residential		96.00	96.00	0.0%
Prior approval - from agriculture to residential (no associated building operations)		96.00	96.00	0.0%
Prior approval - from agriculture to residential (associated building operations)		206.00	206.00	0.0%
Prior approval - from retail to residential (no associated building operations)		96.00	96.00	0.0%
Prior approval - from retail to residential (associated building operations)		206.00	206.00	0.0%
Prior approval - temporary state funded school		96.00	96.00	0.0%
Prior approval - temporary use for film making		96.00	96.00	0.0%
Prior approval - solar PV equipment up to 1mgw		96.00	96.00	0.0%
Prior approval - collection facility within curtilage of a shop		96.00	96.00	0.0%
Land Charges (exclusive of VAT @ 20% where applicable)				
VAT will become payable on all income derived from the CON 29 R and O products as of 1 February 2016				
LLC1 and CON29R (Residential Properties)		99.00	99.00	0.0%
LLC1 and CON29R (Commercial Properties)		190.00	190.00	0.0%
LLC1 (Search of Land Charges Register only)		30.00	15.00	-50.0%
CON29R Only (Residential Properties)		69.00	84.00	21.7%
CON29O Enquiries (Except Q22 - Commons Search)		160.00	175.00	9.4%
CON29O Enquiries		12.00	12.00	0.0%
CON29O Q22 - Commons Search		20.00	20.00	0.0%
Extra parcels of land		20.00	20.00	0.0%
Pre-application charges (inclusive of VAT)				
Category A - Significant Major Development		3,600.00	3,800.00	5.6%
Category B - Very large Major Development		2,400.00	2,600.00	8.3%
Category C - Major Developments		1,200.00	1,400.00	16.7%
Category D - Minor Developments		360.00	720.00	100.0%
Category E - Minor Developments		180.00	200.00	11.1%
Category F - Householder Applications		80.00	90.00	12.5%
Plus additional meeting (inclusive of VAT)				
Category A - Significant Major Development		720.00	820.00	13.9%
Category B - Very large Major Development		490.00	560.00	14.3%
Category C - Major Developments		240.00	300.00	25.0%
Category D - Minor Developments		120.00	150.00	25.0%
Category E - Minor Developments		60.00	70.00	16.7%
Category F - Householder Applications		60.00	70.00	16.7%
Post application charges (new charges) (inclusive of VAT)				
Category A - Significant Major Development		360.00	400.00	11.1%
Category B - Very large Major Development		240.00	270.00	12.5%
Category C - Major Developments		120.00	135.00	12.5%
Category D - Minor Developments		100.00	110.00	10.0%
Category E - Minor Developments		60.00	70.00	16.7%
Category F - Householder Applications		30.00	35.00	16.7%
Planning Performance Agreement (exclusive of VAT @ 20% where applicable)				
PPA - minimum charge each PPA negotiated on complexity		2,500.00	5,000.00	100.0%
Bespoke fees costed per application				
Strategic Planning Charges for Documents				
All Strategic Planning Documents are available on the website. Printed versions can be posted upon individual request made to strategic.planning@dacorum.gov.uk.				
<i>Prices will be provided based on printing and postage costs at the time of the request.</i>		Recharged at cost	Recharged at cost	0.0%

SUMMARY OF MAJOR MOVEMENTS IN HOUSING REVENUE ACCOUNT BUDGET 2019/20 - 2020/21

Note 1 - Dwelling Rents

2019/20 was the final year of the 4 year period of 1% rent reduction for social rents. Rents for 2020/21 have been set according to the new MHCLG Rent Standard which provides for an increase of CPI + 1% (2.7% in total). The average dwelling rent is proposed to increase from £100.47 in 2019/20 to £103.12 in 2020/21.

The rental income for 2020/21 is expected to be £241k higher than the previous year due to additional rent from new build properties (additional £242k from 73 new units at Magenta Court and Martindale Fields), less £141k from properties sold under Right to Buy (estimate of 25 units), plus an additional £140k due to an increase in the amount of Housing Benefit subsidy received towards Supported Housing.

Note 2 - Tenants' Service Charges and Leaseholder Charges

These lines offset each other due to a re-alignment of budget between tenants' charges and leaseholder charges, which is due to properties being sold under the Right to Buy scheme.

Note 3 - Interest and Investment Income

There is an decrease to the draft budget of £243k for 2020/21, to reflect a lower estimate of investment income arising from lower cash balances.

Note 4 - Supervision and Management and Corporate and Democratic Core

The draft budget includes the following assumptions:

In line with estimates for the General Fund, salaries budgets include pay inflation of 2.9%.

Growth of £260k to meet service demands including: £65k to fund two new posts in Tenants & Leaseholders to enable 5 year tenancy reviews; £80k Property and Place restructure; £45k Supported Housing Officer; £45k Housing tree officer

There is an increase to the budget for pension contributions of £868k, to account for a one-off secondary pension contribution as per the General Fund. This is funded by utilising the HRA revenue surplus of £433k from 2019/20, and from a reduced revenue contribution to capital.

There is an increase to the draft budget for 2020/21 due to revised estimates for recharges from the General Fund.

Note 5 - Revenue Contribution to Capital

The Revenue Contribution to Capital has been adjusted to balance the HRA in year. An increased contribution to capital is expected.

Note 6 - Depreciation

The budgets for depreciation have been increased to reflect an increase in capital assets as a result of the new build programme, combined with inflation in house prices.

Note 7 - Contribution from / to Pension Reserve

An overall surplus of c. £400k is expected in the HRA in financial year 2019/20. This will be utilised in 2020/21 to fund a one-off secondary pension contribution as per the General Fund.

NEW AND AMENDED GENERAL FUND CAPITAL BIDS 2020/21 - 2024/25

Summary	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000	Total £000
Current Overall Programme	7,924	5,719	7,774	3,351	-	24,768
New Bids	3,476	19,744	25,586	6,487	1,371	56,664
Rephased and Amended Schemes	(54)	1,850	(2,183)	(600)	455	(532)
Revised Overall Programme	11,346	27,313	31,177	9,238	1,826	80,900
NEW BIDS	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000	Total £000
<u>FINANCE & RESOURCES</u>						
Section 151 Officer (James Deane)						
Various commercial ventures (commercially sensitive)	500	17,150	25,150	6,000	-	48,800
Commercial Assets and Property Development (Richard Rice)						
Apsley Industrial Estate Improvement Works	25	-	-	-	-	25
Bennettsgate Shopping Centre Render Improvement	-	-	-	15	-	15
Improvement Works to Market Stores	20	-	-	-	-	20
Bennetts End Community Centre Stairlift Replacement	18	-	-	-	-	18
Adeyfield Community Centre Structural Improvements	-	17	-	-	-	17
Gadebridge Park Roadway Improvements	-	-	70	-	-	70
Boiler Replacement Programme	185	140	15	22	-	362
Old Town Hall Seating Replacement	40	-	-	-	-	40
Stevenage Rise Road Resurface	33	-	-	-	-	33
Water Gardens North Car Park Drainage Improvements	-	35	-	-	-	35
Berkhamsted Civic Centre Staircase Renewal	23	-	-	-	-	23
Berkhamsted Civic Centre Improvements Works - Creation of new area	20	-	-	-	-	20
Berkhamsted Civic Centre Lift Renewal	-	20	-	-	-	20
Victoria Hall Tring lighting Upgrade Works	23	-	-	-	-	23
Footpath Improvements Kings Langley churchyard	15	-	-	-	-	15
Allotment Improvement Programme	40	40	40	-	-	120
Commercial Property Portfolio	70	-	-	-	-	70
Bellgate Roof Renewal	25	-	-	-	-	25

NEW AND AMENDED GENERAL FUND CAPITAL BIDS 2020/21 - 2024/25

NEW BIDS	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000	Total £000
<u>FINANCE & RESOURCES</u>						
Information, Communication and Technology (Ben Trueman)						
Replacement of Current Hardware Devices for Officers	-	-	-	450	-	450
Rolling Programme - Hardware	-	-	-	-	75	75
Software Licences - Right of Use	-	-	-	-	50	50
<u>STRATEGIC PLANNING & ENVIRONMENT</u>						
Environmental Services (Craig Thorpe)						
Upgrade of Hand Arm Vibration Monitoring System	17	-	-	-	-	17
Resurfacing Works and Building Improvement to Depot	60	-	-	-	-	60
New Wheeled Bins	-	-	-	-	10	10
Fleet Replacement Programme	-	-	-	-	100	100
Development Management and Planning (Sara Whelan)						0
3D Modelling Software for Planning	60	-	-	-	-	60
Tablets for Planning	20	-	-	-	-	20
<u>HOUSING & COMMUNITY</u>						
Procurement and Contracted Services (Ben Hosier)						
Rolling Programme - CCTV Cameras	-	-	-	-	25	25
Property & Place (Alan Mortimer)						
Disabled Facilities Grants	-	-	-	-	741	741

NEW AND AMENDED GENERAL FUND CAPITAL BIDS 2020/21 - 2024/25

NEW BIDS	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000	Total £000
People and Performance (Matthew Rawdon)						
Adventure Playgrounds Improvement programme	-	1,500	-	-	-	1,500
Verge Hardening Programme	100	-	-	-	350	450
Capital Grants - Community Groups	-	-	-	-	20	20
Strategic Housing (David Barrett/Natasha Beresford)						
Affordable Housing Development Fund (fully funded from 141 Capital Receipts)	2,066	787	311	-	-	3,164
Temporary Accommodation - creation of new units	50	55	-	-	-	105
Upgrade to Civica Abritas system (Housing Options)	66	-	-	-	-	66
TOTAL - NEW BIDS	3,476	19,744	25,586	6,487	1,371	56,664

NEW AND AMENDED GENERAL FUND CAPITAL BIDS 2020/21 - 2024/25

REPHASED AND AMENDED SCHEMES	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000	Total £000
<u>FINANCE & RESOURCES</u>						
Commercial Assets and Property Development (Richard Rice)						
Strategic Acquisitions Fund	(1,750)	1,750	-	-	-	0
Old Town Hall - Café roof and stonework renewal	60	-	-	-	-	60
Rossgate Shopping Centre - Structural Works	191	-	-	-	-	191
Commercial Assets - Shopping Centres	(400)	(200)	-	-	-	(600)
Long Chaulden Roof	55	-	-	-	-	55
Bennettsgate - Window Renewal	86	-	-	-	-	86
Procurement and Contracted Services (Ben Hosier)						
Dacorum Athletics Track	(66)	-	-	-	-	(66)
Hemel Hempstead Sports Centre - Astroturf renewal	70	-	-	-	-	70
Leisure works - Hemel Hempstead Sports Centre	270	-	-	-	-	270
Car Park Refurbishment	493	60	-	-	-	553
Information, Communication and Technology (Ben Trueman)						
Future vision of CRM	-	75	-	-	-	75
						0
<u>HOUSING & COMMUNITY</u>						
Strategic Housing (David Barrett/Natasha Beresford)						
Northend & Westerdale (Garage Development)	493	-	-	-	-	493
Procurement and Contracted Services (Ben Hosier)						
CCTV Equipment Refresh	(7)	(45)	47	40	455	490
Alarm Receiving Centre	34	-	-	-	-	34

NEW AND AMENDED GENERAL FUND CAPITAL BIDS 2020/21 - 2024/25

STRATEGIC PLANNING & ENVIRONMENT						
Environmental Services (Craig Thorpe)						
Fleet Replacement Programme	(162)					(162)
Gadebridge Park - Renovation of White Bridge	370	-	-	-	-	370
Strategic Planning & Regeneration (Chris Taylor)						
Urban Park/Education Centre (Durrants Lakes)	4	-	-	-	-	4
Town Centre Access Improvements	600	-	-	-	-	600
The Bury - Conversion into Museum and Gallery	(285)	320	0	0	0	35
The Bury - Residential Development	(110)	(110)	(2,230)	(640)	0	(3,090)
TOTAL - REPHASED AND AMENDED BIDS	(54)	1,850	(2,183)	(600)	455	(532)

DRAFT CAPITAL PROGRAMME BY OSC 2020/21 - 2024/25

Scheme		20/21 £'000	21/22 £'000	22/23 £'000	23/24 £'000	24/25 £'000
	<u>GENERAL FUND</u>					
	FINANCE & RESOURCES					
	Section 151 Officer (James Deane)					
1	Various commercial ventures (commercially sensitive)	500	18,900	25,150	6,000	-
		500	18,900	25,150	6,000	-
	Commercial Assets and Property Development (Richard Rice)					
2	Service Lease Domestic Properties	-	30	-	30	-
3	Old Town Hall - Cafe Roof and stonework renewal	60	-	-	-	-
4	Rossgate Shopping Centre - Structural Works	191	-	-	-	-
5	Long Chaulden Roof	55	-	-	-	-
6	Bennettsgate - Window Renewal	86	-	-	-	-
7	Commercial Assets - Shopping Centres	-	200	400	-	-
8	Apsley Industrial Estate Improvement Works	25	-	-	-	-
9	Bennettsgate Shopping Centre Render Improvement	-	-	-	15	-
10	Improvement Works to Market Stores	20	-	-	-	-
11	Bennetts End Community Centre Stairlift Replacement	18	-	-	-	-
12	Adeyfield Community Centre Structural Improvements	-	17	-	-	-
13	Gadebridge Park Roadway Improvements	-	-	70	-	-
14	Boiler Replacement Programme	185	140	15	22	-
15	Old Town Hall Seating Replacement	40	-	-	-	-
16	Stevenage Rise Road Resurface	33	-	-	-	-
17	Water Gardens North Car Park Drainage Improvements	-	35	-	-	-
18	Berkhamsted Civic Centre Staircase Renewal	23	-	-	-	-
19	Berkhamsted Civic Centre Improvements Works - Creation of new area	20	-	-	-	-
20	Berkhamsted Civic Centre Lift Renewal	-	20	-	-	-
21	Victoria Hall Tring lighting Upgrade Works	23	-	-	-	-
22	Footpath Improvements Kings Langley churchyard	15	-	-	-	-
23	Allotment Improvement Programme	40	40	40	-	-
24	Commercial Property Portfolio	70	-	-	-	-
25	Bellgate Roof Renewal	25	-	-	-	-
		929	482	525	67	-

DRAFT CAPITAL PROGRAMME BY OSC 2020/21 - 2024/25

Scheme		20/21 £'000	21/22 £'000	22/23 £'000	23/24 £'000	24/25 £'000
	FINANCE & RESOURCES					
	Procurement and Contracted Services (Ben Hosier)					
26	Car Park Refurbishment	653	60	-	-	-
27	Multi-functional devices refresh	-	90	-	-	-
28	Dacorum Athletics Track - Resurface Track	134	-	-	-	-
29	Hemel Hempstead Sports Centre - Astroturf renewal	70	-	-	-	-
30	Leisure works - Hemel Hempstead Sports Centre	670	-	-	-	-
		1,527	150	-	-	-
	Information, Communication and Technology (Ben Trueman)					
31	Rolling Programme - Hardware	75	75	75	75	75
32	Software Licences - Right of Use	50	50	50	50	50
33	Future vision of CRM	130	75	-	-	-
34	Replacement of Current Hardware Devices for Officers	-	-	-	450	-
		255	200	125	575	125
	TOTAL - FINANCE & RESOURCES	3,211	19,732	25,800	6,642	125

DRAFT CAPITAL PROGRAMME BY OSC 2020/21 - 2024/25

Scheme		20/21 £'000	21/22 £'000	22/23 £'000	23/24 £'000	24/25 £'000
STRATEGIC PLANNING & ENVIRONMENT						
Environmental Services (Craig Thorpe)						
35	New Wheeled Bins	10	10	10	10	10
36	Gadebridge Park - Renovation of White Bridge	370	-	-	-	-
37	Fleet Replacement Programme	2,149	3,471	1,710	365	100
38	Upgrade of Hand Arm Vibration Monitoring System	17	-	-	-	-
39	Resurfacing Works and Building Improvement to Depot	60	-	-	-	-
		2,606	3,481	1,720	375	110
Development Management and Planning (Sara Whelan)						
40	3D Modelling Software for Planning	60	-	-	-	-
41	Tablets for Planning	20	-	-	-	-
		80	-	-	-	-
Strategic Planning and Regeneration (Chris Taylor)						
42	Urban Park/Education Centre (Durrants Lakes)	134	-	-	-	-
43	Town Centre Access Improvements	600	-	-	-	-
44	The Bury - Conversion into Museum and Gallery	35	470	2,100	975	-
		769	470	2,100	975	-
TOTAL - STRATEGIC PLANNING & ENVIRONMENT		3,455	3,951	3,820	375	110

DRAFT CAPITAL PROGRAMME BY OSC 2020/21 - 2024/25

Scheme		20/21 £'000	21/22 £'000	22/23 £'000	23/24 £'000	24/25 £'000
	HOUSING & COMMUNITY					
	People and Performance (Matthew Rawdon)					
45	Verge Hardening Programme	450	350	350	350	350
46	Adventure Playgrounds Improvement programme	-	1,500	-	-	-
47	Capital Grants - Community Groups	20	20	20	20	20
		470	1,870	370	370	370
	Procurement and Contracted Services (Ben Hosier)					
48	Rolling Programme - CCTV Cameras	25	25	25	25	25
49	Alarm Receiving Centre	34	-	-	-	-
50	CCTV equipment refresh	110	110	110	110	455
		169	135	135	135	480
	Strategic Housing (David Barrett)					
50	Northend and Westerdale (Garage Development)	493	-	-	-	-
50	Affordable Housing Development Fund (fully funded from 141 Capital Receipts)	2,691	829	311	-	-
		3,184	829	311	-	-
	Strategic Housing (Natasha Beresford)					
53	Temporary Accommodation - creation of new units	50	55	-	-	-
54	Upgrade to Civica Abritas system (Housing Options)	66	-	-	-	-
		116	55	-	-	-
	Property & Place (Alan Mortimer)					
55	Disabled Facilities Grants	741	741	741	741	741
		741	741	741	741	741
	TOTAL - HOUSING & COMMUNITY	4,680	3,630	1,557	1,246	1,591
	TOTAL - GENERAL FUND	11,346	27,313	31,177	9,238	1,826

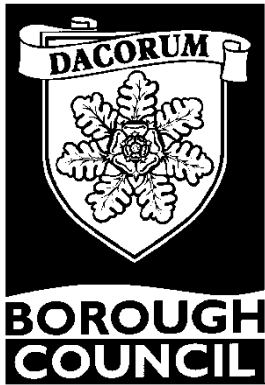
DRAFT CAPITAL PROGRAMME BY OSC 2020/21 - 2024/25

Scheme		20/21 £'000	21/22 £'000	22/23 £'000	23/24 £'000	24/25 £'000
	HOUSING REVENUE ACCOUNT					
	Property & Place (Alan Mortimer)					
56	Planned Fixed Expenditure	17,225	17,023	17,066	17,100	15,068
57	DBC Commissioned Capital Works	1,366	750	985	750	750
58	Special Projects	854	-	-	-	-
		19,445	17,773	18,051	17,850	15,818
	Strategic Housing (David Barrett)					
59	New Build - General Expenditure	5,320	22,900	30,450	30,650	18,432
60	Martindale	3,803	-	-	-	-
61	Stationers Place / Magenta Court	1,130	-	-	-	-
		10,253	22,900	30,450	30,650	18,432
	TOTAL - HOUSING REVENUE ACCOUNT	29,698	40,673	48,501	48,500	34,250
	TOTAL CAPITAL PROGRAMME	41,043	67,986	79,678	57,738	36,076

DRAFT CAPITAL PROGRAMME BY OSC 2020/21 - 2024/25

		20/21 £'000	21/22 £'000	22/23 £'000	23/24 £'000	24/25 £'000
	CAPITAL FINANCING					
	GENERAL FUND					
	Capital Receipts and Reserves	7,020	25,050	15,500	5,000	-
	141 Capital Receipts	2,839	829	311	-	-
	Grants and Contributions	1,136	953	741	741	741
	Revenue Contributions to Capital	350	350	350	350	-
	Borrowing	0	131	14,275	3,147	1,085
	TOTAL - GENERAL FUND	11,346	27,313	31,177	9,238	1,826
	HOUSING REVENUE ACCOUNT					
	Capital Receipts and Reserves	19,334	13,830	15,601	15,655	14,985
	141 Capital Receipts	2,456	6,033	1,687	2,174	2,358
	Grants and Contributions (S106)	-	-	-	-	-
	Revenue Contributions to Capital	6,290	6,872	-	-	-
	Borrowing	1,617	13,938	31,213	30,670	16,908
	TOTAL - HOUSING REVENUE ACCOUNT	29,698	40,673	48,501	48,500	34,250
	TOTAL - CAPITAL FINANCING	41,043	67,986	79,678	57,738	36,076

General Fund Reserves Summary	Balance as at 31/03/2019 £'000	Net Reserve Movement 2019/20 £'000	Balance as at 31/03/2020 £'000	Net Reserve Movement 2020/21 £'000	Balance as at 31/03/2021 £'000	Net Reserve Movement 2021/22 £'000	Balance as at 31/03/2022 £'000	Net Reserve Movement 2022/23 £'000	Balance as at 31/03/2023 £'000	Net Reserve Movement 2023/24 £'000	Balance as at 31/03/2024 £'000
Civic Buildings Major Repairs Reserve	200		200		200		200		200		200
Capital Development Reserve	300		300		300		300		300		300
Earmarked Grants Reserve	106	(72)	34		34		34		34		34
Management of Change Reserve	1,113	(57)	1,056	32	1,088	156	1,244	350	1,594	350	1,944
Technology Reserve	256		256	500	756		756		756		756
Savings Efficiencies Reserve	604	317	921	(501)	420	745	1,165		1,165		1,165
On Street Car Parking Reserve	202	(56)	146	(5)	141		141		141		141
Local Development Framework Reserve	419	254	673	208	881		881		881		881
Dacorum Development Reserve	36	3,134	3,170	2,164	5,334	808	6,142	544	6,686		6,686
Climate Change and Sustainability Reserve	0		0	300	300		300		300		300
Planning Enforcement & Appeals Reserve	54		54		54		54		54		54
Planning & Regeneration Project Reserve	103	(103)	0		0		0		0		0
Litigation Reserve	115	202	317		317		317		317		317
Vehicle Replacement Reserve	1,400	(1,400)	0		0		0		0		0
Invest to Save Reserve	198	(4)	194	94	288	(20)	268	(20)	248	(20)	228
Tring Swimming Pool Repairs Reserve	8	(8)	0		0		0		0		0
Youth Provision Reserve	44		44		44		44		44		44
Election Reserve	120	(120)	0	40	40	40	80	40	120	40	160
Uninsured Loss Reserve	672	(172)	500		500		500		500		500
Training & Development Reserve	23	(23)	0	400	400		400		400		400
Housing Conditions Survey Reserve	96	(50)	46	15	61	15	76	15	91	15	106
Dacorum Partnership Reserve	39	(39)	0		0		0		0		0
Dacorum Rent Aid - Guarantee Scheme	15		15		15		15		15		15
Rent Guarantee Scheme Reserve	15		15		15		15		15		15
Funding Equalisation Reserve	5,297	(684)	4,613	(1,000)	3,613		3,613		3,613		3,613
Pensions Reserve	1,973	200	2,173	(2,173)	0	1,017	1,017	1,762	2,779	289	3,068
Pensions Savings Reserve	0		0	42	42	86	128	130	258	174	432
Maylands Plus Reserve	46	23	69	23	92	23	115	23	138	23	161
Total Earmarked Reserves	13,454	1,342	14,796	139	14,935	2,870	17,805	2,844	20,649	871	21,520
Working Balance	2,502	1	2,503		2,503		2,503		2,503		2,503
Total General Fund Reserves	15,956	1,343	17,299	139	17,438	2,870	20,308	2,844	23,152	871	24,023



AGENDA ITEM:

SUMMARY

Report for:	Finance and Resources Overview and Scrutiny Committee
Date of meeting:	4 February 2020
PART:	1
If Part II, reason:	

Title of report:	Budget Monitoring Quarter 3 2019/20
Contact:	Cllr Graeme Elliot, Portfolio Holder for Finance and Resources Nigel Howcutt, Assistant Director (Finance & Resources) Caroline Souto, Team Leader Financial Planning & Analysis
Purpose of report:	To provide details of the projected outturn for 2019/20 as at Quarter 3 for the: <ul style="list-style-type: none"> • General Fund • Housing Revenue Account • Capital Programme
Recommendations	That Committee note the financial position for the Council for 2019/20 as at Quarter 3.
Corporate objectives:	Delivering an efficient and modern council.
Implications:	<u>Financial</u> This report outlines the financial position for the Council for 2019/20 and so summarises the financial implications for service decisions expected to be made for the financial year. <u>Value for Money</u> Regular budget monitoring and reporting supports the effective use of the financial resources available to the Council.
Risk Implications	This reports outlines the financial position for the Council for 2019/20 and in so doing quantifies the financial risk associated with service decisions expected to be made for the financial year.

Community Impact Assessment	The content of this report does not require a Community Impact Assessment to be undertaken.
Health And Safety Implications	There are no Health and Safety implications arising from this report.
Consultees	The position reported within this report has been reviewed and discussed with relevant Council Officers.
Glossary of acronyms and any other abbreviations used in this report:	GF – General Fund HRA – Housing Revenue Account MRP – Minimum Revenue Provision

1. Executive Summary

- 1.1 The projected outturn against budget as at Quarter 3 is a general fund pressure of £148k which is a small increase of £22k quarter on quarter.
- 1.2 The HRA surplus reported at Quarter 2 has reduced slightly by £40k to £393k.
- 1.3 There has been an increase in the capital budget pressure of £600k quarter on quarter, predominantly as a result of an increase in the affordable housing grants paid to housing associations to provide affordable homes.

2. Introduction

- 2.1 The purpose of this report is to present the Council's forecast outturn for 2019/20 as at the 31 December 2019. The report covers the following budgets with associated appendices:
 - General Fund - Appendix A. A pressure against budget of £148k is forecast.
 - Housing Revenue Account (HRA) - Appendix B. A surplus of £393k is forecast.
 - Capital Programme - Appendix C. Budget re-phasing to future years of £4.9m is forecast, which is 8% of the overall programme. £2.9m is HRA and £2m is General Fund. An in year pressure on capital budgets of £1.2m is forecast.

3. General Fund Revenue Account

- 3.1 The General Fund revenue account records the income and expenditure associated with all Council functions, except the management of the Council's own housing stock, which is accounted for within the Housing Revenue Account (HRA).
- 3.2 Appendix A provides an overview of the General Fund forecast outturn position. The forecast position includes areas of both under and overspend. There is a net overall pressure of £148k, less than 1% of the net cost of services budget.

The table below outlines the service areas with a significant financial pressure:

Table 1	Key Financial Pressure	Description
Scrutiny Committee		
Housing and Community	£195k	Garage Income
Strategic Planning and Environment	£110k	Fleet Vehicle Maintenance
Strategic Planning and Environment	£200k	Planning
Strategic Planning and Environment	£170k	Commercial Waste Income

3.3 The table below provides an overview by Scrutiny area of the current forecast outturn for controllable budgets within the General Fund.

Table 2	Current Budget £000	Forecast Outturn £000	Variance	
			£000	%
Finance & Resources	16,443	16,468	25	0.2%
Strategic Planning and Environment	8,406	9,033	627	7.5%
Housing & Community	537	514	(23)	(4.3%)
Total Operating Cost	25,386	26,015	629	2.5%
Investment Property	(4,317)	(4,308)	9	(0.2%)
Core Funding	(21,070)	(21,560)	(490)	2.3%
Contribution (to)/ from General Fund Working Balance	(1)	147	148	

3.4 The following sections provide an analysis of the projected outturn and major budget variances shown by Scrutiny area.

4. Finance and Resources, Investment Property and Core Funding

Table 3 Finance & Resources	Current Budget £000	Forecast Outturn £000	Variance	
			£000	%
Employees	10,636	10,773	137	1.3%
Premises	1,970	2,035	65	3.3%
Transport	224	225	1	0.4%
Supplies & Services	3,953	4,077	124	3.1%
Third-Parties	672	687	15	2.2%
Transfer Payments	47,144	47,144	0	0.0%
Income	(5,360)	(5,599)	(239)	4.5%
Other Income	(47,584)	(47,584)	0	0.0%
Earmarked Reserves	4,788	4,710	(78)	(1.6%)
Total	16,443	16,468	25	0.2%

	Current Budget £000	Forecast Outturn £000	Variance	
			£000	%
Investment Property	(4,317)	(4,308)	9	(0.2%)
Core Funding	(21,070)	(21,560)	(490)	2.3%
Total	(25,387)	(25,868)	(481)	1.9%

4.1 Employees - £137k pressure against budget

The forecast pressure against employee budgets includes:

- £60k agency cost within the Estates service. Agency staff have been required to fill professional property roles in the short term while recruitment to vacant posts takes place.
- £40k pressure within Neighbourhood Delivery due to interim resource to support delivery of new initiatives within the service. A drawdown from the Management of Change reserve will be requested in the Quarter 3 Cabinet report to fund this expenditure.
- £30k additional staffing cost relating to the borough election. A drawdown of £30k from the Election reserve will be requested to meet this additional expenditure.

4.2 Supplies & Services - £124k pressure against budget

The forecast includes a number of relatively small pressures including:

- £25k of professional fees in Estates related to property transactions
- £35k of additional car parking transaction fees related to income collection
- £25k cost of professional services to assist the Revenues service to identify properties that are either missing from the rating list or are under-valued, which will lead to a higher return in business rates.

4.3 Income - £239k over achievement of budget

The forecast overachievement of income against budget includes:

- £120k additional income relating to the Council's leisure management contract, arising from a reduction in business rates costs to the contractor.
- £80k of additional Insurance income. This relates to Insurance costs being recovered from Housing leaseholder properties and will be passed back to the Housing Revenue Account via internal recharges.

4.4 Core Funding - £490k additional funding / reduction in expenditure

There is a combination of additional government grant income and a reduction in expenditure forecast, to yield a benefit of £490k against core funding budgets. These include:

- Increased new burdens funding of £155k, including £100k relating to the Revenues and Benefits service. This funding is not ring-fenced for a specific use and has therefore been treated as core funding. In addition £35k of Brexit funding has been received in order to prepare for withdrawal from the European Union.
- The Minimum Revenue Provision (MRP) is a minimum amount which a Council must charge against its revenue budget each year for the financing of capital expenditure which has been initially funded by borrowing. The MRP is £165k lower than budgeted for 2019/20, resulting from below-budget capital expenditure in 2018/19.
- Investment Income is forecast to exceed budget by £200k as balances of cash reserves are higher than had been anticipated due to lower than budgeted capital expenditure.
- Additional income from the HRA of £50k. This arises from work on void garden clearances previously carried out by Osborne and now undertaken by Clean, Safe and Green. As such, there is no resulting additional cost to the HRA.
- Insurance recharges to the HRA will be reduced by £80k due to additional income from Leaseholders' charges.

5. Strategic Planning and Environment

Table 4 Strategic Planning and Environment	Current Budget £000	Forecast Outturn £000	Variance	
			£000	%
Employees	10,334	10,737	403	3.9%
Premises	948	1,036	88	9.3%
Transport	1,187	1,338	151	12.7%
Supplies & Services	2,286	2,514	228	10.0%
Third-Parties	84	83	(1)	(1.2%)
Income	(6,164)	(6,082)	82	(1.3%)
Earmarked Reserves	(269)	(593)	(324)	120.4%
Total	8,406	10,737	627	7.5%

5.1 Employees - £403k pressure against budget

The forecast pressure against employee budgets includes:

- £200k additional staff and agency backfilling within Planning. The planning service have been very successful in driving new business, hence officers have had to be realigned to these new specific planning projects and additional short term agency staff have been recruited to backfill substantive posts. In addition the Planning software has been ungraded to provide a more efficient and effective service. Agency costs have been incurred to backfill staff involved in the project team. The cost of the implementation of the planning software will be funded from a drawdown from the Planning & Regeneration Project reserve of £103k which will be requested in the Quarter 3 Cabinet report.
- £90k in Waste Services due to the non-availability of split-bodied fleet earlier in the financial year resulting in additional separate rounds for co-mingled and food waste, with the associated crews, sometimes being required earlier in the financial year. New waste vehicles have now been delivered and are currently being put into operation. This has also given rise to a pressure in fuel costs of £50k.
- £60k pressure in Clean, Safe and Green. The full vacancy provision in this service is not currently being achieved. Across the council as a whole a vacancy factor of 5% is set against budgets, to allow for the time taken to recruit to vacant posts. This is broadly achieved across the wider council.

5.2 Transport - £151k pressure against budget

A pressure of £110k relates to the maintenance of ageing fleet vehicles in Waste Services, including additional short term hire costs and repair costs, and servicing of grounds maintenance vehicles. At Cabinet 21 May 2019, approval was granted to bring the repair and maintenance of vehicles and equipment back in house. This will mitigate the financial pressure in this area going forward.

Waste Services fuel costs are above budget by £50k as detailed in point 5.1.

5.3 Supplies and Services - £228k pressure against budget

In September 2019, the resolution of an ongoing legal case relating to the Council's management of Hand Arm Vibration risk between 2010 and 2016 resulted in £170k of legal costs and fine. The Council prepared for this eventuality by budgeting a £200k contribution to the Litigation Reserve in February 2019, which can now be draw down to fund these costs.

A pressure of £28k has arisen in Waste Services from consultancy work to support service improvements in Commercial and Domestic waste. A drawdown from the Management of Change reserve will be requested to fund this expenditure.

5.4 Income – £82k pressure against budget

Pressure of £170k in the Commercial Waste service. Despite Commercial Waste making a contribution overall towards corporate recharges, income for the service has not met the budgeted target due to the ongoing effect of loss of customers. A full review of the service including marketing and charging structure has been

carried out, and service improvements are underway. A reduction to the income budget for 2020/21 has been proposed in the draft budget.

Surplus of £70k S106 income applied where applicable expenditure has taken place which meets the criteria of S106 agreements.

6. Housing and Community

Table 5 Housing and Community	Current Budget	Forecast Outturn	Variance	
	£000	£000	£000	%
Employees	3,920	3,980	60	1.5%
Premises	886	627	(259)	(29.2%)
Transport	18	17	(1)	(5.6%)
Supplies & Services	1,420	1,461	41	2.9%
Transfer Payments	55	5	(50)	(90.9%)
Income	(5,576)	(5,235)	341	(6.1%)
Earmarked Reserves	(186)	(341)	(155)	83.3%
Total	537	514	(23)	(4.3%)

6.1 Employees - £60k pressure against budget

The forecast includes temporary resources to support the Garages service whilst a detailed review is underway, at a cost of £80k. A drawdown from the Invest to Save reserve will be requested in the Quarter 3 Cabinet report.

6.2 Premises - £259k underspend against budget

The forecast underspend relates to the ongoing upkeep and maintenance costs for the Garages service. A full stock condition survey has been commissioned to determine the current state of the garage stock, and the results of this are expected later in the year. The stock condition survey has a one-off cost of £60k, to be funded from the Invest to Save reserve.

6.3 Income - £392k pressure against budget

The forecast pressure relates to the Garage service income not being achieved and is a continuation of 2018/19 position. Void rates continue at around 31%. A consolidated garage management strategy is being developed to improve occupancy levels, and progress will be reported back to Members in 2020.

7. Housing Revenue Account (HRA)

7.1 The HRA is a ring-fenced account relating to the Council's Landlord functions. A guiding principle of the HRA is that revenue raised from rents and service charges must be sufficient to fund expenditure incurred. The forecast outturn position for the HRA is shown at Appendix B.

7.2 The projected HRA balance at the end of 2019/20 is a surplus of £393k. A balanced outturn position for the HRA can be achieved by either increasing (in the case of an overall surplus) or decreasing (in the case of an overall deficit) the final revenue contribution to capital for the HRA. This will be a decision for Members to take once the final outturn position for 2019/20 is confirmed early in 2020/21.

7.3 Dwelling rents - £270k overachievement of income

The forecast overachievement of income includes the following:

- Additional income is being recovered through Housing Benefit of £140k. This relates to Housing Benefit subsidy for tenants in supported housing.
- £82k overachievement of rental income due to budget expectations on new build sites being set prudently in advance of allocations and rent levels being agreed.
- £30k surplus due to re-let properties moving to the correct rent level (known as Formula Rent).

7.4 Tenants' and Leaseholder Charges - £85k underachievement on budget

A review of tenants and leaseholder service charges has led to a forecasted deficit of £85k related to a reduction in tenants' service charges. Budgets will be realigned in the next budget setting round.

7.5 Interest and Investment Income - £102k underachievement on budget

This forecast is a more accurate reflection of the split of interest income between General Fund and HRA.

7.6 Supervision and Management - £394k underspend against budget

The forecast underspend against budget includes:

- £210k relating to vacancies across the service. Recruitment to these vacancies is currently underway.
- £80k reduction in the recharge to the HRA relating to Insurance. This relates to income from Insurance charges payable by Leaseholders.
- There are also a number of small surpluses across minor budgets in this area.

8. Capital Programme

8.1 Appendix C shows the projected capital outturn in detail by scheme.

The table below summarises the overall capital outturn position by Scrutiny committee area.

The current budget is the original budget approved by Cabinet in February 2019, plus approved amendments.

The 'rephasing' column refers to projects where expenditure is still expected to be incurred, but will now be in 2020/21 rather than 2019/20 ('slippage'), or conversely, where expenditure planned initially for 2020/21 has been incurred in 2019/20 ('accelerated spend').

The 'Variance' column refers to projects which are expected to come in under or over budget and projects which are no longer required.

	Current Budget £000	Rephasing £000	Revised Budget £000	Forecast Outturn £000	Variance	
					£000	%
Finance & Resources	9,274	(489)	8,785	9,227	442	4.77%
Strategic Planning and Environment	4,648	(977)	3,671	3,846	175	3.76%
Housing & Community	5,986	(574)	5,412	5,999	587	9.80%
GF Total	19,908	(2,040)	17,868	19,072	1,204	6.05%
HRA Total	40,903	(2,916)	37,987	37,987	0	0.00%
Grand Total	60,812	(4,956)	55,855	57,059	1,204	1.98%

8.2 General Fund Major Variances

There is projected rephasing of £2m into 2020/21 on the General Fund, and a forecast overspend of £1.2m.

The projected rephasing to future years includes:

- Line 96: slippage of £170k on Car Park Refurbishment Programme. This represents budget for three sites around the borough, one of which requires only minor work, to take place this financial year. The other two schemes are Alexandra Road and Hicks Road Markyate; Alexandra Road has been delayed due to drainage work requiring utilities notification, which has taken longer than expected; Hicks Road has been delayed awaiting completion of extension works to the neighbouring doctor's surgery.
- Line 148: slippage of £245k on CCTV Equipment Refresh. Tenders have been received for this work, and are currently being evaluated. Expenditure will now take place from 2020/21.
- Line 159: slippage of £295k on Garage Development Programme. The wet weather during quarter 3 has affected the level of work completed. Completion is expected in early 2020/21.
- Line 175: slippage of £370k on Gadebridge Park White Bridge. The contract for the work has been awarded, but a bespoke permit is required from the Environment Agency. Due to the length of time to obtain this permit, the work will now take place in 2020/21.

- Line 178: accelerated spend of £162k on Fleet Replacement Programme. Budget will be brought forward from 2020/21 to fund additional spend on waste services vehicles.
- Line 185: slippage of £134k on Durrants Lakes project. Negotiations are taking place with Box Moor Trust who will be carrying out the work. The expenditure will now be in 2020/21.
- Line 187: slippage of £600k on Town Centre Access Improvements (Parking Access and Movement). In September 2018 a temporary telecommunications tower was installed on the Leighton Buzzard Road close to where the new access to the Water Gardens (South) car park will be constructed. This tower has permitted development rights for 18 months. This has resulted in a delay to the project through 2019/20. Preparation is now taking place for the main delivery works to commence after the tower's planning permission expires in spring 2020.

The forecast additional spend of £1.2m includes:

- Line 74: additional spend of £0.2m on Bunkers Farm. This will be offset by a contribution from Watford Borough Council to be received on completion of the project.
- Line 158: Affordable Housing Development Fund: additional grant expenditure of £0.6m is expected to fund Housing Association new build schemes which have been authorised by Cabinet.
- Line 170: additional expenditure of £0.1m on Waste Services wheeled bins. New bins have an estimated useful life of greater than a year and have therefore been treated as capital expenditure.

8.3 Additional Capital Budgets

Replacement Boilers for Berkhamsted Leisure Centre: to ensure efficient operating of the heating system at Berkhamsted Leisure Centre, replacement boilers are required at a cost of £66k. A supplementary capital budget of £66k will be requested to fund this.

A supplementary budget for **the Affordable Housing Development Fund** of £0.6m will also be requested, funded from retained receipts from the sale of Right to Buy properties, 141 receipts.

8.4 Housing Revenue Account Major Variances

There is projected rephasing on HRA of £2.9m and a forecast balanced outturn position.

- Line 201 and 205: £0.8m of slippage on Planned Fixed Expenditure. This represents 5% of the total budget across these lines, and has occurred due to an element of compliance work now taking place in 2020/21. Works are either in

progress or have been awarded, but an element of the budget will now be spent in 2020/21.

- Line 206: £0.8m of slippage on Special Projects. This scheme is to create new units at three sheltered schemes. Delays have occurred in the planning process, which will push this expenditure into 2020/21. A review of revised/increased costs proposals from the contractor and possible client changes to final project outcomes will require member sign off prior to final award and commencement on site.
- Line 210 and 220: These lines offset each other, as the budgets for land acquisitions are built in to the New Build General line. A virement of £900k will be requested in the Quarter 3 Cabinet report to re-allocate budget to the correct budget line.
- Line 211: slippage of £0.7m on Martindale. The site is progressing well and is still expected to complete in quarter 2 of 2020/21, however the wet weather in quarter 3 has impacted on the ability to make the scheme water tight, which has delayed internal works.
- Line 214: slippage of £0.2m on Stationers Place with underspend of £0.5m. The scheme has also been impacted by the wet weather in quarter 3. Completion is expected in quarter 1 of 2020/21.
- Line 216 and 217: overspend of £0.7m on Swing Gate Lane, due to a number of factors including planning requirements, some contamination on site, archaeological issues and client changes.

9. Conclusions and recommendations


- 9.1** As at Quarter 3 2019/20, there is a forecast pressure of £148k against General Fund budgets and a forecast surplus of £393k against Housing Revenue Account budgets.
- 9.2** As at Quarter 3 2019/20, against General Fund capital there is forecast budget rephasing of £2m and a forecast pressure of £1.2m. Against Housing Revenue Account capital schemes, budget rephasing of £2.9m is forecast and outturn is expected to be on budget.
- 9.3** Members are asked to note the financial position for the Council for 2019/20 as at Quarter 3.



Dacorum Borough Council

Revenue Budget Monitoring Report for December 2019 (Cost of Services Analysis By Scrutiny Committee)

	Month			Year-to-Date			Full Year		
	Budget £000	Actuals £000	Variance £000	Budget £000	Actuals £000	Variance £000	Budget £000	Forecast Outturn £000	Variance £000
Cost of Services									
Finance and Resources	612	736	124	8,658	8,482	(176)	16,443	16,468	25
Housing and Community	208	137	(71)	620	(199)	(819)	537	514	(23)
Strategic Planning and Environment	675	572	(103)	6,839	7,326	487	8,406	9,033	627
Net Cost of Services	1,495	1,445	(50)	16,117	15,609	(508)	25,386	26,015	629
Other Items									
Investment Property	(150)	(109)	41	(4,295)	(4,262)	33	(4,317)	(4,308)	9
Investment Income	(16)	(72)	(56)	(141)	(442)	(301)	(188)	(388)	(200)
Interest Payments and MRP	81	0	(81)	727	521	(206)	970	805	(165)
Parish Precept Payments	0	0	0	816	816	0	816	816	0
Government Grants	(182)	(168)	14	(1,634)	(3,355)	(1,721)	(2,179)	(2,334)	(155)
Taxation (Council Tax and Business Rates)	(1,356)	1,548	2,904	(12,207)	(21,360)	(9,153)	(16,276)	(16,276)	0
Surplus / Deficit on Provision of Services	(1,623)	1,199	2,822	(16,734)	(28,082)	(11,348)	(21,174)	(21,685)	(511)
Transfers between Reserves / Funds									
Net Recharge to the HRA	(351)	(4)	347	(3,160)	(142)	3,018	(4,213)	(4,183)	30
Net Movement on General Fund Working Balance	(128)	2,640	2,768	(535)	(12,615)	(12,080)	(1)	147	148

 Housing Revenue Account 2019/20 Outturn Revenue Budget Monitoring Report				
	Adjusted Budget £000	Outturn £000	Variance	
			£000	%
Income:				
Dwelling Rents	(52,536)	(52,806)	(270)	0.5%
Non-Dwelling Rents	(102)	(102)	0	0.0%
Tenants Charges	(1,626)	(1,476)	150	-9.2%
Leaseholder Charges	(487)	(553)	(66)	13.6%
Interest and Investment Income	(435)	(333)	102	-23.4%
Contribution towards Expenditure	(645)	(620)	25	-3.9%
Total Income	(55,831)	(55,890)	(59)	0.1%
Expenditure:				
Repairs & Maintenance	12,068	12,068	0	0.0%
Supervision & Management	12,783	12,389	(394)	-3.1%
Rent, Rates, Taxes & Other Charges	35	95	60	171.4%
Interest Payable	11,558	11,558	0	0.0%
Provision for Bad Debts	975	975	0	0.0%
Depreciation	12,625	12,625	0	0.0%
HRA Democratic Recharges	307	307	0	0.0%
Revenue Contribution to Capital	5,480	5,480	0	0.0%
Total Expenditure	55,831	55,497	(334)	-0.6%
Transfer to / (from) Housing Reserves	0	0	0	0.0%
HRA Deficit / (Surplus)	0	(393)	(393)	0.0%
Housing Revenue Account Balance:				
Opening Balance at 1 April 2019	(2,892)	(2,892)	0	0.0%
Deficit / (Surplus) for year	0	(393)	(393)	0.0%
Proposed Contributions to Reserves	0	0	0	
Closing Balance at 31 March 2020	(2,892)	(3,285)	(393)	

CAPITAL PROGRAMME MONITORING BY SCRUTINY COMMITTEE FOR DECEMBER 2019

Scheme	Budget Holder	Original Budget	Prior Year Slippage	Adj's, Supps, Virements	Adjustments (Slip. C/F)	In-Year Adjustments	Current Budget	YTD Spend	Projected Outturn	Forecast Slippage	Projected Over / (Under)	
General Fund												
Finance and Resources												
Commercial Assets and Property Development												
47	Service Lease Domestic Properties	Richard Rice	30,000	0	0	0	0	30,000	22,749	30,000	0	0
48	Old Town Hall - Cafe Roof and stonework renewal	Richard Rice	0	60,000	0	(60,000)	(60,000)	0	0	0	0	0
49	Demolition of Civic Centre	Richard Rice	0	433,527	0	0	0	433,527	168,120	433,527	0	0
50	Victoria Hall Tring Staircase Renewal	Richard Rice	20,000	0	0	0	0	20,000	24,654	24,654	0	4,654
51	Bennetts End Community Centre - Replace Roof	Richard Rice	0	0	0	0	0	0	(1,509)	0	0	0
52	Adeyfield Community Centre - replace roof	Richard Rice	0	0	0	0	0	0	(4,710)	0	0	0
53	Tring Community Centre - new play area for Children's Nursery	Richard Rice	0	11,144	0	0	0	11,144	0	11,144	0	0
54	Rossgate Shopping Centre - Structural Works	Richard Rice	0	300,901	0	(190,901)	(190,901)	110,000	0	110,000	0	0
55	Leys Road - Roof	Richard Rice	0	0	0	0	0	0	(1,712)	0	0	0
56	The Denes Shopping Centre - Renew Walkway & Canopy Covering	Richard Rice	0	27,286	0	0	0	27,286	16,490	20,440	0	(6,846)
57	Grovehill Shopping Centre - renew car park	Richard Rice	30,000	0	0	0	0	30,000	0	30,000	0	0
58	58 High St (Old Town), Hemel - Remove and Rebuild Wall	Richard Rice	0	40,900	0	0	0	40,900	46,588	112,800	0	71,900
59	100 High St (Old Town), Hemel - Window Replacement	Richard Rice	0	14,000	0	0	0	14,000	0	14,000	0	0
60	Half Moon Yard - Replace soffit/facia & external facade	Richard Rice	0	18,000	0	0	0	18,000	0	0	0	(18,000)
61	Long Chaulden Roof	Richard Rice	0	55,020	0	0	0	55,020	0	0	(55,020)	0
62	Bellgate - Walkway Renovation	Richard Rice	0	66,000	0	0	0	66,000	0	66,000	0	0
63	Stoneycroft - Car Park Refurbishment	Richard Rice	55,000	0	0	0	0	55,000	0	55,000	0	0
64	Hobbs Hill - Window and Door Renewal	Richard Rice	15,000	0	0	0	0	15,000	0	0	0	(15,000)
65	Bennettsgate - Window Renewal	Richard Rice	90,000	(4,250)	0	0	0	85,750	0	0	(85,750)	0
67	Central Nursery Roof Replacement	Richard Rice	15,000	0	0	0	0	15,000	13,450	15,000	0	0
68	Northbridge Road Highway Improvements	Richard Rice	45,000	0	0	0	0	45,000	0	45,000	0	0
69	Queens Square Canopy Renewal	Richard Rice	50,000	0	0	0	0	50,000	0	50,000	0	0
70	Land Adjacent to Okeford Drive	Richard Rice	0	0	36,000	0	36,000	36,000	36,000	36,000	0	0
71	Kingshill Cemetery - Toilet Provision	Richard Rice	0	29,502	0	0	0	29,502	75,001	108,593	0	79,091
72	Heath Lane Chapel - Replace roof	Richard Rice	0	14,000	0	0	0	14,000	0	0	0	(14,000)
73	Kingshill Cemetery Infrastructure (New Burial Area)	Richard Rice	0	40,000	0	0	0	40,000	0	0	0	(40,000)
74	Bunkers Farm	Richard Rice	200,000	548,881	400,000	0	400,000	1,148,881	1,153,033	1,348,881	0	200,000
			550,000	1,654,911	436,000	(250,901)	185,099	2,390,010	1,548,153	2,511,039	(140,770)	261,799
Procurement and Contracted Services												
78	Berkhamsted Sports Centre - Roof Replacement	Ben Hosier	0	1,100	0	0	0	1,100	(4,000)	1,100	0	0
79	Hemel Hempstead Sports Centre - Roof	Ben Hosier	100,000	0	(100,000)	0	(100,000)	0	0	0	0	0
80	Dacorum Athletics Track - Resurface Track	Ben Hosier	(350,000)	550,000	0	(100,000)	(100,000)	100,000	0	66,355	(33,645)	0
81	Hemel Hempstead Sports Centre - Astrotrurf renewal	Ben Hosier	0	70,000	0	0	0	70,000	0	0	(70,000)	0
82	Berkhamsted Sports Centre - Installation of new hot water calorifiers	Ben Hosier	0	50,000	0	0	0	50,000	2,527	28,332	0	(21,668)
83	Berkhamsted Sports Centre - Building Management System	Ben Hosier	0	150,000	(150,000)	0	(150,000)	0	0	0	0	0
84	Leisure Works - Berkhamsted Swimming Pool Walls Refurbishment	Ben Hosier	33,000	0	0	0	0	33,000	32,950	32,950	0	(50)
85	Leisure Works - Jarmans Athletics Track Renew Floodlights	Ben Hosier	18,000	0	0	0	0	18,000	20,925	20,925	0	2,925
86	Leisure Works - Replacement of Disability Hoists Hemel and Berkhamsted	Ben Hosier	20,000	0	0	0	0	20,000	14,061	14,061	0	(5,939)
87	Leisure Works - Replacement of Fire Exit Door (Hemel)	Ben Hosier	20,000	0	0	0	0	20,000	33,095	33,095	0	13,095
88	Leisure Works - Replacement of Circulation Pump (Hemel)	Ben Hosier	12,000	0	0	0	0	12,000	11,668	11,668	0	(332)
89	Leisure Works - Replace Pool Cover Structure (Hemel)	Ben Hosier	64,000	0	(26,000)	0	(26,000)	38,000	0	28,000	0	(10,000)
90	Leisure Works - Replace Air Handling Unit in the Pool (Hemel)	Ben Hosier	390,000	0	0	(270,000)	(270,000)	120,000	0	0	0	(120,000)
93	Hemel Hempstead Sports Centre - Arena Seating	Ben Hosier	0	0	112,000	0	112,000	112,000	480	112,000	0	0
94	Berkhamsted Leisure Centre Improvements Works	Ben Hosier	0	0	276,000	0	276,000	276,000	0	279,000	0	3,000
95	Tring Swimming Pool	Ben Hosier	0	284,527	0	0	0	284,527	533,859	533,859	0	249,332
96	Car Park Refurbishment	Ben Hosier	260,000	303,235	0	(383,235)	(383,235)	180,000	0	10,000	(170,000)	0
97	Multi Storey Car Park Berkhamsted	Ben Hosier	1,162,093	2,456,181	0	0	0	3,618,274	2,974,135	3,618,274	0	0
99	Works to The Forum - Pigeon Proofing of Photovoltaic Panels	Ben Hosier	20,000	0	0	0	0	20,000	16,571	16,571	0	(3,429)
			1,749,093	3,865,043	112,000	(753,235)	(641,235)	4,972,901	3,636,271	4,806,190	(273,645)	106,934

CAPITAL PROGRAMME MONITORING BY SCRUTINY COMMITTEE FOR DECEMBER 2019

Scheme	Budget Holder	Original Budget	Prior Year Slippage	Adj's, Supps, Virements	Adjustments (Slip. C/F)	In-Year Adjustments	Current Budget	YTD Spend	Projected Outturn	Forecast Slippage	Projected Over / (Under)
Finance and Resources (continued)											
Development Management and Planning											
103 Planning Software Replacement	Sara Whelan	0	64,614	0	0	0	64,614	91,826	114,614	0	50,000
		0	64,614	0	0	0	64,614	91,826	114,614	0	50,000
Finance & Governance Management											
107 Civic Zone Regeneration Upgrade (DevCo)	James Deane	650,000	(85,129)	0	0	0	564,871	96,347	564,871	0	0
		650,000	(85,129)	0	0	0	564,871	96,347	564,871	0	0
Housing & Regeneration Management											
115 The Forum (Public Service Quarter)	Mark Gaynor	0	0	0	0	0	0	(53,858)	0	0	0
116 Gade Zone	Mark Gaynor	0	0	0	0	0	0	(2,228)	0	0	0
		0	0	0	0	0	0	(56,086)	0	0	0
Information, Communication and Technology											
120 Rolling Programme - Hardware	Ben Trueman	75,000	0	45,000	0	45,000	120,000	72,872	120,000	0	0
121 Software Licences - Right of Use	Ben Trueman	50,000	0	0	0	0	50,000	8,925	50,000	0	0
122 Website Development	Ben Trueman	0	26,841	0	0	0	26,841	21,225	26,841	0	0
123 Mobile Working	Ben Trueman	45,000	0	(45,000)	0	(45,000)	0	0	0	0	0
124 Future vision of CRM	Ben Trueman	(110,000)	241,344	0	0	0	131,344	31,848	56,344	(75,000)	0
125 Improvement works to The Forum	Ben Trueman	0	94,793	0	0	0	94,793	115,354	115,354	0	20,561
		60,000	362,978	0	0	0	422,978	250,225	368,540	(75,000)	20,562
People											
129 EIS Replacement	Matt Rawdon	0	70,000	0	0	0	70,000	0	70,000	0	0
130 Self Service Kiosks	Matt Rawdon	0	0	25,000	0	25,000	25,000	0	25,000	0	0
		0	70,000	25,000	0	25,000	95,000	0	95,000	0	0
Property and Place											
134 Disabled Facilities Grants	Alan Mortimer	741,000	10,670	0	0	0	751,670	687,243	751,670	0	0
		741,000	10,670	0	0	0	751,670	687,243	751,670	0	0
Revenues, Benefits and Fraud											
138 Revenues and Benefits new servers	Chris Baker	0	12,000	0	0	0	12,000	0	15,178	0	3,178
		0	12,000	0	0	0	12,000	0	15,178	0	3,178
Totals: Finance and Resources		3,750,093	5,955,087	573,000	(1,004,136)	(431,136)	9,274,044	6,253,980	9,227,102	(489,415)	442,473

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CAPITAL PROGRAMME MONITORING BY SCRUTINY COMMITTEE FOR DECEMBER 2019

Scheme	Budget Holder	Original Budget	Prior Year Slippage	Adj's, Supps, Virements	Adjustments (Slip. C/F)	In-Year Adjustments	Current Budget	YTD Spend	Projected Outturn	Forecast Slippage	Projected Over / (Under)
Housing and Community											
Procurement and Contracted Services											
146 Rolling Programme - CCTV Cameras	Ben Hosier	25,000	0	0	0	0	25,000	23,255	25,000	0	0
147 Alarm Receiving Centre	Ben Hosier	0	33,627	0	0	0	33,627	0	0	(33,627)	0
148 CCTV Equipment Refresh	Ben Hosier	490,000	0	0	(245,000)	(245,000)	245,000	0	0	(245,000)	0
		515,000	33,627	0	(245,000)	(245,000)	303,627	23,255	25,000	(278,627)	0
People											
152 Verge Hardening Programme	Matt Rawdon	350,000	(106,063)	0	0	0	243,937	23,064	243,937	0	0
153 Storage Facility at Grovehill Adventure Playground	Matt Rawdon	0	25,000	0	0	0	25,000	0	25,000	0	0
154 Capital Grants - Community Groups	Matt Rawdon	20,000	0	0	0	0	20,000	15,825	20,000	0	0
		370,000	(81,063)	0	0	0	288,937	38,889	288,937	0	0
Strategic Housing											
158 Affordable Housing Development Fund	David Barrett	1,629,000	2,062,567	0	0	0	3,691,567	3,523,975	4,290,000	0	598,433
159 Northend & Westerdale (Garage Development)	David Barrett	370,000	1,407,359	0	(198,200)	(198,200)	1,579,159	794,410	1,284,029	(295,130)	0
161 Wood House - Office Space Fit Out	David Barrett	0	0	0	0	0	0	17,668	0	0	0
162 Temporary Accommodation - creation of new units	David Barrett	90,000	32,711	0	0	0	122,711	111,181	111,181	0	(11,530)
		2,089,000	3,502,637	0	(198,200)	(198,200)	5,393,437	4,447,234	5,685,210	(295,130)	586,903
Totals: Housing and Community		2,974,000	3,455,201	0	(443,200)	(443,200)	5,986,001	4,509,378	5,999,147	(573,757)	586,903
Strategic Planning and Environment											
Environmental Services											
170 Wheeled Bins & Boxes for New Properties	Craig Thorpe	10,000	0	0	0	0	10,000	112,889	125,000	0	115,000
171 Play Area Refurbishment Programme	Craig Thorpe	0	0	0	0	0	0	48,144	48,144	0	48,144
172 Waste & Recycling Service Improvements	Craig Thorpe	36,000	11,414	0	0	0	47,414	73,306	77,000	0	29,586
173 Commercial Waste Collection System	Craig Thorpe	0	1,700	0	0	0	1,700	0	0	0	(1,700)
174 Gadebridge Park - Splash Park	Craig Thorpe	0	0	0	0	0	0	(20,590)	0	0	0
175 Gadebridge Park - Renovation of White Bridge	Craig Thorpe	250,000	209,426	0	0	0	459,426	10,034	10,000	(370,000)	(79,426)
176 Cupid Green Waste Site Renovation	Craig Thorpe	100,000	0	0	0	0	100,000	9,500	120,000	0	20,000
177 Cupid Green Welfare Facilities	Craig Thorpe	90,000	0	0	0	0	90,000	55,587	121,000	0	31,000
178 Fleet Replacement Programme	Craig Thorpe	1,122,328	1,715,643	0	0	0	2,837,971	2,772,944	3,000,000	162,000	29
179 Fleet Services Renew Plant & Equipment	Craig Thorpe	46,500	155,000	60,000	0	60,000	261,500	63,889	261,500	0	0
180 Fleet Service Management System Upgrade	Craig Thorpe	34,000	(22,000)	0	0	0	12,000	13,475	24,000	0	12,000
		1,688,828	2,071,183	60,000	0	60,000	3,820,011	3,139,177	3,786,644	(208,000)	174,633
Strategic Planning and Regeneration											
184 Maylands Phase 1 Improvements	Chris Taylor	0	0	0	0	0	0	(13,844)	0	0	0
185 Urban Park/Education Centre (Durrants Lakes)	Chris Taylor	80,000	54,015	0	0	0	134,015	0	0	(134,015)	0
186 Maylands Business Centre	Chris Taylor	0	0	0	0	0	0	(9,645)	0	0	0
187 Town Centre Access Improvements	Chris Taylor	565,000	74,280	0	0	0	639,280	0	39,280	(600,000)	0
188 The Bury - Conversion into Museum and Gallery	Chris Taylor	0	55,000	0	0	0	55,000	0	20,000	(35,000)	0
		645,000	183,295	0	0	0	828,295	(23,489)	59,280	(769,015)	0
Totals: Strategic Planning and Environment		2,333,828	2,254,478	60,000	0	60,000	4,648,306	3,115,688	3,845,924	(977,015)	174,633
Totals - Fund: General Fund		9,057,921	11,664,766	633,000	(1,447,336)	(814,336)	19,908,351	13,879,046	19,072,173	(2,040,187)	1,204,009

CAPITAL PROGRAMME MONITORING BY SCRUTINY COMMITTEE FOR DECEMBER 2019

Scheme	Budget Holder	Original Budget	Prior Year Slippage	Adj's, Supps, Virements	Adjustments (Slip. C/F)	In-Year Adjustments	Current Budget	YTD Spend	Projected Outturn	Forecast Slippage	Projected Over / (Under)	
Housing Revenue Account												
Housing and Community												
Property & Place												
201	Planned Fixed Expenditure	Alan Mortimer	12,000,000	0	0	0	0	12,000,000	6,878,090	11,832,318	(167,683)	1
202	Pain/Gain Share (Planned Fixed Expenditure)	Alan Mortimer	0	0	0	0	0	0	(22,573)	0	0	0
203	M&E Contracted Works	Alan Mortimer	700,000	0	0	0	0	700,000	577,022	700,000	0	0
204	Communal Gas & Heating	Alan Mortimer	3,000,000	0	0	0	0	3,000,000	1,907,184	3,000,000	0	0
205	DBC Commissioned Capital Works	Alan Mortimer	(439,505)	3,420,524	0	0	0	2,981,019	1,603,505	2,364,573	(616,446)	(0)
206	Special Projects	Alan Mortimer	146,000	767,853	0	(51,853)	(51,853)	862,000	4,200	60,053	(801,947)	0
			15,406,495	4,188,377	0	(51,853)	(51,853)	19,543,019	10,947,428	17,956,943	(1,586,076)	0
Strategic Housing												
210	New Build - General Expenditure	David Barrett	(326,953)	5,750,715	0	0	0	5,423,762	0	3,945,378	(318,608)	(1,159,776)
211	Martindale	David Barrett	8,221,449	2,021,510	0	(1,075,000)	(1,075,000)	9,167,959	6,064,104	8,475,499	(692,461)	1
212	Strategic Acquisitions - Housing	David Barrett	0	0	161,000	0	161,000	161,000	179,698	179,698	0	18,698
213	Kylina Court (Previously known as Wood House)	David Barrett	0	0	0	0	0	0	56,892	50,230	0	50,230
214	Stationers Place / Apsley Paper Mill	David Barrett	3,895,519	2,193,192	0	(930,000)	(930,000)	5,158,711	2,602,987	4,463,001	(200,000)	(495,710)
215	Able House	David Barrett	0	0	0	0	0	0	2,858	2,858	0	2,858
216	Swing Gate Lane	David Barrett	0	0	0	0	0	0	391,999	391,100	0	391,100
217	Swing Gate Lane Conversion	David Barrett	0	0	0	0	0	0	174,720	312,600	0	312,600
218	Bulbourne	David Barrett	800,000	34,656	0	(764,700)	(764,700)	69,956	6,265	69,956	0	0
219	Coniston Road	David Barrett	60,000	39,200	0	335,800	335,800	435,000	74,431	435,000	20,000	(20,000)
220	Eastwick Row	David Barrett	120,000	11,529	0	103,900	103,900	235,429	1,056,480	1,116,480	(18,949)	900,000
221	St Margaret's Way	David Barrett	400,000	41,148	0	(421,000)	(421,000)	20,148	0	17,000	(3,148)	0
222	Paradise Fields	David Barrett	150,000	5,739	0	0	0	155,739	46,117	155,739	0	0
223	Gaddesden Row	David Barrett	100,000	(7,668)	0	290,670	290,670	383,002	330,306	377,306	(5,696)	0
224	Randalls Ride	David Barrett	120,000	0	0	(80,000)	(80,000)	40,000	0	0	(40,000)	0
225	Garage Sites - New Build Developments	David Barrett	500,000	0	0	(400,000)	(400,000)	100,000	0	25,000	(75,000)	0
226	Wilstone	David Barrett	120,000	0	0	(110,400)	(110,400)	9,600	13,438	13,438	3,838	0
			14,160,015	10,090,021	161,000	(3,050,730)	(2,889,730)	21,360,306	11,000,293	20,030,282	(1,330,024)	(0)
06	Totals: Housing and Community		29,566,510	14,278,398	161,000	(3,102,583)	(2,941,583)	40,903,325	21,947,721	37,987,225	(2,916,100)	0
	Totals - Fund: Housing Revenue Account		29,566,510	14,278,398	161,000	(3,102,583)	(2,941,583)	40,903,325	21,947,721	37,987,225	(2,916,100)	0
	Totals		38,624,431	25,943,164	794,000	(4,549,919)	(3,755,919)	60,811,676	35,826,767	57,059,398	(4,956,287)	1,204,009

Agenda Item 8



Report for:	Finance and Resources Overview and Scrutiny Committee
Date of meeting:	4 February 2020
Part:	1
If Part II, reason:	

Title of report:	Garage Programme Update
Contact:	<ul style="list-style-type: none"> • Andrew Williams, Portfolio Holder for Corporate and Contracted Services • Margaret Griffiths, Portfolio Holder for Housing • Linda Roberts, AD People, Performance and Innovation, Author/Responsible Officer • James Deane, Corporate Director (Finance and Operations), Garage Programme Sponsor • Fiona Williamson, AD Housing, Garage Programme Sponsor • Paul Mawson, Garage Programme Manager (contractor)
Purpose of report:	<ol style="list-style-type: none"> 1. The purpose of this report is to update members on the: <ol style="list-style-type: none"> a. Current garage asset position b. Progress of the Garage Programme review and its objectives c. Improvements made since the programme commenced in November 2019.
Recommendations	<ol style="list-style-type: none"> 1. Note the programme objectives and progress made to date.
Period for post policy/project review	Propose another report is delivered for consideration in 6 months (September 2020)
Corporate objectives:	<ul style="list-style-type: none"> • Building strong and vibrant communities • Ensuring economic growth and prosperity
Implications:	<p><u>Financial</u></p> <p>The review is essential to ensure the garage asset maximises revenue and is appropriately aligned to demand, so that alternative use options can be considered for the generation of capital receipts or alternative revenue streams.</p>

<p>'Value for money' implications</p>	<p>The review is being funded from reserves on the basis of spend to save.</p> <p><u>Value for money</u></p> <p>The review is being undertaken at market rates for this nature of professional services support.</p>
<p>Risk implications</p>	<p>There is an active risk register for this programme review which is managed by the Programme Board.</p> <p>The main risk for the Council relating to Garages is without any intervention they will be a continued decline of revenue. There is a reputational risk to the Council for the perceived poor management of the garage stock.</p>
<p>Community Impact Assessment</p>	<p>Community Impact Assessment carried out on 7th January 2020.</p>
<p>Health and safety Implications</p>	<p>There are no specific H&S concerns in this review as such. However Health and Safety implications will be full considered as part of the recommendations that will be developed once the review is complete.</p>
<p>Consultees:</p>	<ul style="list-style-type: none"> • James Dougall, Account Manager, Osborne Property Services • Rob Barker, Hanson Garages (Major prefab garage supplier) • Chris Simmonds, Legal & Corporate Services, DBC • Contacts from within Housing <ul style="list-style-type: none"> ○ Mike Bartley - Policy, Projects & Engagement Lead Officer, DBC (for Marketing) ○ Sue Prowse - Housing Policy, Projects & Improvement Lead Officer, DBC (for Audit) ○ Emily MacDonald - Housing Policy Officer (for Garage Policy) ○ Emily Hobbs - Housing Quality, Insight and Improvement Officer (for Garage processes) • Jonathan Carrington Dunn, Estates and Cleaning Lead Officer, DBC (for Clearing and Ground Maintenance) • Richard Rice, GM, Commercial Assets and Property Development, DBC (for Disposals) • Lucy Tash, Accountant: Housing, DBC (for budgets) • Ben Trueman, GM - Technology & Digital Transformation, DBC (for ICT systems)
<p>Glossary of acronyms and any other abbreviations used in this report:</p>	<p>CMT – Corporate Management Team CPW – Community Protection Warning CPN - Community protection Notice</p>

Executive Summary

1. The Garage Programme review commenced in November 2019 with the appointment of an external Programme Manager to lead the review and implement improvements.
2. The review has focused on the following areas
 - a. Protect the revenue stream
 - b. Invest in the stock
 - c. Streamline the lettings process
 - d. Continue the disposals programme
3. By using a list of residents who had previously expressed an interest in renting a garage and following up directly the programme has identified 300 potential new tenants which once placed would generate c.£200k pa additional income. This also helped to define what factors are important when a resident considering renting a garage from the Council and that there is a demand for this product.
4. The property condition survey of garage blocks has commenced and is expected to be completed by July 2020. Once complete and mapped against demand this will inform and shape a garage investment strategy. This will also consider some short term impacts such as cosmetic improvement of the stock (e.g. door painting) as well as longer term considerations such as replacement doors or even garages themselves.
5. The current lettings process is not fit for purpose as it manually intensive and not customer friendly. As well as reviewing Contracts as well as Terms and Conditions we are looking at how we should replace the current system to support the process.
6. To date 17 sites have been sold for £8.56m by being sold to Housing Associations and to some private developers. The next phase of the disposal programme is underway and Heads of Terms have been agreed in principle for the disposal of a further 7 sites.

Introduction

7. The Council owns 7,611 garages across 771 blocks throughout the borough delivering an annual income in excess of £3.7m, after having successfully disposed of 17 sites with a capital receipt of £8.56m.
8. There have been a number of issues with the rental and management of Garage assets in Dacorum. Constructed around 1950/1960 a lot of the stock requires maintenance and investment, but it has not been known where this should be best spent. Although the garages as assets belong to the General Fund, they have been historically managed by the Housing directorate of the Council.
9. Whilst the total income generated by DBC from renting garages has been greater each year (reflecting price increases), income has not achieved target projections for the year reflecting a net loss in customers renting garages.

10. In order to better understand the causes, what needs to be done and what are the relative priorities of action, it has been necessary to bring in a Consultant Programme Manager to lead on a review and to present the Council with recommendations for the service going forward.

Objectives

11. A report was brought to CMT on the 12th November 2019 outlining the objectives and scope of the Garages Programme and the appointment of an external consultant to lead this.
12. The key objectives of the Garage Programme have been defined as:
 1. Protect the revenue stream
 2. Invest in the stock
 3. Streamline the lettings process
 4. Continue the disposals programme

Effectively business as usual, but better.

1. Protect the revenue stream

13. The programme has focused on delivering quick wins as well as planning the longer term projects such as the property asset surveys and a customer facing online garage rental software solution.
14. Through a sales telephony exercise utilising existing housing staff, the programme has already secured new 300 customers who have stated they wish to rent a garage from the Council. Providing all these customers can be signed up (currently a long manual process that will take a number of months) this will generate c£200,000 per annum additional revenue for the Council.
15. Since the programme commenced in November the Financial Garage Monitoring report for period 9 (December) saw the service show a net increase in those renting garages, the first positive figure for over 12 months.
16. The opportunity was also taken to gather information from the 300 new customers as to what drives their priorities, use and choice when considering renting a garage, in order to better shape the garage rental offer. They are appended for reference.
17. The results provide an insight into:
 - Potential new lets and rental income
 - Demand generally
 - Demand for specific areas and sites
 - For what purpose customers want to use garages
 - What influences the customers' decision in terms of choice of site
 - Whether customers feel charges are reasonable or too high/low
 - Any concerns and issues customers may have

18. This is important information in directing budgets and efforts whether this be in marketing garages, disposal and/or investment.
19. The ongoing management of garage sites is being improved through appropriate signage, ensuring garages and access roads are not badly blocked with parked vehicles and issuing CPW's/CPN's to serious repeat offenders who cause significant issues on sites. This is designed to retain existing and attract new customers by always ensuring customers can access and enjoy their garages with ease.

2. Invest in the stock

20. The property condition survey of garage blocks has commenced and is expected to be completed by July 2020. Once complete and mapped against demand this will inform and shape a garage investment strategy proposals and priorities.
21. Shorter terms options are being explored including improving the visual appearance and cared for perception of garages by ensuring garage doors on key sites are a consistent colour (standard new doors are supplied white) and not peeling and shabby looking (painted white gloss)
22. Alternative garage door replacements (moving to 4 point locking doors from the current 2 point locking and vertical ribs rather than the current horizontal ribs which tend to collect water and dirt) and alternative access solutions (currently locks and keys which cause operational management problems and delays) are being explored to implement with immediate effect. This will over time improve the security and reduce ongoing operational and maintenance costs.

3. Streamline the lettings process

23. Offer letters and Tenancy Terms and Conditions have been reviewed and strengthened. Advance rental (1-4 weeks) payment upon verbal acceptance of a garage offer is being introduced to reduce costs to the Council of abortive preparation work (preparing a garage fit for rental, lock changes, clearance, minor repairs and tenancy paperwork and admin). This is caused by some customers verbally accepting a garage offer then failing to complete their garage rental agreement with DBC.
24. We are also exploring either a refundable damage deposit or non-refundable administrative charge in order to encourage customers to return garage keys and to leave garages locked and clear of rubbish (or cover the costs of replacement/clearance) at the end of the rental period. We need to ensure this does not introduce a barrier to renting for customers.
25. Working with appointed maintenance contractor's, current business processes are being leaned to remove duplication/waste (multiple visits by different teams and organisations) and minimise any delay in preparing garages fit for rent (lock changes, clearances and other repairs and maintenance).

26. The longer term option(s) to provide a customer facing online garage rental and payment software solution are being explored in order to improve customer service speed/convenience and reduce back office manual processing costs and errors. This will be the subject of a future business case. This will go hand in hand with an organisational review and resulting proposals.
27. A policy document for garages has been produced in order to guide operational decisions and the better management of these important assets. This will proceed through the usual policy approval process.

4. Continue Disposals Programme

28. In September 2014 Cabinet considered and approved
 - a. a report for the disposal of 97 sites following a detailed review undertaken jointly by EC Harris and Council officers and
 - b. the strategy to select a development partner (or partners) to take forward the proposed planning, construction and housing sales for the sites selected for disposal.
29. To date 17 sites have been sold for £8.56m with the majority being sold to Housing Associations with a large proportion of affordable homes being developed. The remainder have been sold to private developers.
30. The next phase of the disposal programme is underway and Heads of Terms have been agreed in principle for the disposal of a further 7 sites. The purchaser intends to build low density affordable homes. The agreed Heads of Terms are subject to contract, due diligence & approval. Sites are sold unconditionally – i.e. without planning. Any future development of the site is subject to DBC's planning process.

Conclusions

31. Overall, whilst the results of the Garage Programme so far are encouraging, showing there is demand for the existing product (even in its current generally poor condition) and that pricing is considered reasonable by new customers, there is much still to do.
32. The programme will be shaped from the results of the condition survey, further customer research into specific market opportunities, locality/specific site demand, the provision of new modernised garage and storage facilities and the development of an online garage rental solution and associated business case.
33. A detailed programme timeline is being prepared and shaped by the information gathering and baselining phase. The channel shift online garage rental solution needs further work and specification as well as a decision around whether to procure a system to develop a solution, so is likely to have a timeframe of 12-18 months to deliver.
34. Likewise a planned investment programme will have to be delivered over several years because of finite resources and the operational practicalities

involved in relocating any existing garage tenants and minimising disruption and rental income streams.

35. A further update will be brought as the programme develops, shaped by the information and timeframes for critical pieces such as condition surveys and customer demand data.

Agenda Item 10

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

Document is Restricted

Clerk: Trudi Angel (ext. 2224)

Finance and Resources Overview & Scrutiny Committee: Work Programme 2019/20

Scrutiny making a positive difference: Member led and independent, Overview & Scrutiny Committee promote service improvements, influence policy development & hold Executive to account for the benefit of the Community of Dacorum.

Meeting Date	Report Deadline	Items	Contact Details	Background information
Joint Budget 4 February 2020		<p>**** Joint Budget**** ****2020-2021****</p> <p>*****</p> <p><i>Ideally no further items to be added</i></p>	<p>Corporate Director Finance & Operations James.deane@dacorum.gov.uk</p>	
		Performance of the Leisure Contract	<p>Group Manager, Commissioning, Procurement and Compliance Ben.Hosier@dacorum.gov.uk</p>	<i>To monitor the contract</i>
		Garages	<p>Assistant Director, Performance, People & Innovation linda.roberts@dacorum.gov.uk</p>	
		Budget Monitoring Report Q3	<p>Assistant Director Finance & Resources Nigel.howcutt@dacorum.gov.uk</p>	<i>To review and scrutinise quarterly performance</i>
24 March 2020	12 March 2020	Action Points (from previous meeting)		
		Finance and Resources Q3 Performance Report	<p>Assistant Director Finance & Resources Nigel.howcutt@dacorum.gov.uk</p>	<i>To review and scrutinise quarterly performance</i>
		Corporate & Contracted Services Q3 Performance Report	<p>Assistant Director, Corporate & Contracted Services Mark.brookes@dacorum.gov.uk</p>	<i>To review and scrutinise quarterly performance</i>
		Performance, People & Innovation Q3 Performance Report	<p>Assistant Director, Performance, People & Innovation linda.roberts@dacorum.gov.uk</p>	<i>To review and scrutinise quarterly performance</i>
		Parking Enforcement Contract	<p>Group Manager, Commissioning, Procurement and Compliance Ben.Hosier@dacorum.gov.uk</p>	<i>To monitor the contract</i>