

Public Document Pack

Date of meeting **Wednesday, 21st January, 2015**
Time **7.00 pm**
Venue **Committee Room 1, Civic Offices, Merrial Street,
Newcastle-under-Lyme, Staffordshire, ST5 2AG**
Contact **Justine Tait Ext 2250**

Finance, Resources and Partnerships Scrutiny Committee

AGENDA

PART 1 – OPEN AGENDA

- 1 Apologies**
- 2 DECLARATIONS OF INTEREST**
To receive Declarations of Interest from Members on items included in the agenda
- 3 MINUTES OF PREVIOUS MEETINGS** **(Pages 3 - 6)**
To consider the minutes of the previous meeting of this Committee held on Tuesday 16th December 2014.
- 4 Elected Member/Officer Relations Protocol** **(Pages 7 - 16)**
- 5 QUARTER THREE FINANCIAL AND PERFORMANCE REVIEW**
Report to follow
- 6 Treasury Management Strategy 2015/2016** **(Pages 17 - 38)**
- 7 Revenue and Capital Budgets 2015/2016** **(Pages 39 - 62)**
- 8 Scale of Fees and Charges** **(Pages 63 - 96)**
- 9 PUBLIC QUESTION TIME**
Any member of the public wishing to submit a question must serve two clear days' notice, in writing, of any such question to the Borough Council.
- 10 EXCLUSION OF THE PUBLIC**
To resolve that the public be excluded from the meeting during consideration of the following appendix because it is likely that there will be disclosure of exempt information as defined in Paragraph 3 in Part 1 of Schedule 12A of the Local Government Act 1972.
- 11 Scale of Fees and Charges Confidential Appendix** **(Pages 97 - 98)**
- 12 WORK PLAN** **(Pages 99 - 104)**

To discuss and update the work plans to reflect current scrutiny topics

13 URGENT BUSINESS

To consider any business which is urgent within the meaning of Section 100B (4) of the Local Government Act 1972.

14 DATE AND TIME OF NEXT MEETING

Monday 16th March 2015, 7.00pm in Committee Room 1

Members: Councillors Fear, Mrs Hambleton, Huckfield, Jones, Mrs Peers, Rout, Stringer, Sweeney, Taylor.J, Wallace (Vice-Chair) and Waring (Chair)

PLEASE NOTE: The Council Chamber and Committee Room 1 are fitted with a loop system. In addition, there is a volume button on the base of the microphones. A portable loop system is available for all other rooms. Should you require this service, please contact Member Services during the afternoon prior to the meeting.

Members of the Council: If you identify any personal training/development requirements from any of the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Democratic Services Officer at the close of the meeting.

Meeting Quorums :- 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

FINANCE, RESOURCES AND PARTNERSHIPS SCRUTINY COMMITTEE

Tuesday, 16th December, 2014

Present:-	Councillor Paul Waring – in the Chair
Councillors	Jones, Plant, Rout, Stringer and Taylor.J
Officers	Executive Director, Resources and Support Services Business Improvement Manager Scrutiny Officer
Apologies	Councillors Huckfield, Sweeney and Mrs Hambleton

1. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

2. **MINUTES OF PREVIOUS MEETING**

Resolved:- That the minutes of the previous meeting held on Wednesday 5th November 2014 were agreed as a correct record subject to the following amendment:-

Item 3 – Parish/Town Councils – Review of Concurrent Funding Task and Finish Group, page 6, sixth paragraph:-

Most of the Parish Councils had in excess of twelve months' assets in reserve.

Amend to:-

Most of the Parish Councils had in excess of twelve months' precepts in reserve.

3. **CONSTITUTION REVIEW WORKING GROUP (CONTRACT PROCEDURAL RULES)**

A Member asked if the wording Authorised Officer and Chief Officer meant they were separate Officers.

The Business Improvement Manager replied this was correct and there was a definition of the Rules on page 2 of the document.

Resolved:- That the Contract Procedural Rules of the Constitution be approved.

4. **REVENUE BUDGETS 2015/2016 - FIRST DRAFT SAVINGS PLAN**

The Executive Director Resources and Support Services presented the Revenue Budget 2015/2016 – First Draft Savings Plans.

A Scrutiny Café would be held on Tuesday 13th January 2015 with a full budget report being presented back to Scrutiny on Wednesday 21st January 2015 then submitted to Full Council on the 25th February 2015.

FINANCE, RESOURCES AND PARTNERSHIPS SCRUTINY COMMITTEE

The Council's Medium Term Financial Strategy (MTFS), approved by Cabinet on the 15th October 2014 and considered by this Scrutiny Committee on the 5th November 2014, indicated that there would be a budget "gap" of £1.850m in respect of 2015/2016 and that this would need to be closed in order to produce a balanced budget.

There had been a number of changes to the "gap" since October, increasing it by £298,000 to £2.148m.

The Executive Director Resources and Support Services advised Members if they would like any further details do not hesitate to contact him. The Portfolio Holder for Finance and Resources had written to all Groups inviting them to a meeting to discuss any of the savings plan.

The Chair asked if Members had any further ideas of where savings could be considered.

The Portfolio Holder for Finance and Resources advised that all group leaders had been notified and it was an open invitation to all Members of the Scrutiny Committee.

The Chair asked if there were any specific areas that the Committee required further information on.

It was asked when would the Town/Parish Clerks be informed of the proposal to reduce the amount of funding allocated, with clarity being provided on what concurrent functions were being carried out.

The Executive Director Resources and Support Services advised that following a meeting with Cabinet Members on the 17th December 2014, all Town/Parish Councils' Clerks would be notified by letter of the proposed decision and how it would be applied to each of the Parish Councils.

A Member of the Town/Parish Councils Concurrent Funding Working Group advised that a great deal of good practice was found between the Parishes and supported the recommendation submitted by the Chair of the Working Group.

Resolved:-

- (a) That Committee note the proposals as set out in the appendix to the report.
- (b) That the Committee did not identify any areas where further information is required for consideration at its meeting on the 21st January 2015.

5. **WORK PLAN**

Resolved:-

That the following items are added to the work plan:-

Wednesday 21st January 2015

- (1) Constitution Review Working Group – Member/Officer Protocol
- (2) Revenue and Capital Budget 2015/2016

Monday 16th March 2015

(1) Constitution Review Working Group - Overview

6. **PUBLIC QUESTION TIME**

No questions had been received from the public.

7. **URGENT BUSINESS**

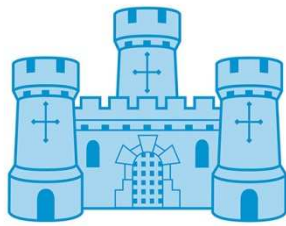
No urgent business was raised.

8. **DATE AND TIME OF NEXT MEETING**

Wednesday 21st January 2015, 7.00pm in Committee Room 1.

COUNCILLOR PAUL WARING
Chair

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NEWCASTLE·UNDER·LYME
BOROUGH COUNCIL

Elected Member/Officer Relations Protocol

1.0 INTRODUCTION

- 1.1 The aim of this Protocol is to guide elected Members (often referred to as 'Councillors') and Officers of Newcastle under Lyme Borough Council in the conduct of their working relationships, in order to ensure that these relationships remain productive and positive.
- 1.2 A strong, constructive, and trusting relationship between elected Members and Officers is essential to the effective and efficient working of the Council as a whole.
- 1.3 It is recognised that relationships between elected Members and Officers are very varied and can often be complex. Therefore, this Protocol does not seek to be prescriptive and may therefore not cover all situations. However, it is hoped that the framework it provides will serve as a guide to dealing with a wide range of circumstances.
- 1.4 This Protocol forms a key part of the Council's approach to corporate governance and its commitment to uphold good standards in public life.

2.0 INTERPRETATION OF THE PROTOCOL

- 2.1 Elected Members and Officers must observe this Protocol at all times.
- 2.2 The provisions of this Protocol will be interpreted after having regard to the requirements of the Members' Code of Conduct, the Officers' Code of Conduct, the Council's Constitution, the Council's Whistleblowing Policy and the Council's various Human Resources policies, procedures and processes, for example Dignity at Work.
- 2.3 Where there is a conflict or discrepancy between this Protocol and the Codes and Policies referred to in 2.2 (above) then those Codes and Policies shall have precedence. Conventions will also be taken into account in cases of conflict or discrepancy. Any questions over interpretation will be decided by

the Council's Monitoring Officer in consultation with the Council's Chief Executive.

- 2.4 It is recognised that, in the period preceding any Council election or by-election, specific protocols are in place. These protocols will take precedence over this Protocol where there is, again, conflict or a discrepancy.
- 2.5 This Protocol does not change any rights or protection which a person may have in law.

3.0 THE ROLE OF ELECTED MEMBERS

- 3.1 Elected Members are primarily accountable to the wider electorate who, periodically, determine the people they wish to represent them on the Borough Council of Newcastle-under-Lyme. Therefore, this Protocol recognises that Members of this Council are elected to serve the people of the Borough of Newcastle under Lyme.
- 3.2 Elected Members, as politicians, may express the values and aspirations of their particular party political groups but they must also recognise that, in their role as elected Members, they have a duty to always act in the public interest.
- 3.3 Elected Members may have a number of roles within the Borough Council and need to be alert to the possible conflicts of interest that may arise as they carry out these various roles.
- 3.4 At all times elected Members should be aware that the role(s) they are performing may impact upon the nature of their relationship with Officers and the expectations that Officers may have of them.
- 3.5 Elected Members are mainly responsible for:
- a) The political direction and strategic leadership of the Council;
 - b) The determination of policies, plans and strategies;
 - c) Ensuring appropriate actions are taken to give effect to or implement those policies, plans and strategies particularly in service delivery terms;
 - d) Performing the Council's statutory and regulatory functions;
 - e) Monitoring and reviewing, primarily via the Executive and Scrutiny functions, the Council's performance in implementing its policies, plans and strategies and in delivering its services;
 - f) Ensuring and promoting effective working with partner organisations;
 - g) Representing the Borough Council on local, regional and national bodies and organisations; and

- h) Representing the views of their wards, including the various communities and individual constituents living in these wards
- 3.6 Some elected Members will have additional responsibilities relating to their membership(s) of the Executive, Scrutiny Committees or other committees and sub-committees, including regulatory committees. Holding these various roles will undoubtedly involve different relationships with individual Officers in areas where the elected Member in question has particular roles and responsibilities.
- 3.7 Elected Members who serve on committees and sub-committees collectively have delegated responsibilities. These responsibilities may include deciding quasi-judicial matters which, by law, are excluded from the remit of the Council's Cabinet.
- 3.8 In turn, Officers can expect elected Members:
- a) To act within the policies, practices, processes and conventions established by the Council;
 - b) To work constructively in partnership with Officers acknowledging their separate and distinct roles and responsibilities;
 - c) To understand and support the respective roles and responsibilities of Officers and their associated workloads, pressures and reporting lines;
 - d) To give political leadership and direction and to seek to further agreed policies and objectives with the understanding that elected Members have the right to take the final decision on issues based on advice;
 - e) To treat them fairly and with respect, dignity and courtesy;
 - f) To act with integrity, to give support and to respect appropriate confidentiality;
 - g) To recognise that Officers work to the instructions of their senior Officers and not to individual Members or body of members;
 - h) To not subject Officers to intimidation, harassment, or put them under undue pressure. Elected Members will have regard to the seniority of Officers in determining what are reasonable requests, having regard to the relationship between the elected Member and Officer, and the potential vulnerability of Officers, particularly at junior levels;
 - i) To not request Officers to exercise discretion which involves acting outside the Council's policies and procedures;
 - j) To not authorise, initiate, or certify any financial transactions or enter into any contract, agreement or undertaking on behalf of the Council or in their role as an elected Member without proper and lawful authority;

- k) To not use their position or relationship with Officers to advance their personal interest or those of others or to influence decisions improperly; and
- l) To comply at all times with the elected Members Code of Conduct, the law, the Council's Constitution and such other policies, procedures, protocols and conventions agreed to by the Borough Council.

3.9 It is important that elected Members of the Council:

- a) Respect the impartiality of Officers and do not undermine the role of Officers in carrying out their duties;
- b) Do not ask Officers to undertake work, or act in a way which seeks to support or benefit a particular political party or gives rise to an Officer being criticised for acting in a party political manner; and
- c) Do not ask Officers to exceed their authority where that authority is given to them in law, by the Borough Council or by their Managers

3.10 The Head of Paid Service (often referred to as 'the Chief Executive'); the Monitoring Officer (in the case of Newcastle-under-Lyme Borough Council, the Head of Internal Audit); the Section 151 Officer (the Executive Director (Resources & Support Services); and other statutory officers have specific responsibilities placed on them by law. These responsibilities go beyond their obligations as employees of the Council. Where an Officer is discharging his/her responsibilities as part of any statutory office an elected Member shall not:

- a) Interfere with or obstruct the Officer in exercising those responsibilities; and
- b) Victimise any Officer who is discharging or has discharged his/her responsibilities of the statutory office in question

4.0 THE ROLE OF OFFICERS

4.1 The primary role of Council Officers is to advise, inform and support all elected Members and to implement the lawfully agreed policies of the Council.

4.2 Officers are responsible for day-to-day managerial and operational decisions within the Council. Elected Members should avoid, where possible, inappropriate involvement in such matters.

4.3 In performing their role Officers will act professionally, impartially and with political neutrality. Whilst Officers will consider an elected Member's view on any particular issue, they should not be influenced or pressured to make comments, or recommendations which are contrary to his/her professional judgement or views.

4.4 Officers should:

- a) Implement decisions of the Council and its subordinate bodies which are lawful, and have been properly approved in accordance with the requirements of the law and the Council's Constitution, and are duly recorded;
- b) Work in partnership with elected Members in an impartial and professional manner;
- c) Assist and advise all parts of the Council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the Council's formal decisions;
- d) Respond to enquiries and complaints in accordance with the Council's agreed standards;
- e) Be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for elected Members, the media or other sections of the public;
- f) Act with honesty, respect, dignity and courtesy at all times;
- g) Provide support and learning and development opportunities for elected Members to help them in performing their various roles;
- h) Not seek to use their relationship with elected Members to advance their personal interests or to influence decisions improperly; and
- i) Comply, at all times, with the Council's Officer Code of Conduct, and other such Policies or Procedures approved by the Council

4.5 Officers have the right not to support elected Members in any role other than that of elected Member, and not to engage in actions incompatible with this Protocol. In particular, there is a statutory limitation on Officers' involvement in political activities.

4.6 Some Officers may be appointed to local, regional or national bodies because of their particular skills and expertise. They may be appointed specifically to represent the Council or in their professional capacity.

5.0 THE RELATIONSHIP: GENERAL

5.1 Elected Members and Officers are, first and foremost, servants of the public. They are indispensable to one another in carrying out this role. However, their responsibilities are distinct. Elected Members are accountable to the public, and their Group where one is formed, whereas Officers are accountable to the Council as a whole and for operational purposes to their manager.

5.2 At the heart of the various Codes, and this Protocol, is the importance of mutual respect. Elected Member/Officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between elected Members and Officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

6.0 THE RELATIONSHIP: SCRUTINY COMMITTEES

6.1 It is accepted that in carrying out the Council's scrutiny functions elected Members may require an Officer to attend to answer questions or to discuss issues.

6.2 It is recognised by this Protocol that challenge in a constructive and non-confrontational way is important in ensuring policies and performance are meeting the Borough Council's strategic objectives. Therefore, nothing in this Protocol is intended to stop elected Members from holding Officers to account for decisions made under delegated powers. Nor is it intended to affect the Council's scrutiny functions

6.3 When deciding whether to require an Officer to attend a meeting, the Scrutiny Committee will consider the seniority of the Officer in deciding who it would be appropriate to invite. There is a presumption against inviting Officers outside the senior Officer range to attend in this capacity. Requests for Officer attendance should be made to the appropriate Director concerned. Such requests should indicate in broad terms the areas which elected Members will want to discuss, and should give reasonable notice of the dates when attendance is required.

6.4 Where an Officer attends a Scrutiny Committee meeting, his/her contribution should be confined to matters of fact and explanation. However, an Officer may be asked to explain and justify advice which he/she has given prior to a decision having been taken, including decisions taken by him/her under delegated powers.

6.5 Officers should not be drawn, overtly or covertly, into discussions of a political nature which would be inconsistent with the political neutrality requirement. Any questioning of an Officer should not be reasonably interpreted as constituting harassment.

6.6 In scrutiny proceedings, the capability or competence of Officers must not be questioned. A distinction needs to be drawn between reviewing the policies, performance and decisions of the Council or its services and the appraisal of staff performance. The latter is not a function of scrutiny committees.

6.7 The approach here is consistent with the Scrutiny Procedure Rules as set out in the Council's Constitution.

- 6.8 In applying this part of the Protocol, account will be taken of any guidance agreed by Scrutiny bodies provided that guidance is consistent with the principles of this Protocol.

7.0 POLITICAL GROUPS

- 7.1 The Chief Executive, together with Executive Directors and Heads of Service and occasionally other employees (all with the permission of the Chief Executive) may at times request to attend or be invited to attend a political group meeting with a view to briefing and advising on the formulation of policy. This may be on his/her initiative or at the request of a political group. However, the decision on whether he/she should attend is the Chief Executive's, in either case.
- 7.2 If the Chief Executive decides that he/she or another Officer may attend a political group meeting and it concerns a proposed significant policy change which is about to be presented to a meeting of the Council, Executive Group or committee, then he/she must offer the facility to all other political groups within the Authority, indicating the area of policy upon which he/she is offering to brief/advise. He/she will inform the leader of the political group with whom he/she is having the meeting that he/she will be offering the facility to the other political groups represented on the Council.
- 7.3 Certain points must be clearly understood by all those participating in this process, elected Members and Officers alike. In particular:
- (a) Officer support in these circumstances must not extend beyond providing information and advice in relation to matters of Council business. Officers must not be involved in advising on matters of party business. The observance of this distinction will be assisted if Officers are not expected to be present at meeting, or parts of meeting, when matters of party business are to be discussed;
 - (b) Political group meetings, whilst they form part of the preliminaries to Council decision-making, are not empowered to make decisions on behalf of the Council. Conclusions reached at such meetings do not therefore rank as Council decisions and it is essential that they are not interpreted or acted upon as such; and
 - (c) Similarly, where Officers provide information and advice for a political group meeting in relation to a matter of Council business, this cannot act as a substitute for providing all necessary information and advice to the, Council Cabinet or relevant committee when the matter in question is considered.
- 7.4 Special care needs to be exercised whenever Officers are involved in providing information and advice to a political group meeting which includes persons who are not elected Members of the Council. Such persons will not be bound by the Members Code of Conduct (in particular, the provisions concerning the declaration of interests and confidentiality) and for this and

other reasons Officers may not be able to provide the same level of information and advice as they would to an elected Members only meeting.

- 7.5 Officers must respect the confidentiality of any political group discussions at which they are present in the sense that they should not relay the content of any such discussions to another political group.

8.0 ACCESS TO PREMISES

- 8.1 Officers have the right to enter the Council's land and premises to carry out their work. Some Officers have the legal power to enter property in the ownership of others.

- 8.2 Unless authorised to do so as part of an authorised committee site visit, Members are not entitled to inspect land or premises which the Council has the right or duty to inspect. Nor may they enter, or issue orders relating to, works being carried out by or on behalf of the Council (for example building sites).

9.0 USE OF COUNCIL RESOURCES

- 9.1 Elected Members should not ask Officers to provide resources or support which they are not permitted to give, for example support or resources:

- a) Which are to be used for business which is solely to do with a political party;
- b) For work in connection with a ward or constituency party political meeting or electioneering;
- c) For work associated with an event attended by an elected Member in a capacity other than as a Member of the Council;
- d) For private personal correspondence;
- e) For work in connection with another body or organisation where an elected Member's involvement is other than as a member of the Council; and
- f) Which constitutes support to an elected Member in his/her capacity as a member of another authority

10.0 ACCESS TO INFORMATION

- 10.1 The legal rights of Members to inspect Council documents are covered partly by statute and partly by the common law. The information set out in Appendix 11 (Access to Information Rules) of the Constitution explains the position in detail.

- 10.2 Members have all the rights available to members of the public and may request individual copies of any agendas of the Executive and of Committees,

Sub-Committees or Panels of which they are not members. Additionally, Members' rights to information are subject to legal rules and, if a Member has a legitimate interest in a matter and is able to demonstrate a "need to know", in his or her role as a Borough Councillor, employees should provide the relevant information, including confidential information, to that Member. Approaches for information on this basis should normally be directed to the Director or another senior employee of the Executive Director concerned.

- 10.3 Special care needs to be taken when a Member has a significant personal or business relationship with a constituent about whom he or she is seeking information. An appropriate option may be that another Member could act for the constituent.

11.0 POLITICAL ACTIVITY

- 11.1 Senior employees, except those politically exempted, cannot be local authority councillors or MPs, nor can they 'speak or publish written work for the public at large or to a section of the public with the apparent intention of affecting public support for a political party'.
- 11.2 Employees are employed by the Council as a whole. They serve the Council and are responsible to the Chief Executive and their respective Executive Directors, and not to individual Members of the Council whatever office they might hold.
- 11.3 It is obviously important though for there to be regular contact between the Chief Executive, Executive Directors, senior employees and the leaders of political groups on matters affecting the Council, and between Executive Directors, other senior employees, the Leader of the Council and members of the Cabinet and Committee Chairs on matters affecting their respective responsibilities.
- 11.4 Council decisions can only be made in accordance with the Constitution and through the formal processes of the Council. Only decisions made at formal meetings or under delegated powers can be acted upon by officers.

12.0 BREACHES OF THE PROTOCOL

- 12.1 Where an elected Member is dissatisfied with the conduct, behaviour or performance of an Officer, the matter should be raised with the appropriate Executive Director or Head of Service. Where the Officer concerned is an Executive Director, the matter should be raised with the Chief Executive, and, in the case of a Head of Service, with the appropriate Executive Director. Where the employee concerned is the Chief Executive, the matter should be raised with the Monitoring Officer.
- 12.2 On the elected Member's side, where the relationship between elected Members and Officers breaks down or becomes strained, every effort should

be made to resolve matters informally, through conciliation by an appropriate senior manager or Members. Officers will also have recourse to the Grievance Procedure or to the Council's Monitoring Officer, as appropriate, in certain circumstances. In the event of a grievance or complaint being upheld, the matter will be referred to the Chief Executive who, having advised the Leader of the Council and the other appropriate Group Leaders, will decide on the course of action to be taken, following consultation with the Council's Standards Committee if appropriate.

- 12.3 Breaches of the protocol by an elected Member may also constitute a breach of the Members Code of Conduct.

13.0 STATUS OF THIS PROTOCOL

- 13.1 This Protocol was approved by Full Council on *****. It now forms part of the Council's Constitution. As such, it is binding on all elected Members including co-opted and independent Members, and Officers.
- 13.2 This Protocol shall apply, as appropriate and necessary, to any person appointed individually or on behalf of a body or organisation to advise support or assist the Authority in its work.

Treasury Management Strategy Report 2015/16

1.0 Introduction

1.1 Background

The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council's risk appetite, providing adequate security and liquidity initially before considering investment return.

The second main function of a treasury management service is the funding of an authority's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure the Council can meet its capital spending operations.

This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses, and on occasions any debt previously drawn may be restructured to meet Council risk or cost objectives. Currently, however, the Council does not finance its capital investment by way of borrowing, so these activities are not presently engaged in.

Treasury management is defined as:

"The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

1.2 Statutory Reporting Requirements

The Council is required to receive and approve, as a minimum, three main reports each year, which incorporate a variety of policies, estimates and actuals. The reports required are as follows:

Prudential and Treasury Indicators and Treasury Strategy (this report)

This report is required to be scrutinised by the Finance, Resources and Partnerships Scrutiny Committee prior to being reported to Full Council. This report covers:

- Prudential indicators;
- The Treasury Management Strategy (how the investments and borrowings are to be organised) including treasury indicators;
- An Investment Strategy (the parameters on how investments are to be managed); and
- A Minimum Revenue Provision (MRP) Policy (how residual capital expenditure is charged to revenue over time).

A Mid Year Treasury Management Review Report

This report is required to be scrutinised by the Audit and Risk Committee. This will update members with the progress of the treasury management performance for the first half of the financial year and whether or not the treasury strategy approved by Full Council prior to commencement of the financial year is still appropriate or requires revision.

An Annual Treasury Outturn Report

This is reviewed by the Audit and Riks Committee and is then reported to Full Council for approval. This provides details of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

1.3 Treasury Management Strategy for 2015/16

The strategy for 2015/16 covers two main areas:

Capital Issues

- Prudential indicators;
- The Minimum Revenue Provision (MRP) Policy (Annex C).

Treasury Management Issues

- Treasury indicators which will limit the treasury risk and activities of the Council;
- Policy on use of external service providers;
- The current treasury position;
- Prospects for interest rates;
- Policy on borrowing in advance of need;
- The investment strategy (Annex A);
- Creditworthiness policy (Annex B); and
- Treasury management Glossary of Terms (Annex D).

These elements cover the requirements of the:

- Local Government Act 2003;
- CIPFA Prudential Code;;
- DCLG MRP Guidance;
- CIPFA Treasury Management Code; and
- DCLG Investment Guidance.

2.0 Prudential and Treasury Indicators

2.1 Background

This report incorporates a number of Prudential Indicators in relation to treasury management in accordance with the CIPFA Prudential Code for Capital Finance in Local Authorities (“the Code”). Regulations to the Local Government Act 2003 lay down that the Council shall have regard to the Prudential Code in determining an affordable borrowing limit.

The indicators are intended to demonstrate that the Council has fulfilled the objective of ensuring that its capital investment decisions are prudent, affordable and sustainable – or in exceptional cases to demonstrate that there is a danger of not ensuring this, so that timely remedial action can be taken. They are further designed to ensure that treasury management decisions are taken in a manner that supports prudence, affordability and sustainability.

2.2 Capital Prudential Indicators

Actual and Estimate of Capital Expenditure

This indicator relating to Actual and Estimates of Capital Expenditure is reported separately to the Council meeting which sets the General Fund Revenue Budget and the Council Tax (25 February 2015).

The Council’s Borrowing Need (the Capital Financing Requirement)

The second prudential indicator is the Council’s Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. The Capital Financing Requirement is derived from the Council’s balance sheet by consolidating various items appearing in it which relate to capital, such as, fixed

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assets (including property, plant and equipment, investment properties, long term debtors, assets held for sale and intangible assets); the revaluation reserve, capital adjustment account and deferred capital receipts. It is essentially a measure of the Council's underlying borrowing need. Following the introduction of International Financial Reporting Standards (IFRS) in 2011/12, the calculation of the CFR now has to include any other long term liabilities (e.g. finance leases) brought onto the balance sheet. The relevant figures for this Council are set out in the table below:

31/03/14 Actual (£000's)	31/03/15 Estimate (£000's)	31/03/16 Estimate (£000's)	31/03/17 Estimate (£000's)	31/03/18 Estimate (£000's)
(360)	(360)	(360)	1,000	1,000

The amounts shown above from 2015/16 onwards allow for the possibility that the Council may need to borrow during those years to finance capital expenditure which cannot be funded from other revenue or capital resources. However, the likelihood of individual schemes, the timings and the amounts involved cannot be assessed with any certainty at this point.

2.3 Affordability Prudential Indicators

Estimates of the Incremental Impact of Capital Investment Decisions on Council Tax

This indicator relating to Estimates of the Incremental Impact of Capital Investment Decisions on Council Tax is reported separately to the Council meeting which sets the General Fund Revenue Budget and the Council Tax (25 February 2015).

Actual and Estimates of the Ratio of Financing Costs to Net Revenue Stream

This indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

Financing Costs comprise the aggregate of: interest payable on loans and finance leases; premiums or discounts in relation to premature debt repayment; interest receivable and investment income; the amount charged as a 'Minimum Revenue Provision; depreciation and impairment charges that have not been reversed out of the revenue account.

Net Revenue Stream is defined as the 'amount to be met from government grants and local taxpayers'. This is the Council's 'budgetary requirements' figure shown in the General Fund Revenue Budget, being the net expenditure for the year before deducting government grants (Revenue Support and Business Rates Retention) and adjusting for the Collection Fund surplus/deficit. The relevant figures for this Council are set out in the table below:

	2013/14 Actual (£000's)	2014/15 Estimate (£000's)	2015/16 Estimate (£000's)	2016/17 Estimate (£000's)	2017/18 Estimate (£000's)
Net Revenue Stream	15,194	14,894	14,894	14,894	14,894
Financing Costs	(63)	(56)	(39)	(75)	(93)
Ratio	(0.41%)	(0.38%)	(0.26%)	(0.50%)	(0.62%)

The current negative Financing Costs reflect the position that the Council's investment income and other interest exceed the interest paid to service its external debt/finance leases.

2.4 Treasury Indicators

Current Portfolio Position – Debt

Currently the Council has no long term external debt and is categorised as a 'debt free' authority. Short term external loans (i.e. repayable on demand or within 12 months) can be taken to fund any temporary capital or revenue borrowing requirement. The amounts involved would fluctuate

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according to the cash flow position at any one time. Such short term borrowing does not affect the Council's 'debt free' status.

Any surplus funds arising, for example from favourable cash flow or as a result of asset sales, are potentially available for use as an alternative to short term borrowing. The Actual External Debt of the Council as at the end of the previous financial year is a Prudential Indicator. This indicator comprises actual borrowing (short and long term) as shown in the Council's balance sheet. This indicator will reflect the actual position at one point in time. As at 31 March 2014 the Actual External Debt of the Council was nil.

Current Portfolio Position – Investments

It is estimated that the amount of receipts in hand, plus reserve balances, and available for investment at 1 April 2015 will be in the region of £5,000,000, all of which will be managed In House.

Limits to Borrowing Activity

The Local Government Act 2003 requires each local authority to determine and keep under review how much money it can afford to borrow. This is to be determined by the calculation of an affordable borrowing limit which Regulations to the Act specify should be calculated with regard to the CIPFA Prudential Code.

At present borrowing is not being used to fund the capital programme because the Council has had sufficient reserves and useable capital receipts to finance capital expenditure from these sources. Borrowing may become an option if these resources become sufficiently depleted that they are insufficient to finance proposed capital expenditure deemed to be affordable, if the costs of borrowing compare favourably with those of alternatives such as using unapplied capital receipts, or if in fact there is a sufficient business case to do so.

There may be a requirement to temporarily fund some capital expenditure by means of borrowing during the interim period before a permanent means of finance becomes available, for example whilst awaiting receipt of Government grant. As well as temporary borrowing required for capital purposes, it may also be necessary to borrow in order to cover any temporary shortfall in revenue income which may arise owing to either a mismatch between income and expenditure or problems concerning the non payment of amounts due to be paid by the Council's customers. These factors have been taken into account in calculating the Prudential Indicators referred to below.

Projections of the need for capital investment in projects necessary to ensure operational continuity over the next few years, together with projections of likely capital receipts arising from asset sales and the availability of reserves to finance this expenditure indicate that there is likely at some point to be an adverse gap between expenditure and resources to finance it. This increases the likelihood of borrowing being used over the period of this strategy, particularly as an interim measure to bridge the gap between expenditure being incurred and funds from asset sales being realised. The amounts included for permitted borrowing in the Operational Boundary and Authorised Limit below take account of this. It should be noted that this does not indicate a definite intention at this point in time to borrow up to this amount or at all but is required to permit the option of borrowing to be employed, if necessary.

The Operational Boundary

This indicator gives a prudent view of the possible external debt during the course of the year. It is not a limit and actual borrowing can vary around this boundary for short times during the year. It should act as an indicator to ensure that the Authorised Limit is not breached. The Code requires the inclusion of a figure, separately shown, for Other Long Term Liabilities.

Following the introduction of International Financial Reporting Standards in 2011/12, finance leases must now be included in this figure. As referred to above, the Council may, if considered desirable

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from a treasury management point of view, take out long term loans to finance capital expenditure incurred in 2015/16, 2016/17, 2017/18 and 2018/19.

The figures shown in the table below reflect the possibility that up to £5,000,000 may be borrowed at any one time on a long term basis in 2015/16. The Operational Boundaries for the Council are set out below:

	2015/16 Estimate (£000's)	2016/17 Estimate (£000s)	2017/18 Estimate (£000's)	2018/19 Estimate (£000's)
Borrowing	5,000	5,000	5,000	5,000
Other Long Term Liabilities	365	365	365	365

The Authorised Limit for External Borrowing

This represents the limit beyond which borrowing (long and short term added together) is prohibited. Officers responsible for day-to-day treasury management operations must ensure that the Council's borrowings do not exceed this limit. It reflects the level of borrowing which, while not desired, could be afforded in the very short term i.e. overnight to two weeks, but is not sustainable. It is the expected maximum borrowing need with some headroom for unexpected movements. It is a statutory limit which Councils must determine in accordance with Section 3 (1) of the Local Government Act 2003. The Authorised Limits for the Council are set out in the table below:

	2015/16 Estimate (£000's)	2016/17 Estimate (£000s)	2017/18 Estimate (£000's)	2018/19 Estimate (£000's)
Borrowing	15,000	15,000	15,000	15,000
Other Long Term Liabilities	365	365	365	365

Sources of Borrowing

Temporary borrowing can take place via money brokers, from building societies, banks, local authorities, individuals and commercial organisations. If the Council decides to borrow on a long term basis to fund capital expenditure all borrowing options available will be reviewed.

Interest Rates, Loan Periods and Types of Loan

The most favourable options will be selected, depending upon market conditions prevailing at the time of borrowing. The aim will be to minimise the impact upon revenue accounts and to achieve efficient management of the Council's debt portfolio. Advice will be taken, as appropriate from the Council's treasury management advisors. The Council will be eligible for loans at a reduced rate, around 20 basis points less than normally available, (the Treasury Certainty Rate) from the PWLB during 2015/16.

Limits on Interest Rate Exposures (fixed and variable interest rates)

The following limits will apply in relation to the Council's interest rate exposure. They relate to interest on both borrowings and investments. These limits are intended to reduce the risk of the Council suffering unduly from significant adverse fluctuations in interest rates.

Limit on Fixed Interest Rate Exposures (as a percentage of total borrowings/investments)

	Borrowing		Investments	
	Upper	Lower	Upper	Lower
2015/16	100%	0%	100%	0%
2016/17	100%	0%	100%	0%
2017/18	100%	0%	100%	0%
2018/19	100%	0%	100%	0%

Limit on Variable Interest Rate Exposures (as a percentage of total borrowings/investments)

	Borrowing		Investments	
	Upper	Lower	Upper	Lower
2015/16	100%	0%	100%	0%
2016/17	100%	0%	100%	0%
2017/18	100%	0%	100%	0%
2018/19	100%	0%	100%	0%

In relation to both investing and borrowing fixed rate investments and loans may be anything between 0% and 100% of the total, with the same proportions being permitted for variable rate loans – in effect there is no limit on each type. This enables maximum flexibility to be afforded to your officers to take advantage of prevailing interest trends to obtain the best deal for the Council.

Total Principal Funds Invested for Periods Greater than 364 days

The Council will determine the maximum periods for which funds may prudently be committed. Investments will be for whatever period is considered appropriate by your officers at the time that the investment is made. Regard will be had to relevant matters such as likely future capital values and the Council's forecast need to realise investments in the future in order to finance capital expenditure or for any other purpose.

There will be a limit placed upon the amount which may be invested for periods in excess of 364 days. Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than on the date on which the funds are paid over to the Counterparty.

This Treasury Indicator is intended to limit the Council's exposure to the possibility of loss that might arise as a result of it having to seek early repayment of sums invested. It consists of the amount that it is considered prudent to have invested for a period greater than 364 days in each of the next three years. The limits as set out in the table below will apply:

	£000's
Beyond 31/03/16	5,000
Beyond 31/03/17	5,000
Beyond 31/03/18	5,000

It should be noted that in practice the sums available for investment are unlikely to be sufficient to allow amounts of this magnitude to be invested for such extended periods. In fact at present investments are being restricted to periods of 3 months or less due to cash flow fluctuations and on account of continuing uncertainties with regard to the credit worthiness of counterparties with whom investments could be placed.

3.0 Leasing

3.1 Requirement for the Year

In previous years the Council has acquired some items of plant by means of leases and major items of equipment may also be obtained in the same way.

The total amount of leases to be entered into during the year will depend upon the replacement requirement for vehicles and plant and upon any new requirements arising during the year. It will also depend upon the attraction of leasing as opposed to other forms of finance which may be available, in particular in comparison with contract hire terms for vehicles and plant and the availability and relative cost of internal sources of funding. The appropriate form of finance will be chosen to obtain the best deal for the Council at the time that the requirement arises.

3.2 Period and Type of Lease

An appropriate lease period will be chosen in relation to the type of asset concerned and to achieve the most satisfactory revenue account impact. Fixed or variable rate leases may be taken out; which is used will depend upon market conditions prevailing at the time the decision is made.

3.3 Leasing Consultants

The current contract with the Council's treasury management advisors includes the provision of leasing advice.

4.0 Treasury Management Training

4.1 Training Courses

The training need regarding treasury management officers is periodically reviewed. Officers engaging in Treasury Management activities will also attend any suitable courses/seminars provided by the Council's treasury management advisors and any other appropriate organisations where it is considered that this will increase or complement their expertise in relation to the Treasury Management function.

4.2 Members Training

It is envisaged to run some training sessions for Members in respect of Treasury Management during the 2015/16 financial year.

5.0 Policy on the use of External Service Providers

5.1 Officers work with the Council's treasury management advisors to monitor market trends and to advise on strategic considerations affecting borrowing strategy and sums available for investment and any other relevant treasury management matters. Quarterly meetings are held to ensure quality of service is maintained and to develop a constructive relationship. The current contract, awarded to Sector Treasury Services Ltd, expires on 31 March 2017.

6.0 Prospects for Interest Rates

6.1 Part of the service provided by the Council's advisors is to assist the Council to formulate a view on interest rates. The following table and information gives the current provider's central view:

Annual Average %	Bank Rate %	PWLB Borrowing Rates % (including certainty rate adjustment)		
		5 year	25 year	50 year
Dec 2014	0.50	2.50	3.90	3.90
Mar 2015	0.50	2.70	4.00	4.00
Jun 2015	0.75	2.70	4.10	4.10
Sep 2015	0.75	2.80	4.30	4.30
Dec 2015	1.00	2.90	4.40	4.40
Mar 2016	1.00	3.00	4.50	4.50
Jun 2016	1.25	3.10	4.60	4.60
Sep 2016	1.25	3.20	4.70	4.70
Dec 2016	1.50	3.30	4.70	4.70
Mar 2017	1.50	3.40	4.80	4.80
Jun 2017	1.75	3.50	4.80	4.80
Sep 2017	2.00	3.50	4.90	4.90
Dec 2017	2.25	3.50	4.90	4.90
Mar 2018	2.50	3.50	5.00	5.00

6.2 Economic Situation (as supplied by Sector Treasury Services Ltd)

Until 2013, the economic recovery in the UK since 2008 had been the worst and slowest recovery in recent history. However, growth has rebounded during 2013 and especially during 2014, exceeding all expectations, propelled by recovery in consumer spending and the housing market. Forward surveys are also currently very positive in indicating that growth prospects are strong for 2015, particularly in the services and construction sectors. However, growth in the manufacturing sector and in exports has weakened during 2014 due to poor growth in the Eurozone. There does need to be a significant rebalancing of the economy away from consumer spending to manufacturing, business investment and exporting in order for this initial stage in the recovery to become more firmly established.

One drag on the economy is that wage inflation has been lower than CPI inflation so eroding disposable income and living standards, although income tax cuts have ameliorated this to some extent. This therefore means that labour productivity must improve significantly for this situation to be corrected by warranting increases in pay rates. In addition the encouraging rate at which unemployment has been falling must eventually feed through into pressure for wage increases, although the current view on the amount of hidden slack in the labour market probably means that this is unlikely to happen in the near future.

The US, the main world economy, faces similar debt problems to the UK, but thanks to reasonable growth, cuts in government expenditure and tax rises, the annual government deficit has been halved from its peak without appearing to do too much damage to growth.

The current economic outlook and structure of market interest rates and government debt yields have several key treasury management implications:

- Concerns in respect of a major crisis in the Eurozone subsided considerably in 2013. However, the downturn in growth and inflation during the second half of 2014, and worries over the Ukraine situation, Middle East and Ebola, have led to a resurgence of those concerns as risks increase that the economy could be heading into deflation and a triple dip recession since 2008;
- Sovereign debt difficulties have not gone away and major concerns could return in respect of individual countries that do not dynamically address fundamental issues of low growth, international uncompetitiveness and the need for overdue reforms of the economy;
- Counterparty risk therefore remain elevated. This continues to suggest the use of higher quality counterparties for shorter time periods;
- Investment returns are likely to remain relatively low during 2015/16 and beyond;
- Borrowing interest rates have been volatile during 2014 as alternating bouts of good and bad news have promoted optimism, and then pessimism, in financial markets. During July to October 2014, a building accumulation of negative news has led to an overall trend of falling rates;
- The method of avoiding new borrowing by running down spare cash balances has served authorities well over the last few years. However, this needs to be carefully reviewed to avoid incurring higher borrowing costs in later times, when authorities will not be able to avoid new borrowing to finance new capital expenditure and/or to refinance maturing debt.

7.0 Treasury Management Scheme of Delegation

7.1 Full Council

- Receiving and reviewing the Treasury Management Strategy /Annual Investment Strategy/Minimum Revenue Provision Strategy on an annual basis (including updates and revisions at other times).
- Receiving the Annual Treasury Outturn Report.

7.2 Finance, Resources and Partnerships Scrutiny Committee

- Scrutiny of the Treasury Management Strategy prior to submission to Full Council.

7.3 Audit and Risk Committee

- Scrutiny of Treasury Management performance including receiving and reviewing the mid-year report.
- Reviewing the Annual Outturn Report

8.0 Treasury Management role of the Section 151 Officer

8.1 The S151 (responsible) Officer Role

- Recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance;
- Submitting regular treasury management policy reports;
- Submitting budgets and budget variations;
- Receiving and reviewing management information reports;
- Reviewing the performance of the treasury management function;
- Ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function;
- Ensuring the adequacy of internal audit, and liaising with external audit;
- Recommending the appointment of external service providers.

Investment Strategy 2015/16**1.0 Introduction****1.1 Background**

This strategy is compiled according to the DCLG's Guidance on Local Government Investments ("the Guidance") and the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code") It sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments (and finally what return can be obtained consistent with these priorities).

In accordance with the above and in order to minimise the risk to investments, the Council has (in Annex B) clearly stipulated the minimum acceptable credit quality of counterparties for inclusion on the lending list. Using the advisor's ratings service, bank's ratings are monitored in real time with knowledge of any changes notified electronically as the agencies notify any modifications.

The aim of this strategy is to generate a list of highly creditworthy counterparties which will also enable diversification and avoid the concentration of risk. The intention of the strategy is to provide security of investment and minimisation of risk.

1.2 Possible Revisions to the Strategy

The initial strategy may be replaced with a revised strategy at any time during the year in cases where any treasury management issues (including investment issues) need to be brought to the attention of Full Council.

2.0 Security of Investments**2.1 Specified and Non-Specified Investments**

In accordance with the Investment Guidance, the Council will, in considering the security of proposed investments, follow different procedures according to which of two categories, Specified or Unspecified, the proposed investment falls into.

Specified Investments

These investments are sterling investments of not more than one-year maturity, or those which could be for a longer period but where the Council has the right to be repaid within 12 months if it wishes. These are considered low risk assets where the possibility of loss of principal or investment income is small. These would include sterling investments which would not be defined as capital expenditure with:

- The UK Government (such as the Debt Management Account deposit facility, UK Treasury Bills or a Gilt with less than one year to maturity);
- Supranational bonds of less than one year's duration;
- A local authority, parish council or community council;
- Pooled investment vehicles (such as money market funds) that have been awarded a high credit rating by a credit rating agency;
- A body that is considered of a high credit quality (such as a bank or building society).

Non-Specified Investments

These investments are any other type of investment (i.e. not defined as Specified above). If the Council were to consider placing funds in any other type of investment which would be categorised as Non-Specified, the security of the capital sum would be the paramount concern. The same

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requirements as to credit ratings relating to Specified Investments will apply, and in appropriate cases the advice of the Council's treasury management advisors will be sought.

In considering whether it is prudent to place funds for longer than 12 months in 2015/16 and in determining the period of such investment the principles and limits set out under "3.0 Liquidity of Investments" below will apply together with the counterparty listing criteria set out in Annex B.

2.2 Use of Treasury Management Advisor's Creditworthiness Service

This Council uses the creditworthiness service provided by the Council's treasury management advisors. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies, Fitch, Moody's and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:

- Credit watches and credit outlooks from credit rating agencies;
- Credit Default Swap (CDS) spreads to give early warning of likely changes in credit ratings;
- Sovereign ratings to select counterparties from only the most creditworthy countries.

This modelling approach combines credit ratings, credit watches, credit outlooks in a weighted scoring system for which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the duration for investments and are therefore referred to as durational bands.

All credit ratings will be monitored on a daily basis. The Council is alerted to changes to ratings of all three agencies through its use of the treasury advisor's creditworthiness service. Further details of the counterparty listing criteria can be seen in Annex B.

2.3 Approved Investment Instruments

The Council has laid down a list of approved investment instruments in the Schedule to Treasury Management Practice 4 (TMP4). These are reproduced below:

Extract from Schedule to TMP 4

"The following types of investments will be permitted, fixed cash deposits, certificates of deposit issued by organisations falling into the categories listed under TMP1 (5), registered British Government Securities (Gilts) and Money Market Funds. Officers of the Council may only invest in Fixed Cash Deposits and Money Market Funds."

Because fund managers are not currently employed this means that investments in 2015/16 will be limited to fixed cash deposits (including deposit accounts and current accounts), money market funds and the Debt Management Account Deposit Facility (DMADF). The DMADF is guaranteed by HM Government and offers investors a flexible and secure facility to supplement their existing range of investment options.

3.0 Liquidity of Investments

3.1 Maximum Investment Periods

The Council will determine the maximum periods for which funds may prudently be committed. Investments will be for whatever period is considered appropriate by officers at the time that the investment is made. Regard will be had to relevant matters such as likely future capital values and the Council's forecast need to realise investments in the future in order to finance capital expenditure or for any other purpose. The principles concerning time limits contained in the Schedule to the Treasury Management Practices will be followed.

There will be a limit placed upon the amount which may be invested for periods in excess of 364

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days. This limit has been set using one of the Prudential Indicators required by the Chartered Institute of Public Finance and Accountancy Prudential Code for Capital Finance in Local Authorities. Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than on the date on which the funds are actually paid over to the Counterparty.

This Prudential Indicator is intended to limit the Council's exposure to the possibility of loss that might arise as a result of it having to seek early repayment of sums invested. It consists of the amount that it is considered prudent to have invested for a period greater than 364 days in each of the next three years. The limits as set out in the table below will apply:

	£000's
Beyond 31/03/15	5,000
Beyond 31/03/16	5,000
Beyond 31/03/17	5,000

It should be noted that in practice the sums available for investment are unlikely to be sufficient to allow amounts of this magnitude to be invested for such extended periods.

4.0 Return on Investments (Yield)

4.1 Current Economic Climate

Due to ongoing global economic uncertainties, investment returns are likely to remain relatively low during 2015/16. Interest rates on Instant access deposit accounts and Notice accounts have previously been more attractive than interest rates being offered by the market. However, banks have now reduced the rates they offer on their instant access and notice accounts.

4.2 Prudent Investments

Priority will be given to the security and liquidity of all investments. Consistent with achieving the proper levels of security and liquidity, the highest rate of return will be sought for any investment made.

5.0 Specific Strategy 2015/16

5.1 Capital Receipts in Hand and Balances Held in Reserves

Amount Available for Investment

It is estimated that the amount of receipts in hand, plus reserve balances, and available for investment at 1 April 2015 will be in the region of £5,000,000.

Period of Investment

This will be determined in accordance with 3.0 (Liquidity of Investments) above.

Forward Commitment

This involves agreeing in advance to place an investment with a borrower at a future specified date at an agreed interest rate. It is done in order to obtain the benefit of what are considered to be better rates than might be available later, when physical funds are likely to be available. No forward commitment has taken place to date in 2014/15. It is possible that forward commitment may be employed in 2015/16 in instances where market conditions warrant it.

Return on Investment

The overriding consideration is safeguarding the Council's capital. At all times the risk to the Council will be minimised. Within these constraints, the aim will be to maximise the return on investments.

5.2 Investment of Money Borrowed in Advance of Need

It is not the Council's intention to undertake any borrowing in advance of need during 2015/16.

5.3 Other Temporary Surpluses

Amount Available for Investment

In addition to the receipts and reserve balances referred to above, the Council will, from time to time, find itself in possession of funds in excess of its immediate requirements. This may occur, for example, if income is received at a faster rate than expenditure is incurred or if grant payments are made to the Council in advance of the expenditure being incurred to which they relate. This is not a permanent state of affairs and the extent to which it will occur and, therefore, the amounts available at any time cannot be predicted.

Prudent financial management dictates that these temporary surpluses should be invested or used to redeem temporary loans if any are outstanding. Such surpluses may be placed in short term deposit accounts and current accounts, or, where the size of the surplus warrants, short term investments will be made in the market.

Capital receipts which arise during the year, as a result of asset sales, will be held in the Capital Receipts Account pending use until the monies are invested. When useable receipts are required to finance capital expenditure, or for any other purpose, the amount will be disinvested and utilised.

Period of Investment

All temporary surplus funds will be invested on a short term basis in order that they will be available for use as and when required. This requirement has been recognised in the calculation of the Prudential Indicator relating to total principal sums invested for periods longer than 364 days set out earlier.

Return on Investment

The aim will be to obtain the maximum rate of return which is available at the time the investment is made with an external body. This must, however, be consistent with the safeguarding of the Council's capital. At all times the risk to the Council will be minimised.

5.4 Current Treasury Management Advisors-view on Interest Rates

Part of the service provided by the Council's treasury management advisors is to assist the Council in the formulation of a view on interest rates; the following gives their view of the Bank of England base rate for financial year ends:

- 31st March 2016 – 1.00%
- 31st March 2017 – 1.50%
- 31st March 2018 – 2.50%

There are negative risks to these forecasts (i.e. increases in Bank Rate occur later) if economic growth weakens. However, should the pace of growth quicken, there could be benefits.

The Council's treasury management advisors suggested budgeted investment earnings rates, for returns on investments placed for periods up to 100 days, during each financial year for the next three years are as follows:

- 2015/16 – 0.90%
- 2016/17 – 1.50%
- 2017/18 – 2.00%

Counterparty Listing Criteria

The Council uses the creditworthiness service provided by the Council's treasury management advisors. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies, Fitch, Moody's and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:

- Credit watches and credit outlooks from credit rating agencies;
- Credit Default Swap (CDS) spreads to give early warning of likely changes in credit ratings;
- Sovereign ratings to select counterparties from only the most creditworthy countries.

This modelling approach combines credit ratings, credit watches, credit outlooks in a weighted scoring system for which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the duration for investments and are therefore referred to as durational bands. The Council will therefore use counterparties within the following durational bands:

- Yellow (5 years);
- Purple (2 years);
- Blue (1 year – only applies to nationalised or semi nationalised UK Banks);
- Orange (1 year);
- Red (6 months);
- Green (100 days);
- No Colour (not to be used).

The creditworthiness service uses a wider array of information than just primary ratings and by using a risk weighted scoring system, does not give undue superiority to just one agency's ratings. All credit ratings will be monitored daily. The Council is alerted to changes to ratings of all three agencies through its use of the advisor's creditworthiness service.

- If a downgrade results in the counterparty/investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
- In addition to the use of Credit Ratings the Council will be advised of information in movements in Credit Default Swap (where applicable) against the iTraxx benchmark and other market data on a weekly basis. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.

Sole reliance will not be placed on the use of this external service. In addition the Council will also use market data and market information, information on government support for banks and the credit ratings of that government support. The Council will also consider using other Local Authorities when making fixed investments.

Country Limits

The Council has determined that it will only use approved counterparties from countries with a minimum sovereign credit rating of AA- from Fitch Ratings (or equivalent from other agencies if Fitch does not provide).

Counterparty Limits

In accordance with Treasury Management Practice (TMP) 4 – Approved Instruments, Methods and Techniques, a £7,000,000 counterparty limit will be used during 2015/16. This limit will not apply to the Government's Debt Management Account Deposit Facility offered by the Debt Management Office.

Minimum Revenue Provision Policy**1.0 Background**

- 1.1** In instances whereby Local Authorities have a positive Capital Financing Requirement, they are required to set aside a minimum amount from revenue to fund the repayment of debt, this is known as the Minimum Revenue Provision. This means that the Council would be required to pay off an element of the accumulated General Fund capital spend each year (the Capital Financing Requirement) through a revenue charge (the Minimum Revenue Provision).

Department of Communities and Local Government (DCLG) Regulations and Guidance have been issued which require the Full Council to approve **an MRP Statement** in advance of each year. A variety of options are provided to councils, who can make their own choice, so long as there is a prudent provision.

2.0 Minimum Revenue Provision Policy in respect of Finance Leases

- 2.1** The introduction of International Financial Reporting Standards in 2011/12 resulted in some leases being reclassified as finance leases instead of operating leases. This resulted in a positive Capital Financing Requirement and as such the need to set aside a Minimum Revenue provision.

In accordance with the revised DCLG Guidance this Council will set aside an annual MRP equal to the amount of the lease that has been taken to the Balance Sheet to reduce the finance lease liability i.e. the principal amount of the finance lease. This approach will produce an MRP charge which is the same as Option 3 in the guidance (Asset Life Method – annuity method). The revised guidance aims to ensure that authorities are in the same position as if the change in accounting standards had not occurred.

3.0 Minimum Revenue Provision Policy – Other Capital Expenditure**3.1 Capital Financing Requirement (CFR)**

The Council's Capital Financing Requirement is currently negative. This means that there is no requirement to set aside a MRP for the redemption of external debt. The Prudential Indicator for the CFR, shown at 2.2 in the Treasury Management Strategy, indicates that the CFR will become positive within the period covered by the Strategy. This is based on the assumption that there will be a general overall increase in expected capital expenditure, which cannot be funded from revenue or capital resources. Accordingly, the Council needs to determine the option it will employ to make the necessary MRP in respect of the amount borrowed, if this occurs.

3.2 Option for making Minimum Revenue Provision.

The most appropriate of the four options permitted by the Regulations is Option 3, the Asset Life Method, within which there are two further options, an equal instalment method and an annuity method of which the equal instalment method would be the more appropriate. This provides for the Council to make revenue provision over the estimated life of the asset for which the borrowing is undertaken, in effect the charge will be the amount borrowed in respect of the asset divided by the number of years of estimated life of the asset. It will result in an equal annual amount to be charged as MRP. Accordingly, if any borrowing does take place, this method of calculation of MRP will be used. It should be noted that MRP does not commence until the year following that in which the asset concerned became operational.

Treasury Management – Glossary of Terms

- **Basis Points** – there are 100 basis points to 1%.
- **CDS** – ‘Credit Default Swap’ is an additional assessment of credit worthiness by providing a risk analysis of changes in credit quality as perceived by the market.
- **CIPFA** – the Chartered Institute of Public Finance and Accountancy, is the professional body for accountants working in Local Government and other public sector organisations.
- **Counterparty** – an institution with whom a borrowing or investment transaction is made.
- **Credit Rating** – is an opinion on the credit-worthiness of an institution, based on judgements about the future status of that institution. The main rating agencies are Fitch. Standard and Poor’s and Moody’s.
- **Capital Adjustment Account** – an account that reflects the difference between the costs of fixed assets consumed and the capital financing set aside to pay for them.
- **DCLG** – Department for Communities and Local Government.
- **Deferred Capital Receipts** – these represent amounts derived from the sale of assets which will be received in instalments over agreed periods of time.
- **Depreciation** – the measure of the cost or revalued amount of the benefits of the fixed asset that have been consumed during the period. Consumption includes wearing out, using up or other reduction in the useful life of a fixed asset whether arising from use, time or obsolescence through either changes in technology or demand for the goods and services produced by the asset.
- **DMADF and DMO** – the DMADF is the ‘Debt Management Account Deposit Facility’ which is a highly secure fixed term deposit account with the Debt Management Office, part of Her Majesty’s Treasury.
- **Forward Commitments** - agreeing in advance to place an investment with a borrower at a future specified date at an agreed interest rate.
- **GILTS** – the name given to bonds issued by the UK Government. Gilts are issued bearing interest at a specified rate, however, they are traded on the markets like shares and their value rises or falls accordingly. The ‘yield’ on a gilt is the interest paid divided by the market value of that gilt.
- **IFRS (International Financial Reporting Standards)** – International accounting standards that govern the treatment and reporting of income and expenditure in an organisation’s accounts, which came fully into effect from 1 April 2010.
- **Impairment Charges** – a reduction in the value of a fixed asset below its carrying amount on the balance sheet.
- **Intangible Assets** – non-financial fixed assets that do not have physical substance but are identifiable and are controlled by the Council through custody or legal rights. Specifically purchased software licenses are included in this category of asset.

Classification: NULBC **PROTECT** Management

- **iTraxx Benchmark** – iTraxx is the name of a credit default swap index used to inform credit risks. Credit default swap indexes are benchmarks for protecting investors against default, and traders use them to speculate on changes in credit quality.
- **Leasing** - a lease is a contractual arrangement calling for the lessee (user) to pay the lessor (owner) for use of an asset.
- **Liquidity** – relates to the amount of readily available or short term investment money which can be used for either day to day or unforeseen expenses. For example Call Accounts allow instant daily access to invested funds.
- **Money Market Funds (MMF)** – Money Market Funds are investment funds that are invested by a Fund Manager in a wide range of money market instruments. MMF's are monitored by the official ratings agencies and due to many requirements that need to be fulfilled; the funds usually receive the highest quality rating (AAA) so provide minimal risk. They are very flexible and can be withdrawn in the same way as any other call deposit.
- **MRP** – the Minimum Revenue Provision represents the revenue charge for the repayment of debt.
- **PWLB** – the Public Works Loan Board is a statutory board that is run within the UK Debt Management Office (DMO), its function is to lend money to Local Authorities and other prescribed bodies.
- **Revaluation Reserve** – this reserve records unrealised net gains from asset revaluations made after 1 April 2007.
- **Section 151 Officer** – it is a legal requirement that councils must appoint a named accountant to give them financial advice. The accountant in question is usually a chief finance officer, director of finance or treasurer.
- **Supranational Bonds** – bonds issued by institutions such as the European Investment Bank.

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NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

**EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE
FINANCE, RESOURCES AND PARTNERSHIPS SCRUTINY COMMITTEE**

21 January 2015

1. TREASURY MANAGEMENT STRATEGY 2015/16

Submitted by: Head of Finance

Portfolio: Finance & Resources

Ward(s) affected: All Indirectly

Purpose of the Report

To consider the content of and scrutinise the Treasury Management Strategy for 2015/16, including the Prudential Indicators, Investment Strategy and Minimum Revenue Provision Strategy contained within it.

Recommendations

- (a) That the Committee consider and scrutinise the content of the Treasury Management Strategy for 2015/16.**
- (b) That the Committee approve the strategy for submission to the Full Council on 25 February 2015.**

Reasons

The Council needs to have an approved Treasury Management Strategy for 2015/16 in place before the start of the 2015/16 financial year.

At the Council meeting of 24 June 2009 it was resolved that the strategy be scrutinised by the Finance, Resources and Partnerships Scrutiny Committee before being submitted for approval by Full Council. The strategy will be submitted to the Full Council for approval at its meeting on 25 February 2015.

1. Background

- 1.1 The Council has adopted the Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management Code of Practice. This requires a report to be prepared and approved by the Council concerning the strategy to be followed in carrying out its treasury management activities in the forthcoming financial year, 2015/16.
- 1.2 The Local Government Act 2003 and Regulations thereto specify that local authorities must have regard to the CIPFA Prudential Code for Capital Finance in Local Authorities in setting their affordable borrowing limits. This is to be achieved by setting a number of "prudential indicators" covering various aspects of treasury management. Accordingly, the appropriate prudential indicators have been incorporated in the relevant sections of the Treasury Management Strategy Report.

- 1.3 In addition the Department for Communities and Local Government (DCLG) issued revised “Guidance on Local Authority Investments” in March 2010, under powers contained in Section 15 (1)(a) of the Local Government Act 2003. The Act states that local authorities must have regard to this guidance. The Guidance recommends that an Annual Investment Strategy, setting out the Council’s policies for managing its investments and for giving priority to the security and liquidity of those investments is produced and approved by the Full Council.

2. **Issues**

- 2.1 The draft Strategy Report for 2015/16 is attached at Appendix 1
- 2.2 The draft proposed prudential indicators relating to treasury management are contained in the report.
- 2.3 The draft Investment Strategy for 2015/16 is contained in Annex A to the report.
- 2.4 Details of the methodology involved in the production of the counterparty listing are contained in Annex B to the report.
- 2.5 The draft Minimum Revenue Provision Strategy for 2015/16 is contained in Annex C to the report.
- 2.6 Some of the paragraphs and the economic commentary have been supplied by Sector Treasury Services Ltd, the Council’s treasury management advisors.
- 2.7 The Treasury Management Strategy for 2015/16 allows for the possibility of borrowing. At the Cabinet meeting on 15th October 2014, Cabinet resolved, via the ‘Funding the Council’s Capital Investment Programme’ report:

‘That Cabinet agrees with the principle that the Council, as a first resort, will seek to fund its future known capital programme needs through the annual asset management planning process by the identification of land or property in its ownership that is capable of, and appropriate for disposal.’

3. **Legal and Statutory Implications**

- 3.1 The Council must comply with the Investment Guidance published by the DCLG.

4. **Financial and Resource Implications**

- 4.1 There are no specific financial implications arising from the strategy report.

5. **Major Risks**

- 5.1 Treasury management is a major area of risk for the Council in that large amounts of money are dealt with on a daily basis and there are a number of limits and indicators, which must be complied with.
- 5.2 The overriding consideration in determining where to place the Council’s surplus funds is to safeguard the Council’s capital. Within this constraint the aim is to maximise the return on capital.
- 5.3 Operational procedures, coupled with monitoring arrangements, are in place to minimise the risk of departures from the approved strategy.

6. **List of Appendices**

6.1 Appendix 1 Treasury Management Strategy Report 2015/16.

7. **Background Papers**

- CIPFA Treasury Management Code of Practice (revised November 2009 and again in November 2011);
- Council’s Treasury Management Policy Statement,
- CIPFA Prudential Code for Capital Finance in Local Authorities and guidance notes thereto,
- Local Government Act 2003,
- Local Authorities (Capital Finance and Accounting) (England) Regulations 2003,
- Guidance on Local Authority Investments issued by the Department for Communities and Local Government (revised March 2010).

8. **Management Sign-Off**

Each of the designated boxes need to be signed off and dated before going to Executive Director/Corporate Service Manager for sign off.

	Signed	Dated
Financial Implications Discussed and Agreed		
Risk Implications Discussed and Agreed		
Legal Implications Discussed and Agreed		
H.R. Implications Discussed and Agreed		
ICT Implications Discussed and Agreed		
Report Agreed by: Executive Director/ Head of Service		

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REVENUE AND CAPITAL BUDGETS 2015/16

Submitted by: Executive Director (Resources and Support Services)

Portfolio: Finance and Resources

Wards(s) affected: All

Purpose of the Report

To review progress on the completion of the revenue and capital budgets for 2015/16 following agreement of the 5 year Medium Term Financial Strategy.

Recommendations

- (a) That the assumptions set out in the report be approved.
- (b) That the Cabinet determine whether any change in the Council Tax levy is proposed in 2015/16.
- (c) That the Finance, Resources and Partnerships Scrutiny Committee be asked to consider what comments it wishes to make on the draft Budget and Council Tax proposals before the final proposals are considered at Cabinet in February 2015.

Reasons

To enable the Cabinet to recommend a robust and affordable budget for 2015/16 to the Council meeting on 25 February 2015.

1. **Background**

- 1.1 The Council is committed to the delivery of high quality services. Integral to this ambition is the need to effectively target its financial resources in line with its stated aims and objectives, as set out in the Council Plan.
- 1.2 The work of the council in 2015/16 is focused on its vision of “creating a borough that is prosperous, clean, healthy and safe”, an aspiration reflected in the Council’s four corporate priorities of:
 - A Co-operative Council delivering High-Value, Community-Driven Services
 - A Clean, Safe and Sustainable Borough
 - A Borough of Opportunity
 - A Healthy and Active Community

These four priorities developed alongside the vision within the Council’s outcome-driven Council Plan, form the basis for the work the council is currently doing and what it is planning to do.

- 1.3 There has been good progress in the current year, with high standards of service delivery. Notable achievements so far in 2014/15 are set out in Appendix 1.
- 1.4 The Council has a Medium Term Financial Strategy (MTFS) to look at its financial position over the next 5 years. This is aligned to the Council Plan and will be the main vehicle in ensuring

efficiency in service delivery and targeting resources to its priority areas.

- 1.5 It should be noted that the MTFs and the draft 2015/16 Budget have been compiled against a continuing national picture of reduced funding from central government for local authorities, particularly district councils.
- 1.6 The draft 2015/16 budget is based upon the assumptions made in the MTFs which was approved by the Cabinet at its meeting on 15 October 2014 and scrutinised by the Finance, Resources and Partnerships Scrutiny Committee at their meeting on 5 November 2014.
- 1.7 The Budget Review Group has considered all of the proposals contained in this report, which are recommended to the Cabinet as a means to produce a balanced and sustainable budget for the Council. The Group is chaired by the Cabinet Portfolio Holder for Finance and Resources; in addition it comprises the Council Leader plus the Executive Management Team. Its remit is to oversee all aspects of the budget process, including service review and challenge, longer term planning, development of budget options, agreeing consultation arrangements and consideration of feedback and seeking to deliver service models that drive improvement to front-line services whilst offering value for money.

2. **Revised Budget 2014/15**

- 2.1 Monthly reports monitoring actual spending against budget have shown overall relatively small variances throughout the first eight months of the year.
- 2.2 Whilst some sources of income (e.g. Kingsgrove Sports Centre and car parking fees) continue to yield less compared to what was received prior to the recently experienced recession and ongoing low level of economic activity, income budgets are set at realistic levels reflecting current circumstances. The amount required in future budgets will be kept under review as the economy improves and, hopefully, income levels rise.
- 2.3 The majority of the savings of £2.100m incorporated in the 2014/15 budget are on target to be achieved. The only area where there will be a significant shortfall is in respect of the overtime review. The latest estimate is that there will be a shortfall of £56,000 in 2014/15. It is envisaged that the full £100,000 will be delivered in 2015/16 but this will be kept under review. This means that altogether over the seven years from 2008/09 to 2014/15 £15.370m of "gaps" will have been met via a combination of savings, efficiencies and additional income, as shown in the table below:

Year	£m
2008/09	1.250
2009/10	2.572
2010/11	2.389
2011/12	2.655
2012/13	2.621
2013/14	1.783
2014/15	2.100

3. **Draft Budget 2015/16**

- 3.1 In 2015/16, whilst continuing to deliver high performing, quality services and ensuring efficiencies in Council operations, there are many activities planned towards achieving Council Plan outcomes. Examples of these are set out in Appendix 2.
- 3.2 The MTFs was approved by the Cabinet on 15 October 2014. This illustrated that the Council would have a shortfall of £1.850m in 2015/16 which could be addressed by a combination of

actions, such as efficiency measures, reductions in expenditure, increases in income, a council tax increase or funding from the Council Tax Freeze Grant. Additional more radical solutions could be formulated, such as shared services, alternative service delivery models and service reductions.

- 3.3 The Government notified illustrative funding amounts for 2015/16 at the same time that the allocations for 2014/15 were announced. Analysis of the data supplied by the government indicated that there will be a reduction in funding compared to that for 2014/15 of £1.111m. This is a 15.6 per cent reduction compared with the 2014/15 amount and has been included in the MTFs. The provisional funding allocation for 2015/16 was announced on 18 December and was in line with this indicative reduction. The final funding allocation for 2015/16 should be announced in late January/early February 2015, and is not expected to differ to any significant extent from the provisional amount. The government has given limited information about the amounts of funding for subsequent years. Indications are that there are likely to be further substantial reductions. The MTFs has assumed a 10 per cent reduction each year from 2016/17 onwards.
- 3.4 There have been a small number of changes made to the MTFs since its approval in October, resulting in an increase in the funding “gap” of £298,000. This means that it now stands at £2.148m for next year. These are set out in the table below:

Change	Amount £'000
Reduction in Housing Benefits and Local Council Tax Support Administration Subsidy payable in 2015/16 as notified by the Department of Work and Pensions and Department for Communities and Local Government (DCLG)	80
Reduction in rental income in respect of asset disposals agreed at October’s Cabinet meeting	175
Adjustment to Revenue Support Grant following a change to the Business Rates Multiplier for 2015/16 announced by DCLG	16
Reduction in fees and charges income projections	27
Total	298

The table below shows the factors which give rise to the £2.148m “gap” for 2015/16:-

CHANGES TO BASE BUDGET	
<u>ADDITIONAL INCOME</u>	£'000
Fees and Charges	86
Additional New homes Bonus	152
TOTAL ADDITIONAL INCOME (A)	238
ADDITIONAL EXPENDITURE & LOSS OF INCOME	
Reduction in Government Funding	1,111
Reduction in Revenue Support Grant re Business Rates Multiplier	16
Provision for Pay Awards	122
Incremental Pay Rises for Staff	29
Superannuation increase in employers contribution	190
Additional National Insurance re increases in Pay	10
Reduced Vacancy Factor allowance	77
Price Increases e.g. energy, fuel, rates, insurances, supplies & services	95

Loss of Investment Interest due to fewer capital receipts and investment rates	17
Adjustments re One-Off items in 2014/15, e.g. Council Tax Surplus	179
Reduction in Housing Benefit & Council Tax Support Admin Subsidy	80
Reduction in rental income re Asset Disposals	175
TOTAL ADDITIONAL EXPENDITURE AND LOSS OF INCOME (B)	2,101
<u>OTHER ITEMS</u>	
NEW PRESSURES	
Bad Debts Provision	30
Insurance costs previously funded from insurance fund	165
New Legislation re Waste Income	90
TOTAL NEW PRESSURES (C)	285
NET INCREASE IN BASE BUDGET (B + C - A)	2,148

3.5 In view of the MTFs forecasts a project called Newcastle 2020 was started at the end of 2013. This is looking at how the Council's ever decreasing resource base can be best used to meet the needs of the Borough's residents and businesses. In particular it aims to identify means of closing the gaps revealed by the MTFs in the years leading up to 2020 and to define the likely service and budgetary characteristics of the Borough Council by that date. The project consists of a number of different work streams, including those outlined below, all of which will provide a perspective on the future role and funding of the Council.

- Heads of Services have been asked to model what their services would look like at a number of levels of resource reduction, from twenty up to a sixty per cent reduction. This work has already identified various savings opportunities which can be incorporated in next year's and future budgets in order to reduce the funding gaps.
- Predictive modelling of future tax base levels in relation to council tax, business rates and new homes bonus.
- Reducing the Burden - this aims to stop or reduce low value tasks across the Council which do not enhance outcomes for or experiences of customers or prevent staff from focussing on more important work.
- Looking at alternative service delivery models, such as demand management, sharing costs with other organisations, self-service for customers.
- Maximising income from fees and charges and exploring new means of income generation.
- Procurement savings - ensuring the Council commissions and procures quality services and supplies as cost-effectively as possible.
- Staffing efficiencies - review of all vacant posts, restructures, flexible early retirements.
- Good housekeeping - reviewing all service expenditure.

3.6 The Budget Review Group and your officers have been identifying and considering ways of eliminating the 2015/16 gap, building upon the work which has already been done to identify savings opportunities as part of the 2020 project. As a result, a number of savings and funding strategies have been identified and agreed with managers as being feasible and sustainable. The proposed savings, totalling £2.148m, are outlined in the table below and set out in detail in Appendix 3.

Category	Amount	Comments
	£'000	
Procurement	96	Smarter procurement and reductions in the amount of supplies procured
Additional Income	141	Includes new sources of income and additional income arising from increased activity. This amount is additional to the amount included in the MTFs in respect of a general increase in fees and charges
Staffing Efficiencies	527	No redundancies are anticipated to arise from these proposals
Good Housekeeping Efficiencies Service Reductions, Changes in Base Budgets	265	Various savings arising from more efficient use of budgets
Alternative Sources of Finance / Other	1,119	Additional contribution to the revenue budget from New Homes Bonus funding. Additional Business Rates retained, savings from advanced payments of superannuation contributions, effect of forecast Council Tax Base increase.
Total	2,148	

- 3.7 As in the last two years, the savings plan set out at Appendix 3 was made available to the Finance, Resources and Partnerships Scrutiny Committee for scrutiny at its meeting on 16 December 2014. No additional information was requested by the Committee and no matters were referred to Cabinet for consideration. The Committee will scrutinise this Cabinet report at its meeting on 21 January.
- 3.8 A decision is required whether or not to continue to freeze council tax at the same level as in 2014/15. In recent years the government has offered a council tax freeze grant to compensate councils which did not increase their council tax above the previous year's level and the Borough Council has accepted this offer and held tax at the same level for the last four years. The government has announced a further grant offer for 2015/16. The grant offered will be an amount which is the equivalent of a 1.00 per cent increase in council tax (£70k). This is similar to the basis of the 2014/15 offer. It is not clear whether it will be paid in 2015/16 only or whether it will also be paid in 2016/17. The 2014/15 grant is payable for both 2014/15 and 2015/16 after which it ceases to be paid.

There has always been concern amongst local authorities that these grants have tended to be short term in nature and if they cease to be paid this means that the shortfall will constitute a pressure on their revenue budgets, the shortfall having to be found as part of the savings necessary to eliminate the gap between spending and resources as identified in their medium term financial strategies. In addition holding the tax at the same level for a prolonged period means that the underlying budget cannot grow to take account of inflationary and other pressures meaning that eventually significant savings need to be made or tax rises become an imperative, although this may be impossible because of the referendum provisions referred to below.

Councils have only limited freedom to increase council tax, the Secretary of State each year notifying a percentage increase in tax from the previous year, above which the increase is deemed to be "excessive" and not permissible without a council carrying out a costly referendum of taxpayers to determine whether they approve of the increase. If it is not

approved, it cannot be implemented and savings must be found to balance the budget. The Secretary of State has announced that the percentage above which a referendum is required will be 2.00 per cent in respect of 2015/16, which is similar to previous years. If the Council were to increase tax to a point below the referendum threshold, the amount of additional income would equate to £70k for a 1.00 per cent increase and a proportionate amount for a different percentage.

Currently the savings and funding strategy referred to in paragraph 3.6 and set out in Appendix 3 includes £70k in respect of acceptance of a freeze grant (assuming a similar amount to 2014/15 would be offered) and an additional £63k in respect of the additional income which would arise from implementing an alternative option of increasing tax by 1.9 per cent, just below the referendum threshold. On this basis, if the Council accepted the grant, deciding not to make any tax increase, an additional £63k of savings or additional income would have to be found. If a tax increase of 1.9 % was approved, there would be no need for further savings but if tax was increased by a lesser amount, there would be a need to find some savings to make good the shortfall. It should be noted that if there is any tax increase, however small, no grant will be payable.

The table below summarises the position in relation to the freeze grants payable to date over the years they will be received. Two of the freeze grants (2011/12 and 2013/14) have been consolidated within the overall financial settlement which means, in theory at least, that they will continue to be receivable indefinitely. The 2012/13 grant was only payable for that one year and the 2014/15 grant is payable for two years.

Grant	Years in which grant is receivable					
	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
Re 2011/12 Freeze	173	173	173	173	173*	173*
Re 2012/13 Freeze	0	173	0	0	0	0
Re 2013/14 Freeze	0	0	70	70*	70*	70*
Re 2014/15 Freeze	0	0	0	70	70	0
Re 2015/16 Freeze	0	0	0	0	70	?
Total Receivable in Year	173	346	243	313	383	243

* Receivable as part of overall financial settlement rather than as a separate grant

3.9 Bringing together all the above results in a balanced draft budget, as shown in the table below:

	£'000	Report Reference
Changes to Base Budget	2,148	3.4
Savings/Increased Income	(2,148)	3.6
BUDGET SHORTFALL ('GAP')	-	

4. **Medium Term Financial Strategy - 2016/17 to 2018/19**

4.1 The MTFs is being continually reviewed for 2016/17 to 2019/20. The current shortfalls are estimated as:

- £1.160m in 2016/17
- £0.558m in 2017/18
- £0.692m in 2018/19
- £0.399m in 2019/20

If a council tax freeze grant of £70k was offered and accepted for 2015/16, a further £70,000 will have to be added to the shortfall, probably for 2017/18 or 2018/19, depending on when the grant ceased to be payable.

- 4.2 The current anticipated shortfalls need to be addressed by a combination of measures such as efficiency savings, reductions in expenditure or income increases and consideration of the need for Council Tax increases. The Budget Review Group will continue to develop a strategy for bridging the entire 2016/17 gap and for eliminating the shortfalls in respect of the remaining years up to 2019/20.

5. **Capital Programme 2014/15 - 2015/16**

- 5.1 The Newcastle Capital Investment Programme Report considered by Cabinet on 5 February 2014 (see 5.6 below) set out the essential capital investment needed over the four years 2015/16 to 2018/19. The capital expenditure proposed for 2015/16 reflects the needs identified in the report updated to take account of current priorities and resources expected to be available for funding purposes.

- 5.2 Attached at Appendix 4 is the updated capital programme 2014/15 to 2015/16 based on current commitments and agreed schemes plus a number of new schemes which are vital to ensure continued service delivery. New schemes total £5.227m. The remainder of items included in the Programme relate to continuing expenditure on current schemes, funding for which has already been approved. Particular points to note are:

a) Consideration has been given to requirements for essential plant and equipment replacements, buildings repairs and maintenance and other work which will be needed over the next few years to enable services to be continued at acceptable levels or to safeguard income from commercial properties. The most urgently required items have been included in the proposed capital programme.

b) The capital investment required to implement the new waste recycling service approved by Cabinet on 23 July 2014 has been included as follows:

	2015/16
	£m
New Vehicle Fleet	1.540
Sorting Equipment	0.275
Weighbridge and Bulking Shed Works	0.185
	<hr/>
Total	2.000
	<hr/>

In addition new recycling boxes will also be required at a cost of £0.495m which will need to be included in the 2016/17 capital programme.

c) The Housing Programme provides for the continuation of a number of existing activities, including disabled facilities grants which have provisionally been allocated a contribution of £654,000 from the Staffordshire Better Care Fund, together with a new item in respect of

Loans to Vulnerable Households, i.e. small loans made available to households on low incomes to enable them to maintain their homes.

- d) A sum of £0.015m has been included to progress some of the actions identified in the Council's Carbon Management plan.
- e) A £0.015m provision has been made for the costs of dealing with problems arising from traveller encroachment on Council owned land.
- f) Cabinet approved a second tranche of site disposals on 12 November 2014. Various fees associated with the disposal, amounting to £0.432m, were approved to be added to the capital programme and funded from capital receipts. This sum has been included in the programme at Appendix 4, to be spent in 2015/16.
- g) A report elsewhere on your agenda proposes spending £0.060m on safety works to the Midway Car Park. £0.045m is to be met from external funding with £0.015m required from the Council. This scheme has been included in the proposed programme.
- h) One new scheme has been included in the proposed programme which is wholly funded from external contributions, i.e. Subway Improvement Programme funded from Section 106 Contributions.
- i) In summary, expenditure of £5.564m shown in the proposed programme for 2015/16 at Appendix 4 comprises:

	£m
(a) New Schemes funded by the Council from Capital Receipts	3.305
(b) New Schemes funded from New Homes Bonus	0.545
(c) New Schemes wholly funded from external contributions	0.091
(d) New Schemes partly funded from external sources	0.699
(e) Fees re land sales approved by Cabinet 12 November 2014	0.432
New Schemes shown in table below	5.072
(f) ICT Projects funded via the ICT Development Programme	0.155
Total New Schemes	5.227
(g) Schemes brought forward from the original 2014/15 Programme	0.337
Grand Total	5.564

- Items (a) and (e) totalling £3.737m and part of (g) (£0.090m) are to be funded by capital receipts
- Funding for Item (g) has already been approved in February 2014 when the 2014/15 Capital programme was approved
- Item (f) will be funded from the ICT Development Fund

- j) The proposed programme of new projects is dependent upon the sales, approved by Cabinet on 15 October 2014, of the freehold of The Square and properties in Hassell Street and Brunswick Street being successfully completed and resulting in the expected capital receipts. If either of these sales do not take place some of the proposed projects will have to be curtailed.

A summary of all of the new items included in the Programme and how they are proposed to be funded is set out in the table below:

Scheme	Cost	Funding		
		New Homes Bonus	Other External Funding	Capital Receipts
	£'000s	£'000s	£'000s	£'000s
Housing Programme				
Disabled Facilities Grants	894	240	654	
PSH/Emergency HHSRS Grants/Vulnerable Households	100	100		
Empty Homes	30	30		
Loans to Vulnerable Households	75	75		
Landlord Accreditation Scheme	40	40		
Replacement Vehicles and Equipment				
Vehicles Replacement	687	45		642
Waste Bins	100			100
Stock Condition Works				
Museum	15			15
Commercial Portfolio	117			117
Offices	23			23
Car Parks	70			70
Parks Pavilions	33			33
Knutton Lane Depot	20			20
Silverdale Community Centre	20			20
Public Railings Painting	50			50
Engineering Structures	100			100
Parks and Open Spaces				
Play Area Refurbishment	60			60
Railings/Structures Repairs	15			15
Other Projects				
New Waste Recycling Service	2,000			2,000
Cemetery Memorial Survey Works	10			10
Traveller Encroachment	15			15
Site Disposal Tranche 2 Fees	432			432
Midway Car Park Safety Works	60		45	15
Carbon Management Plan	15	15		
Subway Improvement Programme	91		91	
TOTAL	5,072	545	790	3,737

- 5.3 There is clearly a direct link with the revenue budget as there may be revenue implications arising from new capital projects and the requirement to spend capital funds will lessen the ability to earn interest on the cash that is invested. It is therefore vital that the revenue and capital budgets are integrated.
- 5.4 Continuation of the capital programme beyond 2015/16 is dependent upon the achievement of a programme of receipts from the disposal of assets. It is essential that sufficient capital receipts are generated from these asset sales to enable essential capital investment to take place.
- 5.5 The Council's overall capital strategy was most recently updated in February 2014. A further updated strategy, covering the period 2015 to 2019, together with an updated asset management strategy, is included elsewhere on your agenda.

- 5.6 Two key reports have been considered by Cabinet in relation to future capital investment needs. These are the Newcastle Capital Investment Programme (Cabinet 5 February 2014) and Funding the Council's Capital Investment Programme (Cabinet 15 October 2014). The first report set out the amount of capital investment required over the four year period 2015/16 to 2018/19 in order to maintain service continuity and to safeguard income from the commercial property portfolio. The second report set out options for funding the capital investment identified in the preceding report. It concluded that the only realistic option to meet investment needs is a systematic programme of surplus land disposal, which will also enable the Council to deliver its policy objective of bringing forward more affordable and social housing by the release of some of its land holdings. The alternative of borrowing to part fund the programme is seen to be a more expensive option owing to the cost of servicing the debt. Accordingly it was resolved: ***"That Cabinet agrees with the principle that the Council, as a first resort, will seek to fund its future known capital programme needs through the annual asset management planning process by the identification of land or property in its ownership that is capable of, and appropriate for, disposal"***.

6. **Balances and Reserves**

- 6.1 The Council's Balances and Reserves Strategy for 2014/15 is that there should be a minimum General Fund balance of £1.20m and a Contingency Reserve of £100,000. The Council currently holds these reserves.
- 6.2 A review of all the Council's Balances and Reserves together with a risk assessment is being undertaken for inclusion in the final report on the budget to the Cabinet on 4 February 2015 and the full Council on 25 February 2015.
- 6.3 It is not proposed to make any contribution from the Budget Support Fund to support the 2015/16 budget.

7. **Legal and Statutory Implications**

- 7.1 The Council is required to set its Council Tax for 2015/16 by 11 March 2015. However, it is planned to approve the final budget and council tax rates on the 25 February 2015.

8. **Risk Statement**

- 8.1 Section 25 of the Local Government Act 2003 places a duty on the Chief Finance Officer to report on the robustness of the budget. The main risks to the budget include:
- Spending in excess of the budget.
 - Income falling short of the budget.
 - Unforeseen elements e.g. changes to legislation or reductions in government grants.
- 8.2 Such risks require regular and careful monitoring and it is essential that the Council has sufficient reserves to call on if required (see Section 6 above), for example the Council has a General Fund balance sufficient to cover foreseen risks.

9. **Budget Timetable**

- 9.1 The current timetable for the setting of the 2015/16 budget and Council Tax levels is:-

When	Who	What
13 January	Scrutiny Café (all members)	Scrutiny of the first draft of the overall budget proposals enabling all members to obtain information about the 2015/16 budget proposals
14 January	Cabinet	Consideration of draft budget proposals
21 January	FRAPS	Scrutiny of the draft budget proposals
4 February	Cabinet	Final budget proposals to be recommended for approval by Full Council
25 February	Full Council	To approve the budget and set council tax levels

FRAPS - Finance, Resources and Partnerships Scrutiny Committee

10. **Earlier Cabinet Resolutions**

Newcastle Capital Investment Programme (Cabinet 5 February 2014);
 Medium Term Financial Strategy 2015/16 to 2019/20 (Cabinet 15 October 2014);
 Funding the Council's Capital Investment Programme (Cabinet 15 October 2014).

11. **List of Appendices**

Appendix 1: Notable achievements in 2014/15
 Appendix 2: Activities planned to achieve Council Plan outcomes in 2015/16
 Appendix 3: Savings and Funding Strategies
 Appendix 4: Capital Programme 2014/15 to 2015/16.

Notable Achievements in 2014/15

A Co-operative Council which delivers high-quality, community driven services

- a) The Council's new Customer Relationship Management system has improved the delivery of more than a hundred Council services.
- b) Work is underway to increase the number of services available from the Council's website – allowing customers to request services where ever and whenever they need them.
- c) The new financial management system has allowed services to review their financial management processes and take advantage of many new facilities not available from the old system.
- d) Implementation of the Newcastle Housing Advice contract with Midland Heart including the establishment of a new office and on-line housing register.
- e) Contract for cleaning services awarded delivering 'Living Wage' rate.
- f) The innovative Shared Apprenticeship scheme looked at new ways of working with partners and seeking government funding to increase the number of employment opportunities for young people. This has been very successful and to date there has been eleven apprentices with a 100% retention rate last year and a further six started in the autumn. The scheme enables the young people to gain valuable work experience and a meaningful qualification.
- g) Collaborative procurement opportunities identified with neighbouring authorities.
- h) Recent switch to the way the Council procures its energy to try and deliver further ongoing savings.
- i) Restructure of the Recycling and Waste Service as the first stage of the new service.
- j) The Operations Service gained the Gold Standard award in Britain in Bloom for 13th year running and also Green Flag Awards for eleven of its parks and green spaces.
- k) Bereavement Services gained the Gold standard in the ICCM Charter for the Bereaved for the 11th year running, and continue to progress with the Memorial Safety Inspections in the borough's cemeteries. Also a new, more efficient grounds maintenance contract for cemeteries and crematorium was let.
- l) Public Toilets in the town achieved platinum, gold and silver standard awards.
- m) Reviewed overtime working in Streetscene and implemented new 5 over 7 weekend working arrangements to save money.
- n) Progress with consolidation of ICT software and hardware has continued and this year resulted in longer term savings of over £80,000 with no detriment to services.
- o) A successful trial of new tablet technology was undertaken by Members which if agreed, could be rolled out as early as Spring 2015.
- p) The Council's continued compliance with the Public Service Network (PSN) code of connection was confirmed in August for a further year whilst many neighbouring authorities struggled to meet the more stringent requirements.
- q) The roll out of Windows 7 and Office 2010 was completed on time and has introduced many new benefits for users.
- r) A new ICT strategy is set to be approved by Cabinet in December which focuses on supporting the needs of the Council in delivering its Council Plan and a wider transformation of services.
- s) Customer Services has received the Customer Service Excellence award for the fourth consecutive year.
- t) Two major customer services policies have been reviewed and revised to include best practice and latest legal guidelines. These are the Customer Complaints, Compliments and Comments Policy and the Customer Case Management Policy. A new Case Management Policy for Councillors has been introduced which

provides guidance for councillors in dealing with unreasonable behaviour or actions by members of the public when undertaking Council work.

- u) Achievement of the Payment Card Industry standards for all Council owned financial devices – avoiding monetary penalties.
- v) Full relicensing of the Council's Microsoft software base within existing budgets.

A Clean, Safe and Sustainable Borough

- a) Inspected 225 homes with major health and safety hazards and achieved remediation of the hazards making the homes safe to occupy.
- b) Residents have recycled 500 tonnages more of garden waste than at the same time last year.
- c) Local Environment Quality (litter, detritus, graffiti and flyposting) scores continue to be good and are ahead of target at present.
- d) Confirmation of Locality Deal Funding from the Office of the Police and Crime Commissioner (OPCC) of £110,635 for 2014/15. The Newcastle Partnership has used some of the funding to 'top up' existing Independent Domestic Violence Advisor (IDVA) services, create Early Intervention domestic abuse services and undertake Domestic Violence (DV) campaigning.
- e) Successful Partnership approach to ASB enforcement – using the hub and case conferencing model with an overall reduction of reported ASB year to date of 21%. The 'Community Trigger' is also in place in response to the new legislation with training co-ordinated and cascaded to partners.
- f) Range of innovative Partnership projects delivered via external funding opportunities to prevent ASB in the communities.
- g) A Child to Parent violence project has been launched as a pilot and also a project with partners in North Staffordshire using external funding.
- h) Continued Partnership working with Dependent Drinkers case conferencing to ensure appropriate support and enforcement activity is co-ordinated and the Responsible Bodies Group and Town Centre Action Group contributing to the delivery of alcohol harm reduction actions.
- i) Delivery of a range of alcohol awareness campaigns e.g. World Cup and preparation for Alcohol Awareness week, seeking to reduce incidents of alcohol related violent crime.
- j) Launch of Street Chaplains and First Aid Triage in Newcastle Town Centre.
- k) The Newcastle Partnership has achieved the Purple Flag award –officially launched in November.

A Borough of Opportunity

- a) Newcastle Town Centre Partnership has delivered a wide range of activities in line with their business plan; this has included the Jazz and Blues Festival, Lymelight Musical Festival, Global Groove, The Homecoming new circus event which was supported by a successful Arts Council bid and a weekend of activities around the Christmas Lights switch on. Working in partnership, support has been given with parking free for major events, and after 3pm for the Christmas period. A new customer loyalty scheme has been launched with the Lymecard.
- b) Kidsgrove Town Centre Partnership has established a membership scheme and is launching a website. They have developed the GO Kidsgrove brand and delivered Christmas, Easter and Halloween events linking to local businesses.
- c) Another successful Business Boost competition and awards event was held at the Keele Sustainability Hub, expanded this year to include a town centre customer excellence award.
- d) In the first six months of the year a total of 29 affordable housing units were provided. Partnership working continues with registered providers and the Homes and Communities Agency to deliver new affordable housing.

- e) Ryecroft subway refurbishment completed with modern colourful artwork and completion of Bridge Street subway with heritage murals.
- f) Completion of the Town Centre Public Realm project with the successful pedestrianisation of Hassell Street and the delivery of new market stalls.
- g) Successful letting of the offices on the upper floor of Lancaster Building which has created new jobs and an additional revenue stream for the Council.
- h) In view of the current economic climate, maintaining the vacancy rates in respect of the commercial portfolio at 8.5%.
- i) Securing of purchasers in respect of the Square, High Street and premises in Hassell Street and Brunswick Street, Newcastle.
- j) Demolition of the former Sainsbury's store and multi storey car park completed within timescale and budget with no health and safety issues and few neighbour complaints.
- k) Facilitation of the provision of the Winter Wonderland on the former Sainsbury's supermarket site.
- l) Support provided for Arch North staffs to operate a shared housing scheme to help single homeless people affected by the welfare reform.
- m) Financial assistance provided to 90 disabled residents to assist with adaptations to their home.
- n) Developed a private landlord accreditation scheme to recognise good quality private sector accommodation.
- o) Worked with Staffordshire County Council and the district councils in Staffordshire to launch a County-wide Home Improvement Agency which assists vulnerable householders to continue to live independently at home.
- p) Carried out pro-active inspections of – private sector shared housing (HMO's) to ensure good quality housing standards are achieved and maintained.

A Healthy and Active Community

- a) A total of 2691 volunteer hours were given from volunteer groups and individuals in the first six months of the year to care for the local green spaces and neighbourhoods through the delivery of the Community Engagement Framework.
- b) Held the second annual "Communities Day" in June where 33 groups participated in a range of community events.
- c) Expanded the "Planting Pledge" and "Litter Pledge" initiatives where 24 schools and businesses signed up to improve their local environment.
- d) Received approximately £38,000 for funding from the Waste and Resources Action Programme (WRAP) for support with developing the Council's new Recycling and Waste Collection Service.
- e) The new Allotments Strategy for the Borough was developed in consultation with stakeholders.
- f) Park Road Allotments was successfully transferred into community management in partnership with Silverdale Parish Council.
- g) Playing Pitch Strategy and Kidsgrove Sports Centre Feasibility Study completed and significant progress of of the community centre review.
- h) National Indoor Climbing Award Scheme (NICAS) accreditation gained at Jubilee2.
- i) Investment of £75,000 in Red Street Community Centre to provide modern community centre facilities and redecoration of Ramsey Road Community Centre to facilitate the leasing to a third party.
- j) The museum has worked in partnership with Aspire Housing on a £22,000 project to create a First World War memorial sculpture on Brampton Park and was unveiled on Nov 11. Also a £9,200 grant was received to develop an exhibition entitled Newcastle Remembers which has been on show at the museum and elements of which will tour the borough over the next five years.
- k) Developed the museum volunteer programme and now have 14 volunteers with distinct roles to add value to the service's work.

- l) Grant received from the West Midlands Museum Development Officers for a rebranding project for the museum and park to assist with marketing and raising awareness of the Brampton.

Activities planned to achieve Council Plan outcomes in 2015/16

A Co-operative Council which delivers high-quality, community driven services

- a) Reviews and implementation of new strategies and policies over a wide range of services.
- b) Replacement of the Council's website to focus on less content that is more accessible and of greater importance.
- c) Make a significant drive towards online delivery of services through the Customer Journey programme.
- d) Implement the ICT Strategy and look at how technology can equip staff with the tools they need to become more efficient, delivering services in more flexible, innovative ways.
- e) Continue to run the ICT Consolidation programme and identify opportunities to remove or reduce expensive applications.
- f) Redesign services to remove manual intervention wherever possible and improve public participation in the business of the Council.
- g) Implement the new Customer Standards and Access Strategy across all front line services alongside the ICT Strategy to underpin the 'digital by default' agenda and drive channel shift.
- h) Continue to develop the Community Engagement and Participation Framework to encourage volunteer groups to care for their green spaces and neighbourhoods and the Pledge initiatives with schools and businesses.
- i) Further roll out of actions linked to the Memorandum of Understanding (MOU) with PM Training.
- j) Embedding of Social Value in future procurements.
- k) Introduction of new contract procedural rules to replace Council Standing Orders.
- l) Increased reporting of contract spend and opportunities linked to the LA Transparency Code 2014.
- m) Launch and implementation of the Bravo e-tendering platform.
- n) Greater collaboration between partnership members around commissioning.
- o) Rolling out of Workforce Development plans for all service areas.
- p) Further development of locality working.

A Clean, Safe and Sustainable Borough

- a) Support the operation of the Energy Advice Service to enable residents to access funding and support to implement energy efficiency measures in their homes.
- b) Participate in Britain in Bloom and the Green Flag Award scheme and retain the gold standard for the charter for the Bereaved.
- c) Seek to continue good performance in Local Environmental Quality.
- d) Commence delivery of the new Allotments Strategy action plan and review of the Green Space Strategy.
- e) Moving forward with developing the revised Recycling and Waste Service, and will be based on providing residents with a weekly recycling service provided directly by collection staff.
- f) Launch of the Anti-Social Behaviour Policy and Procedure.
- g) Delivery of Local Police and Crime Plan 2014-17.

A Borough of Opportunity

- a) Continued promotion of the Accredited Landlord Scheme to support good landlords and active enforcement to ensure landlords comply with minimum standards.
- b) Launch a loan scheme to enable low income owner occupiers to repair their homes to a decent standard.

- c) Work to secure a development partner to take forward the redevelopment of the Ryecroft site for major new retail-led, mixed-use development and new multi-storey car park.
- d) Continue to work with the Stoke and Staffordshire Local Enterprise Partnership (LEP) to secure European funding for the borough.
- e) Implement the Asset Management Strategy to bring forward surplus sites for disposal.
- f) Remedial work and decoration of the exterior of the museum and refurbishment and re-roofing of Clayton Sports Centre and Croft Road industrial units.

A Healthy and Active Community

- a) Support Newcastle Town Centre Partnership with the development of a Business Improvement District and continued support for the implementation of the Kidsgrove Town Centre Partnership.
- b) Work with partner agencies to ensure that the needs of vulnerable disabled residents continue to be recognised with the Better Care Fund, to ensure that adaptations can be delivered effectively
- c) Continue to seek the improvement of private sector homes removing hazards to health as necessary and appropriate.
- d) Deliver improvement schemes at Wolstanton Marsh and Cotswold Avenue children's playgrounds and an externally funded improvement scheme at Thistleberry Parkway.
- e) The museum and other partners, for example the Town Centre Partnership, Newcastle Library, Newcastle Civic Society will develop a project around commemorating and celebrating Philip Astley, inventor of the modern circus who was born in Newcastle.
- f) A new gallery will be developed at the museum in partnership with St. Giles Church, working title 'Newcastle People' as part of a grant awarded to the church for heritage projects. A new Newcastle History App will be developed as part of the project.
- g) A First World War exhibition, 'Resonance' by artist Steve Dixon, based on museum collections around the county will be showing at the museum in September to November 2015. This exhibition is funded through a joint bid to Arts Council England by the Staffordshire Museums Consortium.
- h) Working towards accreditation for quality, safety and management for Jubilee2.
- i) Progress the development of the preferred option for Kidsgrove Sports Centre.

Appendix 3 – 2015/16 Savings and Funding Strategies Being Considered (will require robustness checks and final review)

Ref.	Service Area	Description	£000's	% of Budget Line(s)	Detail
Procurement					
P1	Business Improvement and Partnerships	Grants and Third Sector Commissioning	23	9.7%	Reduction in budgetary requirement from collaboration with Staffordshire County Council regarding debt, benefit, and consumer information advice services
P2	Central Services	Land Charges Third Party Costs	8	16.7%	Reduction in fees payable to Staffordshire County Council for Highways searches
P3	Communications	Multi-Functional Devices	17	28.3%	Savings from negotiation of extension to existing contract (November to March) - further savings of £33,000 in 2016/17
P4	Communications	Printing and Publicity	10	10.0%	Savings generated from the centralisation of the Council's print and publicity budgets and the resulting challenges to purchasing
P5	Finance	Bank Contract	38	69.1%	Procurement savings resulting from tendering exercise for a new banking contract
			96		
Income					
I1	Assets	Public Transport Departure Fees	8	25.0%	Re-alignment of budget to match actual income received
I2	Assets	Additional Rental Income from Civic Offices	25	7.1%	Additional rental income from Civic Offices re. SSOTP NHS
I3	Central Services	Hackney Carriage and Private Hire Licences	20	10.1%	To reflect actual income expected from cyclical payments of three year licence fees
I4	Operational Services	Bereavement Services Income	28	2.4%	Increase of fees above inflation
I5	Operational Services	Streetscene Income	10	66.7%	Additional income generated from new customers
I6	Planning	Planning Fees and Building Control Costs	10	3.4%	A net saving from increased planning applications offset by increased costs required to be budgeted for regarding Building Control
I7	Recycling and Fleet	Trade Waste	10	2.1%	Net increase in income receivable
I8	Revenues and Benefits	Empty Home Discount	15	**	Empty homes discount reduced to 28 days
I9	Revenues Benefits	Discretionary Rate Relief	15	**	Reduction in the additional discretionary rate relief granted by the Council
			141		

Ref.	Service Area	Description	£000's	% of Budget Line(s)	Detail
Staffing Related Efficiencies					
S1	Assets	Restructure of Service	20	4.4%	Additional savings from finalisation of restructure of the Assets Service
S2	Business Improvement and Partnerships	Reduced Hours	8	5.2%	Reduction in hours of Business Improvement Officer (Risk and Insurance)
S3	Central Services	Flexible Retirements	32	11.5%	Flexible retirement of Senior Administration Assistant/Mayor's Secretary and Licensing Officer
S4	Communications	Flexible Retirement	12	10.9%	Flexible retirement of Design and Print Team Leader
S5	Customer and ICT Services	Flexible Retirement	38	8.0%	Flexible retirement of Head of Service
S6	Customer and ICT Services	Reduced Hours	6	9.4%	Reduction in hours of Clerical Assistant post in the Creditors Section
S7	Environmental Health	Temporary Contract	12	16.0%	Replacement of full time Environmental Warden (Pest Control) post with seasonal post for 6 months per annum
S8	Finance	Flexible Retirement and Reduced Hours	46	13.3%	Flexible retirement of Principal Accountant/Clerical Assistant, and reduction in hours of Principal Accountant
S9	Finance	Car Leasing Scheme	7	5.5%	Car leases not renewed following expiry
S10	Housing and Regeneration	Flexible Retirement	28	18.3%	Flexible retirement of Economic Development Officer
S11	Human Resources	Recruitment Adverts and Other Items	7	17.5%	Reduction in budgetary requirement to advertise vacancies and for other items
S12	Human Resources	Terms and Conditions Review	50	*	Review of employee terms and conditions
S13	Leisure and Cultural	Employee Hours at Kidsgrove Sports Centre	20	6.8%	Reduction in total employee hours at Kidsgrove Sports Centre
S14	Leisure and Cultural	Vacant Post	18	9.3%	Part replacement of General Manager post with marketing expertise
S15	Leisure and Cultural	Sports and Active Lifestyles Review	50	*	Total savings of £100,000 over 2015/16 and 2016/17 from review of staffing of the service
S16	Operational Services	Retirement	8	4.4%	Full retirement of Assistant Environmental Officer
S17	Operational Services	Temporary Contract	19	13.2%	Temporary contract of Landscape Technical Assistant to not be renewed (25% of full £26k cost re. Capital)
S18	Operational Services	Reduced Hours	5	9.3%	Reduction in hours of Community Warden
S19	Operational Services	Park Attendant Service	70	*	Total savings of £138,000 over 2015/16 and 2016/17 from review of service, management of the service and controllable supplies and services budgets
S20	Operational Services	Retirement	10	33.3%	Retirement of Public Convenience Attendant

Ref.	Service Area	Description	£000's	% of Budget Line(s)	Detail
S21	Operational Services	Bereavement Services Restructure	22	10.7%	Restructure within Bereavement Services including retirement and flexible retirement
S22	Planning	Planning Officer posts	15	2.7%	Saving from replacement of Senior Planning Officer post with Planning Officer post and employment of new starters on lower spinal column points than leavers
S23	Planning	Reduced Hours	5	3.0%	Reduction in hours of Secretary
S24	Resources and Support Services	Reduced Hours	3	2.3%	Reduction in hours of Secretary
S25	Revenues and Benefits	Reduced Hours	5	1.0%	Reduction in hours of Clerical Assistant (Revenues Billing)
S26	Revenues and Benefits	Flexible Retirement	11	0.2%	Flexible retirement of Revenues Assistant
			527		
Good Housekeeping/General Other Savings/Changes in Base Budgets					
G1	Assets	Engineers - Other Fees for Services	2	50.0%	Reduction in budgetary requirement for other fees for services
G2	Business Improvement and Partnerships	Grants and Third Sector Commissioning	7	21.2%	Reduction in small and community chest grants
G3	Business Improvement and Partnerships	Other Fees for Services, Equipment, Seminars, Allowances	6	42.9%	Reduction in budgetary requirement for other fees for services, equipment, seminars and allowances
G4	Central Services	Elections	36	26.5%	Saving from Running Borough Elections Alongside Parliamentary Election in 2015/16 (one off saving).
G5	Communications	Jazz and Blues Festival	2	40.0%	Reduction in contribution to the Town Centre Partnership re. Jazz and Blues Festival, remainder of contribution to be removed in 2016/17
G6	Communications	Computer Hardware, Other Fees for Services, Overtime	3	50.0%	Reduction in budgetary requirement for computer hardware, other fees for services and overtime
G7	Communications	Print Room Joint Venture with Stoke-on-Trent City Council	8	100.0%	Removal of requirement to contribute to the equipment replacement fund following the introduction of a print and associated services joint venture with Stoke-on-Trent City Council
G8	Customer and ICT Services	Review of the Customer Service Centres	10	2.1%	Review of the Guildhall and Kidsgrove Customer Service Centres (further £20,000 saving to be achieved in 2016/17)
G9	Customer and ICT Services	Reduction in Computer Support Services and Software Costs	13	2.6%	Reduction in budgetary requirement for computer support services and computer software costs
G10	Customer and ICT Services	Reduction in Staffordshire County Council Network Contract	4	30.8%	Reduction in budgetary requirement for Staffordshire County Council network charges

Classification: NULBC PROTECT Organisational

Ref.	Service Area	Description	£000's	% of Budget Line(s)	Detail
G11	Environmental Health	Pest Control Vehicle Lease, Fuel, Equipment	3	12.0%	Reduction in budgetary requirement for vehicle lease, fuel and equipment purchases
G12	Environmental Health	Travelling Allowances, Other Fees for Services, Equipment	10	18.2%	Reduction in budgetary requirement for travelling allowances, other fees for services and equipment
G13	Finance	Business Rates on Council Properties	42	4.7%	Reduction in business rates for which the Council is liable (Museum and Art Gallery, Crematorium and Central Depot)
G14	Housing and Regeneration	Christmas Lights	12	27.9%	Reduction in budget provision for Town Centre Christmas lights
G15	Housing and Regeneration	Town Centre Partnership Contribution	7	25.0%	Phased removal of contribution to the Town Centre Partnership (£7,500 in 2015/16 and £22,500 in 2016/17)
G16	Housing and Regeneration	Homelessness Projects	19	29.2%	Reduction in budgetary requirement for Homelessness projects
G17	Internal Audit	Other Fees for Services, Training, Equipment	2	25.0%	Reduction in budgetary requirement for other fees for services, training and equipment
G18	Leisure and Cultural	Community Centres	14	20.0%	Payment of business rates, electricity, water and trade waste collection by all occupied Community Centres and reduction in grant given by the Council
G19	Leisure and Cultural	Community Recreation Service Transport	10	100.0%	Non-renewal of lease agreement for transport in the service
G20	Leisure and Cultural	New Victoria Theatre Grant	10	10.2%	Phased reduction of grant given over a 5 year period
G21	Operational Services	Merrial Street Toilets	10	55.6%	Planned closure and subsequent reduction in controllable costs - utilities, overtime, maintenance, statutory inspections
G22	Operational Services	Landscape General Efficiencies	2	40.0%	Reductions in budgetary requirement for other fees for services, legal fees, travelling allowances and overtime
G23	Operational Services (Admin)	Employee Allowances, Equipment Purchase	5	13.5%	Reduction in budgetary requirement re. employee allowances and equipment purchase
G24	Recycling and Fleet	Waste Transfer Station	15	15.0%	Change in disposal legislation (Staffordshire County Council)
G25	Recycling and Fleet	Waste Strategy	5	6.7%	Equipment purchase (containers), one off saving for 2015/16
G26	Revenues and Benefits	Cash Collections and Training	8	14.3%	Reduction in budgetary requirement for cash collections and training

265

Page 60

Ref.	Service Area	Description	£000's	% of Budget Line(s)	Detail
Alternative Sources of Finance/Other					
A1	Corporate	Business Rates Retention Scheme	200	5.3%	Increase in business rates retainable by the Council as per NNDR1 calculations
A2	Corporate	Invest to Save Savings	23	**	Savings following financing of invest to save schemes (e.g. Mayoral vehicle and weed control mechanical equipment)
A3	Corporate	Superannuation Lump Sum	61	6.1%	Discount for payment in advance of superannuation lump sums of £76k, less lost interest of £15k
A4	Corporate	Council Tax	133	**	Based on increasing council tax below the referendum threshold
A5	Corporate	Council Tax Base	65	1.1%	Increase in Council Tax Base (increase in residential properties from 34,890 to 35,255 at £176.93 per property)
A6	Corporate	New Homes Bonus contribution	421	60.6%	Further additional funding to be received in 2014/15 (split with capital) and change of split with capital
A7	Corporate	Grants to Parishes	15	25%	Reduction in the contribution given to Parish Councils per head for concurrent functions
A8	Corporate	Revenue Investment Fund	50	50.0%	Reduction of contribution to the Revenue Investment Fund to £50k per annum
A9	Corporate	Minimum Revenue Provision	151	100%	Vehicle and equipment finance leases re. International Financial Reporting Standards adjustments
			1,119		
Grand Total			2,148		
<p><i>* Unable to determine % at current time</i></p> <p><i>** Not applicable</i></p>					

NEWCASTLE-U-LYME BOROUGH COUNCIL CAPITAL PROGRAMME 2014/15 TO 2015/16

Scheme	Corporate Priorities				2014/15	2015/16	Total Exp	External Cont	Council Financing
					Est Exp	Est Exp			
Safer Communities					£	£	£	£	£
Parkhouse/Lymedale CCTV	a	b		d	15,000	0	15,000	0	15,000
CCTV Replacement Equipment	a	b			25,000	0	25,000	0	25,000
Midway Car Park Safety Works	a				0	60,000	60,000	45,000	15,000
Stock Condition Works - Engineering Structures	a				0	100,000	100,000	0	100,000
Totals	a	b	c	d	40,000	160,000	200,000	45,000	155,000

Scheme	Corporate Priorities				2014/15	2015/16	Total Exp	External Cont	Council Financing
					Est Exp	Est Exp			
Environment & Recycling					£	£	£	£	£
Pool Dam Valley Marshes Nature Reserve	a	b			0	47,000	47,000	47,000	0
Cemetery Memorial Safety Programme	a				23,000	0	23,000	0	23,000
Cemetery Memorial Survey Works	a				9,000	10,000	19,000	0	19,000
Carbon Management Plan	a				0	15,000	15,000	15,000	0
Traveller Encroachment	a				0	15,000	15,000	0	15,000
New Waste Recycling Service	a				0	2,000,000	2,000,000	0	2,000,000
Waste Bins	a				50,000	100,000	150,000	0	150,000
General Projects									
Asset Disposal Programme		b			16,000	432,000	448,000	0	448,000
General Contingency					85,300	0	85,300	0	85,300
Final Accounts & Retentions Various					5,800	0	5,800	0	5,800
Totals	a	b	c	d	189,100	2,619,000	2,808,100	62,000	2,746,100

Scheme	Corporate Priorities				2014/15	2015/16	Total Exp	External Cont	Council Financing
					Est Exp	Est Exp			
Culture & Leisure					£	£	£	£	£
Play Area Refurbishment	a		c		61,700	75,000	136,700	0	136,700
Wolstanton Marsh Improvements	a		c		53,100	0	53,100	53,100	0
Silverdale Community Facilities	a		c		13,400	0	13,400	13,400	0
Footpath Repairs	a		c		17,800	50,000	67,800	0	67,800
Railings/Structures Repairs	a		c		27,200	25,000	52,200	0	52,200
Brampton Park	a		c		0	100,000	100,000	85,000	15,000
Castle Motte Heritage Works	a				6,400	0	6,400	6,400	0
Neighbourhood Park The Wammy	a		c		9,300	0	9,300	9,300	0
Clayton Sports Centre - Match Funding	a		c		207,000	0	207,000	207,000	0
Thisleberry Parkway Phase 1	a		c		85,700	0	85,700	85,700	0
Stock Condition Works -								0	
Museum			c		30,000	15,000	45,000	0	45,000
Clayton Community Centre			c		15,000	0	15,000	0	15,000
Knutton Community Centre			c		30,000	0	30,000	0	30,000
Red Street Community Centre			c		75,000	0	75,000	0	75,000
Parks Pavilions	a		c		0	33,000	33,000	0	33,000
Silverdale Community Centre			c		0	20,000	20,000	0	20,000
Public Railings Painting	a				0	50,000	50,000	0	50,000
Totals	a	b	c	d	631,600	368,000	999,600	459,900	539,700

Classification: NULBC PROTECT Organisational

Scheme	Corporate Priorities				2014/15	2015/16	Total Exp	External Cont	Council Financing
					Est Exp	Est Exp			
Operational Equipment/Buildings/ICT Development Fund									
ICT PC Replacements	a			d	30,200	10,000	40,200	0	40,200
ICT Replacement Servers	a			d	5,500	0	5,500	0	5,500
Customer Relationship Management				d	55,100	0	55,100	0	55,100
ICT Projects				d	125,000	145,000	270,000	0	270,000
Vehicles	a			d	577,000	687,000	1,264,000	45,000	1,219,000
Stock Condition Works -									
Civic Offices				d	102,300	3,000	105,300	0	105,300
Guildhall				d	0	20,000	20,000	0	20,000
Knutton Lane Depot				d	0	20,000	20,000	0	20,000
Totals	a	b	c	d	895,100	885,000	1,780,100	45,000	1,735,100

Scheme	Corporate Priorities				2014/15	2015/16	Total Exp	External Cont	Council Financing
					Est Exp	Est Exp			
Regeneration, Planning & Town Centres Development									
Empty Homes	a			c	20,000	30,000	50,000	50,000	0
PSH/Emergency HHSRS Grants/Vulnerable H	a			c	80,000	100,000	180,000	180,000	0
Energy Advice Service	a			c	80,000	0	80,000	80,000	0
Home Improvement Agency	a			c	13,000	0	13,000	13,000	0
Landlord Accreditation Scheme	a			c	32,000	40,000	72,000	72,000	0
Loans to Vulnerable Households	a			c	0	75,000	75,000	75,000	0
Disabled Facilities Grants	a			c	1,073,000	894,000	1,967,000	1,967,000	0
Newcastle Town Centre Partnership	a	b		d	6,100	0	6,100	3,100	3,000
Newcastle Town Centre Works	a	b		d	324,700	0	324,700	0	324,700
Choice Based Lettings				c	27,900	0	27,900	27,900	0
Madeley Extracare Contribution		b		c	0	115,000	115,000	115,000	0
Midway MSCP Repair Works	a				24,800	0	24,800	0	24,800
Ryecroft Development		b			90,000	0	90,000	67,500	22,500
Ryecroft Site Clearance Costs (net)		b			45,000	0	45,000	0	45,000
S106 Expenses Lowlands Road		b			181,200	0	181,200	181,200	0
Strategic Investment Framework		b			12,800	0	12,800	0	12,800
Stock Condition Works -									
Car Parks	a				20,000	70,000	90,000	0	90,000
Commercial Portfolio		b			40,000	117,000	157,000	0	157,000
Subway Improvement Programme	a				0	91,000	91,000	91,000	0
Totals	a	b	c	d	2,070,500	1,532,000	3,602,500	2,922,700	679,800

GRAND TOTAL	a	b	c	d	3,826,300	5,564,000	9,390,300	3,534,600	5,855,700
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Notes -

Corporate & Sustainable Communities Priorities -

a Clean, Safe & Sustainable Borough,

b Borough of Opportunity

c A Healthy & Active Community

d A Co-operative Council delivering High-Quality Community Driven Services

Sources of Funding	2014/15	2015/16	Total Exp
	Est Exp	Est Exp	
Other Revenue Funds	160,700	155,000	315,700
Capital Receipts	1,713,000	3,827,000	5,540,000
External Grants/Contributions	1,952,600	1,582,000	3,534,600
Capital Programme	3,826,300	5,564,000	9,390,300

1. **SCALE OF FEES AND CHARGES**

Submitted by: Executive Director – Resources and Support Services

Portfolio: Finance and Resources

Ward(s) affected: All

Purpose of the Report

To obtain approval for the proposed scale of fees and charges to apply from 1 April 2015.

Recommendation

- (a) That the fees and charges proposed to apply from 1 April 2015, as set out in Appendix 1 be approved and be submitted to the Finance, Resources and Partnerships Scrutiny Committee for comment.

Reasons

It is necessary to review the fees and charges which the Council makes in order to keep them in line with the cost of service provision, ensure compliance with the Charging Policy and to establish the amounts to be included in the 2015/16 budget.

1. **Background**

- 1.1 The Cabinet is asked annually to consider proposals for the fees and charges to be applied during the following financial year. It is proposed that the new fees and charges set out at Appendix 1 should take effect from 1 April 2015 and remain in force until 31 March 2016.
- 1.2 The Council has an approved Charging Policy (the most recent version of which was approved by Cabinet on 10th September 2014), which is followed when fees and charges are proposed and agreed. This sets out the criteria that should be taken into consideration when establishing the amounts to be charged.

2. **Issues**

- 2.1 The preparation of the 2015/16 budget assumes an overall 2% increase in the amount of income raised from fees and charges in 2015/16 in line with assumptions about the rate of inflation over the period that these charges will be in force, reflecting the real increases in costs being incurred by services.
- 2.2 The proposals made by Heads of Service vary between a freeze in fees and charges, to significant increases. When these increases are applied to the appropriate income budgets it is evident that a shortfall of approximately £27,000 exists in comparison to the assumed overall 2% increase. This shortfall, incurred as a result of below inflation increases and freezes in fees and charges (i.e. car parks and markets), will be addressed as an additional pressure in the 2015/16 preparation process.
- 2.3 Most of the fees and charges are inclusive of VAT but in some cases no VAT is chargeable or VAT is added to the fee or charge. The VAT status of individual fees and charges is shown in Appendix 1.

- 2.4 When considering the level of fees and charges the principles contained in the Charging Policy, as approved by Cabinet on 10th September 2014, should be followed.
- 2.5 In drawing up the proposed fees and charges for 2015/16 these have been considered by Heads of Service who were provided with a copy of the Charging Policy and were requested to ensure that their charges were set in accordance with the Charging Policy, taking into account:
- The cost of providing the service
 - How much income it is desired to generate and why
 - Comparison of charges made by other Councils or providers of similar services
 - Whose use of services it is desired to subsidise and by how much
 - Whose behaviour it is desired to influence and in what ways
 - How will charges help to improve value for money, equity and access to services
 - Will the cost of collecting the income outweigh the income likely to be collected
 - Any other relevant factors
- 2.6 It is acceptable for charges to be set at a level where costs are not fully recovered. There may be particular reasons for doing so, such as a desire to encourage take up of a service by specified groups, for example the unemployed, benefits recipients, the elderly, disabled persons or children, or to influence particular forms or patterns of behaviour.
- 2.7 The decision to charge less than cost ought to be a conscious one, taken by members and justified by reference to the reasons for setting charges at less than cost as set out in the charging principles contained in section 5 of the Charging Policy. These principles are shown in Appendix 2.
- 2.8 The Scale of Fees and Charges (Appendix 1) shows the current and proposed fees and charges for 2015/16 and indicates those which have been frozen at current levels.
- 2.9 There are a number of new charges proposed for 2015/16. The table below shows these:

New Charges - Description of Charge	Fee/Charge 2015/16 £.p
CEMETERIES	
Columbarium	
10 year lease including 1 st internment	500.00
2 nd internment	70.00
Renewal of 10 year lease	250.00
Additional 5 year lease	250.00
DOG WARDEN SERVICE	
Event equipment hire	10% of cost
ENVIRONMENTAL HEALTH	
Commercial Hire of Monitoring Equipment (Excluding Carriage)	
Salamander Gasclam & user software (per 7 days)	220.00
Phocheck PID (per 7 days)	130.00
GA2000 portable landfill gas analyser (per 7 days)	130.00
Bruel & Kjaer Matron 2250 sound level meter, with sound recording & 1/1 & 1/3 octave frequency analysis module & calibration certificate	200.00
Outdoor gear for use with matron 2250 (per 7 days)	45.00
Bruel & Kjaer Matron Type 4231 Calibrator with calibration certificate (per 7 days)	10.00

GARDEN WASTE RECYCLING (ADDITIONAL SERVICE) Delivery of new additional garden waste bin in addition to sticker	24.00
LEISURE CHARGES KIDSGROVE SPORTS CENTRE Swimming lessons Adult swimming lesson (per 30 minutes) – minimum 6 week course	8.00
JUBILEE 2 Climbing Pre-school climb (3-5 year olds)	1.25
Parent & child climb	6.35
Instructed party session – up to 18 people – 90 minutes	180.00
Gym Student membership – off peak – no contract – per month	21.00
Student membership – peak – no contract – per month	28.00
Replacement technogym key (new key)	10.00
Replacement technogym key (used key)	5.00
Technogym key (corporate members)	10.00
Swimming lessons Adult swimming lesson (per 30 minutes) – minimum 6 week course	8.00
Bowls Chesterton Bowling Club – per season	730.00
Wolstanton Marsh Bowling Club – per season	1,140.00
Queen Elizabeth Bowling Club – per season	790.00
Westlands Bowling Club – per season	3,140.00
Knutton Bowling Club – per season	645.00
Wolstanton Park Bowling Club – per season	1,555.00
MUSEUM & ART GALLERY Hire of meeting room – half day – community/charity rate	16.00
Hire of meeting room – full day	45.00
Hire of meeting room – full day – community/charity rate	30.00
Open art registration – per item under 16	1.00
Winter wonders – adult sessions (for a maximum of 12 persons)	35.00
Visit to Father Christmas	4.00
PEST CONTROL Squirrel control – prepayment (per 4 visits)	100.00

2.10 A number of the new fees and charges are to be made where no charge was previously made for the service concerned (e.g. Cemetery columbarium, Dog Wardens event equipment hire, Environmental Health commercial hire of monitoring equipment and Green Waste Recycling additional bins). In the instance of the Museum and Art Gallery a number of new fees and charges are put forward as a means of targeting particular types of customers by offering a more flexible pricing structure, thereby seeking to increase use of the service and therefore income.

2.11 A number of bowling clubs have taken on the management of the Councils bowling greens, rather than charge each individual member of the bowling clubs for season tickets a charge is now recommended to be made to the bowling club.

2.12 In respect of Jubilee 2 and Kidsgrove Sports Centre a number of new fees and charges are recommended (a number of existing fees and charges have been deleted). This is predominantly to encourage greater take up of certain activities following an evaluation of current user numbers and to simplify the pricing structures that are currently in place.

2.13 A number of fees and charges approved for 2014/15 have been deleted from the proposed fees and charges for 2015/16. The table below shows these:

Deleted Charges - Description of Charge	Fee/Charge 2014/15 £.p
ALLOTMENTS Rent (per annum) Lyme Valley Organic Site	60.00
CAR PARKS Charges for infringements Wheel clamping release fee	50.00
ENVIRONMENTAL HEALTH Environmental Offences – Fixed Penalty Notices Street Litter Control & Litter Clearing Notices - Section 94A(2) - paid in 10 days Street Litter Control & Litter Clearing Notices - Section 94A(2) - paid in 14 days Graffiti & Fly Posting - S43 Anti-Social Behaviour Act 2003 - paid in 10 days Graffiti & Fly Posting - S43 Anti-Social Behaviour Act 2003 - paid in 14 days Nuisance Vehicles - Section 6(1) Clean Neighbourhoods & Environment Act 2005 Abandoning a vehicle - Section 2A Refuse Disposal (Amenity Act 1978)	75.00 100.00 75.00 100.00 100.00 200.00
Register of Food Premises Whole register Per entry Single classification Per entry Hard copy per entry	235.00 1.25 65.00 1.25 15.00
LEISURE CHARGES Coaching Charges One day coaching family (maximum 2 siblings) Two day coaching family (maximum 2 siblings) Three day coaching family (maximum 2 siblings) Football fun weeks family (maximum 2 siblings) Football fun weeks family (maximum 2 siblings) plus trip	13.00 26.00 39.00 65.00 80.00
KIDSGROVE SPORTS CENTRE Classes Trampoline classes per hour	4.70
Family Swimming Family swim 1 adult & 1 child Family swim 1 adult & 2 children Family swim 1 adult & 3 children	6.10 8.30 10.50
Swimming Lessons Adult swimming lesson (per 45 minutes) – lyme card	9.00

Fitness Classes Pool	
Aqua fit – standard	5.20
Aqua fit – lyme card	4.70
Aqua fit - concession	3.70
JUBILEE 2	
Climbing	
Group adult (minimum 4 people) – lyme card	4.20
Group junior (minimum 4 people) – lyme card	2.80
Student club climbing per session	2.50
Taster session adult – 30 minutes	7.00
Taster session junior – 30 minutes	3.50
One to one private instruction – 60 minute session	20.40
Per additional person (maximum 8) – 60 minute session	8.20
Gym	
Young person's membership – 16-23 years in full time education or on a nationally recognised training programme – off peak – payable monthly	15.00
Technogym key deposit	10.00
Technogym key refund (fully refundable on return of key)	-10.00
Technogym key buy back (old jubilee pool member)	-3.00
Classes	
Anti natal – teaching pool	4.70
Post natal – teaching pool	4.70
Pre-Payment Classes	
Adult – lyme card (buy 10 get 1 free)	47.00
Junior/concession – lyme card (buy 10 get 1 free)	37.00
Junior – lyme card (by 10 get 1 free)	26.00
Family Swimming	
Family swim 1 adult & 1 child	6.10
Family swim 1 adult & 2 children	8.30
Family swim 1 adult & 3 children	10.50
Swimming Lessons	
Adult swimming lesson (per 45 minutes) – lyme card	9.00
Fitness Classes Pool	
Aqua gym – standard	5.20
Aqua gym – lyme card	4.70
Aqua gym - concession	3.70
Aqua fit – standard	5.20
Aqua fit – lyme card	4.70
Aqua fit - concession	3.70
Bowls	
Reissues of season ticket	25% of price
MARKETS	
Open market – extension to stall (per day)	3.45

PEST CONTROL Squirrel control – first hour – payment by invoice Squirrel control – per additional ¼ hour	83.00 20.00
PLANNING SERVICES Weekly lists – posted Weekly lists – collected	100.00 75.00
STREET TRADING Northbound layby A34 (per annum)	8,745.00
WAIVER PERMITS Parking waiver permit (day 1) Parking waiver permit (additional days exc. Sunday up to 7 days)	15.00 5.00

- 2.14 A number of non-enforceable fees and charges have been deleted. These include wheel clamping for car park infringements, waiver permits and environmental offences which have been repealed by the Anti-social Behaviour, Crime and Policing Act 2014.
- 2.15 Fees and charges previously made for Planning Services weekly lists and for the Environmental Health Register of Food Premises have been deleted. These are available to the public via freedom of information requests free of charge.
- 2.16 The Council recognises the need to promote and maintain economic activity within its town centres. The provision of car parking facilities, the level of charges made for parking, and the town centre market are factors which may influence the number of visitors, particularly to Newcastle town centre. Accordingly, fees charged at all of the Council operated car parks and stall fees for the town centre market are recommended to be frozen.
- 2.17 Due to the commercial sensitivity of the proposed charges for the trade waste service, these are not included on part 1 of the agenda and are exempt from publication by reasons of paragraph 3 of part 1 of schedule 12a of the Local Government Act 1972. The proposed charges can be found in part 2 of the agenda.

3. **Proposal**

- 3.1 That the fees and charges proposed to apply from 1 April 2015, as set out in Appendix 1 be approved and be submitted to the Finance, Resources and Partnerships Scrutiny Committee for comment.

4. **Reason for Preferred Solution**

- 4.1 Applying selective increases to fees and charges will enable economic activity to be promoted within the Borough. It will also contribute to the delivery of a sustainable budget for 2015/16 and later years and will help to keep fees and charges in line with the cost of service provision.

5. **Legal and Statutory Implications**

- 5.1 Statutory charges are included in the scale of fees and charges, and are noted as such. These are set by the government rather than by this Council. Land Charges and Licensing fees are set in accordance with a statutory requirement to balance income with expenditure. All other charges may be set by the Council in accordance with its Charging Policy.

6. **Financial and Resource Implications**

- 6.1 The approved levels of fees and charges will be incorporated in the General Fund Budget for 2015/16.
- 6.2 The Medium Term Financial Strategy (MTFS) assumes increased income of £113,000 from an average increase of 2% across the existing range of fees and charges.
- 6.3 The proposals made vary between a freeze in fees and charges, to significant increases. When these increases are applied to the appropriate income budgets it is evident that a shortfall of approximately £27,000 exists in comparison to the assumed overall 2% increase. This shortfall, incurred as a result of below inflation increases and freezes in fees and charges (i.e. car parks and markets), will be addressed as an additional pressure in the 2015/16 preparation process.

7. **Major Risks**

- 7.1 A major risk is that the current depressed economic situation leads to less demand from users of Council services, resulting in significant loss of income. The level of charges will in some cases influence this demand.

8. **Key Decision Information**

- 8.1 This is a key decision; it has been included in the Forward Plan.

9. **Earlier Cabinet/Committee Resolutions**

- 9.1 Last reviewed at Cabinet meeting on 15 January 2014.

10. **List of Appendices**

Appendix 1 - Proposed charges from 1 April 2015

Appendix 2 - Charging principles included in Charging Policy

Appendix 3 is Restricted

Scale of Fees and Charges 2015/16**INDEX**

TYPE OF FEE/CHARGE	PAGE(S)
Allotments	1
Bulky Recycling Service	1
Bus Departure Charges	1
Car Parks	1-2
Cemeteries	3-4
Crematorium	4
Circuses and Fairs	5
Copy Charges	5
Copyright Mapping	5
Covenant Consents	5
Data Protection	5
Dog Warden Service	5
Elections	5
Environmental Health	6-8
Garden Waste Recycling	8
Hire of Rooms	8-9
Land Charges	10
Leisure Charges	10-16
Licences	16-18
Markets	18
M.O.T	18
Museum and Art Gallery	18-19
Naming/Numbering of Streets/Properties	19-20
Pest Control	20
Planning Services	21-22
Private Sector Housing	22
Removal of Domestic Animal Carcasses	22
Sale of Sandbags	23
Street Trading	23
Town Centre Displays	23
Tree Preservation Orders	23

Classification: NULBC PROTECT Organisational

Page 1	Fee/Charge 2014/15 £.p	Fee/Charge 2015/16 £.p	Change £.p	Committee Approval/ Comments	VAT Status
ALLOTMENTS				Cabinet	No VAT
Rent (per annum) full plot	59.00	70.80	11.80	£77.88 2016/17	
Rent (per annum) half plot	29.50	35.40	5.90	£38.94 2016/17	
Note: 20% reduction for concessions					
BULKY RECYCLING SERVICE (Furniture Mine)				Cabinet	No VAT
1-3 Items non reusable/waste items	35.00	35.00	Freeze		
4-6 Items non reusable/waste items	55.00	55.00	Freeze		
7-9 Items non reusable/waste items	70.00	70.00	Freeze		
Additional items non reusable/waste items	10.00	10.00	Freeze		
Reusable items	Free	Free	Freeze		
BUS DEPARTURE CHARGES				Cabinet	Plus VAT
Fee per departure	0.16	0.18	0.02		
CAR PARKS					
Charges for Infringements				Parking Board	No VAT
Civic parking enforcement - higher charge	70.00	70.00	Freeze		
Civic parking enforcement - lower charge	50.00	50.00	Freeze		
Bankside				Cabinet	VAT Incl.
Season ticket - per quarter	150.00	150.00	Freeze		
Blackfriars (Zone C)				Cabinet	VAT Incl.
Up to 1 hour	0.80	0.80	Freeze		
Up to 2 hours	1.50	1.50	Freeze		
Up to 3 hours	2.00	2.00	Freeze		
Up to 4 hours	2.50	2.50	Freeze		
Up to 6 hours	3.00	3.00	Freeze		
6 hours to 24 hours	3.50	3.50	Freeze		
Season ticket - per quarter	150.00	150.00	Freeze		
Cherry Orchard (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.90	1.90	Freeze		
Up to 3 hours	2.80	2.80	Freeze		
Up to 4 hours	4.00	4.00	Freeze		
4 hours to 24 hours	5.20	5.20	Freeze		
Season ticket - per quarter	230.00	230.00	Freeze		
Civic Offices - Saturdays Only (Zone A)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.90	1.90	Freeze		
Up to 3 hours	2.80	2.80	Freeze		
Up to 4 hours	4.00	4.00	Freeze		
Corporation Street/Merrial Street (Zone A)				Cabinet	VAT Incl.
Up to 1/2 hour	0.80	0.80	Freeze		
Up to 1 hour	1.50	1.50	Freeze		
Goose Street (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.90	1.90	Freeze		
Up to 3 hours	2.80	2.80	Freeze		
Up to 4 hours	4.00	4.00	Freeze		
4 hours to 24 hours	5.20	5.20	Freeze		

Page 2	Fee/Charge 2014/15 £.p	Fee/Charge 2015/16 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Hassell Street (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.90	1.90	Freeze		
Up to 3 hours	2.80	2.80	Freeze		
Up to 4 hours	4.00	4.00	Freeze		
4 hours to 24 hours	5.20	5.20	Freeze		
Season ticket - per quarter	230.00	230.00	Freeze		
Resident permit - per quarter	50.00	50.00	Freeze		
High Street (Rear of)				Cabinet	VAT Incl.
Season ticket - per quarter	150.00	150.00	Freeze		
King Street (Zone C)				Cabinet	VAT Incl.
Up to 1 hour	0.80	0.80	Freeze		
Up to 2 hours	1.50	1.50	Freeze		
Up to 3 hours	2.00	2.00	Freeze		
Up to 6 hours	3.00	3.00	Freeze		
6 hours to 24 hours	3.50	3.50	Freeze		
Season Ticket - per quarter	150.00	150.00	Freeze		
Midway (Zone A)				Cabinet	VAT Incl.
Up to 1/2 hour	0.70	0.70	Freeze		
Up to 1 hour	1.10	1.10	Freeze		
Up to 2 hours	2.10	2.10	Freeze		
Up to 3 hours	3.20	3.20	Freeze		
Up to 4 hours	4.25	4.25	Freeze		
Up to 24 hours	6.00	6.00	Freeze		
Season ticket - per quarter	230.00	230.00	Freeze		
Ryecroft (Zone B)				Cabinet	VAT Incl.
Up to 1/2 hour	0.70	0.70	Freeze		
Up to 1 hour	1.10	1.10	Freeze		
Up to 2 hours	2.10	2.10	Freeze		
Up to 3 hours	3.20	3.20	Freeze		
Up to 4 hours	4.25	4.25	Freeze		
Up to 24 hours	6.00	6.00	Freeze		
School Street (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.90	1.90	Freeze		
Up to 3 hours	2.80	2.80	Freeze		
Up to 4 hours	4.00	4.00	Freeze		
4 hours to 24 hours	5.20	5.20	Freeze		
Season ticket - per quarter	230.00	230.00	Freeze		
Silverdale Road (Zone C)				Cabinet	VAT Incl.
Up to 1 hour	0.80	0.80	Freeze		
Up to 2 hours	1.50	1.50	Freeze		
Up to 3 hours	2.00	2.00	Freeze		
6 hours to 24 hours	3.50	3.50	Freeze		
Season ticket - per quarter	150.00	150.00	Freeze		
Resident permit - per quarter	50.00	50.00	Freeze		
Windsor Street (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	2.00	2.00	Freeze		
Season ticket - half hour after school	3.00	3.00	Freeze		

Page 3	Fee/Charge 2014/15 £.p	Fee/Charge 2015/16 £.p	Change £.p	Committee Approval/ Comments	VAT Status		
CEMETERIES							
Interment Fees							
Under 16 years of age	Free	Free	Freeze	Cabinet	No VAT		
16 years & over	750.00	784.00	34.00				
Woodland burial - Keele Cemetery (1 full interment only per grave)	400.00	418.00	18.00				
Cremated remains at 2 feet	328.00	343.00	15.00				
Woodland burial cremated remains at 2 feet - Keele Cemetery (4 interments only per grave)	322.00	343.00	21.00				
Additional depth over 2 feet	117.00	122.00	5.00				
Additional depth over 6 feet per foot	126.00	132.00	6.00				
Purchase of Graves (Inclusive of right to erect a memorial for a single grave)							
Lawn graves/reservation	1,011.00	1,056.00	45.00	Cabinet	No VAT		
Woodland grave/reservation - Keele Cemetery (1 full interment only per grave plus memorial tree)	745.00	778.00	33.00				
Cremated remains graves/reservation	500.00	522.00	22.00				
Woodland grave cremated remains at 2 feet/reservation - Keele Cemetery (4 interments only per grave plus memorial shrub)	500.00	522.00	22.00				
Reservation of shrubbery cremated remains grave/reservation - Keele Cemetery (1 full interment only per grave plus shrub)	500.00	522.00	22.00				
Renewal of exclusive right of burial & memorialisation (full grave)	500.00	500.00	Freeze				
Renewal of exclusive right of burial & memorialisation (cremated remains grave)	250.00	250.00	Freeze				
Transfer of ownership of exclusive rights of burial & memorialisation	83.00	83.00	Freeze				
Duplicate deed of exclusive rights of burial & memorialisation	41.00	43.00	2.00				
Erection of Memorials Where no Prior Right Was Given							
Memorial not exceeding 3 feet in height	123.00	128.00	5.00			Cabinet	No VAT
Replacement memorial	42.00	44.00	2.00				
Columbarium							
10 year lease including 1st interment	New	500.00	n/a	Cabinet	No VAT		
2nd interment	New	70.00	n/a				
Renewal of 10 year lease	New	250.00	n/a				
Additional 5 year lease	New	250.00	n/a				
Use of Chapel & Community Room							
Newcastle cemetery chapel	70.00	73.00	3.00	Cabinet	No VAT		
Keele community room - service	70.00	73.00	3.00				
Keele community room - full day hire	100.00	75.00	-25.00				
Keele community room - half day hire	50.00	40.00	-10.00				
Keele community room - per hour hire	15.00	15.00	Freeze				
Keele community room - evening per hour	20.00	20.00	Freeze				
Private Maintenance of Grave Non-Lawn Types Only							
Turfing	41.00	43.00	2.00	Cabinet	No VAT		
Spring/summer planting & maintenance	86.00	90.00	4.00				

Page 4	Fee/Charge 2014/15 £.p	Fee/Charge 2015/16 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Sundry Items				Cabinet	VAT Incl.
Single abstract information from registrar	58.00	62.00	4.00		
Family history research	19.00	20.00	1.00		
Caskets	70.00	73.00	3.00		
Wooden cross	40.00	42.00	2.00		
Memorial benches	612.00	627.00	15.00		
Memorial benches - maintenance by request (cleaning & staining)	150.00	150.00	Freeze		
Memorial trees	306.00	320.00	14.00		
Barrier fob replacements	10.00	10.00	Freeze		
CREMATORIUM					
Cremation Fees				Cabinet	No VAT
Under 16 years of age	Free	Free	Freeze		
16 years & over 9.20am service time only	400.00	400.00	Freeze		
16 years & over from 10am	564.00	589.00	25.00		
Cremation environmental charge	59.00	62.00	3.00		
Use of TV for DVD photographs (3-5 minutes)	20.00	20.00	Freeze		
Burial of remains cremated elsewhere	173.00	181.00	8.00		
Chapel hire - additional use	70.00	73.00	3.00		
Urns & Containers				Cabinet	VAT Incl.
Oak casket	70.00	73.00	3.00		
Postage & packaging	Cost	Cost	Freeze		
Memorialisation				Cabinet	VAT Incl.
Book of remembrance per line (up to 3 lines)	26.00	27.00	1.00		
Book of remembrance for 4 lines	90.00	94.00	4.00		
Book of remembrance for 5 lines	116.00	121.00	5.00		
Book of remembrance for 6 lines	142.00	148.00	6.00		
Book of remembrance for 7 lines	168.00	175.00	7.00		
Book of remembrance for 8 lines	194.00	202.00	8.00		
Simple floral emblem	77.00	80.00	3.00		
Coat of arms, badges, ornate floral emblem	108.00	113.00	5.00		
Additional lines of inscription for cards/books	26.00	27.00	1.00		
Plaques				Cabinet	VAT Incl.
12" x 4" new plaque & 10 year hire	299.00	306.00	7.00		
Each succeeding 10 year hire	119.00	122.00	3.00		
12" x 8" new plaque & 10 year hire	599.00	614.00	15.00		
Each succeeding 10 year hire	240.00	246.00	6.00		
24" x 8" each succeeding 10 year hire	469.00	490.00	21.00		
Adding to existing plaque per letter or figure	6.00	6.00	Freeze		
Regilding existing letters	4.00	4.00	Freeze		
Additional Memorials				Cabinet	VAT Incl.
Memorial benches	612.00	627.00	15.00		
Memorial benches maintenance by request (cleaning & staining)	150.00	150.00	Freeze		
Memorial vases	300.00	300.00	Freeze		
Each succeeding 5 year hire	180.00	180.00	Freeze		
Vases various - small	Various	Various	Freeze		
Planters	644.00	673.00	29.00		
Each succeeding 5 year hire	267.00	279.00	12.00		
Trees	550.00	575.00	25.00		
Each succeeding 10 year hire	286.00	299.00	13.00		
Additional plaques	70.00	73.00	3.00		
Shrubs (inclusive of aluminium vase)	306.00	319.00	13.00		
Each succeeding 5 year hire	131.00	137.00	6.00		

Page 5	Fee/Charge 2014/15 £.p	Fee/Charge 2015/16 £.p	Change £.p	Committee Approval/ Comments	VAT Status
CIRCUSES & FAIRS				Cabinet	No VAT
Hire rate per day (8 hours) of site presence (1 day set up & 1 day dismantling free of charge)	500.00	510.00	10.00		
Returnable deposit - cleaning	800.00	820.00	20.00		
Returnable deposit - damage	800.00	820.00	20.00		
COPY CHARGES				Cabinet	VAT Incl.
A4 - copies in multiples of 5 (black & white)	2.50	2.50	Freeze		
A3 - copies in multiples of 5 (black & white)	3.50	3.50	Freeze		
Difficult documents to copy (per copy)	12.50	12.50	Freeze		
COPYRIGHT MAPPING				Cabinet	No VAT
Up to 4 - A4/A3 1:1250 mapping	25.00	25.00	Freeze		
Up to 4 - A4/A3 1:500 mapping	25.00	25.00	Freeze		
Up to 4 - A4/A3 1:1250 aerial photo	45.00	45.00	0.00		
DATA PROTECTION				Statutory	No VAT
Subject access request	10.00	10.00	Freeze		
DOG WARDEN SERVICE				Cabinet	VAT Incl.
Dog training equipment loan	20.00	20.00	Freeze		
Micro chipping service	10.00	10.00	Freeze		
Event equipment hire	New	10% cost	n/a		
Recovery of Stray Dogs				Cabinet	No VAT
During normal working hours - reclaim fee	70.00	70.00	Freeze		
Daily kennelling fees	Cost	Cost	Freeze		
ELECTIONS					
Rule 9(1) Parliamentary & European Parliamentary Election Regulations				Statutory	No VAT
Parliamentary election candidate	500.00	500.00	Freeze		
European election candidate/party	5,000.00	5,000.00	Freeze		
Regulations 48 & 49 Representation of the People Regulations 2001				Statutory	No VAT
Sale of register & lists (printed)	20.00	20.00	Freeze		
Plus per 1,000 names or part 1,000	5.00	5.00	Freeze		
Sale of register & lists (data)	10.00	10.00	Freeze		
Plus per 1,000 names or part 1,000	1.50	1.50	Freeze		
Supply of list of overseas electors (printed)	20.00	20.00	Freeze		
Plus per 100 names or part 100	1.50	1.50	Freeze		
Supply of list of overseas electors (data)	10.00	10.00	Freeze		
Plus per 100 names or part 100	1.50	1.50	Freeze		
Supply of marked registers (printed)	20.00	20.00	Freeze		
Plus per 1,000 entries or part 1,000	1.50	1.50	Freeze		
Supply of marked registers (data)	10.00	10.00	Freeze		
Plus per 1,000 entries or part 1,000	1.50	1.50	Freeze		
Inspection & Copies of Documents				Statutory	No VAT
Regulation 10 representation of the people regulations 2001 - inspection of candidates election expenses	5.00	5.00	Freeze		
A4 - copies (black & white)	0.45	0.50	0.05		

Page 6	Fee/Charge 2014/15 £.p	Fee/Charge 2015/16 £.p	Change £.p	Committee Approval/ Comments	VAT Status		
ENVIRONMENTAL HEALTH							
Works in Default of Statutory Notice Calculated in accordance with the following: a) Contractor costs b) Officer costs (per hour at actual rate) c) Car mileage & subsistence d) On costs (b+c) + 25% e) Disbursements (e.g. warrant application, postage, printing, cost of invoice etc.) Total=a+d+e+ interest on outstanding balance	Formula	Formula	Freeze	Cabinet	No VAT		
Commercial Hire of Monitoring Equipment Salamander Gasclam & user software (per 7 days exc. carriage)	New	220.00	n/a	Head of Service	Plus VAT		
Phocheck PID (per 7 days exc. carriage)	New	130.00	n/a				
GA2000 portable landfill gas analyser (per 7 days exc. carriage)	New	130.00	n/a				
Bruel & Kjaer Matron 2250 sound level meter, with sound recording & 1/1 & 1/3 octave frequency analysis module & calibration certificate (memory card supplied by client)	New	200.00	n/a				
Outdoor gear for use with matron 2250 (per 7 days exc. carriage)	New	45.00	n/a				
Bruel & Kjaer Matron Type 4231 Calibrator with calibration certificate (per 7 days exc. carriage)	New	10.00	n/a				
Environmental Offences - Fixed Penalty Notices				Statutory	No VAT		
Waste receptacles - Section 47ZA (2) - if paid within 10 days	75.00	75.00	Freeze				
Waste receptacles - Section 47ZA (2) - if paid within 14 days	100.00	100.00	Freeze				
Failure to produce authority (waste transfer notes) - section 5B2	300.00	300.00	Freeze				
Failure to furnish documentation (waste carrier licence) - Section 34(2)	300.00	300.00	Freeze				
Litter - Section 88(1) - if paid within 10 days	50.00	50.00	Freeze				
Litter - Section 88(1) - if paid within 14 days	75.00	75.00	Freeze				
Unauthorised distribution of literature on designated land - Schedule 3A (7)2 - if paid within 10 days	50.00	50.00	Freeze				
Unauthorised distribution of literature on designated land - Schedule 3A (7)2 - if paid within 14 days	75.00	75.00	Freeze				
Failure to comply with a dog control order in respect of dog fouling, dogs on leads, dogs on leads by direction, dog exclusion - if paid within 10 days	50.00	50.00	Freeze			Public Protection	No VAT
Failure to comply with a dog control order in respect of dog fouling, dogs on leads, dogs on leads by direction, dog exclusion - if paid within 14 days	75.00	75.00	Freeze			Public Protection	No VAT
Failure to comply with a Community Protection Notice or Public Spaces Protection Order - if paid within 10 days	New	75.00	n/a			Council	No VAT
Failure to comply with a Community Protection Notice or Public Spaces Protection Order - if paid within 14 days	New	100.00	n/a			Council	No VAT

Page 7	Fee/Charge 2014/15 £.p	Fee/Charge 2015/16 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Pollution Prevention & Control Act 1999 Register of Permits				Cabinet	Plus VAT
Copy of list of applications received	15.00	15.00	Freeze		
Copy of a register entry	70.00	70.00	Freeze		
Copy of tape/CD recorded interviews	13.00	13.00	Freeze		
Environmental Information Regulations 1992 (requests for information)	110.00	200.00	90.00		
Noise monitoring service for Registered Social Landlords & Private Landlords for 1 period of up to 7 days & subsequent report & copy of recording	200.00	250.00	50.00		
Noise monitoring service for Aspire Housing for 1 period of up to 7 days & subsequent report & copy of recording	200.00	200.00	Freeze		
Environmental Health Licences				Cabinet	No VAT
Pet shop - first licence	275.00	275.00	Freeze		
Pet shop - renewal	115.00	115.00	Freeze		
Dog breeding establishment - first licence	275.00	275.00	Freeze		
Dog breeding establishment - renewal	115.00	115.00	Freeze		
Animal boarding establishment - first licence	275.00	275.00	Freeze		
Animal boarding establishment - renewal	115.00	115.00	Freeze		
Riding establishment - first licence	500.00	500.00	Freeze		
Riding establishment - renewal	275.00	275.00	Freeze		
Dangerous wild animals - first licence	450.00	450.00	Freeze		
Dangerous wild animals - renewal	250.00	250.00	Freeze		
Zoo - first licence	550.00	Request	n/a		
Zoo - renewal	550.00	Request	n/a		
Registration of premises for acupuncture, tattooing, cosmetic piercing, electrolysis & semi-permanent skin colouring	130.00	130.00	Freeze		
Registration of each operative	80.00	80.00	Freeze		
Additional treatment registration	65.00	65.00	Freeze		
Export health certificates	140.00	140.00	Freeze		
Charges for Authorised Process - Local Authority Pollution Prevention Control Act Under the 'polluter pays principle' operators of industrial plant are levied a fee for their permits to operate. The scale of charges is set by DEFRA annually after consultation with Local Authorities, representatives of industry and other stakeholders. The scale of charges is designed to cover the regulatory and administrative costs (including visits, administration, advice and time) to the regulator arising from each process. Full details of the 2014/15 PPC fees and charges can be found on DEFRA's website via the link below. The 2015/16 charges are to be advised by DEFRA in February 2015 http://www.defra.gov.uk/industrial- emissions/files/List-of-Charges-2014.pdf				Statutory	No VAT
Factual Statements (Food Safety Act, Health & Safety at Work Act, Environmental Protection Act)				Cabinet	No VAT
Charge for factual statements - additional time	120.00	120.00	Freeze		
Charge for factual statements - disclosure of documents	62.50	62.50	Freeze		

Page 8	Fee/Charge 2014/15 £.p	Fee/Charge 2015/16 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Private Water Supplies				Statutory	No VAT
Risk assessment (per hour, plus mileage)	14.50	14.50	Freeze		
Sampling	100.00	100.00	Freeze		
Investigation	100.00	100.00	Freeze		
Authorisation	100.00	100.00	Freeze		
Analysis - during Regulation 10	25.00	25.00	Freeze		
Analysis - during check monitoring	100.00	100.00	Freeze		
Analysis - during audit monitoring	500.00	500.00	Freeze		
Swimming Pools				Cabinet	No VAT
Sampling of pool water per annum	500.00	500.00	Freeze		
Sampling of pool water one sample	50.00	50.00	Freeze		
Training Courses				Cabinet	No VAT
CIEH Level 2 food safety in catering	70.00	70.00	Freeze		
CIEH Level 2 health & safety in workplace	70.00	70.00	Freeze		
CIEH Level 4 food safety in catering	210.00	210.00	Freeze		
CIEH Level 2 food safety in catering 5 employees	280.00	280.00	Freeze		
GARDEN WASTE (EXTRA SERVICE)				Cabinet	No VAT
Delivery of new additional garden waste bin	New	24.00	n/a		
Sticker for 240 litre bin with 6 week winter shut down:					
If purchased March to June	36.00	36.00	Freeze		
If purchased July to September	26.00	26.00	Freeze		
If purchased October to March	16.00	16.00	Freeze		
HIRE OF ROOMS					
Hire of Civic Suite Rooms				Cabinet	No VAT
Hire of council chamber - per day	95.00	95.00	Freeze		
Hire of council chamber - per half day	50.00	50.00	Freeze		
Hire of committee room 1 or 2 - per day	45.00	45.00	Freeze		
Hire of committee room 1 or 2 - per half day	25.00	25.00	Freeze		
Hire of Civic Offices Rooms				Cabinet	No VAT
Standard rates:					
Room 1 or 3 - per day	15.50	15.50	Freeze		
Room 1 or 3 - per half day	8.00	8.00	Freeze		
Room 4 or 6 - per day	25.50	25.50	Freeze		
Room 4 or 6 - per half day	13.00	13.00	Freeze		
Local statutory bodies rates:					
Room 1 - per day	13.50	13.50	Freeze		
Room 1 - per half day	7.00	7.00	Freeze		
Room 3 - per day	12.50	12.50	Freeze		
Room 3 - per half day	6.50	6.50	Freeze		
Room 4 - per day	18.50	18.50	Freeze		
Room 4 - per half day	9.50	9.50	Freeze		
Room 6 - per day	21.50	21.50	Freeze		
Room 6 - per half day	11.00	11.00	Freeze		
Voluntary & community sector rates:					
Room 1 - per day	7.50	7.50	Freeze		
Room 3 - per day	6.50	6.50	Freeze		
Room 4 - per day	9.50	9.50	Freeze		
Room 6 - per day	11.50	11.50	Freeze		
Room 1, 3, 4 or 6 - per half day	5.50	5.50	Freeze		

Classification: NULBC PROTECT Organisational

Page 9	Fee/Charge 2014/15 £.p	Fee/Charge 2015/16 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Hire of Training Rooms				Cabinet	No VAT
Standard rates:					
Hire of training room 1 - per day	45.00	45.00	Freeze		
Hire of training room 1 - per half day	25.00	25.00	Freeze		
Training room 2 - per day	25.50	25.50	Freeze		
Training room 2 - per half day	13.00	13.00	Freeze		
Hire of training rooms 1 & 2 - per day	70.50	70.50	Freeze		
Hire of training rooms 1 & 2 - per half day	38.00	38.00	Freeze		
Local statutory bodies rates:					
Hire of training room 1 - per day	38.00	38.00	Freeze		
Hire of training room 1 - per half day	21.00	21.00	Freeze		
Training room 2 - per day	21.50	21.50	Freeze		
Training room 2 - per half day	11.00	11.00	Freeze		
Hire of training rooms 1 & 2 - per day	60.00	60.00	Freeze		
Hire of training rooms 1 & 2 - per half day	32.00	32.00	Freeze		
Voluntary & community sector rates:					
Hire of training room 1 - per day	20.00	20.00	Freeze		
Hire of training room 1 - per half day	11.00	11.00	Freeze		
Training room 2 - per day	11.50	11.50	Freeze		
Training room 2 - per half day	5.50	5.50	Freeze		
Hire of training rooms 1 & 2 - per day	31.50	31.50	Freeze		
Hire of training rooms 1 & 2 - per half day	17.00	17.00	Freeze		
Hire of Guildhall Rooms				Cabinet	No VAT
Standard rates:					
Room 14 - per day	15.50	15.50	Freeze		
Room 14 - per half day	8.00	8.00	Freeze		
Local statutory bodies rates:					
Room 14 - per day	11.50	11.50	Freeze		
Room 14 - per half day	6.00	6.00	Freeze		
Voluntary & community sector rates:					
Room 14 - per day	7.50	7.50	Freeze		
Room 14 - per half day	5.50	5.50	Freeze		
Hire of Kidsgrove Rooms				Cabinet	No VAT
Standard rates:					
Room 1 or 5 - per day	15.50	15.50	Freeze		
Room 1 or 5 - per half day	8.00	8.00	Freeze		
Room 2 per day	25.50	25.50	Freeze		
Room 2 per half day	13.00	13.00	Freeze		
Local statutory bodies:					
Room 1 per day	13.50	13.50	Freeze		
Room 1 per half day	7.00	7.00	Freeze		
Room 2 per day	18.50	18.50	Freeze		
Room 2 per half day	9.50	9.50	Freeze		
Room 5 per day	10.50	10.50	Freeze		
Room 5 per half day	5.50	5.50	Freeze		
Voluntary & community sector:					
Room 1 per day	7.50	7.50	Freeze		
Room 2 per day	9.50	9.50	Freeze		
Room 5 per day	5.50	5.50	Freeze		
Room 1, 2 or 5 per half day	5.50	5.50	Freeze		
<i>All rooms can be booked by the hour subject to a minimum charge of £5.00</i>					

Classification: NULBC PROTECT Organisational

Page 10	Fee/Charge 2014/15 £.p	Fee/Charge 2015/16 £.p	Change £.p	Committee Approval/ Comments	VAT Status
LAND CHARGES				Cabinet	No VAT
Residential LLC1 - local land charges register	31.00	28.00	-3.00		
Commercial LLC1 - local land charges register	82.00	65.00	-17.00		
Residential - Con 29R	61.00	67.00	6.00		
Commercial - Con 29R	178.00	195.00	17.00		
Residential - full standard search (LLC1 & Con 29R)	92.00	95.00	3.00		
Commercial - full standard search (LLC1 & Con 29R)	260.00	260.00	Freeze		
Con 290 - (optional form) each enquiry	18.00	20.00	2.00		
Each additional enquiry	Cost	Cost	n/a		
Residential - additional parcel of land	37.00	40.00	3.00		
Commercial - additional parcel of land	37.00	85.00	48.00		
LEISURE CHARGES					
Sport & Football Development				Cabinet	No VAT
Mini soccer per session	3.10	3.20	0.10		
Sports development courses	Market value	Market value	n/a	Portfolio holder	No VAT
Coaching Charges					
One day coaching	7.50	8.00	0.50		
Two day coaching	15.00	16.00	1.00		
Three day coaching	22.50	24.00	1.50		
Football fun weeks	37.50	40.00	2.50		
Football fun weeks plus trip	45.00	50.00	5.00		
Player development sessions	3.10	3.20	0.10		
Just play per session	2.10	2.20	0.10		
Girls coaching per session	2.10	2.20	0.10		
Mini kickers per block	21.00	22.00	1.00		
Knutton Recreation Centre				Cabinet	VAT Incl.
Astroturf					
Astroturf pitch - adult full pitch	42.00	44.00	2.00		
Astroturf pitch - junior full pitch	27.00	28.00	1.00		
Astroturf pitch - youth fee full pitch (under 16) (Mon-Friday 4-6pm, Sat-Sunday 3-5pm)	17.00	18.00	1.00		
Astroturf pitch - adult per court	21.50	23.00	1.50		
Astroturf pitch - junior per court	13.50	15.00	1.50		
Astroturf pitch - youth fee per court (under 16) (Mon-Friday 4-6pm, Sat-Sunday 3-5pm)	8.50	10.00	1.50		
Kidsgrove Sports Centre					
Equipment Resale					
Saleable items	Market value	Market value	n/a	Portfolio holder	VAT Incl.
Lyme Card Concession Scheme				Cabinet	VAT Incl.
Lyme card concession scheme membership	3.60	4.00	0.40		
Astroturf				Cabinet	VAT Incl.
Astroturf pitch - adult per court	25.50	27.00	1.50		
Astroturf pitch - junior per court	18.50	20.00	1.50		
Classes				Cabinet	No VAT
Adult - standard	5.20	5.50	0.30		
Adult - lyme card	4.70	5.00	0.30		
Adult - concession scheme	3.70	3.80	0.10		
Junior class - lyme card	2.60	2.50	-0.10		

Page 11	Fee/Charge 2014/15 £.p	Fee/Charge 2015/16 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Climbing Wall Climbing Wall Hire (per hour)	11.00	12.00	1.00	Cabinet	VAT Incl.
Health Suite Sauna/steam - Adult (18+) – lyme card	6.10	6.20	0.10	Cabinet	VAT Incl.
Sauna/steam - Adult (18+) - concession	4.40	4.65	0.25		
Gym Pay & Play Entry Fees (must have lyme card & have had an induction) Adult - Lyme Card	4.70	6.00	1.30	Cabinet	VAT Incl.
Concession - Lyme Card	3.70	4.50	0.80		
Junior - Lyme Card	3.10	3.00	-0.10		
Membership Charges (gym, classes, swim, sauna) Direct debit monthly payments - new single member (3 month notice)	16.99	16.99	Freeze	Cabinet	VAT Incl.
Direct debit monthly payments - single member (no contract)	21.99	21.99	Freeze		
Equipment Hire/Sale Hire	1.50	1.50	Freeze	Cabinet	VAT Incl.
Deposit (fully refundable)	2.00	2.00	Freeze		No VAT
Sports Halls Sports hall hire (peak)	45.50	46.50	1.00	Cabinet	VAT Incl.
Sports hall hire (off peak)	34.00	34.50	0.50		
Sports hall hire (off peak) - educational use/socially excluded group use	25.00	26.00	1.00		
Badminton (per 55 minutes) peak per court	9.10	9.30	0.20		
Badminton (per 55 minutes) off peak per court	6.80	6.90	0.10		
Badminton court per person (concession minimum of 2 people - weekends only)	2.10	2.20	0.10		
Table tennis (per table, per hour)	5.20	5.30	0.10		
Spectators	1.00	1.00	Freeze		
Studio Hire Studio hire - weekdays (peak)	18.00	19.00	1.00	Cabinet	VAT Incl.
Studio hire - weekends (off peak)	14.80	15.50	0.70		VAT Incl.
Instructional courses	Market value	Market value	n/a	Portfolio Holder	No VAT
Swimming Fees Swimming Pay & Play Adult swim - standard	4.10	4.40	0.30	Cabinet	VAT Incl.
Adult swim - lyme card	3.70	4.00	0.30		
Adult swim - concession (including Keele University card)	2.40	3.00	0.60		
Junior swim - standard	2.30	2.20	-0.10		
Junior swim - lyme card	2.10	2.00	-0.10		
Children 3 years & under	Free	Free	Freeze		
Spectators - standard	1.00	1.00	Freeze		
Spectators - lyme card	Free	Free	Freeze		
Swimming Instruction Swimming Lessons Adult swimming lesson (per 30 minutes) - minimum 6 week course	New	8.00	n/a	Cabinet	No VAT
Junior swimming lesson (per 30 minutes) - lyme card	5.10	5.20	0.10		

Classification: NULBC PROTECT Organisational

Page 12	Fee/Charge 2014/15 £.p	Fee/Charge 2015/16 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Private Lessons				Cabinet	No VAT
1:1 lesson (per 30 minutes) - lyme card	20.40	20.80	0.40		
Additional person - lyme card	8.15	8.35	0.20		
Pool Courses				Cabinet	No VAT
Rookie lifeguards (per 2 hour session) - lyme card	6.50	6.80	0.30		
Other courses	Market value	Market value	n/a	Portfolio Holder	No VAT
Swimming Pool Hire				Cabinet	VAT Incl.
Teaching pool hire	43.50	45.00	1.50		
Main pool lane hire - (6 lane) (per lane per hour)	14.30	15.00	0.70		
Additional staff for pool hire (per staff member)	21.00	22.00	1.00		
Sub aqua main pool hire per hour	Negotiable	Negotiable	n/a	Portfolio Holder	VAT Incl.
Jubilee 2					
Equipment Resale					
Saleable items	Market value	Market value	n/a	Portfolio Holder	VAT Incl.
Lyme Card Concession Scheme				Cabinet	VAT Incl.
Lyme card concession scheme yearly membership	3.60	4.00	0.40		
Aqua Sauna (includes access to swimming pool)				Cabinet	VAT Incl.
Adult - lyme card	9.50	10.00	0.50		
Concession (18+) - lyme card	6.50	7.50	1.00		
Climbing					
Uninstructed Pay & Play Entry Fees - (must have lyme card & be registered & have had a competency test)				Cabinet	VAT Incl.
Adult - lyme card	4.70	5.50	0.80		
Concession - lyme card	3.70	4.10	0.40		
Junior - lyme card	3.10	2.25	-0.85		
Pre-school climb (3-5 year olds)	New	1.25	n/a		
Parent & child climb	New	6.35	n/a		
Equipment Hire				Cabinet	VAT Incl.
Belay - lyme card	1.00	1.00	Freeze		
Harness - lyme card	2.00	2.00	Freeze		
Instructed Party Sessions - 90 minutes				Cabinet	VAT Incl.
Up to 6 people	65.00	70.00	5.00		
Up to 12 people	120.00	130.00	10.00		
Up to 18 people	New	180.00	n/a		
Instructed Courses				Cabinet	No VAT
Junior - 6 x 45 minute sessions	30.00	35.00	5.00		
Adult - 3 x 45 minute sessions	24.00	30.00	6.00		
Gym					
Pay & Play Entry Fees (must have lyme card & have had an induction)				Cabinet	VAT Incl.
Adult - Lyme Card	4.80	6.00	1.20		
Concession - Lyme Card	3.80	4.50	0.70		
Junior - Lyme Card	3.10	3.00	-0.10		

Page 13	Fee/Charge 2014/15 £.p	Fee/Charge 2015/16 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Club Lyme Membership Charges Junior (4-11 years) (swim, climbing)				Cabinet	VAT Incl.
Junior membership - joining fee (includes inductions, one off fee - free to existing JETS)	5.00	5.00	Freeze		
Junior membership - monthly direct debit (minimum initial payment of 2 months)	10.00	11.00	1.00		
Junior Membership - 6 month membership for price of 5 month	50.00	55.00	5.00		
Club Lyme Membership Charges Junior 12-15 years (gym, swim, climbing)				Cabinet	VAT Incl.
Junior membership - joining fee (includes inductions, one off fee - free to existing JETS)	10.00	12.00	2.00		
Junior membership - monthly direct debit (minimum initial payment of 2 months)	15.00	16.00	1.00		
Junior Membership - 6 month membership for price of 5 month	75.00	80.00	5.00		
Club Lyme Membership Charges Adults (gym, classes, swim, climbing, aqua sauna)				Cabinet	VAT Incl.
Joining fee (includes inductions) (one off fee - includes technogym key)	20.00	20.00	Freeze		
Off peak (Mon-Friday 6.30am-5pm & weekends) - 6 month minimum contract - payment monthly by direct debit	21.00	22.00	1.00		
Off peak (Mon-Friday 6.30am-5pm & weekends) - no contract - per month	26.00	27.00	1.00		
Off peak (Mon-Friday 6.30am-5pm & weekends) - 12 month membership for price of 11 months - payable in advance	231.00	242.00	11.00		
Peak (Mon-Friday 6.30am-11pm & weekends) - 6 month minimum contract - payment monthly by direct debit.	28.50	29.50	1.00		
Peak (Mon-Friday 6.30am-11pm & weekends) - no contract - per month	34.00	35.00	1.00		
Peak (Mon-Friday 6.30am-11pm & weekends) - 12 month membership for price of 11 month - payable in advance	313.50	324.50	11.00		
Corporate membership - peak (minimum of 5 members - per month per member)	27.00	28.00	1.00		
Corporate membership - off peak (minimum of 5 members - per month per member)	20.00	21.00	1.00		
3 day pass (to be used within 7 days)	9.00	10.00	1.00		
Joining fee if joining within a week of 3 day pass expiry	11.00	10.00	-1.00		
Student Membership (on production of valid student card)				Cabinet	VAT Incl.
Off Peak (Monday to Friday 6.30am-5pm & weekends) - no contract - per month	New	21.00	n/a		
Peak (Monday to Friday 6.30am-11pm & weekends) - no contract - per month	New	28.00	n/a		
Health Check (free to direct debit & annual members) 4 per year, pay & play usage	10.00	12.00	2.00		
Replacement technogym key (new key)	New	10.00	n/a		
Replacement technogym key (used key)	New	5.00	n/a		
Technogym key (corporate members)	New	10.00	n/a		

Classification: NULBC PROTECT Organisational

Page 14	Fee/Charge 2014/15 £.p	Fee/Charge 2015/16 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Studio Hire				Cabinet	VAT Incl.
Activity zone	17.00	19.00	2.00		
Studio 1	22.00	23.00	1.00		
Studio 2	22.00	23.00	1.00		
Multi activity space (both studios)	44.00	46.00	2.00		
Party set up/clean up	11.00	12.00	1.00		
Classes				Cabinet	No VAT
Adult - standard	5.20	5.50	0.30		
Adult - lyme card	4.70	5.00	0.30		
Adult - concession scheme	3.70	3.80	0.10		
Adult - off peak	3.70	3.80	0.10		
Junior class - lyme card	2.60	2.50	-0.10		
Osteo class - adult only	2.40	2.60	0.20		
Swimming Fees					
Swimming Pay & Play				Cabinet	VAT Incl.
Adult swim - standard	4.10	4.40	0.30		
Adult swim - lyme card	3.70	4.00	0.30		
Adult swim - concession (including Keele University card)	2.40	3.00	0.60		
Junior swim - standard	2.30	2.20	-0.10		
Junior swim - lyme card	2.10	2.00	-0.10		
Children 3 years & under	Free	Free	Freeze		
Spectators - standard	1.00	1.00	Freeze		
Spectators - lyme card	Free	Free	Freeze		
Swimming Instruction					
Swimming Lessons				Cabinet	No VAT
Adult swimming lesson (per 30 minutes) - minimum 6 week course	New	8.00	n/a		
Junior swimming lesson (per 30 minutes) - lyme card	5.10	5.20	0.10		
Private Lessons				Cabinet	No VAT
1:1 lesson (per 30 minutes) - lyme card	20.40	20.80	0.40		
Additional person - lyme card	8.20	8.35	0.15		
Pool Courses				Cabinet	No VAT
Rookie lifeguards (per 2 hour session) - lyme card	6.50	6.80	0.30		
Other courses	Market value	Market value	n/a	Portfolio Holder	No VAT
Swimming Pool Hire				Cabinet	VAT Incl.
Teaching Pool Hire	43.50	45.00	1.50		
Main Pool Hire - (8 lane) (per lane per hour)	14.30	15.00	0.70		
Pool Party - teaching pool	63.90	65.00	1.10		
Additional staff for pool hire (per staff member)	21.00	22.00	1.00		
Newcastle Amateur Swimming Club - per lane - coaching	Negotiable	Negotiable	n/a	Portfolio Holder	No VAT
Shelton Therapy Club - 60 minute session - teaching pool	54.10	55.00	0.90		No VAT
Octopush - 90 minute session	Negotiable	Negotiable	n/a	Portfolio Holder	No VAT
Set up fee - galas	21.00	22.00	1.00		
Time equipment hire - galas	21.00	22.00	1.00		

Page 15	Fee/Charge 2014/15 £.p	Fee/Charge 2015/16 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Bowls				Cabinet	VAT Incl.
Adult	3.90	4.00	0.10		
Junior/60+	2.00	2.00	Freeze		
Summer season ticket - adult	53.00	54.00	1.00		
Summer season ticket - concession	35.00	36.00	1.00		
Joint with Stoke-on-Trent City Council	68.00	70.00	2.00		
Winter season ticket	12.00	13.00	1.00		
Summer & winter season ticket - adult	62.00	64.00	2.00		
Summer & winter season ticket - concession	44.00	45.00	1.00		
Merit competition per player - per hour	6.25	7.00	0.75		
Greenage fees for pre-booking (plus playing fee per person)	8.50	9.00	0.50		
Chesterton Bowling Club - per season	New	730.00	n/a		
Wolstanton Marsh Bowling Club - per season	New	1,140.00	n/a		
Queen Elizabeth Bowling Club - per season	New	790.00	n/a		
Westlands Bowling Club - per season	New	3,140.00	n/a		
Knutton Bowling Club - per season	New	645.00	n/a		
Wolstanton Park Bowling Club - per season	New	1,555.00	n/a		
Tennis Class A (Westlands, Wolstanton)				Cabinet	VAT Incl.
Adult 30 minutes (per person)	2.00	2.00	Freeze		
Adult 1 hour (per person)	4.00	4.00	Freeze		
Adult 1 hour (group ticket 4 persons)	12.00	12.00	Freeze		
Family ticket 1 hour (up to 4 adults & or 4 children with 2 adults)	8.00	8.00	Freeze		
Family ticket 1 hour (1/2 adults & 2/3 children)	5.00	5.00	Freeze		
Junior/60+/unemployed 30 minutes (per person)	1.00	1.00	Freeze		
Junior/60+/unemployed 1 hour (per person)	2.00	2.00	Freeze		
Junior/60+/unemployed 1 hour (group ticket 4 persons)	6.00	6.00	Freeze		
Annual tickets - adult (per person)	92.00	94.00	2.00		
Annual tickets - junior/60+/unemployed (per person)	66.50	68.00	1.50		
Monthly ticket - adult (per person)	25.00	25.00	Freeze		
Monthly ticket - junior/60+/unemployed (per person)	20.00	20.00	Freeze		
Summer ticket (August only) - junior (per person)	15.00	15.00	Freeze		
Tennis Class B (Chesterton, Silverdale, Birchenwood, Bradwell, Clough Hall)	Free	Free	Freeze		
Football (alternate weekly use per season)				Cabinet	No VAT
Birchenwood	715.00	733.00	18.00		
Roe Lane	715.00	733.00	18.00		VAT Incl.
Wye Road/Black Bank/Clough Hall	633.00	649.00	16.00		
Wolstanton Marsh Pavilion	496.00	508.00	12.00		
All other pitches	342.00	351.00	9.00		
Junior pitch	60% of fee	60% of fee	Freeze		
Mini soccer pitch (unmarked)	200.00	205.00	5.00		
Mini soccer pitch (marked)	280.00	287.00	7.00		
Football (casual use per match)				Cabinet	VAT Incl.
Roe Lane/Birchenwood	80.00	82.00	2.00		
Rugby (alternate weekly use per season)				Cabinet	No VAT
Bathpool	694.00	711.00	17.00		
Lyme Valley	375.00	384.00	9.00		

Classification: NULBC PROTECT Organisational

Page 16	Fee/Charge 2014/15 £.p	Fee/Charge 2015/16 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Rugby (casual use per match) Roe Lane/Bathpool	80.00	82.00	2.00	Cabinet	VAT Incl.
Concessionary Licences				Cabinet	No VAT
Brampton Park - ice cream	700.00	717.50	17.50		
Brampton Park use of bouncy castle	700.00	717.50	17.50		
4 Large Parks North of Borough - ice cream	600.00	615.00	15.00		
4 Large Parks South of Borough - ice cream	600.00	615.00	15.00		
Community Events				Cabinet	Plus VAT
Wedding Photos within a park setting	25.00	36.00	11.00		
Advertising within parks	<5000.00	<5125.00	n/a		
Hire of display boards (delivery/set-up/ collection)	25.00	26.00	1.00		
Hire of gazebos (delivery/set-up/collection)	75.00	77.00	2.00		
Hire of trailer stage (delivery/set-up/collection)	150.00	154.00	4.00		
Hire of tables & chairs (2 tables & 2 chairs) (delivery/set-up/collection)	20.00	20.50	0.50		
Booking large events which take more than 6 months planning (Midsummer Mayhem)	150.00	154.00	4.00		
Booking medium events - more than 6 months planning (firework displays, carnivals etc.)	75.00	77.00	2.00		
Booking small events - more than 6 months planning (competitions, fun days, picnics etc.)	25.00	26.00	1.00		
LICENCES					
General				Statutory	No VAT
Sex establishments - application fee	3,000.00	3,000.00	Freeze		
Sex establishments - annual fee	2,000.00	3,000.00	1,000.00		
Sex establishments - variation	0.00	1,000.00	New		
Sex establishments - transfer	0.00	1,000.00	New		
Scrap metal dealer site licence	200.00	250.00	50.00		
Scrap metal dealer collectors licence	150.00	200.00	50.00		
Gambling Act 2005				Statutory	No VAT
Lotteries - application fee	40.00	40.00	Freeze		
Lotteries - annual fee	20.00	20.00	Freeze		
Bingo - application fee	3,500.00	3,500.00	Freeze		
Bingo - annual fee	1,000.00	1,000.00	Freeze		
Bingo - variation	1,750.00	1,750.00	Freeze		
Track betting - application fee	2,500.00	2,500.00	Freeze		
Track betting - annual fee	1,000.00	1,000.00	Freeze		
Track betting - variation	1,250.00	1,250.00	Freeze		
Track betting - transfer	950.00	950.00	Freeze		
Club machine permit - application fee	200.00	200.00	Freeze		
Club machine permit - renewal fee	200.00	200.00	Freeze		
Club machine permit - annual fee	50.00	50.00	Freeze		
Betting premises - application fee	3,000.00	3,000.00	Freeze		
Betting premises - annual fee	600.00	600.00	Freeze		
Betting premises - variation	1,500.00	1,500.00	Freeze		
Betting premises - transfer	1,200.00	1,200.00	Freeze		
Family entertainment centre - application fee	2,000.00	2,000.00	Freeze		
Family entertainment centre - annual fee	750.00	750.00	Freeze		
Family entertainment centre - variation	1,000.00	1,000.00	Freeze		
Family entertainment centre - transfer	950.00	950.00	Freeze		
Adult gaming centre - application fee	2,000.00	2,000.00	Freeze		
Adult gaming centre - annual fee	1,000.00	1,000.00	Freeze		
Adult gaming centre - variation	1,000.00	1,000.00	Freeze		
Adult gaming centre - transfer	1,200.00	1,200.00	Freeze		

Page 17	Fee/Charge 2014/15 £.p	Fee/Charge 2015/16 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Private Hire/Hackney Carriage (subject to consultation)				Public Protection	No VAT
Private hire operators (£100 per additional vehicle - maximum of 50)	82.00	85.00	3.00		
Hackney carriage - drivers badge (3 years)	210.00	214.00	4.00		
Private hire - drivers badge (3 years)	210.00	214.00	4.00		
Replacement badge	13.00	13.00	Freeze		
DBS (CRB check)	44.00	44.00	Freeze		
Hackney carriage - vehicles	275.00	280.00	5.00		
Private hire - vehicles	270.00	275.00	5.00		
Private hire - vehicles 8+ seats	275.00	280.00	5.00		
Transfer of vehicle	36.00	37.00	1.00		
Failure to attend for vehicle test	97.00	100.00	3.00		
Retest	33.00	35.00	2.00		
Replacement plate & carrier - front	0.00	5.00	New		
Replacement plate & carrier - rear	0.00	5.00	New		
Licensing Act 2003 - New Application				Statutory	No VAT
Premise licence, band A (RV up to £4,300)	100.00	100.00	Freeze		
Premise licence, band B (RV of £4,301 to £33,000)	190.00	190.00	Freeze		
Premise licence, band C (RV of £33,001 to £87,000)	315.00	315.00	Freeze		
Premise licence, band D (RV of £87,001 to £125,000)	450.00	450.00	Freeze		
Premise licence, band E (RV of £125,001 & above)	635.00	635.00	Freeze		
Additional fee (5,000 to 9,999 patrons)	1,000.00	1,000.00	Freeze		
Additional fee (10,000 to 14,999 patrons)	2,000.00	2,000.00	Freeze		
Additional fee (15,000 to 19,999 patrons)	4,000.00	4,000.00	Freeze		
Additional fee (20,000 to 29,999 patrons)	8,000.00	8,000.00	Freeze		
Additional fee (30,000 to 39,999 patrons)	16,000.00	16,000.00	Freeze		
Additional fee (40,000 to 49,999 patrons)	24,000.00	24,000.00	Freeze		
Additional fee (50,000 to 59,999 patrons)	32,000.00	32,000.00	Freeze		
Additional fee (60,000 to 69,999 patrons)	40,000.00	40,000.00	Freeze		
Additional fee (70,000 to 79,999 patrons)	48,000.00	48,000.00	Freeze		
Additional fee (80,000 to 89,999 patrons)	56,000.00	56,000.00	Freeze		
Additional fee (90,000 patrons & above)	64,000.00	64,000.00	Freeze		
Licensing Act 2003 - Annual Fee				Statutory	No VAT
Premise licence, band A (RV up to £4,300)	70.00	70.00	Freeze		
Premise licence, band B (RV of £4,301 to £33,000)	180.00	180.00	Freeze		
Premise licence, band C (RV of £33,001 to £87,000)	295.00	295.00	Freeze		
Premise licence, band D (RV of £87,001 to £125,000)	320.00	320.00	Freeze		
Premise licence, band E (RV of £125,001 & above)	350.00	350.00	Freeze		
Additional fee (5,000 to 9,999 patrons)	500.00	500.00	Freeze		
Additional fee (10,000 to 14,999 patrons)	1,000.00	1,000.00	Freeze		
Additional fee (15,000 to 19,999 patrons)	2,000.00	2,000.00	Freeze		
Additional fee (20,000 to 29,999 patrons)	4,000.00	4,000.00	Freeze		
Additional fee (30,000 to 39,999 patrons)	8,000.00	8,000.00	Freeze		
Additional fee (40,000 to 49,999 patrons)	12,000.00	12,000.00	Freeze		
Additional fee (50,000 to 59,999 patrons)	16,000.00	16,000.00	Freeze		
Additional fee (60,000 to 69,999 patrons)	20,000.00	20,000.00	Freeze		
Additional fee (70,000 to 79,999 patrons)	24,000.00	24,000.00	Freeze		
Additional fee (80,000 to 89,999 patrons)	28,000.00	28,000.00	Freeze		
Additional fee (90,000 patrons & above)	32,000.00	32,000.00	Freeze		

Page 18	Fee/Charge 2014/15 £.p	Fee/Charge 2015/16 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Licensing Act 2003 - Miscellaneous Fees (Application or Notice)				Statutory	No VAT
Section 25 (theft/loss of licence/ summary)	10.50	10.50	Freeze		
Section 29 (application for a provisional statement)	315.00	315.00	Freeze		
Section 33 (notification of change of name or address)	10.50	10.50	Freeze		
Section 37 (application to vary licence to specify individual as premises supervisor)	23.00	23.00	Freeze		
Section 42 (application for transfer of premises licence)	23.00	23.00	Freeze		
Section 47 (interim authority notice following death of licence holder)	23.00	23.00	Freeze		
Section 79 (theft/loss of certificate/summary)	10.50	10.50	Freeze		
Section 82 (notification of change of name or alteration of rules of club)	10.50	10.50	Freeze		
Licensing Act 2003 - Miscellaneous Fees (Application or Notice)				Statutory	No VAT
Section 83 (1) or (2) (change of relevant registered address of club)	10.50	10.50	Freeze		
Section 100 (temporary event notice)	21.00	21.00	Freeze		
Section 110 (theft/loss of temporary event notice)	10.50	10.50	Freeze		
Section 117 (application for a grant or renewal of personal licence)	37.00	37.00	Freeze		
Section 126 (theft/loss of personal licence)	10.50	10.50	Freeze		
Section 127 (duty to notify change of name or address)	10.50	10.50	Freeze		
Section 178 (right of freeholder etc. to be notified of licensing matters)	21.00	21.00	Freeze		
MARKETS				Cabinet	No VAT
Open market - stall (per day) Monday, Friday, Saturday	20.00	20.00	Freeze		
Open market - second stall (per day) Monday, Friday, Saturday	10.00	10.00	Freeze		
Open market - stall (per day) Wednesday	10.00	10.00	Freeze		
Open market - additional space (per day) Wednesday	10.00	10.00	Freeze		
Farmers market - stall (per day)	20.00	20.00	Freeze		
Antique market - stall (per day)	7.50	7.50	Freeze		
Craft fair (bric-a-brac) - stall (per day)	5.00	5.00	Freeze		
Catering Pitches - minimum charge (per day)	25.00	25.00	Freeze		
MOT				Cabinet	No VAT
MOT - car	40.00	40.00	Freeze		
MOT - car (for discounted partner)	35.00	35.00	Freeze	Inc. Lyme cards	
MOT - class 7 (up to 3.5 tonnes)	49.00	49.00	Freeze		
Retest	12.00	12.00	Freeze		
MUSEUM & ART GALLERY				Cabinet	VAT Incl.
Reproduction prints of items in collection	n/a	n/a	Freeze	Staffordshire Prints	
Other prints not on www.staffordshire.org.uk	Cost +100%	Cost +100%	Freeze		
A4 - copies (black & white)	0.50	0.50	Freeze		
A3 - copies (black & white)	0.70	0.70	Freeze		

Classification: NULBC PROTECT Organisational

Page 19	Fee/Charge 2014/15 £.p	Fee/Charge 2015/16 £.p	Change £.p	Committee Approval/ Comments	VAT Status
A3 - copies (black & white)	0.70	0.70	Freeze		
A4 - copies (colour)	1.50	1.50	Freeze		
A3 - copies (colour)	2.00	2.00	Freeze		
A4 - scanned images	5.00	5.00	Freeze		
CD Rom - image/emailed image (per image)	12.50	14.00	1.50		
Subsequent images each	3.50	4.00	0.50		
Community publication	13.00	13.00	Freeze		
Additional	5.00	5.00	Freeze		
Commercial publication	40.00	45.00	5.00		
Additional	10.00	12.50	2.50		
Regional TV, film & video - per item	70.00	75.00	5.00		
UK network TV - per item	95.00	95.00	Freeze		
Overseas TV - per item	185.00	190.00	5.00		
Commission of picture sales from exhibitions	30%	30%	Freeze		Plus VAT
Education session per pupil - half day	2.75	2.75	Freeze		No VAT
Education session per pupil - full day	4.75	4.75	Freeze		No VAT
Education sessions - minimum charge half day (20 pupils or fewer)	50.00	50.00	Freeze		No VAT
Education sessions - minimum charge full day (20 pupils or fewer)	95.00	95.00	Freeze		No VAT
Holiday activities per child	1.50	4.00	2.50	Max. charge	No VAT
Adult history courses - 10 weeks	75.00	75.00	Freeze		No VAT
Adult history courses - 10 weeks concession	70.00	70.00	Freeze		No VAT
Adult object handling/reminiscence per hour	25.00	25.00	Freeze		
Outreach fee	25.00	25.00	Freeze		No VAT
Outreach education – schools per session	50.00	50.00	Freeze		No VAT
Hire of meeting room - half day	22.50	23.00	0.50		No VAT
Hire of meeting room - half day - community/charity rate	New	16.00	n/a		No VAT
Hire of meeting room - full day	New	45.00	n/a		No VAT
Hire of meeting room - full day - community/charity rate	New	30.00	n/a		No VAT
Refreshments- tea/coffee & biscuits per head	1.00	1.00	Freeze		
Education item loan	10.00	10.00	Freeze		No VAT
Saleable items	Market value	Market value	Freeze		
Open art registration - per item	4.00	4.00	Freeze		
Open art registration - three items	10.50	10.50	Freeze		
Open art registration - per item concession	3.50	3.50	Freeze		
Open art registration - three items concession	9.00	9.00	Freeze		
Open art registration - per item under 16	New	1.00	n/a		
Event Fees				Cabinet	VAT Incl.
Craft fairs per table - per day	15.00	15.00	Freeze		
Hall gallery weekly charge	10.00	10.00	Freeze		
Winter wonders - adult sessions (for a maximum of 12 persons)	New	35.00	n/a		
Visit to Father Christmas	New	4.00	n/a		
NAMING/NUMBERING OF STREETS/PROPERTIES					
New or Redevelopment				Cabinet	No VAT
Charge for naming of a street	157.50	166.00	8.50		
Charge for naming of a commercial building	79.00	83.00	4.00		
Single residential property on existing street	105.00	110.00	5.00		
Number/name 2-5 properties (includes first property)	157.50	166.00	8.50		
Plus - per plot	52.50	55.00	2.50		
Number/name 6-25 properties per phase (includes first property)	157.50	166.00	8.50		

Classification: NULBC PROTECT Organisational

Page 20	Fee/Charge 2014/15 £.p	Fee/Charge 2015/16 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Plus - per plot	42.00	44.00	2.00	Cabinet	No VAT
Number/name >25 properties per phase (included first property)	157.50	166.00	8.50		
Plus - per plot	31.50	33.00	1.50		
Change to layout after notification	210.00	220.00	10.00		
Plus - per plot	26.00	27.00	1.00		
Existing Properties/Streets					
Adding or alteration of a house/building name	52.50	55.00	2.50		
Renaming of a street	On request	On request	Freeze		
House or building renumbering (including sub division to flats)	210.00	220.00	10.00		
Confirmation of postal address	31.50	33.00	1.50		
Requests not included in above fees - per hour	31.50	33.00	1.50		
PEST CONTROL				Cabinet	VAT Incl.
Treatment of rats (domestic) - residents in receipt of qualifying benefits	Free	Free	Freeze		
Treatment of rats (domestic) - prepayment (per 4 visits)	30.00	35.00	5.00		
Treatment of rats (domestic) - payment by invoice (per 4 visits)	48.00	53.00	5.00		
Treatment of mice (domestic) - prepayment (per 3 visits)	30.00	35.00	5.00		
Treatment of mice (domestic) - payment by invoice (per 3 visits)	48.00	53.00	5.00		
Treatment of pests of public health significance (domestic) e.g. bed bugs & cockroaches - prepayment	50.00	65.00	15.00		
Treatment of pests of public health significance (domestic) e.g. bed bugs & cockroaches - payment by invoice	68.00	83.00	15.00		
Insect control treatments (domestic) including wasps, ants & fleas - prepayment	65.00	65.00	Freeze		
Insect control treatments (domestic) including wasps, ants & fleas - payment by invoice	83.00	83.00	Freeze		
3 treatment scheme (3 for 2 offer) - prepayment	130.00	130.00	Freeze		
3 treatment scheme (3 for 2 offer) - payment by invoice	148.00	148.00	Freeze		
Pest control commercial (other) - first hour	83.00	83.00	Freeze		
Pest control commercial (other) - per 1/4 additional hour	20.00	20.00	Freeze		
Mole & Rabbit control (per treatment course, max 3 visits) - prepayment	160.00	170.00	10.00		
Mole & Rabbit control (per treatment course, max 3 visits) - payment by invoice	178.00	178.00	Freeze		
Squirrel control - prepayment (per 4 visits)	New	100.00	n/a		
Advice Visit (no treatment) - prepayment	30.00	35.00	5.00		
Advice Visit (no treatment) - payment by invoice	48.00	53.00	5.00		
Fixed term pest control treatment agreements (commercial premises)	On request	On request	Freeze		
Works in default (Prevention of Damage by Pests Act 1949) first hour (invoiced)	83.00	83.00	Freeze		
Works in default (Prevention of Damage by Pests Act 1949) per additional 1/4 hour (invoiced)	20.00	20.00	Freeze		

Page 21	Fee/Charge 2014/15 £.p	Fee/Charge 2015/16 £.p	Change £.p	Committee Approval/ Comments	VAT Status
PLANNING SERVICES				Cabinet	No VAT
Postage & packaging	0.65	0.70	0.05		
Copies up to £1 are free of charge					
Paper copies of planning/building control decisions & documents - per sheet (A4 black & white)	0.10	0.15	0.05		
Paper copies of planning/building control decisions & documents - per sheet (A3 black & white)	0.20	0.25	0.05		
Paper copies of plans - planning files - per sheet (A4 black & white)	0.10	0.15	0.05		
Paper copies of plans - planning files - per sheet (A3 black & white)	0.20	0.25	0.05		
Paper colour copies of an A4 sheet of planning/building control decision, planning documents or plan from a planning file	0.25	0.30	0.05		
Paper colour copies of an A3 sheet of planning/building control decision, planning documents or plan from a planning file	0.50	0.55	0.05		
Scanned copies of documents - charge per hour of scanning (where legal to charge)	30.00	31.00	1.00		
Paper copies of plans - planning files - each plan (A2)	1.75	1.80	0.05		
Paper copies of plans - planning files - each plan (A1)	2.75	2.80	0.05		
Paper copies of plans - planning files - each plan (A0)	3.85	3.90	0.05		
Weekly lists - statutory consultees	Free	Free	Freeze		
Requests for information/site history - commercial organisations (per hour)	65.00	67.50	2.50		
Requests for information/site history - private individuals	Cost	Cost	Freeze		
Pre Planning Application Advice					
Large Scale Major Developments (residential developments over 200 dwellings or where number not known, a site area of 4ha or more. Non-residential developments over 10,000m2 of floorspace or where not known, a site area of 2ha or more)	400.00	440.00	40.00	Cabinet	VAT Incl.
Small Scale Major Developments (residential developments of between 10 & 200 dwellings or where number not known, a site area of between 0.5ha & 4ha. Non-residential developments of between 1000m2 & 10,000m2 of floorspace or where not known, a site area of between 1ha & 2ha)	200.00	220.00	20.00		
Minor Developments (residential developments of 1 dwelling or where number not known, a site area of less than 0.5ha. Non-residential developments of under 1000m2 of floorspace or where not known, a site area of less than 1ha)	60.00	65.00	5.00		
Minor Developments (residential developments of between 2 & 9 dwellings or where number not known, a site area of less than 0.5ha. Non-residential developments of under 1000m2 of floorspace or where not known, a site area of less than 1ha)	60.00	100.00	40.00		

Classification: NULBC PROTECT Organisational

Page 22	Fee/Charge 2014/15 £.p	Fee/Charge 2015/16 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Householder Development. (30 minutes free advice can be given. For time spent in excess of 30 minutes there will be a charge)	20.00	25.00	5.00		
Other Development (excluding householder development but including changes of use, advertisements, prior approval proposals & listed building proposals)	30.00	35.00	5.00		
Planning Application Fees Owing to the complexity of the fee structure, it is not shown here. Details of Fees payable may be obtained from the Council's Planning Section. Alternatively the fee calculator available at the Planning Portal website can be used to determine the fees payable in respect of individual applications. Please see the link below. http://www.planningportal.gov.uk/pins/FeeCalculatorStandalone	Statutory	Statutory	n/a	Statutory	No VAT
Building Control fees (North Staffs Building Control Partnership)	Per Board	Per Board	n/a	Partnership Board Cabinet	No VAT
George Riley walking guides	2.00	2.00	Freeze		No VAT
Business directory - Newcastle-under-Lyme	Free	Free	n/a		
Planning & development briefs (as & when prepared)	Free	Free	n/a		
Core spatial strategy	30.00	30.00	Freeze		
Local development framework proposals map - north or south	5.00	5.00	Freeze		
Local development framework proposals map - north & south	10.00	10.00	Freeze		
Strategic housing land availability assessment (SHLAA)	27.50	30.00	2.50		
PRIVATE SECTOR HOUSING				Cabinet	No VAT
Houses in multiple occupation licence fee	540.00	540.00	Freeze		
Each additional bedroom	0.00	7.00	New		
Re-submission of returned applications	85.00	85.00	Freeze		
Renewal of houses in multiple occupation licence	405.00	405.00	Freeze		
Immigration Inspections	108.00	110.00	2.00		
Provision of accommodation for homeless households	Cost	Cost	Freeze		
Charges for work in default notices to remedy Housing Health & Safety issues				Cabinet	No VAT
Officer time (per hour)	24.00	30.79	6.79		
Travelling costs (per mile)	0.65	0.65	Freeze		
Management costs (per hour)	35.00	45.17	10.17		
Land registry fee	4.00	4.00	Freeze	Set externally	
Inspection by electrician/gas engineers	Cost	Cost	Freeze		
Recorded delivery	1.06	1.06	Freeze	Royal Mail cost	
Other costs (stated as per individual case)	Cost	Cost	Freeze		
Administration fee (corporate recharges)	12%	12%	Freeze		
REMOVAL OF DOMESTIC ANIMAL CARCASSES				Cabinet	VAT Incl.
Removal of domestic animal carcasses	29.70	31.50	1.80		

Page 23	Fee/Charge 2014/15 £.p	Fee/Charge 2015/16 £.p	Change £.p	Committee Approval/ Comments	VAT Status
SALE OF SANDBAGS				Cabinet	VAT Incl.
5 sand bags	28.60	30.00	1.40		
10 sand bags	34.10	35.50	1.40		
15 sand bags	39.60	41.00	1.40		
20 sand bags	45.41	47.00	1.59		
STREET TRADING (OFFICER APPROVAL)				Cabinet	No VAT
Newcastle Town Centre (daily)	20.00	20.00	Freeze		
Consent trading (daily, electricity)	3.60	3.60	Freeze		
Eastbound layby A500 (per annum)	8,745.00	8,745.00	Freeze		
Northbound layby A500 (per annum)	8,745.00	8,745.00	Freeze		
TOWN CENTRE DISPLAYS (OFFICER APPROVAL)				Cabinet	No VAT
Market traders & local promotions (per metre)	7.00	7.00	Freeze		
Charity & local community groups	Free	Free	Freeze		
National promotions (minimum charge)	60.00	60.00	Freeze		
COVENANT CONSENTS (OFFICER APPROVAL)				Cabinet	No VAT
Covenant consents	105.00	110.00	5.00		
TREE PRESERVATION ORDERS				Cabinet	No VAT
Single copy of a tree preservation order	30.00	31.00	1.00		

Charging Principles Included in the Charging Policy

5. CHARGING PRINCIPLES

- 5.1 Charges should be made for services whenever the Council has a power or duty to do so.
- 5.2 There will be a presumption that charges to be made for the provision of a service will be set at a level intended to recover the cost of providing the service.
- 5.3 However, this presumption may be modified by the application of the charging principles set out at 5.5 below, which may result in no charge being made or a lesser charge being made or in some cases a charge being made which is greater than that required for cost recovery.
- 5.4 No charge will be made in cases where the Council is not permitted to charge by law. Where charges are set by external bodies, those charges will be applied. Where maximum or minimum charges are specified externally, charges will be set in compliance with those requirements.
- 5.5 The following matters will be considered when deciding whether to set a charge, which is not to be based on cost recovery. The headings in bold indicate general areas for consideration and the bullet points below them are particular factors which should be taken into account where relevant.

The cost of providing the service

- All direct costs are to be included.
- All overheads related to the provision of the service, which may be attributed to the cost of the service, are to be included.
- Best estimates may be made of costs where it is not practical to obtain precise data or identify precisely those overheads attributable to the service.
- Unit costs are to be calculated by reference to realistic user numbers based on actual experience, either in relation to this Council or, if appropriate comparable services elsewhere.

How much income is it desired to generate and why?

- Is the service required to make a surplus or break-even?
- Does income from the service make a significant contribution to reducing the net amount of the Council's revenue budget?
- Have any targets been set for the income or class of income of which it is a component?
- Is income needed to fund future investment?

Comparison of charges made by neighbouring or similar councils or other providers of similar services

- In making this comparison it will be necessary to establish whether the services being provided by these other bodies are comparable to those provided by the Council and to make adjustments where this is not so.
- Is there a logical reason for significant differences between this Council's charges and those of others?
- Will customers be lost to other service providers if charges are set too high?

Whose use of services is it desired to subsidise and by how much?

- Can all potential users afford to pay the full cost of the service or the same charges as other users?
- Is it desirable to subsidise all users of the service, for example because there is likely to be a desirable outcome for the community as a result.
- Are there particular classes of users that should be subsidised, such as the unemployed, benefits recipients, the elderly, disabled persons or children?
- Should subsidies be given by reducing the charges payable or by offering concessions to offset the charge?

Whose behaviour is it desired to influence and in what ways?

- Is it desirable to influence users to use particular facilities, for example where they are under-used, by charging less for their use than for other similar ones?
- Is it desirable to persuade users to behave in a way which is more acceptable to the community in preference to any other or others less acceptable and can this be promoted by setting charges at a level which might achieve this?
- Is it desired to promote a particular pattern of use, for example short stay parking as opposed to another, such as long stay parking or to discourage peak time use of facilities?
- Should some behaviour or activities be discouraged by setting high charges or penalties?
- Can anti-social behaviour be reduced by charging for services which discourage people from behaving irresponsibly at a level which they will find attractive, for example charges for the collection of bulky waste to discourage fly-tipping?
- Are there desirable outcomes which the Council wishes to see realised, in line with its corporate objectives, which could be assisted through the charging regime, for example maintaining the economic vitality of the town centres through the provision of reasonably priced facilities such as car parking?

How will charges help to improve value for money, equity and access to services?

- What are users' perceptions with regard to what constitutes a fair and reasonable charge?
- Are there any issues relating to social inclusion or equalities?

Will the cost (including staff time) of collecting the income due outweigh the amount of income likely to be collected?

- Is it worth making a charge?
- Should a charge be made anyway as a matter of principle?

Any other relevant factors

- It will be a matter for the Council to determine what the charge will be, based on its consideration of the above factors.

- 5.6 Where, without prior agreement by the Council, individuals or organisations engage in activities that result in a cost to the Council, the Council will seek to recover this cost, wherever possible.
- 5.7 Consideration may be given to offering a discount or other reduction, in appropriate cases, where it is felt that this may improve take up of the service or to encourage prompt payment, following consultation with the Executive Director (Resources and Support Services) who must approve all such initiatives.
- 5.8 Penalties, in the form of fines, may also be imposed in order to deter inappropriate or antisocial behaviour, for example littering. The amount of the fine will be set at a level designed to deter such behaviour.
- 5.9 Activities carried out by the Council will be continually reviewed in order to identify any new areas where it would be appropriate to make a charge to persons or organisations benefiting (actually or potentially) from those activities. The level of the charge will be determined in accordance with these charging principles.

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

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Members: Sandra Hambleton, David Stringer, Amelia Rout, John Taylor, Stephen Sweeney, Tracey Peers, Andrew Fear, Nigel Jones and Derrick Huckfield

FINANCE, RESOURCES AND PARTNERSHIPS SCRUTINY COMMITTEE WORK PLAN



Chair: Councillor Paul Waring
Vice Chair: Councillor Rob Wallace

Portfolio Holder(s) covering the Committee's remit:

Councillor Mike Stubbs (Communications, Policy and Partnerships)

Councillor Mrs Elizabeth Shenton (Finance and Resources)

Councillor Terry Turner (Economic Regeneration, Business and Town Centres)

Work Plan correct as at: Friday 9th January 2015

Remit:

Finance, Resources and Partnership Scrutiny Committee is responsible for:

- Communications and consultation
- Council structure and democracy and constitutional review
- Customer contact and customer service centres
- Member development and support
- Neighbourhood and locality working
- Partnerships: Newcastle Partnership Strategic Board
- Performance management and monitoring
- Revenues and benefits
- Putting people first
- Risk champion
- Transformation programme
- Accountancy
- Budget
- Capital and revenue expenditure
- Efficiency savings
- Financial monitoring
- Health and safety champion
- Human Resources
- Information and communication technology
- Procurement champion
- Treasury management
- Workforce development
- Co-operative Council

Date of Meeting	Item	Reason for Undertaking
17th June 2014 (agenda dispatch Friday 6th June)	Financial and Performance Management Report to end of Quarter 4 (March) 2014	To provide Finance, Resources & Partnerships (FRAP) Scrutiny Committee with the Financial and Performance Review, Fourth Quarter 2013/2014
	Parish and Town Councils Review of Concurrent Funding	To present Committee with proposals for a review of the existing funding arrangements dedicated to Parish/Town Council concurrent functions
	Council Plan (to be submitted to July Cabinet)	To receive developments of the new Council Plan 2014-16
	Constitutional Review Working Group Future Work Plans	To ask FRAP Scrutiny Committee to nominate members of the Scrutiny Committee to sit on the Constitutional Review Working Group
	Finance, Resources and Partnership Scrutiny Committee Work Plan	To discuss the work plan and potential topics that Committee Members would like to scrutinise over the forthcoming year
1st September 2014 (agenda dispatch 22nd August 2014)	Portfolio Holder Question Time	Opportunity for the Committee to question the Portfolio Holders on their priorities and work objectives for the next six months and to address any issues or concerns that they may be facing
	Keele Golf Course	To provide Members with information about the outcome of a marketing exercise which sought to identify a range of potential options for the interim use of the former Keele Golf Course
	Quarter One Financial & Performance Review	To provide Scrutiny with the Financial and Performance Review, Quarter One 2014/2015
	Supplementary report to comments from Scrutiny on the Quarter 4 Performance Report	To present to Scrutiny a report in response to questions and comments raised at the last meeting on 17 June 2014
	Council Plan 2014-16	Cabinet approved version of the Council Plan to be presented to Scrutiny
	Finance, Resources and Partnership Scrutiny Committee Work Plan	To discuss the work plan and potential topics that Committee Members would like to scrutinise over the forthcoming year

Date of Meeting	Item	Reason for Undertaking
5th November 2014 (agenda dispatch 24th October 2014)	Medium Term Financial Strategy	To set out the Medium Term Financial Strategy for 2015/2016 and the following four years, indicating the projected budgets for these years and the shortfall compared to available resources
	Quarter Two Financial & Performance Review	To provide Scrutiny with the Financial and Performance Review, Quarter Two 2014/2015
	Constitution Review Working Group	The Constitution Review Working Group wishes to put forward a number of recommendations to the Finance, Resources and Partnerships Scrutiny Committee and to Full Council
	Parish/Town Councils – Review of Concurrent Funding Task and Finish Group	To receive recommendations from the Task and Finish Group around the future arrangements for concurrent funding of Town/Parish Councils in the Borough
	Finance, Resources and Partnership Scrutiny Committee Work Plan	To discuss the work plan and potential topics that Committee Members would like to scrutinise over the forthcoming year
4th December 2014 (agenda dispatch 21st November 2014) MOVED TO:- 16th December 2014 (agenda dispatch 5th December 2014)	Revenue Budgets 2015/2016 – First Draft Savings Plan	To review progress on the completion of the revenue and capital budgets for 2015/2016 to enable a robust and affordable budget for 2015/2016 to be approved
	Constitution Review Working Group	To review the updated version of Appendix 12 (Contract Procedural Rules) of the Constitution prior to consideration by Full Council
	Finance, Resources & Partnerships Scrutiny Committee Work Plan	To discuss the work plan and potential topics that Committee Members would like to scrutinise over the forthcoming year
JOINT MEETING WITH ECONOMIC DEVELOPMENT AND ENTERPRISE SCRUTINY COMMITTEE		
16th December 2014 (agenda dispatch 5th December 2014)	Asset Management Strategy	To seek Committee Members views on the finance and resource implications of the draft Asset Management Strategy 2014-2017
	Capital Strategy 2015/2016	Approval of how the Council deploys its capital resources in order to assist it to achieve its corporate and service objectives
13th January 2015 (agenda dispatch 2nd January 2015)	Budget Scrutiny Café	The café is an information gathering workshop and will give Members a chance to ask any questions relating to the budget setting process

Date of Meeting	Item	Reason for Undertaking
21st January 2015 (agenda dispatch 9th January 2015)	Budget Scrutiny Café, 13 th January 2015	To consider feedback received from the Budget Scrutiny Café held on the 13 th January 2015
	Treasury Management Strategy 2015/2016	To approve the Strategy to be followed by the Council in carrying out its treasury management activity in the forthcoming year 2015/2016
	Scale of Fees and Charges 2015/2016	Review of the fees and charges which the Council makes in order to keep them in line with the cost of service provision and to establish the amounts to be included in the 2015/2016 budget
	Quarter Three Financial & Performance Review	To provide Scrutiny with the Financial and Performance Review, Quarter Three 2014/2015
	Constitution Review Working Group	Reviewing Member/Officer Protocol prior to consideration by Full Council on the 25 th February 2015
	Revenue and Capital Budget 2015/2016	To consider the final version of the Revenue and Capital Budget 2015/16
	Finance, Resources & Partnership Scrutiny Committee Work Plan	To discuss the work plan and potential topics that Committee Members would like to scrutinise over the forthcoming year
16th March 2015 (agenda dispatch 6th March 2015)	Annual Work Plan	To review outcomes, recommendations, feedback and further action required on items submitted over the past twelve months
	Portfolio Holder Question Time	Opportunity for the Committee to question the Portfolio Holders on their priorities and work objectives for the next six months and to address any issues or concerns that they may be facing
	Constitution Review Working Group	To receive the recommendations that had been put forward by the Constitution Review Working Group

Task and Finish Groups:	<ul style="list-style-type: none"> Parish and Town Councils – Review of Concurrent Funding
Future Task and Finish Groups:	
Suggestions for Potential Future Items:	<ul style="list-style-type: none"> Constitution Review Working Group – Future Work Plans

Date and Time of Future Meeting	Monday 16 th March 2015, 7.00pm, Committee Room 1
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ADDITIONAL/JOINT MEETINGS:	Joint meeting with Economic, Development and Enterprise Scrutiny Tuesday 16th December 2014, 7.00pm, Council Chamber to discuss the Asset Management Strategy and Capital Strategy 2015/2016
	Joint meeting with Economic, Development and Enterprise Scrutiny to be arranged to discuss the Ryecroft Regeneration and Redevelopment Project

DATES AND TIMES OF CABINET MEETINGS:	Wednesday 18 th June 2014, 7.00pm, Committee Room 1
	Wednesday 23 rd July 2014, 7.00pm, Committee Room 1
	Wednesday 10 th September 2014, 7.00pm, Committee Room 1
	Wednesday 15 th October 2014, 7.00pm, Committee Room 1
	Wednesday 12 th November 2014, 7.00pm, Committee Room 1
	Wednesday 10 th December 2014, 7.00pm, Committee Room 1
	Wednesday 14 th January 2015, 7.00pm, Committee Room 1
	Wednesday 4 th February 2015, 7.00pm, Committee Room 1 (BUDGET)
	Wednesday 25 th March 2015, 7.00pm, Committee Room 1
	Wednesday 24 th June 2015, 7.00pm, Committee Room 1

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