



GREAT YARMOUTH
BOROUGH COUNCIL

Council

Date: Thursday, 14 December 2017
Time: 19:00
Venue: Council Chamber
Address: Town Hall, Hall Plain, Great Yarmouth, NR30 2QF

AGENDA

Open to Public and Press

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2 ITEMS OF URGENT BUSINESS

To consider any items of urgent business.

3 DECLARATIONS OF INTEREST

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests form. You must declare the interest and leave the room while the matter is dealt with.

You have a Personal Interest in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

You must declare a personal interest but can speak and vote on the

matter.

Whenever you declare an interest you must say why the interest arises, so that it can be included in the minutes.

4 MAYOR'S ANNOUNCEMENTS

To consider any announcements from Her Worship the Mayor.

5 MINUTES

6 - 16

To confirm the minutes of the meetings held on the 2 and 9 November 2017.

6 PUBLIC QUESTION TIME

Council is advised that no public questions have been received for consideration.

**7 SERVICE COMMITTEE DECISION LIST FOR THE PERIOD 26
OCTOBER TO 28 NOVEMBER 2017**

17 - 18

Report Attached

8 2017/18 TREASURY MANAGEMENT MID YEAR REPORT

19 - 27

On reference from the Policy and Resources Committee of the 28 November 2017, Council is asked to approve the 2017/18 Treasury Management Mid Year Report.

Report considered by the Policy and Resources Committee is attached.

9 MINIMUM REVENUE PROVISION POLICY - REVIEW

28 - 32

On reference from the Policy and Resources Committee of the 28 November 2017, Council is asked to agree the revised MRP Policy thus amending the calculation of the MRP for the post 2008 expenditure to the annuity asset life method, as detailed in the Capital Projects and Senior Accountant's report, to be applied to 2017/18 onwards.

Report considered by the Policy and Resources Committee is

attached.

10 MEDIUM TERM FINANCIAL STRATEGY 2018/19 TO 2020/21 33 - 64

On reference from the Policy and Resources Committee of the 28 November 2017 Council is asked to agree the following :-

(1) Note the updated Medium Term Financial Strategy

(2) Note the current Financial Forecast for 2018/19 to 2020/21

(3) Note the revised Reserved Statements as detailed in the Finance Director's report to the Financial Strategy.

Report considered by the Policy and Resources Committee is attached.

11 FEES AND CHARGES 2018/19 65 - 93

On reference from the Policy and Resources Committee of the 28 November 2017, Council is asked to agree, as amended, the Schedule of Fees and Charges for 2018/19 as detailed in the Finance Director's report.

Report, as now amended, considered by the Policy and Resources Committee is attached.

12 COUNCIL TAX - TAX BASE / COUNCIL TAX DISCOUNTS 94 - 99

On reference from the Policy and Resources Committee of the 28 November 2017, Council is asked to agree :-

(1) To approve the estimated Tax Bases for the Borough and for each Parish as detailed in Appendix A of the Revenue Manager's report.

(2) To approve the Council Tax Discounts as detailed in the Revenue Manager's report which will apply for 2018/19.

Report considered by the Policy and Resources Committee is attached.

13 COUNCIL TAX REDUCTION SCHEME 2018 100 - 117

On reference from the Policy and Resources Committee of the 28

November 2017, Council is asked to agree to continue with the existing scheme for 2018 based on option 1 - a maximum award of 91.5% of the Council Tax liability for working age.

Report considered by the Policy and Resources Committee is attached.

**14 APPOINTMENT OF MONITORING OFFICER 118 -
119**

Report attached.

**15 CONSTITUTION WORKING PARTY 120 -
131**

To consider the recommendations from the Constitution Working Party of the 2 November 2017 as detailed in the attached minutes of the Working Party meeting. The reports considered by the Working Party are also attached.

16 APPOINTMENTS TO OUTSIDE BODIES 2017/18

Council will be asked to consider the appointment of a replacement for Councillor Thirtle on the Broads Authority.

17 GORLESTON BEACH HUTS

On reference from the Policy and Resources Committee of the 28 November 2017, Council is asked to approve a Capital Budget of £140,000 subject to successful planning permission for the delivery of Phase 1 of the Beach Hut proposal.

Confidential Report considered by the Policy and Resources Committee is attached under item 19 on the agenda.

18 EXCLUSION OF PUBLIC

In the event of the Committee wishing to exclude the public from the meeting, the following resolution will be moved:-

"That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act."

19 GORLESTON BEACH HUTS

Details

**20 CONFIDENTIAL SERVICE COMMITTEE DECISION LIST FOR
THE PERIOD 26 OCTOBER TO 28 NOVEMBER 2017**

Details

21 CONFIDENTIAL MINUTES

Details

Council

Minutes

Thursday, 02 November 2017 at 19:00

Present :

Her Worship the Mayor Councillor Robinson-Payne (in the Chair), Councillors Andrews, Annsion, Bensly, Bird, Borg, Carpenter, B Coleman, M Coleman, Connell, Cutting, Fairhead, Flaxman-Taylor, Grant, A Grey, K Grey, Hacon, Hammond, Hanton, Jeal, Lawn, Mavroudis, Myers, Plant, Pratt, Reynolds, Smith, Stenhouse, Thirtle, Wainwright, Walch, Walker, Waters-Bunn, Weymouth, Williamson and Wright.

Also in attendance :-

Mrs S Oxtoby (Chief Executive Officer), Mr D Johnson (Monitoring Officer), Mrs J Cooke (Head of Organisational Development) Mrs V George (Head of Housing), Mr R Hodds (Corporate Governance Manager) and Mr G Jones (Information Manager).

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Davis, Jones and Rodwell.

2 DECLARATIONS OF INTEREST

Councillor Hammond declared a personal interest in the item relating to the 2 day Market Place Fees and the item relating to the Concurrent Function and Council Tax Support Grants 2018/19.

Councillor Annison declared a disclosable pecuniary interest in the item

relating to the Marina Leisure Centre - New Build Options Appraisal and took no part in the voting or discussion there on and left the meeting

Councillors A Grey, K Grey, Hammond, Weymouth, Thirtle, Bird, Mavroudis, Lawn, Reynolds, Robinson-Payne, Waters-Bunn and Jeal declared a disclosable pecuniary interest in the item relating to the Private Rented Housing Proposal for a Selective Licensing Scheme and took no part in the voting or discussion there on and left the meeting for this item.

3 MINUTES

Council considered the minutes of the Council meeting held on the 5 October 2017.

In relation to the item regarding the Motion on Notice Councillor B Coleman sought clarification on whether a Motion at Council could "override" any decision made by a Service Committee. The Monitoring Officer reported that the Council could reverse a decision made on behalf of the authority by a Service Committee decision but not within a six month period unless Council agreed to waive Standing Orders to allow any matter to be considered.

Proposer : Councillor Grant

Seconder : Councillor B Coleman

That the minutes of the Council meeting held on the 5 October 2017 be approved.

APPROVED

4 PUBLIC QUESTION TIME

Her Worship the Mayor advised Members that no Public questions had been received for consideration.

5 SERVICE COMMITTEE DECISION LIST FOR THE PERIOD 14 SEPTEMBER TO 17 OCTOBER 2017

Council considered the Service Committee Decision List for the Period 14 September to 17 October 2017.

Proposer : Councillor Plant

Seconder : Councillor Smith

That the decision list for the Period 14 September to 17 October 2017 be received.

CARRIED

6 TWO DAY MARKET PLACE FEES AND CHARGES AND AMENDMENTS TO THE MARKET LICENCE POLICY

Council considered the recommended decisions from the Policy and Resources Committee of the 17 October 2017 in relation to the 2 Day Market Place Fees and Charges.

In discussing the recommendation in relation to the fees and charges for the 2 Day Markets Councillor Jeal proposed that the wording should be amended to state that this should be reviewed after 12 months rather than the recommendation as proposed to revert to £1 per foot after the 12 month period.

Proposer : Councillor B Coleman

Seconder : Councillor Jeal

That the 2 Day Market Place Fees and Charges be as follows :-

(a) To change the fees and charges for the 2 Day Markets to an annual charge of 50p per foot in 2017/18 with effect from the 1 October 2017, and that the additional one off costs be funded from the Town Centre Initiative Reserve, and that this be reviewed after the 12 month period.

(b) That a standard charge of £50 per annum for 2 day and 6 day traders on Fullers Hill Car Park be agreed.

CARRIED

(Councillors A Grey, K Grey, Hammond, Weymouth, Thirtle, Bird, Mavroudis, Lawn, Reynolds, Robinson-Payne, Waters-Bunn and Jeal left the meeting at this stage for the consideration of the following item).

In the absence of the Chair and Vice-Chair, Council was asked to appoint a Chair for the consideration of the following item.

Proposer : Councillor Pratt

Seconder : Councillor Wright

That Councillor Fairhead be elected to Chair the meeting for consideration of the following item.

CARRIED

7 PRIVATE RENTED HOUSING; PROPOSAL FOR A SELECTIVE LICENSING SCHEME WITHIN NELSON - CENTRAL AND NORTHGATE WARDS

Council considered the Strategic Director's report which set out a proposal for the Council to implement a Selective Licensing Scheme in relation to a geographic area comprising parts of the Nelson and Central and Northgate Wards of Great Yarmouth in accordance with the provisions of the Housing Act 2004. The Scheme aims to tackle significant and persistent levels of anti-social behaviour, crime and poor housing conditions related to the Private Rented Housing Sector.

Proposer : Councillor Grant

Seconder : Councillor Flaxman-Taylor

(1) Agree that the Council moves forward with the introduction of Selective Licensing in accordance with the timescale set out within the Business Case, expected final decision by Council following statutory consultation would be in July 2018.

(2) Agree to release £38,788 from the Special Project Reserve to fund the development of the scheme to include the appointment of a Housing Licensing Manager to commence consultation and finalise details of a proposed scheme.

(3) Receive regular updates at the Housing and Neighbourhoods Committee on the progress of the project.

CARRIED

(Her Worship the Mayor here reoccupied the Chair).

8 CONCURRENT FUNCTION AND COUNCIL TAX SUPPORT GRANTS - 2018-19

Council considered the recommended decisions of the Policy and Resources Committee of the 17 October 2017 in relation to Concurrent Function and Council Tax Support Grants for 2018/19.

Councillors Wainwright and Williamson commented that in their opinion they were of the view that Concurrent Function Grants should be discontinued. Councillor Wainwright pointed out that there had been financial cuts in all departments of the Council and that these grants should be ceased. Councillor Reynolds commented that the Concurrent Function Grants given to Parish Councils meant that they could carry out their functions more efficiently and that this matter should be discussed at the Parish Liaison meeting to be held on the 13 November 2017. Councillor Jeal commented that he felt the Concurrent Function Grant should be reduced in accordance with the Officers recommendation.

Proposer : Councillor Plant

Seconder : Councillor B Coleman

(1) That the Concurrent Function Grant for 2018/19 be reduced and be provided for parks and open spaces and burial grounds only be not agreed.

(2) That a further review be carried out for the 2019/20 budget process.

(3) That the Council Tax Support Grant Allocations for 2018/19 be limited to £33,710 as outlined within the Finance Director's report.

CARRIED

9 APPOINTMENT TO OUTSIDE BODIES 2017/18

Norfolk Health and Wellbeing Board.

Council was reminded that Councillor Grant had been appointed to the above Board and that the County Council had now requested all District Council's to nominate substitute Members for this Board.

Proposer : Councillor Plant

Seconder : Councillor Carpenter

That Councillor Flaxman - Taylor be appointed as the Borough Council's nominated substitute on the Norfolk Health and Wellbeing Board.

CARRIED

10 MOTION ON NOTICE

Council considered the following Motion from Councillors Wainwright, Williamson, Jeal, Walker, Wright and Fairhead:-

Councillor Wainwright presented the Motion stating that NJC basic had fallen by 20% since 2010 in real terms and that NJC workers had had a three year pay freeze from 2012-2015. Local terms and conditions of many NJC employees had also been cut, impacting on their overall earnings. NJC pay is the lowest in the Public Sector. Job evaluated pay structures are being squeezed and distorted by bottom-loaded NJC pay settlements needed to reflect the increased National Living Wage and the Foundation Living Wage. There are growing equal and fair pay risks resulting from this situation.

Councillor Carpenter read out a letter received from the Local Member of Parliament Brandon Lewis MP which set out the Government's position with regard to the NJC pay claim for 2018/19. Councillor Smith also reported on a Press article from the Daily Mail which set out comments in relation to the impact of Public Sector wage increases. Councillor Plant commented that the

Motion under consideration was a model version that had been prepared by the Unite Trades Union. He pointed out that negotiations were still taking place between the employers and the relevant unions. Councillor Williamson commented that the Government has a choice on how it spends its money and he stated the need to value public sector workers. Councillor Myers commented that there was a need to bring private sector workers up to the level of public sector and that standards should be raised across the board. Councillor Reynolds questioned where the Government would find the funds to meet the NJC pay claim. Councillor B Coleman referred to an article from the Institute of Economic Affairs detailing issues relating to the National Living Wage and on the current economic position throughout the country. Councillor Walker commented that he felt that funds could be found by the Government to meet the NJC pay claim and expressed his confusion at the content of the letter from the Local MP on this matter.

Proposer : Councillor Wainwright

Seconder : Councillor Williamson

This Council therefore supports the NJC pay claim for 2018 of which many GYBC staff will be affected, submitted by UNISON, GMB and Unite on behalf of Council and school workers and calls for an immediate end of public sector pay restraint. NJC pay cannot be allowed to fall further behind other parts of the public sector. This Council also welcomes the joint review of the NJC pay spine to remedy the turbulence caused by bottom-loaded pay settlements. This Council also notes the drastic ongoing cuts to local Government funding and calls on the Government to provide additional funding to fund a decent pay rise for NJC / GYBC employees and the pay spine review. This Council therefore resolves to call immediately on the LGA to make urgent representation to Government to fund the NJC claim and pay spine review and notify us of their action in this regard, and write to the Prime Minister and Chancellor supporting the NJC pay claim and seeking additional funding to fund a decent pay rise and the pay spine review, and meet with the local GYBC Union representative to convey support for the pay claim and the pay spine review.

LOST

11 MARINA LEISURE CENTRE - NEW BUILD OPTIONS APPRAISAL

Council was reminded that on the 7 February 2017 the Policy and Resources Committee agreed to further work being undertaken to look at new build options for a new leisure facility to replace the existing Marina Centre.

Accordingly Council now considered the Strategic Director's report together with a confidential Feasibility and Options Appraisals report and Members were asked to consider each of the new build options and note the Officer's recommendation to progress new build option 5 as this provides the most financially viable option for the Council.

Proposer : Councillor Smith

Seconder : Councillor Plant

(1) To approve option five as the new build option to replace the existing Marina Centre and move the project into its next phase, which is a detailed feasibility study (RIBA stage 2) and in developing option five as part of stage two, to give consideration to incorporating additional leisure water within this facility.

(2) To allocate £120,000 of capital funding to progress this project, this will include the procurement of a professional team to deliver RIBA stage 2.

(3) To continue engagement with existing tenants on the site as part of the detailed feasibility study.

(4) To further explore car parking provision options on the seafront as part of RIBA stage 2.

(5) To progress additional funding opportunities to close the funding gap identified as part of progressing option 5.

CARRIED

Her Worship the Mayor advised Council that she had agreed for Council to consider an item of urgent business on a review of political balance.

12 APPOINTMENT TO COMMITTEE'S 2017/18

Following a request to review the allocation of seats to Political Parties in accordance with Regulation 17 of the 1990 Regulations Members were asked to agree the arrangements to undertake a review of appointments to Committee's for 2017/18. The Monitoring Officer reported that in the event of the Political Groups being unable to nominate Members to the respective Committees then it was suggested that the Chief Executive Officer/Monitoring Officer be given delegated authority to agree the Committee appointments. The proposed appointments to the Committees from the Conservative Group had been shared with the other Political Group Leaders. In discussing this item, Councillor Wainwright commented that the seven UKIP Members who had recently decided to join the Conservative Group on the Council should be prepared to stand at a By Election to be arranged. Councillor Annison commented that there would be a significant cost to the Council in arranging By Elections for the seven Members in question.

The Corporate Governance Manager explained that Council could now agree the list of nominations presented by the Conservative Group, the nominations from the Labour Group and Tribune Group remain unchanged and could also now be agreed, and that the nominations to be made by the UKIP Group, and

any other amendments from the Political Groups, could be delegated to the Chief Executive Officer / Monitoring Officer for approval.

Proposer : Councillor Plant

Seconder : Councillor B Coleman

That the proposed revised appointments to Committees for 2017/18 on the lines outlined above be agreed.

CARRIED

13 EXCLUSION OF PUBLIC

RESOLVED :

"That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Part I of Schedule 12(A) of the said Act."

14 MARINA CENTRE REDEVELOPMENT - RIBA STAGE 1 - FEASIBILITY STUDY AND OPTIONS APPRAISAL

(Confidential Minute on this Item)

15 RE-MODELLING OF THE SHELTERED HOUSING SERVICE

(Confidential Minute on this Item)

16 CONFIDENTIAL SERVICE COMMITTEE DECISION LIST FOR THE PERIOD 14 SEPTEMBER TO 17 OCTOBER 2017

(Confidential Minute on this Item)

17 CONFIDENTIAL MINUTES

(Confidential Minute on this Item)

The meeting ended at: 21:10

Council

Minutes

Thursday, 09 November 2017 at 19:00

Present :

Her Worship the Mayor Councillor Robinson-Payne (in the Chair); Councillors Andrews, Annison, Bensly, Borg, B Coleman, M Coleman, Cutting, Davis, Fairhead, Flaxman-Taylor, Grant, A Grey, K Grey, Hacon, Hanton, Hammond, Jeal, Mavroudis, Myers, Plant, Pratt, Reynolds, Smith, Stenhouse, Thirtle, Wainwright, Walch, Walker, Weymouth, Williamson and Wright.

Also in attendance :

Mrs S Oxtoby (Chief Executive Officer), Mr D Johnson (Monitoring Officer) and Mr R Hodds (Corporate Governance Manager)

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Connell, Jones, Rodwell and Waters-Bunn.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 FOUR YEARLY ELECTIONS LOCAL REFERENDUM RESULTS

Council considered the Head of Organisational Development's report which advised Council on the outcome of the Local Referendum on a possible change from election by thirds to election of the whole Council once every four years.

The Monitoring Officer reported that the Local Government Act 1972 established the current Electoral Scheme for Local Authorities in England. Under the Local Government and Public Involvement and Health Act 2007 as amended by the Localism Act 2011, the Monitoring Officer reported that if the Council wished to move from election by thirds to whole Council elections the Council must consult such persons as it thinks appropriate on the proposed change and convene a special meeting of Council to consider the proposed change. Council must at that special meeting pass a resolution to change by a two thirds majority of those voting. The Council will also be required to publish an explanatory document on the decision and make this available for public inspection and to also give notice on this decision to the Electoral Commission.

Councillor Plant made the point that the results of the non binding Referendum had been very clear and that Members should take notice of the public wishes on this matter. Councillor Wainwright endorsed the comments made by the Leader with regard to the Public Referendum on this matter.

Proposer : Councillor Plant

Seconder : Councillor Wainwright

That approval be given to change to whole Council elections once every four years, with effect from May 2019.

Proposer : Councillor K Grey

Seconder : Councillor A Grey

That a recorded vote be taken on the above resolution.

CARRIED

For the resolution :- Councillors Annison, Bensly, Borg, B Coleman, M Coleman, Davis, Fairhead, Flaxman-Taylor, Grant, A Grey, K Grey, Hacon, Hammond, Hanton, Jeal, Lawn, Mavroudis, Plant, Pratt, Reynolds, Robinson-Payne, Smith, Stenhouse, Thirtle, Wainwright, Walker, Weymouth, Williamson and Wright.

Against the resolution :- Councillors Andrews, Cutting, Myers and Walch

Abstentions :- None

For the resolution 29 votes, against the resolution 4 votes, abstentions nil

Resolution - CARRIED.

The meeting ended at: 19:15

Decision List for 26 October 2017 to 28 November 2017

	Decision Item	Committee	Committee Date	Details of Decision	Officer Lead
1	Housing and Neighbourhoods Performance Report Quarter 2 2017-18	Housing & Neighbourhoods	26/10/2017	That the Committee note the report.	Trevor Chaplin
2	Middlegate Estate Regeneration Feasibility	Housing & Neighbourhoods	26/10/2017	That the Committee:- (i) notes the proposed format and amended programme for the Feasibility Study; and (ii) agrees to the proposed Governance Structure.	Michelle Burdett
3	Voluntary and Community Sector Support Services 6 Months Progress Update	Housing & Neighbourhoods	26/10/2017	That the Committee approve the following, subject to Council's approval of the 2018/19 budgets; (i) Citizen Advice Bureau to receive a further one year award, following satisfactory evidence of delivery and outcomes, in accordance with the original bid, (ii) DIAL to receive a further one year award, following satisfactory evidence of delivery and outcomes, in accordance with the original bid, (iii) First Move Furnish Aid to be granted a further 3 month period to provide the necessary monitoring information/evidence to demonstrate instigation of 3 key commissioned delivery areas, in accordance with their original bid. Recommendations for a further one year award will be made to Committee following this extended period; (iv) Foodbank Plus to receive a further one year award following satisfactory evidence of delivery and outcomes, in accordance with the original bid.	Holly Notcutt
4	Beach Coach Car Park and Lorry - Coach Station	Economic Development	20/11/2017	That the Committee note the Head of Customer Services report.	Miranda Lee
5	Gating Of Passageway Underneath Market Gates Shopping Centre	Economic Development	20/11/2017	That the Committee note the Community Safety Co-ordinator's report and agree to progress with Option 2.	Tracey Jones
6	Market Policy Review 2017	Economic Development	20/11/2017	(1) That following its annual review and trader consultation the Revised Market Policy be adopted. (2) That a report be brought back to the Economic Development Committee in six months time in relation to the monitoring of market fees recently implemented.	Jane Beck
7	Economic Development - Quarter 2 Performance Report 2017-18	Economic Development	20/11/2017	That all measures be monitored during the next quarter.	David Glason
8	Great Yarmouth Transport and Infrastructure Steering Group Minutes	Economic Development	20/11/2017	That the Committee note the minutes of the Transport and Infrastructure meeting held on the 9 November 2017.	David Glason
9	Quarter 2 Performance Report	Environment	22/11/2017	That all measures be monitored during the next quarter.	Grizelle Britton
10	Quarter 2 Key Project and Performance Report	Policy & Resources	28/11/2017	(1) That all measures be monitored during the next quarter. (2) That all Key Projects continue to be monitored over the next quarter with the aim of maintaining green status and where possible obtaining a green status for those Key Projects which are currently amber.	Julie Cooke
11	2017-18 Period 6 Budget Monitoring	Policy & Resources	28/11/2017	That the 2017/18 Period 6 Budget Monitoring report be noted.	Karen Sly
12	2017-18 Treasury Management Mid Year Report	Policy & Resources	28/11/2017	That Council be recommended to approve the Treasury Management half yearly report for 2017/18.	Karen Sly
13	Minimum Revenue Provision Policy - Review	Policy & Resources	28/11/2017	That Council be recommended to approve the revised MRP Policy thus amending the calculation of the MRP for the post 2008 expenditure to the annuity asset life method, as detailed in the report, to be applied to 2017/18 onwards.	Lorna Snow
14	Medium Term Financial Strategy 2018/19 to 2020/21	Policy & Resources	28/11/2017	That Council be recommended to :- (a) Note the updated Medium Term Financial Strategy (b) To note the current Financial Forecast for 2018/19 to 2020/21. (c) To note the revised reserved statements as detailed in the Finance Director's report to the Financial Strategy.	Karen Sly
15	Fees and Charges 2018-19	Policy & Resources	28/11/2017	That Council be recommended to agree, as amended, the schedule of Fees and Charges for 2018/19 as detailed in the Finance Director's report.	Karen Sly

	Decision Item	Committee	Committee Date	Details of Decision	Officer Lead
16	Council Tax - Tax Base/ Council Tax Discounts	Policy & Resources	28/11/2017	That Council be recommended to :- (1) To approve the estimated Tax Bases for the Borough and for each Parish as detailed in Appendix A of the Revenue Manager's report. (2) To approve the Council Tax discounts as detailed in the Revenue Manager's report which will apply for 2018/19.	Stuart Brabben
17	Council Tax Reduction Scheme 2018	Policy & Resources	28/11/2017	That Council be recommended to agree to continue with the existing Scheme for 2018 based on option 1 - a maximum award of 91.5% of the Council Tax liability for working age.	Miranda Lee
18	Corporate Communications Strategy	Policy & Resources	28/11/2017	That the proposed Corporate Communications Strategy be endorsed, and that the Communications Action Plan for 2017/18 be noted.	David Wiles
19	Winter Gardens - Business Plan and Heritage Lottery Fund Application	Policy & Resources	28/11/2017	(1) That approval be given to the Business Plan as detailed in the Project and Programme Manager's report, and to use that as a basis to apply to the HLF Major Batch Programme on the 1 December 2017. (2) That if the application is successful to agree to allocate £200,000 of funding from the Special Projects Reserve to match the project development phase to pay for the detailed designs, surveys, activity planning and fundraising efforts to move to the second stage of the HLF bid process - the delivery phase. (3) To seek additional funding opportunities to close the funding gap identified as part of progressing the development of the HLF project and reducing the burden on Council resources.	Michelle Burdett
20	Continued Funding for CCTV	Policy & Resources	28/11/2017	(1) That approval be given to the additional allocation of funding through the Great Yarmouth Car parking on street pay and display surplus funds account. (2) To endorse the recommendation to undertake a review of the future of CCTV pending the end of this available funding stream by 2020.	Miranda Lee

Subject: 2017/18 TREASURY MANAGEMENT MID YEAR REPORT

Report to: Policy and Resources 28 November 2017
Full Council 14 December 2017

Report by: Finance Director

SUBJECT MATTER

This report presents for the 2017/18 financial year the following:

- the mid-year position for treasury management;
- the borrowing requirement and debt for the current financial year;
- the mid-year borrowing position;
compared with the Treasury Management Strategy.

Recommendations:

Members are asked to approve the treasury management half yearly report for 2017/18.

1. Introduction

- 1.1 This Authority adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2011 Edition* (the CIPFA Code) which requires the Authority to approve treasury management semi-annual and annual reports.
- 1.2 The Authority's treasury management strategy for 2017/18 was approved at the meeting of Council in February 2017. The Authority has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk are therefore central to the Authority's treasury management strategy.

2. External Context

- 2.1 Economic background: Commodity prices fluctuated over the period with oil falling below \$45 a barrel before inching back up to \$58 a barrel. UK Consumer Price Inflation (CPI) index rose with the data print for August showing CPI at 2.9%, its highest since June 2013 as the fall in the value of sterling following the June 2016 referendum result continued to feed through into higher import prices. The new inflation measure CPIH, which includes owner occupiers' housing costs, was at 2.7%.
- 2.2 The unemployment rate fell to 4.3%, its lowest since May 1975, but the squeeze on consumers intensified as average earnings grew at 2.5%, below the rate of inflation. Economic activity expanded at a much slower pace as evidenced by Q1 and Q2 GDP growth of 0.2% and 0.3% respectively. With the dominant services sector accounting for 79% of GDP, the strength of consumer spending remains vital to growth, but with household savings falling and real wage growth negative, there are concerns that these will be a constraint on economic activity in the second half of calendar 2017.

- 2.3 The Bank of England made no change to monetary policy at its meetings in the first half of the financial year. The vote to keep Bank Rate at 0.25% narrowed to 5-3 in June highlighting that some MPC members were more concerned about rising inflation than the risks to growth. At the September's meeting the Committee voted 7-2 in favour of keeping Bank Rate unchanged, the MPC changed their rhetoric, implying a rise in Bank Rate in "the coming months", then in November the Committee voted 7-2 in favour of an increase to 0.50%.
- 2.4 Geopolitical tensions escalated in August as the US and North Korea exchanged escalating verbal threats over reports about enhancements in North Korea's missile programme. The provocation from both sides helped wipe off nearly \$1 trillion from global equity markets but benefited safe-haven assets such as gold, the US dollar and the Japanese yen. Tensions remained high, with North Korea's threat to fire missiles towards the US naval base in Guam, its recent missile tests over Japan and a further testing of its latent nuclear capabilities.
- 2.5 Prime Minister Theresa May called an unscheduled General Election in June, to resolve uncertainty but the surprise result has led to a minority Conservative government in coalition with the Democratic Unionist Party. This clearly results in an enhanced level of political uncertainty. Although the potential for a so-called hard Brexit is diminished, lack of clarity over future trading partnerships, in particular future customs agreements with the rest of the EU block, is denting business sentiment and investment. The reaction from the markets on the UK election's outcome was fairly muted, business confidence now hinges on the progress (or not) on Brexit negotiations, the ultimate 'divorce bill' for the exit and whether new trade treaties and customs arrangements are successfully concluded to the UK's benefit.
- 2.6 In the face of a struggling economy and Brexit-related uncertainty, Arlingclose expects the Bank of England to take only a very measured approach to any monetary policy tightening, any increase will be gradual and limited as the interest rate backdrop will have to provide substantial support to the UK economy through the Brexit transition.
- 2.7 Financial markets: Gilt yields displayed significant volatility over the six-month period with the appearing change in sentiment in the Bank of England's outlook for interest rates, the push-pull from expectations of tapering of Quantitative Easing (QE) in the US and Europe and from geopolitical tensions, which also had an impact. The yield on the 5-year gilts fell to 0.35% in mid-June, but then rose to 0.80% by the end of September. The 10-year gilts similarly rose from their lows of 0.93% to 1.38% at the end of the quarter, and those on 20-year gilts from 1.62% to 1.94%.
- 2.8 The FTSE 100 nevertheless powered away reaching a record high of 7548 in May but dropped back to 7377 at the end of September. Money markets rates have remained low: 1-month, 3-month and 12-month LIBID rates have averaged 0.25%, 0.30% and 0.65% over the period from January to 21st September.
- 2.9 Credit background: UK bank credit default swaps continued their downward trend, reaching three-year lows by the end of June. Bank share prices have not moved in any particular pattern.
- 2.10 There were a few credit rating changes during the quarter. The significant change was

the downgrade by Moody's to the UK sovereign rating in September from Aa1 to Aa2 which resulted in subsequent downgrades to sub-sovereign entities including local authorities. Moody's downgraded Standard Chartered Bank's long-term rating to A1 from Aa3 on the expectation that the bank's profitability will be lower following management's efforts to de-risk their balance sheet. The agency also affirmed Royal Bank of Scotland's and NatWest's long-term ratings at Baa1, placed Lloyds Bank's A1 rating on review for upgrade, revised the outlook of Santander UK plc, and Nationwide and Coventry building societies from negative to stable but downgraded the long-term rating of Leeds BS from A2 to A3.

- 2.11 Ring-fencing, which requires the larger UK banks to separate their core retail banking activity from the rest of their business. In May, following Arlingclose's advice, the Authority reduced the maximum duration of unsecured investments with Bank of Scotland, HSBC Bank and Lloyds Bank from 13 months to 6 months as until banks' new structures are finally determined and published, the different credit risks of the 'retail' and 'investment' banks cannot be known for certain.
- 2.12 The Authority's operational banking is with Barclays Bank. Barclays has informed the Authority that this service will henceforth be conducted from its investment bank. The Authority completed the sort code migration in September.
- 2.13 The new EU regulations for Money Market Funds were finally approved and published in July and existing funds will have to be compliant by no later than 21 January 2019. The key features include Low Volatility NAV (LVNAV) Money Market Funds which will be permitted to maintain a constant dealing NAV, providing they meet strict new criteria and minimum liquidity requirements. MMFs will not be prohibited from having an external fund rating (as had been suggested in draft regulations). Arlingclose expects most of the short-term MMFs it recommends to convert to the LVNAV structure and awaits confirmation from each fund.

3. Regulatory Updates

- 3.1 MiFID II: Currently Local Authorities are treated by regulated financial services firms as professional clients but from 3 January 2018 as a result of the second Markets in Financial Instruments Directive (MiFID II), which was introduced as part of a financial regulations directive, local authorities who do not have an investment balance of £10million will be treated as retail clients as opposed to professional clients which is our current status. The s151 will therefore be continuing to assess our investment levels to ensure we retain our status as a professional client in order to provide security of capital, access to better investment returns and borrowing rates. This may require additional borrowing although this does not require changes to our current investment strategy.
- 3.2 CIPFA Consultation on Prudential and Treasury Management Codes: In February 2017 CIPFA canvassed views on the relevance, adoption and practical application of the Treasury Management and Prudential Codes and after reviewing responses launched a further consultation on changes to the codes in August with a deadline for responses of 30 September 2017.
- 3.3 The proposed changes to the Prudential Code include the production of a new high-

level Capital Strategy report to full council which will cover the basics of the capital programme and treasury management. The prudential indicators for capital expenditure and the authorised borrowing limit would be included in this report but other indicators may be delegated to another committee. There are plans to drop certain prudential indicators, however local indicators are recommended for ring fenced funds (including the HRA) and for group accounts. Other proposed changes include applying the principles of the Code to subsidiaries.

- 3.4 Proposed changes to the Treasury Management Code include the potential for non-treasury investments such as commercial investments in properties in the definition of “investments” as well as loans made or shares brought for service purposes. Another proposed change is the inclusion of financial guarantees as instruments requiring risk management and addressed within the Treasury Management Strategy. Approval of the technical detail of the Treasury Management Strategy may be delegated to a committee rather than needing approval of full Council. There are also plans to drop or alter some of the current treasury management indicators.
- 3.5 CIPFA intends to publish the two revised Codes towards the end of 2017 for implementation in 2018/19, although CIPFA plans to put transitional arrangements in place for reports that are required to be approved before the start of the 2018/19 financial year. The Department of Communities and Local Government (DCLG) and CIPFA wish to have a more rigorous framework in place for the treatment of commercial investments as soon as is practical. It is understood that DCLG will be revising its Investment Guidance (and its MRP guidance) for local authorities in England; however there have been no discussions with the devolved administrations yet.

4. Local Context – Treasury Management Position – Mid Year

- 4.1 On 31 March 2017, the Authority had net borrowing of £84.4m arising from its revenue and capital income and expenditure. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. These factors are summarised in table 1 below.

Table 1: Balance Sheet Summary

	31.3.17 Actual £000	30.09.17 £000
General Fund CFR	46,292	55,720
HRA CFR	78,867	80,919
Total CFR	125,159	136,639
Less: Other debt liabilities *	-922	-922
Borrowing CFR	124,237	135,717
Less: Usable reserves	-23,478	-23,478
Less: Working capital	-16,320	-25,807
Net Borrowing	84,439	86,432

* finance leases, transferred debt that form part of the Authority's total debt

- 4.2 The Authority's current strategy is to maintain borrowing and investments below their underlying levels, sometimes known as internal borrowing, in order to reduce risk and keep interest costs low. The treasury management position as at 30 September 2017 and the change over the period is show in table 2 below.

Table 2: Treasury Management Summary

	31.3.17 Balance £000	Movement £000	30.9.17 Balance £000	30.9.17 Rate %
Long-term borrowing	82,178	0	82,178	3.66%
Short-term borrowing	6,039	-35	6,004	0.55%
Total borrowing	88,217	-35	88,182	
Long-term investments	0	0	0	0%
Short-term investments	0	0	0	0%
Cash and cash equivalents	3,778	-2,028	1,750	0%
Total investments	3,778	-2,028	1,750	
Net Borrowing	84,439		86,432	

5. Borrowing Strategy – Mid Year

- 5.1 At 30 September 2017 the Authority held £88.182m of loans, a decrease of £35k on 31 March 2017, as part of its strategy for funding previous years' capital programmes. The 30 September 2017 borrowing position is show in table 3 below.

Table 3: Borrowing Position

	31/3/2017 Balance £000	Movement £000	30/9/2017 Balance £000	30/9/2017 Rate %	30/9/2017 Maturity (years)
Public Works Loan Board	71,388	0	71,388	3 - 4.4%	11 – 38
Banks	10,790	0	10,790	3.35 – 11.0%	1 – 60
Local Authorities (long-term)	0	0	0	0	0
Local Authorities (short-term)	6,039	(35)	6,004	0.55	1
Total	88,217	(35)	88,182		

- 5.2 The Authority's chief objective when borrowing has been to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Authority's long-term plans change being a secondary objective.

- 5.3 In furtherance of these objectives, and due to a deferral of in the region of £26 million from the 2016/17 capital programme into 2017/18, new borrowing had been kept to a minimum in 2016/17, primarily temporary loans borrowed from the market, while some existing loans were allowed to mature without replacement. This strategy enabled the Authority to reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk.
- 5.4 As the deferred capital expenditure is incurred in 2017/18, the Authority will need to undertake new borrowing. The amount of borrowing anticipated during the second half of 2017/18 is £11 million.
- 5.5 The “cost of carry” analysis performed by the Authority’s treasury management advisor Arlingclose did not indicate any value in borrowing in advance for future years’ planned expenditure and therefore none has been taken.

6. Investment Activity

- 6.1 The Authority holds invested funds, representing income received in advance of expenditure plus balances and reserves held. During the first half of 2017/18 the Authority’s investment balance ranged between £1 million and £10 million due to timing differences between income and expenditure. The investment position during the first six months of the year is shown in table 4 below.

Table 4: Investment Position

	31.3.17 Balance £000	Movement £000	30.9.17 Balance £000	Rate %
Banks & building societies (unsecured)	2,985	(2,985)	0	N/A
Money Market Funds	0	1,925	1,925	0.21
Total investments	2,985	(1,060)	1,925	

- 6.2 Both the CIPFA Code and government guidance require the Authority to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Authority’s objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income. Due to the general low level of investment balances and for purposes of liquidity during the first half of 2017/18, the Authority’s investments were primarily in Money Market Funds

7. Compliance Report

- 7.1 The Finance Director to report that all treasury management activities undertaken during the first half of 2017/18 complied fully with the CIPFA Code of Practice and the Authority’s approved Treasury Management Strategy. Compliance with specific investment limits is demonstrated in the tables below.

<u>Table 5: Investment Limits</u>	2017/18 Maximum	30.9.17 Actual	2017/18 Limit	Complied
Banks 1 higher quality AA	£4m	£0m	£4m	✓
Banks 1 medium quality AA	£4m	£0m	£4m	✓
Banks 1 lower quality A-	£3m	£0m	£3m	✓
Debt Management Account Deposit Facility (DMO) AAA	Unlimited	£0m	Unlimited	✓
Local authorities	£3m	£0	£3m	✓
Money Market Funds AAA	£3m per fund	£1.9m	£3m per fund	✓
Enhance money market funds AAA	£3m per fund	£0	£3m per fund	✓

7.2 Compliance with the authorised limit and operational boundary as per the agreed treasury indicators for external debt is demonstrated in table 6 below.

<u>Table 6: Debt Limits</u>	2017/18 Maximum * £000	30.9.17 Actual £000	2017/18 Authorised Limit £000	2017/18 Operational Boundary £000	Complied
Borrowing	88,217	87,892	151,000	146,000	✓
Finance Leases	2,000	361	2,000	2,000	✓
Total debt	153,000	89,892	153,000	148,000	✓

*'Maximum' is highest actual outstanding borrowing at any point during the first six months of 2017/18.

7.3 The authorised limit for external debt represents a control on the maximum level of borrowing. This represents a limit beyond which external debt is prohibited, and this limit needs to be set by Council as part of the annual treasury management strategy. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term. The operational boundary is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt. Since the operational boundary is a management tool for in-year monitoring it is not significant if the operational boundary is breached on occasions due to variations in cash flow, and this is not counted as a compliance failure.

8. Treasury Management Indicators

8.1 The Authority measures and manages its exposures to treasury management risks using the following indicators.

8.2 **Security:** The Authority has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments

are assigned a score based on their perceived risk.

	30.9.17 Actual	2017/18 Target	Complied
Portfolio average credit rating	A+	A	✓

- 8.3 **Liquidity:** The Authority has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments it can borrow each quarter without giving prior notice.

	30.9.17 Actual £000	2017/18 Target £000	Complied
Liquid short term deposits	1,000	1,000	✓
Bank Overdraft	101	250	✓

- 8.4 **Interest Rate Exposures:** This indicator is set to control the Authority's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures, expressed as the proportion of net principal borrowed was:

	30.9.17 Actual	2017/18 Limit	Complied
Upper limit on fixed interest rate exposure	100%	100%	✓
Upper limit on variable interest rate exposure	100%	100%	✓

- 8.5 Fixed rate investments and borrowings are those where the rate of interest is fixed for at least 12 months, measured from the start of the financial year or the transaction date if later. All other instruments are classed as variable rate.

- 8.6 **Maturity Structure of Borrowing:** This indicator is set to control the Authority's exposure to refinancing risk. The upper and lower limits on the maturity structure of fixed rate borrowing were:

	30.9.17 Actual £000	Upper Limit	Lower Limit	Complied
Under 12 months	6,004	20%	0%	✓
12 months and within 24 months	3,790	40%	0%	✓
24 months and within 5 years	0	60%	0%	✓
5 years and within 10 years	0	80%	0%	✓
10 years and above	78,388	100%	0%	✓

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

9. Outlook for the remainder of 2017/18

- 9.1 The UK economy faces a challenging outlook as the minority government continues to negotiate the country's exit from the European Union. Both consumer and business

confidence remain subdued. Household consumption growth, the driver of UK GDP growth, has softened following a contraction in real wages. Savings rates are at an all-time low and real earnings growth (i.e after inflation) struggles in the face of higher inflation.

- 9.2 Having changed its rhetoric and priming the markets on a potential imminent rise in interest rates, the Bank of England increased policy rates to 0.5% in November.
- 9.3 Arlingclose expects only a very measured and gradual approach to any further increases in interest rates by the Bank due to the constraining effect of Brexit-related uncertainty on economic activity and growth. Arlingclose's central case is for gilt yields to remain broadly stable in the medium term, but there may be near term volatility due to shifts in interest rate expectations.
- 9.4 The Minimum Revenue Provision (MRP) policy is agreed annually as part of the Treasury Management strategy, there is a report on the agenda which is recommending a change to the current MRP policy, the strategy for 2018/19 will be updated in February 2018 for this change.

10. FINANCIAL AND RISK IMPLICATIONS

- 10.1 The financial implications and risks are outlined in the report, and are largely related to the impact of interest rate changes. An element of the financial risk implications can be mitigated by the fact that the Council maintains a general reserve balance which includes an allowance for changes in interest rate that can be used in the short term.

11. RECOMMENDATIONS

- 11.1 It is recommended that Policy and Resources committee note the mid-year treasury management review report.

12. BACKGROUND PAPERS

- 12.1 Treasury Management Strategy 2017/18
- 12.2 Arlingclose updates and reports

Subject: Minimum Revenue Provision Policy - Review

Report to: Policy and Resources – 28 November 2017

Report by: Capital Projects and Senior Accountant

SUBJECT MATTER/RECOMMENDATIONS

To consider and recommend a change to the Council's Minimum Revenue Policy.

Recommendation:

To approve the revised MRP policy thus amending the calculation of the MRP for the post 2008 expenditure to the annuity asset life method (as set out at 4.3 within the report) to be applied to 2017/18 onwards.

1. INTRODUCTION AND BACKGROUND

- 1.1 Local Authorities are required to set an annual Minimum Revenue Provision (MRP) statement, this is approved each year as part of the treasury management strategy which is agreed annually by Full Council alongside the budget setting processes.
- 1.2 MRP represents the minimum charge to an Authorities revenue account that must be made each year in relation to capital expenditure that was originally funded from debt. In summary for all capital expenditure that is not financed from 'cash' resources for example reserves, external grants and contributions or capital receipts and is financed by borrowing will incur a MRP charge annually.
- 1.3 Regulations and statute in respect of MRP are covered within The Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 which became effective from March 2008. These regulations replaced the formula-based method for calculating MRP which existed under previous regulations. Regulations 27 and 28 (as amended in 2008) require that a local authority "shall determine for the current financial year an amount of Minimum Revenue Provision which it considers to be prudent".
- 1.4 The Department for Communities and Local Government (DCLG) have produced statutory guidance alongside the regulations which local authorities must have regard to when setting out what they deem to be a prudent MRP charge. These are discussed in more detail in section 2 of the report.
- 1.5 MRP is essentially linked to the concept of the capital financing requirement (CFR) in the CIPFA Prudential Code. The CFR represents the total of all the Council's past capital expenditure, less the total capital financing applied other than debt. Debt is only a temporary form of finance, as loans must be repaid. The CFR therefore represents the Council's underlying need to borrow for capital purposes, and the amount that has yet to be permanently financed. MRP is the main method of permanently financing that expenditure.
- 1.6 The council's current MRP policy was introduced in 2007/08. Before 2007/08, the method of calculating MRP was set out in legislation. But from 2007/08 onwards, local authorities have had the ability to set their own policy on calculating MRP, with

the principal legislative condition being that the amount calculated must be one that the Council deems to be “prudent”.

- 1.7 As the policy has not been reviewed since it was implemented it is timely to review the method used for calculating the MRP.

2. MRP OPTIONS

- 2.1 In accordance with the Local Authorities (Capital Finance and Accounting) (England) Regulations 2008 the guidance sets out the following four methods for calculation of the MRP:

- a) **Regulatory Method** - This method reflects the previous regulations; MRP is charged at 4% of the authority's underlying need to borrow for capital purposes, i.e. the capital financing requirement (CFR). The formula includes an item known as 'Adjustment A' which was intended to manage the difference between the CFR and the former method of calculation prior to the introduction of the Prudential System from April 2004.
 - b) **Capital Financing Requirement (CFR) Method** - This method calculates the MRP by basing the charge on the authority's CFR excluding the technical adjustments included in option 1 and aims to simplify the method. The annual MRP charge is set at 4% of the non-housing CFR at the end of the preceding financial year.
 - c) **Asset Life Method** - This method calculates MRP based on the life of the asset for which the borrowing is undertaken and can be calculated by either of the following methods:
 - (i) equal instalments - where the principal repayment made is the same in each year, or
 - (ii) annuity - where the principal repayments increase over the life of the asset.
 - d) **Depreciation Method** – This method is similar to that under option 3 but the MRP is equal to the depreciation provision required in accordance with proper accounting practices in respect of the asset on which the capital expenditure has been financed by borrowing.
- 2.2 Local authorities have the discretion to set their own MRP policy although the guidance recommends a number of factors to consider:
- a) A statement of MRP policy for the forthcoming financial year is approved by the full council or equivalent before the start of each financial year, – this is approved annually within the Treasury Management Strategy alongside the budget report;
 - b) The broad aim of the policy is to ensure that MRP is charged (to the revenue account) over a period that is reasonably commensurate with the period over which the capital expenditure which gave rise to the borrowing/debt provides a benefit to the Authority;
 - c) MRP is not required to be charged to the Housing Revenue Account (HRA);
 - d) Where a local authority's overall Capital Financing Requirement¹ is zero or a negative amount there is no requirement to charge MRP.

¹ The capital financing requirement (CFR) measures an authority's underlying need to borrow or finance by other long-term liabilities for a capital purpose (i.e. it means capital expenditure incurred but not yet paid for).

- 2.3 MRP charges commence in the financial year following the year in which the expenditure is incurred, or in the year following that in which the relevant asset becomes operational. This enables an MRP “holiday” to be taken where there is no charge to the revenue account in relation to assets which take more than one year to be completed before they become operational. This condition applies to each of the calculation methods that can be adopted.

3. CURRENT MRP POLICY

- 3.1 The budgeted annual MRP charge equates to in the region of £1.8 million for 2017/18 and is forecast to increase as the capital programme’s increasing reliance on borrowing as a capital financing source increases as opposed to internal resources, for example revenue reserves and capital receipts.
- 3.2 MRP for the Council is currently calculated in accordance with the following:
- a) MRP on all General Fund capital expenditure incurred before 1st April 2008 is equal to 4% of the opening CFR less a fixed sum known as “Adjustment A” (2.1 (a) above);
 - b) MRP on General Fund expenditure incurred from April 2008 onwards is made over the asset’s estimated useful life on a straight line basis, starting in the year after the asset becomes operational (2.1 (c) (i) above) ;
 - c) No MRP is made on HRA expenditure.
- 3.3 The annuity method is not currently used and current guidance suggests that this is an alternative to the straight line basis for post-2008 expenditure. In respect of finance leases (which are eligible for MRP) the current method used is not the suggested method for finance leases of making MRP equal to the principal repayment, which is a variation of the annuity method.
- 3.4 The council’s MRP policy was created in 2007 at the start of the new MRP system. It has now been in place for eight years, and the council now faces a significantly different financial climate with substantial challenges remaining in terms of producing medium to long term sustainable financial position. The Council therefore needs to review the method and application of its policies to ensure these remain appropriate and reasonable.

4. PROPOSED MRP POLICY

- 4.1 The review of the MRP policy has been informed by work carried out by the Council’s treasury management advisors, Arlingclose. Discussions have also been had with the Council’s external auditors EY, and their comments have informed the recommended approach moving forward.
- 4.2 The following outlines the proposal for the MRP policy moving forward:
- 4.3 **Proposal for Post-2008 Expenditure** - For capital expenditure financed by borrowing since April 2007, the current method adopted by the Council is the straight line asset life. It is recommended that an alternative of annuity asset life method, be adopted instead. The annuity MRP method would be a lower annual charge in the earlier years compared to the straight line method and higher in later years. The approach is both prudent and a recommended method as per the CLG guidance (2.1 c,ii). This method allows for a reduction in the interest costs chargeable (as the CFR

is repaid) over time and will be offset by a rise in MRP over the same period, thereby resulting in a consistent revenue charge of the cost of capital.

- 4.4 **Proposal for Pre 2008 Expenditure** – It is recommended that the current method for the pre 2008 expenditure is continued as there has been no change in the guidance for this element of the MRP from DCLG and the advice from the Council's auditors could be subject to challenge.

5. FINANCIAL AND RISK IMPLICATIONS

- 5.1 The financial implications of the proposed changes to the policy will be reflected in the detailed work of the 2018/19 budget to be presented for approval by Members in February 2018.

6. CONCLUSIONS

- 6.1 The current MRP policy has not been reviewed since it was established in 2008. The proposed new policy provides a prudent annual MRP charge to the revenue account that will more accurately align the MRP with the period over which the capital expenditure provides benefits to the Authority.

7. RECOMMENDATIONS

- 7.1 To approve the revised MRP policy thus amending the calculation of the MRP for the post 2008 expenditure to the annuity asset life method (as set out at 4.3 within the report) to be applied to 2017/18 onwards.

8. BACKGROUND PAPERS

- 8.1 Arlingclose MRP review document.
8.2 Current GYBC MRP policy.
8.3 DCLG Guidance on MRP calculation and setting.

Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?

Area for consideration	Comment
Monitoring Officer Consultation:	
Section 151 Officer Consultation:	
Existing Council Policies:	
Financial Implications:	
Legal Implications (including human rights):	
Risk Implications:	
Equality Issues/EQIA	

assessment:	
Crime & Disorder:	
Every Child Matters:	

Subject: Medium Term Financial Strategy 2018/19 to 2020/21

Report to: Policy and Resources Committee 28 November 2017

Report by: Finance Director

SUBJECT MATTER/RECOMMENDATIONS

This report presents an updated medium term financial strategy for the period 2018/19 to 2020/21. The strategy has been updated to support the current Plan and will be used to inform the detailed budget for 2018/19.

1.1 Members are asked to consider and note

- a) The updated Medium Term Financial Strategy;**
- b) The current financial forecast for the period 2018/19 to 2020/21;**
- c) The revised reserves statement as included at Appendix A to the financial strategy.**

1. INTRODUCTION/BACKGROUND

- 1.2 The attached document “Medium Term Financial Strategy 2018/19 to 2020/21” (MTFS) sets out how the external financial challenges and internal budget pressures will impact on the overall financial position of the Council for the next four years.
- 1.3 The Strategy provides an updated position on the Council's financial projections for the medium term, identifying the budgetary pressures on the Council during this period. It takes account of inflation, service pressures, income streams, reserves and the capital programme and starts to consider the implications of the shift to local funding in 2020 from the removal of revenue support grant.
- 1.4 The Strategy seeks to identify strategies for addressing these areas within the overall context of the revenue and capital budgets.
- 1.5 Revised funding projections have been made and are included within the MTFS. These have been informed by the previous financial years outturn position along with the in-year budget monitoring and updating for known and new savings and additional income that can be factored into the current and future financial forecasts as part of the 2018/19 budget process.
- 1.6 The Financial Strategy is the first of a number of pieces of work which culminate in setting the annual budget and Council Tax for the forward financial year in February 2018.

2. FINANCIAL AND RISK IMPLICATIONS

- 2.1 The detail within the strategy document has highlighted the financial challenges that continue to face the Council in terms of the forecast funding reductions and the removal of revenue support grant in 2020/21.

- 2.2 The strategy provides an update to the funding forecasts for the period 2018/19 to 2020/21 which will be revised over the coming months as the full detail of the budget for 2018/19 and forward projections is finalised to be considered by Members in February as part of setting the budget for the forthcoming financial year.
- 2.3 The Strategy outlines a number of the key themes and priorities of the business strategy that are currently ongoing that will assist in reducing the forecast budget gap.
- 2.4 The detailed work on the future budgets will be completed over the coming months which will provide an update to the position as currently forecast.
- 2.5 The funding position makes assumptions on grant funding outside of the multi-year settlement, the most significant of which is the New Homes Bonus for which there is yet to be an announcement following the consultation that took place earlier in the year.
- 2.6 The outcome of the Autumn statement announcements will be used to inform the budget for 2018/19 and future financial forecasts.
- 2.7 Whilst the Council does hold a number of earmarked reserves along with the general reserve (currently above the recommended level), this funding only provides short term-one off funding and does not provide a means for producing a robust sustainable position in the longer term.

3. CONCLUSIONS

- 3.1 The projections are currently forecasting a deficit of just over £120,000 for 2018/19; work is ongoing on the detailed budget to present to members for approval in February 2018. The MTFs identifies the key themes and priorities for the Council in seeking to reduce the forecast budget gap.

4. RECOMMENDATIONS

4.1 Members are asked to consider and note

- a) **The updated Medium Term Financial Strategy;**
- b) **The current financial forecast for the period 2018/19 to 2020/21;**
- c) **The revised reserves statement as included at Appendix A to the financial strategy.**

5. BACKGROUND PAPERS

- 5.1 Current year budget monitoring reports;
- 5.2 2016/17 outturn report.

Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?

Area for consideration	Comment
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Monitoring Officer Consultation:	
Section 151 Officer Consultation:	
Existing Council Policies:	
Financial Implications:	Detailed in attached strategy
Legal Implications (including human rights):	
Risk Implications:	Detailed in report and strategy
Equality Issues/EQIA assessment:	
Crime & Disorder:	
Every Child Matters:	

FINANCIAL STRATEGY 2018/19 TO 2020/21

1. INTRODUCTION

- 1.1 The production of a Medium Term Financial Strategy (MTFS) provides preparatory work for the next year's budget informing members and stakeholders of the future funding gaps and outlines the strategy for the Council to deliver a medium to long term sustainable position.
- 1.2 The MTFS informs the attainment of the Council's priorities by setting out the framework within which resources are available to the Council over the medium term and the financial challenges facing the Council in terms of future funding gaps.
- 1.3 A thorough review of the MTFS for the Council was completed in 2016 for the 2017/18 strategy, this updated strategy has now been refreshed for the known changes, since the Council continues to be within the four-year finance settlement period which commenced in 2016/17 the overall strategy largely remains the same.
- 1.4 The MTFS of an authority is a strategic document that supports the delivery of the Corporate Plan. Great Yarmouth Borough Council's "The Plan 2015-2020" sets out the Council's commitment to lead and drive development of six priorities for the Borough over the next five years. The six key priorities are:
 - Economic Growth
 - Housing
 - Neighbourhoods, Communities and the Environment
 - Tourism, Culture and Heritage
 - Great Yarmouth's Town Centre
 - Transport and Infrastructure.
- 1.5 The plan expands on the above key priorities, highlighting the Council's ambition, and approach to delivery.
- 1.6 The MTFS provides a high-level assessment of the resources available and outlines the financial projections for the medium term (to 2020/21). It provides a refresh of the financial projections taking into account a number of local and national factors which inform the assumptions upon which the projections are based. These will include known spending pressures and commitments, along with forecast of future funding reductions and the impact of the national economic outlook.
- 1.7 The strategy explores the expenditure plans of the Council and sets these against the impact of reduced central government funding. It also considers the capacity for levying council tax, the likely levels of grants and the part played by fees and charges in the overall revenue budget of the Council going forward.
- 1.8 In addition, the MTFS explores the demands on the capital programme in terms of both ambition and resources and the impact on the revenue account and on the level of reserves held by the Council of its financing.
- 1.9 Finally, the strategy addresses both the sustainability of the Council's financial position and examines the risks inherent in the proposals.
- 1.10 The MTFS includes the following:
 - Background and Context – this provides an overview of the wider financial issues and assumptions that have been made in the strategy and forward financial projections;

- Resources – this provides an overview of the resources available to the Council from grants and income;
- Financial Forecast – this provides an update to the financial projections made in February 2017 taking into account forecast changes to spending and funding plans as applicable;
- Reserves – this section provides an overview of the Council's reserves both general and earmarked;
- Capital – an overview of the current capital programme and resources is included within this section of the MTFS;
- Financial Strategy – this section of the document outlines some of the work that is currently in progress or is due to commence in the short to medium term to reduce the forecast deficit;
- Risk and Sensitivity – this section outlines the more significant financial risks facing the Council along with scenarios of the impact of changes to some of the assumptions.
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2. BACKGROUND AND CONTEXT

- 2.1 The 2017/18 budget was set and approved in February 2017. At the same time, the forward financial projections and funding gaps for the following three years were reported. These were based on current service delivery spending and income plans at the time taking into account inflationary increases (where applicable) along with agreed savings plans and additional income where applicable. They also included the funding allocations as detailed within the four-year settlement as announced in February 2016.
- 2.2 This document now provides the latest financial forecast for the period 2018/19 to 2020/21, which has been informed by both local and national factors that have or are due to have an impact on the overall financial position for the Council, moving forward. The MTFS will inform the detailed work on the 2018/19 budget and future forecasts.
- 2.3 The financial projections have been updated to reflect the latest indications of funding reductions and to take account of revised spending pressures, local demand and commitments along with updated forecasts of property growth to inform the council tax income and New Homes Bonus allocations along with local income sources.
- 2.4 There continues to be a number of important issues facing the public sector along with the associated financial impact. This section of the report seeks to outline a number of these issues, in particular the following:
- National Outlook
 - Funding
 - Business Rates Retention
 - New Homes Bonus
 - Local Council Tax Support
- 2.5 **National Outlook**
- 2.6 UK Consumer Price Inflation (CPI) index rose with August showing CPI at 2.9%, its highest since June 2013 as the fall in the value of sterling following the June 2016 referendum result continued to feed through into higher import prices. The new inflation measure CPIH, which includes owner occupiers' housing costs, was at 2.7%.
- 2.7 The unemployment rate fell to 4.3%, its lowest since May 1975, but the squeeze on consumers intensified as average earnings grew at 2.5%, below the rate of inflation. Economic activity expanded at a much slower pace as evidenced by Q1 and Q2 GDP growth of 0.2% and 0.3% respectively. With the dominant services sector accounting for 79% of GDP, the strength of consumer spending remains vital to growth, but with household savings falling and real wage growth negative, there are concerns that these will be a constraint on economic activity in the second half of calendar 2017.
- 2.8 The Bank of England made no change to monetary policy at its meetings in the first half of the financial year. The vote to keep Bank Rate at 0.25% narrowed to 5-3 in June highlighting that some MPC members were more concerned about rising inflation than the risks to growth. At the September's meeting the Committee voted 7-2 in favour of keeping Bank Rate unchanged, the MPC changed their rhetoric, implying a rise in Bank Rate in "the coming months", then in November the Committee voted 7-2 in favour of an increase to 0.50%.
- 2.9 Prime Minister Theresa May called an unscheduled General Election in June, to resolve uncertainty but the surprise result has led to a minority Conservative government in coalition with the Democratic Unionist Party. The reaction from the markets on the UK election's outcome was fairly muted, business confidence now hinges on the progress (or not) on Brexit negotiations, the ultimate 'divorce bill' for the

exit and whether new trade treaties and customs arrangements are successfully concluded to the UK's benefit.

- 2.10 Following the General Election in June the Queen's speech on 21 June did not reintroduce the Local Government Finance Bill. The Bill had set out the framework for the retention of business rates and without the bill the full retention cannot be implemented. The Government remains committed to the retention of business rates however without the primary legislation full retention will not be rolled out, although the further call for pilot 100% retention areas supports this commitment.

Funding

- 2.11 The provisional finance settlement (year two of the multi-year settlement which the Council accepted) was announced by the Secretary of State for Local Government in December 2016 and later confirmed in February 2017.
- 2.12 Some of the key messages from the settlement statement and the subsequent analysis were as follows:
- a) **Social Care Precept** – greater flexibility over the social care precept allowing a rise from 2% to 3% on the condition that the total increase does not exceed 6% by 2019/20 (this does not apply to Great Yarmouth Borough Council);
 - b) **New Homes Bonus** reforms are planned to deliver £241 million to be allocated to social care authorities. This would be a redistribution of existing funding as opposed 'new funding'. The reforms included a reduction to a five year allocation in 2017/18 and to a four year scheme from 2018/19. In addition a 0.4 % threshold below which no bonus would be payable has been introduced;
 - c) **Core Spending Power** - Overall there are reductions in core spending power in 2017/18 of 1.1%, although the actual changes compared to 2016/17 differ between tiers of local government;
 - d) **Multi-year settlements** – 97% of Local Authorities accepted the four year settlement (2016/17 to 2019/20) providing confirmation of Revenue Support Grant for the period;
 - e) **Council Tax** – The referendum principles for 2017/18 remained at 2% with the exception of the lowest Police and Crime Commissioners and all shire district authorities for which the limit would be the higher of 2% or £5 on a band D. (For GYBC this equated to a maximum increase of £5 per annum equating to 3.4%).

Revenue Finance

- 2.13 The settlement included a measure referred to as 'Core Spending Power', this is essentially the Government's measure of core revenue funding components for local government consisting of the following (*applicable sources for GYBC), the settlement assumes additional funding available through some of these sources during the term of the multi-year settlement, these are summarised below:
- Revenue Support Grant* - assumed to be phased out by 2019/20;
 - Retained Business Rates* - assumed to increase in line with RPI;
 - New Homes Bonus* - reductions to the scheme to be a four year allocation;
 - Improved Better Care Fund Income
 - Rural Services Delivery Grant
 - Transition Grant - continuation in 2017/18 where applicable
 - 2017/18 Adult Social Care Support Grant
 - Assumed income from Council Tax – allowing for tax base growth* - based on previous growth recorded from 2013/14 to 2015/16;
 - Assumed income from Council Tax – allowing for annual increases to the council tax to the referendum limits, i.e. higher of 2% or £5*.

- 2.14 The 2017/18 settlement reflected the continuation of the shift from centrally allocated funding system to a funding system that is more localised. The main elements of local authority funding being generated through 'Local' Council Tax generation ability through the flexibility to raise council tax within the referendum principles limits, 'Local' business rates through the scheme of retention of local business rate growth and from New Homes Bonus from additional grant allocations linked to increases in properties and bringing long term empty properties back into use.
- 2.15 Table 1 provides a summary of Core Spending Power for GYBC for the four year period.

Table 1 - Core Spending Power					
	2015/16 Adjusted	2016/17	2017/18	2018/19	2019/20
Settlement Funding Assessment:					
Revenue Support Grant		3,740	3,007	2,545	2,029
Baseline Funding Level		3,515	3,584	3,690	3,808
Modified Settlement Funding Assessment (MSFA)	8,135	7,255	6,591	6,235	5,837
Council Tax:	3,831	3,946	4,084	4,290	4,449
Council Tax Requirement excluding parish precepts (including base growth and levels increasing by CPI)	3,831	3,946	4,084	4,232	4,388
additional revenue from £5 referendum principle for lower quartile districts Band D Council Tax level	0	0	0	59	61
New Homes Bonus and returned funding	1,168	1,385	1,393	875	840
Core Spending Power (as per announcement)	13,134	12,586	12,068	11,400	11,126
Reduction £		(548)	(518)	(668)	(274)
Reduction %		-4.2%	-4.1%	-5.5%	-2.4%
					(2,009)
					-15.3%

- 2.16 The main element of government funding is the "Settlement Funding Assessment" (SFA) and includes revenue support grants (RSG) and the baseline funding level (retained business rates). The baseline funding element is increased by RPI each year and the RSG is reduced year on year in line with the governments programme of funding reductions. Table 2 provides a breakdown of the SFA since 2015/16 when this measure of government funding was introduced.

Table 2 Settlement Funding Assessment					
	2015/16 Adjusted	2016-17	2017-18	2018-19	2019-20
Settlement Funding Assessment:					
Revenue Support Grant		3,740	3,007	2,545	2,029
Baseline Funding Level		3,515	3,584	3,690	3,808
Total Settlement Funding Assessment	8,135	7,255	6,591	6,235	5,837
Movement - Year on Year					
Revenue Support Grant £ (Reduction)		3,740	(733)	(462)	(516)
Revenue Support Grant % Reduction			-19.6%	-15.4%	-20.3%
Baseline Funding Level £ Increase		3,515	69	106	118
Baseline Funding Level % Increase			1.967%	2.950%	3.196%
Total Settlement Funding Assessment (Reduction) £		(880)	(664)	(356)	(398)
Total Settlement Funding Assessment (Reduction) %		-10.8%	-9.2%	-5.4%	-6.4%
					(2,298)
					-28%

- 2.17 The above summary shows the four-year settlement includes RSG up until 2019/20. The current financial forecasts assume that the RSG will no longer be receivable after 2019/20. No assumption has been made of what transitional measures would be put in place post removal of RSG and the introduction of 100% rates retention and the outcomes of the Fair Funding Review.

Business Rates Retention

- 2.18 The following outlines the main elements of the current business rates retention scheme:
- Business rates collected are split 50/50 between central and local shares. The local share is then split 80/20 districts and County, so essentially GYBC receive 40% of the business rates collected;
 - The system includes a mechanism of tariffs and top ups to reflect local spending needs, essentially districts pay a tariff and counties (i.e. NCC) receive a top-up;
 - The business rates baseline is increased annually by RPI (in line with the actual business rates payable) and the tariffs and top-ups are increased by the same measure, RPI. The baseline allocation forms part of annual budget finance settlement announcements;
 - The baseline, tariffs and top-ups are expected to continue to grow in line with RPI each year. For 2017/18 the Government recalculated top-ups and tariffs to mitigate the impact of the revaluation and to ensure as far as possible, there are no windfall gains or losses from the 2017 revaluation.
 - Local Authorities can keep up to 50% of the growth in business rate income. They will however be required to pay a levy (to central government outside any business rates pool¹) to ensure there is not disproportionate growth within the overall system;

¹ GYBC is not currently part of the Norfolk Business Rates pool for 2017/18 but the pool will be extended to include GYBC from 2018/19 if the 100% pilot application is not successful. The Council still have the ability to bid for funds from the pool.

- f) The Levy is used to fund the 'safety net' element of the system which provides protection to those authorities that see their year-on-year income fall by more than 7.5%, i.e. they are protected beyond the 7.5% reduction;
- g) Business rates' pooling provides a mechanism for a business rate pool to be established which allows for the levy payment that would have been paid to the government on growth, to be retained locally and used as agreed by the authorities within the pool.
- 2.19 In previous years the Autumn statements have included a package of business rate relief measures to support businesses including for example, pub relief, small businesses. In addition as part of the 2017/18 budget the Chancellor announced a total funding allocation of £300 million from 2017/18 to be allocated to those businesses that were facing significant increased in their business rate charges due to the impact of the 2017 revaluation².
- 2.20 Local Authorities are reimbursed for these measures via a section 31 grant, although the grants are taken into account when determining the level of levy payable each year on business rate growth each year. The future forecasts assume that these measures continue and that Local Authorities continue to be recompensed accordingly as the current system.
- 2.21 Business rate information on reliefs and income received or expected is collected on the National Non Domestic Rate (NNDR) returns submitted in January (projection) and May (actual). The returns are reviewed as part of the annual audit process.
- 2.22 The business rates baseline funding and tariff is included in the annual finance settlement announcement and these increase by inflation each year. Table 3 below provides a summary of the local share, tariff and baseline funding level for 2016/17 to 2019/20.

Table 3 - Business Rates Retained					
	Four Year Settlement Period				
	2015/16	2016/17	2017/18	2018/19	2019/20
	£000	£000	£000	£000	£000
Retained Business Rates	12,143	12,244	11,530	11,901	12,324
Less Tarriff	(8,657)	(8,729)	(7,943)	(8,199)	(8,490)
Baseline Funding	3,486	3,515	3,587	3,702	3,834
Movement £000		29	72	115	132
Movement %		0.8%	2.0%	3.2%	3.6%

- 2.23 The annual National Non-Domestic Rates Return (NNDR1 form) provides an estimate of what the Council will collect in business rate income for the following financial year. The variation between the estimate and the actual is then accounted for through the surplus/deficit on the (business rates) collection fund in the following year, in a similar way to the operation of the council tax collection fund account. The actual position will be influenced by fluctuations in business rate income received in the year, for example as a result of appeals and reductions in property rateable value, new business rate growth and changes in the level of eligible reliefs. Increases in business rate income compared to the baseline will be used to calculate the amount of saved levy paid into the Norfolk Business Rate Pool.

100% Retention of Business Rates

² Policy and resources approved an amendment to the discretionary rate relief policy in 2017 and these reliefs have been awarded in line with the local policy.

- 2.24 As mentioned earlier the primary legislation is not in place that will allow the full roll out of 100% business rate retention. There has been a further call for pilots for 100% rates retention for 2018/19 and an application has been submitted for Norfolk to take part in the pilot. Depending on the outcome of the application this could see an additional £10million of funding being retained in Norfolk. The report to the October meeting of Policy and resources outlined the application and process for 100% pilots. Once the outcome of the application is known further work will be carried out on the implementation of this for 2018/19.

New Homes Bonus

- 2.25 The New Homes Bonus (NHB) was introduced in 2011/12 to incentivise and reward councils and communities for building new homes in their areas. Under the original scheme a grant was payable for six years, with a new allocation being made annually. The grant is calculated by multiplying the national average council tax by the net additional homes growth (net of movements in long term empty properties), in addition there is an additional supplement of £350 per affordable dwelling.
- 2.26 The current system splits the grant between local authority tiers; 80% to the lower tier (GYBC) and 20% to the upper tier (NCC) and annual allocations of NHB Grant are announced as part of the finance settlement each year and are based on the Council Tax Base returns that are submitted annually to the Government (covering the twelve-month period October to September). The calculation of the bonus does not take into account planning permissions or any other elements of the planning processes.
- 2.27 For budgeting and future financial forecasting 100% of the annual NHB grant has been included in the Council's base budget and future projections funding to support local service provision and in part the loss of government funding by the scaling back of the revenue support grant.
- 2.28 Changes were introduced to the NHB system in 2017 which saw a reduction to a five year allocation in 2017/18 and to a four year scheme from 2018/19 and in addition a 0.4 % threshold below which no bonus would be payable was introduced.
- 2.29 Further changes have been proposed to link the allocation to the planning system including non payment of the bonus for properties approved on appeal and withholding of bonus linked to production of Local plan.
- 2.30 The funding received via the NHB grant to date is illustrated in table 4 below.

Table 4 – New Homes Bonus – Allocations to date							
Allocation	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
2011/12	274	274	274	274	274	274	
2012/13		234	234	234	234	234	
2013/14			321	321	321	321	321
2014/15				119	119	119	119
2015/16					208	208	208
2016/17						220	220
2017/18							194
Total	274	508	829	949	1,157	1,377	1,063

- 2.31 Early indications from the submission of data that is used to calculate the NHB indicates that the net growth in properties has not reached the baseline of 0.4% assuming that this will be similar levels as that for the current financial year. A prudent approach to the future financial forecast has therefore been taking assuming that there will be no new NHB for 2018/19, although assuming that the system is still in place in

2019/20 an element of additional growth could be factored into the forecast from 2019/20. The net impact to the 2018/19 forecast is approximately £150,000 reduced funding.

Autumn Statement

- 2.32 The Autumn Statement by the Chancellor of the Exchequer will be made on 22 November 2017 and the implications of the Autumn Statement will then be quantified and included in the detailed budget for 2018/19 and used to inform the future financial projections.

Local Council Tax Support (LCTS)

- 2.33 Local Council Tax Support was introduced in April 2013 and replaced Council Tax Benefit as part of a national funding reduction programme and to encourage people to work. Billing Authorities have the discretion to set their own scheme, although at the outset the government did stipulate that the scheme would not change the support for low income pensioners, i.e. they would receive the same level of support as under the system of Council Tax Benefit and is still the case.
- 2.34 Funding for LCTS is within the overall Local Government Funding system as non ring-fenced funding within revenue support grant and baseline funding level. The overall level of funding for LCTS is reduced each year in line with the funding reductions to Local Authorities.
- 2.35 The local scheme (for Great Yarmouth Borough Council) has remained the same since the introduction of LCTS in 2013/14. The local scheme means that those that were previously entitled to 100% council tax benefit would be required to pay 8.5%.
- 2.36 The Policy & Resources Committee will receive an item to their November 2017 meeting and therefore any change will be reflected in the updated budget position as applicable.
- 2.37 The funding for LCTS includes an element in relation to parishes, this funding has been passed to the town and parish council's since the commencement of the scheme, Policy and Resources Committee in October recommend that the grant be reduced to reflect the funding reductions that the Council has been receiving. For 2018/19 the grant to be passed to the parishes will be £33,710

3. RESOURCES

- 3.1 The Council's net current revenue budget for 2017/18 (excluding Parish and Town Council Precepts) is £12.3 million and is summarised in table 7 below. Internal resources are from Council Tax and other income, these two areas are discussed in further detail below.

Table 5 – Funding Sources		
	2016/17 Actual £000	2017/18 Budget £000
Council Tax – Borough	3,914	4,142
Retained Business Rates	3,515	4,095
Revenue Support Grant	3,740	3,007
New Homes Bonus	1,377	1,063
Total	12,546	12,307

3.2 Council Tax

- 3.2.1 Council Tax freeze funding ended in 2015/16. Prior to this the Council had accepted the annual council tax freeze grant since 2011/12, thereby maintaining the Band D Borough Council tax charge of £146.48. 2017/18 was the first year of an increase to the Council Tax for the Borough Council and for the current year is £151.48 for a Band D property.
- 3.2.2 As part of the annual Local Government Finance Settlement, the government make announcements on referendums relating to Council Tax increases (Principles). These require that over a threshold an authority would be required to hold a referendum in order to increase Council Tax. For 2017/18 the amount of council tax increase deemed to be excessive if it exceeded either 2% of £5 increase. As a guide a 2% increase in GYBC's council tax would generate income of approximately £80,000.
- 3.2.3 The Council tax base is an assessment of the number of dwellings expressed in Band D equivalents; it allows for non-collection, discounts and new property growth and influences the level of council tax income for funding in the year. For 2017/18 the tax base was set at 27,342 (26,722 in 2016/17), current projections for 2018/19 are 28,064.
- 3.2.4 Table 8 below shows the current forecast of Council Tax income for the period 2018/19 to 2020/21. This currently assumes tax base growth each year and increases to Council Tax in line with the funding principles as included in the Local Government Finance Settlement. Changes to Council Tax discounts for example second homes and Council tax Support will influence the Council Tax Base and therefore the level of income generated through Council Tax, no changes to discounts have been assumed in the current forecast other than those currently approved by Members.

Table 6 - Council Tax Income

	2014/15 Actual	2015/16 Actual	2016/17 Forecast	2017/18 Forecast	2018/19 Forecast	2019/20 Forecast	2020/21 Forecast
	£000	£000	£000	£000	£000	£000	£000
Council Tax Income	3,772	3,831	3,914	4,142	4,391	4,613	4,839
Increase/(Decrease) in Yield	n/a	59	83	228	249	222	226

*Note the Council Tax Income equates to the tax base multiplied by the Band D equivalent.
Forecasts from 2018/19 onwards assume Council Tax increases in line with the the 2016/17 local government finance settlement funding assumptions.*

3.3 Fees, Charges and Other Income

- 3.3.1 The Council has a number of limited sources of income available, for example fees and charges for services and income from investments.
- 3.3.2 Some of the charges for services are set by government, for example some licence fees, others are set locally to break even over a three year period and others set to fund the provision of wider Council services.
- 3.3.3 A number of the more significant income budgets are subject to factors which the Council has limited control over, for example some demand led services including Car Parking, Crematorium fees, Planning and Building Control fees and Waste and Recycling credits which are influenced by both the level of recycling achieved as a Borough and the market for recycled materials. These areas are highlighted within the annual budget setting report and the risk of not achieving the budgeted figures is reflected in the assessment of the level of general reserve.
- 3.3.4 In December 2014 the Council approved a Fees and Charges policy which recommended planned fee increases each year of RPI plus 2%. The proposed fees and charges for 2018/19 in line with the policy are being reported to Members ahead of the approval of the 2018/19 budget process to allow informed estimates to be included and also for implementation.

4. FINANCIAL FORECAST UPDATE

- 4.1 The 2017/18 budget was approved by Council in February 2017, at the same time the forward financial projections for the following three years to 2019/20 were also reported. The projections were based on the current expenditure and income plans at the time, forecasting a future deficit of £693k in 2018/19, increasing to £1.5million in 2019/20 and £3million in 2020/21. This forecast position was after allowing for projected savings and income from a number of proposals agreed as part of the 2017/18 budget which were dependent upon future changes to working and provision of services which were yet to commence and the funding allocations as detailed in the 2017/18 Local Government Finance Settlement.
- 4.2 The updated forecasts have been informed by revised income projections for a number of the more significant income areas, RSG and business rates retention and where further savings have been identified.
- 4.3 The Council continues to align its spending plans with the available resources at its disposal. Significant savings and additional income have been realised over a number of years and the continuation of these savings and income have been assumed within the MTFS.
- 4.4 There continues to be a number of national changes for which timescales have changed including the roll out of universal credit, the impact of Brexit, changes to New Homes Bonus allocations and the full retention of business rates. As the impact and financial implications of these and others are quantified, this will need to be taken into account and spending plans adjusted accordingly. In addition the Autumn Statement announcement from 22 November will be reflected in the detailed budget for 2018/19.
- 4.5 The detailed budget for 2018/19 will be produced over the coming months, this will be presented for approval in February 2018 along with the revised forecasts updated to reflect the latest funding announcements and spending pressures.
- 4.6 The financial forecasts have been updated for known service variances that have been highlighted to date or where revised forecasts based on the 2016/17 outturn position are necessary. The following commentary provides further information as applicable:
- 4.6.1 Service Income – The current year shortfall on crematorium has been reflected in the profile and further work on this budget heading is currently underway.
- 4.6.2 Employee Budgets – A number of posts within the establishment have been or have become vacant in the year. Where applicable, some have been replaced or opportunities taken to replace in a different way. There are still a number of vacant posts and these will be reviewed alongside the areas of focus within the financial strategy as detailed at section 7. The forecasts assume an annual pay award of 1% for the period of the strategy although following recent announcements around removing pay caps, this assumption may need to be revisited once the detail of the budget is worked upon.
- 4.6.3 Business Rates – The forecasts have been informed by the outturn position on the 2016/17 NNDR return and the current year monitoring position, updated in respect of appeals, growth and the collection fund deficit.
- 4.6.4 Council Tax/New Homes Bonus – The forecasts take account of the latest projections of tax base growth which have an impact on the council tax income forecasts along with the forecast of NHB and reduction of NHB for 2018/19.
- 4.6.5 Table 9 provides a summary of the revised position taking into account all the factors identified above, these are based on the current position and before any of the detailed budget work for 2018/19 has been completed.

Table 7 - Updated Financial Forecast			
	2018/19 £'000	2019/20 £'000	2019/20 £'000
Forecast Gap (as reported February 2017)	693	1,508	3,083
Service Spending Pressures Update:	0	0	0
Service Updates:	47	47	47
Non Service Updates:	(200)	(200)	(200)
Revised Funding Forecasts:			
Council Tax	(42)	(65)	(88)
NHB	150	100	100
Revised Forecast Budget Gap	648	1,390	2,942

- 4.7 Initial savings proposals have been considered by ELT and Policy and Resources as part of the preparatory work on the 2018/19, the total of these proposals (if approved) total £80,000 in 2018/19 increasing to £120,000 in 2020/21. This will reduced the forecast funding gap to £568,000 in 2018/19 and to £2.8billion in 2019/20.
- 4.8 Detailed work has already commenced on identifying options to reduce the future funding deficits some of these areas are discussed in section 8 along with targets which will help to reduce the future funding gap.

5. HOUSING REVENUE ACCOUNT

5.1 HRA – Overview

- 5.1.1 Since the introduction of self-financing in 2012, the 30 year HRA business plan has continued to be challenged by a number of changes. Right to buy discounts have increased, rent setting policy has changed and other future new proposals affecting the HRA have been announced such as 'Disposal of higher value properties' in order to fund the Right to Buy of Housing Association properties.
- 5.1.2 In response to these changes, the strategy for the Council has in the short term been to keep the HRA reserves levels high in order to mitigate this loss of revenue. Annual budget setting processes has seen the service review all revenue spending to look at where savings can be made. The Capital programme, which is funded in large part by contributions from revenue, has also been reviewed and certain areas of work have been reduced or slowed down. Careful consideration has been made not to reduce capital spend where this would have an overly detrimental impact on revenue costs.
- 5.1.3 The affordable housing plans have been reviewed and the amount of money in the capital programme for new affordable housing is limited to the amount of money that needs to be spent in order to use available RTB receipts. Consideration will be given to selling empty properties where this makes best use of the stock and is the most economic option.
- 5.1.4 Service charges have been proposed to rise in line with the council's policy in order to close the gap between cost and income.
- 5.1.5 As part of the Asset management strategy, a refreshed stock condition survey has been completed in the current financial year, which has allowed the council to gather updated information about the stock held. This will allow more accurate forecasting of future costs and enable better planning of maintenance and improvement programmes. Initial impacts of the stock condition survey will be reflected within the 2018/19 HRA Draft Capital Budget and reviewed in future budgets. This will include re-profiling of the current capital budget where applicable.

5.2 Rent setting policy changes - 1% Reduction over 4 years

- 5.2.1 The Welfare Reform and Work Act 2016 introduced a 1% reduction per year for four years to social housing rents starting in April 2016. This replaced the Government's rent policy, which commenced in April 2015 to limit rent increases to CPI + 1%. This in itself replaced the previous policy which aimed to bring parity between social housing rents in the Council and Housing Association sector and had set a target rent for each property. The financial impact of this change was a reduction in income of £9.8m up until 2024/25, when considered in conjunction with the Council's decision in February 2014 to agree a rent increase below the recommended formula.
- 5.2.2 The government has said that 1% reduction will 'reset the levels of rents in the social housing sector', which over the recent years have become out of kilter with private rents.
- 5.2.3 The impact of the rent decrease is to further reduce the amount of money available to manage, maintain and improve the housing stock. The modelled reduction in resources amounts to a further reduction of £9.6m over four years and £142m over the course of the 30-year business plan.

5.3 Disposal of 'higher value' properties

- 5.3.1 To meet the costs of providing discounts, a determination may be made requiring a local authority in England with an HRA to make a payment to the Government for a

financial year reflecting the market value of high value housing likely to become vacant during the year, less costs, whether or not receipts are realised. Regulations will determine 'higher value' as applicable to different areas. The detail of how this will work in practice is still to be finalised and the regulations have not been published. Recently the Government has announced a delay to the full implementation of RTB for Housing Association tenants and to these regulations. Without the full detail, it is not possible to model the financial impact. However, the Government has recently said that it acknowledges that Councils will need a considerable lead in period in which to prepare.

- 5.3.2 It is understood, however, that when enacted, the local authority must consider selling its interest (Freehold or leasehold) in high value housing but it is assumed that it could fund the payment by other means. It is likely that stock retaining authorities will have the option to retain some receipts to facilitate provision of replacement homes. The details of this part of the scheme are not known and may for part of a revised scheme on the use of Right to Buy funds.
- 5.3.3 All the payments will be based on assumptions about receipts from voids sales; it may be the case that actual receipts fall short of the payments due. In this case local authorities will need to fund the payments from other sources or face interest charges on late payments.
- 5.3.4 As a result of this policy, the Council will lose rental streams from any high value properties that are sold, along with any marginal costs of managing and maintaining those units. It would be equitable for authorities to receive some form of compensation for the loss of net rent income.

5.4 **Capital Financing Costs**

- 5.4.1 As a result of the introduction of self-financing, the Council paid the Government £58.4m on behalf of the HRA. The implications of interest payable on borrowing and debt repayments are built into the HRA budget.
- 5.4.2 The existing debt attributable to both the HRA and GF has been split (nominally) into two separate pools. The self-financing settlement debt was aggregated within the new HRA debt pool from 1 April 2012.
- 5.4.3 The financing costs charged to the HRA will continue to be monitored and reviewed, to ensure that the implications of treasury management decisions are recognised corporately and reflected in budgeting and forecasting.

5.5 **Right to Buy Discounts and Retained Receipts**

- 5.5.1 Right to buy discounts have increased since the introduction of Self Financing, the maximum discount increases each year based on the consumer price index (CPI). The business model has been amended to incorporate this change.
- 5.5.2 The HRA is still part of a retention agreement, where the HRA can retain receipts, to support up to 30% of the cost of replacement homes if incurred in a 3 year period. If retained receipts are not used, the Council is liable to repayment of the receipt plus interest, so it is important to monitor and project RTB sales and RTB receipts in order to plan for their appropriate use. The HRA continues to look at options for new affordable housing which covers the spend of the RTB retained receipts.
- 5.5.3 In addition to the funding of new build properties, it is proposed to increase the availability of affordable housing with a combination of grant contributions to Housing Association developments; purchasing appropriate empty homes on the open market; and purchasing of a limited number of suitable properties on the open market.

5.6 **Future Plans**

5.6.1 There are two key strands to the Councils HRA investment plans:

- a) Maintaining and improving the housing stock;
- b) New Affordable council housing, including new housing to replace sales under RTB in line with Government guidance.

5.7 The next stage of the HRA review will be the preparation of the revised HRA 30 year business plan incorporating the HRA long term spending plans driven by the 17/18 stock condition survey and the resourcing of those plans including the impact of RTB sales and social rent policy. The stock condition is due to be reported to the Housing and Neighbourhoods Committee.

6. RESERVES

- 6.1 As part of the annual budget and council tax setting process the Chief Financial Officer must report on the adequacy of the reserves that the Authority holds. The Policy Framework informs this for Reserves which is reviewed and updated alongside approving the budget each year³.
- 6.2 The Council holds a number of useable reserves both for revenue and capital purposes which fall within one of the following categories, each are discussed in the following sections:
- General Reserve
 - Earmarked Reserves (General Fund and Housing Revenue Account)
 - Capital Receipts Reserve
 - Housing Revenue Account Reserve.
- 6.3 The General Reserve is held for two main purposes:
- to provide a working balance to help cushion the impact of uneven cashflows and avoid temporary borrowing
 - a contingency to help cushion the impact of unexpected events or emergencies
- 6.4 As part of setting the budget each year the adequacy of all reserves is assessed along with the optimum level of general reserve that an authority should hold. The optimum level of the general reserve takes into account a risk assessment of the budget and the context within which it has been prepared including the following factors:
- sensitivity to pay and price inflation;
 - sensitivity to fluctuations in interest rates;
 - the level of savings that have been factored into the budget and the risk they will not be delivered as anticipated, both level and timing;
 - potential legal claims where earmarked funds have not been allocated;
 - emergencies and other unknowns;
 - impact of demand led pressures which impact on both income and expenditure;
 - future funding fluctuations;
 - level of earmarked reserves held;
 - a level of general reserve that is within 5% to 10% of net expenditure.
- 6.5 A financial assessment will be made of all the factors to arrive at a recommended level for the general reserve. The current recommended balance is £2 million.
- 6.6 The general reserve balance at 1 April 2017 was £3.7 million, after allowing for planned movements, the balance by 31 March 2018 is expected to be £3.3 million.
- 6.7 **Earmarked Reserves** provide a means of building up funds to meet known or predicted liabilities and are typically used to set aside sums for major schemes, such as capital developments or asset purchases, or to fund restructurings. Whilst earmarked in nature until the amounts are budgeted to be taken from the reserves, commitments have not yet been made from these reserves. Earmarked reserves can also be held for service projects and business units which have been established from surpluses to cover potential losses in future years, or to finance capital expenditure. Earmarked reserves also provide a mechanism to carry forward underspends at the year-end for use in the following financial year where no budget exists.
- 6.8 For each earmarked reserve a number of principles should be established:
- the reasons for, or the purpose of the reserve

³ Full Council Agenda February 2017

- how and when the reserve can be used – short to long term
 - procedures for the reserve's management and control.
- 6.9 The establishment and use of earmarked reserves is reviewed at the time of budget setting, throughout the year as part of the budget monitoring processes and also as part of the year-end reporting. Review of earmarked reserves throughout the year takes into account the continuing relevance and adequacy of the reserve and also the level of the general reserve.
- 6.10 An updated reserves statement is included at Appendix A. This reflects the latest position for the use of all reserves in the current and future financial years where known. There is still some uncertainty around the exact timing of the use of a number of the reserves, for which some are held as a contingency to mitigate a potential liability although the timing and likelihood of this is depended upon future events.
- 6.11 The following provides a commentary on some of the more significant reserves that the Council currently holds and maintains:
- Invest to Save – this earmarked reserve was established in a previous financial year to be used to fund one-off/upfront costs for projects that will deliver on-going savings. Examples include, officer restructurings where one-off redundancy or pension strain costs might be payable but the business case delivers an on-going revenue saving within two to five years, or for investment in IT hardware, software or equipment or one-off costs which will deliver savings through more efficient ways of working for example the programme of digital transformation projects. The forecast balance at 31 March 2018 is £1.7 million.
 - Town Centre Indicative – Earmarked funding for regenerating and developing the Great Yarmouth town centre through a variety of projects. As at 31 March 2017 the balance on this reserve was £0.495 million and after allowing for approved use in the current financial year is forecast to be £0.266 million at 31 March 2018.
 - Collection Fund National Non-domestic Rates reserve – This was established following the introduction of business rates retention. The reserve had a balance of £1.9 million as at 31 March 2017. Use of this reserve will be to offset return of monies to the Government or as a result of appeals and for the smoothing of fluctuations in business rates income between financial years.
- 6.12 All reserves general and earmarked will be reviewed over the coming months as part of setting the detailed budgets for 2017/18, with a view that where commitments have not been identified, and funds or reserve balances are no longer required, these are re-allocated to specific reserves to address the other requirements as applicable
- 6.13 The Council also holds a Capital Receipts Reserve, this includes the balance of receipts generated from asset disposals. Capital receipts are generated when an asset is disposed of and can only be used to fund expenditure of a capital nature, i.e. not for on-going revenue expenditure. The balance of capital receipts is used to fund the current approved capital programme.
- 6.14 Details of the current capital programme that are being financed from capital receipts is included in section 6 and which highlights the reducing available balance within this reserve over the next three years.
- 6.15 The use of reserves provides only a short-term measure to reduce the funding gap and whilst it can be used to mitigate the impact in the short-term, to allow time for the implementation of financial strategy options or in response to in-year changes does not provide a sustainable solution in the medium to long term.

7. CAPITAL

7.1 The capital programme is updated regularly throughout the year as part of the budget monitoring report process. A copy of the current capital programme is included as an appendix to the 2017/18 period 6 budget monitoring report within the November 2017 Policy and Resources Agenda and has therefore not been reproduced within this document.

7.2 General Fund Capital Programme

7.3 The following tables provide a summary of the current revised capital programme for 2017/18 (adjusted for changes due to project slippage in 2017/18), together with current forecasts for 2018/19, along with a breakdown of the relevant scheme financing.

Table 8 Summary of the Current Revised Capital Programmes

2017/18 Directorate	Revised Expenditure 2017-18 £000	Financing - Forecast £000		
		Borrowing	Grants & Contributions	Capital Receipts
Head of Community Development & Regeneration	5,554	5,211	343	-
Head of Customer Services	210	179	14	17
Head of Environmental Services *	165	50	115	-
Head of Housing	1,290	200	1,040	50
Head of IT, Communications & Marketing	286	286	-	-
Head of Property & Asset Management *	9,202	5,155	4,047	-
Total	16,707	11,082	5,558	67

*includes transfer of footway lighting & public toilet projects to Head of Property & Asset Management from Head of Environmental Services Directorate.

2018/19 Directorate	Revised Expenditure 2018-19 £000	Financing - Forecast £000		
		Borrowing	Grants & Contributions	Capital Receipts
Head of Community Development & Regeneration	13,562	11,109	2,454	-
Head of Customer Services	170	170	-	-
Head of Environmental Services	-	-	-	-
Head of Housing	1,785	1,102	683	-
Head of IT, Communications & Marketing	291	291	-	-
Head of Property & Asset Management	6,406	6,406	-	-
Total	22,214	19,078	3,136	-

7.4 The current capital programme is funded from the following sources of finance:

- Capital Receipts – generated from asset disposals (both new and existing within the capital receipts reserve);
- Grants and contributions received from external sources including third parties and government;
- Revenue – by means of making a revenue contribution to capital;
- Prudential Borrowing – by means of loans made to the council by PWLB and other sources;
- Internal Borrowing – by using of the council's cash balances as opposed to borrowing externally.

- 7.5 Prudential borrowing to fund capital expenditure can only be undertaken when an authority can demonstrate the need to borrow. The need to undertake prudential borrowing is demonstrated through its Capital Financing Requirement, which is driven by the balance sheet of the authority and takes into account reserves (including general and earmarked). Financing costs of the borrowing would be a charge to the revenue account and therefore any decision to undertake external borrowing would need to take account of the debt costs including interest and the Minimum Revenue Provision (MRP).
- 7.6 As an example, if a £5m capital project were approved there would be a revenue impact from an MRP charge to the revenue account will be made in line with the current MRP Policy – probably over the useful life of the asset – which would amount to £200,000 per annum (assuming a 25 year life).
- 7.7 If a decision were to be taken to use revenue reserves to finance the expenditure, no MRP charge would be necessary, as the expenditure would be financed immediately by a revenue contribution to capital.
- 7.8 **Housing Revenue Account Capital Programme**
- 7.9 The following provides a summary of the current capital programme for the HRA along with the financing.

Table 9 Summary Housing Revenue Account Capital Programme

	Budget Expenditure £000	Financing - £000		
		Borrowing	Revenue	Capital Receipts
2017/18	10,560	2,052	7,425	1,083
2018/19	8,307	1,360	6,539	408

8. FINANCIAL AND BUSINESS STRATEGY AND KEY THEMES

- 8.1 The preceding sections set out the revised financial forecast for the period 2018/19 to 2020/21 and some of the context within which the forthcoming budget setting will be set.
- 8.2 The Council's strategy therefore continues to maximise income through growth in homes and businesses, taking advantage of new funding streams including those that offer financial incentives, which at the same time deliver further efficiencies by transforming the way in which the Council currently schedule its business and provide services, taking advantage of technological changes.
- 8.3 The following outlines in more detail the key themes of the financial and business strategy to work towards reducing the forecast budget gap, along with indicative financial targets for each of the priorities as applicable. Each of the themes should not be seen in isolation and where applicable supporting other themes in the overall delivery:
- 8.3.1 **Strategic Asset Management** – To review all of the Council's asset holdings to ensure that income streams are being maximised and costs minimised. The current focus of the work is to identify development opportunities, new investment or assets which are under performing for potential disposal, with a view to adding value to strategic assets. The key aim is to identify the most efficient way to utilise the Council's assets and maximise the return that the Council receives from them.
- 8.3.2 **Economic Growth** – To enhance and protect the funding from business rates there needs to be opportunities to encourage new growth in the Borough, including the enterprise zones and other areas. This will also support new housing growth.
- 8.3.3 **Housing Growth** – Maximising the income from the New Homes Bonus and collection of Council Tax, will continue to be a main funding source for services. For each additional property built and each empty property brought back into use the Council will receive an adjustment to its council tax base as well as receiving additional New Homes Bonus. If the Council were able to accelerate housing growth and bring more empty properties back into use through a concerted effort on a corporate approach to enforcement then this will generate much greater income than is currently included within the forecast.
- Following the establishment of a wholly owned housing company, the Council is well placed to maximise housing growth but should also consider other delivery mechanism as it develops a housing strategy to deliver across all tenures.
- Maximising the Council tax base continues to be method to increase collection of council tax, this can be through reductions in discounts and proactive work to ensure that all eligible council tax properties are identified. During the year the Council took part in a mobile homes review to identify any properties that are sole or main residence. Whilst the outcomes did not deliver the numbers of properties originally anticipated this has had a positive impact on the tax base for 2018/19.
- 8.3.4 **Property Investment and Commercialisation** – To identify opportunities for investment in properties whether direct or indirect should be considered to achieve either an income stream or improved returns on investment. These could support for example town centre regeneration to deliver growth, and linkages to the economic growth theme as detailed above. Any direct investment would be subject to a business case and the full revenue implications including borrowing costs would need to be taken into account. Currently these opportunities are identified as part of the current asset management plan.
- 8.3.5 **Technological Investment** – Enhancement and development of IT including the website to aid flexible working and access to services, linking to the digital by design work that is ongoing. The Council is currently looking at provision of IT

services by LGSS, for which the initial work has commenced. It is anticipated that this will review the current operation and opportunities for enhancement and development to deliver efficiencies.

8.3.6 Shared Services, Selling Services and Partnership - Creating efficiencies through shared services continues to be a priority for central government. Identifying such opportunities must therefore continue at a local level, ensuring that realistic and deliverable benefits are achieved. In addition a strengthened approach to working with communities and partners in the voluntary sector to;

- Drive better outcomes for local residents;
- Reduce avoidable demand on council services;
- Secure investment to drive new partnerships with partners and communities to deliver corporate ambitions;
- Make better use of council assets and resources to offer greater social value to local communities, to develop a partnership approach with public sector partners to working with communities across the borough.
- Identifying opportunities to work alongside other public sector partners and organisations to deliver services

8.3.7 GYBC Operating Model – There are various strands to considering what the right operating model is for the Council and this includes the Organisational Development work which is ongoing. This is an opportunity to continue to review service delivery and the strategic capacity of the organisation, to ensure that the right people with the right skills are taking decisions in the right place, whilst at the same time empowering staff and Members to challenge and drive forward transformation initiatives, being clear on the benefits they will bring and being accountable for their delivery. Whilst the management restructure that was carried out earlier in the year is largely complete some areas of review are still needed to ensure the efficient delivery of services. Specific work strands which will continue to drive efficiency and savings and support other themes as detailed above, include the following:

- a) **Digital by Design** - To provide an on-line service for residents, businesses and visitors that is supported by a seamless transfer of data in the back office. For staff to have the ability to work remotely using a range of devices which again automate processes and support joined-up working, and mobile solutions.
- b) **Procurement and Contract Management** - To consider the current contracts that are in place and the arrangements for managing these contracts, whether this is through a joint venture or formal contract management. The GYBS contract review is now underway which aims to develop clear specifications for service delivery under the arrangement, developing pro-active budget management of the service and ensure value for money is being achieved.
- c) **Enforcement Strategy** – The enforcement board continue to provide a co-ordinated approach to issues such tackling homes and properties which blight areas and may contribute to anti-social behaviour. This will include a programme of work to bring empty homes back into use and to deliver new housing developments to grow the Council's tax base.

8.3.8 At this stage of the financial planning process it is prudent to start to allocate indicative financial targets against some of the above themes where agreed plans and projects have commenced, or are planned. These have been informed by joint work between officers and members as part of the preparatory work on the budget process for 2018/19. As the projects for the above are progressed the associated savings/additional income will be quantified and factored into the budget and future

financial projections and will be brought forward to members for approval as part of the setting of the 2018/19 budget.

- Growth – Economic and Housing £50,000 – to maximise new homes, council tax and business rate growth where achievable;
- Property Investment and Commercialisation £100,000 – including direct and indirect investment;
- Technological Investment £100,000 - including efficiencies to be delivered through ICT provision;
- GYBC Operating Model £200,000 – including the review of contracts eg GYBS

8.4 Use of Reserves – Invest to Save

8.4.1 Use of reserves to balance a budget provides only a short-term solution as the funds can only be used once. They can however be used to smooth the impact of funding gaps over the short to medium term and to allow for planning and implementing projects and work streams that will deliver a longer term financial benefit through reduced costs or additional income.

8.4.2 Similarly, reserves can be used to fund one-off costs for projects that will deliver a longer-term benefit, for example the invest to save reserve. The use of the reserves in this way will be considered as part of the full business case for individual project proposals, taking into account the payback period of the project along with indirect financial implications.

8.5 Updated Financial Forecast

8.5.1 The following table summarises the updated financial position allowing for the indicative financial targets identified at 8.3.8.

Table 10 - Updated Financial Forecast			
	2018/19	2019/20	2020/21
	£000	£000	£000
Forecast Budget Gap (Section 4, Table 9)	648	1,390	2,942
Savings and Income Proposals	(76)	(107)	(119)
Financial Theme Targets	(450)	(650)	(800)
Grand Total	122	632	2,023

8.5.2 Based on the latest financial projections and assuming delivery of the financial targets against each of the themes, there is still anticipated to be a shortfall in 2018/19 of just over £120k, increasing to just under £1 million by 2020/21. This is before any use of reserves in the short term to allow for the implementation of other work streams as identified above. This assumes delivery of the financial savings and additional income at the levels included in the indicative targets and the continued achievement of current income and growth forecasts along with the government funding forecasts. Once further detail of the Autumn Statement and financial settlement for 2018/19 are announced the forecast will be updated as applicable.

8.5.3 This position is prior to the detailed work on the budget for 2018/19 being completed which is currently in progress to be presented to Members in February. Work is continuing with services to identify further options to reduce the forecast gap in the short to medium term.

9. SENSITIVITY ANALYSIS AND RISKS

- 9.1 The Council works within the constraints of central government funding allocations and its control over council tax increases through the capping and referendum principles. The continuing downward pressure on external resources will, over time, constrain the level of service delivery that the Council is able to provide. The process of the annual budget and financial planning aims ensures that the Council is prepared and able to respond to these pressures at an early stage. That said there are continuing significant pressures on the Councils budget both general fund and housing revenue account and therefore decisions must be made which take account of the overall financial position of the authority.
- 9.2 There is a legal requirement to set a balanced budget annually, for which the process ensures that care is taken in preparing figures in an informed manner and proposing changes to service levels which may require upfront investment, alongside approval of the budget the level of reserves and robustness of the estimates are factors that are considered.
- 9.3 The forecast projections as detailed earlier in the document are dependent upon a number of key assumptions at a point in time which are not directly within the control of the Council, the most significant of these are detailed below along with the sensitivities to the financial projections, a summary table is also shown below.
- 9.4 **Employee Costs** – As mentioned above the forecasts assume an annual pay award of 1%, the Council is part of a national pay agreement and as a guide for GYBC, 1% equates to approximately £90,000 annually. In recent months, there have been changes to public sector increases for other parts of the sector and whether this is extended to Local Government is not yet known. Should the annual pay award agreement be different to the 1% assumed say for example by 0.5%, this would equate to an additional cost of £45,000 per annum and would need to be considered in the detail of the budget setting report. The base budgets allow for a turnover element from staffing costs, which equate to approximately 1.5% per annum.
- 9.5 **Business Rates Growth** – Within the Local Government Finance Settlement the Business Rates Baseline funding is assumed to increase annually in line with inflation. Actual increases (or reductions) will result in additional or a reduced level of income retained locally. Some allowance for growth after allowing for appeals has been factored into the projections, as a guide a 1% movement each year would result in approximately £50,000 additional per annum being retained locally above the level included in the forecasts. Depending on the outcome of the pilot application to retain 100% of the business rates for 2018/19, if this is supported there will be further collaborative working with all of the Norfolk authorities to ensure that system is implemented and the benefits realised in line with the objectives of rates retention.
- 9.6 **New Homes Growth/Increase in Tax Base** – The current budget and projections allow for NHB allocation and increases in the tax base which in turn generate increases in the locally collected element of the council tax. There are risks associated with this funding source at a local and national level. Risks at a local level are the continued delivery of housing growth and also reductions in the number of long term empty properties. Recent figures have shown an increase in the number of LTEs which reduces the allocations of NHB, and equally with the introduction of the growth baseline in the NHB determinations in 2017/18 this further reduces the funding available from NHB moving forward as is anticipated for any allocation in 2018/19. The growth in new homes can be informed by the housing trajectory figures, however the fluctuations in the number of long term empty properties can negatively (should the number increase) impact on the allocation of NHB. This area therefore that continues to be monitored closely with proactive work with homeowners and landlords to bring the properties back into use.

- 9.7 **Revenue Support Grant** – The overall reduction in RSG between financial years covered by the settlement period is just over £1.7m. The financial planning process has taken account of this change and the assumptions should the 100% business rates pilot for Norfolk have allowed for this level of funding still to be available, however the future funding gaps still remain a risk and the impact of the fair funding review and timing of this should this fail to address the needs of GYBC. In addition until the outcomes of the fair funding review are known the
- 9.8 The extent to which the above factors will have an impact on the overall projections and forecast funding gap will vary. Some will have an ongoing impact, for example an increase to the tax base in 2018/19 will have an ongoing benefit in terms of additional Council tax income generated year on year, converse to this an increase in the employee inflation in one year will increase the base budget requirement moving forward cumulatively. Equally the assumptions around future council tax increases and changes to these will also have an impact to the overall position.
- 9.9 Fluctuations in the demand for services, say for example a fall in car parking income due to inclement weather over a holiday period would be relatively short term, assuming no changes to other factors, for example the closure of a pay and display car park and the overall reduction in provision. For the short-term fluctuations these are mitigated through allowing elements within the general reserve.
- 9.10 The Council continues to face a number of risks in terms of future funding and delivery of services. A number of these risks have been referred to within the main body of the Financial Strategy. The detail of the 2018/19 budget will be completed over the coming months in preparation of the Budget and Council Tax setting report which will be presented for approval in February 2018. The work on the detailed budgets will be based on the latest local and national information and will be informed by the provisional and later final budget settlement announcements.
- 9.11 The main risks that the authority continue to face are outlined below:
- 9.11.1 **Future Funding and Business Rates** – Local Authority funding from central government continues to be under pressure with the continued shift from central government grant (from revenue support grant) to locally generated resources including retained business rates. The emphasis on retaining funds from business rates locally provides further risks to Local Authorities in that there are a number of inherent risks which will continue to be borne locally including, the status of properties changing, for example schools changing to academies and also business premises becoming empty. In addition, the impact of business rates appeals will continue to have an impact on the level of retained business rates and whilst the scheme does provide incentive for promoting and delivering growth in local economies, the impact of appeals and business decline can have a negative impact.
- 9.11.2 The impact of appeals will have an impact in year from reimbursement of refunds and also the future income received. The full impact will be dependent upon the outcome of the appeal by the Valuation Office Agency (VOA). The financial impact to the Council is mitigated through the appeals provision and the collection fund earmarked reserve.
- 9.11.3 Further measures for example extension of reliefs announced within the Autumn Statement, continue to present a risk to Local Authorities, albeit some of this risk is mitigated by the section 31 grant. Growth and/or decline in businesses will continue to have a direct impact on the funding at a local level. Some of this risk is mitigated by the earmarked reserve which is maintained to reduce the impact of appeals and to smooth the fluctuations in income being retained year-on-year.
- 9.11.4 **Savings** – The Council is continuing to deliver a programme of savings and additional income. Delivery of the savings at the levels budgeted is vital to delivery

of the overall budget and achieving a sustainable future financial position. The delivery of these savings is closely monitored by ELT and Members as part of the ongoing budget monitoring process.

- 9.11.5 **Service Demand and Income** - Income from a number of demand led services remains a financial risk that cannot be fully influenced by the Council. Whilst annual estimates are pulled together under a robust methodology taking into account current performance, previous actuals and knowledge of current and future service delivery, income levels need to be closely monitored, for example for planning, car park income and fees and charges from crematorium services. Fluctuations in income can be mitigated by the use of reserves and this is a factor that is taken into account as part of the budget setting process when determining the recommended level of general reserve.
- 9.11.6 **Interest and MRP** - The revenue budget takes account of the planned borrowing and financing of the current and future capital programmes. Slippage of capital schemes will impact on the level of borrowing required along with the associated financing costs. In addition as new schemes and projects are approved this will have an impact on the associated financing costs and will need to be considered as part of the options appraisal and business case.
- 9.11.7 **New Homes Bonus** – The current budget and projections assume use of the NHB allocation within the base budget. The allocation for 2017/18 was confirmed and is therefore certain, the future forecasts have been based on the four year finance settlement announcement with some adjustments to scale back funding in 2018/19 due to actual increases in property numbers being less than anticipated. There are risks associated with this funding source at a local and national level. Risks at a local level are the continued delivery of housing growth and also reductions in the number of long term empty properties. The growth in new homes can be informed by the housing trajectory figures, however the fluctuations in the number of long term empty properties can negatively (should the number increase) impact on the allocation of NHB. This area therefore continues to be monitored closely with proactive work with homeowners and landlords to bring the properties back into use. The national risk around the future of the NHB is dependent upon the outcome of the NHB consultation and funding allocations in the future.
- 9.11.8 **Autumn Statement** - The government will publish its Autumn Statement on 22 November 2017 and will inform the budget from 2018/19 onwards.
- 9.11.9 **HRA** – Various national changes to the HRA operation and delivery for example, Pay to Stay and Higher Value cannot yet be quantified due to further information being required. Furthermore the implications of the stock condition survey will need to be considered as part of the ongoing business planning for the HRA.

Glossary of Acronyms – Financial Strategy

DWP	Department for Work and Pensions
LCTS	Local Council Tax Support
LTE	Long Term Empty
MRP	Minimum Revenue Provision
NHB	New Homes Bonus
RSG	Revenue Support Grant
SFA	Settlement Funding Assessment
VOA	Valuation Office Agency

General Fund Reserves Schedule - 2016/17 OUTTURN		Opening Balance 01/04/16	Outturn Movement 2016/17	Closing Balance 31/03/17	Budgeted Movement 2017/18	Actual Movement (inc forecast) 2017/18	Budgeted Closing Balance 31/03/18	Updated Closing Balance 31/03/18	Budgeted Movement 2018/19	Closing Balance 31/03/19	Budgeted Movement 2019/20	Closing Balance 31/03/20
Summary and Purpose of Reserve		£	£	£	£	£	£	£	£	£	£	£
Planning Delivery Grant	The reserve is planned to be used to provide service improvements in Planning, and deliver the Local Development Framework.	62,360	0	62,360	0	0	62,360	62,360	0	62,360	0	62,360
Insurance Fund	The Council budgets for a level of excess being charged to the Service Accounts annually. Any under provision is met from the Insurance Fund, and any surplus is transferred to the fund.	131,769	78,307	210,076	0	(5,940)	210,076	204,136	0	210,076	0	210,076
Town Centre Initiative	Earmarked for spend in relation to the town centre project.	594,262	(99,317)	494,945	(25,000)	(237,235)	469,945	265,710	0	469,945	0	469,945
SHARP Funding	The Council will utilise this funding for capital expenditure incurred in the Wellesley Rd, Sandown Rd, Euston Rd & Paget Rd areas.	493,039	0	493,039	0	0	493,039	493,039	0	493,039	0	493,039
Restricted use grant	These Reserves are utilised as expenditure is incurred. No provision has been made to add to these reserves in future years.	906,756	42,749	949,505	0	(293,870)	949,505	655,635	0	949,505	0	949,505
Efficiency Support grant	Balance of funding from the ESG released for project spend as approved within the budget.	241,135	(241,135)	0	0	0	0	0	0	0	0	0
Invest to Save	To be used to fund one-off costs associated with projects that will deliver future efficiencies and savings including costs associated with restructures. (updated for P&R decisions 7.02.17)	1,000,000	828,329	1,828,329	(172,308)	(89,842)	1,656,021	1,738,487	(39,495)	1,616,526	0	1,616,526
Specific budget	These Reserves are utilised as expenditure is incurred. No provision has been made to add to these Reserves in future years.	63,241	40,000	103,241	0	(673)	103,241	102,568	0	103,241	0	103,241
LEGI	As costs are incurred, these are offset by the Reserve.	523,671	0	523,671	(57,000)	0	466,671	523,671	0	466,671	0	466,671
Repairs and Maintenance	These Reserves are utilised as expenditure is incurred. No provision has been made to add to these Reserves in future years.	343,827	(41,476)	302,351	0	0	302,351	302,351	0	302,351	0	302,351
Second Homes Council Tax	These Reserves are utilised as expenditure is incurred. No provision has been made to add to these Reserves in future years.	97,039	58,923	155,962	0	0	155,962	155,962	0	155,962	0	155,962

General Fund Reserves Schedule - 2016/17 OUTTURN		Opening Balance 01/04/16	Outturn Movement 2016/17	Closing Balance 31/03/17	Budgeted Movement 2017/18	Actual Movement (inc forecast) 2017/18	Budgeted Closing Balance 31/03/18	Updated Closing Balance 31/03/18	Budgeted Movement 2018/19	Closing Balance 31/03/19	Budgeted Movement 2019/20	Closing Balance 31/03/20
Summary and Purpose of Reserve		£	£	£	£	£	£	£	£	£	£	£
Waste Management	These Reserves are utilised as expenditure is incurred. No provision has been made to add to these Reserves in future years.	135,170	(110,000)	25,170	(25,170)	0	(0)	25,170	0	(0)	0	(0)
Collection Fund (Business Rates)	Earmarked to mitigate the fluctuations in business rate income between years.	1,197,010	762,844	1,959,854	0	0	1,959,854	1,959,854	0	1,959,854	0	1,959,854
Neighbourhoods	Earmarked from previous grants for neighbourhood projects.	128,876	523,894	652,770	0	0	652,770	652,770	0	652,770	0	652,770
Enforcement	Earmarked for enforcement related works to address issues and bring properties back into use.	0	50,000	50,000	0	0	50,000	50,000	0	50,000	0	50,000
Special Project Reserve	Earmarked as per the 2017/18 budget report for project spend and also for matched funding as appropriate.	0	1,000,000	1,000,000	(105,250)	(142,500)	894,750	857,500	(25,503)	869,248	(25,758)	843,490
Benefits/Revenues Reserve	Earmarking of grants and underspends to be used for the service and mitigation of subsidy impacts.	0	155,000	155,000	0	0	155,000	155,000	0	155,000	0	155,000
Other Reserves	These Reserves are utilised as expenditure is incurred.	205,676	58,022	263,698	(4,000)	(175,852)	259,698	87,846	(4,000)	255,698	0	255,698
Total GF Earmarked Reserves		6,123,831	3,106,139	9,229,970	(388,728)	(948,322)	8,841,242	8,289,647	(68,998)	8,772,244	(25,758)	8,746,487
General Fund Reserve	Current recommended balance of £2.5 million	6,350,408	(2,642,777)	3,707,631	(188,240)	(221,240)	3,519,391	3,707,631	0	3,519,391	0	3,519,391
Total GF Reserves		12,474,239	463,362	12,937,601	(576,968)	(1,169,562)	12,360,633	11,997,278	(68,998)	12,291,635	(25,758)	12,265,878
Note: 2017/18 transfers allows for the use of £188,240 from the general reserve.												

Subject: Fees and Charges 2018/19

Report to: Policy and Resources Committee 28 November 2017
Full Council 14 December 2017

Report by: Finance Director

SUBJECT MATTER/RECOMMENDATIONS

This report outlines for approval the schedule of fees and Charges for the 2018/19 financial year.

Recommendation:

That Council be recommended to agree to the schedule of fees and charges for 2018/19 as detailed in Appendix A of the report.

1. INTRODUCTION AND BACKGROUND

- 1.1. The Council approved a fees and charges policy in December 2014. This policy was agreed as part of the financial planning and transformation work stream to provide a framework within which the Council's fees and charges would be set annually as part of the budget setting process. Income from fees and charges provides a key source of income to the Council for the provision of its services.
- 1.2. Operating within a fees and charges policy provides a clear framework for setting the annual fees and charges for services provided by the Borough Council. There will be occasions when decisions around the setting of fees and charges need to be made that are outside of the policy, for example in response to local factors which influence demand for a service. A recent example would be the consideration of changes to the two-day market fees by Policy and Resources Committee in October 2017. There needs to be clear reasons for making changes outside of the policy and these would need to take into account the longer term income generation opportunities.
- 1.3. The setting of the fees and charges annually provides a key element of the annual budget setting process to inform the service income budgets which will also take into account local demand and other local factors. In addition the future financial projections will take into account planned increases to fees and charges in line with the current policy to provide estimates on the level of future income.
- 1.4. The policy sets out some criteria and rationale for the annual changes to fees and charges which largely covered an annual increase of RPI plus 2% for the period until 2020. There are exceptions to this including the following:
 - 1.4.1. Where fees are statutory and are therefore outside the scope of control for the Council to set;

- 1.4.2. Where fees are set within national rules for cost recovery, for example land charges and building control;
- 1.4.3. Fees and charges subject to separate reviews and form part of the 2018/19 savings and additional income proposals.

2. FEES AND CHARGES PROPOSALS FOR 2018/19

- 2.1. The proposed fees and charges for 2018/19 are included at Appendix A to the report. In line with the fees and charges policy the fees included in the schedule have been increased by RPI plus 2%, this equates to an increase of 5.9%, based on RPI being 3.9% at September 2017. For administration the proposals will have been rounded as applicable for example where charges are reliant upon change such as car parking charges.
- 2.2. The reason for presenting for approval the fees and charges ahead of the detailed budget report in February is to allow accurate forecasting of income over the coming months to be included in the budget for 2018/19 and future projections and also to allow implementation time of changes as applicable.
- 2.3. There are a number of fee and charges proposals which are still under review or have been subject to separate reports for approval by committees. The following outlines those which are still to be confirmed.
- 2.4. The Market fees have been subject to a separate review which included a reduction of the two day market fees as recommended by Policy and Resources Committee in October 2017, the current proposal (as reflected in the appendix) reflects this. The winter charges are due to be reconsidered later in the year.
- 2.5. Members will recall that the fees and charges structure for the crematorium was reviewed as part of the 2017/18 and a revised pricing structure approved which reflected new slots for cremation services. In response to the in-year reduction of income for the crematorium (which is also partly due to reduced deaths in the County), further review has been carried out and a proposal for a low-cost funeral option has been recommended to the Environment Committee depending on the outcome the fees and charges will be updated accordingly.
- 2.6. A fees schedule for advertising in the Borough News for 2018/19 is being developed and will be reported as part of the further budget work.
- 2.7. Licencing fees and charges for 2018/19 are maintained at the current rate and will be reviewed to understand the cost recovery implications of the service.
- 2.8. Planning fees are currently set by government, the housing white paper previously proposed increases to planning fees of 20% by July 2017, although these have not

yet been implemented due to the statutory regulations not yet being implemented. A further review of locally set planning fees will be completed as part of the budget process.

3. FINANCIAL IMPLICATIONS

- 3.1. The financial implications from the proposed changes will be factored into the detailed service budgets for 2018/19 and used to inform the future financial projections.

4. RISK IMPLICATIONS

- 4.1. There is a risk of non-delivery of budgeted income from the fees and charges for example as a result of a reduction in demand for a service, an element of this risk is mitigated by the informed calculation of the income budgets taking into account known local and national factors and also current and past trends.
- 4.2. Where the level of income is related to service demand there are factors that are outside of the control of the Council, for example the impact that weather can have on the level of car parking income, or confidence in the economy on planning application income. A prudent approach is taken to the setting of these income budgets and the more significant demand income budgets, for example car parking fee income and planning income are closely monitored during the year.
- 4.3. The level of income from fees and charges is reviewed during the year in terms of delivery of income targets as part of the budget monitoring process and therefore future charges could be subject to change to mitigate any financial risks.
- 4.4. The general reserve includes an allowance for fluctuations in income from demand led services which can be used to mitigate significant impacts during the year of reductions in income, although this should not be seen as a long term source of mitigation.

5. CONCLUSIONS

- 5.1. The proposed fees and charges for 2018/19 have been calculated based on the current fees and charges policy and where there are opportunities to deliver additional income to help reduce the future financial gap that the Council is facing.
- 5.2. The proposals will be factored into the detailed budget for 2018/19 which will be brought forward for Member approval in February 2018. In addition the future financial implications from 2018/19 will be used to inform the later financial projections for the Council.

6. RECOMMENDATIONS

- 6.1. That Council be recommended to agree to the schedule of fees and charges for 2018/19 as detailed in Appendix A of the report.

7. BACKGROUND PAPERS

- 7.1. Fees and Charges Policy as approved in December 2014.
7.2. Current (2017/18) fees and charges.

Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?

Area for consideration	Comment
Monitoring Officer Consultation:	
Section 151 Officer Consultation:	Report Author
Existing Council Policies:	Fees and Charges Policy
Financial Implications:	Included in the detail of the report
Legal Implications (including human rights):	N/A
Risk Implications:	Included in the detail of the report
Equality Issues/EQIA assessment:	N/A
Crime & Disorder:	N/A
Every Child Matters:	N/A

Fees and Charges 2018 - 2019

Fees and Charges 2018/19

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† Indicates Fees and Charges inclusive of VAT

Fees & Charges Crematorium and Cemeteries 2018/19

	2017/18 Charges (where applicable VAT at 20%)	2018/19 Charges (where applicable VAT at 20%)
CREMATION CHARGES		
NB: From 01 April 2018 the Medical Referee Fee of £25 is included in the Cremation Fee. The fee also includes an Environmental Charge of £65 The use of the Wesley Music System is included.		
The following charges relate to cremation:		
Non-viable foetus or stillborn child	No Charge	No Charge
The body of a child not exceeding four years of age at time of death	No Charge	No Charge
The body of a child of four years, but not exceeding twelve years at the time of death	No Charge	No Charge
The body of a person whose age at the time of death exceeded twelve years	See below:	See below:
For Service times: 08:15, 08:45, 16:00 and 16:30 (30 minutes)	720.00	750.00
For Service times 09:15, 10:00, 10:45, 11:30, 12:15, 13:00, 13:45, 14:30, 15:15 (45 minutes)	760.00	790.00
Funeral Director No Attendance (arrangements required, no service) - delivery by agreement	480.00	510.00
Saturday Services details on request		
50% cancellation fee will apply to cremations cancelled within 48hrs of the service		
Additional Charges		
Scattering of cremated remains from another Crematorium in the lawn area	187.50	125.00
Scattering of cremated remains from this Crematorium in the lawn area, with relatives and an officer in attendance	86.00	90.00
Scattering of cremated remains from this Crematorium in the lawn area	56.00	59.50
Hire of Crematorium Chapel:		
For Burial / Memorial Service	123.50	131.00
Extension of half an hour for Cremation Service	123.50	150.00
Hire of Crematorium Chapel only	260.00	275.50
Temporary retention of ashes, after first four weeks, per month	22.50	24.00
Ash containers (bronze urns)	22.50	24.00
Baby bio-degradable box urn	No Charge	No Charge
Bio-degradable box urn	No Charge	No Charge
Additional Certificate of Cremation	17.50	19.00
Certified extract from Register of Cremations	17.50	19.00
† Pall bearers (each) (VAT included in fee 2018-19)	28.50	30.50
† Audio recording of the service presented on USB or CD (VAT included in fee 2018-19)	62.50	TBC
The use of the Wesley Music System is provided		
Dedications		
† Two line entry (VAT included in fee 2018-19)	87.50	87.50
† Five line entry (VAT included in fee 2018-19)	124.00	124.00
† Eight line entry (VAT included in fee 2018-19)	165.00	165.00
† Five line entry with flower illustration or similar (VAT included in fee 2018-19)	184.00	184.00
† Five line entry with heraldic device (VAT included in fee 2018-19)	199.00	199.00
† Eight line entry with flower illustration or similar (VAT included in fee 2018-19)	199.00	199.00
† Eight line entry with full heraldic device or crest (VAT included in fee 2018-19)	356.00	356.00
Memorial Cards		
† Two line entry (VAT included in fee 2018-19)	19.50	19.50
† Five line entry (VAT included in fee 2018-19)	24.70	24.70
† Eight line entry (VAT included in fee 2018-19)	43.00	43.00
† Five line entry with flower illustration or similar (VAT included in fee 2018-19)	68.00	68.00
† Eight line entry with flower illustration or similar (VAT included in fee 2018-19)	84.50	84.50
† Five line entry with heraldic device (VAT included in fee 2018-19)	92.00	92.00
† Eight line entry with full heraldic device or crest (VAT included in fee 2018-19)	108.50	108.50
Memory Books		
† Two line entry (VAT included in fee 2018-19)	68.00	68.00
† Five line entry (VAT included in fee 2018-19)	75.00	75.00
† Eight line entry (VAT included in fee 2018-19)	84.50	84.50
† Five line entry with flower illustration or similar (VAT included in fee 2018-19)	108.50	108.50
† Eight line entry with flower illustration or similar (VAT included in fee 2018-19)	116.50	116.50
† Five line entry with heraldic device (VAT included in fee 2018-19)	134.00	134.00
† Eight line entry with full heraldic device (VAT included in fee 2018-19)	151.00	151.00
NB: For each additional entry in Velum book - as in Memorial Cards above inclusive of postage and packing		
Memorial Garden (including provision of Bronze Plaque)		
Ten year dedication period		
† Shrub (VAT included in fee 2018-19)	133.00	282.00
† Standard Rose (VAT included in fee 2018-19)	156.00	330.00
† Double Plaque (to replace single) (VAT included in fee 2018-19)	68.00	72.50
† Embossed motif (from selection) on bronze plaque (VAT included in fee 2018-19)	17.50	19.00
† Postage and packing of expired memorial plaque (VAT included in fee 2018-19)	7.00	7.50

Fees & Charges Crematorium and Cemeteries 2018/19

	2017/18 Charges (where applicable VAT at 20%)	2018/19 Charges (where applicable VAT at 20%)
Memorial Tree (including provision of Bronze Plaque)		
Ten year dedication period		
† Ten year dedication period (VAT included in fee 2018-19)	390.00	420.00
† Renewal - ten year dedication period (VAT included in fee 2018-19)	232.00	250.00
Individual Memorial Seat (including provision of Bronze Plaque)		
Ten year dedication period		
† Six foot seat (VAT included in fee 2018-19)	1,060.00	1,123.00
† Additional bronze plaque (VAT included in fee 2018-19)	118.00	195.00
† Renewal for ten year dedication period (VAT included in fee 2018-19)	233.00	250.00
Individual Wall Plaques		
Ten year dedication period		
† Bronze plaque - black with gold lettering (VAT included in fee 2018-19)	161.00	170.50
† Renewal of existing plaque - 10 year dedication period (VAT included in fee 2018-19)	107.00	113.50
† To add additional name or request new plaque to replace existing (new 4 line plaque) (VAT included in fee 2018-19)	80.00	85.00
Polished Sterling Grey Granite Memorial Vase Kerbs		
Ten year dedication period		
† Granite Memorial Vase Kerbs with 6 line inscription (VAT included in fee 2018-19)	402.50	418.50
† To add additional name (new 6 line granite plate) (VAT included in fee 2018-19)	121.00	126.00
† Renewal - 10 year dedication period (VAT included in fee 2018-19)	308.00	320.50
Hexagonal Sandstone Tower with Granite Plaque		
Ten year dedication period		
Granite memorial plaque with 6 line inscription	166.50	176.50
New plaque for additional name to be added	112.50	119.50
Renewal of existing plaque for ten year period	112.50	119.50
Sanctum 2000 above ground vaults		
Twenty year lease period		
20 year lease of granite vault and black granite plaque and lettering (up to 80 letters) first interment and first posy vase	965.00	965.00
Decorative motifs/floral tribute on plaque (samples & price on request)		
Cameo photograph arranged and fixed to plaque (4cm x 3cm)	111.50	116.00
Cameo photograph arranged and fixed to plaque (7cm x 5cm)	134.00	139.50
Heart shaped cameo photo, arranged and fixed to plaque	179.00	186.00
Replacement of black granite plaque (excluding photograph) up to 80 letters	357.00	371.00
Additional letters (per letter)	3.15	3.50
Repainting of current plaque price on request (dependent on characters and motifs)		
Sanctum Panorama above ground vaults		
Twenty year lease period		
20 year lease of granite vault and black granite plaque and lettering (up to 80 letters) first interment and first posy vase		
Top level:	868.00	902.00
Mid level:	836.00	869.00
Lower level:	783.00	814.00
Cameo photograph arranged and fixed to plaque (4cm x 3cm)	112.50	117.00
Cameo photograph arranged and fixed to plaque (7cm x 5cm)	134.00	139.50
Heart shaped cameo photo, arranged and fixed to plaque	179.00	186.00
Replacement of black granite plaque (excluding photograph) up to 80 letters	357.00	371.00
Additional letters (per letter)	3.15	3.50
Repainting of current plaque price on request (dependent on characters and motifs)		
Buxton Bench		
Twenty year lease period		
20 year lease Granite bench with two recesses for plaque, including one 7' x 5' engraved memorial plaque	1,020.00	850.00
Second plaque	112.50	117.00
Renewal of 10 year lease	471.00	489.50
Ornamental Memorial Tree in Garden of Remembrance		
Twenty year lease period		
Ornamental tree with plaque including inscription and motif, on a 20 year lease	645.00	670.50

Fees & Charges Crematorium and Cemeteries 2018/19

	2017/18 Charges (where applicable VAT at 20%)	2018/19 Charges (where applicable VAT at 20%)
CEMETERY CHARGES		
Interment Charges		
The following charges relate to burial of persons resident within the Borough area at the time of death:		
The body of a stillborn child or child whose age at the time of death did not exceed one month	No Charge	No Charge
The body of a child whose age at the time of death exceeded one month, but did not exceed twelve years	No Charge	162.00
The body of a person whose age at the time of death exceeded twelve years	618.50	643.00
The following charges relate to the burial of persons who are not resident within the Borough are at the time of death:		
The body of a stillborn child or child whose age at the time of death did not exceed one month	123.00	128.00
The body of a child whose age at the time of death exceeded one month, but did not exceed twelve years	156.00	162.50
The body of a person whose age at the time of death exceeded twelve years	1,067.50	1,109.50
Additional Charges		
Burial at 9' depth	123.50	131.00
For excavation for caskets	123.50	131.00
Excavation for 9' x 4' walled graves (not including construction of walls)	190.00	201.50
Larger excavations - prices upon request		
For burial at 3pm or after	56.50	60.00
Interment of cremated remains		
In a grave for which Exclusive Right of Burial has been granted		
The body of a child not exceeding four years of age at the time of death	39.50	50.00
The body of a child of four years but not exceeding twelve years at the time of death	56.00	60.00
The body of a person whose age at the time of death exceeded twelve years (resident)	195.50	207.50
The body of a person whose age at the time of death exceeded twelve years (non-resident interred into new grave)	385.00	408.00
The body of a person whose age at the time of death exceeded 12 yrs (non-resident interred into occupied grave)	195.50	207.50
Double interment of cremated remains (resident)	208.00	220.50
Double interment of cremated remains (non-resident interred into occupied grave)	208.00	220.50
Exhumation Charges		
† Exhumation of body of any age (VAT included in fee 2018-19)	1,628.00	1,724.50
† Exhumation of cremated remains (VAT included in fee 2018-19)	234.00	248.00
Reinterment Charges		
Charges for each reinterment in accordance with normal fees		
Purchase of Exclusive Right of Burial - 50 years		
Purchase by resident of the Borough: (Temporary memorial free upon request for the first interment)		
Earthen grave 9'x4'	695.00	736.50
Earthen grave 2'x2' (ashes)	470.00	498.00
Earthen grave 4'x2' (Child up to age of four)	83.50	150.00
Purchase by non resident of the Borough: (Temporary memorial free upon request for the first interment)		
Earthen grave 9'x4'	1,170.50	1,240.00
Earthen grave 2'x2' (ashes)	780.00	826.50
Earthen grave 4'x2' (Child up to age of four)	134.00	142.00
† Temporary memorial (including carriage) (VAT included in fee 2018-19)	61.00	65.00
Monuments and Gravestones		
From 1st April 2018 there will be an administration charge for the permission to erect a memorial on all plots in all cemeteries.	62.00	100.00
Where the Exclusive Right of Burial was purchased before 1st April 1989, a monument fee of £90.00 shall be paid.		
On safety grounds, no memorial constructed of wood, glass, china or plastic material, with the exception of the approved design for temporary memorials issued by the Council, shall be placed on any grave and all memorials shall conform to the requirements		

Fees & Charges Crematorium and Cemeteries 2018/19

	2017/18 Charges (where applicable VAT at 20%)	2018/19 Charges (where applicable VAT at 20%)
Supplementary Charges		
Search Fee for Burial Registers (excluding genealogy enquiries) (per entry)	36.50	39.00
Indemnity Form (where owner is unable to produce original purchase Deed)	19.00	20.50
Fee for transfer of Deed of Exclusive Right	38.50	41.00
Fee for transfer of Deed of Exclusive Right (Deed not available)	61.50	65.50
† Genealogy enquires per hour or part thereof (VAT included in fee 2018-19)	39.00	41.50
Selection of new grave or cremated remains plot (Officer in attendance)	45.00	48.00
Search for grave on behalf of family or funeral director, by officer	45.00	48.00
† Administrative Fee (for preparation/production/amended/duplication of paperwork) (VAT included in fee 2018-19)	22.50	24.00
(NB - fee non-refundable, if after search grave is not located)		

Fees & Charges DEFRA 2018/19

PLEASE NOTE: The following fees have been prescribed by the Government.

Website address: <http://www.defra.gov.uk>

Type of Charge	Type of process	
Application Fee	Standard Process	£1,579
	Additional fee for operating without a permit	£1,137
	Reduced fee activities (except VRs)	£148
	PVR I & II combined	£246
	Vehicle refinishers (VRs)	£346
	Reduced fee activities: Additional fee for operating without a permit	£68
	Mobile screening and crushing plant	£1,579
	for the third to seventh applications	£943
	for the eighth and subsequent applications	£477
	Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts	
Annual Subsistence Charge	Standard process Low	£739 (+£99)*
	Standard process Medium	£1,111 (+£149)*
	Standard process High	£1,672 (+£198)*
	Reduced fee activities Low / Medium / High	£76 £151 £227
	PVR I & II combined	£108 £216 £326
	Vehicle refinishers Low / Medium / High	£218 £349 £524
	Mobile screening and crushing plant, for first and second permits L / M / H	£618 £989 £1,484
	for the third to seventh permits L / M / H	£368 £590 £884
	eighth and subsequent permits L / M / H	£189 £302 £453
	Late payment Fee	£50
	* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation	
	Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts	
Transfer and Surrender	Standard process transfer	£162
	Standard process partial transfer	£476
	New operator at low risk reduced fee activity	£75
	Surrender: all Part B activities	£0
	Reduced fee activities: transfer	£0
	Reduced fee activities: partial transfer	£45
Temporary transfer for mobiles	First transfer	£51
	Repeat following enforcement or warning	£51
Substantial change	Standard process	£1,005
	Standard process where the substantial change results in a new PPC activity	£1,579
	Reduced fee activities	£98

Fees & Charges DEFRA 2018/19

LAPPC mobile plant charges

Number of permits	Application fee	Subsistence fee		
		Low	Med	High
1	£1,579	£618	£989	£1,484
2	£1,579	£618	£989	£1,484
3	£943	£368	£590	£884
4	£943	£368	£590	£884
5	£943	£368	£590	£884
6	£943	£368	£590	£884
7	£943	£368	£590	£884
8 and over	£477	£189	£302	£453

LA-IPPC charges

NB - every subsistence charge in the table below includes the additional £99 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation

Type of Charge	Local authority element
Application	£3,218
Additional fee for operating without a permit	£1,137
Annual Subsistence LOW	£1,384
Annual Subsistence MEDIUM	£1,541
ANNUAL Subsistence HIGH	£2,233
Substantial Variation	£1,309
Transfer	£225
Partial transfer	£668
Surrender	£668

Key

Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £36.

Reduced fee activities are; Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4MW.

Newspaper advertisements

Newspaper adverts may be required under EPR at the discretion of the LA as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recoup its costs.

Environment Agency Subsistence Fees for Discharge to Controlled Waters

Charge band	Applicability	Charge
A	Where permit conditions contain numerical water discharge limits other than for the pollutants or parameters listed in bands B and C	£2,270
B	Where permit conditions contain numerical water discharge limits for BOD, COD ¹ or ammonia	£760
C	Where permit conditions contain numerical limits for water flow, volume, suspended solids, pH, temperature, or oil or grease	£222
D	Where conditions are included in a permit which do not fall within any of the descriptions in bands A-C (e.g. descriptive conditions)	£66

There is no extra fee payable to the Environment Agency where quarterly payments are made.

Fees & Charges Environmental Health 2018/19

	2017/18 Charges	2018/19 Charges
Local Licences		
Skin Piercing and Tattooists		
Skin piercing (registration) + 1 personal licence	280.00	297.00
Convention per Individual	62.00	66.00
or Event fee - whichever is the Greater	224.00	237.50
Pet Shop (Annual)	112.00	119.00
Riding Establishment (Annual) (Vet charges are recoverable)	197.00	209.00
Dog Breeding (Annual)	112.00	119.00
Dangerous Wild Animals (Annual)	112.00	119.00
Dangerous Wild Animals New Application		
Animal Boarding (Annual)	112.00	119.00
Zoo		
Application	218.00	231.00
Grant	90.00	95.50
Renewal	302.00	320.00
(Vet charges are recoverable)		
Food/Water Samples		
Upon request	Cost Recovery	Cost Recovery
Commercial Health Certificates		
Authorisation	12.00	13.00
Preparation and authentication	23.00	24.50
Port Health	5.00	5.50
Food Premises Register		
Copy of an entry	10.00	11.00
Copy of register	770.00	815.50
Request for information (plus VAT)	76.00	80.50
NOTE: The Food Premises Register is available free to view at the offices, however, if a copy of the full register or a single entry is required please see charges above.		
House in Multiple Occupation Licence		
House in Multiple Occupation Licence Application - Standard 5	470.00	TBC
Units of accommodation:		
Each Additional Unit at	29.00	TBC
House in Multiple Occupation Renewal of Licence - Standard 5	425.00	TBC
Units of accommodation		
Each Additional Unit at	29.00	TBC
Variation of a Licence	112.00	TBC
Follow up costs (e.g. due to incomplete information, failure to respond to requests etc) to be charged at an extra cost at time actually spent. Officer time per unit is £44.00 inclusive of administration and VAT.		
Housing Act 2004		
Recovery of costs re Enforcement Notices	337.00	357.00
Failure to provide smoke alarms	5,000.00	5,000.00
Failure to provide carbon monoxide alarms	5,000.00	5,000.00

Fees & Charges Environmental Health 2018/19

	2017/18 Charges	2018/19 Charges
Scrap Metal Dealer Licence Fees		
Site Licence		
- New	278.00	294.50
- Renewal	257.00	272.50
- Variation	112.00	119.00
Collectors Licence		
- New	168.00	178.00
- Renewal	146.00	155.00
- Variation	112.00	119.00
Bulky Items		
Collection of Bulky Items by Order:		
1 Item	12.00	13.00
3 Items	17.00	18.50
Public Health Act Funerals		
Administration and Officer rate - flat fee (inclusive of VAT)	470.00	498.00
Out of Borough Excess Cost Recovery	53.00	
Dog Warden - Fees		
Contractors Fee for Collection and Kennelling per dog (Recharges include VAT)	Cost recovery	Cost recovery
Statutory Fee	25.00	25.00
Pest Control		
Mouse and Rat Control and Extermination Fee (<i>Exlcuding VAT</i>)	37.50	40.00
Ship Sanitation Charges		
<i>These fees are set by the Association of Port Health Authorities - prices are subject to change and the prescribed charges will be adopted once published)</i>		
These fees are set by the Association Of Port Health Authorities.		
Gross Tonnage Charge (£)		
Below 1,001	79.00	79.00
From 1,001 to 3,000	116.00	116.00
3,001 - 10,000	177.00	177.00
10,001 - 20,000	235.00	235.00
20,001 - 30,000	299.00	299.00
Over 30,000	355.00	355.00
With the exception of:		
Vessels with the capacity to carry between 50 and 1,000 persons	369.00	369.00
Vessels with the capacity to carry more than 1,000 persons	636.00	636.00
Over 1,000 persons Extentions	54.50	54.50
Extra charges may be added for exceptional costs such as launch hire, lengthy journeys to the port or laboratories, out of hour visits and samples taken.		
Mobile Homes Act 2013		
Costs of New Application		
1-5 pitches	220.50	234.00
6-24 pitches	236.25	250.50
25-99 pitches	252.00	267.00
100+ pitches	283.50	300.50
Annual Inspection Fees		
1-3 pitches	NIL	NIL
4-5 pitches	126.00	133.50
6-24 pitches	189.00	200.50
25-99 pitches	252.00	267.00
100+ pitches	283.00	300.00

Fees & Charges Garden Waste 2018/19

		2017/18 Charges (where applicable VAT at 20%)	2018/19 Charges (where applicable VAT at 20%)
Garden Waste Bins & Bags			
Initial Annual bin collection fee - one bin		54.96	58.50
Initial Annual bin collection fee - two bin		94.34	100.00
Initial Annual bin collection fee - three bin		133.72	142.00
Renewal of Annual bin collection fee - one bin		42.24	45.00
Renewal of Annual bin collection fee - two bin		61.92	66.00
Renewal of Annual bin collection fee - three bin		82.60	87.50
New Bins		12.85	20.00
Additional / Replacement Bins		19.20	20.00
Pick up cost			
	one bin	1.75	2.00
	additional bin	0.90	1.00
Brown Waste Bags			
	12 bags	19.50	21.00
	24 bags	39.00	41.50
Administration Fees			
Replacement or extra bins		30.00	32.00
Provision of bins at new properties		50.00	53.00

Fees & Charges Community Alarm Service - 'Yarecare' 2018/19

	2017/18 Charges	2018/19 Charges
Community Alarm Service - 'Yarecare'		
Private		
Alarm monitoring service - per week (plus VAT)	1.25	1.30
Alarm monitoring service - per month (plus VAT)	5.40	5.62
Alarm monitoring service - per annum (plus VAT)	65.00	67.54
Alarm unit rental - per week (inc monitoring) (plus VAT)	2.86	2.97
Alarm unit rental - per week (inc monitoring) (plus VAT)	12.41	12.90
Alarm unit rental - per quarter (inc monitoring) (plus VAT)	37.41	38.87
Alarm unit rental - per annum (inc monitoring) (plus VAT)	149.65	155.49
Yare Care Installation Charge (plus VAT) - within Borough	35.00	35.00
Yare Care Installation Charge (plus VAT) - outside of Borough	40.00	40.00
Council		
Alarm monitoring service - per week (plus VAT)	1.35	1.40
Alarm unit rental - per week (inc monitoring) (plus VAT)	2.99	3.10
Alarm unit rental - per annum (inc monitoring) (plus VAT)	149.65	155.49
From 01 April 2012 - Yare Care Installation Charge (plus VAT)	35.00	36.37

Fees & Charges Land Searches 2018/19

	2017/18 Charges	2018/19 Charges
Local Land Charge Fees		
Local Search	11.25	11.25
Local Standard Enquiry	135.25	135.25
County Q2; Q22 and Rights of way	13.40	13.40
Local Search (LLC1) additional parcel of land	0.00	-
Standard Enquiries (CON29) additional parcel of land (non-commercial)	13.90	13.90
Standard Enquiries (CON29) additional parcel of land (commercial)	13.90	13.90
Additional Enquiries		
Optional enquiry (Part 2)	9.55	9.55
Optional enquiry (Part 3)	9.55	9.55
Personal Searches		
Statutory Personal Search Fee	no charge	no charge
Additional parcel of land	no charge	no charge
Fee for an assisted Personal Search	44.60	44.60
Copy of Planning Permission Notice (plus VAT)	5.80	5.80

Fees & Charges Market 2018/19

		2017/18 Charges		2018/19 Charges	
		per metre	per foot	per metre	per foot
Two Day Market - charges					
Summer (April to September)		7.74	2.35	1.64	0.50
Winter (October to March)		3.58	1.09	TBC	TBC
Casual - Summer (April to September)		11.61	3.28	2.13	0.65
Casual - Winter (October to March)		5.37	1.63	TBC	TBC
Six Day Market - charges per stall type					
Types of stall: Hot Food - 1		721.50	Monthly Charge	721.50	Monthly Charge
Groceries		487.50	Monthly Charge	487.50	Monthly Charge
Dry Goods		536.25	Monthly Charge	536.25	Monthly Charge
Hot Food - 2		682.50	Monthly Charge	682.50	Monthly Charge
Friday and Other Markets - charges					
Up to 10 foot/ 3 Metres		10.00	(based on £1 per foot)	10.00	(based on £1 per foot)
Up to 20 foot/ 6 Metres		20.00		20.00	
Up to 30 foot/ 9 Metres		30.00		30.00	
Charity Barrow Fee		FREE		FREE	
Craft Barrow Fee		10.00	Daily Charge	10.00	Daily Charge

Fees & Charges Market Fairs 2018/19

		2017/18 Charges	2018/19 Charges
	Costs based of square metres		
Category	Attractions Description:		
A	Roundabouts over 25ft (7.62m) in diameter or any other machinery or apparatus, whether operated by electricity, steam, hand or other means	2.65	2.65
B	Roundabouts less than 25ft (7.6sm) in diameter, power operated Hooplas, Spinners and games of similar nature	4.75	4.75
C	Non-mechanical operated Hooplas, Swinging boats, Booths, Shows and Exhibitions and Refreshments kiosks	3.15	3.15
D	Dart stalls, Coconut-shy, Shooting Galleries and other Shooting Games	1.60	1.60
	Minimum Charge	31.50	31.50

Fees & Charges Filming and Photography 2018/19

	2017/18 Charges	2018/19 Charges
New charge in 2018/19		
Filming and photography permit	N/A	30.00
Notice of no objection for filming and photography	N/A	30.00

Fees & Charges Licensing 2018/19

	2017/2018 Charges	2018/19 Charges
HACKNEY CARRIAGES		
First class hackney carriage and private hire vehicle	230.00	230.00
Second class hackney carriage	250.00	250.00
Transfer of Landau Vehicle Licence	60.00	60.00
Private hire operator (5 years) - covers any number of vehicles	300.00	300.00
Private hire vehicle	230.00	230.00
Drivers licence (3 years) - to be ratified by Council February 2016	150.00	150.00
Drivers licence (1 year issue for exceptional circumstances)	95.00	95.00
Transfer of vehicle licence	60.00	60.00
Knowledge test	15.00	15.00
Badges/Crests (included within costs)		
SEX ESTABLISHMENTS		
Grant of annual licence	2,000.00	2,000.00
Renewal of annual licence (unless objections received/referred to Committee)	500.00	500.00
Transfer of annual licence	800.00	800.00
GAMBLING ACT 2005 LICENCES		
Large Casino		
New	10,000.00	10,000.00
Annual fee	10,000.00	10,000.00
Variation	5,000.00	5,000.00
Transfer	2,150.00	2,150.00
Reinstatement	2,150.00	2,150.00
Provisional Statement	10,000.00	10,000.00
Licence Application (Prov. Holders)	5,000.00	5,000.00
Existing Casinos		
New		
Annual fee	1,540.00	1,540.00
Variation	1,440.00	1,440.00
Transfer	980.00	980.00
Reinstatement	980.00	980.00
Provisional Statement	N/A	N/A
Licence Application (Prov. Holders)	N/A	N/A
Betting premises		
New	2,100.00	2,100.00
Annual fee	470.00	470.00
Variation	1,050.00	1,050.00
Transfer	830.00	830.00
Reinstatement	830.00	830.00
Provisional Statement	2,100.00	2,100.00
Licence Application (Prov. Holders)	830.00	830.00
Betting (Tracks)		
New	1,830.00	1,830.00
Annual fee	520.00	520.00
Variation	890.00	890.00
Transfer	680.00	680.00
Reinstatement	680.00	680.00
Provisional Statement	1,830.00	1,830.00
Licence Application (Prov. Holders)	680.00	680.00

Fees & Charges Licensing 2018/19

	2017/2018 Charges	2018/19 Charges
Bingo premises		
New	2,560.00	2,560.00
Annual fee	630.00	630.00
Variation	1,250.00	1,250.00
Transfer	830.00	830.00
Reinstatement	830.00	830.00
Provisional Statement	2,560.00	2,560.00
Licence Application (Prov. Holders)	830.00	830.00
Adult Gaming Centre		
New	1,460.00	1,460.00
Annual fee	639.00	639.00
Variation	730.00	730.00
Transfer	830.00	830.00
Reinstatement	830.00	830.00
Provisional Statement	1,460.00	1,460.00
Licence Application (Prov. Holders)	830.00	830.00
Family Ent. Centres		
New	1,460.00	1,460.00
Annual fee	520.00	520.00
Variation	730.00	730.00
Transfer	680.00	680.00
Reinstatement	680.00	680.00
Provisional Statement	1,460.00	1,460.00
Licence Application (Prov. Holders)	680.00	680.00
Copy Licence	15.00	15.00
Notification of Change	30.00	30.00

Fees & Charges Pay & Display Car Parks 2018/19

		2017/18 Charges (where applicable VAT at 20%)	2018/19 Charges (where applicable VAT at 20%)
Town Centre Car Parks - Short Stay			
Howard Street (Palmers)			
	Up to 4 hours - cost per hour	1.00	1.00
	Over 4 hours (previously over 5 hours)	7.50	7.90
	Evenings from 4pm	Free	Free
	Sundays normal hourly rate to a maximum	2.70	2.90
	Overnight (6pm to 8am)	Free	Free
King Street			
	Up to 4 hours - cost per hour	1.00	1.00
	Over 4 hours (previously over 5 hours)	7.50	7.90
	Evenings from 4pm	Free	Free
	Sundays normal hourly rate to a maximum	2.70	2.90
	Wednesday 12pm to 4pm	Free	Free
Market Place			
	Up to 4 hours - cost per hour	1.00	1.00
	Over 4 hours	7.50	7.90
	Evenings from 4pm	Free	Free
	Sundays normal hourly rate to a maximum	2.70	2.90
	Overnight (6pm to 8am)	Free	Free
Stonecutters			
	Up to 4 hours - cost per hour	1.00	1.00
	Over 4 hours	7.50	7.90
	Evenings from 4pm	Free	Free
	Sundays normal hourly rate to a maximum	2.70	2.90
	Overnight (6pm to 8am)	Free	Free
George Street			
	Up to 4 hours - cost per hour	1.00	1.00
	Over 4 hours	7.50	7.90
	Evenings from 4pm	Free	Free
	Sundays normal hourly rate to a maximum	2.70	2.90
	Overnight (6pm to 8am)	Free	Free
	Wednesday 12pm to 4pm	Free	Free
Brewery Plain			
	Up to 4 hours - cost per hour	1.00	1.00
	Over 4 hours (previously over 5 hours)	7.50	7.90
	Evenings from 4pm	Free	Free
	Sundays normal hourly rate to a maximum	2.70	2.90
	Overnight (6pm to 8am)	Free	Free
	Wednesday 12pm to 4pm	Free	Free
Greyfriars			
	Up to 4 hours - Cost per hour	1.00	1.00
	Over 4 hours	7.50	7.90
	Evenings from 4pm	Free	Free
	Sundays normal hourly rate to a maximum	2.70	2.90
	Overnight (6pm to 8am)	Free	Free
Town Centre Car Parks - Long Stay			
Fullers Hill			
	Up to 4 hours - Cost per hour	1.00	1.00
	Over 4 hours	4.30	4.60
	Evenings from 4pm	Free	Free
	Sundays normal hourly rate to a maximum	2.70	2.90
	Overnight (6pm to 8am)	Free	Free

Fees & Charges Pay & Display Car Parks 2018/19

	2017/18 Charges (where applicable VAT at 20%)	2018/19 Charges (where applicable VAT at 20%)
Seafront Car Parks - Long Stay		
St Nicholas - Closed in Winter		
Up to 4 hours (1 April to 31 October inclusive)	4.90	5.20
Over 4 hours (1 April to 31 October inclusive)	7.50	8.00
North Drive - Closed in Winter		
Up to 4 hours (1 April to 31 October inclusive)	4.90	5.20
Over 4 hours (1 April to 31 October inclusive)	7.50	8.00
Seafront Car Parks - Short Stay		
Euston Road		
Summer - Cost per hour, first 2 hours	2.00	2.20
Summer - Cost per hour, after 2 hours	2.60	2.80
Winter - Cost per hour	1.00	1.10
Overnight (9pm to 8am)	1.00	1.00
Anchor Gardens		
Summer - Cost per hour, first 2 hours	2.00	2.20
Summer - Cost per hour, after 2 hours	2.60	2.80
Winter - Cost per hour	1.00	1.10
Overnight (9pm to 8am)	1.00	1.00
Jetty North		
Summer - Cost per hour, first 2 hours	2.00	2.20
Summer - Cost per hour, after 2 hours	2.60	2.80
Winter - Cost per hour	1.00	1.10
Overnight (9pm to 8am)	1.00	1.00
Jetty South		
Summer - Cost per hour, first 2 hours	2.00	2.20
Summer - Cost per hour, after 2 hours	2.60	2.80
Winter - Cost per hour	1.00	1.10
Overnight (9pm to 8am)	1.00	1.00
Other Car Parks		
Gorleston High Street		
All year cost per hour, first 2 hours	0.30	0.40
All year cost per hour, after 2 hours	0.60	0.70
Resident passes per quarter	17.25	18.30
Caister		
Summer - cost per hour or part thereof	0.70	0.70
Winter - cost per hour or part thereof	0.00	0.00
Resident passes per quarter	17.25	18.30
Season Tickets		
Season Ticket Fullers Hill (Monday to Friday only) and Beach Coach Station per month	32.00	34.00
Season Ticket excluding Palmers, Marina, Euston Road, Empire, Jetty North & South (per month)	75.00	78.00
Reserved bays (Seafront) per Annum	550.00	580.00
Rover Tickets		
Weekly	27.00	28.60
Penalty Charge Notices (1)		
Payment received within 14 days	35.00	35.00
Payment received after 14 days	70.00	70.00
Penalty Charge Notices (2)		
Payment received within 14 days	25.00	25.00
Payment received after 14 days	50.00	50.00
BEACH COACH STATION		
Cars		
Summer - peak tariff up to 4 hours (1 April to 31 October)	4.80	5.10
Summer - peak tariff over 4 hours (1 April to 31 October)	7.50	8.00
Winter - per day	1.00	1.10
Overnight (9pm to 8am)	1.00	1.00

Fees & Charges Pay & Display Car Parks 2018/19

		2017/18 Charges (where applicable VAT at 20%)	2018/19 Charges (where applicable VAT at 20%)
Coaches			
	All year - bay fee up to 3 hours	4.90	5.20
	All year - daily ticket	8.60	9.20
	All year - weekly ticket	47.80	51.00
Lorries			
	All year - per 12 hour period	12.00	13.00
Solo Motor Cycles and Scooter			
	In designated area only	No Charge	No Charge
Left Luggage			
	Per Item	N/A	N/A
Resident Advantage Card			
	Advantage Card available to residents only	2.60	2.60

Fees & Charges Sport and Leisure 2018/19

	2017/18 Charges (where applicable VAT at 20%)	2018/19 Charges (where applicable VAT at 20%)
PITCH AND PUTT		
Bure Park (18 hole)		
Adult - per round	5.70	6.10
Concession - per round	3.80	4.10
Book of 10 Rounds		
Adults - per book	42.00	44.50
Concessions - per book	28.20	29.90
Lost ball charge	1.25	1.40
Deposit on Equipment (returnable)	3.00	3.00
Pencils	No Charge	No Charge
ALL TENNIS COURTS		
Courts		
Adults - per person per hour	2.60	2.80
Concessions - per person per hour	1.80	2.00
Organised clubs - per person per hour	1.80	2.00
Equipment		
Deposit per person (returnable)	5.00	5.00
Lost ball charge	1.10	1.20
PUTTING GREENS		
Gorleston Cliffs (9 hole)		
Adult - per round	2.40	2.60
Concession - per round	1.60	1.70
Pencils	No Charge	No Charge
Equipment		
Deposit per putter	1.25	1.40
Petanque		
Adults - per person per hour	1.50	1.60
Concessions - per person per hour	1.10	1.20
Floodlights per piste per hour	No Charge	No Charge
(Seasonal fee for club by arrangement)		

Fees & Charges Sport and Leisure 2018/19

	2017/18 Charges (where applicable VAT at 20%)	2018/19 Charges (where applicable VAT at 20%)
ALL BOWLING GREENS		
Green Fees		
Adult - per hour (incl woods)	3.60	3.90
Concession - per hour (incl woods)	2.50	2.70
Book of 10 x 1 hour tickets		
Adult	25.60	27.20
Concession	17.60	18.70
Book of 20 x 1 hour tickets		
Adult	43.20	45.80
Concession	29.40	31.20
Equipment		
Hire of woods and/or footwear per hour	No Charge	No Charge
Deposit per person	6.00	6.40
Personal locker hire		
- per week	3.30	3.50
- per season	17.00	18.10
Kitchen facilities		
Use of kitchen facilities up to 4 hours	No Charge	No Charge
Use of kitchen facilities - deposit	16.20	17.20
Club Bookings Monday to Saturday only		
Per rink per 2 hours (minimum of 2 rinks)	13.40	14.20
Club bookings to cover ONLY league or cup fixtures and clubs' internal tournaments. For all other matches including touring sides, rink charges will be £11.50 for all greens.	14.50	15.40
Great Yarmouth Festival of Bowls Tournament		
Entrance fee per person per competition	5.40	5.80
FOOTBALL & RUGBY		
All teams based at Council pitches will have season tickets.		
Season Tickets		
(for a maximum of 14 home matches or 17 if paid through the relevant league)		
Adult	484.00	512.60
18 years old and under	237.50	251.60
Casual Matches		
Adult	56.70	60.10
18 years old and under	36.60	38.80
Training		
Per team per two hour session	27.70	29.40
Beaconsfield flood lit area per two hour session	30.10	31.90
Football at Wellesley Recreation Ground		
Great Yarmouth Town FC	6,000.00	6,354.00
School team per match	39.55	41.90
Other teams per match	70.00	74.20
All use of floodlights in addition	53.90	57.10
Professional matches by negotiation		

Fees & Charges Sport and Leisure 2018/19

	2017/18 Charges (where applicable VAT at 20%)	2018/19 Charges (where applicable VAT at 20%)
Athletics at Wellesley Recreation Ground		
Great Yarmouth & District AC (incl floodlights)	5,070.00	5,369.20
ATHLETIC MEETINGS		
Borough of Great Yarmouth Clubs and Schools		
- Half Day	62.00	65.70
- Full Day	120.00	127.10
Other groups and clubs		
- Half Day	87.70	92.90
- Full Day	175.20	185.60
Casual Use		
Monday to Friday (10.00am to 4.00pm)	No Charge	No Charge
All other times		
Adult	No Charge	No Charge
Concession	No Charge	No Charge
Multi-Sports Area (Wellesley) per hour		
Monday to Friday (9.00am to 4.00pm)	15.20	16.10
All other times	29.00	30.80
(Charge includes floodlights)		
Wellesley Kitchen Facilities		
Facilities	No Charge	No Charge
Deposit - except Gt Yarm FC and Gt Yarm Athletics Club	12.60	13.40
CRICKET		
Casual Matches		
Monday to Friday	60.70	64.30
Saturday	69.90	74.10
Sunday	79.90	84.70
Synthetic Pitch		
Monday to Friday	54.30	57.60
Saturday	61.80	65.50
Sunday	67.50	71.50
Club League and Cup Fixtures		
Monday to Friday	40.30	42.70
Saturday	50.30	53.30
Sunday	58.00	61.50
Miscellaneous		
Barbecues (normal opening times)	23.30	24.70
Camping - Cobholm playing field including use of pavilion		
Per person per night	4.70	5.00
Minimum charge per night	45.20	47.90
Fetes and similar events		
Hire of recreation ground (in addition to any commercial concessions)	120.00	127.10

Concession tickets - are available for children of 16 years and under, persons of 60 years and over, recipients of Job Seekers Allowance, Incapacity Benefit, Attendance Allowance, Family Credit, Rent Rebate, Rent Allowance, Council Tax Benefit and Invalid Care Allowance.

Block Bookings - the Leisure Management Contractor and the Client Officer may jointly negotiate a fee for a large number of bookings for bowling rinks, petanque rinks, tennis courts and cricket pitches.

Bank Holidays - usage of facilities will be charged at the Sunday rate (where applicable).

Fees & Charges Town Hall 2018/9

	2017/18 Charges		2018/19 Charges	
	Mon-Fri	Weekends & Bank Holidays	Mon-Fri	Weekends & Bank Holidays
<u>Council Chamber</u>				
Marriage Room Charges				
Council Chamber	£285.00	£520.00	302.00	551.00

A 20% Non-returnable deposit is required for above bookings

<u>Council Chamber</u>				
Private, Public and Commercial (Weekdays 08:00-18:00)	Half Day	Per Day	Half Day	Per Day
Minimum of 3 hours (plus VAT)	£160.00	£260.00	169.50	275.50
Private, Public and Commercial (Evenings 18:00-00:00)	Per Hour	Minimum Charge	Per Hour	Minimum Charge
Minimum of 3 hours (plus vat)	£105.00	£315.00	111.50	334.00
Private, Public and Commercial (Weekends and Bank Holidays)	Half Day	Minimum Charge	Half Day	Minimum Charge
Minimum of 3 hours (plus vat)	£260.00	£780.00	275.50	826.50

Rambouillet Room/Supper Room/ Nelson Room/Atrium

Private, Public and Commercial (Weekdays 08:00-18:00)				
Hourly rate				
Private, Public and Commercial (Evenings 18:00-00:00)	Half Day	Minimum Charge	Half Day	Minimum Charge
Minimum of 3 hours (plus vat)	£105.00	£315.00	111.50	334.00
Private, Public and Commercial (Weekends and Bank Holidays)	Per Hour	Minimum Charge	Per Hour	Minimum Charge
Minimum of 3 hours (plus vat)	£260.00	£780.00	275.50	826.50

NOTE *Subsidised and Charities Rate = 25% discount on all above: Rooms will only be available Mon-Thu at these rates.*

All prices exclude VAT.

A 50% deposit will be required at the time of booking. Outstanding balance will be paid within 14 days after the event

Where the room is required by a customer before or after the main period of booking, and during normal working hours, the following additional daily charge will apply:

- Private, Public & Commercial (plus VAT)
- Subsidised & Charities (plus VAT)

On Request
On Request

On Request
On Request

**Subject: Council Tax – Tax Base
Council Tax Discounts**

Report to: Policy and Resources Committee 28 November 2017
Council 14 December 2017

Report by: Stuart Brabben – Revenues Manager

SUBJECT MATTER/RECOMMENDATIONS

This report asks the Council to approve the calculation of the 2018/19 tax base totaling 28,064. This is the total number of domestic properties in the Borough using band D as the average property band.

The Council is also asked to approve the levels of Council Tax Discount that shall apply for 2018/19 as set out in the report.

RECOMMENDATIONS:

To approve the estimated tax bases for the Borough and for each parish, as shown in Appendix A

To approve the council tax discounts as shown in Section 3.1 which will apply for 2018-19

1. INTRODUCTION/BACKGROUND

The Council Tax base is a technical calculation that has to be formally set each year. It is the first stage of the Council Tax setting process that will be finalised once the budgets have been agreed.

2. TAX BASE CALCULATION

2.1 Dwellings have been valued in accordance with the following valuation bands:

<i>Valuation</i>	<i>Range of Values</i>	<i>Proportion of 'Band D charge'</i>
A	Up to £40,000	6/9=2/3
B	Over £40,000 up to £52,000	7/9
C	Over £52,000 up to £68,000	8/9
D	Over £68,000 up to £88,000	9/9=1
E	Over £88,000 up to £120,000	11/9
F	Over £120,000 up to £160,000	13/9
G	Over £160,000 up to £320,000	15/9

The tax bill for each band is calculated in proportion to band D, which is deemed to be the average for these purposes. Accordingly, a taxpayer whose home is in band A will pay two-thirds of what someone whose home is in band D will pay; a taxpayer whose home is in band H will pay twice what someone whose home is in band D will pay.

- 2.2 A tax base calculation has to be done in accordance with the Local Authority (Calculation of Council Tax Base) Regulations 1992 and Local Authority (Calculation of Council Tax Base) Regulations 2012 as amended, for each parish based on the number of taxable dwellings calculation in terms of band D equivalent.
- 2.3 The calculation involves the following:
 - (a) The number of current chargeable dwellings for each band shown in the valuation list;
 - (b) The number of discounts and disabled reductions which apply to those dwellings;
 - (c) The estimated changes during the coming year, for example, for new properties, discounts and appeals;
 - (d) The proportion which dwellings in a band bear to dwellings in band D (as shown in paragraph 1.1); and
 - (e) The estimated collection rate (98.25%)
- 2.4 For the purposes of this report the Local Council Tax Support Scheme has been estimated for a maximum award of 91.5% for working age claimants
- 2.5 The overall tax base for the Borough has increased by 722 Band D equivalents compared to last year. The main reasons for this are:
 - (a) The estimated net number of Band D equivalent new properties to be added the remainder of this year and next year is 230
 - (b) The Council used its discretion in 2017-18 to reduce certain discounts connected with unoccupied and empty dwellings and a prudent estimate was made of these changes within last year's tax base. However, a greater tax base increase has occurred than predicted.
 - (c) The Council has carried out a mobile home review during 2017-18, which has resulted in over 130 properties being identified.
 - (d) The Council has carried out a review of single resident discounts during 2017-18 and this has resulted in properties previously receiving a single resident discount now receiving a full council tax charge

3. COUNCIL TAX DISCOUNTS

- 3.1 Under Section 11A of the Local Government Finance Act 1992 as enacted by Section 75 of the Local Government Act 2003, Section 11B of the Local Government Finance

Act 1992, as enacted by Section 11 and Section 12 of the Local Government Finance Act 2012 and in accordance with the provisions of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 and the Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012 the mechanism for levying council tax discount on unoccupied and empty domestic properties is set out. The regulations allow Councils some discretion in setting the level of council tax charged in respect of these unoccupied properties and second homes. For the financial year 2018/19 it is proposed that these discounts will remain the same as for 2017/18 and are as follows;

Class C: Properties vacant (unoccupied and unfurnished) for one month or less	100% discount
Class C: Properties vacant (unoccupied and unfurnished) for one month and one day or more and up to 2 years	0% discount (full 100% charge)
Class B: Furnished Properties and second homes that are no one's main residence	0% discount (Full 100% charge)
Class C: Properties vacant (unoccupied and unfurnished) for 2 years or more	150% charge (50% Empty Property Premium)
Class D: Property that is vacant (unoccupied and unfurnished) and (a) it requires or is undergoing major repair work to render it habitable, (b) It is undergoing structural alteration or (c) it has undergone major repair works to render it habitable or structural alteration and less than six months have elapsed since the date on which the work was substantially completed and the dwelling has remained vacant since that date.	0% discount (full 100% charge)
Class A: Properties that fall into Class A of Section 11A of the Local Government Finance Act 1992 and the Council Tax	10% discount

(Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012 - A property that is not the sole or main residence of an individual, - which is furnished, and - the occupation of which is restricted by a planning condition preventing occupancy for a continuous period of at least 28 days in a relevant year	
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4. **FINANCIAL IMPLICATIONS**

To comply with a statutory requirement as the first stage of the Council Tax setting process

5. **RECOMMENDATIONS**

To approve the calculation of the 2018/19 tax base totaling 28,064 and the estimated tax bases for the Borough and for each parish, as shown in Appendix A.

To approve the levels of Council Tax discounts to apply for 2018/19 as shown in section 3.1.

6. **BACKGROUND PAPERS**

Local Authority (Calculation of Tax Base) Regulations 1992 and 2012.

The Local Authorities (Calculation of Council Tax Base) (Amendment) (England) Regulations 2003.

Area for consideration	Comment
Monitoring Officer Consultation:	None
Section 151 Officer Consultation:	Section 151 Officer consulted
Existing Council Policies:	
Financial Implications:	To comply with a statutory requirement as the first stage of the Council Tax setting process.
Legal Implications (including human rights):	As above

Risk Implications:	None
Equality Issues/EQIA assessment:	None
Crime & Disorder:	None
Every Child Matters:	None

TAX BASE -EQUIVALENT BAND'D' for 2018/2019 -OVERALL TAXBASE

Appendix A

	Current Data base after discounts	Adjustments for Assumptions				Adjusted total	Non- collection 1.75%	TAX BASE	Current % in parish
		+ New Props	Less Appeals	Less Seasonal	Discount Changes				
PARISH:									
Gt Yarmouth/Gorleston	12,487	115	0	0	0	12,602	-221	12,381	43.60%
Ashby with Oby	23	0	0	0	0	23	0	23	0.08%
Belton with Browston	1,142	2	0	0	0	1,144	-20	1,124	3.99%
Bradwell	3,534	75	0	0	0	3,609	-63	3,546	12.34%
Burgh Castle	475	9	0	-13	0	471	-8	463	1.66%
Caister on Sea	2,819	0	0	0	0	2,819	-49	2,770	9.84%
Filby	324	15	0	0	0	339	-6	333	1.13%
Fleggburgh	388	4	0	0	0	392	-7	385	1.35%
Fritton with St Olaves	273	1	0	0	0	274	-5	269	0.95%
Hemsby	1,542	-20	0	-138	0	1,384	-24	1,360	5.38%
Hopton	1,039	0	0	0	0	1,039	-18	1,021	3.63%
Martham	1,111	5	0	0	0	1,116	-20	1,096	3.88%
Mautby	145	5	0	0	0	150	-3	147	0.51%
Ormesby St Margaret	1,728	10	0	-103	0	1,635	-29	1,606	6.03%
Ormesby St Michael	114	0	0	0	0	114	-2	112	0.40%
Repps with Bastwick	151	1	0	0	0	152	-3	149	0.53%
Rollesby	344	1	0	0	0	345	-6	339	1.20%
Somerton	116	2	0	0	0	118	-2	116	0.41%
Stokesby	119	1	0	0	0	120	-2	118	0.42%
Thurne	51	1	0	0	0	52	-1	51	0.18%
West Caister	74	1	0	0	0	75	-1	74	0.26%
Winterton	639	2	0	-50	0	591	-10	581	2.23%
TOTAL	28,638	230	0	-304	0	28,564	-500	28,064	100%

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Subject: Council Tax Reduction Scheme 2018

Report to: Management Team 13/11/17
Policy & Resources Committee 28/11/17
Council 14/12/17

Report by: Miranda Lee Head of Customer Services

SUBJECT MATTER/RECOMMENDATIONS

This report seeks decision and approval of the 2018 Local Council Tax Support/Reduction Scheme

Recommendations:

To continue with the existing scheme for 2018 based on Option 1 - a maximum award of 91.5% of the council Tax Liability for Working Age

1. INTRODUCTION/BACKGROUND

- 1.1 The Committee Report of the 25th July 2017 requested permission to commence consultation in relation to the 2018 Local Council Tax Support/Reduction Scheme.
- 1.2 In April 2013 Council Tax Benefit was replaced with a new Local Council Tax Support/Reduction Scheme. This followed the Government announcement in the Spending Review 2010 that financial support for council tax would be localised.
- 1.3 Initially the amount of funding provided to local authorities to run the scheme was approximately 10% less than what was previously spent on the council tax benefit scheme. For the first 2 years funding had been specifically ring-fenced for allocation towards the scheme.
- 1.4 In 2014, the Government announced that future funding towards the Council Tax Support/Reduction Scheme would be included within the overall Revenue Support Grant and would not be separately identified or ring-fenced from within the grant.
- 1.5 In designing a local scheme for 2018 the council has to consider:
 - The amount of funding the Council decides to allocate towards the scheme
 - Support for pensioners must be protected and would not be affected by the local scheme meaning that the rules around a localised scheme would only apply to those customers of working age.

2. CURRENT POSITION

- 2.1 Consultation in relation to the 2018 scheme has now closed with only a small number of responses, only 11 taking the consultation survey.

- 2.2 As in previous years the consultation was available through the councils website. Consultation was based on options for a working age scheme with pensioners being protected.
- 2.3 The consultation ran for a 12 week period and covered a number of questions, results are shown in Appendix 3.

3. REQUIREMENTS FOR CHANGE

- 3.1 Schedule 1A of the Local Government Finance Act 1992 states:
- 1) For each financial year, each billing authority must consider whether to revise its scheme or to replace it with another scheme: and
 - 2) The authority must make any revision to its scheme, or any replacement scheme, no later than 31 January in the financial year preceding that for which the revision or replacement scheme is to have effect
- 3.2 Appendix 1 gives the options for consideration and the costs of both schemes.
- Option 1 is to continue with the current scheme
 - Option 2 looks to reduce the maximum amount of award to customers to 87.5%
- 3.3 As each Local Authority decides their local scheme it is possible that other nearby Local Authorities can have different types of schemes with varying financial implications for customers. Please refer to Appendix 2 which gives information on the proposals for schemes locally for 2018.

4 FINANCIAL IMPLICATIONS

- 4.1 Initially an element of Government funding for Local Authorities to administer their local schemes was an identified sum from within the Revenue Support Grant (RSG). Since 2015, this amount has not been separately identifiable from the overall grant and RSG continues to significantly reduce year on year. As Council Tax Reduction is a discount it reduces the Councils taxbase, along with a reduction in the taxbase for Norfolk County Council and the Norfolk Police & Crime Commissioner.
- 4.2 The individual Council needs to decide how much of this grant will be used to cover the cost of the 2018 scheme.
- 4.3 For illustrative purposes the following gives the financial breakdown of the cost for the recommended Option 1 (91.5% maximum award against liability)

4.3	£
Estimated Cost of Scheme	9,221,214
Precept Split	
Norfolk County Council	7,061,605
Police	1,229,188
GYBC	857,573
Parish	72,848

The Revenue Support Grant continues to reduce significantly.

- 2017-18 RSG reduced to £3.1 Million
- 2018-19 RSG is due to reduce further to £2.54 Million

Although Included within this continues to be an element of baseline funding to offset the costs of the local scheme but as this continues to decline the shortfall in funding will continue to widen.

The burden of the shortfall is consumed by the collection fund but this could result in larger deficits. Where this is the case, Great Yarmouth Borough Council would pick up approximately 10% of the deficit, which in 2016/17 amounted to £32,000.

5 RISK IMPLICATIONS

5.1 The cost of the scheme

Whilst we can predict anticipated costs of the scheme for 2018 based on the options outlined in this report, any increases in demand, changes in composition of current caseload or unforeseen changes to other welfare benefits during the year could represent a financial risk by increasing the cost of the overall scheme.

5.2 Council Tax Collection

Collection rates of council tax have been impacted with the introduction of the localised scheme but it is worth noting that they have not been as low as first anticipated. Taxbase has been calculated to take into consideration the costs of the Council Tax Reduction Scheme with some provision for impact on collection rates.

6 RECOMMENDATIONS

6.1 To decide the 2018 scheme based on Option 1.

Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?

Area for consideration	Comment
Monitoring Officer Consultation:	
Section 151 Officer Consultation:	Yes – Financial impact as outlined
Existing Council Policies:	Yes – Council Tax Reduction Scheme/Council Tax Legislation
Financial Implications:	Yes as outlined

Legal Implications (including human rights):	Yes – 2018 Council Tax Reduction Scheme must be agreed by Council by 31 st January 2018
Risk Implications:	Yes as outlined
Equality Issues/EQIA assessment:	Yes
Crime & Disorder:	
Every Child Matters:	Yes

Option 1 – Current Scheme

The current Scheme has been running for 5 years and limits the maximum amount of award for working age customers to 91.5% of the Council Tax Liability.

The anticipated cost for this scheme for 2018 based on forecasting would be **£9,221,214 GYBC**
(Cost £930,421)

Option 2

This scheme limits the maximum amount of award for working age customers to 87.5% of the Council Tax Liability.

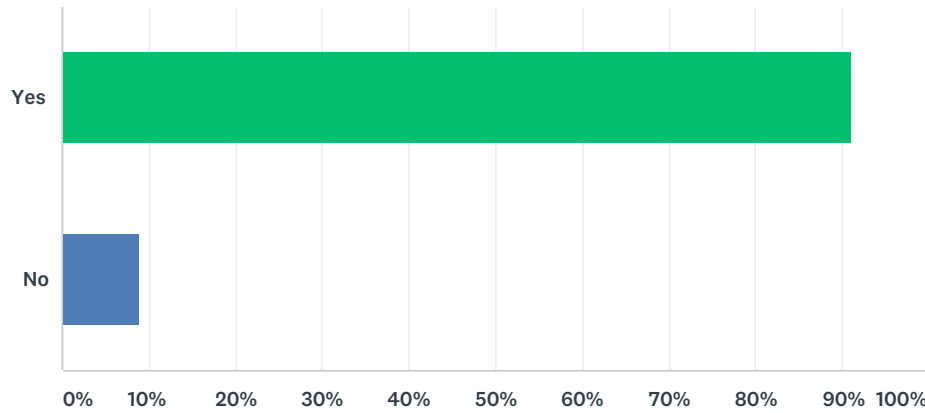
The anticipated cost for this scheme for 2018 based on forecasting would be **£8,988,050 (GYBC**
Cost £906,894)

Appendix 2 Local Proposals for 2018 Schemes

Local Authority	Max Award of Liability	Savings limit	Other benefits counted as income?	Second adult rebate reduced or abolished?	Changes made to non-dependent deductions?	Support restricted to a particular council tax band?	Changes made to backdating rules?	Changes made to conditions around starting work?
Great Yarmouth	91.5%	16000	No	No	No	No	No	No
ARP	91.5%	16000	No	Yes	No	No	No	No
Broadland	83.00%	16000	No	Yes	Yes flat rate deduction	No	No	No
North Norfolk	91.5%	16000	No	No	No	No	No	No
Norwich	100%	16000	No	No	No	No	No	No
South Norfolk	70% or 50%	16000	Yes	Yes	Yes flat rate deduction	Band D	No	No
King's Lynn and West Norfolk	75%	16000	No	Yes	Yes flat rate deduction	No	No	Yes

Q1 I have read the background information about the Council Tax Reduction Scheme?

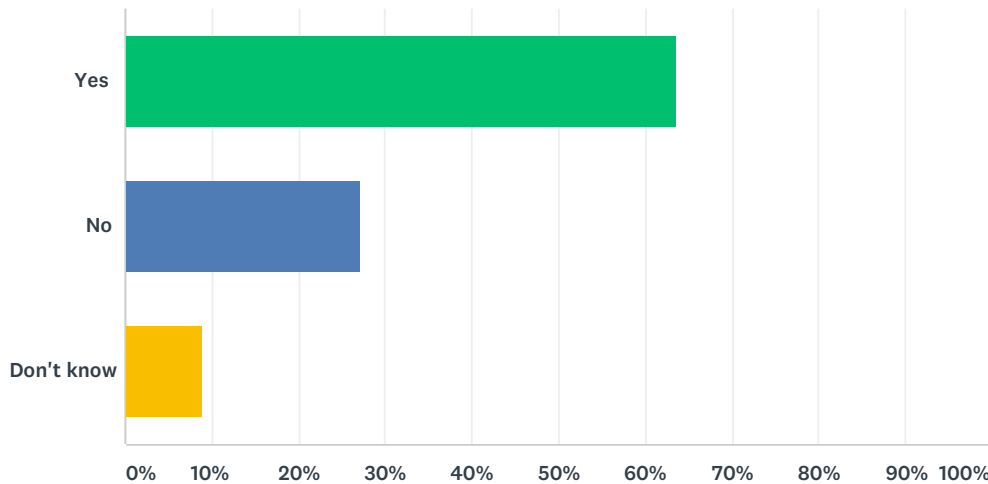
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ANSWER CHOICES	RESPONSES	
Yes	90.91%	10
No	9.09%	1
TOTAL		11

Q2 Option 1 would be to retain the current Council Tax Reduction Scheme. The current scheme limits the maximum amount of Council Tax Reduction to 91.5% of the Council Tax Liability for Working Age customers. The benefits of this is: There would be no major changes to the level of Council Tax Reduction a customer would receive. Do you think the Council should retain the current scheme for 2018?

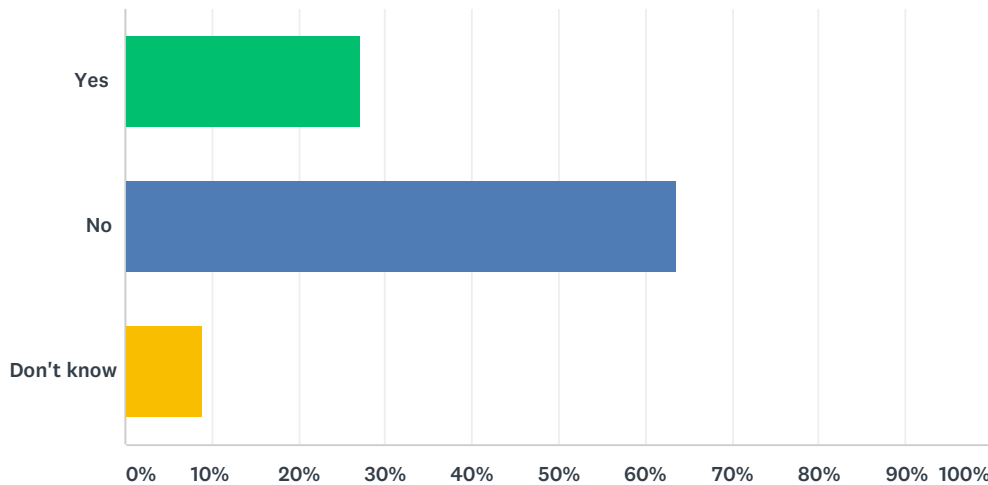
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ANSWER CHOICES	RESPONSES	
Yes	63.64%	7
No	27.27%	3
Don't know	9.09%	1
TOTAL		11

Q3 Option 2 would be to reduce the current maximum amount of Council Tax Reduction from 91.5% to 87.5% for Working Age customers. The benefits of this are: It is a simple alteration to the scheme which is easy to understand. The Council will achieve a saving on the overall cost of the Council Tax Reduction Scheme. The drawback of doing this is: All Working Age households receiving Council Tax Reduction will be required to pay more. Do you agree with this proposed change to the scheme?

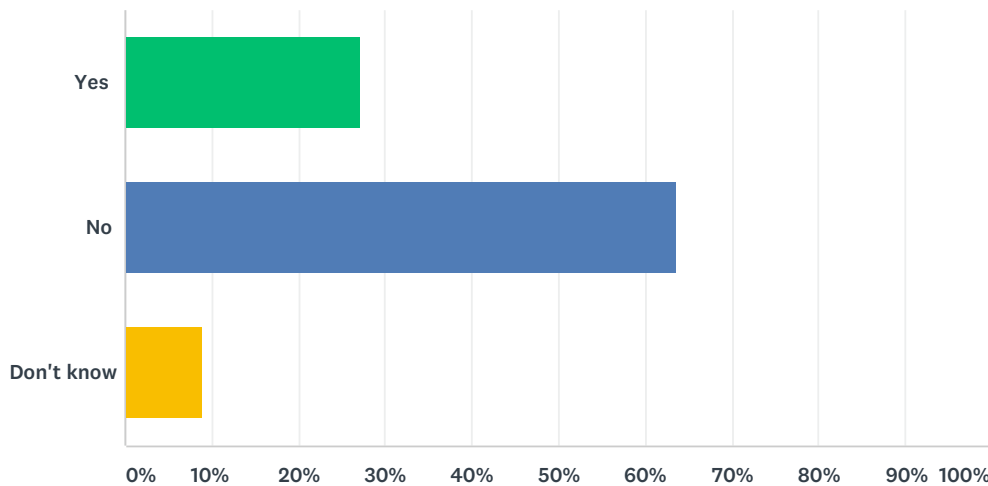
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ANSWER CHOICES	RESPONSES	
Yes	27.27%	3
No	63.64%	7
Don't know	9.09%	1
TOTAL		11

Q4 An option to consider would be to introduce a standard level of non dependant deduction of £4.00 for all customers claiming Council Tax Reduction who have non dependants residing with them. The benefits of doing this are: It is simple to understand compared to current rules (At present the deduction can range from £0.00 to £11.55 per week). Some households may see an increase in awards. It would require less notifications of changes in non dependants income and some households may receive more Council Tax Reduction than at present. Do you think we should introduce a standard Non Dependant deduction of £4.00 per week?

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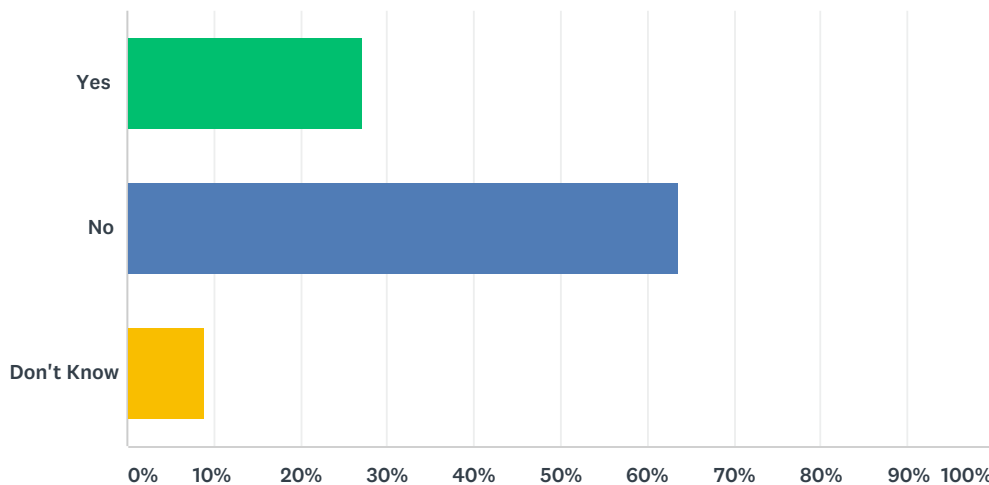


ANSWER CHOICES	RESPONSES	
Yes	27.27%	3
No	63.64%	7
Don't know	9.09%	1
TOTAL		11

Q5 The removal of family premium from 1st April 2018 for new claims will bring the Council Tax Reduction Scheme in line with Housing Benefit. The family premium is part of how we assess the 'needs' of any applicant.

Family premium is normally awarded when there is at least one dependant child residing with them. Removing the family premium will mean that when we assess the applicant's needs it would not include the current family premium of £17.45 per week. This change will not affect those on Universal Credit, Income Support, Income Related Employment Support Allowance or Income Based Job Seekers Allowance. The benefit of this is: It brings the working age Council Tax Reduction Scheme in line with Housing Benefit changes made by Central Government. The drawbacks of doing this are: New working age residents may see a reduction in the amount of support they receive. Some households with children will pay more. Do you agree with this change to the scheme?

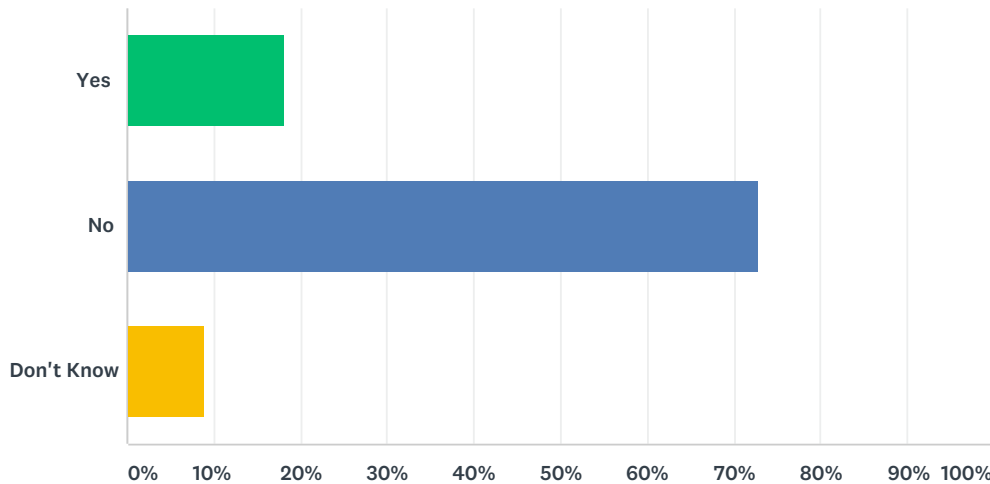
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ANSWER CHOICES	RESPONSES	
Yes	27.27%	3
No	63.64%	7
Don't Know	9.09%	1
TOTAL		11

Q6 If the Council keeps the current scheme, we will need to find savings from other services to help meet the expected reduction in Government funding. The proposals set out in this consultation could deliver savings. Do you think we should increase the level of Council Tax?

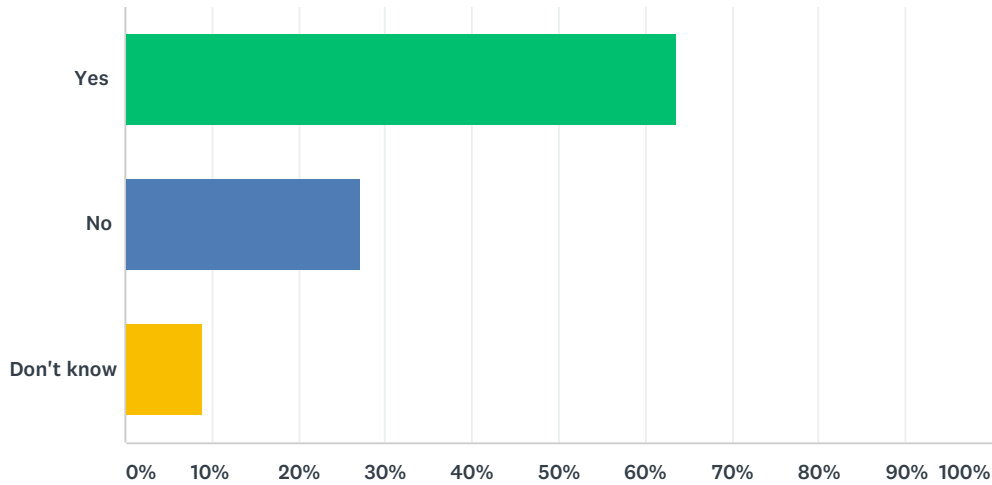
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ANSWER CHOICES		RESPONSES	
Yes		18.18%	2
No		72.73%	8
Don't Know		9.09%	1
TOTAL			11

Q7 Do you think the Council should find savings from cutting other Council Services?

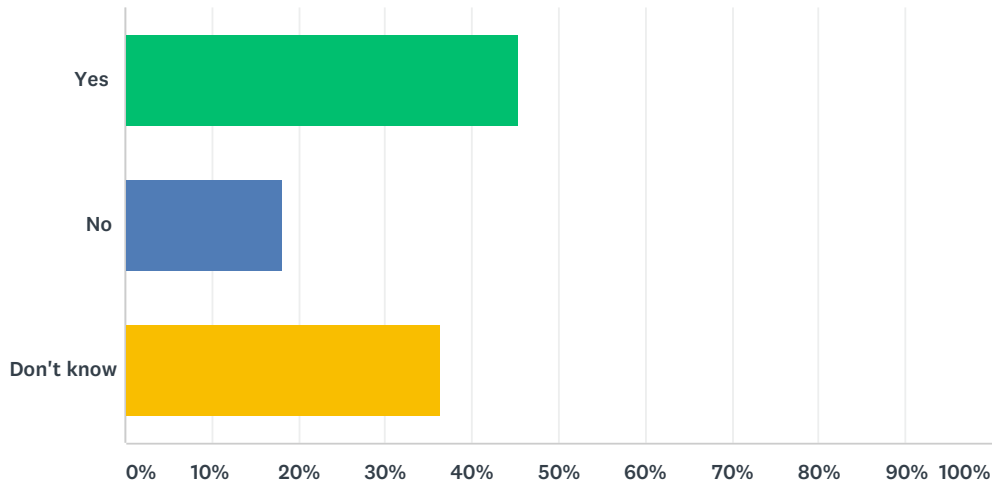
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ANSWER CHOICES	RESPONSES	
Yes	63.64%	7
No	27.27%	3
Don't know	9.09%	1
TOTAL		11

Q8 Do you think the Council should use Council savings?

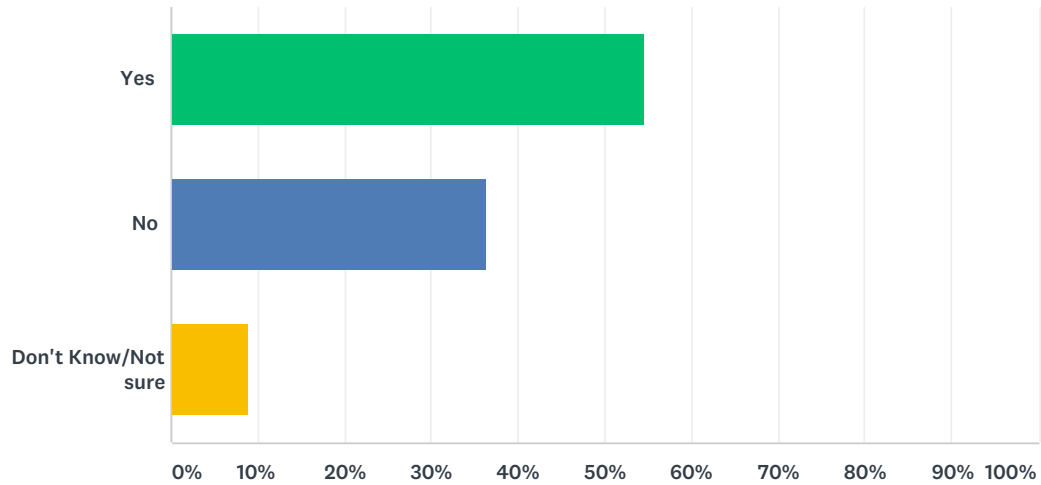
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ANSWER CHOICES	RESPONSES	
Yes	45.45%	5
No	18.18%	2
Don't know	36.36%	4
TOTAL		11

Q9 Are you, or someone in your household, getting a Council Tax Reduction at this time?

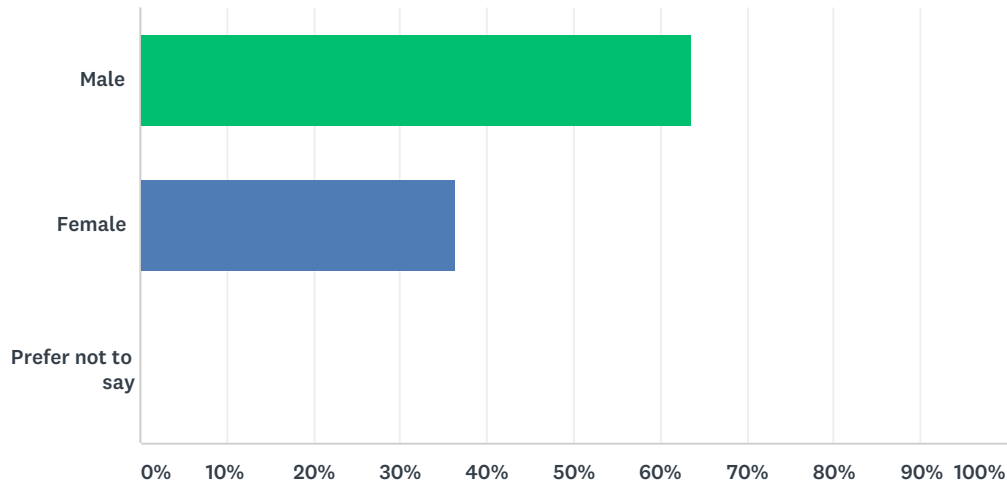
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ANSWER CHOICES	RESPONSES	
Yes	54.55%	6
No	36.36%	4
Don't Know/Not sure	9.09%	1
TOTAL		11

Q10 What is your gender?

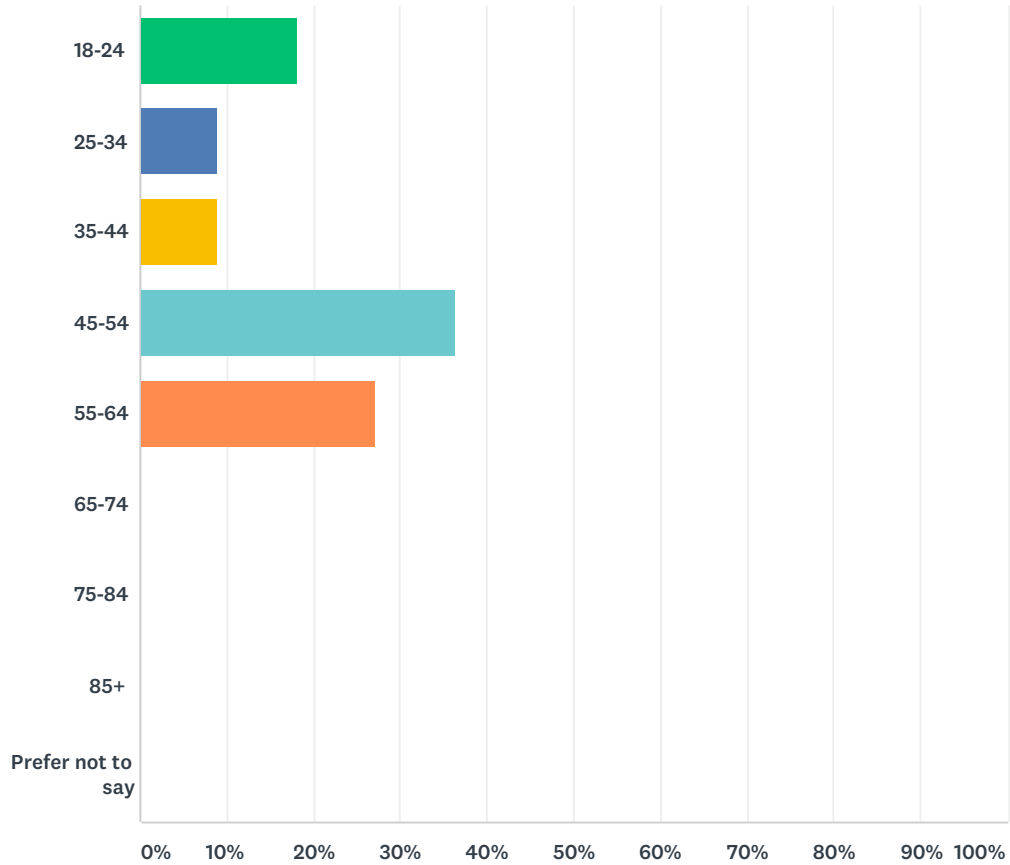
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ANSWER CHOICES	RESPONSES	
Male	63.64%	7
Female	36.36%	4
Prefer not to say	0.00%	0
TOTAL		11

Q11 What is your age group?

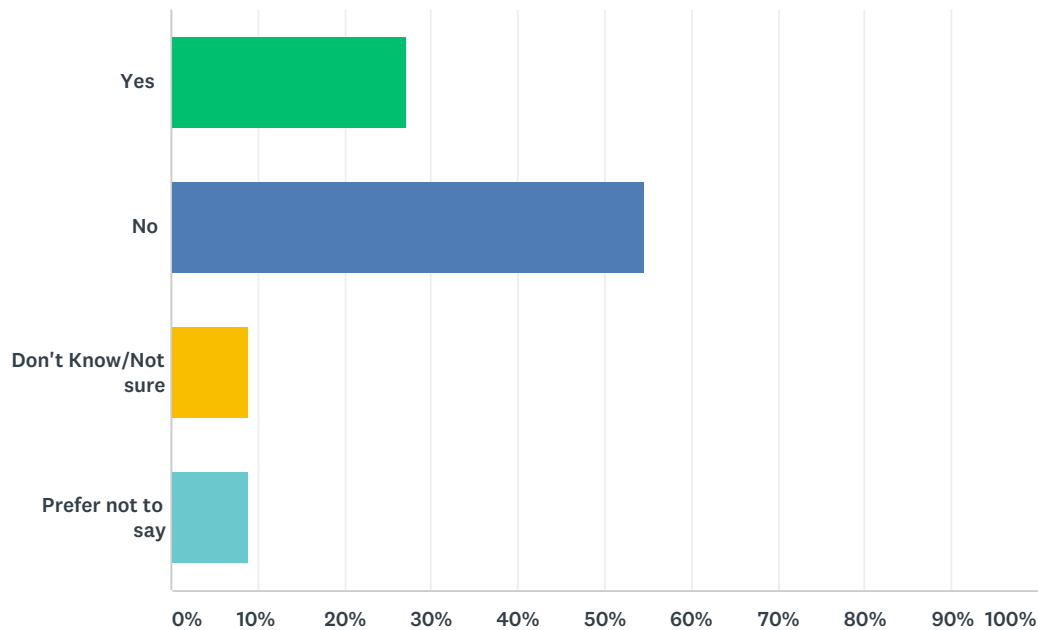
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ANSWER CHOICES	RESPONSES	
18-24	18.18%	2
25-34	9.09%	1
35-44	9.09%	1
45-54	36.36%	4
55-64	27.27%	3
65-74	0.00%	0
75-84	0.00%	0
85+	0.00%	0
Prefer not to say	0.00%	0
TOTAL		11

Q12 Disability: Are your day to day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	27.27%	3
No	54.55%	6
Don't Know/Not sure	9.09%	1
Prefer not to say	9.09%	1
TOTAL		11

Subject: Appointment of Monitoring Officer

Report to: Council – 14 December 2017

Report by: Corporate Governance Manager

SUBJECT MATTER

To consider the appointment of a Monitoring Officer.

1. BACKGROUND

It is a statutory requirement that the Borough Council has a designated Monitoring Officer who must be appointed by Full Council.

In the circumstances, Members are now asked to agree to appoint Caroline Whatling from nplaw, as the Council's Monitoring Officer, with immediate effect.

2. FINANCIAL IMPLICATIONS

GYBC currently has a management agreement with nplaw.

3. RECOMMENDATIONS

That Caroline Whatling be appointed with immediate effect as the Borough Council's Monitoring Officer.

Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?

Area for consideration	Comment
Monitoring Officer Consultation:	Yes
Section 151 Officer Consultation:	Yes
Existing Council Policies:	

Financial Implications:	Yes
Legal Implications (including human rights):	Yes
Risk Implications:	No
Equality Issues/EQIA assessment:	No
Crime & Disorder:	No
Every Child Matters:	No

Constitution Working Party

Minutes

Thursday, 02 November 2017 at 11:00

Present :-

Councillor Williamson (in the Chair); Councillors Carpenter, Plant, Thirtle, Walch, Walker and Wainwright.

Also in attendance :-

Mrs S Oxtoby (Chief Executive Officer), Mr D Johnson (Monitoring Officer), Mrs J Cooke (Head of Organisational Development), Mr R Hodds (Corporate Governance Manager), and Mr G Jones (Information Manager).

1 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Annison.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES

The minutes of the meeting held on the 23 January 2017 were confirmed.

4 TERMS OF REFERENCE OF THE CONSTITUTIONAL REVIEW WORKING PARTY

The Working Party considered the Monitoring Officer's report on the proposed Terms of Reference of the Constitution Working Party for inclusion in the Council's Constitution.

RECOMMENDED :

That Council be recommended to agree the proposed Terms of Reference of the Constitution Working Party for inclusion in the Council's Constitution.

5 REVISED CONSTITUTION

Following amendments agreed by the Working Party and Full Council at it's meeting in February 2017 the Monitoring Officer outlined the main amendments that had been made to the Council's Constitution as a result of the amendments agreed by Full Council.

Councillor Thirtle raised a query as to whether the Local Authority Trading Shareholder Committee should be referenced under the Policy issues to be considered by Full Council. The Monitoring Officer reported that this Committee should in fact be referenced through the Policy and Resources Committee. The Chairman also raised whether the Liaison Group in relation to GYB Services and GY Norse should also be referenced to report through to the Policy and Resources Committee. Members agreed that the Monitoring Officer would look into this issue.

With regard to Article 27 - review and revision of the Constitution, the Monitoring Officer reminded the Working Group that he had a duty to review and monitor the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect and he advised Members that the Constitution was being monitored on almost a daily basis. He advised Members that his opinion was that the current Constitution was fit for purpose.

RECOMMENDED :

That the Monitoring Officer's report be received, and the amendments to the Constitution be noted.

6 PROTOCOL FOR MEMBERS TO INCLUDE ITEMS ON AGENDAS

The Working Party considered the Monitoring Officer's report on proposed amendments to the Constitution with regard to the Protocol for Members to include items on agendas.

The Monitoring Officer reported that Paragraph 48.4.1 relating to the general responsibilities of Committee Chairman states that the Chairman is responsible for the effective management of the Committee's business.

The Monitoring Officer reported that in the event of a Member considering that a matter should be included on an agenda but that the Chairman does not agree that it is proper or appropriate in such a case the Party Group Leaders and the Head of Paid Service may be consulted as to their views. If the deadlock could not be broken the Member may use the Constitutional provisions to present a Motion on the matter. This would have to satisfy the Rules and Standing Orders within the Constitution relating to Motions.

The Monitoring Officer stated that it was his view that the current provisions of the Constitution together with Common Law Rights gives sufficient safeguards and rights for Members and that no amendment to the Constitution would be required.

Councillor Plant raised a query as to why the current Committee system does not include a Scrutiny element, and the Monitoring Officer reported that under the Council's Committee system there is no requirement to have a separate Scrutiny function.

He reminded Members that Council had agreed when agreeing the arrangements for the Committee system that there would be no provision to establish a Scrutiny Committee.

RECOMMENDED :

That the Monitoring Officer's report be received, and that no amendments be made to the Constitution in respect of the Protocol for Members to include items on the agendas.

7 SCOPE OF MOTIONS

The Working Party considered the Monitoring Officer's report on proposed amendments to the Constitution in respect of Motions.

The Monitoring Officer reported that the rules in the Constitution as to the initial scope of Motions mirror those and other authorities namely the Motion must either relate to a Council function, or effect the area of the Borough.

If Motions satisfy the above criteria but were to cut across the processes already in train and place Members in the position of having to make a decision without Officer advice or financial analysis by the Section 151 Officer, then the Monitoring Officer reported that it would be appropriate to add the following clause to the Constitution :-

" If the subject matter of any Motion of which notice has been duly given

comes within the province of any Sub-Committee, Committee or Committee's, it shall, upon being moved and seconded, stand referred without discussion to such Sub-Committee, Committee or Committee's as the Council may determine, for consideration and report.

The Monitoring Officer reported that this would accord for such provisions used by other Local Authorities.

To reinforce this business rule the Monitoring Officer recommended that Paragraph 31.13.10 (Motions which may be moved during debate) "d" should be amended to state " (d) to refer something to an appropriate body or individual.

The Monitoring Officer also reported that Members should not be placed in a position where they are asked to make a decision outside the Council's Budget and Policy framework without appropriate Officer advice.

He recommended therefore that the following be added to the Constitution :-

" The Monitoring Officer and Section 151 Officer may regret a motion that impacts on the Policy and Budget framework of the Council and to require that a report from an Officer be prepared before the matter can go forward to Council for consideration".

RECOMMENDED :

That Council be recommended not to agree to the proposed amendments as outlined above by the Monitoring Officer in respect of the current provisions within the Constitution relating to the Scope of Motions.

8 MEMBER LEARNING AND DEVELOPMENT GROUP

The Working Party was reminded that it had previously agreed to establish a Member Learning and Development Group to consider an annual training and development programme for Members. The Working Party was now asked to consider the arrangements for Membership of that group and to also consider the proposed Terms of Reference for the group. The Working Group agreed that the Member Learning and Development should comprise 5 Members.

RECOMMENDED :

(1) That Council be recommended to agree the proposed Terms of Reference for the Member Learning and Development Group.

(2) That Group Leaders be given delegated authority to appoint Members on the Member Learning and Development Group. (5 Members)

9 ROLE OF COUNCILLOR ON OUTSIDE BODIES

Councillor Thirtle sought clarification with regard to the role of Councillors in their capacity as a representative on Outside Bodies. The Monitoring Officer explained the role of requirements for Members serving on Outside Bodies.

The meeting ended at: 12:05

Subject: Terms of Reference of the Constitutional Review Working Party

Report to: Constitutional Working Party

Report by: Monitoring Officer

SUBJECT MATTER/RECOMMENDATIONS

To agree Terms of Reference of the Constitutional Review Working Party

1. Composition

- (a) Membership – to be determined by Full Council
- (b) Officers - meetings will be supported by the Head of Paid Service, Monitoring Officer, Corporate Governance Manager and any other Officer as required

2. Role and Function

- (a) The Constitutional Review Working Group shall report its work to Full Council
- (b) It will set its own work programme save the following bodies can request that it considers a particular item of work
 - Full Council
 - The Chairman of Audit and Risk Committee
 - The Monitoring Officer

3. Terms of reference

- The Constitution working party has no decision making power save that it shall act as a 'sounding board' for the delegated decision making power of the Monitoring Officer in relation to minor amendments to the Constitution
- It can invite any Member or Officer to speak on a particular item
- The agenda and minutes will be circulated to the Leader and other Group Leaders
- It can consider any constitutional or procedural matter concerning the Council
- It will assist the Audit and Risk Committee in undertaking regular reviews of the Council's Constitution
- It will make recommendations on changes to the Constitution, and other Council Procedures, to the Audit and Risk Committee and the Full Council

Area for consideration	Comment
Monitoring Officer Consultation:	Yes
Section 151 Officer Consultation:	No
Existing Council Policies:	Constitution
Financial Implications:	none
Legal Implications (including human rights):	Addressed in constitution
Risk Implications:	None
Equality Issues/EQIA assessment:	None
Crime & Disorder:	None
Every Child Matters:	None

Subject: Protocol for Members to include items on agendas

Report to: Constitutional Working Party

Report by: Monitoring Officer

SUBJECT MATTER/RECOMMENDATIONS

To consider amendments to the constitution in respect of agendas

The question has been raised with me as to how items are included on agendas for council committees.

The Constitution places this responsibility primarily with the Chairman (see below).

“48.4.1 General Responsibilities

48.4.1.1 The Chairman of a Committee is responsible for the effective management of the Committee’s business. In addition to the specific duties below, this involves:-

- (a) ensuring the overall effectiveness of the Committee, **including agenda planning;***
- (b) maintaining a public image that the work of the Committee is effectively managed; and*
- (c) ensuring that Committee Members are full involved in the deliberations of the Committee.”*

This accords with the general duties of a Chairman to achieve the following:-

- To provide confident and effective management of Council meetings to ensure involvement and clear decision-making;
- To ensure that interested parties are satisfied as to the openness and transparency of the meeting;
- To promote the role of the Council and liaise effectively with councillors, officers and external partners;
- To set agendas containing clear objectives and outcomes for the meeting;
- To manage the meeting in order to ensure that the meeting’s objectives are met, in line with meeting procedures;
- To ensure that any necessary preparation is done beforehand; and to ensure that all participants have an opportunity to make an appropriate contribution.
- To promote and support good governance of the Council as a whole.

- All of the above applies equally to the vice chairman and subject to any standing orders made by the council, anything authorised or required to be done by, to or before the chairman may be done by, to or before the vice-chairman.

What if a member considers that a matter should be included on an agenda but the Chairman does not agree that it is proper or appropriate committee business? In such a case the party group leaders and Head of Paid Service may be consulted as to their views. If the deadlock cannot be broken the member may use the constitutional provisions to present a motion on the matter. This would have to satisfy the rules and standing orders within the constitution as to motions.

The constitutional rules as to motions apply equally to committees as they do to full council. (“ 31.24 **APPLICATION TO COMMITTEES AND SUB-COMMITTEES** *All of the Council Rules of Procedures apply to meetings of full Council. The rules apply to meetings of Committees and Sub-Committees so far as they are appropriate.*”).

RECOMMENDATION : It is my view that the above provisions together with common law rights give sufficient safeguards and rights for members and that no amendments to the constitution are required.

Area for consideration	Comment
Monitoring Officer Consultation:	Yes
Section 151 Officer Consultation:	No
Existing Council Policies:	Constitution
Financial Implications:	none
Legal Implications (including human rights):	Addressed in constitution
Risk Implications:	None
Equality Issues/EQIA assessment:	None
Crime & Disorder:	None
Every Child Matters:	None

Subject: Scope of Motions

Report to: Constitutional Working Party

Report by: Monitoring Officer

SUBJECT MATTER/RECOMMENDATIONS

To consider amendments to the constitution in respect of Motions

The rules in the constitution as to the initial scope of motions mirror those in other authorities – the motion must either:-

- relate to a council function, or
- affect the area of the Borough

If motions satisfied these criteria but were to cut across processes already in train and place members in the position of having to make a decision without officer advice or financial analysis by the Section 151 Officer then paragraph 31.13.10 (“Motions which may be moved during debate”) (d) below **“(d) to refer something to an appropriate body or individual”**

could be used to refer it to the appropriate service committee.

In order to make this entirely clear I would recommend amending (d) to say

“(d) to refer something to an appropriate body or individual **including to any committee or sub committee of the council**”,

“The following motions may be moved without notice:

(a) to appoint a Chairman of the meeting at which the motion is moved

(b) in relation to the accuracy of the minutes

(c) to change the order of business in the agenda

(d) to refer something to an appropriate body or individual

- (e) to appoint a Committee or Member arising from an item on the summons for the meeting
- (f) to receive reports or adoption of recommendations of Committees or Officers and any resolutions following from them
- g) to withdraw a motion
- (h) to amend a motion (complex variations to be made in writing and a copy given to the Mayor and Corporate Governance Manager prior to the meeting)
- (i) to proceed to the next business
- (j) that the question be now put
- (k) to adjourn a debate

RECOMMENDATION: To amend paragraph 31.13.10 (d) of the Constitution as follows:-

“(d) to refer something to an appropriate body or individual **including to any committee or sub committee of the council**”,

Area for consideration	Comment
Monitoring Officer Consultation:	Yes
Section 151 Officer Consultation:	No
Existing Council Policies:	Constitution
Financial Implications:	none
Legal Implications (including human rights):	Addressed in constitution
Risk Implications:	None
Equality Issues/EQIA assessment:	None
Crime & Disorder:	None
Every Child Matters:	None

DRAFT TERMS OF REFERENCE FOR MEMBERS LEARNING AND DEVELOPMENT GROUP

Membership

The Members Learning and Development Group comprises of the following:-

(List members once agreed)

Scope and purpose of group

To develop appropriate processes and activities which will ensure Members are supported and equipped with the necessary skills and knowledge to carry out their roles effectively in line with the Council's corporate plan

To report to the Policy and Resources Committee on the key recommendations of the Members learning and development group

Functions

- To represent the views of all Members and to be champions for, and promote Member development among all Members
- To provide a strategic lead regarding learning and development support to Members ensuring that the support provided is consistent with the strategic direction of the Council
- To ensure that learning and development provision for Members meets the Council's requirements having regard to the changing roles and expectations of Members and that delivery is co-ordinated in a structured and manageable package for Members
- To ensure that Member learning and development activity builds elected member capacity to undertake the changing roles of Members
- To monitor and evaluate the effectiveness of Member learning and development activities
- To review and consider training and development needs with a view to producing an induction and an on-going training and development programme for Members