

Committee:	Council	Date:	22 February 2018
Title:	General Fund and Council Tax 2018/19		
Portfolio Holder:	Councillor Simon Howell		
Report Author:	Angela Knight, Assistant Director – Resources 01799 510446	Item for decision:	Yes

Summary

1. This report presents the 2018/19 General Fund budget for consideration by the Cabinet on 15 February ahead of final determination by Full Council on 22 February.
2. This budget must be considered alongside the report made by the Director of Finance and Corporate Services under Section 25 of the Local Government Act 2003, to be received by the Cabinet earlier in the agenda. The budget is consistent with the Medium Term Financial Strategy also to be considered earlier on the agenda.
3. The proposals were endorsed by the Scrutiny Committee on 6 February and are subject to approval by the Cabinet on 15 February for recommendation to the Council tonight.
4. If the Cabinet recommend any amendments to this report or the Reserves Strategy, updated versions will be distributed to Members prior to this meeting.

Recommendations

5. The Council is recommended to approve:
 - a. The Council Tax Resolution as detailed in Appendix G
 - b. General Fund Council Tax requirement of £5,330,374 summarised in paragraphs 17-24
 - c. The schedule of fees and charges in Appendix F

Background Papers

6. None.

Financial Implications

7. The financial implications are included in the main body of this report.

Impact

Communication/Consultation	Consultation carried out is summarised below.
Community Safety	No specific implications
Equalities	An EQIA is included with the agenda papers
Finance	Detailed in the report
Health and Safety	No specific implications
Human Rights	No specific implications
Legal implications	The recommendations fulfil the legal requirement to set a balanced budget.

Sustainability	No specific implications
Ward-specific impacts	No specific implications
Workforce/Workplace	No specific implications

Introduction

8. This report provides detailed revenue estimates for the General Fund and Council Tax for 2018/19.
9. The estimates, as summarised in Appendix A, show a Council Tax Requirement of £5,330,374 which balances to the level of Council Tax yield, assuming an increase of 2.99% in Council Tax.
10. The Cabinet is required to determine a recommended budget for consideration by the Council on 22 February.
11. The estimates in this report are based on the recommended Capital Programme, Treasury Management Strategy and Housing Revenue Account budget for 2018/19 that were considered earlier in today's agenda. Any changes may have a marginal effect on the revenue estimates and these will be reflected in the final reports prepared for Full Council.

2018/19 Budget Strategy

12. On 30 November 2017, the Cabinet were presented with the outcomes of the residents and local businesses 2018/19 budget consultation.
13. The table in point 15 summarises the priorities from the Residents and Local Businesses Consultations, the draft 2018/19 budget has been prepared where possible in line with the consultation responses.

Residents and Local Business Consultations

14. During the summer 2017, a consultation on the Council's budget priorities was completed using multiple methods in order to obtain a wider body of opinion, this was consistent with the approach taken in 2017/18.

The residents' consultation comprised of;

- Telephone survey (503 responses) undertaken by a professional market research company, NWA Social and Market Research Ltd on behalf of Uttlesford District Council
- Open public consultation. (1,145 responses)
 - The survey was distributed to every household in the district as an insert into the Council's magazine *Uttlesford Life*. A small number of additional copies of *Uttlesford Life* were distributed to libraries and the council's CIC points across the district
 - The survey was also promoted on the council's website from 4 to 25 September via an interactive form
- The budget questions were also included as part of Uttlesford Voices 15 (151 responses), the half yearly consultation questionnaire sent out to 500 members of the Uttlesford Citizens Panel.

The Local Businesses consultation comprised of;

- Open public consultation. The survey was promoted by email to all enterprises registered on the Uttlesford Business Directory and was available from the Uttlesford District Council website
- The survey was also publicised to all businesses registered to receive the council's dedicated business e-newsletter
- The budget questions were also made available as a printed survey if requested. However, no paper questionnaires were requested.

15. The table below shows both the residents and local businesses top priorities and their lowest priority.

Key Services Priorities		
	Residents	Businesses
Emptying your bins and running the recycling service	1 st Priority	1 st Priority
Emptying bins for some businesses (paid for service)	N/A	2 nd Priority
Sweeping the streets, litter picking, clearing up fly-tipping and emptying public litter and dog bins (it was indicated that Town/Parishes are responsible for public litter bins)	2 nd Priority	= 3 rd Priority
Planning how the district will develop in the coming decades, including where new housing and businesses will be located	3 rd Priority	
Deciding planning applications and making sure new buildings and extensions are built according to approved plans and following building regulations	N/A	
Giving advice on work to listed buildings and work to protected trees	Lowest Priority	Lowest Priority
Other Services Priorities		
	Residents	Businesses
Working with the police and other organisations to keep Uttlesford safe	1 st Priority	1 st Priority
Enforcement work including prosecuting people for not paying Council Tax or council house rent, benefit fraud, fly-tipping	2 nd Priority	N/A
Promoting and supporting businesses in the area	N/A	= 2 nd Priority
Collecting Council Tax for Essex County Council, Uttlesford District Council, the police, the fire service, town or parish councils and collecting business rates	3 rd Priority	= 2 nd Priority
Collecting stray animals, microchipping dogs and cats and dealing with complaints from the public about pet and animal-related issues	Lowest Priority	Lowest Priority

16. When setting the budget for 2018/19 consideration was given to both the residents and businesses responses on service priorities. The table below details how these priorities have been addressed within the budget.

Respondents Priorities	Consistency with Budget
Emptying Bins, including litter picking and dog bins	Additional resources and capital investment in Street Services, plus new litter picking team
Planning how the district will develop in the coming decades, including where new housing and businesses will be located	Local Plan continuing with investment from reserves Investment in Garden Communities delivery plan
Deciding planning applications and making sure new buildings and extensions are built according to approved plans and following building regulations	A new schedule of fees has been introduced and this new income will be completely reinvested into the service
Working with the police and other organisations to keep Uttlesford Safe	PCSO budget increased by 50%. Police sited on the Council site and visitors access in the reception area
Enforcement work including prosecuting people for not paying council tax or council house rent, benefit fraud and fly tipping	Joint working with other Essex Local Authorities on fraud prevention
Promoting and Supporting businesses in the area	Continued investment in the Economic Development strategy
Collecting Council Tax for Essex County Council, Uttlesford District Council, the police, the fire service, town or parish councils and collecting business rates	This is already a high priority on the council's agenda, this is evidenced by Uttlesford achieving the highest collection rates for Business Rates and the second highest for Council Tax in Essex for 2016/17

2018/19 resources available

17. By law the budget (Council Tax Requirement) has to balance to the expected Council Tax income receivable.
18. The Director of Finance and Corporate Services (s151 Officer), under delegated authority, has approved the Council Taxbase to be used when setting the 2018/19 draft Council Tax.
19. The Taxbase, expressed in Band D equivalents, is 38,159.09, an increase of 2.48% on the 2017/18 figure of 37,234.37. Deducted from the 38,159.09 figure is an adjustment to reflect the level of Local Council Tax Support Discounts. The estimate of these discounts in Band D equivalent terms is 1,948.20. This produces a Taxbase for budget setting purposes of 36,210.89.

20. The 2017/18 UDC Band D Council Tax was £142.93. In accordance with the Cabinet's guidance, an increase of 2.99% has been assumed for the purpose of preparing this report, this give a Band D figure for 2018/19 of **£147.21**. Multiplied by the taxbase, this would produce a Council Tax yield of **£5,330,374**.
21. The Council is therefore required to balance its net budget to a **Council Tax Requirement of £5,330,374**

	2017/18	2018/19	% Change
Taxbase (gross)	37,234.37	38,159.09	2.48%
LCTS Discounts	(2,010.63)	(1,948.20)	-3.10%
Taxbase (net)	35,223.74	36,210.89	2.80%
Band D	£142.93	£147.21	2.99%
Council Tax Yield	£5,034,621	£5,330,374	5.80%

22. The Council Tax Yield is higher than the equivalent sum for 2017/18, this is explained below:

2017/18 Council Tax Requirement	5,034,621
Additional income arising from Taxbase increases	154,888
Additional income arising from UDC 2.99% increase	140,865
2018/19 Council Tax Requirement	5,330,374

23. The £5,330,374 figure represents estimated Council Tax income, but for budget purposes it is treated as a UDC levy on the Collection Fund and is therefore a reliable figure. Inevitably the actual amount of Council Tax income will differ from the assumed amount. This will give rise to a surplus or deficit on the Collection Fund which will be taken into account as part of next year's budget setting.

Indicative District Council Tax for 2018/19

24. Assuming an increase of 2.99% in Council Tax, the amount of Uttlesford DC Council Tax, by each Council Tax band, is shown below.

Band	Chargeable Dwellings		Proportion of Band D	2017/18 UDC	2018/19 UDC	Increase 2.99% £/year
	No.	%		Council Tax £	Council Tax £	
A	1,014	3.01%	6/9ths	95.29	98.14	2.85
B	3,165	9.39%	7/9ths	111.17	114.50	3.33
C	7,556	22.43%	8/9ths	127.05	130.85	3.80
D	6,587	19.55%	9/9ths	142.93	147.21	4.28
E	6,330	18.79%	11/9ths	174.69	179.92	5.23
F	4,440	13.18%	13/9ths	206.45	212.64	6.18
G	4,198	12.46%	15/9ths	238.22	245.35	7.13
H	401	1.19%	18/9ths	285.86	294.42	8.56
Total	33,691	100%				

General Fund Budget

25. The 2018/19 budget has a surplus of £105,000 which has been allocated to the Garden Communities Reserve subject to the approval of the reserves strategy earlier in the agenda.
26. Details of the settlement funding are discussed in the Medium Term Financial Strategy earlier in the agenda.
27. A summary of the 2018/19 General Fund budget is shown in the table below. Further details are set out in the budget summary in Appendix A and Appendix B provides details on each portfolio.

£'000	2017/18	2017/18	2018/19	
	Original Budget	Current Budget	Original Budget	Increase / (Decrease)
Portfolio Budgets				
Net service expenditure	11,448	12,058	12,982	924
Corporate Items				
Capital Financing	1,861	5,227	3,572	(1,655)
Recharge to HRA	(1,800)	(1,800)	(2,073)	(273)
Other Corporate Items	648	597	(1,559)	(2,156)
Net Expenditure	12,158	16,082	12,921	(3,161)
Funding				
New Homes Bonus Grant	(3,772)	(3,772)	(2,864)	908
Business Rates Retention	(1,559)	(1,559)	(2,042)	(483)
Revenue Support Grant	(255)	(255)	0	255
Rural Services Grant	(285)	(285)	(225)	60
Council Tax - Collection Fund Balance	(193)	(193)	(14)	179
	(6,064)	(6,064)	(5,145)	919
Net Operating Expenditure	6,094	10,018	7,776	(2,242)
Strategic Initiatives Reserve	114	(445)	(500)	(55)
Net transfers to/(from) other earmarked reserves	(1,173)	(4,539)	(1,946)	2,593
	(1,059)	(4,984)	(2,446)	2,538
Council Tax Requirement	5,035	5,035	5,330	296
Council Tax (precept levied on Collection Fund)	(5,035)	(5,035)	(5,330)	(296)
	0	0	0	0

28. A subjective analysis of net service expenditure is detailed below.

£'000	2017/18	2017/18	2018/19	Increase / Budget (Decrease)
	Original Budget	Current Budget	Original Budget	
Employees	10,855	10,864	11,845	982
Premises	713	713	765	52
Transport	605	605	654	48
Supplies & Services	6,084	6,649	7,398	749
Third Party Payments	231	216	218	2
Transfer Payments	17,033	17,084	16,694	(391)
Expenditure	35,521	36,131	37,573	1,442
External Funding	(1,619)	(1,619)	(1,586)	33
Fees & Charges	(4,572)	(4,572)	(5,398)	(826)
Specific Government Grants	(17,250)	(17,250)	(16,855)	395
Other Income	(632)	(632)	(752)	(120)
Income	(24,073)	(24,073)	(24,591)	(518)
Net portfolio expenditure	11,448	12,058	12,982	924

29. The reduction in central government funding over the last three years has meant the council has needed to find savings. During 2017/18 a detailed analysis of individual budgets was carried out and this exercise was duplicated in the budget setting process for 2018/19.

30. This identified savings of £396,000 from expenditure budgets and increased income of £339,000 giving a total net budget requirement reduction of £734,000.

31. The following table is a reconciliation of the movement from the 2017/18 budget to the 2018/19 estimates. Details of all budget changes, savings, growth and adjustments are given in Appendix C.

	£'000	£'000
Council Tax Requirement - 2017/18		5,035
Portfolio Budget Changes		
Budget movements to restated base 17/18	(1,128)	
Inescapable growth	885	
Service growth	2,362	
Efficiency savings	(396)	
Changes to Income	(339)	
Other adjustments	(460)	
Corporate Items		
Capital financing costs decrease	(1,655)	
Increase in HRA share of costs	(273)	
One off Triennial pension payment in 17/18	(777)	
Decrease in efficiencies required	200	
Net treasury investment increase	(1,579)	
Funding Items		
Reduction in settlement funding	255	
Reduction in New Homes Bonus	908	
Net impact of Collection Fund	(304)	
Net change in draw on reserves	2,538	
Other net adjustments	60	
Total net changes to base budget		296
Council Tax Requirement - 2018/19		5,330

Risks and Assumptions

32. The key areas of risk both adverse and favourable are detailed in the Section 25 report, Robustness of Estimates and Adequacy of Reserves presented earlier in the agenda, a full analysis of all risks and assumptions have been included in Appendix D.

Local Government Finance Settlement

33. On the 19 December the Council received the provisional notification of the Local Authority Finance Settlement for 2018/19.
34. The finance settlement was confirmed on the 6 February 2018, there were no material changes to the overall budget.
35. The Settlement comprises of the following:
- Localised Business Rates Retention (BRR)
 - New Homes Bonus (NHB)
 - Rural Services Delivery Grant (RSDG)
36. There is continued uncertainty about the level of funding in future years and this is discussed in more detail in the Medium Term Financial Strategy (MTFS) earlier in the agenda.
37. The New Homes Bonus scheme has been subject to consultation following the government's announcement in last year's settlement, to reduce funding from £1.5 billion to £900m. The scheme has now moved to 4 year legacy payments and the deadweight factor remains at 0.4%, this equates to approximately 144 properties in 2018/19.
38. Business Rates has not seen any significant changes in 2018/19, it was announced that all Local Authorities would move from a 50% to a 75% retention scheme in 2020/21 rather than the previously announced 100% retention.

General Fund Reserves

39. The forecast on the Working Balance as at 31 March 2018 is set to ensure that we meet the minimum contingency requirement.
40. The report made by the Director of Finance and Corporate Services (s151 Officer) under Section 25 of the Local Government Act 2003, received earlier in today's agenda, recommended that the Working Balance be maintained at £1.402m, this is included in the 2018/19 Budget.
41. Appendix E shows a summary of the current reserves, a detailed breakdown of the reserves transfers and the working balance calculation is shown within the Reserves Strategy.
42. The table below shows how the reserves have been used in the 2018/19 budget.

	£' 000	£' 000	Reason for transfer
Reserves Balance- 31 March 2018		8,940	
MTFS	(450)		To support 2 year savings plan (repaid from revenue in 2019/20)
Transformation	(80)		Citizen Access Project
Waste Depot	(488)		Initial stages of new depot site
Planning	(814)		Local Plan and Development Control
SIF	(500)		Superfast Broadband contribution (Essex wide initiative)
Business Rates	(533)		Prior years surplus allocation to revenue
Licensing	(19)		1 year 50% support for Safeguarding Post
Health & Wellbeing	(5)		
Transfers from Reserves		(2,889)	
Licensing	217		Income deferred for future years due to schedule of fees timeline
PFI	80		Future years contingency
Garden Communities	105		To support the delivery of Garden Communities project
Elections	25		Annual contribution (withdrawn every 4th year)
Working Balance	16		Statutory requirement to be maintained in line with net revenue expenditure
Transfers to Reserves		443	
Reserves Balance- 31 March 2019		6,494	

Fees and Charges review

43. Officers have reviewed fees & charges in line with the Council's Pricing and Concessions policy and Cabinet decisions where relevant. A schedule of proposed charges is included at Appendix F.
44. Where services are operating in competition with other commercial providers, for example trade waste, the service manager needs to have authority to negotiate as required where it is the Council's best interests to do so.

Risk Analysis

45. The formal risk analysis of the budget is set out in the report earlier on today's agenda, "Robustness of Estimates and Adequacy of Reserves".

Risk	Likelihood	Impact	Mitigating actions
Actual events may differ from the assumptions and estimates used to produce the draft budget, which will lead to variances from the budget.	3 (some risk that variances will occur requiring action to be taken)	2 (potential impact which could adversely affect the council's financial position if not managed)	Budget monitoring and corrective action taken as necessary.

List of Appendices

- Appendix A – General Fund Budget Summary
- Appendix B – Portfolio Budgets
- Appendix C – Schedule of Budget Adjustments
- Appendix D – Risks and Assumptions
- Appendix E – General Fund Reserves Summary
- Appendix F – Fees and Charges
- Appendix G – Council Tax Resolution 2018/19

APPENDIX A - GENERAL FUND SUMMARY 2018/19

£000	2017/18 Original Budget	2017/18 Current Budget	2018/19 Original Budget	Increase/ (Decrease)
Portfolio Budgets				
Communities & Partnerships	1,012	1,555	863	(692)
Environmental Services	3,111	3,111	3,878	767
Finance & Administration	5,720	5,829	6,609	780
Housing & Economic Development	1,606	1,563	1,632	69
Subtotal - Portfolio Budgets	11,448	12,058	12,982	924
Corporate Items				
Capital Financing Costs	1,861	5,227	3,572	(1,655)
Interest charge	0	0	456	456
Investment Income	(65)	(65)	(2,100)	(2,035)
Apprenticeship Levy	51	0	0	0
Efficiency & Income Opportunities	(200)	(200)	0	200
Pension Fund - Added years	92	92	85	(7)
Pension Triennial Payment	770	770	0	(770)
Recharge to HRA	(1,507)	(1,507)	(1,675)	(168)
HRA share of Corporate Core	(293)	(293)	(398)	(105)
Subtotal - Corporate Items	709	4,024	(60)	(4,085)
Subtotal Budget	12,158	16,082	12,921	(3,161)
Funding				
Council Tax Collection Fund Balance	(193)	(193)	(14)	179
Business Rates - UDC Share (net of tariff)	(2,238)	(2,238)	(2,263)	(25)
Business Rates - Levy Payment (safety net reimbursement)	529	529	492	(37)
Business Rates - Section 31 Funding	(722)	(722)	(663)	59
Business Rates - Collection Fund Balance	1,009	1,009	534	(475)
Business Rates - Renewable Energy Scheme	(136)	(136)	(141)	(4)
Rural Services Grant	(285)	(285)	(225)	60
Settlement Funding	(255)	(255)	0	255
New Homes Bonus	(3,772)	(3,772)	(2,864)	908
Subtotal - Funding	(6,064)	(6,064)	(5,145)	919
Subtotal - Net Operating Expenditure	6,094	10,018	7,776	(2,242)
Net Transfers to/(from) Reserves				
Business Rates	0	0	(534)	(534)
Department for Work and Pensions	0	0	0	0
Licensing	0	0	198	198
Working balance	(13)	(13)	16	29
Medium Term Financial Strategy	0	0	(450)	(450)
Transformation	(100)	(100)	(80)	20
Emergency Response	0	0	0	0
Economic Development	0	0	0	0
Elections	25	25	25	0
Homelessness	(40)	(40)	0	40
Health & Wellbeing	0	0	(5)	(5)
Neighbourhood Planning	(15)	(15)	0	15
Planning	(260)	(260)	(814)	(554)
Housing Strategy	0	0	0	0
Development Control	0	0	0	0
Strategic Initiatives	114	(445)	(500)	(55)
Capital Slippage	0	(366)	0	366
Garden Communities	0	0	0	0
Developments	0	0	105	105
Pension	(770)	(770)	0	770
New Homes Bonus Ward Members	0	0	0	0
Voluntary Sector	0	0	0	0
Waste Depot Relocation Project	0	(3,000)	(488)	2,512
Waste Management	0	0	0	0
Private Finance Initiative	0	0	80	80
Subtotal - Movement in Earmarked Reserves	(1,059)	(4,984)	(2,446)	2,538
Council Tax Requirement	5,035	5,035	5,330	296
Council Tax (Precept levied on Collection Fund)	(5,035)	(5,035)	(5,330)	(296)
(Surplus) / Deficit	0	0	0	0

COMMUNITY & PARTNERSHIPS PORTFOLIO

£000	2016-17 Outturn	2017-18 Original Budget	2017-18 Current Budget	2018-19 Original Budget	Increase / (Decrease)
Community Information	48	49	49	51	2
Day Centres	22	46	46	80	33
Emergency Planning	45	47	47	48	1
Grants & Contributions	386	376	876	335	(541)
Leisure & Performance	73	163	163	146	(17)
Saffron Walden Museum	163	202	202	205	2
New Homes Bonus	99	78	78	78	0
Private Finance Init	(57)	50	50	(80)	(130)
Communities Partnership	0	0	43	0	(43)
Portfolio Total	779	1,012	1,555	863	(692)

APPENDIX B continued..

ENVIRONMENTAL SERVICES

£000	2016-17	2017-18		2018-19	Increase /
	Outturn	Original Budget	Current Budget	Original Budget	(Decrease)
Animal Warden	32	32	32	35	3
Grounds Maintenance	255	289	289	314	25
Car Park	(643)	(592)	(592)	(624)	(32)
Development Control	(352)	(231)	(231)	(206)	24
Depots	55	58	58	47	(11)
Env Management & Admin	44	0	0	0	0
Street Cleansing	296	302	302	384	82
Housing Strategy	45	112	47	47	0
Highways	(11)	(3)	(3)	(1)	2
Local Amenities	23	8	8	8	0
Licensing	(208)	(55)	(55)	(272)	(217)
Vehicle Management	373	380	380	461	81
Public Health	565	682	682	700	18
Planning Management	402	421	421	344	(77)
Planning Policy	789	571	636	1,372	736
Planning Specialists	164	198	198	197	(1)
Waste Management	239	487	487	509	23
Community Safety	153	154	154	269	115
Street Services	271	297	297	293	(4)
Portfolio Total	2,492	3,111	3,111	3,878	767

APPENDIX B continued..

FINANCE AND ADMINISTRATION

£000	2016-17 Outturn	2017-18 Original Budget	2017-18 Current Budget	2018-19 Original Budget	Increase / (Decrease)
Enforcement	72	0	0	0	0
Benefits Admin	156	234	234	303	68
Business Improvement	47	0	0	0	0
Corporate Management	673	761	819	1,319	499
Conveniences	21	20	20	20	0
Central Services	382	396	396	441	44
Corporate Team	257	615	615	643	27
Conducting Elections	(32)	1	1	1	0
Electoral Registration	45	59	59	58	(1)
Financial Services	1,076	1,136	1,136	1,075	(61)
Housing Benefits	104	247	247	238	(9)
Human Resources	306	246	297	295	(1)
Internal Audit	113	129	129	131	2
Information Technology	1,151	1,233	1,233	1,381	148
Land Charges	(110)	(73)	(73)	(88)	(15)
Legal Services	221	97	97	122	25
Local Taxation	(61)	(110)	(110)	(90)	20
Non Domestic Rates	(146)	(145)	(145)	(146)	(1)
Office Cleaning	147	181	181	183	2
Offices	472	282	282	354	72
Revenues Admin	491	527	527	563	36
Council Tax Discounts	(218)	(117)	(117)	(192)	(74)
Portfolio Total	5,164	5,720	5,829	6,609	780

APPENDIX B continued..

HOUSING AND ECONOMIC DEVELOPMENT – GENERAL FUND

£000	2016-17 Outturn	2017-18 Original Budget	2017-18 Current Budget	2018-19 Original Budget	Increase / (Decrease)
Building Surveying	(127)	(107)	(107)	(112)	(6)
Committee Admin	205	238	195	241	45
Customer Services Centre	367	419	419	405	(15)
Democratic Represent	316	324	324	327	3
Economic Development	189	181	181	268	87
Energy Efficiency	34	44	44	35	(9)
Housing Grants	10	3	3	0	(3)
Health Improvement	105	126	126	143	17
Homelessness	175	212	212	177	(35)
Lifeline	(186)	(139)	(139)	(158)	(19)
Communications	264	304	304	306	3
Portfolio Total	1,353	1,606	1,563	1,632	69

BUDGET ADJUSTMENTS

CURRENT BUDGET 2017-18 to RESTATED BASE 2018/19

Portfolio	Service	Description	£'000
Communities & Partnerships	Grants & Contributions	Carver Barracks running track one of budget adjustment	(500)
Finance & Administration	Corporate Team	One-off budget for consultants for Aspire	(450)
Finance & Administration	Corporate Management	Enabling customer service enhancements	(100)
Environmental Services	Planning Policy	Agency and consultants 1 year budget requirement	(75)
Finance & Administration	Corporate Management	Highways contribution	(50)
Housing & Economic Development	Economic Development	Fixed term contract for Car Park Officer	(29)
Communities & Partnerships	Day Centres	One-off budget for Day Centre liaison officer	(10)
Finance & Administration	Corporate Management	Fixed term GDPR compliance Officer (part year 17-18)	(8)
Environmental Services	Planning Specialist	Training costs	(7)
Environmental Services	Public Health	Food inspection income	20
Finance & Administration	Corporate Management	Assistant Director costs from Housing	82
			<u>(1,128)</u>

INESCAPABLE GROWTH (£10K MINIMUM)

Portfolio	Service	Description	£'000
All portfolios	Various services	Inflationary and incremental increases in salaries	678 on-going
Housing & Economic Development	Economic Development	Costs relating to the on-going joint initiative with West Essex and LSCC	10 on-going
Environmental Services	Grounds Maintenance	Various contractual and inflationary costs including fuel and equipment	13 on-going
Environmental Services	Car Park	Utility costs inflationary increase over all car parks	28 on-going
Environmental Services	Vehicle Management	Increase in spend on vehicle parts for maintenance of aging fleet	18 on-going
Finance & Administration	Benefits Administration	Temporary welfare liaison officer post	11 Fixed term
Finance & Administration	Corporate Management	GDPR compliance officer temporary post	26 One-off
Finance & Administration	Central Services	Contractual inflationary on equipment rental and printing cost increases	11 on-going
Finance & Administration	Financial Services	Uncontrollable increases in insurance premiums	20 on-going
Finance & Administration	Information Technology	Contractual inflationary increases	12 on-going
Finance & Administration	Offices	Utility costs inflationary increase	26 on-going
	Various	Other immaterial adjustments	33
			<u>885</u>

BUDGET ADJUSTMENTS

EFFICIENCY SAVINGS (£10K MINIMUM)			
Portfolio	Service	Description	£'000
Relating to Growth Bids			
Housing & Economic Development	Building Surveying	Income from airport work associated with additional post	(65)
Finance & Administration	Financial Services	Reduction in staffing hours for creditors team	(14)
			<u>(79)</u>
Other efficiency savings			
Environmental Services	Public Health	Creation of reimbursements of in-house work and additional border inspection fees	(82) On-going
Communities & Partnerships	Grants & Contributions	Saving made on grants contingency budget	(41) On-going
Communities & Partnerships	Leisure & Performance	Reduction in FTE's for Business Improvement Team	(23) On-going
Housing & Economic Development	Customer Service Centre	Various savings including cessation of a payment processing contract	(22) On-going
Environmental Services	Street Services	Removal of overstated staffing costs	(17) On-going
Finance & Administration	Financial Services	No predicted use of agency staff for the finance function	(15) On-going
Environmental Services	Development Control	Reduction in use of external consultants, travel and training costs	(13) On-going
Finance & Administration	Information Technology	Reduction in costs of various new contracts	(12) On-going
Finance & Administration	Office Cleaning	Reduction in costs of contracted out cleaning jobs	(11) On-going
Environmental Services	Depots	Purchase of porta cabins has removed the need for on-going rental costs	(11) On-going
Environmental Services	Planning Specialists	Reduction in use of consultancy	(10) On-going
Finance & Administration	Human Resources	Apprenticeship levy actual levy to be applied	(17) On-going
	Various	Other immaterial items	(43)
			<u>(316)</u>
		Net total	<u>(396)</u>

BUDGET ADJUSTMENTS

CHANGES TO INCOME (£10K MINIMUM)			
Portfolio	Service	Description	£'000
Increases			
Environmental Services	Licensing	Increase in license applications and fees	(239) On-going
Environmental Services	Development Control	Income from increased planning fees	(180) On-going
Communities & Partnerships	Private Finance Initiative	New PFI agreement has created additional income	(76) On-going
Environmental Services	Waste Management	Increase in trade waste income and green waste sales due to growth in district	(62) On-going
Environmental Services	Car Parks	Increase in use of car parks leading to additional income from marketing campaign	(59) On-going
Environmental Services	Development Control	Increase in applications submitted	(50) On-going
Finance & Administration	Corporate Management	Adjustment of understated budget for Aspire recharge for officer time	(42) On-going
Housing & Economic Development	Health Improvement	Additional income for public health projects and reimbursement of associated costs	(27) On-going
Environmental Services	Development Control	S106 monitoring income increase	(25) On-going
Finance & Administration	Land Charges	Overall increase in search applications	(20) On-going
Environmental Services	Public Health	Further border inspection fees	(20) On-going
Environmental Services	Lifeline	Redeployment of carecall units creating an additional income stream	(19) On-going
			(819)
Decreases			
Finance & Administration	Conducting Elections	No elections expected therefore a reduction in reimbursements	60 On-going
Finance & Administration	Offices	Commercial services income reduced	43 On-going
Finance & Administration	Local Taxation	Reduction in reimbursement of court costs	20 On-going
Finance & Administration	Legal Services	Reduction in charges for S106 legal work	15 On-going
	Various	Other immaterial items	5
			143
Uncontrollable changes			
Finance & Administration	Housing Benefits	Funding from DWP based on estimated claimants	307
Finance & Administration	Benefits Admin	Reduction in grants and 10% reduction in administrative subsidy	30
			337
		Net total	(339)

BUDGET ADJUSTMENTS

SERVICE GROWTH (£10K MINIMUM)				
Portfolio	Service	Description	£'000	
Growth presented in budget process				
Finance & Administration	Corporate Team	Enabling work for Garden Communities and the West Braintree joining agreement	400	On-going
Finance & Administration	Information Technology	Various upgrades in security software and cloud based modules previously capitalised. Bids approved Website, grounds Maintenance System and ICT Cloud Software	129	On-going
Housing & Economic Development	Economic Development	To enable 5 year economic development strategy for district including a car park strategy	50	Fixed term
Environmental Services	Development Control	Additional posts for planning enforcement officer	30	On-going
Finance & Administration	Corporate Management	For costs associated with GDPR compliance	72	One-off
Environmental Services	Vehicle Management	Additional post for a senior workshop fitter and associated costs	53	On-going
Environmental Services	Street Cleansing	Additional post for a fly tipping work/litter pickers and associated costs	53	On-going
Housing & Economic Development	Building Surveying	Temporary contract to fulfil additional airport work	47	Fixed term
Communities & Partnerships	Day centres	Service costs for Thaxted Day Centre and permanent day centre management post	39	On-going
Environmental Services	Community Safety	New Safeguarding Liaison Officer post p/t	19	On-going
Environmental Services	Waste Management	Service realignment for bin storage and delivery	30	On-going
Finance & Administration	Central Services	Additional scanning resource to fulfil GDPR compliance	23	On-going
Finance & Administration	Financial Services	Changes to treasury arrangements leading to additional broker fees	17	On-going
Environmental Services	Development Control	Temporary posts for IDOX support officer	15	Fixed term
			<u>976</u>	
All other growth				
Environmental Services	Planning Policy	Additional consultants - funded from the Planning Reserve	783	One-off
Environmental Services	Development Control	Investment in planning processes matched by additional income	180	On-going
Finance & Administration	Corporate Team	Enabling work for Garden Communities and the West Braintree joining agreement	150	On-going
Housing & Economic Development	Communications	Enabling self-service functionality for customers, funded from reserve	80	On-going
Housing & Economic Development	Economic Development	Additional economic development strategy for district including a car park strategy	50	Fixed term
Environmental Services	Public Health	Graduate career grade post and associated costs	42	On-going
Environmental Services	Community Safety	Additional PCSO	37	On-going
Housing & Economic Development	Committee Administration	Additional resource for electoral services	35	On-going
Environmental Services	Community Safety	New Safeguarding Liaison Officer post p/t	19	On-going
	Various	Other immaterial items	10	
			<u>1,386</u>	
		Net total	<u>2,362</u>	

BUDGET ADJUSTMENTS

OTHER ADJUSTMENTS (£10K MINIMUM)			
Portfolio	Service	Description	£'000
Housing & Economic Development	Health Improvement	Costs for public health projects related to additional income received - now net nil effect on budget	43 On-going
Environmental Services	Waste management	Net effect of reduction in bulky waste costs and related funding estimates	33 On-going
Housing & Economic Development	Homelessness	Removal of agency staff costs within budget	(10) On-going
Finance & Administration	Financial Services	Changes to insurance category resulting in a decrease in premium for miscellaneous items	(15) On-going
Housing & Economic Development	Homelessness	Adjustment of previously understated budget for reimbursements of B&B costs	(20) On-going
Communities & Partnerships	Private Finance Initiative	Annual unitary cost budget aligned with previous years	(54) On-going
Finance & Administration	Conducting Elections	Movement of budget to reflect no predicted elections in year	(60) On-going
Finance & Administration	Council Tax Discounts	LCTS funding for parishes discontinued	(75) On-going
Finance & Administration	Housing Benefits	Budgets for rent allowances aligned with historic data	(316) On-going
	Various	Other immaterial items	14
			<u>(460)</u>

RISKS AND ASSUMPTIONS

Budget item	Description of key assumptions and/or what variable outcomes may arise	Probability of variance arising (L, M, H)	Favourable Impact (L, M, H)	Adverse Impact (L, M, H)
DCLG LCTS Admin Grant	It is assumed that the LCTS Admin Grant will be paid at similar or slightly reduced levels to 2017/18. The notification of grant amounts are unlikely to be made available until early 2018. There is therefore a risk that the amount budgeted may change with a more likely adverse rather than favourable impact.	M	L	L
Housing Benefits Expenditure	It is assumed that Rent Rebate Expenditure will remain stable. There are no current plans to significantly increase the level of HRA stock, there is a risk that cost of private sector rents could increase. The implementation of Universal Credit is anticipated to gradually reduce the numbers of new claims during the 2018/19 financial year however the current caseload level is not expected to significantly decrease.	L	L	H
Housing Benefits Subsidy	It is assumed that Rent Rebate Subsidy can continue to be claimed in line with levels reflected in previous years. There is however a continued risk that an increase in new burdens and DWP incentives, could incur subsidy implications due to limited percentages of overpayment amounts being able to be claimed. There is also a risk that, if local authority error overpayments exceed the DWP stated upper threshold, no subsidy could be claimed for these amounts	M	L	H
DWP Discretionary Funding	It is assumed the governments Discretionary Housing Payment Funding will remain stable, if not slightly increase for the 2018/19 financial year. There is a risk however that the amount granted will not meet local requirements following the implementation of Universal Credit and therefore the authority may need to 'top the fund up' out if it's own finances (up to a maximum of 2.5 times DWP amount) if required.	H	L	L

RISKS AND ASSUMPTIONS

Budget item	Description of key assumptions and/or what variable outcomes may arise	Probability of variance arising (L, M, H)	Favourable Impact (L, M, H)	Adverse Impact (L, M, H)
Building Control Income	Staff vacancies are anticipated to arise in 2018-19 but the recruitment market is under supplied, there is a risk that the service will receive fewer applications than expected and would therefore see a reduction in income. This will be monitored throughout the year.	M		M
Inspection Fees	Stansted Airport's anticipated expansion project will generate an Inspection fee in the region of £130k which will cover possibly 2 or 3 years of inspections. There will be some increased staffing costs associated with this work. However, MAG has stated that Main Board approval for investment in the new arrivals hall permission and remodelling of the existing terminal has not yet been secured.	M	M	
Asset Management Consultants	Further projects relating to new assets could incur higher than budgeted consultant fees, but may also generate income either in current or future years.	M	L	M
Planning and Pre-Application Fees	It is estimated that planning applications increase in 2018-19, as this is an estimate there is a risk the activity will not continue at its current rate.	L		M
Section 106 Monitoring	Assumption of Section 106 Monitoring income continuing to be received at its current rate has been made in building the budget, there is a risk this changing.	L		L
Turpins Bowls	The lease was due to be reviewed in September 17, this is currently ongoing due to valuation issues. Once complete this may impact on the amount of rental being received.	M	M	L
Grants (Voluntary Sector)	Revised process for grants introduced in 2016/17 however there still may be a possibility that budgeted amounts are not realised due to lack of applications.	L	M	L
PFI	If the PFI leisure contract does not provide value for money due to ineffective contract management then there may be a negative impact on the investment made by the council	L	M	H
Treasury - Broker Fees	Due to unforeseen fluctuations in cashflows during the year this could affect the level of broker fees incurred.	M	L	L
Fuel supplies	Fuel costs are subject to the economic fluctuations in the price of oil and inflation	H	M	M

RISKS AND ASSUMPTIONS

Budget item	Description of key assumptions and/or what variable outcomes may arise	Probability of variance arising (L, M, H)	Favourable Impact (L, M, H)	Adverse Impact (L, M, H)
Training Budget	Spending on the training budget is mainly a result of CMT and SMT corporate priorities. Although budgetary provision is sufficient to deliver the main identified staff training for the year, there is a risk of overspending this budget in 2018/19 if unidentified additional training needs become apparent during the year.	L	L	L
Internal Audit	Audit Manager secondment to GDPR until 31 July 2018, continuing management responsibility for the GDPR Compliance Officer until end of his 12 month contract. There may also be additional GDPR responsibilities from 01 August 2018. Additional resource may need to be bought in to cover any unplanned absence with the audit team to ensure the delivery of the audit programme and provide assurance and opinion on the Council's management of operational risk, control and governance	M		L
Information Technology	There has been a number of ransomware attacks in the UK and worldwide in the last year. Ransomware is a type of malicious software that blocks access to data unless a ransom is paid. If we were hit by one of these attacks we would have to employ contract staff to aid with the recovery and potentially new software.	L		H
Office Repairs	Budget is insufficient to meet unplanned and emergency repairs required to the building, especially due to age and being grade 2 listed, any works are potentially specialist in nature	M	L	M
ECC Better Care Fund allocation for Disabled Facilities Grants	It is predicted that the 160K BCF allocation will remain the same as 17/18 but there is a risk this could be reallocated either favourable or adversely	M	L	L

RISKS AND ASSUMPTIONS

Budget item	Description of key assumptions and/or what variable outcomes may arise	Probability of variance arising (L, M, H)	Favourable Impact (L, M, H)	Adverse Impact (L, M, H)
Mandatory HMO licensing	Following a consultation exercise, the government is likely to change the definition of mandatory HMOs. It is likely that more HMOs will need to be licensed by the council in 18/19.	M	L	L
Environmental Protection/ Enforcement - Works in default	No provision for made for works in default to abate nuisance and harm but which may be necessary	L	L	L
Contaminated Land	The Council has a statutory duty to identify contaminated land. This can be a complex exercise and involve specialist consultants to test and provide advice	L	L	L
Border inspection and Food Inspection	Unpredictability of the numbers and types of consignments coming into Stansted or control any changes to work governed by legislative requirements, what needs to be sampled, quantity and frequency of sampling	M	M	M
Street Name and Numbering fees	It is assumed that Street Name and Numbering applications will continue to come in at the current rate. There is a risk that activity will slow down depending on the amount of planning and building control applications.	M		M
Software costs	Additional software costs in order for Northgate system to comply with GDPR regulations coming into force in May 2018 and other adhoc modules such as SMS module	M		M
Legal Costs	These may increase dependant on the recovery action required on Business Rate Accounts	L		L
Sharing Agreement	Funding is dependant on all participants included in the sharing agreement and the outcome of Council Tax reviews and this will have a direct impact on the level of income generated	L		H

Impact levels

Low = £5,000 to £20,000

Medium = £20,001 - £50,000

High = over £50,000

APPENDIX E

GENERAL FUND RESERVES 2018/19

Reserve £000	2017-18 Forecast				Estimated Balance 1st April 2018	2018-19 Estimates			Estimated Balance 1st April 2018
	Actual Balance 1st April 2017	Forecast Transfer from General Fund	Forecast Transfer between Reserves	Forecast Transfer To General Fund		Forecast Transfer from General Fund	Forecast Transfer between Reserves	Forecast Transfer To General Fund	
RINGFENCED RESERVES									
Business Rates	1,035				1,035			(534)	501
Department for Work and Pensions Licensing	71 0		78		71 78				71 275
Working balance	1,268	118			1,386	217		(20)	1,402
TOTAL RINGFENCED RESERVES	2,374	196	0	0	2,570	233	0	(553)	2,250
USABLE RESERVES									
<u>Financial Management Reserves</u>									
Medium Term Financial Strategy Transformation	1,000 766		1,000	(118)	1,000 1,648			(450) (80)	550 1,018
<u>Contingency Reserves</u>									
Emergency Response	1,766	0	1,000	(118)	2,648	0		(550) (530)	1,568
<u>Service Reserves</u>									
Economic Development	40	0	0	0	40	0	0	0	40
Elections	121			(63)	58				58
Homelessness	50	25			75	25			100
Health & Wellbeing	40	64		(40)	64				64
Neighbourhood Planning	27			(22)	5			(5)	0
Planning	110			(15)	95				95
Housing Strategy	348		691	(635)	404		550	(814)	140
Development Control	34				34				34
Strategic Initiatives	27				27				27
Capital Slippage	7,492	564	(4,827)	(1,310)	1,919			(500)	1,419
Garden Communities Developments	0 0	92	366	(366)	92 0				92 0
Pension	0		770	(770)	0	105			105
New Homes Bonus Ward Members	0				0				0
Voluntary Sector	38				38				38
Waste Depot Relocation Project	0				0				0
Waste Management	1,488		2,000	(3,000)	488			(488)	0
Private Finance Initiative	201				201				201
	87	96			182	80			262
	10,061	841	(1,000)	(6,221)	3,680	210	550	(1,806)	2,635
TOTAL USABLE RESERVES	11,867	841	0	(6,339)	6,369	210	0	(2,336)	4,243
TOTAL RESERVES	14,241	1,037	0	(6,339)	8,940	443	0	(2,889)	6,494

APPENDIX F

FEES AND CHARGES

Building surveying other charges	2017/18 charge £	2018/19 charge £	Does the charge include VAT?	Note
Provision of Energy Performance Certificates	Depends on size of property	Depends on size of property	Yes	
Copying charges	10p a sheet + £25 per hour officer time if job exceeds 1 hour	10p a sheet + £25 per hour officer time if job exceeds 1 hour	Yes	Statutory limitations

Street Naming and Numbering	2017/18 charge £	2018/19 charge £	Does the charge include VAT?	Note
<u>Charge per dwelling/unit</u>				
Name change/renumber	75.00	75.00	No	
New dwelling/unit	110.00	110.00	No	
2-5 dwellings/units	75.00	75.00	No	
6 - 25 dwellings/units	55.00	55.00	No	
26 - 75 dwellings/units	45.00	45.00	No	
76 plus dwellings/units	35.00	35.00	No	
New Street Name	200.00	200.00	No	
Name of block or block of flats of industrial estate	175.00	175.00	No	
Confirmation of plot or postal address for utility company (charged to utility companies only)	35.00	35.00	No	

APPENDIX F continued...

FEEs AND CHARGES

STANDARD CHARGES						
SCHEDULE 1- NEW DWELLINGS						
Dwelling houses and Flats						
Code	<u>New Build Houses or Bungalows Not Exceeding 250m²</u>		Plan Charge	Inspection Charge*	Building Notice*	Regularisation Charge*
HO1	1 Plot	Fee	£260.00	£385.00	£695.00	£868.75
		VAT	£52.00	£77.00	£139.00	
		Total	£312.00	£462.00	£834.00	
HO2	2 Plots	Fee	£330.00	£590.00	£970.00	£1,212.50
		VAT	£66.00	£118.00	£194.00	
		Total	£396.00	£708.00	£1,164.00	
HO3	3 Plots	Fee	£395.00	£785.00	£1,260.00	£1,575.00
		VAT	£79.00	£157.00	£252.00	
		Total	£474.00	£942.00	£1,512.00	
HO4	4 Plots	Fee	£465.00	£960.00	£1,525.00	£1,906.25
		VAT	£93.00	£192.00	£305.00	
		Total	£558.00	£1,152.00	£1,830.00	
HO5	5 Plots	Fee	£520.00	£1,085.00	£1,700.00	£2,125.00
		VAT	£104.00	£217.00	£340.00	
		Total	£624.00	£1,302.00	£2,040.00	
<u>New Build Flats Not Exceeding 250m² and Not More Than 3 Storeys</u>						
FL1	1 Plot	Fee	£260.00	£385.00	£695.00	£868.75
		VAT	£52.00	£77.00	£139.00	
		Total	£312.00	£462.00	£834.00	
FL2	2 Plots	Fee	£330.00	£590.00	£970.00	£1,212.50
		VAT	£66.00	£118.00	£194.00	
		Total	£396.00	£708.00	£1,164.00	
FL3	3 Plots	Fee	£395.00	£785.00	£1,260.00	£1,575.00
		VAT	£79.00	£157.00	£252.00	
		Total	£474.00	£942.00	£1,512.00	
FL4	4 Plots	Fee	£465.00	£960.00	£1,525.00	£1,906.25
		VAT	£93.00	£192.00	£305.00	
		Total	£558.00	£1,152.00	£1,830.00	
FL5	5 Plots	Fee	£520.00	£1,085.00	£1,700.00	£2,125.00
		VAT	£104.00	£217.00	£340.00	
		Total	£624.00	£1,302.00	£2,040.00	
<u>Conversion to</u>						
COH	Single dwelling house (Where total floor area does not exceed 150m ²)	Fee	£220.00	£320.00	£590.00	£737.50
		VAT	£44.00	£64.00	£118.00	
		Total	£264.00	£384.00	£708.00	
COF	Single Flat (Where total floor area does not exceed 150m ²)	Fee	£220.00	£320.00	£590.00	£737.50
		VAT	£44.00	£64.00	£118.00	
		Total	£264.00	£384.00	£708.00	
Notifiable Electrical work (in addition to the above, where applicable.)						
DNE	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Fee	£220.00	This charge relates to a first fix pre-plaster inspection of the wiring and final testing on completion. Re- visits/testing will be subject to further charges. For regularisation applications a full appraisal and testing will be carried out		
		VAT	£44.00			
		Total	£264.00			

Where Standard Charges are not applicable please contact Building Control on 01799 510539

Please note that the charges marked with an * have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equal to the discount (see DNE below)

APPENDIX F continued...

FEES AND CHARGES

STANDARD CHARGES						
SCHEDULE 2 WORK TO A SINGLE DWELLING						
Limited to work not more than 3 storeys above ground level						
Code	Extension and New Build		Full Plans			Regularisation Charge*
			Plan Charge	Inspection Charge*	Building Notice Charge Charge*	
DX1	Separate single storey extension with floor area not exceeding 40m ²	Fee	£140.00	£295.00	£455.00	£568.75
		VAT	£28.00	£59.00	£91.00	
		Total	£168.00	£354.00	£546.00	
DX2	Separate single storey extension with floor area exceeding 40m ² but not exceeding 100m ²	Fee	£155.00	£365.00	£545.00	£681.25
		VAT	£31.00	£73.00	£109.00	
		Total	£186.00	£438.00	£654.00	
DX3	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m ²	Fee	£145.00	£325.00	£495.00	£618.75
		VAT	£29.00	£65.00	£99.00	
		Total	£174.00	£390.00	£594.00	
DX4	Separate extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m ² but not exceeding 100m ²	Fee	£200.00	£380.00	£615.00	£768.75
		VAT	£40.00	£76.00	£123.00	
		Total	£240.00	£456.00	£738.00	
DG0	A building or extension comprising solely of a garage, carport or store not exceeding 100m ²	Fee	£100.00	£220.00	£315.00	£393.75
		VAT	£20.00	£44.00	£63.00	
		Total	£120.00	£264.00	£378.00	
DNH	Detached non-habitable domestic building with total floor area not exceeding 50m ²	Fee	£100.00	£220.00	£315.00	£393.75
		VAT	£20.00	£44.00	£63.00	
		Total	£120.00	£264.00	£378.00	
Conversions						
DLC	First and second floor loft conversions	Fee	£155.00	£350.00	£560.00	£700.00
		VAT	£31.00	£70.00	£112.00	
		Total	£186.00	£420.00	£672.00	
DOC	Other work (e.g. garage conversions)	Fee	£60.00	£130.00	£190.00	£237.50
		VAT	£12.00	£26.00	£38.00	
		Total	£72.00	£156.00	£228.00	
Alterations (inc underpinning)						
DTH	Renovation of a thermal element	Fee	£40.00	£80.00	£115.00	£143.75
		VAT	£8.00	£16.00	£23.00	
		Total	£48.00	£96.00	£138.00	
DRW	Replacement windows, rooflights, roof windows or external glazed doors	Fee	£40.00	£80.00	£115.00	£143.75
		VAT	£8.00	£16.00	£23.00	
		Total	£48.00	£96.00	£138.00	
DA1	Cost of work not exceeding £5000 (inc Renewable Energy Systems)	Fee	£60.00	£110.00	£165.00	£206.25
		VAT	£12.00	£22.00	£33.00	
		Total	£72.00	£132.00	£198.00	
DA2	Cost of work exceeding £5000 but not exceeding £25000	Fee	£115.00	£220.00	£330.00	£412.50
		VAT	£23.00	£44.00	£66.00	
		Total	£138.00	£264.00	£396.00	
DA3	Cost of work exceeding £25000 but not exceeding £100000	Fee	£165.00	£375.00	£590.00	£737.50
		VAT	£33.00	£75.00	£118.00	
		Total	£198.00	£450.00	£708.00	
DA4	Cost of work exceeding £100000 but not exceeding £250000	Fee	£230.00	£530.00	£785.00	£981.25
		VAT	£46.00	£106.00	£157.00	
		Total	£276.00	£636.00	£942.00	
Notifiable Electrical work in addition to the above, where applicable.						
DNE	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Fee	£220.00			
		VAT	£44.00			
		Total	£264.00			
				This charge relates to a first fix pre-plaster inspection of the wiring and final testing on completion. Re-visits/testing will be subject to further charges. For regularisation applications a full appraisal and testing will be carried out		

Where Standard Charges are not applicable please contact Building Control on 01799 510539

Please note that the charges marked with an * have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equal to the discount (see DNE below)

APPENDIX F continued...

FEES AND CHARGES

STANDARD CHARGES					
SCHEDULE 3- ALL OTHER NON-DOMESTIC WORK					
Limited to work not more than 3 storeys above ground level					
<u>Code</u>	<u>Extensions and New Build</u>		<u>Plan Charge</u> £	<u>Inspection Charge</u> £	<u>Regularisation Charge</u> £
NX1	Single storey with floor area not exceeding 40m ²	Fee	£135.00	£320.00	£568.75
		VAT	£27.00	£64.00	
		Total	£162.00	£384.00	
NX2	Single storey with floor area exceeding 40m ² but not exceeding 100m ²	Fee	£155.00	£385.00	£675.00
		VAT	£31.00	£77.00	
		Total	£186.00	£462.00	
NX3	With some part 2 or 3 storey in height and a total floor area not exceeding 40m ²	Fee	£220.00	£445.00	£831.25
		VAT	£44.00	£89.00	
		Total	£264.00	£534.00	
NX4	With some part 2 or 3 storey in height and a total floor area exceeding 40m ² but not exceeding 100m ²	Fee	£260.00	£580.00	£1,050.00
		VAT	£52.00	£116.00	
		Total	£312.00	£696.00	
<u>Alterations</u>					
NO1	Cost of work not exceeding £5000	Fee	£60.00	£130.00	£237.50
		VAT	£12.00	£26.00	
		Total	£72.00	£156.00	
NO2	Replacement windows, rooflights, roof windows or external glazed doors (not exceeding 20 units)	Fee	£60.00	£130.00	£237.50
		VAT	£12.00	£26.00	
		Total	£72.00	£156.00	
NO3	Renewable energy systems (not covered by an appropriate Competent Persons scheme)	Fee	£60.00	£130.00	£237.50
		VAT	£12.00	£26.00	
		Total	£72.00	£156.00	
NO4	Installation of new shop front	Fee	£60.00	£130.00	£237.50
		VAT	£12.00	£26.00	
		Total	£72.00	£156.00	
NO5	Cost of work exceeding £5000 but not exceeding £25000	Fee	£125.00	£245.00	£462.50
		VAT	£25.00	£49.00	
		Total	£150.00	£294.00	
NO6	Replacement windows, rooflights, roof windows or external glazed doors (exceeding 20 units)	Fee	£125.00	£245.00	£462.50
		VAT	£25.00	£49.00	
		Total	£150.00	£294.00	
NO7	Renovation of thermal elements	Fee	£125.00	£245.00	£462.50
		VAT	£25.00	£49.00	
		Total	£150.00	£294.00	
NO8	Installation of Raised Storage Platform within an existing building	Fee	£125.00	£245.00	£462.50
		VAT	£25.00	£49.00	
		Total	£150.00	£294.00	
NO9	Cost of works exceeding £25000 but not exceeding £100000	Fee	£165.00	£400.00	£706.25
		VAT	£33.00	£80.00	
		Total	£198.00	£480.00	
N10	Fit out of building up to 100m ²	Fee	£155.00	£385.00	£675.00
		VAT	£31.00	£77.00	
		Total	£186.00	£462.00	
N11	Cost of works exceeding £100000 but not exceeding £250000	Fee	£230.00	£555.00	£981.25
		VAT	£46.00	£111.00	
		Total	£276.00	£666.00	

Where Standard Charges are not applicable please contact Building Control on 01799 510539

APPENDIX F continued...

FEES AND CHARGES

Planning Applications			
For the current schedule of planning application fees, please visit the Uttlesford District Council website:			
http://www.uttlesford.gov.uk/article/2160/Planning-Application-Fees			

Planning Pre-application advice	2017/18 charge £	2018/19 charge £	Does the charge include VAT?
Householder			
Written Advice	60.00	60.00	Yes
Meeting 1/2 hr and written advice	150.00	150.00	Yes
Listed Building written advice	175.00	175.00	Yes
Listed Building meeting 1 hr and written advice	300.00	300.00	Yes
Non-Residential inc. change of use			
less than 1000 sq. m. written	150.00	150.00	Yes
less than 1000 sq. m. meeting	300.00	300.00	Yes
1000-1999 sq.m. written	300.00	300.00	Yes
1000-1999 sq.m. meeting	750.00	750.00	Yes
2000 - 4999 sq. m. meeting	1250.00	1250.00	Yes
Over 5000 sq. m.	POA	POA	Yes
Residential			
1 dwelling	250.00	250.00	Yes
1 Listed dwelling	400.00	400.00	Yes
2-9 dwellings	500.00	500.00	Yes
10-30 dwellings	1000.00	1000.00	Yes
31-100 dwellings	1650.00	1650.00	Yes
101-300 dwellings	2400.00	2400.00	Yes
Planning Performance Agreements (PPAS)	N/A	POA	Yes

Other Planning fees and charges	2017/18 charge £	2018/19 charge £	Does the charge include VAT?
Documents provided under Local Government Access to Information Act 1985	10p a sheet plus £25 per	10p a sheet plus £25 per	Yes
Documents - TPO, BPN, LB	hour if job	hour if job	
Planning & Building Regulation Decision Notices	exceeds 1 hour	exceeds 1 hour	
Uttlesford Local Plan Adopted 2005	25.00	25.00	Yes
Confirmation regarding Agricultural Ties	24.00	24.00	Yes

APPENDIX F continued...

FEES AND CHARGES

Car Parking	2017/18 charge £	2018/19 charge £	Does the charge include VAT?
<u>Saffron Walden</u>			
<i>Fairycroft</i>			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
3 Hours	2.00	2.00	Yes
<i>Common</i>			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
3 Hours	2.00	2.00	Yes
<i>Rose & Crown</i>			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
<i>Swan Meadow</i>			
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
4 Hours	2.00	2.00	Yes
6 Hours	2.50	2.50	Yes
9 Hours	3.50	3.50	Yes
Season Tickets (6 months)	175.00	175.00	Yes
Season Tickets (per annum)	300.00	300.00	Yes
<u>Coaches</u>			
5 Hours	3.00	3.00	Yes
9 Hours	6.00	6.00	Yes

APPENDIX F continued...

FEES AND CHARGES

Car Parking	2017/18 charge £	2018/19 charge £	Does the charge include VAT?
<u>Great Dunmow</u>			
<i>White Street</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
4 Hours	2.00	2.00	Yes
5 Hours	2.40	2.40	Yes
9 Hours	3.50	3.50	Yes
Season Ticket (6 months)	175.00	175.00	Yes
Season Ticket (per annum)	300.00	300.00	Yes
<i>New Street/Chequers & Angel Lane</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
<i>Chequers</i>			
Season Ticket (6 months)	175.00	175.00	Yes
Season Ticket (per annum)	300.00	300.00	Yes
<u>Stansted Mountfitchet</u>			
<i>Lower Street</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
2 Hour	1.00	1.00	Yes
3 Hours	1.20	1.20	Yes
4 Hours	2.00	2.00	Yes
6 Hours	2.40	2.40	Yes
9 Hours	4.70	4.70	Yes
Coaches	6.00	6.00	Yes
Season Ticket - Commuter employed locally (6 months)	130.00	130.00	Yes
Season Ticket - Commuter employed locally (per annum)	250.00	250.00	Yes
Season Ticket - Commuter employed elsewhere (6 months)	220.00	320.00	Yes
Season Ticket - Commuter employed elsewhere (per annum)	420.00	620.00	Yes
<i>Crafton Street</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
9 Hours	3.00	3.00	Yes
Season Ticket - Commuter employed locally (6 months)	130.00	130.00	Yes
Season Ticket - Commuter employed locally (per annum)	250.00	250.00	Yes
Season Ticket - Commuter employed elsewhere (6 months)	220.00	220.00	Yes
Season Ticket - Commuter employed elsewhere (per annum)	420.00	420.00	Yes

APPENDIX F continued...

FEES AND CHARGES

Environmental Health	2017/18 charge £	2018/19 charge £	Does the charge include VAT?
Food and Water Safety			
Food Safety course - level 2 certificate	80.00	80.00	No
Health Certificate for Export	85.00	90.00	No
Voluntary Surrender Certificate	75.00	80.00	No
Water Samples (Airport)	25.00	25.00	Yes
Private water supply sample collection fee (plus laboratory charges)	25.00	43.00	Yes
Private water supply carrying out of Risk Assessment - per hour	54.00	54.00	No
Investigation (each visit)	54.00	54.00	No
Analysis under reg 10	25.00	25.00	No
EIR information	108.00	111.00	No
Contaminated land	108.00	111.00	No
Officer charges for works in default - per hour	54.00	54.00	No
Chemical Water Samples on request	Charged at Cost	Charged at Cost	Yes
Imported Food Inspection Charges			
POAO per CVED (Products of animal origin) (per consignment)	175.00	180.00	No
POAO per additional CVED on same AWB	50.00	50.00	No
POAO per CVED Out of Hours additional fee (Products of animal origin)	75.00	75.00	No
High Risk NAO per CED (Non animal origin)	55.00	55.00	No
High Risk NAO sampling fee + laboratory charges	60.00	65.00	No
High Risk NAO per CED Out of Hours	65.00	65.00	No
High Risk NAO Out of Hours sampling fee + laboratory charges	95.00	95.00	No
High Risk destruction charge + disposal costs	60.00	60.00	No
IUU Catch Certificate EEA	25.00	25.00	No
IUU Catch Certificate non EEA	50.00	50.00	No
CED rejection fee	50.00	75.00	No
Consignment abandon fee	60.00	60.00	No
New Charge			
ID check - Weekdays	N/A	50.00	No
ID check - Weekends	N/A	85.00	No
Organics check - Weekdays	N/A	40.00	No
Organics check - Weekends	N/A	60.00	No
Melamine check	N/A	75.00	No
Destruction Supervision	N/A	55.00	No

APPENDIX F continued...

FEES AND CHARGES

Environmental Health	2017/18 charge £	2018/19 charge £	Does the charge include VAT?
<u>Animals</u>			
Micro chipping - Pets - Microchip event	16.50	18.00	Yes
Stray dog - administrative costs (plus kennel and vet fees if applicable)	25.00	50.00	No
Stray dog - statutory fee	25.00	25.00	No
<u>Other charges</u>			
Licensing of Houses of Multiple Occupancy (HMO) std fee for up to 5 bedrooms	697.00	717.00	No
5 letting rooms or more - charge per additional room	26.50	27.50	No
Housing Immigration Inspection	160.00	165.00	No
Copy of Food Register - Whole - (hourly charge or part thereof)	70.00	70.00	No
Copy of Food Register - Single premises	25.00	25.00	No
Housing improvement notice - fixed price	233.75	241.00	No
Suspended improvement notice - fixed price	233.75	241.00	No
Prohibition order - fixed price	233.75	241.00	No
Suspended prohibition order - fixed price	233.75	241.00	No
Emergency prohibition order - fixed price	233.75	241.00	No
Emergency remedial action notice - fixed price	233.75	241.00	No

APPENDIX F continued...

FEES AND CHARGES

Museum	2017/18 charge £	2018/19 charge £	Does the charge include VAT?
<u>Museum Admission Charges</u>			
Admission Charge adult (over 18)	2.50	2.50	Yes
Admission Charge discount adult	1.25	1.25	Yes
Admission Charge children	0.00	0.00	N/A
Season Ticket adult	8.00	8.00	Yes
Season Ticket discount	4.00	4.00	Yes
<u>Museum Learning Services</u>			
Taught session for schools per pupil	3.00	3.00	Yes
Taught session for schools min group charge	48.00	48.00	Yes
Taught session in schools half-day (from September 2017)	120.00	120.00	Yes
Taught session schools whole day (from September 2017)	210.00	210.00	Yes
School and Reminiscence Loan Boxes per half term	12.00	18.00	Yes
School Loan, Reminiscence and Reference Boxes for max. of 1 week	N/A	12.00	Yes
Charge for craft activities per child	N/A	1.50	Yes
<u>Reproduction Charges</u>			
<u>Fee for providing images of collections for commercial publications</u>			
* New Charging Structure			
One country / language	108.00	N/A*	Yes
Two or more countries	134.40	N/A*	Yes
Regional publication	54.00	N/A*	Yes
Local publication	14.40	N/A*	Yes
Still image for regional TV	134.40	N/A*	Yes
Still image for national TV	270.00	N/A*	Yes
Film and video, regional TV	96.00	N/A*	Yes
Film and video, national TV	192.00	N/A*	Yes
Facility fee for use as "set"	162.00	N/A*	Yes
Printed image (books etc) on cover, East of England region	N/A*	96.00	Yes
Printed image (books etc) inside, East of England region	N/A*	45.00	Yes
Printed image (books etc) on cover, UK and international	N/A*	126.00	Yes
Printed image (books etc) inside, UK and International	N/A*	64.80	Yes
Website image, corporate / commercial use	N/A*	72.00	Yes
Television, East of England region	N/A*	60.00	Yes
Television, UK	N/A*	78.00	Yes
Television, International	N/A*	120.00	Yes
Supply of new image (in-house photography)	N/A*	5.00	Yes
<u>Hire of premises (corporate and private)</u>			
Museum - Hire for first hour	75.00	75.00	No
Museum - Hire per hour after first hour	50.00	50.00	No
<u>Museum Evening Group Visits with talk or activity</u>			
Evening talk/ activity and viewing of galleries	50.00	N/A	No
Evening talk/ activity and viewing of galleries (VAT has to be charged from 01/04/2018)	N/A	78.00	Yes

APPENDIX F continued...

FEES AND CHARGES

Museum	2017/18 charge	2018/19 charge	Does the charge include
	£	£	VAT?
<u>Museum Shirehill Store Group Visits and Workshops</u>			
Weekday daytime min charge (1 hr session + set-up/clear-up)	18.00	24.00	Yes
Weekday daytime charge per additional hour	12.00	18.00	Yes
Evening visit (per hour for 2017-18)	24.00	78.00	Yes
Saturday half-day	90.00	90.00	Yes
Saturday whole day	174.00	174.00	Yes
<u>Museum Staff lectures and talks at other venues</u>			
Talks for local groups, in Uttlesford or 20-mile radius of Saffron Walden	50.00	N/A	No
Talks for local groups, outside Uttlesford or 20 mile radius of Saffron Walden	60.00	N/A	No
Talks for local groups, in Uttlesford or 20-mile radius of Saffron Walden (VAT has to be charged from 01/04/2018)	N/A	72.00	Yes
Talks for local groups, outside Uttlesford or 20 mile radius of Saffron Walden (VAT has to be charged from 01/04/2018)	N/A	84.00	Yes

Land Charges
<p>For the current schedule of land charges, please visit the Uttlesford District Council website:</p> <p>http://www.uttlesford.gov.uk/article/1910/Local-Land-Charges-and-Searches</p>

Lifeline (Council Tenants and Private Residents)	2017/18 charge	2018/19 charge	Does the charge include
	£	£	VAT?
Lifeline units - Level 1 - Weekly charge - including evening and weekend emergency response visits	5.14	5.34	Yes*
Lifeline units - Level 2 - Extra Sensors (up to a maximum of 4, customers requiring more than 4 extra sensors will be charged at the rate of 50p per extra sensor)	6.36	6.61	Yes*
<i>*a zero rating for VAT will apply if the customer can provide evidence that they have a disability</i>			

APPENDIX F continued...

FEES AND CHARGES

Licensing	2017/18 charge £	2018/19 charge £	Does the charge include VAT?
<u>Taxi Licensing</u>			
Drivers (licence valid for 3 years)			
- New Application	140.00	173.00	No
- Renewal	129.00	160.00	No
Operators (licence valid for 5 years)			
- New Application	350.00	427.00	No
- Renewal	346.00	420.00	No
Vehicles (licence valid for 1 year)			
- New Application	50.00	58.00	No
- Renewal	42.00	47.00	No
Vehicle Licence Transfer Fee	23.00	40.00	No
CRB checks	Charged at cost	Charged at cost	No
<u>Caravan Site Licence Fees</u>			
<u>New Applications</u>			
1-5 pitches	405.00	405.00	No
6-10 pitches	405.00	405.00	No
11-20 pitches	486.00	486.00	No
21-50 pitches	569.00	569.00	No
51-100 pitches	747.00	747.00	No
>100 pitches	810.00	810.00	No
<u>Licences</u>			
Animal boarding establishment	169.00	174.00	No
Home boarding	137.00	141.00	No
Dog breeding establishment	137.00	141.00	No
Riding establishment	238.00	245.00	No
Pet shop	137.00	141.00	No
Dangerous wild animals	268.00	276.00	No
Zoo licence (5 years)	690.00	717.00	No
Skin piercing premises & 1 person	180.00	180.00	No
Skin piercing additional person	10.00	10.00	No
Additional ear piercing operator added at a later date	40.00	40.00	No
Additional operator added at a later date (other)	N/A	60.00	No
Additional treatment added at a later date	70.00	70.00	No
<u>Scrap Metal</u>			
Grant of a site or collectors licence	367.00	367.00	No
- each additional site after first site	192.00	192.00	No
Renewal of a site or collectors licence	322.00	322.00	No
- each additional site after first site	192.00	192.00	No
Variation of a site or collectors licence	130.00	130.00	No
- each additional site being added to the licence	322.00	322.00	No
<u>Alcohol Licensing Act 2003</u>			
For the current schedule of statutory fees, please visit the Uttlesford District Council website: http://www.uttlesford.gov.uk/article/2295/Licensing-Act-2003---Personal http://www.uttlesford.gov.uk/article/2023/Licensing-Act-2003---Premises			
<u>Gambling Act 2005</u>			
For the current schedule of fees, please visit the Uttlesford District Council website: http://www.uttlesford.gov.uk/article/2292/Gambling-Act-2005			

APPENDIX F continued...

FEES AND CHARGES

Saffron Walden Offices	2017/18 charge £	2018/19 charge £	Does the charge include VAT?
<u>Room charges - non wedding - minimum 2 hour charge applies</u>			
Room hire - Flitch (Chairman's room) (per hour)	30.00	30.00	Yes
Room hire - Flitch (Chairman's room) (per hour) Charity Rate	24.00	24.00	Yes
Room hire - Cutlers (Committee room) (per hour)	60.00	60.00	Yes
Room hire - Cutlers (Committee room) (per hour) Charity Rate	24.00	24.00	Yes
Room hire - Gibson (Council Chamber) (per hour)	78.00	78.00	Yes
Room hire - Gibson (Council Chamber) (per hour) Charity Rate	48.00	48.00	Yes
Refreshments - per 10 people	13.20	13.20	Yes
<u>Room charges - wedding</u>			
Chairman's Room Mon-Thur	74.00	74.00	Yes
Chairman's Room Friday	114.00	114.00	Yes
Chairman's Room Saturday a.m.	149.00	149.00	Yes
Chairman's Room Saturday p.m.	175.00	175.00	Yes
Chairman's Room Sunday/B.Holiday	250.00	250.00	Yes
Committee Room Mon-Thur	100.00	100.00	Yes
Committee Room Friday	140.00	140.00	Yes
Committee Room Saturday a.m.	175.00	175.00	Yes
Committee Room Saturday p.m.	200.00	200.00	Yes
Committee Room Sunday/B.Holiday	275.00	275.00	Yes
Council Chamber Mon-Thur	150.00	150.00	Yes
Council Chamber Friday	190.00	190.00	Yes
Council Chamber Saturday a.m.	225.00	225.00	Yes
Council Chamber Saturday p.m.	250.00	250.00	Yes
Council Chamber Sunday/B.Holiday	300.00	300.00	Yes
Chamber + Chairman's Mon-Thur	175.00	175.00	Yes
Chamber + Chairman's Friday	265.00	265.00	Yes
Chamber + Chairman's Saturday a.m.	325.00	325.00	Yes
Chamber + Chairman's Saturday p.m.	375.00	375.00	Yes
Chamber + Chairman's Sunday/B.Holiday	500.00	500.00	Yes
Chamber + Committee Mon-Thur	200.00	200.00	Yes
Chamber + Committee Friday	280.00	280.00	Yes
Chamber + Committee Saturday a.m.	350.00	350.00	Yes
Chamber + Committee Saturday p.m.	400.00	400.00	Yes
Chamber + Committee Sunday/B.Holiday	550.00	550.00	Yes

APPENDIX F continued...

FEEES AND CHARGES

Print Room	2017/18 charge £	2018/19 charge £	Does the charge include VAT?
Printing services for town & parish councils, voluntary organisations, clubs & societies. Hourly charge. Materials charged on top. * Addition of VAT varies depending on what is being printed.	40.00	41.50	No*

Refuse Collection & Recycling	2017/18 charge £	2018/19 charge £	Does the charge include VAT?
Bulky waste	17.00	17.50	No
Kerbside Garden Collection	40.00	40.00	No
Town/Parish Council Garden Waste weekend collection (per hour)	66.00	66.00	No
<u>Trade Waste</u>			
Trade sacks (3 cubic feet)	1.96	2.07	No
Bins 180 litres	N/A	3.22	No
Bins 240 litres	5.38	5.71	No
Bins 660 litres	12.47	13.22	No
Eurobins 1100 litres	19.23	20.39	No
6 cu yd	117.51	124.56	No
8 cu yd	138.40	146.70	No
Light Containers - 12 cubic yard	138.40	146.70	No
Heavy Containers - 12 cubic yard	216.88	229.90	No