

Committee: Cabinet

Agenda Item

Date: 16 February 2017

15

Title: General Fund and Council Tax 2017/18

Portfolio Holder: Councillor Simon Howell

Summary

1. This report presents the 2017/18 General Fund budget for consideration by the Cabinet on 16 February ahead of final determination by Full Council on 23 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 Scrutiny Committee reviewed the budget reports on 7 February. Comments from the Committee are in a separate item on the agenda.

Recommendations

4. The Cabinet is requested to recommend that the Full Council approves the General Fund Council Tax requirement of £5,034,621 summarised in paragraphs 16 - 22.
5. The Cabinet is recommended to approve 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 2017/18.
9. The estimates, as summarised in Appendix A, show a Council Tax Requirement of £5,034,621 which balances to the level of Council Tax yield, assuming an increase of 2% in Council Tax.
10. The Cabinet is required to determine a recommended budget for consideration by the Council on 23 February.
11. The estimates in this report are based on the recommended Capital Programme, Treasury Management Strategy and Housing Revenue Account budget for 2017/18 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.

2017/18 Budget Strategy

12. On 1 December 2016, the Cabinet determined its strategy for the 2017/18 budget and this was formed based on the residents and the local businesses consultation responses. The table in point 14 summarises the responses and priorities from the Residents and Local Businesses Consultations, the draft 2017/18 budget has been prepared where possible in line with the consultations.

Residents and Local Business Consultations

13. During the summer 2016, 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 2016/17. The residents consultation comprised of;
 - a) a telephone survey of over 500 residents
 - b) online and paper questionnaires and face-to-face surveys carried out in the district's main towns and villages
 - c) a copy of the survey was included in the summer Citizens Panel questionnaire
14. This is the first year that a dedicated consultation has been run asking businesses directly for their views on council spending, in previous years the consultation has been limited to Business Networking Groups. A multi directional approach was taken which comprised of an online consultation to enterprises registered on the Uttlesford Business Directory, local business support groups and the two town teams.

Survey respondents' priority		
	Residents	Local Businesses
Statutory Services		
1 st	Emptying Bins, including litter and dog bins	Planning how the district will develop in the coming decades, including where new housing and businesses will be located
2 nd	Providing council and sheltered housing for the elderly	Emptying bins, including public litter and dog bins
3 rd	Planning how the district will develop in the coming decades, including where new housing and businesses will be located	Sweeping the streets, litter picking, clearing up fly tipping and keeping the district council owned land tidy
Lowest Priority	Giving advice on work to listed buildings and work to protect trees	Giving advice on work to listed buildings and work to protect trees
Other Services		
1 st	Working with the police and other organisations to keep Uttlesford Safe	Working with the police and other organisations to keep Uttlesford Safe
2 nd	Enforcement work including prosecuting people for not paying council tax or council house rent, benefit fraud and fly tipping	Promoting and Supporting businesses in the area
3 rd	Educating young people about the dangers of drugs and alcohol	Enforcement work including prosecuting people for not paying council tax or council house rent, benefit fraud and fly tipping
Lowest Priority	Collecting stray animals, microchipping dogs and cats and dealing with complaints from the public about pet and animal related issues	Collecting stray animals, microchipping dogs and cats and dealing with complaints from the public about pet and animal related issues

15. When setting the budget for 2017/18 consideration was given to both the residents and businesses responses on service priorities. The table below details the priorities with the budget.

Respondents Priorities	Consistency with Budget
Emptying Bins, including litter and dog bins	Additional resources and capital investment in Street Services
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
Providing council and sheltered housing for the elderly	Refurbishment of Sheltered Housing complexes continue and completion of redeveloped complex
Sweeping the streets, litter picking, clearing up fly tipping and keeping the district council owned land tidy	Additional resources and capital investment in Street Services
Working with the police and other organisations to keep Uttlesford Safe	Enhancing the Community Safety Hub Police located on the council site at Saffron Walden
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	Additional investment of a new post to support the Economic Development Strategy
Educating young people about the dangers of drugs and alcohol	Integral element of the Health and Wellbeing agenda

2017/18 resources available

16. By law the budget (Council Tax Requirement) has to balance to the expected Council Tax income receivable.
17. The Director of Finance and Corporate Services (s151 Officer), under delegated authority, has approved the Council Taxbase to be used when setting the 2017/18 draft Council Tax. The Taxbase, expressed in Band D equivalents, is 37,234.37, an increase of 2.11% on the 2016/17 figure of 36,463.81. Deducted from the 37,234.37 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 2,010.63. This produces a Taxbase for budget setting purposes of **35,223.74**.
18. The 2016/17 UDC Band D Council Tax was £140.13. In accordance with the Cabinet's guidance, an increase of 2% has been assumed for the purpose of preparing this

report, this give a Band D figure for 2017/18 of **£142.93**. Multiplied by the taxbase, this would produce a Council Tax yield of **£5,034,621**.

19. The Council is therefore required to balance its net budget to a **Council Tax Requirement of £5,034,621**.

	2016/17	2017/18	% Change
Taxbase (gross)	36,463.81	37,234.37	2.11%
LCTS Discounts	(2,013.06)	(2,010.63)	-0.12%
Taxbase (net)	34,450.75	35,223.74	2.24%
Band D	£140.13	£142.93	2.00%
Council Tax Yield	£4,827,584	£5,034,621	4.24%

20. The Council Tax Yield is higher than the equivalent sum for 2016/17, this is explained below:

2016/17 Council Tax Requirement	4,827,584
Additional income arising from Taxbase increases	108,319
Additional income arising from UDC 2% increase	98,718
2017/18 Council Tax Requirement	5,034,621

21. The £5,034,621 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 2017/18

22. Assuming an increase of 2% 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	2016/17 UDC	2017/18 UDC	Increase 2% £/year
	No.	%		Council Tax £	Council Tax £	
A	1,052	3.02%	6/9ths	93.42	95.29	1.87
B	3,587	10.31%	7/9ths	108.99	111.17	2.18
C	7,984	22.96%	8/9ths	124.56	127.05	2.49
D	6,891	19.81%	9/9ths	140.13	142.93	2.80
E	6,306	18.13%	11/9ths	171.27	174.69	3.42
F	4,392	12.63%	13/9ths	202.41	206.45	4.04
G	4,162	11.97%	15/9ths	233.55	238.22	4.67
H	407	1.17%	18/9ths	280.26	285.86	5.60
Total	34,781	100%				

General Fund Budget

23. The 2017/18 budget has a surplus of £564,000 which has been allocated to the Strategic Initiatives Fund Reserve subject to the approval of the reserves strategy earlier in the agenda.
24. Included in the corporate items other net cost there is a £200,000 efficiency saving identified, which reduces the bottom line net expenditure requirement. The Council was required to produce an Efficiency Plan when accepting the four year settlement offered by government. The Council is currently working on a detailed action plan to deliver these efficiencies.
25. Details of the settlement deal and the efficiency plan are discussed in the Medium Term Financial Strategy earlier in the agenda.
26. A summary of the 2017/18 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.

	2016/17 Original Budget £ '000	2016/17 Restated Budget £ '000	2017/18 Original Budget £ '000	Increase / (Decrease) £ '000
<u>Portfolio budgets</u>				
Net Service Expenditure	9,895	9,841	11,448	1,607
<u>Corporate items</u>				
Capital Financing Costs	2,497	3,716	1,861	(1,855)
Recharge to HRA	(1,666)	(1,666)	(1,800)	(134)
Corporate Items other (net)	(26)	(26)	649	675
Net Expenditure	10,700	11,865	12,158	293
<u>Funding</u>				
New Homes Bonus - Grant	(4,280)	(4,280)	(3,772)	508
Business Rates Retention	(2,689)	(2,689)	(1,559)	1,130
Revenue Support Grant	(684)	(684)	(255)	429
Rural Services Delivery & Transitional Grant	0	(338)	(285)	53
Council Tax - Collection Fund Balance	(152)	(152)	(193)	(41)
	(7,805)	(8,143)	(6,064)	2,079
Net Operating Expenditure	2,895	3,722	6,094	2,372
Strategic Initiatives Reserve	2,369	2,431	114	(2,317)
Net Transfers to/(from) other earmarked reserves	(437)	(1,325)	(1,174)	151
	1,932	1,106	(1,060)	(2,166)
Council Tax Requirement	4,828	4,828	5,035	207
Council Tax (precept levied on Collection Fund)	(4,828)	(4,828)	(5,035)	(207)
	0	0	0	0

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

	2016/17 Original Budget £ '000	2016/17 Restated Budget £ '000	2017/18 Original Budget £ '000	Increase / (Decrease) £ '000
Employees	9,735	9,681	10,855	1,174
Premises	704	704	713	9
Transport	632	632	605	(27)
Supplies & Services	5,303	5,303	6,084	781
Third Party Payments	249	249	231	(18)
Transfer Payments	17,072	17,072	17,033	(39)
Expenditure	33,695	33,641	35,521	1,880 (Increase) / Decrease £ '000
External Funding	(1,541)	(1,541)	(1,619)	(78)
Fees & Charges	(4,364)	(4,364)	(4,526)	(162)
Specific Govmt Grants	(17,239)	(17,239)	(17,250)	(11)
Other Income	(656)	(656)	(678)	(22)
Income	(23,800)	(23,800)	(24,073)	(273)
Net portfolio expenditure	9,895	9,841	11,448	1,607

28. The following table is a reconciliation of the movement from the 2016/17 budget to the 2017/18 estimates. Details of all budget changes and adjustments are given in Appendix C.

	£' 000	£' 000
Council Tax Requirement - 2016/17		4,828
<u>Portfolio budget changes (£5k Minimum)</u>		
Inescapable growth	497	
Service Growth	1,448	
Efficiency Savings	(160)	
Changes to Income	(91)	
Other Adjustments	(55)	
Minor Variances < £5k	(33)	
<u>Corporate Items</u>		
Capital financing cost decrease	(636)	
Increase in HRA share of costs	(135)	
Triannual pension payment	770	
Efficiencies & Income Opportunities	(200)	
Other various	105	
<u>Funding Items</u>		
Reduction in settlement funding	429	
Reduction in New Homes Bonus	507	
Net impact of Collection Fund related transaction	785	
Net change in draw on reserves	(2,941)	
Other net adjustments	(83)	
Total net changes to base budget		207
Council Tax Requirement - 2017/18		<u>5,035</u>

Key budget items

29. The key movements in the 2017/18 budget changes are detailed in the following table:

Key Budget Movements	£' 000
Services	
One off cost of consultancy for due diligence review relating to potential income opportunities for the councils new commercial company (Aspire), funded from the Strategic Initiatives Reserves	450
Pay increases, realignment of the pay grades to aid retention and recruitment of staff	429
Salary increase relating to inflationary and incremental increases. This is the increased cost to salaries had the salary uplift proposal not been included in the budget	366
To facilitate and enable customer service improvement to enhance customer interactions with the Council	100
First of a two year budget for agency and consultants to support work on the Local Plan, funded from the Planning Reserve	275
50% reduction in Town and Parish grants for Local Council Tax Support	(95)
	<hr style="width: 100%; border: 0.5px solid black;"/> 1,525
Corporate Costs and Funding	
Capital Financing has reduced due to the anticipated completion of capital projects and the subsequent financing of these	(1,855)
Collection fund for Business Rates is in deficit due to the Stansted Airport settlement. The element to be backdated to 2010 was expected to be approximately £8m, as advised by our independent consultants, Analyse Local. The actual award was for £11m, this is the Councils share of the shortfall in the provision	1,009
New Homes Bonus was reduced following the governments review of the scheme, reducing in 2017/18 to a 5 year scheme and the introduction of a deadweight factor of 0.4% (no grant for natural growth)	508
Revenue Support Grant planned government reduction. This is the final year of this grant	429
	<hr style="width: 100%; border: 0.5px solid black;"/> 91
Total key movements	<hr style="width: 100%; border: 0.5px solid black;"/> 1,616 <hr style="width: 100%; border: 0.5px solid black;"/>

Risks and Assumptions

30. The key areas of risk both adverse and favourable are shown below, a full analysis of all risks and assumptions have been included in Appendix D.
- **Local Plan** – that the consultancy costs exceed the level budgeted for and the reserve is insufficient to cover the extra work required.
 - **Efficiency Savings** – that new sources of income and/or efficiencies are not identified.
 - **Business Rates Appeals** – Although the biggest risk appeal (Stansted Airport) has now been settled, there are still large numbers of historic appeals outstanding with the Valuation Office. These outstanding appeals could still have a moderate adverse impact on our budget.

Local Government Finance Settlement

31. On the 15 December the Council received the provisional notification of the settlement for 2017/18. Final figures are expected to be confirmed sometime early February.
32. The Settlement comprises of the following:
- Revenue Support Grant (RSG)
 - Localised Business Rates Retention (BRR)
 - New Homes Bonus (NHB)
 - Rural Services Delivery Grant (RSDG)
 - Transition Funding
33. There is 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.
34. 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 changes made to the scheme for 2017/18 are;
- Changing to a 5 year scheme in 2017/18 and moving to a 4 year scheme in 2018/19.
 - Introduction of a deadweight factor of 0.4%. This means grant is only received on the number of houses which are above the national baseline, for Uttlesford this equates to the loss of 149 properties.
35. Further consultation is planned for 2017/18 on the removal of NHB grant for houses approved on appeal and no grant where the Local Authority has not submitted a Local Plan.
36. Business Rates has not seen any significant changes in 2017/18, as the government continues with its plan for 100% retention in 2020.
37. A full revaluation of all business premises was carried out in 2016 to reflect changes in the property markets; this included a revision of the multipliers. The multipliers are the

mechanism to calculate the net collectable income (rateable value x multiplier = amount payable) due on business premises; these have been revised as follows.

- properties with a rateable value over £50,000, multiplier is 47.9 (previously over £18,000 set at 49.7)
- properties with a rateable value below £50,000, multiplier is 46.6 (previously set at 48.4)

38. Other amendments to the current Business Rates are;

- Increase Rural Rate Relief to 100% to bring it in line with Small Business Relief; this is funded through the Section 31 grant.
- Inclusion of the section 31 grant (to fund mandatory rate reliefs) within the income calculation, this increases our levy payment.

General Fund Reserves

39. The forecast on the Working Balance as at 31 March 2017 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 £1.280m, this is included in the 2017/18 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 MTFs in The Reserves Strategy.

42. The table below shows how the reserves have been used in the 2017/18 budget.

Use of Reserves - to/(from)	£' 000
Commercialisation - Due diligence (Aspire)	(450)
Pension - 3 year deficit payment	(770)
Transformation - Service Enhancement	(100)
Homelessness	(40)
Planning Reserve	(275)
Elections	25
Working Balance	(14)
2017/18 Surplus	564
	<u>(1,060)</u>

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.

Outstanding Issues

45. At the time of writing this report, the following issues were outstanding; the updated position will be reported verbally.
 - Confirmation of the Funding settlement for 2017/18
 - Final notifications of the formal precept figures from Essex County Council, Essex Police and Essex Fire.

Risk Analysis

46. 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 A – GENERAL FUND SUMMARY 2017/18

£000	2016-17 Original Budget	2016/17 Restated Budget	2017/18 Original Budget	Increase / (Decrease)
Portfolio Budgets				
Communities & Partnerships	902	982	1,012	29
Environmental Services	2,380	2,505	3,111	606
Finance & Administration	5,216	4,947	5,720	773
Housing & Economic Development	1,398	1,407	1,606	199
Subtotal - Portfolio Budgets	9,895	9,841	11,448	1,607
Corporate Items				
Capital Financing Costs	2,497	3,716	1,861	(1,855)
Investment Income	(119)	(119)	(65)	54
Apprenticeship Levy	0	0	51	51
Efficiencies & Income Opportunities	0	0	(200)	(200)
Pension Fund - Added Years	92	92	92	0
Pension Triannual Payment	0	0	770	770
Recharge to HRA	(1,330)	(1,330)	(1,507)	(177)
HRA Share of Corporate Core	(335)	(335)	(293)	42
Subtotal - Corporate Items	805	2,024	709	(1,315)
Subtotal - Budget	10,700	11,865	12,158	293
Funding				
Council Tax - Collection Fund Balance	(152)	(152)	(193)	(41)
New Homes Bonus - Grant	(4,280)	(4,280)	(3,772)	507
NNDR - UDC share (net of tariff)	(2,407)	(2,407)	(2,238)	169
NNDR - Levy Payment/(Safety Net Reimbursement)	505	505	529	24
NNDR - Section 31 Funding	(536)	(536)	(722)	(186)
NNDR - Collection Fund Balance	(231)	(231)	1,009	1,240
NNDR - Renewable Energy Schemes	0	0	(136)	(136)
NNDR - Transfer to/(from) Ring-fenced Reserve	(20)	(20)	0	20
Rural Services Grant	0	(338)	(285)	53
Settlement Funding	(684)	(684)	(255)	429
Subtotal - Funding	(7,805)	(8,143)	(6,064)	2,079
Subtotal - Net Operating Expenditure	2,895	3,722	6,094	2,372
Transfers to/(from) Reserves				
DWP Reserve	50	50	0	(50)
Economic Development Reserve	0	0	0	0
Elections Reserve	25	25	25	0
Licensing Reserve	(16)	(16)	0	16
Homelessness Reserve	0	0	(40)	(40)
MTFS Reserve	0	0	0	0
Planning Development Reserve	0	0	(275)	(275)
Strategic Initiatives Reserve	2,369	2,431	114	(2,317)
Transformation Reserve	0	0	(100)	(100)
Pension Reserve	0	0	(770)	(770)
Waste Development Relocation Reserve	(600)	(1,488)	0	1,488
Waste Management Reserve	70	70	0	(70)
Working Balance	34	34	(13)	(47)
Subtotal - Movement in Earmarked reserves	1,932	1,106	(1,059)	(2,165)
Section 106 Funding - Transfers to/(from) S106 Reserves	0	0	0	0
Subtotal - Movement in Other reserves	0	0	0	0
COUNCIL TAX REQUIREMENT (BOTTOM LINE)	4,828	4,828	5,035	207
COUNCIL TAX (precept levied on Collection Fund)	(4,828)	(4,828)	(5,035)	(207)
OVERALL NET POSITION	0	0	0	(0)

APPENDIX B

COMMUNITY PARTNERSHIPS AND ENGAGEMENT PORTFOLIO

	2015/16 Outturn £ '000	2016/17 Original Budget £ '000	2016/17 Restated Budget £ '000	2017/18 Original Budget £ '000	Increase / (Decrease) £ '000
Assisted Travel	0	0	0	0	0
Community Information Centres	48	47	47	49	2
Community & Leisure Management	60	0	0	0	0
Day Centres	39	35	35	46	11
Emergency Planning	42	44	44	47	3
Grants & Contributions	318	373	373	377	4
Leisure & Performance	69	76	157	163	6
Leisure PFI	(86)	30	28	50	22
Museum Saffron Walden	169	180	181	202	21
New Homes Bonus	75	117	117	78	(39)
Renovation Grants	0	0	0	0	0
Sports Development	43	0	0	0	0
Portfolio Total	777	902	982	1,012	29

APPENDIX B continued..

ENVIRONMENTAL SERVICES

	2015/16 Outturn	2016/17 Original Budget	2016/17 Restated Budget	2017/18 Original Budget	Increase / (Decrease)
	£ '000	£ '000	£ '000	£ '000	£ '000
Animal Warden	33	32	32	32	0
Car Parking	(607)	(612)	(613)	(592)	21
Community Safety	55	149	149	154	5
Depots	54	60	60	58	(2)
Development Management	(385)	(364)	(288)	(230)	58
Environmental Management & Admin	107	112	0	0	0
Grounds Maintenance	211	223	223	289	66
Highways	(12)	(13)	(13)	(3)	10
Housing Strategy	94	114	115	112	(3)
Licensing	(236)	(126)	(126)	(55)	71
Local Amenities	28	8	8	8	0
Pest Control	0	0	0	0	0
Planning Management & Admin	403	388	382	421	39
Planning Policy	353	278	286	571	285
Planning Specialists	207	182	182	198	16
Public Health	377	521	680	682	2
Street Cleansing	297	294	294	302	8
Street Services Management & Admin	248	277	277	297	20
Vehicle Management	345	378	378	380	2
Waste Management	271	479	479	487	8
Portfolio Total	1,843	2,380	2,505	3,111	606

APPENDIX B continued..

FINANCE AND ADMINISTRATION

	2015/16 Outturn	2016/17 Original Budget	2016/17 Restated Budget	2017/18 Original Budget	Increase / (Decrease)
	£ '000	£ '000	£ '000	£ '000	£ '000
Benefit Administration	92	201	201	234	33
Business Improvement & Performance Team	64	80	0	0	0
Central Services	361	382	382	396	14
Conducting Elections	86	1	1	1	0
Conveniences	23	21	21	20	(1)
Corporate Management	632	667	667	761	94
Corporate Team	99	102	106	615	509
Electoral Registration	52	60	60	59	(1)
Enforcement	142	174	0	0	0
Financial Services	920	1,050	1,041	1,135	94
Housing Benefits	421	153	153	247	94
Human Resources	207	228	228	246	18
Information Technology	1,142	1,180	1,180	1,235	55
Internal Audit	110	114	114	129	15
Land Charges	(131)	(76)	(76)	(73)	3
Legal Services	23	99	99	97	(2)
Local Council Tax Support	7	(22)	(22)	(117)	(95)
Local Tax Collection	(100)	(90)	(90)	(110)	(20)
Non Domestic Rates	(137)	(145)	(145)	(145)	0
Offices	384	354	344	282	(62)
Office Cleaning	157	179	179	181	2
Revenues Administration	387	504	504	527	23
Portfolio Total	4,941	5,216	4,947	5,720	773

APPENDIX B continued..

HOUSING AND ECONOMIC DEVELOPMENT – GENERAL FUND

	2015/16 Outturn £ '000	2016/17 Original Budget £ '000	2016/17 Restated Budget £ '000	2017/18 Original Budget £ '000	Increase / (Decrease) £ '000
Building Surveying	(107)	(95)	(95)	(107)	(12)
Committee Administration	178	208	206	238	32
Communications	255	266	266	304	38
Customer Services Centre	332	384	384	420	36
Democratic Representation	313	326	326	324	(2)
Economic Development	133	130	141	181	40
Energy Efficiency	39	47	47	44	(3)
Health Improvement	24	112	112	126	14
Homelessness	190	175	175	212	37
Housing Grants	10	10	10	3	(7)
Lifeline	(140)	(165)	(165)	(139)	26
Portfolio Total	1,227	1,398	1,407	1,606	199

APPENDIX C – BUDGET ADJUSTMENTS

INESCAPABLE GROWTH (£5k MINIMUM)			
Portfolio	Service	Description	£' 000
All portfolios	Various services	Net inflationary increase in salaries	366 Ongoing
Finance & Administration	Information Technology	Support charges	27 Ongoing
Environmental Services	Waste Management	Processing and disposal fee increase	32 Ongoing
Environmental Services	Car Parks	Updated valuations on Business Rates	15 Ongoing
Finance & Administration	Financial Services	Insurance premiums due to inflation and prior year claims	23 Ongoing
Communities & Partnerships	Private Finance Initiative	Aligning with increases within the PFI model	23 Ongoing
Housing & Economic Development	Communications	Gov Delivery subscription	8 Ongoing
Environmental Services	Grounds Maintenance	Changes to residual waste treatment increasing disposal charge	5 Ongoing
			<u>499</u>

APPENDIX C – BUDGET ADJUSTMENTS

SERVICE INVESTMENT (£5K MINIMUM)			
Portfolio	Service	Description	£' 000
All Portfolios	Various Services	Salary increases	429 Ongoing reducing each year
Finance & Administration	Corporate Team	Consultants for Aspire	450 One off
Finance & Administration	Corporate Management	Enabling of customer service enhancements	100 One off
Environmental	Planning	Agency and Consultants	275 1st of 2 years
Environmental	Grounds Maintenance	4 x additional permanent posts	44 Ongoing
Finance & Administration	Corporate Team	1 x Post increase and additional hours for existing post	41 Ongoing
Environmental	Waste Management	Net increase for relief crew	38 Ongoing
Housing & Economic Development	Economic Development	1 year fixed term contract for Car Park Officer	29 One off
Environmental	Public Health - Commercial	Increase in staffing for commercial team	20 Ongoing
Finance & Administration	Legal Services	Increase in officer hours	11 Ongoing
Community & Partnerships	Day Centres	1 year extension to Day Centre Liaison Officer	10 One off
			<u><u>1,447</u></u>

APPENDIX C – BUDGET ADJUSTMENTS

EFFICIENCY SAVINGS (£5K MINIMUM)			
Portfolio	Service	Description	£' 000
Finance & Administration	Council tax Discounts	Annual reduction grants to parishes	(95) Ongoing
Communities & Partnerships	New Homes Bonus	50% reduction in members ward grants	(39) Ongoing
Environmental	Public Health - Commercial	Vacant post removed	(11) Ongoing
Environmental	Public Health	Decrease in grade of vacant officer post	(8) Ongoing
Housing & Economic Development	Housing Grants	Service being brought in house	(8) Ongoing
			<u>(161)</u>

APPENDIX C – BUDGET ADJUSTMENTS

CHANGES TO INCOME (£5K MINIMUM)			
Portfolio	Service	Description	£' 000
Increases			
Finance & Administration	S/W Offices	Net rental income increase for ground floor and lodge	(53) Ongoing
Housing & Economic Development	Building Control	Increase in collection of charges	(35) Ongoing
Environmental	Green Waste	Reflects current trend in income collection	(32) Ongoing
Finance & Administration	S/W Offices	Wedding Services	(23) Ongoing
Finance & Administration	Legal Services	Increase in cost recovery	(20) Ongoing
Environmental	Waste Management	Increase in charge per tonne	(18) Ongoing
Environmental	Trade Waste	Increase in cost recovery	(9) Ongoing
			<u>(190)</u>
Decreases			
Environmental	Licensing	Reflects profiling of various taxi license renewals	75 Ongoing
Housing & Economic Development	Lifeline	Reduction in Lifeline users	24 Ongoing
			<u>99</u>
			<u><u>(91)</u></u>

APPENDIX C – BUDGET ADJUSTMENTS

OTHER ADJUSTMENTS MATERIAL ITEMS (£5K MINIMUM)			
Portfolio	Service	Description	£000
Increases			
Finance & Administration	Housing Benefits	Net change to allowance and rebate expenditure	94 Ongoing
Environmental	Development Control	Net change in fees	19 Ongoing
Housing & Economic Development	Committee Administration	Adjustment of officer posts	12 Ongoing
Environmental	Planning	Training costs	7 One off
Finance & Administration	Financial Services	Net increase in staffing changes	7 Ongoing
			139
Decreases			
Environmental	Kitchen Waste	Kitchen waste income increase	(63) Ongoing
Environmental	Waste Management	Fuel costs	(35) Ongoing
Finance & Administration	Corporate Management	External Audit Fees	(22) Ongoing
Finance & Administration	Local Taxation	Adjustment of court cost recovery	(20) Ongoing
Environmental	Public Health	Food inspection confirmed to continue part year	(20) One off
Environmental	Vehicle Maintenance	Better quality purchases - spend to save	(16) Ongoing
Finance & Administration	Cleaning	Less expenditure of cleaning materials	(11) Ongoing
Housing & Economic Development	Homelessness	Reduction in service costs	(7) Ongoing
			(194)
		Net of other immaterial variances	(33)
			(88)

APPENDIX D

RISKS AND ASSUMPTIONS – ADVERSE AND FAVOURABLE

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)
DWP Grant	It is assumed that the Housing Benefit Subsidy Grant will be paid at similar or slightly reduced levels to 2016/17. The notification of grant amounts will not be made available however until the end of November 2016. There is therefore a risk that the amount budgeted may change with a more likely adverse rather than favourable impact.	<i>M</i>	<i>L</i>	<i>L</i>
Grants	Revised process for grants introduced in 2016/17 however there still may be a possibility that budgeted amounts are not realised through lack of applications.	<i>L</i>	<i>M</i>	<i>L</i>
DCLG LCTS Admin Grant	It is assumed that the LCTS Admin Grant will be paid at similar or slightly reduced levels to 2016/17. The notification of grant amounts are unlikely to be made available until early 2017. There is therefore a risk that the amount budgeted may change with a more likely adverse rather than favourable impact.	<i>M</i>	<i>L</i>	<i>L</i>
Rent Rebates Expenditure	It is assumed that Rent Rebate Expenditure will remain stable. There are no current plans to significantly increase the level of HRA stock and the implementation of Universal Credit is anticipated to continue to affect minimal numbers of claimants during the majority of the 2017/18 financial year. There is an adverse risk however that a large employer in the district may cease trading which could increase the amount of Housing Benefit claims made. Due to means testing calculations, there is also an adverse risk that the changes in Welfare Reform, such as changes in Tax Credits, could increase claimants housing benefit entitlements to compensate. With the implementation of Universal Credit, there is however a favourable risk that Rent Rebate expenditure may decrease if cases are migrated across quicker than currently projected.	<i>M</i>	<i>L</i>	<i>H</i>
Rent Allowance Expenditure	As above with the exception of HRA stock assumption and an additional risk of cost of rents significantly increasing in the Uttlesford area.	<i>M</i>	<i>L</i>	<i>H</i>
Rent Rebate and Allowance Subsidy	It is assumed that Rent Rebate Subsidy can continue to be claimed in line with levels reflected in previous years. There is a risk however that an increase in new burdens and requirements to increase the identification of fraud and error, 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 overpayment exceed the DWP stated upper threshold, no subsidy could be claimed for these amounts	<i>M</i>	<i>L</i>	<i>H</i>

APPENDIX D continued...

RISKS AND ASSUMPTIONS – ADVERSE AND FAVOURABLE

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)
Mobiles	The mobile phone contract is due for renewal in June 2017 prices could go up or down	<i>M</i>	<i>L</i>	<i>L</i>
Licensing	While at this stage there is no proposal to amend the current fees the Licensing service is undergoing a full review. This will include studies into the feasibility of introducing a knowledge test which if adopted will likely incur a charge. The management of the service is also under review together with the current staffing levels and remuneration which may also have an impact. Additional work is being done looking at moving to an electronic document management system and there are likely to be changes to administrative procedures to cover new statutory requirements dealing with immigration.	<i>M</i>	<i>L</i>	<i>L</i>
Turpins Bowls	The lease of the building determines that there will be a rent review in September 2017. This may impact on the amount of rental being received from the asset.	<i>M</i>	<i>L</i>	<i>L</i>
Office Rental	Three offices in the main building are being advertised for rent at circa £100k pa. There has been no interest since the rooms went on the market at the beginning of September. The budget assumption is income per annum of £75k to allow for voids/bad debt. Risk is rooms are not let	<i>M</i>	<i>L</i>	<i>H</i>
Weddings	This is a new service and promotion is on-going	<i>M</i>	<i>L</i>	<i>L</i>
PFI Leisure Contract	Budget follows PFI Model, however past few years outturn has been less than budgeted, a review of the model is therefore required to ascertain reasons for variances. Work with Management Company, Pario, to ensure budgetary risks minimalised.	<i>M</i>	<i>L</i>	<i>L</i>
Fuel supplies	Based on contractual indexation clauses an average increase of 3% has been assumed. However this is subject to petrol & diesel price volatility and the actual costs could go up or down.	<i>H</i>	<i>L</i>	<i>L</i>
Waste and Recycling	Change in tipping points as directed by WCA, which could potentially increase fuel costs not wholly mitigated by movement in bulking costs.	<i>M</i>	<i>L</i>	<i>L</i>
Waste and Recycling	Viridor charge review in May and Nov 2017 these will be dependent on market prices	<i>H</i>	<i>M</i>	<i>M</i>
Green Waste Income	Expect the same level of demand as in 2016/17, but may change.	<i>M</i>	<i>L</i>	<i>L</i>
Sickness absence	Amount of agency staff cover is dependant on levels of sickness	<i>M</i>	<i>L</i>	<i>M</i>

APPENDIX D continued...

RISKS AND ASSUMPTIONS – ADVERSE

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)
Agency Staff (Benefits)	It is assumed that benefits team staffing will remain relatively stable during 2017/18. There is a risk however that additional agency staff or overtime of current staff may be required to cover any vacant posts or additional work demands due to new or increased burdens being imposed.	L		L
Building Control Income	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 and any necessary adjustments made.	L		L
White Street Car Park	Remedial work needed to an underground Tar Pit that is leaking. No cost estimate at the moment, but cost is definite - was due in 16/17 but still has not been carried out. It will be a capital expenditure, the financing of capital expenditure is charged to the General Fund.	H		M
Mailroom Equipment	Re-tender for mailroom equipment cost unknown	M		L
Post/Print Room - MFD Printers	Re-tender for MFD printers at all sites; costs unknown	M		L
Planning fees	It is assumed that planning applications will continue to come in at the current rate. There is a risk that activity will slow down due to the recession.	M		M
DWP Discretionary Funding	It is assumed the the governments Discretionary Housing Payment Funding will remain stable, if not slightly increase for the 2017/18 financial year. There is a risk however that the amount granted will not meet local requirements following the implementation of welfare reform changes 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.	L		M
Disposal Costs	Braintree and EWD charges may increase	L		M
Highway Ranger Funding	Funding from ECC will be withdrawn	L		H
Local land charges income	The Land Registry is looking to take over responsibility for local land charges and is currently running pilot schemes. If this comes about the fee for local searches will be lost. It is unlikely that this will come about in the next 12 months but could be a significant risk for the future.	L		H

APPENDIX D continued...

RISKS AND ASSUMPTIONS – ADVERSE

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)
Planning fees	It is assumed that planning applications will continue to come in at the current rate. There is a risk that activity will slow down due to the recession.	M		H
Local plan	If the Local Plan is delayed, agency staff employed for longer. Further studies might also need to be carried out which haven't been budgeted for.	H H		H H
Business Rates	Main income stream for UDC in future Government funding arrangements. Its important that resources are in place to ensure new businesses are identified and any changes in RV monitored on a weekly basis to ensure any unusual changes are identified referred to professional rating surveyor with the view of challenging the VO decision	M		M
Software costs	The current Rev/Ben systems contract is being renewed currently. Potential risk of new software being purchased and additional training budget required and staff for data cleansing	M		L
Legal costs	Litigation has resulted in an extra strain on the legal costs budget. With Business rates revaluation coming in from April 2017 further litigation is possible	L		L
Revenues - Consultant	Potential need for a Rating Surveyor consultant following Business rates revaluation but this should result in a higher income for the collection fund	M		L
Green Waste	Parishes contribution to green waste weekend skip scheme 2017/18 will not be accepted by Parishes	M		M
Trade Waste Income	Budget includes 3% inflation and an increase in charges to cover ECC increased cost of disposal. There is a risk that demand may reduce.	L		M
Waste and Recycling Vehicles	Breakdown of fleet vehicles may require hire vehicles	M		M

APPENDIX D continued...

RISKS AND ASSUMPTIONS – FAVOURABLE

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 Surveying	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.	M	H	
Building Surveying Income	Environmental Health are planning to transfer part of the Disabled Facilities Grant work to BC instead of the Papworth Trust. Estimated recharge of £10k	M	M	
Pre Application Fees (incl PPAs)	It is assumed that pre- applications fees will continue to come in at the current rate. There is a possibility with PPAs that income could increase.	L	M	
Land Charges	The European Court of Justice has just agreed that local authorities can charge for staff time for dealing with EIR requests which may enable the council to recover additional fees. Detailed analysis of the judgement is currently underway	H	M	
Licensing Income	Trends show that there is likely to continue to be an increase in the number of drivers and vehicles licensed by the council leading to an increased income. The Police Reform and Social Responsibility Act contains provisions for the Secretary of State to make provision for fees under the Licensing Act 2003 to be set by licensing authorities whereas at present such fees are set by central government. The proposal is that the fees should be set on a break even basis. The Secretary of State has consulted on how this arrangement may be introduced but has expressed dissatisfaction with the consultation response. Further work is being undertaken. Once this has been done there will need to be consultation upon the draft regulations. It is unlikely that the new arrangements would come into effect before 2016/17.	H M	L L	
Planning Policy Government grant	It is assumed that the government grant will be cut or withdrawn so a prudent estimate of income has been made. It is possible that grant will come in at a higher level.	L	M	

Impact levels

L = up to £100,000

M = £100,000 to £250,000

H = over £250,000

APPENDIX E

GENERAL FUND RESERVES 2017/18

Reserve £000	Actual balance 1st April 2016	Forecast Transfer from GF	Forecast Transfers Between Reserves	Forecast Transfer to GF	Estimated balance 1st April 2017	Forecast Transfer from GF	Forecast Transfers Between Reserves	Forecast Transfer to GF	Estimated Balance 31st March 2018
<u>RINGFENCED RESERVES</u>									
Business Rates Reserve	500			(20)	480			0	480
DWP Reserve	136	50			186				186
Licensing Reserve	16			(16)	(0)				(0)
Working balance	1,246	34			1,280			(13)	1,266
TOTAL RINGFENCED RESERVES	1,898	84	0	(36)	1,946	0	0	(13)	1,933
<u>USABLE RESERVES</u>									
<u>Financial Management Reserves</u>									
MTFS Reserve	1,000				1,000				1,000
Transformation Reserve	960			(66)	894		1,000	(100)	1,794
	1,960	0	0	(66)	1,894	0	1,000	(100)	2,794
<u>Contingency Reserve</u>									
Emergency Response Reserve	40				40				40
	40	0	0	0	40	0	0	0	40
<u>Service Reserves</u>									
Economic Development	194				194				194
Elections	25	25			50	25			75
Homelessness	40				40			(40)	0
Planning	982			(385)	597			(275)	322
Strategic Initiatives	4,504	2,376		(80)	6,800	564	(3,770)	(450)	3,144
Pension Reserve	0				0		770	(770)	0
Waste Depot Relocation Project	1,488			(1,488)	0		2,000		2,000
Waste Management	131	70			201				201
NHB Ward Members	39				39				39
Voluntary Sector Grants	41			(41)	0				0
Private Finance Initiative	0	85			85				85
	7,444	2,556	0	(1,994)	8,006	589	(1,000)	(1,535)	6,060
TOTAL USABLE RESERVES	9,444	2,556	0	(2,060)	9,940	589	0	(1,635)	8,894
TOTAL RESERVES	11,342	2,640	0	(2,096)	11,886	589	0	(1,648)	10,827

**APPENDIX F
FEES AND CHARGES**

Uttlesford District Council

2017/18 Fees & Charges

With effect from 1 April 2011, the Council's general policy is to allow a 25% discount for customers in receipt of UDC-administered Housing Benefit and LC-Tax Support.

Certain exemptions to the policy and additional discounts apply in some cases.

Building Regulations Charges and Car Parking charges are not covered by the policy.

APPENDIX F continued...

FEES AND CHARGES

Building surveying other charges	2016/17 charge £	2017/18 charge £	Does the charge include VAT?	Note
Provision of Energy Performance Certificates	250.00	250.00	Yes	Standard Charge
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	2016/17 charge £	2017/18 charge £	Does the charge include VAT?
<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			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 3- ALL OTHER NON-DOMESTIC WORK					
Limited to work not more than 3 storeys above ground level					
Code	<u>Extensions and New Build</u>		Plan Charge £	Inspection Charge £	Regularisation Charge £
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

Car Parking	2016/17 charge £	2017/18 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	N/A	2.00	Yes
4 Hours	N/A	N/A	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
10 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
10 Hours	6.00	6.00	Yes

APPENDIX F continued...

FEES AND CHARGES

Car Parking	2016/17 charge £	2017/18 charge £	Does the charge include VAT?
<u>Great Dunmow</u>			
<i>WhiteStreet</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
10 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
<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
10 Hours	4.70	4.70	Yes
Coaches	6.00	6.00	Yes
Season Ticket - Local Business & employee (6 months)	130.00	130.00	Yes
Season Ticket - Local Business & employee (per annum)	250.00	250.00	Yes
Season Ticket - Non business (6 months)	220.00	320.00	Yes
Season Ticket - Non business (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
10 Hours	3.00	3.00	Yes
Season Ticket - Local Business & employee (6 months)	130.00	130.00	Yes
Season Ticket - Local Business & employee (per annum)	250.00	250.00	Yes
Season Ticket - Non business (6 months)	220.00	220.00	Yes
Season Ticket - Non business (per annum)	420.00	420.00	Yes

APPENDIX F continued...

FEES AND CHARGES

Environmental Health	2016/17 charge £	2017/18 charge £	Does the charge include VAT?
<u>Food and Water Safety</u>			
Food Safety course - level 2 certificate	80.00	80.00	No
Health Certificate for Export	85.00	85.00	No
Voluntary Surrender Certificate	75.00	75.00	No
Water Samples (Airport)	25.00	25.00	Yes
Private water supply sample collection fee (plus laboratory charges)	25.00	25.00	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	108.00	No
Contaminated land	108.00	108.00	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

<u>Imported Food Inspection Charges</u>			
Organic Produce Certificate - office hours (per certificate)	70.00	70.00	No
Organic Produce Certificate - outside office hours	250.00	250.00	No
POAO per CVED (Products of animal origin) (per consignment)	175.00	175.00	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	60.00	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

<u>Animals</u>			
Micro chipping - Pets - Microchip event	16.50	16.50	Yes
Stray dog - administrative costs	25.00	25.00	No
Stray dog - statutory fee + kennel charge + vets fees	25.00	25.00	No

APPENDIX F continued...

FEES AND CHARGES

Environmental Health	2016/17 charge £	2017/18 charge £	Does the charge include VAT?
Other charges			
Licensing of Houses of Multiple Occupancy (HMO) std fee for up to 5 bedrooms	355.00	697.00	No
5 letting rooms or more - charge per additional room	41.00	26.50	No
Housing Immigration Inspection	153.00	160.00	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
* New Charging Structure			
Housing improvement notice - per hour	54.00	N/A*	No
Suspended improvement notice - per hour	54.00	N/A*	No
Prohibition order - per hour	54.00	N/A*	No
Suspended prohibition order - per hour	54.00	N/A*	No
Emergency prohibition order - per hour	54.00	N/A*	No
Emergency remedial action notice - per hour	54.00	N/A*	No
Housing improvement notice - fixed price	N/A*	233.75	No
Suspended improvement notice - fixed price	N/A*	233.75	No
Prohibition order - fixed price	N/A*	233.75	No
Suspended prohibition order - fixed price	N/A*	233.75	No
Emergency prohibition order - fixed price	N/A*	233.75	No
Emergency remedial action notice - fixed price	N/A*	233.75	No

Land Charges

For the current schedule of land charges, please visit the Uttlesford District Council website:

<http://www.uttlesford.gov.uk/article/1910/Local-Land-Charges-and-Searches>

Lifeline (Council Tenants and Private Residents)	2016/17 charge £	2017/18 charge £	Does the charge include VAT?
Lifeline units - Level 1 - Weekly charge - including evening and weekend emergency response visits	5.04	5.14	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)	6.24	6.36	Yes*

**a zero rating for VAT will apply if the customer can provide evidence that they have a disability*

APPENDIX F continued...

FEES AND CHARGES

Museum	2016/17 charge £	2017/18 charge £	Does the charge include VAT?
Admission Charge adult	2.50	2.50	Yes
Admission Charge discount	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
School visits per pupil	3.00	3.00	Yes
School visits minimum charge	48.00	48.00	Yes
<u>Reproduction Charges</u>			
<u>Fee for providing images of collections for commercial publications</u>			
One country / language	108.00	108.00	Yes
Two or more countries	134.40	134.40	Yes
Regional publication	54.00	54.00	Yes
Local publication	14.40	14.40	Yes
Still image for regional TV	134.40	134.40	Yes
Still image for national TV	270.00	270.00	Yes
Film and video, regional TV	96.00	96.00	Yes
Film and video, national TV	192.00	192.00	Yes
Facility fee for use as "set"	162.00	162.00	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
School Room - Hire for first hour	20.00	20.00	No
School Room - Hire per hour after first hour	10.00	10.00	No
<u>Other Charges</u>			
School Loan and Reminiscence Boxes	12.00	12.00	Yes
Talks for local groups - within district	50.00	50.00	No
Talks for local groups - outside district	60.00	60.00	No
<u>Museum Store visits</u>			
Group bookings per hour (special tours/study sessions/workshops)	12.00	12.00	Yes
Individual visit per hour (weekdays) plus 30mins set-up and clear-up	12.00	12.00	Yes
Individual visit per hour (evenings and weekends)	24.00	24.00	Yes
Individual visit (evenings and weekends) half-day/3hr session	90.00	90.00	Yes
Individual visit (Saturday) whole day	174.00	174.00	Yes

APPENDIX F continued...

FEES AND CHARGES

Licensing	2016/17 charge	2017/18 charge	Does the charge include VAT?
	£	£	
Drivers (licence valid for 3 years)			
- New Application	140.00	140.00	No
- Renewal	129.00	129.00	No
Operators (licence valid for 5 years)			
- New Application	350.00	350.00	No
- Renewal	346.00	346.00	No
Vehicles (licence valid for 1 year)			
- New Application	50.00	50.00	No
- Renewal	42.00	42.00	No
Vehicle Licence Transfer Fee	23.00	23.00	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>Annual Fee/Admin and Monitoring of site licenses</u>			
1-5 pitches	-		No
6-10 pitches	220.00	220.00	No
11-20 pitches	220.00	220.00	No
21-50 pitches	301.00	301.00	No
51-100 pitches	382.00	382.00	No
>100 pitches	544.00	544.00	No
Variation/Transfer	100.00	100.00	No
Laying of site rules	25.00	25.00	No

APPENDIX F continued...

FEES AND CHARGES

Licensing	2016/17 charge £	2017/18 charge £	Does the charge include VAT?
<u>Licences</u>			
Animal boarding establishment	169.00	169.00	No
Home boarding	137.00	137.00	No
Dog breeding establishment	137.00	137.00	No
Riding establishment	238.00	238.00	No
Pet shop	137.00	137.00	No
Dangerous wild animals	268.00	268.00	No
Zoo licence (5 years)	690.00	690.00	No
Skin piercing premises & 1 person	180.00	180.00	No
Skin piercing additional person	10.00	10.00	No
Additional operator added at a later date	40.00	40.00	No
Additional treatment added at a later date	70.00	70.00	No
<u>Scrap Metal</u>			
Grant of a site or collectors licence	365.00	367.00	No
- each additional site after first site	79.00	192.00	No
Renewal of a site or collectors licence	276.00	322.00	No
- each additional site after first site	79.00	192.00	No
Variation of a site or collectors licence	157.00	130.00	No
- each additional site being added to the licence	79.00	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

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	2016/17 charge £	2017/18 charge £	Does the charge include VAT?
<u>Householder</u>			
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
<u>Non-Residential inc. change of use</u>			
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
<u>Residential</u>			
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

APPENDIX F continued...

FEES AND CHARGES

Other Planning fees and charges	2016/17 charge £	2017/18 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
Weekly list of Planning Application Submissions	N/A	N/A	

Print Room	2016/17 charge £	2017/18 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.	38.00	40.00	No*

APPENDIX F continued...

FEES AND CHARGES

Saffron Walden Offices	2016/17 charge £	2017/18 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)	N/A	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)	57.00	60.00	Yes
Room hire - Cutlers (Committee room) (per hour) Charity Rate	24.00	24.00	Yes
Room hire - Gibson (Council Chamber) (per hour)	75.60	78.00	Yes
Room hire - Gibson (Council Chamber) (per hour) Charity Rate	24.00	48.00	Yes
Refreshments - per 10 people	12.60	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...

FEES AND CHARGES

Health Improvement	2016/17 charge £	2017/18 charge £	Does the charge include VAT?
Nordic Walking Evening	3.00	N/A	No
Nordic Walking drop in weekly	4.00	N/A	No
Nordic Walking 4 week courses	39.00	N/A	No
Nordic Walking Card 5 walks	20.00	N/A	No
Nordic Walking Card 3 months	40.00	N/A	No

Refuse Collection & Recycling	2016/17 charge £	2017/18 charge £	Does the charge include VAT?
Bulky waste	16.50	17.00	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)	1.92	1.96	No
Bins 240 litres	5.29	5.38	No
Bins 660 litres	12.28	12.47	No
Eurobins 1100 litres	18.96	19.23	No
6 cu yd	115.27	117.51	No
8 cu yd	135.94	138.40	No
Light Containers - 12 cubic yard	135.94	138.40	No
Heavy Containers - 12 cubic yard	212.93	216.88	No