



Public Document Pack

Uttlesford District Council

Chief Executive: Peter Holt

SUPPLEMENTARY PACK

Cabinet

Date: Thursday, 10th February, 2022
Time: 7.00 pm
Venue: Council Chamber - Council Offices, London Road, Saffron Walden,
CB11 4ER

Chair: Councillor P Lees
Members: Councillors A Armstrong, J Evans, R Freeman, N Hargreaves,
L Pepper, N Reeve and M Sutton,

ITEMS WITH SUPPLEMENTARY INFORMATION PART 1

Open to Public and Press

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To consider the Medium Term Financial Strategy and Budget Proposals 2022/23. This supplementary pack contains:

- Section 25 Report – Robustness of Estimates and Adequacy of Reserves (Appendix A)
- General Fund and Council Tax – 2022/23 (Appendix H)



Uttlesford District Council

Chief Executive: Peter Holt

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Section 25 Report – Robustness of Estimates and Adequacy of Reserves

Summary

1. As part of the annual budget setting process, the Section 151 Officer is required to give the Council a formal opinion on the robustness of the budget estimates and the adequacy of reserves.
2. The opinion is being considered by Cabinet on the 10 February and then by Full Council on 22 February as part of the budget approval process.

Section 25 report

3. Section 25 of the Local Government Finance Act 2003 requires that when a local authority is agreeing its annual budget and council tax precept, the Chief Finance Officer must report on the robustness of the estimates made for the purposes of the (council tax requirement) calculations and that the budget includes an assessment of the potential financial risks facing the Council and that the Council has adequate reserves should those risks materialise.
4. The Act requires the council to give consideration to this report when making decisions on the budget.
5. In expressing the opinion, the Director of Finance and Corporate Services (S151 Officer) has considered the financial management and control frameworks that are in place, the budget assumptions, the financial risks facing the council and the level of total reserves.
6. Section 25 of the Local Government Act 2003 concentrates primarily on the uncertainties within the budget year (2022/23), however future uncertainties and increasing pressures on the Council's finances also inform the reserves balances for the medium term.
7. The Council holds a minimum level of reserves, called the Working Balance, to allow for sufficient reserve levels to manage unexpected impacts in line with the risk assessments, this is set at 2% of gross variable income and costs charged in both the General Fund and the HRA, and is recalculated for each year of the 5-year budget plan. This and further information on the reserves held can be seen in the Medium Term Financial Strategy report. The working balances for the budget year 2022/23 are as follows:

| Working Balance | | |
|------------------------|---------------------|--------------------------------|
| | General Fund | Housing Revenue Account |
| | £'000 | £'000 |
| Gross Costs | 44,935 | 10,463 |
| Gross Income | 34,904 | 16,841 |
| 2% Working balance | 1,597 | 546 |

Financial management and control frameworks

8. The Director of Finance has responsibility for ensuring that an effective system of internal control is maintained to provide an assessment of the current position across the whole

council and identifying areas for improvement where appropriate. Areas for improvement are reported to the Governance Audit and Performance committee.

9. The Code of Practice for Financial Management (the FM Code) was introduced by CIPFA in November 2019. The Code clarifies how Chief Finance Officers should satisfy their statutory responsibility for good financial administration as required in section 151 of the Local Government Act 1972. Full compliance with the FM Code was expected for 2021/22. An assessment of the Standards and the Councils compliance and each Standard was assessed against a Red, Amber or Green rating. The main areas of development across the Council is budgetary control.

Robustness of Estimates

10. A comprehensive process of scrutiny, review and challenge of budgets by managers, finance officers and the Corporate Management Team has taken place to provide a budget that is based upon realistic estimates, for example, ensuring that contractual commitments are provided for, salary budgets reflect the approved establishment and current staff in post, and income budgets are based on an assessment of price and demand.
11. No budget can ever be completely free from risk. Assumptions are made which means that the budget will always have an amount of uncertainty. The analysis below sets out the major risks applicable to 2021/22 and an indication of the possible impact.
12. Demand growth increases have been built into the proposed budget and MTFP at the mid-point of growth projections. Any increase in excess of this would need to be met from reserve if funding does not increase at the same level, the reserves hold adequate levels to cover any divergences from the expectation.
13. The 2022/23 budget has been prepared against the backdrop of unprecedented levels of uncertainty. The 2021/22 budget was approved on the basis of a one-year local government finance settlement which meant for much of the year, plans had to be developed without government spending plans for future years or an indicative settlement for local government. The government announced another one-year settlement for the budget year 2022/23 and for the future years various modelling has been undertaken by the finance team to develop a range of scenarios.
14. The Fair Funding Review which was to be based on an assessment of needs and resources has been paused along with postponed reform of Business Rates Retention. It is expected that all our external funding will be delivered through an adjustment to our Baseline funding level, tariffs/top ups and levies. The New Homes Bonus grant is also planned to end in line with the reforms and there is no defined scheme to replace it.
15. The CIPFA Prudential Code was published in December 2020 which aimed to clarify the position of CIPFA, the Government and the Public Works Loans Board (PWLB) on investments and treasury activities. Although the code allows for deferral for the full monitoring requirement until the 2023/24 budget year the guidance within The Code takes immediate effect. The Council has undertaken material investment activity within its capital program and the assumption is that under the new Code these can continue given prudent levels of reserves are held and provisions are set aside to mitigate risks. More details on the risks identified can be found in the Commercial Strategy.
16. The Treasury Management strategy is a key component of the Council's financial planning. This strategy sets out the proposed approach to borrowing and financial investments of cash reserves, referred to as Treasury activities, other non-treasury investments such as property investment are covered in the Commercial Strategy. The Council's strategy seeks to strike an appropriate balance between security, accessibility and returns from managing the Council's cashflow and balances.

Continuation of Impacts from Covid-19

17. Since March 2020 the pandemic and the emergency health response has required local authorities to make rapid changes to meet demands to both front line and support services, this resulted in additional expenditure along with income losses because of the lockdown periods and changes to consumer behaviour.

The impacts are continuing to be seen albeit on a smaller scale and the council continues to be compensated for the income losses in 2021/22. Budgets have been adjusted in line with changes to working approaches and have identified, as a separate exercise, on-going Covid-19 related risks and an assumption the compensation from government will not continue into 2022/23.

18. The following assumptions have been built into the budget that directly relate to the on-going impact of the pandemic:

| Service | Assumptions built into budget |
|----------------|---|
| Revenues | It is assumed that the Business Team will be able to manage any further business support initiative put in place by Central Government without any further resources. |
| Revenues | It is assumed that current Officers are able to implement and account for any Business Rate initiatives introduced to support business |
| Waste Services | It is assumed that agency costs are at normal budget year levels without any impact from the pandemic |
| Benefits | It is assumed that if the government continue the Test and Trace Payment Scheme into 2022/23, the standard scheme will continue to be fully funded. |
| Car Parks | Income has been assumed to return to normal levels |

19. The risks identified that directly relate to the on-going impact of the pandemic where consideration of the robustness of the estimates has been assessed are:

| Service | Risks identified | Probability of variance arising | Favourable Impact | Adverse Impact |
|----------------|--|---------------------------------|-------------------|----------------|
| Revenues | Further resources maybe necessary dependant on the ongoing management of the pandemic however this will be covered by new burdens funding | M | | L |
| Revenues | Additional consultancy maybe required to provided advice and guidance on new initiatives | M | | M |
| Waste Services | Agency costs could increase if there is another lockdown and staff had to shield. | M | | H |
| Benefits | There is a risk that if the discretionary scheme continues, the finite fund allocated to UDC will not be sufficient to meet demand. Demand levels are difficult to predict as numbers are impacted by covid infection rates and contact tracing in area. | M | | L |
| Car Parks | There is a risk that the impact of COVID could changed the usage of some car park and if the recovery of the high street does not return as predicted and/or any further Covid variants generate restrictions or reduce the users confidence this will reduce income | M | M | M |

Budget Assumptions

20. To form the budget for the 2022/23 financial year and then following 4 years to 2026/27 has allowed for best estimates of the total financial picture, making allowances for anticipated unavoidable pressures and future business plans.

21. It is not possible to give a precise estimate of the impact of each identified risk. As a general guide for risk assessments the following has been used:

Probability assessment

Low Possible, but unlikely

Medium Probable

High Almost certain

Impact assessment

Low Possible variance of £5k-£19k

Medium Possible variance of £20k-£49k

High Possible variance > £50k

| Risks identified | Probability of variance arising | Impact | Overall Risk |
|---|---------------------------------|---------------------------|--------------|
| <p>Change of Government Policy regarding funding of/investment by Local Authorities</p> <p>The government has the power to restrict council total borrowings with a debt cap. It has mandated the MRP but has given no indication of any intention with respect to a debt cap. The CIPFA guidance makes clear that the Council is not required to divest existing assets, but a debt cap below the Council's current borrowing level could force divestment. It is considered that the Council's actions in complying with the amended investment and MRP requirements make the imposition of a debt cap unlikely.</p> | Low | High Adverse | Medium |
| <p>Sales, Fees and Charges</p> <p>There is an overall risk that income levels could drop due to economic conditions, changes in social behaviour and Government legislation.</p> <p>Specific services with higher risk of variable income levels have been identified as food imports, licensing, car parking and monitoring fees.</p> | Medium | Medium Adverse/Favourable | Medium |
| <p>Contracts</p> <p>Large contracts that are influenced by inflation give rise to a risk of material changes to the costs which are largely out of the control of those managing those contracts, any contracts due for re-tender give rise to risks of increase and decreases in base price</p> | Medium | High Adverse/Favourable | Medium |
| <p>Joint ventures and partnerships</p> <p>There is a risk with renewals of partnerships and joint ventures due within the budget year that the same level of service can not be agreed at a level similar to estimates built into the budget, or the service provided is no longer available which can require organisation changes and impacts to costs of interim measures if needed.</p> | Low | High Adverse/Favourable | Medium |
| <p>Transformation</p> <p>When planning changes to working approaches there is risk of variances of estimates built into the budget due to the size and amount of variables included in such projects.</p> | Medium | High Adverse/Favourable | High |

| Risks identified | Probability of variance arising | Impact | Overall Risk |
|--|---------------------------------|----------------------------|--------------|
| Capital Financing Estimates are built using expected project schedules of work, any delay in the scheme or unforeseen costs can create material impacts on the capital financing charges. Funding sources such as capital receipts may not be realised in the planned timescale therefore could create additional capital charges in the budget year. | Low | High Adverse/Favourable | Medium |
| Waste and Recycling This is a complex area financially and at greatest risk of volatility. Fuel costs and disposal costs, particularly around cost of dry recycling disposal are variable. Other budget risks have been identified regarding trade waste and green waste, all of which have income budgets that depend upon accuracy of forecasting activity levels. | Medium | HighAdverse | High |
| Garden Waste There is currently a consultation around Garden waste charging which exposes the council to the risk of both additional costs and loss of income. | Medium | High Adverse | High |
| Local Plan Local Plan. A work programme is in place to prepare a new local plan. A new project management approach has been implemented which is being monitored regularly at dedicated meetings of the Scrutiny Committee | High | High Adverse | High |
| Planning appeals The current position of the Local Plan process raises the risk levels in the cost of defending appeals and any awards that may be made against the planning authority. | Low | High Adverse | Medium |
| Rental income Empty office space has been assessed for its use as an income stream and the assumption that the space will be rented in the budget year 2022/23 may not be realised due to finding tenants and lease agreements. | Medium | High Adverse | High |
| Housing Revenue Account Specific | | | |
| Rental income The ring-fenced account is set based on the assumption that the government agreement of allowing rental increases of at CPI+1% will continue over the medium term. | Medium | High Adverse/Favourable | Medium |
| Right to Buy Scheme The assumption that the authority will have suitable land and schemes to satisfy the right to buy agreement could, if undelivered, give rise to the risk of repayment of Capital receipts at an interest cost of 4% above base rate this would affect the cashflow of the authority and subsequent rental income from replacement properties would be lost. Currently there is work being undertaken by the government assessing the repayment criteria. | Medium | High Adverse | High |

Conclusion

22. It is the opinion of the Director of Finance and Corporate Services (S151) that in their view the budget estimates are robust and the level of reserve adequate and satisfactory, as required by the Local Government Act 2003, on the assumption that the proposed council tax increases by £5 for the budget year 2022/23.
23. Whilst the 2022/23 budget is balanced, there remains a gap between estimated spend and funding streams for 2023/24 onwards. This is solely due to the uncertainty of funding pending the next spending review alongside the implementation of the new needs led funding formula and business rates reset. Therefore, the council needs to maintain focus on financial sustainability to produce a balanced budget over the medium term.
24. The risks identified will be proactively monitored and mitigating action taken as soon as reliable trends emerge. Budget monitoring reports are presented to Members on a quarterly basis during the financial year and will set out the latest position and action being taken, where applicable. The control environment and associated processes in place are robust. Financial management has been reviewed and actions are in place to strengthen them.
25. It is the opinion of the Director of Finance and Corporate Services (S151) that the reserves are adequate and appropriate, full details of all the reserves held and their purpose are set out in the Medium Term Financial Strategy (Appendix C).

Impact

| | |
|----------------------------|---|
| Communication/Consultation | Corporate Management Team and Joint Executive Team |
| Community Safety | None |
| Equalities | None |
| Health and Safety | None |
| Human Rights | None |
| Legal implications | The report is prepared in order to comply with Section 25 Local Government Act 2003 |
| Sustainability | None |
| Ward-specific impacts | None |
| Workforce/Workplace | None |

Risk Analysis

| 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. | 4 (variances will occur requiring action to be taken) | 3 (potential impact which could adversely affect the council's financial position if not managed) | Budget monitoring and corrective action taken as necessary. Maintain sufficient reserves and Working Balance. |

General Fund and Council Tax – 2022/23

Summary

1. This report sets out detailed revenue estimates for the General Fund and the Council Tax requirement for 2022/23. This budget must be considered alongside the report made by the Director of Finance and Corporate Services (S151 Officer) under Section 25 of the Local Government Act 2003, included as an item earlier in the agenda. The budget is consistent with the Medium Term Financial Strategy (MTFS) also presented earlier on the agenda.
2. The budget is based on the provisional Financial Settlement announced in the 2021 Spending Review and direction from the Cabinet on their priorities and Council Tax increase.
3. The proposed budget shows a Council Tax Requirement of £6,403,772 which balances to the level of Council Tax yield, assuming an increase of £5 in Council Tax for a Band D equivalent property.
4. The estimates in this report are based on the recommended Capital Programme, Treasury Management Strategy, Commercial Strategy and Housing Revenue Account budget for 2022/23 considered earlier in this agenda.

Council Tax – 2022/23

5. By law the budget (Council Tax Requirement) must balance to the expected Council Tax income receivable.
6. The Director of Finance and Corporate Services (S151 Officer), under delegated authority, has approved the gross Council Tax base of 40,477.10 to be used for setting the 2022/23 draft Council Tax, an increase of 0.86% on the 2021/22 figure of 40,121.39.
7. The taxbase for the purposes of budget setting is calculated by deducting the Local Council Tax Support Discounts from the gross Council Tax base. The estimate of these discounts in Band D equivalent terms is 2,041.40 and this produces a taxbase for budget setting purposes of 38,435.70.
8. The 2021/22 UDC Band D equivalent Council Tax was £161.61. In accordance with the Cabinet's guidance, an increase of £5 has been assumed for the purpose of preparing this report; this gives a Band D equivalent figure for 2022/23 of £166.61. Multiplied by the taxbase, this produces a Council Tax yield of £6,403,772.
9. The Council is therefore required to balance its net budget to a Council Tax Requirement of £6,403,772; the increase in tax base and Band D equivalent for 2022/23 compared to 2021/22 is illustrated in the table below.

| | 2021/22 | 2022/23 | % Change |
|--------------------------|-------------------|-------------------|--------------|
| Taxbase (gross) | 40,121.39 | 40,477.10 | 0.89% |
| LCTS Discounts | (2,013.08) | (2,041.40) | 1.41% |
| Taxbase (net) | 38,108.31 | 38,435.70 | 0.86% |
| Band D | £161.61 | £166.61 | 3.09% |
| Council Tax Yield | £6,158,684 | £6,403,772 | 3.95% |

10. The Council Tax Yield is higher for 2022/23 than the equivalent sum for 2021/22, an analysis of the income for the increase in taxbase and Band D equivalent is set out below:

| Council Tax increases | |
|--|-------------------|
| 2021/22 Council Tax Requirement | £6,158,684 |
| Additional income arising from Taxbase increases | £54,547 |
| Additional income arising from UDC £5 increase | £190,541 |
| 2022/23 Council Tax Requirement | £6,403,772 |

11. The £6,403,772 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 collected will differ from the assumed amount due to in year changes in Local Council Tax Support, reliefs, empty properties and level of collection. This will give rise to either a surplus or deficit on the Collection Fund which will be taken into account as part of next year's budget setting.
12. Assuming an increase of £5 in Council Tax, the amount of Uttlesford Council Tax, by each Council Tax band, is shown below.

| Band | Proportion of Band D | 2021/22 UDC Council Tax £ | 2022/23 UDC Council Tax £ | Increase £5 £/year |
|-------------|-----------------------------|--------------------------------------|--------------------------------------|-----------------------------------|
| A | 6/9ths | 107.74 | 111.07 | 3.33 |
| B | 7/9ths | 125.70 | 129.59 | 3.89 |
| C | 8/9ths | 143.65 | 148.10 | 4.44 |
| D | 9/9ths | 161.61 | 166.61 | 5.00 |
| E | 11/9ths | 197.52 | 203.63 | 6.11 |
| F | 13/9ths | 233.44 | 240.66 | 7.22 |
| G | 15/9ths | 269.35 | 277.68 | 8.33 |
| H | 18/9ths | 323.22 | 333.22 | 10.00 |

Budget Consultation 2022/23

13. A Budget consultation was undertaken between 30 September 2021 and 17 October. The Council sought the views of residents, partners and those who work within the district as it began the process of setting the budget for the 2022-23 financial year. A total of 167 responses were received.
14. The consultation concentrated on asking for residents' views on the priorities for council spending and for the future resourcing of specific service areas. An open text box was provided for respondents to express their views if they felt a different priority should be set by the Council. Feedback was also sought from residents regarding whether the Council Tax precept for Uttlesford District Council represented 'Value for money'.
15. A summary of the responses is set out below and the full report can be found at Annexe H6 and a copy of the questionnaire with full data response to each question is attached as Annexe H7.
- i. Does the council offer value for money – 66% of respondents either 'strongly agreed' or 'tended to agree'

- ii. Are the Corporate Plan priorities the right ones – this ranged between 84% and 96% across the four priorities who agreed these were the right ones
- iii. Importance of Statutory Services – Waste and Recycling scored highest, with developing cleaner neighbourhoods second and the Local Plan and Planning third. Taxi, Liquor, and gambling licencing showed as the least important
- iv. Importance of Discretionary Services – Maintaining amenity areas scored highest, with Communicating with the Public second and Community Safety third. The least important was Ward Member Grants

General Fund Budget

16. A summary of the 2022/23 General Fund budget is shown in the table below. A more detailed summary is set out in Annexe H1, and each portfolio budget is set out in Annexe H2.

| £'000 | 2021/22 Original Budget | 2021/22 Current Budget | 2022/23 Original Budget | 2022/23 Increase / (Decrease) |
|--|--|---------------------------------------|--|--|
| Direct Service Budgets | | | | |
| Net Service Expenditure | 15,736 | 15,736 | 16,781 | 1,046 |
| Corporate Items | | | | |
| Capital Financing and MRP | 3,626 | 4,922 | 5,131 | 210 |
| Recharge to HRA | (1,552) | (1,552) | (1,747) | (195) |
| Investment Income | (6,928) | (6,928) | (11,774) | (4,846) |
| Borrowing Cost | 1,814 | 1,814 | 2,835 | 1,020 |
| Other Corporate Items | 422 | 422 | 425 | 3 |
| Net Expenditure | (2,618) | (1,322) | (5,130) | (3,808) |
| Funding | | | | |
| New Homes Bonus Grant | (2,823) | (2,823) | (1,343) | 1,480 |
| Business Rates Retention | 2,721 | 2,721 | (4,368) | (7,089) |
| Rural Services Grant | (293) | (293) | (293) | (1) |
| Covid 19 Support Funding | (890) | (890) | (1,552) | (662) |
| Council Tax - Collection Fund | 55 | 55 | 6 | (49) |
| | (1,230) | (1,230) | (7,550) | (6,320) |
| Net Operating Expenditure | 11,888 | 13,184 | 4,102 | (9,082) |
| Net transfers to/(from) other earmarked reserves | (5,729) | (7,025) | 2,302 | 9,327 |
| Council Tax Requirement | 6,159 | 6,159 | 6,404 | 245 |
| Council Tax (precept levied on Collection Fund) | (6,159) | (6,159) | (6,404) | (245) |
| (Surplus)/Deficit | 0 | 0 | 0 | 0 |

17. After taking account of all the budget requirements there is a surplus of £345,838, this has been added to the Core reserves to support the future year deficits as set out in the Medium Term Financial Strategy attached earlier in the agenda as Appendix C.
18. The surplus is a direct result of the one year settlement and the additional one year payment of New Homes Bonus.

19. The following table is a reconciliation of the movement from the 2021/22 budget to the 2022/23 budget.

| | £'000 | £'000 |
|--|-------------------|----------------|
| Council Tax Requirement - 2021/22 | | 6,159 |
| <u>Direct Service Budget Changes</u> | | |
| Budget movements to restated base 20/21 | (855) | |
| Inescapable growth | 1,925 | |
| Service growth | 517 | |
| Efficiency savings | (361) | |
| Changes to Income | (491) | |
| Other adjustments | 310 | |
| | <u> </u> | 1,046 |
| <u>Corporate Items</u> | | |
| Capital financing costs decrease | 197 | |
| Investment Asset net income | (4,846) | |
| Recharges to the HRA | (195) | |
| Net treasury costs/(income) | 1,036 | |
| | <u> </u> | (3,808) |
| <u>Funding Items</u> | | |
| Change in New Homes Bonus | 1,480 | |
| Net impact of Collection Fund | (7,138) | |
| Covid impact funding | (662) | |
| Other net adjustments | (1) | |
| Net change in draw on reserves | 9,327 | |
| | <u> </u> | 3,008 |
| Total net changes to base budget | | 246 |
| Council Tax Requirement - 2022/23 | | 6,404 |

20. A full analysis of all budget changes, efficiencies, growth and adjustments are detailed in Annex H3 and the definition of these changes are explained below:
- I. The budget movements to restated base are items of expenditure which were approved in previous years for a fixed term only and have been removed from the budget
 - II. Inescapable growth relates to inflationary and incremental increases for salaries and other service expenditure inflation
 - III. Growth is direct service investment
 - IV. Efficiencies have been achieved by the natural evolution of services and the way we deliver those services; no efficiency targets have been included in the 2022/23 budget
21. Although not normally reported separately, there has been throughout 2021/22 considerable interest in the Uttlesford funding for the Local Highways Panel. For 2022/23 the sum allocated for this purpose is £200,000.
22. £250,000 has been allocated to the Corporate Management budget. This will fund the compensation payments being made for the relocation of the Environmental Services Teams to Little Canfield for the next three years in accordance with Council policy. In addition, the Council last carried out a full review on its pay structure over 20 years ago. Since then, ad hoc pieces of work have been done, including an update to the current salary grades in 2017, but the option of a more fundamental review needs to be explored.

23. The key service variances over £50,000 are detailed in the following table

Note 1 – Local Plan

The local plan has a total allocated budget of £6.83m, this is for financial years 2020/21 – 2024/25. A five year budget plan is in place and the local plan is on target to complete within the allocated resources. The overspend in the current year is offset against prior year underspends (held in reserves) and spend profiling is updated annually. The total budget allocation is inclusive of the funds held in the Sustainable New Communities Reserve.

Note 2 – Little Canfield Business Park

The additional office costs include both the Little Canfield site and the new office building in Stansted. The total additional cost of Little Canfield is £507,250, this needs to be offset against the expected commercial income and gives a net cost of the site of £155,250.

Note 3 – Lifeline

The reduction of income for the Lifeline service, is offset against a charge from the Housing Revenue Account. The General Fund collected the income for this service from private residents subscribing to the service, but the associated costs are incurred by the Housing Revenue Account. The income is then recharged back to the Housing Revenue Account as part of the overall net Housing Revenue Recharge, which is shown in the General Fund Summary table under 'Corporate Costs' at the beginning of this paper. This recharge now excludes the cost of this service, and this is reflected in the higher net income received by the General Fund of £195,000.

| Service | £'000 | Description of variance |
|---|---------------------|---|
| Development Control | 176 | New Staffing Structure £152k of spend is funded from Member priority funding allocated to the planning review |
| | 120 | Planning Appeals Additional specialist Consultancy and legal fees |
| | 55 | PPA net income reduction Income reduction of £75k offset by reduced cost of £20k for consultants |
| | (95) | Additional fee income |
| | 20 | Place Services SLA To support the service on Heritage properties |
| | 23 | Advertising Additional notices of planning applications |
| Planning Policy (see note 1) | 172 | Consultancy |
| | 75 | Legal Fees |
| Corporate Management | (300) | Member Priorities Fund released as no new priorities identified |
| Offices (see note 2) | 56 | Little Canfield Site Manager |
| | 223 | New premises rates |
| | 248 | Site Security |
| | (352) | Little Canfield Commercial Income |
| Lifeline (see note 3) | 160 | Income loss due to service being delivered by alternative provider |
| Information Technology | 125 | Software increases and Security Costs to cover additional software to ensure security of systems |
| Car Park | 115 | Increased cost of payment processes for ticket machines |
| Waste Management | 173 | Agency Staff Increased cost of HGV agency drivers and to cover absences |
| | 93 | Trade Waste Loss of income due to company closing down |
| | (143) | Green Waste Green waste additional subscriptions |
| Economic Development | (106) | Net saving of previous strategy funds now replaced with the Economic recovery plan |
| Council Tax Discounts | (72) | Essex sharing agreement reduction in the council tax share back from preceptors |
| Revenues | 68 | Temporary Staff Additional temp staff to support the delivery of grants and taxbase |
| Grants | (65) | Grant allocations One off grant allocations in 2021/22 |
| Other | 277 | Net minor variances |
| Total Net Direct Service Variances | <u>1,046</u> | |

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

| £'000 | 2021/22 | 2021/22 | 2022/23 | |
|----------------------------------|-----------------|-----------------|-----------------|------------------------------|
| | Original Budget | Current Budget | Original Budget | Increase / Budget (Decrease) |
| Employees | 13,900 | 13,900 | 14,464 | 564 |
| Premises | 672 | 672 | 1,227 | 555 |
| Transport | 600 | 600 | 572 | (28) |
| Supplies & Services | 9,219 | 9,219 | 9,267 | 47 |
| Third Party Payments | 341 | 341 | 343 | 2 |
| Transfer Payments | 12,120 | 12,120 | 11,608 | (512) |
| Expenditure | 36,853 | 36,853 | 37,481 | 628 |
| External Funding | (1,556) | (1,556) | (1,738) | (181) |
| Fees & Charges | (6,066) | (6,066) | (6,307) | (240) |
| Specific Government Grants | (12,849) | (12,849) | (12,295) | 553 |
| Other Income | (646) | (646) | (359) | 286 |
| Income | (21,117) | (21,117) | (20,700) | 418 |
| Net portfolio expenditure | 15,736 | 15,736 | 16,781 | 1,046 |

- Employee cost increases relates to inflation and incremental increases
- Premises is due to the new Council sites (Little Canfield Business Park and Walpole Meadows, Stansted)
- Transfer payments is the Housing Benefit expenditure, this is offset by the subsidy income shown under Specific Government Grants

Corporate Costs

25. The Corporate Costs includes the additional revenue charge for Minimum Revenue Provision (MRP), this is a charge to minimise the risk exposure of the Council against the debt, mainly incurred through the acquisition of the commercial portfolio, and supports the reduction in our capital financing requirement.

26. To reduce the impact of the charge, all capital expenditure (excluding investment assets) is financed in the year the cost is incurred. This is discussed in more detail in the MTFS (Appendix C) presented earlier in the agenda.

Funding

27. The Government announced a further one year settlement for 2022/23, which means that both the Fair Funding Review and Business Rates Reforms are again postponed. This does mean that the New Homes Bonus is extended for a further year, a one year only amount with no future legacy payments.

28. The additional year of the New Homes Bonus means that the Council received a one year grant payment of £517,000 plus the final year legacy payment of the 'original' scheme, giving a total award of £1,342,925.

29. The Government pledged that no Local Authority would be worse off in this year's settlement and provided all Lower Tier Authorities with a grant to bring them up to the same level of funding as 2021/22; this grant assumes that councils will increase Council Tax by the maximum amount, which is the proposal contained within this report.

30. As part of the one year settlement the Government continued the Lower Tier Services Grant payments and a total grant of £1,551,587 was received.

Risks and Assumptions

31. 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 (Appendix A). A full analysis of all operational service risks and assumptions has been included in Annexe H4.

Local Government Finance Settlement

32. The Government announced the provisional settlement on 16 December 2021 for 2022/23 and the final settlement is expected to be announced in February 2022. It is unlikely there will be any changes to the settlement figures, but if there is these will be discussed with Members and all reports and financial tables will be updated to reflect this.
33. There is continued uncertainty about the level of funding in future years and this was discussed in more detail in the MTFs, earlier in the agenda.

General Fund Reserves

34. The report made by the Director of Finance and Corporate Services (s151 Officer) under Section 25 of the Local Government Act 2003, received as Appendix A earlier in tonight's agenda, recommended that the Working Balance is maintained at £1.597m for 2022/23 and has been included in the Budget.
35. The reserves estimated balance at the end of the 2021/22 financial year is £19.089m, the proposed net use of reserves for 2022/23 is £2.302m giving a balance at 31 March 2023 of £21.391 as set out below, this includes the 2022/23 surplus.

| £000 | 2021/22 Q2 position | | | | 2022/23 | | | | |
|----------------------------------|-------------------------|----------------------------|--------------------------|----------------------------|-------------------------|----------------------------|--------------------------|-------------------|----------------------------|
| | Balance at 1 April 2021 | Transfer from General Fund | Transfer To General Fund | Estimated at 31 March 2022 | Balance at 1 April 2022 | Transfer from General Fund | Transfer To General Fund | Reserve Transfers | Estimated at 31 March 2023 |
| Ringfenced Reserves | | | | | | | | | |
| Business Rates | 7,634 | 1,844 | (4,837) | 4,641 | 4,641 | 771 | | | 5,412 |
| Capital Slippage | 1,483 | 204 | (723) | 964 | 964 | | | | 964 |
| Licensing | 35 | 13 | | 48 | 48 | | (5) | | 43 |
| Private Finance Initiative | 307 | | | 307 | 307 | | | | 307 |
| Working Balance | 1,438 | | (53) | 1,385 | 1,385 | 212 | | | 1,597 |
| Total Ringfenced Reserves | 10,897 | 2,061 | (5,614) | 7,344 | 7,344 | 984 | (5) | 0 | 8,323 |
| Core Reserves | | | | | | | | | |
| Commercial Assets | 1,060 | | | 1,060 | 1,060 | 2,200 | | 740 | 4,000 |
| Medium Term Financial Strategy | 4,421 | 1,667 | (776) | 5,312 | 5,312 | 371 | (173) | (740) | 4,770 |
| Strategic Initiatives | 1,863 | | (200) | 1,663 | 1,663 | | | | 1,663 |
| | 7,344 | 1,667 | (976) | 8,035 | 8,035 | 2,571 | (173) | 0 | 10,433 |
| Member Priorities | | | | | | | | | |
| Economic Development | 463 | 1,000 | (340) | 1,123 | 1,123 | | (330) | | 793 |
| Planning | 891 | 2 | (100) | 793 | 793 | | (15) | 0 | 778 |
| Sustainable Communities | 1,781 | | (913) | 868 | 868 | | (720) | | 149 |
| Major Sports Facilities | 150 | 150 | (150) | 150 | 150 | 150 | (150) | | 150 |
| Climate change | 380 | 300 | (340) | 340 | 340 | 320 | (330) | | 330 |
| | 3,665 | 1,452 | (1,843) | 3,274 | 3,274 | 470 | (1,545) | 0 | 2,199 |
| Grants | | | | | | | | | |
| Homelessness | 404 | | (93) | 311 | 311 | | | | 311 |
| Health & Wellbeing | 131 | | (7) | 124 | 124 | | | | 124 |
| | 535 | 0 | (100) | 435 | 435 | 0 | 0 | 0 | 435 |
| Total Usable Reserves | 11,544 | 3,119 | (2,919) | 11,744 | 11,744 | 3,041 | (1,718) | 0 | 13,067 |
| Total Reserves | 22,441 | 13,480 | (19,984) | 19,089 | 19,089 | 4,024 | (1,722) | 0 | 21,391 |

36. The individual net use of reserves has been set out in more detail in the following table and this includes the 2022/23 surplus.

| Reserve Movements - 2022/23 | Additions / (Drawdowns) £'000 |
|---|----------------------------------|
| Opening Balance | 19,089 |
| Ringfenced Reserves | |
| Net of business rates balances and S31 grants to support reliefs for businesses | 771 |
| Working Balance (statutory contingency balance) | 212 |
| Allocation of ringfenced PFI leisure funds | |
| Core Reserves | |
| Commercial Assets - to support loss of income and future refurbishments for relet | 2,200 |
| Local Highways panel and new burdens funding allocations to service delivery | (169) |
| 2022/23 Surplus | 346 |
| Member Priority | |
| Year 2 of allocated funds to support economic recovery | (330) |
| Local Plan and Neighbourhood plans | (735) |
| Elections - four year cycle of allocations | 25 |
| Other net minor movements | (18) |
| Net of movements | 2,302 |
| Closing Balance | 21,391 |

Fees and Charges review

37. 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 Annex H6.
38. Where charges are statutory and outside the jurisdiction of the Council these have not been included but are available to view on the Council website.
39. It is requested that the Director of Finance and Corporate Services (S151 Officer) is given delegated authority to set and/or amend the fees and charges for the following area;
- Trade Waste - where services are operating in competition with other commercial providers, the service manager in consultation with the Director, needs to have the ability to negotiate as required where it is in the Council's best interests to do so.

Impact

| | |
|----------------------------|--|
| Communication/Consultation | Members, CMT and Budget Managers |
| Community Safety | No specific implications |
| Equalities | No specific implications |
| 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 |

Risk Analysis

40. The formal risk analysis of the budget is set out in the report earlier on today’s agenda, Section 25 Report “Robustness of Estimates and Adequacy of Reserves” (Appendix A).

| 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 Annexes

- Annexe H1 – General Fund Budget Summary
- Annexe H2 – Portfolio Budgets
- Annexe H3 – Schedule of Budget Adjustments
- Annexe H4 – Risks and Assumptions
- Annexe H5 – Fees and Charges
- Annexe H6 – Budget Consultation Report

General Fund Budget – 2022/23

When presenting in whole thousands only it is possible that rounding means that the increase/decrease figure may differ by £1,000 when comparing 2021/22 current budget to 2022/23 original budget. This is not an error but a presentational challenge only, this applies to the tables in Annexe H1 and H2.

| £'000 | 2021/22 | 2021/22 | 2022/23 | |
|--|-----------------|----------------|-----------------|-----------------------|
| | Original Budget | Current Budget | Original Budget | Increase / (Decrease) |
| Portfolio Budgets | | | | |
| Communities & Partnerships | 1,097 | 1,097 | 1,066 | (31) |
| Housing & Economic Development | 2,677 | 2,677 | 2,699 | 22 |
| Environmental Services | 4,265 | 4,265 | 5,252 | 987 |
| Finance & Administration | 7,697 | 7,697 | 7,765 | 68 |
| Subtotal - Portfolio Budgets | 15,736 | 15,736 | 16,781 | 1,046 |
| Corporate Items | | | | |
| Capital Financing Costs | 3,626 | 4,922 | 1,771 | (3,151) |
| IFRS 16 charge | 0 | 0 | 80 | 80 |
| Investment Asset - MRP | 0 | 0 | 3,281 | 3,281 |
| Investment Asset income | (6,928) | (6,928) | (11,774) | (4,846) |
| Treasury Investment Income | (23) | (23) | (7) | 16 |
| Borrowing costs | 1,814 | 1,814 | 2,835 | 1,020 |
| PFI interest cost | 360 | 360 | 348 | (13) |
| Pension Fund - Added years | 85 | 85 | 85 | 0 |
| HRA share of Corporate Core | (385) | (385) | (360) | 25 |
| Recharge to HRA | (1,167) | (1,167) | (1,387) | (220) |
| Subtotal - Corporate Items | (2,618) | (1,322) | (5,130) | (3,808) |
| Funding | | | | |
| Council Tax - Collection Fund Balance | 55 | 55 | 34 | (21) |
| Council Tax - S31 Funding | 0 | 0 | (28) | (28) |
| Business Rates - Collection Fund Balance | 4,785 | 4,785 | (593) | (5,378) |
| Business Rates - UDC Share (net of tariff) | (1,068) | (1,068) | (1,477) | (409) |
| Business Rates - Levy Payment (safety net reimbursement) | 393 | 393 | 724 | 330 |
| Business Rates - Renewable Energy Scheme | (107) | (107) | (140) | (33) |
| Business Rates - Section 31 Funding | (1,282) | (1,282) | (2,881) | (1,599) |
| New Homes Bonus | (2,823) | (2,823) | (1,343) | 1,480 |
| Rural Services Delivery Grant | (293) | (293) | (293) | (1) |
| Government Support funding | (890) | (890) | (1,552) | (662) |
| Subtotal - Funding | (1,230) | (1,230) | (7,550) | (6,320) |
| Subtotal - Net Operating Expenditure | 11,888 | 13,184 | 4,102 | (9,082) |
| Net Transfers to/(from) Reserves | | | | |
| Ringfenced Reserves | (6,147) | (7,443) | 979 | 8,422 |
| Core Reserves | 351 | 351 | 2,398 | 2,046 |
| Member Priority Reserve | (35) | (35) | (1,075) | (1,040) |
| Grants Reserve | 102 | 102 | 0 | (102) |
| Subtotal - Movement in Earmarked Reserves | (5,729) | (7,025) | 2,302 | 9,327 |
| Council Tax Requirement | 6,159 | 6,159 | 6,404 | 245 |
| Council Tax (Precept levied on Collection Fund) | (6,159) | (6,159) | (6,404) | (245) |
| (Surplus) / Deficit | 0 | 0 | 0 | 0 |

Communities and Partnerships

| £000 | 2021/22 | 2021/22 | 2022/23 | Budget |
|------------------------|-----------------|----------------|-----------------|-------------|
| | Original Budget | Current Budget | Original Budget | changes |
| Community Information | 51 | 51 | 21 | (30) |
| Day Centres | 95 | 95 | 95 | 0 |
| Emergency Planning | 34 | 34 | 34 | (0) |
| Grants & Contributions | 568 | 568 | 518 | (50) |
| Leisure & Performance | 47 | 47 | 48 | 1 |
| Saffron Walden Museum | 240 | 240 | 238 | (2) |
| New Homes Bonus | 78 | 78 | 78 | 0 |
| Private Finance Init | 11 | 11 | 34 | 22 |
| Renovation Grants | (27) | (27) | 0 | 27 |
| Portfolio Total | 1,097 | 1,097 | 1,066 | (31) |

Housing and Economic Development

| £000 | 2021/22 | 2021/22 | 2022/23 | Budget |
|------------------------|-----------------|----------------|-----------------|-------------|
| | Original Budget | Current Budget | Original Budget | changes |
| Community Information | 51 | 51 | 21 | (30) |
| Day Centres | 95 | 95 | 95 | 0 |
| Emergency Planning | 34 | 34 | 34 | (0) |
| Grants & Contributions | 568 | 568 | 518 | (50) |
| Leisure & Performance | 47 | 47 | 48 | 1 |
| Saffron Walden Museum | 240 | 240 | 238 | (2) |
| New Homes Bonus | 78 | 78 | 78 | 0 |
| Private Finance Init | 11 | 11 | 34 | 22 |
| Renovation Grants | (27) | (27) | 0 | 27 |
| Portfolio Total | 1,097 | 1,097 | 1,066 | (31) |

Finance and Administration

| £000 | 2021/22 Original Budget | 2021/22 Current Budget | 2022/23 Original Budget | Budget changes |
|------------------------|----------------------------|---------------------------|----------------------------|-------------------|
| Asset management | 94 | 94 | 95 | 2 |
| Benefits Admin | 353 | 353 | 343 | (10) |
| Corporate Management | 1,998 | 1,998 | 1,724 | (274) |
| Central Services | 463 | 463 | 432 | (31) |
| Conducting Elections | 4 | 4 | 0 | (4) |
| Electoral Registration | 38 | 38 | 35 | (3) |
| Financial Services | 1,176 | 1,176 | 1,210 | 33 |
| Housing Benefits | 104 | 104 | 149 | 45 |
| Human Resources | 374 | 374 | 383 | 9 |
| Internal Audit | 159 | 159 | 162 | 3 |
| Information Technology | 1,585 | 1,585 | 1,710 | 125 |
| Land Charges | (63) | (63) | (57) | 5 |
| Legal Services | 374 | 374 | 325 | (49) |
| Local Taxation | (100) | (100) | (100) | 0 |
| Norse Partnership | 384 | 384 | 409 | 25 |
| Non Domestic Rates | (146) | (146) | (146) | 0 |
| Offices | 211 | 211 | 406 | 195 |
| Revenues Admin | 671 | 671 | 739 | 68 |
| Council Tax Discounts | 18 | 18 | (54) | (72) |
| Portfolio Total | 7,697 | 7,697 | 7,765 | 68 |

Environmental Services

| £000 | 2021/22 Original Budget | 2021/22 Current Budget | 2022/23 Original Budget | Budget changes |
|------------------------|----------------------------|---------------------------|----------------------------|-------------------|
| Animal Warden | 6 | 6 | 7 | 0 |
| Grounds Maintenance | 364 | 364 | 373 | 10 |
| Car Park | (573) | (573) | (458) | 115 |
| Development Control | (270) | (270) | 31 | 301 |
| Depots | 56 | 56 | 65 | 9 |
| Street Cleansing | 422 | 422 | 425 | 3 |
| Housing Strategy | 60 | 60 | 60 | (1) |
| Highways | 8 | 8 | 7 | (1) |
| Local Amenities | (13) | (13) | (12) | 1 |
| Licensing | (261) | (261) | (206) | 55 |
| Vehicle Management | 491 | 491 | 478 | (14) |
| Public Health | 718 | 718 | 758 | 40 |
| Planning Management | 422 | 422 | 467 | 45 |
| Planning Policy | 1,660 | 1,660 | 1,931 | 271 |
| Planning Specialists | 210 | 210 | 219 | 9 |
| Waste Management | 315 | 315 | 428 | 113 |
| Community Safety | 398 | 398 | 383 | (15) |
| Street Services | 250 | 250 | 298 | 48 |
| Portfolio Total | 4,265 | 4,265 | 5,252 | 987 |

Budget movements – 2022/23

| CURRENT BUDGET 2021/22 TO RESTATED BASE 2021/22 | | | |
|--|-------------------------|---|--------------|
| Portfolio | Service | Description | £'000 |
| Finance & Administration | Corporate | Transformation costs of UDC moving forwards | (250) |
| Environmental Services | Planning Policy | End of 2 x ECC posts | (146) |
| Finance & Administration | Corporate | Highways panel one year funding | (100) |
| Communities & Partnerships | Grants | Member priorities one-off | (65) |
| Finance & Administration | Corporate | Member priorities agreed release | (60) |
| Environmental Services | Planning Policy | End of fixed term urban designer post | (56) |
| Finance & Administration | Offices | End of fixed term Project Officer for new depot site | (53) |
| Environmental Services | Development Control | One-off Stansted Appeal support costs | (45) |
| Finance & Administration | Revenues Administration | End of fixed term new property officer post | (31) |
| Finance & Administration | Central support | End of fixed term scanning project post | (24) |
| Environmental Services | Community Safety | PCSO fixed term match funding | (20) |
| Housing & Economic Development | Economic Development | Business Recovery budget profile agreed in 21/22 budget | (10) |
| Housing & Economic Development | Climate Change | Climate change budget profile agreed in 21/22 budget | (10) |
| Finance & Administration | Legal | Approved regrade of post | 37 |
| | | <i>Other immaterial adjustments</i> | (22) |
| | | | (855) |

| INESCAPABLE ADJUSTMENTS > £10K | | | |
|--------------------------------|--|---|-----------------------|
| Portfolio | Service | Description | £'000 |
| Finance & Administration | New Council Office sites | Additional running costs and IT infrastructure for new depot/office sites including site manager | 624 On-going |
| Various | Staffing | Inflationary and incremental increases in staffing costs | 342 On-going |
| Finance & Administration | Corporate | Transformation costs of UDC moving forwards | 250 5 year fixed term |
| Environmental Services | Waste Management | Impact of driver shortage on agency costs | 173 One-off |
| Environmental Services | Development Control | Increase in applications and costs associated with decisions and inquiries | 143 On-going |
| Environmental Services | Car Parks | Costs associated with updated car park machines and card payment costs not supported by the parking partnership | 121 On-going |
| Environmental Services | Waste Management / Grounds Maintenance | Increase in gate fees and disposal charges | 74 On-going |
| Various | Corporate Assets | Utility and rates net increases | 40 On-going |
| Finance & Administration | Financial Services | Banking contract increase in tariff | 30 On-going |
| Finance & Administration | Information Technology | Inflationary increases in software | 29 On-going |
| Communities & Partnerships | Private Finance Initiative | PFI contractual inflationary increases | 27 On-going |
| Environmental Services | Development Control | ECC consultancy costs for Ecology and Archaeology | 20 On-going |
| Environmental Services | Waste Management | Casual Green Waste posts continuing and Street Cleansing overtime | 18 On-going |
| Finance & Administration | Norse Partnership | UNSL Joint venture cost increase for facilities and cleaning | 12 On-going |
| | | <i>Other immaterial adjustments</i> | 23 |
| | | | 1,925 |

| SERVICE GROWTH > £10k as per approval | | | |
|--|-------------------------|---|-----------------------|
| Portfolio | Service | Description | £'000 |
| Previously agreed growth for financial year | | | |
| Finance & Administration | Corporate | Reinstating Highways Panel funding | 100 One-off |
| Finance & Administration | Revenues Administration | 2 x additional posts for revenue administration | 62 One-off |
| Environmental Services | Waste Management | Approved increase in establishment from prior year | 40 On-going |
| Finance & Administration | Legal | Agency cover for continuation of Governance work | 11 One-off |
| | | <i>Other immaterial adjustments</i> | 6 |
| | | | <u>219</u> |
| Approved additional growth | | | |
| Environmental Services | Planning Policy | 2 x transport and infrastructure planners to support delivery of Local Plan | 146 2 Yr fixed term |
| Finance & Administration | Information technology | Additional software for preventative work on system vulnerabilities | 50 On-going |
| Finance & Administration | Financial Services | Contract management costs | 49 On-going |
| Environmental Services | Development Control | S106 system implementation to create process efficiency | 34 One-off |
| Finance & Administration | Revenues Administration | 1 year fixed term administrator to improve collection of revenues | 20 1 Yr fixed term |
| | | | <u>298</u> |
| Growth to be offset against reserves | | | |
| | | Highways panel funding from Medium Term Financial Strategy reserve | (100) One-off |
| | | Revenue administration funded from Medium Term Financial Strategy reserve | (82) One-off |
| | | Sustainable new communities reserve draw for planner posts | (146) 2 Yr fixed term |
| | | | <u>(328)</u> |
| | | | <u>189</u> |

| CHANGES IN INCOME > £10k | | | |
|--------------------------------|---|--|----------------|
| Portfolio | Service | Description | £'000 |
| Increases | | | |
| Finance & Administration | Offices | New rental income for Office units at Canfield Site | (352) On-going |
| Environmental Services | Waste Management | Predicted increase in fee income from trade and green waste | (141) On-going |
| Environmental Services | Waste Management | Increase in tonnage for recycle, green and kitchen waste credits | (106) On-going |
| Environmental Services | Development Control | Updated charging approach to fee income | (95) On-going |
| Finance & Administration | Benefits Administration | Additional grant support from Government | (40) One-off |
| Housing & Economic Development | Building Surveying | Increase in charges | (30) On-going |
| Environmental Services | Waste Management / Grounds Maintenance | New fee income from joint venture set up | (22) On-going |
| Environmental Services | Waste Management | Predicted increase in bulky trade refuge | (13) On-going |
| | | | (799) |
| Decreases | | | |
| Housing & Economic Development | Lifeline | Service now provided by health services not Council | 170 On-going |
| Environmental Services | Waste Management | Adjusted for permanent business closures in previous year | 93 On-going |
| Environmental Services | Licensing | Income decrease reflects the renewal cycle of licenses | 55 On-going |
| Communities & Partnerships | Renovation grants | Reduction in reclaimed income due to impacts of pandemic on household income | 27 On-going |
| Communities & Partnerships | Grants | Reflects decrease in car park income and charity share | 14 On-going |
| | | | 359 |
| Uncontrollable changes | | | |
| Finance & Administration | Housing Benefits | Net change in Housing Benefit/rent rebate estimate claims and subsidy grant | 59 |
| Finance & Administration | Council Tax Discounts | Income is generated from additional taxbase | (95) |
| | | <i>Other net immaterial adjustments</i> | (15) |
| | | | (50) |
| | | | (491) |

| SERVICE EFFICIENCIES / SAVINGS > £10k | | | |
|---------------------------------------|----------------------|--|----------------|
| Portfolio | Service | Description | £'000 |
| Housing & Economic Development | Economic Development | Released final year ED strategy costs | (110) On-going |
| Finance & Administration | Corporate | Deletion of Assistant Director post and associated costs | (99) On-going |
| Finance & Administration | Financial Services | Long-term borrowing of corporate debt and decreased interest rates | (50) On-going |
| Housing & Economic Development | Homelessness | Deletion of vacant post | (24) On-going |
| Housing & Economic Development | Climate Change | Discontinued SLA for energy efficiency support work | (24) On-going |
| Finance & Administration | Financial Services | Procurement service outsourced | (19) On-going |
| Housing & Economic Development | Lifeline | Service now provided by health services not Council | (10) On-going |
| | | <i>Other immaterial adjustments</i> | (25) |
| | | | <u>(361)</u> |

| Other budget changes > £10k | | | |
|-----------------------------|---------------------|---|------------|
| Portfolio | Service | Description | £'000 |
| Environmental Services | Development Control | Net income budget removed for PPA income and costs claimed | 55 |
| Environmental Services | Planning Policy | Local Plan costs included in 5 year plan, but profiled spend moved to 2022/23 | 147 |
| | | <i>Other net immaterial adjustments</i> | 8 |
| | | | <u>210</u> |

Risks and Assumptions – 2021/22

| Service | 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) |
|------------------|--------------------------------|--|--|--------------------------------|-----------------------------|
| Asset Management | Asset Management | Tenant defaults on rent | L | L | H |
| Asset Management | CIPFA Consultation | CIPFA Prudential Code or Government commercial changes will enforce a financial Cap and some or all commercial assets will have to be sold | H | L | H |
| Asset Management | Asset Management | Unable to find tenant for Little Canfield commercial space | L | L | H |
| Benefits | LCTS Admin Grant | It is assumed that the LCTS Admin Grant will be paid at similar levels to 2021/22. The notification of grant amounts are unlikely to be made available until early 2022. There is therefore a risk that the amount budgeted may change. | M | L | M |
| Benefits | 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. Natural migration of Universal Credit is anticipated to gradually reduce the numbers of active working age claims | M | L | H |
| Benefits | 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. | M | L | H |
| Benefits | Housing Benefit Income subsidy | It is assumed that income subsidy can continue to be claimed in line with the levels reflected in previous years. There is however a continued risk that an increase in new burdens and DWP incentives, which could impact on the percentage of subsidy income received. | M | L | H |
| Benefits | DWP Discretionary Funding | It is assumed the governments Discretionary Housing Payment Funding will remain relatively stable. There is a risk however that the amount of grant available will not meet local need. | L | L | M |

Annexe H4 continued...

| Service | 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) |
|-------------------------|--------------------------|--|--|--------------------------------|-----------------------------|
| Car Parks | Overheads - bank charges | Bank charges have been based on all machines being cashless from 1st April 2022 and 56,000 transactions per month. The use of cashless machines trial period has been extended. The costs could change depending on the outcome of the trial. As the economy is still in a period of recovery from the Covid 19 pandemic it is difficult to predict the level of transactions, this will also affect the level of bank charges incurred. | M | M | M |
| Car Parks | Overheads - Fees | The SLA agreement with NEPP is due to end 31st March 2022. The Management fee could change depending on any change to the service provided by NEPP. Discussions on the new SLA are in progress | L | L | |
| Car Parks | All charges | All income from parking charges has been estimated as accurately as possible. However as last year's income was so distorted by COVID and usage of some car parks has changed, income could vary either adversely or favourably. If the recovery of the high street does not return as predicted and/or any further Covid variants generate restrictions or reduce the users confidence this will reduce income | M | M | M |
| Car Parks | Fairycroft - Charges | Fairycroft income from parking charges could in particular vary from budget. The budget figure has been based on the trend for this year (2021/22) and the usage is expected to continue to be reduced after COVID due to the change in users shopping habits. | M | L | L |
| Customer Service Centre | All CSC budget lines | With the continuation of some COVID restrictions and new ways of working in the provision of customer services, it is not yet known what format the CSC will operate in and from which locations. There is a risk that there could be variances to the budget set as we enter the financial year due to a required investment in remote technology and support and the provision of additional 'self-serve' technology. | H | M | M |

Annexe H4 continued...

| Service | 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) |
|-------------------------|--------------------------|--|--|--------------------------------|-----------------------------|
| Car Parks | Overheads - bank charges | Bank charges have been based on all machines being cashless from 1st April 2022 and 56,000 transactions per month. The use of cashless machines trial period has been extended. The costs could change depending on the outcome of the trial. As the economy is still in a period of recovery from the Covid 19 pandemic it is difficult to predict the level of transactions, this will also affect the level of bank charges incurred. | M | M | M |
| Car Parks | Overheads - Fees | The SLA agreement with NEPP is due to end 31st March 2021. The Management fee could change depending on any change to the service provided by NEPP. Discussions on the new SLA are in progress | L | L | |
| Car Parks | All charges | All income from parking charges has been estimated as accurately as possible. However as last year's income was so distorted by COVID and usage of some car parks has changed, income could vary either adversely or favourably. If the recovery of the high street does not return as predicted and/or any further Covid variants generate restrictions or reduce the users confidence this will reduce income | M | M | M |
| Car Parks | Fairycroft - Charges | Fairycroft income from parking charges could in particular vary from budget. The budget figure has been based on the trend for this year (2021/22) and the usage is expected to continue to be reduced after COVID due to the change in users shopping habits. | M | L | L |
| Customer Service Centre | All CSC budget lines | With the continuation of some COVID restrictions and new ways of working in the provision of customer services, it is not yet known what format the CSC will operate in and from which locations. There is a risk that there could be variances to the budget set as we enter the financial year due to a required investment in remote technology and support and the provision of additional 'self-serve' technology. | H | M | M |

Annexe H4 continued...

| Service | 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) |
|---------------------|-----------------|---|--|--------------------------------|-----------------------------|
| Development Control | Planning fees | The national trend is showing a decline in planning applications. However, Uttlesford might miss the downward trend and therefore show an increase in income. | M | H | L |
| Development Control | Planning fees | ECC SLA Ecology and Archaeology - it is assumed that the increase during 2021/22 will mean that there is no additional increase for 2022/23. However, the increase was required because of the caseload and this might continue to rise and need to reflect an increase in spend. | L | | L |
| Development Control | Planning fees | It is assumed that the Local Plan process will remain on target. Delay in Local Plan - could cause more adhoc applications and appeals. More appeals may mean an increase in legal and consultee costs. | L | | M/H |
| Development Control | Planning fees | It is assumed that the risk of designation will be in place and reviewed to give the authority time to make relevant changes and to improve. However, there is a risk of designation on quality of Major applications this would require a refreshed budget. | L/M | | M/H |
| Development Control | Monitoring fees | It is assumed that the review of the monitoring charges will be successful which will bring forward developer contributions and methodologies to ensure that the appropriate monitoring fees are secured. Monitoring is going to be key moving forward | L | M | |
| Development Control | Planning fees | It is assumed that all posts are filled in a timely manner. Failing to recruit staff at appropriate levels and therefore needing to retain the use of agency staff. | M | | H |
| Development Control | Monitoring fees | It is assumed that there is an clear audit of how the monitoring monies have been spent, if not there is a risk a developer could demand their monies be refunded. | L | | M/H |

Annexe H4 continued...

| Service | 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) |
|----------------------|---|--|--|--------------------------------|-----------------------------|
| Development Control | Stansted Costs | There is an assumption that the Stansted Inquiry and Cost application will be dealt with by the end of Q4 2021/22. However, this may not be the case and there might be a need for additional costs. | L | | M/H |
| Economic Development | Discretionary Rate Relief | This is ED support to encourage businesses to move into the district and encourage existing ones to remain in the district. We do not know what the level of applications will be for this. | L | L | L |
| Economic Development | Staffing for Delivery Plan | The service requires a skilled ED officer on a FTC to support the delivery of the Green Economy initiatives. Without this the current team are unlikely to be able to deliver this and this priority is linked to the wider aims of Economic Plan and partnership working | M | M | M |
| Climate Change | Climate Change Reserve | There is a risk that projects within the Climate Change Action Plan are not progressed and as a result expenditure will be lower than anticipated. | M | M | |
| External Grants | Community Support Payments and Health and Wellbeing | Due to increasing funding pressure the grants may not stay at the same level or may be removed by external agencies. | L | L | L |
| Grants | Grant applications | Possibility that budgeted amounts are not realised through lack of applications for grants | L | M | L |
| Human Resources | Training Budget | Most of the spending on the training budget is as a result of CMT and SMT corporate priorities and in the last financial year the budget was underspent. There is a risk of both under or overspending this budget in 2021/22. There is a particular risk this year as the Council will need to train staff in the 'new way of working' following the Covid-19 | M | L | M |
| Human Resources | Consultants Budget | There may be additional costs if external consultants are needed to help shape and implement the 'new way of working' | M | L | M |

Annexe H4 continued...

| Service | 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) |
|--------------------|------------------------|--|--|--------------------------------|-----------------------------|
| ICT | Contract costs | Including the normal possible fluctuations we may experience with license costs there are two large software contracts due to expire in the 22/23 financial year. Renewal or replacement costs will likely increase. Idox - October 2022 Adept (Telephony) - Dec 2022. A capital bid has gone in for a replacement phone system. | H | L | H |
| Insurance services | Premiums | Given the impact on trade materials the insurance premiums may rise again for the renewal process in October | M | | L |
| Legal | Section 106 legal fees | It is assumed that instructions on s106 will continue to come in at the current rate. If it is possible to raise legal fees for the new financial year this will lead to an increase in income from 35K to 42K. The variance is unlikely to arise as it is predicted with further staff now in place and permanent recruitment progressing that more work will be progressed and this will balance out any failure to get approval for increase in fees. | L | | L |
| Licensing | Licensing | Possibility that an operator responsible for the majority of licensing application income will move their applications to another licensing authority | M | L | H |
| Licensing | Licensing | Possibility that an operator responsible for the majority of licensing application income will substantially increase their applications to UDC | M | L | M |
| New Homes Bonus | Grants | May be a possibility that budgeted amounts are not realised. | M | M | L |

Annexe H4 continued...

| Service | 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) |
|----------------------------|--|---|--|--------------------------------|-----------------------------|
| NORSE | NORSE contract costs | The budget setting cycle for UNSL runs parallel with UDC's budgetary timetable so a variance may emerge after UDC's budget has been set | M | M | M |
| Offices | Office Repairs | There is a risk that the budget estimate could be under or over due to unpredicted repairs that arise during the year. | M | L | M |
| Offices | Little Canfield rental income | Unable to find tenants for Little Canfield commercial space | L | L | H |
| Offices | Walpole (Stansted) rental income | Unable to find tenants for Walpole (Stansted) commercial space | L | L | H |
| Private Finance Initiative | Contract costs | 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, the opposite effect could be achieved if capacity allows for full management of the contract | L | M | H |
| Procurement | LA services | If the SLA does not cover areas of procurement not originally identified additional staff or costs could be involved in covering the work | L | | L |
| Public Health | ECC Better Care Fund allocation for Disabled Facilities Grants | There is a risk, although not anticipated that the BDF allocation will reduce in 22/23. In addition with the withdrawal of Council revenue funding, there is a risk of a substantial overspend in 22/23 | L | L | M |
| Public Health | Environmental Protection/ Enforcement - Works in default | The budget does not have provision for works in default to abate nuisance and harm | L | L | L |

Annexe H4 continued...

| Service | 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) |
|-------------------|--------------------------------------|---|--|--------------------------------|-----------------------------|
| Public Health | Contaminated Land | The Council has a statutory duty to identify contaminated land. Such matters can be complex and involve specialist consultants to test and provide advice | L | L | L |
| Public Health | Planning consultation advice | Incorrect advice could prevent the adoption of mitigation measures to protect residential amenity. There is a risk of potential claims against the Council should this occur | L | L | L |
| Public Health | Border inspection Food inspection | Unpredictability of the numbers and types of consignments coming into Stansted or control any changes to work governed by legislative requirements i.e. what needs to be sampled and at what % and frequency and the implications and uncertainty of Brexit | M | L | H |
| Revenues | Court Costs | Court costs are hard to estimate due to the closure of the courts in 2020/2021 | L | L | L |
| Revenues | Sharing agreement | The ECC Sharing agreement, provides share back based on tax base increases over the baseline yearly increases. The income projected for the coming year is at a reduced level however it is likely that there will be a share back once all the data is provided in QTR 4 2021/22 | M | M | |
| Treasury services | Fees | If borrowing is needed on short term basis through Local authorities the broker fees may increase as a result of using brokers to arrange the deals | L | | L |
| Treasury services | Consultants | If the credit rating administration can not be absorbed into the team the work this will have to be outsourced resulting in extra costs | L | | M |

Annexe H4 continued...

| Service | 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) |
|----------------|--|--|--|--------------------------------|-----------------------------|
| Waste Services | GRY - Waste and recycling gate fees | Budget assumes an inflationary increase in charges. However market rates for recyclable materials remain fairly volatile. Uncertainty around European Markets is mitigated to an extent by our contractor spreading risks however it could impact on costs / income. | M | M | H |
| Waste Services | GRY - Garden waste income | Budget assumes sales are higher than previous years due to an increased customer base, if subscriptions change and do reach or fall below predictions this will impact on the income received | L | L | L |
| Waste Services | GRY - Trade waste Income | Income from Trade waste customers does not continue at predicted levels or are higher than anticipated | M | M | M |
| Waste Services | GRY - Agency Fees | Agency budgets have been increased by inflation however spend is dependant on sickness levels or our ability to appoint to vacancies. Suppliers have increased their charges for LGV drivers due to the national shortage. Spend is therefore difficult to predict with certainty. | M | H | H |
| Waste Services | All cost centres - Fuel supplies | Based on contractual indexation clauses an average increase of 3% has been assumed. However this is subject to diesel price volatility and the actual costs could go up or down. | M | L | M |
| Waste Services | GRY - Container supply and delivery (new developments) | Estimated units based on anticipated new developments - may go up or down | M | L | L |

Annexe H4 continued...

| Service | 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 Policy | Planning Policy | It is assumed that there will be limited responses from reps at Reg 18 stage which introduce the necessity for new evidence at an unknown cost | L/M | | M/H |
| Planning Policy | Planning Policy | It is assumed that there will be limited responses from reps at Reg 19 stage which introduce the necessity for new evidence at an unknown cost | L/M | | M/H |
| Planning Policy | Planning Policy | There is the risk that a second Urban Designer is required to the appeals and local plan, without the post this could increase costs as we would need to outsource this element. | L | | H |
| Planning Policy | Planning Policy | It is assumed that there will be limited funding from a joint submission with County by way of a grant. However, it is possible that the submission will be successful and a grant will be forthcoming. | L | M/H | |
| Planning Policy | Planning Policy | It is assumed that the cost of advertising and consultation will be covered by the budget, however if there is a requirement to do more and go further then this cost could escalate. | L | | L |
| Planning Policy | Planning Policy | It is assumed that there will be a requirement for only 1 x Reg 19 Consultation. However there is a risk that there needs to be a second consultation. | L | | H |
| Planning Policy | Planning Policy | It is assumed the representations received will be approximately what we have received previously. However, there is a risk that the amount could rise which might mean there is a delay in the process of the Local Plan whilst we take these into consideration | L | | M/H |

| Specific Covid-19 related on-going financial risks | | | | | |
|--|------------------------------------|--|--|--------------------------------|-----------------------------|
| Service | 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) |
| Revenues | Business Team | It is assumed that the Business Team will be able to manage any further business support initiative put in place by Central Government the Business Grant process without any further resources. Further resources maybe necessary dependant on the ongoing management of the pandemic however this will be covered by new burdens funding | L | | L |
| Revenues | IT Costs | Additional IT products and licenses may need to be purchased to deliver Government Covid response. This will be met by the new burdens funding | L | | L |
| Revenues | Consultants | Additional consultancy maybe required to provided advice and guidance on new NNDR initiatives | L | | L |
| Economic Development | A further lockdown or restrictions | The risk of further restrictions to local business, increased support will be required from the team plus the administrative tasks if gov't provide more grants to be delivered | L | | H |
| Waste Services | GRY - Agency Fees | Agency costs could increase if there is another lockdown and staff had to shield. | L | L | M |
| Benefits | DWP Test and Trace Funding | It is assumed that if the government continue the Test and Trace Payment Scheme into 2022/23, the standard scheme will continue to be fully funded. There is a risk however that if the discretionary scheme continues, the finite fund allocated to UDC will not be sufficient to meet demand. Demand levels are difficult to predict as numbers are impacted by covid infection rates and contact tracing in area. | M | L | L |

Fees and Charges – 2022/23

| Building Control other charges | 2021/22 charge £ | 2022/23 charge £ | Does the charge include VAT? |
|---|--|---------------------------------|---|
| Copying charges (statutory limitations) | 10p a sheet + 25.00 per hour officer time if job exceeds 1 hour | | Yes |

| Street Naming and Numbering | 2021/22 charge £ | 2022/23 charge £ | Does the charge include VAT? |
|--|---------------------------------|---------------------------------|---|
| <u>Charge per dwelling/unit</u> | | | |
| Add a name to a numbered property | 35.00 | 35.00 | No |
| 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 |
| Issuing a new address following demolition and reconstruction | 35.00 | 35.00 | No |
| Change to new addresses due to the development changing after the schedule has been issued (applies to all amended plots) | 55.00 | 55.00 | No |

Annex H5 continued...

| 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 | 325.00 | 485.00 | 860.00 |
| | | VAT | 65.00 | 97.00 | 172.00 |
| | | Total | 390.00 | 582.00 | 1,032.00 |
| HO2 | 2 Plots | Fee | 415.00 | 740.00 | 1,210.00 |
| | | VAT | 83.00 | 148.00 | 242.00 |
| | | Total | 498.00 | 888.00 | 1,452.00 |
| HO3 | 3 Plots | Fee | 498.00 | 1,010.00 | 1,600.00 |
| | | VAT | 98.00 | 202.00 | 320.00 |
| | | Total | 596.00 | 1,212.00 | 1,920.00 |
| HO4 | 4 Plots | Fee | 545.00 | 1,140.00 | 1,790.00 |
| | | VAT | 109.00 | 228.00 | 358.00 |
| | | Total | 654.00 | 1,368.00 | 2,148.00 |
| HO5 | 5 Plots | Fee | 610.00 | 1,275.00 | 1,990.00 |
| | | VAT | 122.00 | 255.00 | 398.00 |
| | | Total | 732.00 | 1,530.00 | 2,388.00 |
| <u>New Build Flats Not Exceeding 250m² and Not More Than 3 Storeys</u> | | | | | |
| FL1 | 1 Plot | Fee | 325.00 | 485.00 | 860.00 |
| | | VAT | 65.00 | 97.00 | 172.00 |
| | | Total | 390.00 | 582.00 | 1,032.00 |
| FL2 | 2 Plots | Fee | 415.00 | 740.00 | 1,210.00 |
| | | VAT | 83.00 | 148.00 | 242.00 |
| | | Total | 498.00 | 888.00 | 1,452.00 |
| FL3 | 3 Plots | Fee | 490.00 | 1,010.00 | 1,600.00 |
| | | VAT | 98.00 | 202.00 | 320.00 |
| | | Total | 588.00 | 1,212.00 | 1,920.00 |
| FL4 | 4 Plots | Fee | 545.00 | 1,140.00 | 1,790.00 |
| | | VAT | 109.00 | 228.00 | 358.00 |
| | | Total | 654.00 | 1,368.00 | 2,148.00 |
| FL5 | 5 Plots | Fee | 610.00 | 1,275.00 | 1,990.00 |
| | | VAT | 122.00 | 255.00 | 398.00 |
| | | Total | 732.00 | 1,530.00 | 2,388.00 |
| <u>Conversion to</u> | | | | | |
| COH | Single dwelling house (Where total floor area does not exceed 150m ²) | Fee | 300.00 | 425.00 | 700.00 |
| | | VAT | 60.00 | 85.00 | 140.00 |
| | | Total | 360.00 | 510.00 | 840.00 |
| COF | Single Flat (Where total floor area does not exceed 150m ²) | Fee | 300.00 | 425.00 | 700.00 |
| | | VAT | 60.00 | 85.00 | 140.00 |
| | | Total | 360.00 | 510.00 | 840.00 |
| 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 | 340.00 | 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 | 68.00 | | |
| | | Total | 408.00 | | |

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)

| STANDARD CHARGES | | | | | | |
|---|---|--------------|------------------|-------------------------|-----------------------|-----------------------------|
| SCHEDULE 2 WORK TO A SINGLE DWELLING | | | | | | |
| Limited to work not more than 3 storeys above ground level | | | | | | |
| Full Plans | | | | | | |
| Code | Extension and New Build | | Plan Charge £ | Inspection Charge* £ | Building Notice* £ | Regularisation Charge* £ |
| DX1 | Separate single storey extension with floor area not exceeding 40m2 | Fee | 165.00 | 340.00 | 520.00 | |
| | | VAT | 33.00 | 68.00 | 104.00 | |
| | | Total | 198.00 | 408.00 | 624.00 | 650.00 |
| DX2 | Separate single storey extension with floor area exceeding 40m2 but not exceeding 100m2 | Fee | 190.00 | 440.00 | 660.00 | |
| | | VAT | 38.00 | 88.00 | 132.00 | |
| | | Total | 228.00 | 528.00 | 792.00 | 825.00 |
| DX3 | Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m2 | Fee | 180.00 | 400.00 | 600.00 | |
| | | VAT | 36.00 | 80.00 | 120.00 | |
| | | Total | 216.00 | 480.00 | 720.00 | 750.00 |
| DX4 | Separate extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m2 but not exceeding 100m2 | Fee | 265.00 | 500.00 | 800.00 | |
| | | VAT | 53.00 | 100.00 | 160.00 | |
| | | Total | 318.00 | 600.00 | 960.00 | 1,000.00 |
| DGO | A building or extension comprising solely of a garage, carport or store not exceeding 100m2 | Fee | 120.00 | 265.00 | 390.00 | |
| | | VAT | 24.00 | 53.00 | 78.00 | |
| | | Total | 144.00 | 318.00 | 468.00 | 487.50 |
| DNH | Detached non-habitable domestic building with total floor area not exceeding 50m2 | Fee | 120.00 | 265.00 | 390.00 | |
| | | VAT | 24.00 | 53.00 | 78.00 | |
| | | Total | 144.00 | 318.00 | 468.00 | 487.50 |
| Conversions | | | | | | |
| DLC | First and second floor loft conversions | Fee | 180.00 | 405.00 | 645.00 | |
| | | VAT | 36.00 | 81.00 | 129.00 | |
| | | Total | 216.00 | 486.00 | 774.00 | 806.25 |
| DOC | Other work (e.g. single garage conversions) | Fee | 115.00 | 275.00 | 390.00 | |
| | | VAT | 23.00 | 55.00 | 78.00 | |
| | | Total | 138.00 | 330.00 | 468.00 | 487.50 |
| Alterations (inc underpinning) | | | | | | |
| DTH | Renovation of a thermal element | Fee | 75.00 | 140.00 | 215.00 | |
| | | VAT | 15.00 | 28.00 | 43.00 | |
| | | Total | 90.00 | 168.00 | 258.00 | 268.75 |
| DRW | Replacement windows, rooflights, roof windows or external glazed doors | Fee | 75.00 | 140.00 | 215.00 | |
| | | VAT | 15.00 | 28.00 | 43.00 | |
| | | Total | 90.00 | 168.00 | 258.00 | 268.75 |
| DA1 | Cost of work not exceeding £5000 (inc Renewable Energy Systems) | Fee | 75.00 | 140.00 | 215.00 | |
| | | VAT | 15.00 | 28.00 | 43.00 | |
| | | Total | 90.00 | 168.00 | 258.00 | 268.75 |
| DA2 | Cost of work exceeding £5000 but not exceeding £25000 | Fee | 150.00 | 290.00 | 440.00 | |
| | | VAT | 30.00 | 58.00 | 88.00 | |
| | | Total | 180.00 | 348.00 | 528.00 | 550.00 |
| DA3 | Cost of work exceeding £25000 but not exceeding £100000 | Fee | 200.00 | 455.00 | 715.00 | |
| | | VAT | 40.00 | 91.00 | 143.00 | |
| | | Total | 240.00 | 546.00 | 858.00 | 893.75 |
| DA4 | Cost of work exceeding £100000 but not exceeding £250000 Notifiable Electrical work in addition to the above, where applicable. | Fee | 300.00 | 700.00 | 1,040.00 | |
| | | VAT | 60.00 | 140.00 | 208.00 | |
| | | Total | 360.00 | 840.00 | 1,248.00 | 1,300.00 |
| DNE | (Where a satisfactory certificate will not be issued by a Part P registered electrician) | Fee | 340.00 | | | |
| | | VAT | 68.00 | | | |
| | | Total | 408.00 | | | |
| 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)

Annex H5 continued...

| SCHEDULE 3- ALL OTHER NON-DOMESTIC WORK | | | | | |
|--|--|--------------|-------------------|----------------------------|--------------------------------|
| Limited to work not more than 3 Storeys above ground level | | | | | |
| Code | Extensions and New Build | | Plan Charge* £ | Inspection Charge* £ | Regularisation Charge* £ |
| | | Fee | 175.00 | 370.00 | |
| | | VAT | 35.00 | 74.00 | |
| NX1 | Single storey with floor area not exceeding 40m ² | Total | 210.00 | 444.00 | 681.25 |
| | | Fee | 205.00 | 470.00 | |
| | | VAT | 41.00 | 94.00 | |
| NX2 | Single storey with floor area exceeding 40m ² but not exceeding 100m ² | Total | 246.00 | 564.00 | 843.75 |
| | | Fee | 308.00 | 590.00 | |
| | | VAT | 61.60 | 118.00 | |
| NX3 | With some part 2 or 3 storey in height and a total floor area not exceeding 40m ² | Total | 369.60 | 708.00 | 1,122.50 |
| | | Fee | 340.00 | 765.00 | |
| | | VAT | 68.00 | 153.00 | |
| NX4 | With some part 2 or 3 storey in height and a total floor area exceeding 40m ² but not exceeding 100m ² | Total | 408.00 | 918.00 | 1,381.25 |
| | | Fee | 85.00 | 190.00 | |
| | | VAT | 17.00 | 38.00 | |
| NO1 | Cost of work not exceeding £5,000 | Total | 102.00 | 228.00 | 343.75 |
| | | Fee | 85.00 | 190.00 | |
| | | VAT | 17.00 | 38.00 | |
| NO2 | Replacement windows, roof lights, roof windows or external glazed doors (not exceeding 20 units) | Total | 102.00 | 228.00 | 343.75 |
| | | Fee | 85.00 | 190.00 | |
| | | VAT | 17.00 | 38.00 | |
| NO3 | Renewable energy systems (not covered by an appropriate Competent Persons scheme) | Total | 102.00 | 228.00 | 343.75 |
| | | Fee | 85.00 | 190.00 | |
| | | VAT | 17.00 | 38.00 | |
| NO4 | Installation of new shop front | Total | 102.00 | 228.00 | 343.75 |
| | | Fee | 170.00 | 325.00 | |
| | | VAT | 34.00 | 65.00 | |
| NO5 | Cost of work exceeding £5,000 but not exceeding £25,000 | Total | 204.00 | 390.00 | 618.75 |
| | | Fee | 170.00 | 325.00 | |
| | | VAT | 34.00 | 65.00 | |
| NO6 | Replacement windows, roof lights, roof windows or external glazed doors (exceeding 20 units) | Total | 204.00 | 390.00 | 618.75 |
| | | Fee | 170.00 | 325.00 | |
| | | VAT | 34.00 | 65.00 | |
| NO7 | Renovation of thermal elements | Total | 204.00 | 390.00 | 618.75 |
| | | Fee | 170.00 | 325.00 | |
| | | VAT | 34.00 | 65.00 | |
| NO8 | Installation of Raised Storage Platform within an existing building | Total | 204.00 | 390.00 | 618.75 |
| | | Fee | 220.00 | 530.00 | |
| | | VAT | 44.00 | 106.00 | |
| NO9 | Cost of works exceeding £25,000 but not exceeding £100,000 | Total | 264.00 | 636.00 | 937.50 |
| | | Fee | 205.00 | 510.00 | |
| | | VAT | 41.00 | 102.00 | |
| N10 | Fit out of building up to 100m ² | Total | 246.00 | 612.00 | 893.75 |
| | | Fee | 400.00 | 800.00 | |
| | | VAT | 80.00 | 160.00 | |
| N11 | Cost of works exceeding £100,000 but not exceeding £250,000 | Total | 400.00 | 800.00 | 1,500.00 |

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

Annex H5 continued...

| Car Parking | 2021/22 charge £ | 2022/23 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 (1month) Private Individuals only | 30.00 | 30.00 | 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 |

| Car Parking | 2021/22 charge £ | 2022/23 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 (1 month) | 30.00 | 30.00 | 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) - Renewals only | 175.00 | 175.00 | Yes |
| Season Ticket (per annum) - Renewals only | 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 (1 month) | 30.00 | 30.00 | 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) | 320.00 | 320.00 | Yes |
| Season Ticket - Commuter employed elsewhere (per annum) | 620.00 | 620.00 | Yes |
| <i>Crafton Green</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 |
| *Due to capacity pressures new season tickets are not currently available for this car park | | | |

Annex H5 continued...

| Environmental Health | 2021/22 charge £ | 2022/23 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 | 94.00 | 94.00 | No |
| Food disposal if required | Charged at cost | Charged at cost | Yes |
| Voluntary Surrender Certificate | 94.00 | 94.00 | No |
| Water Samples (Airport) | 26.50 | 26.50 | Yes |
| Private water supply sampling and analysis under Regulation 10 (small supplies) - per visit (plus laboratory fee) | 48.00 | 49.00 | Yes |
| Group A parameter sampling and analysis (large supplies) - per visit (plus laboratory fee) | 48.00 | 49.00 | Yes |
| Group B parameter sampling and analysis (large supplies) - per visit (plus laboratory fee) | 96.50 | 99.00 | Yes |
| Investigation (per hour) | 60.50 | 62.00 | No |
| Risk Assessment (per hour) | 60.50 | 62.00 | No |
| Analysis under reg 10 | 27.50 | 28.00 | No |
| EIR information | 118.00 | 122.00 | No |
| Contaminated land | 118.00 | 122.00 | No |
| Officer charges for works in default - per hour | 57.50 | 59.00 | No |
| Chemical Water Samples on request | Charged at cost | Charged at Cost | Yes |
| <u>Imported Food Inspection Charges</u> | | | |
| POAO per CVED (Products of animal origin) (per consignment) | 188.50 | 188.50 | No |
| POAO per additional CVED on same AWB | 52.50 | 52.50 | No |
| POAO per CVED Out of Hours additional fee(Products of animal origin) | 78.50 | 78.50 | No |
| Organic product certificate office hours | 73.00 | 73.00 | No |
| Organic product certificate out of office hours | 261.50 | 261.50 | No |
| High Risk NAO per CED (Non animal origin) | 57.50 | 57.50 | No |
| High Risk NAO sampling fee + laboratory charges | 68.00 | 68.00 | No |
| High Risk NAO per CED Out of Hours | 68.00 | 68.00 | No |
| High Risk NAO Out of Hours sampling fee + laboratory charges | 99.50 | 99.50 | No |
| High Risk destruction charge + disposal costs | 63.00 | 63.00 | No |
| IUU Catch Certificate EEA | 26.50 | 26.50 | No |
| IUU Catch Certificate non EEA | 52.50 | 52.50 | No |
| CED rejection fee | 78.50 | 78.50 | No |
| Consignment abandon fee | 63.00 | 63.00 | No |
| ID check - Weekdays | 52.50 | 52.50 | No |
| ID check - Weekends | 89.00 | 89.00 | No |
| Organics check - Weekdays | 41.50 | 41.50 | No |
| Organics check - Weekends | 63.00 | 63.00 | No |
| Melamine check | 78.50 | 78.50 | No |
| Fee for late cancellation of Veterinary Cover Due to Non-Presentation of Shipments | - | 250.00 | No |
| Destruction Supervision | 78.50 | 78.50 | No |

Annex H5 continued...

| Environmental Health | 2021/22 charge £ | 2022/23 charge £ | Does the charge include VAT? |
|--|------------------------|------------------------|------------------------------------|
| Animals | | | |
| Stray dog - administrative costs (plus kennel and vet fees if applicable) | 53.50 | 54.00 | No |
| Stray dog - statutory fee | 26.50 | 27.00 | No |
| <u>Other charges</u> | | | |
| HMO (Homes of Multiple Occupancy) Licensing Fees | | | |
| HMO licence fee for up to 5 bedrooms * part 1 fee | 533.50 | 549.50 | No |
| HMO licence fee for up to 5 bedrooms * part 2 fee | 597.00 | 615.00 | No |
| HMO licence fee for 5 letting rooms or more - charge per additional room | 31.50 | 32.50 | No |
| HMO licence fee for up to 5 bedrooms - Renewal charge | 597.00 | 615.00 | No |
| HMO licence fee - Incomplete Application | 31.50 | 32.50 | No |
| Reminder letter on failure to apply for a licence | 31.50 | 32.50 | No |
| Variation of licence i.e. change in address or new appointed manager | 9.50 | 10.00 | No |
| Missed appointment letter | 134.00 | 138.00 | No |
| <p>* The total cost of licensing an HMO in 2021/22 with Uttlesford District Council is £130.50 and is payable in 2 parts. Part 1 fees are to be paid at the time of application to cover the costs of processing the application and inspecting the property. Part 2 fees are levied upon completion of the application process to cover the costs of running and enforcing the scheme. Applicants will need to ensure that Part 2 fees have been paid to the Council prior to the licence being issued.</p> <p>For 2020/21 a discount of 5% will be applied for valid applications that are received without a request from the Council. This will also apply to valid renewal applications received within the time specified by the Council.</p> <p>The licensing period is for 5 years from the date the application was made</p> <p>HMO Licensing fee charges will be subject to annual review from the 1st April each year</p> | | | |
| Housing Immigration Inspection | 175.50 | 181.00 | No |
| Housing improvement notice - fixed price | 257.50 | 265.00 | No |
| Suspended improvement notice - fixed price | 257.50 | 265.00 | No |
| Prohibition order - fixed price | 257.50 | 265.00 | No |
| Suspended prohibition order - fixed price | 257.50 | 265.00 | No |
| Emergency prohibition order - fixed price | 257.50 | 265.00 | No |
| Emergency remedial action notice - fixed price | 257.50 | 265.00 | No |
| Mobile homes - Fit and proper person test fee | - | 276.50 | No |
| Dog Waste Bags (per 50) | 1.00 | 1.00 | Yes |

Annex H5 continued...

| Land Charges | 2021/22 charge £ | 2022/23 charge £ | Does the charge include VAT? |
|---|------------------------|------------------------|------------------------------------|
| LLC1 Residential/Commercial | 22.00 | 22.00 | No |
| LLC1 Residential/Commercial extra parcels of land | 4.50 | 4.50 | No |
| CON29 - Residential | 89.00 | 89.00 | Yes |
| CON29 - Residential extra parcels of land | 12.60 | 12.60 | Yes |
| CON29 - Commercial | 112.00 | 112.00 | Yes |
| CON29 - Commercial extra parcels of land | 12.60 | 12.60 | Yes |
| LLC1 & CON29 - Residential | 111.00 | 111.00 | Yes |
| LLC1 & CON29 - Commercial | 134.00 | 134.00 | Yes |
| CON290* | 18.00 | 18.00 | Yes |
| * The following CON290 questions are free of charge: 6,7,10,11,12,13 & 14 | | | |
| The current schedule of land charges can also be found at the Uttlesford District Council website: | | | |
| https://www.uttlesford.gov.uk/article/4913/Local-Land-Charges-and-Searches-fees | | | |

| Legal | 2021/22 charge £ | 2022/23 charge £ | Does the charge include VAT? |
|--|------------------------|------------------------|------------------------------------|
| Solicitor and legal executives with over 8 years' experience hourly rate | 217.00 | 261.00 | No |
| Solicitor and legal executives with over 4 years' experience hourly rate | 217.00 | 217.00 | No |
| Letter of postponement | 50.00 | 50.00 | No |
| Deed of postponement | 90.00 | 90.00 | Yes |
| Licence fees for garden use | 120.00 | 120.00 | No |
| Lease for garden use | 500.00 | 500.00 | No |
| Selling a strip of land | 500.00 | 500.00 | No |
| Grant a right of way | 600.00 | 600.00 | No |
| Release of covenant | 500.00 | 500.00 | No |

Annex H5 continued...

| Lifeline (Council Tenants and Private Residents) | 2021/22 charge £ | 2022/23 charge £ | Does the charge include VAT? |
|--|------------------------|------------------------|------------------------------------|
| Lifeline units - Level 1 - Weekly charge - including evening and weekend emergency response visits | 5.40 | - | 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) | 6.60 | - | Yes* |
| <i>*a zero rating for VAT will apply if the customer can provide evidence that they have a disability</i> | | | |

From 1st April 2022 this service will be provided by a third party

| Democratic Services | 2021/22 charge £ | 2022/23 charge £ | Does the charge include VAT? |
|---------------------|------------------------|------------------------|------------------------------------|
| Road closure order | 36.00 | 36.00 | Yes |

Annex H5 continued...

| Museum | 2021/22 charge £ | 2022/23 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 |
| 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 | 120.00 | 120.00 | Yes |
| Taught session schools whole day | 210.00 | 210.00 | Yes |
| On-line session for one school class | 60.00 | 60.00 | Yes |
| School and Reminiscence Loan Boxes per half term | 18.00 | 18.00 | Yes |
| School Loan, Reminiscence and Reference Boxes for max. of 1 week | 12.00 | 12.00 | Yes |
| Charge for craft activities per child | 1.50 | 1.50 | Yes |
| (charges for other activities and events may vary) | | | |

Annex H5 continued...

| Museum | 2021/22 charge £ | 2022/23 charge £ | Does the charge include VAT? |
|---|------------------------|------------------------|------------------------------------|
| <u>Reproduction Charges</u> | | | |
| <u>Fee for providing images of collections for commercial publications</u> | | | |
| Printed image (books etc.) on cover, East of England region | 96.00 | 96.00 | Yes |
| Printed image (books etc.) inside, East of England region | 45.00 | 45.00 | Yes |
| Printed image (books etc.) on cover, UK and international | 126.00 | 126.00 | Yes |
| Printed image (books etc.) inside, UK and International | 64.80 | 64.80 | Yes |
| Website image, corporate / commercial use | 72.00 | 72.00 | Yes |
| Television, East of England region | 60.00 | 60.00 | Yes |
| Television, UK | 78.00 | 78.00 | Yes |
| Television, International | 120.00 | 120.00 | Yes |
| Supply of new image (in-house photography) | 5.00 | 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 | 78.00 | 78.00 | Yes |
| <u>Museum Shirehill Store Group Visits and Workshops</u> | | | |
| Weekday daytime min charge (1 hr session + set-up/clear-up) | 24.00 | 24.00 | Yes |
| Weekday daytime charge per additional hour | 18.00 | 18.00 | Yes |
| Evening visit | 78.00 | 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 | 72.00 | 72.00 | Yes |
| Talks for local groups, outside Uttlesford or 20 mile radius of Saffron Walden | 84.00 | 84.00 | Yes |
| On-line talk for local groups (in or outside Uttlesford) | 60.00 | 60.00 | Yes |

Annex H5 continued...

| Housing | 2021/22 charge £ | 2022/23 charge £ | Does the charge include VAT? |
|---|------------------------|------------------------|------------------------------------|
| <u>Garage Rents</u> | | | |
| Private (per week) | 13.19 | 13.84 | Yes |
| Tenants (per week) | 10.99 | 11.53 | No |
| <u>Sheltered Housing Scheme</u> | | | |
| Intensive Housing Management (IHM) (per week) | 16.29 | 16.86 | No |
| Housing Related Support (HRS) (per week) | 6.05 | 6.26 | No |
| <u>Allotments</u> | | | |
| Allotment per Rod (annually) | 3.00 | 3.00 | No |
| <u>Garden Welfare Services for Tenants</u> | | | |
| Regular Grass and Hedge Service (weekly charge) | 4.20 | 4.50 | Yes |
| Small one off Clearance | 48.00 | 60.00 | Yes |
| Large one off Clearance | 90.00 | 96.00 | Yes |
| <u>Guest Rooms - Sheltered Accommodation</u> | | | |
| Guest Room (per night) | 18.00 | 18.00 | Yes |

Annex H5 continued...

| Licensing | 2021/22 charge £ | 2022/23 charge £ | Does the charge include VAT? |
|---|------------------------|------------------------|------------------------------------|
| <u>Taxi Licensing</u> | | | |
| Drivers (licence valid for 3 years) | | | |
| - New Application | 218.00 | 213.00 | No |
| - Renewal | 218.00 | 213.00 | No |
| Drivers (licence valid for 2 years) | | | |
| - New Application | 202.00 | 199.00 | No |
| - Renewal | 202.00 | 199.00 | No |
| Drivers (licence valid for 1 years) | | | |
| - New Application | 186.00 | 186.00 | No |
| - Renewal | 186.00 | 186.00 | No |
| Operators (licence valid for 5 years) | | | |
| - New Application | 493.00 | 508.00 | No |
| - Renewal | 493.00 | 508.00 | No |
| Vehicles (licence valid for 1 year) | | | |
| - New Application | 145.00 | 149.00 | No |
| - Renewal | 145.00 | 149.00 | No |
| Vehicle Licence Transfer Fee | 105.00 | 108.00 | No |
| CRB checks | Charged at cost | Charged at cost | No |
| <u>Caravan Site Licence Fees</u> | | | |
| <u>New Applications</u> | | | |
| 1-5 pitches | 417.00 | 429.50 | No |
| 6-10 pitches | 417.00 | 429.50 | No |
| 11-20 pitches | 500.50 | 515.50 | No |
| 21-50 pitches | 586.00 | 603.50 | No |
| 51-100 pitches | 769.50 | 792.50 | No |
| >100 pitches | 834.50 | 859.50 | No |

Annex H5 continued...

| Licensing | 2021/22 charge £ | 2022/23 charge £ | Does the charge include VAT? |
|---|------------------------|------------------------|------------------------------------|
| Other Licences | | | |
| Skin piercing premises & 1 person | 188.50 | 194.00 | No |
| Skin piercing additional person | 10.50 | 11.00 | No |
| Skin piercing additional Treatment (at same time) | 36.50 | 37.50 | No |
| Additional ear piercing operator added at a later date | 41.50 | 42.50 | No |
| Additional operator added at a later date (other) | 63.00 | 65.00 | No |
| Additional treatment added at a later date | 73.00 | 75.00 | No |
| Table and Chairs on the Highway | 100.00 | 100.00 | No |
| Scrap Metal | | | |
| Grant of a site or collectors licence | 383.50 | 395.00 | No |
| - each additional site after first site | 201.00 | 207.00 | No |
| Renewal of a site or collectors licence | 336.50 | 346.50 | No |
| - each additional site after first site | 201.00 | 207.00 | No |
| Variation of a site or collectors licence | 136.00 | 140.00 | No |
| - each additional site being added to the licence | 336.50 | 346.50 | No |
| Alcohol Licensing Act 2003 | | | |
| For the current schedule of statutory fees, please visit the Uttlesford District Council website: https://www.uttlesford.gov.uk/article/5519/Licensing-Act-2003-personal-licence https://www.uttlesford.gov.uk/article/5518/Licensing-Act-2003-premises-licence | | | |
| Gambling Act 2005 | | | |
| For the current schedule of fees, please visit the Uttlesford District Council website: https://www.uttlesford.gov.uk/media/2834/Gambling-Act-2005-Fees/pdf/Gambling_Act_2005_Fees.pdf | | | |

Annex H5 continued...

| Licensing | 2021/22 charge £ | 2022/23 charge £ | Does the charge include VAT? |
|---|------------------------|------------------------|------------------------------------|
| Licences | | | |
| Animal boarding establishment (cattery, kennel, dog day care)* | | | |
| - Part A fee | 279.00 | 287.50 | No |
| - Part B fee | 181.50 | 187.00 | No |
| - Re-inspection | 133.00 | 137.00 | No |
| - Variation | 20.50 | 21.00 | No |
| Riding Establishments * | | | |
| - Part A fee | 344.00 | 354.50 | No |
| - Part B fee | 193.50 | 199.50 | No |
| - Re-inspection | 186.50 | 192.00 | No |
| - Variation | 20.50 | 21.00 | No |
| Home boarding * | | | |
| - Part A fee | 190.50 | 196.00 | No |
| - Part B fee | 198.00 | 204.00 | No |
| - Re-inspection | 133.00 | 137.00 | No |
| - Variation | 20.50 | 21.00 | No |
| Dog breeding establishment * | | | |
| - Part A fee | 257.50 | 265.00 | No |
| - Part B fee | 181.50 | 187.00 | No |
| - Re-inspection | 133.00 | 137.00 | No |
| - Variation | 20.50 | 21.00 | No |
| Pet shop * | | | |
| - Part A fee | 279.00 | 287.50 | No |
| - Part B fee | 184.50 | 190.00 | No |
| - Re-inspection | 133.00 | 137.00 | No |
| - Variation | 20.50 | 21.00 | No |
| Dangerous wild animals * (based on a 2 year licence) | POA | POA | No |
| Zoo licence (5 years) * (based on a 5 year licence) | POA | POA | No |
| Keeping or Training Animals for Exhibition * (based on a 5 year licence) | POA | POA | No |
| * Part A fees need to be paid on application. Part B fees are paid on issuing report & confirmation of the licence and rating. The issuing of the license will occur following payment of Part B fees. For licenses where there is more than one activity, the fee will be based on the applicant's main business activity as judged by the inspecting officer. Additional charges will be applied for secondary activities as outlined below. | | | |

Annex H5 continued...

| Licensing | 2021/22 charge £ | 2022/23 charge £ | Does the charge include VAT? |
|---|------------------------|------------------------|------------------------------------|
| <u>Additional Costs</u> | | | |
| Cattery, Kennel, Dog Day Care | 62.00 | 64.00 | No |
| Riding Establishments | 125.00 | 129.00 | No |
| Home Boarders | 62.00 | 64.00 | No |
| Breeders | 62.00 | 64.00 | No |
| Pet Shop | 62.00 | 64.00 | No |
| Keeping or Training Animals for Exhibition | POA | POA | No |
| Vets fees to be recharged to the operator + Administration costs of £7.50 for Horse Riding Establishments and new breeders only | | | |

Annex H5 continued...

Planning Applications

For the current schedule of planning application fees, please visit the Uttlesford District Council website:

<http://www.uttlesford.gov.uk/article/4864/Planning-Application-Fees>

| Planning Pre-application advice | 2021/22 charge £ | 2022/23 charge £ | Does the charge include VAT? |
|--|------------------------|------------------------|------------------------------------|
| Plannng Pre-application Advice | | | |
| Householder - Written Advice only | 100.00 | 100.00 | Yes |
| - Meeting 1 hr and written advice | 150.00 | 150.00 | Yes |
| - Follow up advice | 75.00 | 75.00 | Yes |
| Householder/Heritage*/ Listed building Consent | | | |
| - Written advice only | 300.00 | 300.00 | Yes |
| - Meeting 1 hr and written advice | 450.00 | 450.00 | Yes |
| - Follow up advice | 225.00 | 225.00 | Yes |
| MINOR development | | | |
| - Written Advice only | 225.00 | 225.00 | Yes |
| - Meeting 1 hr and written advice | 390.00 | 390.00 | Yes |
| - Follow up advice | 175.00 | 175.00 | Yes |
| MINOR development and Heritage* advice | | | |
| - Written Advice only | 450.00 | 450.00 | Yes |
| - Meeting 1 hr and written advice | 550.00 | 550.00 | Yes |
| - Follow up advice | 275.00 | 275.00 | Yes |
| High Hedge Complaints | 500.00 | 500.00 | Yes |
| MAJOR or Complex Minor Pre-app where they do not want to enter into a PPA | - | Bespoke fee | Yes |
| *Heritage advice includes Locally Listed Buildings/ Ancient Monuments/Works or development in a Conservation Area. | | | |

Annex H5 continued...

| Other Planning fees and charges | 2021/22 charge £ | 2022/23 charge £ | Does the charge include VAT? |
|--|-----------------------------------|-----------------------------------|------------------------------------|
| Planning conditions - variation / removal discussion | 200.00 | 200.00 | Yes |
| Change of use to house in multiple occupation | 150.00 | 150.00 | Yes |
| Is Planning Permission required - requests seeking confirmation as to whether planning permission is required for development - Householder? | 100.00 | 100.00 | Yes |
| Is Planning Permission required - requests seeking confirmation as to whether planning permission is required for development - Anything else? | 175.00 | 175.00 | Yes |
| Informal confirmation of permitted use class (formal confirmation can only be obtained by a certificate of lawfulness) - A Planning history will be carried out and a response provided within 10 working days | 150.00 | 150.00 | Yes |
| Confirmation that Permitted Development Rights have not been removed - Householder | 55.00 | 55.00 | Yes |
| Confirmation that Permitted Development Rights have not been removed - all other development | 150.00 | 150.00 | Yes |
| Confirmation of Designated Area in response to customer requests we can provide confirmation of designated areas (self service is available) however, we can provide a list of constraints on a property within 3 working days | 75.00 | 75.00 | Yes |
| Copy of history | 25.00 | 25.00 | Yes |
| Copy of history and more investigation | 110.00 per 30 minutes | 110.00 per 30 minutes | Yes |
| Confirmation of Conditions and s106 Compliance | 110.00 per 30 minutes | 110.00 per 30 minutes | No |
| Confirmation of conditions and s106 Compliance - site visit | 276.00 plus the per 30 minutes | 276.00 plus the per 30 minutes | No |
| Advice for variation or deletion of s106 Agreements (per 1hr meeting) | 240.00 | 240.00 | Yes |
| Other (not listed above) | 110.00 per 30 minutes | 110.00 per 30 minutes | Yes |
| What constitutes a material start? Material starts can only be confirmed by submitting a Cert of Law however we also offer an informal response from a case officer on what constitutes a material start. | 75.00 | 75.00 | Yes |

Annex H5 continued...

| Other Planning fees and charges | 2021/22 charge £ | 2022/23 charge £ | Does the charge include VAT? |
|--|---|---|------------------------------------|
| Documents provided under Local Government Access to Information Act 1985 Documents - TPO, BPN, LB Planning & Building Regulation Decision Notices | 10p a sheet plus 25.00 per hour if job exceeds 1 hour | 10p a sheet plus 25.00 per hour if job exceeds 1 hour | Yes |
| Uttlesford Local Plan Adopted 2005 | 25.00 | 25.00 | Yes |
| Emerging Local Plan | n/a | Bespoke Fee | Yes |
| Confirmation regarding Agricultural Ties | 42.00 | 42.00 | Yes |
| To retain a % of fee paid if the application is withdrawn - planning applications | 15% | 15% | No |
| To retain a % of fee paid if the application is withdrawn; Pre-Applications | 15% | 15% | Yes |
| Parish and Town Councils - Neighbourhood Planning mapping | The time charged will be at the appropriate officer hourly rate | The time charged will be at the appropriate officer hourly rate | No |
| S106/Legal Agreement Monitoring Fee - including monetary value | 2% - 5% depending on complexity | See new fee sheet | Yes |
| S106/Legal Agreement Monitoring Fee - including non-monetary value | Bespoke Fee | See new fee sheet | Yes |
| Listed Building Authorisation Check (Vendor/Purchaser) | 1,000.00 | 1,000.00 | No |
| Solicitor's queries regarding compliance with Enforcement Notices - per 30 minutes | 110.00 | 110.00 | No |
| Solicitor's queries regarding compliance with Enforcement Notices - additional charge if site visit required | 276.00 | 276.00 | No |

Annex H5 continued...

| Other Planning Fees and Charges - S106 Monitoring Fee | 2021/22 charge £ | 2022/23 charge £ | Does the charge include VAT? |
|---|------------------------|------------------------|------------------------------------|
| Monitoring Charge Schedule* | | | |
| Scheme (residential Units) | | | |
| <10 | n/a | 416.00 | No |
| 10 to 40 | n/a | 1,664.00 | No |
| 41-80 | n/a | 5,164.00 | No |
| 81-120 | n/a | 7,746.00 | No |
| 121-160 | n/a | 15,184.00 | No |
| 161-200 | n/a | 18,980.00 | No |
| 201-240 | n/a | 22,776.00 | No |
| 241-280 | n/a | 26,572.00 | No |
| 281-320 | n/a | 30,368.00 | No |
| 321-360 | n/a | 34,164.00 | No |
| 361-400 | n/a | 37,960.00 | No |
| 440-480 | n/a | 41,756.00 | No |
| 481-520 | n/a | 45,552.00 | No |
| 560-600 | n/a | 49,348.00 | No |
| 600-640 | n/a | 53,144.00 | No |
| 640-680 | n/a | 56,940.00 | No |
| 680-720 | n/a | 60,736.00 | No |
| 721-760 | n/a | 64,532.00 | No |
| 761-800 | n/a | 68,328.00 | No |
| Strategic site (>800) and Mixed Schemes | n/a | Bespoke | No |
| *Additional fee could be sought regarding any non-standard clauses requiring specific bespoke monitoring. | | | |
| The Council will seek a charge to fulfil its role to monitor all the required clauses for Section 106 Obligations, this charge does not include, any charges sought by partner organisations such as Essex County Council | | | |

Annex H5 continued...

| Planning Performance Agreement (PPA) band categories | Initiation Fee £ | What is included? | Arrangement fee for setting up the PPA frames | What is included |
|---|---------------------|--|---|---|
| Category A* Developments over 1000 residential units or large commercial areas over 20,000sqm net commercial floor space (including change of use) | 5,000.00 + VAT | Initial meeting to share the proposal, discuss PPA. | 50,000.00 + VAT | Virtual meetings with UDC officers x 6 Engagement with Parish/Town Council x up to 2 Presentation to Members x 1 Officers attending Design Panel x up to 2 |
| Category B* 501 - 1000 residential units or 10,000 to 19,999sqm net commercial floor space (including change of use) | 5,000.00 + VAT | Initial meeting to share the proposal, discuss PPA. | 40,000.00 +VAT | Virtual meetings with UDC officers x 6 Engagement with Parish/Town Council x 1 Presentation to Members x 1 Officers attending Design Panel x 1 |
| Category C* 251 to 500 residential units or between 5,000 to 9,999sqm net commercial floor space (including change of use) | 5,000.00 + VAT | Initial meeting to share the proposal, discuss PPA. | 30,000.00 + VAT | Virtual meetings with UDC officers x 6 Engagement with Parish/Town Council x 1 Presentation to Members x 1 Officers attending Design Panel x 1 |
| Category D* 50 to 250 residential units or between 2,500 to 4,999sqm net commercial floor space (including change of use) | 2,500.00 + VAT | Initial meeting to share the proposal, discuss PPA. | 17,500.00 + VAT | Virtual meetings with UDC officers x 3 Engagement with Parish/Town Council x 1 Presentation to Members x 1 Officers attending Design Panel x 1 |
| Category E* Up to 49 residential units or up to 2,499sqm net commercial floor space (including change of use) | 2,500.00 + VAT | Initial meeting to share the proposal, discuss PPA. | 12,500.00 + VAT | Virtual meetings with UDC officers x 3 Engagement with Parish/Town Council x 1 Presentation to Members x 1 Officers attending Design Panel x 1 |
| UDC's reasonable legal costs incurred in association with the preparation of the S106 Agreement that may commence at pre-application stage. | | | Individually tailored to your development | |
| *The council's reasonable costs which may be incurred with the appointment of external and statutory consultants and stakeholders to progress the planning application to be agreed by the interested parties on a case by case basis. The cost of commissioning additional consultants will be covered by the interested parties with the agreement of the council on project scoping and draft reports. | | | | |
| Additional Services - Charges on a cost recovery only. If additional work/meetings is required there will be an additional payment based on the relevant hourly rate of the officer/s required to participate. | | | | |

Annex H5 continued...

| Saffron Walden Offices | 2021/22 charge £ | 2022/23 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) | 37.00 | 38.00 | Yes |
| Room hire - Flitch (Chairman's room) (per hour) Charity Rate | 32.00 | 33.00 | Yes |
| Room hire - Cutlers (Committee room) (per hour) | 67.00 | 68.00 | Yes |
| Room hire - Cutlers (Committee room) (per hour) Charity Rate | 42.00 | 43.00 | Yes |
| Room hire - Gibson (Council Chamber) (per hour) | 89.00 | 91.00 | Yes |
| Room hire - Gibson (Council Chamber) (per hour) Charity Rate | 57.00 | 58.00 | Yes |
| Refreshments - per 10 people | 18.00 | 18.00 | Yes |
| Tenants (Flitch Room) (per hour) | 27.00 | 28.00 | Yes |
| Tenants (Cutlers Room) (per hour) | 32.00 | 33.00 | Yes |
| Tenants (Gibson Room) (per hour) | 52.00 | 53.00 | Yes |
| <u>Room charges - wedding</u> | | | |
| Flitch (Chairman's Room) Mon-Thur | 112.00 | 114.00 | Yes |
| Flitch (Chairman's Room) Friday | 162.00 | 165.00 | Yes |

| Print Room | 2021/22 charge £ | 2022/23 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. | 41.50 | 41.50 | No* |

Annex H5 continued...

| Refuse Collection & Recycling | 2021/22 charge £ | 2022/23 charge £ | Does the charge include VAT? |
|---|------------------------|------------------------|------------------------------------|
| <u>Bulky Waste Collection Service</u> | | | |
| Minimum charge for 2 items | 17.50 | 30.00 | No |
| Each additional item | 8.75 | 5.00 | No |
| Waste Electrical Equipment Collection Services (1 item) | 17.50 | 30.00 | No |
| Each additional item | 8.75 | 5.00 | No |
| Garden Waste Bags | 1.20 | 1.26 | No |
| <u>Garden Waste Collection Service</u> | | | |
| 240 litre wheeled bin | n/a | 46.00 | No |
| 240 litre wheeled bin (payment by DD) | 40.00 | n/a | No |
| 240 litre wheeled bin (Other Payment Options) | 46.00 | n/a | No |
| Bin delivery charge | 22.50 | 23.63 | No |
| <u>Waste container supply and delivery (new developments)</u> | | | |
| Full set of containers, Green lidded bin, Grey lidded bin, Food Caddy | 75.00 | 78.75 | No |
| <u>Town and Parish Council Garden Waste weekend collection</u> | | | |
| Charge per hour | 70.00 | 73.50 | No |
| <u>Trade Waste Collection and Disposal Charges</u> | | | |
| Trade sacks (85 litres) | 3.00 | 3.15 | No |
| Bins 180 litres | 6.14 | 6.45 | No |
| Bins 240 litres | 8.19 | 8.60 | No |
| Bins 660 litres | 13.54 | 14.22 | No |
| Bins 1100 litres | 20.88 | 21.92 | No |
| Skip - 12 cubic yard (light materials) | 157.74 | 165.63 | No |
| Skip - 12 cubic yard (heavy materials) | 247.19 | 259.55 | No |