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Uttlesford District Council

Chief Executive: Dawn French

Council

Date: Thursday, 21st February, 2019
Time: 7.30 pm
Venue: Council Chamber - Council Offices, London Road, Saffron Walden,
CB11 4ER

Chairman: Councillor L Wells
Members: Councillors K Artus, H Asker, G Barker (Vice-Chair), S Barker,
R Chambers, J Davey, P Davies, A Dean, P Fairhurst, T Farthing,
M Felton, M Foley, J Freeman, R Freeman, A Gerard, T Goddard,
J Gordon, N Hargreaves, S Harris, E Hicks, S Howell, D Jones,
T Knight, G LeCount, P Lees, M Lemon, B Light, J Lodge,
J Loughlin, A Mills, S Morris, E Oliver, V Ranger, J Redfern, H Rolfe,
H Ryles and G Sell

Public Speaking

At the start of the meeting there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements subject to having given notice by 12 noon two working days before the meeting. A time limit of 3 minutes is allowed for each speaker. Please refer to further information overleaf.

AGENDA PART 1

Open to Public and Press

1 Apologies for Absence and Declarations of Interest

To receive any apologies and declarations of interest.

2 Minutes of the previous meeting

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To receive the minutes of the previous meeting.

- 3 Chairman's Announcements**
- To receive any announcements from the Chairman.
- 4 Report of the Leader of the Council** 23 - 26
- To consider receive a report from the Leader of the Council.
- 5 Report of the Portfolio Holder for Communities and Partnerships** 27 - 30
- To receive a report from the Portfolio Holder for Communities and Partnerships.
- 6 Report of the Portfolio Holder for Economic Development** 31 - 34
- To receive a report from Portfolio Holder for Economic Development.
- 7 Report of the Portfolio Holder for Environmental Services (to follow)**
- To receive a report from the Portfolio Holder for Environmental Services.
- 8 Report from the Portfolio Holder for Housing (to follow)**
- To receive a report from the Portfolio Holder for Housing.
- 9 Report from the Portfolio Holder for Finance and Administration** 35 - 36
- To receive a report from the Portfolio Holder for Finance and Administration.
- 10 Questions to the Leader, Members of the Executive and Committee Chairmen (up to 15 minutes)**
- To receive questions from members for the Executive and committee chairmen.
- 11 Matters referred from the Executive and the Council's committees**
- To consider any reports referred from the Executive and the Council's committees and receive questions and answers on any of those reports.

- 12 Matters received about joint arrangements and external organisations**
- To consider matters concerning joint arrangements and external organisations.
- 13 Budget Proposals 2019/20** 37 - 192
- To consider the report on the budget proposals for 2019/20.
- 14 Business Rates Retail Relief** 193 - 218
- To consider the report on the business rates relief policy.
- 15 Pay Policy** 219 - 246
- To consider the report on the pay policy.
- 16 Corporate Plan Refresh 2019-2023** 247 - 252
- To consider the report on the Corporate Plan Refresh 2019-23.
- 17 Thaxted Neighbourhood Plan** 253 - 256
- To consider the report on the Thaxted Neighbourhood Plan.
- 18 Committee Timetable 2019/20** 257 - 258
- To consider the timetable of Council and Committee meetings for 2019/20.
- 19 Notice of Motion Received from Councillor Light**
- This Council recognises that libraries make a significant contribution to education, well-being and community activities.
- Any library closures or reductions in services will disproportionately affect the well-being of children and young families, the elderly, the unemployed and other vulnerable groups and increase their social isolation.
- We condemn the unnecessary cuts that are being proposed by Essex County Council and we will not allow the removal of services from any library in the district of Uttlesford.
- Instead, as a Council committed to enhancing the well-being of our community, we will invest in and develop our libraries.

MEETINGS AND THE PUBLIC

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The agenda is split into two parts. Most of the business is dealt with in Part I which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

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Agenda Item 2

COUNCIL held at COUNCIL CHAMBER - COUNCIL OFFICES, LONDON ROAD, SAFFRON WALDEN, CB11 4ER, on TUESDAY, 4 DECEMBER 2018 at 7.30 pm

Present: Councillor L Wells (Chairman)
Councillors K Artus, H Asker, G Barker, S Barker, R Chambers, J Davey, P Davies, A Dean, P Fairhurst, T Farthing, M Felton, M Foley, J Freeman, R Freeman, A Gerard, T Goddard, N Hargreaves, S Harris, E Hicks, S Howell, D Jones, P Lees, M Lemon, J Lodge, A Mills, S Morris, E Oliver, V Ranger, J Redfern, H Rolfe and G Sell

Officers in attendance: R Dobson (Democratic and Electoral Services Manager), D French (Chief Executive), R Harborough (Director - Public Services), S Pugh (Assistant Director - Governance and Legal) and A Webb (Director - Finance and Corporate Services)

Also present: Steph Grace, Melissa Challinor (members of the Independent Remuneration Panel) and Diane Drury (shadow panel member).

C40 PUBLIC SPEAKING

Daniel Brett and Maureen Caton made statements, summaries of which are appended to these minutes.

C41 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Councillors Gordon, Knight, LeCount, Light, Loughlin and Ryles.

Councillors Fairhurst and R Freeman declared a non – pecuniary interest as members of Saffron Walden Town Council.

Councillor S Barker declared a pecuniary interest in relation to the item on Local Council Tax Scheme proposals, and a disclosable pecuniary interest in relation to the notice of motion of library services, for which she had dispensation.

Councillor G Barker declared a disclosable pecuniary interest in relation to the same item, in that he was the spouse of Councillor S Barker, for which he also had dispensation.

The Chairman said it should be noted that Aisha Anjum had resigned as a councillor. The resignation had no effect on political balance and due to the timing of the resignation, there would be no by election.

Councillor Lodge, as the leader of the Residents for Uttlesford group, said former Councillor Anjum had been unwell during pregnancy, but had now given birth.

The Chairman asked that the good wishes of all Members be passed on to former Councillor Anjum and her family.

C42 PROPOSALS FOR MEMBERS' SCHEME OF ALLOWANCES 2019/20

Steph Grace, the Chairman of the Independent Remuneration Panel introduced the Panel's report on a review of the Members' Scheme of Allowances and recommendations for 2019/20. She thanked officers for their support and said the Panel had adopted the principles that allowances and expenses should be reasonable, equitable and economical. She described the main recommendations in the report and the reasons for them. She referred to the discussions with those Members who had attended before the Panel to give their views and the need for Members to receive training and support in use of the Council's electronic payment system. She said whilst a suggestion from Councillor Artus regarding a review of the work arising from appointments to outside bodies could not be addressed this year due to time constraints, it would be included in next year's review. She concluded by saying the participation of councillors was central to the Council's work, and she urged councillors to use their scheme of allowances well.

Councillor Rolfe proposed the recommendations. He thanked all members of the Panel for their work in reviewing the scheme of allowances, and said he respected the view of what was an independent body. The Panel had recommended the basic allowance to be increased by 1%, which was below inflation and less than the increase for officers, and said that the basic allowance must not diverge from the rate of inflation.

Councillor Chambers seconded the recommendations.

Councillor R Freeman said money was almost an irrelevance to the role of a councillor. He objected to the statement in the report that an attendance allowance would be impractical, which seemed to indicate an attitude of lacking the motivation to set up such an allowance. He did not claim expenses, as he found the software system irksome.

Councillor Gerard thanked the Panel for listening to his views last year and this year, regarding recognition for the hard work of Substitute Members of Planning Committee.

Councillor Morris said she would, as she had done for the past three years, vote against the recommendations, because she did not agree with councillors giving themselves a pay rise in the context of climate change and austerity.

Councillor Lees agreed with that view, whilst acknowledging that Members worked hard.

Councillor Redfern said this report was a good piece of work. She said elected representatives in this area tended to be from an older demographic. Being a councillor cost money, and whilst most current Members were fortunate, not everyone was able to afford considering taking on this role. It was important that

the basic allowance did not become out of kilter with the rate of inflation or staff pay awards, so as not to deter potential members of the Council.

The recommendations were carried by 26 in favour, 4 against and 1 abstention.

RESOLVED that the Council adopts:

a. the recommended scheme of allowances for the year 2019/20 as set out in Appendix 1 to the report, effectively increasing the current level of basic allowance and all existing special responsibility allowances (SRAs) by 1%.

b. an additional SRA for Planning Committee substitute members who attend at least 25% of Planning Committee meetings in that capacity throughout the municipal year.

c. a revised scheme of expenses for the Carer's Allowance which abolishes the maximum rate that can be claimed for care costs.

MEMBERS' ALLOWANCE SCHEME 2019/20

Allowance	Amount
Basic Allowance	£5202.51
Chairman of the Council	£4162.01 + civic expenses
Vice Chairman of the Council	£2081
Leader of the Council	£12746.15
Deputy Leader of the Council	£6763.26
Portfolio Holders	£6243.01
Overview/Scrutiny and Ordinary Committee Chairmen	£3641.76
Chairman of Licensing and Environmental Health Committee	£3901.88
Members of Licensing and Environmental Health Committee	£240.13 (to be paid in a municipal year when at least ten meetings of the Committee take place in a purely regulatory capacity; a payment will be made to members attending at least 50% of those meetings).

Chairman of Planning Committee	£3901.88
Members of Planning Committee	£480.26
Substitute members of the Planning Committee	£120.06 (to be paid in a municipal year when a substitute member of the Planning Committee has attended at least 25% of meetings of that committee, such allowance to be exempt from the provision that only one SRA may be claimed at any one time).
Chairman of Standards Committee	£2081
Main opposition group leader	£3641.76
Other opposition group leader	£2081
Independent representatives on the Standards Committee	£520.25
Panel members of Independent Remuneration Panel	£520.25

C43 MINUTES OF THE PREVIOUS MEETING

To consider the minutes of the previous meeting.

The minutes of the meeting held on 9 October 2018 were received and signed by the Chairman, subject to an amendment to be made following a check of the recording of the meeting. Following such investigation having been undertaken, the following amendment was made at Minute C35, third paragraph:

To substitute the following:

“in May 2017 there had been a contested vote, at which there had been a ballot. At the meeting there was a request for a recorded vote, which trumped a ballot”

with:

“in May 2017 there had been a contested vote, and a ballot had been arranged. However, there had been a call for a recorded vote, which currently trumps a ballot.”

C44 CHAIRMAN'S ANNOUNCEMENTS

The Chairman gave an account of her recent engagements, which had included attendance at a Michaelmas concert and a networking evening on behalf of St Clare's Hospice. The Hospice was dependent solely on donations, and the event had been intended to raise awareness of the charity's work. Amongst other events she had attended the Remembrance Day and Armistice Parade in Saffron Walden, which had been a fitting tribute to the fallen.

C45 REPORT OF THE LEADER OF THE COUNCIL

The Leader presented his report, which was included in the agenda papers.

He referred to the recent Local Strategic Partnership assembly; the importance of the role played by the Digital Zone in combating loneliness, and supporting health and wellbeing.

Councillor Rolfe said he had also attended the Uttlesford Business Breakfast, at which there had been discussion of initiatives to implement “clean tech” and a presentation on the potential for renewable energy in new and existing communities. He had attended the Essex Health and Wellbeing Board meeting in November, which worked to drive forward the public health and prevention of illness agenda, saving money and improving the experience and outcomes for patients.

Councillor Rolfe said the Council would do its best to support the District's libraries. Finally, he said he had taken out a judicial review against the Council to ensure that key community payments were fulfilled.

C46 REPORT OF THE PORTFOLIO HOLDER FOR ENVIRONMENTAL SERVICES

Councillor S Barker presented her report as the Portfolio Holder for Environmental Services. She had recently attended a trip to Eddington, and, in terms of recycling, had found it interesting to see that underground containers were used. Whilst not suited to retro-fitting existing dwellings, such methods were of great interest for new communities.

C47 REPORT OF THE PORTFOLIO HOLDER FOR COMMUNITIES AND PARTNERSHIPS

Councillor Ranger presented his report as the Portfolio Holder for Communities and Partnerships. He drew attention to the launch of the Dunmow Dementia Café and plans for the launch of a similar facility in Saffron Walden.

C48 REPORT OF THE PORTFOLIO HOLDER FOR ECONOMIC DEVELOPMENT

In the absence of Councillor Ryles, Members noted the report of the Portfolio Holder for Economic Development, which was included in the agenda papers.

C49 REPORT OF THE PORTFOLIO HOLDER FOR FINANCE & ADMINISTRATION

Councillor Howell referred Members to his report, as included in the agenda papers.

C50 REPORT OF THE PORTFOLIO HOLDER FOR HOUSING

Councillor Redfern presented her report, referring in particular to delivery of affordable housing, and to the opening of the redeveloped sheltered housing scheme at Reynolds Court. Members watched a short video, featuring a number of the tenants expressing great satisfaction with their new accommodation at Reynolds Court. Councillor Redfern invited any Member who wished to visit the scheme to do so.

Councillors Gerard and Hargreaves congratulated Councillor Redfern on the opening of the scheme.

C51 QUESTIONS TO THE LEADER, MEMBERS OF THE EXECUTIVE AND COMMITTEE CHAIRMEN (UP TO 15 MINUTES)

Councillor Sell thanked Councillor S Barker for the work now being carried out by the Waste Strategy Panel. Regarding his motion on the consultation on library services in Uttlesford, he said he understood a date was yet to be arranged for Councillor Rolfe to visit Stansted Mountfitchet Parish Council.

Councillor Rolfe said a date to attend Stansted Mountfitchet Parish Council would indeed be arranged, at which he would be joined by Councillor Felton.

Councillor Dean said he had a question for Councillor Ryles as the Portfolio Holder for Economic Development. In Councillor Ryles' absence, he asked the Leader to respond. He wished to know the position regarding a commercial building which was to be built as part of the development at Walpole Meadows in Stansted. He asked for an update on the proposed use for this building, for example, could it be used for start-up businesses?

Councillor Rolfe said the building was part of the section 106 money for Walpole Farm, and was an investment opportunity. He took note of the point regarding use for start-up units, and said he would write to Councillor Dean.

Councillor Lodge asked about a report commissioned in relation to the Local Plan Regulation 19 submission, and questioned whether proper process had been followed. He referred to the recent meeting of the Planning Policy Working Group, at which he said Councillor Rolfe had stated he had not been aware of the commissioning of this report. He asked whether option 3 of that report was to be followed, and whether adequate legal advice had been obtained. Councillor Rolfe said the Council, as part of the North Essex Councils, had commissioned a sustainability appraisal, on which the Inspector had commented. In light of the comments of the Inspector, officers had advised that the Council should review its sustainability appraisal, and legal advice had been taken. He confirmed the option to be followed was the third option in the report, and, in response to further questions, said he had become aware of the report on 26 October, that the work had been reported to the PPWG, and a reasonable process had been followed.

Councillor Lodge asked on a point of order whether the account which had been given matched up with the timings reported as to when officers had commissioned the sustainability appraisal report.

The Chief Executive said as soon as the first Inspector's letter had been issued, officers had worked quickly so as to enable the recommendation to the Council meeting of 19 June to take place. Thereafter, all issues were being looked at in broad terms. The piece of work on the sustainability appraisal had been commissioned at the end of August. She apologised that the PPWG had not been made aware of this work. The legal advice taken had not been in the form of a legal opinion, but was in the format of exchanges of correspondence, which would be provided to PPWG members. She took responsibility for the fact that extra work had been carried out, and said she would provide the chronology of events.

The Chairman said that as the time for questions had exceeded the 15 minutes allowed, she would take only one more question.

Councillor Oliver asked whether the Business Improvement District company was entitled to payment of the whole levy amount where a business owner was

about to retire and where the landlord of that business owner's premises was going to sell the property.

Councillor Rolfe said he would come back to Councillor Oliver on that question. He took the opportunity to congratulate the BID team, and said the activity of business in Saffron Walden around Christmas was good.

C52 LCTS SCHEME PROPOSALS - 2019/20

Councillor Howell presented a report on the Local Council Tax Support (LCTS) scheme, which the Council was required to review each year. The report set out proposals for the following financial year, on which, even if no change was proposed, consultation had to take place. The recommendations were to set the scheme for 2019/20 on the same basis as the 2018/19 scheme, but to increase the premium applied to empty properties from 50% to 100%.

Councillor Howell thanked those who had responded to the consultation. He said the report had been considered by the Scrutiny Committee, and by Cabinet. He drew attention to the key elements of the scheme operated by the Council during the previous five years, and proposed the recommendations, noting that the first recommendation should refer to the sixth consecutive year.

Councillor Chambers said the proposals protected the vulnerable, and seconded the recommendations.

Councillor Hargreaves spoke in support of the recommendations, and was in favour of the proposed increase in the premium for empty houses.

RESOLVED:

That the Council approve the Local Council Tax Support scheme for 2019/20 and the empty homes premium as recommended at Cabinet on 29 November 2018 and set out in this report.

- I. The 2019/20 LCTS scheme is set on the same basis as the 2018/19 scheme and therefore the contribution rate is frozen for the sixth consecutive year.
- II. The Council continues to protect Vulnerable and Disabled Residents and Carer's on a low income.
- III. The premium applied to properties empty for a period of more than 2 years is increased from 50% to 100%.

C53 REVIEW OF RETURNING OFFICER'S FEES AND EXPENSES

Councillor Howell presented a report on the Returning Officer's scale of fees and expenses for use at all relevant local elections and referendums in the Uttlesford district. He said the proposals had been subject to benchmarking, and that it was important to ensure recruitment to the multiple roles required to run an

election. He proposed the recommendations, which were seconded by Councillor Fairhurst.

RESOLVED that the Council:

- a. approves the scale of fees and expenses set out in Appendix 1 to the report.
- b. reviews the fees and expenses every four years in the year immediately preceding the ordinary election of district and parish councillors.
- c. delegates authority to the Director of Finance and Corporate Services to increase the scales annually to reflect the local government pay award.

C54 **GAMBLING POLICY – STATEMENT OF PRINCIPLES**

Councillor S Barker presented a report on the revised Statement of Principles to be applied by the Council in relation to its functions under the Gambling Act. The outcome of the consultation had been reported to the Licensing and Environmental Health Committee. She proposed the recommendations.

Councillor Chambers as Chairman of the Licensing and Environmental Health Committee seconded the report.

RESOLVED that the Council adopts the amended Gambling Act Statement of Principles attached to the report, to come into effect on 31 January 2019.

C55 **WALDEN PLACE, SAFFRON WALDEN**

Councillor Redfern presented a report providing detail on proposed redevelopment of the existing sheltered housing scheme at Walden Place. She described the current facilities and said one challenge was the fact that the heating for the flats was located inside Walden Place. Options had been considered, and the conclusion of this research was that the Council could carry out the redevelopment itself, which would enable it to retain control and enable a suitable financial return to be made. The work would be conducted in close liaison with the Conservation Officer.

Councillor Morris seconded the proposal. She said, as a ward member, she was delighted to see this work coming forward.

Councillor Fairhurst said it was critical that the conservation aspects were taken into account.

RESOLVED that the Council:

- 1 Notes the options detailed in the report to progress the proposed redevelopment of Walden Place in Saffron Walden.
- 2 Endorses Cabinet decision that the redevelopment of Walden Place is progressed as a council funded and managed project (Option 2) subject to budget availability.
- 3 Approves additional short term borrowing of £1m to finance the redevelopment of Walden Place.

C56 COUNCILLOR KNIGHT - APPROVAL OF ABSENCE FROM MEETINGS

Members noted with concern that Councillor Knight had been unwell for some time, and that therefore she had not been able to attend meetings on some occasions. The recommendation on the agenda would avoid Councillor Knight becoming automatically disqualified from office for any such absence during a period of six consecutive months. Councillor Ranger proposed the recommendation, which was seconded by Councillor Lodge.

RESOLVED to approve the absence by reason of ill-health of Councillor Knight for the purposes of section 85(1), Local Government Act, 1972.

All members sent their good wishes to Councillor Knight for her speedy recovery.

C57 NOTICE OF MOTION RECEIVED FROM COUNCILLOR DEAN: EXIT FROM THE EUROPEAN UNION

Councillor Dean presented a motion he had submitted on the exit of the United Kingdom from the European Union. He said the motion comprised four elements: the impact on businesses in the District arising from current uncertainty regarding the future economic relationship with the European Union; the impact on residents especially younger generations, who wished to maintain their ability to visit, study and work in the UK and in neighbouring countries; a statement of intention to call upon the Saffron Walden Member of Parliament to work to find a way through the current uncertainties to ensure local peoples' futures would not be harmed and to call on Parliament to confirm the present will of the people by means of a "People's Vote".

Councillor Dean asked that there be a recorded vote. He said a recent local survey had indicated 86% of people now supported remaining in the European Union; that the argument put forward by some that a second referendum would be divisive was not a reason against holding another referendum, as the existing outcome was divisive; that there was a duty to explain potential harm to younger people and that people had the right to change their mind. He did not know Kemi Badenoch MP's views, but if Members agreed with this motion, the Council would be offering her a way forward.

Councillor Fairhurst seconded the motion. He said this was a complicated motion, but all agreed on the Council's wish that no harm be caused to the District's residents, and that the MP should be asked to find a deal as a way forward.

Councillor R Freeman said he supported the motion in so far as it affected residents, but that this Council had no influence over the decision, so to that extent the motion was an irrelevance. He had voted to leave the EU, but was now not sure. There were merits in setting a majority vote of two-thirds. Brexit directly affected this Council in that businesses at Chesterford Research Park depended on the free movement of people.

Councillor Artus said agreeing the deal negotiated by the Prime Minister was worse than staying in the EU. The political elite were out of touch with the people. People had already voted to leave by a greater majority than had voted for this government at the last general election. The MP had been selected to defend the UK in the global arena. A better deal was needed.

Councillor Rolfe said this matter was incredibly important. Whilst he agreed with some of what each speaker had said, the Council did not have the leverage to discuss what should be done, and Members had not been elected on a platform regarding their views on this subject. All Members were likely to have different personal opinions. He had been a Remainer in 2016, and he accepted the vote had gone against him. Theresa May was in an impossible position, as finding a deal which by necessity was always going to have to be a compromise was a challenge. In his view, the deal was as good as it was going to get. If there were to be another referendum, many people would not forgive the Government. He would oppose the motion, as a Remainer.

Councillor Howell said he was unhappy with the content of the motion, given the fact that there was to be a debate on the deal in Parliament next week. There was little evidence that the will of the people had changed, both sides were angry, and any accounts of a national change of opinion were anecdotal. 17.4 million people had voted, so to term another referendum a "People's Vote" was insulting. The Council should listen to the people. Councillor Fairhurst had identified the two sentences with which Members could agree. Regarding the view of Councillor R Freeman that Brexit had an impact on the science businesses in the District, this view was wrong. The tenants had indicated they were not affected by the UK exiting the European Union. They had made an investment, and in fact the chief executive of one biotech business had said if the UK were to remain in the EU, it would be the death knell of the biotech business. The EU was forcing innovative business in the UK to pay a state funding penalty, which was damaging to business. Seeking a second vote would not solve the problem.

Councillor Sell referred to a report the Leader of Tending District Council had asked officers to prepare, looking at how Brexit might impact on residents, or offer opportunities. Next week Rochford Council had included discussion of a risk register for Brexit on its Council agenda. He asked why Uttlesford District Council was not considering Brexit in a similar way.

Councillor Wells said a risk register was considered by the Council's Governance, Audit and Performance Committee.

Councillor Asker congratulated Councillor Dean on his tenacity in surveying the residents of Saffron Walden for their views on Brexit. She had been in the Republic of Ireland last week, and whilst she had originally voted to leave, she had learnt about the views of residents and businesses in Ireland who were desperate for the UK to remain. She was not sure if Uttlesford could have an impact but she was intrigued and did not mind supporting the motion.

Councillor Lodge said there were very strong views on Brexit, and he was not going to share his opinion. The matters of the Local Plan, air quality, the library service were all vital to this district and were areas on which the Council could pull levers. This matter was one in which the Council did not have any influence. He had raised various issues with the MP and had received very little response. He considered the Council would not get anywhere with this motion and he would abstain.

Councillor Chambers said the problem was that there were 33 different opinions. He asked that the vote be taken.

Councillor Fairhurst said Members supported most of the motion, and would consider an amendment. No support for this suggestion was received.

The motion as follows was put to the vote:

Council recognises that there is continued uncertainty over the UK's future economic and social relationship with the Continental members of the European Union. It does not wish to see economic harm being caused to businesses and their employees in the Uttlesford district, such as those at Chesterford Research Park and those at Stansted Airport. Council wishes no harm to be caused to residents, especially those of younger generations, who wish to maintain their ability to visit, study and work in this and neighbouring countries. Council calls upon the Saffron Walden Member of Parliament, Mrs Kemi Badenoch, to take responsibility for the future wellbeing of the people of this district by striving at Westminster to find a way through the current uncertainties over Brexit to ensure that local people's futures will not be harmed. Council also notes that recent polls suggest that public opinion in this district, as well as nationally, is shifting away from leaving the EU towards a majority of people favouring the UK retaining its membership of the European Union. Therefore, in the event that Parliament cannot reach an outcome from its current and forthcoming deliberations that will give a high confidence of maintaining or improving the wellbeing of local people, Council calls on Parliament to check again the will of the people by conducting what has become known as a People's Vote to confirm the present will of the people.

The motion failed, with nine Members voting for the motion, 15 against. Six Members abstained.

Voting was as follows:

For: Councillors Asker, Dean, Fairhurst, Foley, R Freeman, Lees, Lemon, Morris and Sell.

Against: Councillors Artus, G Barker, S Barker, Chambers, Davey, Davies, Farthing, Felton, Gerard, Hicks, Howell, Jones, Oliver, Ranger and Rolfe.

Abstain: Councillors Hargreaves, Harris, Lodge, Mills, Redfern and Wells.

The Chairman asked that Members vote on whether to continue the meeting, as the meeting was already of two hours duration.

RESOLVED to continue the meeting.

C58

NOTICE OF MOTION RECEIVED FROM COUNCILLOR SELL: LIBRARY SERVICES IN UTTLESFORD

Councillor Sell introduced the motion on notice he had submitted. The motion was as follows:

This Council asks the Cabinet member for communities and partnerships to work with Essex County Council, parish/town councils, voluntary organisations and residents to explore ways in which the library service in Uttlesford is maintained and enhanced, in light of the county council's major consultation on the proposed future strategy for the county's libraries.

Councillor Sell said libraries had been important to him throughout his life, and he would like this service to be available for future generations. He had been surprised and angered by the County Council's proposals. He agreed a review of the county's libraries was necessary, but libraries should be supported as vibrant community hubs, which was what Stansted's library was. It would be a travesty of justice if Stansted were to lose its library.

Councillor Ranger seconded the motion, and said he was happy to do so, as it called on him to take action. He would arrange meetings with the users of the libraries at Stansted and Thaxted to consider what could be done.

Councillor Fairhurst said closing libraries came at the cost of the vulnerable, as for some people, not having access to a library meant not being able to get a qualification.

Councillor Foley said he had received a letter from a teacher in his ward, stating the closure of the library in Thaxted would deny access to a computer to people in Thaxted and the surrounding villages, in particular in terms of pre-school resources. Closing the library would discriminate against those who did not have a computer, which would mean their alternative would be to travel to Saffron Walden. Having to make a journey discriminated against those without a car, those who were old, and those who were disabled. Thaxted library was a hub, and a model use of the space and should be supported.

Councillor Fairhurst said libraries fulfilled social functions, as not only did they provide access to the sort of knowledge which once imparted stayed with one, but they were places to congregate.

Councillor Rolfe said he supported the motion, but the debated needed to be broadened as life had changed. There were big communities in Uttlesford such as Felsted and Hatfield Heath which had not got libraries, and the question of costs could not be avoided. He agreed with much of what Daniel Brett had said, although it was important to say that Children's Services in Essex were very highly rated. This was an incredibly expensive service to provide, and councils had to decide priorities. He took community hubs and libraries very seriously and the Council would do everything it could to work with the parish councils.

Councillor Lodge said all agreed on the importance of libraries, but he pledged that after May 2019 all libraries would be kept open.

The motion being put to the vote it was carried unanimously.

RESOLVED this Council asks the Cabinet member for communities and partnerships to work with Essex County Council, parish/town councils, voluntary organisations and residents to explore ways in which the library service in Uttlesford is maintained and enhanced, in light of the county council's major consultation on the proposed future strategy for the county's libraries.

C59

NOTICE OF MOTION RECEIVED FROM COUNCILLOR RANGER: DEFRA'S RESPONSE TO UTTLESFORD DISTRICT COUNCIL'S AIR QUALITY ANNUAL STATUS REPORT

Councillor Ranger explained the meaning of his proposal, which was as follows:

DEFRA's response to UDC's Air Quality Annual Status report highlights that, "after distance correction, there are now no exceedances of the annual mean objective for Nitrogen Dioxide within the Saffron Walden AQMA, or any results within 10% of objective levels at positions of relevant exposure" and goes on to state that "The recent monitoring results are extremely encouraging, and the Council should maintain the strategy outlined within the Action Plan". This council welcomes this response and will continue its work to improve further the air quality in our District.

Councillor Ranger said the report showed the Council was doing well, but that the Council was not complacent. Monitoring would continue, and the Council would upgrade the analyser at London Road to a permanent situation, and would upgrade Hill Street. At Hill Street the real-time analyser would not be replaced, but additional equipment would be deployed instead. Councillor Ranger said he was aware of Councillor Hargreaves' amendment, and invited him to consider withdrawing that amendment in light of the update he had given.

Councillor Rolfe seconded the motion.

Councillor Hargreaves said his amendment was to add wording at the end of the last sentence of the motion, as follows: “and urges the Cabinet to reinstate the council's failed monitoring equipment in order to return the air quality reporting to the more accurate local validation preferred by DEFRA.”

Councillor Hargreaves said it appeared Councillor Ranger was agreeing with his amendment, which should stand.

Officers confirmed the amendment had been uploaded to the meetings page of the website, and circulated to all members by email by the required deadline, and that printed copies were available.

Councillor Fairhurst seconded the amendment.

Councillor Ranger said the difficulty with the amendment was the requirement to reinstate failed equipment, and explained in detail the equipment which would in fact be used, which would satisfy the need to include local bias.

Councillor Gerard said he did not understand why the amendment was not welcomed, as Councillor Ranger had explained the intention.

Councillor Ranger said he would agree to alter the motion by removal of the reference to “reinstatement”, and read out the proposed motion as altered, which would omit the words “reinstate the council’s failed monitoring equipment in order to”.

Councillor Dean said it was problematic that the matter had come to a meeting of the Council when there was a high level of technical detail. There was no governance structure for this type of report. Scrutiny Committee had seen the report but at not looked at the annual report which was published in July. This was the wrong sort of motion to bring to Council and he would abstain.

The Chairman reminded Members they were debating the substantive motion. Councillor R Freeman said it was important to get the right equipment to tackle air quality monitoring, and to ensure it worked.

Councillor Lees said planning was an important part of air quality. Poor air quality was the largest risk to health in the UK, and caused 40,000 premature deaths each year, affecting the most vulnerable people disproportionately. The historic layout of Saffron Walden contributed to traffic emissions, and she urged the Council to have the correct equipment for the welfare of future generations. Councillor S Barker said the debate missed the point, as the Council welcomed the report from DEFRA. Officers should be applauded, as the overall picture was an improvement, but the Council had to keep working on monitoring air quality.

Councillor Lodge asked Councillor Ranger whether he was aware of a report commissioned by the Council by air quality experts, Global Ltd.

Councillor Ranger said he was not aware of this report.

Councillor Lodge read an extract from the report, which forecast that there would be hotspots across the district by 2023 where illegal levels of pollution would be reached. The Council was complacent, and whilst he would not oppose the motion, such complacency had to stop. The efforts made so far were sticking plasters, and real action was needed in view of the forthcoming new housing estates which would be too dangerous to implement on this analysis.

Councillor Rolfe said the Council was not complacent. The motion noted what DEFRA had said. There had been detailed explanation of the way in which the equipment would be used. It was important also to be creative and to use initiatives such as walking routes to schools, and cessation of parking in roads, as had been the case with Peaslands Road.

Councillor Lodge said, as a point of order, that parking in Peaslands Road had not stopped.

Councillor Rolfe said the condition had been set as part of development conditions.

Councillor Lodge withdrew his point of order.

Councillor S Barker proposed that the motion now be put.

Councillor Ranger summed up the reasons for his motion, as altered.

The motion being put to the vote, it was carried with one abstention.

RESOLVED:

DEFRA's response to UDC's Air Quality Annual Status report highlights that, "after distance correction, there are now no exceedances of the annual mean objective for Nitrogen Dioxide within the Saffron Walden AQMA, or any results within 10% of objective levels at positions of relevant exposure" and goes on to state that "The recent monitoring results are extremely encouraging, and the Council should maintain the strategy outlined within the Action Plan". This council welcomes this response and will continue its work to improve further the air quality in our District and urges the Cabinet to reinstate the council's failed monitoring equipment in order to return the air quality reporting to the more accurate local validation preferred by DEFRA.

C60

ASPIRE (CRP) LTD REQUEST FOR FUNDING

Members received a presentation given by the Director of Finance and Corporate Services, and considered the report of the Portfolio Holder for Finance & Administration on a request for funding in relation to Aspire (CRP) Ltd. The funding request was to enable the fitting out of a building at Chesterford Research Park. Councillor Howell explained the reasons for the exemption of the report from publication, in that commercial confidentiality had to be respected. He proposed the recommendation, which Councillor Rolfe seconded.

Members debated the matter in detail.

Councillor Fairhurst proposed deferral of the consideration of the item to give time to bring more information before the Council.

Councillor Rolfe said the report had been available for some days, and there were commercially good reasons to proceed.

The motion to defer being put to the vote, it was not carried.

The recommendation in the report was put to the vote, and carried by 21 votes to 4.

RESOLVED to agree the request for funding of Aspire (CRP) Ltd

The meeting ended at 11pm.

Summaries of public speaking statements

Daniel Brett

Daniel Brett raised the following points:

In light of Essex County Council's consultation on library services I am concerned that ECC claims diminishing use of libraries due to more use of e-books. There is a budget of £4m for such services, but since 2011 the service has been run down in the same way as Youth Services has been. Even if the services in Stansted were re-categorised as Tier 3, we would have no real library service. The consultation exercise is deeply flawed; Stansted is given a score which is the lowest level of deprivation: 1 in 4 children in Stansted South lives in poverty. More funding is given to Saffron Walden, exacerbating inequality at the expense of poor areas.

Maureen Caton

I speak as the Chairman of Stansted Mountfitchet Parish Council. In 2011, discussion was started regarding a new community building which UDC agreed to fund. Residents have invested £1.2m in the Essex Hub. We consider the Tier 4 proposal for our library a complete betrayal. We have been chased for our input, there have been no communications, but have been told only via a resident. The assessment process is flawed, the deprivation levels in Stansted South are being ignored. The nearest library will be in Saffron Walden, which discriminates against those with no transport. Stansted Mountfitchet is the third largest settlement in the District. It is also forecast that primary schools will increase their number of pupils in the next 5 years, but this fact has been ignored. I would urge Members to support retaining this library and to continue working to develop it into the tourist information centre as agreed.

Committee: Council

Date:

Title: Report of the Leader of the Council

Tuesday, 21
February 2018

Report Author: Councillor Howard Rolfe, Leader of the Council and Lead for Strategy, Partnerships and the Local Plan

Summary

1. This report summarises the Leader's activities on behalf of the Council.

Recommendations

2. None

Financial Implications

3. None

Background Papers

4. None

Situation

5. Since the last meeting there have been a number of key events/Meetings
6. Essex Leaders' and Chief Executives' meeting
Agenda included:
 1. Addressing Gangs and County Lines
 2. Economic Development
 3. Placement of London Borough homeless in other Local Authorities
7. Opening of Harlow College at Stansted
8. Conference to discuss the role of digital in Garden Communities
9. Visit to Saffron Post Office and attendance at the Chairman's Carol Service in Little Hallingbury
10. Meeting with MP to further update on current events and activities in Uttlesford

11. Two meetings of the Garden Communities Delivery Member Governance Board, including discussion on CIL and DPDs
12. LSCC Board including programme of APPG events for skills and productivity, life sciences/med tech/agritech/digital and infrastructure. Update on transport and inward investment
13. Essex Partners' Board, including Livewell Map (see attached appendix)
14. West Essex CCG, including primary care at Radwinter Road Hospital
15. Essex Health and Well Being Board – our role in prevention
16. Meeting with South Cambs and Cambridge City to discuss development and implications on the Cambs/Essex border
17. Meeting with Lee Scott, political advisor to James Brokenshire, to discuss the Local Plan and infrastructure



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Committee:	Council	Date:	
Title:	Report of the Portfolio Holder for Communities and Partnerships	Thursday, 21 February 2019	
Report Author:	Richard Auty, Assistant Director - Corporate Services rauty@uttlesford.gov.uk		

Summary

1. This report summarises key activity in the Communities and Partnerships portfolio.

Recommendations

2. None. This report is to note only.

Financial Implications

3. None

Situation

Health and Wellbeing

4. The Health and Wellbeing strategy is in the process of being refreshed to reflect our growing communities including the proposed new garden communities. The council and its partners continue to support the Livewell campaign which provides information for people across Essex on ways to improve their health.
5. A weight management programme (supported by Anglian Community Enterprise) continues to be well supported and has received 120 referrals to the service. The programme offers weekly weigh-ins across the district, including the council offices, the community hub in Great Dunmow and the 1Life centres.
6. A new website for people with dementia, their families and carers has been launched by Uttlesford Dementia Action Alliance. This will be promoted through March's edition of Uttlesford Life in addition to the UDC and partner website and twitter feeds. The link is www.dementiafriendlyuttlesford.org.uk
7. Through the time to change campaign a second session of mental first aid training for managers is being delivered. A 2 hour mental health at work session has been offered to all staff and will be delivered on 20 March. Councillors would also be welcome to attend.

8. Health walks in the District have now been running for 12 years with a total number of walkers reaching 729. Since January 2017 there have been 120 walkers join the 6 health walks which on average equates to one new walker per week.

Community Safety

9. The Community Safety Hub, which provides a drop-in point in the council offices for partner agencies including the police and Essex social care, continues to be well-used. Agencies are using the hub regularly as a base whilst in the district which enhances partnership working. Hub meetings are well attended where a multi-agency approach is given to low level crime and ASB issues.
10. Safer Streets projects are underway throughout the district assisted by partners internally and externally. The latest project took place on 1st February on the Priors Green Estate in Little Canfield focusing on enforcement, improving engagement between the Police, Partners and the local community and to instil public confidence and drive down the fear of crime.

Engagement

11. The youth council has set its meeting dates for the forthcoming year. A recruitment drive has recently taken place and this has strengthened the membership to 23 which includes 2 young people co-opted to the Council who live in Uttlesford but attend school out of locality. The focus for the young people will be involvement in housing and the planning process with the main focus on the proposed New Garden Communities. Allowing the young people to become involved in new and fresh topics will hopefully encourage more into the democratic process.
12. Community Development project work to reduce the risk of loneliness and isolation will begin in Great Chesterford. Working with the vicar and local residents the team will be looking to identify projects that will bring back the connectivity of residents and agencies whilst also identifying any vulnerable tenants who may need support.

Partnerships

13. Results from the feedback of the annual assembly have been collated and work of the Local Strategic Partnership groups will encompass the feedback moving forward. The Uttlesford sustainable communities strategy, which guides the LSP's work will be refreshed to reflect the new focus direction of travel.

Saffron Walden Museum

14. Saffron Walden Museum has submitted an application to the Heritage Lottery Fund under its 'Resilient Heritage' grants programme. This is the first step of a long-term development programme which aims to increase visitors, community

engagement and income, and make the Museum more sustainable in the future.

15. The application is for a grant of £51,300 with a further £10,000 contribution from Saffron Walden Museum Society Ltd; no financial contribution is required from the Council. The project will fund an audience development study, to provide an in-depth analysis of the Museum's actual and potential visitors, and a feasibility study with options appraisal and business plan, to determine the optimum way to develop the Museum and provide a costed plan. Other strands of the project include developing the fund-raising capacity of the Museum Society, which uses its charitable status to raise money for capital projects, and to support and mentor Museum staff and volunteers, who will be taking on a considerable challenge to run a major project alongside day-to-day service operations.

16. The outcome of the grant application is expected in early April. If successful, this opening phase of 'Resilient Heritage' work is expected to take 18 months to complete, finishing in December 2020. The Museum and Museum Society will then be equipped to prepare major funding applications for the next phase, which will involve extending and improving the Museum building, displays and facilities, and associated activity programmes

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Agenda Item 6

Committee: Council

Date:

Title: Report from the Portfolio Holder for Economic Development

21 February 2019

Report Author: Councillor Howard Ryles, Portfolio Holder for Economic Development

Summary

- 1 This report provides an update on all the ongoing key economic development activities.

Recommendations

2. That Council note the Economic Development update and comment as considered appropriate.

Financial Implications

3. Included in the report below.

Background Papers

4. No background papers.

Impact

- 5.

Communication/Consultation	N/a
Community Safety	N/a
Equalities	N/a
Health and Safety	N/a
Human Rights/Legal Implications	N/a
Sustainability	N/a
Ward-specific impacts	All
Workforce/Workplace	N/a

Situation

6. The economic development update is provided below under the key project headings:

7. Saffron Walden Business Improvement District

- Saffron Walden BID Limited (limited by guarantee) has appointed a Board of Directors
- To date of the £94k per annum total BID levy being collected by the Council's Business Rate Team on behalf of the BID 94% has been collected leaving £6k still to be collected. The businesses that have not yet paid their levy bill have had numerous formal and informal requests to pay. In consultation with the BID, legal proceedings will now be undertaken to collect as much of the remaining £6k as possible.
- The initial marketing campaign delivered by the BID in the first month was considered very successful with the initial feedback being:

Vintage Lodge's Buses

The aim was to bring people into the town from Audley End with 1,250 people using the buses over five Saturdays. Most were visitors to the Audley End Miniature Railway including some from Norwich, Leicester, Chelmsford, London and Kent.

Shopping prize draw

The aim of the shopping prize draw was to encourage shopping locally. 55 independent businesses took part and there were 1,407 shopping prize draw entries from visitors and residents.

Fairy and Elf Hunt & #saffronwaldenelfieselfie

This competition was to encourage families to explore the town by looking for a hand-made Fairy or Elf in a shop window. 120 competition forms were returned. People who entered came from Jersey, London and Cambridge, with lots from Saffron Walden. General feedback was that it was a fun thing to do and got people moving around town.

8. Superfast Broadband

- Superfast Essex is awaiting confirmation that the Gigaclear delivery of Phase 3 of superfast broadband in Uttlesford will be completed by July 2020. Once this is in place Superfast Essex will review and suggest amendments to the £500k funding agreement it has with the Council.
- Gigaclear contractors are laying the fibre in various locations across the district. This will cause some short term disruption to these locations. Gigaclear have people and plans in place to communicate in advance and be available to respond to any issues as and when they arise.

9. Digital Innovation Zone Strategy

- The Essex-Herts Digital Innovation Zone (DIZ)'s "local strategy to secure future prosperity and health" has been approved by the Council. One of the outputs of the strategy will be to submit a bid for one of the Governments 5th Generation Rural Mobile Testbed Trials.
- The Economic Development Team is working with the DIZ to submit a Local Full Fibre Network (LFFN) Proposal to the Department for Culture Media and Sport (DCMS). The proposal would implement an infrastructure investment programme that delivers full-fibre broadband connections to all GP practices in the DIZ area under. The proposal is seeking full funding of £3.6million from the DCMS LFFN Challenge Fund.

10. Uttlesford Business Awards

- The 2019 Business Awards have been launched with local publicity encouraging businesses to enter. More information and an application form is available at www.uttlesfordbusinessawards.co.uk

11. Business Support Guide

- A revised corporate Business Support Booklet has been produced to be included with all the business rate invoices being issued in early March to approximately 3,000 businesses. The guide will also be utilized in the businesses exhibitions attended during the year by the Economic Development Team, including the BEST Business Show in February.

12. Car Parking

- The procurement to replace the existing ticket machines is underway with meetings being held with potential suppliers and the North Essex Parking Partnership to gain an in-depth understanding of the current technology available.
- St Johns Road, Stansted Mountfitchet and Caton's Lane/Little Walden Road, Saffron Walden. The Economic Development Team is working with the local residents and stakeholders to find solutions to the parking issues in these two locations.

13. Garden Communities

- Workshop events were held in December and a 3rd to be held in February to support the delivery of economic development plans for the three garden communities.

14. Tourism

- A cross border group has been established initially incorporating this Council and East Herts, Harlow and Epping Forest Councils. The collaboration will

seek to increase the opportunities to retain and build spend in the area, integrate offers, build packages, cross-promote and share capacity.

- It is anticipated that the size of the partnership will unlock bigger rewards for joint bids for infrastructure funding to expand area-wide projects like paths and cycle routes, green tourism and partnerships with major players such as Greater Anglia and London Stansted.

15. Future High Street Fund

- The Government has launched this fund with £675 million, to help more high streets to adapt and meet changing expectations. There will be two rounds of applications. The deadline for the Expressions of Interest for the first round is 22nd March 2019. Planning and Economic Development officers are meeting with ECC officers in early February to discuss a potential Uttlesford application.

Agenda Item 9

Committee:	Council	Date:	21 February 2019
Title:	Report of the Portfolio Holder for Finance and Administration		
Portfolio Holder:	Councillor Simon Howell, Portfolio Holder for Finance and Administration		
Report Author:	Angela Knight, Assistant Director – Resources aknight@uttlesford.gov.uk	Key decision:	No

Summary

1. This report summarises key activity in the finance and administration portfolio.

Recommendations

2. None, this report is to note only

Financial Implications

3. None

Background Papers

4. None

Impact

- 5.

Communication/Consultation	
Community Safety	
Equalities	
Health and Safety	
Human Rights/Legal Implications	
Sustainability	
Ward-specific impacts	
Workforce/Workplace	

Budget Proposals 2019/20

The last few months have been focussed on preparing the Council's budget for the financial year 2019/20 and the Medium Term Financial forecast for the next 5 years. All the papers relating to this are on tonight's agenda.

Committee:	Council	Date:	21 February 2019
Title:	Budget Reports – 2019/20		
Portfolio Holder:	Councillor Simon Howell, Portfolio Holder for Finance and Administration		
Report Author:	Angela Knight, Assistant Director – Resources aknight@uttlesford.gov.uk	Key decision:	No

Summary

1. The council is required to prepare detailed budget reports to enable the annual budgets for the General Fund and Council Tax, Housing Revenue Account and the Capital Programme to be set.
2. The Section 151 Officer is also required to provide members with a Section 25 report giving advice and assurance on the reserves position, including the minimum safe level of contingency funds that need to be held and the robustness of any estimates used in the calculation of the proposed budgets. The report also provides commentary on the assumptions in the Medium Term Financial Strategy and any associated plans and strategies.
3. In addition the council is required to prepare a number of supporting strategies:
 - Medium Term Financial Strategy
 - Reserves Strategy
 - Treasury Management Strategy
 - Investment Strategy
 - Capital Strategy
4. An Equality Impact Assessment is attached with this report as Appendix J.
5. The proposals were endorsed by the Scrutiny Committee on 31 January and the Cabinet on the 12 February recommended all proposals in Appendix A – H and associated Annexes for approval by the Council tonight.
6. The Council Tax Resolution is only presented to the Full Council and sets out the total council tax requirement for residential properties in Uttlesford and this is set out in Appendix I.
7. The resolution includes the precepting amounts for Essex County Council, Essex Police, Fire and Crime Commissioner Fire and Rescue Authority, Police, Fire & Crime Commissioner for Essex – Policing and Community Safety and Town and Parish Councils.

Recommendations

8. The Council are requested to approve:
 - a. The 8 budget reports for 2019/20 as attached in Appendices A to H and the associated Annexes. The reports and individual recommendations are detailed in the table shown in point 10.
 - b. The Council Tax Resolution for 2019/20 as set out in Appendix I
 - c. To note the Equalities Impact Assessment attached as Appendix J.

Financial Implications

9. All financial implications are included in the individual reports as listed in the table in paragraph 10.

Background Papers

10. None

Impact

- 11.

Communication/Consultation	Full consultation carried out with Residents and Businesses
Community Safety	N/A
Equalities	EQIA attached as Appendix J
Health and Safety	N/A
Human Rights/Legal Implications	N/A
Sustainability	N/A
Ward-specific impacts	All Wards
Workforce/Workplace	N/A

12. All budget reports, associated strategies and the Council Tax Resolution are attached as Appendices A - I and a brief outline of the purpose of each report is shown in the table below.

13. The Council are recommended to approve the recommendations, numbers I – XIX as set out in the following table:

Report Title	Purpose of report	Recommendations
Appendix A Section 25 Report - Robustness of Estimates and Adequacy of Reserves	This is a statutory report provided by the S151 Officer, this report provides members with advice and assurances on reserves, safe levels of contingency, assumptions used for estimates and any associated risks. The Reserves Strategy is included as Annexe A1 and details the purpose and lifespan of all the reserves the council holds	<ul style="list-style-type: none"> I. Takes account of the advice in the report when determining the 2019/20 General Fund budget and Council Tax II. Approves the risk assessment relating to the robustness of estimates as detailed in the report III. Sets the minimum safe contingency level for 2019/20 at £1.308 million for the General Fund and £0.499 million for the Housing Revenue Account IV. Adopt the Reserves Strategy set out in Annexe A1 V. Agrees that no transfers to or from the Working Balance should be built into the 2019/20 budget
Appendix B Investment Strategy	Sets out good practice as per MHCLG guidance relating to Local Authorities commercialisation and investment activity. The strategy also details our current investment and future aspirations	<ul style="list-style-type: none"> VI. Adopt the Investment Strategy 2019/20 VII. Agrees to the principle of up to £20m of additional borrowing across the 2019/20, 2020/21 and 2021/22

Report Title	Purpose of report	Recommendations
		<p>financial years for loans to Aspire (CRP) Ltd for future development at Chesterford Research Park; and</p> <p>VIII. Agrees to the principle of up to £80m of additional borrowing across the 2019/20, 2020/21 and 2021/22 financial years for investment outside of Chesterford Research Park</p>
Appendix C Medium Term Financial Strategy	Details all known factors affecting the financial position of the council over a 5 year period, providing a clear and concise view of future sustainability and resilience, allowing for effective longer term planning	IX. Approves The Medium Term Financial Strategy
Appendix D Treasury Management Strategy	Sets out the strategy and governance relating to the council's cash-flow management, use of banks, investments and borrowing, taking into account guidance from our independent advisors and risk appetite	<p>X. Approves the Treasury Management Strategy</p> <p>XI. Approves the amended maximum level of investment with other Local Authorities from £6m to £3m per Local Authority as set out in the counterparties table within the Treasury Management Strategy</p>
Appendix E Capital Strategy	An overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services along with an overview of how associated risk is managed and the implications for future financial sustainability	<p>XII. Approves the Capital Strategy</p> <p>XIII. Approves the Minimum Revenue Provision as set out in Annexe E1</p>

Report Title	Purpose of report	Recommendations
Appendix F Capital Programme	Sets out capital expenditure and the associated financing over a 5 year period for the council's assets, including buildings, vehicles and ICT infrastructure.	XIV. Approves the 5 year Capital Programme
Appendix G Housing Revenue Account (HRA)	Details the spending plans for council housing for 2019/20 and includes the action plan for the 30 year business plan developed as part of the self-financing arrangements	XV. Approves the Housing Revenue Account
Appendix H General Fund Revenue and Council Tax	Details all the income, expenditure and use of reserves during the financial year 2019/20, sets out the proposals for the council's council tax precept	XVI. Approves the General Fund Council Tax requirement of £5,657,106 XVII. Approves the schedule of fees and charges as set out in Annexe H6
Appendix I Council Tax Resolution 2019/20	Sets out the total Council Tax, including all preceptors, for the financial year 2019/20 for all properties in Uttlesford.	XVIII. Approves the Council Tax Resolution for 2019/20
Appendix J Equalities Impact Assessment	This is to show that when making decisions on setting the budget and strategies we have ensured that no person and/or persons with protected characteristics have been disadvantaged	XIX. Note the outcome of the EQIA

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Included in the individual appendices			

- 1 = Little or no risk or impact
- 2 = Some risk or impact – action may be necessary.
- 3 = Significant risk or impact – action required
- 4 = Near certainty of risk occurring, catastrophic effect or failure of project.

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 formal advice on the robustness of estimates and the adequacy of reserves. This is so Members can set a budget in full awareness of the risks and uncertainties, and ensure that adequate contingency reserves exist.
2. The advice, known as the “Section 25 report”, is being considered by Cabinet on the 12 February and then by Full Council on 21 February as part of the budget approval process.
3. The Scrutiny Committee reviewed the budget reports on 31 January. Comments from the Committee are in a separate item on the agenda.

Section 25 report

4. Section 25 of the Local Government Act 2003 requires each local authority, when setting its annual General Fund budget and level of Council Tax, to take account of a report from its Section 151 Officer on the robustness of estimates and adequacy of reserves. This document is the report made under Section 25 by the Director of Finance and Corporate Services, as UDC’s Section 151 Officer, applicable to the setting of the General Fund budget and Council Tax for 2019/20.
5. The purpose of this requirement is to ensure that when deciding on its budget for a financial year, a local authority is formally made aware of any issues of risk and uncertainty by the Section 151 Officer. The local authority is then expected to ensure that its budget provides for a prudent level of reserves to be maintained.
6. The Director of Finance and Corporate Services has assessed that the minimum safe contingency level for the Working Balances are;
 - a) General Fund - £1.308 million
 - b) Housing Revenue Account - £0.499 million
7. The working balance is calculated using the following formula:

Total gross service expenditure + total gross service income + capital financing costs + investment income + interest charged + recharge to HRA + HRA share of corporate costs) x 2%

General Fund 2019/20 working balance reserve equates to;

$£35.931 + £22.983 + £1.892 + £2.119 + £0.495 + £1.693 + £0.366 = £65.479 \times 2\% = £1.309$ million (this calculation uses rounded figures, the actual working balance is £1.308 million)

Housing Revenue Account 2019/20 working balance reserve equates to;

$£4.491 + £15.351 + £3.005 + £0.042 + £1.693 + £0.366 = £24.948$ million x 2% = £0.499 million

8. Section 26 of the Act empowers the Secretary of State to set a minimum level of reserves for which a local authority must provide in setting its budget. Section 26 would only be invoked as a fallback in circumstances in which a local authority does not act prudently, disregards the advice of its Section 151 Officer, and is heading for financial difficulty.

Basis of advice for the Section 25 report

9. In forming the advice for this report, the Director of Finance and Corporate Services has considered the following:
- The requirement established in the Council’s Medium Term Financial Strategy to ensure that a safe level of contingency is maintained.
 - The degree to which the Council’s financial plans are aligned to the Council’s statutory obligations, local priorities and policy objectives.
 - The adequacy of the information systems underpinning the Council’s financial management processes.
 - Risks associated with the Council’s activities, as identified within the risk register.
 - The level of earmarked and unearmarked reserves within the General Fund.
 - The degree to which uncertainties exist within the draft 2019/20 budget.

Robustness of Estimates

10. There has been detailed scrutiny, review and challenge of budgets by managers, finance officers and Corporate Management Team. The aim has been to ensure that the budget 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. Necessarily, 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 2019/20 and an indication of the possible impact.

12. It is not possible to give a precise estimate of the impact of each identified risk. As a general guide, the following broad definitions have been used:

Probability	Low Medium High	Possible, but unlikely Probable Almost certain
Impact	Low Medium High	Possible variance of £5,000 to £20,000 Possible variance of £21,000 to £50,000 Possible variance of over £50,000

Risk item	Probability	Impact	Overall Risk of budget variance
<p>Government Funding</p> <p>Government is consulting on the future funding for Local Authorities to be implemented in 2020/21; Fair Funding Review, which will assess the level of funding required based on an assessment of need and resources. This will coincide with the introduction of 75% Business Rates Retention and it is expected that all our external funding will be delivered through an adjustment to our Baseline funding level, tariffs/top ups and levies. It has also been announced that New Homes Bonus will cease in its current form, but it is expected that legacy payments will continue.</p>	High	High (adverse)	High
<p>Waste & 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. The Council maintains a Waste Management reserve to mitigate the risk</p>	Medium	High (adverse or favourable)	Medium
<p>Local Plan. Additional consultancy spends or resources may be needed in order to take forward the Local Plan process; however the Planning Reserve exists to meet additional costs. Due to recruitment issues the need for agency staff has increased and these are at a higher cost than substantive posts</p>	Medium	High (adverse)	Medium
<p>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.</p>	Medium	Low (adverse)	Medium
<p>Efficiency Savings. Work continues to find ways of achieving the same or improved outcomes at lower cost. It is probable that some savings opportunities will be realized with unbudgeted savings arising in 2019/20. It is still possible that unbudgeted costs will arise. Where budgets have already been reduced because of identified savings, the revised budget level is untested so there is an inherent risk of adverse variances</p>	Medium	Medium (adverse or favourable)	Medium
<p>Fees & Charges income. If economic conditions deteriorate or demand fluctuates there may be unbudgeted loss of income. Building Control, Planning, Land Charges, Licensing, Lifeline and Food Imports are all income streams where risk of volatility has been noted</p>	Medium	Low (adverse)	Medium

Risk item	Probability	Impact	Overall Risk of budget variance
Treasury management. Investment risks are spread between public and private sector counterparties including UK banks systemically important to the UK economy. In the unlikely event of a banking failure, there could be a serious impact on the Council	Low	High (adverse)	Medium
Reforms to Housing & Council Tax Benefit. Housing benefit reforms and benefit caps may have an adverse impact on amount of claimants benefit awards and this could have an impact on collection rates and increased claims for discretionary housing payments	Medium	Medium (adverse)	Medium
Universal Credit. There is still debate on the date for the full rollout of the 'one benefit' and implications of delay are primarily around the Working Balance level	Medium	Low (adverse or favourable)	Medium
Supplies & Services contracts. Where contracts have indexation clauses, estimates have been made of the inflationary increase that will be applied. In addition some contracts are due to be re-tendered during the year which could affect the base price. Accordingly there is an inherent risk of price volatility	Medium	Low (adverse or favourable)	Low
Capital Financing costs. These are influenced by variable factors such as cash flow, variations in the Capital Programme and availability of capital receipts. In some circumstances greater revenue financing of capital expenditure may make economical sense over the longer term	Medium	Low (adverse or favourable)	Low

13. The Medium Term Financial Strategy (MTFS, Appendix C) shows a cumulative deficit over the next 5 years and to support the Council. In addressing this deficit the Investment Strategy (Appendix B) recommends that the Council approves up to £100 million of borrowing for investment to generate additional income over the next 3 years. Any use of this borrowing will be subject to approval by Council.

14. Taking all of the above issues into consideration, the Director of Finance and Corporate Services is unable to provide a full assurance that there will be no unforeseen variances. This is an expected and acceptable situation for any organisation that has to deal with a large number of variables. any variations arising in the estimates should be manageable

15. Provided that the minimum safe level of balances is maintained (as set out in the attached Reserves Strategy, Annexe A1) and it is advisable that no new drawdowns on the Strategic Initiative fund should be made until the 2020/21 funding position is confirmed.

16. The risks identified will be proactively monitored and mitigating action taken as soon as reliable trends emerge. Budget monitoring reports to Members during the financial year will set out the latest position and action being taken, where applicable.

Adequacy of reserves

17. The Reserves Strategy which sets out the purpose, risks and calculation for each reserve held by the council is detailed in Annexe A1.

18. It is the opinion of the Director of Finance and Corporate Services that the reserves as set out in the Strategy are adequate and appropriate.

Risks – Future Years

19. In previous years there has been commentary around the uncertainty of future funding. However, the current level of uncertainty is unprecedented with major funding streams ending whilst others are being reformed. The funding position for future years means that we need to look for other avenues of income and/or efficiencies in the next 12 months and continuing thereafter.

20. The Investment Strategy is a key part of addressing this challenge; this is evidenced in the Medium Term Financial Strategy (Appendix C). If the recommendations contained within the Investment Strategy are not approved by members this will have a greater impact on how the council operates in the future.

Impact

Communication/Consultation	A comprehensive budget consultation exercise was undertaken with in excess of 2,400 responses
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.

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Uttlesford District Council

Reserves Strategy

2019/20



Prepared by:
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Uttlesford District Council
January 2019



Background

1. Reserves are an essential part of good financial management. They help the Council to cope with unpredictable financial pressures and plan for future spending commitments. The level, purpose and planned use of reserves are important factors for the Council to consider in developing the Medium Term Financial Strategy (MTFS, Appendix C) and setting the annual budget.
2. In setting the budget, the Council decides what it will spend and how much income it needs from fees, charges and council tax to supplement government funding. The Council may choose to fund some of its spending from its reserves, or set aside some of its income to increase reserves for future spending.
3. Having the right level of reserves is important. If reserves are very low, there may be little resilience to financial shocks and sustained financial challenges.
4. There is no available guidance on the minimum level of reserves that should be maintained with the exception of the working balance. In 2003 CIPFA stated that each authority should determine what a prudent level of reserves is based upon their own circumstances, risks and uncertainties.
5. Councils are therefore free to determine the level of reserves they hold, although our External Auditors will include an opinion on what is a reasonable level as part of their Annual Audit Report. Members are responsible for ensuring that the Council's reserves are part of the MTFS and need to be appropriate for our circumstances. The Section 151 Officer has a duty to provide members with advice on the level of reserves.
6. Councils face significant financial challenges. The unprecedented reduction in government funding from 2010/11 to date and the inevitable continuation of that trend, a decline in other income, rising costs and growing demand for many services are all testing the Councils' financial management and resilience.
7. The introduction of local business rates retention and new arrangements for providing council tax support in 2013/14 have created additional risks to the Council's finances.
8. Current and future financial challenges pose significant and increasing risks for the Council. The Council can consider using reserves to balance competing pressures for example:
 - Offset funding reductions and protect services – although this can only be a short-term strategy as reserves are a one-off funding resource
 - Invest to save projects, making changes that reduce the cost of providing services in the longer-term
 - Increasing reserves to strengthen resilience against future, uncertain cost pressures.

Reserves Strategy

9. The Reserves Strategy is integral to the MTFS and the annual budget setting process. Therefore the MTFS will include:
 - Information showing the current level of reserves
 - Consideration of the forward strategy for reserves needed to support the Council's MTFS
 - A summary of the financial risks facing the Council, how it will mitigate these risks, and the minimum and maximum level of residual risk for which the council may need to hold funds in its reserves
10. Reserves will be monitored throughout the year as part of the quarterly financial monitoring and the level of reserves reported as part of the year-end accounting processes.

Why the Council holds reserves

11. We use different terms to refer to the reserves depending on why they are held. Terms we use in this report have the following meanings:
 - Working balances (unallocated reserves) to manage cash flows, funds to protect annual budgets against multiple, less predictable, costs and uncommitted accumulated surpluses
 - Ring Fenced Reserves – funds held for specific purposes which are subject to set criteria on how they are used
 - Usable earmarked reserves – funds we choose to set aside to meet known or predicted future spending or allocated by previous Council decisions
 - Other reserves the Council holds which are not available to fund their general spending: some reserves with statutory restrictions on how they can be spent, such as capital receipts or Housing Revenue Account reserves
12. Usable earmarked reserves include funds for contingent spending that is hard to predict (risk-based reserves) – for example, Transformation Reserve to cover the cost of implementing changes in working practices including new ways of working and the costs associated with a reduction in staffing levels.
13. Reserves are distinct from provisions. Provisions are funds set aside for probable future liabilities where the timing and amounts are uncertain.
14. The Council must spend some of its income on specific purposes, for example, some ring-fenced grants, or property developers' contributions for local environmental improvements. Spending ring-fenced income before the end of a financial year is not always possible or desirable. The Council will carry forward unspent ring-fenced income from one financial year to the next in its reserves.

Delivering a balanced budget

15. The Council, in common with other organisations, needs financial reserves to help manage unforeseen circumstances and to smooth the impact of known spending requirements over time. The Council will use reserves for such purposes to enable it to manage variations between its planned and actual budgets that result from unpredictable spending and income. Reserves will also be used by the Council to plan its finances strategically to support activities over the medium and long term.
16. The Local Government Finance Act 1992 requires the Council to calculate its expected outgoings and income for the year – including any additions to or use of reserves. Where expected outgoings exceed expected income, the difference is the authority's council tax requirement for that year.
17. If unplanned costs are incurred during the year that are not funded externally – for example, by a grant from government or an insurance policy – or the Council experiences a shortfall in expected income, there are limited options to deliver to budget. Raising extra income or making in-year savings may have an unacceptable impact on service users. Therefore the Council may want to consider using reserves to balance spending and income.

Reserves and the management of risks

18. With regard to the Council's financial stability reserves are used to manage risks. There are certain earmarked reserves that have been set aside for specific risks, for example: Business Rates Retention. These reserves and the potential pressures that need to be managed are reviewed as part of the budget setting process.
19. The Council also manages unforeseen financial shocks by maintaining a Working Balance for both the General Fund and the Housing Revenue Account. The Council's agreed policy is to maintain working balances in line with the following formula:

Total gross service expenditure + total gross service income + capital financing costs + investment income + investment cost + recharge to/from HRA + HRA share of corporate costs) x 2%

Increasing Financial Risks

20. This strategy identifies the following issues, full details of the changes to the way Local Authorities are funded can be found in the MTFs:
 - Government is carrying out a consultation on the basis of the formula used for allocating Local Authority funding, 'Fair Funding Review', which will be introduced in 2020/21
 - The partial retention of locally collected business rates, currently 50% will be increased to 75% in 2020/21. The Council also has responsibility for the settlement of any outstanding Business Rates appeals
 - The New Homes Bonus scheme was amended in 2017/18 and this has had significant reductions in the level of grant received. The changes to the scheme were moving from a 6 year to 4 year scheme and the introduction of a deadweight factor of 0.4%. In 2020/21 the scheme in its current form will end, although it is expected that legacy payments will continue

- Welfare reforms including the benefits cap and the impact on Housing Benefit as part of the introduction of Universal Credit which could impact on rent collection and potentially increase the level of homeless people seeking accommodation in the district
21. In addition to the risks identified above, there are still the operational risks that are normally managed within the MTFS:
- Service budgetary control
 - Service spending pressures, e.g. unavoidable demand
 - Exceptional inflation beyond that provided for within the annual budget
22. The prospect of further changes to the way councils are funded beyond 2019/20 means that it is prudent to retain sufficient reserves so that any future spending reductions can be implemented in a planned and efficient programme of change.

General Fund Reserves

23. The 2019/20 budget identifies a surplus of £2.200 million, this is due to a reduction in Business Rate appeals both actual and expected, this subsequently releases funds held in the provision. The surplus is recommended to be allocated to the following reserves:
- Funding Reserve - £1.059 million
 - EU Exit Reserve - £0.200 million
 - Business Rates Reserve £0.941million (this is the element related to prior years Business Rates surplus)
24. The forecast value of the General Fund Reserves as at 31 March 2019 is estimated at £12.984 million increasing by a net £2.022 to £15.006 million by 31 March 2020, this includes the above surplus as detailed in paragraph 23. The balances of the Usable and Ring-Fenced reserves are:
- i. Usable Reserves as at 31 March 2019 is estimated at £9.902 million increasing by a net £1.029 to £10.931 million by 31 March 2020.
 - ii. Ring-Fenced Reserves as at 31 March 2019 is estimated at £3.082 million increasing by a net £0.993 million to £4.075 million by 31 March 2020.
25. The following tables summarises the General Fund Reserves at the end of the last financial year and the forecast end position for 2019/20.

General Fund Usable Reserves

£'000	2018/19					2019/20			
	01 April 2018 Actuals	Transfer from General Fund	Transfer to General Fund	Transfer btw reserves	31 March 2019 Est'd balance	Transfer from General Fund	Transfer to General Fund	Transfer btw reserves	31 March 2020 Est'd balance
USABLE RESERVES									
<i>Financial management Reserves</i>									
MTFS Reserve	1,000		(450)		550	450	(450)		550
Transformation Reserve	1,728		(80)	(550)	1,098				1,098
EU Exit Reserve					0	200			200
Funding Reserve					0	1,059			1,059
<i>Contingency Reserves</i>									
Emergency Response	40				40				40
<i>Service Reserves</i>									
Depot new site	4,383	350	(250)		4,483				4,483
Development Control	27				27				27
Development Projects		105			105				105
Economic Development	15				15				15
Elections	75	25			100	25	(80)		45
Health and Wellbeing	46		(5)		41				41
Homelessness	126		(8)		118		(20)		98
Housing Strategy	54				54				54
New Homes Bonus Ward Members	16				16		(16)		0
Planning	960		(889)	550	621		(309)		312
Neighbourhood Planning	93				93				93
Private Finance Initiative	180				180				180
Strategic Initiatives Fund	2,660		(500)		2,160				2,160
Waste Management	201				201	170			371
TOTAL USABLE RESERVES	11,604	480	(2,182)	0	9,902	1,904	(875)	0	10,931

General Fund Ring Fenced Reserves

£'000	2018/19					2019/20			
	01 April 2018 Actuals	Transfer from General Fund	Transfer to General Fund	Transfer btw reserves	31 March 2019 Est'd balance	Transfer from General Fund	Transfer to General Fund	Transfer btw reserves	31 March 2020 Est'd balance
RING-FENCED RESERVES									
Working Balance	1,321		(41)		1,280	28			1,308
Capital Slippage	466		(299)		167				167
Pension Reserve					0				0
Business Rates Review	1,501	250	(384)		1,367	941			2,308
Licensing Reserve		217	(20)		197	57	(33)		221
DWP Reserve	71				71				71
TOTAL RING-FENCED RESERVES	3,359	467	(744)	0	3,082	1,026	(33)	0	4,075
TOTAL RESERVES	14,963	947	(2,926)	0	12,984	2,930	(908)	0	15,006

Housing Revenue Account (HRA) Reserves

26. The forecast value of total HRA Reserves as at 31 March 2019 is estimated at £5.634 million decreasing by a net £3.174 to £2.460 million by 31 March 2020. The balances of the Usable and Ring-Fenced reserves are:

- i. Usable Reserves as at 31 March 2019 is estimated at £1.136 million decreasing by £0.508 to £0.628 million by 31 March 2020.
- ii. Ring-Fenced Reserves as at 31 March 2019 is estimated at £4.498 million decreasing by a net £2.666 million to £1.832 million by 31 March 2020.

27. The following tables summarises the HRA Reserves at the end of the last financial year and the forecast end position for 2019/20.

HRA Usable Reserves

£'000	2018/19				2019/20				
	31 March 2018 Actual Balance	Transfer from HRA	Transfer to HRA	Transfer btw Reserve	31 March 2019 Est'd Balance	Transfer from HRA	Transfer to HRA	Transfer btw Reserve	31 March 2020 Est'd Balance
USABLE RESERVES									
Revenue Reserves									
Revenue Projects	180				180				180
Transformation Reserve	60				60				60
Capital Reserves									
Capital Projects	0	228	0		228		(153)		75
Potential Projects	849		(494)		355		(355)		0
Sheltered Housing Projects	0				0				0
HRA Slippage Reserve	3,764	131	(3,582)		313		0		313
TOTAL USABLE RESERVES	4,853	359	(4,076)	0	1,136	0	(508)	0	628

HRA Ring-Fenced Reserve

£'000	2018/19				2019/20				
	31 March 2018 Actual Balance	Transfer from HRA	Transfer to HRA	Transfer btw Reserve	31 March 2019 Est'd Balance	Transfer from HRA	Transfer to HRA	Transfer btw Reserve	31 March 2020 Est'd Balance
RINGFENCED RESERVES									
Working Balance	524	6			530		(31)		499
Capital Receipts - Right to Buy	2,859	1,600	(1,497)		2,962	1,600	(3,623)		939
Capital Receipts - Other	40	465			505		(500)		5
Major Repairs Reserve	146	3,770	(3,415)		501	3,979	(4,090)		390
TOTAL RING-FENCED RESERVES	3,569	5,841	(4,912)	0	4,498	5,579	(8,244)	0	1,832

28. The above Ring-Fenced reserves include the capital receipts, which can only be used as per the criteria set out under the Right to Buy 1-4-1 agreement. For each sale of a council dwelling the local authority must replenish housing stock using the retained receipt held in the capital receipts reserve; this is to ensure the government's plan to provide further social housing is continued whilst increasing home ownership is fulfilled. The Council can only use a 30% contribution of the capital receipts to fund a housing project. If the Council fails to spend the capital receipt to replenish housing within 13 quarters of receipt they are required to repay these funds to Central Government.

29. The Major Repairs Reserve is used solely for the upkeep and maintenance of the council owned housing; this is replenished on an annual basis and is equivalent to the value of depreciation applied to the housing stock.

Reserves Strategy

General Fund Reserves 5 year plan

£'000	2018/19	2019/20			31 March 2020	2020/21			31 March 2021	2021/22			31 March 2022	2022/23			31 March 2023	2023/24			31 March 2024
	Forecast	Transfer from	Transfer to	Transfer btw		Forecast	Transfer from	Transfer to		Transfer btw	Forecast	Transfer from		Transfer to	Transfer btw	Forecast		Transfer from	Transfer to	Transfer btw	
USABLE RESERVES																					
<i>Financial management Reserves</i>																					
MTFS Reserve	550	450	(450)		550				550				550				550				550
Transformation Reserve	1,098				1,098				1,098				1,098				1,098				1,098
EU Exit Reserve	0	200			200				200				200				200				200
Funding Reserve	0	1,059			1,059		(250)		809		(250)		559		(250)		309		(309)		0
<i>Contingency Reserves</i>																					
Emergency Response	40				40				40				40				40				40
<i>Service Reserves</i>																					
Depot new site	4,483				4,483				4,483				4,483				4,483				4,483
Development Control	27				27				27				27				27				27
Development Projects	105				105				105				105				105				105
Economic Development	15				15				15				15				15				15
Elections	100	25	(80)		45	25			70	25			95	25			120	25	(100)		45
Health and Wellbeing	41				41				41				41				41				41
Homelessness	118		(20)		98				98				98				98				98
Housing Strategy	54				54				54				54				54				54
Low Homes Bonus Ward Members	16		(16)		0				0				0				0				0
Planning	621		(309)		312				312				312				312				312
Neighbourhood Planning	93				93				93				93				93				93
Private Finance Initiative	180				180				180				180				180				180
Strategic Initiatives Fund	2,160				2,160				2,160				2,160				2,160				2,160
Waste Management	201	170			371				371				371				371				371
TOTAL USABLE RESERVES	9,902	1,904	(875)	0	10,931	25	(250)	0	10,706	25	(250)	0	10,481	25	(250)	0	10,256	25	(409)	0	9,872
RING-FENCED RESERVES																					
Working Balance	1,280	28			1,308				1,308				1,308				1,308				1,308
Capital Slippage	167				167				167				167				167				167
Pension Reserve	0				0				0				0				0				0
Business Rates Review	1,367	941			2,308		(250)		2,058		(550)		1,508		(550)		958		(550)		408
Licensing Reserve	197	57	(33)		221				221				221				221				221
DWP Reserve	71				71				71				71				71				71
TOTAL RING-FENCED RESERVES	3,082	1,026	(33)	0	4,075	0	(250)	0	3,825	0	(550)	0	3,275	0	(550)	0	2,725	0	(550)	0	2,175
TOTAL RESERVES	12,984	2,930	(908)	0	15,006	25	(500)	0	14,531	25	(800)	0	13,756	25	(800)	0	12,981	25	(959)	0	12,047

Reserves Strategy

Housing Revenue Account Reserves 5 year plan

£'000	2019/20			2020/21			2021/22			2022/23			2023/24			
	31 March 2019 Forecast	Transfer from HRA	Transfer to HRA	31 March 2020 Forecast	Transfer from HRA	Transfer to HRA	31 March 2021 Forecast	Transfer from HRA	Transfer to HRA	31 March 2022 Forecast	Transfer from HRA	Transfer to HRA	31 March 2023 Forecast	Transfer from HRA	Transfer to HRA	31 March 2024 Forecast
USABLE RESERVES																
<i>Revenue Reserves</i>																
Revenue Projects	180			180			180			180			180			180
Transformation Reserve	60			60			60			60			60			60
<i>Capital Reserves</i>																
Capital Projects	228		(153)	75		(75)	0		0	0	353		353		(118)	235
Potential Projects	355		(355)	0			0		0	0			0			0
Sheltered Housing Projects	0			0			0		0	0			0			0
HRA Slippage Reserve	313		0	313		0	313		0	313		0	313		0	313
TOTAL USABLE RESERVES	1,136	0	(508)	628	0	(75)	553	0	0	553	353	0	906	0	(118)	788
RINGFENCED RESERVES																
Working Balance	530		(31)	499			499			499			499			499
Capital Receipts - Right to Buy	2,962	1,600	(3,623)	939	1,600	(1,969)	570	1,600	(2,058)	112	1,600	(1,141)	571	1,600	(1,141)	1,030
Capital Receipts - Other	505		(500)	5			5			5			5			5
Major Repairs Reserve	501	3,979	(4,090)	390	3,979	(4,274)	95	3,979	(4,074)	0	3,979	(3,979)	0	3,979	(3,979)	0
TOTAL RING-FENCED RESERVES	4,498	5,579	(8,244)	1,832	5,579	(6,243)	1,168	5,579	(6,132)	616	5,579	(5,120)	1,075	5,579	(5,120)	1,534
TOTAL RING-FENCED RESERVES	5,634	5,579	(8,752)	2,460	5,579	(6,318)	1,721	5,579	(6,132)	1,169	5,932	(5,120)	1,981	5,579	(5,238)	2,322

Reserves Strategy

Reserve	Purpose	Risks	Mitigation
MTFS Reserve	Provide a contingency fund to support payments for the investments should there be an in year income shortfall	Income received from investments do not meet the amount of the annual loan repayment	Each investment has a business case which is verified by external consultants which is approved by council as part of the decision making process. Officers undertake continuous evaluation of the actual performance of the investment against the forecast position.
Transformation Reserve	To enable the council to change the way it operates in order to meet the financial challenges ahead	1. Programme of change – it is essential the council adapts to new ways of working, more automated processes with improved functionality. Failure to adopt new ways of working will seriously affect the future functioning of the council 2. As the council transforms it is possible that a number of services will need to change in the way they are delivered or cease to be provided. This may lead to statutory redundancy payments	This is to support and enable changes to service delivery, efficiency programmes and improvements to enhance customer interactions with the council
EU Exit Reserve	To manage any risks relating to EU Exit 'Deal or No Deal'	Possible issues particularly with regard to the airport	To provide funds to support any extra work/staffing required for supporting the outcomes of EU Exit. It is possible that the Council will receive new burdens funding for any expenditure incurred, but the level of reimbursement is unknown. If these funds are not required they will be released back into the General Fund
Funding Reserve	To manage the effects of the reduction in government funding in future years	The Fair Funding Review will change the way government funding is allocated and plans to remove New Homes Bonus will have significant financial impacts on the Council budget	This will help to smooth the impact of significant funding reductions, providing a buffer over 4 years to support a programme of change and/or increased income generation
Emergency Response	To support any resource requirement to a local emergency	The emergency exceeds the scale anticipated and funds are inadequate	Any large scale emergency would involve other agencies and Essex County In case of larger emergencies it is likely that Central Government will reimburse the council

Reserves Strategy

Reserve	Purpose	Risks	Mitigation
Depot – new site	It is proposed to purchase land and provide the necessary buildings and utilities in the south of the district	<p>1. No piece of land is identified</p> <p>2. The reserve is insufficient to meet the total costs</p>	<p>The process has advanced and there is now a preferred option and a reserved site</p> <p>The land vacated would have residual value and whilst a proportion should be retained to provide additional income streams, some could be sold to cover additional costs. The reserve was increased in 2017/18 to enable a single depot site to be established</p>
Development Control	S106 monitoring income	To support costs of resources relating to S106 agreements, risk that resources will exceed the amount of funds received	Monitoring carried out throughout the year
Development Projects	To provide funds for future projects	This reserve to be funded from in year budget revenue surpluses, if the council has no surplus funds the projects will not go ahead	Project identified, £80,000 of these funds have been allocated to the Self-Serve (Citizen Access) project
Economic Development	To assist with the promotion of economic development	The reserve is inadequate to fund the projects identified in the strategy	Specific projects identified in the strategy and ongoing monitoring of each one against funds available to ensure that these do not overspend
Elections	Each year £25,000 is allocated to the reserve to fund future election costs. The reserve is used in UDC election years	The costs exceed the reserve amount	The reserve is to offset the impact of the cost of elections not to fully cover it. The amount is felt to be sufficient
Health and Wellbeing	To support the Health and Wellbeing strategy	Specific funding provided for the Health and Wellbeing agenda	This is monitored and included in the Health and Wellbeing agenda/strategy
Homelessness	To assist with the fluctuating demand for homelessness support.	New legislation has increased the requirement on Local Authorities to provide housing to homeless people	Extra funding has been received from Central Government and the Homelessness Strategy has been updated to account for the new requirements

Reserves Strategy

Reserve	Purpose	Risks	Mitigation
Housing Strategy	Enable local community groups to support delivery of affordable housing units	These funds are a government grant and if we are unable to identify suitable schemes the funds may have to be repaid	The use of the funds has a broad scope and can be used for collaboration, skills and supply chains at a local level to promote the sustainability of this approach to housebuilding. Funds allocated to Parish in 2017/18
New Homes Bonus (Ward Members)	An annual allocation of £2k is provided to each ward member, any unspent monies are c/fwd. into future years subject to meeting the criteria approved at 17 March 2016 Cabinet	<p>That monies held are not spent within the timescales and the criteria as listed below:</p> <ol style="list-style-type: none"> 1. It has to be spent in the Member's Ward 2. Any unspent allocation can be carried forward to the following year, providing the amount is less than 50% of the allocation for that year. If it exceeds 50% of the in-year allocation only 50% shall be carried forward 3. It has to be for the good of the community 4. It must not commit the Council to expenditure in future years 5. The Member should be mindful of the financial status of the recipients 6. The Member should have no personal interest in the organisation receiving the award 7. In election year the money only becomes available from 1 June (i.e. to the newly elected Member) 	Members are provided with an annual report of remaining funds. The reserve has a balance of £16,000 relating to prior year underspends, as 2019/20 is an election year these will be released back to the revenue account
Planning	<p>For four primary purposes</p> <ol style="list-style-type: none"> 1. Stansted Airport studies 2. Planning Appeals 3. Local Plan 	<p>The reserve is insufficient to meet the total costs specifically that all monies have been allocated to the Local Plan.</p> <p>There are no funds remaining for any appeals or to support actions relating to</p>	<p>The reserve has two elements Planning as per points 1 to 3 in the column Purpose and Lifespan. There is also a second element of specific funding included for Neighbourhood Plans and these are accounted for separately</p> <p>In the event of a shortfall any Local Plan work will be funded from the SIF and this reserve will be redirected to appeals and/or</p>

Reserves Strategy

Reserve	Purpose	Risks	Mitigation
	4. Neighbourhood Plans	Stansted Airport	Stansted Airport
Neighbourhood Planning	This is to support the costs of producing Neighbourhood plans	The number of plans required to be produced will exceed the amount of funding available	The Planning Policy team monitor the expected requirement to allow for an annual review of the level of funds required
Private Finance Initiative	This reserve has been set up as part of the 2015/16 external audit process	The external audit indicated that there would be a possible shortfall in repayments in future years	All extra income received from the PFI income share is allocated to the reserve. Further analysis of the PFI model shows that the current reserve will cover any shortfalls
Strategic Initiatives Fund (SIF)	<p>£1m is retained to support in the delivery of the Local Plan</p> <p>Any funds over and above this are then allocated on the following basis;</p> <ul style="list-style-type: none"> a. Support for the local economy b. Partnership working with voluntary sector organisations c. Community initiatives and services in rural locations d. "Spend to save" projects to make the Council more efficient and more resilient to funding changes in future years 	<p>The Local Plan exceeds the current allocations set aside</p> <p>Insufficient projects that meet the criteria are identified</p> <p>The uncertain/unknown funding situation from 2020/21 means that the Council may rely on reserve balances to support future years</p>	<p>The Planning reserve is the first call on funds to support the Local Plan.</p> <p>There are four key criteria that each initiative must meet to be considered for funding from the Strategic Initiatives Fund. The four criteria are</p> <ol style="list-style-type: none"> 1. The initiative demonstrably supports the Council's corporate priorities, as set out in the Corporate Plan 2. The initiative fulfils at least one of the five suggested uses for the Fund, as set out above 3. The initiative results in tangible financial benefit to the Council, either by reducing future cost pressures, efficiency savings, or income generation 4. The initiative does not give the Council any additional ongoing revenue budget commitments beyond the 2019/20 financial year <p>No new drawdowns should be made on this reserve until the finance settlement for 2020/21 and future years is announced/confirmed</p>

Reserves Strategy

Reserve	Purpose	Risks	Mitigation
	e. Putting some Council services onto a more commercial footing.		
Waste Management	This is a high profile service and by the nature of the work suffers from budget variances. To enable the Council to smooth fluctuations in areas such as cost of disposal and agency staffing.	Disposal costs increase due to a change in the recyclable market	The budget is based on current cost with any increase in disposal costs being met from this reserve
Working Balance	Maintained to protect the Council's budget from unexpected risks	Calculation as set out in 20	MTFS and Transformation reserves are available to support the Council in absorbing any significant reductions in funding and/or income
Capital Slippage	Financing budget from reserves and revenue contributions c/fwd. in line with associated projects in the capital programme slipping to future financial years	None, any unspent financing will be released back to either the original reserve or the revenue budget	Financing is aligned with associated projects within the capital programme and monitored on a regular basis
Access Fund	This reserve was set up to pump prime the provision of cycle paths in the district. The intention is that the initial £200,000 would be replenished	No suitable S106 monies are available to continue the cycle path rollout	This is an Essex County Council responsibility which this Council contributes to by way of S106 monies. If no such money is available the Council will need to decide whether or not to invest more money from other reserves into this scheme This reserve has a zero balance so is not included in the main reserves table.

Reserves Strategy

Reserve	Purpose	Risks	Mitigation
	by appropriate S106 monies as they become available		
Pension Reserve	This reserve is used to support the Pension Fund Deficit and where possible support a triannual payment	That the cost of the 3 year payment is higher than expected or there is insufficient revenue funds available to take up the option of a triannual payment	This reserve currently has a zero balance as there are insufficient funds to allocate to the reserve in the life of this MTFS
Business Rates Retention	To manage any Collection Fund deficit and/or shortfall in income.	Fund is insufficient to meet demand	In the financial years where a surplus is identified this is added to the reserve. An estimated balance of £2.308 million will be available by 31 March 2020. To mitigate the impact of the BR element of the spending review, a total of £1.90 million has been allocated to support the revenue budget from 2020/21 to 2023/24
Licensing	A ring-fenced reserve that can only be spent on the taxi licensing service	The new fee schedule of licence renewal on either a 3 or 5 year basis, means that income and resource fluctuates annually	Any excess income is held in the reserve to support service provision in the intermediate years
DWP	To support any financial implications of a negative Benefits Audit and repayment of subsidy to DWP	DWP seek to recover more money than in the reserve	There is a zero balance in the reserve as this is the second year that we have had no repayment required due to a positive audit opinion

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Uttlesford District Council

General Fund Investment Strategy 2019/20



Prepared by:
Finance
Uttlesford District Council
January 2019



Introduction

1. The Council recognises that as a consequence of reducing government funding there is an increased requirement to generate additional income to underpin the core services provided by the Council to its residents. By way of illustration, a 1% rise in Council Tax is equivalent to approximately £55,000 in additional income.
2. The Medium Term Financial Strategy sets out the forecast deficit position for the Council for the period 2020/21 through to 2023/24. The 2019/20 budget has generated an increase in reserves of £2.200 m, in future years there is a forecast deficit of £1.5m per annum in 2020/21 rising to £3.5m per annum in 2023/24.
3. In 2016/17 the Council received £7.652m in government funding made up of Business Rates Retention, New Homes Bonus, Rural Services Grants and Revenue Services Grant. In 2020/21 this sum is forecast to reduce to £5.087m and by 2023/24 to £3.1m
4. In 2016 the Council took the decision to make strategic investments. It is likely that, to support the Council budget beyond 2019/20 a mix of additional investment and significant cost cutting will be required. It is anticipated that there will be the need to borrow circa £80m for investments, plus £20m for loans to Aspire (CRP) Ltd during the next three years. Prior to 2019/20 the Council only looked for strategic investments that were within the district boundary. This has severely restricted the opportunities for future investment. The emerging funding gap means that the Council now needs to consider opportunities outside of its geographical boundary. Therefore the new criteria for areas of search are as follows
 - a) Preference will be given to in-area investment as for commercial acquisitions this helps to sustain jobs and generate business rates. If however suitable opportunities do not arise;
 - b) The Council will look within the region for investment opportunities. For clarity this means the following counties
 - Essex
 - Hertfordshire
 - Cambridgeshire
 - Suffolk
5. If suitable opportunities do not arise the Council will look outside of the region but staying within the United Kingdom.
6. Any investment, be it in or out of the district, requires significant due diligence. However for any out of district investment in the absence of local knowledge there will be heightened due diligence to ensure that all risks and opportunities are identified and understood. This work will be undertaken by our retained legal advisers and land agents.

7. There are four main types of investment that the Council could make:

- a) Commercial Property - acquisition of existing commercial properties
(This is the preferred investment route for the Council)

Chesterford Research Park (CRP)

In May 2017 the Council, through its wholly owned subsidiary Aspire (CRP) Ltd, acquired a 50% share in Chesterford Research Park. As part of the Cambridge Life Science cluster the Park is world renowned, having been in existence for 18 years, with available space to significantly increase the commercial floorspace, plus expand the Park into other areas of research to diversify and reduce the investment risk.

The Council is committed to investing in the Park and now needs to maximise on the initial investment. The Council is keen to see existing tenants expand and grow on the Park and for the Park to attract new tenants from a diverse range of research activities.

It is likely that the Council will be taking on a 10 year lease of four office units at the new housing development at Walpole Farm, Stansted.

To balance the portfolio, new investments are likely to be for existing commercial properties that enable an earlier return on investment, which will help to meet the immediate funding gap and to provide the opportunity for diversity in sector and location.

- b) Commercial Property - build on land owned by the Council

The Council currently has no land suitable for commercial development. Purchase of land would be considered should opportunities arise.

- c) Residential Property - build on land owned by the Council

The Council has a limited amount of General Fund land on which houses could potentially be built. Land would be transferred/leased to Aspire Rentals Limited, one of the Council's wholly owned subsidiaries, for it to build and let properties at market rates.

- d) Residential Property - acquisition of existing properties or purchase of land on which to build

This would be non-HRA properties let at market rents. Due to property prices in the District it is likely that this opportunity would be limited to out of area investments only.

8. The option to purchase land for either commercial or residential development may arise in the medium-term as the Garden Communities proposed in the Local Plan develop.

Contribution

9. It is expected that for 2019/20 the net contribution to the Council budget from the investments at Chesterford Research Park will be circa £1.7m
10. The Council recognises that, to support the budget ongoing and to ensure the continued delivery of services at the level currently provided, further investment in the expansion of Chesterford Research Park, to maximise the investment potential, and additional large scale investment, including some out of area, will be necessary.

Indicators

11. Loan to Aspire (CRP) Ltd for the purchase of 50% of Chesterford Research Park (£47.25m) funded by
 - a) Financial Institutions - £37m for 40 years on a repayment basis @ 2.86% fixed. The drawdown of this funding is as follows
 - 5 July 2017 - £10m
 - 5 July 2020 - £12m
 - 5 July 2021 - £15m
 - b) Use of reserves and balances (£10.25m) funds the balance.

Whilst this loan is being drawn down the balance will be funded by a mix of local authority and internal borrowing – The amount of each varies during the year dependant on the level of UDC balances available. Average interest rate, interest only, is 0.7%

- b) Use of reserves and balances (£10.25m) funds the balance.

For 2019/20 the income from Chesterford Research Park is expected to be £2m with the cost of borrowing being £0.3m.

For Chesterford Research Park, in addition to loan income received there is also repayment of staff time and potential for dividends.

Security, Liquidity and Yield

12. As the Council only has a small amount of money of its own to invest, any further expansion of the investment strategy will necessarily be funded from a mix of external borrowing, from financial institutions, Public Works Loan Board (PWLB) and other local authorities. The Council will not invest in high yield, high risk opportunities. This will be reflected in yield expectations which are currently 4 – 7%.
13. Asset investments will, where possible, be based on a 40 year life span which is in accordance with current MHCLG guidance. Financial models, both income and expenditure will be prepared based on this time period. If the business case does not work on a 40 year financial basis, the investment will not be recommended to Council for approval.
14. Should the Council require the funds (either the reserves invested or to repay the loans taken out) to be available for other uses there are options depending upon the purchase route. For

Aspire (CRP) Ltd the request goes to the Board who will decide whether to seek external funding or to invoke the sale of the Park.

15. Where the investment vehicle is Council only, for example the purchase of existing commercial units, the options to liquidate funds are either by selling the investment (or part thereof) or by refinancing the debt.

Loans to wholly owned subsidiaries

16. In May 2017 the Council acquired a 50% share of Chesterford Research Park (CRP). The loan to Aspire (CRP) Ltd was for 50 years on an interest only basis. Future loans are on the following basis:

- a) Infrastructure loans, such as new buildings or refurbishment of existing buildings, will be on an interest only basis ending on 2 May 2067 to align with all other infrastructure loans.
- b) Refit loans will be on an interest and principal basis for 20 years from the date of the loan. This reflects the length of time a refit lasts, and also that a refit does not increase the overall value of the asset and therefore should be repaid during the useful life.

17. The following loans to Aspire (CRP) Ltd have so far been made

Date	Amount	Term	Rate	Basis	Annual Repayment	Repaid
03/05/2017	£47,250,000	50 years	4%	Interest only	£1,890,000.00	
27/06/2017	£60,000	10 months	4%	Interest and principal	£61,827.95	✓
26/03/2018	£223,000	49 years 1 months	4%	Interest only	£8,920.00	
02/01/2019	£2,518,000	48 years 4 months	4%	Interest only	£100,720.00	

18. In addition there is approval for a further loan of £4.25m on an interest and principal basis over 20 years at an interest rate of 4.5%. This will be drawn down during 2019/20 as the Newnham Building refit continues.

19. The Council will continue to support Aspire (CRP) Ltd with additional loans as new buildings are required or existing ones refurbished.

20. It is the Council's expectation that over the next 10 years the Council will invest a further £50m in building out more of Chesterford Research Park with the funding required being obtained through borrowing from PWLB or commercial lenders. Of this sum £20m is expected to be loaned to Aspire (CRP) Ltd over the next 3 years.

Risks

21. Each investment must be considered independently and only those viewed as having a positive expected yield and an acceptable risk profile will be taken forward for consideration by the Council.
22. The Council takes advice from its professional advisers at all times. For example, with the purchase of the 50% share at Chesterford Research Park the Council engaged
 - Arlingclose as its financial advisers who project managed the funding tender
 - Cushman and Wakefield who undertook all of the purchase negotiations and due diligence
 - Hogan Lovells for Legal due diligence
23. For Aspire (CRP) Ltd the Council has appointed two non-executive directors to serve on the Board and bring independent challenge and support.
24. Use of specialists will vary between investments which will ensure the continued professionalism and sector knowledge.
25. The net income achievable by an investment will depend upon the risk appetite of the Council. This strategy sets out that commercial investments will be funded over 40 years which is in line with good accounting practice. At the time of assessing each investment the Council will need to decide whether:
 - a) To pay the entire principal back over the life of the investment. This is the lowest risk option but has the smallest profit.
 - b) To pay interest only for the 40 years with the intention of realising the asset at the end of the loan period to cover the principal debt. This is the highest risk option and relies on the asset retaining its market value even though potential lease periods remaining may be short or expired. The asset would need to be sold to cover the loan and the timing of sale would be important so as to ensure best returns are achieved.
 - c) A mix of 1 and 2. The precise mix would depend on the expected value of the asset at the end of the loan period.
26. It is likely that the precise repayment mechanism will vary by investment.

Proportionality

27. The aim of the Investment Strategy is to generate income to underpin the Council's core budget. The Medium Term Financial Strategy Reserve will provide a contingency fund to support payments for the investments should there be an in year income shortfall. This ensures that if there is a material downturn or variance against budget in one or more investment the Council has sufficient reserves to cover the cost of the loan.
28. The Council's main investment at Chesterford Research Park comprises eleven core buildings and circa twenty tenants. For the income to be below the interest repayment amount three of

the seven largest tenants would be required to default on their tenancy agreement at the same time. Even with this relatively low risk it is important to attract different types of research business to the Park.

29. The Council's MTFs currently identifies that the income received from the investments will be used to underpin the core services, to invest in other income generating opportunities and also good causes for the district.

Capacity, skills and culture

30. Each investment opportunity is fully evaluated prior to presentation to Full Council for a decision. Large scale investments, such as Chesterford Research Park, would include several Member briefings prior to the Full Council decision. Where appropriate, delegation is given to the Leader, Finance Portfolio Holder and S151 Officer (or Assistant Director of Resources for Aspire investments) to conclude investments and loans that have been approved by Full Council.
31. The Council employs experts in the fields of funding, negotiations, property due diligence and legal due diligence to support the councillors and statutory officers in their decision.
32. The Treasury Management Strategy sets out the Council's borrowing limits and these are reported as part of investment opportunity evaluations.
33. The wholly owned subsidiaries (the Aspire companies) all have the Cabinet as the shareholder board with funding requests being approved by Full Council. From 2018/19 the Aspire companies use the Council's external auditors as auditors. The companies also use one of the other major audit firms as tax advisors.

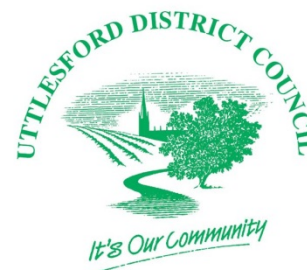
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Uttlesford District Council

Medium Term Financial Strategy 2019/20 – 2023/24



Prepared by:
Finance
Uttlesford District Council
January 2019



Financial Outlook

1. The Council is facing ever decreasing funding allocations; we have already seen the withdrawal of the Revenue Support Grant and Rural Services Transition grant in 2018/19 and significant reductions in the New Homes Bonus scheme such that Councils' funding depends directly on growth and prosperity in their local economies.
2. The Medium Term Financial Strategy (MTFS) was prepared based on the provisional settlement announced on 13 December 2018 and this was consistent with what we were expecting for 2019/20, with no amendments to the 4 year settlement or New Homes Bonus. There were no indications on what future years settlements might look like, but we do know that the mechanism for how funding is distributed to Local Authorities is facing major changes from 2020/21.
3. The key items announced in the 2019/20 settlement were:
 - Council Tax threshold – an increase of up to 3% or £5
 - Rural Services Delivery Grant - retained at the same level as 2018/19
 - New Homes Bonus – no changes, 4 year legacy payments and baseline maintained at 0.4%. It is unlikely that this scheme will continue in future years.
 - Business Rates Retention – local share to be 75% from 2020/21, and will include transfer of some other grants yet to be confirmed
 - Negative Revenue Support Grant – this will be removed and funded by Central Government using foregone business rates income
 - Consultations on the Fair Funding Review and reform of business rates were released alongside the settlement although it is not expected that any details on the final methodology will be released until autumn 2019
4. Uttlesford are now reliant on the following sources of income and funding in 2019/20:
 - New Homes Bonus (NHB)
 - Business Rates Retention Income (BRR)
 - Council Tax
 - Rural Services Delivery Grant (RSDG)
 - Fees and charges
 - Investment income mainly from wholly owned subsidiaries

Funding Reductions

5. The Fair Funding Review (FFR) relates to how the centrally collected revenue (excluding Council Tax) and any other government grants/funding is allocated to councils across the country. This is calculated on a formula of needs basis. The new methodology will be implemented alongside the 75% Business Rates Retention scheme in 2020/21 and is expected to have significant financial implications on our level of funding in future years.
6. The basis of the FFR is to provide a simpler and more transparent formula with a fairer allocation of funds which are based on spending need. It is viewed that a flatter formula will benefit rural district councils, although there is also a lot of focus in the review to address the issues faced by counties.

Medium Term Financial Strategy

7. The FFR will incorporate the reform of business rates and there is expected to be a full baseline reset in 2020. This will mean that all the growth prior to 2019/20 that has been generated since the introduction of the BRR scheme in 2013 will be incorporated into the baseline funding level.
8. It is not expected that the NHB scheme will continue. Indications are that remaining legacy payments due will be received.
9. Taking all of the above factors into account and advice from our external advisors, Pixel, we can expect to see reductions in funding of approximately 20% over a period of 4 to 5 years (this does not include the loss of prior years' BRR growth). There is expected to be 'damping' applied to smooth any in year reductions greater than 5% of current allocations, this includes the complete loss/reducing New Homes Bonus.
10. To support these reductions Government are expecting local authorities to 'rebuild' their budgets by supporting local economic growth.
11. The table below shows how this translates in actual figures. This emphasises the need for new, more efficient ways of working and to look for innovative income generating opportunities.

	2019/20	2020/21	2021/22	2022/23	2023/24
	£'000	£'000	£'000	£'000	£'000
Business Rates Retention*	3,353**	2,800	2,900	3,000	3,100
New Homes Bonus	2,969	2,287	1,550	826	0
Rural Services Grant	279	0	0	0	0
Total Funding	6,601	5,087	4,450	3,826	3,100

* this does not include any surplus/deficits from the collection fund which can affect the overall financial position

** level of income due to reduction in appeals provision

Universal Credit

12. The transfer of all working age claimants from Housing Benefit to Universal Credit is now expected to be completed by April 2022. If there are any delays in the rollout timetable this will have an impact on the Council's budget. The forecast Working Balance Reserve will be directly affected by delays in the rollout of Universal Credit.
13. There is a high risk that the actual level of claims transferred to Universal Credit will be significantly lower than that forecast by the Department for Work and Pensions, due to the large number of pensioner and other types of disregarded claims.

Budget Model

14. To inform the financial outlook for UDC, a detailed budget model has been prepared, the table below shows the direct service income and expenditure budgets.

	2019/20	2020/21	2021/22	2022/23	2023/24
	£ '000	£ '000	£ '000	£ '000	£ '000
Gross Service Expenditure	35,931	35,697	34,583	32,689	29,380
Gross Service Income	(22,983)	(22,348)	(21,103)	(18,803)	(15,078)
Demand Growth	0	50	100	150	300
Service Expenditure	12,948	13,399	13,580	14,036	14,602

The following key inflationary assumptions are used in the model.

- Gross service expenditure and income:** Takes the 2018/19 base budget as a starting point and any one-off items have been removed. Inflation has been included for salaries at 2%, utilities in line with the current market forecasts and 3% for fees and charges except where special arrangements apply e.g. car park charges and taxi licences.
- Universal Credit** – Assumes that Housing Benefits expenditure and associated subsidy income will continue to reduce as the rollout of Universal Credit continues. This is shown by the Gross service expenditure and income reducing year on year.
- Service demand** – Due to growing population and housing numbers, it is prudent to assume greater demand for council services such as refuse and recycling, revenues collection, etc. A cumulative figure of £50,000 pa has been used from 2020/21.
- Specific grants:** Housing Benefits subsidy at 98% of expenditure. Benefits admin subsidy being reduced to reflect rollout of Universal Credit.

15. Corporate items:

	2019/20	2020/21	2021/22	2022/23	2023/24
	£ '000	£ '000	£ '000	£ '000	£ '000
Capital Financing Costs	1,892	1,759	1,795	1,792	1,881
Pension Fund - Deficit	0	450	450	450	450
Pension Fund - Added Years	85	85	85	85	85
Recharge to HRA/Corporate Core	(2,059)	(2,059)	(2,059)	(2,059)	(2,059)
Investment Income	(2,119)	(2,200)	(2,300)	(2,400)	(4,200)
Investment Cost	495	897	1,243	1,243	2,500
Corporate Costs	(1,706)	(1,068)	(786)	(889)	(1,343)

Medium Term Financial Strategy

- a) Capital Financing Costs – are in line with the projected capital programme’s financing requirements.
- b) Pension Fund deficit payment – an annual payment to the pension fund, this differs from previous years where we paid a triannual payment and received a discount.
- c) Recharges to HRA – based on the apportionment of actual costs of central services and corporate core applied to the Housing Revenue Account.
- d) Investment Income and cost – this is the estimated income generated from the investment in Chesterford Research Park and the subsequent cost of borrowing to fund the purchase.

16. Funding

	2019/20	2020/21	2021/22	2022/23	2023/24
	£ '000	£ '000	£ '000	£ '000	£ '000
Business Rates Retention	(3,353)	(2,800)	(2,900)	(3,000)	(3,100)
Business Rates prior year Balance	(941)	0	0	0	0
New Homes Bonus	(2,969)	(2,287)	(1,550)	(826)	0
Rural Services Grant	(279)	0	0	0	0
Council Tax prior year Balance	(67)	0	0	0	0
Funding	(7,609)	(5,087)	(4,450)	(3,826)	(3,100)

- a) The Council currently retains 40% of business rates income collected, from 2020/21 government has announced that this will increase to 75% income retention, until we know how this will work; a prudent forecast has been included for future years. The amount allocated for years 2020/21 to 2023/24 includes the transfer of the Rural Services Grant.
- b) New Homes Bonus: The model shows the announced figure for 2019/20. Future year’s allocations are based on legacy payments only and no payment from 2023/24.

17. Council Tax

	2019/20	2020/21	2021/22	2022/23	2023/24
Tax base	39,186	39,957	40,766	41,493	42,086
LCTS Discounts	(1,873)	(1,873)	(1,873)	(1,873)	(1,873)
Net Tax Base	37,313	38,084	38,893	39,620	40,213
Band D equivalent	151.61	154.63	157.71	160.84	164.04
Percentage Increase	2.99%	1.99%	1.99%	1.99%	1.99%
Council Tax income	(5,657,106)	(5,888,901)	(6,133,674)	(6,372,668)	(6,596,762)

Medium Term Financial Strategy

- a) The MTFFS has been prepared on the assumption that Council Tax will be increased by 2.99% in 2019/20, with future years based on 1.99% which is the current announced limit of increase.
- b) Tax base assumptions are in line with housing growth forecasts and an estimate of Local Council Tax Support Scheme discounts has been made.

18. Deficit Management

	2019/20	2020/21	2021/22	2022/23	2023/24
	£ '000	£ '000	£ '000	£ '000	£ '000
True (Surplus) / Deficit	0	1,380	2,235	2,974	3,487
Business Rates Reserve	0	(250)	(550)	(550)	(550)
Funding Reserve	0	(250)	(250)	(250)	(309)
Spending Review Damping	0	(475)	(475)	(475)	(475)
Adjusted (Surplus) / Deficit	0	405	960	1,699	2,153

- a) The MTFFS shows a balanced budget for 2019/20, projections indicate that during the life of the strategy the deficit position by 2023/24 will be £3.487 million.
- b) To support the Council in managing the deficit and implement a programme of change the following amounts have been allocated from reserves:
 - i. Funding Reserve – a total of £1.059 million over 4 years to support the reduction in funding
 - ii. Business Rates Reserve - £1.900 million over 4 years to support the loss of income/growth from the retained income
- c) A further amount of £0.475 million per year has also been allocated and this is the amount of 'damping' it is estimated that government will provide to support the Council in the period of transition.

General Fund – 5 year summary

	2019/20	2020/21	2021/22	2022/23	2023/24
	£ '000	£ '000	£ '000	£ '000	£ '000
Gross Service Expenditure	35,931	35,697	34,583	32,689	29,380
Gross Service Income	(22,983)	(22,348)	(21,103)	(18,803)	(15,078)
Demand Growth	0	50	100	150	300
Service Expenditure	12,948	13,399	13,580	14,036	14,602
Capital Financing Costs	1,892	1,759	1,795	1,792	1,881
Pension Fund - Deficit	0	450	450	450	450
Pension Fund - Added Years	85	85	85	85	85
Recharge to HRA/Corporate Core	(2,059)	(2,059)	(2,059)	(2,059)	(2,059)
Investment Income	(2,119)	(2,200)	(2,300)	(2,400)	(4,200)
Investment Cost	495	897	1,243	1,243	2,500
Corporate Costs	(1,706)	(1,068)	(786)	(889)	(1,343)
Total Net Expenditure	11,242	12,331	12,794	13,147	13,258
Business Rates Retention	(3,353)	(2,800)	(2,900)	(3,000)	(3,100)
Business Rates prior year Balance	(941)	0	0	0	0
New Homes Bonus	(2,969)	(2,287)	(1,550)	(826)	0
Rural Services Grant	(279)	0	0	0	0
Council Tax prior year Balance	(67)	0	0	0	0
Funding	(7,609)	(5,087)	(4,450)	(3,826)	(3,100)
Total Net Operating Costs	3,635	7,244	8,344	9,322	10,158
Movement in Reserves	2,022	25	25	25	(75)
Council Tax Requirement	5,657	7,269	8,369	9,347	10,083
Council Tax Income	(5,657)	(5,889)	(6,133)	(6,372)	(6,596)
True (Surplus) / Deficit	0	1,380	2,235	2,974	3,487
Business Rates Reserve	0	(250)	(550)	(550)	(550)
Funding Reserve	0	(250)	(250)	(250)	(309)
Spending Review Damping	0	(475)	(475)	(475)	(475)
Adjusted (Surplus) / Deficit	0	405	960	1,699	2,153

Medium Term Financial Strategy

20. Investment Income (recommended as per Investment Strategy, Appendix B)

	2019/20	2020/21	2021/22	2022/23	2023/24
	£'000	£'000	£'000	£'000	£'000
True (Surplus) / Deficit	0	1,380	2,235	2,974	3,487
Net additional investment income (non-CRP)	0	(350)	(750)	(1,500)	(2,300)
Net additional investment income (CRP)	0	0	0	0	(100)
Business Rates Reserve	0	(250)	(550)	(550)	(400)
Funding Reserve	0	(250)	(350)	(350)	(133)
Spending Review Damping	0	(475)	(475)	(475)	(475)
Adjusted (Surplus) / Deficit	0	55	110	99	79

- a) The Investment Strategy identifies a programme of commercial investment; £20 million for further development at Chesterford Research Park (CRP) and £80 million for other opportunities.
- b) The above table sets out the revised adjusted deficit position when taking into account the likely net additional income from the investments. CRP will require development of new buildings which take time to deliver a return. As this plan covers 5 years the main returns are not shown as they only start to be realised in 2024/25. The other income starts earlier as it is likely that the commercial acquisitions will be of existing buildings with in-situ tenants.

21. Sufficient reserves should be maintained to cover the eventualities that may arise from 2019/20. The Council should proactively look for service efficiencies and income generating projects.
22. Due to the degree of estimation involved and the longer term projections referred to in the preceding paragraphs, it will be absolutely essential to maintain strong financial discipline around all aspects of the Council's costs and income.
23. The Council must ensure it is in a strong position to anticipate and adapt to funding outcomes that differ from those currently assumed. Therefore any decision to incur additional costs (e.g. service investment) or to reduce income (e.g. fees & charges reductions) must be fully funded by sustainable cost savings and/or additional income elsewhere in the Council's budget.

Reserves

24. Total General Fund reserves during this five year model are estimated to decrease from £12.984 million to £12.047 million, a reduction of £0.937 million.
25. A schedule of forecasted reserves balances is set out on the following page; this includes the surplus of £2.200 million from 2019/20.

General Fund Reserves – 5 year summary

	2018/19	2019/20		2020/21		2021/22		2022/23		2023/24	
£'000	31 March 2019	Net	31 March 2020	Net	31 March 2021	Net	31 March 2022	Net	31 March 2023	Net	31 March 2024
	Forecast	Movemen	Forecast	Movemen	Forecast	Movemen	Forecast	Movemen	Forecast	Movemen	Forecast
USABLE RESERVES											
<i>Financial management Reserves</i>											
MTFS Reserve	550		550		550		550		550		550
Transformation Reserve	1,098		1,098		1,098		1,098		1,098		1,098
EU Exit Reserve	0	200	200		200		200		200		200
Funding Reserve	0	1,059	1,059	(250)	809	(250)	559	(250)	309	(311)	0
<i>Contingency Reserves</i>	0		0		0		0		0		0
Emergency Response	40		40		40		40		40		40
<i>Service Reserves</i>	0		0		0		0		0		0
Depot new site	4,483		4,483		4,483		4,483		4,483		4,483
Development Control	27		27		27		27		27		27
Development Projects	105		105		105		105		105		105
Economic Development	15		15		15		15		15		15
Elections	100	(55)	45	25	70	25	95	25	120	(75)	45
Health and Wellbeing	41		41		41		41		41		41
Homelessness	118	(20)	98		98		98		98		98
Housing Strategy	54		54		54		54		54		54
New Homes Bonus Ward Members	16	(16)	0		0		0		0		0
Planning	621	(309)	312		312		312		312		312
Neighbourhood Planning	93		93		93		93		93		93
Private Finance Initiative	180		180		180		180		180		180
Strategic Initiatives Fund	2,160		2,160		2,160		2,160		2,160		2,160
Waste Management	201	170	371		371		371		371		371
TOTAL USABLE RESERVES	9,902	1,029	10,931	(225)	10,706	(225)	10,481	(225)	10,256	(386)	9,872
RING-FENCED RESERVES											
Working Balance	1,280	28	1,308		1,308		1,308		1,308		1,308
Capital Slippage	167	0	167		167		167		167		167
Pension Reserve	0	0	0		0		0		0		0
Business Rates Review	1,367	941	2,308	(250)	2,058	(550)	1,508	(550)	958	(550)	408
Licensing Reserve	197	24	221		221		221		221		221
DWP Reserve	71		71		71		71		71		71
TOTAL RING-FENCED RESERVES	3,082	993	4,075	(250)	3,825	(550)	3,275	(550)	2,725	(550)	2,175
TOTAL RESERVES	12,984	2,022	15,006	(475)	14,531	(775)	13,756	(775)	12,981	(936)	12,047

Housing Revenue Account (HRA)

26. Under the self-financing reform the Council took out a loan for housing stock of £88.4m and the debt has been structured so that it is repaid in years 6 to 30 i.e. from 2017/18 to 2041/42. 2019/20 is the third year of the principal repayment and the eighth year of self-financing.
27. The HRA has completed an extensive programme of new builds and redevelopments of both social and sheltered housing units. As expected the repayment of the loan principal has impacted significantly on the business plan, HRA reserves and future year's capital programme.
28. A review of the HRA Business Plan and the financing of the loans were undertaken in 2017/18, by Arlingclose Ltd (Treasury Management advisors) to ensure that maximum benefit is being obtained, both in terms of interest rates and also the ability for the HRA to continue to deliver new housing.
29. The review showed that complete refinancing of the loan would incur high penalty fees, the option that offered best value and allowed the business plan to continue to deliver a programme of development would be to re-borrow the amounts repaid in previous years as required.
30. Government announced in October 2018 that the HRA borrowing cap had been removed. The removal of the cap is welcomed as it takes away one of the restrictions faced by local authorities looking to invest in their housing stock and build homes.
31. The decision to increase HRA borrowing is not just dependent on whether it is permitted; it also needs to be affordable. There is currently a balanced HRA business plan and therefore costs arising from additional borrowing would need to be funded either through additional income or a reduction in costs. The Government policy of 1% rent reductions over 4 years, with 2019/20 being the final year of this policy, has had a significant impact on income levels and limits the affordability of additional borrowing. Any increase in financing costs can only be met from finding savings elsewhere in the HRA.
32. Officers will be looking at the new financing rules and options for additional borrowing to support the Council's development of new homes and investment in its current stock. The Council is already committed to building homes for local people and since the introduction of self-financing the Council has been able to build over 100 homes despite the previous borrowing cap.
33. A number of financial assumptions, including interest rates, rent setting, void rates, bad debt levels and repair costs have been used in the HRA Business Plan and revenue budget setting. These and other assumptions will be kept under review and monitored in 2019/20.
34. The table on the next page shows the predicted 5 year financial position for the HRA. The reserve balances and proposed use of these reserves in the Reserves Strategy.

Housing Revenue Account – 5 year Summary

£'000	2019/20 Original Budget	2020/21 Original Budget	2021/22 Original Budget	2022/23 Original Budget	2023/24 Original Budget
Housing Revenue Income					
Dwelling Rents	(14,147)	(14,586)	(15,037)	(15,502)	(15,982)
Garage Rents	(224)	(232)	(239)	(247)	(255)
Other Rents etc	(3)	(3)	(3)	(3)	(3)
Charges for Services & Facilities	(977)	(977)	(977)	(977)	(977)
Contributions towards Expenditure	0	0	0	0	0
TOTAL INCOME	(15,352)	(15,797)	(16,256)	(16,730)	(17,217)
Housing Finance & Business Management					
Rents, Rates & Other Property Charges	75	75	75	75	75
	75	75	75	75	75
Housing Maintenance & Repairs Service					
Common Service Flats	204	204	204	204	204
Estate Maintenance	152	152	152	152	152
Housing Repairs	2,561	2,484	2,484	2,484	2,484
Housing Sewerage	58	58	58	58	58
Newport Depot	24	24	24	24	24
Property Services	318	318	318	318	318
	3,317	3,240	3,240	3,240	3,240
Housing Management & Homelessness					
Housing Services	470	470	470	470	470
Sheltered Housing Services	629	629	629	629	629
	1,099	1,099	1,099	1,099	1,099
Total Service Expenditure	4,491	4,414	4,414	4,414	4,414
Other Costs					
Bad Debt Provision	100	100	100	100	100
Depreciation - Dwellings (to MRR)	3,888	3,888	3,888	3,888	3,888
Depreciation - Non- Dwellings (to MRR)	91	91	91	91	91
Interest/Costs re HRA Loan	2,604	2,613	2,601	2,570	2,519
Repayment of HRA Loan	2,000	2,000	2,000	2,000	3,000
Investment Income	(42)	(15)	(15)	(15)	(15)
Pension Costs - Added Years	19	19	19	19	19
Pension Deficit - Triennial payment	0	0	0	0	0
Recharge from General Fund	1,693	1,693	1,693	1,693	1,693
HRA Share of Corporate Core	366	366	366	366	366
Right to Buy Admin Allowance	(10)	(10)	(10)	(10)	(10)
Total Non-Service Expenditure	10,708	10,745	10,733	10,702	11,651
TOTAL EXPENDITURE	15,199	15,159	15,147	15,116	16,065
OPERATING (SURPLUS)/DEFICIT	(152)	(639)	(1,110)	(1,614)	(1,153)
Funding from Cap Rec Res for HRA Loan	(2,000)	(678)	(664)	0	0
Funding of Capital Programme from HRA					
Capital Schemes Funded from Revenue	2,692	1,416	1,758	1,261	1,261
	2,692	1,416	1,758	1,261	1,261
Transfers to/(from) Reserves					
Capital Projects	(153)	(75)	0	353	(118)
Change Management Reserve	0	0	0	0	0
Potential Developments	(355)	0	0	0	0
HRA Slippage Reserve	0	0	0	0	0
HRA Slippage Reserve	0	0	0	0	0
Sheltered Housing Reserve	0	0	0	0	0
Transformation Reserve	0	0	0	0	0
Working Balance	(31)	(25)	16	(0)	10
	(539)	(100)	16	353	(108)
(SURPLUS)/DEFICIT	0	0	0	0	0

Housing Revenue Reserves – 5 year Summary

£'000	2019/20			2020/21			2021/22			2022/23			2023/24			
	31 March 2019 Forecast	Transfer from HRA	Transfer to HRA	31 March 2020 Forecast	Transfer from HRA	Transfer to HRA	31 March 2021 Forecast	Transfer from HRA	Transfer to HRA	31 March 2022 Forecast	Transfer from HRA	Transfer to HRA	31 March 2023 Forecast	Transfer from HRA	Transfer to HRA	31 March 2024 Forecast
USABLE RESERVES																
<i>Revenue Reserves</i>																
Revenue Projects	180			180			180			180			180			180
Transformation Reserve	60			60			60			60			60			60
<i>Capital Reserves</i>																
Capital Projects	228		(153)	75		(75)	0			0	353		0		(118)	235
Potential Projects	355		(355)	0			0			0			0			0
Sheltered Housing Projects	0			0			0			0			0			0
HRA Slippage Reserve	313		0	313		0	313		0	313		0	313		0	313
TOTAL USABLE RESERVES	1,136	0	(508)	628	0	(75)	553	0	0	553	353	0	906	0	(118)	788
RINGFENCED RESERVES																
Working Balance	530		(31)	499			499			499			499			499
Capital Receipts - Right to Buy	2,962	1,600	(3,623)	939	1,600	(1,969)	570	1,600	(2,058)	112	1,600	(1,141)	571	1,600	(1,141)	1,030
Capital Receipts - Other	505		(500)	5			5			5			5			5
Major Repairs Reserve	501	3,979	(4,090)	390	3,979	(4,274)	95	3,979	(4,074)	0	3,979	(3,979)	0	3,979	(3,979)	0
TOTAL RING-FENCED RESERVES	4,498	5,579	(8,244)	1,832	5,579	(6,243)	1,168	5,579	(6,132)	616	5,579	(5,120)	1,075	5,579	(5,120)	1,534
TOTAL RING-FENCED RESERVE	5,634	5,579	(8,752)	2,460	5,579	(6,318)	1,721	5,579	(6,132)	1,169	5,932	(5,120)	1,981	5,579	(5,238)	2,322



Uttlesford District Council Treasury Management Strategy 2019/20



Prepared by:
Finance
Uttlesford District Council
January 2019



Introduction

1. Treasury management is the management of the Authority's cash flows, borrowing and investments, and the associated risks. The Authority has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of financial risk are therefore central to the Authority's prudent financial management.
2. Treasury risk management at the Authority is conducted within the framework of the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2017 Edition* (the CIPFA Code) which requires the Authority to approve a treasury management strategy before the start of each financial year. This report fulfils the Authority's legal obligation under the *Local Government Act 2003* to have regard to the CIPFA Code.
3. Investments held for service purposes or for commercial profit are considered in a different report, the Investment Strategy which is included in the agenda as Annexe D2.

External Context

Economic background

4. The UK's progress negotiating its exit from the European Union, together with its future trading arrangements, will continue to be a major influence on the Authority's treasury management strategy for 2019/20.
5. UK Consumer Price Inflation (CPI) for October was up 2.4% year/year, slightly below the consensus forecast and broadly in line with the Bank of England's November Inflation Report. The most recent labour market data for October 2018 showed the unemployment rate edged up slightly to 4.1% while the employment rate of 75.7% was the joint highest on record. The 3-month average annual growth rate for pay excluding bonuses was 3.3% as wages continue to rise steadily and provide some pull on general inflation. Adjusted for inflation, real wages grew by 1.0%, a level still likely to have little effect on consumer spending.
6. The rise in quarterly GDP growth to 0.6% in Q3 from 0.4% in the previous quarter was due to weather-related factors boosting overall household consumption and construction activity over the summer following the weather-related weakness in Q1. At 1.5%, annual GDP growth continues to remain below trend. Looking ahead, the BoE, in its November Inflation Report, expects GDP growth to average around 1.75% over the forecast horizon, providing the UK's exit from the EU is relatively smooth.
7. Following the Bank of England's decision to increase Bank Rate to 0.75% in August, no changes to monetary policy have been made since. However, the Bank expects that should the economy continue to evolve in line with its November forecast, further increases in Bank Rate will be required to return inflation to the 2% target. The

Monetary Policy Committee continues to reiterate that any further increases will be at a gradual pace and limited in extent.

8. While US growth has slowed over 2018, the economy continues to perform robustly. The US Federal Reserve continued its tightening bias throughout 2018, pushing rates to the current 2%-2.25% in September. Markets continue to expect one more rate rise in December, but expectations are fading that the further hikes previously expected in 2019 will materialise as concerns over trade wars drag on economic activity.

Credit outlook

9. The big four UK banking groups have now divided their retail and investment banking divisions into separate legal entities under ringfencing legislation. Bank of Scotland, Barclays Bank UK, HSBC UK Bank, Lloyds Bank, National Westminster Bank, Royal Bank of Scotland and Ulster Bank are the ringfenced banks that now only conduct lower risk retail banking activities. Barclays Bank, HSBC Bank, Lloyds Bank Corporate Markets and NatWest Markets are the investment banks. Credit rating agencies have adjusted the ratings of some of these banks with the ringfenced banks generally being better rated than their non-ringfenced counterparts.
10. The Bank of England released its latest report on bank stress testing, illustrating that all entities included in the analysis were deemed to have passed the test once the levels of capital and potential mitigating actions presumed to be taken by management were factored in. The BoE did not require any bank to raise additional capital.
11. European banks are considering their approach to EU Exit, with some looking to create new UK subsidiaries to ensure they can continue trading here. The credit strength of these new banks remains unknown, although the chance of parental support is assumed to be very high if ever needed. The uncertainty caused by protracted negotiations between the UK and EU is weighing on the creditworthiness of both UK and European banks with substantial operations in both jurisdictions.

Interest rate forecast

12. Following the increase in Bank Rate to 0.75% in August 2018, the Authority's treasury management adviser Arlingclose is forecasting two more 0.25% hikes during 2019 to take official UK interest rates to 1.25%. The Bank of England's MPC has maintained expectations for slow and steady rate rises over the forecast horizon. The MPC continues to have a bias towards tighter monetary policy but is reluctant to push interest rate expectations too strongly. Arlingclose believes that MPC members consider both that ultra-low interest rates result in other economic problems, and that higher Bank Rate will be a more effective policy weapon should downside EU Exit risks crystallise when rate cuts will be required.
13. The UK economic environment remains relatively soft, despite seemingly strong labour market data. Arlingclose's view is that the economy still faces a challenging outlook as it exits the European Union and Eurozone growth softens. While assumptions are that a EU Exit deal is struck and some agreement reached on transition and future trading

arrangements before the UK leaves the EU, the possibility of a “no deal” EU Exit still hangs over economic activity. As such, the risks to the interest rate forecast are considered firmly to the downside.

14. Gilt yields and hence long-term borrowing rates have remained at low levels but some upward movement from current levels is expected based on Arlingclose’s interest rate projections, due to the strength of the US economy and the ECB’s forward guidance on higher rates. 10-year and 20-year gilt yields are forecast to remain around 1.7% and 2.2% respectively over the interest rate forecast horizon, however volatility arising from both economic and political events are likely to continue to offer borrowing opportunities.
15. A more detailed economic and interest rate forecast provided by Arlingclose is attached as Annexe D1.
16. For the purpose of setting the budget, it has been assumed that new investments will be made at an average rate of 1.08%, and that new long-term loans will be borrowed at an average rate of 2.5%.

Local Context

17. On 30th November 2018, the Authority held £104 million of borrowing and £13 million of investments. This is set out in further detail at Annexe D2. Forecast changes in these sums are shown in the balance sheet analysis in table 1 below.

Table 1: Balance sheet summary and forecast

	31.3.18 Actual £m	31.3.19 Estimate £m	31.3.20 Forecast £m	31.3.21 Forecast £m	31.3.22 Forecast £m
General Fund CFR	55	58	58	63	62
HRA CFR	86	85	84	81	79
Total CFR	141	143	142	144	141
Less: Other debt liabilities *	(5)	(5)	(4)	(4)	(4)
Loans CFR	136	138	138	140	137
Less: External borrowing **	(121)	(101)	(95)	(105)	(117)
Internal borrowing	16	37	43	35	20
Less: Usable reserves	(25)	(20)	(17)	(16)	(16)
Less: Working capital	(4)	(3)	(3)	(3)	(3)
Investments/(new borrowing)	14	(14)	(23)	(16)	(1)

* shows only loans to which the Authority is committed and excludes optional refinancing

18. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. The Authority’s current strategy is to

maintain borrowing and investments below their underlying levels, sometimes known as internal borrowing.

19. CIPFA's *Prudential Code for Capital Finance in Local Authorities* recommends that the Authority's total debt should be lower than its highest forecast CFR over the next three years. Table 1 shows that the Authority expects to comply with this recommendation during 2019/20.

Liability benchmark

20. To compare the Council's actual borrowing against an alternative strategy, a liability benchmark has been calculated showing the lowest risk level of borrowing. This assumes the same forecasts as table 1 above, but that cash and investment balances are kept to a minimum level of £10m at each year-end to maintain sufficient liquidity but minimise credit risk.

Table 2: Liability benchmark

	31.3.18	31.3.19	31.3.20	31.3.21	31.3.22
	Actual	Estimate	Forecast	Forecast	Forecast
	£m	£m	£m	£m	£m
Loans CFR	136	138	138	140	137
Less: Usable reserves	(25)	(20)	(17)	(16)	(16)
Less: Working capital	(4)	(3)	(3)	(3)	(3)
Plus: Minimum investments	10	10	10	10	10
Liability Benchmark	117	125	128	131	128

21. Following on from the medium-term forecasts in table 2 above, the long-term liability benchmark assumes capital expenditure funded by borrowing of £125 million a year and minimum revenue provision on new capital expenditure based on a 5-7 year asset life. This is shown in more detail in the Capital Strategy (Appendix E, table 7) and the Minimum Revenue Provision Policy is attached as Annexe E1 of the Capital Strategy.

Borrowing Strategy

22. The Authority currently holds £104 million of loans, a decrease of £4 million on the previous year, as part of its strategy for funding previous years' capital programmes. The balance sheet forecast in table 1 shows that the Authority expects to borrow up to £116m in 2019/20. The Authority may also borrow additional sums to pre-fund future years' requirements, providing this does not exceed the authorised limit for borrowing of £250 million.

Objectives

23. The Authority's chief objective when borrowing money is to strike an appropriately low risk balance between securing low interest costs and achieving certainty of those costs

over the period for which funds are required. The flexibility to renegotiate loans should the Authority's long-term plans change is a secondary objective.

Strategy

24. Given the significant cuts to public expenditure and in particular to local government funding, the Authority's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio. With short-term interest rates currently much lower than long-term rates, it is likely to be more cost effective in the short-term to either use internal resources, or to borrow short-term loans instead.
25. By doing so, the Authority is able to reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk. The benefits of internal/short-term borrowing will be monitored regularly against the potential for incurring additional costs by deferring borrowing into future years when long-term borrowing rates are forecast to rise modestly. Arlingclose will assist the Authority with this 'cost of carry' and breakeven analysis. Its output may determine whether the Authority borrows additional sums at long-term fixed rates in 2019/20 with a view to keeping future interest costs low, even if this causes additional cost in the short-term.
26. Alternatively, the Authority may arrange forward starting loans during 2019/20, where the interest rate is fixed in advance, but the cash is received in later years. This would enable certainty of cost to be achieved without suffering a cost of carry in the intervening period.
27. The Authority arranged forward starting loans for the investment in Aspire (CRP) Ltd; these are profiled over 4 years with 3 drawdowns:
- £10,000,000 on the 5th July 2017
 - £12,000,000 on the 5th July 2020
 - £15,000,000 on the 5th July 2021
- Fixed rate of interest @ 2.86% for all 3 drawdowns with no principal repayments made until 5th January 2022.
28. In addition, the Authority may borrow further short-term loans to cover unplanned cash flow shortages.

Sources of borrowing

29. The approved sources of long-term and short-term borrowing are:
- Public Works Loan Board (PWLB) and any successor body
 - any institution approved for investments (see below)
 - any other bank or building society authorised to operate in the UK
 - any other UK public sector body
 - UK public and private sector pension funds (except Essex Pension Fund)

- capital market bond investors
- UK Municipal Bonds Agency plc and other special purpose companies created to enable local authority bond issues

Other sources of debt finance

30. In addition, capital finance may be raised by the following methods that are not borrowing, but may be classed as other debt liabilities:

- leasing
- hire purchase
- Private Finance Initiative
- sale and leaseback

31. The Authority has previously raised the majority of its long-term borrowing from the PWLB but it continues to investigate other sources of finance, such as local authority loans and bank loans that may be available at more favourable rates.

Municipal Bonds Agency

32. UK Municipal Bonds Agency plc was established in 2014 by the Local Government Association as an alternative to the PWLB. It plans to issue bonds on the capital markets and lend the proceeds to local authorities. This will be a more complicated source of finance than the PWLB for two reasons: borrowing authorities will be required to provide bond investors with a joint and several guarantee to refund their investment in the event that the agency is unable to for any reason; and there will be a lead time of several months between committing to borrow and knowing the interest rate payable. Any decision to borrow from the Agency will therefore be the subject of a separate report to full Council.

Short-term and variable rate loans

33. These loans leave the Authority exposed to the risk of short-term interest rate rises and are therefore subject to the interest rate exposure limits in the treasury management indicators below.

Debt rescheduling

34. The PWLB allows authorities to repay loans before maturity and either pay a premium or receive a discount according to a set formula based on current interest rates. Other lenders may also be prepared to negotiate premature redemption terms. The Authority may take advantage of this and replace some loans with new loans, or repay loans without replacement, where this is expected to lead to an overall cost saving or a reduction in risk.

Investment Strategy

35. The Authority holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. In the past 12 months, the Authority's investment balance has ranged between £8 and £22 million.

Objectives

36. The CIPFA Code requires the Authority to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Authority's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income. Where balances are expected to be invested for more than one year, the Authority will aim to achieve a total return that is equal or higher than the prevailing rate of inflation, in order to maintain the spending power of the sum invested.

Negative interest rates

37. If the UK enters into a recession in 2019/20, there is a small chance that the Bank of England could set its Bank Rate at or below zero, which is likely to feed through to negative interest rates on all low risk, short-term investment options. This situation already exists in many other European countries. In this event, security will be measured as receiving the contractually agreed amount at maturity, even though this may be less than the amount originally invested.

Strategy

38. The Authority aims to further diversify into more secure and higher yielding asset classes over the next 3 years. This is especially the case for the estimated £100 million that is available for longer-term investment. A reducing proportion of the Authority's surplus cash (which is not currently committed to long term investment) will remain invested in short-term unsecured deposits and money market funds.

Business models

39. Under the new IFRS 9 standard, the accounting for certain investments depends on the Authority's "business model" for managing them. The Authority aims to achieve value from its internally managed treasury investments by a business model of collecting the contractual cash flows and therefore, where other criteria are also met, these investments will continue to be accounted for at amortised cost.

Approved counterparties

40. The Authority may invest its surplus funds with any of the counterparty types in table 3 below, subject to the cash limits (per counterparty) and the time limits shown.

Table 3: Approved investment counterparties and limits

General Counterparty List	Credit Rating	Cash Limit	Time Limit
Banks and other organisations whose lowest published long-term credit rating from external credit rating agencies is:	AAA	£1m	365 days
	AA+	£1m	365 days
	AA-	£1m	365 days
	A+	£1m	365 days
	A	£1m	365 days
	A-	£1m	182 days
	BBB+	£1m	100 days
Councils General Bank Account if it fails to meet the above criteria, excluding the fixed term deposit account		£2m	Next Day
UK Central Government (irrespective of credit rating)	n/a	Unlimited	50 years
UK Local Authorities including Police and Fire (irrespective of credit rating) per authority	n/a	£3m	730 days
UK Building Societies without credit ratings	n/a	£1m	100 days
Saffron Building Society	n/a	£0.5m	100 days
Money Market Funds, per fund	AAA	£1m	Next Day

This table must be read in conjunction with the notes below

Credit rating

41. Investment limits are set by reference to the lowest published long-term credit rating from a selection of external rating agencies. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.

Banks unsecured

42. Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank

is failing or likely to fail. See below for arrangements relating to operational bank accounts.

Banks secured

43. Covered bonds, reverse repurchase agreements and other collateralised arrangements with banks and building societies. These investments are secured on the bank's assets, which limits the potential losses in the unlikely event of insolvency, and means that they are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.

Government

44. Loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is generally a lower risk of insolvency, although they are not zero risk. Investments with the UK Central Government may be made in unlimited amounts for up to 50 years.

Pooled funds

45. Shares or units in diversified investment vehicles consisting of any of the above investment types, plus equity shares and property. These funds have the advantage of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a fee. Short-term Money Market Funds that offer same-day liquidity and very low or no volatility will be used as an alternative to instant access bank accounts, while pooled funds whose value changes with market prices and/or have a notice period will be used for longer investment periods.
46. Bond, equity and property funds offer enhanced returns over the longer term, but are more volatile in the short term. These allow the Authority to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Authority's investment objectives will be monitored regularly.

Operational bank accounts

47. The Authority may incur operational exposures, for example through current accounts, collection accounts and merchant acquiring services, to any UK bank with credit ratings no lower than BBB- and with assets greater than £25 billion. These are not classed as investments, but are still subject to the risk of a bank bail-in, and balances will therefore be kept below £3m per bank. The Bank of England has stated that in the event of failure, banks with assets greater than £25 billion are more likely to be bailed-in than made insolvent, increasing the chance of the Authority maintaining operational continuity.

Risk assessment and credit ratings

48. Credit ratings are obtained and monitored by the Authority's treasury advisers, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:
- no new investments will be made,
 - any existing investments that can be recalled or sold at no cost will be, and
 - full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.
49. Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as "rating watch negative" or "credit watch negative") so that it may fall below the approved rating criteria, then only investments that can be withdrawn on the next working day will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

Other information on the security of investments

50. The Authority understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support, reports in the quality financial press and analysis and advice from the Authority's treasury management adviser. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may otherwise meet the above criteria.
51. When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008 and 2011, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Authority will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Authority's cash balances, then the surplus will be deposited with the UK Government via the Debt Management Office or invested in government treasury bills for example, or with other local authorities. This will cause a reduction in the level of investment income earned, but will protect the principal sum invested.

Investment limits

52. The Authority's revenue reserves available to cover investment losses are forecast to be £20 million on 31st March 2019. In order that no more than 5% of available reserves will be put at risk in the case of a single default, the maximum that will be lent to any one organisation (other than the UK Government) will be £1 million. A group of banks under the same ownership will be treated as a single organisation for limit purposes. Limits will also be placed on fund managers, investments in brokers' nominee accounts,

foreign countries and industry sectors as below. Investments in pooled funds and multilateral development banks do not count against the limit for any single foreign country, since the risk is diversified over many countries.

Table 4: Investment limits

	Cash limit
Any single organisation, except the UK Central Government	£1m each
UK Central Government	Unlimited
UK Local Authorities	£50m in total
Any group of organisations under the same ownership	£1m per group
Any group of pooled funds under the same management	£1m per manager
Unsecured investments with building societies	£1m in total
Money market funds	£5m in total

Liquidity management

53. The Authority uses purpose-built cash flow forecasting spreadsheets to determine the maximum period for which funds may prudently be committed. The forecast is compiled on a prudent basis to minimise the risk of the Authority being forced to borrow on unfavourable terms to meet its financial commitments. Limits on long-term investments are set by reference to the Authority’s medium-term financial plan and cash flow forecast.

Treasury Management Indicators

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

Security

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

Credit risk indicator	Target
Portfolio average credit rating	A

Liquidity

56. The Authority has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling 3 month period, without additional borrowing.

Liquidity risk indicator	Target
Total cash available within 3 months	£2m

Interest rate exposures

57. This indicator is set to control the Authority's exposure to interest rate risk. The upper limits on the one-year revenue impact of a 1% rise or fall in interest rates will be:

Interest rate risk indicator	Limit
Upper limit on one-year revenue impact of a 1% rise in interest rates	£250,000
Upper limit on one-year revenue impact of a 1% fall in interest rates	£250,000

58. The impact of a change in interest rates is calculated on the assumption that maturing loans and investments will be replaced at current rates.

Maturity structure of borrowing

59. This indicator is set to control the Authority's exposure to refinancing risk. The upper limit on the maturity structure of borrowing will be:

Refinancing rate risk indicator	Upper Limit
Under 12 months	25%
12 months and within 24 months	25%
24 months and within 5 years	50%
5 years and within 10 years	75%
10 years and within 20 years	75%
20 years and above	100%

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

Principal sums invested for periods longer than a year

61. The purpose of this indicator is to control the Authority's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end will be:

Price risk indicator	2019/20	2020/21	2021/22
Limit on principal invested beyond year end	£10m	£10m	£10m

Related Matters

62. The CIPFA Code requires the Authority to include the following in its treasury management strategy.

Financial Derivatives

63. Local authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk (e.g. interest rate collars and forward deals) and to reduce costs or increase income at the expense of greater risk (e.g. LOBO loans and callable deposits). The general power of competence in Section 1 of the *Localism Act 2011* removes much of the uncertainty over local authorities' use of standalone financial derivatives (i.e. those that are not embedded into a loan or investment).

64. The Authority will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the Authority is exposed to. Additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk. Embedded derivatives, including those present in pooled funds and forward starting transactions, will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy.

65. Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria. The current value of any amount due from a derivative counterparty will count against the counterparty credit limit and the relevant foreign country limit.

Housing Revenue Account

66. On 1st April 2012, the Authority notionally split each of its existing long-term loans into General Fund and HRA pools. In the future, new long-term loans borrowed will be assigned in their entirety to one pool or the other. Interest payable and other costs/income arising from long-term loans (e.g. premiums and discounts on early redemption) will be charged/ credited to the respective revenue account. Differences between the value of the HRA loans pool and the HRA's underlying need to borrow (adjusted for HRA balance sheet resources available for investment) will result in a notional cash balance which may be positive or negative. This balance will be measured each month and interest transferred between the General Fund and HRA at the Authority's average interest rate on investments, adjusted for credit risk.

Markets in Financial Instruments Directive

67. The Authority has opted up to professional client status with its providers of financial services, including advisers, banks and brokers, allowing it access to a greater range of

services but without the greater regulatory protections afforded to individuals and small companies. Given the size and range of the Authority's treasury management activities, the Director of Finance and Corporate Services believes this to be the most appropriate status.

Financial Implications

General Fund

68. The budget for the General Fund short term investment income in 2019/20 is £0.78 million based on its share of the average investment portfolio of £11 million at an average interest rate of 1.09%. The budget for general fund loan income is £2 million from the loans to Aspire at an interest rate of 4%. The budget for general fund short term debt interest paid in 2019/20 is £0.147 million, based on an average short-term debt portfolio of £25 million at an average interest rate of 1.07% plus long term debt interest of £0.349 million based on long-term borrowing of £12.5 million at an average rate of 2.68%.

HRA

69. The budget for HRA investment income in 2019/20 is £0.42 million, based on its share of an average investment portfolio of £11 million at an average interest rate of 1.08%. The budget for long term debt interest paid in 2019/20 is £2.6 million based on an average debt portfolio of 84.4 million at an average rate of 2.87%

70. If actual levels of investments and borrowing, or actual interest rates, differ from those forecast, performance against budget will be correspondingly different.

Other Options Considered

71. The CIPFA Code does not prescribe any particular treasury management strategy for local authorities to adopt. The Director of Finance and Corporate Services, having consulted the Cabinet Member for Finance and Administration, believes that the above strategy represents an appropriate balance between risk management and cost effectiveness. Some alternative strategies, with their financial and risk management implications, are listed below.

Alternative	Impact on income and expenditure	Impact on risk management
Invest in a narrower range of counterparties and/or for shorter times	Interest income will be lower	Lower chance of losses from credit related defaults, but any such losses may be greater
Invest in a wider range of counterparties and/or for longer times	Interest income will be higher	Increased risk of losses from credit related defaults, but any such losses may be smaller
Borrow additional sums at	Debt interest costs will rise;	Higher investment balance

long-term fixed interest rates	this is unlikely to be offset by higher investment income	leading to a higher impact in the event of a default; however long-term interest costs may be more certain
Borrow short-term or variable loans instead of long-term fixed rates	Debt interest costs will initially be lower	Increases in debt interest costs will be broadly offset by rising investment income in the medium term, but long-term costs may be less certain
Reduce level of borrowing	Saving on debt interest is likely to exceed lost investment income	Reduced investment balance leading to a lower impact in the event of a default; however long-term interest costs may be less certain

Arlingclose Economic & Interest Rate Forecast December 2018

Underlying assumptions:

- Our central interest rate forecasts are predicated on there being a transitional period following the UK's official exit from the EU.
- The MPC has a bias towards tighter monetary policy but is reluctant to push interest rate expectations too strongly. We believe that MPC members consider that: 1) tight labour markets will prompt inflationary pressure in the future, 2) ultra-low interest rates result in other economic problems, and 3) higher Bank Rate will be a more effective policy weapon if downside risks to growth crystallise.
- Both our projected outlook and the increase in the magnitude of political and economic risks facing the UK economy means we maintain the significant downside risks to our forecasts, despite the potential for slightly stronger growth next year as business investment rebounds should the EU Withdrawal Agreement be approved. The potential for severe economic outcomes has increased following the poor reception of the Withdrawal Agreement by MPs. We expect the Bank of England to hold at or reduce interest rates from current levels if EU Exit risks materialise.
- The UK economic environment is relatively soft, despite seemingly strong labour market data. GDP growth recovered somewhat in the middle quarters of 2018, but more recent data suggests the economy slowed markedly in Q4. Our view is that the UK economy still faces a challenging outlook as the country exits the European Union and Eurozone economic growth softens.
- Cost pressures are easing but inflation is forecast to remain above the Bank's 2% target through most of the forecast period. Lower oil prices have reduced inflationary pressure, but the tight labour market and decline in the value of sterling means inflation may remain above target for longer than expected.
- Global economic growth is slowing. Despite slower growth, the European Central Bank is conditioning markets for the end of QE, the timing of the first rate hike (2019) and their path thereafter. More recent US data has placed pressure on the Federal Reserve to reduce the pace of monetary tightening – previous hikes and heightened expectations will, however, slow economic growth.
- Central bank actions and geopolitical risks have and will continue to produce significant volatility in financial markets, including bond markets.

Forecast:

- The MPC has maintained expectations of a slow rise in interest rates over the forecast horizon, but recent events around EU Exit have dampened interest rate expectations. Our central case is for Bank Rate to rise twice in 2019, after the UK exits the EU. The risks are weighted to the downside.

- Gilt yields have remained at low levels. We expect some upward movement from current levels based on our central case that the UK will enter a transitional period following its EU exit in March 2019. However, our projected weak economic outlook and volatility arising from both economic and political events will continue to offer borrowing opportunities.

	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Average
Official Bank Rate														
Upside risk	0.00	0.00	0.00	0.00	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.17
Arlingclose Central Case	0.75	0.75	1.00	1.00	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.13
Downside risk	0.00	-0.50	-0.75	-0.75	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-0.85
3-mth money market rate														
Upside risk	0.10	0.10	0.10	0.10	0.15	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.17
Arlingclose Central Case	0.90	0.95	1.10	1.30	1.40	1.40	1.40	1.35	1.35	1.35	1.35	1.35	1.35	1.27
Downside risk	-0.20	-0.45	-0.60	-0.80	-0.90	-0.90	-0.90	-0.85	-0.85	-0.85	-0.85	-0.85	-0.85	-0.76
1-yr money market rate														
Upside risk	0.20	0.30	0.30	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.33
Arlingclose Central Case	1.15	1.25	1.35	1.50	1.70	1.60	1.50	1.40	1.35	1.35	1.35	1.35	1.35	1.40
Downside risk	-0.35	-0.50	-0.60	-0.80	-0.90	-0.90	-0.90	-0.85	-0.85	-0.85	-0.85	-0.85	-0.85	-0.77
5-yr gilt yield														
Upside risk	0.25	0.30	0.30	0.35	0.35	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.37
Arlingclose Central Case	1.15	1.25	1.35	1.50	1.50	1.40	1.35	1.35	1.30	1.30	1.30	1.30	1.30	1.33
Downside risk	-0.50	-0.60	-0.65	-0.80	-0.80	-0.70	-0.65	-0.65	-0.65	-0.65	-0.65	-0.65	-0.65	-0.66
10-yr gilt yield														
Upside risk	0.25	0.30	0.30	0.35	0.35	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.37
Arlingclose Central Case	1.50	1.65	1.70	1.80	1.80	1.75	1.75	1.70	1.70	1.70	1.70	1.70	1.70	1.70
Downside risk	-0.55	-0.70	-0.70	-0.80	-0.80	-0.75	-0.75	-0.70	-0.70	-0.70	-0.70	-0.70	-0.70	-0.71
20-yr gilt yield														
Upside risk	0.25	0.30	0.30	0.35	0.35	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.37
Arlingclose Central Case	2.00	2.10	2.20	2.20	2.20	2.20	2.20	2.20	2.20	2.20	2.20	2.20	2.20	2.18
Downside risk	-0.60	-0.70	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.73
50-yr gilt yield														
Upside risk	0.25	0.30	0.30	0.35	0.35	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.37
Arlingclose Central Case	1.90	1.95	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	1.99
Downside risk	-0.60	-0.70	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.75	-0.73

PWLB Certainty Rate (Maturity Loans) = Gilt yield + 0.80%

PWLB Infrastructure Rate (Maturity Loans) = Gilt yield + 0.60%

Existing Investment & Debt Portfolio Position

	30/11/2018 Actual Portfolio £m	30/11/2018 Average Rate %
External Borrowing:		
Public Works Loans Board	86	2.79
Local Authorities	7.5	0.83
Phoenix Life Ltd	10	2.86
Total External Borrowing	103.5	
Other Long term Liabilities:		
Private Finance Initiative	4.7	8.29
Total gross external debt	108.2	
Treasury Investments:		
Banks and Building Societies (unsecured)	2.6	0.55
Government (incl. local authorities)	9	0.67
Money Market Funds	1	0.72
Total Treasury Investments	12.6	
Net Debt	95.6	

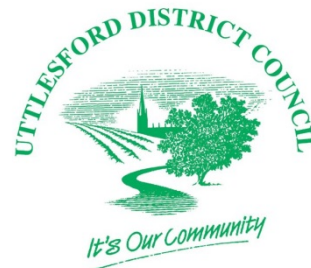
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Uttlesford District Council Capital Strategy 2019/20



Prepared by:
Finance
Uttlesford District Council
January 2019



Introduction

1. This capital strategy is a new report for 2019/20, giving a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services along with an overview of how associated risk is managed and the implications for future financial sustainability. It has been written in an accessible style to enhance members' understanding of these sometimes technical areas.

Capital Expenditure and Financing

2. Capital expenditure is where the Council spends money on assets, such as property or vehicles that will be used for more than one year. In local government this includes spending on assets owned by other bodies, and loans and grants to other bodies enabling them to buy assets. The Council has some limited discretion on what counts as capital expenditure, for example assets costing below £10,000 are not capitalised and are charged to revenue in year.
3. Details of the Council's policy on capitalisation can be found in the Statement of Accounts 2017/18
4. In 2019/20, the Council is planning capital expenditure of £17m as summarised below:

Table 1: Prudential Indicator: Estimates of Capital Expenditure in £ millions

	2017/18 actual	2018/19 forecast	2019/20 budget	2020/21 budget	2021/22 budget
General Fund services	2	6	7	6	1
Council housing (HRA)	9	10	10	7	7
Capital investments	47	0	0	0	0
TOTAL	58	16	17	13	8

5. The main General Fund capital projects include vehicle replacement programme, asset maintenance programme and ICT development. The Council also plans to increase capital expenditure on investments, details of this can be found in the Investment Strategy.
6. The Housing Revenue Account (HRA) is a ring-fenced account which ensures that council housing does not subsidise, or is itself subsidised, by other local services. HRA capital expenditure is therefore recorded separately, and includes the building of 16 new homes over the forecast period.

Governance

7. Service managers bid annually in September to include projects in the Council's capital programme. Bids are collated by Financial Services who calculate the financing cost (which can be nil if the project is fully externally financed). Capital Officers appraise all bids based on a comparison of service priorities against financing costs and makes recommendations to Corporate Management Team. The final capital programme is then presented to Cabinet and then to Council in February each year. Full details of the Council's Capital Programme can be viewed in Appendix F.
8. All capital expenditure must be financed, either from external sources (government grants and other contributions), the Council's own resources (revenue, reserves and capital receipts) or debt (borrowing, leasing and Private Finance Initiative). The planned financing of the above expenditure is as follows:

Table 2: Capital financing in £ millions

	2017/18 actual	2018/19 forecast	2019/20 budget	2020/21 budget	2021/22 budget
External sources	1	1	1	0	0
Own resources	10	11	14	8	8
Debt	47	4	2	5	0
TOTAL	58	16	17	13	8

9. Debt is only a temporary source of finance, since loans and leases must be repaid, and this is therefore replaced over time by other financing, usually from revenue which is known as minimum revenue provision (MRP). Alternatively, proceeds from selling capital assets (known as capital receipts) may be used to replace debt finance. Planned MRP and use of capital receipts are as follows:

Table 3: Replacement of debt finance in £ millions

	2017/18 actual	2018/19 forecast	2019/20 budget	2020/21 budget	2021/22 budget
Own resources	2	3	3	4	3

10. The Council's full Minimum Revenue Provision statement is attached as Appendix E1.
11. The Council's cumulative outstanding amount of debt finance is measured by the capital financing requirement (CFR). This increases with new debt-financed capital expenditure and reduces with MRP and capital receipts used to replace debt. The

CFR is expected to increase by £2m during 2019/20. Based on the above figures for expenditure and financing, the Council's estimated CFR is as follows:

Table 4: Prudential Indicator: Estimates of Capital Financing Requirement in £ millions

	31.3.2018 actual	31.3.2019 forecast	31.3.2020 budget	31.3.2021 budget	31.3.2022 budget
General Fund services	7	8	9	9	8
Council housing (HRA)	87	85	84	81	79
Capital investments	47	50	50	54	54
TOTAL CFR	141	143	143	144	141

Asset management

12. To ensure that capital assets continue to be of long-term use, the Council has an asset management strategy in place.

Asset disposals

13. When a capital asset is no longer considered necessary, it may be sold so that the proceeds, known as capital receipts, can be spent on new assets or to repay debt. The Council is currently also permitted to spend capital receipts on service transformation projects until 2021/22. Repayments of capital grants, loans and investments also generate capital receipts. The Council plans to receive £2m of capital receipts in the coming financial year as follows:

Table 5: Capital receipts in £ millions

	2017/18 actual	2018/19 forecast	2019/20 budget	2020/21 budget	2021/22 budget
Asset sales	2	2	2	2	2
Loans repaid	0	0	0	0	0
TOTAL	2	2	2	2	2

14. The Council's Use of Capital Receipts can be found in the Statement of Accounts 2017/18.

Treasury Management

15. Treasury management is concerned with keeping sufficient but not excessive cash available to meet the Council's spending needs, while managing the risks involved. Surplus cash is invested until required, while a shortage of cash will be met by borrowing, to avoid excessive credit balances or overdrafts in the bank current account.
16. The Council is typically cash rich in the short-term as revenue income is received before it is spent, but cash poor in the long-term as capital expenditure is incurred before being financed. Cash balances being used can be repaid/financed through MRP this is referred to as internal borrowing, this is only applied to short-term assets or long-term assets over the short-term see policy in Statement of Accounts. The revenue cash surpluses are offset against capital cash shortfalls to reduce overall borrowing.
17. Due to decisions taken in the past, the Council currently has £104m borrowing and £13m of investments.

Borrowing strategy

18. The Council's main objectives when borrowing are to achieve a low but certain cost of finance while retaining flexibility should plans change in future. These objectives are often conflicting, and the Council therefore seeks to strike a balance between cheap short-term loans (currently available at around 0.75%) and long-term fixed rate loans where the future cost is known but higher (currently 2.0 to 3.0%).
19. Projected levels of the Council's total outstanding debt (which comprises borrowing, PFI liabilities, leases) are shown below, compared with the capital financing requirement (see above).

Table 6: Prudential Indicator: Gross Debt and the Capital Financing Requirement £ millions

	31.3.2018 actual	31.3.2019 forecast	31.3.2020 budget	31.3.2021 budget	31.3.2022 budget
Debt (incl. PFI & leases)	112	102	104	114	126
Capital Financing Requirement	141	140	140	137	134

20. Statutory guidance is that debt should remain below the capital financing requirement, except in the short-term. As can be seen from table 6, the Council expects to comply with this in the medium term.

Liability benchmark

21. To compare the Council's actual borrowing against an alternative strategy, a liability benchmark has been calculated showing the lowest risk level of borrowing. This benchmark is currently £117m and is forecast to rise to £128m over the next three years.

Table 7: Borrowing and the Liability Benchmark in £ millions

	31.3.2018 actual	31.3.2019 forecast	31.3.2020 budget	31.3.2021 budget	31.3.2022 budget
Outstanding borrowing	126	122	121	119	119
Liability benchmark	117	125	128	131	128

22. The table shows that the Council expects to remain borrowed above its liability benchmark. This is because a deliberate decision has been made to borrow additional sums for further investment in the Council's subsidiaries in the current year.

Affordable borrowing limit:

23. The Council is legally obliged to set an affordable borrowing limit (also termed the authorised limit for external debt) each year. In line with statutory guidance, a lower "operational boundary" is also set as a warning level should debt approach the limit.

Table 8: Prudential Indicators: Authorised limit and operational boundary for external debt in £m

	2018/19 limit	2019/20 limit	2020/21 limit	2021/22 limit
Authorised limit – borrowing	245	245	246	246
Authorised limit – PFI and leases	5	5	4	4
Authorised limit – total external debt	250	250	250	250
Operational boundary – borrowing	245	245	246	246
Operational boundary – PFI and leases	5	5	4	4
Operational boundary – total external debt	250	250	250	250

Further details on borrowing are detailed in the Treasury Management Strategy (Appendix D)

Investment Strategy

24. Treasury investments arise from receiving cash before it is paid out again. Investments made for service reasons or for pure financial gain are not generally considered to be part of treasury management.
25. The Council's policy on treasury investments is to prioritise security and liquidity over yield that is to focus on minimising risk rather than maximising returns. Cash that is likely to be spent in the near term is invested securely, for example with the government, other local authorities or selected high-quality banks, to minimise the risk of loss.
26. Money that will be held for longer terms is invested more widely, including in bonds, shares and property, to balance the risk of loss against the risk of receiving returns below inflation.
27. Both near-term and longer-term investments may be held in pooled funds, where an external fund manager makes decisions on which particular investments to buy and the Council may request its money back at short notice.

Further details on treasury investments are in the Treasury Management Strategy (Appendix D).

Governance

28. Decisions on treasury management investment and borrowing are made daily and are therefore delegated to the Director of Finance and staff, who must act in line with the treasury management strategy approved by Council. Quarterly reports and a mid-year review on treasury management activity are presented to Cabinet.

Investments for Service Purposes

29. The Council makes investments to assist local public services, including making loans to the Council's subsidiaries. In light of the public service objective, the Council is willing to take more risk than with treasury investments; however it still plans for such investments to generate a positive return after all costs.

Governance

30. Decisions on service investments are made by the relevant service manager in consultation with the Director of Finance and Corporate Services. Most loans and shares are capital expenditure and purchases will therefore also be approved as part of the capital programme.

Further details on service investments are in the Investment Strategy

Commercial Activities

31. With central government financial support for local public services declining, the Council invests in commercial property purely or mainly for financial gain and lends to its subsidiaries trading under the Aspire name for the same reason. Total commercial investments are currently valued at £47.4m providing a net return after all costs of 4%.
32. With financial return being the main objective, the Council accepts higher risk on commercial investment than with treasury investments. The principal risk exposures include tenants defaulting on their tenancy agreements resulting in income received being below the interest repayment. These risks are managed by continuously looking at ways of attracting different types of research business to the Park and regularly monitoring of forecasted income.

Governance

33. Decisions on commercial investments are made by Director of Finance and Corporate Services in line with the criteria and limits approved by Full Council in the Investment Strategy. Property and most other commercial investments are also capital expenditure and purchases will therefore also be approved as part of the capital programme.
34. In relation to the loans to the Aspire Companies decisions are delegated to the Assistant Director – Resources in consultation with the Finance Portfolio holder.

Liabilities

35. In addition to debt of £47.4m detailed above, the Council is committed to making future payments to cover its pension fund deficit (valued at £34.7m).

Governance

36. Decisions on incurring new discretionary liabilities are taken by service managers in consultation with the Director of Finance and Corporate Services. The risk of liabilities crystallising and requiring payment is monitored by Financial Services and reported quarterly to Cabinet.

Revenue Budget Implications

37. Although capital expenditure is not charged directly to the revenue budget, interest payable on loans and MRP are charged to revenue, offset by any investment income receivable. The net annual charge is known as financing costs; this is compared to the net revenue stream i.e. the amount funded from Council Tax, business rates and general government grants.

Table 9: Prudential Indicator: Proportion of financing costs to net revenue stream

	2017/18 actual	2018/19 forecast	2019/20 budget	2020/21 budget	2021/22 budget
Financing costs (£m)	6	6	6	7	7
Proportion of net revenue stream	23.59%	25.62%	26.17%	28.10%	28.84%

Sustainability

38. Due to the very long-term nature of capital expenditure and financing, the revenue budget implications of expenditure incurred in the next few years will extend for up to 50 years into the future. The Director of Finance and Corporate Services is satisfied that the proposed capital programme is prudent, affordable and sustainable.

Knowledge and Skills

39. The Council employs professionally qualified and experienced staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions. For example, the Director of Finance and Corporate Services is a qualified accountant. The Council pays for junior staff to study towards relevant professional qualifications including CIPFA, AAT and ILM.
40. Where Council staff does not have the knowledge and skills required, use is made of external advisers and consultants that are specialists in their field. The Council currently employs Arlingclose Limited as treasury management advisers, other specialists will differ depending on the expertise required. This approach is more cost effective than employing such staff directly, and ensures that the Council has access to knowledge and skills commensurate with its risk appetite.

Minimum Revenue Provision Statement – 2019/20

This report covers the requirements of the latest Guidance on Minimum Revenue Provision for an annual MRP statement. The Statement should be approved by the full Council before the start of the new financial year which is a legislative requirement.

Where the Council finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP), although there has been no statutory minimum charge since 2008. The Local Government Act 2003 requires the Council to have regard to the Department for Communities and Local Government's / Department of Environment's *Guidance on Minimum Revenue Provision* (the DCLG/DOE Guidance) most recently issued in 2011/2012.

The broad aim of the DCLG/DOE Guidance is to ensure that debt is repaid over a period that is either reasonably commensurate with that over which the capital expenditure provides benefits. DCLG is currently compiling responses to a consultation on MRP any changes to the code will be updated within a new MRP policy.

The following statement incorporates options recommended in the Guidance as well as locally determined prudent methods.

For unsupported capital expenditure incurred after 31st March 2008, MRP will be determined by either charging the expenditure over the useful economic life of the relevant assets in equal instalments or as the principal repayment on an annuity with a specifically determined annual interest rate, starting in the year after the asset becomes operational. If additional financing capacity permits, the authority reserves the right to charge MRP over shorter periods to help with minimising the level of the capital financing requirement burden in subsequent years.

Where MRP is charged over the useful economic life of the asset it will be consistent with the write down period adopted for the same assets in the Council's accounting policy for depreciation.

For assets acquired by finance leases or the Private Finance Initiative, MRP will be determined as being equal to the element of the rent or charge that goes to write down the balance sheet liability.

MRP in respect of the £88.407m payment made in 2012 to exit the Housing Revenue Account subsidy system and any other external borrowing required by the Council is currently determined as being equal to the principal amount repaid on the loan/s borrowed to finance that payment.

The Housing Revenue Account MRP charge in line with the loan principal is currently subject to review under the refinancing report by Arlingclose found within the HRA 2019-20 Budget setting report.

Expenditure not related to fixed assets but which has been capitalised by regulation or direction will be charged to revenue in the year the expenditure is incurred. Examples of this expenditure include Community Grants, Disabled Facilities Grants and Private Sector Renewal Grants.

Expenditure related to capital contracts which is classified as work in progress at year-end, will be fully financed in the year the expenditure is incurred.

	Estimated CFR 31.03.2019 £'000	2019/20 Estimated MRP £'000
Capital Expenditure before 01.04.2008	0	0
Supported Capital Expenditure after 31.03.2008	0	0
Unsupported Capital Expenditure after 31.03.2008	51,113	669
Finance Leases and Private Finance Initiative	4,619	131
Transferred Debt	0	0
Loans to other bodies	0	0
Total General Fund	55,732	800
Assets in the Housing Revenue Account	0	0
HRA Subsidy Reform Payment	84,622	2,000
Total Housing Revenue Account	84,622	2,000
Total CFR	140,354	2,800

Capital Programme – 2019/20 – 2023/24

Summary

1. The Capital programme is for the 5 year period, 2019/20 to 2023/24.
2. Capital Expenditure relates to spending on schemes and assets that have a long term value and exceeds cost of £10,000.
3. The programme details planned Capital Expenditure on the Council's buildings, vehicles and ICT assets.
4. The programme includes Capital Grants to other organisations and individuals.
5. The programme is for both General Fund and Housing Revenue Account assets and schemes.

Financial Implications

6. The revenue costs of financing the Capital Programme have been built into the HRA and General Fund budgets detailed elsewhere on the agenda.

Capital Programme 2019/20 – 2023/24

7. Annex F1 shows a summary table of all the capital projects and their costs for each year.
8. Annex F2 details all the capital programmes by Portfolio and gives details of the type of expenditure and the scheduled programme of works for each year.
9. Annex F3 details how the Capital Programme is being financed.
10. The Capital Programme is an evolving and rolling programme year on year.
11. The schemes of works detailed in the programme are proposed to be funded by the following means:
 - Grants
 - Revenue contributions
 - Capital receipts and internal borrowing
12. No external borrowing is required to finance the 5 year Capital Programme for General Fund projects detailed in this report.
13. The HRA shows a shortfall in funds to support the capital programme in 2019/20, this will be reviewed throughout the year and if required short term external financing will be considered. Full details are included in the Housing Revenue Budget 2018/19 presented earlier in tonight's agenda.
14. The HRA capital financing includes a contribution from the Major Repairs Reserve which is the equivalent to the annual depreciation charge on council

dwellings and other HRA assets. This funding is used to support the annual capital repairs budget.

15. A regular update on the capital programme and associated financing is included in the Budget Monitoring reports presented to Cabinet throughout the year.
16. The robustness of the capital programme and a review of each scheme have been undertaken by the officers of the Capital Programme Working Group at regular intervals.
17. The total predicted cost of the capital programme for 2019/20 is £41.579 million. The breakdown of the expenditure between accounts is;
 - General Fund - £ 6.585 million
 - Housing Revenue - £34.994 million
18. There are no new General Fund schemes and the HRA has 2 new schemes in 2019/20; the redesign of Walden Place and the redevelopment of The Moores.

Impact

Communication/Consultation	None
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	None

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Failure to identify capital budget pressures and/or funding not realised	2- Unlikely as all projects fully funded	2 – would require a drawdown on reserves	Ongoing review of the spend via budget monitoring and capital officers working group

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project

ANNEX F1 – 5 YEAR CAPITAL PROGRAMME SUMMARY

CAPITAL PROGRAMME SUMMARY 2018/19 to 2023/24	2018/19	2018/19	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2018-2024
	Current Budget	Forecast Spend P6	Proposed Slippage to 2019/20	Original	Forecast	Forecast	Forecast	Forecast	Total
	£	£	£		£	£	£	£	£
General Fund Capital Schemes									
Communities and Partnerships	155	155	0	110	110	110	110	110	550
Environmental Services	2,740	1,925	343	952	1,010	155	837	110	3,064
Finance & Administration	5,564	1,181	4,383	586	235	235	235	235	1,526
Housing and Economic Development	1,280	770	100	355	272	272	272	272	1,445
Sub Total	9,739	4,031	4,826	2,003	1,628	772	1,454	727	6,585
Housing Revenue Account Capital Schemes									
HRA Capital	10,352	9,949	313	9,769	6,545	6,790	5,945	5,945	34,994
Sub Total	10,352	9,949	313	9,769	6,545	6,790	5,945	5,945	34,994
TOTAL CAPITAL PROGRAMME	20,091	13,980	5,139	11,772	8,173	7,562	7,399	6,672	41,579

ANNEX F2 – 5 YEAR CAPITAL PROGRAMME BY PORTFOLIO

COMMUNITIES & PARTNERSHIPS 2018/19 to 2023/24	2018/19 Current Budget	2018/19 Forecast Spend P6	2018/19 Proposed Slippage to 2019/20	2019/20 Original	2020/21 Forecast	2021/22 Forecast	2022/23 Forecast	2023/24 Forecast	2018-2024 Total
	£	£	£		£	£	£	£	£
S/W Castle - Motte & Bailey	30	30	0	0	0	0	0	0	0
Community Project Grants	125	125	0	110	110	110	110	110	550
Sub Total	155	155	0	110	110	110	110	110	550
PORTFOLIO TOTAL	155	155	0	110	110	110	110	110	550

ENVIRONMENTAL SERVICES 2018/19 to 2023/24	2018/19 Current Budget	2018/19 Forecast Spend P6	2018/19 Proposed Slippage to 2019/20	2019/20 Original	2020/21 Forecast	2021/22 Forecast	2022/23 Forecast	2023/24 Forecast	2018-2024 Total
	£	£	£		£	£	£	£	£
Vehicle Replacement Programme	2,396	1,683	241	822	880	45	727	0	2,474
Household Bins	70	70	0	70	70	70	70	70	350
Kitchen Caddies	10	10	0	10	10	10	10	10	50
Garden Waste Bins	20	20	0	20	20	20	20	20	100
Trade Waste Bins	10	10	0	30	30	10	10	10	90
Lower Street Car Park Extension	102	0	102	0	0	0	0	0	0
Car Parking Machine Replacement	92	92	0	0	0	0	0	0	0
Electric Car Charges	15	15	0	0	0	0	0	0	0
White Street Car Park	25	25	0	0	0	0	0	0	0
Sub Total	2,740	1,925	343	952	1,010	155	837	110	3,064
PORTFOLIO TOTAL	2,740	1,925	343	952	1,010	155	837	110	3,064

ANNEX F2 – 5 YEAR CAPITAL PROGRAMME BY PORTFOLIO

FINANCE & ADMINISTRATION 2018/19 to 2023/24	2018/19 Current Budget	2018/19 Forecast Spend P6	2018/19 Proposed Slippage to 2019/20	2019/20 Original	2020/21 Forecast	2021/22 Forecast	2022/23 Forecast	2023/24 Forecast	2018-2024 Total
	£	£	£		£	£	£	£	£
ICT									
Minor Items IT	25	10	0	20	20	20	20	20	100
PCI Compliance	38	38	0	20	20	20	20	20	100
PSN CoCo	30	30	0	30	30	30	30	30	150
Core switches - Replacement	40	40	0	0	0	0	0	0	0
Replacement Electoral System	60	60	0	0	0	0	0	0	0
Hot Desking/Mobile working	90	105	0	90	0	0	0	0	90
Asset Management System	30	30	0	0	0	0	0	0	0
Cyber Security	20	20	0	20	20	20	20	20	100
Grounds Maintenance & Vehicle Systems	100	100	0	0	0	0	0	0	0
Iclipse to Information at Work	50	50	0	0	0	0	0	0	0
Idox Additional Modules	32	32	0	0	0	0	0	0	0
Licensing - Lalpac to Idox Uniform	30	30	0	0	0	0	0	0	0
ArcGIS Upgrade	21	21	0	0	0	0	0	0	0
Members IT Equipment	0	0	0	30	0	0	0	0	30
Mobile / Web Payments	0	0	0	40	0	0	0	0	40
Network Monitoring & Threat Protection	0	0	0	30	0	0	0	0	30
Sub Total	566	566	0	280	90	90	90	90	640
Council Asset Works									
Council Offices Improvements (General)	54	54	0	173	120	120	120	120	653
Single Depot	4,633	250	4,383	0	0	0	0	0	0
Day Centre Cyclical Improvements	56	56	0	46	25	25	25	25	146
Guildhall Buildings Works	40	40	0	0	0	0	0	0	0
Museum Buildings	48	48	0	45	0	0	0	0	45
London Road Heating	36	36	0	0	0	0	0	0	0
London Road Electrical	78	78	0	15	0	0	0	0	15
Sub Total	4,945	562	4,383	279	145	145	145	145	859
Other									
Election Equipment	10	10	0	0	0	0	0	0	0
Cash Deposit Machine	13	13	0	0	0	0	0	0	0
Stansted Conveniences - Grant	30	30	0	0	0	0	0	0	0
Postal Software	0	0	0	27	0	0	0	0	27
Sub Total	53	53	0	27	0	0	0	0	0
PORTFOLIO TOTAL	5,564	1,181	4,383	586	235	235	235	235	1,499

ANNEX F2 – 5 YEAR CAPITAL PROGRAMME BY PORTFOLIO

HOUSING & ECONOMIC DEVELOPMENT 2018/19 to 2023/24	2018/19	2018/19	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2018-2024
	Current Budget	Forecast Spend P6	Proposed Slippage to 2019/20	Original	Forecast	Forecast	Forecast	Forecast	Total
	£	£	£		£	£	£	£	£
Disabled Facilities Grants	260	260	0	260	192	192	192	192	1,030
Empty Dwellings	50	0	0	10	10	10	10	10	50
Private Sector Renewal Grants	70	10	0	70	70	70	70	70	350
Compulsory Purchase Order	300	0	0	0	0	0	0	0	0
Superfast Broadband	600	500	100	0	0	0	0	0	0
Air Quality Monitoring	0	0	0	15	0	0	0	0	15
Sub Total	1,280	770	100	355	272	272	272	272	1,445
PORTFOLIO TOTAL	1,280	770	100	355	272	272	272	272	1,445

ANNEX F2 – 5 YEAR CAPITAL PROGRAMME BY PORTFOLIO

HOUSING REVENUE ACCOUNT 2018/19 to 2023/24	2018/19	2018/19	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2018-2024
	Current Budget	Forecast Spend P6	Proposed Slippage to 2019/20	Original	Forecast	Forecast	Forecast	Forecast	Total
	£	£	£		£	£	£	£	£
Annual Programme of Works									
Annual maintaining of the housing stock	3,445	3,415	0	3,445	3,445	3,445	3,445	3,445	17,225
Sub Total	3,445	3,415	0	3,445	3,445	3,445	3,445	3,445	17,225
Other									
UPVC Fascia's and Guttering	100	100	0	100	100	100	100	100	500
Cash Incentive Scheme Grant	50	50	0	50	50	50	50	50	250
HRA IT - Contingency	20	0	20	0	0	0	0	0	0
Light Vans Replacement Programme	183	0	183	0	0	0	0	0	0
Sub Total	353	150	203	150	150	150	150	150	750
HRA Business Plan									
New Builds									
Unidentified Required Builds	0	0	0	2,000	2,750	3,195	2,350	2,350	12,645
Developer Sites / Market Properties	0	525	0	425	0	0	0	0	425
Sheds Lane	225	238	0	15	0	0	0	0	15
Newton Grove	575	634	0	134	0	0	0	0	134
Frambury Lane	771	728	0	168	0	0	0	0	168
The Moors (RTB)	787	36	0	1,216	100	0	0	0	1,316
The Moors (non-RTB)	0	0	0	1,216	100	0	0	0	1,316
Sheltered Redevelopments									
Reynolds Court	2,298	2,165	110	0	0	0	0	0	0
Hatherley Court	962	962	0	0	0	0	0	0	0
Walden Place	803	803	0	1,000	0	0	0	0	1,000
Other Schemes									
Market Properties (non-RTB)	0	160	0	0	0	0	0	0	0
Resurfacing Trunk Roads	133	133	0	0	0	0	0	0	0
Sub Total	6,554	6,384	110	6,174	2,950	3,195	2,350	2,350	17,019
PORTFOLIO TOTAL	10,352	9,949	313	9,769	6,545	6,790	5,945	5,945	34,994

ANNEX F3 – CAPITAL FINANCING

CAPITAL PROGRAMME 2018/19 to 2023/24	2018/19	2018/19	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2018-2024
	Current Budget	Forecast Spend P6	Proposed Slippage to 2019/20	Original	Forecast	Forecast	Forecast	Forecast	Total
	£	£	£	£	£	£	£	£	£
General Fund									
Disabled Facilities Grant	192	192	0	192	192	192	192	192	962
PLACE Scheme funding	300	0	0	0	0	0	0	0	0
General Fund Capital Receipts	165	71	34	0	0	0	0	0	0
Third Party Contributions	31	31	0	0	0	0	0	0	0
Revenue Funding									
Communities and Partnerships	125	125	0	110	110	110	110	110	550
Environmental Services	809	741	68	130	130	110	110	110	590
Finance & Administration	5,042	615	4,383	306	145	145	145	145	886
Housing and Economic Development	657	507	100	163	80	80	80	80	483
Internal Borrowing	2,418	1,749	241	1,102	970	135	817	90	3,114
Sub Total - General Fund	9,739	4,031	4,826	2,003	1,628	772	1,454	727	6,585
Housing Revenue Account									
Business Plan Schemes									
Funded from reserves	4,633	3,670	110	664	0	0	0	0	664
Major Repairs Contribution	0	0	0	464	534	534	534	534	2,599
HRA Revenue Funding - RCCO	1,214	979	0	2,059	1,561	1,703	1,111	1,111	7,545
HCA Grant Funding	0	145	0	300	0	0	0	0	300
S106 Contribution	0	942	0	0	0	0	0	0	0
Capital Receipts - RTB	707	648	0	1,187	855	959	705	705	4,411
Capital Receipts - Other	0	0	0	500	0	0	0	0	500
Borrowing requirement	0	0	0	1,000	0	0	0	0	1,000
Sub Total - Business Plan Schemes	6,554	6,384	110	6,174	2,950	3,195	2,350	2,350	17,019
Other Schemes									
Funded from reserves	0	0	203	0	0	0	0	0	0
Major Repairs Contribution	3,445	3,415	0	3,545	3,445	3,445	3,445	3,445	17,325
Other Major Repairs Contribution	0	0	0	0	0	0	0	0	0
HRA Revenue Funding - RCCO	353	150	0	50	150	150	150	150	650
Borrowing requirement	0	0	0	0	0	0	0	0	0
Sub Total - Other Schemes	3,798	3,565	203	3,595	3,595	3,595	3,595	3,595	17,975
Sub Total - Housing Revenue Account	10,352	9,949	313	9,769	6,545	6,790	5,945	5,945	34,994
TOTAL SOURCES OF FINANCING	20,091	13,980	5,139	11,772	8,173	7,562	7,399	6,672	41,579

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Housing Revenue Account – Budget 2019/20

Summary

1. This report sets out the Housing Revenue Account (HRA) budget and the reserves position for 2019/20
2. Following government policy changes the authority no longer has discretion to set rents at a local level, but instead are required to comply with a national approach where rents will be reduced by 1% per year, for four years, from April 2016.
3. Other income and service charges for 2019/20 have been set on the following basis:
 - Garage rents are increased by RPI of 3.3%
 - Housing related support charges are increased in line with actual costs
 - Intensive housing management charges are increased in line with actual costs
 - Lifeline charges remain the same as 2018/19
 - Heating, Service and Sewerage charges are increased in line with actual costs
4. The Housing Board have reviewed the Housing Revenue Budget for 2019/20 and the five year financial strategy. The Housing Board and the Tenants Forum also reviewed the housing rent and service charge proposals and recommend these for approval by Cabinet and Full Council.

Background

5. The HRA budget for 2019/20 reflects the service arrangements and investments in relation to the Council's housing services for the eighth year under 'Self Financing'.
6. The new financial arrangements enable the service to stand alone financially and take 'local' decisions for housing services.
7. Decisions about the level of expenditure in the Housing Revenue Account continue to be made in the context of a 30 year Business Plan. The current version was updated and approved at Cabinet in January 2016.
8. The Business Plan sets the financial strategy for Housing and the budget proposals are reflected in this report.
9. The Business Plan has been framed in the light of:
 - Estimated rental income is in line with the Government's guidance
 - Appropriate capital investment in maintaining the quality of the housing stock through planned maintenance and replacement works
 - The new build programme and service improvements
 - One for one replacement of Right to Buy sales
 - Servicing and repaying debt so that new borrowing is available for future maintenance works and/or investment in further new build schemes
 - Remodelling and modernising sheltered housing schemes
10. The Welfare Reform and Work Act 2016 requires registered providers of social housing in England to reduce social housing rents by 1% a year for 4 years from a frozen 2015 to 2016 baseline and to comply with maximum rent requirements for

new tenancies. This is the fourth and final year of rent decreases to general needs properties and the third year for supported accommodation.

- HRA rents for general needs properties are decreased by 1% in line with new government guidance
- HRA rents for supported accommodation are decreased by 1% in line with government guidance
- All dwelling rents to be revised to the formula rent level when the property is re-let

11. This change, alongside other national changes in housing policy, significantly reduces the Council's flexibility over longer-term decision making.

12. Income and expenditure is budgeted on an incremental and inflationary basis to reflect the financial and operational needs of the housing service.

Debt Cap Removal

13. In August 2018 Uttlesford were one of the ambitious councils who submitted a bid for funds to build more homes. It was the popularity of that bidding process amongst local authorities that led to the Government's unexpected announcement in October 2018 that the Housing Revenue Account (HRA) borrowing cap had been removed.

14. The removal of the cap is welcomed as it takes away one of the restrictions faced by local authorities looking to invest in their housing stock and build homes. Although the details are yet to be announced it should make it easier for the Council to access additional funds. However, the decision to increase HRA borrowing is not just dependent on whether it is permitted; it also needs to be affordable.

15. There is currently a balanced HRA business plan and therefore costs arising from additional borrowing would need to be funded either through additional income or a reduction in costs. The Government policy of rent reductions over 4 years has had a significant impact on income levels and limits the affordability of additional borrowing. Any increase in financing costs can only be met from finding savings elsewhere in the HRA.

16. The Council is already committed to building homes for local people and since the introduction of self-financing the Council has been able to build over 100 homes despite the previous borrowing cap.

17. Officers will be looking at the new financing rules and options for additional borrowing to support the Council's development of new homes and investment in its current stock.

Housing Revenue Account Budget 2019/20

18. The budget identifies a net operating surplus of £152,000 made up of total income of £15,352,000 and total expenditure of £15,200,000. The surplus has been allocated to fund agreed projects as detailed in the Business Plan.

19. This is the third year of the principal repayment of the Self Financing loan, a sum of £2,000,000 is payable annually. The capital receipts reserve was used to fund the total repayment in 2017/18 and contributed £413,000 in 2018/19, with the remainder funded from revenue. The 2019/20 repayment will be made in total from the capital receipts reserve.

20. The table below summarises the HRA budget for 2019/20, a more detailed breakdown is shown in Annexe G1.

	2018/19 Original Budget £'000	2018/19 Restated Budget £'000	2019/20 Original Budget £'000	Increase / (Decrease) £'000
Dwelling Rents	(14,333)	(14,333)	(14,147)	186
Rents and Charges (other)	(1,068)	(1,068)	(1,204)	(136)
Service Income	(15,401)	(15,402)	(15,352)	50
Housing Finance & Business Management	75	75	75	0
Housing Maintenance and Repairs Service	3,117	3,127	3,317	190
Housing Management and Homlessness	996	1,002	1,099	97
Service Expenditure	4,188	4,204	4,491	287
Recharge from General Fund	2,073	1,675	1,693	18
Depreciation and Impairment	3,769	3,770	3,979	209
Interest/Costs re HRA Loan	4,615	4,615	4,604	(11)
Other (net)	94	492	433	(59)
Non-Service Expenditure	10,551	10,552	10,708	157
Operating Surplus	(662)	(646)	(152)	494
Capital Receipt Reserve (for HRA Loan)	(413)	(413)	(2,000)	(1,587)
Funding of Capital Programme from HRA	1,047	5,779	2,692	(3,087)
Transfer to/from (-) Reserves	28	(4,720)	(539)	4,181
HRA (Surplus) / Deficit	0	0	0	0

21. The operating surplus for 2019/20 has reduced by £494,000 when compared to 2018/19, details of the movements in the budget are shown in the following table;

Description of variance	Amount £'000
Rent reduction (1%)	186,000
Inflationary increases (salaries)	193,000
Housing Repairs increased cost due to stock condition survey	74,000
Depreciation - change of accounting policy	209,000
Service charges (based on actual 2018/19 costs)	(127,000)
Minor variances	(41,000)
Total net variances	494,000

22. The 1% rent reduction has been applied in 2019/20 but this will revert to an increase of CPI plus 1% on general needs properties from 2020/21, in line with national policy.

23. It is proposed that the Council continue with the policy of where rent is still not at the formula rent level that the rent be revised to the formula rent level when the property is re-let.

24. In 2019/20 individual rents for tenants will be reduced by 1% decreasing the average rent to £97.78.

25. The Council manages a total of 414 garages, of these 299 are rented by private residents. It is proposed to increase the garage rents by RPI of 3.3% (as at September 2018). The current weekly rent is £10.28 and this will increase to £10.62 (excluding VAT) per week for 2019/20.

26. Three years ago the Council reviewed all support and housing management charges in preparation for further cuts to Housing Related Support (HRS) funding made by Essex County Council (ECC).
27. The review resulted in the introduction of an Intensive Housing Management (IHM) charge to recover a proportion of the reduction in funding from ECC. The IHM charge is covered by Housing Benefit and its introduction therefore lessened the impact of the cuts to HRS for those tenants on benefits who previously had not contributed to support costs.
28. All HRS funding from ECC ceased from April 2017 and the cost of support and intensive housing management is now recovered in full from all sheltered tenants. The rationale that ECC made for these cuts is that people who require this type of support can claim appropriate benefits to pay for it themselves.
29. It is proposed to continue to calculate the charges for the Council's sheltered housing scheme management service (made up from IHM and HRS) in line with actual costs. The charges to be set at:
- | | |
|--|-------------------------------|
| i) Intensive Housing Management (IHM): | £15.38 per week |
| ii) Housing Related Support (HRS): | <u>£6.26 per week</u> |
| Total Charge: | <u>£21.64 per week</u> |
30. It is proposed that charges for the Council's Lifeline service are not raised by inflation this year. This is because any increase in charges may result in further losses of service users to more competitively priced providers who now operate in the district. It should be noted that many of the competitors springing up in the district do not offer the same levels of service that the Council provides however for some service users price is the influencing factor in choosing a telecare service.
- | | |
|--|---------------------------|
| i) Lifeline service: | £4.45 (exc. VAT) per week |
| ii) Lifeline service plus extra sensors: | £5.45 (exc. VAT) per week |
31. The Council manages leasehold and freehold properties where service and sewerage charges are payable and these will continue to be calculated and charged in line with actual costs.
32. General needs and sheltered housing service and sewerage charges are calculated on the same basis as charges for Leasehold/Freehold properties.
33. Heating charges will be calculated and charged in line with actual costs.

Reserves

34. The reserves position for 2019/20 is shown in the table below and this is based on the estimated position at quarter 2 of 2018/19.

HRA Reserves	2018/19 P6 Forecast			Estimated Balance	2019-20 Estimates			
	Actual Balance	Transfer from HRA	Transfer to HRA		Transfer from HRA	Transfer to HRA	Transfer between Reserve	Balance
Reserve £'000	1st April 2018			1st April 2019				1st April 2020
RINGFENCED RESERVES								
Working Balance	524	6		530		(31)		499
	524	6	0	530	0	(31)	0	499
USABLE RESERVES								
Revenue Projects	180			180				180
Transformation Reserve	60			60				60
	240	0	0	240	0	0	0	240
Capital Reserves								
Capital Projects	0	228	0	228		(153)		75
Potential Projects	849		(494)	355		(355)		0
HRA Slippage	3,764	131	(3,582)	313				313
	4,613	359	(4,076)	896	0	(508)	0	388
TOTAL USABLE RESERVES	4,853	359	(4,076)	1,136	0	(508)	0	628
TOTAL RESERVES	5,377	365	(4,076)	1,666	0	(539)	0	1,127

35. The following table details the Capital Receipts and the Maintenance Repair Reserves.

Capital Receipts Reserve	Actual Balance	Transfer from HRA	Transfer to HRA	Estimated Balance	Transfer from HRA	Transfer to HRA	Balance
£'000	1st April 2018			1st April 2019			1st April 2020
Right to Buy	2,859	1,600	(1,497)	2,962	1,600	(3,623)	939
Other	40	465		505		(500)	5
Capital Receipt Reserve - Total	2,899	2,065	(1,497)	3,467	1,600	(4,123)	944
MRR	146	3,770	(3,415)	501	3,979	(4,090)	390

5 Year Budget forecast

36. The 5 year financial forecast for the HRA revenue and reserves position are detailed in the Medium Term Financial Strategy, Appendix C, and the capital programme and associated financing are detailed in the Capital Programme, Appendix F.

Impact

37.

Communication/Consultation	Tenants Forum and Housing Board reviewed the rent, heating, service and sewerage charges Corporate Management Team have reviewed the report
Community Safety	None
Equalities	EQIA submitted with the agenda to cover all budget reports

Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	Affordable rent levels and appropriate housing supply are an important factor in the sustainability of local communities and in particular rural communities
None Ward-specific impacts	None
Workforce/Workplace	None

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Changes in legislation may alter the assumptions contained in the proposed 2019/20 Budget and HRA Business Plan	2	2	Prudent budget mgt. and assumptions built into the budget, supported by minimum operational balance and earmarked reserves to provide a short term contingency
Rent arrears increase	2 – due to the withdrawal of the supporting people grant, welfare reforms inc. the roll out of Universal Credit	2 – increased arrears and resources needed to support tenants to manage their payments	Housing officers provide Tenant support for those in financial difficulty.
Vulnerable people at risk due to loss of supporting people grant and discontinued support from ECC for Lifeline alarms	3 – residents may struggle financially to self-fund	3 – extra support from officers and increased benefit claims and/or hardship grants	Increased officer support for tenants affected - will need help with their finances. Residents on HB can claim for supported services.
Failure to deliver major housing and development projects	2 – the Council has an ambitious development programme	3 – schemes do not progress	Robust project planning and resources aligned to deliver projects.
Increase in interest rates	2 – not anticipated that rates will increase in the next year	3 – increase in loan repayment	Prudent budget management. Monitor the situation with our Financial Consultants, Arlingclose and consider fixed rate alternatives
Increases in Right to Buy discounts present a risk as the Council may be unable to	2 – Sales are already higher	2 – Repayment of capital receipt	Continuous review of the Business Plan

replace stock at the same rate as sales	than estimated in the business plan	to government	and possible options for new build housing
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Housing Revenue Account – 2019/20 Budget

£'000	2018/19 Current Budget	2019/20 Original Budget	Increase / (Decrease)
Housing Revenue Income			
Dwelling Rents	(14,333)	(14,147)	186
Garage Rents	(214)	(224)	(10)
Other Rents etc	(3)	(3)	0
Charges for Services & Facilities	(850)	(977)	(127)
Contributions towards Expenditure	(2)	0	2
TOTAL INCOME	(15,402)	(15,352)	50
Housing Finance & Business Management			
Rents, Rates & Other Property Charges	75	75	0
	75	75	0
Housing Maintenance & Repairs Service			
Common Service Flats	201	204	3
Estate Maintenance	148	152	4
Housing Repairs	2,387	2,561	174
Housing Sewerage	55	58	3
Newport Depot	19	24	6
Property Services	318	318	0
	3,127	3,317	190
Housing Management & Homelessness			
Housing Services	416	470	54
Sheltered Housing Services	586	629	43
	1,002	1,099	97
Total Service Expenditure	4,204	4,491	287
Other Costs			
Bad Debt Provision	100	100	0
Depreciation - Dwellings (to MRR)	3,568	3,888	320
Depreciation - Non- Dwellings (to MRR)	202	91	(111)
Interest/Costs re HRA Loan	2,615	2,604	(11)
Repayment of HRA Loan	2,000	2,000	0
Investment Income	(15)	(42)	(27)
Pension Costs - Added Years	19	19	0
Pension Deficit - Triennial payment	0	0	0
Recharge from General Fund	1,675	1,693	18
HRA Share of Corporate Core	398	366	(32)
Right to Buy Admin Allowance	(10)	(10)	0
Total Non-Service Expenditure	10,552	10,708	157
TOTAL EXPENDITURE	14,756	15,199	444
OPERATING (SURPLUS)/DEFICIT	(646)	(152)	494
Funding from Cap Rec Res for HRA Loan	(413)	(2,000)	(1,587)
Funding of Capital Programme from HRA			
Capital Schemes Funded from Revenue	5,779	2,692	(3,087)
	5,779	2,692	(3,087)
Transfers to/(from) Reserves			
Capital Projects	(849)	(153)	696
Change Management Reserve	0	0	0
Potential Developments	0	(355)	(355)
HRA Slippage Reserve	(3,779)	0	3,779
HRA Slippage Reserve	0	0	0
Sheltered Housing Reserve	0	0	0
Transformation Reserve	0	0	0
Working Balance	(92)	(31)	61
	(4,720)	(539)	4,181
(SURPLUS)/DEFICIT	0	0	0

Housing Revenue Account Business Plan Priorities for Action
2016 - 2021

Action	Timescale	Resources	Outcome	Update January 2019
1. Operate a sound and viable housing business in a professional and cost effective manner				
Continue to develop business plan financial model to inform investment and service planning	Ongoing	Within existing resources	HRA that continues to be managed on sound business principles	<p>The imposition of a 1% annual rent cut for four years from 1st April 2016 continues to have a significant effect on available resources over the life of the HRA Business Plan, limiting the affordability of additional borrowing.</p> <p>The HRA Business plan and financial model has been updated and shows that there will be pressures on the HRA in 2020 if the current level of expenditure on stock and new build continues as modelled</p> <p>The HRA Business Plan allows the council to have flexibility as to when loans are repaid and consideration will need to be given to refinancing the loans in order to both meet investment opportunities, and to balance the gap in the financial plan</p> <p>The Government announced in October 2018 the removal of the HRA borrowing cap. Officers will be looking at how the new financing rules will work to help the council</p>

Action	Timescale	Resources	Outcome	Update January 2019
				continue to invest in its stock and build new homes. The potential for additional HRA borrowing will be considered as part of that work
Prepare for supporting people funding reductions	Mar-17	Within existing resources	Options identified to enable key services to continue to be delivered	<p>Complete. New delivery model for sheltered housing in place. Tenants have been written to and new charges explained. All costs are now fully recoverable from tenants since the ending of support grant funding from county</p> <p>A new Intensive Housing Management (IHM) charge has been introduced – this can be included in Housing Benefit claim to reduce impact on residents receiving this service</p>
Improve performance management systems in Housing Services	Mar-17	Within existing resources	PI targets based on a combination of performance of peer LA's in HouseMark benchmarking group and historic UDC performance data	The Housing Service has developed a suite of Performance Indicators (PIs) to monitor services against its own targets, and to provide customers with information on how our services are performing. These PIs are monitored by managers on a monthly basis, with key indicators reported to CMT
Maximise income to the HRA by achieving high collection rates for rents, service charges, sewage charges, garage rents and miscellaneous invoices	Ongoing	Within existing resources	Rent arrears action taken at an earlier stage to prevent arrears from escalating. Providing debt support and signposting to tenants/leaseholders who are struggling. Corporate approach to rent collection to ensure join-up with individual cases	Income collection has been separated from the debt support work resulting in a significant reduction in rent arrears

Action	Timescale	Resources	Outcome	Update January 2019
Implement re-chargeable repairs policy	Apr-16	Within existing resources	Improve recovery of costs of repairs which are tenants' responsibility	<p>Complete. A new re-charge policy has been written to clarify the definition of rechargeable repairs and to improve the recovery of costs associated with rechargeable repairs and to deter misuse or negligence of Council property by tenants</p> <p>By identifying and recovering these costs, it enables the council to reinvest the money to help improve services and properties which will ultimately benefit tenants</p>
Evaluate the alternative options available for the delivery of housing services through strategic and /or operational partnerships	Apr-17	Within existing resources	Options identified for step change improvement in value for money	<p>Options for expanding the repairs service currently provided to UDC tenants to other housing providers through Aspire Property Services have been evaluated but not found to be cost effective to pursue</p> <p>Alternative options for the delivery of housing repairs and void works are currently being evaluated</p>
Review the arrangements for the management of non-housing assets	Oct-16	Within existing resources	Rationalisation of management responsibilities and clarification of development potential	Complete. Asset Management and Development Strategy in place
Ensure the void turnaround figures do not exceed targets to minimise rent losses	Ongoing	Within existing resources	Rent loss through voids minimalised	Further review of the void processes carried out in August 2017 following recommendations from the Tenant Regulatory Panel (TRP). Review shows that new processes that have been implemented are working well

Action	Timescale	Resources	Outcome	Update January 2019
2. Ensure that all the council's tenants live in a decent home in settled communities for as long as needed, consistent with the council's Tenant Strategy				
Review tenant strategy to ensure that local housing need is met and assets are used effectively, utilising all available flexibilities	Apr-17	Within existing resources	Updated strategy	Complete. Strategy has been reviewed. No change to policy recommended at this time
Create a tenancy sustainment team	Aug-16	Within existing resources	Increased support for vulnerable tenants. A failed tenancy costs the Council several thousands of pounds so the success of this team will ultimately save money for re-investment in the housing stock	Complete. Team in place. Successful Tenancy Sustainment Programme implemented. We have been able to prevent evictions, organise sustainable repayment programmes and tenancies, and help individuals who have been previously unable to engage with us and many other support organisations. The service was been nominated for a Partnership Working Award in this year's You Make the Difference in Essex Awards
Improve the information on the housing stock	Apr-17	Within existing resources	Accessible up to date stock data	Complete. New stock data management system (SAM) has been implemented. Work is progressing on collecting stock data and a temporary surveyor will be employed to carry out survey work in the first year - it is anticipated that thereafter a 100% stock condition survey will be achieved on a rolling 5 year basis.
Continue to manage and maintain the housing stock	Ongoing	Within identified resources -	Well maintained homes and assets to minimum decent homes standard	Planned works programmes are progressing well. The authority is continuing

Action	Timescale	Resources	Outcome	Update January 2019
effectively and efficiently ensuring that properties meet, as a minimum, the decent homes standard		approximately £5.3m pa		to deliver a significant programme of investment in the stock. A robust monthly budget monitoring process has been implemented to ensure that projects are delivered on budget
Deliver an improved repairs and maintenance service through: 1. Enhancement of mobile technology for repairs and voids teams; 2. Electronic van stocking of operatives' vehicles 3. Online reporting of repairs	Aug-16	£120k	Homes well maintained Improved tenant satisfaction More efficient and responsive deployment of personnel	Complete. Project plan to deliver IT improvements implemented 1. Mobile technology has been rolled out to all Surveyors and Operatives who can now raise and receive works orders/job tickets electronically 2. Decision made not to implement new electronic stock system following unsuccessful trials 3. Schedule Board being used by Repairs Planners to enable on-line scheduling of repairs jobs
Improve average energy efficiency for council properties	Apr-17	£530k	Reduced fuel costs for residents	Complete. All works identified in Phase I, II and III now complete and included: air source heat pumps/external wall cladding/solar panels Further properties identified for improvement works and budgets being prepared for works to be carried out in 2019/20
Continue to fund disabled adaptations for tenants and improve the delivery	Ongoing	£260k pa	Reduction in the time people have to wait for adaptations	New Disabled Adaptation Policy in place. Disabled adaptations continue at a high demand – currently able to meet all

Action	Timescale	Resources	Outcome	Update January 2019
process				requests within a reasonable timescale
Undertake fundamental review of policies and procedures to ensure service is 'Fit for Purpose'	Ongoing	Within existing resources	Policies in place that reflect best practice/current legislation	All policies and procedures along with equality impact assessments regularly reviewed. Changes identified are brought to the tenant forum and housing board for approval
3. Help tenants and leaseholders get involved with decisions about their housing				
Continue to develop Housing Regulatory Panel to scrutinise the performance of the Housing Service and to undertake service reviews	Ongoing	5k pa - training for members	A Housing Regulatory Panel that deliver in-depth challenging inspections - achieving improvements that really matter to tenants	The TRP have carried out a review of repairs and the sheltered housing service following their successful review of the Void process. Reports have been presented to officers and progress with implementing the recommendations will be reported to the TRP and Housing Board
Review the approach to gathering tenant feedback and satisfaction	Mar-17	Within existing resources	Refreshed approach to assessing tenant satisfaction to inform service improvement planning	Complete. Online satisfaction survey has been designed so that tenants can feed back immediately after repair is carried out New STAR tenant satisfaction/feedback survey sent to all tenants in March 2017. Results have been analysed and show an overall improvement in satisfaction with housing services (see below)
Link tenant participation with opportunities for skill development	Ongoing	Within existing resources	Skilled Tenant Forum and Tenant Regulatory Panel members	Annual training programme in place
Publish annual tenants	Ongoing	£3k pa	Annual report published	Annual report published

Action	Timescale	Resources	Outcome	Update January 2019
report				
Benchmark service with other landlords through HouseMark	Ongoing	Within existing resources	Core benchmarking data uploaded to HouseMark for full organisational review	<p>The Housing Service uses Housemark to benchmark its performance against other landlords</p> <p>Latest core benchmarking data has been submitted – performance data and comparison with other authorities is reviewed by officers at section heads meeting</p> <p>Performance compares well to other councils, with indicators relating to rent collection and repairs sitting within the top quartile. Compared to the previous year, costs have remained roughly the same in all areas except lettings which has marginally increased, whilst performance has improved in repairs and tenancy management</p> <p>Whilst Performance Indicators are instrumental in assessing performance, the opinion and views of tenants adds an extra depth and validity to the council's performance and service improvement works. In 2017 the council carried out its third district wide survey of tenants and residents (STAR) following surveys completed in 2012 and 2008.</p> <p>Using a core questions set compiled by</p>

Action	Timescale	Resources	Outcome	Update January 2019
				<p>HouseMark comparative data has been obtained on the services offered to tenants. In addition the inclusion of additional questions has provided information regarding the wider determinants of health associated with housing and neighbourhood interaction.</p> <p>Results of STAR 2017 show that levels of satisfaction are mostly positive amongst all service areas within housing services. Performance has remained stable over the 5 year period as have the priorities of the tenants.</p> <p>The survey shows that 83.5% of out tenants are satisfied with the service</p>
4. Regenerate the stock/estates and build new affordable rented council housing in an efficient and effective manner				
Deliver the new homes programme	Mar-21	£6.898m	New homes to replace those lost through RTB sales - approximately 6 -10 per year	<p>Development programme on track - completed sites to date include:</p> <p>Holloway Crescent, Leaden Roding Phase I & II: 13 properties Mead Court, Stansted Phase I & II: 29 properties Catons Lane, Saffron Walden: 6 properties Walden Road, Radwinter: 8 properties Sheds Lane, Saffron Walden: 3 properties</p> <p>Construction has started on site at:</p> <p>Newton Grove, Great Dunmow: 4</p>

Action	Timescale	Resources	Outcome	Update January 2019
				<p>properties Frambury Lane, Newport: 5 properties</p> <p>Continuing to investigate possibility of UDC becoming delivery partner on some S106 sites - subject to RTB receipts</p>
Deliver Sheltered scheme re-development programme	Mar-18	£11.5m	Fit for purpose accommodation for the elderly	<p>Development programme on track – completed sites to date include:</p> <p>Reynolds Court Phase I: 15 properties</p> <p>Reynolds Court Phase II: 26 properties</p> <p>Construction has started on site at:</p> <p>Hatherley Court Phase I: 15 properties (due to complete January 2019) Hatherley Court Phase II: 11 properties plus new 1 new build property (due to complete April 2020)</p> <p>Members have approved plans to progress redevelopment of Walden Place – project due to commence in 2019/20</p>
Review housing asset management strategy	Apr-18	Within existing resources	Established a clear policy on the use of HRA assets, regeneration and development	<p>Complete - Strategy has been reviewed. 3 small single plot development sites have been sold on the open market and income has been ring fenced to HRA development programme reserve</p>

Action	Timescale	Resources	Outcome	Update January 2019
Develop and implement initiatives for improving estates	Ongoing	Within existing resources	Delivery of estate improvement/ regeneration initiatives as part of the housing asset management strategy. Delivery of resident led improvements	Regular trailer events being held with more agencies offering to attend / estate inspection; projects identified for estate regeneration
Carry out development appraisals of identified sites and review business plan capacity to develop	Mar-21	Revenue cost of £50k pa for surveyor to co-ordinate works	Established housing development programme	Proposals/plans being drawn up for sites at The Moors, Little Dunmow: 16 properties A number of garage and infill sites and excess garden land are being assessed for development viability, or for the opportunity to sell in order to cross-subsidise the development programme: 20 properties

General Fund and Council Tax – 2019/20

Summary

1. This report sets out detailed revenue estimates for the General Fund and Council Tax for 2019/20, for consideration by the Scrutiny Committee, Cabinet on 12 February ahead of final determination by Full Council on 21 February.
2. This budget must be considered alongside the report made by the Director of Finance and Corporate Services under Section 25 of the Local Government Act 2003, included as an item earlier in the agenda. The budget is consistent with the Medium Term Financial Strategy also presented earlier on the agenda.
3. The estimates, as summarised in Annexe H1, show a Council Tax Requirement of £5,657,106 which balances to the level of Council Tax yield, assuming an increase of 2.99% in Council Tax.
4. The estimates in this report are based on the recommended Capital Programme, Treasury Management Strategy, Investment Strategy and Housing Revenue Account budget for 2019/20 considered earlier in this agenda.

Budget Strategy and Consultations - 2019/20

5. During the summer 2018, a consultation on the Council's budget priorities was completed using multiple methods in order to obtain a wider body of opinion from Residents and Local Businesses.
6. The outcomes of the consultations were presented to the Scrutiny Committee and Cabinet in November 2018, full details of the reports can be found using the following link:

[Cabinet Budget Consultation 2019.20](#)

7. When setting the budget for 2019/20 consideration was given to both the residents and businesses responses on service priorities. The table below details how these priorities have been addressed within the budget.

Respondents Priorities	Consistency with Budget
Emptying Bins and running the recycling service	Service restructured and appointment of Assistant Director to lead a programme of effective and efficient service delivery improvements
Working with the police and other organisations to keep Uttlesford Safe	Funding of 2 PCSO's and match funding of PCSO's in 2 parishes Police located in the Lodge House and in the main reception area
Sweeping the streets, Litter picking, fly tipping and dog bins	In 2018/19 additional resources of 4 new team members were added to the service and this resource has been maintained in the 2019/20 budget

Respondents Priorities	Consistency with Budget
Planning district development, new housing and business locations	Funding allocated to support the delivery of Garden Communities
Ensuring planning applications adhere to approved plans and comply with Building Regulations	Substantive posts are now filled with a reduction in the requirement for agency resources. Investment in an apprenticeship to support service resilience within building control
Providing Council homes and sheltered accommodation for the elderly	A full programme of development is included in the Housing Revenue business plan and this can be seen in the earlier agenda item for the Housing Revenue Account budget setting report
Educating young people on the dangers of drugs and alcohol	Continued provision of a Health and Wellbeing team working in partnership with other organisations within the district

Council Tax – 2019/20

8. By law the budget (Council Tax Requirement) has to balance to the expected Council Tax income receivable.
9. The Director of Finance and Corporate Services (s151 Officer), under delegated authority, has approved the gross Council Tax base of 39,185.91 to be used for setting the 2019/20 draft Council Tax, an increase of 2.69% on the 2018/19 figure of 38,159.09.
10. The Tax base for the purposes of budget setting is calculated by deducting the Local Council Tax Support Discounts from the gross Council Tax base of 39,185.91. The estimate of these discounts in Band D equivalent terms is 1,872.76 and this produces a Tax base for budget setting purposes of 37,313.15.
11. The 2018/19 UDC Band D Council Tax was £147.21. In accordance with the Cabinet's guidance, an increase of 2.99% has been assumed for the purpose of preparing this report; this gives a Band D figure for 2019/20 of £151.61. Multiplied by the taxbase, this would produce a Council Tax yield of £5,657,106.
12. The Council is therefore required to balance its net budget to a Council Tax Requirement of £5,657,106; this is illustrated in the table below.

	2018/19	2019/20	% Change
Taxbase (gross)	38,159.09	39,185.91	2.69%
LCTS Discounts	(1,948.20)	(1,872.76)	-3.87%
Taxbase (net)	36,210.89	37,313.15	3.04%
Band D	£147.21	£151.61	2.99%
Council Tax Yield	£5,330,605	£5,657,106	6.03%

13. The Council Tax Yield is higher than the equivalent sum for 2018/19, this is explained below:

2018/19 Council Tax Requirement	£5,330,605
Additional income arising from Taxbase increases	£167,115
Additional income arising from UDC 2.99% increase	£159,386
2019/20 Council Tax Requirement	<u>£5,657,106</u>

14. The £5,657,106 figure represents estimated Council Tax income, but for budget purposes it is treated as a UDC levy on the Collection Fund and is therefore a reliable figure. Inevitably the actual amount of Council Tax income will differ from the assumed amount 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.

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

Band	Chargeable Dwellings		Proportion of Band D	2018/19 UDC Council Tax	2019/20 UDC Council Tax	Increase 2.99% £/year
	No.	%		£	£	
A	1,031	2.98%	6/9ths	98.14	101.07	2.93
B	3,244	9.39%	7/9ths	114.50	117.92	3.42
C	7,692	22.25%	8/9ths	130.85	134.76	3.91
D	6,776	19.60%	9/9ths	147.21	151.61	4.40
E	6,490	18.77%	11/9ths	179.92	185.30	5.38
F	4,623	13.37%	13/9ths	212.64	218.99	6.36
G	4,289	12.41%	15/9ths	245.35	252.68	7.33
H	424	1.23%	18/9ths	294.42	303.22	8.80
Total	34,567	100%				

General Fund Budget

16. The 2019/20 budget has a surplus of £2.200 million (more details in paragraph 22); this surplus is due to a change in the Business Rates appeal provision. The level of provision held is based on advice from our independent advisors, Analyse Local, who specialise in this area. The revaluation of Hereditaments in 2017 and change to the appeals process has significantly reduced the financial risk in the level of appeals expected.

17. A summary of the 2019/20 General Fund budget is shown in the table on the following page. A more detailed summary is set out in Annexe H1 and each portfolio budgets are set out in Annexe H2.

£'000	2018/19	2018/19	2019/20	
	Original Budget	Current Budget	Original Budget	Increase / (Decrease)
Portfolio Budgets				
Net service expenditure	12,982	12,965	12,948	(17)
Corporate Items				
Capital Financing	3,572	6,892	1,892	(5,000)
Recharge to HRA	(2,073)	(2,057)	(2,059)	(2)
Other Corporate Items	(1,559)	(1,559)	(1,539)	20
Net Expenditure	12,921	16,242	11,243	(4,999)
Funding				
New Homes Bonus Grant	(2,864)	(2,864)	(2,969)	(105)
Business Rates Retention	(2,042)	(2,042)	(4,294)	(2,251)
Rural Services Grant	(225)	(225)	(279)	(54)
Council Tax - Collection Fund Balance	(14)	(14)	(67)	(53)
	(5,145)	(5,145)	(7,609)	(2,464)
Net Operating Expenditure	7,776	11,097	3,634	(7,462)
Net transfers to/(from) other earmarked reserves	(2,446)	(5,767)	2,022	7,789
	(2,446)	(5,767)	2,022	7,789
Council Tax Requirement	5,330	5,330	5,657	326
Council Tax (precept levied on Collection Fund)	(5,330)	(5,330)	(5,657)	(326)
	0	0	0	0

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

£'000	2018/19	2018/19	2019/20	
	Original Budget	Current Budget	Original Budget	Increase / (Decrease)
Employees	11,845	11,825	12,339	514
Premises	765	765	811	46
Transport	654	654	708	54
Supplies & Services	7,398	7,402	7,521	119
Third Party Payments	218	218	195	(23)
Transfer Payments	16,694	16,694	14,359	(2,335)
Expenditure	37,573	37,557	35,931	(1,625)
External Funding	(1,586)	(1,586)	(1,562)	24
Fees & Charges	(5,398)	(5,398)	(5,967)	(569)
Specific Government Grants	(16,855)	(16,855)	(14,831)	2,024
Other Income	(752)	(752)	(623)	129
Income	(24,591)	(24,591)	(22,983)	1,608
Net portfolio expenditure	12,982	12,965	12,948	(17)

19. The following table is a reconciliation of the movement from the 2018/19 budget to the 2019/20 estimates. A full analysis of all budget changes, savings, growth and adjustments are detailed in Annexe H3.

	£'000	£'000
Council Tax Requirement - 2018/19		5,330
<u>Portfolio Budget Changes</u>		
Budget movements to restated base 18/19	(558)	
Inescapable growth	778	
Service growth	1,053	
Efficiency savings	(543)	
Changes to Income	(861)	
Other adjustments	113	
<u>Corporate Items</u>		
Capital financing costs decrease	(5,000)	
Increase in HRA share of costs	(2)	
Net treasury investment increase	20	
<u>Funding Items</u>		
Change in New Homes Bonus	(105)	
Net impact of Collection Fund	(2,305)	
Net change in draw on reserves	7,789	
Other net adjustments	(54)	
Total net changes to base budget		326
Council Tax Requirement - 2019/20		5,657

20. The direct service budget shows a net budget reduction of £17,000, the key elements of the changes are explained in the following points:

- The budget movements to restated base are items of expenditure which were approved for 2018/19 only and have now been removed from the budget
- Inescapable growth relates to inflationary and incremental increases for salaries and other service expenditure inflation
- The service growth of £1,053,000 is partly supported by £309,000 drawdown on the planning reserve and £145,000 of the growth is directly matched by new income. This gives a net service growth of £599,000
- The increase in income is related to changes to fees, introduction of new charges for services, inflationary increases in services provided and increases in demand
- Efficiency Savings are related mainly to a reduction in the gate fee charged for disposal of waste, service restructures and reduction in posts where more efficient ways of working have been identified

21. The capital financing decrease is due to expected funding of the New Depot Site and is matched by a reduction in the use of reserves. As the timeline for this project is currently not defined this has not been included in the 2019/20 budget, but the funds will be held in the reserve and released as necessary to cover the cost of the project.

22. The collection fund amount of £2,305,000 is the increased income released from the Business Rates appeals provision and the prior year surplus for both Council Tax and Business Rates. The element relating to the release of the provision of £2,202,000 has been allocated to reserves in the following amounts, included in the Section 25 and Reserves Strategy presented earlier in tonight's agenda;

- Funding Reserve - £1,059,000
- EU Exit Reserve - £200,000
- Business Rates Reserve - £941,000

Risks and Assumptions

23. The key areas of risk both adverse and favourable are detailed in the Section 25 report, Robustness of Estimates and Adequacy of Reserves presented earlier in the agenda, a full analysis of all operational service risks and assumptions have been included in Annexe H4.

Local Government Finance Settlement

24. On the 13 December the Council received the provisional notification of the settlement for 2019/20. Final figures are expected to be confirmed in early February.
25. There is continued uncertainty about the level of funding in future years and this is discussed in more detail in the Medium Term Financial Strategy (MTFS) earlier in the agenda.

General Fund Reserves

26. The forecast on the Working Balance as at 31 March 2019 is set to ensure that we meet the minimum contingency requirement.
27. The report made by the Director of Finance and Corporate Services (s151 Officer) under Section 25 of the Local Government Act 2003, received earlier in today's agenda, recommended that the Working Balance be maintained at £1,308,000, this is included in the 2019/20 Budget.
28. Annexe H5 shows a summary of the current reserves, a detailed breakdown of the reserves transfers and the working balance calculation is shown within the Section 25 report and the Reserves Strategy.
29. The table below shows how the reserves have been allocated in the 2019/20 budget.

Use of Reserves - to/(from)	£'000	Details of reserve allocations
Working balance	28	To meet the minimum contingency level
Business Rates	941	In year surplus to meet potential future year deficits
EU Exit	200	In year surplus to support impacts of EU Exit
Funding	1,059	In year surplus to support reduction in funding from 2020/21
Waste Management	170	To support the potential fluctuations in the costs of disposal
Licensing	24	Surplus relating to 3/5 year licensing fee schedules
Planning	(309)	To support the production of the Development Plan Document
Elections	(55)	Drawdown for Local Elections
Homelessness	(20)	Drawdown of Government Grant funding
New Homes Bonus Ward Members	(16)	Release of prior year underspends as per criteria for election year
	<u>2,022</u>	

Fees and Charges review

30. 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 Annexe H6.
31. Where charges are statutory and outside the jurisdiction of Council these have not been included, but are available to view on the Councils website.
32. Where services are operating in competition with other commercial providers, for example trade waste, the service manager needs to have authority to negotiate as required where it is in the Council's best interests to do so.

Outstanding Issues

33. At the time of writing this report, the following issues were outstanding; the updated position will be reported verbally.
 - Confirmation of the Funding settlement for 2019/20
 - Final notifications of the formal precept figures from Essex County Council, Essex Police and Essex Fire.

Impact

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

Risk Analysis

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

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

List of Appendices

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

General Fund Budget – 2019/20

£000	2018/19 Original Budget	2018/19 Current Budget	2019/20 Original Budget	Increase/ (Decrease)
Portfolio Budgets				
Communities & Partnerships	863	843	895	52
Environmental Services	3,878	3,925	3,481	(444)
Finance & Administration	6,609	6,527	6,781	254
Housing & Economic Development	1,632	1,671	1,792	121
Subtotal - Portfolio Budgets	12,982	12,965	12,948	(17)
Corporate Items				
Capital Financing Costs	3,572	6,892	1,892	(5,000)
Interest charge	456	456	495	39
Investment Income	(2,100)	(2,100)	(2,119)	(19)
Pension Fund - Added years	85	85	85	0
Recharge to HRA	(1,675)	(1,675)	(1,693)	(18)
HRA share of Corporate Core	(398)	(382)	(366)	16
Subtotal - Corporate Items	(60)	3,276	(1,705)	(4,982)
Funding				
Council Tax Collection Fund Balance	(14)	(14)	(67)	(53)
Business Rates - Collection Fund Balance	534	534	(941)	(1,475)
Business Rates - UDC Share (net of tariff)	(2,263)	(2,263)	(2,577)	(314)
Business Rates - Levy Payment (safety net reimbursement)	492	492	566	74
Business Rates - Section 31 Funding	(663)	(663)	(1,212)	(548)
Business Rates - Renewable Energy Scheme	(141)	(141)	(129)	12
Rural Services Grant	(225)	(225)	(279)	(54)
New Homes Bonus	(2,864)	(2,864)	(2,969)	(105)
Subtotal - Funding	(5,145)	(5,145)	(7,609)	(2,464)
Subtotal - Net Operating Expenditure	7,776	11,097	3,634	(7,462)
Net Transfers to/(from) Reserves				
Business Rates	(534)	(534)	941	1,475
Licensing	198	198	24	(174)
Working balance	16	16	28	12
Medium Term Financial Strategy	(450)	(450)	0	450
Transformation	(80)	(80)	0	80
EU Exit	0	0	200	200
Funding	0	0	1,060	1,060
Elections	25	25	(55)	(80)
Homelessness	0	0	(20)	(20)
Health & Wellbeing	(5)	(5)	0	5
Planning	(814)	(814)	(309)	505
Strategic Initiatives	(500)	(500)	0	500
Capital Slippage	0	(426)	0	426
Developments	105	105	0	(105)
New Homes Bonus Ward Members	0	0	(16)	(16)
Waste Depot Relocation Project	(488)	(3,382)	0	3,382
Waste Management	0	0	170	170
Private Finance Initiative	80	80	0	(80)
Subtotal - Movement in Earmarked Reserves	(2,446)	(5,767)	2,023	7,789
Council Tax Requirement	5,330	5,330	5,657	327
Council Tax (Precept levied on Collection Fund)	(5,330)	(5,330)	(5,657)	(327)
(Surplus) / Deficit	0	0	(0)	0

Communities and Partnerships

£000	2017/18 Outturn	2018/19 Original Budget	2018/19 Current Budget	2019/20 Original Budget	Increase / (Decrease)
Community Information	48	51	51	47	(4)
Day Centres	48	80	80	73	(7)
Emergency Planning	43	48	48	26	(23)
Grants & Contributions	333	335	335	358	23
Leisure & Performance	130	146	124	83	(41)
Saffron Walden Museum	178	205	206	215	8
New Homes Bonus	84	78	78	78	0
Private Finance Init	(43)	(80)	(80)	15	95
Communities Partnership	42	0	0	0	0
Portfolio Total	862	863	843	895	52

Finance and Administration

£000	2017/18 Outturn	2018/19 Original Budget	2018/19 Current Budget	2019/20 Original Budget	Increase / (Decrease)
Enforcement	0	0	0	0	0
Benefits Admin	221	303	307	301	(6)
Business Improvement	0	0	0	0	0
Corporate Management	697	1,319	1,209	1,291	83
Conveniences	21	20	20	20	0
Central Services	401	441	443	444	1
Corporate Team	647	643	643	682	38
Conducting Elections	17	1	1	101	100
Electoral Registration	58	58	59	55	(4)
Financial Services	1,125	1,075	1,077	1,111	34
Housing Benefits	58	238	238	72	(166)
Human Resources	308	295	296	280	(16)
Internal Audit	134	131	135	139	4
Information Technology	1,280	1,381	1,384	1,402	18
Land Charges	(107)	(88)	(87)	(88)	(1)
Legal Services	287	122	123	179	56
Local Taxation	(107)	(90)	(90)	(90)	0
Non Domestic Rates	(145)	(146)	(146)	(144)	2
Office Cleaning	186	183	184	208	24
Offices	487	354	354	377	22
Revenues Admin	507	563	569	582	13
Council Tax Discounts	(119)	(192)	(192)	(141)	51
Portfolio Total	5,957	6,609	6,527	6,781	254

Environmental Services

£000	2017/18 Outturn	2018/19 Original Budget	2018/19 Current Budget	2019/20 Original Budget	Increase / (Decrease)
Animal Warden	36	35	35	16	(18)
Grounds Maintenance	263	314	317	333	17
Car Park	(689)	(624)	(624)	(661)	(37)
Development Control	(27)	(206)	(200)	(241)	(42)
Depots	45	47	47	51	4
Env Management & Admin	0	0	0	0	0
Street Cleansing	321	384	387	403	16
Housing Strategy	61	47	48	54	7
Highways	(3)	(1)	(0)	4	4
Local Amenities	6	8	8	(12)	(21)
Licensing	(132)	(272)	(271)	(375)	(104)
Vehicle Management	588	461	463	477	15
Public Health	611	700	708	669	(39)
Planning Management	404	344	348	385	37
Planning Policy	845	1,372	1,375	1,334	(41)
Planning Specialists	175	197	198	151	(48)
Waste Management	383	509	521	363	(158)
Community Safety	159	269	270	286	16
Street Services	258	293	296	244	(52)
Portfolio Total	3,304	3,878	3,925	3,481	(444)

Housing and Economic Development

£000	2017/18 Outturn	2018/19 Original Budget	2018/19 Current Budget	2019/20 Original Budget	Increase / (Decrease)
Building Surveying	(114)	(112)	(109)	(126)	(17)
Committee Admin	198	241	267	346	79
Customer Services Centre	391	405	408	451	43
Democratic Represent	328	327	327	361	35
Economic Development	271	268	269	265	(4)
Energy Efficiency	33	35	35	34	(1)
Housing Grants	0	0	0	0	0
Health Improvement	123	143	144	155	11
Homelessness	97	177	179	234	55
Lifeline	(161)	(158)	(158)	(159)	(1)
Communications	273	306	308	229	(79)
Portfolio Total	1,439	1,632	1,671	1,792	121

Budget movements - 2018/19 to 2019/20

CURRENT BUDGET 2018/19 to RESTATED BASE 2018/19			
Portfolio	Service	Description	£'000
Environmental Services	Planning Policy	GPP Local plan fixed term budget removal	(433)
Finance & Administration	Corporate management	GDPR one-off compliance cost	(102)
Environmental Services	Development Control	Temporary ldox support post removed	(15)
Finance & Administration	Benefits Administration	Welfare Liaison temporary post removed	(11)
Housing & Economic Development	Economic Development	Fixed term contract ended	(8)
	Various	Other immaterial adjustments	10
			<u>(558)</u>

INESCAPABLE GROWTH (£10K MINIMUM)			
Portfolio	Service	Description	£'000
Various	Staffing	Inflationary and incremental increases in salaries	513 On-going
Environmental Services	Waste management	Diesel costs 4% inflationary increase	53 On-going
Environmental Services	Development Control	Consultant for work on overturned appeals	45 On-going
Communities & Partnerships	Private Finance Initiative	Contractual inflationary increase in the PFI payment for the service	30 On-going
Environmental Services	Waste management	Processing fee increase for various waste services	26 On-going
Environmental Services	Development Control	Increase in appeals capacity	20 On-going
Finance & Administration	Financial Services	Insurance premiums inflationary increase	17 On-going
Communities & Partnerships	Day centres	Cost of meals at Thaxted full cost recovery	12 On-going
	Various	Other immaterial adjustments	64
			<u>778</u>

SERVICE GROWTH (£10K MINIMUM)					
Portfolio	Service	Description	£'000		
Environmental Services	Planning Policy	Net budget increase to support the Local Plan	386	One-off	
Finance & Administration	Corporate Management	Highways panel match funding	100	On-going	
Environmental Services	Licensing	Staffing increase to cover additional work met with additional income	92	One-off	
Housing & Economic Development	Committee Administration	Agency staff to cover part year vacancy	74	One-off	
Finance & Administration	Corporate Team - Assets	Consultants for Garden Communities programme	50	Fixed term	
Finance & Administration	Legal Services	Additional post for data Protection Officer and associated costs	44	On-going	
Housing & Economic Development	Homelessness	Temporary post funded from grant for the introduction of the Homelessness Reduction	35	Fixed term	
Finance & Administration	Corporate Management	Net cost increase for new Assistant Director Environment post	27	On-going	
Finance & Administration	Offices	Increase in the demand for unplanned and urgent repairs work on assets	21	On-going	
Communities & Partnerships	Grants & Contributions	Grant to saffron Hall rental of London Road Offices	20	Fixed term	
Housing & Economic Development	Democratic Representation	External training for elected members	20	On-going	
Environmental Services	Development Control	Consultants for Planning Performance Agreements met fully by additional income	20	On-going	
Finance & Administration	Financial Services	Credit/Debit cards usage resulting in an increase in merchant processing charges	19	On-going	
Finance & Administration	Revenues Administration	Temporary post for new property and tax base work	18	One-off	
Environmental Services	Car Parks	Rose and Crown sharing agreement, lease arrangements undertaken	16	On-going	
Finance & Administration	Revenues Administration	Rateable Value Finder subscription investment in service to support future efficiencies	13	One-off	
Environmental Services	Public Health	Focussed work on untaxed and abandoned vehicles cost neutral with fees levied	12	On-going	
Environmental Services	Public Health	Extra staffing hours for additional inspections met by fees	11	One-off	
Housing & Economic Development	Customer Service Centre	Restructure of management and increase in staff time and temporary cover	11	On-going	
Communities & Partnerships	Day centres	Day Centre transfer of service to UDC met by income	10	On-going	
Finance & Administration	Legal Services	Fees for the introduction of independent investigations for standards complaints	10	On-going	
	Various	Other immaterial adjustments	45		
			1,053		

SAVING/SERVICE REDUCTION (£10K MINIMUM)			
Portfolio	Service	Description	£'000
Budget efficiencies			
Environmental Services	Waste management	Processing gate fee reduction	(100) On-going
Housing & Economic Development	Communications	Delayed implementation in Citizens access project	(80) On-going
Communities & Partnerships	Leisure and Performance	Net effect of restructured team and management	(58) On-going
Environmental Services	Planning Specialists	Deletion of conservation post	(48) On-going
Finance & Administration	Information Technology	Reduction in the estimated growth for software license costs	(47) On-going
Finance & Administration	Corporate Management	Restructured Assistant Chief Executive - Legal post	(26) On-going
Environmental Services	Emergency Planning	Establishment reduction offset by additional cost of Essex County Council commissioned to undertake Emergency Planning work	(20) On-going
Environmental Services	Public Health	Health and Safety post reduced to 2.5 days	(18) On-going
Environmental Services	Public Health	Restructured posts and staffing hours	(16) On-going
Finance & Administration	Corporate Management	Audit Fees reduction	(13) On-going
Finance & Administration	Benefits Administration	Reduction in staffing hours	(13) On-going
Finance & Administration	Corporate Team	Regrading of Asset Surveyor post	(10) On-going
Environmental Services	Animal Warden	Reduction in staffing hours	(18) On-going
	Various	Other immaterial adjustments	(29)
			(496)
Programmed efficiencies			
Finance & Administration	Revenues Administration	Service reviews staff savings	(16) On-going
Finance & Administration	Financial Services	In-house post-box insurance service	(10) On-going
Finance & Administration	Central Services	Net reduction in various print or postal costs due to process changes	(10) On-going
	Various	Other immaterial savings	(11)
			(48)
		Net total	(543)

CHANGES TO INCOME (£10K MINIMUM)				
Portfolio	Service	Description	£'000	
Increases				
Environmental Services	Licensing	Cost of service increasing therefore full cost recovery in line with this	(244)	On-going
Environmental Services	Waste Management	Increase in trade waste take-up	(97)	On-going
Environmental Services	Development Control	Charging for Planning Performance Agreements	(75)	On-going
Environmental Services	Waste Management	Recycling credits inflationary and tonnage increase	(52)	On-going
Environmental Services	Building Surveying	New fee structures	(50)	On-going
Environmental Services	Waste Management	Green waste service increase take up and payment administration fee	(40)	On-going
Communities & Partnerships	Day Centres	Rents and reimbursements for Day centres transferring back to UDC	(34)	On-going
Environmental Services	Public Health	Various increases in work creating fees from food inspections	(20)	On-going
Environmental Services	Car Parks	End of exemption period for rented spaces in Lower Street car park	(20)	On-going
Environmental Services	Public Health	Fees levied for tow away costs on untaxed and abandoned vehicles cost neutral	(13)	On-going
Finance & Administration	Central Services - Printroom	Additional income from tenants at London Road using UDC in-house service	(10)	On-going
Environmental Services	Planning management	Street naming and numbering increasing in line with new developments	(10)	On-going
	Various	Other immaterial adjustments	(47)	
			(711)	
Decreases				
Finance & Administration	Council Tax Discounts	Reduction in share back of income from Preceptors for sharing agreement	77	On-going
Environmental Services	Public Health	Reduction in fees for environmental protection work based on a reduction in units of work	18	On-going
Environmental Services	Building Surveying	Reduction in service provision for energy performance	10	On-going
	Various	Other immaterial adjustments	6	
			111	
Uncontrollable changes				
Finance & Administration	Revenues Administration	Business Rates New Burdens Grant	(12)	One-off
Finance & Administration	Housing Benefits	Net affect of universal credit estimated impact and a reduction in DWP funding based on historical trends and estimated claimants	(166)	On-going
			(178)	
Income Generation & Commercialisation				
Environmental Services	Waste Management	Introduction of bin delivery charges	(39)	On-going
Environmental Services	Development Control	Introduction of new fees for heritage checks and pre application service	(35)	On-going
Finance & Administration	Financial Services	Reimbursement for accountancy work undertaken on behalf of Aspire	(10)	On-going
			(83)	
		Net total	(861)	

Risks and Assumptions**Definitions****Probability**

Low - Possible, but unlikely

Medium - Probable

High - Almost certain

Impact

Low - possible variance of £5,000 to £20,000

Medium - possible variance of £20,001 to £50,000

High - possible variance of over £50,000

Favourable - expenditure lower than budget, or income higher than budget**Adverse** - expenditure higher than budget, or income lower than budget

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)
Benefits Admin	MHCLG - LCTS Admin Grant	It is assumed that the LCTS Admin Grant will be paid at similar or slightly reduced levels to 2018/19. The notification of grant amounts are unlikely to be made available until early 2019.	L	L	M
	DWP HB Admin Grant	It is assumed that the HB Admin Grant will be paid at similar or slightly reduced levels to 2018/19. The notification of grant amounts are unlikely to be made available until early 2019.	M	L	M
Building Control	Income from applications	There is a risk that the service will receive fewer applications than expected and would therefore see a reduction in income.	L		M
	Inspection fee income - airport	Stansted Airport's anticipated expansion project will generate an inspection fee in the region of £70k which will cover possibly 2 or 3 years of inspections. There will be some increased staffing costs associated with this work.	M	H	
	Under resourcing	Under resourcing of the service could lead to a reduced service and number of inspections carried out and subsequent loss of income. Possible risk of not meeting statutory requirements and adverse publicity for the council. Due to the nature of some of the work could result in public safety issues.	L		H
Car Parks	Lower St Car Park	There is a risk to the residential spaces agreement not achieving the estimated budget	L		H
	Rose & Crown Car Park	There is a risk that the new agreement does not deliver what we anticipated	M	L	L
	Maintenance costs	It is assumed that maintenance costs will not be accrued in 2019-20 due to new machines being installed, there is a risk that unforeseen maintenance costs could occur	L		L

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)
Conducting Elections	Election costs	It is highly likely that election costs will vary from the forecast as the preparation of the budget for an election depends on and element of unknown variables.	H		M
Corporate Team	Asset Management Consultants	There is a risk that more work on assets is required than estimated, leading to additional costs.	M	L	M
Council Tax Discounts	Government grant	This is based on a calculation of discounts awarded to family annexes, this estimate is based on last years calculation there is a small risk this may change.	L	L	L
	Penalty and legal fees	These may decrease if less compliance and legal action is undertaken	L	L	L
Development Control	Planning fees	It is assumed that planning applications should increase going into 2019-20. There is a risk that the economy could slow down due to general economic uncertainty.	L		H
	Pre-Application fees	Potential slight reduction in pre-application fees as low grade matters covered by paid duty. Impact and level still low.	M		L
	Section 106 Monitoring	It is assumed that Section 106 Monitoring will continue to be received at its current rate, spirit of monitoring charges maintained through PPA relationships.	L		L
Day Centres	Day centres not under direct UDC management	If the council does not continue to have reassurance that insurance responsibilities are being met then this could lead to potential financial costs associated with any liabilities	L	L	M
	Day centres under direct UDC management	Income estimates for day centres under direct council management have been estimated based on available data. However, there is a risk that these estimates may not prove to be precise as some financial processes prior to the council taking on the centres may not have been robust.	M	L	L

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)
Financial Services	In-house post box insurance service	It is assumed finance has the resources and capacity to deliver the post-box service at the current levels, there is a risk that claims increase and the capacity to deliver could be at risk	L		L
	Merchant charges	If levels of payments made by credit or debit cards increases over the anticipated level then the merchant charges will increase	M		M
	Treasury Fees	Broker Fees - if cash flow levels are impacted due to higher capital spend; increased borrowing could occur, incurring additional broker fees and interest costs corporately	L		L
Local Council Tax	Council Tax Court Costs	It is assumed that the level of Council Tax recovery will increase or stay the same. The amount of costs awarded are by way of Magistrates Court there is a low probability of our application for costs being refused	L	L	L
New Homes Bonus	Grants	Possibility that budgeted amounts are not realised. 2019/20 is an election year so Members will not be allowed to carry over any unspent grant to the next financial year	M	M	L
Non-Domestic Rates	Court Costs	It is assumed that the level of Business Rate recovery will increase or stay the same. The amount of costs awarded are by way of Magistrates Court there is a low probability of our application for costs being refused	L	L	L
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
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

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	ECC Better Care Fund allocation for Disabled Facilities Grants	There is a risk that redistribution of funding may occur leading to an increased requirement for revenue funding for grants paid out, or a favourable decrease in revenue funding required	M	L	L
	Mandatory HMO licensing	Following a consultation exercise, the government is likely to change the definition of mandatory HMOs. It is likely that more HMOs will need to be licensed by the council in 18/19.	M	L	L
	Proactive Enforcement	Should growth be permitted, enforcement activities are likely to increase. This is likely to result in more Fixed Penalty Notices being issued and greater income.	M	L	L
	Environmental Protection/ Enforcement - Works in default	The budget does not have provision for works in default to abate nuisance and harm	L	L	L
	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
	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 EU Exit	M	L	H
Planning Policy	Local Plan timetable extending	If the local plan is delayed / extended we will need to keep agency staff for longer. Further evidence base work may also need to be carried out which hasn't been budgeted for.	M	H	H
	Local Plan examination	If the Local Plan examination carries on longer than anticipated then there will be a need for additional staff resources and funding to cover additional evidence base asked for by the Inspector	M	H	H

General Fund Reserves 2019/20

Reserve £000	2018/19 P6 Forecast				Estimated Balance 1st April 2019	2019/20 Estimates			Estimated Balance 1st April 2020
	Actual Balance 1st April 2018	Forecast Transfer from General Fund	Forecast Transfer To General Fund	Forecast Transfer between Reserves		Forecast Transfer from General Fund	Forecast Transfer To General Fund	Forecast Transfer between Reserves	
RINGFENCED RESERVES									
Business Rates	1,501	250	(384)		1,367	941			2,308
Department for Work and Pensions	71				71				71
Licensing	0	217	(20)		198	57	(33)		221
Capital Slippage	466		(299)		168				168
Working balance	1,321		(41)		1,280	28			1,308
TOTAL RINGFENCED RESERVES	3,360	467	(744)	0	3,083	1,026	(33)	0	4,076
USABLE RESERVES									
<u>Financial Management Reserves</u>									
Medium Term Financial Strategy	1,000		(450)		550	450	(450)		550
Transformation	1,728		(80)	(550)	1,098				1,098
EU Exit	0				0	200			200
Funding	0				0	1,059			1,059
	2,728	0	(530)	(550)	1,648	1,709	(450)	0	2,907
<u>Contingency Reserves</u>									
Emergency Response	40				40				40
	40	0	0	0	40	0	0	0	40
<u>Service Reserves</u>									
Economic Development	15				15				15
Elections	75	25			100	25	(80)		45
Homelessness	126		(8)		118		(20)		98
Health & Wellbeing	46		(5)		41				41
Neighbourhood Planning	93				93				93
Planning	960		(889)	550	621		(309)		312
Housing Strategy	54				54				54
Development Control	27				27				27
Strategic Initiatives	2,660		(500)		2,160				2,160
Developments	0	105			105				105
New Homes Bonus Ward Members	16				16		(16)		0
Waste Depot Relocation Project	4,383	350	(250)		4,482				4,482
Waste Management	201				201	170			371
Private Finance Initiative	180				180				180
	8,836	480	(1,652)	550	8,214	195	(425)	0	7,984
TOTAL USABLE RESERVES	11,603	480	(2,182)	0	9,902	1,904	(875)	0	10,931
TOTAL RESERVES	14,963	947	(2,925)	0	12,985	2,931	(908)	0	15,007

Fees and Charges – 2019/20

Building surveying other charges	2018/19 charge £	2019/20 charge £	Does the charge include VAT?	Note
Provision of Energy Performance Certificates	Depends on size of property	Depends on size of property	Yes	
Copying charges	10p a sheet + £25 per hour officer time if job exceeds 1 hour	10p a sheet + £25 per hour officer time if job exceeds 1 hour	Yes	Statutory limitations

Street Naming and Numbering	2018/19 charge £	2019/20 charge £	Does the charge include VAT?	Note
<u>Charge per dwelling/unit</u>				
Add a name to a numbered property	N/A	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	

STANDARD CHARGES SCHEDULE 1- NEW DWELLINGS Dwelling houses and Flats						
<u>Code</u>	<u>New Build Houses or Bungalows Not Exceeding 250m²</u>		<u>Plan Charge</u>	<u>Inspection Charge*</u>	<u>Building Notice*</u>	<u>Regularisation Charge*</u>
HO1	1 Plot	Fee	£310.00	£460.00	£820.00	£1,025.00
		VAT	£62.00	£92.00	£164.00	
		Total	£372.00	£552.00	£984.00	
HO2	2 Plots	Fee	£395.00	£705.00	£1,150.00	£1,437.50
		VAT	£79.00	£141.00	£230.00	
		Total	£474.00	£846.00	£1,380.00	
HO3	3 Plots	Fee	£465.00	£960.00	£1,525.00	£1,906.25
		VAT	£93.00	£192.00	£305.00	
		Total	£558.00	£1,152.00	£1,830.00	
HO4	4 Plots	Fee	£520.00	£1,085.00	£1,705.00	£2,131.25
		VAT	£104.00	£217.00	£341.00	
		Total	£624.00	£1,302.00	£2,046.00	
HO5	5 Plots	Fee	£580.00	£1,215.00	£1,895.00	£2,368.75
		VAT	£116.00	£243.00	£379.00	
		Total	£696.00	£1,458.00	£2,274.00	
<u>New Build Flats Not Exceeding 250m² and Not More Than 3 Storeys</u>						
FL1	1 Plot	Fee	£310.00	£460.00	£820.00	£1,025.00
		VAT	£62.00	£92.00	£164.00	
		Total	£372.00	£552.00	£984.00	
FL2	2 Plots	Fee	£395.00	£705.00	£1,150.00	£1,437.50
		VAT	£79.00	£141.00	£230.00	
		Total	£474.00	£846.00	£1,380.00	
FL3	3 Plots	Fee	£465.00	£960.00	£1,525.00	£1,906.25
		VAT	£93.00	£192.00	£305.00	
		Total	£558.00	£1,152.00	£1,830.00	
FL4	4 Plots	Fee	£520.00	£1,085.00	£1,705.00	£2,131.25
		VAT	£104.00	£217.00	£341.00	
		Total	£624.00	£1,302.00	£2,046.00	
FL5	5 Plots	Fee	£580.00	£1,215.00	£1,895.00	£2,368.75
		VAT	£116.00	£243.00	£379.00	
		Total	£696.00	£1,458.00	£2,274.00	
<u>Conversion to</u>						
COH	Single dwelling house (Where total floor area does not exceed 150m ²)	Fee	£265.00	£385.00	£650.00	£812.50
		VAT	£53.00	£77.00	£130.00	
		Total	£318.00	£462.00	£780.00	
COF	Single Flat (Where total floor area does not exceed 150m ²)	Fee	£265.00	£385.00	£650.00	£812.50
		VAT	£53.00	£77.00	£130.00	
		Total	£318.00	£462.00	£780.00	
<u>Notifiable Electrical work (in addition to the above, where applicable.)</u>						
DNE	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Fee	£250.00	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	£50.00			
		Total	£300.00			

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)

Annexe H6 continued...

STANDARD CHARGES					
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 £
NX1	Single storey with floor area not exceeding 40m ²	Fee	£165.00	£350.00	£643.75
		VAT	£33.00	£70.00	
		Total	£198.00	£420.00	
NX2	Single storey with floor area exceeding 40m ² but not exceeding 100m ²	Fee	£185.00	£425.00	£762.50
		VAT	£37.00	£85.00	
		Total	£222.00	£510.00	
NX3	With some part 2 or 3 storey in height and a total floor area not exceeding 40m ²	Fee	£280.00	£535.00	£1,018.75
		VAT	£56.00	£107.00	
		Total	£336.00	£642.00	
NX4	With some part 2 or 3 storey in height and a total floor area exceeding 40m ² but not exceeding 100m ²	Fee	£310.00	£695.00	£1,256.25
		VAT	£62.00	£139.00	
		Total	£372.00	£834.00	
<u>Alterations</u>					
NO1	Cost of work not exceeding £5000	Fee	£65.00	£145.00	£262.50
		VAT	£13.00	£29.00	
		Total	£78.00	£174.00	
NO2	Replacement windows, rooflights, roof windows or external glazed doors (not exceeding 20 units)	Fee	£65.00	£145.00	£262.50
		VAT	£13.00	£29.00	
		Total	£78.00	£174.00	
NO3	Renewable energy systems (not covered by an appropriate Competent Persons scheme)	Fee	£65.00	£145.00	£262.50
		VAT	£13.00	£29.00	
		Total	£78.00	£174.00	
NO4	Installation of new shop front	Fee	£65.00	£145.00	£262.50
		VAT	£13.00	£29.00	
		Total	£78.00	£174.00	
NO5	Cost of work exceeding £5,000 but not exceeding £2,5000	Fee	£140.00	£270.00	£512.50
		VAT	£28.00	£54.00	
		Total	£168.00	£324.00	
NO6	Replacement windows, rooflights, roof windows or external glazed doors (exceeding 20 units)	Fee	£140.00	£270.00	£512.50
		VAT	£28.00	£54.00	
		Total	£168.00	£324.00	
NO7	Renovation of thermal elements	Fee	£140.00	£270.00	£512.50
		VAT	£28.00	£54.00	
		Total	£168.00	£324.00	
NO8	Installation of Raised Storage Platform within an existing building	Fee	£140.00	£270.00	£512.50
		VAT	£28.00	£54.00	
		Total	£168.00	£324.00	
NO9	Cost of works exceeding £25,000 but not exceeding £10,0000	Fee	£200.00	£480.00	£850.00
		VAT	£40.00	£96.00	
		Total	£240.00	£576.00	
N10	Fit out of building up to 100m ²	Fee	£170.00	£425.00	£743.75
		VAT	£34.00	£85.00	
		Total	£204.00	£510.00	
N11	Cost of works exceeding £100,000 but not exceeding £250,000	Fee	£280.00	£665.00	£1,181.25
		VAT	£56.00	£133.00	
		Total	£336.00	£798.00	

Annexe H6 continued...

Planning Pre-application advice	2018/19 charge £	2019/20 charge £	Does the charge include VAT?
* New Charging Structure for 2019/20			
Householder - Written Advice only	N/A*	100	Yes
- Meeting 1 hr and written advice	N/A*	150	Yes
- Follow up advice	N/A*	75	Yes
Householder/Heritage/ Listed building Consent			
- Meeting 1 hr and written advice	N/A*	300	Yes
- Follow up advice	N/A*	150	Yes
MINOR development			
- Written Advice only	N/A*	150	Yes
- Meeting 1 hr and written advice	N/A*	350	Yes
- Follow up advice	N/A*	150	Yes
MINOR development and Heritage advice			
- Written Advice only	N/A*	250	Yes
- Meeting 1 hr and written advice	N/A*	450	Yes
- Follow up advice	N/A*	200	Yes
Strategic MAJOR (Residential development of 100+ and commercial developments of 5,000+ square metres of floor space or on sites over 3 hectares)			
- Meeting 1 hr and written advice	N/A*	2,400	Yes
- Follow up advice	N/A*	865	Yes
Strategic MAJOR (Residential development of 100+ and commercial developments of 5,000+ square metres of floor space or on sites over 3 hectares) including Heritage Advice			
- Meeting 1 hr and written advice	N/A*	2,700	Yes
- Follow up advice	N/A*	1,015	Yes
Large Scale MAJOR (Residential development of 50-99 dwellings and commercial developments of 2,000-4,999 square metres of floor space or on sites of 2-3 hectares)			
- Written Advice only	N/A*	860	Yes
- Meeting 1 hr and written advice	N/A*	1,360	Yes
- Follow up advice	N/A*	680	Yes
Large Scale MAJOR (Residential development of 50-99 dwellings and commercial developments of 2,000-4,999 square metres of floor space or on sites of 2-3 hectares) including Heritage Advice			
- Written Advice only	N/A*	1,010	Yes
- Meeting 1 hr and written advice	N/A*	1,660	Yes
- Follow up advice	N/A*	830	Yes
Small Scale MAJOR (Residential development of 10 - 49 dwellings and commercial developments of 1,000-1,999 square metres of floor space or on sites of 1 - 2 hectares)			
- Written Advice only	N/A*	540	Yes
- Meeting 1 hr and written advice	N/A*	990	Yes
- Follow up advice	N/A*	495	Yes
Small Scale MAJOR (Residential development of 10 - 49 dwellings and commercial developments of 1,000-1,999 square metres of floor space or on sites of 1 - 2 hectares) and Heritage Advice			
- Written Advice only	N/A*	690	Yes
- Meeting 1 hr and written advice	N/A*	1,290	Yes
- Follow up advice	N/A*	645	Yes
Planning Performance Agreements (PPAs)	POA	POA	
High Hedge Complaints	265.00	500	Yes

Annexe H6 continued...

Other Planning fees and charges	2018/19 charge £	2019/20 charge £	Does the charge include VAT?
Documents provided under Local Government Access to Information Act 1985	10p a sheet plus £25 per	10p a sheet plus £25 per	Yes
Documents - TPO, BPN, LB	hour if job	hour if job	
Planning & Building Regulation Decision Notices	exceeds 1 hour	exceeds 1 hour	
Uttlesford Local Plan Adopted 2005	25.00	25.00	Yes
Emerging Local Plan	N/A	75.00	Yes
Confirmation regarding Agricultural Ties	24.00	42.00	Yes
An administrative pre application submission check for householder applications	N/A	35.00	No

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>

Land Charges	2018/19 charge £	2019/20 charge £	Does the charge include VAT 2018/19
Note: Since March 2017 VAT has been payable on all charged searches aside from LLC1 enquiries.			
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			

Annexe H6 continued...

Car Parking	2018/19 charge £	2019/20 charge £	Does the charge include VAT?
<u>Saffron Walden</u>			
<i>Fairycroft</i>			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
3 Hours	2.00	2.00	Yes
<i>Common</i>			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
3 Hours	2.00	2.00	Yes
<i>Rose & Crown</i>			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
<i>Swan Meadow</i>			
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
4 Hours	2.00	2.00	Yes
6 Hours	2.50	2.50	Yes
9 Hours	3.50	3.50	Yes
Season Tickets (6 months)	175.00	175.00	Yes
Season Tickets (per annum)	300.00	300.00	Yes
<u>Coaches</u>			
5 Hours	3.00	3.00	Yes
9 Hours	6.00	6.00	Yes

Annexe H6 continued...

Car Parking	2018/19 charge £	2019/20 charge £	Does the charge include VAT?
<u>Great Dunmow</u>			
<i>WhiteStreet</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
4 Hours	2.00	2.00	Yes
5 Hours	2.40	2.40	Yes
9 Hours	3.50	3.50	Yes
Season Ticket (6 months)	175.00	175.00	Yes
Season Ticket (per annum)	300.00	300.00	Yes
<i>New Street/Chequers & Angel Lane</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
<i>Chequers</i>			
Season Ticket (6 months)	175.00	175.00	Yes
Season Ticket (per annum)	300.00	300.00	Yes
<u>Stansted Mountfitchet</u>			
<i>Lower Street</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
2 Hour	1.00	1.00	Yes
3 Hours	1.20	1.20	Yes
4 Hours	2.00	2.00	Yes
6 Hours	2.40	2.40	Yes
9 Hours	4.70	4.70	Yes
Coaches	6.00	6.00	Yes
Season Ticket - Commuter employed locally (6 months)	130.00	130.00	Yes
Season Ticket - Commuter employed locally (per annum)	250.00	250.00	Yes
Season Ticket - Commuter employed elsewhere (6 months)	320.00	320.00	Yes
Season Ticket - Commuter employed elsewhere (per annum)	620.00	620.00	Yes
<i>Crafton Street</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
9 Hours	3.00	3.00	Yes
Season Ticket - Commuter employed locally (6 months)	130.00	130.00	Yes
Season Ticket - Commuter employed locally (per annum)	250.00	250.00	Yes
Season Ticket - Commuter employed elsewhere (6 months)	220.00	220.00	Yes
Season Ticket - Commuter employed elsewhere (per annum)	420.00	420.00	Yes

Annexe H6 continued...

Environmental Health	2018/19 charge £	2019/20 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	90.00	90.00	No
Food disposal if required		At cost	Yes
Copy of Food Register - Whole - (hourly charge or part thereof)	70.00	N/A	No
Copy of Food Register - Single premises	25.00	N/A	No
Voluntary Surrender Certificate	80.00	90.00	No
Water Samples (Airport)	25.00	25.00	Yes
Private water supply sample collection fee (plus laboratory charges)	43.00	N/A*	Yes
Private water supply carrying out of Risk Assessment - per hour	54.00	N/A*	No
Investigation (each visit)	54.00	N/A*	No
* New Charging Structure for 2019/20			
Private water supply sampling and analysis under Regulation 10 (small supplies) - per visit (plus laboratory fee)	N/A*	46.00	Yes
Group A parameter sampling and analysis (large supplies) - per visit (plus laboratory fee)	N/A*	46.00	Yes
Group B parameter sampling and analysis (large supplies) - per visit (plus laboratory fee)	N/A*	92.00	Yes
Investigation (per hour)	N/A*	58.00	No
Risk Assessment (per hour)	N/A*	58.00	No
Analysis under reg 10	25.00	26.00	No
EIR information	111.00	113.00	No
Contaminated land	111.00	113.00	No
Officer charges for works in default - per hour	54.00	55.00	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)	180.00	180.00	No
POAO per additional CVED on same AWB	50.00	50.00	No
POAO per CVED Out of Hours additional fee (Products of animal origin)	75.00	75.00	No
Organic product certificate office hours	70.00	70.00	No
Organic product certificate out of office hours	250.00	250.00	No
High Risk NAO per CED (Non animal origin)	55.00	55.00	No
High Risk NAO sampling fee + laboratory charges	65.00	65.00	No
High Risk NAO per CED Out of Hours	65.00	65.00	No
High Risk NAO Out of Hours sampling fee + laboratory charges	95.00	95.00	No
High Risk destruction charge + disposal costs	60.00	60.00	No
IUU Catch Certificate EEA	25.00	25.00	No
IUU Catch Certificate non EEA	50.00	50.00	No
CED rejection fee	75.00	75.00	No
Consignment abandon fee	60.00	60.00	No
ID check - Weekdays	50.00	50.00	No
ID check - Weekends	85.00	85.00	No
Organics check - Weekdays	40.00	40.00	No
Organics check - Weekends	60.00	60.00	No
Melamine check	75.00	75.00	No
Destruction Supervision	55.00	55.00	No

Annexe H6 continued...

Environmental Health	2018/19 charge £	2019/20 charge £	Does the charge include VAT?
Animals			
Micro chipping - Pets - Microchip event	18.00	18.00	Yes
Stray dog - administrative costs (plus kennel and vet fees if applicable)	50.00	51.00	No
Stray dog - statutory fee	25.00	25.00	No
HMO (Homes of Multiple Occupancy) Licensing Fees			
HMO licence fee for up to 5 bedrooms *	717.00	N/A	No
HMO licence fee for up to 5 bedrooms * part 1 fee	N/A	510.00	No
HMO licence fee for up to 5 bedrooms * part 2 fee	N/A	571.00	No
HMO licence fee for 5 letting rooms or more - charge per additional room	27.50	30.00	No
HMO licence fee for up to 5 bedrooms - Renewal charge	N/A	571.00	No
HMO licence fee - Incomplete Application	N/A	30.00	No
Reminder letter on failure to apply for a licence	N/A	30.00	No
Variation of licence (i.e. change in address or new appointed manager)	N/A	9.00	No
Missed appointment	N/A	128.00	No
Any other correspondence such as sending out a final reminder letter	N/A	30.00	No
<p>* The total cost of licensing an HMO in 2019/20 with Uttlesford District Council is £1,081.00 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 2019/20 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	165.00	168.00	No
Housing improvement notice - fixed price	241.00	246.00	No
Suspended improvement notice - fixed price	241.00	246.00	No
Prohibition order - fixed price	241.00	246.00	No
Suspended prohibition order - fixed price	241.00	246.00	No
Emergency prohibition order - fixed price	241.00	246.00	No
Emergency remedial action notice - fixed price	241.00	246.00	No

Licensing	2018/19 charge £	2019/20 charge £	£	£	£	Does the charge include £ include VAT?
			Re-			
			Part A* fee	Part B* fee	inspection	Variation
Licences						
Animal boarding establishment (cattery, kennel, dog day care)*	174.00	271.00	176.00	129.00	20.00	No
Riding Establishments *	245.00	334.00	188.00	181.00	20.00	No
Home boarding *	141.00	185.00	192.00	129.00	20.00	No
Dog breeding establishment *	141.00	250.00	176.00	129.00	20.00	No
Pet shop *	141.00	271.00	179.00	129.00	20.00	No
Dangerous wild animals *	276.00	Quote on application (based on a 2 year licence)				No
Zoo licence (5 years) *	717.00	Quote on application (based on a 5 year licence)				No
Keeping or Training Animals for Exhibition *	N/A	Quote on application (based on a 5 year licence)				No
<p>* Part A fees need to be paid on application. Part B fees are paid on issuing report & confirmation of the licence and rating.</p> <p>The issuing of the license will occur following payment of Part B fees.</p> <p>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.</p> <p>Additional charges will be applied for secondary activities as outlined below.</p>						
Additional Costs						
Cattery, Kennel, Dog Day Care	N/A	61.00				No
Riding Establishments	N/A	123.00				No
Home Boarders	N/A	61.00				No
Breeders	N/A	61.00				No
Pet Shop	N/A	61.00				No
Keeping or Training Animals for Exhibition	N/A	Quote on application				No
Vets fees to be recharged to the operator + Administration costs of £7.50 for Horse Riding Establishments and new breeders only						

Annexe H6 continued...

Licensing	2018/19 charge £	2019/20 charge £	Does the charge include include VAT?
<u>Taxi Licensing</u>			
Drivers (licence valid for 3 years)			
- New Application	173.00	216.00	No
- Renewal	160.00	215.00	No
Drivers (licence valid for 2 years)			
- New Application	127.00	199.00	No
- Renewal	114.00	198.00	No
Drivers (licence valid for 1 years)			
- New Application	91.00	182.00	No
- Renewal	77.00	181.00	No
Operators (licence valid for 5 years)			
- New Application	427.00	477.00	No
- Renewal	420.00	476.00	No
Vehicles (licence valid for 1 year)			
- New Application	58.00	108.00	No
- Renewal	47.00	96.00	No
Vehicle Licence Transfer Fee	40.00	100.00	No
CRB checks	Charged at cost	Charged at cost	No
<u>Caravan Site Licence Fees</u>			
<u>New Applications</u>			
1-5 pitches	405.00	405.00	No
6-10 pitches	405.00	405.00	No
11-20 pitches	486.00	486.00	No
21-50 pitches	569.00	569.00	No
51-100 pitches	747.00	747.00	No
>100 pitches	810.00	810.00	No
<u>Other Licences</u>			
Skin piercing premises & 1 person	180.00	180.00	No
Skin piercing additional person	10.00	10.00	No
Skin piercing additional Treatment (at same time)	N/A	35.00	No
Additional ear piercing operator added at a later date	40.00	40.00	No
Additional operator added at a later date (other)	60.00	60.00	No
Additional treatment added at a later date	70.00	70.00	No
<u>Scrap Metal</u>			
Grant of a site or collectors licence	367.00	367.00	No
- each additional site after first site	192.00	192.00	No
Renewal of a site or collectors licence	322.00	322.00	No
- each additional site after first site	192.00	192.00	No
Variation of a site or collectors licence	130.00	130.00	No
- each additional site being added to the licence	322.00	322.00	No
<u>Alcohol Licensing Act 2003</u>			
For the current schedule of statutory fees, please visit the Uttlesford District Council website: https://www.uttlesford.gov.uk/article/5519/Licensing-Act-2003-personal-licence https://www.uttlesford.gov.uk/article/5518/Licensing-Act-2003-premises-licence			
<u>Gambling Act 2005</u>			
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			

Annexe H6 continued...

Refuse Collection & Recycling	2018/19 charge £	2019/20 charge £	Does the charge include VAT?
Bulky waste	17.50	N/A*	No
Kerbside Garden Collection	40.00	N/A*	No
* New Charging Structure for 2019/20			
<u>Bulky Waste Collection Service</u>			
Minimum charge for 2 items	N/A*	17.50	No
Each additional item	N/A*	8.75	No
Waste Electrical Equipment Collection Services (1 item)	N/A*	17.50	No
Each additional item	N/A*	8.75	No
<u>Garden Waste Collection Service</u>			
240 litre wheeled bin (online payment or DD)	40.00	35.00	No
240 litre wheeled bin (Cheque or telephone payment)	N/A*	45.00	No
Bin delivery charge	20.00	22.00	No
Waste container supply and delivery (new developments)			
Full set of containers, Green lidded bin, Grey lidded bin, Food Caddy	N/A*	50.00	No
Town/Parish Council Garden Waste weekend collection (per hour)	66.00	68.00	No
<u>Trade Waste Collection and Disposal Charges</u>			
Trade sacks (3 cubic feet)	2.07	3.00	No
Bins 180 litres	3.22	6.00	No
Bins 240 litres	5.71	8.00	No
Bins 660 litres	13.22	13.22	No
Eurobins 1100 litres	20.39	20.39	No
6 cu yd	124.56	N/A	No
8 cu yd	146.70	154.04	No
Light Containers - 12 cubic yard	146.70	154.04	No
Heavy Containers - 12 cubic yard	229.90	241.40	No

Annexe H6 continued...

Museum	2018/19 charge £	2019/20 charge £	Does the charge include VAT?
<u>Museum Admission Charges</u>			
Admission Charge adult (over 18)	2.50	2.50	Yes
Admission Charge discount adult	1.25	1.25	Yes
Admission Charge children	0.00	0.00	N/A
Season Ticket adult	8.00	8.00	Yes
Season Ticket discount	4.00	4.00	Yes
<u>Museum Learning Services</u>			
Taught session for schools per pupil	3.00	3.00	Yes
Taught session for schools min group charge	48.00	48.00	Yes
Taught session in schools half-day (from September 2017)	120.00	120.00	Yes
Taught session schools whole day (from September 2017)	210.00	210.00	Yes
School and Reminiscence Loan Boxes per half term	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
<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 (per hour for 2017-18)	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

Annexe H6 continued...

Lifeline (Council Tenants and Private Residents)	2018/19 charge £	2019/20 charge £	Does the charge include VAT 2018/19
Lifeline units - Level 1 - Weekly charge - including evening and weekend emergency response visits	5.34	5.34	Yes*
Lifeline units - Level 2 - Extra Sensors (up to a maximum of 4, customers requiring more than 4 extra sensors will be charged at the rate of 50p per extra sensor)	6.61	6.54	Yes*
<i>*a zero rating for VAT will apply if the customer can provide evidence that they have a disability</i>			

Day Centres	2018/19 charge £	2019/20 charge £	Does the charge include VAT?
<u>Thaxted</u>			
Meal	5.00	5.00	Yes
Hall hire per hour	8.00	8.00	Yes
Kitchen Hire per hire	10.00	10.00	Yes
Kitchen and hall hire together - per hire and the charge per hour	15.00 8.00	15.00 8.00	Yes Yes
<u>Takeley</u>			
Hall hire per hour	7.50	7.50	Yes
Kitchen Hire per hour	10.00	10.00	Yes
Kitchen and hall hire together - per hire and the charge per hour	10.00 7.50	10.00 7.50	Yes Yes

Housing	2018/19 charge £	2019/20 charge £	Does the charge include VAT?
<u>Garage Rents</u>			
Private (per week)	12.34	12.74	Yes
Tenants (per week)	10.28	10.62	No
<u>Sheltered Housing Scheme</u>			
Intensive Housing Management (IHM) (per week)	12.73	13.83	Yes
Housing Related Support (HRS) (per week)	4.61	4.67	Yes
<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)	3.60	3.60	Yes
Small one off Clearance	24.00	24.00	Yes
Large one off Clearance	54.00	54.00	Yes
<u>Guest Rooms - Sheltered Accomodation</u>			
Guest Room (per night)	18.00	18.00	Yes

Annexe H6 continued...

Print Room	2018/19 charge £	2019/20 charge £	Does the charge include VAT?
Printing services for town & parish councils, voluntary organisations, clubs & societies. Charge per hour, excludes any materials * Addition of VAT varies depending on type of printing	41.50	41.50	No*

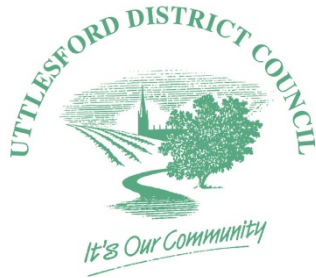
Saffron Walden Offices	2018/19 charge £	2019/20 charge £	Does the charge include VAT?
<u>Room charges - non wedding - minimum 2 hour charge applies</u>			
Room hire - Flitch (Chairman's room) (per hour)	30.00	35.00	Yes
Room hire - Flitch (Chairman's room) (per hour) Charity Rate	24.00	30.00	Yes
Room hire - Cutlers (Committee room) (per hour)	60.00	65.00	Yes
Room hire - Cutlers (Committee room) (per hour) Charity Rate	24.00	40.00	Yes
Room hire - Gibson (Council Chamber) (per hour)	78.00	85.00	Yes
Room hire - Gibson (Council Chamber) (per hour) Charity Rate	48.00	55.00	Yes
Refreshments - per 10 people	13.20	18.00	Yes
Tenants (Flitch Room) (per hour)	24.00	25.00	Yes
Tenants (Cutlers Room) (per hour)	24.00	30.00	Yes
Tenants (Gibson Room) (per hour)	48.00	50.00	Yes
<u>Room charges - wedding</u>			
Chairman's Room Mon-Thur	74.00	108.00	Yes
Chairman's Room Friday	114.00	156.00	Yes

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COUNCIL TAX RESOLUTION 2019/20

Please note, this appendix is to follow.

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Uttlesford District Council

Fast-track equality impact assessment (EqIA) tool

What is this tool for?


This tool will help you to assess the impact of existing or new strategies, policies, projects, contracts or decisions on residents and staff. It will help you to deliver excellent services, by making sure that they reflect the needs of all members of the community and workforce.

What should be equality impact assessed?

You only need to equality impact assess strategies, policies, projects, contracts or decisions that are **relevant** to equality. If you are not sure whether your activity is relevant to equality take the 'relevance test' on Page 9.


How do I use the tool?





This tool is easy to use and you do not need expert knowledge to complete it. It asks you to make judgments based on evidence.

The tool uses a system of red flags  to give you an indication of whether or not your responses are identifying potential issues. Getting a red flag does not necessarily indicate a problem, but it does mean that your assessment is highlighting issues or gaps in data that may require further investigation or action.

If there is insufficient space to answer a question, please use a separate sheet.

General information		
1	Name of strategy, policy, project, contract or decision.	Budget 2019/20
2	What is the overall purpose of the strategy, policy, project, contract or decision?	To set The Council's Medium Term Financial Strategy, Council Tax and Annual Budget for 2019/20, in line with the Corporate Priorities and taking into account the budget consultation responses from Local Residents and Businesses and preceptors
3	Who may be affected by the strategy, policy, project, contract or decision?	<input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Staff <input type="checkbox"/> A specific client group/s e.g. linked by geographical location, social economic factors, age, disabilities, gender, transgender, race, religion or sexual orientation (please state)
4	Responsible department and Head of Division.	Adrian Webb, Director of Finance and Corporate Services
5	Are other departments or partners involved in delivery of the strategy, policy, project, contract or decision?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – all departments
Gathering performance data		
6	Do you (or do you intend to) collect this monitoring data in relation to any of the following <u>diverse groups</u> ?	<input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Sex <input type="checkbox"/> Race <input type="checkbox"/> Gender Reassignment <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Religion & Belief <input type="checkbox"/> Pregnancy and Maternity <input type="checkbox"/> Marriage and Civil Partnerships <input type="checkbox"/> Rural Isolation


7	How do you (or how do you intend to) monitor the impact of the strategy, policy, project, contract or decision?	<input checked="" type="checkbox"/> Performance indicators or targets <input type="checkbox"/> User satisfaction <input type="checkbox"/> Uptake <input type="checkbox"/> Consultation or involvement <input type="checkbox"/> Workforce monitoring data <input checked="" type="checkbox"/> Complaints <input type="checkbox"/> External verification <input type="checkbox"/> Eligibility criteria <input type="checkbox"/> Other (please state): <input type="checkbox"/> None 

Analysing performance data	
8	<p>Consider the impact the strategy, policy, project, contract or decision has already achieved, measured by the monitoring data you collect. Is the same impact being achieved for diverse groups as is being achieved across the population or workforce as a whole?</p>
	<p> <input type="checkbox"/> Yes * <input type="checkbox"/> No* <input type="checkbox"/> Insufficient  <input checked="" type="checkbox"/> Not applicable  </p> <p><i>*Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified:</i></p> <p>No specific groups are referred to in the document and none of the information within it will have a differential impact on any group.</p>
9	<p>Is uptake of any services, benefits or opportunities associated with the strategy, policy, project, contract or decision generally representative of <u>diverse groups</u>?</p>
	<p> <input type="checkbox"/> Yes * <input type="checkbox"/> No* <input type="checkbox"/> Insufficient  <input checked="" type="checkbox"/> Not applicable  </p> <p><i>*Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified:</i></p> <p>No specific groups are referred to in the document and none of the information within it will have a differential impact on any group.</p>

Checking delivery arrangements

10 You now need to check the accessibility of your delivery arrangements against the requirements below. Click on the hyperlinks for more detailed guidance about the minimum criteria you should meet.

If assessing a proposed strategy, policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.


	Yes	No 	N/A
The premises for delivery are accessible to all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Consultation mechanisms are inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participation mechanisms are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you answered 'No' to any of the questions above please explain why giving details of any legal justification.

Checking information and communication arrangements

11 You now need to check the accessibility of your information and communication arrangements against the requirements below. Click on the hyperlink for more detailed guidance about the minimum criteria you should meet.

If assessing a proposed strategy policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.



	Yes	No 	N/A
Customer contact mechanisms are accessible to all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electronic, web-based and paper information is accessible to all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publicity campaigns are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Images and text in documentation are representative and inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you answered 'No' to any of the questions above please explain why, giving details of any legal justification.


Future Impact

12 Think about what your strategy, policy, project, contract or decision is aiming to achieve over the long term and the ways in which it will seek to do this. This is your opportunity to take a step back and consider the practical implementation of your strategy, policy, project, contract or decision in the future. As well as checking that people from diverse groups will not be inadvertently excluded from or disadvantaged by any proposed activities, it is also an opportunity to think about how you can maximize your impact, reach as many people as possible and really make a difference to the lives of everyone in Uttlesford regardless of their background or circumstances.

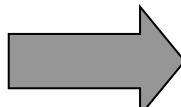


Is it likely to inadvertently exclude or disadvantage any diverse groups?

- No
- Yes * 
- Insufficient evidence 

*Please state any potential issues Identified.

Improvement actions	
13	<p>If your assessment has highlighted any potential issues or red flags, can these be easily addressed?</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No*  <input checked="" type="checkbox"/> Not applicable </p> <p><i>*If Yes, please describe your proposed action/s, intended impact, monitoring arrangements implementation date and lead officer:</i></p>

Making a judgement – conclusions and next steps

14	<p>Following this fast-track assessment, please confirm the following:</p> <p> <input checked="" type="checkbox"/> There are no inequalities identified that cannot be easily addressed or legally justified  No further action required. Complete this form and implement any actions you identified in Q13 above </p> <p> <input type="checkbox"/> There is insufficient evidence to make a robust judgement.  Additional evidence gathering required (go to Q17 on Page 7 below). </p> <p> <input type="checkbox"/> Inequalities have been identified which cannot be easily addressed.  Action planning required (go to Q18 on Page 8 below). </p>
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15	<p>If you have any additional comments to make, please include here.</p> <p> <input type="checkbox"/> None </p>
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Completion

16	<p>Name and job title</p> <p>Angela Knight Assistant Director, Resources</p>
	<p>Name/s of any assisting officers and people consulted during assessment:</p> <p>Corporate Management Team, Cabinet Members, Local residents and Businesses and all the preceptors consulted</p> <p>Date:</p> <p>23 January 2019</p> <p>Date of next review:</p> <p>January 2020</p> <p><i>For new strategies, policies, projects, contracts or decisions this should be one year from implementation.</i></p>

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Committee:	Council	Date:	21 February 2019
Title:	Business Rates Relief Policy 2019/20		
Portfolio Holder:	Councillor Simon Howell, Portfolio Holder for Finance and Administration		
Report Author:	Sue Ellis, Revenues Manager sellis@uttlesford.gov.uk	Key decision:	N

Summary

The Government announced in the Budget on the 29th October 2018 that it will provide a business rates retail discount scheme for occupied retail properties with a rateable value of less than £51,000 for the financial years 2019/20 and 2020/21.

Guidance has been provided by the Ministry of Housing, Communities and Local Government regarding the operation and delivery of the relief, this has been attached as Appendix A. The relief must be awarded in accordance with discretionary relief powers contained within the Local Finance Act 1988 (as amended).

The retail relief will be awarded automatically to eligible businesses by the Council and this is fully reimbursed via the section 31 grant.

Discretion can be exercised under Section 47 of the Local Government Finance Act 1988 (as amended) (hereinafter "LGFA") in order to operate the above scheme.

Recommendations

1. It is recommended that The Council:
 - Adopt the discretionary Retail Relief Discount for the years 2019/20 and 2020/21 as set out in this report and the attached Business Rates Policy (Appendix B) under Section 47 of the Local Government Finance Act 1988
 - Delegate authority for decision making on awarding Retail Relief to eligible businesses to the Section 151 Officer

Financial Implications

2. The government will fully reimburse the council for lost business rate income due to this initiative. Awards will be fully compensated via Section 31 grant subject to awards complying with the criteria set out in the guidance here will be no cost to the council.

New Burdens Grant will be made available for both software and additional administration costs. Although the government has provided details of the software provision, we have not yet been advised of the value of the administration grant to be paid.

Background Papers

- The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

Local Government Finance Act 1988 Section 47

Local Government Act 2003 Section 31

MHCLG – Business Rates Retail Discount Guidance

State Aid in accordance with the De Minimis Regulations (1407/2013); (Subject to potential changes following EU Exit).

Impact

-

Communication/Consultation	Billing authority will be expected to have clear arrangements for communicating the scheme to ratepayers and awarding the discount.
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	Section 47 LGFA 1988 – Providing the Council follows the government guidance for the scheme then it will be able to recover the money from the Government State Aid – It's important that any qualifying ratepayer is checked to ensure no other state aid is being received by the recipient
Sustainability	N/A
Ward-specific impacts	All Wards
Workforce/Workplace	Resources will need to allocated to implement this relief

Situation

- The Government announced in the Autumn Budget on 29 October 2018, the following changes in Business Rates Relief:
 - Pub Relief would end on the 31st March 2019
 - Newspaper Relief would be extended for an additional year (2019-20)
 - An exemption for Public toilets will come into effect from 2020
 - A new retail discount scheme commencing from the 1st April 2019

6. A total of 1,370 of businesses in the district receive 100% relief, meaning they pay no business rates at all and a further 294 businesses are in receipt of a varying level of reduction in their business rates. The total amount of businesses in the district supported by mandatory or discretionary reliefs equates 49%.
7. The retail relief scheme will provide financial benefits to 268 businesses, some who currently receive no reductions on their business rates liability and others who will see their liabilities reduced further.
8. The new business rates retail discount scheme applies to 'occupied retail' properties with a rateable value of less than £51,000 in each of the years 2019-20 and 2020-21.
9. To illustrate how this will work, the following table gives 3 examples of differing Rateable Values and the financial effect:

Company 1	RV	£
Annual Liability	13,000	6,383.00
Less Transitional Relief		-1,166.75
Less Small Business Rates Relief		-3,477.50
Total before Retail Relief		1,738.75
Retail Relief	Equal to 1/3rd off bill	-579.58
Total due		1,159.17
Company 2	RV	£
Annual Liability	10,000	4,910.00
Total before Retail Relief		4,910.00
Retail Relief	Equal to 1/3rd off bill	-1,636.67
Total now due		3,273.33
Company 3	RV	£
Annual Liability	13,500	6,628.50
Less Small Business Rates Relief		-3,314.25
Total before Retail Relief		3,314.25
Retail Relief	Equal to 1/3rd off bill	-1,104.75
Total now due		2,209.50
Company 3	RV	£
Annual Liability	42,500	20,867.50
Less Transitional Relief		-7,909.59
Total before Retail Relief		12,957.91
Retail Relief	Equal to 1/3rd off bill	-4,319.30
Total due		8,638.61

10. As this is a measure for 2019-20 and 2020-2021 only, the Government is not changing the legislation around the reliefs available to properties. Instead the Government will, providing Councils follow the eligibility criteria set out in its guidance; reimburse local authorities that use their discretionary relief powers (using a grant under Section 31 of the Local Government Act 2003). The Government expects local government to grant relief to qualifying ratepayers.

11. The Council currently makes awards in accordance with Section 47 of the Local Government Finance Act 1988 (as amended) to grant relief. In order to adopt the “retail relief” scheme members will be required to adopt a local scheme and decide in each individual case when to grant “retail relief”.

Discretionary Retail Rate Discount Policy

12. The business rates retail relief policy for the Council will award relief to occupied retail properties with a rateable value of less than £51,000 in each of the years 2019-20 and 2020-21. The value of relief applied shall be one third of the bill and must be applied after mandatory reliefs and other discretionary reliefs funded by Section 31 grants have been applied.
13. The relief will be awarded to eligible businesses automatically and they will be notified of the award in writing.
14. Qualifying businesses must be wholly or mainly being used as shops, restaurants, cafes and drinking establishments.
15. Local authorities have been asked to provide an estimate of their total cost for providing the relief in their National Non-Domestic Rates Return (NNDR1).
16. Shops, restaurants, cafes and drinking establishments have been defined within the following 3 categories:
- I. Hereditaments that are being used for the sale of goods to visiting members of the public:
 - Shops (such as: florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off licences, chemists, newsagents, hardware stores, supermarkets, etc.)
 - Charity shops
 - Opticians
 - Post offices
 - Furnishing shops/ display rooms (such as: carpet shops, double glazing, garage doors)
 - Car/ caravan show rooms
 - Second hand car lots
 - Markets
 - Petrol stations
 - Garden centres
 - Art galleries (where art is for sale/hire)
 - II. Hereditaments that are being used for the provision of the following services to visiting members of the public:
 - Hair and beauty services (such as: hair dressers, nail bars, beauty salons, tanning shops, etc.)
 - Shoe repairs/ key cutting
 - Travel agents
 - Ticket offices e.g. for theatre
 - Dry cleaners

- Launderettes
- PC/ TV/ domestic appliance repair
- Funeral directors
- Photo processing
- Tool hire
- Car hire

III. Hereditaments that are being used for the sale of food and/ or drink to visiting members of the public:

- Restaurants
- Takeaways
- Sandwich shops
- Coffee shops
- Pubs and Bars

17. To qualify for the relief the hereditament should be wholly or mainly being used as a shop, restaurant, cafe or drinking establishment. In a similar way to other reliefs (such as charity relief), this is a test on use rather than occupation. Therefore, hereditaments which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the relief.

18. The Council can determine whether particular properties (hereditaments) not listed are broadly similar in nature to those above and, if so, to consider them eligible for the relief. Conversely, properties that are not broadly similar in nature to those listed above will not be eligible for relief.

19. In accordance with the Government's guidance on awarding Retail Rate Relief the Council considers the following not to be "retail premises" and they will not be eligible for relief under the scheme:

I. Hereditaments that are being used for the provision of the following services to visiting members of the public:

- Financial services (e.g. banks, building societies, cash points, bureaux de change, payday lenders, betting shops, pawn brokers)
- Other services (e.g. estate agents, letting agents, employment agencies)
- Medical services (e.g. vets, dentists, doctors, osteopaths, chiropractors)
- Professional services (e.g. solicitors, accountants, insurance agents/ financial advisers, tutors)
- Post office sorting offices

II. Hereditaments that are not reasonably accessible to visiting members of the public

20. The relief will be calculated using the same methodology as business rate charges and will be apportioned accordingly where the occupation, other reliefs or rateable value of a premises changes.

21. The relief will be applied automatically to eligible businesses in line with the policy.

22. State Aid (De Minimis Regulations) will apply when granting this and any other relief and ratepayers may be required to complete a declaration.

Risk Analysis

23.

Risk	Likelihood	Impact	Mitigating actions
Reliefs awarded do not qualify for Section 31 grant	1	3	The policy detailed above aligns with Government Guidance
Resources are not available to implement the scheme	2	2	An operational plan is in place to implement scheme and advise qualifying ratepayers
Software resource is not provided by Councils System provider (Northgate)	2	3	The software providers are currently working on the system requirements and are on course to deliver in time for annual billing 2019-20

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.



Ministry of Housing,
Communities &
Local Government

Business Rates

Retail Discount – Guidance



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About this guidance

1. This guidance is intended to support local authorities in administering the “Retail Discount” announced in the Budget on 29 October 2018. This Guidance applies to England only.
2. This guidance sets out the criteria which central Government considers for this purpose to be retail and eligible for this discount. The guidance does not replace existing legislation.
3. Enquiries on this measure should be addressed to:
ndr@communities.gov.uk

Introduction

4. The Government recognises that changing consumer behaviour presents a significant challenge for retailers in our town centres and is taking action to help the high street evolve.
5. The Government announced in the Budget on 29 October 2018 that it will provide a business rates Retail Discount scheme for occupied retail properties with a rateable value of less than £51,000 in each of the years 2019-20 and 2020-21. The value of discount should be one third of the bill, and must be applied after mandatory reliefs and other discretionary reliefs funded by section 31 grants have been applied. Where an authority applies a locally funded relief, for instance a hardship fund, under section 47 this is must be applied after the Retail Discount.
6. This document provides guidance to authorities about the operation and delivery of the policy. The Government anticipates that local authorities will include details of the relief to be provided to eligible ratepayers for 2019-20 in their bills for the beginning of that year.

Retail Discount

How will the relief be provided?

7. As this is a measure for 2019-20 and 2020-21 only, the Government is not changing the legislation around the reliefs available to properties. Instead the Government will, in line with the eligibility criteria set out in this guidance, reimburse local authorities that use their discretionary relief powers, introduced by the Localism Act (under section 47 of the Local Government Finance Act 1988, as amended) to grant relief. It will be for individual local billing authorities to adopt a local scheme and determine in each individual case when, having regard to this guidance, to grant relief under section 47. Central government will fully reimburse local authorities for the local share of the discretionary relief (using a grant under section 31 of the Local Government Act 2003). The Government expects local government to apply and grant relief to qualifying ratepayers from the start of the 2019/20 billing cycle.

8. Central government will reimburse billing authorities and those major precepting authorities for the actual cost to them under the rates retention scheme of the relief that falls within the definitions in this guidance. Local authorities will be asked to provide an estimate of their likely total cost for providing the relief in their National Non-Domestic Rate Return 1 (NNDR1) for 2019-20 and 2020-21. Central government will provide payments to authorities to cover the local share, as per the usual process.
9. Local authorities will also be asked to provide outturn data on the actual total cost for providing the relief, as per the usual process via the National Non-Domestic Rate 3 (NNDR3) forms for 2019-20 and 2020-21. Any required reconciliations will then be conducted at these points.¹

Which properties will benefit from relief?

10. Properties that will benefit from the relief will be occupied hereditaments with a rateable value of less than £51,000, that are wholly or mainly being used as shops, restaurants, cafes and drinking establishments.
11. We consider shops, restaurants, cafes and drinking establishments to mean:
 - i. Hereditaments that are being used for the sale of goods to visiting members of the public:**
 - Shops (such as: florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off licences, chemists, newsagents, hardware stores, supermarkets, etc)
 - Charity shops
 - Opticians
 - Post offices
 - Furnishing shops/ display rooms (such as: carpet shops, double glazing, garage doors)
 - Car/ caravan show rooms
 - Second hand car lots
 - Markets
 - Petrol stations
 - Garden centres
 - Art galleries (where art is for sale/hire)
 - ii. Hereditaments that are being used for the provision of the following services to visiting members of the public:**
 - Hair and beauty services (such as: hair dressers, nail bars, beauty salons, tanning shops, etc)

¹ As required in the NNDR3 guidance notes, the former categories of discretionary relief prior to the localism act (i.e. charitable/CASC/rural etc. top up and not for profit) should be applied first in the sequence of discretionary reliefs and, therefore, before the retail discount.

- Shoe repairs/ key cutting
- Travel agents
- Ticket offices e.g. for theatre
- Dry cleaners
- Launderettes
- PC/ TV/ domestic appliance repair
- Funeral directors
- Photo processing
- Tool hire
- Car hire

iii. Hereditaments that are being used for the sale of food and/ or drink to visiting members of the public:

- Restaurants
- Takeaways
- Sandwich shops
- Coffee shops
- Pubs
- Bars

12. To qualify for the relief the hereditament should be wholly or mainly being used as a shop, restaurant, cafe or drinking establishment. In a similar way to other reliefs (such as charity relief), this is a test on use rather than occupation. Therefore, hereditaments which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the relief.
13. The list set out above is not intended to be exhaustive as it would be impossible to list the many and varied retail uses that exist. There will also be mixed uses. However, it is intended to be a guide for authorities as to the types of uses that Government considers for this purpose to be retail. Authorities should determine for themselves whether particular properties not listed are broadly similar in nature to those above and, if so, to consider them eligible for the relief. Conversely, properties that are not broadly similar in nature to those listed above should not be eligible for the relief.
14. The list below sets out the types of uses that the Government does not consider to be retail use for the purpose of this relief. Again, it is for local authorities to determine for themselves whether particular properties are broadly similar in nature to those below and, if so, to consider them not eligible for the relief under their local scheme.

i. Hereditaments that are being used for the provision of the following services to visiting members of the public:

- Financial services (e.g. banks, building societies, cash points, bureaux de change, payday lenders, betting shops, pawn brokers)
- Other services (e.g. estate agents, letting agents, employment agencies)
- Medical services (e.g. vets, dentists, doctors, osteopaths, chiropractors)

- Professional services (e.g. solicitors, accountants, insurance agents/ financial advisers, tutors)
- Post office sorting offices

ii. Hereditaments that are not reasonably accessible to visiting members of the public

15. Generally speaking, the government also does not consider other assembly or leisure uses beyond those listed at paragraph 11 to be retail uses for the purpose of the discount. For example, cinemas, theatres and museums are outside the scope of the scheme, as are nightclubs and music venues which are not similar in nature to the hereditaments described at paragraph 11(iii) above. Hereditaments used for sport or physical recreation (e.g. gyms) are also outside the scope of the discount. Where there is doubt, the local authority should exercise their discretion with reference to the above and knowledge of their local tax base.

How much relief will be available?

16. The total amount of government-funded relief available for each property for 2019-20 and 2020/21 under this scheme is one third of the bill, after mandatory reliefs and other discretionary reliefs funded by section 31 grants have been applied, excluding those where local authorities have used their discretionary relief powers introduced by the Localism Act which are not funded by section 31 grants². There is no relief available under this scheme for properties with a rateable value of £51,000 or more. Of course, councils may use their discretionary powers to offer further discounts outside this scheme. However, where an authority applies a locally funded relief, sometimes referred to as a hardship fund, under section 47 this is must be applied after the Retail Discount.
17. The eligibility for the relief and the relief itself will be assessed and calculated on a daily basis. The following formula should be used to determine the amount of relief to be granted for a chargeable day for particular hereditament in the financial year 2019-20:

Amount of relief to be granted =

$$\frac{V}{3} \text{ where}$$

V is the daily charge for the hereditament for the chargeable day after the application of any mandatory relief and any other discretionary reliefs, excluding those where local authorities have used their discretionary relief

² As required in the NNDR3 guidance notes, the former categories of discretionary relief prior to the localism act (i.e. charitable/CASC/rural etc. top up and not for profit) should be applied first in the sequence of discretionary reliefs and, therefore, before the retail discount.

powers introduced by the Localism Act which are not funded by section 31 grants³.

18. This should be calculated ignoring any prior year adjustments in liabilities which fall to be liable on the day.
19. Ratepayers that occupy more than one property will be entitled to relief for each of their eligible properties, subject to State Aid De Minimis limits.

State Aid

20. State Aid law is the means by which the European Union regulates state funded support to businesses. Providing discretionary relief to ratepayers is likely to amount to State Aid. However Retail Relief will be State Aid compliant where it is provided in accordance with the De Minimis Regulations (1407/2013)⁴.
21. The De Minimis Regulations allow an undertaking to receive up to €200,000 of De Minimis aid in a three year period (consisting of the current financial year and the two previous financial years). Local authorities should familiarise themselves with the terms of this State Aid exemption, in particular the types of undertaking that are excluded from receiving De Minimis aid (Article 1), the relevant definition of undertaking (Article 2(2)⁵) and the requirement to convert the aid into Euros⁶.
22. To administer De Minimis it is necessary for the local authority to establish that the award of aid will not result in the undertaking having received more than €200,000 of De Minimis aid. Note that the threshold only relates to aid provided under the De Minimis Regulations (aid under other exemptions or outside the scope of State Aid is not relevant to the De Minimis calculation). Annex B of this guidance contains a sample De Minimis declaration which local authorities may wish to use, to discharge this responsibility. Where local authorities have further questions about De Minimis or other aspects of State Aid law, they should seek advice from their legal department in the first instance⁷.
23. The UK is scheduled to leave the EU on 29 March 2019. If there is an Implementation Period, the State Aid rules will continue to apply as now and will be subject to control by the EU Commission as at present. If the UK leaves the EU without a negotiated Withdrawal Agreement, the Government has announced its intention to transpose EU State Aid rules into UK domestic legislation, with only technical modifications to correct deficiencies with the transposed EU law to ensure

³ As required in the NNDR3 guidance notes, the former categories of discretionary relief prior to the localism act (i.e. charitable/CASC/rural etc. top up and not for profit) should be applied first in the sequence of discretionary reliefs and, therefore, before the retail discount.

⁴ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:352:0001:0008:EN:PDF>

⁵ The 'New SME Definition user guide and model declaration' provides further guidance:

http://ec.europa.eu/enterprise/policies/sme/files/sme_definition/sme_user_guide_en.pdf

⁶ http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm

⁷ Detailed State Aid guidance can also be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/15277/National_State_Aid_Law_Requirements.pdf

the regime operates effectively in a domestic context⁸. Local authorities should therefore continue to apply State Aid rules, including De Minimis, to the relief for 2019/20 and 2020/21.

Splits, mergers, and changes to existing hereditaments

24. The relief should be applied on a day to day basis using the formula set out above. A new hereditament created as a result of a split or merger during the financial year, or where there is a change of use, should be considered afresh for the relief on that day.

⁸ <https://www.gov.uk/government/publications/state-aid-if-theres-no-brexit-deal/state-aid-if-theres-no-brexit-deal>

Annex A: Calculation examples for 2019/20

The retail discount (one third) is always calculated after mandatory relief and other discretionary reliefs funded by section 31 grant.

Example 1: An occupied shop with a rateable value of £40,000

Gross rates (before any reliefs) = £40,000 x 0.491	= £19,640
Retail discount (1/3):	= -£6,547
Rates due (after retail discount):	= £13,093

Example 2: An occupied charity shop with a rateable value of £40,000

Gross rates (before any reliefs) = £40,000 x 0.504	= £20,160
Net rates after charity relief:	= <u>£4,032</u>
Retail discount (1/3):	= -£1,344
Rates due (after charity relief and retail discount):	= £2,688

Example 3: An occupied shop with a rateable value of £13,500 eligible for Small Business Rate Relief (SBRR)

Gross rates (before any reliefs) = £13,500 x 0.491	= £6,629
Net rates after SBRR (50%):	= <u>£3,314</u>
Retail discount (1/3):	= -£1,105
Rates due (after SBRR and retail discount):	= £2,210

Example 4: An occupied shop with a rateable value of £10,000 eligible for Small Business Rate Relief (SBRR)

Gross rates (before any reliefs) = £10,000 x 0.491	= £4,910
Net rates after SBRR (100%):	= £nil
Rates bill is nil and, therefore, no retail discount applies	

Example 5: An occupied shop with a rateable value of £40,000 eligible for Transitional Relief (TR) and receiving Revaluation Discretionary Relief

Gross rates (before any reliefs) = £40,000 x 0.491	= £19,640
Transitional Relief (say):	= -£1,500
Net rates after Transitional Relief:	= £18,140
Net rates after Revaluation Discretionary Relief (say):	= <u>£15,140</u>
Retail discount (1/3):	= -£5,047
Rates due (after TR, revaluation relief and retail discount):	= £10,093

Example 6: An occupied shop with a rateable value of £18,000 previously paying nothing prior to revaluation 2017 and eligible for Supporting Small Businesses Relief (SSB)

Gross rates (before any reliefs) = £18,000 x 0.491	= £8,838
Supporting Small Businesses Relief (say):	= -£7,038

Net rates after SSB:	= £1,800
Retail discount (1/3):	= -£600
Rates due (after SSB and retail discount):	= £1,200

Example 7: A shop with a rateable value of £40,000 (example 1) but only occupied until 30 September 2019

Gross rates (before any reliefs) = £40,000 x 0.491	= £19,640
Retail discount (1/3):	= -£6,547
Rates due p.a. (after retail discount):	= £13,093
Daily charge while occupied (leap year):	= £35.77 per day
Occupied charge 1/4/19 to 30/9/19 (183 days):	= £6,547
Unoccupied property relief (1/10/19 to 1/1/20):	= £nil
Unoccupied property rates (1/1/20 to 31/3/20), = £40,000 x 0.504 x 91/366	= £5,012
Rates due for the year (after retail relief):	= £11,559

Example 8: A shop with a rateable value of £40,000 (example 1) with a rateable value increase to £60,000 with effect from 1 October 2019

Gross rates (before any reliefs) = £40,000 x 0.491	= £19,640
Retail discount (1/3):	= -£6,547
Rates due p.a. (after retail discount):	= £13,093
Daily charge while occupied (leap year):	= £35.77 per day
Charge 1/4/19 to 30/9/19 (183 days):	= £6,547
Daily charge on standard multiplier (1/10/19 to 31/3/20): (£60,000 x 0.504)/366	= £82.62 per day
Charge 1/10/19 to 31/3/20 (183 days):	= £15,120
Rates due for the year (after retail relief):	= £21,667

Annex B: Sample paragraphs that could be included in letters to ratepayers about Retail Discount for 2019/20 and 2020/21

At Autumn Budget 2018, the Chancellor announced that eligible retailers will receive a one third discount on their business rates bills for two years from April 2019.

Relief will be provided to eligible occupied retail properties with a rateable value of less than £51,000 in 2019/20 and 2020/21. Your current rates bill includes this Retail Discount.

Awards such as Retail Discount are required to comply with the EU law on State Aid⁹. In this case, this involves returning the attached declaration to this authority if you have received any other *de minimis* State Aid, including any other Retail Discount you are being granted for premises other than the one to which this bill and letter relates, and confirming that the award of Retail Discount does not exceed the €200,000 an undertaking¹⁰ can receive under the *de minimis* Regulations EC 1407/2013.

Please complete the declaration and return it to the address above. In terms of declaring previous *de minimis* aid, we are only interested in public support which is *de minimis* aid (State Aid received under other exemptions or public support which is not State Aid does not need to be declared).

If you have not received any other *de minimis* State Aid, including any other Retail Discount you are being granted for premises other than the one to which this bill and letter relates, you do not need to complete or return the declaration.

If you wish to refuse to receive the Retail Discount granted in relation to the premises to which this bill and letter relates, please complete the attached form and return it to the address above. You do not need to complete the declaration. This may be particularly relevant to those premises that are part of a large retail chain, where the cumulative total of Retail Discount received could exceed €200,000.

Under the European Commission rules, you must retain this letter for three years from the date on this letter and produce it on any request by the UK public authorities or the European Commission. (You may need to keep this letter longer than three years for other purposes). Furthermore, information on this aid must be supplied to any other public authority or agency asking for information on '*de minimis*' aid for the next three years.

⁹ Further information on State Aid law can be found at <https://www.gov.uk/state-aid>

¹⁰ An undertaking is an entity which is engaged in economic activity. This means that it puts goods or services on a given market. The important thing is what the entity does, not its status. Therefore, a charity or not for profit company can be undertakings if they are involved in economic activities. A single undertaking will normally encompass the business group rather than a single company within a group. Article 2.2 of the *de minimis* Regulations (Commission Regulation EC/ 1407/2013) defines the meaning of 'single undertaking'.

‘De minimis’ declaration

Dear []

NON-DOMESTIC RATES ACCOUNT NUMBER: _____

The value of the non-domestic rates Retail Discount to be provided to [name of undertaking] by [name of local authority] is £ [] (Euros []).

This award shall comply with the EU law on State Aid on the basis that, including this award, [name of undertaking] shall not receive more than €200,000 in total of *De minimis* aid within the current financial year or the previous two financial years). The *de minimis* Regulations 1407/2013 (as published in the Official Journal of the European Union L352 24.12.2013) can be found at:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:352:0001:0008:EN:PDF> .

Amount of <i>de minimis</i> aid	Date of aid	Organisation providing aid	Nature of aid

I confirm that:

1) I am authorised to sign on behalf of _____ [name of undertaking]; and

2) _____ [name of undertaking] shall not exceed its *De minimis* threshold by accepting this Retail Discount.

SIGNATURE:

NAME:

POSITION:

BUSINESS:

ADDRESS:

DATE:

Refusal of Retail Discount form

Name and address of premises	Non-domestic rates account number	Amount of Retail Discount

I confirm that I wish to refuse Retail Discount in relation to the above premises.

I confirm that I am authorised to sign on behalf of _____ [name of undertaking].

SIGNATURE:

NAME:

POSITION:

BUSINESS:

ADDRESS:

DATE:

UTTLESFORD DISTRICT COUNCIL

BUSINESS RATES - DISCRETIONARY RATE RELIEF/DISCOUNT POLICY

EFFECTIVE 1st April 2019

Approved by Council 21 February 2019

Policy objectives

1. To support the local economy by providing incentives for occupation of empty premises, encourage business start-up and business expansion within Uttlesford.
2. To support rural communities by providing assistance to businesses operating in rural locations.
3. To contribute to maximising the Council's financial position under the business rates retention scheme by encouraging longer term rateable value growth.
4. To support town centre high streets evolve during a period of significant changes in customer behaviour.

Administration

- Page 213
6. The policy will be administered by the Council's Revenues service, who will determine the relief application process.
 6. The Revenues service will determine applications for relief, using the criteria set out in this policy. Applications for the Business Development category of relief will be assessed by the Council's Economic Development Officer who will notify the Revenues service of decisions made. The Council will have discretion to backdate awards of relief to the beginning of the current billing period.
 7. Eligibility for relief will typically be based upon objective criteria such as the rateable value, location and nature of an organisation's business. A business's profitability will not ordinarily be a relevant factor for determining eligibility. The intention is for a streamlined process that is simple to administer for both applicants and the Council. The Council shall have the right to request any additional information it considers necessary to determine an application.
 8. The over-riding consideration in the determination of any application is that the granting of relief must be judged to be in the wider interests of the Uttlesford community and its council tax payers.
 9. Appeals against unsuccessful applications for relief will be determined by the Section 151 Officer, whose decision shall be final. There shall be no further right of appeal.
 10. The granting of discretionary relief will typically be on a rolling one-year basis so that the Council has the agility to adjust the policy to reflect changing needs and circumstances.
 11. The policy will be subject to annual review and approval by the Cabinet.

State Aid Limitations

12. All granting of discretionary rate relief is subject to limitations under applicable State Aid legislation and associated De Minimis Regulations.
13. The Regulations currently allow a business to receive up to 200,000 Euros of state aid over a rolling three year period.

14. In practice, this means that smaller, independent businesses are more likely to be eligible for a relief/discount and larger, national businesses (e.g. chain stores) less likely.

CATEGORY OF RELIEF	ELIGIBLE ORGANISATIONS	MANDATORY RELIEF	DISCRETIONARY RELIEF
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 214</p> <p>Retail Discount New</p>	<p>For occupied retail Properties with a rateable value of < £51,000</p>	<p>No applicable</p>	<p>To support Town Centre high streets evolve during a period where customer shopping habits have shifted to online purchases.</p> <ul style="list-style-type: none"> • Must be a qualifying occupied retail premises as laid down in the Government Guidance MHCLG Retail Relief Guidance • Must have a rateable Value of < £51,000 • The discount will only be applied after all other mandatory reliefs and other discretionary reliefs funded by section 31 have been applied • The value of the Discount will be one third of the bill. • Locally funded reliefs such as hardship relief must be applied after the Retail Discount • State Aid limits will apply • The relief will be applied automatically to eligible Businesses <p>LA's will be fully reimbursed under section 31 grant</p> <p>The scheme will run for two years only the 2019-20 and 2020-21 only</p>
<p>Supporting Small Businesses Relief</p>	<p>For small businesses who are losing some or all of their small business or rural rate relief</p>	<p>Not applicable</p>	<p>To support ratepayers by limiting the amount of rates payable in each year to the greater of ;</p> <ul style="list-style-type: none"> • Cash value of £600 or • The matching cap on increases for small properties in the Transitional relief scheme. • The cash minimum increase will stay flat in each year

CATEGORY OF RELIEF	ELIGIBLE ORGANISATIONS	MANDATORY RELIEF	DISCRETIONARY RELIEF
			<p>Which means that under this scheme by year 5 the eligible ratepayer will not be paying more than £3,000 than they did in 2016/2017.</p> <p>LA's will be fully reimbursed under s31 grant</p> <p>Eligibility will not be lost with a change of occupier but will be lost if the property becomes vacant or is occupied by a charity or Community Amateur sports Club.</p>
Local Newspaper Relief Page 21	Local Newspapers occupying office space	Not applicable	<p>One discount per newspaper title</p> <ul style="list-style-type: none"> • Discount of £1500 • 2 years only from the 1st April 2017 (Autumn budget 2018 this scheme was extended for one more year 2019-20) • S31 grant
Revaluation Relief	Government funded Business Rate Relief to support Businesses that fact the steepest increased in their business rates.	Not applicable	<ul style="list-style-type: none"> • Scheme covering 3 years with effect from 1st April 2017 • Targeted at businesses facing an increase of 12.5% or more in their business rate bills due to the 2017 revaluation, with a Rateable value of less than £200,000 • National and Large chains will be excluded * • The relief is applied automatically to eligible Businesses • Relief will be awarded on the following basis; <ul style="list-style-type: none"> • Year 1 – 50% relief • Year 2 – 25% relief • Year 3 – 12% relief <p>A contingency pot will be held each year to cover any changes in business valuations.</p> <p><i>*A group of outlets owned by one company and spread across various locations nationwide or worldwide, with similar</i></p>

CATEGORY OF RELIEF	ELIGIBLE ORGANISATIONS	MANDATORY RELIEF	DISCRETIONARY RELIEF
			<i>appearance and providing similar services or goods across the outlets.</i>
<p>Rural Rate Relief</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 216</p>	<p>Within a rural settlement with a population below 3,000, a sole general store, post office, food shop, public house or petrol station</p>	<p>Within a rural settlement with a population below 3,000, the following will receive 50% mandatory rate relief:</p> <ul style="list-style-type: none"> • A sole general store, post office or food shop with a RV of less £8,500 • A sole public house or petrol station with a RV of less than £12,500 	<p>Within a rural settlement with a population below 3,000:</p> <ul style="list-style-type: none"> • A sole general store, post office, food shop, public house or petrol station with an RV exceeding the stated thresholds, but with an RV of up to £16,500, may be considered for up to 100% discretionary rate relief. <p>NEW FOR 2017/18: A sole general store, post office, food shop, public house or petrol station with an RV of between £16,501 and £27,500 may be considered for 100% discretionary rate relief up to the value of the £16,500 RV level. For example, a qualifying business with an RV of £18,500 would receive 100% relief up to £16,500 RV and have to pay rates on the remaining £2,000 RV.</p> <ul style="list-style-type: none"> • Discretionary local rural rate relief will be applied after any other applicable reliefs have been deducted.
<p>Charitable relief</p>	<p>Registered charities</p> <p>Registered Community Amateur Sports Clubs</p> <p>Community Interest Companies</p>	<p>Charities and Registered Community Amateur Sports Clubs are entitled to 80% relief where the property is occupied by the Charity or Club and is wholly or mainly used for charitable purposes or as a Registered Community Amateur Sports Club.</p>	<p>Charities and Registered Community Amateur Sports Clubs may be considered for up to 20% discretionary rate relief.</p> <p>FROM 2014/15: Community Interest Companies that have charitable aims (and use profits for charitable purposes) may be considered for up to 100% discretionary rate relief.</p>

CATEGORY OF RELIEF	ELIGIBLE ORGANISATIONS	MANDATORY RELIEF	DISCRETIONARY RELIEF
<p>Business Development relief</p> <p>Page 217</p>	<p>New non-retail SME businesses starting up, operating from new premises or premises that have been unoccupied for 12 months*</p> <p>Expanding non-retail SME businesses who enlarge their existing premises, or occupy an additional premises that is new or has been unoccupied for 12 months*</p> <p>*including the conversion of former agricultural buildings</p>	Not applicable	<p>FROM 2014/15: Qualifying businesses can be considered for discretionary rate relief of 50% for the first year and 25% for the second year. In the case of enlarged premises, the relief would be on the difference between the rates payable on the original premises and the rates payable on the extended premises.</p> <p>This is subject to demonstrating that:</p> <ul style="list-style-type: none"> • A minimum three year lease / occupancy commitment exists* • The business will endeavour to ensure that at least 50% of the business's employees are Uttlesford residents • The business will endeavour to ensure that at least 25% of the business's supplies and services expenditure is with Uttlesford businesses. <p>*In the event of the business vacating the premises within the first three years, the Council reserves the right to clawback the rate relief granted.</p>
<p>Small Business Rate Relief</p>	<p>Businesses with a rateable value of up to £14,999 will receive 100% small business rate relief</p> <p>For properties from 15,000 – 50,999 will have their business</p>	<p>From 1st April 2017 Businesses with an Rateable Value up to £12,000 will receive 100% relief.</p> <p>RV £12,000 to £14,999 – 100% relief decreases on a sliding scale by 1% for every £ 30 of RV between £12,000 and £ 14,999.</p>	None

CATEGORY OF RELIEF	ELIGIBLE ORGANISATIONS	MANDATORY RELIEF	DISCRETIONARY RELIEF
	rates calculated with the small business rate multiplier	RV £15,000 to £ 51,999 – no relief is allowed but the bill is calculated using the small business multiplier	
Flooding Rate Relief	Businesses whose premises are flooded due to bad weather	Not applicable	100% rate relief for three months from the date of the first flooding. (approved by Full Council 27 February 2014)
Unoccupied property rating	Any business	Business rates are not payable in the first three months that a property is empty. This is extended to six months in the case of certain industrial properties. Certain definitions and exemptions apply – please see the website.	None
Hardship Relief	Businesses who are suffering financial hardship because of a one-off event demonstrably beyond their control.	Not applicable	Discretionary rate relief of up to 100% for a limited period depending on circumstances. Consideration would also be giving to deferring payment due dates.

Committee: Council

Date:

Title: Pay Policy

Thursday, 21
February 2019

Report Author: Richard Auty, Assistant Director - Corporate Services
rauty@uttlesford.gov.uk

Summary

1. There is a requirement under the Localism Act 2011 for authorities to publish a pay policy and to review it annually. The policy sets out the pay and remuneration schemes in place and sets out the criteria for the forthcoming year.
2. A requirement under the Equalities Act 2010 (Specific Duties and Authorities) Regulations 2017 requires the council to publish gender pay gap information. This information is included in the Pay Policy.

Recommendations

3. The Council is recommended to approve the Pay Policy as set out in Appendix A.

Financial Implications

4. There are no implications for the Council's budget beyond those approved as part of the 2019/20 budget setting process.

Background Papers

5. None

Impact

- 6.

Communication/Consultation	Consultation has been carried out with Unison
Community Safety	None
Equalities	Equalities Impact Assessment is included

Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	The policy sets out the Council's remuneration scheme for staff.

Situation

7. The Localism Act 2011 put in place a requirement for councils to approve a Pay Policy before the start of each financial year. The policy will be used for the forthcoming year to determine recruitment, retention and reward for both existing and new staff.
8. All relevant government directives and guidance notes have been used to compile this policy.
9. It is possible to amend the policy during the year but any amendments must be approved by Full Council.
10. In accordance with the councils wish to demonstrate transparency, and to comply with the requirements of the Act, the policy and associated documents will be published on the internet.
11. An Equalities Impact Assessment has been completed and is attached as Appendix B.
12. The Equalities Act 2010 (Specific Duties and Public Authorities) Regulations 2017 came into force on 31 March 2017. The Regulations require employers to report on the gender pay gap within their organisation.
13. The gender pay gap is a measurement of the difference between men and women's average salaries and the Council is required to publish four measures of information as set out in the Pay Policy, based on a snapshot of pay information taken on 31 March each year.
14. The Council has no significant gender pay gap issues. On average (mean and median) the Council pays its female employees slightly more than its male employees.
15. For 2019/20 the Council's pay scales have been amended as part of the two-year pay deal, agreed nationally.

Risk Analysis

16.

Risk	Likelihood	Impact	Mitigating actions
The policy is not approved by 31 March	1 – the report is being presented to council well ahead of the deadline	2 – failure to comply with the Localism Act	Policy is before Members in advance of the deadline

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

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Pay Policy

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The aims of this policy

Uttlesford District Council (UDC) is committed to providing clear guidance on matters of policy all our employees, promoting a culture of fair treatment, respect and dignity, irrespective of individual differences.

This policy aims to provide managers and employees with clear guidance on how these policies will be managed and maintained in the workplace. It also meets the statutory requirements of the Localism Act 2011 with regard to the transparency of our pay and remuneration policies and the way we implement these throughout the authority.

Due to the nature of its content, it is intended that this policy will be used in conjunction with a number of existing policies within the organisation. Where relevant these documents will be referenced accordingly.

All relevant government directives and guidance notes have been used to compile this policy.

The contents of the policy and the application of them will be reviewed and approved on an annual basis by Full Council to ensure a consistent and fair approach to the remuneration of staff at all levels. Staff will only be paid in accordance with the conditions outlined in this document.

In managing the application of this policy, consideration should be given to the individual's requirements and circumstances in relation to the protected characteristics as detailed under the Equality Act 2010.

UDC has been an accredited Living Wage employer since January 2015.

This policy applies to all UDC employees.

Any employee who requires this policy in an alternative format or language should contact HR Admin.

Associated Documents:

HRP 6	Secondment Policy
HRP 7	Job Evaluation Scheme
HRP 8	Essential User Policy
HRP 9	Excess Travelling Time and Expenses Policy
HRP 12	U-Perform Appraisal Process
HRP 13	Acting-Up Payments
HRP 15	Standby and Recall to Work Payment Policy
HRP 24	Organisational Change Policy
HRP 33	Standard Conditions of Service
HRP 47	General Allowances and Subsistence Rates
HRP 48	Long Service Award Policy

Introduction

UDC recognises that to attract, retain and motivate quality staff, fair and equitable pay and reward processes need to be adopted and managed. These processes should be based on the current and future requirements of the organisation. They should also recognise that changes in both employee expectations and motivational needs, along with influential external factors such as labour market conditions, need to be continually considered and managed through these policies.

Robust pay and reward processes provide clarification and understanding of what contributions and responsibilities are required of employees at all levels and how their input is recognised and rewarded. It also supports the identification of the required values, behaviours and performance levels of the organisation in order for it to meet its key corporate and operational goals.

All of the policies referred to in this document have been formulated in accordance with local and national pay and reward standards and guidance. UDC works in partnership with Essex County Council's Human Resources (HR Partnership) therefore all policies will be implemented and managed with direct support from this group.

Policy Framework

1. Definitions

For the purpose of this policy only the term 'Chief Officer' is defined as follows:

- Any member of the Corporate Management Team (CMT)
- Any senior role evaluated between the pay Grades 12 to 15 (see section 3 below)

The term 'lowest paid staff' is defined as follows:

- Those staff members whose role is evaluated at Grade 3 on the NJC pay scale chart (see section 2 below)

2. Job Evaluation

UDC adopts job evaluation processes that aim to maintain fairness and equity in the grading of posts throughout the authority (see HRP 7). Jobs are only subject to evaluation if they are new posts or where a current post has significantly changed in relation to responsibilities and/or reporting lines.

UDC has two formal review processes that it applies dependant upon the expected outcome of the role being evaluated:

- | | |
|--------------------------------|--------------------------|
| • UDC Job Evaluation Scheme | From Grade 3 to Grade 11 |
| • Hay System of Job Evaluation | From Grade 12 upwards |

UDC Job Evaluation Scheme

The scheme focuses on the content and responsibilities of the role and not the person doing the job. It compares elements of the job against pre-determined factors ensuring that jobs are measured logically and fairly. Job Evaluation Panels are held on a frequent basis at the Authority and organized by the UDC HR team. This process is actioned by a core team of trained officers from within the authority. One member of each evaluation panel must be a representative of the union. Also a representative from the HR Partnership will be present at each panel and chair the proceedings, making notes of the decisions and helping with the decision-making process. Following CMT approval, Managers must submit a job profile along with a supporting questionnaire and structure chart which is then evaluated by the team where points are allocated against a number of factors.

Hay System of Job Evaluation

Where a role is anticipated to be graded above Grade 11, it will be submitted to the HR Partnership for evaluation through the Hay System. This process is adopted for senior roles within the authority as it allows for greater emphasis on key management factors. It uses a points allocation system.

Job Evaluation and Salary

The salary of any given UDC role is determined by an evaluation process. Salary bands are identified against the level of points awarded to a role. It is expected that new recruits will commence their employment at the bottom of the grade.

3. Pay

Salary Bands

UDC adopts the recognised National Joint Council (NJC) salary bands for its lower paid roles as detailed in the 'Green Book' (see HRP 33). These are developed through negotiations with Local Government employers and trade unions and are updated and applied in line with national circumstances. These pay bands are structured through a series of Spinal Column Points (SCP).

Roles that are evaluated at a Chief Officer level (Grades 13 to 15) and the former SM2 level (now Grade 12) have an independent salary band scheme applied to them.

The salary bands from April 2019 are below.

Role	Grade	Minimum	Maximum
Chief Executive	15	£113,487	£118,741
Directors	14	£90,369	£93,522
Assistant Directors	13	£69,353	£72,506
Grade 12 (former SM2)	12	£52,540	£55,692

For all officers in Grades 12 to 15 there is an annual 'cost of living' rise which will be added to the ranges set out in the table above.

Information on actual sums paid to Chief Officers is contained within the annual Statement of Accounts which is published on the council website each June. The relevant page is <http://www.uttlesford.gov.uk/finance>

Average Salaries

Based on staffing levels at the time of issuing this policy, from April 2018 the approximate average salary for all 'Green Book' salaried employees will be £26,899 and the median salary will be £24,657.

Due to the introduction of the Living Wage our employees start on at least Grade 3, which in 2019/20 will be £19,554 FTE.

Based on staffing levels at the time of issuing this policy, in 2019/20 the average salary for Chief Officers will be £68,027 and the median will be £69,023.

Salary Ranges

It is the council's policy that the salary range for the role of Chief Executive will normally be no greater than seven times the average salary of a Grade 3 'Green Book' employee.

It is the council's policy that the salary range for the role of Director will normally be no greater than five times the average salary of a Grade 3 'Green Book' employee.

It is the council's policy that the salary range for the role of Assistant Director will normally be no greater than four times the average salary of a Grade 3 'Green Book' employee.

All annual salaries are paid pro rata to part time working officers based on the number of hours they are contracted to work.

Increments in Pay

For all roles, increments in pay normally occur on an annual basis, subject to satisfactory performance demonstrated through the council's UPerform appraisal scheme. The increment reflects a move to the next level SCP within a grade. Once a role has reached the highest SCP within a grade there will be no further incremental pay awards.

Annual 'cost of living' award may also be awarded to all officers as a result of negotiations between the Local Government Employers and trade unions.

Pay Protection

UDC operates a pay protection policy which provides a mechanism to assist employees to adjust to a reduction in pay arising from organisational change, job evaluation or redeployment. Pay protection will apply to permanent employees from the effective date of the change of grade for a period of two years as follows:

Where the alternative suitable employment within UDC is at a lower grade, pay protection will be up to a maximum of one grade only from the highest SCP of that lower graded post regardless of the employee's grade in their previous role for the first

year following redeployment. Pay protection for the second year will reduce to 50% of the amount paid in the first year.

Living Wage

In January 2015, The Living Wage Foundation accredited Uttlesford District Council as a Living Wage Employer. The Living Wage commitment will see that everyone working at UDC, regardless of whether they are permanent employees or third-party contractors and suppliers; receive a minimum hourly wage of £10.13 (significantly higher than the national minimum wage of £7.83 at the time of issuing this policy and £8.21 from April 2019).

The Living Wage is an hourly rate set independently and updated annually. The Living Wage is calculated according to the basic cost of living using the “Minimum Income Standard” for the UK.

4. Additional Payments

Returning Officer Payment

The Council has a duty to appoint a Returning Officer for all elections that it runs. For District and Parish elections, the Returning Officer fee is met by the District Council. This fee, and the fees of all other people employed by the Returning Officer, is paid in accordance with the Council’s agreed scale of fees and expenses for elections.

Acting up payments

Acting up payments are awarded where officers temporarily undertake duties at a higher grade (see HRP 13). Payment is usually made where an officer is covering over 20% of the duties of the higher-grade post. The amount payable is calculated by assessing the percentage of the higher-level post covered and the difference between the officer’s current salary and the salary band minimum of the grade of the post covered.

Secondments

The authority provides the opportunity for officers to undertake roles on a secondment basis (see HRP 6). In most cases the secondee will be paid at the same level as their substantive post however, where the secondment post is of a higher pay band than their current role, a higher salary may be applied for the secondment period. This salary will be agreed by all relevant managers and HR representatives.

Essential User Car Allowance and Mileage Rates

The authority pays an Essential User Car Allowance to roles that meet the specified criteria. Where officers require the use of a vehicle to complete their day-to-day responsibilities, business mileage can be claimed (see HRP 8 & 47). Essential user allowance is only available to those qualifying people on salary grades up to and including Grade 11.

Any such allowances and mileage payments are calculated and applied in accordance with HM Revenue & Customs rates.

UDC Allowance

The authority has previously paid a local UDC allowance to all staff, on Grade 6 or below, after one year's continuous service. The allowance of £561 is paid in addition to an annual salary payment. Following a corporate review of allowances in 2011, this allowance is no longer paid to any staff commencing employment within the authority.

Following the implementation of the new pay structure in April 2017, the allowance is being phased out completely. Staff who were in receipt of the allowance on 1 April 2017 received the full allowance for 2017/18, 67% of the allowance in 2018/19 and will receive 33% of the allowance in 2019/20. The allowance will be removed completely from 1 April 2020.

Excess Travel Allowance

Additional travelling expenses can be claimed by employees when their work base is changed by circumstances beyond their control or they are transferred to a new work base (see HRP 9). The Officer is paid an allowance equal to the difference between the cost of travelling from their home to their new work place and from their home to their original workplace. The allowance is paid for a maximum period of three years from the date of transfer.

The UDC Excess Travelling Expenses Scheme is agreed within the scope of 'Green Book' conditions.

Meeting Allowances

Officers graded at 'Green Book' Grade 7 to Grade 11 can claim an allowance for attendance at evening and out of hours meetings relating to council business.

Overtime, Standby and Recall, and Emergency Response Payments

Officers may be entitled to overtime payments if they work beyond their normal contracted hours and have the agreement of their line manager. The Council's standard overtime rate is SCP 27 at time and a half, or double time on Sundays. Chief Officers have the discretion to authorise overtime payments above SCP 27 should they consider it appropriate.

Standby and Recall to Work payments apply if officers, in respect of their contracted duties, are required to be on a call out rota or list, or respond to calls outside of normal working hours. Eligibility for standby and recall to work payments will be confirmed in the terms and conditions of the officer's contract of employment and details are set out in HRP15.

Officers who respond to a civil emergency either in the district or through mutual aid arrangements with other local authorities, are eligible for payment in line with the Council's overtime arrangements.

Market Supplements

The authority does not normally apply market supplement payments to any role. If however, the employment market dictates the need to apply a supplement to a particular role; this will be applied in accordance with a new policy.

Long Service Awards

The authority acknowledges the importance of employees who are committed to their work and wishes to reward the loyalty of those officers who have Long Service with UDC. Long Service Awards are given upon the successful completion of 20, 30 and 40 continuous service at UDC or one of its predecessor authorities.

Awards are made as follows:

20 years service	Vouchers to the value of £250
30 years service	Vouchers to the value of £500
40 years service	Vouchers to the value of £750

Vine Extras

From April 2016 the authority has subscribed to Vine Extras. This is a reward gateway to a large number of retailers where employees can make savings on purchases. The cost to the authority is £4 per employee. By November 2018 there were 173 registered users who had placed 1256 orders with a total value of £116,229.

Childcare Vouchers

All permanent employees may participate in the Childcare Voucher scheme through a salary sacrifice arrangement.

The Government is scheduled to launch a new scheme designed to assist employees with their childcare costs. The Council will continue to offer the Childcare Voucher scheme to existing users for as long as there is a demand and taxation advantage to offering it.

5. Recruitment

All officers recruited by UDC will be given a formal written contract detailing the particulars of their employment and the compensation they will receive in exchange for the work they perform. These contracts will reflect the status of the employee's employment i.e. permanent, temporary, casual etc.

The specific terms of the contracts are detailed in a Written Statement of Particulars for Local Government Employees (Grade 3 to Grade 11) which will accompany the contract.

The Statement of Written Particulars for staff on Grade 12 to Grade 15 will reflect the different terms and conditions that apply to those roles.

Any changes to terms and conditions of employment will follow consultation and, where necessary, negotiation with individuals and recognised trade unions.

6. Reward & Recognition

To monitor the performance of all 'Green Book' officers, the authority adopts a local appraisal process, U-Perform. Performance will be reviewed and graded against the achievement of a number of key objectives and the demonstration of relevant values and behaviours. There are no additional monetary rewards other than incremental progression within the officer's pay band for acceptable performance within this scheme.

7. Career Progression Schemes

In some areas of the authority officers are offered progression in their roles through a career progression scheme. Within such schemes, progression is usually awarded after successful completion of particular qualifications or work experience. Details of the scheme and how it will be applied to an individual will be documented in their contract of employment.

The authority also offers opportunities for apprenticeships and other national schemes such as school work experience placements. Apprenticeships have their own national pay scheme and are therefore outside of this policy.

8. Pension

The Local Government Pension Scheme (LGPS) is open to all new and existing employees of the authority.

The government has introduced new overriding pension legislation to make it easier for people to save for their retirement.

It requires all employers to Auto Enroll all eligible jobholders into a workplace pension scheme who are:

- not already in a workplace pension scheme and or previously opted out;
- earning over £10,000 gross per year (or £192 per week or £833 per month) - These figures relate to Tax year 2018/19 and are reviewed on an annual basis each April
- aged 22 or over;
- and under State Pension Age.

An employee may decide at any time to opt out of membership of the LGPS but will be automatically be re-enrolled into the scheme on what is called the "re-enrolment date" if, on that date, an employee is aged at least 22, under State Pension Age and earning more than £10,000 or pro-rata per pay period, exception to this is if an employee has opted out within 12 months prior to the "re-enrolment date". At that point an employee will not be re enrolled until the next "re enrolment date"

The workplace pension scheme provided is the Local Government Pension Scheme (LGPS) which is a qualifying pension scheme, which means it meets or exceeds the government's standards.

9. Severance

On cessation of employment from the authority, officers including Chief Officers will only receive compensation:

- (a) in circumstances that are relevant e.g. redundancy
- (b) in the application of any employer discretions provided by the LGPS and/or
- (c) that complies with the specific term(s) of a Settlement Agreement.

The authority adopts an early retirement policy (see HRP 25)

Settlement Agreements (previously known as Compromise Agreements)

In exceptional circumstances to avoid or settle a claim or potential dispute, the authority may agree payment of a settlement sum through the issue of a Settlement Agreement. All cases will be overseen by the Legal Department in conjunction with the relevant line manager to ensure all legal, financial and contractual responsibilities have been met and all settlement agreements must be signed off by a Director or the Chief Executive. If a settlement sum is in excess of £100,000, and/or paid to the Chief Executive, it must be agreed by Full Council.

10. Pay Grades

The second year of the nationally-agreed two year pay deal sees the introduction of additional Spinal Column Points in Grades 3 to 5. These are reflected in the table below.

Updated 1 April 2019								
HRP 33 - Standard Conditions of Service								
"Protected" APT&C Staff Scales	Spinal Column Point	Annual Salary	Local Allowance £185.13 0% in 2017/18 33% in 2018/19 67% 2019/20 100% from 2020/21	Overtime Payable	Notice Period	Annual Leave		Evening Meeting Allowance (AFTER 5.30 PM)
						Basic HOURS	After 5 continuous years HOURS	
GRADE 3 Scale 3	7	£19,554	Yes	Yes	1 month	155.5	185	Time off in lieu
	8	£19,945						
	9	£20,344						
	10	£20,751						
GRADE 4 Scale 4	11	£21,166						
	12	£21,589						
	13	£22,021						
	14	£22,462						
GRADE 5 Scale 5	15	£22,911						
	16	£23,369						
	17	£23,836						
	18	£24,313						
GRADE 6 Scale 6	19	£24,799				163		
	20	£25,295						
	21	£25,801						
	22	£26,317						
GRADE 7 SO1	23	£26,999	No	No		170	192.5	Time off in lieu or £30.90
	24	£27,905						
	25	£28,785						
	26	£29,636						
GRADE 8 PO 1-4	27	£30,507			2 months	185	200	
	28	£31,371						
	29	£32,029						
	30	£32,878						
GRADE 9 PO 5-8	31	£33,799						
	32	£34,789						
	33	£35,934						
	34	£36,876						
GRADE 10 PO 9-12	35	£37,849						
	36	£38,813						
	37	£39,782						
	38	£40,760						
GRADE 11 PO 13-16	39	£41,675						
	40	£42,683						
	41	£43,662						
	42	£44,632						
GRADE 12 SM 2	43	£45,591			3 months	200	222	
	44	£46,916						
	45	£48,236						
	46	£49,575						
GRADE 13 Assistant Directors	47	£50,901						Not entitled to the Meeting Allowance
	48	£52,540						
	49	£53,591						
	50	£54,641						
GRADE 14 Directors	51	£55,692						
	52	£69,353						
	53	£70,403						
	54	£71,455.1						
GRADE 15 Chief Executive	55	£72,506						
	56	£90,369						
	57	£91,420						
	58	£92,471						
	59	£93,522						
	60	£113,487						
	61	£115,063						
	62	£116,639						
	63	£118,741						

Gender Pay Gap

Background

The Equalities Act 2010 (Specific Duties and Public Authorities) Regulations 2017 came into force on 31 March 2017. The Regulations require employers to report on the gender pay gap within their organisation.

The gender pay gap is a measurement of the difference between men and women's average salaries. It is not about men and women being paid differently for the same job, which has been prohibited by equal pay legislation since 1975.

The UK's gender pay gap has fallen over time. In 2007 it was 25 per cent, while ONS statistics published in October 2016 put the figure at 18.1 per cent.

The ONS data showed that the pay gap is lower in the public sector than the private sector – women working in the private sector were paid 24.5 per cent less on average than men (25.6 per cent in 2015) while in the public sector women were paid 18.3 per cent less (18.8 per cent in 2015).

The 2017 Regulations apply to defined public sector bodies (including councils) with at least 250 employees and require the publication of four measures of information based on a snapshot of pay information taken on 31 March:

- The difference between the average (mean and median) hourly rate of pay for male and female employees (excluding employees being paid at less than their usual rate because of maternity leave, for example)
- The difference between the average (mean and median) bonuses paid to male and female employees over the period of 12 months ending with the snapshot date of 31 March
- The proportion of male employees and female employees who were paid bonuses during the period of 12 months ending with the snapshot date
- The proportions of male and female employees in each quartile of the pay distribution

The Government states the following reasons for the publication of this data:

- Mean and median figures will give public authorities better understanding of their gender pay gap, whilst facilitating comparison with national and international figures
- The definition of 'ordinary pay' and the methodology is intended to mirror as closely as possible that used by ONS in its Annual Survey of Hours and Earnings, to enable meaningful comparison of the data
- Bonus payments can be a significant element of overall remuneration in some sectors. Requiring the reporting of bonuses will encourage public authorities to scrutinise their remuneration policies and ensure that their practices for bonuses are fair and transparent

- A key driver of the gender pay gap is that fewer women than men are employed in senior and higher paid positions. The specified public authorities will be required to report on the number of men and women in each quartile of their pay distribution. This will help authorities consider where women are concentrated in terms of their remuneration and whether there are any blockages to their progression.

Uttlesford District Council’s Gender Pay Gap Information

As at 31 March 2018:

The Council had 353 employees: 169 male, 184 female.

- 1) *The difference between the average (mean and median) hourly rate of pay for male and female employees*

	Mean Hourly Rate	Median Hourly Rate
Male	£14.15	£12.12
Female	£14.47	£12.12
Difference in hourly rate of pay	-2.26 per cent	0 per cent

- 2) *The difference between the average (mean and median) bonuses paid to male and female employees over the period of 12 months ending with the snapshot date of 31 March*

No bonuses were paid

- 3) *The proportion of male employees, and of female employees who were paid bonuses during the period of 12 months ending with the snapshot date*

No bonuses were paid

- 4) *The proportions of male and female employees in each quartile of the pay distribution*

353 employees = 88 employees per quartile (89 in quartile 4)

	No. of male employees	No. of female employees	Percentage of male employees	Percentage of female employees
Quartile 1	58	30	66	34
Quartile 2	33	55	38	62
Quartile 3	32	56	36	64
Quartile 4	46	43	52	48

Commentary

The figures demonstrate there are no significant gender pay gap issues at Uttlesford District Council. As in the previous year, on average the council pays its female employees slightly more than its male employees (the figure at 31 March 2017 was -3.3 per cent). The percentage of male and female employees in Quartiles 1 and 2 are identical to the previous year. In Quartile 3 there has been a slight increase in the percentage of male employees and a corresponding decrease in the number of female employees (31 per cent male and 69 per cent female on 31 March 2017). In Quartile 4, there has been a one percentage point decrease in male employees and a 1 per cent increase in female employees (53 per cent male and 47 per cent female at 31 March 2017). The council has robust job evaluation and recruitment processes to ensure equal opportunity for all.

More information and help

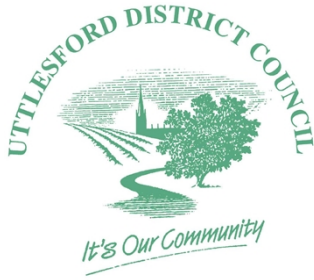
Associated documents

All associated documents listed in this policy are available on request

Contact for more information

HR: Tel: 01799 510424

Email: humanresources@uttlesford.gov.uk



Uttlesford District Council

Fast-track equality impact assessment (EqIA) tool

What is this tool for?


This tool will help you to assess the impact of existing or new strategies, policies, projects, contracts or decisions on residents and staff. It will help you to deliver excellent services, by making sure that they reflect the needs of all members of the community and workforce.

What should be equality impact assessed?

You only need to equality impact assess strategies, policies, projects, contracts or decisions that are **relevant** to equality. If you are not sure whether your activity is relevant to equality take the 'relevance test' on Page 9.


How do I use the tool?

This tool is easy to use and you do not need expert knowledge to complete it. It asks you to make judgments based on evidence.





The tool uses a system of red flags  to give you an indication of whether or not your responses are identifying potential issues. Getting a red flag does not necessarily indicate a problem, but it does mean that your assessment is highlighting issues or gaps in data that may require further investigation or action.

If there is insufficient space to answer a question, please use a separate sheet.

General information		
1	Name of strategy, policy, project, contract or decision.	Pay Policy
2	What is the overall purpose of the strategy, policy, project, contract or decision?	To set out the pay arrangements for council staff in accordance with the Localism Act 2011 and the gender pay gap reporting requirements in accordance with the Equalities Act 2010 (Specific Duties and Authorities) Regulations 2017
3	Who may be affected by the strategy, policy, project, contract or decision?	<input type="checkbox"/> Residents <input checked="" type="checkbox"/> Staff <input type="checkbox"/> A specific client group/s e.g. linked by geographical location, social economic factors, age, disabilities, gender, transgender, race, religion or sexual orientation (please state)
4	Responsible department and Head of Division.	Richard Auty, Assistant Director, Corporate Services on behalf of CMT
5	Are other departments or partners involved in delivery of the strategy, policy, project, contract or decision?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – all departments
Gathering performance data		
6	Do you (or do you intend to) collect this monitoring data in relation to any of the following <u>diverse groups</u> ?	<input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Sex <input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Gender Reassignment <input checked="" type="checkbox"/> Sexual Orientation <input checked="" type="checkbox"/> Religion & Belief <input checked="" type="checkbox"/> Pregnancy and Maternity <input checked="" type="checkbox"/> Marriage and Civil Partnerships <input type="checkbox"/> Rural Isolation

7	How do you (or how do you intend to) monitor the impact of the strategy, policy, project, contract or decision?	<input type="checkbox"/> Performance indicators or targets <input type="checkbox"/> User satisfaction <input type="checkbox"/> Uptake <input type="checkbox"/> Consultation or involvement <input checked="" type="checkbox"/> Workforce monitoring data <input type="checkbox"/> Complaints <input type="checkbox"/> External verification <input type="checkbox"/> Eligibility criteria <input type="checkbox"/> Other (please state): <input type="checkbox"/> None 

Analysing performance data

<p>8</p>	<p>Consider the impact the strategy, policy, project, contract or decision has already achieved, measured by the monitoring data you collect. Is the same impact being achieved for diverse groups as is being achieved across the population or workforce as a whole?</p>	<p> <input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No* <input type="checkbox"/> Insufficient  <input type="checkbox"/> Not applicable  </p> <p><i>*Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified:</i></p> <p>No specific groups are referred to in the document and none of the information within it will have a differential impact on any group.</p>
<p>9</p>	<p>Is uptake of any services, benefits or opportunities associated with the strategy, policy, project, contract or decision generally representative of <u>diverse groups</u>?</p>	<p> <input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No* <input type="checkbox"/> Insufficient  <input type="checkbox"/> Not applicable  </p> <p><i>*Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified:</i></p> <p>No specific groups are referred to in the document and none of the information within it will have a differential impact on any group.</p> <p>It should be noted that there are changes to the</p>

		<p>pay scale for Grade 3 to 5, in which additional Spinal Column Points (SCPs) have been included. From April 2019 there will be five SCPs in Grade 3 and six SCPs in Grades 4 and 5 compared to four SCPs in all other grades. This is part of the nationally agreed two-year pay deal.</p> <p>Staff in these Grades are being moved into the new structure on a SCP that will give them the appropriate percentage pay rise (lower pay scales receive a greater than 2% rise for 2019/20) and place them at the equivalent point on the new Pay Scale. For example, if a member of staff in Grade 4 was on the second of four SCPs on the old structure and therefore would have been moving to the third of four SCPs in April 2019, they will move to the fifth of six SCPs in the new structure. This means they are still moving to the second-to-top SCP. Additional SCPs could in future mean it will take longer for new staff in these Grades to reach the top of the Grade. Equalities monitoring data suggests this could have more of an impact on men than women. However, the new pay structure gives managers greater flexibility to award incremental increases of more than one SCP in recognition of excellent work and greater flexibility for where a new employee starts on the Scale, both of which will have the effect of mitigating this.</p> <p>The situation will be monitored from 2019/20 and appropriate action taken if required.</p>
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Checking delivery arrangements

10	<p>You now need to check the accessibility of your delivery arrangements against the requirements below. Click on the hyperlinks for more detailed guidance about the minimum criteria you should meet.</p> <p><i>If assessing a proposed strategy, policy, project, contract or decision, indicate 'Yes' if you</i></p>
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anticipate compliance by launch of implementation.

Yes No  N/A

The [premises](#) for delivery are accessible to all.

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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[Consultation](#) mechanisms are inclusive of all.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------	--------------------------

[Participation](#) mechanisms are inclusive of all.


<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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If you answered 'No' to any of the questions above please explain why giving details of any legal justification.

Checking information and communication arrangements

11 You now need to check the accessibility of your information and communication arrangements against the requirements below. Click on the hyperlink for more detailed guidance about the minimum criteria you should meet.

If assessing a proposed strategy policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.



	Yes	No 	N/A
Customer contact mechanisms are accessible to all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electronic, web-based and paper information is accessible to all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publicity campaigns are inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Images and text in documentation are representative and inclusive of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you answered 'No' to any of the questions above please explain why, giving details of any legal justification.


Future Impact

12 Think about what your strategy, policy, project, contract or decision is aiming to achieve over the long term and the ways in which it will seek to do this. This is your opportunity to take a step back and consider the practical implementation of your strategy, policy, project, contract or decision in the future. As well as checking that people from diverse groups will not be inadvertently excluded from or disadvantaged by any proposed activities, it is also an opportunity to think about how you can maximize your impact, reach as many people as possible and really make a difference to the lives of everyone in Uttlesford regardless of their background or circumstances.




Is it likely to inadvertently exclude or disadvantage any diverse groups?

- No
- Yes * 
- Insufficient evidence 

*Please state any potential issues Identified.

Improvement actions	
13	<p>If your assessment has highlighted any potential issues or red flags, can these be easily addressed?</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No*  <input checked="" type="checkbox"/> Not applicable </p> <p><i>*If Yes, please describe your proposed action/s, intended impact, monitoring arrangements implementation date and lead officer:</i></p>

Making a judgement – conclusions and next steps

14	<p>Following this fast-track assessment, please confirm the following:</p> <p> <input checked="" type="checkbox"/> There are no inequalities identified that cannot be easily addressed or legally justified  No further action required. Complete this form and implement any actions you identified in Q13 above </p> <p> <input type="checkbox"/> There is insufficient evidence to make a robust judgement.  Additional evidence gathering required (go to Q17 on Page 7 below). </p> <p> <input type="checkbox"/> Inequalities have been identified which cannot be easily addressed.  Action planning required (go to Q18 on Page 8 below). </p>
15	<p>If you have any additional comments to make, please include here.</p> <p> <input type="checkbox"/> None </p>

Completion

16	<p>Name and job title (Assessment lead officer)</p> <p>Richard Auty Assistant Director, Corporate Services</p>
	<p>Name/s of any assisting officers and people consulted during assessment:</p> <p>CMT, HR & Payroll</p> <p>Date:</p> <p>24 January 2019</p> <p>Date of next review:</p> <p>February 2020</p> <p><i>For new strategies, policies, projects, contracts or decisions this should be one year from implementation.</i></p>

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Committee: Council

Date:

Title: Corporate Plan Refresh 2019-2023

Thursday, 21
February 2019

Report Author: Dawn French, Chief Executive

dfrench@uttlesford.gov.uk

Tel: 01799 510400

Summary

1. The Corporate Plan is a key document that sets out the Council's vision and priorities for the next four years (see appendix A)
2. It is good practice to review the Corporate Plan annually to ensure it remains fit for purpose, in that it reflects the needs and priorities of the residents, communities and businesses of the District.
3. The Corporate Plan forms part of a wider strategic planning framework which directs how and where Council resources are allocated. It will be accompanied by a delivery plan that sets out the outputs, outcomes and performance measures against the priorities and this will be produced again for 2019/20.

Recommendations

4. That the draft Corporate Plan for 2019-23 be recommended to Council for approval.

Financial Implications

5. There are no direct financial implications arising from this report. Any financial implications arising in the associated delivery plan will be identified in the budget.

Background Papers

6. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

None

Impact

- 7.

Communication/Consultation	The plan is derived from ongoing community and budget consultation activities
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Community Safety	Community safety is clearly identified as a corporate priority; specific actions and projects will be identified in the delivery plan and service plans.
Equalities	Any equalities implications resulting from actions or projects in the corporate plan will be identified in the delivery plan and service plans. The corporate plan can be made available in other formats on request
Health and Safety	Any health and safety implications resulting from actions or projects in the corporate plan will be identified in the delivery and service plans.
Human Rights/Legal Implications	Approval of the Corporate Plan is a function that can only be discharged by Council. Any legal implications resulting from actions or projects in the corporate plan will be identified in the delivery and service plans. There are no human rights implications.
Sustainability	Any sustainability implications resulting from actions or projects in the corporate plan will be identified in the delivery and service plans.
Ward-specific impacts	Any ward-specific impacts resulting from actions or projects in the corporate plan will be identified in the service delivery and plans.
Workforce/Workplace	Any workforce implications resulting from actions or projects in the corporate plan will be identified in the delivery and service plans

Situation

8. The Corporate Plan narrative remains unchanged. The column setting out how we will address the priorities has had some minor updates but these will be detailed in the Corporate Plan Delivery Plan.
9. Underpinning all the priorities within the Corporate Plan will be three important themes that will become embedded in the way the Council delivers all its services going forward:
 - a. to manage and minimise the environmental impact of our activities
 - b. to maximise the use of digital and SMART technology to enhance well-being
 - c. to demonstrate our commitment to diversity and inclusion

Risk Analysis

10.

Risk	Likelihood	Impact	Mitigating actions
	1	3	Greater clarity and explanatory narrative enables staff to understand the priorities more clearly; a delivery plan with outputs and outcomes will be drafted alongside the budget to ensure that adequate resources are allocated; activities will feature in service and individual performance plans

- 1 = Little or no risk or impact
- 2 = Some risk or impact – action may be necessary.
- 3 = Significant risk or impact – action required
- 4 = Near certainty of risk occurring, catastrophic effect or failure of project.

Appendix A: Corporate Plan

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Appendix A

Our Vision: Working together for the well-being of our community and to protect and enhance the unique character of the District

Promote thriving, safe and healthy communities

<p><u>Why is this important:</u> Uttlesford continues to be one of the most affluent areas in the country with a strong sense of community and low levels of crime, where most residents enjoy generally good health. It is one of the 20% least deprived council areas in England however 7% of children (1000) live in low income families and overall the Indices of Multiple Deprivation Index (IMD) scores have worsened since 2010. In addition, whilst Uttlesford may compare well to other areas, the absolute figures give cause for concern such as the increasing prevalence of obesity in reception year children. The council, with its partners, wants to act early to support communities and individuals to live well; specifically the council is keen to work with the voluntary sector, who are well placed to deliver very local and targeted programmes. Housing is also essential to enabling our residents to live well but there is recognised to be issues of affordability, availability and suitability. The council will continue to strive to ensure everyone has access to safe, secure, warm and affordable homes.</p>	<p><u>We will do this by:</u> Working with the Health and Wellbeing Partnership, to promote healthy lifestyles Working with the Community Safety Partnership, to improve community safety Working with partners, including the voluntary sector Delivering affordable housing Preventing homelessness Improving private sector housing conditions Improving community engagement Promoting garden communities</p>
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Protect and enhance heritage and character

<p><u>Why is this important:</u> The combination of over 3800 listed buildings, historic towns, traditional villages and open countryside make Uttlesford a great place to live, work and visit. It is also growing at pace due to its location, which presents opportunities and challenges to protect and enhance its essential character for present and future generations. Too often our beautiful place is blighted by fly tipping, litter and untidy open space. Together with residents, communities and businesses, we want to ensure that Uttlesford always looks its best to encourage more people and businesses to visit or locate here.</p>	<p><u>We will do this by:</u> Producing and adopting a Local Plan Targeting resources to litter/flytipping hotspots for promotion, cleaning and enforcement Working with others to increase access to the heritage and history of the District Encouraging positive planning that values heritage and promotes growth Opposing a 2nd runway at Stansted airport</p>
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Support sustainable business growth

<p><u>Why is this important:</u> Uttlesford benefits from very low levels of unemployment but key to this is a diverse and growing economy. Located between London and Cambridge and with Stansted airport in our district, we want to attract and retain businesses that provide good jobs for local people. Digital connectivity is essential for businesses and their customers, which is why we are investing directly to improve broadband access. The retail sector everywhere faces particular challenges but our town centres provide local services for our residents and are important to our tourism offer; we all need to do what we can to maintain and improve their vitality. The proposed garden communities provide the opportunity for a range of businesses, jobs and skills to complement and enhance the District's economic offer.</p>	<p><u>We will do this by:</u> Supporting the expansion of and promotion of key sectors Supporting the delivery of superfast broadband Promoting town centres and visitor economy Promoting the local and regional economic benefits of Stansted Airport Working with the Employment, Economy, Skills, Environment and Transport Group (EESSET) and London, Stansted, Cambridge Consortium to promote economic opportunities Establishing local economic strategies for the proposed garden communities</p>
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Maintain a financially sound and effective Council

<p><u>Why is this important:</u> The way in which the council funds its activities continues to undergo significant change. UDC has lost £2.5m in funding from government comparing 2016/17 to 2018/19 and now receives no revenue support grant. Investments and income streams are therefore much more important as is ensuring we spend wisely, ensuring our services are as effective as possible; a particular focus will be environmental services ensuring waste and recycling services are reliable and effective. Good customer service is essential to enable us to get</p>	<p><u>We will do this by:</u> Setting a MTFS that balances prudent use of investment, reserves and capital Continuing to invest in Chesterford Research Park and other suitable opportunities as they arise Implementing service reviews to ensure efficiency and effectiveness Enabling enhanced citizen access through the council's website</p>
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Appendix A

Our Vision: Working together for the well-being of our community and to protect and enhance the unique character of the District

it right first time. We also need our residents to help us for example, by recycling as much waste material as possible and paying their bills online to reduce transaction costs.

Developing a new depot to co-locate three existing depots

Underpinning these priorities are three important considerations for the way in which the council delivers its services:

- to manage and minimise the environmental impact of our activities
- to maximise the use of digital and SMART technology to enhance well-being
- to demonstrate our commitment to diversity and inclusion

Committee: Council

Date:

Title: Thaxted Neighbourhood Plan

Thursday 21
February 2019

Report Author: Demetria Macdonald, Planning Policy Officer
dmacdonald@uttlesford.gov.uk

Summary

1. The Localism Act 2011 introduced a right for communities to draw up neighbourhood plans. Thaxted Parish Council, with support and advice from the District Council, has produced a neighbourhood plan which has subsequently undergone a successful examination and referendum. This report considers whether the Thaxted Neighbourhood Plan should be made (the Neighbourhood Plan legislation's term for adopted) by the District Council as part of the statutory development plan.
2. A neighbourhood plan, once 'made', forms part of the statutory development plan and sits alongside the Uttlesford Local Plan Adopted 2005. Should planning permission be sought in areas covered by an adopted neighbourhood plan, the application must be determined in accordance with both the neighbourhood plan and the Local Plan unless material considerations indicate otherwise.

Recommendations

3. That Council approves that the Thaxted Neighbourhood Plan is formally 'made' as part of the statutory development plan for the District.

Financial Implications

4. The examination and referendum were initially funded by Uttlesford District Council at a cost of approximately £6,044.10 and £4,301.23 respectively. The latter figure has been amended since this report was considered at Cabinet as further costs have been taken into account. UDC will be able to claim up to £20,000 funding from MHCLG which will cover the cost of the examination and referendum.

Background Papers

5. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

None

Impact

6.

Communication/Consultation	The plan has undergone significant community involvement in its preparation
Community Safety	The plan deals with community safety
Equalities	The plan consulted with every resident
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	The plan deals with sustainability of the parish
Ward-specific impacts	Thaxted and the Eastons
Workforce/Workplace	None

Situation

7. The parish of Thaxted was designated a neighbourhood plan area on 10 December 2015. The Neighbourhood Plan group then gathered evidence and undertook significant consultation. Pre-Submission consultation under Regulation 14 was undertaken between 8 January – 28 February 2018.
8. The Thaxted Neighbourhood Plan was submitted for Examination on 10 July 2018. The examination was conducted via written representations as the Examiner decided that a public hearing would not be required. The Examiner's Report, detailing recommendations was received in September 2018. On 29 November 2018, Cabinet accepted and endorsed the proposed changes to

the Neighbourhood Plan as set out in the Examiner's report and supported the Plan to go forward to referendum.

9. A referendum was held in Thaxted parish on Thursday 24 January 2019 posing the following question to eligible voters:
“Do you want Uttlesford District Council to use the neighbourhood plan for Thaxted to help it decide planning applications in the neighbourhood area?”
10. **35%** of registered electors recorded votes, **896** votes were cast of which **861** were in favour of 'yes' and **35** votes in favour of 'No'. It was therefore declared that more than half of those voting had voted in favour of the Thaxted Neighbourhood Plan.
11. In accordance with the Neighbourhood Planning Regulations, following the outcome of the referendum it is now for the District Council to **'make'** the neighbourhood plan so that it formally becomes part of the development plan for Uttlesford District.
12. Section 38A of the Planning and Compulsory Purchase Act 2004 (as amended) sets out the requirement for a local planning authority when it comes to making a neighbourhood plan. It is stated that:

“(4) A local planning authority to whom a proposal for the making of a neighbourhood development plan has been made –

(a) must make a neighbourhood development plan to which the proposal relates if in each applicable referendum under that Schedule (as so applied) more than half of those voting have voted in favour of the plan, and

(b) if paragraph (a) applies, must make the plan as soon as reasonably practicable after the referendum is held.

(6) The authority are not to be subject to the duty under subsection (4) (a) if they consider that the making of the plan would breach, or would otherwise be

incompatible with, any EU obligation or any of the Convention of the rights (within the meaning of the Human Rights Act 1998).”

13. As a result of the outcome from the referendum and in accordance with the aforementioned legislation the Council is legally required to bring the plan into force following the successful referendum. It is recommended that the plan is formally made by the Council to become part of the development plan for the district and to help determine planning applications in the parish.

Risk Analysis

14.

Risk	Likelihood	Impact	Mitigating actions
That the Neighbourhood Plan is not made	1.Little – Members have approved the proposed changes to the Plan following the examination.	The Council will be in breach of its statutory duty under the Town and Country Planning Act 1990.	As the legislation concerning the recommendation is quite explicit there is no way of mitigating this risk.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

COMMITTEE TIMETABLE 2019/20

	Day	Time	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Council	Tues	7.30pm	21 AC		30			8		3		25		22 Wed	19 AC
Cabinet	Thurs	7.00pm		13	18		5	15* Tues	26 Tues		9	13		1* Wed	
Scrutiny (for call in)	Mon- Thurs	7.30pm			1	5	23	31		12	27		2	21	
Scrutiny	Tues	7.30pm		11 25	31 + Wed		24		5	17		4	10		
Governance, Audit & Performance	Thurs	7.30pm	30		25		26		21			6			
Planning	Wed	2.00pm		5 26	24	21	18	16	6	11	15	19	18	15	13
Licensing & Env Health	Wed	7.30pm		12				23			22				
Standards	Mon	4.00pm		17				21					16		

Cabinet meetings are not required to be agreed by Council. They are scheduled at the Leader's discretion and are included here for information.

All meetings normally held at Saffron Walden.

+ Possible Scrutiny meeting required in July, subject to work programme

* Meeting held at Foakes Hall, Great Dunmow

