

Meeting of West Berkshire District Council

Tuesday, 3rd March, 2020

Summons and Agenda



To: All Members of the Council

You are requested to attend a meeting of
WEST BERKSHIRE DISTRICT COUNCIL
to be held in the
**COUNCIL OFFICES, MARKET STREET,
NEWBURY**

on

Tuesday, 3rd March, 2020
at 6.30 pm



Sarah Clarke
Head of Legal and Strategic Support
West Berkshire District Council

Date of despatch of Agenda: Monday, 24 February 2020

AGENDA

1. **APOLOGIES FOR ABSENCE**

To receive apologies for inability to attend the meeting (if any).

2. **CHAIRMAN'S REMARKS**

The Chairman to report on functions attended since the last meeting and other matters of interest to Members.

3. **MINUTES**

The Chairman to sign as a correct record the Minutes of the Council meeting and the extraordinary meeting held on 09 January 2020.

(Pages 9 - 26)



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4. DECLARATIONS OF INTEREST

To remind Members of the need to record the existence and nature of any personal, disclosable pecuniary or other registrable interests in items on the agenda, in accordance with the Members' [Code of Conduct](#).

5. PETITIONS

Councillors may present any petition which they have received. These will normally be referred to the appropriate body without discussion.

6. PUBLIC QUESTIONS

Members of the Executive to answer the following questions submitted by a member of the public in accordance with the Council's Constitution:

(a) Question to be answered by the Executive Member for Environment submitted by Mrs Helen Pemberton:

"Residents of flats are excluded from the current food waste collections. Will flats and communal dwellings be included in plans for separate food waste collections".

7. MEMBERSHIP OF COMMITTEES

The Council to agree any changes to the membership of Committees.

8. LICENSING COMMITTEE

The Council is asked to note that since the last meeting of the Council, the Licensing Committee met on 08 February 2020. Copies of the Minutes of this meeting can be obtained from Legal and Strategic Support or via the [Council's website](#).

9. PERSONNEL COMMITTEE

The Council is asked to note that since the last meeting of the Council, the Personnel Committee met on 11 February 2020. Copies of the Minutes of this meeting can be obtained from Legal and Strategic Support or via the [Council's website](#).

10. GOVERNANCE AND ETHICS COMMITTEE

The Council is asked to note that since the last meeting of Council, the Governance and Ethics Committee met on 10 February 2020. Copies of the Minutes of this meeting can be obtained from Legal and Strategic Support or via the [Council's website](#).

11. DISTRICT PLANNING COMMITTEE

The Council is asked to note that since the last meeting of the Council, the District Planning Committee has not met.



12. OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION

The Council is asked to note that since the last meeting of the Council, the Overview and Scrutiny Management Commission met on 14 January 2020. Copies of the Minutes of this meeting can be obtained from Legal and Strategic Support or via the [Council's website](#).

13. JOINT PUBLIC PROTECTION COMMITTEE

The Council is asked to note that since the last meeting of the Council, the Joint Public Protection Committee met on 30 January 2020. Copies of the Minutes of this meeting can be obtained from Legal and Strategic Support or via the [Council's website](#).

14. INVESTMENT & BORROWING STRATEGY 2020/21 (C3809)

To set out the proposed Investment and Borrowing Strategy for 2020/21, as required by the Local Government Act 2003.
(Pages 27 - 46)

15. MEDIUM TERM FINANCIAL STRATEGY 2020/21 TO 2023/24 (C3810)

To allocate available resources focussing on those determined as most critical in supporting the Council's priorities and statutory responsibilities; to ensure that capital investment is affordable; and ensure that the Council has sufficient levels of reserves.
(Pages 47 - 66)

16. CAPITAL STRATEGY AND PROGRAMME 2020/21 TO 2022/23 (C3811)

To outline the Capital Strategy covering financial years 2020/21 -2022/23 and the supporting funding framework, providing 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.
(Pages 67 - 108)

17. REVENUE BUDGET 2020/21 (C3812)

To consider and recommend to Council the 2020/21 Revenue Budget, which proposes a Council Tax requirement of £102.06m, requiring a Council Tax increase of 1.99% and a 2% adult social care Council Tax Precept. The Council Tax increase will raise £2.1m and the precept will raise a further £2.1m ring-fenced for adult social care.
(Pages 109 - 210)

18. STATUTORY PAY POLICY 2020

To seek Council's approval of the Statutory Pay Policy Statement for publication from 1st April 2020.
(Pages 211 - 228)

Agenda - Council to be held on Tuesday, 3 March 2020 (continued)

19. PROPOSED MEMBER DEVELOPMENT PROGRAMME 2020/21 (C3847)

To give consideration to, and agree the proposed Member Development Programme for 2020/21 (attached at Appendix A). The programme was considered and endorsed by the Member Development Group on 23rd January 2020.

(Pages 229 - 236)

20. NOTICES OF MOTION

(a) **The following Motion has been submitted in the name of Councillor Erik Pattenden:**

“Safer Schools Motion

(No Idling Zones; 20MPH zones; Safer School Drop-off Provision)

This Council notes that:

- Our residents, staff and children, are exposed to unnecessary levels of pollutants outside of schools at peak times in the morning and afternoon;
- Epidemiological studies show that symptoms of bronchitis in asthmatic children increase in association with long-term exposure to pollutants, as well as stunting lung growth;
- Only a handful of schools across the country are trialling “No Vehicle Idling zones” yet they bring many health benefits;
- Air pollution poses a serious threat to the health and development of young people: while many of the policy interventions to rectify this problem would have to come from central Government, this Council can do more and needs to be proactive on this issue;
- The National Institute for Health and Care Excellence (NICE) and Public Health England (PHE) produced new guidance in 2017 that recommended “no vehicle idling” areas in places where health-vulnerable people collect, such as outside schools, hospitals and care homes, and in areas where exposure to road-traffic-related air pollution is high;
- According to the Royal Society for the Prevention of Accidents, evidence shows that 20mph zones are an effective way of preventing injuries on the road;
- Research estimates the chance of fatality from being hit by a car driving at 20mph at 1.5% versus 8% at 30mph;
- There are 80 schools across the district, some of which are in 40 mph zones.

This Council resolves to:

- Review the work done on No-Vehicle-Idling nationally in other local authorities and work this into an action plan for No-Vehicle-Idling Zones across West Berkshire;
- Implement enforceable No-Vehicle-Idling Zones around all primary schools in the District by the end of 2021, with at least 4 pilots by Spring 2020;
- Use the experience of the pilot zones to determine whether these measures should



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be implemented via enforceable enhancements to existing Council policies, or via a new by-law;

- Work closely with schools that are part of the scheme to inform parents and carers of the No-Vehicle-Idling Zones;
- Encourage local businesses to sponsor green walls on school buildings and tree planting near schools and the appropriate Executive Member include this in their action plan;
- Set up a task group to review the speed limit outside each school;
- Create a toolkit of potential actions for schools to take in order to make roads safer for children, as is most appropriate for that area, including requesting road-markings and additional lights from the Council;
- Offer all schools the option of signing up to a Safer School Zone which will include red road markings to prevent dangerous parking and additional visits from Traffic Enforcement Officers;
- Look at locations where appropriate additional changes could be made, such as making certain roads near schools one way.”

<http://www.rospa.com/rospaweb/docs/advice-services/road-safety/drivers/20-mph-zone-factsheet.pdf>

<http://www.brake.org.uk/assets/docs/GO20toolkit/GO20-report-sep15.pdf>

https://www.ippr.org/files/images/media/files/publication/2011/05/streets_ahead_1266.pdf

- (b) **The following Motion has been submitted in the name of Councillor Adrian Abbs:**

“Power for Communities Motion

West Berkshire District Council

- (i) acknowledges that this Council has made some effort to reduce greenhouse gas emissions and promote renewable energy;
- (ii) recognises that councils can play a central role in creating sustainable communities, particularly through the provision of locally generated renewable electricity;
- (iii) further recognises
 - that the very large financial setup and running costs involved in selling locally generated renewable electricity to local customers results in it being impossible for local renewable electricity generators to do so,
 - that making these financial costs proportionate to the scale of a renewable electricity supplier’s operation would create significant opportunities for councils to be providers of locally generated renewable electricity directly to local people, businesses and organisations, and
 - that revenues received by councils that became local renewable electricity providers could be used to help fund local greenhouse gas emission reduction measures and to help improve local services and facilities;



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- (iv) accordingly resolves to support the Local Electricity Bill, currently supported by a cross-party group of 115 MPs, and which, if made law, would make the setup and running costs of selling renewable electricity to local customers proportionate by establishing a Right to Local Supply; and
- (v) further resolves to
- inform the local media of this decision,
 - write to local MPs, asking them to support the Bill, and
 - write to the organisers of the campaign for the Bill, Power for People, (at 8 Delancey Passage, Camden, London NW1 7NN or info@powerforpeople.org.uk) expressing its support.”
- (c) **The following Motion has been submitted in the name of Councillor Carolyne Culver:**
- “The Council to Designate all current and future vehicle electric charging points that are provided by West Berkshire Council as ‘EV only’ parking spaces.”

21. MEMBERS' QUESTIONS

Members of the Executive to answer the following questions submitted by Councillors in accordance with the [Council's Constitution](#):

- (a) **Question to be answered by the Executive Member for Finance submitted by Councillor Steve Masters:**
- “What contingencies are in place if 4 The Sector continues to be unlet?”
- (b) **Question to be answered by the Executive Member for Finance submitted by Councillor Steve Masters:**
- “Is disposal of 4 The Sector being explored or is this out of the question?”

If you require this information in a different format or translation, please contact Moira Fraser on telephone (01635) 519045.



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Agenda Item 3.

DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

COUNCIL MINUTES OF THE MEETING HELD ON THURSDAY, 9 JANUARY 2020

Councillors Present: Adrian Abbs, Steve Ardagh-Walter, Phil Barnett, Jeff Beck, Dennis Benneyworth, Dominic Boeck, Graham Bridgman, Jeff Brooks, Hilary Cole, James Cole, Jeremy Cottam, Carolyne Culver, Lee Dillon, Lynne Doherty, Billy Drummond, Clive Hooker (Vice-Chairman), Gareth Hurley, Owen Jeffery, Rick Jones, Nassar Kessell, Alan Law, Tony Linden, Ross Mackinnon, Alan Macro, Thomas Marino, David Marsh, Steve Masters, Geoff Mayes, Graham Pask (Chairman), Erik Pattenden, Claire Rowles, Garth Simpson, Richard Somner, Joanne Stewart, Martha Vickers, Tony Vickers, Andrew Williamson, Keith Woodhams and Howard Woollaston

Also Present: Kofi Adu-Gyamfi (Waste Manager), John Ashworth (Corporate Director - Environment), Mandip Bilkhu (Communications and Marketing Officer), Nick Carter (Chief Executive), Sarah Clarke (Head of Legal and Strategic Support), Martin Dunscombe (Communications Manager), Tess Ethelston (Group Executive (Cons)), Joseph Holmes (Executive Director - Resources), Olivia Lewis (Group Executive (Lib Dem)), Bryan Lyttle (Planning & Transport Policy Manager), Andy Sharp (Executive Director (People)), Jon Winstanley (Head of Transport and Countryside), Moira Fraser (Democratic and Electoral Services Manager) and Honorary Alderman Andrew Rowles

Apologies for inability to attend the meeting: Councillor Peter Argyle, Councillor Jeff Cant and Councillor Royce Longton

Councillor Absent: Councillor Andy Moore

PART I

18. Chairman's Remarks

The Chairman asked Members to observe a minute's silence in respect of former Councillor Peter Dolphin who had sadly passed away. Councillor Dolphin was a highly regarded councillor who had led the Conservative Group in the 1980s and was Chairman of Council in 1987/88. Councillor Tony Linden commented that he had served his country in the Second World War and was a very decent and principled man.

The Chairman reported that he and the Vice-Chairman had attended a number of events since the last Council meeting. The most poignant of these was attending the funeral of Councillor Andy Harper in Oxford which had been a very moving experience.

19. Minutes

The Minutes of the meeting held on 12 September 2019 were approved as a true and correct record and signed by the Chairman.

20. Declarations of Interest

Councillor Lee Dillon declared an interest in Agenda Item 20, and reported that, as his interest was a disclosable pecuniary interest he would be leaving the meeting during the course of consideration of the matter.

All Members declared that they had been lobbied on Agenda Item 6.

21. Petitions

There were no petitions presented to the meeting.

22. Council's Response to a Plastic Waste Recycling Petition - Additional Plastic Waste Collections

The Chairman informed those present how the petition for debate would be managed. He explained that in accordance with paragraph 1.4 (f) of the Council's Procedure Rules for Dealing with Representations, the petition organiser had five minutes to introduce the petition and the petition would then be discussed by Councillors for a maximum of 15 minutes. This time limit was specified in the Constitution and could not be extended. Based on proportionality, the Conservative Group would be allocated eight of these minutes, the Liberal Democrat Group would have six minutes and the Green Party one minute.

The Council had three options for dealing with petitions for debate:

1. To take the action the petition suggested
2. Not to take the action for the reason put forward in the debate
3. To commission a further investigation into the matter

Members could propose one of the options, which if seconded, would be put to a vote.

The petition stated:

"We, the undersigned, petition the Council to

1. Improve the environmental solutions for single-use plastics, including the collection and recycling of domestic plastic waste within West Berkshire.
2. Provide more effective communication on the environmental solutions for single-use plastics, including the collection and recycling of domestic plastic waste within West Berkshire.
3. Improve research into alternative and more ecological approaches to managing domestic plastic waste within West Berkshire."

As the petition organiser, Ms Sukey Russell, was uncertain if she would be able to get to the meeting on time she had asked Councillor Steve Masters to introduce the petition on her behalf.

Councillor Masters stated that residents were making lots of sacrifices in order to take items that were not collected in West Berkshire to neighbouring authorities that did recycle them. Residents were concerned about the low levels of single use plastics collected by the Council. They were also concerned that the plastic was being incinerated and that residents were making a significant number of car journeys to take the plastics elsewhere. They were urging the Council to emulate recycling activity undertaken by other authorities. They urged the Council not only to look into the issue of food waste but also to increase the range of plastics collected at the kerbside. They urged the Council to improve research into alternative and more ecological approaches to managing domestic plastic waste within the District and to improve consultation and engagement with the public on this matter.

Councillor Steve Ardagh-Walter proposed that Members did not take the action proposed in the petition for the reasons that would be put forward in the debate and as set out in the accompanying report. Councillor Ross Mackinnon seconded the motion. Councillor Carolyne Culver stated that she would like to propose that the Council commission a further investigation into the matter. The Monitoring Officer explained that only one motion could be moved at any one time and no further motion could be moved until that proposal had been dispensed with.

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Councillor Steve Ardagh-Walter stated that while he welcomed the spirit of the petition, it was important that the Council disposed of any recycled matter responsibly. He suggested that the Council paused until there was further clarity from Central Government on emerging waste collection requirements, funding options and the development of established offtake markets for these additional materials preferably in the UK. Councillor Ardagh-Walter commented that plastic had become the symbol of harm being done to the planet. The Council would continue to ensure that it dealt with recycled materials in a responsible manner and that it did not add unnecessarily to carbon emissions by transporting the materials to Continental Europe to be processed. He stressed the need for manufacturers to bear the cost of dealing with the materials they were producing.

The Council was however committed to improving its recycling performance. Officers were of the view that a more cost effective solution would be to explore introducing separate food waste collections at the kerbside which would deliver significantly better environmental and value for money solutions.

Councillor Carolyn Culver stated that she agreed that it was not appropriate for tax payers to subsidise the costs being generated by the manufacturers. However she felt that the Council should opt to commission a further investigation into the matter. They could for example look into the way waste was handled by other authorities including Oxford and Exeter. She agreed that the Council should introduce the food caddy system as soon as possible. She also believed that the Council should revoke the green bin charge to reduce reliance on black bins.

Councillor Adrian Abbs contested the comment in the report that stated that the Council was one of the better performing local authorities in England. He stated that the Council was ranked 87th of the 345 local authorities in the country which meant they were not even in the top quartile. Recycling rates were 15.5% lower than the best performing authorities. He believed that some of the data that the recommendations were based on was inaccurate. The Council had recently declared a climate emergency and needed to act on it.

He noted that the re3 Recycling Centre in Reading accepted mixed plastics and the Council needed to look further afield to find a solution. This would not necessarily mean having to spend up to £1m on upgrading the sorting technology at the Padworth Recycling Facility. Over 2000 residents had taken the time to sign the petition and the Council needed to listen to their concerns. He therefore urged Members to support option 3 and spend some additional funding on additional investigations rather than opting not to take the action set out in the petition.

Councillor Owen Jeffery urged the Council not to be complacent about its recycling rate of 49% and urged it to do more. He stated that Members needed to listen to the concerns being raised by its residents.

Councillor Martha Vickers agreed that recycling was not the best option and that more should be done to reduce waste from the outset. She noted that the report outlined that around 25% of the waste in black bins was food waste and that not everyone had a green bin to put their food waste into. She felt that more should be done to promote schemes that supported the reduction of food waste being generated.

Councillor Graham Bridgman commented on the statements made by Councillor Abbs about recycling rates in Reading by reminding him that that West Berkshire Council's recycling rates were significantly better than theirs.

Councillor Hilary Cole reminded Members that residents could use their green bins for food waste irrespective of whether they paid for them or not.

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Councillor Ross Mackinnon acknowledged the concerns raised by residents through the petition. He questioned the statement about inaccuracies in the data. He acknowledged that more could be done but that the Council needed to act responsibly. He noted that many authorities exported their plastic pots, tubs and trays (PTTs), often through third party organisations which meant that they did not retain control of the disposal mechanisms.

The introduction of the technology to recycle these materials would come at a significant cost to tax payers and could potentially have a very short shelf life if legislative changes were introduced. He therefore supported the proposal not to make any changes to the existing collection service for plastic waste until there was further clarity from Central Government on emerging waste collection requirements, funding options and the development of established offtake markets for these additional materials. Hopefully any changes would result in producers moving away from using these materials or being forced to pick up the liability for their disposal where they did not choose to do so.

The Motion was put to the meeting and duly **RESOLVED**.

Prior to the vote being taken Councillor Lee Dillon requested that, in accordance with paragraph 4.17.3, the vote be recorded. The requisite number of Members supported the motion by standing in their place.

For the Motion (Not to take the action for the reason put forward in the debate)

Steve Ardagh-Walter, Jeff Beck, Dennis Benneyworth, Dominic Boeck, Graham Bridgman, Hilary Cole, James Cole, Lynne Doherty, Clive Hooker, Gareth Hurley, Rick Jones, Alan Law, Tony Linden, Tom Marino, Ross Mackinnon, Graham Pask, Claire Rowles, Garth Simpson, Richard Somner, Jo Stewart, Andy Williamson, Howard Woollaston (22)

Against the Motion (Not to take the action for the reason put forward in the debate)

Adrian Abbs, Phil Barnett, Jeff Brooks, Jeremy Cottam, Carlyne Culver, Lee Dillon, Billy Drummond, Owen Jeffery, Nassar Kessell, Alan Macro, David Marsh, Steve Masters, Geoff Mayes, Erik Pattenden, Martha Vickers, Tony Vickers, Keith Woodhams (17)

23. Public Questions

A full transcription of the public and Member question and answer sessions are available from the following link: [Transcription of Q&As](#). *(right click on link and 'Edit Hyperlink'. Insert URL to pdf on website in 'address' field)*

- a) It was agreed that a question standing in the name of Mr Brian Withers would receive a written response, given that he was unable to attend the meeting.
- b) It was agreed that a question standing in the name of Mr Simon Gardner would receive a written response, given that he was unable to attend the meeting.
- c) It was agreed that a question standing in the name of Mr Simon Gardner would receive a written response, given that he was unable to attend the meeting.

24. Membership of Committees

MOTION: Proposed by Councillor Lynne Doherty and seconded by Councillor Graham Bridgman:

That the Council:

“amends its appointment to the Licensing Committee as follows: Councillor Hilary Cole to replace Councillor Peter Argyle.”

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The Motion was put to the meeting and duly **RESOLVED**.

MOTION: Proposed by Councillor Lynne Doherty and seconded by Councillor Graham Bridgman:

That the Council:

“amends its appointment to the Overview and Scrutiny Management Commission as follows: Councillor Dennis Benneyworth to replace Councillor Peter Argyle.”

The Motion was put to the meeting and duly **RESOLVED**.

MOTION: Proposed by Councillor Lynne Doherty and seconded by Councillor Hilary Cole:

That the Council:

“amends its appointment to the Eastern Area Planning Committee as follows: Councillor Ross Mackinnon to replace Councillor Peter Argyle on the Committee with Councillor Graham Bridgman replacing Councillor Ross Mackinnon as substitute on that Committee.”

The Motion was put to the meeting and duly **RESOLVED**.

MOTION: Proposed by Councillor Lynne Doherty and seconded by Councillor Graham Bridgman:

That the Council:

“amends its appointment to the Appeals Panel as follows: Councillor Clive Hooker to replace Councillor Peter Argyle.”

The Motion was put to the meeting and duly **RESOLVED**.

MOTION: Proposed by Councillor Lynne Doherty and seconded by Councillor Hilary Cole:

That the Council:

“amends its appointment to the District Planning Committee as follows: Councillor Graham Bridgman to replace Councillor Peter Argyle as a substitute.”

The Motion was put to the meeting and duly **RESOLVED**.

MOTION: Proposed by Councillor Lee Dillon and seconded by Councillor Jeff Brooks:

That the Council:

“amends its appointment to the Personnel Committee as follows: Councillor Adrian Abbs to replace Councillor Nassar Kessell as a member of the Committee and Councillor Nassar Kessell to replace Councillor Adrian Abbs as a substitute on the Committee.”

The Motion was put to the meeting and duly **RESOLVED**.

25. **Motions from Previous Meetings**

The Council noted the following responses to motions which had been brought to previous Council meetings:

1. a motion relating to Traffic Safety on Bowling Green Road which was presented to the 02 July 2019 Council meeting by Councillor Keith Woodhams.
2. a motion about reopening London Road Industrial Estate Football Ground which was presented to the 12 September 2019 Council meeting by Councillor Lee Dillon.

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26. **Licensing Committee**

The Council noted that, since the last meeting, the Licensing Committee had met on 18 November 2019.

27. **Personnel Committee**

The Council noted that, since the last meeting, the Personnel Committee had met on 12 September 2019 and 15 October 2019.

28. **Governance and Ethics Committee**

The Council noted that, since the last meeting, the Governance and Ethics Committee had met on 25 November 2019.

29. **District Planning Committee**

The Council noted that, since the last meeting, the District Planning Committee had not met.

30. **Overview and Scrutiny Management Commission**

The Council noted that, since the last meeting, the Overview and Scrutiny Management Commission had met on 29 October 2019.

31. **Joint Public Protection Committee**

The Council noted that, since the last meeting, the Joint Public Protection Committee had met on 7 November 2019.

32. **Response to a Motion on Development Sites for the New Local Plan (C3842)**

The Council considered a report (Agenda Item 16) which set out a response to a motion brought to the September 2019 Council meeting.

MOTION: Proposed by Councillor Hilary Cole and seconded by Councillor Alan Law:

That the Council:

“does not support the motion for the reasons set out in the report”.

Councillor Hilary Cole in introducing the response commented that West Berkshire was a Plan led authority which took public consultation very seriously. She informed Members that the legislation required all Councillors, at a full Council meeting, to make the final decision on which sites to include in the plan. This decision was made after an open process which included setting out the reasoning in the public domain. In addition the decision was subject to an independent examination in public.

The motion made reference to transparency and democracy but failed to take cognisance of the legislative requirements set out in Part 2 of the Planning and Compulsory Purchase Act 2004 (as amended) and The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

Councillor Hilary Cole highlighted that the Housing Sites Allocation Development Plan Document had over 4488 consultees, resulting in over 18000 comments, at the first stage and a further 616 consultees at the final stage. Both consultations were agreed by Council and following the second consultation all the evidence and proposals were subjected to an independent public examination.

She also reminded Members that parishes could make use of Neighbourhood Planning processes should they wish to do so. A number of parishes including Burghfield, Cold

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Ash, Compton, Hermitage, Hungerford, Lambourn and Tilehurst had embarked on this journey and Stratfield Mortimer had already adopted a Neighbourhood Plan.

Councillor Alan Macro stated that he was disappointed with the response. Anecdotal evidence gathered during campaigning for the General Election showed that residents did not feel involved in decision making which led to cynicism on their part. He reiterated the need for this process to be transparent given the impact that it had on land values.

Councillor Macro commented that when a planning application was submitted and there were ten or more letters of objection the matter was determined at a public meeting. The objectors were able to address the committee about their concerns. However during the site allocation process, where a proposal could affect hundreds of residents that lived close by, they were not given the opportunity to address Members at the Council meeting. The Planning Advisory Group was a private meeting. Making the proposed changes would make the process more transparent and would provide the opportunity for residents to make changes to proposals.

Councillor Alan Law was concerned that the motion could mislead members of the public who were not conversant with the process. He highlighted that during the previous Local Planning process the proposed sites at Pincents Hill and Siege Cross were both withdrawn following the public consultation process. In addition, a site in Kintbury was also removed during the process in 2016.

Councillor Law explained that the purpose of the Planning Advisory Group (PAG) was to advise the Portfolio Holder for Planning as well as Officers and its role was to assist in the formulation of policy. In terms of the Local Plan, PAG's role was to review the local criteria, processes and policies for, amongst other things, site selection. They then managed the application of the policies and processes to bring the number of sites put forward to a more manageable number. These sites were then subjected to a range of consultations including with councillors, parish councillors and the public. These sites were discussed at full Council and ultimately by the Secretary of State's Independent Inspector. The Statement of Community Involvement, which was also included on this agenda, set out the Council's commitment to transparency and public consultation.

The Motion was put to the meeting and duly **RESOLVED**.

Prior to the vote being taken Councillor Lee Dillon requested that, in accordance with paragraph 4.17.3, the vote be recorded. The requisite number of Members supported the motion by standing in their place.

Councillor Hilary Cole asked Members to support the motion not to support the motion proposed at the September 2019 meeting by Councillor Macro.

For the Motion

Steve Ardagh-Walter, Jeff Beck, Dennis Benneyworth, Dominic Boeck, Graham Bridgman, Hilary Cole, James Cole, Lynne Doherty, Clive Hooker, Gareth Hurley, Rick Jones, Alan Law, Tony Linden, Tom Marino, Ross Mackinnon, Graham Pask, Claire Rowles, Garth Simpson, Richard Somner, Jo Stewart, Andy Williamson, Howard Woollaston (22)

Against the Motion

Adrian Abbs, Phil Barnett, Jeff Brooks, Jeremy Cottam, Carlyne Culver, Lee Dillon, Billy Drummond, Owen Jeffery, Nassar Kessell, Alan Macro, David Marsh, Steve Masters, Geoff Mayes, Erik Pattenden, Martha Vickers, Tony Vickers, Keith Woodhams (17)

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33. **Response to a Motion on CO2 Emissions and Water Usage (C3843)**

The Council considered a report (Agenda Item 17) which set out a response to a motion brought to the September 2019 Council meeting.

MOTION: Proposed by Councillor Hilary Cole and seconded by Councillor Alan Law:

That Council notes the following response to the motion:

“The motion to the Council seeks the introduction of an SPD for CO₂ and H₂O, while this is possible it would not be advisable to do so as any SPD would not be enforceable under planning legislation as it would not be in conformity with both national and our local planning policies.

In order for the Council to progress such a policy as proposed, it will have to be part of the new local plan and subject to consultation and examination in public and this is the intention.

However, this does not prevent the Council from progressing with the Environment Strategy, the consultation on which ends on the 21st February 2020, and which aims to make West Berkshire Council carbon neutral by 2030.

For the reasons set out in this report the motion to Council is not supported.”

Councillor Hilary Cole informed Members that West Berkshire Council was one of the first authorities in the country to have a policy adopted which went beyond the Merton Rule which required a standard of house building that was not only energy efficient but was able to be independently monitored. The policy was the Code for Sustainable Homes. It required all new homes built after 2016 to be zero carbon. Unfortunately the Government abolished the Code and stated that building regulation would be enhanced instead to deal with this issue.

The Motion proposed by Councillor Macro at the September Council meeting requested the introduction of a Supplementary Planning Document within six months which Councillor Cole commented was not possible given the regulations associated with their production. Councillor Cole stated that if the Council tried to insist on standards which exceeded those set out in the building regulations with regard to CO₂ emissions and water usage then the Council would be exposed to additional appeals.

Councillor Hilary Cole stated that despite this the Council was not ignoring the issue. The emerging Local Plan was looking at assembling evidence to support a new planning policy on this issue and some of the issue would be considered as part of the Environment Strategy albeit that this was not a planning document.

Councillor Alan Macro stated that he was pleased that this issue was being looked at but that the new Local Plan would not be in place for another three years. The Council needed to act now and should not rely on the introduction of enhanced building regulations in order to decrease emissions.

Councillor Lee Dillon stated that despite declaring a Climate Emergency a number of initiatives that had been brought forward to address issues had not been supported. He urged Members to vote against the recommendations in the report and start building a profile for the future of the District.

Councillor Alan Law commented that he would like to support the motion but as explained by Councillor Cole the Code for Sustainable Homes, which the Council had adopted in 2010 and which was due to be introduced in 2016, had been superseded by National Planning Regulations and he therefore urged Members to reject Councillor Macro's motion to Council on practical grounds.

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Councillor Hilary Cole stated that Members had lobbied Central Government extensively on this issue. The Council could not afford to divert valuable resources to develop this planning policy now given that it would be included in the emerging Local Plan.

The Motion was put to the meeting and duly **RESOLVED**.

34. **Minerals and Waste Local Plan – Proposed Submission Version for Consultation and Associated Evidence Base Documents (C3720)**

This item was withdrawn after the agenda was published.

35. **Revised Statement of Community Involvement (2019) (C3751)**

The Council considered a report (Agenda Item 19) concerning the adoption of the Revised Statement of Community Involvement (SCI).

MOTION: Proposed by Councillor Hilary Cole and seconded by Councillor Alan Law:

That the Council:

“agrees to adopt the Revised Statement of Community Involvement (SCI) following the public consultation on the draft Revised SCI carried out in July/August 2019.”

Councillor Hilary Cole stated that the document set out the policy for involving the community in the plan making and the consideration of planning applications within the district. The Council was required to review the document every five years under the Town and Country Planning Regulations 2017. The current SCI was published in September 2014. Consultation on the draft revised SCI was carried out in July/August 2019. A number of minor changes were made to the document as a result of the consultation and these were included in Appendix D to the report.

Councillor Alan Macro noted that in the flowchart on page 259 of the document it stated after ‘analysis of comments received’ the Development Plan Document (DPD) would be submitted to the Secretary of State. He was concerned that this might give the wrong impression to the community as it appeared that cognisance would not be taken of their input.

In addition Councillor Macro asked that consideration be given to reinstating the requirement to notify neighbours of an application albeit that this should be dependent on the nature and scale of the development and the character of the area. The orange notices were often not seen by parties. He did try and notify residents in his ward himself but he felt that this was something that the Council should be doing in order to promote consistency across the District. While it was not a requirement to do so he felt that it constituted good practice.

Councillor Alan Law welcomed the document which he felt would aid transparency. In response to Councillor Macro’s comment about the flowchart he suggested that the inclusion of the words ‘amended DPD’ would address the issue.

Councillor Hilary Cole stated that she agreed with the proposed wording change and, if agreed by Members, it would be inserted into the document. Councillor Cole noted that many Members and parish councils already notified their residents about planning applications.

The Motion was put to the meeting and duly **RESOLVED subject to the inclusion of the word amended in the flowchart on page 259 of the agenda.**

36. **Revision of the 2019/20 Investment and Borrowing Strategy (C3856)**

(Councillor Lee Dillon declared a disclosable pecuniary interest in Agenda item 20 by virtue of the fact that he was employed by Sovereign Housing Association. As his interest

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was a disclosable pecuniary interest he determined to leave the meeting and took no part in the debate or voting on the matter).

Councillor Dillon left the meeting at 8.59pm and returned at 9.02pm

Councillor Steve Masters left the meeting at 8.59pm

The Council considered a report (Agenda Item 20) concerning amendments to the 2019/20 Investment and Borrowing Strategy which was approved by Full Council at the meeting held on 5 March 2019.

MOTION: Proposed by Councillor Ross Mackinnon and seconded by Councillor Howard Woollaston:

That the Council:

“agrees the proposed amendments to the 2019/20 Investment and Borrowing Strategy.”

This report is an amendment of the agreed strategy to reflect:

- (1) Outline compliance against the Prudential Indicators
- (2) An expansion in the sources of borrowing available to the Council
- (3) Allowance for provision of loan financing to local enterprises, charities, wholly owned companies and joint ventures as part of a wider strategy for local economic growth. In particular, the joint venture in the form of Limited Liability Partnership (LLP) with Sovereign Westing House Developments Ltd, a subsidiary of Sovereign Housing Association (SHA). “

Councillor Ross Mackinnon noted that the 2019/20 Investment and Borrowing Strategy was approved by Full Council at the meeting held on 5 March 2019. A number of amendments were being proposed to that document. The reasons for the amendments were to ensure compliance against the Prudential Indicators, allow for the expansion in the sources of borrowing available to the Council and to allow for provision of loan financing to local enterprises, charities, wholly owned companies and joint ventures as part of a wider strategy for local economic growth. In particular it would allow the Council to undertake the joint venture initiative with Sovereign Westing House Developments Ltd in the form of a Limited Liability Partnership (LLP).

Councillor Jeff Brooks raised concerns about the ongoing increase in the Council's borrowing and the risk this exposed the Council to.

Councillor Howard Woollaston accepted that borrowing levels were increasing, but he was not concerned about the level of risk the Council was being exposed to.

The Motion was put to the meeting and duly **RESOLVED**.

Councillors Steve Masters and Lee Dillon did not vote on this item.

Councillor Alan Law left the meeting at 9.02pm.

37. **2020/21 West Berkshire Council Timetable of Public Meetings (C3845)**

The Council considered a report (Agenda Item 21) concerning a timetable of meetings for the 2020/21 Municipal Year.

MOTION: Proposed by Councillor Lynne Doherty and seconded by Councillor Lee Dillon:

That the Council:

“approves the timetable of public meetings for the 2020/21 Municipal Year”.

Councillor Lynne Doherty commended the calendar of meetings to the Council for approval. Councillor Doherty welcomed the proposal to move the July 2020 Council

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meeting back a week to accommodate the LGA Conference. She stated that she would like to revisit the Overview and Scrutiny Management Commission dates outside of the meeting to ensure that they were aligned to key decision making times.

Councillor Dominic Boeck asked Members of the Panel to note the dates of the Corporate Parent Panel meetings. He reminded all Members of their responsibilities as Corporate Parents. Councillor Graham Bridgman urged all Members to attend the Member Development session on Corporate Parenting which was due to take place soon.

Councillor Dillon stated that he supported the timetable of meetings.

The Motion was put to the meeting and duly **RESOLVED**.

38. Notices of Motion

The Council considered the under-mentioned Motion (Agenda item 22a refers) submitted in the name of Councillor Jeff Brooks relating to pedestrian safety along the A4/ Benham Hill section from the Lower Way traffic lights to Henwick Lane in Thatcham.

The Chairman informed the Council that the Motion would not be debated at the meeting. In accordance with Procedure Rule 4.9.8. it would be referred to the Speed Limit Review Task Group for consideration and the response would be reported back to a future Council meeting.

MOTION: Proposed by Councillor Jeff Brooks and seconded by Councillor Keith Woodhams:

That the Council

“contends that there is considerable risk to pedestrians and motorists along the A4/Benham Hill section from the Lower Way Traffic lights to Henwick Lane in Thatcham.

It is extraordinary that this section along the A4 allows a 40 Mile Per Hour speed limit when the rest of the A4 through Thatcham is at 30 MPH. Recent installation of a Pedestrian refuge at the top of Pound Lane is welcome but did not prevent a serious incident involving a young girl in September when her foot was run over and broken by a speeding vehicle.

We believe that the speed limit in these two stretches of road is anomalous and we therefore propose that this section of the A4 is adapted to a 30 Mile Per Hour limit by West Berkshire Highways Department and with a high degree of urgency.”

Councillor Steve Masters re-joined the meeting at 9.11pm.

The Council considered the under-mentioned Motion (Agenda item 22b refers) submitted in the name of Councillor Richard Somner relating to widening the ban on pavement parking.

The Chairman informed the Council that the Motion would be debated at the meeting.

MOTION: Proposed by Councillor Richard Somner and seconded by Councillor Rick Jones:

“Maintaining a Green District is one of this Council’s priorities for improvement. It’s about natural habitats, it’s about biodiversity, it’s about our open spaces, it’s about improving the environment we live and work in, it’s about our communities, it’s about our homes, our health, our wellbeing and more.

The Council recognises the freedoms for some that vehicle ownership brings, whilst it acknowledges that many older properties do not have designated off road parking. It fully

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recognises vehicle drivers are often reliant upon street parking with little alternative option. However, the practice of parking on pavements is becoming more widespread, and is a nuisance at best and a public danger at worst. Parking is not the only cause of pavement obstruction. It also arises from poorly placed advertising stands, protruding shop front displays and street clutter.

This Council notes the Healthwatch Voice of Disability Report which raises concerns for the disabled in our community; this Council has a long been concerned that pavement obstruction can risk public health and is detrimental to public wellbeing. The lack of easy navigability for wheel chair users, those with sight conditions and limited mobility as well as for parents with pushchairs, can become trapped in their homes, leading to social isolation or a danger to pedestrians, particularly children in often having to step in to traffic to avoid obstructions.

While the government select committee is considering widening the ban on pavement parking outside London and until legislation in England comes in to force;

The Council calls on:

- Parish Councils to champion an awareness campaign for considerate parking in their parishes.
- Drivers to respect the rights of pedestrians to exercise their right to safe and unobstructed passage on footpaths and pavements.
- Drivers to park any vehicle, motorcycle or bike with the maximum consideration to pavement users and to avoid blocking lines of sight or the passage of emergency vehicles.
- Drivers to limit their use of pavement parking where damage to curbs, street furniture and grass verges would occur.
- Businesses to be considerate with Advertising Board placement and remove where the footpath is obstructed.
- Residents to safely position curb clutter such as bins and recycling boxes, pushchairs and trollies.”

The Motion was put to the vote and declared **CARRIED**.

39. **Members' Questions**

A full transcription of the public and Member question and answer sessions are available from the following link: [Transcription of Q&As](#). *(right click on link and 'Edit Hyperlink'. Insert URL to pdf on website in 'address' field)*

- (a) A question standing in the name of Councillor Keith Woodhams on the subject of cycling and pedestrian safety was answered by the Executive Member for Transport and Countryside.
- (b) A question standing in the name of Councillor Keith Woodhams on the subject of the Council's duty to maintain public roads safely was answered by the Executive Member for Transport and Countryside.
- (c) A question standing in the name of Councillor Phil Barnett on the subject of powers of private security guards controlling traffic movements was answered by the Executive Member for Transport and Countryside.

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- (d) A question standing in the name of Councillor Phil Barnett on the subject of the replacement of speed indicator devices was answered by the Executive Member for Transport and Countryside.

(The meeting commenced at 7.55pm and closed at 9.43pm)

CHAIRMAN
Date of Signature

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DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING HELD ON THURSDAY, 9 JANUARY 2020

Councillors Present: Adrian Abbs, Steve Ardagh-Walter, Peter Argyle, Phil Barnett, Jeff Beck, Dennis Benneyworth, Dominic Boeck, Graham Bridgman, Jeff Brooks, Hilary Cole, James Cole, Jeremy Cottam, Carolyne Culver, Lee Dillon, Lynne Doherty, Billy Drummond, Clive Hooker (Vice-Chairman), Gareth Hurley, Owen Jeffery, Rick Jones, Nassar Kessell, Alan Law, Tony Linden, Ross Mackinnon, Alan Macro, Thomas Marino, David Marsh, Steve Masters, Geoff Mayes, Graham Pask (Chairman), Erik Pattenden, Claire Rowles, Garth Simpson, Richard Somner, Joanne Stewart, Martha Vickers, Tony Vickers, Andrew Williamson, Keith Woodhams and Howard Woollaston

Also Present: Kofi Adu-Gyamfi (Waste Manager), John Ashworth (Corporate Director - Environment), Mandip Bilkhu (Communications and Marketing Officer), Nick Carter (Chief Executive), Sarah Clarke (Head of Legal and Strategic Support), Martin Dunscombe (Communications Manager), Tess Ethelston (Group Executive (Cons)), Joseph Holmes (Executive Director - Resources), Olivia Lewis (Group Executive (Lib Dem)), Bryan Lyttle (Planning & Transport Policy Manager), Andy Sharp (Executive Director (People)) Jon Winstanley (Head of Transport and Countryside), Honorary Alderman Brian Bedwell, Moira Fraser (Democratic and Electoral Services Manager) and Honorary Alderman Andrew Rowles

Apologies for inability to attend the meeting: Councillor Jeff Cant and Councillor Royce Longton

Councillor Absent: Councillor Andy Moore

PART I

16. Declarations of Interest

There were no declarations of interest received.

17. Roll of Honorary Alderman

The Council considered Agenda Item 3 which proposed that former Councillors Pamela Bale, Paul Bryant, Keith Chopping, Adrian Edwards, Graham Jones, Mollie Lock, Anthony Stansfeld, Quentin Webb and Emma Webster be conferred the title of Honorary Alderman or Alderwoman in recognition of their eminent service rendered on behalf of the Council and residents of West Berkshire over a period of time.

The Chairman explained that the Local Government Act 1972 made provision for the appointment of former Councillors as Honorary Aldermen or Alderwomen to recognise the eminent service they provided above and beyond their normal duties. The Honorary Alderman/ Alderwoman needed to be advocates for their communities and needed to exhibit high standards of conduct and ethics. Members had discussed and agreed to the introduction of the scheme at the September 2011 Council meeting. Councillors Lynne Doherty, Lee Dillon, Carolyne Culver and Graham Pask had met and agreed to support the nominations.

The Chairman welcomed everyone to the special Council meeting and particularly welcomed the family and friends of the proposed Honorary Aldermen and Alderwomen.

MOTION: Proposed by Councillor Alan Law and seconded by Councillor Graham Bridgman:

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“That the Council confer the title of Honorary Alderwoman on former Councillor Pamela Bale.”

The Motion was put to the meeting and duly **RESOLVED**.

MOTION: Proposed by Councillor Clive Hooker and seconded by Councillor Lynne Doherty:

“That the Council confer the title of Honorary Alderman on former Councillor Paul Bryant.”

The Motion was put to the meeting and duly **RESOLVED**.

MOTION: Proposed by Councillor Hilary Cole and seconded by Councillor Graham Bridgman:

“That the Council confer the title of Honorary Alderman on former Councillor Keith Chopping.”

The Motion was put to the meeting and duly **RESOLVED**.

MOTION: Proposed by Councillor Jeff Beck and seconded by Councillor Steve Ardagh-Walter:

“That the Council confer the title of Honorary Alderman on former Councillor Adrian Edwards.”

The Motion was put to the meeting and duly **RESOLVED**.

MOTION: Proposed by Councillor Hilary Cole and seconded by Councillor Howard Woollaston:

“That the Council confer the title of Honorary Alderman on former Councillor Graham Jones.”

The Motion was put to the meeting and duly **RESOLVED**.

MOTION: Proposed by Councillor Owen Jeffrey and seconded by Councillor Jeff Brooks:

“That the Council confer the title of Honorary Alderwoman on former Councillor Mollie Lock.”

The Motion was put to the meeting and duly **RESOLVED**.

MOTION: Proposed by Councillor Claire Rowles and seconded by Councillor James Cole:

“That the Council confer the title of Honorary Alderman on former Councillor Anthony Stansfeld.”

The Motion was put to the meeting and duly **RESOLVED**.

MOTION: Proposed by Councillor Graham Pask and seconded by Councillor Jeff Beck:

“That the Council confer the title of Honorary Alderman on former Councillor Quentin Webb.”

The Motion was put to the meeting and duly **RESOLVED**.

MOTION: Proposed by Councillor Rick Jones and seconded by Councillor Tony Linden:

“That the Council confer the title of Honorary Alderwoman on former Councillor Emma Webster.”

The Motion was put to the meeting and duly **RESOLVED**.

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(The meeting commenced at 6.30 pm and closed at 7.45 pm)

CHAIRMAN

Date of Signature

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Investment and Borrowing Strategy 2020/21

Committee considering report:	Council
Date of Committee:	03 May 2020
Portfolio Member:	Councillor Ross Mackinnon
Date Portfolio Member agreed report:	15 January 2020
Report Author:	Shannon Coleman-Slaughter
Forward Plan Ref:	C3809

1. Purpose of the Report

This report sets out the proposed Investment and Borrowing Strategy for 2020/21, as required by the Local Government Act 2003.

2. Recommendation

To agree and adopt the proposed Investment and Borrowing Strategy for 2020/21.

3. Implications and Impact Assessment

Implication	Commentary
Financial	Investment Income and Debt Charges form part of the Council's Medium Term Financial Strategy (MTFS). The Council's borrowing limits are proposed to be increased by £40m in total over the next three years to allow for additional borrowing to fund proposed capital investment in line with the Capital Strategy and Programme.
Human Resource:	Not applicable
Legal:	The Investment and Borrowing Strategy for the new financial year is in accordance with the Local Government Act 2003 and CIPFA's Prudential Code and Code of Practice for Treasury Management
Risk Management:	The policy is intended to ensure that all borrowing and investment is undertaken with a view to minimising risk and exposure to financial loss.
Property:	Not applicable
Policy:	The Investment and Borrowing Strategy is closely related to the Capital Strategy, as it governs the criteria for borrowing to fund capital spending. This strategy is also closely linked to the Council's Property Investment Strategy. The Property Investment Strategy which operates different criteria for investment from those proposed in this report, which relate only to cash investments. However the

	borrowing strategy set out in this report also applies to borrowing which may be undertaken to fund investment in property.			
Implication	Positive	Neutral	Negative	Commentary
Equalities Impact:				
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		No impact
Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		No impact
Environmental Impact:		X		No impact
Health Impact:		X		No impact
ICT or Digital Services Impact:		X		No impact
Council Strategy Priorities or Business as Usual:		X		Business as Usual
Other				
Data Impact:		X		No impact
Consultation and Engagement:	Joseph Holmes, Executive Director for Resources, s151 Officer. Andy Walker – Head of Finance and Property			

4. Executive Summary

- 4.1 This report sets out the framework within which the Treasury Management Team will conduct the Council's investments and borrowing for the forthcoming financial year. It recommends prudential limits for investments 2020/21 and borrowing limits for the next three years. It also provides a forecast of the Council's long term borrowing requirements.
- 4.2 The Prudential Code requires authorities to look at capital and investment plans in light of overall organisation strategy and resources to ensure that decisions are made with sufficient regard to the long term financing implications and risks to the Council. To demonstrate that local authorities have fulfilled these objectives, the code sets out a number of indicators, the code does not include suggested indicative limits or ratios. Local Authorities are to set their own limits and ratios, subject to controls under section 4 of the Local Government Act 2003. The Council's capital programme is a key driver of the treasury management activity. The output of the capital programme is reflected in the prudential indicators detailed in section 5.8 – 5.15 of this report.
- 4.3 The main aim of the Treasury Management function is to maximise the return on the Council's investments while ensuring sufficient liquidity and minimising the risks to the Council's resources. All investment and borrowing decisions are therefore governed by the following principles (in order of priority as shown):
- (1) Security (minimising risk)
 - (2) Liquidity (availability of sufficient funds on a day to day basis to support the Council's business)
 - (3) Yield (return on investment).
- 4.4 Currently the Treasury Management function is undertaken in house and overseen by the Treasury Management Group who are responsible for the Implementation of the Investment and Borrowing Strategy. Treasury performance reporting to Executive is undertaken mid-year and at outturn annually. For future financial years special treasury management advice and support is to be commissioned from external specialists to ensure the Council remains compliant with the latest legislative amendments, maximises opportunities for generation of yields from investments whilst maintaining a prudent strategy that operates within the Council's risk appetite.

5. Supporting Information

Introduction

- 5.1 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.
- 5.2 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.

- 5.3 The CIPFA Code does not prescribe any particular treasury management strategy for local authorities to adopt. The current strategy represents an appropriate balance between risk management and cost effectiveness. However, it is proposed for future financial years that special treasury management advice and support is commissioned from external specialists to ensure the Council remains compliant with the latest legislative amendments, maximises opportunities for generation of yields from investments whilst maintaining a prudent strategy that operates within the Council's risk appetite.

Background / Economic Outlook

- 5.4 The Bank of England Monetary Policy Report for November 2019 states that the UK economy has slowed during 2019, reflecting continued uncertainty about Brexit and slowing of growth in the world economy. UK inflation has fallen below the Bank's 2% target since August. The Monetary Policy Committee has therefore maintained the base rate of interest at 0.75%.
- 5.5 The Bank of England expects uncertainty facing UK households and businesses to fall over the next few months and the global growth to recover gradually. It is therefore expected that interest rates will remain steady over the next few months but that upward pressure on prices will build gradually over the next few years, which is likely to lead to a modest increase in interest rates in the medium to long term. However, if UK growth does not recover, it may need to lower interest rates in the short term.
- 5.6 The effect of this has been that interest rates available to the Council from building societies for investments have decreased slightly since April 2019. For example, a 1 year investment with a top 20 building society in May 2019 earned 1.3% but equivalent rates are now at around 1.1%.
- 5.7 Another effect of recent UK economic conditions has been that the rates at which Local Authorities can borrow from the Public Works Loans Board, which are linked to the price of UK gilts, fell significantly during the first half of 2019. This led to a rapid increase in borrowing from the Public Works and Loans Board (PWLB) during summer 2019. In order to counteract this effect, HM treasury increased all PWLB rates by 1% in October. This restored PWLB rates approximately to their level in October 2018 and the Council is no longer able to take advantage of very low PWLB rates to reduce the cost of borrowing to fund its capital programme.

Prudential Indicators

- 5.8 The Prudential Code requires authorities to look at capital and investment plans in light of overall organisation strategy and resources to ensure that decisions are made with sufficient regard to the long term financing implications and risks to the Council. To demonstrate that local authorities have fulfilled these objectives, the code sets out a number of indicators, the code does not include suggested indicative limits or ratios. Local Authorities are to set their own limits and ratios, subject to controls under section 4 of the Local Government Act 2003.

5.9 Indicator One: Estimates of Capital Expenditure

The indicator is a summary of the Council's estimated capital expenditure for the current Capital Strategy (2020/21 – 2022/23) including funding from external sources (grants and contributions) and capital receipts, the balance remaining being the net financing requirement.

Capital Expenditure	Forecast 2019/20 £000s	As per Proposed 2020/21 Capital Programme £000s	As per Proposed 2021/22 Capital Programme £000s	As per Proposed 2022/23 Capital Programme £000s
People Directorate	15,976	17,372	12,525	16,740
Place Directorate	22,856	31,350	18,507	11,081
Resources Directorate	6,831	5,852	1,682	3,308
Invest to Save Schemes	112	3,252	550	2,400
Commercial Activities		37,747	-	
Total Requirement	45,775	95,573	33,264	33,528
Financed By:				
Capital Receipts	241		1,320	
Capital Grants & Contributions (inc s106 and CIL)	33,522	42,973	16,591	13,053
Net Financing Requirement	12,012	52,600	15,353	20,475

Note: Invest to save schemes are included in total capital expenditure and funding resources, however, these schemes will generate income and/or savings in revenue budgets elsewhere in the Council's services. Therefore the borrowing costs associated with invest to save schemes have minimal impact on the Council's Medium Term Financial Strategy position.

5.10 Indicator Two: Estimates of the Capital Financing Requirement (CFR)

CIPFA's Prudential Code for Capital Finance in Local Authorities recommends that the Council's total debt should be lower than its highest forecast CFR over the next three years.

The CFR is the total historical capital expenditure which has not yet been paid for from either revenue or capital resources. It is a measure of the Council's underlying borrowing requirement. Any capital expenditure which has not immediately been paid for will increase the CFR. The CFR does not increase indefinitely, as the Minimum Revenue Provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with each assets life, and so charges the economic consumption of capital assets as they are used. The CFR includes any other long-term liabilities (e.g. PFI schemes, finance leases) included on the Council's balance sheet. Whilst this increases the CFR, and therefore the Council's borrowing requirement, these types of schemes include a borrowing facility and so the Council is not required to separately borrow for these.

Capital Financing Requirement (CFR)	Forecast 2019/20 £000s	As per Proposed 2020/21 Capital Programme £000s	As per Proposed 2021/22 Capital Programme £000s	As per Proposed 2022/23 Capital Programme £000s
CFR brought forward	240,120	244,780	289,560	296,646
Borrowing to fund Operational Assets	11,475	12,239	14,803	18,075
Invest to Save	537	2,614	550	2,400
Commercial Activities		37,747	-	-
Lease Liabilities	-	-	-	
Increase in borrowing to fund capital expenditure	12,012	52,600	15,353	20,475
Less MRP & other financing	7,352	7,820	8,267	8,605
CFR carried forward at yr end	244,780	289,560	296,646	308,516
Movement in CFR	4,660	44,780	7,086	11,870

5.11 Indicator Three: Ratio of Net Financing Costs

The Council is required to disclose the actual and estimates of the ratio of financing costs to net revenue budget, i.e. the proportion of the revenue budget funding the financing of capital expenditure (net interest and the minimum provision to repay debt). The table below shows the actual and estimated ratios for the duration of the current Capital Strategy (2020/21 – 2022/23). The ratio is increasing and this is affordable within the Council's overall budget requirement and is planned for as part of the Council's Medium Term Financial Strategy.

Net Financing Costs Ratio	Forecast 2019/20 %	As per Proposed 2020/21 Capital Programme %	As per Proposed 2021/22 Capital Programme %	As per Proposed 2022/23 Capital Programme £000s
Total Ratio	11.4%	12.6%	12.5%	12.5%

5.12 Indicator Four: Actual External Borrowing

The Council needs to ensure that its total borrowing does not exceed the total of the CFR in 2020/21 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes. The table below details the Council's forecast treasury position at 31st March 2020, with estimates for future years (actual external borrowing (gross debt) against the CFR).

Actual External Borrowing	Forecast 2019/20 £000s	As per Proposed 2020/21 Capital Programme £000s	As per Proposed 2021/22 Capital Programme £000s	As per Proposed 2022/23 Capital Programme £000s
Long term loans to fund Operational Assets	123,916	131,889	137,861	150,984
PWLB Maturity Loans inherited from Berkshire County Council	20,500	20,500	20,500	20,500
Long term loans to fund property investment	62,253	100,000	100,000	100,000
Short Term loans for cash flow purposes	4,000	15,000	15,000	15,000
Other long term liabilities	12,971	12,249	11,843	10,670
Gross Debt at 31st March	223,640	279,638	285,204	297,154
CFR	244,780	289,560	296,646	308,516
Percentage of Gross Debt to CFR	91%	97%	96%	96%

5.13 Indicator Five: The Operational Boundary.

The Council is required to determine the limit for total external debt, i.e. the most money the Council would normally borrow at any time during the year. Table five below sets out the limits for external debts for 2019/20 up to and including financial year 2022/23.

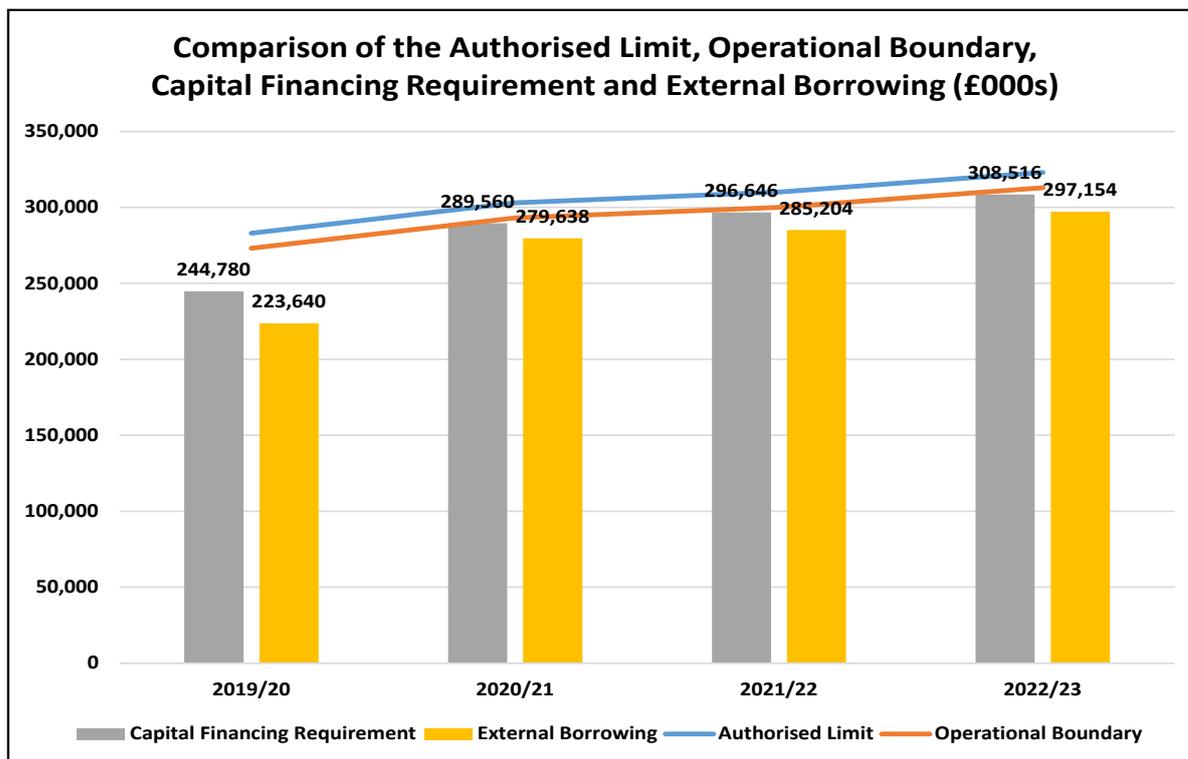
Operational Boundary	As per Approved 2019/20 Capital Programme £000s	As per Proposed 2020/21 Capital Programme £000s	As per Proposed 2021/22 Capital Programme £000s	As per Proposed 2022/23 Capital Programme £000s
Long Term Borrowing	245,000	265,000	273,000	287,000
Other long term liabilities	13,000	13,000	12,000	11,000
Short Term borrowing	15,000	15,000	15,000	15,000
Total	273,000	293,000	300,000	313,000

5.14 Indicator Six: The Authorised Limit.

The Council is required to determine the limit for External Borrowing which refers to the maximum amount the Council is able to borrow. Table three below sets out the limits for external debts for 2019/20, up to and including financial year 2022/23. This is a statutory limit determined under section 3 (1) of the Local Government Act 2003. Government under sections 4(1) and 4(2) may limit either the total of all Council borrowing, or those of a specific Council.

Authorised Boundary	As per Approved 2019/20 Capital Programme £000s	As per Approved 2020/21 Capital Programme £000s	As per Approved 2021/22 Capital Programme £000s	As per Proposed 2022/23 Capital Programme £000s
Long Term Borrowing	255,000	275,000	283,000	297,000
Other long term liabilities	13,000	13,000	12,000	11,000
Short Term borrowing	15,000	15,000	15,000	15,000
Total	283,000	303,000	310,000	323,000

- 5.15 The graph below provides a comparison of the authorised limit, operational boundary, CFR and the actual anticipated external borrowing level.



6. Proposals

- 6.1 Appendix C includes details of the Councils actual borrowings and investments as at 31.3.2019 and forecast levels of borrowing and investments for 31.3.20.

The proposed borrowing strategy:

- 6.2 **Objectives:** The Councils' 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 Council's long-term plans change is a secondary objective.
- 6.3 **Strategy:** Given the significant cuts to public expenditure and in particular to local government funding, the Council'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.

By doing so, the Council 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. Alternatively, the Authority may arrange forward starting loans during 2020/21, 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. In addition, the Authority may borrow short-term loans to cover unplanned cash flow shortages.

6.4 **Sources of borrowing:** 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 the Royal Berkshire Pension Fund)
- capital market bond investors
- UK Municipal Bonds Agency plc and other special purpose companies created to enable local authority bond issues.

6.5 **Other sources of debt finance:** 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

6.6 The Council has historically raised all 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, which may be available at more favourable rates:

- (1) **Municipal Bonds Agency:** 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. Any decision to borrow from the Agency will be the subject of a separate report to Full Council.
- (2) **LOBOs:** The Council does not currently hold any of LOBO (Lender's Option Borrower's Option) loans where the lender has the option to propose an increase in the interest rate at set dates, following which the Council has the option to either accept the new rate or to repay the loan at no additional cost.
- (3) **Short-term and variable rate loans:** These loans leave the Council 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 detailed later in Appendix D.
- (4) **Debt rescheduling:** The PWLB allows Councils 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 Council 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.

The proposed Investment Strategy:

- 6.7 **Objectives:** 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.
- 6.8 **Strategy:** The Council recognises the increasing risk and low returns from short-term unsecured bank investments, however, the period for which funds are invested is determined by the cash flow needs of the Council. Funds are invested for as long as possible, in order to maximise the rate of return, while still ensuring that sufficient funds are available to meet the Council's outgoings. The normal maximum period for which funds may prudently be committed is 12 months. If sufficient funds become available, and market conditions are favourable enough to permit secure longer term investment, funds may, from time to time be invested for longer periods which will offer a better rate of return. However, in order to minimise risk and ensure liquidity, no more than 40% of the Council's funds will be held at any one time in investments longer than 12 months.
- 6.9 **Business models:** Under IFRS 9 standard, the accounting for certain investments depends on the Council's "business model" for managing them. The Council 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.
- 6.10 **Specified Investments:** Specified investments are defined as those satisfying each of the following conditions:
- Denominated in sterling.
 - To be repaid or redeemed within 12 months of the date on which the investment is made.
 - Do not involve the acquisition of share capital or loan capital in any body corporate.
 - Are made with the UK government, local authorities, parish councils, community councils, or a deposit taker awarded a high credit rating and authorised by a regulatory body (Financial Services Authority usually).
- 6.11 **Non Specified Investments:** Any investments that do not meet the criteria set out in 6.10 above are classified as Non-specific investments.
- 6.12 **Credit ratings and limits:** The proposed credit ratings and limits are detailed in the table below.

Organisations	Maximum Value £000s
Debt Management Office (UK Govt)	Unlimited
UK Local Authorities (including Police and Fire Authorities and similar bodies)	5,000
UK Building Societies ranked 1 - 11	5,000
UK Building Societies ranked 12 - 21	4,000
UK Building Societies ranked 22 - 25	3,000
UK Banks and other financial institutions rated Prime 1 by Moody's or equivalent	5,000
UK Banks and other financial institutions rated Prime 2 by Moody's or equivalent	4,000
UK Banks and other financial institutions rated Prime 3 by Moody's or equivalent	3,000
UK based money market funds rated AAA by Moody's or equivalent (per individuals fund)	5,000

The Council under section 15(1) of the Local Government Act 2003 can choose to make loans to local enterprises, local charities, wholly owned companies and joint ventures as part of a wider strategy for local economic growth. The Council can make such loans if it can be demonstrated that:

- Total financial exposure of loan is proportionate.
- Have used an allowed “expected credit loss” model for loan and receivables as set out in IFRS 9 Financial Instruments.
- Have appropriate credit control arrangements to recover overdue repayments.
- The Council has formally agreed the total level of loans by type that it is willing to make and the total loan book is within the self-assessed limit (i.e. authorised borrowing limit).

It is proposed under the parameters of paragraph 4.4 above that the table of credit ratings and limits agreed by Full Council is modified to include the following:

Organisations	Maximum Value £000s
Registered Charities, public sector bodies and Council owned companies / joint ventures	5,000

It is not proposed that lending to voluntary groups and parishes will be undertaken.

6.13 **Exposure to Risk:** The proposed investment limits represent the maximum values to be invested with individual organisations. The Treasury Management Group may temporarily reduce these amounts and or shorten the time period of investments in order to spread the exposure to loss from institutions failing. The Council manages its exposure to risk via a series of treasury management indicators. Appendix D provides greater detail on the indicators used to monitor and review the performance of the treasury management function.

6.14 **Commercial Property:** The Council has invested £62m of a £100m approved fund in commercial property. Based on the current investment of £62m, a budgeted contribution of £1.5m is made to the Council’s revenue budget supporting the delivery of core services. The table below details the budgeted net contribution from income generated from commercial property to the budgeted net revenue budget based on the current investment portfolio.

Budgeted Income to the Net Revenue Budget	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
Net Revenue Budget Requirement	131,110	130,562	137,199	141,198
Net Income generated by commercial property	1,500	1,500	1,500	1,500
Ratio of net commercial property income to net revenue budget	1.1%	1.1%	1.1%	1.1%

- 6.15 The table below details the level of Council debt as a proportion of total forecast Council debt, attributable to commercial property.

Debt Financing of Commercial Property	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
Total debt financing brought forward	223,640	279,638	285,204	297,154
Debt brought forward for commercial property	100,000	100,000	100,000	100,000
Ratio of commercial property debt funding to total Council debt funding	44.7%	35.8%	35.1%	33.7%

**Debt relating to commercial property is based on a fully invested fund of £100m*

- 6.16 External specialist advisors have been used to develop and deliver the Property Investment Strategy. The Council has a separate Property Investment Strategy approved by Council in July 2018 which sets out the investment criteria and agreed fund level.
- 6.17 The table below details the total net yields from investment property by category and the net contribution to the revenue budget.

Investment Property Yields	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
Net Income generated by commercial property	1,500	1,500	1,500	1,500
Net Income generated by Investment Property (non commercial)	389	389	389	389
Total net contribution to the revenue budget	1,889	1,889	1,889	1,889
Ratio of investment income to net revenue budget	1.4%	1.4%	1.4%	1.3%

7. Other options considered

Not applicable.

8. Conclusion

- 8.1 The Council has a comprehensive Investment and Borrowing Strategy compliant with the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice 2017 Edition (the CIPFA Code), adopted by Council in compliance with the Local Government Act 2003. Implementation of the strategy is overseen by the cross party Treasury Management Group. Treasury performance reporting to Executive is undertaken mid-year and at outturn annually.

9. Appendices

- 9.1 Appendix A – Equalities Impact Assessment
- 9.2 Appendix B – Data Protection Impact Assessment
- 9.3 Appendix C – Investments and Borrowing forecast 31.3.2020
- 9.4 Appendix D – Treasury Management Indicators

Background Papers:

None

Subject to Call-In:

Yes: No:

The item is due to be referred to Council for final approval	X
Delays in implementation could have serious financial implications for the Council	<input type="checkbox"/>
Delays in implementation could compromise the Council's position	<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months	<input type="checkbox"/>
Item is Urgent Key Decision	<input type="checkbox"/>
Report is to note only	<input type="checkbox"/>

Wards affected: All

Officer details:

Name: Shannon Coleman-Slaughter
Job Title: Chief Financial Accountant
Tel No: 01635 519225
E-mail Address: Shannon.colemanslaughter@westberks.gov.uk

Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:**
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Executive to make:	Agree the Investment and Borrowing Strategy
Summary of relevant legislation:	CIPFA Prudential Code 2017 and Local Government Act 2003
Does the proposed decision conflict with any of the Council's key strategy priorities?	No
Name of assessor:	Shannon Coleman-Slaughter/Andy Walker
Date of assessment:	24.12.19

Is this a:		Is this:	
Policy	No	New or proposed	New
Strategy	Yes	Already exists and is being reviewed	No
Function	Yes	Is changing	No
Service	No		

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	Robust treasury management
Objectives:	Robust treasury management
Outcomes:	Robust treasury management
Benefits:	Robust treasury management

2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.		
(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this
Age		
Disability		
Gender Reassignment		

Marriage and Civil Partnership		
Pregnancy and Maternity		
Race		
Religion or Belief		
Sex		
Sexual Orientation		
Further Comments relating to the item:		

3 Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer:	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	No
Please provide an explanation for your answer:	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

4 Identify next steps as appropriate:	
Stage Two required	N/A
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name: Shannon Coleman-Slaughter

Date: 24.12.19

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) (rachel.craggs@westberks.gov.uk), for publication on the WBC website.

Appendix B

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	Resources
Service:	Finance and Property
Team:	Accountancy
Lead Officer:	Shannon Coleman-Slaughter/Andy Walker
Title of Project/System:	Investment and Borrowing
Date of Assessment:	24.12.19

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p>Note – sensitive personal data is described as “<i>data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation</i>”</p>	<input type="checkbox"/>	X
<p>Will you be processing data on a large scale?</p> <p>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</p>	<input type="checkbox"/>	X
<p>Will your project or system have a “social media” dimension?</p> <p>Note – will it have an interactive element which allows users to communicate directly with one another?</p>	<input type="checkbox"/>	X
<p>Will any decisions be automated?</p> <p>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</p>	<input type="checkbox"/>	X
<p>Will your project/system involve CCTV or monitoring of an area accessible to the public?</p>	<input type="checkbox"/>	X
<p>Will you be using the data you collect to match or cross-reference against another existing set of data?</p>	<input type="checkbox"/>	X
<p>Will you be using any novel, or technologically advanced systems or processes?</p> <p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p>	<input type="checkbox"/>	X

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

Appendix C

Investment and Borrowing Forecast 31.3.2020

Borrowing & Investments	Actual	Average Rate	Forecast
	31.3.19		31.3.20
	£000s	%	£000s
Public Works and Loans Board (PWLB) Loans to fund Operational Assets	117,680	2.9	123,916
PWLB Maturity Loans inherited from Berkshire County Council	20,505	5.8	20,505
PWLB Maturity Loans to fund property investment	62,253	2.5	62,253
Local Authorities	8,500	0.9	4,000
Total external borrowing	208,938		210,674
Other long term liabilities:			
Private Finance Initiative (Waste)	13,651	6.1	12,971
Total other long term liabilities	13,651		12,971
Total gross external debt	222,589		223,645
Treasury Investments:			
Fixed Term investments with building societies	26,000	1.1	18,000
Deposits in Instant Access bank accounts and money market funds	5,068	0.7	750
Total treasury investments	31,068		18,750
Net debt	191,521		204,895

Treasury Management Indicators

Interest rate exposures:

This indicator is set to control the Council'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:

	2019/20	2020/21	2021/22	2021/22
	Forecast	Estimate	Estimate	Estimate
	£000s	£000s	£000s	£000s
Impact of a 1% rise in interest rates:				
Long term borrowing	-	24	461	566
Other Long term Liabilities	-	-	-	-
Short term borrowing	3	13	13	13
Investments		- 260	- 260	- 260
Total Impact of a 1% rise in interest rates:	3	223	214	319
Impact of a 1% fall in interest rates				
Long term borrowing	-	- 23	- 523	- 621
Other Long term Liabilities	-	-	-	-
Short term borrowing	- 3	- 13	- 13	- 13
Investments	-	260	260	260
Total Impact of a 1% rise in interest rates:	- 3	224	- 276	- 374

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:

This indicator is set to control the Council's exposure to refinancing risk. The upper and lower limits on the maturity structure of borrowing will be:

Refinancing rate risk indicator	Upper Limit	Lower Limit
Under 12months	0%	50%
12 months and within 24 months	0%	50%
24 months and within 5 years	0%	50%
5 years and within 10 years	0%	50%
10 years and above	0%	50%

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.

The above indicators remain unchanged from the 2019/20 Investment and Borrowing Strategy.

Medium Term Financial Strategy 2020/21 to 2023/24

Committee considering report:	Council
Date of Committee:	03 March 2020
Portfolio Member:	Councillor Ross Mackinnon
Date Portfolio Member agreed report:	22 January 2020
Report Author:	Melanie Ellis
Forward Plan Ref:	C3810

1. Purpose of the Report

- 1.1 The Medium Term Financial Strategy (MTFS) is a rolling four year strategy which is built to ensure that the financial resources, both revenue and capital, are available to deliver the Council Strategy. The MTFS should be read in conjunction with the Revenue Budget, Capital Programme, and the Investment and Borrowing Strategy reports.
- 1.2 The aim of the MTFS is to:
- (1) Allocate available resources focussing on those determined as most critical in supporting the Council's priorities and statutory responsibilities
 - (2) Ensure that capital investment is affordable; and
 - (3) Ensure that the Council has sufficient levels of reserves.

2. Recommendation

That Council approves and adopts the Medium Term Financial Strategy 2020/21 to 2023/24.

3. Implications and Impact Assessment

Implication	Commentary
Financial	These are contained in further detail within the report. Over the four years, the MTFS allocates £554m of Council revenue resources and £107.6m of capital resources. Joseph Holmes, Executive Director (Resources), S151
Human Resource:	The Council's establishment is funded from the Revenue Budget and Capital Programme. Any reductions in budget could impact on personnel.
Legal:	None

Risk Management:	The MTFS is designed to minimise the financial risks to the delivery of the Council Strategy by providing a clear picture of the resources available and allowing the Council to focus on its priorities.			
Property:	The proposed Capital Programme will provide £2.1m for maintenance and improvements to a number of existing Council buildings.			
Policy:	The MTFS is aligned directly to the Council Strategy and the Capital Strategy.			
Implication	Positive	Neutral	Negative	Commentary
Equalities Impact:				
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		No		Any impacts have been assessed and publicly consulted upon where necessary.
Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		No		Any impacts have been assessed and publicly consulted upon where necessary.
Environmental Impact:		X		
Health Impact:		X		
ICT or Digital Services Impact:		X		
Council Strategy Priorities or Business as Usual:	X			The MTFS will provide a positive impact on the Council Strategy. Thorough seeking to align resources more closely to Council Strategy priorities through an outcomes based approach over the next four year, this should assist in the successful delivery of the strategy.
Other		X		n/a
Data Impact:		No		

Consultation and Engagement:	Portfolio Holder for finance
-------------------------------------	------------------------------

4. Executive Summary

- 4.1 The Medium Term Financial Strategy (MTFS) is a rolling four year strategy which is built to ensure that the financial resources, both revenue and capital, are available to deliver the Council Strategy. The MTFS is built on a 1.99% Council Tax increase and a 2% Council Tax precept for adult social care.
- 4.2 The forecast levels of revenue funding over the period of the MTFS, together with provision for forecast budgetary increases, means that West Berkshire Council has found savings and income generation totalling £3.24m for 2020/21 and faces a funding gap of around £12m over the following three years.

Recommendation

- 4.3 That Council approves and adopts the Medium Term Financial Strategy 2020/21 to 2023/24.

Conclusion

- 4.4 The forecast levels of funding available over the medium term, together with provision for budgetary increases and growing pressures, mean that the Council needs to address a funding gap of £12m over the three years from 2021/22. This is after assuming Council Tax increases of 1.99% and a 2% Council Tax precept for adult social care each year.
- 4.5 From 2020 onwards, the Council is moving its financial planning processes to become more focussed on outcomes through an Outcomes Based Budgeting (OBB) approach, which seeks to align financial resources to the priority areas articulated in the Council Strategy. Capital investment will continue to ensure that core assets are maintained and protected. Reserves have been reviewed to ensure they are for the Council to deliver services and take appropriate risks in amending service delivery models without impacting on the financial viability of the organisation.
- 4.6 The Council has a track record of strong financial management. Historically budgets have been delivered without significant over or under spends. The Council’s ability to manage within significant financial challenge is vital to its continuing success in delivering the Council Strategy.

5. Introduction

- 5.1 The Medium Term Financial Strategy (MTFS) is a rolling four year strategy which is built to ensure that the financial resources, both revenue and capital, are available to deliver the Council Strategy. The MTFS should be read in conjunction with the Revenue Budget, Capital Programme and Investment and Borrowing Strategy reports.
- 5.2 The aim of the MTFS is to:

- (1) Allocate available resources focussing on those determined as most critical in supporting Council priorities and statutory responsibilities
- (2) Ensure that capital investment is affordable; and
- (3) Ensure that the Council has sufficient levels of reserves.

6. Background

- 6.1 In October 2016, West Berkshire Council accepted the Government's offer of a four year funding settlement from 2016/17 to 2019/20. The Government made a clear commitment to provide minimum allocations for each year of the Spending Review period. Whilst this settlement committed the Council to a continued reduction in the Revenue Support Grant (RSG), it has provided some financial certainty on which the Council has planned ahead and built other sources of income.
- 6.2 Local authorities have had to raise funds locally via increases in Council Tax to keep up with increasing costs and reducing Government funding. West Berkshire raised Council Tax by 1.99% in 2016/17 and 2017/18 and then by 2.99% in 2018/19 and 2019/20. These increases when added to taxbase growth now generate an additional £12m per year. Authorities have been given the opportunity to raise an Adult Social Care (ASC) Precept on Council Tax above the existing threshold with funds ring-fenced to pay for adult social care. West Berkshire Council applied a 2% precept in 2016/17, and 3% in 2017/18 and 2018/19. This now funds £7.3m per year to support adult social care needs in the district.
- 6.3 The additional Council Tax has helped to mitigate the loss of the Revenue Support Grant and the increased costs that the Council has faced from demand led services especially in social care, over and above what can be funded from the ASC Precept. As a result, over the past four years, West Berkshire Council has had to find £30m of revenue savings to balance the budget, which has been achieved through becoming more efficient, making staff reductions, transforming services and generating income.

7. The 2020/21 Local Government Finance Settlement and beyond

- 7.1 The provisional settlement figures were issued on 20th December 2019 and the final settlement is anticipated to be announced in February 2020. The underlying principles from Central Government remain similar to in previous year, though the proposed settlement for 2020/21 has seen the introduction of £1bn nationally of social care funding:
 - (1) For Council Tax, a core principle of up to 2% increase was announced, together with a further 2% increase in council tax through the Adult Social Care precept.
 - (2) It has been announced that negative Revenue Support Grant will not be charged in 2020/21. Negative RSG is the name given to a downward adjustment of a local authority's business rates tariff, as a consequence of changes to distribution methodology adopted in 2016/17.
 - (3) The Berkshire business rates retention pilot, under a 75% retention scheme, will cease. Being part of a pilot generated additional funding

for West Berkshire of £1.5m. Berkshire will now revert to the 50% retention scheme.

- (4) The Government has proposed to protect all social care grants from 2019/20 as well as providing one-off grant funding for 2020/21 to spend on social care services for children and adults.
- (5) The New Homes Bonus will fund all legacy payments associated with previous allocations, and there is a proposed new round of allocations for 2020/21. The Government will be explore other ways to incentivise growth, and any new 2020/21 allocations will not result in legacy payments in future years.
- (6) The Public Health grant will increase in line with inflation.
- (7) A number of other grants have been announced to combat rough sleeping, homelessness and improved building safety.

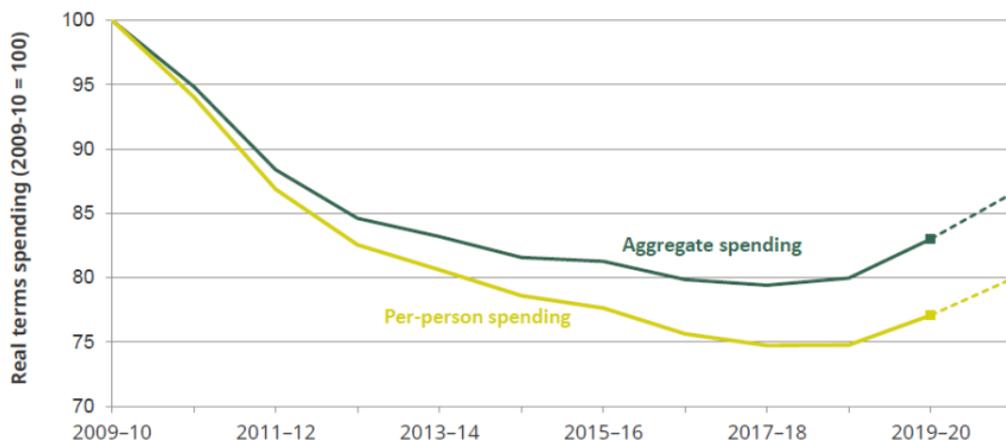
7.2 The 2020/21 settlement is part of the 2019 spending round announced by the Chancellor of the Exchequer in September 2019. It is anticipated that in 2020 there will be a longer spending review, which will provide some greater certainty in the long term for local government financing.

7.3 From the Conservative general election manifesto and previous announcements, there are some key areas that are due to be considered over the coming years though, in terms of non-Council Tax funding streams, this MTFS is based upon estimations from current announcements.

(1) Local Government Fair Funding

The Government has been reviewing options in recent years over the distribution of local government funding across the country and between different parts of the local government sector.

Institute of Fiscal Studies report on Local Government funding:



At present, it is difficult to forecast how the impact of the fair funding review will alter West Berkshire Council’s financial position. It is likely that the Council will benefit from additional social care funding (for 2020/21 there has been a boost to this area and the Conservative

general election manifesto implied that this is an ongoing amount through into future years), though the formula for new homes bonus and business rates reform (see below items) will pose opportunities and challenges.

(2) Business Rates retention reform

As noted above, the Council will not be continuing into a business rates pilot for 75% retention from 2020/21. The Government is seeking to move all Councils to a 75% business rates retention basis (i.e. of the business rates collected locally, the local council retains 75% of them **less** a tariff payment to Government – if the business rates retained is *higher* than the amount of funding Government believes appropriate for the Council. West Berkshire is in this position). This may become a 100% retention in the future as this was the Government's original intent.

As part of this reform, the Government is proposing to have a 'hard' reset in 2021/22 of the business rates baseline. At present, the Council collects an element of the growth in business rates above the baselines from earlier in the decade; the policy aim from government is to allow councils a stake in economic development to grow the local business rates base. The baseline is due to be reset in 2021/22 to the current level; therefore the Council will see a significant drop in 2021/22 of its retained business rates, but the opportunity to retain higher levels of business rates growth in the future.

It is expected that the Government will provide some form of transitional funding from 2021/22, though at present, this is an estimate based on a reduction over a three year period; there is no confirmation or consultation on this.

(3) New Homes Bonus

The New Homes Bonus (NHB) was designed to incentivise councils to enable housing delivery in their local areas by providing the band D equivalent of Council tax for each new home built in the area (with additional amounts for affordable housing delivery). Originally Councils could retain this benefit for six years, but recently this has reduced to a four year benefit. In the Local Government finance settlement 2019, the amount for 2020/21 has been confirmed as a four year reward, but that in future it is likely to be abolished and replaced with a different scheme.

(4) Adult Social Care funding

The Government has also committed to publish a Green Paper on the future of Social Care. The aim of the paper is to ensure that the care and support system is sustainable in the long term. This is expected in 2020, though this paper has been delayed for a significant period of time.

(5) Capital funding

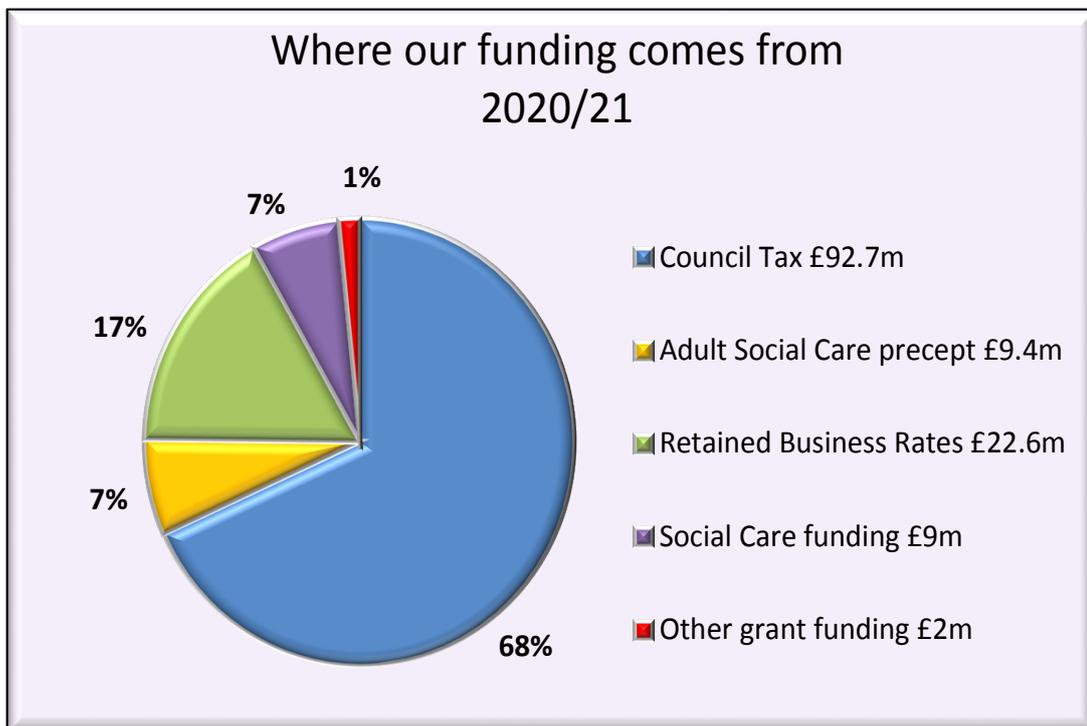
The spending review should also set out a number of core capital grants and priorities for Government funding, for example transportation and highways funding as well as education funding for school places. Community Infrastructure Levy (CIL) is also a critical part of financing the Council’s capital strategy and any reform to this will alter the levels of funding available.

(6) Capital financing

The Council, as a borrowing authority (i.e. there is a greater need to borrow for capital investment than ongoing investment funding available) commits a significant amount of its revenue funding to financing annual borrowing costs (see later in the MTFs), currently standing at **9%**. In October 2019, the Treasury increased the rates that local government can borrow from the PWLB (Public Works Loans Board) by a further 1%. Combined with macro-economic changes, this has increased the council’s longer term borrowing rates from 1.5% to over 3%. The Council is investigating other financing options, for example community bonds, but an assumption has been made in the MTFs to recognise an increase in borrowing costs as well as inflation rises in the cost of capital schemes.

8. Revenue Funding

8.1 The proposed 2020/21 revenue budget is funded from a number of sources as shown in the following chart:



- 8.2 Council Tax funds 68% of the revenue budget. The MTFS is built on a 1.99% Council Tax increase and a 2% Council Tax increase through the adult social care precept each year. The tax base growth is built at 0.3% in 2020/21 and at 0.6% thereafter, with a collection rate of 99.6%. The taxbase is the number of properties paying Council Tax.
- 8.3 Retained Business Rates represents the Council's share of the actual business rate collected in West Berkshire. For 2020/21, West Berkshire will no longer be part of the Berkshire business rates pilot under a 75% retention scheme, and will return to the 50% scheme.
- 8.4 Social care funding via the Better Care Fund (BCF) and Improved Better Care Fund (iBCF) is to be spent locally on health and care with the aim of achieving closer integration and improve outcomes for patients and service users and carers. For 2020/21, additional social care funding will continue. However, this funding is one-off, but assumptions have been made in the MTFS about elements of this continuing.
- 8.5 Other grant funding is mostly the New Homes Bonus grant: monies received from Central Government for every net new additional property in the district. This is forecast to reduce over the period of the MTFS, but the assumption is that this funding stream will continue or be replaced with funding of a similar value.

9. Revenue Expenditure

9.1 The revenue funding outlined above funds the base budget, Better Care Fund expenditure, and the following year on year changes to the budget.

9.2 Budget growth and inflation:

- (1) Pay and non-pay inflation: This is the annual budget increase required for the Council to perform exactly the same functions year on year. As part of the budget setting process, the Council provides for general inflationary pressures such as salary increases and increases to National Insurance and pension contributions.
- (2) Contract inflation: Budgets are inflated where a contract is in place and is subject to annual inflationary increases. The largest single amount of contract inflation the Council faces is from the waste PFI contract. This contract increase is based on the RPIx measure in January of each year.
- (3) Modelled growth: Detailed modelling of expected cost pressures is undertaken in demand led services (Adult Social Care, Children and Family Services and Education). The modelling looks at demand, trends and cost increases.

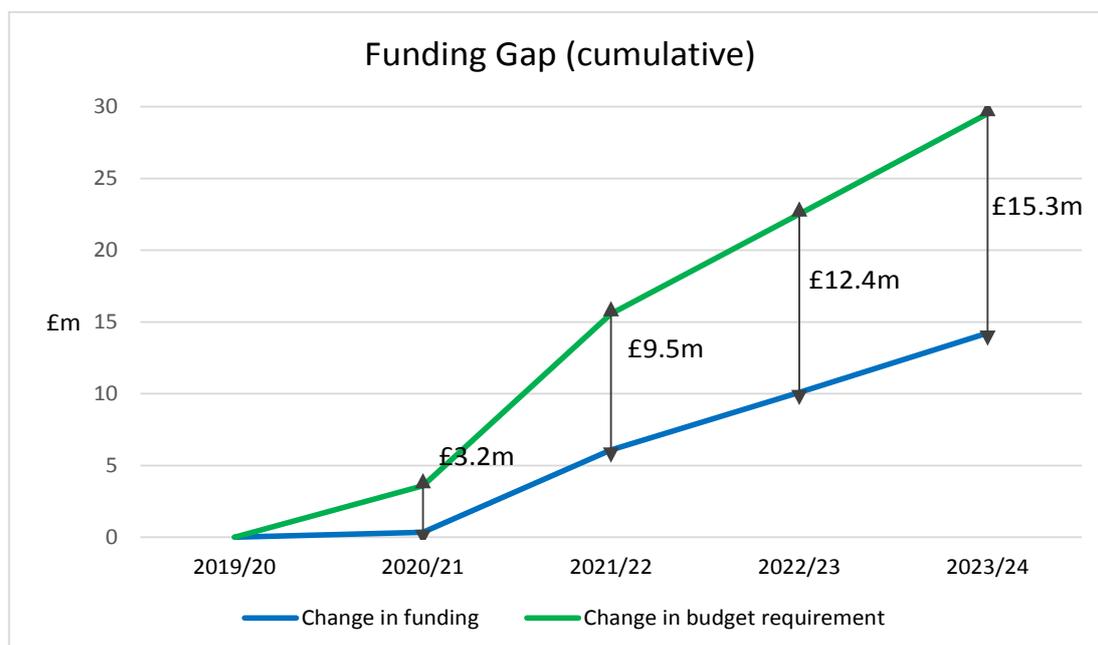
9.3 Budget increases and investment:

- (1) Increased budget requirement: Each year new pressures arise which need to be built into the budget.

- (2) Investment in Council Strategy: The Council has approved a new Council Strategy for the period 2019-23 and is investing £680k to support the strategy.
- (3) Increase in capital financing: This is primarily, the annual increase in the revenue cost of paying for long term capital borrowing to fund the Council’s Capital Programme.

10. Funding Gap

- 10.1 The Council’s costs grow each year as a result of inflation, salary increases, changes to National Insurance and pension contributions, and service pressures arising from increased demand and new responsibilities, particularly in social care.
- 10.2 The Council continues to invest in commercial property, and this is scheduled to generate £1.1m income per year once fully invested.
- 10.3 The forecast levels of revenue funding over the period of the MTFs, together with provision for forecast budgetary increases, means that West Berkshire Council has found savings and income generation totalling £3.24m for 2020/21 and faces a funding gap of around £12m over the following three years. This is at assumed Council Tax increases of 1.99% per year with a 2% adult social care precept each year.



- 10.4 The Medium Term Financial Strategy sets out the Council’s plans to close this funding gap.

11. Capital Funding

- 11.1 Capital funding is covered in detail in the Capital Strategy 2020/21 – 2022/23. The programme over the three year period amounts to £111.2m (£105.9m on operational assets and £5.3m on invest to save schemes). 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

£111.2m on operational assets and invest to save schemes is broken down as follows:

Funding of Expenditure on Operational Assets	2020/21	2021/22	2022/23	Total
	£000s	£000s	£000s	£000s
External Sources				
External Grants	21,453	12,520	8,389	42,362
Section 106 (s106)	3,275	2,539	1,114	6,927
Community Infrastructure Levy (CIL)	3,005	2,272	2,863	8,140
Own Resources				
Capital Receipts		1,320		1,320
Debt financing for operational assets	12,398	15,682	19,107	47,186
Debt financing for invest to save schemes	2,401	550	2400	5,351
Total Planned Funding	42,532	34,882	33,872	111,286

11.2 The proposed programme relies on £57.4m of external funding (i.e. grants, S106 and Community Infrastructure Levy). Levels of funding for later years of the programme is yet to be confirmed, availability of funding will therefore need to be kept under review, and changes may need to be made to the programme in future years.

11.3 £47.1m of external borrowing will be required to deliver the programme. External borrowing to fund capital expenditure on operational assets is supported by an annual increase in the revenue budget for capital financing which has remained unchanged at £500k per year, with no allowance for inflation, since 2011. The planned programme requires an increase on the annual £500k rise, the planned increases in the capital financing budget are:

- (1) £500k in 2020/2021
- (2) £525k in 2021/2022
- (3) £550k in 2022/2023
- (4) £606k in 2023/2024

11.4 Further to the above increases in the revenue capital financing budget, £300k of additional treasury income generated in 2019/20 is being utilised to support delivery of the planned programme.

11.5 £5.3m of external borrowing will be required to support proposed invest to save schemes. The capital funding for invest to save schemes is financed through the project via either revenue savings or income generation.

12. Capital Expenditure

The proposed capital programme for 2020/21 – 2022/23 is detailed in the table below:

Expenditure By Service	2020/21	2021/22	2022/23	Total
	£000s	£000s	£000s	£000s
Adult Social Care	1,388	1,407	1,521	4,316
Children & Family Services	20	20	20	60
Education Services	14,375	11,148	15,200	40,724
People Directorate	15,783	12,575	16,741	45,100
Public Protection & Culture	659	501	507	1,667
Transport & Countryside	17,549	16,197	8,856	42,602
Development & Planning	1,753	1,808	1,718	5,280
Places Directorate	19,961	18,507	11,081	49,548
Chief Executive	0	0	0	0
Finance & Property	2,108	1,672	1,782	5,562
Customer Services & ICT	2,041	1,366	1,655	5,062
Legal & Strategic Support	237	213	214	663
Resources Directorate	4,386	3,250	3,651	11,287
Total Planned Expenditure	40,130	34,332	31,472	105,935
Invest to Save Schemes				
Public Protection & Culture	550	550	2,400	3,500
Transport & Countryside	1,851	0	0	1,851
Total Invest to Save Schemes	2,401	550	2,400	5,351
Total Programme including Invest to Save	42,532	34,882	33,872	111,286

13. Reserves

- 13.1 Reserves are categorised into unusable and usable reserves. Unusable reserves includes those reserves which are kept to manage the accounting processes for non-current assets, retirement and employee benefits. These do not represent usable resources for the council.
- 13.2 Usable Reserves consist of the General Reserve and Earmarked Reserves. The General Reserve exists to cover a number of non-specific items and risks. Earmarked Reserves are held for specific future projects or service risks. The use of reserves is a one off solution and must be used prudently to ensure it does not undermine longer term budget sustainability. Usable reserves are shown in the following table:

Usable Reserves	1.4.2019	1.4.2020
	Actual	Estimate
	£m	£m
General Reserve	8.16	7.97
Earmarked Reserves	19.77	13.38
Total Usable Reserves	27.93	21.35

- 13.3 The level of usable reserves the Council holds is reviewed as part of the medium term financial planning. Consideration is given to the current financial standing of the Council, the funding outlook into the medium term and the financial risk environment the Council is operating in. The s151 officer, Executive Director (Resources) recommends that the General Reserve totals, as a minimum £6.5m.
- 13.4 During 2020/21, earmarked reserves are planned to reduce by £6.3m to invest in the Council Strategy, support a commercial property income shortfall and to fund the collection fund deficit, where reserves had been created in previous years to provide for this.

14. Medium Term Financial Strategy

- 14.1 Over the past few years, the Council’s savings programmes have focussed largely on becoming more efficient at what we do and reducing the Council’s administrative functions. Over the last eight years these efficiencies have contributed almost half of the £58m savings taken out of the budgets so far.
- 14.2 Whilst the Council will continue to maximise efficiencies from across its service areas, the financial strategy to close the funding gap over the medium term will focus on transformation, digitisation and commercialisation. The Corporate Programme will continue to drive this change and there are a number of projects supporting the financial strategy through identifying opportunities to transform services and through implementing changes that will deliver new income streams. Resources and staffing have been allocated to the Corporate Programme in order to move this forward, and in total, £1.6m has been put into a Transformation Reserve, in order to facilitate the delivery of the financial strategy. £1.3m of this has now been allocated to transformational projects.
- 14.3 From 2020 onwards, the Council is moving its financial planning processes to become more focussed on outcomes through an Outcomes Based Budgeting (OBB) approach. This seeks to align financial resources to the priority areas articulated in the Council Strategy below:

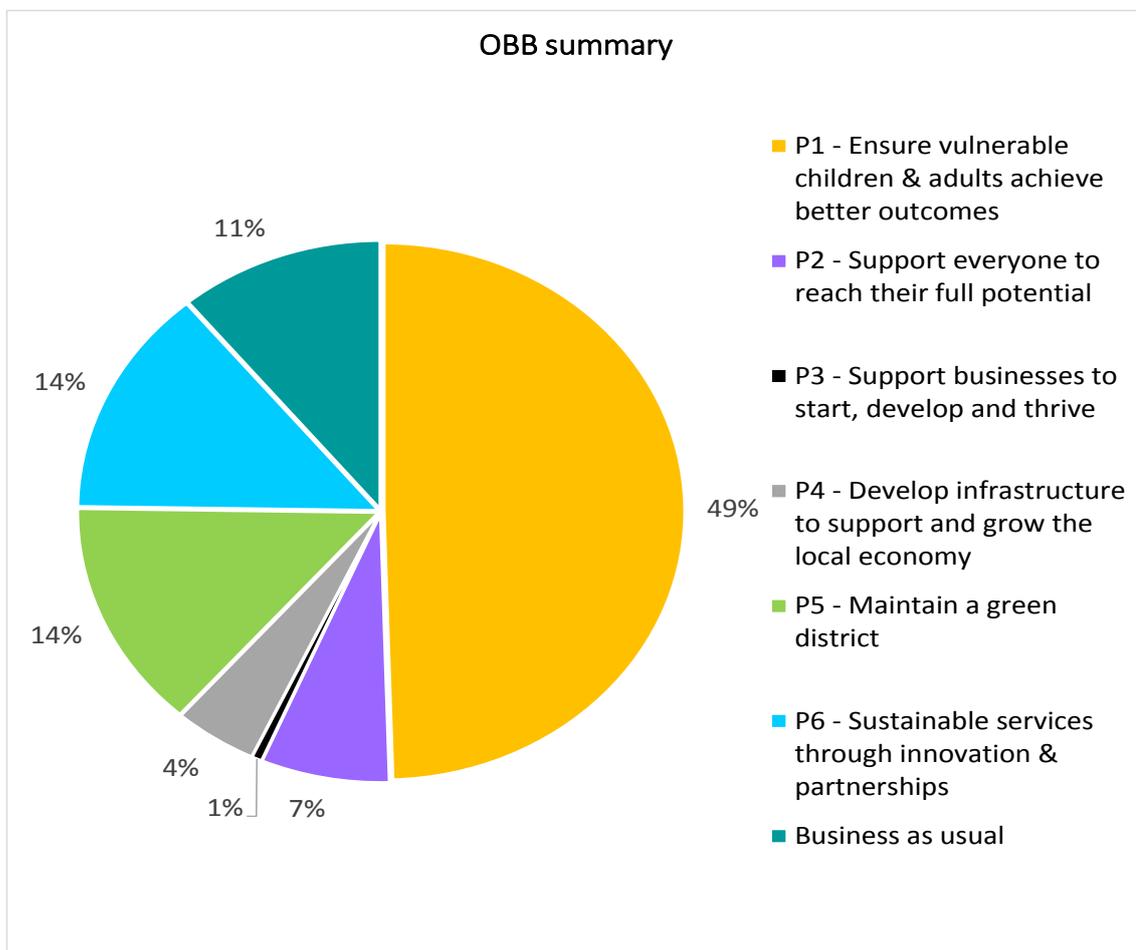
West Berkshire Council Strategy 2019-2023



14.4 OBB aims to provide a much longer term horizon for the MTFS with options presented to members for closing the financial gap over the medium term. The approach will encourage the use of capital and well as revenue budgets to help invest, avoid cost and identify new income streams and savings. The MTFS model has been created to support this approach. The established groups will need to achieve cost base reductions, but *after* an allocation has been made for modelled demand budgets in social care, *after* allocations for contractual and staffing costs, *after* an increase in capital financing costs and *after* an assumed investment of over £2m in the Council Strategy priorities.

14.5 The OBB can be summarised as:

- (1) Establishing baseline budgets on an outcome rather than directorate/service basis and the underlying financial model (see Model later) for cost base reduction – estimated at 10% at present.



- (2) Through outcomes groups (aligned to the Council Strategy priority outcomes) review budget allocation and consider savings and investment proposals over a four year period that support the revenue and capital strategies. New investment to channelled to support council strategy priorities.
- (3) OBB reserve allocated to support profiling of savings over the four year period; i.e. so long as supported by a longer term business case, using reserves and topping up reserves as savings profiling change year on year.

- (4) Business cases produced setting out savings, their year, and resources required over spring/summer.
- (5) Budget allocation for four year period in Autumn 2020 with any required budget consultation and updates to the financial position following spending review and finance settlement indications.

14.6 Supporting the OBB approach there are a number of ongoing workstreams:

(1) New Ways of Working

The New Ways of Working (NWOW) programme was established in 2017 to review how and why we deliver services and looking at how we might deliver them in a more effective and efficient way. As part of these projects, we are reviewing our services and fees and charges by benchmarking against other councils. This large project has a target of three years to deliver changes and will lead to improved communication and streamlined business processes.

(2) Demand Management

One of the key projects underway is to review where the demand on our services actually comes from, who the key users are, what their requirements are and how might we better manage demand or anticipate needs, in order that we can improve outcomes. This will naturally feed into the New Ways of Working piece of work as it will inform the direction of travel the Council needs to take, in order to meet continuing demand on its services. This project is being managed by the Corporate Programme Office with the use of the Research Team.

(3) Commercialisation

The Council has committed to developing its commercial agenda and is moving towards changing working practices and encouraging a shift in culture to improve the way it trades with others. This also ties in with our aims through our economic development strategy proposals and the Vision 2036 currently being consulted upon. We are looking at how ideas are created, nurtured and developed into valuable projects to generate income and offset existing costs, working with a wide variety of potential business partners to improve our understanding of leading technologies and building on existing trading models which have a good track record of financial returns. Overall we have put in place good governance arrangements to ensure that there is a sensible, risk based, approach towards investing resources into the best ideas, balanced with being ambitious enough to influence the difficult financial position we find ourselves in.

Projects being developed at the moment include our position as a well-regarded training provider, trusted mental health and wellbeing therapists, reliable schools partner for back office services such as ICT, HR, Finance and Legal. Ideas around green technology, event management, regulatory and business continuity consultancy and many others are also being developed. This commercial activity is expected to provide additional commercial income.

(4) Digitisation

The Council's Digital Services Team has been working on creating a number of reusable "Digital Capabilities" and good progress has been made with the Booking System and Payments System, which have been used to support online forms and services for a number of Council departments. Future projects include:

- Customer services enhanced use of technology and machine learning
- Introduction of a pre-planning validation service to reduce the number of invalid planning applications and to generate additional revenue

(5) Sharing services and working with partners

We will continue to explore joining more services with those of other local authorities where it makes sense to do so. One of the most successful examples of this occurring has been in Emergency Planning.

We will continue to work with Town and Parish Councils and communities, to identify opportunities for devolving services to them. Communities themselves are taking positive action to request assistance around volunteering for library services and other services.

14.7 This strategy is aimed at closing the funding gap and bringing financial stability for the future.

15. Supporting Information

15.1 The four year Medium Term Financial Model is shown in the following table. This is based upon the Council Tax increase model used for the 2020/21 Local Government Finance Settlement and is then replicated across the MTFs. There have been no indications beyond 2020/21 of the level of Council Tax or Adult Social Care precept, and further details of this are expected later in 2020. For modelling purposes this is the latest assumption available and has been replicated to 2023/24.

2019/20	Line ref		2020/21	2021/22	2022/23	2023/24
2.99%		Council Tax Increase	1.99%	1.99%	1.99%	1.99%
0.00%		ASC Precept	2.00%	2.00%	2.00%	2.00%
90.61	1a	Council Tax income	92.67	95.08	97.56	100.10
7.26	1b	Adult Social Care Precept	9.39	11.69	14.14	16.75
23.60	2	Retained Business Rates	22.61	18.16	18.52	18.89
2.39	3	New Homes Bonus	1.82	0.91	0.50	0.00
0.07	4	Additional Government Funding	0.22	3.00	2.00	1.00
6.22	5a	Adult Social Care BCF and iBCF ringfenced funding	6.40	5.73	5.84	5.96
0.86	5b	Social Care Grant	2.63	2.63	2.63	2.63
-1.14	6a	Collection Fund deficit (-)/ surplus - Council Tax	-1.47	0.00	0.00	0.00
1.23	6b	Collection Fund deficit (-)/ surplus - NNDR	-3.71	0.00	0.00	0.00
131.11	7	Funds Available	130.56	137.20	141.20	145.33
143.50	8a	Expenditure budget (net of ring-fenced grants)	151.89	159.48	161.85	166.87
-25.37	8b	Fees, charges and commercial income	-27.74	-29.26	-30.38	-31.52
118.13	8c	Base budget	124.15	130.22	131.47	135.35
2.59	9a	Pay inflation	1.90	1.84	1.84	1.84
0.12	9b	Non pay inflation	0.16	0.16	0.16	0.16
0.63	9c	Contract inflation	0.68	0.78	0.78	0.78
7.10	10	Modelled growth	3.02	3.00	3.00	3.00
1.30	11	Increased budget requirement (pressures)	1.93	0.00	0.00	0.00
0.00	12	Investment in Council Strategy priorities	1.11	1.20	0.50	0.50
0.50	13	Increase in capital financing cost	0.50	0.53	0.55	0.61
-5.10	14a	Savings	-2.33	-6.25	-2.94	-2.86
-1.11	14b	Income generation	-0.44	0.00	0.00	0.00
0.00	14c	Capitalisation	-0.47	0.00	0.00	0.00
124.15	15	Annual Budget Requirement	130.22	131.47	135.35	139.37
0.74	16	Risk provision	0.00	0.00	0.00	0.00
124.89	17	Net Budget Requirement for Management Accounting	130.22	131.47	135.35	139.37
6.22	18	Adult Social Care BCF and iBCF ringfenced funding	6.40	5.73	5.84	5.96
0.00	19a	Use of Council Strategy reserve	-0.68	0.00	0.00	0.00
0.00	19b	Use of Collection Fund and Business Rates reserves	-5.37	0.00	0.00	0.00
131.11	20	Budget Requirement	130.56	137.20	141.20	145.33
		<i>£10k roundings may apply</i>				

15.2 The assumptions included in the table above are influenced by the fair funding and business rates retention review highlighted in section 7 of this report.

15.3 In line 2 of the above, there is a substantial decreased forecast in business rates retention. This is due to a proposed 'hard reset' of the business rates baseline, above which the Council receives a share of business rate growth. In 2021/22 the government is proposing that the baseline is reset from the 2013/14 baseline. This would remove the growth that the Council has seen in the interim. It is also highlighted that there will be a transition period to get from the current system to the new system of local government funding. This has been assumed in line 4 of the model. The further changes due to the fair funding modelling have not been taken into account due to amount of uncertainty around these in the future.

16. Scenario planning

The corporate risk register already includes a risk specifically on the MTFs. Highlighted throughout this paper are a number of estimates. To provide an

indication of the different impacts that assumptions might have in the future are a range of scenarios below and what might happens due to these. The recently produced CIPFA Resilience index (<https://www.cipfa.org/services/financial-resilience-index/financial-resilience>) also highlights where the Council has higher or lower levels of risk. As highlighted in the revenue budget report, the Council does have comparatively lower levels of the reserves than other Councils but these are above the minimum level required by the s151 officer.

Scenario	Impact	Comments
Macro economic upturn	Increased income through: <ul style="list-style-type: none"> • Core service e.g. parking, planning income on major applications, CIL etc • Business Rates income • Reduced Council Tax Reduction scheme payments • Borrowing costs could become higher as interest rates rise • Inflationary cost pressure 	
Macro economic downturn	Opposite to the above plus: <ul style="list-style-type: none"> • Greater demand costs • Increase in Discretionary Housing Payment awards 	
Fair funding review	Potential change in funding of up to £5m depending on protections and link to business rates retention. The Council would receive negative core revenue support grant without government funding, though this is without other reforms.	Difficult to forecast at present; unlikely that the Council would 'lose' substantial funding through fair funding as it currently receives £0 of core government funds. However, the impact through business rates retention could be greater on both the upside and

		downside.
Business rates reset – hard reset no transitional funding	Up to £4m loss in income in 2021-22 – immediate use of reserves, increase charges and/or further savings.	Awaiting further details as highlighted in the main report – further clarity should be available later in 2020
Removal of Council tax referendum principles	A 1% change in Council tax represents approximately a £1m change to the Council’s budget	Principle remains in place for 2020-21

17. Proposals

To approve the MTFS.

18. Consultation and Engagement

Not applicable.

19. Conclusion

- 19.1 The forecast levels of funding available over the medium term, together with provision for budgetary increases and growing pressures, mean that the Council needs to address a funding gap of £12m over the three years from 2021/22. This is after assuming Council Tax increases of 1.99% and Council Tax increase of 2% via the adult social care precept each year.
- 19.2 From 2020 onwards, the Council is moving its financial planning processes to become more focussed on outcomes through an Outcomes Based Budgeting (OBB) approach, which seeks to align financial resources to the priority areas articulated in the Council Strategy. Capital investment will continue to ensure that core assets are maintained and protected. Reserves have been reviewed to ensure they are for the Council to deliver services and take appropriate risks in amending service delivery models without impacting on the financial viability of the organisation.
- 19.3 The Council has a track record of strong financial management. Historically budgets have been delivered without significant over or under spends. The Council’s ability to manage within significant financial challenge is vital to its continuing success in delivering the Council Strategy.

20. Appendices

- 20.1 There are no appendices to this report.

Background Papers:

None

Subject to Call-In:

Yes: No:

The item is due to be referred to Council for final approval
Delays in implementation could have serious financial implications for the Council
Delays in implementation could compromise the Council's position
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months
Item is Urgent Key Decision
Report is to note only

Wards affected: All

Officer details:

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Capital Strategy 2020/21 -2022/23

Committee considering report:	Council
Date of Committee:	03 March 2020
Portfolio Member:	Councillor Ross Mackinnon
Date Portfolio Member agreed report:	15 January 2020
Report Author:	Shannon Coleman-Slaughter
Forward Plan Ref:	C3811

1. Purpose of the Report

To outline the Capital Strategy covering financial years 2020/21 -2022/23 and the supporting funding framework, providing 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.

2. Recommendations

- (1) The proposed Capital Strategy and supporting Minimum Revenue Provision policy to be formally agreed and adopted.
- (2) The revised Property Investment Strategy is agreed and adopted.

3. Implications and Impact Assessment

Implication	Commentary
Financial	<p>£47.1m of Council funding has been applied to the Capital Strategy and supporting programme of work. This level of investment requires an annual increase in the revenue budget in order to satisfy capital financing requirements. The required annual increases are reflected in the Council's Medium Term Financial Strategy (MTFS).</p> <p>£5.3m of further funding has been allocated to invest to save schemes, the capital financing implications of which will be covered off directly from revenue savings and income streams generated from the projects.</p>
Human Resource:	£3.3m of the Council's establishment is funded directly by the Capital Programme where it can be demonstrated that staff directly support and help to deliver the capital programme.
Legal:	<p>The Capital Strategy contains Prudential Indicators that are mandatory under the Capital Finance Act 2003.</p> <p>When the final programme has been approved by Council, the budget managers will have the authority to let contracts for the schemes included in the 2020/21 programme in accordance with the</p>

	Council's Contract Rules of Procedure.			
	£1.3m of proposed capital receipts have been applied to the programme. Capital receipts are applied to the programme where use of a receipt is ring-fenced for a specific purposes and cannot be utilised for transformation purposes under the flexible use of capital receipts guidance introduced in 2016/17.			
Risk Management:	<p>£52.5m of the programme over the next three financial years is proposed to be funded from external borrowing. Assumptions as to the anticipated cost of external borrowing are aligned to current guidance as set out by the Bank of England and potential interest rate increases. Significant / unanticipated rises in borrowing costs over and above those assumed within the budget setting will impact on the affordability of the overall programme.</p> <p>The proposed programme relies on £57.4m of external funding. External funding relating to later years of the programme has yet to be confirmed, programme priorities and the availability of funding will therefore need to be kept under review.</p> <p>The balance of funding is through use of capital receipts (see above).</p>			
Property:	The proposed Capital Programme will provide £2.1m for maintenance and improvements to a number of existing Council buildings.			
Policy:	The Capital Strategy is closely aligned to the delivery of the Council Strategy through enabling key projects to be financed and delivered.			
Implication	Positive	Neutral	Negative	Commentary
Equalities Impact:				
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		Any impacts have been assessed and publicly consulted upon where necessary.
Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and		X		Any impacts have been assessed and publicly consulted upon where necessary. For example, Disabled Facilities Grants are included as part of this programme.

service users?				
Environmental Impact:		X		There are a number of schemes included to enhance the environmental impact of the Council, for example afforestation, carbon management, cycle infrastructure and urban tree planting.
Health Impact:		X		Proposals included to encourage more walking and cycling as well as use of the district's environment.
ICT or Digital Services Impact:	X			Opportunities included in the programme for improved digital access to services and IT projects to enhance efficiency
Council Strategy Priorities or Business as Usual:	Yes			The planned programme is aligned to supporting the Council Strategy. Further details are included in section 4.2 of this report.
Other				Not applicable
Data Impact:		No		
Consultation and Engagement:	Joseph Holmes – Executive Director for Resources, S151 Officer Capital Strategy Group			

4. Executive Summary

- 4.1 This report sets out the Capital Strategy and supporting programme covering the three year period 2020/21 – 2022/23. Despite ongoing pressure on the revenue budget, the Council continues to make significant investment in the future of West Berkshire through its capital programme.
- 4.2 The Capital Programme helps deliver the key priorities for improvement in the Council Strategy by proposing substantial investment over the next three years in the following key areas:

- (1) Ensuring vulnerable children and adults achieve better outcomes £9.4m
- (2) Supporting everyone to reach their full potential £40.5m
- (3) Supporting businesses to start to develop and thrive in West Berkshire £300k
- (4) Develop local infrastructure including housing to support and grow the local economy £45.1m
- (5) Maintain a green district £5.5m
- (6) Ensuring sustainable services through innovation and partnerships £701k.

4.3 Through the application of the strategy and supporting programme the Council has sought to build on its strengths, focusing on social care, education and enhancements to local infrastructure (including access to superfast broadband, better road and flood prevention and alleviation). The Council has also focused on building its response to the climate emergency via allocating additional funding to environmental projects.

4.4 The programme over the three year period amounts to £111.2m (£105.9m on operational assets and £5.3m on invest to save schemes). 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 £111.2m on operational assets and invest to save schemes is broken down as follows:

Funding of Expenditure on Operational Assets	2020/21	2021/22	2022/23	Total
	£000s	£000s	£000s	£000s
External Sources				
External Grants	21,453	12,520	8,389	42,362
Section 106 (s106)	3,275	2,539	1,114	6,927
Community Infrastructure Levy (CIL)	3,005	2,272	2,863	8,140
Own Resources				
Capital Receipts		1,320		1,320
Debt financing for operational assets	12,398	15,682	19,107	47,186
Debt financing for invest to save schemes	2,401	550	2400	5,351
Total Planned Funding	42,532	34,882	33,872	111,286

4.5 The proposed programme relies on £57.4m of external funding (i.e. grants, S106 and Community Infrastructure Levy). Levels of funding for later years of the programme is yet to be confirmed, availability of funding will therefore need to be kept under review, and changes may need to be made to the programme in future years. On this basis a conservative view of the level of available funding has been included within the proposed programme, with significantly lower levels of external funding included in years two and three of the programme.

4.6 £47.1m of external borrowing will be required to deliver the programme. External borrowing to fund capital expenditure on operational assets is supported by an annual increase in the revenue budget for capital financing which has remained

unchanged at £500k per year, with no allowance for inflation, since 2011. The planned programme requires an increase on the annual £500k rise, the planned increases in the capital financing budget are:

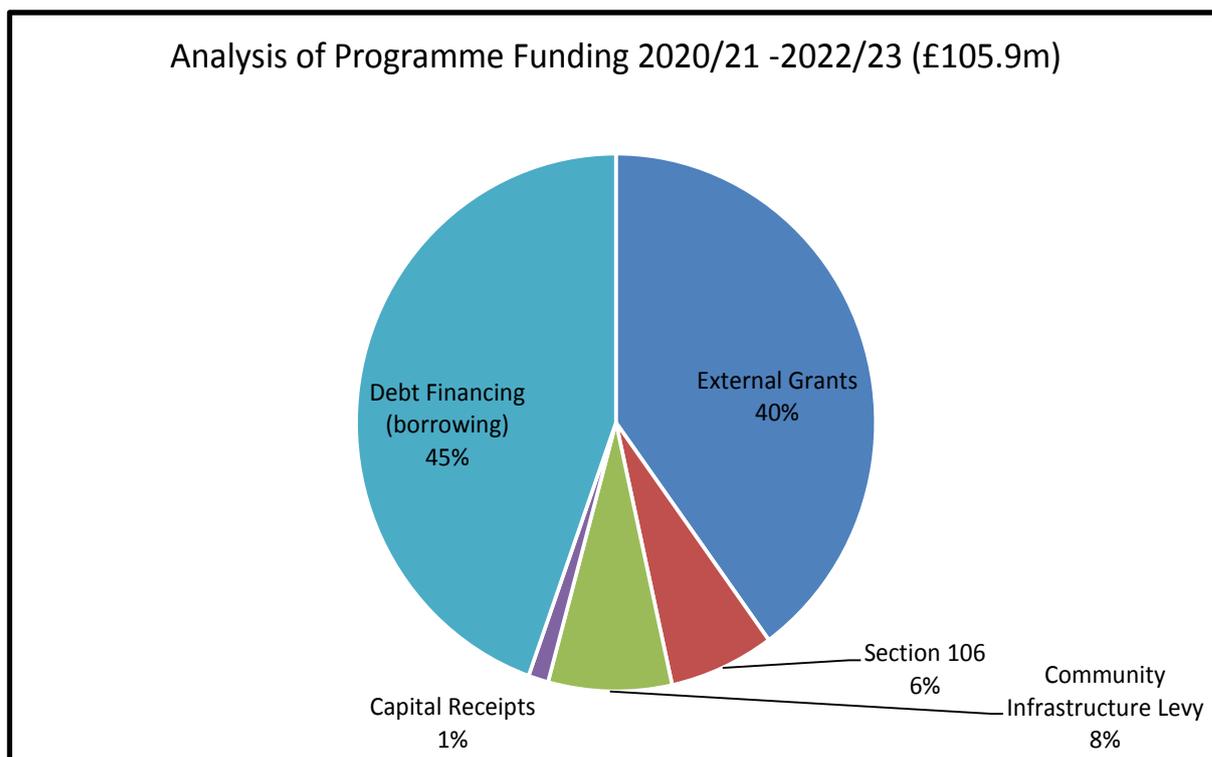
- (1) £500k in 2020/2021
- (2) £525k in 2021/2022
- (3) £550k in 2022/2023
- (4) £606k in 2023/2024

- 4.7 Further to the above increases in the revenue capital financing budget, £300k of additional treasury income generated in 2019/20 is being utilised to support delivery of the planned programme.
- 4.8 In order to effectively deliver the planned programme and align to the Council Strategy, the revenue capital financing budget has been increased in order to accommodate increases in capitalised salary costs, inflation on contracts and new projects. Assumptions as to the anticipated cost of external borrowing are set out in the Council's Investment and Borrowing Strategy, any significant / unanticipated rises in borrowing costs over and above those assumed within the budget setting will impact on the affordability of the overall programme.
- 4.9 £5.3m of external borrowing will be required to support proposed invest to save schemes. The capital funding for invest to save schemes is financed through the project via either revenue savings or income generation.
- 4.10 A summary of the three year capital programme shown in appendix C.

5. Supporting Information

Introduction

- 5.1 The size of the Capital Programme is determined by the amount which the Council can afford to borrow together with other sources of capital funding, including capital receipts, government grants and developers' contributions.
- 5.2 The planned programme excluding invest to save schemes is £105.9m over the three year period, funded from a combination of Council funding (predominately prudential borrowing), external capital grants, section 106 (s106) and Community Infrastructure Levy (CIL).



- 5.3 A further £5.3m of external borrowing will be required to support two proposed invest to save schemes. The capital funding for invest to save schemes is financed through the project via either revenue savings or income generation.
- 5.4 The Prudential Code (2017), requires the Council to look at capital and investment plans in light of overall organisation strategy and resources to ensure that decisions are made with sufficient regard to the long term financing implications and risks to the Council. To demonstrate compliance, the code sets out a number of indicators which are reviewed within this report and the Council’s Investment and Borrowing Strategy 2020/21.

Capital Expenditure and Financing

- 5.5 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 £5k are not capitalised and are charged to revenue in year.

Prudential Indicator: Estimates of Capital Expenditure (including invest to save schemes)

Expenditure	2020/21	2021/22	2022/23	Total
	£	£	£	£
People Directorate	15,783	12,575	16,741	45,100
Place Directorate	19,961	18,507	11,081	49,548
Resources Directorate	4,386	3,250	3,651	11,287
Total Expenditure on Operational Assets	40,130	34,332	31,472	105,935
Invest to Save Schemes	2,401	550	2,400	5,351
Total Planned Expenditure	42,532	34,882	33,872	111,286

- 5.6 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 programme expenditure is as follows:

Funding of Expenditure on Operational Assets	2020/21	2021/22	2022/23	Total
	£000s	£000s	£000s	£000s
External Sources				
External Grants	21,453	12,520	8,389	42,362
Section 106 (s106)	3,275	2,539	1,114	6,927
Community Infrastructure Levy (CIL)	3,005	2,272	2,863	8,140
Own Resources				
Capital Receipts		1,320		1,320
Debt financing for operational assets	12,398	15,682	19,107	47,186
Debt financing for invest to save schemes	2,401	550	2400	5,351
Total Planned Funding	42,532	34,882	33,872	111,286

- 5.7 The level of Section 106 and Community Infrastructure Levy (CIL) included in the financing of the programme are forecasts. Regular monitoring of actual levels received and those forecast to be received will be undertaken and reported to Capital Strategy Group (CSG), and the capital programme adjusted accordingly if necessary.
- 5.8 Until 2021/22 the Council is permitted to utilise capital receipts to fund transformation projects. £503k of forecast receipts are available to be allocated to the Council’s Transformation Fund, £1.3m of ring-fenced receipts relating to future planned disposals of school assets are to be allocated in support of the capital programme.
- 5.9 £47.1m of Council funded borrowing, i.e. debt funding, is included within the programme. Capital schemes are funded by borrowing over different periods, depending on the approximate useful life of the asset being funded. For example, most ICT expenditure is funded over five years whereas new buildings are funded over 50 years. The programme is expected to be funded from borrowing from the Public Works Loans Board (PWLB), although under the Council’s Investment and Borrowing Strategy alternative sources of funding can be accessed. The capital strategy assumes that the Bank of England base rate will continue to rise by a further 0.5% per year from 1 April 2021 onwards until they reach a peak of 2.5% in 2024/25.
- 5.10 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 the minimum revenue provision (MRP) or via further loan refinancing. Investment in the Council’s operational assets are funded via annuity based loans (i.e. loans where interest and capital are repaid annually), linked to the expected life of the asset. The repayment of which are met by the capital financing budget in revenue. The Medium Term Financial Strategy (MTFS), allows for the following increases to maintain and fund the planned programme:

- (1) £500k in 2020/2021
- (2) £525k in 2021/2022
- (3) £550k in 2022/2023

(4) £606k in 2023/2024

5.11 Debt financing to support investment opportunities (e.g. commercial property) and inherited debt from the former Berkshire County Council (BCC) has been undertaken on a maturity basis (i.e. annual repayment of interest only) and requires the Council to make long term provision for the repayment of principal sums borrowed, known as the minimum revenue provision (MRP). The proposed level of MRP over the next ten years for the future repayment of former BCC loans and loans for purchase of commercial investment property is as follows:

Proposed MRP	2019/20 Estimated £000s	2020/21 Estimated £000s	2021/22 Estimated £000s	2022/23 Estimated £000s	2023/24 Estimated £000s	2024/25 Estimated £000s	2025/26 Estimated £000s	2026/27 Estimated £000s	2027/28 Estimated £000s	2028/29 Estimated £000s	2029/30 Estimated £000s
Accumulated MRP at start of year	7,678	8,577	9,323	10,048	10,995	11,658	12,753	13,471	14,199	14,901	15,555
Former BCC Loans	622	296	265	479	363	789	406	410	377	323	376
Commercial Property	277	450	459	468	300	306	312	318	325	331	338
Accumulated MRP at end of year	8,577	9,323	10,048	10,995	11,658	12,753	13,471	14,199	14,901	15,555	16,269

5.12 A detailed overview of the Council’s MRP policy is included in Appendix D.

5.13 £5.3m of debt financing to support planned invest to save projects is financed from income streams generated from the project and is not funded from the Council’s revenue capital financing budget. Debt to finance invest to save projects is undertaken on an annuity basis.

5.14 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 / loan fund repayments and capital receipts used to replace debt. The CFR is expected to increase by £6.3m during 2020/21. Based on the above figures for expenditure and financing, the Council’s estimated CFR is as follows:

Prudential Indicator: Estimates of Capital Financing Requirement

Capital Financing Requirement (CFR)	Forecast 2019/20 £000s	As per Proposed 2020/21 Capital Programme £000s	As per Proposed 2021/22 Capital Programme £000s	As per Proposed 2022/23 Capital Programme £000s
CFR brought forward	240,120	244,780	289,560	296,646
Borrowing to fund Operational Assets	11,475	12,239	14,803	18,075
Invest to Save	537	2,614	550	2,400
Commercial Activities		37,747	-	-
Lease Liabilities	-	-	-	
Increase in borrowing to fund capital expenditure	12,012	52,600	15,353	20,475
Less MRP & other financing	7,352	7,820	8,267	8,605
CFR carried forward at yr end	244,780	289,560	296,646	308,516
Movement in CFR	4,660	44,780	7,086	11,870

Proposals

5.15 The proposed programme includes planned capital expenditure as follows:

Expenditure By Service	2020/21	2021/22	2022/23	Total
	£000s	£000s	£000s	£000s
Adult Social Care	1,388	1,407	1,521	4,316
Children & Family Services	20	20	20	60
Education Services	14,375	11,148	15,200	40,724
People Directorate	15,783	12,575	16,741	45,100
Public Protection & Culture	659	501	507	1,667
Transport & Countryside	17,549	16,197	8,856	42,602
Development & Planning	1,753	1,808	1,718	5,280
Places Directorate	19,961	18,507	11,081	49,548
Chief Executive	0	0	0	0
Finance & Property	2,108	1,672	1,782	5,562
Customer Services & ICT	2,041	1,366	1,655	5,062
Legal & Strategic Support	237	213	214	663
Resources Directorate	4,386	3,250	3,651	11,287
Total Planned Expenditure	40,130	34,332	31,472	105,935
Invest to Save Schemes				
Public Protection & Culture	550	550	2,400	3,500
Transport & Countryside	1,851	0	0	1,851
Total Invest to Save Schemes	2,401	550	2,400	5,351
Total Programme including Invest to Save	42,532	34,882	33,872	111,286

5.16 The main changes to the previously agreed programme are as follows:

- (1) £3.7m of additional funding to support investment into Educational assets, inclusive of £97k of funding to replace modular buildings at Falkland Primary School, £634k of funding to support development of wrap around care provision, and £2.8m of funding for replacement and expansion of the Downlands Sports Centre.
- (2) £4m of additional external funding to resurface the A4, subject to a successful bid for external funding from government.
- (3) £5.3m of additional funding to support the environment strategy, (£3.5m of funding relating to invest to save projects).
- (4) £1.3m of external funding to support the Great Shefford Flood Alleviation Scheme, subject to a successful funding bid from government.
- (5) £1m of funding to support the development of the Grazeley master plan.
- (6) £638k of additional funding to support community transport, increased provision of cycling facilities at schools and renewal of the Council's mini bus fleet.
- (7) £415k of additional funding to support the Council's IT infrastructure.

5.17 In order to fund the planned programme, the annual capital financing revenue budget which has been capped at an annual increase of £500k since 2011, will require annual increases as follows:

- (1) £500k in 2020/2021
- (2) £525k in 2021/2022
- (3) £550k in 2022/2023
- (4) £606k in 2023/2024

5.18 Four invest to save projects have been included within the programme, the annual capital financing cost relating to these projects is to be funded from revenue savings and income streams generated from the projects.

- (1) Two projects relating to development of solar farm opportunities, £3.5m.
- (2) Refurbishment and improvement of the Kennet Centre office £67k.
- (3) To investigate the purchase of additional car parking at the new Newbury Station Car Park £1.7m.

Future options for income generation

5.19 The Council does have a number of potential options to pursue further through this strategy to deliver both financial and strategic return. There are further options that other Councils are investing in, however, this strategy proposes further investigation into the second and third options below as these have a very strong strategic alignment to the Council Strategy. There is also a strong case to include infrastructure investment takes places, especially for leisure and social care, that links to the capital strategy and will deliver cost avoidance; however, this is excluded from the section below as this looking more at income generation rather than cost avoidance.

1) Commercial property

5.20 As highlighted elsewhere, there are increased constraints on commercial property investment options. At present, through the Council's current Property Investment Strategy, the Council has acquired £63m of commercial property assets that provide a gross return of £3.7m and a net return of £1.2m after allowing for capital financing costs. The Council is proposing to amend the strategy to focus the search for property within the district boundaries only. The review of the strategy is included in Appendix E.

2) Environmental activities

5.21 There are, and will be in the future, a number of exciting opportunities for the Council to seek investment in this area. The Environment Strategy, being consulted upon at the time of writing, will provide further areas for investment, as will new technologies and schemes emerging locally and nationally.

5.22 The Council does have some existing opportunities to invest in capital that supports the delivery of upcoming environmental strategy that also provides a financial return to the Council. The Environment Strategy and subsequent work will continue to identify areas, but an initial area of focus, and one which the Council has been piloting, is the provision of Solar PV on roof space to generate a financial return through cheaper power supply to the Council building and selling any surplus energy to the grid. This also clearly has a strategic benefit through the Council Strategy and priority five on maintaining a green district. It is proposed to expand this pilot further across Council assets as well as seeking opportunities on non-Council owned assets, but where the authority is able to provide a financial return to pay for the infrastructure and generate an income stream as well as by providing more clean energy in the district.

5.23 The Council will also seek to explore the option to deliver a solar farm, either on its own landholding, through the acquisition, or partnership working. A number of other Councils are exploring and delivering this option, for example Swindon BC and Warrington Council.

3) Housing activities

5.24 There are options that others are exploring around the investment return and social benefit of investing in housing through the general fund (the Council does not have its own housing stock or Housing Revenue Account [HRA]). The Council through its housing board has already considered the reintroduction of an HRA, but the costs of doing so and the ability to acquire such a level of stock to make the endeavour successful are such that this option has been discounted at present. There are a number of others areas for the Council to explore investment options from housing:

a) Housing Company

5.25 A significant number of local authorities have set up housing companies. There are a mixture of reasons and structures. From an investment and Council Strategy focus, the initial review would be for a housing company that focussed purely on the rental market to begin with, and the opportunity for the council company to be an exemplar landlord and focus on a variety of market and sub-market tenure as well as to provide a treasury management return.

b) Investment in open market housing

5.26 The Council has the opportunity to invest directly in open market shared ownership through a similar scheme to the 'help to buy' route, but limiting this to within the district boundaries. This would provide a rental revenue stream, as the council would have a return on the element of the house that it purchased, with the purchaser having a mortgage on the other element. This could be tailored to support first time buyers, local residents or workers and so help achieve strategic objectives in respect of housing and the local economy as well as council workforce.

c) Joint Ventures

- 5.27 The Council already has a housing development Joint Venture with Sovereign Housing Association. Over time however, other approaches may well be made to Council for one joint ventures where there may be a greater financial return to the Council than land going through the Sovereign Joint Venture. These should be explored, in order to consider best value and the option considered against the exist joint venture, to ensure that the Council is maximising its investment opportunities.

Financing

- 5.28 The Council, through the overall capital strategy, will seek to finance schemes as efficiently as possible. The increase in the PWLB borrowing rate late in 2019 has squeezed the opportunity for investment returns, especially in respect of commercial property investment. The investment strategy has a section on capital financing and options for the most efficient methodology. At present, the above schemes will be tested against the prevailing PWLB rate until different options are worked through by the Council.

Potential expected returns

- 5.29 With all of the above options, the overall return on these will only be worked through as part of the feasibility work on each options. Each options as well has its own risks and benefits which need to be considered under each study and project. Below is a summary of the potential financial returns that the Council could expect, assuming a prevailing rate of borrowing of 3%.

Solar PV

- 5.30 This could only be considered on a scheme by scheme basis. The overall return will depend on the current energy requirements of the building, the size of the roof available and its location, as well as the price of energy that can sold back into the grid. This does have the benefit of both offsetting costs, which are likely to be a higher level of return on investment than just purely selling into the electricity grid.

Solar Farm

- 5.31 This would need to considered on an individual basis. The financial returns though for the Council if it is in the district are the business rates uplift and, if on Council land, the rental stream from the farm.

Housing company

- 5.32 Initially, the financial return would be from the Council lending into the housing company and receiving a return. For example, if the company required £10m (and assuming a 75% debt and 25% equity investment from WBC), the Council return would be 2% (assuming a 5% lending rate) would be approximately £150,000 per annum, plus any dividend and /or capital uplift eventually.

Open Market housing

- 5.33 The Council would need to charge a market rental on the property. If, for example, the Council worked on a pilot of ten properties (assuming an average of a 50% WBC ownership and house price of £300,000), there would £1.5m of assets owned and the Council would be lending in at, for example 5% (PWLB plus a margin to ensure there is no State Aid). This would deliver ongoing return of £30,000 plus a share of any capital appreciation or depreciation on the value of the property when it was sold. There would also be setup costs to be considered, and SDLT.

Joint Ventures on housing scheme

- 5.34 This could only be considered on a scheme by scheme basis

6. Other options considered

Not applicable.

7. Conclusion

- 7.1 It is currently forecast that it will be possible to fund the 2020/21 – 2022/23 capital programme, via increasing the revenue capital financing budget on an annual basis from £500k in 2020/21, £525k in 2021/22, £550k in 2022/23 and £606k in 2023/24. This is based on long term assumptions about future spend, capital spending and financing plans which will need to be kept under review to ensure that it is possible to maintain the Council's asset base as fit for purpose with an affordable impact on the revenue budget.

8. Appendices

- 8.1 Appendix A – Equalities Impact Assessment
- 8.2 Appendix B – Data Protection Impact Assessment
- 8.3 Appendix C – Capital Programme 2020/21 – 2022/23
- 8.4 Appendix D – Minimum Revenue Provision Policy Statement
- 8.5 Appendix E – Property Investment Strategy

Background Papers:

None

Subject to Call-In:

Yes: No:

The item is due to be referred to Council for final approval X

Delays in implementation could have serious financial implications for the Council

Delays in implementation could compromise the Council's position

Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months

Item is Urgent Key Decision

Report is to note only

Wards affected: All

Officer details:

Name: Shannon Coleman-Slaughter

Job Title: Chief Financial Accountant

Tel No: 01635 519225

E-mail Address: Shannon.colemanslaughter@westberks.gov.uk

Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:**
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Executive to make:	Approve the Capital Strategy and Supporting Programme
Summary of relevant legislation:	CIPFA Prudential Code 2017
Does the proposed decision conflict with any of the Council's key strategy priorities?	No
Name of assessor:	Shannon Coleman-Slaughter/Andy Walker
Date of assessment:	23.12.19

Is this a:		Is this:	
Policy	No	New or proposed	Yes
Strategy	Yes	Already exists and is being reviewed	No
Function	No	Is changing	No
Service	No		

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	Set a three year capital programme
Objectives:	Medium term planning
Outcomes:	Medium term planning
Benefits:	Medium term planning

2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.		
(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this
Age		
Disability		
Gender Reassignment		
Marriage and Civil		

Partnership		
Pregnancy and Maternity		
Race		
Religion or Belief		
Sex		
Sexual Orientation		
Further Comments relating to the item:		

3 Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer:	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	No
Please provide an explanation for your answer:	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

4 Identify next steps as appropriate:	
Stage Two required	N/a
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name: Shannon Coleman-Slaughter

Date: 23.12.19

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) (rachel.craggs@westberks.gov.uk), for publication on the WBC website.

Appendix B

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	Resources
Service:	Finance & Property
Team:	Accountancy
Lead Officer:	Shannon Coleman-Slaughter/Andy Walker
Title of Project/System:	Capital Programme
Date of Assessment:	23.12.19

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p>Note – sensitive personal data is described as “<i>data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation</i>”</p>	<input type="checkbox"/>	X
<p>Will you be processing data on a large scale?</p> <p>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</p>	<input type="checkbox"/>	X
<p>Will your project or system have a “social media” dimension?</p> <p>Note – will it have an interactive element which allows users to communicate directly with one another?</p>	<input type="checkbox"/>	X
<p>Will any decisions be automated?</p> <p>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</p>	<input type="checkbox"/>	X
<p>Will your project/system involve CCTV or monitoring of an area accessible to the public?</p>	<input type="checkbox"/>	X
<p>Will you be using the data you collect to match or cross-reference against another existing set of data?</p>	<input type="checkbox"/>	X
<p>Will you be using any novel, or technologically advanced systems or processes?</p> <p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p>	<input type="checkbox"/>	X

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

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Service	Project Title	Status	Description of Project	Council Priority	Council 20/21	Government and other Grants 20/21	S106 20/21	CIL 20/21	Total 20/21	Council 21/22	Government and other Grants 21/22	S106 21/22	CIL 21/22	Total 21/22	Council 22/23	Government and other Grants 22/23	S106 22-23	CIL 22-23	Total 22/23	Council 20-23	Government and other Grants 20-23	S106 20-23	CIL 20-23	Total 20-23	
Adult Social Care	O/T Equipment		Annual provision for essential aids & equipment for vulnerable people.	1	£512,170.00	£641,000.00	£0.00	£0.00	£1,153,170.00	£594,030.00	£663,000.00	£0.00	£0.00	£1,257,030.00	£684,950.00	£686,000.00	£0.00	£0.00	£1,370,950.00	£1,791,150.00	£1,990,000.00	£0.00	£0.00	£3,781,150.00	
Adult Social Care	Adult Social Care PMP		Maintenance of 4 Care Homes and 3 Resource Centres	1	£235,000.00	£0.00	£0.00	£0.00	£235,000.00	£150,000.00	£0.00	£0.00	£0.00	£150,000.00	£150,000.00	£0.00	£0.00	£0.00	£150,000.00	£535,000.00	£0.00	£0.00	£0.00	£535,000.00	
Children & Family Services	Building work to foster homes		To enable more children to be fostered in West Berkshire	1	£20,000.00	£0.00	£0.00	£0.00	£20,000.00	£20,000.00	£0.00	£0.00	£0.00	£20,000.00	£20,000.00	£0.00	£0.00	£0.00	£20,000.00	£60,000.00	£0.00	£0.00	£0.00	£60,000.00	
Education Services	Education Capital Salaries		Capital element of the Place Planning & Development Team	2	£267,230.00	£0.00	£11,480.00	£0.00	£278,710.00	£330,920.00	£0.00	£0.00	£0.00	£330,920.00	£47,080.00	£0.00	£0.00	£0.00	£47,080.00	£417,800.00	£645,230.00	£0.00	£11,480.00	£0.00	£656,710.00
Education Services	Education Broadband Transition	New Project	The Project Management of a systematic transition of existing Broadband services from incumbent supplier to the bid winner.	2	£5,180.00	£0.00	£0.00	£0.00	£5,180.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,180.00	£0.00	£0.00	£0.00	£5,180.00
Education Services	Theale Primary School - Basic Need		Expansion of the school from 1.0FE to 1.5FE to meet local primary basic need.	2	£100,000.00	£153,750.00	£0.00	£0.00	£253,750.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£100,000.00	£153,750.00	£0.00	£0.00	£253,750.00
Education Services	Highwood Copse - Basic Need		Provision of a new 1FE Primary school with Nursery class to meet primary basic need across Newbury.	2	£89,180.00	£2,897,170.00	£0.00	£0.00	£2,986,350.00	£68,460.00	£0.00	£0.00	£0.00	£68,460.00	£36,870.00	£0.00	£0.00	£0.00	£0.00	£36,870.00	£194,510.00	£2,897,170.00	£0.00	£0.00	£3,091,680.00
Education Services	Park House - Expansion		Impact at Park House school of additional pupil numbers from Racecourse and Sandford new housing developments.	2	£0.00	£0.00	£109,790.00	£0.00	£109,790.00	£0.00	£0.00	£1,291,510.00	£0.00	£1,291,510.00	£0.00	£0.00	£34,950.00	£0.00	£0.00	£34,950.00	£0.00	£0.00	£1,436,250.00	£0.00	£1,436,250.00
Education Services	The Wincombe - Basic Need Bulge		Increase accommodation to enable an additional bulge class of 30 from September 2016.	2	£30,000.00	£0.00	£0.00	£55,740.00	£85,740.00	£0.00	£0.00	£0.00	£6,650.00	£6,650.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£30,000.00	£0.00	£0.00	£62,390.00	£92,390.00
Education Services	Schools Surveys		5-year rolling programme to undertake Asbestos, Condition, Fire and Legionella surveys.	2	£20,000.00	£0.00	£0.00	£0.00	£20,000.00	£20,000.00	£0.00	£0.00	£0.00	£20,000.00	£20,000.00	£0.00	£0.00	£0.00	£0.00	£20,000.00	£60,000.00	£0.00	£0.00	£0.00	£60,000.00
Education Services	Hungerford Primary - UIFSM		Kitchen expansion to enable continued delivery of universal infant free school meals	2	£391,610.00	£0.00	£25,590.00	£0.00	£417,200.00	£9,700.00	£0.00	£0.00	£0.00	£9,700.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£401,310.00	£0.00	£25,590.00	£0.00	£426,900.00
Education Services	The Willink - Expansion		To mitigate the impact from secondary basic need and potential further housing developments within the school's catchment area.	2	£609,290.00	£1,487,630.00	£85,820.00	£0.00	£2,182,740.00	£496,890.00	£6,650.00	£0.00	£0.00	£503,540.00	£38,250.00	£0.00	£0.00	£0.00	£0.00	£38,250.00	£1,144,430.00	£1,494,280.00	£85,820.00	£0.00	£2,724,530.00
Education Services	Speenhamland - Basic Need		Provision of a nursery class and works to expand and address deficiencies of the Physical Disability Resourced Unit.	2	£684,510.00	£0.00	£0.00	£0.00	£684,510.00	£14,480.00	£0.00	£0.00	£0.00	£14,480.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£698,990.00	£0.00	£0.00	£0.00	£698,990.00
Education Services	East of Area PRU Provision		Provision of a new accommodation for the 1College east of area provision to address suitability and sufficiency issues.	2	£0.00	£0.00	£0.00	£1,508,520.00	£1,508,520.00	£0.00	£0.00	£0.00	£34,610.00	£34,610.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,543,130.00	£1,543,130.00
Education Services	Trinity School - Secondary Basic Need		Expansion of Trinity Secondary School from GFE to 7FE as part of Planning Area 12 pupil place strategy.	2	£272,200.00	£2,503,900.00	£0.00	£0.00	£2,776,100.00	£0.00	£32,730.00	£0.00	£0.00	£32,730.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£272,200.00	£2,536,630.00	£0.00	£0.00	£2,808,830.00
Education Services	Kennet School - Secondary Basic Need		Provision of accommodation to ensure an additional bulge class of 30 for September 2017.	2	£0.00	£19,830.00	£0.00	£0.00	£19,830.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£19,830.00	£0.00	£0.00	£19,830.00
Education Services	Special Provision Fund Allocation		Grant funding to make capital investment in provision for pupils with special educational needs and disabilities.	2	£0.00	£6,320.00	£0.00	£0.00	£6,320.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£6,320.00	£0.00	£0.00	£6,320.00
Education Services	Parsons Down Accommodation Rationalisation		Rationalisation of accommodation to align with reduced admission number due to decline in forecast pupil numbers and to create a viable 2FE school.	2	£0.00	£0.00	£0.00	£243,700.00	£243,700.00	£682,490.00	£1,320,000.00	£0.00	£0.00	£2,002,490.00	£0.00	£0.00	£0.00	£48,760.00	£0.00	£48,760.00	£682,490.00	£1,320,000.00	£0.00	£292,460.00	£2,294,950.00
Education Services	Education Capital Maintenance Programme		Rolling maintenance programme formulated for each service using the current condition survey data.	2	£680,000.00	£1,680,000.00	£0.00	£0.00	£2,360,000.00	£600,000.00	£1,680,000.00	£0.00	£0.00	£2,280,000.00	£600,000.00	£1,680,000.00	£0.00	£0.00	£0.00	£2,280,000.00	£1,880,000.00	£5,040,000.00	£0.00	£0.00	£6,920,000.00
Education Services	Sandleford Park Development - New Primary school (1)		Provision of additional primary provision to meet the impact from the Sandleford Park Housing Development.	2	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£372,140.00	£0.00	£0.00	£372,140.00	£0.00	£0.00	£372,140.00	£0.00	£372,140.00
Education Services	Sandleford Park Development - New Primary school (2)		Provision of separate unit for primary aged pupils with MLD SEND.	2	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Education Services	Westwood Farm Infant - Library and Store		Creation of a library space to enable full use of main school hall space.	2	£27,800.00	£0.00	£0.00	£0.00	£27,800.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£27,800.00	£0.00	£0.00	£0.00	£27,800.00
Education Services	Early Years Free Entitlement		Capital investment to support LA duty under the Childcare Act 2016 to secure sufficient places for the extended entitlement of 30 hours childcare for eligible working parents of 3 and 4 year olds.	2	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£22,930.00	£0.00	£0.00	£0.00	£0.00	£22,930.00	£22,930.00	£0.00	£0.00	£0.00	£22,930.00
Education Services	Aids and Adaptations		Provision of special equipment for children with disabilities, including proportion of occupational therapists' time	1	£52,270.00	£0.00	£0.00	£0.00	£52,270.00	£55,530.00	£0.00	£0.00	£0.00	£0.00	£55,530.00	£58,970.00	£0.00	£0.00	£0.00	£58,970.00	£166,770.00	£0.00	£0.00	£0.00	£166,770.00
Education Services	Additional Places - Secondary Basic Need		Additional primary provision to meet the impact from the Sandleford Park Housing Development.	2	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£214,870.00	£214,870.00	£3,028,560.00	£0.00	£0.00	£1,187,250.00	£4,215,810.00	£3,028,560.00	£0.00	£0.00	£1,402,120.00	£4,430,680.00	
Education Services	Castle Gate - increased capacity		Provision of additional bedrooms and associated support spaces to increase capacity and reduce costs of out of	1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£31,800.00	£31,800.00	£0.00	£0.00	£0.00	£31,800.00	£31,800.00	
Education Services	MLD Resourced Provision - Secondary		Provision of resourced provision for secondary aged pupils with MLD SEND.	2	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Education Services	SEMH/ASD Resourced Provision - Primary		Provision of resourced provision for primary aged pupils with SEMH/ASD to meet demand and reduce pressure on the High Needs Block.	2	£0.00	£67,060.00	£0.00	£0.00	£67,060.00	£0.00	£277,060.00	£0.00	£495,840.00	£772,900.00	£0.00	£0.00	£0.00	£0.00	£23,590.00	£23,590.00	£0.00	£344,120.00	£0.00	£519,430.00	£863,550.00
Education Services	SEMH/ASD Resourced Provision - Secondary		Provision of resourced provision for secondary aged pupils with SEMH/ASD to meet demand and reduce pressure on the High Needs Block.	2	£0.00	£0.00	£0.00	£0.00	£0.00	£146,080.00	£44,940.00	£0.00	£0.00	£191,020.00	£769,860.00	£254,010.00	£0.00	£544,890.00	£1,568,760.00	£915,940.00	£298,950.00	£0.00	£544,890.00	£1,759,780.00	
Education Services	Calcot Schools - Remodelling		The remodelling of accommodation to align with change of PAN to address financial pressures associated with current PAN and deficiencies with current accommodation.	2	£7,800.00	£0.00	£0.00	£102,190.00	£109,990.00	£2,464,060.00	£0.00	£0.00	£545,180.00	£3,009,240.00	£2,747,400.00	£0.00	£0.00	£0.00	£31,350.00	£2,778,750.00	£5,219,260.00	£0.00	£0.00	£678,720.00	£5,897,980.00
Education Services	Falkland Primary School Modular Buildings Replacement	New Project	Modular building replacement to address poor condition, poor environmental performance and limited external space.	2	£25,000.00	£0.00	£0.00	£0.00	£25,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£31,890.00	£0.00	£40,710.00	£0.00	£0.00	£72,600.00	£56,890.00	£0.00	£40,710.00	£0.00	£97,600.00
Education Services	Downland Sports Centre - replacement & expansion	New Project	Replacement of undersized and poor condition sports hall with suitable and sufficient facilities to meet the needs of increased numbers of pupils at the	2	£25,000.00	£0.00	£0.00	£0.00	£25,000.00	£188,230.00	£0.00	£0.00	£0.00	£188,230.00	£2,663,650.00	£0.00	£0.00	£0.00	£0.00	£2,663,650.00	£2,876,880.00	£0.00	£0.00	£0.00	£2,876,880.00

Service	Project Title	Status	Description of Project	Council Priority	Council 20/21	Government and other Grants 20/21	S106 20/21	CIL 20/21	Total 20/21	Council 21/22	Government and other Grants 21/22	S106 21/22	CIL 21/22	Total 21/22	Council 22/23	Government and other Grants 22/23	S106 22-23	CIL 22-23	Total 22/23	Council 20-23	Government and other Grants 20-23	S106 20-23	CIL 20-23	Total 20-23	
Education Services	Wrap around care	New Project	Provision of accommodation on school sites to facilitate childcare outside of school hours, via a range of models, that	2	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£49,500.00	£0.00	£49,500.00	£585,000.00	£0.00	£0.00	£0.00	£585,000.00	£585,000.00	£0.00	£49,500.00	£0.00	£0.00	£634,500.00
Education Services	St Joseph's Primary School - Nursery Provision	New Project	Capital investment to support LA duty under the Childcare Act 2016 to secure sufficient places for the extended entitlement of 30 hours childcare.	2	£7,340.00	£0.00	£0.00	£0.00	£7,340.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£7,340.00	£0.00	£0.00	£0.00	£0.00	£7,340.00
Education Services	North Newbury - New primary school		Additional primary provision to meet the impact from the North Newbury Housing Development.	2	£0.00	£60,950.00	£0.00	£0.00	£60,950.00	£0.00	£0.00	£0.00	£0.00	£0.00	£143,510.00	£0.00	£153,020.00	£0.00	£296,530.00	£143,510.00	£60,950.00	£153,020.00	£0.00	£0.00	£357,480.00
Education Services	Theale Primary School - expansion		Provision of separate unit for primary aged pupils with MLD SEND.	2	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Education Services	Garland School - Nurture Provision	New Project	Re-purposing and extension of the on-site caretaker's dwelling to provide a therapeutic support base and facilities for before and after school club provision.	2	£37,210.00	£0.00	£24,230.00	£0.00	£61,440.00	£0.00	£72,080.00	£0.00	£0.00	£72,080.00	£3,560.00	£0.00	£0.00	£0.00	£3,560.00	£40,770.00	£72,080.00	£24,230.00	£0.00	£0.00	£137,080.00
Public Protection and Culture	Planned Maintenance of Leisure Centres		Planned Maintenance of Leisure Centres	4	£170,000.00	£0.00	£0.00	£0.00	£170,000.00	£120,000.00	£0.00	£0.00	£0.00	£120,000.00	£120,000.00	£0.00	£0.00	£0.00	£120,000.00	£410,000.00	£0.00	£0.00	£0.00	£0.00	£410,000.00
Public Protection and Culture	Council Carbon Management Plan		Schemes to improve energy efficiency and reduce carbon emissions in Council buildings, funded from revenue savings from carbon management schemes implemented from 2011/12 to 2013/14	5	£48,930.00	£0.00	£0.00	£0.00	£48,930.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£48,930.00	£0.00	£0.00	£0.00	£0.00	£48,930.00
Public Protection and Culture	Shawhouse Mansion Mtce		Maintenance Programme as advised by Consultants and under terms of HLF grant (25 year duration)	4	£80,000.00	£0.00	£0.00	£0.00	£80,000.00	£70,000.00	£0.00	£0.00	£0.00	£70,000.00	£70,000.00	£0.00	£0.00	£0.00	£70,000.00	£220,000.00	£0.00	£0.00	£0.00	£0.00	£220,000.00
Public Protection and Culture	Museum Maint & Repair		Ongoing programme of repairs including addressing damp issues	4	£20,000.00	£0.00	£0.00	£0.00	£20,000.00	£20,000.00	£0.00	£0.00	£0.00	£20,000.00	£20,000.00	£0.00	£0.00	£0.00	£20,000.00	£60,000.00	£0.00	£0.00	£0.00	£0.00	£60,000.00
Public Protection and Culture	Maintenance of Library Buildings		Provision for essential repairs	4	£25,000.00	£0.00	£0.00	£0.00	£25,000.00	£25,000.00	£0.00	£0.00	£0.00	£25,000.00	£25,000.00	£0.00	£0.00	£0.00	£25,000.00	£75,000.00	£0.00	£0.00	£0.00	£0.00	£75,000.00
Public Protection and Culture	Library Books		Replenishing book stock (previously funded from revenue)	6	£162,000.00	£0.00	£0.00	£0.00	£162,000.00	£162,000.00	£0.00	£0.00	£0.00	£162,000.00	£162,000.00	£0.00	£0.00	£0.00	£162,000.00	£486,000.00	£0.00	£0.00	£0.00	£0.00	£486,000.00
Public Protection and Culture	Berkshire Records Office		West Berkshire Share of Replacement/upgrade of major plant	4	£10,000.00	£0.00	£0.00	£0.00	£10,000.00	£10,000.00	£0.00	£0.00	£0.00	£10,000.00	£10,000.00	£0.00	£0.00	£0.00	£10,000.00	£30,000.00	£0.00	£0.00	£0.00	£0.00	£30,000.00
Public Protection and Culture	Leisure Centre Compliance and Modernisation		Capital Investment in Leisure Provision - required to maintain existing sites as EoA new site currently removed.	4	£103,150.00	£0.00	£0.00	£0.00	£103,150.00	£94,030.00	£0.00	£0.00	£0.00	£94,030.00	£100,000.00	£0.00	£0.00	£0.00	£100,000.00	£297,180.00	£0.00	£0.00	£0.00	£0.00	£297,180.00
Public Protection and Culture	Leisure Centre upgrades			4																£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Public Protection and Culture	Community Sports Facility			4	£40,000.00				£40,000.00	£0.00	£0.00	£0.00	£0.00							£40,000.00	£0.00	£0.00	£0.00	£0.00	£40,000.00
Transport and Countryside	Savings to pay for lifecycle investment in A4		Annual Programme	4	(£123,000.00)	£0.00	£0.00	£0.00	(£123,000.00)	(£138,000.00)	£0.00	£0.00	£0.00	(£138,000.00)	£0.00	£0.00	£0.00	£0.00	£0.00	(£261,000.00)	£0.00	£0.00	£0.00	£0.00	(£261,000.00)
Transport and Countryside	2020/21 Schemes		Annual Programme	4	£1,932,970.00	£2,106,560.00	£0.00	£0.00	£4,039,530.00	£500,000.00	£0.00	£0.00	£0.00	£500,000.00	£500,000.00	£51,260.00	£0.00	£0.00	£551,260.00	£2,932,970.00	£2,157,820.00	£0.00	£0.00	£0.00	£5,090,790.00
Transport and Countryside	2021/22 Schemes		Annual Programme	4	£0.00	£0.00	£0.00	£0.00	£0.00	£1,432,970.00	£2,082,570.00	£0.00	£0.00	£3,515,540.00	£0.00	£0.00	£0.00	£0.00	£0.00	£551,260.00	£1,432,970.00	£2,082,570.00	£0.00	£0.00	£3,515,540.00
Transport and Countryside	2022/23 Schemes		Annual Programme	4	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,432,970.00	£2,048,740.00	£0.00	£0.00	£3,481,710.00	£1,432,970.00	£2,048,740.00	£0.00	£0.00	£0.00	£3,481,710.00
Transport and Countryside	Street Furniture Replacement		Term Maintenance Establishment	4	£0.00	£272,550.00	£0.00	£0.00	£272,550.00	£0.00	£272,550.00	£0.00	£0.00	£272,550.00	£0.00	£275,500.00	£0.00	£0.00	£275,500.00	£0.00	£820,600.00	£0.00	£0.00	£0.00	£820,600.00
Transport and Countryside	Newbury Town Centre Paving Maintenance		Newbury Town Centre Paving Maintenance	4	£0.00	£100,000.00	£0.00	£0.00	£100,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£100,000.00	£0.00	£0.00	£0.00	£0.00	£100,000.00
Transport and Countryside	Capitalised Hand Patching		Council funded	4	£278,000.00	£0.00	£0.00	£0.00	£278,000.00	£278,000.00	£0.00	£0.00	£0.00	£278,000.00	£278,000.00	£0.00	£0.00	£0.00	£278,000.00	£834,000.00	£0.00	£0.00	£0.00	£0.00	£834,000.00
Transport and Countryside	Capitalised Sign and Road Marking Maintenance		Council funded	4	£110,000.00	£0.00	£0.00	£0.00	£110,000.00	£110,000.00	£0.00	£0.00	£0.00	£110,000.00	£110,000.00	£0.00	£0.00	£0.00	£110,000.00	£330,000.00	£0.00	£0.00	£0.00	£0.00	£330,000.00
Transport and Countryside	Drainage Capital Works		Council funded	4	£175,000.00	£100,000.00	£0.00	£0.00	£275,000.00	£175,000.00	£0.00	£0.00	£0.00	£175,000.00	£175,000.00	£0.00	£0.00	£0.00	£175,000.00	£525,000.00	£200,000.00	£0.00	£0.00	£0.00	£725,000.00
Transport and Countryside	Reactive Capital Works		DfT Funded	4	£0.00	£132,000.00	£0.00	£0.00	£132,000.00	£0.00	£132,000.00	£0.00	£0.00	£132,000.00	£0.00	£132,000.00	£0.00	£0.00	£132,000.00	£0.00	£396,000.00	£0.00	£0.00	£0.00	£396,000.00
Transport and Countryside	Bridge Capital Works		Bridge Capital Works - Annual Programme	4	£0.00	£425,000.00	£0.00	£0.00	£425,000.00	£0.00	£425,000.00	£0.00	£0.00	£425,000.00	£0.00	£425,000.00	£0.00	£0.00	£425,000.00	£0.00	£1,275,000.00	£0.00	£0.00	£0.00	£1,275,000.00
Transport and Countryside	Preventative Bridge Maintenance		Maintenance	4	£0.00	£100,000.00	£0.00	£0.00	£100,000.00	£0.00	£100,000.00	£0.00	£0.00	£100,000.00	£0.00	£100,000.00	£0.00	£0.00	£100,000.00	£0.00	£300,000.00	£0.00	£0.00	£0.00	£300,000.00
Transport and Countryside	Aldermaston Lift Bridge Replacement		Subject to feasibility in 2017/18	4	£0.00	£0.00	£600,000.00	£0.00	£600,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£600,000.00	£0.00	£0.00	£600,000.00
Transport and Countryside	Land Drainage Works		Annual Programme	4	£0.00	£200,000.00	£0.00	£0.00	£200,000.00	£0.00	£200,000.00	£0.00	£0.00	£200,000.00	£0.00	£200,000.00	£0.00	£0.00	£200,000.00	£0.00	£600,000.00	£0.00	£0.00	£0.00	£600,000.00
Transport and Countryside	2020/21		Annual Programme	4	£0.00	£100,000.00	£0.00	£0.00	£100,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£100,000.00	£0.00	£0.00	£0.00	£100,000.00
Transport and Countryside	Land Drainage Works 2021-22		Annual Programme	4	£0.00	(£100,000.00)	£0.00	£0.00	(£100,000.00)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	(£100,000.00)	£0.00	£0.00	(£100,000.00)
Transport and Countryside	2022/23		Annual Programme	4	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£100,000.00	£0.00	£0.00	£100,000.00	£0.00	£100,000.00	£0.00	£0.00	£0.00	£100,000.00
Transport and Countryside	Hamstead Norreys FAS		Subject to DEFRA funding	4	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£137,000.00	£0.00	£0.00	£137,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£137,000.00	£0.00	£0.00	£0.00	£0.00	£137,000.00
Transport and Countryside	East Thatcham (Harts Hill & Siege Cross)		Subject to DEFRA funding	4	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£40,000.00	£0.00	£0.00	£40,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£40,000.00	£0.00	£0.00	£0.00	£0.00	£40,000.00
Transport and Countryside	Thatcham Memorial Fields FAS		Subject to DEFRA funding	4	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£40,000.00	£0.00	£0.00	£40,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£40,000.00	£0.00	£0.00	£0.00	£0.00	£40,000.00
Transport and Countryside	North Thatcham - Bowling Green Rd and Heath Lane		Subject to DEFRA funding	4	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£60,000.00	£0.00	£0.00	£60,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£60,000.00	£0.00	£0.00	£0.00	£0.00	£60,000.00
Transport and Countryside	Ongoing replacements of lighting columns and lanterns		Ongoing replacements of lighting columns and lanterns	4	£0.00	£100,000.00	£0.00	£0.00	£100,000.00	£0.00	£100,000.00	£0.00	£0.00	£100,000.00	£0.00	£100,000.00	£0.00	£0.00	£100,000.00	£0.00	£300,000.00	£0.00	£0.00	£0.00	£300,000.00
Transport and Countryside	On Street Electric Charge Points		Subject to DfT Grant Bid	4	£0.00	£0.00	£0.00	£150,000.00</																	

Service	Project Title	Status	Description of Project	Council Priority	Council 20/21	Government and other Grants 20/21	S106 20/21	CIL 20/21	Total 20/21	Council 21/22	Government and other Grants 21/22	S106 21/22	CIL 21/22	Total 21/22	Council 22/23	Government and other Grants 22/23	S106 22-23	CIL 22-23	Total 22/23	Council 20-23	Government and other Grants 20-23	S106 20-23	CIL 20-23	Total 20-23	
Transport and Countryside	A4 Hambridge Road and Lower Way Signal Upgrade		S106 Funded	4	£0.00	£0.00	£575,000.00	£0.00	£575,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£575,000.00
Transport and Countryside	Local S106 Highway Improvements		Local S106 Highway Improvements	4	£0.00	£0.00	£100,000.00	£0.00	£100,000.00	£0.00	£0.00	£100,000.00	£0.00	£100,000.00	£0.00	£0.00	£100,000.00	£0.00	£100,000.00	£100,000.00	£0.00	£0.00	£0.00	£0.00	£300,000.00
Transport and Countryside	Cycle Parking at Schools	New Project	Introduction of covered cycle stands at all secondary schools	4	£75,000.00	£0.00	£0.00	£0.00	£75,000.00	£75,000.00	£0.00	£0.00	£0.00	£75,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£150,000.00	£0.00	£0.00	£0.00	£150,000.00
Transport and Countryside	Resurfacing of A4 between Newbury and Reading	New Project	Bid made for funding from the DFT to this project. *Subject to successful bidding with government	4	£0.00	£4,000,000.00	£0.00	£0.00	£4,000,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,000,000.00	£0.00	£0.00	£4,000,000.00
Transport and Countryside	Great Shefford Flood Alleviation Scheme	New Project	Bid made for funding from the DFT to this project. *Subject to successful bidding with government	4	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,329,000.00	£0.00	£0.00	£1,329,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,329,000.00	£0.00	£0.00	£1,329,000.00
Transport and Countryside	Future Project Assessment & Evaluations		Assessment and feasibility of works to support bids for grant, S106, CIL, LDF and LTP3.	4	£0.00	£50,000.00	£0.00	£0.00	£50,000.00	£0.00	£50,000.00	£0.00	£0.00	£50,000.00	£0.00	£50,000.00	£0.00	£0.00	£0.00	£50,000.00	£0.00	£150,000.00	£0.00	£0.00	£150,000.00
Transport and Countryside	Public Transport Infrastructure		RTPI + Infrastructure	4	£0.00	£0.00	£0.00	£50,000.00	£50,000.00	£0.00	£0.00	£0.00	£50,000.00	£50,000.00	£0.00	£0.00	£0.00	£50,000.00	£50,000.00	£0.00	£0.00	£0.00	£150,000.00	£150,000.00	
Transport and Countryside	Newbury Rail Station		LEP Funded in partnership with FGW & NR	4	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,400,000.00	£0.00	£0.00	£2,400,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,400,000.00	£0.00	£0.00	£2,400,000.00
Transport and Countryside	Transport Services Fleet Upgrade	New Project	Replacement of one fleet minibus each year	5	£100,000.00	£0.00	£0.00	£0.00	£100,000.00	£100,000.00	£0.00	£0.00	£0.00	£100,000.00	£100,000.00	£0.00	£0.00	£0.00	£0.00	£100,000.00	£300,000.00	£0.00	£0.00	£0.00	£300,000.00
Transport and Countryside	Community Transport	New Project	Funding for CT services	6	£0.00	£0.00	£0.00	£50,000.00	£50,000.00	£0.00	£0.00	£0.00	£50,000.00	£50,000.00	£0.00	£0.00	£0.00	£50,000.00	£50,000.00	£0.00	£0.00	£0.00	£150,000.00	£150,000.00	
Transport and Countryside	Project Management - Highways		Annual Salaries for Projects Team - part funded by S106	4	£21,000.00	£842,410.00	£107,700.00	£100,000.00	£1,071,110.00	£0.00	£918,410.00	£107,700.00	£100,000.00	£1,126,110.00	£0.00	£939,830.00	£107,700.00	£100,000.00	£1,147,530.00	£1,147,530.00	£21,000.00	£2,700,650.00	£323,100.00	£300,000.00	£3,344,750.00
Transport and Countryside	Recreational walking routes		To improve selected pedestrian rights of way in order to increase their recreational value	4	£13,890.00	£0.00	£0.00	£0.00	£13,890.00	£13,890.00	£0.00	£0.00	£0.00	£13,890.00	£13,890.00	£0.00	£0.00	£0.00	£0.00	£13,890.00	£41,670.00	£0.00	£0.00	£0.00	£41,670.00
Transport and Countryside	Rights of way volunteer scheme		To undertake rights of way maintenance work by the use of volunteers	4	£2,500.00	£0.00	£0.00	£0.00	£2,500.00	£2,500.00	£0.00	£0.00	£0.00	£2,500.00	£2,500.00	£0.00	£0.00	£0.00	£0.00	£2,500.00	£7,500.00	£0.00	£0.00	£0.00	£7,500.00
Transport and Countryside	Improvements to pedestrian routes		Improve the condition of pedestrian routes	4	£13,980.00	£0.00	£0.00	£0.00	£13,980.00	£13,980.00	£0.00	£0.00	£0.00	£13,980.00	£13,980.00	£0.00	£0.00	£0.00	£0.00	£13,980.00	£41,850.00	£0.00	£0.00	£0.00	£41,850.00
Transport and Countryside	Disabled access to the countryside		Improve selected rights of way in order to increase their usability and recreational value for less able users.	4	£7,000.00	£0.00	£0.00	£0.00	£7,000.00	£7,000.00	£0.00	£0.00	£0.00	£7,000.00	£7,000.00	£0.00	£0.00	£0.00	£0.00	£7,000.00	£21,000.00	£0.00	£0.00	£0.00	£21,000.00
Transport and Countryside	Bridleway/cycling improvements		To improve selected rideable and cycleable rights of way in order to increase their recreational and/or utilitarian value	4	£13,890.00	£0.00	£0.00	£0.00	£13,890.00	£13,890.00	£0.00	£0.00	£0.00	£13,890.00	£13,890.00	£0.00	£0.00	£0.00	£0.00	£13,890.00	£41,670.00	£0.00	£0.00	£0.00	£41,670.00
Transport and Countryside	The Ridgeway National Trail		To maintain the trail at the standard required by Natural England	4	£13,000.00	£0.00	£0.00	£0.00	£13,000.00	£13,000.00	£0.00	£0.00	£0.00	£13,000.00	£13,000.00	£0.00	£0.00	£0.00	£0.00	£13,000.00	£39,000.00	£0.00	£0.00	£0.00	£39,000.00
Transport and Countryside	Recreational cycle routes		To improve selected cycleable rights of way in order to increase their recreational and/or utilitarian value.	4	£13,880.00	£0.00	£0.00	£0.00	£13,880.00	£13,880.00	£0.00	£0.00	£0.00	£13,880.00	£13,880.00	£0.00	£0.00	£0.00	£0.00	£13,880.00	£41,640.00	£0.00	£0.00	£0.00	£41,640.00
Transport and Countryside	Rural signing		Maintenance & improvement of direction signage on rural rights of way	4	£5,270.00	£0.00	£0.00	£0.00	£5,270.00	£5,270.00	£0.00	£0.00	£0.00	£5,270.00	£5,270.00	£0.00	£0.00	£0.00	£0.00	£5,270.00	£15,810.00	£0.00	£0.00	£0.00	£15,810.00
Transport and Countryside	Countryside Capital salaries		To manage the capital projects the Countryside Service is responsible for under the Local Transport Plan	4	£40,130.00	£0.00	£0.00	£0.00	£40,130.00	£19,800.00	£0.00	£0.00	£0.00	£19,800.00	£19,600.00	£0.00	£0.00	£0.00	£0.00	£19,600.00	£79,530.00	£0.00	£0.00	£0.00	£79,530.00
Transport and Countryside	Playground Improvement		To refurbish existing children's play areas that are now reaching the end of their recommended life span to ensure their compliance with relevant modern safety standards	4	£21,880.00	£0.00	£15,000.00	£0.00	£36,880.00	£21,880.00	£0.00	£30,000.00	£0.00	£51,880.00	£21,880.00	£0.00	£30,000.00	£0.00	£0.00	£51,880.00	£65,640.00	£0.00	£75,000.00	£0.00	£140,640.00
Transport and Countryside	Henwick Withy Sports Facility		New sports pitch. x 1 possibly 2 pitches if match funding becomes available	4	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£200,000.00	£0.00	£0.00	£200,000.00	£0.00	£175,000.00	£0.00	£0.00	£175,000.00	£0.00	£0.00	£375,000.00	£0.00	£0.00	£375,000.00
Transport and Countryside	Prevention of vehicle access to public open spaces.		Measures to prevent undesirable access and occupation of public open spaces.	4	£0.00	£0.00	£20,000.00	£0.00	£20,000.00	£0.00	£0.00	£20,000.00	£0.00	£20,000.00	£0.00	£0.00	£0.00	£20,000.00	£20,000.00	£0.00	£0.00	£0.00	£40,000.00	£20,000.00	£60,000.00
Transport and Countryside	Natural Carbon Reduction Measures	New Project	Investment in measures to naturally capture and reduce carbon dioxide. Examples of natural measures could include large scale tree planting, natural regeneration, wetland regeneration (subject to feasibility and cost/benefit analysis).	5	£0.00	£0.00	£0.00	£0.00	£0.00	£1,225,000.00	£0.00	£0.00	£0.00	£1,225,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,225,000.00	£0.00	£0.00	£0.00	£1,225,000.00
Transport and Countryside	Urban Tree Fund	New Project	Capital required for investigation, design and implementation of urban trees	5	£40,000.00	£0.00	£0.00	£0.00	£40,000.00	£40,000.00	£0.00	£0.00	£0.00	£40,000.00	£40,000.00	£0.00	£0.00	£0.00	£0.00	£40,000.00	£120,000.00	£0.00	£0.00	£0.00	£120,000.00
Transport and Countryside	BBOWT Capital Works		Berkshire, Buckinghamshire and Oxford Wildlife Trust capital works funded from S106.	5	£0.00	£0.00	£100,000.00	£0.00	£100,000.00	£0.00	£0.00	£100,000.00	£0.00	£100,000.00	£0.00	£100,000.00	£0.00	£0.00	£100,000.00	£0.00	£0.00	£300,000.00	£0.00	£0.00	£300,000.00
Development and Planning	Home Repair and Discretionary Renovation Grants		Grants for emergency home repairs for older/vulnerable people	1	£50,000.00	£0.00	£0.00	£0.00	£50,000.00	£50,000.00	£0.00	£0.00	£0.00	£50,000.00	£50,000.00	£0.00	£0.00	£0.00	£0.00	£50,000.00	£150,000.00	£0.00	£0.00	£0.00	£150,000.00
Development and Planning	Disabled Facilities Grants		Mandatory grant for disabled adaptations, to enable local residents to live independently in their own homes.	1	£453,670.00	£1,112,000.00	£0.00	£0.00	£1,565,670.00	£460,980.00	£1,112,000.00	£0.00	£0.00	£1,572,980.00	£468,440.00	£1,112,000.00	£0.00	£0.00	£0.00	£1,580,440.00	£1,383,090.00	£3,336,000.00	£0.00	£0.00	£4,719,090.00
Development and Planning	Travel Plans (Transport Planning)		Includes transport model and transport policy officer	4	£40,180.00	£10,000.00	£0.00	£0.00	£50,180.00	£47,760.00	£10,000.00	£0.00	£0.00	£57,760.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£87,940.00	£20,000.00	£0.00	£0.00	£107,940.00
Development and Planning	Temp Accommodation		Refurbishment of temporary accommodation	4	£17,500.00	£0.00	£0.00	£0.00	£17,500.00	£17,500.00	£0.00	£0.00	£0.00	£17,500.00	£17,500.00	£0.00	£0.00	£0.00	£0.00	£17,500.00	£52,500.00	£0.00	£0.00	£0.00	£52,500.00
Development and Planning	Grazeley New Town	New Project	A Project manager for the new Grazeley development, delivering up to 5,000 new homes. Funded from Housing Infrastructure Fund	4	£0.00	£70,000.00	£0.00	£0.00	£70,000.00	£0.00	£70,000.00	£0.00	£0.00	£70,000.00	£0.00	£70,000.00	£0.00	£0.00	£0.00	£70,000.00	£0.00	£210,000.00	£0.00	£0.00	£210,000.00
Development and Planning	New Oracle Server	New Project	Replacement Solaris Server to host a new version of Oracle, which is the operating system of Uniform. ICT has advised that the existing server must be replaced.	4	£0.00	£0.00	£0.00	£0.00	£0.00	£40,000.00	£0.00	£0.00	£0.00	£40,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£40,000.00	£0.00	£0.00	£0.00	£40,000.00
Finance and Property	Planned Maintenance of Corporate Offices		Annual maintenance provision - will be allocated to individual services in year using Condition Survey data.	7	£793,000.00	£0.00	£0.00	£0.00	£793,000.00	£488,000.00	£0.00	£0.00	£0.00	£488,000.00	£788,000.00	£0.00	£0.00	£0.00	£0.00	£488,000.00	£2,069,000.00	£0.00	£0.00	£0.00	£2,069,000.00
Finance and Property	Cap Sal Property		Capitation Costs of Property Project Managers	7	£686,970.00	£0.00	£0.00	£0.00	£686,970.00	£653,190.00	£0.00	£0.00	£0.00	£653,190.00	£666,250.00	£0.00	£0.00	£0.00	£0.00	£666,250.00	£2,006,410.00	£0.00	£0.00	£0.00	£2,006,410.00
Finance and Property	Condition/Measured Surveys		Condition/Measured Surveys - Annual Programme	7	£41,000.00	£0.00	£0.00	£0.00	£41,000.00	£42,000.00	£0.00	£0.00	£0.00	£42,000.00	£5,000.00	£0.00	£0.00	£0.00	£0.00	£5,000.00	£88,000.00	£0.00	£0.00	£0.00	£88,000.00
Finance and Property	Planned Maintenance of Other Corporate Buildings PMP		Planned Maintenance of Other Corporate Buildings PMP	7	£25,600.00	£0.00	£0.00	£0.00	£25,600.00	£25,600.00	£0.00	£0.00	£0.00	£25,600.00	£20,000.00	£0.00									

Service	Project Title	Status	Description of Project	Council Priority	Council 20/21	Government and other Grants 20/21	S106 20/21	CIL 20/21	Total 20/21	Council 21/22	Government and other Grants 21/22	S106 21/22	CIL 21/22	Total 21/22	Council 22/23	Government and other Grants 22/23	S106 22-23	CIL 22-23	Total 22/23	Council 20-23	Government and other Grants 20-23	S106 20-23	CIL 20-23	Total 20-23		
Customer Services and ICT	Corporate Replacement Programme (CRP)		Re-provision of WBC ICT systems and equipment on an ongoing basis - spikes to provide major rebuilds of servers etc.	7	£545,000.00	£0.00	£0.00	£0.00	£545,000.00	£545,000.00	£0.00	£0.00	£0.00	£545,000.00	£545,000.00	£0.00	£0.00	£0.00	£545,000.00	£1,635,000.00	£0.00	£0.00	£0.00	£0.00	£1,635,000.00	
Customer Services and ICT	Replacement of PC Screens and Docking stations		Re-provision of WBC ICT systems and equipment on an ongoing basis - spikes to provide major rebuilds of servers etc.	7	£80,000.00	£0.00	£0.00	£0.00	£80,000.00	£80,000.00	£0.00	£0.00	£0.00	£80,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£160,000.00	£0.00	£0.00	£0.00	£0.00	£160,000.00	
Customer Services and ICT	VMware Servers & Hosts		Replace physical servers (hosts) as they reach end of life.	7	£10,000.00	£0.00	£0.00	£0.00	£10,000.00	£32,000.00	£0.00	£0.00	£0.00	£32,000.00	£32,000.00	£0.00	£0.00	£0.00	£32,000.00	£74,000.00	£0.00	£0.00	£0.00	£0.00	£74,000.00	
Customer Services and ICT	PSN Accreditation Maintenance		Essential security enhancement to maintain compliance with Government Connect requirements.	7	£20,000.00	£0.00	£0.00	£0.00	£20,000.00	£20,000.00	£0.00	£0.00	£0.00	£20,000.00	£20,000.00	£0.00	£0.00	£0.00	£20,000.00	£60,000.00	£0.00	£0.00	£0.00	£0.00	£60,000.00	
Customer Services and ICT	Members ICT (Post 2019 Election Provision)		Members ICT (Post 2019 Election Provision)	7	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£75,000.00	£0.00	£0.00	£0.00	£75,000.00	£75,000.00	£0.00	£0.00	£0.00	£0.00	£75,000.00	
Customer Services and ICT	Superfast Berkshire PM		Project Management	4	£50,580.00	£0.00	£0.00	£0.00	£50,580.00	£0.00	£0.00	£0.00	£0.00	£0.00	£20,000.00	£0.00	£0.00	£0.00	£20,000.00	£70,580.00	£0.00	£0.00	£0.00	£0.00	£70,580.00	
Customer Services and ICT	Remote Working Infrastructure Maintenance		Maintenance of WBC's remote working infrastructure (Currently Citrix but may change in future)	7	£45,000.00	£0.00	£0.00	£0.00	£45,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£45,000.00	£0.00	£0.00	£0.00	£0.00	£45,000.00	
Customer Services and ICT	Network Infrastructure (Core Switches)		Replace core switches at end of life	7	£70,000.00	£0.00	£0.00	£0.00	£70,000.00	£20,000.00	£0.00	£0.00	£0.00	£20,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£90,000.00	£0.00	£0.00	£0.00	£0.00	£90,000.00	
Customer Services and ICT	Network Infrastructure (Wi-Fi Provision)		Increase capacity coverage of WiFi in WBC offices	7	£15,000.00	£0.00	£0.00	£0.00	£15,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£20,000.00	£0.00	£0.00	£0.00	£20,000.00	£35,000.00	£0.00	£0.00	£0.00	£0.00	£35,000.00	
Customer Services and ICT	Superfast Berkshire		Infrastructure Building	4	£0.00	£150,000.00	£0.00	£0.00	£150,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£20,000.00	£0.00	£0.00	£0.00	£20,000.00	£170,000.00	£0.00	£0.00	£0.00	£0.00	£170,000.00	
Customer Services and ICT	Planning Service Upgrades		System upgrades for planning systems	7	£11,250.00	£0.00	£0.00	£0.00	£11,250.00	£0.00	£0.00	£0.00	£0.00	£0.00	£11,250.00	£0.00	£0.00	£0.00	£11,250.00	£22,500.00	£0.00	£0.00	£0.00	£0.00	£22,500.00	
Customer Services and ICT	Windows Server OS Upgrades		Upgrade Windows Server Operating System to Windows Server 2012(Costs are largely resource to do the work)	7	£30,000.00	£0.00	£0.00	£0.00	£30,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£75,000.00	£0.00	£0.00	£0.00	£75,000.00	£105,000.00	£0.00	£0.00	£0.00	£0.00	£105,000.00	
Customer Services and ICT	IPSEC/ VPN Firewall Replacement		IPSEC/ VPN Firewall Replacement	7	£0.00	£0.00	£0.00	£0.00	£0.00	£50,000.00	£0.00	£0.00	£0.00	£0.00	£50,000.00	£0.00	£0.00	£0.00	£0.00	£50,000.00	£0.00	£0.00	£0.00	£0.00	£50,000.00	
Customer Services and ICT	Corporate Storage Area Network (SAN)		Existing Hitachi SAN reaching end of product life.	7	£65,000.00	£0.00	£0.00	£0.00	£65,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£65,000.00	£0.00	£0.00	£0.00	£0.00	£65,000.00	
Customer Services and ICT	Telephony Infrastructure (VoIP Outlying Offices)		Migrate telephony from analogue to VoIP	7	£20,000.00	£0.00	£0.00	£0.00	£20,000.00	£20,000.00	£0.00	£0.00	£0.00	£20,000.00	£20,000.00	£0.00	£0.00	£0.00	£20,000.00	£60,000.00	£0.00	£0.00	£0.00	£0.00	£60,000.00	
Customer Services and ICT	ICT Capital salaries		Part of Revenue Saving Plan. Capitalise proportion of ICT Staff salaries for those who work on Capital projects.	7	£113,360.00	£0.00	£0.00	£0.00	£113,360.00	£165,600.00	£0.00	£0.00	£0.00	£0.00	£165,600.00	£168,910.00	£0.00	£0.00	£0.00	£168,910.00	£447,870.00	£0.00	£0.00	£0.00	£0.00	£447,870.00
Customer Services and ICT	Upgrade Backup Infrastructure		Upgrade / Replace Backup facilities before they reach end of life	7	£5,000.00	£0.00	£0.00	£0.00	£5,000.00	£10,000.00	£0.00	£0.00	£0.00	£0.00	£10,000.00	£10,000.00	£0.00	£0.00	£0.00	£10,000.00	£25,000.00	£0.00	£0.00	£0.00	£25,000.00	
Customer Services and ICT	Telephony Infrastructure (VoIP Corporate Offices)		Migrate telephony from analogue to VoIP	7	£20,000.00	£0.00	£0.00	£0.00	£20,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£20,000.00	£0.00	£0.00	£0.00	£0.00	£20,000.00	
Customer Services and ICT	Telephony Infrastructure (Unified Communications Core Infrastructure)		Replace unified communication hardware/infrastructure as it reaches end of life	7	£30,000.00	£0.00	£0.00	£0.00	£30,000.00	£30,000.00	£0.00	£0.00	£0.00	£0.00	£30,000.00	£30,000.00	£0.00	£0.00	£0.00	£30,000.00	£90,000.00	£0.00	£0.00	£0.00	£90,000.00	
Customer Services and ICT	BES/MDM Infrastructure		The Council has been piloting the use of smartphones to replace our legacy BlackBerries.	7	£30,000.00	£0.00	£0.00	£0.00	£30,000.00	£30,000.00	£0.00	£0.00	£0.00	£0.00	£30,000.00	£30,000.00	£0.00	£0.00	£0.00	£30,000.00	£90,000.00	£0.00	£0.00	£0.00	£90,000.00	
Customer Services and ICT	Network Infrastructure (IPV6 Gateway)		System to allow WBC's IPV4 network to converse with external IPV6 networks and services	7	£0.00	£0.00	£0.00	£0.00	£0.00	£8,000.00	£0.00	£0.00	£0.00	£0.00	£8,000.00	£0.00	£0.00	£0.00	£0.00	£8,000.00	£0.00	£0.00	£0.00	£0.00	£8,000.00	
Customer Services and ICT	Maintenance of DR Facility		Replace DR equipment at Turnhams Green when it reaches end of life	7	£70,000.00	£0.00	£0.00	£0.00	£70,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£70,000.00	£0.00	£0.00	£0.00	£0.00	£70,000.00	
Customer Services and ICT	Telephony Infrastructure (Unified Communications Software)		Replace unified communication software as it reaches end of life	7	£60,000.00	£0.00	£0.00	£0.00	£60,000.00	£30,000.00	£0.00	£0.00	£0.00	£0.00	£30,000.00	£30,000.00	£0.00	£0.00	£0.00	£30,000.00	£120,000.00	£0.00	£0.00	£0.00	£120,000.00	
Customer Services and ICT	Telephony Infrastructure (Mobility Solutions)		Funding for staff mobile working enablement	7	£15,000.00	£0.00	£0.00	£0.00	£15,000.00	£15,000.00	£0.00	£0.00	£0.00	£0.00	£15,000.00	£15,000.00	£0.00	£0.00	£0.00	£15,000.00	£45,000.00	£0.00	£0.00	£0.00	£45,000.00	
Customer Services and ICT	Telephony Infrastructure (SIP and MPLS)		Strategic deployment of SIP and MPLS to save voice and data costs	7	£50,000.00	£0.00	£0.00	£0.00	£50,000.00	£50,000.00	£0.00	£0.00	£0.00	£0.00	£50,000.00	£0.00	£0.00	£0.00	£0.00	£50,000.00	£100,000.00	£0.00	£0.00	£0.00	£100,000.00	
Customer Services and ICT	Upgrade or Replace Room Booking System		Current system uses technology which may be deemed insecure in our next PSN assessment	7	£15,000.00	£0.00	£0.00	£0.00	£15,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£15,000.00	£0.00	£0.00	£0.00	£0.00	£15,000.00	
Customer Services and ICT	Refresh the MFD Fleet		Refresh the MFD Fleet as they fall or go end of life	7	£75,000.00	£0.00	£0.00	£0.00	£75,000.00	£75,000.00	£0.00	£0.00	£0.00	£0.00	£75,000.00	£0.00	£0.00	£0.00	£0.00	£150,000.00	£0.00	£0.00	£0.00	£0.00	£150,000.00	
Customer Services and ICT	Upgrade Internet Bandwidth		We are starting to hit our ceiling internet bandwidth which will there	7	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£20,000.00	£0.00	£0.00	£0.00	£20,000.00	£20,000.00	£0.00	£0.00	£0.00	£0.00	£20,000.00	
Customer Services and ICT	West Street House Network Resilience		If we move our DR site to WSH and continue to increase dependencies on ICT for services at this site, we should implement a backup circuit that is fit for purpose.	7	£20,000.00	£0.00	£0.00	£0.00	£20,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£20,000.00	£0.00	£0.00	£0.00	£0.00	£20,000.00
Customer Services and ICT	Corporate Database Server Replacement		Replace the Corporate database server when it goes end of life	7	£25,000.00	£0.00	£0.00	£0.00	£25,000.00	£25,000.00	£0.00	£0.00	£0.00	£0.00	£25,000.00	£65,000.00	£0.00	£0.00	£0.00	£65,000.00	£115,000.00	£0.00	£0.00	£0.00	£115,000.00	
Customer Services and ICT	Transition to Office 365		Moving from our 'on-premise' Microsoft email and office applications to the cloud based version.	7	£30,000.00	£0.00	£0.00	£0.00	£30,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£30,000.00	£0.00	£0.00	£0.00	£30,000.00	
Customer Services and ICT	Contact Centre Systems Enhancements	New Project	Introduction of new access channels and technologies to improve customer contact experience and efficiency	7	£90,000.00	£0.00	£0.00	£0.00	£90,000.00	£90,000.00	£0.00	£0.00	£0.00	£0.00	£90,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£180,000.00	£0.00	£0.00	£0.00	£180,000.00	
Customer Services and ICT	Collaboration and Videoconferencing tools pilot	New Project	Introduction of tools to support virtual meetings and staff/team collaboration.	7	£80,000.00	£0.00	£0.00	£0.00	£80,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£80,000.00	£0.00	£0.00	£0.00	£80,000.00	
Customer Services and ICT	Cyber Security Enhancements	New Project	Introduce a Security Incident Event Management Tool (SIEM)	7	£20,000.00	£0.00	£0.00	£0.00	£20,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£20,000.00	£0.00	£0.00	£0.00	£0.00	£20,000.00	
Customer Services and ICT	File Permissions Tool	New Project	Introduce a tool to set security permissions to folders/files	7	£35,000.00	£0.00	£0.00	£0.00	£35,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£35,000.00	£0.00	£0.00	£0.00	£0.00	£35,000.00	
Customer Services and ICT	Perimeter Firewall	New Project	Replace the security perimeter firewall when it goes end of life	6	£65,000.00	£0.00	£0.00	£0.00	£65,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£65,000.00	£0.00	£0.00	£0.00	£0.00	£65,000.00	
Customer Services and ICT	Future ICT schemes		System to allow WBC's IPV4 network to converse with external IPV6 networks and services	7	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£417,840.00	£0.00	£0.00	£0.00	£0.00	£417,840.00	£417,840.00	£0.00	£0.00	£0.00	£417,840.00	
Legal and Strategic Support	Digitalisation Infrastructure/ICT Upgrades	New Project	Migrate and																							

Service	Project Title	Status	Description of Project	Council Priority	Council 20/21	Government and other Grants 20/21	S106 20/21	CIL 20/21	Total 20/21	Council 21/22	Government and other Grants 21/22	S106 21/22	CIL 21/22	Total 21/22	Council 22/23	Government and other Grants 22/23	S106 22-23	CIL 22-23	Total 22/23	Council 20-23	Government and other Grants 20-23	S106 20-23	CIL 20-23	Total 20-23
					£12,397,530.00	£21,453,130.00	£3,274,610.00	£3,005,150.00	£40,130,420.00	£15,681,630.00	£13,839,990.00	£2,538,710.00	£2,272,150.00	£34,332,480.00	£19,106,740.00	£8,389,340.00	£1,113,520.00	£2,862,640.00	£31,472,240.00	£47,185,900.00	£43,682,460.00	£6,926,840.00	£8,139,940.00	£105,935,140.00

Service	Project Title	Status	Description of Project	Council Priority	Council 20/21	Government and other Grants 20/21	S106 20/21	CIL 20/21	Total 20/21	Council 21/22	Government and other Grants 21/22	S106 21/22	CIL 21/22	Total 21/22	Council 22/23	Government and other Grants 22/23	S106 22-23	CIL 22-23	Total 22/23	Council 20-23	Government and other Grants 20-23	S106 20-23	CIL 20-23	Total 20-23	
Public Protection and Culture	Solar Farm P1	Invest to save	Develop opportunities and expertise to take advantage of the production, storage and utilisation of green energy	5	£50,000.00				£50,000.00	£50,000.00				£50,000.00	£1,900,000.00				£1,900,000.00	£2,000,000.00	£0.00	£0.00	£0.00	£2,000,000.00	
Public Protection and Culture	Solar Farm P2	Invest to save	Develop opportunities and expertise to take advantage of the production, storage and utilisation of green energy	5	£500,000.00				£500,000.00	£500,000.00				£500,000.00	£500,000.00				£500,000.00	£1,500,000.00	£0.00	£0.00	£0.00	£1,500,000.00	
Transport and Countryside	Kennet Centre Car Park Maintenance and Improvements	Invest to save	Refurbish improvements to the Kennet Centre and office	4	£67,000.00	£0.00	£0.00	£0.00	£67,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£67,000.00	£0.00	£0.00	£0.00	£67,000.00
Transport and Countryside	Newbury Station Car Park Investments	Invest to save	This is a proposal to invest £1.7m in the new multi storey car park being built by Grainger as part of the Market Street development.	4	£1,784,100.00	£0.00	£0.00	£0.00	£1,784,100.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,784,100.00	£0.00	£0.00	£0.00	£1,784,100.00
					£2,401,100.00	£0.00	£0.00	£0.00	£2,401,100.00	£550,000.00	£0.00	£0.00	£0.00	£550,000.00	£2,400,000.00	£0.00	£0.00	£0.00	£0.00	£2,400,000.00	£5,351,100.00	£0.00	£0.00	£0.00	£5,351,100.00
Full programme tot					£14,798,630.00	£21,453,130.00	£3,274,610.00	£3,005,150.00	£42,531,520.00	£16,231,630.00	£13,839,990.00	£2,538,710.00	£2,272,150.00	£34,882,480.00	£21,506,740.00	£8,389,340.00	£1,113,520.00	£2,862,640.00	£33,872,240.00	£52,537,000.00	£43,682,460.00	£6,926,840.00	£8,139,940.00	£111,286,240.00	

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Priority No.	Priority Description	2020/21	2021/22	2022/23	2020-23 Total
1	Priority for Improvement: Ensure our vulnerable children and adults achieve better outcomes	3,076	3,106	3,262	9,444
2	Priority for Improvement: Support everyone to reach their full potential	14,330	11,100	15,116	40,546
3	Priority for Improvement: Support businesses to start develop and thrive in West Berkshire	100	100	100	300
4	Priority for Improvement: Develop local infrastructure including housing to support and grow the local economy	20,362	15,563	9,187	45,112
5	Priority for Improvement: Maintain a green district	839	2,015	2,640	5,494
6	Priority for Improvement: Ensure sustainable services through innovation and partnerships	277	212	212	701
7	Business as usual	3,547	2,787	3,355	9,690
	Totals including invest to save schemes	42,532	34,882	33,872	111,286

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Minimum Revenue Provision (MRP) Policy Statement

The concept of the Minimum Revenue Provision (MRP) was introduced when the Local Government Capital Finance System was changed on 1 April 1990. This required local authorities to assess their outstanding debt and to pay off an element of the accumulated General Fund capital spend each year (the CFR) through a revenue charge (MRP).

The Department for Local Government & Communities (DCLG) issued regulations in 2008 which require a local authority to calculate for the current financial year an amount of MRP which it considers “prudent”. The broad aim of a prudent provision is to ensure that debt is repaid over a period that is reasonably commensurate with that over which the capital expenditure provides benefits or in the case of borrowing supported by government, reasonably commensurate with the period implicit in the determination of the grant. The Council can choose to charge more than the minimum.

Further statutory guidance on MRP was issued by Government on 2 February 2018, which largely becomes effective from 1 April 2019. The exception related to the section allowing local authorities to change their approach to calculating MRP at any time, which took effect immediately. A key part of the updated guidance clarified that the duty to make MRP extends to investment properties where their acquisition has been partially or fully funded by an increase in borrowing or credit arrangements. A variety of options are provided to councils under the regulations and guidance, so long as there is a prudent provision. The Executive Director for Resources (s151 Officer) recommends that Council approves the following MRP Statement.

For capital expenditure incurred for all unsupported borrowing (including PFI and finance leases) the MRP policy will be:

- **Asset life method** - MRP will be based on the annuity basis, in accordance with the regulations. Repayments included in annual PFI or finance leases are applied as MRP.

For the £20.5m of inherited Berkshire County Council loans the MRP policy will be:

- **Asset Life Method** for £13.4m of loans maturity between 2032 and 2036.
- **Deferral Method** for £3.2m of loans maturing in 2056 and 2057, with provision deferred until 2036.

For assets purchased under the Property Investment Strategy (commercial property), the MRP policy will be:

- **Partial deferral method** – MRP will be charged at a cumulative balance of 37% of the property loan value over a 50 year period to reflect a realistic level of value risk.
- **Deferral Method** - The balance of loan will be deferred.

There will be a presumption that capital receipts will be allocated to the appropriate assets in relation to the constraints of the medium term financial strategy. The actual charge made in the year will be based on applying the above policy to the previous year’s actual capital

expenditure and funding decisions. Therefore the 2020/21 charge will be based on 2019/20 capital outturn.

MRP Overpayments

A change introduced by the revised MHCLG MRP Guidance was the allowance that any charges made over the statutory minimum revenue provision (MRP), voluntary revenue provision or overpayments, can, if needed, be reclaimed in later years if deemed necessary or prudent. In order for these sums to be reclaimed for use in the budget, this policy must disclose the cumulative overpayment made each year. Up until the 31 March 2020 the total VRP overpayments are expected to be £1.5m.

West Berkshire Council - Commercial Property Investment Strategy (revised)

Prepared by
Richard Turner, Property Services

March 2020

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1. Introduction

This document has been prepared by Richard Turner on behalf of West Berkshire Council (WBC).

This document supersedes both the original Investment Strategy adopted by the Council on 9th May 2017 and the revised Strategy approved by the Council at its meeting of 1st March 2018.

Embedded within the original strategy was a mechanism to review and revise the strategy, so as to ensure that WBC commercial property portfolio is aligned to WBC's investment objectives.

Whilst the original JLL strategy provided a robust launch point, and with the procured appointment of Montagu Evans (ME) to work with the council in both the acquisition of property and the ongoing management of the portfolio, it is prudent to periodically review the strategy to react to changes in the market, changing legislation and guidance to empower the WBC Property Investment Board (PIB), ensure increased exposure to appropriate opportunities, enhance flexibility during acquisition and underpin the portfolio's long term performance.

The WBC portfolio will seek to invest up to £100m which will likely equate to 12 to 14 properties in total (dependent on lot sizes).

2. Core Objectives

Set out below are the core objectives of the investment strategy:

- To invest in good quality commercial property to generate a sustainable and predictable income return
- To acquire standing commercial property investments which generate an immediate income, through being let on commercial terms, or from properties which are contracted to be let
- The desired income to provide a clear margin over the cost of capital, in a form which is sustainable, and has the potential to increase through future rental growth
- An even balance of risk and return is achieved through portfolio diversification
- To acquire investment grade properties possessing characteristics that retain liquidity and preserve capital (notwithstanding market movement)

3. Investment Strategy

The strategy is defined in two sections:

Section 1 – details the revised core strategic investment policy to be adopted by WBC.

Section 2 – an aide-memoire of the investment framework to be referred to by the appointed Investment Advisor (ME) and the PIB.

4. Section 1 – Investment Policy

The WBC property investment framework is structured according to the following core principles:

- Acquisitions to be made in direct commercial real estate
- Generally, investments to be purchased freehold, with good and assignable legal title. Leaseholds considered where held under long leases (100 years plus) at a peppercorn rent
- To acquire institutional grade income producing investments, let on conventional lease terms and secured against good to strong covenants (Dunn & Bradstreet rating 3A1 – 5A1)
- With an allocation of £100m and capital remaining to be spent of £37.4m, it is proposed to concentrate on the revenue income expectations. The yet to be acquired assets need to deliver gross rental income of £2.15m to keep in line with income of the fully invested portfolio. This is intended to offer gross rent of £5.8m for a fully invested portfolio, when fully let, at full rent (ie – with no voids or rent free periods), for a full financial year.
- No investment in speculative development
- No investment in areas within Flood Zone 3 or with a high land contamination risk

5. Section 2 – Investment Guidelines

This section provides criteria which will help guide the decision making process when assessing investment opportunity. Its principles are to create a defensive and balanced commercial property investment portfolio with intrinsic risk diversification.

Portfolio Structure

Categories	Target Weighting	Target Yield	Asset Profile
Prime	60%	6% or lower	Net yield of 6% or lower, established location, very strong tenant covenant, unexpired lease term of 9 ¹ years or more
Good Secondary	40%	6% or higher	Net yield of higher than 6%, good location, strong tenant covenant, unexpired lease term commensurate with prevailing market conditions

Sector Weightings

Sector	Target Weighting	Asset Profile
Industrial/Warehouse	Up to 40% (£40m)	Logistics hubs, light industrial, trade parks
Retail	Up to 30% (£30m)	Small supermarkets, restaurants, retail warehouses, shops
Offices, Alternatives and Others	Up to 40% (£40m)	Offices, business parks, hotels, cinemas, petrol stations, wind farms

¹ Note 9 years to allow access to stock which has recently been let on a ten year term so will have slightly less than ten years after allowing for marketing and legal process.

Asset Risk Diversification – Guidelines

Attribute	Why	Risk/Solution
<p>Lot Size – up to £15m</p>	<p>Generally, no single asset should be over 15% (£15m) of the fully invested portfolio by value.</p>	<p>Risk - Exposure to single asset. Solution - by acquiring only longer income lots with a minimum 9-10 years unexpired lease term and a tenant covenant of 3A1 or higher on the Dunn & Bradstreet rating.</p>
<p>Income risk – exposure generally restricted to £750k per tenant per annum</p>	<p>Manages income risk and security through tenant diversification and lease length. Provides the potential to acquire a stable, long income asset around which to structure a portfolio of complementary assets.</p>	<p>Risk - Exposure to tenant failure, voids and potential negative cash flow. Solution – investment will be subject to the tenant having a Dunn & Bradstreet rating of 3A1 or higher and with a minimum unexpired term of 9-10 years.</p>
<p>Location (borrowed £):</p> <ul style="list-style-type: none"> • South East up to 60% (£60m) • South West & Midlands up to 20% (£20m) • North up to 20% (£20m) • Scotland & Wales NIL%. 	<p>Investing only within the district boundary of West Berkshire Council, in compliance with CIPFA ‘Prudential Property Investment’</p>	<p>Risk - Over exposure to locational risk where negative impacts of weak or low growth could affect total performance. Solution – Whilst constrained, WBC district falls within the strong region of the SE.</p>
<p>Location (cash £):</p> <ul style="list-style-type: none"> • South East up to 60% (£60m) • South West & Midlands up to 35% (£35m) • North up to 35% (£35m) • Scotland & Wales 35% (£35m). 	<p>With opportunity of the freedom to consider the wider geographical area, to spread risk across the portfolio.</p>	<p>Risk - Over exposure to locational risk where negative impacts of weak or low growth could affect total performance. Solution - Focus on dominant SE market to increase exposure to suitable defensive investment opportunities, but with the scope to seek acquisition nationally.</p>

6. Quarterly and Annual Reporting

As good practice, the Property Investment Board (PIB) will receive and consider quarterly reports from Montagu Evans (ME) to convey both market updates, performance of the portfolio and any proposals (see guidance in the table below).

An annual review between WBC and ME will be held so as to ensure that the portfolio does not under-perform the market or its risk profile increase due to changes in both the macro and micro-economic position around the real estate market.

This will provide WBC with a clear understanding of the portfolio’s position and management, its risk and return profile and any latent value that can be driven out through strategic asset management.

A regular review of the five year cash flow is important to understand any future working capital requirements, as well as assessing the accuracy of the predicted rental income.

The quarterly and annual reporting will cover:

Quarterly reporting	Annual reporting
<p>Investment:</p> <ol style="list-style-type: none"> 1. Brief market update – investment trends, activity and forecasts 2. Brief update on the occupational markets 3. Review of current investment strategy 4. Report on performance of the portfolio and individual assets 5. Provide a review of portfolio activity and the added value created over the previous quarter 6. Update Work/Hold/Sell asset designation 	<p>Investment:</p> <ol style="list-style-type: none"> 1. Market update on investment trends, activity and forecasts 2. Update on the occupational markets 3. Review of current investment strategy 4. Re-confirm investment criteria and asset target weightings 5. Identify any re-alignment required to match market changes and forecasts 6. Benchmarking the existing portfolio and asset level investment returns 7. Report on performance of the portfolio and individual assets 8. Report on any KPI or performance criteria 9. Provide annual property business plans to evaluate added value opportunities 10. Provide a review of portfolio activity and the added value created over the previous 12 months 11. Update Work/Hold/Sell asset

	designation
<p>Management:</p> <p>7. Report on portfolio management performance including rent collection rates, bad debt provision and service charge reconciliations</p> <p>8. Advise on all critical lease dates, break options, rent reviews and lease expiries</p> <p>9. Report on any health and safety incidents and insurance claims</p> <p>10. Report on dilapidations claims and status</p> <p>11. Capital expenditure requirements over the preceding quarter</p>	<p>Management:</p> <p>12. Report on portfolio management performance including rent collection rates, bad debt provision and service charge reconciliations</p> <p>13. Advise on all critical lease dates, break options, rent reviews and lease expiries</p> <p>14. Report on any health and safety incidents and insurance claims</p> <p>15. Report on dilapidations claims and status</p> <p>16. Capital expenditure requirements over the preceding 12 months</p>

7. Portfolio Valuation

An annual external valuation is to be undertaken to enable WBC to benchmark the property portfolio/asset performance as well as ensure that current book values are in line with prevailing market values.

8. Property Investment Board (PIB)

Acquisition and disposal of property in accordance with the Commercial Property Investment Strategy is delegated to the Head of Legal and Strategic Support in consultation with and having received agreement from the Property Investment Board up to a maximum of £15 million per transaction.

All proposed acquisition and disposal of property held within the commercial property investment portfolio is brought before the Property Investment Board (PIB).

The terms of Reference and Membership for PIB is as described in the appendix below:

Appendix PIB Terms of Reference

Purpose:	To establish the revised agreed Terms of Reference for the Property Investment Board (PIB).	
Release Date:	March 2020	
Author:	Richard Turner	Property Services Manager

1	Background
<p>At a full meeting of West Berkshire District Council on 9th May 2017 (C3283) the Council approved the Property Investment Strategy.</p> <p>The Property Investment Strategy:</p> <ol style="list-style-type: none"> 1. Is an addendum to the Council’s Investment and Borrowing Strategy 2017/2018; 2. Delegates to the Head of Legal and Strategic Support in consultation with and having received agreement from the Property Investment Board to purchase investment property in accordance with the Strategy up to a maximum of £15m per transaction; 3. Delegates to the Head of Legal and Strategic Support in consultation with and having received agreement from the Property Investment Board to dispose of property in accordance with the above Strategy up to a maximum of £15m per transaction; 4. To delegate to the Head of Finance and Property in consultation with the Portfolio Holder with responsibility for Property, authority to appoint suitable consultants in accordance with the Contract Rules of Procedure (Part 11 of the Constitution). <p>West Berkshire Council will invest up to £100 million of capital in commercial property to</p>	
2	Purpose
<p>The members of the Property Investment Board (PIB) or their substitutes will collectively be responsible for the recommendations made by them having received reports related to the acquisition (or disposal) of commercial property.</p> <p>The PIB will play a critical role in the governance of the property investment strategy including ongoing monitoring of performance in order to make informed decisions.</p>	

3	Terms of reference
<p>The PIB terms of reference are:</p> <ol style="list-style-type: none">1. To make recommendation to approve or reject the proposal to progress with the acquisition of an individual property by way of delegated authority by the Head of Legal and Strategic Support, having received a report from Property Services.2. In circumstances where a report proposes the acquisition of a property known to be outside the scope of the Delegated Authority criteria, to make recommendation(s) to approve or reject the proposal to progress with the acquisition to the Executive.3. To make recommendation(s) to approve or reject the proposal to progress with the disposal of an individual property by way of delegated authority by the Head of Legal and Strategic Support, having received a report from Property Services.4. To receive quarterly performance reports (including an Annual Review report) conveying information on acquisitions, costs, total capital commitment and performance of the investment.5. To consider exception reports produced by Property Services.	
4	Membership
<p>The PIB is to be a joint Officer and Member board formed from the following:</p> <ol style="list-style-type: none">1. Corporate Director – Place (or substitute) (Chair);2. S151 Officer (or substitute)3. Head of Legal and Strategic Support (or substitute);4. Executive Portfolio Holder for Internal Governance (or alternative Executive member);5. Executive Portfolio Holder for Finance (or alternative Executive member). <p>Reporting Officers to the PIB will be the Property Services Manager (or substitute) and the external consultant property agent.</p>	

5	Roles and responsibilities
<p>The members of the PIB will collectively be responsible for the recommendations made by the PIB, having given regard to the knowledge and expertise brought by individual members (such as legal, financial or political).</p> <p>Strategic Support will:</p> <ul style="list-style-type: none">• Produce agendas and minutes to record the meetings <p>The Property Services Manager will:</p> <ul style="list-style-type: none">• Arrange meeting dates, venue;• Produce formal reports (for individual acquisition/disposal or reviews);• Produce formal reports for quarterly reporting/monitoring and annual reviews;• Record and maintain property data for acquired property;• Attending PIB meetings;• Liaising with WBC colleagues within relevant teams sufficient to conclude proposals and the satisfactory outcome of recommendations made by the PIB.• With the input of WBC appointed Property Investment Adviser, monitoring performance of the investment, including identifying any issues with the property portfolio.	
6	Meetings
<p>Scheduled quarterly PIB meetings will be arranged to monitor the implementation of the strategy and performance of investments. Additional ad hoc meetings will be arranged when required as a property acquisition or disposal is proposed.</p>	

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Revenue Budget 2020/21

Committee considering report: Council on 3 March 2020

Portfolio Member: Councillor Ross Mackinnon

Date Head of Service agreed report (for Corporate Board) 31.12.2019

Date Portfolio Member agreed report: 30.01.2020

Report Author: Melanie Ellis

Forward Plan Ref: C3812

1. Purpose of the Report

- 1.1 The purpose of this paper is to consider and recommend to Council the 2020/21 Revenue Budget, which proposes a Council Tax requirement of £102.06m, requiring a Council Tax increase of 1.99% and a 2% adult social care Council Tax Precept. The Council Tax increase will raise £2.1m and the precept will raise a further £2.1m ring-fenced for adult social care.
- 1.2 This report also proposes the Fees and Charges for 2020/21 as set out in Appendix F and the Parish Expenses as set out in Appendix G and recommends the level of General Reserves as set out in Appendix E.

2. Recommendations

The Council is recommended to resolve as follows:

- (1) That Council approves the 2020/21 Council Tax requirement of £102.06 million, requiring a Council Tax increase of 1.99% with a 2% Council Tax Precept ring-fenced for adult social care.
- (2) That the Fees and Charges are approved as set out in Appendix F and the appropriate statutory notices be placed where required.
- (3) That the Parish Expenses of £29,580 are approved as set out in Appendix G.
- (4) That it be noted that the following amounts for the year 2020/21 in accordance with regulations made under Section 31B of the Local Government Finance Act 1992, as amended (by the Localism Act 2011):-
 - (a) 65,205.90 being the amount calculated by the Council, (Item T) in accordance with regulation 31B of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended by the Localism Act 2011), as its council tax base for the year (the number of properties paying council tax).

- (b) Part of the Council's area as per Appendix K being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amounts of its council tax base for the year for dwellings in those parts of its area to which a Parish precept relates.
- (5) Calculate that the Council Tax requirement for the Council's own purposes for 2020/21 (excluding Parish precepts) is £102,064,186.
- (6) That the following amounts be now calculated by the Council for the year 2020/21 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992, amended by the Localism Act 2011:-
 - (a) £338,583,864 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2), (a) to (f) of the Act taking into account all precepts issued to it by Parish councils.
 - (b) £232,095,364 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3), (a) to (d) of the Act.
 - (c) £106,488,500 being the amount by which the aggregate at 6(a) above, exceeds the aggregate at 6(b) above, calculated by the Council, in accordance with the Section 31A(4) of the Act, as its Council Tax requirement for the year (Item R).
 - (d) £1633.11 being the amount at 6(c) above (Item R), all divided by 4(a) above (Item T), calculated by the Council, in accordance with Section 31B of the Act, as the 'basic amount of its Council Tax for the year (including Parish precepts)'.
 - (e) £4,424,314 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per Appendix K).
 - (f) £1565.26 being the amount at 6(d) above less the result given by dividing the amount at 6(e) above by the amount at 4(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special items relates.
- (7) That it be noted that for the year 2020/21, Police and Crime Commissioner for Thames Valley & The Royal Berkshire Fire and Rescue Service have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Councils area as indicated in Appendix K.
- (8) That the Council in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables in Appendix K as the amounts of Council Tax for 2020/21 for each part of its area and for each of the categories of dwellings.

3. Implications and Impact Assessment

Implication	Commentary			
Financial	These are contained in further detail within the report. The key implication is the proposed 1.99% Council Tax increase and a Council Tax Precept of 2% ring-fenced for adult social care, which leads to a savings and income generation programme of £3.24m in 2020/21. The Council has a good track record of delivering past savings programmes and monitors and reports on progress on a monthly basis.			
Human Resource:	There may be some implications for staff which have been highlighted in a separate report to the Executive. The trade unions have been consulted and any reductions in staffing will be handled in accordance with the Organisational Change Procedure.			
Legal:	<p>There is a requirement to produce a Revenue Budget under the various Local Government Finance Acts.</p> <p>The savings proposals have been consulted upon as appropriate, and further consultations may be required prior to implementing certain proposals.</p> <p>The Public Sector Equality Duty (149 (1) requires a Local Authority in exercise of its functions to have due regard to the need to: Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.</p> <p>Decision makers must keep the above requirements in mind when making decisions.</p>			
Risk Management:	As part of the 2020/21 financial monitoring, savings proposals will be kept under monthly review to ensure they are deliverable. Appendix E sets out how the impact of increased volatility in Local Government finance will be managed and considers the impact on levels of reserves.			
Property:	None – significant amendments to the property and infrastructure portfolio are included as part of the capital strategy which is funded through revenue financing.			
Policy:	Specific investment in the Council Strategy is included as part of this budget. These areas are highlighted separately in the budget paper.			
Implication	Positive	Neutral	Negative	Commentary
Equalities Impact:				
Are there any aspects of the proposed decision, including how it is delivered or	Y			<p>Any impacts have been assessed and publicly consulted upon where necessary.</p> <p>Specific investment in equality and diversity co-ordinator to enhance the</p>

accessed, that could impact on inequality?				Council's responsiveness and commitment to equalities and diversity.
Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		Y		Any impacts have been assessed and publicly consulted upon where necessary.
Environmental Impact:	Y			Investment detailed in this report in delivering the Environmental Strategy
Health Impact:		Y		
ICT or Digital Services Impact:		Y		
Council Strategy Priorities or Business as Usual:	Y			As detailed in the report over £1m of specific investment in priority areas has been identified separately
Other				
Data Impact:		No		
Consultation and Engagement:	Business meeting comments to follow			

4. Executive Summary

- 4.1 The purpose of this paper is to consider and recommend to Council the 2020/21 Revenue Budget, which proposes a Council Tax requirement of £102.06m, requiring a Council Tax increase of 1.99% and a 2% adult social care Council Tax Precept. The Council Tax increase will raise £2.1m and the precept will raise a further £2.1m ring-fenced for adult social care. There are some appendices to be completed that are specifically for the full Council papers, e.g. parish precepts.
- 4.2 In order to arrive at a balanced budget for 2020/21, £3.24m of savings and income generation proposals have been recommended.

4.3 Proposals

- (1) That Council approve the 2020/21 Council Tax requirement of £102.06 million, requiring a Council Tax increase of 1.99% and a 2% Council Tax Precept ring-fenced for adult social care.
- (2) That the Fees and Charges be approved as set out in Appendix F and the appropriate statutory notices be placed where required.
- (3) That the Parish Expenses be approved as set out in Appendix G.

4.4 The Council is forecasting a small over spend in 2019/20 which will preserve the level of reserves. The ongoing effect of any budget pressures and future investment in the Council Strategy priorities has been factored into the 2020/21 budget. In order to fund this the Council has chosen to increase Council Tax by 1.99%, raise a 2% adult social care Council Tax Precept and find savings or income generation of £3.24m. West Berkshire Council has a strong track record of delivering on its savings proposals and of reacting to ongoing pressures in order to minimise the budgetary impact.

5. Introduction

- 5.1 The purpose of this paper is to consider and recommend to Council the 2020/21 Revenue Budget, which proposes a Council Tax requirement of £102.06m, requiring a Council Tax increase of 1.99% and a 2% adult social care Council Tax Precept. The Council Tax increase will raise £2.1m and the precept will raise a further £2.1m ring-fenced for adult social care.
- 5.2 In order to arrive at a balanced budget for 2020/21, £3.24m of savings and income generation proposals have been recommended. Staff implications are detailed in a separate report.
- 5.3 This report also proposes the Fees and Charges for 2020/21 as set out in Appendix F, the Parish Expenses of £29,580 as set out in Appendix G, and recommends the level of General Reserves as set out in Appendix E.

6. 2019/20 In-Year Position

- 6.1 At Quarter Three of 2019/20, the forecast year end position is a small over spend of over £100k. The People Directorate is forecasting an under spend of £570k, with over spends of £420k in the Place Directorate and £360k in Resources.
- 6.2 The 2019/20 budget was set with a risk management budget and service specific risk reserves. This was in response to the volatility of some of the Council's budgets and because the Council was facing a number of risks that could not be quantified at the time of budget setting, including increased demand for services over and above budget assumptions, inflationary pressures, income risks and risk to delivery of savings plans. The Quarter Three position is after the proposed release of £144k from the risk reserves.
- 6.3 For the 2020/21 budget setting, provision has been made for the ongoing pressures that have arisen during 2019/20 as well as to adjust the budget for any known

changes to the in-year savings position and the impact that this might have in the longer term.

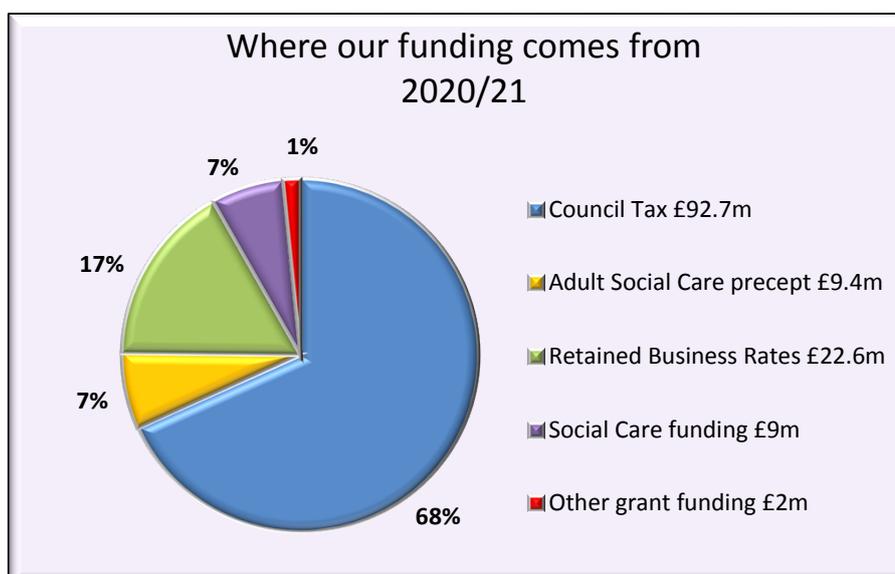
7. The 2020/21 Local Government Finance Settlement

The final settlement figures are still awaited, with a draft finance settlement announced on the 20th December with subsequent individual notifications of specific grant allocations. The 2019 Spending Round was announced in September 2019 and a consultation took place in October. The key points are:

- (1) The Berkshire business rates retention pilot, under a 75% retention scheme, will cease. Being part of a pilot generated additional funding for West Berkshire of £1.5m. Berkshire will now revert to the 50% retention scheme, where, from the £86m collected in business rates locally, the Council retains £22m. This is because the Council pays 50% to central government, 1% to the Fire Authority and a further 25% to central government in the form of a tariff and a levy on growth (a local authority must pay a tariff if its individual authority business rate baseline is greater than its baseline funding level).
- (2) The Government has proposed to protect all social care grants from 2019/20 as well as providing one-off grant funding for 2020/21 to spend on social care services for children and adults.
- (3) For Council Tax, a core principle of up to 2% increase was announced, together with a further 2% increase in council tax through the Adult Social Care precept.
- (4) It has been announced that negative Revenue Support Grant will not be charged in 2020/21. Negative RSG is the name given to a downward adjustment of a local authority's business rates tariff, as a consequence of changes to distribution methodology adopted in 2016/17.
- (5) The New Homes Bonus will fund all legacy payments associated with previous allocations, and there is a proposed new round of allocations for 2020/21. The Government will be explore other ways to incentivise growth, and any new 2020/21 allocations will not result in legacy payments in future years.
- (6) The Public Health grant will increase in line with inflation.
- (7) A number of other grants have been announced to combat rough sleeping, homelessness and improved building safety.

8. Revenue Funding

- 8.1 The main sources of funding for the 2020/21 revenue budget are shown in the following chart.



- 8.2 West Berkshire Council's main source of funding is from Council Tax (68%). Council Tax is collected from local residents based on the value of the property in which they live. This report recommends a Council Tax increase of 1.99% for 2020/21 which will raise an additional £2.1m with a 2% Council Tax Precept ring-fenced for adult social care which will raise a further £2.1m. The precept, along with the social care support grant, will enable us to support investment of £3.2m in Adult Social Care, £1.3m in Children and Family Services and £300k in other social care for children with disability. This will cover both demand and cost increases. The adult social care precept now raises annual funds of £9.4m. Adult social care makes up over a third of the Council's net revenue budget. Whilst efficiencies are being made in the way the Council operates this Service, the precept has helped to fund the mounting pressures faced in the areas of learning disability, demographic increases, increased costs and additional staffing requirements.
- 8.3 Income from Council Tax is also expected to increase by a further 0.3% as a result of growth in the tax base (the number of properties paying Council Tax). This is based on a collection rate of 99.6%.
- 8.4 Retained Business Rates represents the Council's share of the actual business rate collected in West Berkshire. For 2020/21, the Council will no longer be part of the Berkshire business rates pilot under a 75% retention scheme, which generated additional funding for West Berkshire of approximately £1.5m. From 2020/21, all pilot schemes have ceased, and returned to the 50% retention.
- 8.5 Social care funding via the Better Care Fund (BCF) and Improved Better Care Fund (iBCF) is to be spent locally on health and care with the aim of achieving closer integration and improved outcomes for patients and service users and carers. For 2020/21, additional funding has been announced: iBCF funding including Winter Pressures Grant of £782k and a Social Care Grant of £2.63m.
- 8.6 Other grant funding consists of New Homes Bonus and other non ring-fenced grants. West Berkshire Council no longer receives any Revenue Support Grant. In addition to the funding above, the Council also receives ring-fenced funding which must be spent on specific areas, and raises fees and charges. These income streams are shown within individual service budgets where the expenditure occurs. The largest of these are detailed below:

- (1) **Dedicated Schools Grant (DSG).** The DSG is a ring-fenced grant which can only be spent on school/pupil activity. The DSG consists of four funding blocks: Schools, Central Schools Services, Early Years and High Needs.

The DSG settlement was announced by Government on 19 December 2019. The following table sets out the 2020/21 DSG settlement for each block.

Categories	(£'m)
Schools block	105.311
Central school services block allocation	0.959
High needs block allocation	21.667
Early years block	9.652
Total DSG allocation	137.589

- (2) **Public Health Grant.** West Berkshire Council receives a ring-fenced grant to fund public health functions. The grant is to remain ring-fenced until 31 March 2020. In 2020/21 the grant totals are yet to be confirmed by Government (2019/20: £5.698m).
- (3) **Fees and Charges:** There are generally two types of fees and charges; statutory and discretionary. The rationale behind the proposed increases to each Directorates' fees and charges are included in detail in Appendix F. The Council also continues to invest in commercial property, which is scheduled to generate £1.1m per year.

9. Revenue Expenditure

The Revenue funding outlined above, funds the 2020/21 revenue budget as follows:

Directorate	Base budget	Budget growth and inflation	Budget increases and investment	Savings & income generation	Annual budget requirement 2020/21
	£m	£m	£m	£m	£m
People	72.05	4.01	1.26	-1.36	75.97
Place	29.83	1.15	0.67	-0.80	30.84
Resources/Chief Executive	11.59	0.61	1.10	-1.08	12.21
Capital Financing	10.69	0.00	0.50	0.00	11.19
Total	124.15	5.77	3.53	-3.24	130.22

- 9.1 **Base budget £124.15m:** This is the ongoing budget requirement for the three Directorates together with the ongoing revenue cost of the capital programme.
- 9.2 **Budget growth and inflation £5.77m:** This is the budget increase required for the Council to perform exactly the same functions year on year. As part of the budget setting process, the Council provides for general inflationary pressures such as salary increases (2% assumption) based on the established number of posts, together with salary increments and increases to National Insurance and pension contributions.

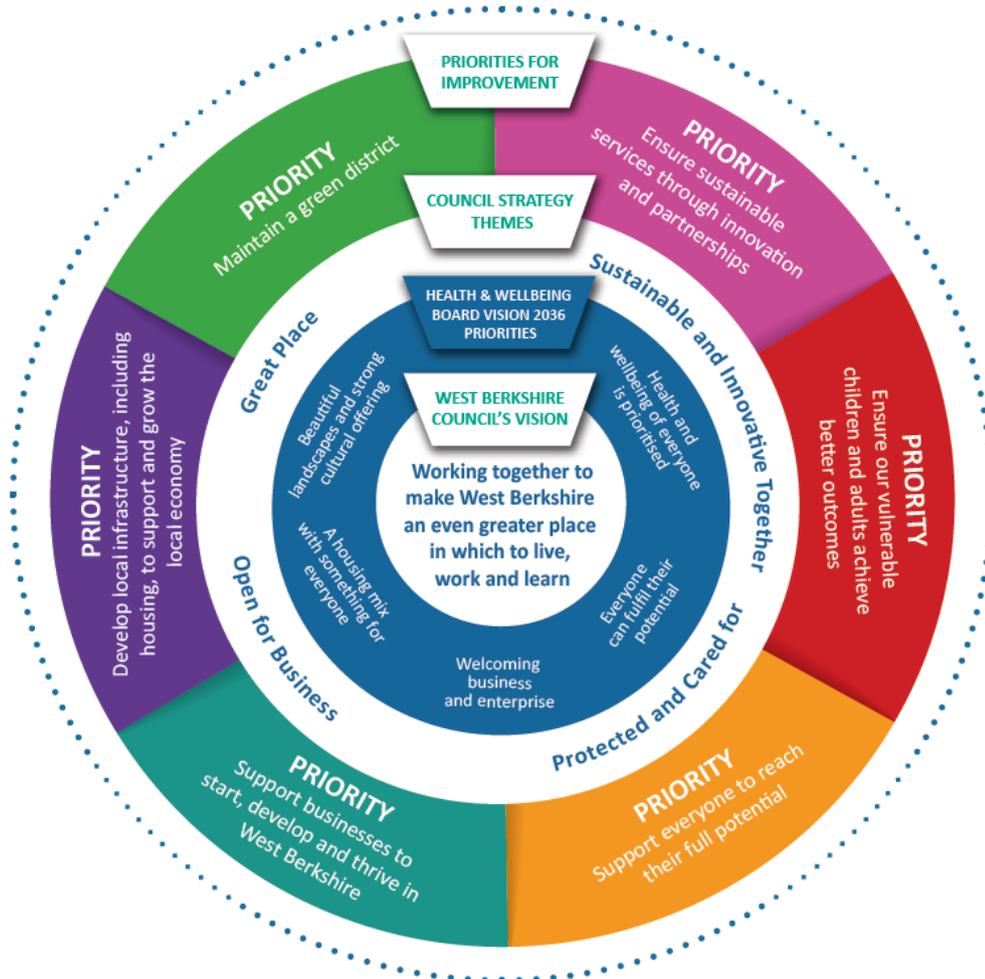
Budgets are inflated where a contract is in place and is subject to annual inflationary increases. The largest single item of contract inflation is from the waste PFI contract. This contract increase is based on the RPIx measure in January of each year and amounts to £495k (2.8%) for 2020/21. Full details of contract inflation and modelled growth are given in Appendix A.

The majority of growth has arisen in supporting social care, and it has been necessary to invest £3m into the budget due to rising demand and price increases. Financial modelling has been undertaken in demand led budgets which tracks client numbers, demand for services and pricing. Extracts from the models are shown in Appendix B.

Investment in the Council’s operational assets is funded from external borrowing and this requires an annual increase of £500k in the revenue budget in order to satisfy capital financing requirements.

9.3 **Budget increases and investment £3.53m:** Each year new unavoidable service pressures arise and need to be built into the revenue budget. Full details of the Council pressures are given in Appendix C. The Council has approved a new Council Strategy for the period 2019-23 and is investing £1.1m to support the strategy.

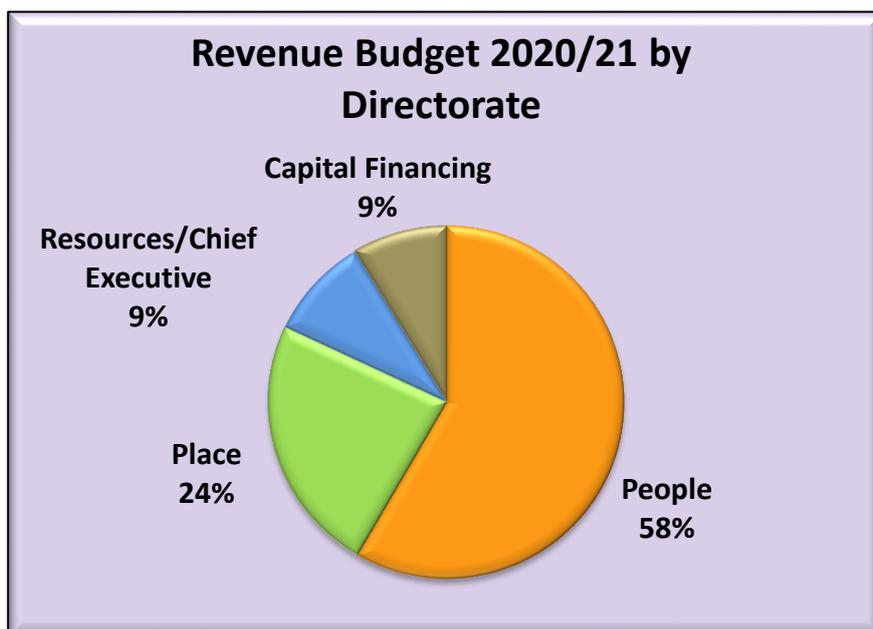
West Berkshire Council Strategy 2019-2023



9.4 As part of this strategy, the Council is setting to more closely align financial resources to invest in the priority outcomes included in the strategy (see the Medium Term Financial Strategy for an overview). This investment starts from 2020/21 and includes a number of items below that closely align to the Council Strategy or are supported core Business As Usual functions that support the wider organisation:

No	Council Strategy priority	Item	Amount / £m
1	Maintain a green district	Delivery of the Environment Strategy document and scoping work packages	0.11
2	Support businesses to start, develop and thrive in West Berkshire	Investment in economic development support	0.08
3	Develop local infrastructure, including housing, to support and grow the local economy	Delivery of the preventing homelessness strategy and rough sleeping initiatives	0.21
4	Develop local infrastructure, including housing, to support and grow the local economy	Master plan for Newbury Town Centre	0.13
5	Ensure our vulnerable children and adults achieve better outcomes	Family safeguarding model	0.30
6	Support everyone to reach their full potential	Roll out of further targeted apprenticeships	0.12
7	Ensure sustainable service through innovation and partnerships	Commence delivery of the workforce strategy	0.05
8	Business as Usual	Increase internal audit resource	0.06
9	Business as Usual	Investment in equality and diversity support for the Council	0.04
10	Business as Usual	Investment in strategic support function	0.01
	TOTAL INVESTMENT		1.11m

9.5 The following chart shows how the budget is split by Directorate.



9.6 In order to achieve a balanced budget, £3.24m of savings and income generation proposals have been made.

10. Reserves

10.1 As part of the financial planning process, the Council considers the establishment and maintenance of reserves. Reserves are categorised into unusable and usable reserves. Unusable reserves includes those reserves which are kept to manage the accounting processes for non-current assets, retirement and employee benefits. These do not represent usable resources for the council. Usable Reserves consist of the General Reserve and Earmarked Reserves.

10.2 The General Reserve exists to cover a number of non-specific items and risks. The Council s151 officer recommends that the General Reserve is a minimum £6.5m. Earmarked Reserves are held for specific future projects or service risks.

Usable Reserves	1.4.2019	1.4.2020
	Actual	Estimate
	£m	£m
General Reserve	8.16	7.97
Earmarked Reserves	19.77	13.38
Total Usable Reserves	27.93	21.35

10.3 During 2019/20, earmarked reserves are expected to reduce by £6.3m. This will fund investment in the Council Strategy, use of the Commercial Property reserve and to fund the Collection Fund deficit. The Collection Fund covers Council Tax and Business Rates. The Council's share of the estimated Council Tax deficit is £1.47m which will be recovered in 2020/21. This has arisen as a result of the estimated growth of the number of properties in the district not reaching expected levels during 2019/20. The Council's share of the estimated Business Rates deficit is £3.9m. This

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has arisen due to a combination of lower business rates growth than forecast and a higher rate of business rates appeals. Business rate income is an unpredictable area to forecast with fluctuating valuations, appeals and reliefs. As a result funds have been put aside in previous years arising from additional S31 grants and gains from pilot status. As a result the deficit is fully funded from reserves specifically set aside for this financial forecasting volatility in previous years. Reserves are detailed in Appendix E.

11. Funding Statement

The Funding Statement for 2020/21 shows the funding available to the Council which can be used to fund the budget requirement.

2020/21 Funding Statement			
Income	£m	£m	Appendix
Council Tax	92.67		
Adult Social Care precept	9.39		
Council Tax income		102.06	
Retained Business Rates	22.61	22.61	
Adult Social Care BCF and iBCF	6.40		
Social Care grant	2.63		
Social Care funding		9.03	
Other non-ringfenced grants	0.22		
New Homes Bonus	1.82		
Other grant funding		2.04	
Collection Fund deficit (-)/ surplus - Council Tax	-1.47		H
Collection Fund deficit (-)/ surplus - NNDR	-3.71		
Collection fund deficit		-5.19	
Funds Available		130.56	
Expenditure	£m	£m	Appendix
Expenditure budget (net of ring-fenced grants)	151.89		
Fees, charges and commercial income	-27.74		
Opening base budget		124.15	
Inflation	2.06		
Contract inflation	0.68		A
Modelled growth	3.02		B
Budget growth and inflation		5.76	
Increased budget requirement (pressures)	1.93		C
Investment in Council Strategy priorities	1.11		
Increase in capital financing costs	0.50		
Budget increases and investment		3.54	
Savings proposals	-2.33		
Commercial income	-0.44		
Capitalisation	-0.47		
Savings and income generation		-3.24	D
Annual Budget Requirement		130.22	
Adult Social Care BCF and iBCF	6.40		
Use of Council Strategy reserve	-0.68		E
Use of Collection Fund and Business Rates reserves	-5.37		E
One off funding		0.35	
Budget Requirement		130.56	

£10k roundings may apply

12. Proposals

- (1) That Council approve the 2020/21 Council Tax requirement of £102.06 million, requiring a Council Tax increase of 1.99% with a 2% Council Tax Precept ring-fenced for adult social care.

- (2) That the Fees and Charges be approved as set out in Appendix F and the appropriate statutory notices be placed where required.
- (3) That the Parish Expenses be approved as set out in Appendix G.

13. Consultation and Engagement

All savings and income generation proposals have been reviewed and all required public consultation has taken place. Individual groups affected by specific proposals were consulted as required. If any proposals require consultation at a later stage, this will be undertaken when appropriate.

14. Other options considered

The budget proposal is to increase Council Tax by 1.99% with a 2% Council Tax Precept ring-fenced for adult social care. If these options were not taken, the savings requirement would be £4.2m higher. All options have been considered to keep the savings requirement to the level it is.

15. Conclusion

The Council is forecasting a small over spend in 2019/20 which will preserve the level of reserves. The ongoing effect of any budget pressures and future investment in the Council Strategy priorities has been factored into the 2020/21 budget. In order to fund this the Council has chosen to increase Council Tax by 1.99%, raise a 2% adult social care Council Tax Precept and find savings or income generation of £3.24m. West Berkshire Council has a strong track record of delivering on its savings proposals and of reacting to ongoing pressures in order to minimise the budgetary impact.

16. Appendices

- 16.1 Appendix A – Contract inflation
- 16.2 Appendix B – Modelled growth
- 16.3 Appendix C – Increased budget requirement (pressures)
- 16.4 Appendix D – Savings and income proposals
- 16.5 Appendix Ei) – Reserves Statements
- 16.6 Appendix Eii) – Adequacy of reserves and robustness of budget
- 16.7 Appendix F – Fees and charges
- 16.8 Appendix G – Parish Expenses
- 16.9 Appendix H – Council Tax Collection Fund
- 16.10 Appendix I – Unison budget response
- 16.11 Appendix J – Briefing paper for Ratepayers (for Council meeting)
- 16.12 Appendix K – Council Tax Resolution

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Contract Inflation

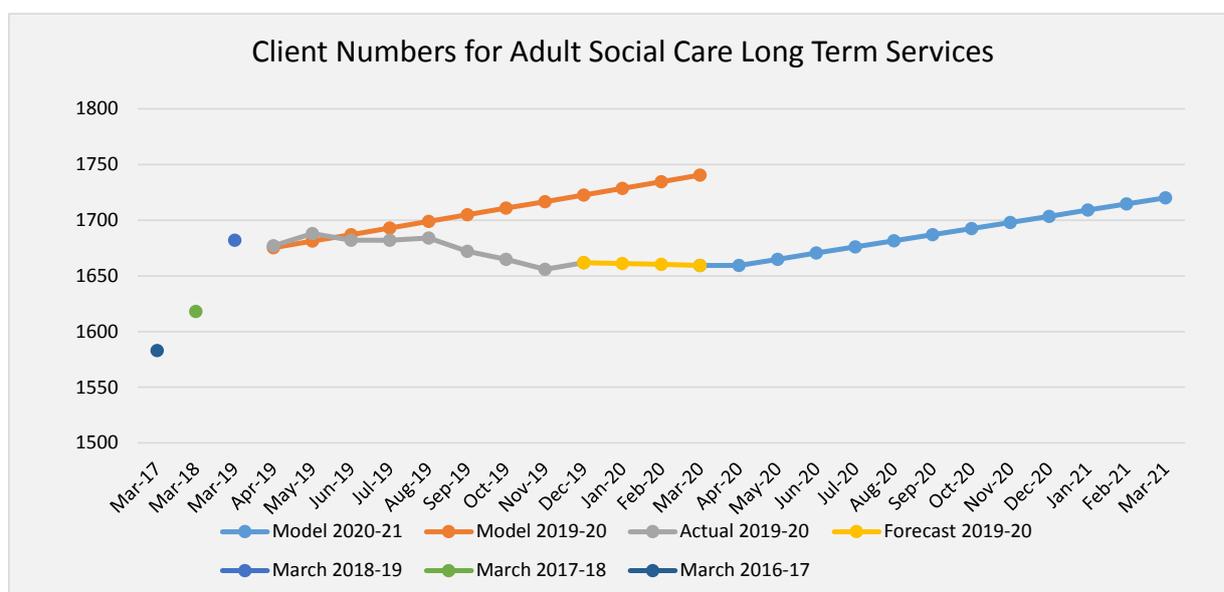
Contract Inflation			2020/21
Directorate	Service	Description	£000
Corporate		Total	0
People	ASC	Birchwood Lease	20
People		Total	20
Place	T&C	Waste contract (at 2.5% RPIX)*	442
Place	T&C	Waste - Tax Base adjustment	35
Place	T&C	Henwick Worthy sports ground (CPI)	4
Place	T&C	Winter service licence uplift	2
Place	T&C	Pay and Display maintenance contract	10
Place	T&C	Street Lighting - energy costs	30
Place	T&C	BBOWT partnership (CPI)	10
Place	T&C	Grounds Maintenance (CPI)	10
Place	T&C	Highways term maintenance contract (%)	88
Place	PP&C	Bone Lane Rent	2
Place		Total	633
Resources	SSU	Citizen's Advice	2
Resources	F&P	Corporate insurance	24
Resources		Total	26
		Total contract inflation	678
		* January RPIX announced 19.2.2020 at 2.8%. The increase of £53k will be funded from general reserves.	

n.b. rounding may apply to £10k

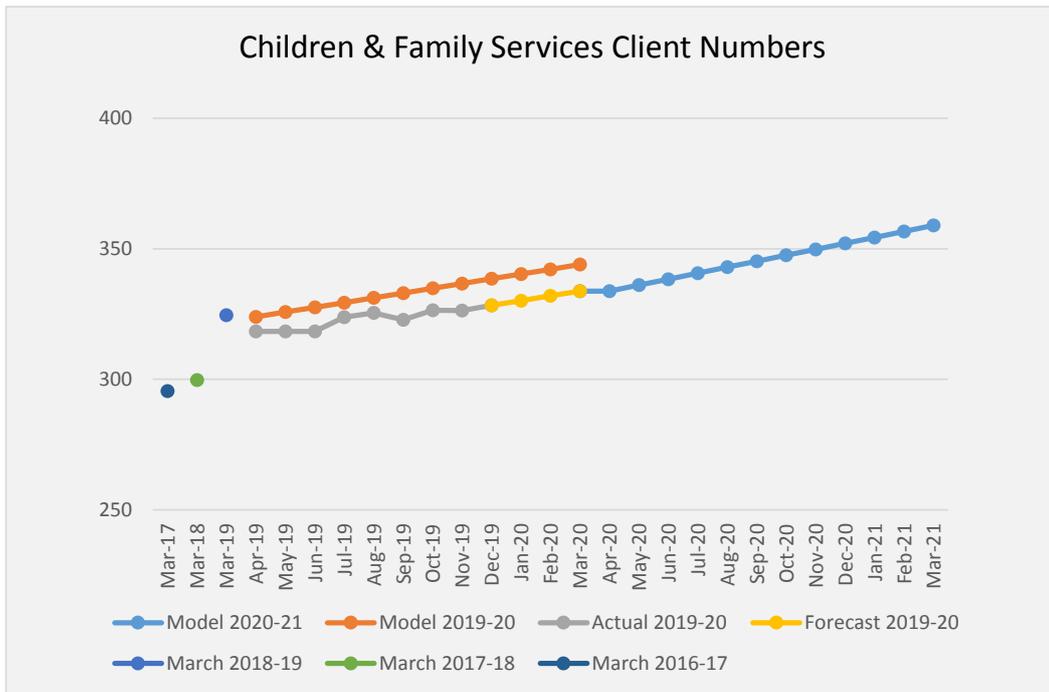
Modelled Growth

The table below shows the amount of budget growth required for 2020/21 from the modelling undertaken in Adult Social Care, Children & Family Services and Education. A graph for each model is shown below.

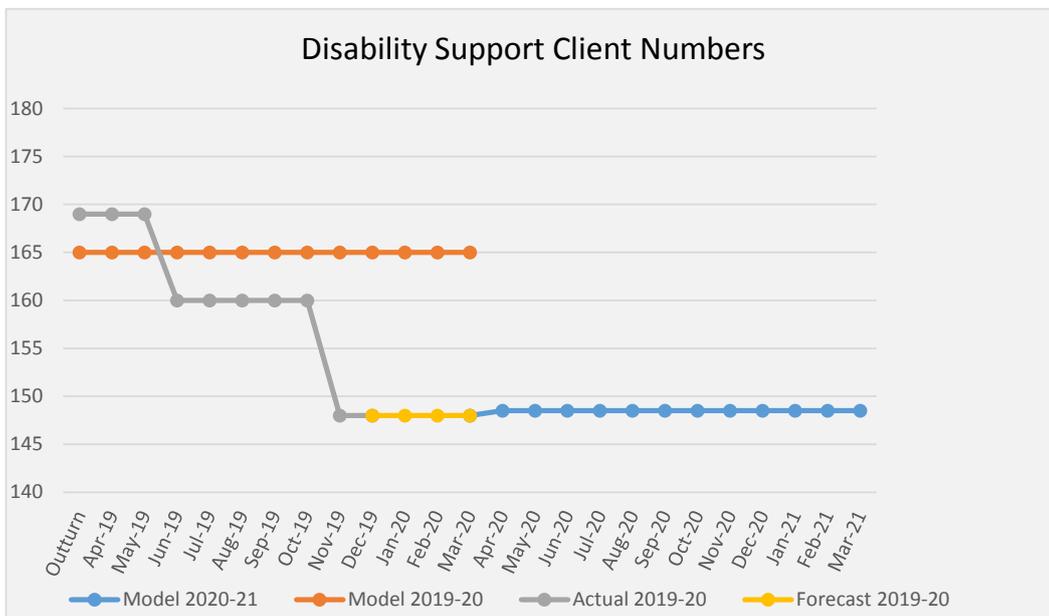
Directorate	Service	Description	£000
Corporate		Total	0
People	ASC	Commissioning Budgets demographic increases - long term services	2000
People	ASC	Commissioning Budgets demographic increases - short term services	110
People	CFS	Placement budget modelled increased demand	643
People	ED	Disabled Children's budgets modelled increased demand	270
People		Total	3,023



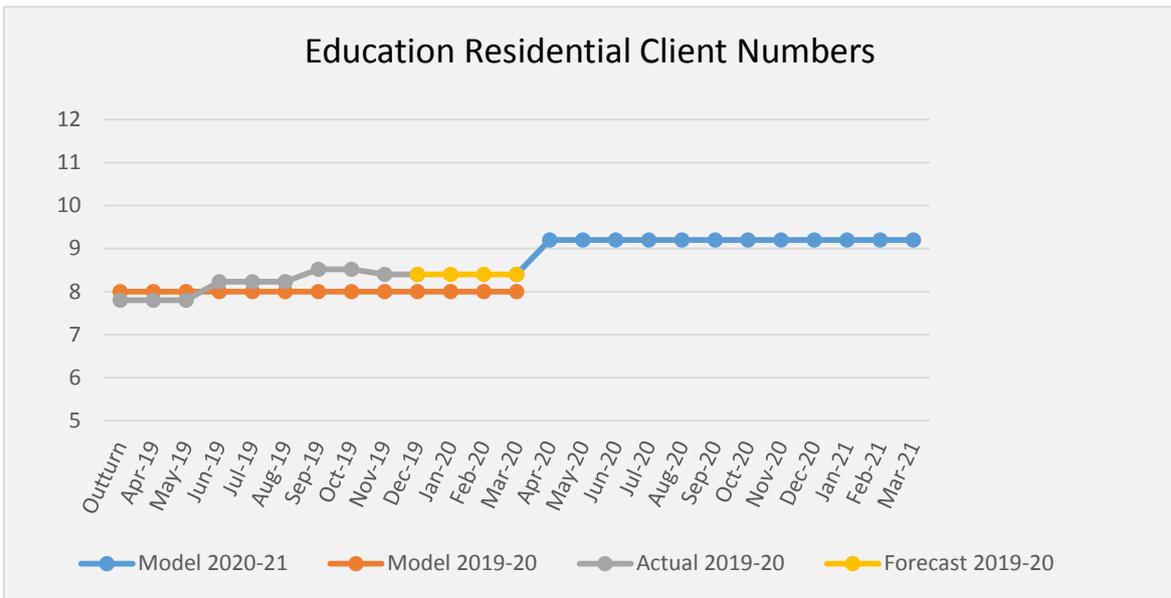
The graph shows that client numbers in Adult Social Care rose significantly from March 2017 to March 2019 (3 dots). During 2019/20, there has been an overall fall in numbers. Nursing and residential numbers have remained static, but there has been a fall in community client numbers. The model is built on using the previous three years of data to try to eliminate short term trends.



In Children & Family Services, client numbers have been increasing since 2017. Within the overall increase, there has been an increase in Independent Fostering numbers but a decrease in residential placements.



Disability support is within the Education Service. Numbers have fallen during 2019/20 and are forecast to remain steady at the lower level. The Disabled Children’s team have been making greater use of equipment and personal budgets to support families at home, instead of commissioning support for the families. In addition, Castle Gate has provided enhanced respite packages which has reduced the use of commissioned respite services supporting families.



Education residential numbers have remained steady over the last year and the trend is forecast to continue. The cost avoidance work carried out by Castle Gate through the provision of enhanced respite packages to delay or prevent the need for residential placements has helped prevent significant increases in the number of children moving into a residential setting.

Increased Budget Requirements

		2020/21 Increased Budget Requirements (Pressures)	Unavoidable	Unmet Savings	Unachievable Income	Total
Directorate	Service	Description	£000	£000	£000	£000
People	ASC	Learning Disability Transitions - the pressure is based on individual clients known to be transitioning from childrens services during 2020/21 and other young adults who may already be 18, but their transitional arrangements are changing (leaving education settings).	465			465
People	ASC	Funding for Technical Development Officer	42			42
People	ASC	Safeguarding Adults Board	3			3
People	CFS	Children's Services Management. Income target allocated to the Head of Service of the disbanded Prevention & Safeguarding service.			20	20
People	CFS	Additional placement costs for Adoption Thames Valley (ATV). The service has ambitions to try and place each child needing adoption with an 'in house' recruited adopter. The national performance figure is 75% of children being placed 'in house'. ATV perform a little better than this, and manage to place 100 children for adoption each year. Inevitably there will always be a need to purchase adoptive placements from other regional or national providers who have adopters available to meet that child's needs. The purchase of each adoption placement incurs a fee circa £32k. As it is a statutory demand led service, placement costs are likely to vary from year to year.	59			59
People	CFS	Family Group Conferencing (FGC) unachievable income target relating to the commissioning of FGC to neighbouring authorities.			8	8
People	CFS	Family Placement Team post	44			44
People	CFS	LSCB Budget/ Berks West Safeguarding Arrangements	3			3
People	ED	SEND grant. The recently removed SEND Grant enabled the LA to meet statutory duties. Reduced staffing would impact on the co-production of EHCPs within statutory timescales. Numbers with an EHCP have risen from 770 in 2014 to 971 in 2019. As well as being out of time, this would create a significant backlog, leave us with poor performance data and potential legal challenge. We would also need to cease Parent and Youth Forums and our Supported Employment Scheme (with a negative knock-on impact on Adults). Our ability to update and maintain our Local Offer website would be compromised.	115			115
People	ED	Early Years Team - staffing increase by 0.2FTE to enable the continued work in the MASH (Multi Agency Safeguarding Hub) with Children Services. If unfunded, Education Services would need to look at removing support in the MASH, this would cause pressures on the front door service and would be a backwards step in the joined up working approach.	14			14
People	ED	Emotional Health Academy - Commercialisation Income Target / reduction of funding streams.			70	70
People	ED	HTST - Public Service Vehicles Accessibility Regulations (PSVAR). Change in vehicle requirements providing HTST	100			100
People	P&S	Unachievable income target - consultancy			20	20
People		Total	846	0	118	964

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		2020/21 Increased Budget Requirements (Pressures)	Unavoidable	Unmet Savings	Unachievable Income	Total
Directorate	Service	Description	£000	£000	£000	£000
Place	D&P	Transport for the South East annual subscription. Not funding the project could result in West Berkshire missing out on capital project investment in transport although this is not certain at this stage.	10			10
Place	PP&C	Building Control - reduced accommodation re-charge from other councils			24	24
Place	PP&C	Head of Service - Digitisation savings have not been achieved as it has not been practically possible to reduce staffing levels.		23		23
Place	T&C	Closed landfill site - this recharge from from Bracknell Forest relates to the council's share (18.34%) of the costs of maintaining the closed land fill site at London Road, Bracknell. The cost for this council is estimated to rise to £54k in 20/21 from £48k this year. The current budget of £25k has been insufficient for a number of years, and this can no longer be mitigated within the service. The pressure is £29k.	29			29
Place	T&C	Flood and Water Management Grant Removal. If not funded, we would be unable to provide statutory functions under the FAWMA. Until last year the Council received £25k funding for statutory duties under the Act including investigating flood incidents, assessing Sustainable Drainage aspects of planning applications and maintaining flood risk assets. Loss of this funding would mean less maintenance of flood risk assets and would limit our ability to employ expert consultants for the assessment of flood risk on complex developments.			25	25
Place	T&C	New Blue Badge criteria	40			40
Place	T&C	Reduction in Recycling Income			130	130
Place		Total	79	23	179	281

Revenue Budget 2020/21

		2020/21 Increased Budget Requirements (Pressures)	Unavoidable	Unmet Savings	Unachievable Income	Total
Directorate	Service	Description	£000	£000	£000	£000
Resources	COM	Changes to the contract model leading to reduced income.	69			69
Resources	F&P	Transfer of post into revenue funding	35			35
Resources	F&P	West Point - rental income no longer being received as WBC occupies	20			20
Resources	F&P	Agresso upgrade to cloud	83			83
Resources	F&P	Commercial income - lack of properties coming through for acquisition leading to a significant risk that we will not achieve the current income budget.			347	347
Resources	F&P	Income from Traded service with schools for maintenance services not expected to align with expenditure			9	9
Resources	F&P	Reduced property income			5	5
Resources	HR	Lease car administration	7			7
Resources	HR	Unachievable income from training. Bid to reduce the targets to more accurately reflect achievable income levels.			66	66
Resources	L&SS	Coroners service	47			47
Resources		Total	261	0	427	688

Savings and Income Generation

Summary of Savings/Income Proposals							
Directorate	Ref	Service	Description	Current Budget £k	Total saving/income £k	Type	Implications
Corporate	C1	HR	Essential car user savings		139	Efficiency	None
Corporate	.	Total Corporate			139		

Summary of Savings/Income Proposals							
Directorate	Ref	Service	Description	Current Budget £k	Total saving/income £k	Type	Implications
People	P1	ASC	Reducing the need for double handed care	1,338	223	Efficiency	None
People	P2	ASC	Learning Disability (LD) reviews of existing care packages	11,070	204	Efficiency	Targeted reviews to ensure appropriate levels of care making best use of resources.
People	P3	ASC	Review of high cost community care packages	2,297	50	Efficiency	None
People	P4	ASC	Develop a new unit as Supported Accommodation for Learning Disability clients	897	51	Transformation	None
People	P5	ASC	Health funding - review shared funding for clients with Mental Health needs (S117) and Continuing Healthcare (CHC)	TBC	200	Efficiency	Subject to discussion with Clinical Commissioning Group (CCG).
People	P6	ASC	Market Management	TBC	150	Transformation	Resource required. The resource allocated to this work will allow for focused activity to grow and shape care and support markets to ensure access to value for money services that meet eligible social care needs.
People	.	Total ASC			878		
People	P7	CFS	Remove Administrative Officer Post Quality And Assurance Service	9	9	Efficiency	Post is a bucket post 0.33 vacant element for the past 3 years
People	P8	CFS	Reduce recruitment and advertising budget	55	15	Efficiency	None
People	P9	CFS	LSCB Systems Change Manager post Old Family Group Conference	28	28	Efficiency	We are no longer providing this service to other Local Authority's (LAs)
People	P10	CFS	Unaccompanied Asylum Children increase in grant funding	879	100	Income	None
People	P11	CFS	Staffing Realignment		30	Efficiency	None
People	P12	CFS	Staffing reconfiguration	12	12	Efficiency	None
People	.	Total CFS			194		
People	P13	Education	Home To School Transport (HTST) - review available routes and fee payers subsidy	3,041	100	Transformation	If walking routes can be deemed available/safe, free transport can be withdrawn. There may also be some potential to rationalise Brookfield routes and increase the use of parental mileage & personal budgets.
People	P14	Education	Virtual school - new grant rate & benchmarking review	255	20	Efficiency	Virtual School would need to assess where savings could be made, such as reduced staffing or perhaps funding fewer activities, the latter potentially being supported by Pupil Premium Plus Grant (PPPG)
People	P15	Education	Early Years (EY) & Family Hubs - Reduction in staffing costs / funding and review of supplies & services.	527	45	Efficiency / Income	Some potential for additional income, though further efficiencies would be sought, incl. staffing reductions. No reduction in Public Health funded activity. Also potential appropriate use of Dedicated Schools Grant (DSG) funding to support vulnerable children in EY settings, especially vulnerable 2yr olds.
People	P16	Education	Castle Gate staffing restructure	49	20	Efficiency	Rationalisation to get a better balance of management & night coverage. Potentially involves redundancies. No reduction in service to Children / Young Persons
People	P17	Education	Deletion of vacant Service Manager Post	50	50	Efficiency	Vacant Service Manager role responsibilities have been distributed among the current Education Service Managers.
People	P18	Education	Premature Retirement costs	346	5	Efficiency	Expected fall in annual cost
People	P19	Education	Health funding for Disabled Childrens Team		50	Income	Seeking greater financial contribution from Health. Subject to planned discussions with the CCG.
People	.	Total Ed			290		
People	.	People Directorate			1,362		

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Summary of Savings/Income Proposals							
Directorate	Ref	Service	Description	Current Budget £k	Total saving/income £k	Type	Implications
Place	E1	D&P	Capitalise Housing Development post	587	40	Capitalisation	Funding will come from developers contributions and will not require the council to borrow for the foreseeable future.
Place	E2	D&P	Planning Pre-applications charges	(89)	5	Income	5% increase in pre-application planning charges.
Place	E3	D&P	Review Community Infrastructure Levy (CIL) Income	(174)	10	Income	Legislation limits the administration charge to 5% of CIL receipts. Income is now used to 'self fund' the CIL Team.
Place	E4	D&P	Paperless Planning	TBC	15	Efficiency	Digital planning project has reduced the need to create hard copy files, print and re-key data saving.
Place	.	Total D&P			70		
Place	E5	PP&C	Marriage income fee increase	(327)	2	Efficiency	Benchmarking data analysed, fees to increase by 10%.
Place	E6	PP&C	Energy – estate management phase 2	881	68	Efficiency	Based on getting an approved capital business case for solar PV installations on council estate (roof mounted systems).
Place	E7	PP&C	Energy – white label project phase 1	881	5	Efficiency	Based on getting an approved partnership with multiple local authorities to sell electricity. Income from commission on sales.
Place	E8	PP&C	Museum income volume increase	(22)	3	Income	Assumption of continuing increase in footfall and sales.
Place	E9	PP&C	Shaw House repairs & maintenance budget reduction	25	10	Efficiency	Risks to be managed through capital budget.
Place	.	Total PPC			88		
Place	E10	T&C	Garden Waste income - volume increase	(1,409)	110	Income	Based on anticipated uptake of service
Place	E11	T&C	Restructure (various teams)	5,041	22	Efficiency	None anticipated
Place	E12	T&C	Street Lighting Energy Efficiency Programme	374	15	Efficiency	On-going review of illumination levels on residential roads and move to lower levels of illumination between the hours of 10pm and 6am. Continued investment in LED technology on illuminated signs supported by Capital Programme.
Place	E13	T&C	Streetworks additional charges for minor works	(139)	60	Income	No operational implications
Place	E14	T&C	Berkshire, Buckinghamshire & Oxfordshire Wildlife Trust (BBOWT) - capitalisation	420	75	Capitalisation	None anticipated, this will be funded from developers contributions so no borrowing will be required to fund.
Place	E15	T&C	Civil Enforcement Officer (CEO) accommodation saving	7	5	Disinvestment	No operational implications
Place	E16	T&C	Capitalisation of Structures Revenue budget	207	25	Capitalisation	Capitalisation of the Countryside footbridge repairs and replacements.
Place	E17	T&C	Capitalisation of the Highways Reactive Maintenance budget	118	118	Capitalisation	Kerbing and street furniture repairs to be capitalised.
Place	E18	T&C	Capitalisation of the emergencies budget.	446	132	Capitalisation	Capitalisation of the Highway repair elements of the Highway Emergency budget.
Place	E19	T&C	Capitalisation of the Traffic Signal Maintenance support budget	101	20	Capitalisation	Traffic signal equipment replacement element of the service to be capitalised.
Place	E20	T&C	Restructure - Countryside	53	53	Disinvestment	Reduced capacity in the Countryside Team.
Place	E21	T&C	Cease cleaning / maintaining bus shelters at Beenham Turn, Theale and Calcot.	6	6	Disinvestment	Opportunities to be taken through devolution to Parish and Town Councils
Place	E22	T&C	Remove standby duty for Transport Services Officers	3	3	Efficiency	Reduced ability of the Transport Team to cover fleet breakdowns out of hours.
Place	.	Total T&C			644		
Place	.	Place Directorate			802		

Revenue Budget 2020/21

Summary of Savings/Income Proposals							
Directorate	Ref	Service	Description	Current Budget £k	Total saving/ income £k	Type	Implications
Resources	R1	CSI	Increase external Print Room income	10	10	Income	None anticipated
Resources	R2	CSI	Reduce Contact Centre staffing by 1 FTE (if demand reduces e.g. through digitisation)	28	23	Disinvestment	Reduced capacity in Contact Centre. Inability to achieve service level agreements if digitisation does not reduce demand as anticipated.
Resources	R3	CSI	Deletion of vacant post	49	41	Disinvestment	None anticipated
Resources	R4	CSI	Reduction in corporate call costs through contract renegotiations	64.7	10	Efficiency	None anticipated
Resources	R5	CSI	Printing cost reductions	91	20	Efficiency	May impact our ability to renew printers as they wear out/fail
Resources	R6	CSI	Postage costs reduction	159	14	Efficiency	None anticipated
Resources	R7	CSI	Citrix Licence cost reduction	194	12	Efficiency	Can only be achieved by moving staff to other methods of remote access.
Resources	R8	CSI	Capitalisation of some Application Team salaries	612	55	Capitalisation	None anticipated, <i>borrowing will be required to fund this post within capital and the saving here is net of borrowing costs.</i>
Resources	.	Total CSI			185		
Resources	R9	Commissioning	Comensura contract savings / staff reductions	1,100	76	Efficiency	Net saving includes elimination of a post
Resources	.	Total Commissioning			76		
Resources	R10	F&P	Alternative funding model - Financial Planning and Treasury team	163	163	Efficiency	None
Resources	R11	F&P	Annual Council Tax and Non-Domestic Rate billing - contract savings	50	20	Efficiency	None
Resources	R12	F&P	New folder/insert machine lease (Revs&Benefits)	50	2	Efficiency	None
Resources	R13	F&P	Vat reclaim on mileage	-	40	Efficiency	None
Resources	R14	F&P	Efficiency Savings		17	Efficiency	None
Resources	R15	F&P	Introduce digital technology to make existing Council Tax and Housing Benefits processes more efficient.	1,300	147	Efficiency	£170k saving split between CSI and FIN
Resources	.	Total F&P			389		
Resources	R16	HR	Deletion of Apprenticeship Coordinator post	33	33	Disinvestment	Workload will be redistributed within the team as this function enters a business as usual phase.
Resources	.	Total HR			33		
Resources	R17	L&SS	Income generation including reduction in counsels fees for preliminary hearings in Crown Court	-143	45	Income	Legal Services have embarked upon a range of activities with a view to generating additional income. This has included: Maximising cost recovery on existing work, PPP prosecution work which is undertaken on behalf of Wokingham and Bracknell Forest BC, trading with 3rd parties such as academy schools and local authorities and providing training and charging for this. It is considered that Legal Services at establishment will be in a position to deliver £50k additional income from 2019/20. One of our prosecution solicitors is part way through her higher rights course and once completed, in addition to the opportunities to reduce the cost of preliminary hearings in the crown court, this will provide additional opportunities to undertake traded work. This will apply particularly to POCA proceedings, which are undertaken in the Crown Court (and are therefore all outsourced at present) but which rarely result in contested hearings. It is considered therefore that we will be able to generate an additional £30k from further trading activities which will be undertaken from 20/21.
Resources	R18	L&SS	Corporate programme	184	40	Disinvestment	This proposal will mean that the Corporate Programme or elements of it (New Ways Of Working) will have to be completed over a longer timescale.
Resources	R19	L&SS	Reduction in Legal Library	37	5	Disinvestment	None
Resources	R20	L&SS	Restructure in Legal and Strategic Support		40	Disinvestment	None
Resources	R21	L&SS	Training income from GDPR and FOI	-	10	Income	Training income, will be generated via training on GDPR and FOI, provided to Schools, Parish Councils, BALC and Health, providing an estimated 4 courses over the year. The resources required to provide this would be officer time, which will reduce after the first course when the bulk of the work required to prepare for the training will be undertaken.
Resources	.	Total Legal & SS			140		
Resources	R22	CE	Training budget savings	52	20	Disinvestment	None
Resources	R23	DIR	Directorate efficiency review	-	56	Efficiency	None
Resources	R24	DIR	Support costs to enable asset disposal – funded by capital receipts	-	40	Income	The Local Authorities (Capital Finance and Accounting) (Amendment) (England) Regulations 2010 - "To meet the costs of or incidental to a disposal of an interest in land other than housing land, provided these do not exceed 4% of the capital receipt arising from the disposal"
Resources	.	Total CE/DIR			116		
Resources	.	Resources Directorate			939		

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Reserves Statements

The Statement of Accounts that are produced each year details all the Council's reserves and explains why they are held. Reserves are reported in two categories: unusable and usable reserves. Unusable reserves include those reserves which are kept to manage the accounting processes for non-current assets, retirement and employee benefits. Unusable reserves cannot be used to provide Council services. Usable reserves are those reserves that a Council may use to provide services or reduce local taxation, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use.

The level of usable reserves the Council holds is reviewed each year as part of the budgetary process. Consideration is given to the current financial standing of the Council, the funding outlook into the medium term and the financial risk environment the Council is operating in.

Councils generally hold usable reserves for a number of reasons:

- To use at a later date to support investment projects
- To temporarily hold unused portions of grants that can be legally used at a later date
- To insure themselves against major unexpected events such as flooding
- To guard against general risk
- To smooth the impact of funding reductions
- To guard against emergent specific risks, such as business rate appeals, increased demand, and the impact of social care reform.

The Council's usable reserves are as follows:

- General Reserve: held for non-specific items and risks and service risks
- Earmarked Reserves: amounts held for specific schemes and for specific purposes e.g. self-insurance

During 2020/21, earmarked reserves are expected to reduce by £6.3m. This will fund investment in the Council Strategy, a shortfall in commercial property income and the Collection Fund deficit.

A summary is shown in the following table:

Usable Reserves Summary	Actual	2019/20 Use of	Planned use	Planned increase	Estimate
	1.4.2019	Reserves	of Reserves	in Reserves	1.4.2020
	£m	£m	£m	£m	£m
General Reserve	8.16	- 0.19	-	-	7.97
Earmarked Reserves	19.77	-0.04	-6.35	-	13.38
Total Usable Reserves	27.93	-0.23	-6.35	0.00	21.35

The General Reserve

The purpose of the General Reserve is to act as a fund to be used in emergencies and to protect council taxpayers from any steep rises in future Council Tax if the Council over spends against its budget. The s151 officer, Executive Director (Resources) recommends that the General Reserve totals, as a minimum, £6.5m of the Council's net revenue expenditure.

The calculation of the £6.5m is based on the below. It is very unlikely that all of these risks would occur at the same time. However, there is cumulative risk of a number of these factors taking place over a short period of time. The purpose of the general reserve is enable the Council to continue to function and perform its services without significant impediment:

Item	Rationale	Amount
Pressure on demand and significant income budget	A 5% movement on demand budgets and on reduced income	£5.3m
Pressure on traded budgets	A 10% movement on traded budgets,	£0.2m
General risks to cover the items below	See items below	£1m
Total <i>minimum</i> required General Reserve		£6.5m
Current General Reserve (including service specific risks)	Service specific risks are part of general reserves	£8m

The General Reserve is expected to cover any of the following risks should they arise:

- The impact of significant increases in demand
- Lack of delivery of all savings targets
- Economy measures and service reductions always contain some degree of uncertainty as to whether their full effects will be achieved
- Unforeseen events such as the flooding during January 2014
- Litigation
- Changes from specific grants to the non ring fenced government grants
- Grants being introduced or removed mid-year
- Unforeseen circumstances
- General day to day cash flow needs and avoid unnecessary temporary borrowing
- Reduced income due to deferred income and social care clients' property decreasing in value

Within the General Reserve are Service Specific Risk Funds for:

- Adult Social Care £815k,
- Children & Family Services £441k,
- Education £120k and
- Legal Disbursements £100k.

Earmarked Reserves

The Council has other reserves which are earmarked for specific purposes.

Earmarked Reserves	Actual 1.4.2019 £m	2019/20 Movement £m	Planned use of Reserves £m	Planned increase in Reserves £m	Estimate 1.4.2020 £m
Schools Balances	5.23	-	-	-	5.23
Parish Special Expenses	0.02	-	-	-	0.02
Self Insurance Fund	0.96	-	-	-	0.96
Long Term Commitment	0.77	-	-	-	0.77
Specific Earmarked Reserves	12.80	- 0.04	- 6.35	-	6.40
Total Earmarked Reserves	19.77	-0.04	-6.35	0.00	13.38

Schools balances

This is an amalgamation of unspent and overspent balances.

Parish special expenses

These are explained in detail in Appendix G.

Self-insurance fund

This fund has been established to ensure that costs to the Council in relation to claims, can be met whilst limiting the impact of higher premiums on the Council's revenue budget. The fund is used to pay the first £250k of any property claim and the first £100k of other claims. External insurance covers the balance of claims.

Long term commitment

Funding specifically set aside for capital financing purposes; either funding for future capital schemes or financing costs for future principal payments on maturity loans. These vary according to the progress of capital schemes and the utilisation of s106 monies.

Specific earmarked reserves

Funds set aside to cover specific future liabilities. The main items in here are:

Specific Earmarked Reserves	Actual 1.4.2019 £m	2019/20 Movement £m	Planned use of Reserves £m	Planned increase in Reserves £m	Estimate 1.4.2020 £m
Transformation	0.76	0.78	-	-	1.54
Restructuring	0.45	-0.09	-	-	0.36
Schools in Financial Difficulty	0.50	-	-	-	0.50
Waste Management	0.62	-0.47	-	-	0.15
Business Rate Volatility	4.09	-	- 3.90	-	0.19
Council Tax Volatility	0.90	0.60	- 1.47	-	0.03
Commercial Property	0.84	-	- 0.30	-	0.54
Council Strategy Support	-	1.00	- 0.68	-	0.32
Outcomes Based Budgeting	-	2.00	-	-	2.00
Other	4.64	-3.87	-	-	0.77
Total Specific Earmarked Reserves	12.80	-0.04	-6.35	0.00	6.40

Transformation - In order to support the Medium Term Financial Strategy to deliver its transformation plans, the Executive established a Transformation Reserve. This will ensure that the Council has the resources to pursue plans outlined in the MTFS and to invest in strategies that will bring future benefits to the organisation. The reserve was increased during 2019/20 to support future transformation projects.

Restructuring - used to cover the exit costs associated with some of the savings proposals. The balance remaining in the restructuring reserve at the end of the financial year will be rolled forward to fund any future restructuring costs to the Council.

Schools in Financial Difficulty - to fund any additional support that the Council may need to provide to schools in financial difficulty.

Waste Management - to support the transition to a new model of waste management.

Business Rate Volatility - to support the volatility associated with business rates in relation to estimates, appeals and timing.

Council Tax Volatility - to support the volatility associated with taxbase estimates upon which the Council Tax is collected.

Commercial Property - established to cover risks associated with the investment in commercial property. The Council may need to use £300k of this to support lower than expected income during 2020/21.

Council Strategy Support – to enable delivery of measures to support the Council Strategy as referenced elsewhere in the budget papers

Outcomes Based Budgeting – to support the re-profiling of savings *if* required as part of the MTFS; see the MTFS document

Other

Other specific earmarked reserves are in place to support specific service requirements or projects.

A full list of the Council's reserves are disclosed in the Council's financial statements 2018/19 available on our website. Please note that these reserves estimates are before any changes from the 2019/20 financial year end.

**Adequacy of Reserves and Robustness of Budget Estimates
s151 Officer Statement**

1. Section 25 of the Local Government Act 2003 requires the Section 151 Officer, Executive Director (Resources) to formally report to Council as part of the tax setting report his view of the robustness of estimates and the adequacy of reserves. The Council is required to take these views into account when setting the Council Tax at its meeting on 3 March 2020.

2 Adequacy of Reserves

- 2.1 This statement focuses upon the unallocated general reserve and excludes schools' budgets and schools' unspent balances, which will be reviewed by the schools funding forum when Governing Bodies have submitted their budgets. The minimum prudent level of reserves that the Council should maintain is a matter of judgement and cannot be judged merely against the current risks facing the Council as these can and will change over time.
- 2.2 The consequences of not keeping a prudent minimum level of reserves can be serious. In the event of a major problem or a series of events, the Council would run a serious risk of a deficit or of being forced to cut spending during the year in a damaging and arbitrary way.
- 2.3 CIPFA (Chartered Institute of Public Finance and Accountancy) have issued a notification from the LAAP (Local Authority Accounting Panel) stating that there should be no imposed limit on the level or nature of balances required to be held by an individual Council (except under section 26 where this has been imposed by ministers). West Berkshire Council policy has consistently kept a prudent historic minimum level of balances of 5% of net revenue expenditure (NRE); this analysis has been updated for more specific demand and general risks with a minimum level of £6.5m set out for the 2020/21 budget.

It is recommended that general reserve balances be set at a minimum of £6.5m

3 Robustness of Estimates

3.1 The treatment of inflation and interest rates

The 2020/21 pay award for staff has been estimated in line with the Government's pay announcements. Non pay related budgets have been inflated at the contractually committed rate of inflation or where services can demonstrate a requirement to do so to maintain service delivery levels. Interest rates for 2020/21 have been assumed to increase by 0.25% over and above current levels for new long term borrowing. Increases to fees and charges have been set in line with inflation where appropriate.

3.2 Efficiency saving and productivity gains

The budget contains proposals to deliver £3.24m of savings or income. The Medium Term Financial Strategy (MTFS) includes a four year savings or income programme to ensure that future revenue budgets remain in financial balance to ensure the Council has adequate resources to deliver its Council Strategy outcomes.

3.3 Budget and Financial management

West Berkshire has an excellent record of budget and financial management. The level of under and overspends in recent years is as follows:

Year	Over/ -under spend £k	% of net budget
2010/11	-580	0.48%
2011/12	-491	0.39%
2012/13	-620	0.50%
2013/14	-449	0.37%
2014/15	30	0.02%
2015/16	115	0.10%
2016/17	7	0.01%
2017/18	276	0.23%
2018/19	-81	0.15%
2019/20	144	0.11%

This level of control is achieved by significant management and policy action to ensure that spending is kept within budgets each year. All relevant reports to the Executive have their financial effects identified and Operations Board keeps any emerging budget pressures under review during the year. Quarterly Performance reports are received by Corporate Board, Operations Board, the Executive, and the Overview and Scrutiny Management Commission. These reports detail both budgetary and performance indicators. A traffic light system of indicators is used.

The Council has a number of demand led budgets. The Council has historically been able to manage changes to demand to ensure a sound financial standing at the end of the financial year.

3.4 Adequacy of insurance and risk management

Strategic risk management is being embedded throughout the Council to ensure that all risks are identified, ameliorated and managed appropriately. The Council's insurance arrangements are a balance of external insurance premiums and internal funds to self-insure some areas. As well as an internal risk manager the Council also make use of an external consultant to advise on the level of funds required to underpin those risks not externally insured.

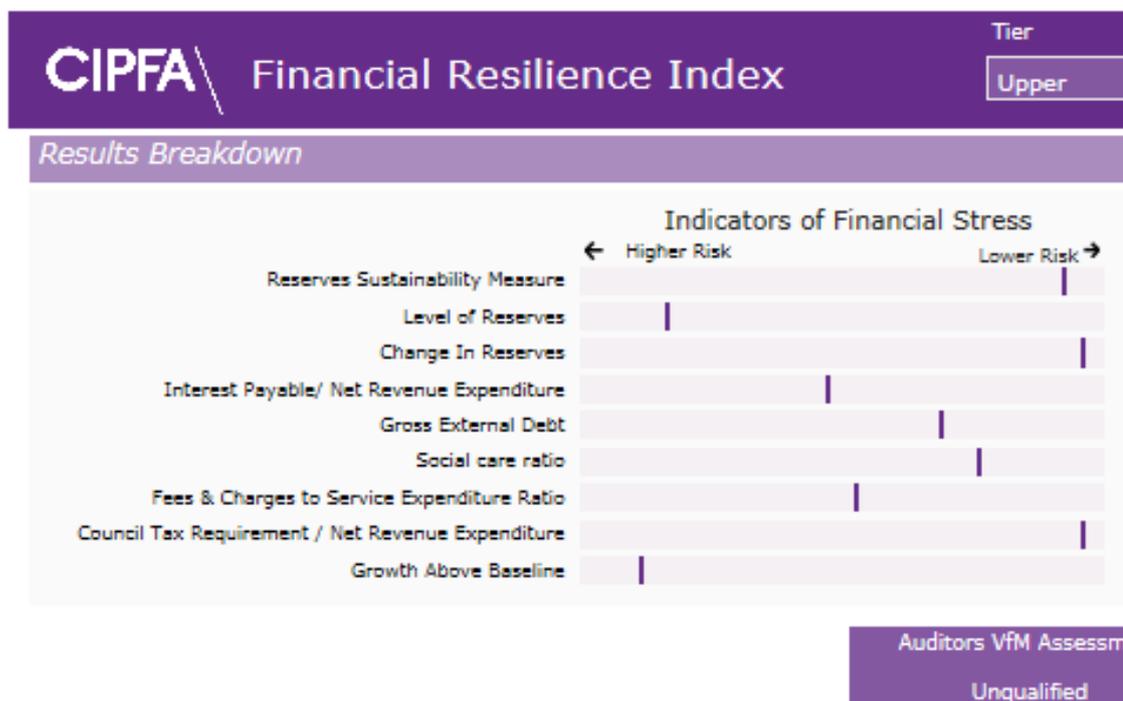
3.5 Overall financial standing of the authority

West Berkshire Council borrows money to support the Council's capital programme. It has calculated its capacity for borrowing within the provisions of the prudential framework and budgeted accordingly. The assumed Council Tax collection rate is 99.6% and this is an achievable if demanding target. Each 1% uncollected amounts to approximately £1m and any surplus or deficit on the collection fund is apportioned between the Council and its major precepting bodies the Royal Berkshire Fire and Rescue Authority, and the Thames Valley Police Authority.

Appendix Eii)

As part of the consideration of the financial standing of the Council, CIPFA have released a financial resilience index. The indicators included are relatively small in number, they do provide a comparative (versus other unitary councils) snapshot of the current position. The summary below (for 2018/19) is highlighting that though the overall level of reserves are comparable lower, i.e. a potentially higher risk, there have been increases to these during that financial year which reduces risk levels. As part the above, general fund reserves are above the minimum level set out. The below also highlights some risk around growth about taxbase growth and this has been adjusted for across the financial papers in this budget cycle.

[Home](#) \ [Services](#) \ [Financial Resilience Index](#) \ [Financial Resilience Index](#)



4 Maintaining balances

- 4.1 The balance of the in year budgetary position against the proposed budget will be managed against the General Reserve and service specific reserves. If budget pressures emerge then it is first for the Service to contain, then the Directorate and finally a corporate issue. If there is still a pressure at year end then General Reserves and service specific reserves will reduce. If the General Reserve falls below the minimum recommended level, it would need to be replenished to restore the minimum level. This helps ensure that the Council is in a position to maintain its service provision without drastic actions.
- 4.2 If an event occurs that is so serious it depletes the Council reserves to below the limit set, then the Council will take appropriate measures to raise general fund reserves to the recommended level in as soon a timeframe as possible without undermining service provision.

Joseph Holmes
Executive Director (Resources)
February 2020

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People Directorate Fees & Charges Proposals 2020/21

1 Adult Social Care

- 1.1 Councils have the power to charge for certain social care services, and are required to have a charging policy that is demonstrably fair and does not undermine the overall objectives of social care – that is, to promote both independence and social inclusion of service users. It is recognised that the level of fees and charges can have a direct impact on usage and take up, and in some instances work against the Council's social inclusion agenda by effectively discriminating against those who are less able to pay.
- 1.2 The Council's policy is therefore to charge service users an 'affordable' amount, which is uplifted by inflation each year where appropriate. However, where other local authorities, or Health organisations, are purchasing Council services on behalf of their service users, the charges made to these organisations are designed to reflect the actual costs of the service.
- 1.3 West Berkshire Council's Charging Policy for Adult Social Care services, introduced in 2015, states the individual will have one assessed charge for all services. All services will be added together before a service user is financially assessed.
- 1.4 The guidance allows for a prescribed list of allowances, for example, rent, mortgage, council tax, buildings insurance etc plus disability related costs, for example, community alarm system, extra heating costs that meet an individuals presenting care needs.
- 1.5 These allowances are then deducted from the total income to give an assessable income when an individual is receiving care in a non-residential setting.
- 1.6 From April 2012 any new or reviewed eligible individual requiring support from Adult Social Care receives this in the form of a Personal Budget through which they can arrange their support. As of 1st April 2011 individuals have been charged for each day they have booked at a Resource Centre and only in exceptional circumstances will charges be waived for non attendance.
- 1.7 There are generally two types of charges – discretionary and statutory:

- **Discretionary Charges**

Unless otherwise stated, the fee increase for 2020/21 is by September CPI of 1.7%. The charge to other local authorities and Health organisations for places in West Berkshire Resource Centres will be increased by 1.7% for 2020/21.

Community Based Services will be charged at the actual cost of the service, including administration costs.

Other Day Centre and Transport will be charged at the actual cost.

Some fees have been increased by more than CPI to ensure that the cost covers the work being undertaken.

- **Statutory Charges**

The method of assessing contributions from clients in long-term residential care is covered by section 14 of the Care Act 2014, the Care and Support (Charging and Assessment of Resources) Regulations 2014, the Care and Support Statutory Guidance and the Council's ASC Charging Policy 2015.

The charges to full cost payers in WBC Homes, and to other local authorities who access services run by West Berkshire Council, are based on current information in respect of cost and the estimated number of clients using the service. The proposed full standard charge for WBC Homes is to increase by 1.7%.

Deputyship Fees are set by the Court of Protection.

Adult Social Care		
Description	Fees 2019/20	Proposed Fee 2020/21
Residential care independent sector homes - full cost per week	Actual cost	Actual cost
Residential care WBC Homes - full cost per week	Willows Edge £817.00 Notrees £817.00 Walnut Close £817.00 Birchwood £847.00	Willows Edge £831.00 Notrees £831.00 Walnut Close £831.00 Birchwood £861.00
Nursing care WBC Homes - full cost per week	Birchwood £847.00 excludes Funded Nursing Care	Birchwood £861.00 excludes Funded Nursing Care
Meals provided in WBC Resource Centres	£5.20	£5.20
WBC Resource Centre outreach workers	£19.40	£19.70
WBC Transport - maximum charge per journey	£8.80	£8.90
WBC Foot Care service regular appointment	£21.00	£21.30
WBC Foot Care Equipment	£12.70	£12.90
External day activities	Actual cost	Actual cost
WBC Resource Centres - charge to other Local Authorities and Clinical Commissioning Groups: - Older People - Learning Disability - Physical Disability	£68.00 £111.00 £103.00	£69.00 £112.00 £104.00
Charges to any organisation using WBC Resource Centres: Greenfield, Hungerford & Phoenix	Actual cost	Actual cost
WBC Resource Centres - charge per day	£48.80	£49.60
Administration fee for commissioning care for full cost clients (increase to reflect actual cost)	£204.00 per annum	£230.00 per annum

Set up fee for deferred payers	New charge 2020-21	£150.00
Administration fee for deferred payers (increase to reflect actual cost)	£204.00 per annum	£250.00 per annum
Probate administration following the death of a Deputyship client	£102.00 per hour	£103.00 per hour
Support in making a Lasting Power of Attorney application	£153.00	£155.00
Support in making a Deputyship application (increase to reflect actual cost)	£306.00	£350.00
Residential and Nursing care WBC Homes - charge the assessed contribution whilst in hospital if bed retained at the home	Assessed charge	Assessed charge
Residential and Nursing care WBC Homes - charge the assessed contribution from date of admission even if client subsequently decides to leave the home during the review period	Assessed charge from date of admission	Assessed charge from date of admission
Transporting clients from care homes to resource centres (charge to provider)	Actual cost	Actual cost
Adult Placement - management fee	£107.20 per week for a full time placement. £32.10 per week for an overnight respite session. £4.20 per hour for day support.	£109.00 per week for a full time placement. £32.60 per week for an overnight respite session. £4.20 per hour for day support.

Resource Centre - Rental Charges						
	Fees 2019/20			Proposed Fees 2020/21		
Room	Daily Rate	Half Day Rate	Hourly Rate	Daily Rate	Half Day Rate	Hourly Rate
Phoenix Resource Centre						
Ground floor woodwork room	£56.80	£29.00	£10.20	£57.70	£29.50	£10.30
External car washing facility	£56.80	£29.00	£10.20	£57.70	£29.50	£10.30
Ground floor Theatre (with lighting and audio system)	From £85.80 to £150.10	From £45.00 to £80.40	From £21.40 To £38.60	From £87.30 to £152.70	From £45.70 to £81.80	From £21.70 To £39.20
Audience seating (setting up and taking down)	£80.40	£80.40	£80.40	£81.80	£81.80	£81.80
First floor Theatre office	£16.10	£16.10	£16.10	£16.30	£16.30	£16.30
Ground floor frailty and dementia suite (Lilac Lounge)	£59.00	£32.10	£11.80	£60.00	£32.60	£12.00
Ground floor physical disability suite (Sunshine Room)	£56.80	£29.00	£10.20	£57.70	£29.50	£10.30
Ground floor sensory cooking room	£56.80	£29.00	£10.20	£57.70	£29.50	£10.30
Ground floor sensory room	£56.80	£29.00	£10.20	£57.70	£29.50	£10.30
Ground floor optimusic room	£56.80	£29.00	£10.20	£57.70	£29.50	£10.30
Ground floor dining room	£85.80	£45.00	N/a	£87.30	£45.70	N/a
Ground floor dining room and kitchen	£96.50	£50.40	N/a	£98.10	£51.20	N/a
Ground floor small activity room	£28.30	£14.50	£6.40	£28.70	£14.70	£6.50
First floor Craft activity room	£56.80	£29.00	£10.20	£57.70	£29.50	£10.30
First floor computer suite	£56.80	£29.00	£10.20	£57.70	£29.50	£10.30
First floor activity / office space - full space (large)	£111.50	£56.80	£20.40	£113.40	£57.70	£20.70
First floor activity / office space - medium	£85.80	£45.00	£16.10	£87.30	£45.70	£16.30
First floor Art room	£56.80	£29.00	£10.20	£57.70	£29.50	£10.30
First floor large meeting room without equipment	£35.40	£18.20	£7.50	£36.00	£18.50	£7.60
First floor large meeting room with equipment	£46.10	£22.50	£9.00	£46.90	£22.80	£9.10
First floor small meeting rooms	£21.40	£11.20	£4.20	£21.70	£11.30	£4.20
Accessible shower facility and personal care rooms	N/a	N/a	£9.70	N/a	N/a	£9.80

Room	Fees 2019/20			Proposed Fees 2020/21		
	Daily Rate	Half Day Rate	Hourly Rate	Daily Rate	Half Day Rate	Hourly Rate
Hungerford Resource Centre						
Ground floor main activity room	£99.70	£50.40	£17.60	£101.40	£51.20	£17.90
Ground floor computer suite	£50.90	£25.70	£9.00	£51.70	£26.10	£9.10
Ground floor quiet room	£25.70	£13.30	£5.40	£26.10	£13.50	£5.40
Ground floor hairdressing salon	£25.70	£13.30	£5.40	£26.10	£13.50	£5.40
First floor meeting room 1	£50.90	£25.70	£9.00	£51.70	£26.10	£9.10
First floor meeting room 2	£50.90	£25.70	£9.00	£51.70	£26.10	£9.10
Accessible shower facility and personal care rooms	N/a	N/a	£9.70	N/a	N/a	£9.80

Room	Fees 2019/20			Proposed Fees 2020/21		
	Daily Rate	Half Day Rate	Hourly Rate	Daily Rate	Half Day Rate	Hourly Rate
Greenfield Resource Centre						
Atrium	£99.70	£50.40	£17.60	£101.40	£51.20	£17.90
Computer suite	£50.90	£25.70	£9.00	£51.70	£26.10	£9.10
Frailty and dementia suite	£75.00	£38.10	£13.30	£76.30	£38.70	£13.50
Physical disability suite	£75.00	£38.10	£13.30	£76.30	£38.70	£13.50
Learning disability suite	£50.90	£25.70	£9.00	£51.70	£26.10	£9.10
Optimusic / sensory room	£50.90	£25.70	£9.00	£51.70	£26.10	£9.10
Small office	£25.70	£13.30	£5.40	£26.10	£13.50	£5.40
Accessible bath facility and personal care rooms	N/a	N/a	£9.70	N/a	N/a	£9.80
Security opening and locking building at weekends	£18.20	N/a	N/a	£18.50	N/a	N/a

Hourly rate applies for bookings of between 1 and 2.5 hours, all bookings over this time duration are charged as a half day.

2 Family Hubs

- 2.1 The Family Hubs may enter into hire agreements in order to deliver services to children, young people, families and the local community. Family Hubs are non-profit making organisations and as such it is agreed that West Berkshire Family Hubs have a reduced charge for statutory providers for use of the Centres' facilities where they are delivering services for families with children 0-5 years that fall within the remit of Family Hubs e.g.
- Family Groups and contact visits held by Children Services
 - Clinics and drop-in's held by Health Professionals
- 2.2 The Family Hubs started to charge for activity sessions provided to the general public in 2018/19. These activities are pre-booked via an online booking system. Activities are allocated to a pricing band, depending on their nature.
- 2.3 The Family Hubs increased the room hire charges for 2019/20, which is the first increase for a number of years. It has therefore been decided to not increase the charges in 2020/21.

Family Hubs Fees and Charges (charges per hour)

Family Hubs						
	Fees 2019/20			Proposed Fees 2020/21		
Room Hire	Non profit Organisation	Profit Organisation	Statutory Services	Non profit Organisation	Profit Organisation	Statutory Services
East District - Calcot	£10.00	£20.00	£6.00	£10.00	£20.00	£6.00
Central District - Thatcham Park Lane	£10.00	£20.00	£6.00	£10.00	£20.00	£6.00

Note: contributions are accepted for Stay and Play activities towards refreshments.

Family Hubs Additional Fees and Charges (Out of hours)

*Charges after 6pm Weekdays and on Saturdays

	Fees 2019/20		Proposed Fees 2020/21	
Room Hire	*Caretaker Opening Charge	*Caretaker Waiting Time Charge	*Caretaker Opening Charge	*Caretaker Waiting Time Charge
1 Hour	£10.00	N/A	£10.00	N/A
2 Hours	£10.00	£7.00	£10.00	£7.00
3 Hours	£10.00	£10.50	£10.00	£10.50
4 Hours	£10.00	£14.00	£10.00	£14.00
5 Hours	£10.00	£17.50	£10.00	£17.50
6 Hours	£10.00	£21.00	£10.00	£21.00

Family Hubs Activity Sessions

	Fees 2019/20	Proposed Fees 2020/21
Band	£	
A	£0 - £3	£0 - £3
B	£3.01 - £10	£3.01 - £10
C	£10.01 - £20	£10.01 - £20

Name of session/Group	Charging Band	Basis
All Stay, Play & Learn Groups	A	Per family per session
Messy Play	A	Per family per session
All Baby Groups	A	Per family per session
Post Natal Group	A	Per family per session
Family Learning Courses	B	Per learner per session
Paediatric First Aid	B	Per adult one off session
Baby massage	B	Per family per session
Little Stars	C	Per family per 6 week course

3 Home to School Transport

The Standard Rate has increased by £60 per year from £744 (academic year 2019/20) to £804 (academic year 2020/21) to reflect increasing transport costs, and a reduction in the Council's subsidy. The Rate represents £4.23 for a return journey per school day. The Rate applies across West Berkshire so that rural communities are not disadvantaged with a higher price.

Home to School Transport Fees and Charges

Home to School Transport		
Banding	Fees 2019/20	Fees 2020/21
Standard rate	£744	£804
Replacement bus pass admin fee	£15	£15
Rail pass admin fee	£20	£20

Resources and Place Fees & Charges Proposals – 2020/21

1. Introduction

1.1 The starting point for the base budget for the 2020/21 budget build is that Fees and Charges should increase in order to maximise income accepting that:

- Fees and charges can have a direct impact on usage and take up.
- In some circumstances the Council is providing services in direct competition to the private sector. Where this is the case, price is likely to have a direct link with demand and it is important that the Council does not price itself out of the market. In some areas benchmarking has taken place to ensure West Berkshire can compete with other authorities.
- Raising fees and charges can in some instances work against the Council's social inclusion agenda by effectively discriminating against those who are less able to pay.
- For some services there is a clear expectation that fees and charges will reflect the costs incurred in providing the service; the Council may be subject to legal challenge if increases in fees and charges cannot be justified.

1.2 Statutory fees are not set by the council and may be subject to change during the year.

1.3 Fees below are correct at the time of publication, some may change during the year for operational reasons, subject to the appropriate authorisations.

2. Specific Proposals – Resources Directorate

2.1 Electoral Services

These charges are statutory and the Council has no discretion to vary.

2.2 Local Land Charges

The proposal is to increase some of the Land Charges fees by up to 4% in 2020/21. The fee structure complies with legislation which requires the Council to only recover cost incurred in service delivery.

Description	Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
LLC1	£75.00	£75.00
Con29 PT1	£51.00	£52.00
Con29PT11	£25.00	£26.00
Additional Questions	£46.00	£47.00
Con29 additional parcel	£40.00	£41.00
LLC1 additional parcel	£55.00	£56.00

2.3 Legal Fees

It is proposed to increase hourly Legal Fees as per the table below 2020/21.

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Managers	Hourly	£143.00	£146.00
Team Leader	Hourly	£135.00	£138.00
Solicitor / Barrister	Hourly	£130.00	£133.00
Legal Executive / Senior Legal	Hourly	£120.00	£123.00
Trainee Solicitor	Hourly	£102.00	£104.00
Landowners Statements		£1,100.00	£1,120.00
Registration of new town or Village Green by Landowner by Owner		No Fee	No Fee
Correction for the purpose of section 19 (2)(a) of a mistake made by the Registration Authority		No Fee	No Fee
Correction for a purpose described in section 19(2)(b)(C) or (e)		£200.00	£200.00
Correction for a purpose described in section 19(2)(d) - payable per register unit		£30.00	£30.00

2.4 Social Care Training

The Government provides funding for care sector training and we use this funding to deliver a comprehensive joint training programme for staff and people working in the private and voluntary care sector. Anyone can access the training. The grant funding enables charges to local and accredited social care providers to be subsidised, hence the lower rate fee. Charging is essential to make the funding go further and ensure people book on courses and turn up. We have applied an increase to our charges to recognise increasing costs.

The Department of Health requires Councils to work closely with its partners on joint training and to facilitate improved standards of care through training initiatives; therefore some joint training will have the same charges as the partners involved and will sit outside this charging policy

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Adult and Children's			
Personal Assistants	Full Day	£44.00	£45.00
	Half Day	£26.00	£27.00
Private social Care and All Others	Full Day	£91.00	£93.00
	Half Day	£51.00	£52.00
Voluntary / Associated Social Care	Full Day	£51.00	£52.00
	Half Day	£26.00	£27.00

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Corporate Courses			
Personal Assistants	Full Day	£44.00	£45.00
	Half Day	£26.00	£27.00
Private social Care and All Others	Full Day	£91.00	£93.00
	Half Day	£51.00	£52.00
Voluntary / Associated Social Care	Full Day	£91.00	£93.00
	Half Day	£51.00	£52.00
Foster Care Courses			
Personal Assistants	Full Day	£44.00	£45.00
	Half Day	£26.00	£27.00
Private social Care and All Others	Full Day	£91.00	£93.00
	Half Day	£51.00	£52.00
Voluntary / Associated Social Care	Full Day	£51.00	£52.00
	Half Day	£26.00	£27.00

2.5 Council Tax Fees

Type of fee or cost	2019/20	2020/21	
Summons cost	£55.50	£57.50	**
Liability Order cost	£50.00	£50.00	**
Penalty charge	£70.00	£70.00	*
Enforcement Agent compliance fee	£75.00	£75.00	*
Enforcement Agent visit fee	£235.00 + if debt is above £1500 then 7.5% of the amount above £1500 is added	£235.00 + if debt is above £1500 then 7.5% of the amount above £1500 is added	*
Committal fee	£330.00	£330.00	*

* level of fees / charge set by government

** level set by Local Authority.

3. Specific Proposals – Place Directorate

3.1 Development and Planning

(1) Housing

The rental costs of Gypsy and Traveller accommodation owned or let by West Berkshire Council will be increased by 1.7%. Secure tenancies will be increased by 3%; Temporary accommodation is charged in line with Local Housing Allowance (LHA) rates which have not yet been released for 2020/21. Do It Yourself Shared Ownership (DIYSO) will be increased according to the lease terms.

The Council also charge for homeless households placed in Bed and Breakfast accommodation. Households will need to claim Housing Benefit, or will be charged up to the amount Housing Benefit would pay, if they were eligible, in addition households will need to pay the ineligible charges which have been proposed to increase by 3% for 2020/21.

The Council may also charge applicants who are placed in emergency bed provision at Two Saints Hostel. Applicants are unable to claim Housing Benefit when placed in an emergency bed. A charge of £1 a night may be made for E-bed provision for people who are not employed and £5 a night for people who are in part-time or full-time employment.

In some instances, the Council provides transport to temporary accommodation for households who have no other means of getting to that accommodation. The cost of providing the transport will be recharged, in full to the client.

The Council can assist with providing removals and/or storage for homeless applicants. The full cost of providing this service will be recharged to the client.

The Council can assist with securing cattery or kennel provision for homeless applicants in temporary accommodation, as pets are not permitted in temporary accommodation. The full cost of providing this service will be recharged to the client.

The Council provides repairs and maintenance to a small supply of temporary accommodation, including an out-of-hours service. In the event that a tenant or licensee uses the emergency service for a non-emergency repair, or fails to attend an appointment for a contractor to attend to a repair, a charge will be made to cover the call-out costs. Where repairs arise as a result of neglect or damage caused by the tenant or licensee, or a member of their household, or a visitor to their home, the full cost of the repair will be recharged to the tenant or licensee.

Supporting People Services will be charged at the actual cost of the service received.

For 2020/21 the council will charge a fee of 12% of total works value for eligible DFG clients and any private work.

Description	Fees and Charges 2018/19	Proposed Fees and Charges 2019/20
Copy of housing assessment	No charge	No Charge
Average rent for temporary accommodation per week	In line with Local Housing Allowance	In Line with Local Housing Allowance

Do It Yourself Ownership rent (DIYSO) rent	1.5% on individual contracts	1.5 % on individual contracts
Transport costs to temporary accommodation (TA)	Actual cost	Actual cost
Gypsy Traveller rent (Per week, per plot)	£92.41	£94.00
Home Improvement Agency (HIA) fee for private adaption work	12% of total cost of works to eligible clients	12% of total cost of works to eligible clients
Failed call out charges	Actual cost	Actual cost
B&B charging		
<i>Ineligible Charges for Bed and Breakfast Accommodation</i>		
Heating, lighting and hot water per week per Family Unit**	£38.93	£40.00
Breakfast per person, per week	£3.40	£3.50
**Family Units include:	Single person, Couple - no children, Couple with 1-4 children, Single person with 1-4 children.	

(2) Development Control

Fees for planning applications are set centrally by the DCLG. Invalid applications; 25% of the set fee will be retained after the 3rd failed attempt. Following a local benchmarking exercise and reflective of the costs of the service, it is proposed to increase Pre-application planning fees by 6%.

Description		Fees and Charges 2019/20		Proposed Fees and Charges 2020/21	
		Basic Fee Stage 1	Basic Fee Stage 2	Basic Fee Stage 1	Basic Fee Stage 2
Planning applications		<i>Government Set Fees</i>		<i>Government Set Fees</i>	
Invalid applications charge		25% of Government set fee after 3 failed attempts		25% of Government set fee after 3 failed attempts	
Pre-application fees		Basic Fee Stage 1	Basic Fee Stage 2	Basic Fee Stage 1	Basic Fee Stage 2
Residential Development:					
Minor	One dwelling	£231.00	£220.00	£245.00	£233.00
	2-4 dwellings	£410.00	£363.00	£435.00	£385.00
	5-9 dwellings	£462.00	£410.00	£490.00	£435.00
Small Major	10-25 dwellings	£726.00	£654.00	£770.00	£693.00
Large Major	26-49 dwellings	£944.00	£726.00	£1,001.00	£770.00
	50-199 dwellings	£944.00	£726.00	£1,001.00	£770.00
	>=200 dwellings	£1,234.00	£726.00	£1,308.00	£770.00
Non-residential Development					
Minor	0-249 m2	£264.00	£230.00	£280.00	£244.00
	250-999 m2	£462.00	£410.00	£490.00	£435.00
Small Major	1000-9999	£726.00	£654.00	£770.00	£693.00

Description		Fees and Charges 2019/20		Proposed Fees and Charges 2020/21	
	m2				
Large Major	>= 10,000 m2	£944.00	£726.00	£1,001.00	£770.00
Other Development:					
Household		£86.00	£60.00	£91.00	£64.00
LBC/Conservation (no extension involved)		£120.00	£86.00	£127.00	£91.00
Ext's to Listed Bldgs. (where PP not req'd)		£132.00	£100.00	£140.00	£106.00
Change of Use		£174.00	£120.00	£184.00	£127.00
Advert		£72.00	£60.00	£76.00	£64.00
Variation of Conditions		£86-£170	£120.00	£91-£180	£127.00
Telecoms		£220.00	£220.00	£233.00	£233.00
Shopfronts		£220.00	£73.00	£233.00	£77.00
Agricultural Notification		£220.00	£220.00	£233.00	£233.00

3.2 Transport and Countryside

(1) **Car Park Charges** - There is no proposal to increase fees in 2020/21.

Description	Fees and Charges 2019/20	Proposed Fees and Charges 2020/21	
Newbury - Car Park Charges (Mon to Sun inc. Bank Holidays):			
Kennet Centre and Northbrook Multi-storey Car Parks	Up to 1 hour	£1.50	£1.50
	Up to 2 hours	£2.70	£2.70
	Up to 3 hours	£3.90	£3.90
	Up to 4 hours	£5.20	£5.20
	Up to 6 hours	£7.20	£7.20
	Up to 8 hours	£8.70	£8.70
	Over 8 hours	£12.00	£12.00
	Evening Charge	£2.00	£2.00
Short and Long Stay Car Parks - Pelican Lane, West Street, 8 Bells, Bear Lane, Central and Library	Up to 1 hour	£1.50	£1.50
	Up to 2 hours	£2.70	£2.70
	Up to 3 hours	£3.90	£3.90
	Up to 4 hours	£5.20	£5.20
	Up to 6 hours	£7.20	£7.20
	Up to 8 hours	£8.70	£8.70
	Over 8 hours	£12.00	£12.00
	Evening Charge	£2.00	£2.00

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Short Stay Car Parks – Northcroft Lane and The Wharf	Up to 1 hour	£1.50	£1.50
	Up to 2 hours	£2.70	£2.70
	Up to 3 hours	£3.90	£3.90
	Up to 4 hours	£5.20	£5.20
	Over 4 hours	£12.00	£12.00
	Evening Charge	£2.00	£2.00
Long Stay Car Parks – Northcroft Lane West 08:00 am to 10:00pm	Up to 2 hours	£1.70	£1.70
	Up to 4 hours	£3.20	£3.20
	Over 4 hours	£5.20	£5.20
Long Stay Car Parks – Newbury Football Club.	Up to 4 hours	£1.00	£1.00
	Over 4 hours	£2.00	£2.00
	no evening charge		
Goldwell Park	Up to 4 hours	£1.00	£1.00
	Over 4 hours	£2.00	£2.00
	No Evening Charge	Free	Free
Newbury Car Park Charges (Sunday) - All car Parks	Daily charge up to 6.00pm	Same as Mon to Sat	Same as Mon to Sat
	Evening charge from 6.00pm	£2.00	£2.00
Newbury on-street Charges (Mon to Sat inc. Bank Holidays):			
Northbrook Street (west side) - either side of Albert Road Broadway (east side)- near Clock Tower Cheap Street (west side) Bartholomew Street	30 Mins	Free	Free
	1 hour	£1.00	£1.00
Kings Road West	30 Mins	Free	Free
	1 Hour	£1.00	£1.00
	2 Hours	£1.50	£1.50
	4 Hours	£3.00	£3.00
Newtown Road (north of St John's Road) West Mills	30 Mins	Free	Free
	2 hours	£1.00	£1.00
	4 hours	£2.00	£2.00
Pelican Lane (west side)	30 mins	Free	Free
	1 hour	£1.00	£1.00
	2 hours	£2.20	£2.20
Newtown Road (south of St John's Road) -west side	4 hours	£1.00	£1.00
	over 4 hours	£2.00	£2.00

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Catherine Road and Link Road	2 hours	£1.00	£1.00
	4 hours	£2.00	£2.00
	over 4 hours	£3.80	£3.80
Station Road	2 hours	£1.00	£1.00
	4 hours	£2.00	£2.00
	over 4 hours	£3.80	£3.80
Newbury on-street Charges (Mon to Sat inc. Bank Holidays) continued:			
Old Bath Road (south side) west of Leys Gardens	2 hours	£0.50	£0.50
	4 hours	£1.00	£1.00
	over 4 hours	£1.50	£1.50
Faraday Road area	30 mins	Free	Free
	2 hours	£0.50	£0.50
	4 hours	£1.00	£1.00
	over 4 hours	£1.50	£1.50
Newbury On-Street Charges (Sunday)			
Standard daily charge of £1.00 at all locations where on-street charging applies. The 30 minutes free parking will be retained at all locations where it applies Monday to Saturday as will the £0.50 charge for up to 2 hours parking at the two locations where it applies (Old Bath Road and Faraday Road).		£1.00	£1.00
Newbury Season Ticket Prices:			
Kennet Centre:	Per Quarter	£350.00	£350.00
Northbrook MSCP:	Per Quarter	£350.00	£350.00
	Per Annum	£1,150.00	£1,150.00
Newbury "General":	Per Quarter	£350.00	£350.00
	Per Annum	£1,150.00	£1,150.00
Out of Newbury Car Park Hourly Rates:			
Hungerford: Church St	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Up to 3 Hours	£1.70	£1.70
	Up to 4 Hours	£2.00	£2.00
	Up to 10 hours	£4.00	£4.00
	Over 10 hours	£10.00	£10.00
Hungerford: Station Road	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
	Up to 3 Hours	£1.70	£1.70
	Up to 4 Hours	£2.00	£2.00
	Up to 10 hours	£4.00	£4.00
	Over 10 hours	£6.00	£6.00
Hungerford High Street (On-Street)	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Up to 4 hours	£3.80	£3.80
	Up to 8 hours	£6.00	£6.00
	Over 8 hours	£10.00	£10.00
Pangbourne Station Road:	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Up to 3 hours	£1.70	£1.70
	Over 3 hours	£5.50	£5.50
Pangbourne River Meadow	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Up to 3 hours	£1.70	£1.70
	Up to 4 hours	£2.00	£2.00
	Up to 8 hours	£2.50	£2.50
	Over 8 hours	£5.50	£5.50
Thatcham - Kennet Leisure Centre – Monday to Friday 8:30-17:30	Up to two hours (no return within 4 hours)	N/A	Free (a ticket must be displayed)
	Up to 3 hours	N/A	£1.00
	Over 3 hours	N/A	£10.00
Thatcham Kingsland Centre	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Up to 3 hours	£1.70	£1.70
	Over 3 hours	£3.00	£3.00
Thatcham Gilbert Court	Up to 1 hour	Free	Free
	Up to 2 hours	£0.60	£0.60
	Up to 3 hours	£0.90	£0.90
	Over 3 hours	£2.00	£2.00
Out of Newbury Car Park Hourly Rates continued:			
Thatcham Burdwood Centre	Up to 2 hours	Free	Free
	Up to 3 hours	£0.90	£0.90
	Over 3 hours	£2.00	£2.00

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Thatcham Station	Off Peak (arrival after 10.00 am and return by midnight same day and up to 24 hours Saturdays and Sundays)	£2.00	£2.00
	Up to 24 Hours Monday to Friday (arrival before 10.00 am)	£3.40	£3.40
Thatcham On-Street:			
Pipers Lane (Monday to Sunday at all times)	Up to 4 hours	£1.00	£1.00
	Over 4 hours	£1.50	£1.50
Ayleford Way (Monday to Sunday 8.00am to 6.00pm)	Up to 4 hours	£1.00	£1.00
	Over 4 hours	£1.50	£1.50
Theale Main	Up to 2 hours	£0.80	£0.80
	Over 2 hours	£1.30	£1.30
Theale West	Up to 1 hour	£0.80	£0.80
	Up to 2 hours	£1.30	£1.30
	Over 2 hours	£5.50	£5.50
Out of Newbury Season Tickets			
Hungerford	Annual	£425.00	£425.00
Pangbourne	Per Quarter	£160.00	£160.00
	½ year	£315.00	£315.00
	Annual	£500.00	£500.00
Theale	Annual	£160.00	£160.00
West Berkshire Residents Parking Permits (all zones except two below)	Per Permit	£30.00	£30.00
Hungerford High Street (Zone HHS)		£70.00	£70.00
Park Terrace		£70.00	£70.00
West Berkshire Visitor Parking Permits	Per Day	£1.00	£1.00
Blue Badge (new application)		£10.00	£10.00
Replacement Blue Badge		£10.00	£10.00
Parking Dispensation	Per Day	n/a	£15.00
Parking Suspensions	Per application	n/a	£15.00
	Per 5m bay per day	n/a	£10.00

(2) Licence Fees, Permits and Other Charges

Fees are charged for a range of services e.g. where Highway Authority approval is required to place items or to work on the public highway. These include vehicular crossings, skips, scaffolds, table and chairs on the highway, issuing permits for and inspecting utility operations, temporary or permanent traffic regulation orders.

Description		Fees and Charges 2019/20		Proposed Fees and Charges 2020/21	
Tree Preservation Order		£26.60		£27.00	
Michaelmas Fair		£2,297.90		£3,000.00	
Public Rights of Way	Search fees	£72.70		£74.00	
	Path order fees	£1,478.00- £3,675.00		£1,500.00-£3740.00	
Statutory Declarations		£200.00 flat rate with rights to increase if the work required is onerous		£200.00 flat rate with rights to increase if the work required is onerous	
Highways Act Charges:					
Land charges		£51.00		£52.00	
Vehicular Crossing (S.184)		£124.60		£127.00	
Skips on the Highway (S.139)	Initial fee	£45.30		£46.00	
	per week	£53.25		£54.00	
Scaffold/hoarding on the Highway (S.169/172)	Initial fee	£90.60		£92.00	
	per week	£52.10		£53.00	
Tables and Chairs on the Highway (based on number of Chairs) (S.115)	1 to 10	£227.00		£231.00	
	Transport and Countryside	£374.00		£380.00	
	27+	£748.00		£761.00	
Storing Materials on the Highways (S.171)	Initial fee	£85.00		£86.00	
	per week	£28.30		£29.00	
Temporary Excavation in the highway (S.171)		£113.30		£115.00	
Cranes, machinery, structure on the highway (S.178)		£164.30		£167.00	
Per Necessary inspection		£62.30		£63.00	
S142 Licence to plant in the highway		£136.00		£138.00	
Permits under SI 2014 No. 3110 Highways, England and the Traffic Management (West Berkshire Council) Permit Scheme Order 2014		Main/Strategic Roads All 0, 1, 2 streets and Traffic Sensitive (at any time) 3 & 4 streets	Minor Roads 3 and 4 Non Traffic Sensitive streets	Main/Strategic Roads All 0, 1, 2 streets and Traffic Sensitive (at any time) 3 & 4 streets	Minor Roads 3 and 4 Non Traffic Sensitive streets
Provisional Advance Authorisation		£77.00	£62.00	£78.00	£63.00
Major Activity	(Over 10 days) and all major works requiring a traffic regulation order.	£199.00	£125.00	£202.00	£127.00
	4-10 days	£130.00	£75.00	£132.00	£76.00

Description		Fees and Charges 2019/20		Proposed Fees and Charges 2020/21	
	up to 3 days	£65.00	£50.00	£66.00	£51.00
Standard Activity		£111.00	£50.00	£113.00	£51.00
Minor Activity		£52.00	£50.00	£53.00	£51.00
Immediate Activity		£47.00	£0.00	£48.00	£0.00
Permit Variation		£45.00	£35.00	£46.00	£36.00
Other Licences and Charges:					
Licence to place advertising sign on public highway (A board or similar) in Newbury Town Centre		£50.00		£55.00	
Streetworks licence (S.50 NRSWA)		£250.00		£260.00	
Utility Works Inspection (NRSWA/TMA)		£50.00		£55.00	
Fixed Penalty Charge (Utility Companies) NRSWA/TMA		£120.00/£80.00		£120.00/£80.00	
Permanent Traffic Regulation Order for Developer		£870.00 plus actual costs of signage, road markings, agency & advertising		£870.00 plus actual costs of signage, road markings, agency & advertising	
Temporary Traffic Regulation Orders Section 14(1)		£870.00		£885.00	
Emergency Temporary Traffic Regulation Orders Section 14(2)		£450.00		£458.00	
Retrospective Temporary Traffic Regulation Orders Section 14(2)		£650.00		£660.00	
Temporary Traffic Regulation Orders Section 16A where appropriate & Section 21 of PTCA		£80.00		£80.00	
Cutting through signal loops and not informing LA		£500.00 plus cost of recutting loops		£500.00 plus cost of recutting loops	
Tourist / Direction signs		£522.00		£530.00	
Traffic Signs / Signals Equipment damaged by Road Traffic Accident or other event		10% of cost of repairs		10% of cost of repairs	
Use of permanent Traffic Regulation Order for railway crossing works		£80.00		£80.00	
Access Protection Marking (single standard width dropped kerb driveway)		£125.00		£127.00	
Sewerage treatment property charge		£380.00		£386.00	
Events/Promotions on the Public Highway		£110.00 to £1,100.00 per day		£120.00 to £1,200.00 per day	

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Cycle Training		£40.00	£40.00
Recovery and storage of unauthorised signs		£136.00	£138.00

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Public Transport			
Newbury Wharf Bus Station			
Charge per departure		£0.60	£0.60
Bus stands 0400-1800	up to 20 minutes	£0.00	£0.00
	20 minutes to 1 hour (max stay)	£1.20	£1.20
Coach stands 0400-1800	up to 90 mins (max stay)	£4.00	£4.00
Bus/coach stand and Bays B-F Mon-Sat 1800-0400 and all day Sunday	up to 3 hours	£3.00	£3.00
	over 3 hours	£6.00	£6.00
Additional charge for breaches		£25.00-£50.00	£25.00-£50.00
Public Transport General			
Temporary bus stop closure	Per stop	£145.00	£150.00
	Per pair of opposite stops (increased to reflect the additional cost for two stops)	£145.00	£180.00
Provision of information at bus stops for services not subsidised by WBC	Per stop	£11.00	£11.20
Concession bus pass replacement fee		£16.50	£16.50
Highway search enquiries	One A4 plan covering 100 metres of highway	£51.00	£52.00
	Additional 100 metres	£14.00	£14.00
	Additional question	£14.00	£14.00
Provision of Data:			
Provision of recorded injury accident Data		£142.00 + £46.00 per additional block of up to 10 accidents	£144.00 + £47.00 per additional block of up to 10 accidents
Provision of Traffic Data, per request per site:	data up to 1 year old	£136.00	£138.00
	data up to 3 years old	£108.00	£110.00
	data over 3 years old	£80.00	£81.00

(3) Highways Development Control Fees

Fees are charged to developers for design checking, supervision and inspection of new roads under construction and off site highway improvements. The charges proposed have been benchmarked with other authorities.

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
New Road Construction Supervision (S38)	% of works cost	10%	10%
Highways Works Supervision (S278)		10%	10%
Licence to work on highway (S.115E)		£510.00	£519.00
Street Naming and Numbering - New Developments	One address/plot	n/a	£86.00
	2 - 5 addresses/plots	n/a	£140.00
	6 - 10 addresses/plots	n/a	£250.00
	11 - 20 addresses/plots	n/a	£400.00
	21 or more addresses/plots	n/a	£20 per plot
Street naming and numbering - Property name change	One address	£85.00	£86.00
Changes to new addresses due to the development changing after the schedule has been issued.	Per plot	£85.00	£86.00
Provision of Pre-Planning Application Advice			
Transport Assessment Scoping Note		£67.50	£161.00
Draft Transport Assessment		£270.00	£545.00
Provision of Private Access		£67.50	£100.00
Highway Advice for New Developments	Less than 5 Dwellings	£67.50	£161.00
	5 to 25 dwellings	£135.00	£364.00
	26 to 79 dwellings	£135.00	£473.00
	80 to 200 dwellings	£202.50	£545.00
	More than 200 dwellings	£270.00	£617.00
	0 to 249 sqm	£67.50	£132.00
	250 sqm to 999 sqm	£67.50	£232.00
	1,000 to 9,999 sqm	£105.00	£364.00
over 10,000 sqm	£202.50	£473.00	
Meeting charge	per hour	n/a	£134.00

(4) Charges to Householders for Sewage Treatment

Approximately 150 properties, mainly in rural areas, are connected to small sewage treatment plants. These are the responsibility of West Berkshire Council to maintain, having previously been the ownership of Newbury District Council from when the housing stock was transferred to Sovereign Housing Association. The householders pay a fee to the Council which contributes to the maintenance costs.

(5) Hire of sports facilities

Sports facilities at Henwick Worthy, Holy Brook, Northcroft, Moorside and The Diamond at Greenham. It is proposed to increase the charges for use of our sports facilities by on average 2.6% in 2020/21.

Description		Fees and Charges 2019/20		Proposed Fees and Charges 2020/21	
		Single Booking	Block Booking	Single Booking	Block Booking
Henwick Worthy Sports Ground:					
Cricket – 1 st Hand Wicket (per match)	Adult	£100.50	£83.40	£103.84	£86.53
	Junior	£41.00	£41.10	£47.91	£39.92
Cricket – 2 nd Hand Wicket (used grass)	Adult	£62.30	£62.50	£76.91	£64.09
	Junior	£30.30	£30.40	£37.37	£31.14
Cricket – Artificial Wicket	Adult	£67.20	£56.10	£69.16	£57.63
	Junior	£34.30	£28.60	£35.27	£29.39
Cricket – 2 nd (Reserve) Artificial Wicket	Adult	£33.40	£28.00	Free	Free
	Junior	£33.40	£28.00	Free	Free
Football – Grass (per game)	Adult	£76.40	£63.90	£78.66	£65.55
	Junior	£37.50	£31.30	£38.49	£32.07
Football - Mini Pitch	Adult	£43.30	£36.20	£44.51	£37.09
	Junior	£21.60	£18.00	£22.27	£18.56
Rugby – Grass (per game)	Adult	£76.40	£63.90	£78.66	£65.55
	Junior	£37.50	£31.30	£38.49	£32.07
Rugby Training	Cost per Hour	£20.80	£17.30	£21.34	£17.78
Use of Portable Lights	Cost Per Hour	£20.80	£17.30	£21.34	£17.78
Full Pitch Artificial Grass - peak	30 Mins	£41.40	£34.60	£42.62	£35.52
	1hr Only	£82.80	£69.20	£85.25	£71.04
	1hr 30mins (11 a side)	£124.20	£103.80	£127.87	£106.56
Half Pitch Artificial Grass - peak	30 Mins	£23.20	£19.30	£23.82	£19.85
	1hr Only (5 a side)	£46.40	£38.70	£47.65	£39.71
	1hr 30mins	£69.50	£58.00	£71.47	£59.56
Full Pitch Artificial Grass – off-peak	30 Mins	£19.30	£16.20	£19.87	£16.56
	1hr Only	£38.60	£32.20	£39.74	£33.12

Description		Fees and Charges 2019/20		Proposed Fees and Charges 2020/21	
	1hr 30mins (11 a side)	£57.90	£48.50	£59.61	£49.68
Half Pitch Artificial Grass – off-peak	30 Mins	£10.10	£8.30	£10.37	£8.64
	1hr Only (5 a side)	£20.20	£16.90	£20.73	£17.28
	1hr 30mins	£30.30	£25.20	£31.10	£25.92
Hardcourt Activities:					
Netball (per court per hr) OUT OF ORDER at time of publication	Adult	£22.20	£18.60	£22.20	£18.50
	Junior	£11.40	£9.60	£11.08	£9.23
Tennis (per court per hr) OUT OF ORDER at time of publication	Adult	£6.50	£5.50	£6.67	£5.56
	Junior	£3.30	£2.70	£3.60	£3.00
Basketball Hardcut and BMX Pump Track	Adult	Free	Free	Free	Free
	Junior	Free	Free	Free	Free
Moorside:					
Football - Grass (Per Game)	Adult	£64.00	£53.50	£65.80	£54.83
	Junior	£31.10	£26.60	£32.60	£27.17
The Diamond -Greenham:					
Football - Grass (Per Game)	Adult	£64.00	£53.50	£65.80	£54.83
	Junior	£31.10	£26.60	£32.60	£27.17
Holybrook Park:					
Football – Grass (per game)	Adult	£62.70	£53.50	£65.80	£54.83
	Junior	£31.10	£26.60	£32.60	£27.17
Northcroft Recreation Ground:					
Football - Grass (per game)	Adult	£62.70	£53.50	£65.80	£54.83
	Junior	£31.10	£26.60	£32.60	£27.17
Open space hire for Community events / festivals		P.O.A		P.O.A	

Peak Rate – Weekday evenings after 6pm and all day Saturday, **Off-Peak Rate** – Weekdays before 6pm and all day Sunday, **Block Booking** comprises 10 games and over, **Schools Rate:** £18.51 Per Hour (£22.21 inc vat if applicable)

(6) Waste

Fees include bulky household collection, garden waste collection and provision of additional wheelie bins for garden waste collection.

We have kept the proposed 2020/21 fees and charges for waste services unchanged from the 2019/20 rates, with the exception of the charges for the provision of bulky household waste collection services which reflects the increased costs of providing this service which is a contracted out.

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Special Collection Charges (Bulky Household Collection)	Normal (within 7 days)	£41.00	£45.00
	Within 7 days by appointment outside property	£57.00	£60.00
	Within 7 days by appointment inside property	£68.00	£70.00
Provision of wheelie bin		£27.00	£27.00
Collection of garden waste for year (scheduled) - for 1st green bin (new subscriptions or renewals).		£50.00	£50.00
Garden Waste service charge for 2nd to 5th green bins (For renewals only where one off set up payment has already been made).		n/a	£40.00
Removal of fly tipping on private land		P.O.A	P.O.A
Removal of graffiti up to 2m ² area		P.O.A	P.O.A
HWRC non-household waste charges:			
Soil and Rubble	Per 25L bag or equivalent/ single item	£2.50	£2.50
	Standard Car/Hatchback	£14.30	£14.30
	Trailer	£23.80	£23.80
	Small Van /Estate Car	£28.60	£28.60
	Transit van or similar	£95.20	£95.20
Plasterboard	Per 25L bag or equivalent	£2.10	£2.10
	Standard car / Hatchback	£12.90	£12.90
	Trailer	£21.40	£21.40
	Small Van / Estate car	£25.80	£25.80
	Transit Van or similar	£85.60	£85.60
Tyres	Motorised mini bike / motorised go-kart	£2.50	£2.50
	Standard tyre off rim (car/motorcycle)	£5.00	£5.00
	Standard tyre on rim (car motor cycle)	£7.00	£7.00
	Medium tyre off rim (large 4 x 4 / large van)	£9.00	£9.00
	Medium tyre on rim (large 4 x 4 / large van)	£11.00	£11.00
	Solid tyre	n/a	n/a
	Miscellaneous tyres	£2.50	£2.50

Description	Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Gas canisters	£6.00	£6.00

3.3 Public Protection and Culture

(1) Public Protection Partnership

The Fees and Charges for this service include weights and measures, licences for petroleum, taxi licensing, temporary events, premises, food safety etc. It is proposed that where these are discretionary they are raised as per the table below for 2020/21.

Description	Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Prevention of Damage by Pests	-	
Pest Site survey	-	hourly rate and/or recovery with WID
Rat treatment	-	hourly rate and/or recovery with WID
Any other Pest treatment	Visit	hourly rate and/or recovery with WID
	Per additional visit	£55.00 £57.00
Dog Warden Services:		
Stray Dogs - Not taken to Kennel	£61.00	£73.00
Stray Dogs - Taken to Kennel	Fees based on charges and cost recovery. Vets fees separate.	
Kennels Cost	Recharge based on cost	
Dog fouling fixed penalty charge	£75.00	£75.00
misc. stray dog activities i.e. taxi, relocating, microchipping etc.	£56.00	£57.00
Trading Standards		
Weights and Measures Fees (per hour)	£61.00	£64.00
Explosives Licenses / Registrations	Set by Statute	
Varying the name of licensee or address of site		
Petroleum Licensing Fees - set by statute		
Support with Confidence:	Individual Supplier / 1-5 employees	£58.00 £60.00
	Businesses 6-20 employees	£116.00 £121.00
	Businesses >20 employees	£291.00 £304.00
Approved Trader Scheme Background Checks	£52.00	£54.00
Petroleum Licensing Fees	Set by Statute	
Primary Authority		
Primary Authority Work hourly chargeable rate	£56.00	£57.00
Annual charge - previous year usage 10 hours or less	£513.00	£523.00
Annual charge - previous year usage 20 hours	£1,025.00	£1,046.00

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Anything likely to be in excess of 20 hours		Individually assessed	
Commercial			
Food export certificates	Full coast recovery based on officer hourly rate	£56.00	£57.00
Food and Nutrition Training:	Level 2 Award in Nutrition	£76.00	£78.00
Food Hygiene Training:	CIEH Level 1	£39.00	£40.00
	CIEH Level 2	£77.00	£79.00
	CIEH Level 3	£332.00	£342.00
	Online Accredited Training	Full cost Recovered	
	Food Export Certificates		
Anti-Social Behaviour Act:	High Hedges Fee (Class A – Fee Discretionary)	£1,175.00	£1,199.00
Licences, Registrations and Similar Consents:			
<i>Licensing Act 2003:</i>			
Premises Licence – “one off” fees set by statute based upon rateable value (RV) of premises (Class B – Statutory Fee)	Band A – RV up to 4300	£100.00	£100.00
	Band B – RV 4300 to 33000	£190.00	£190.00
	Band C – RV 33001 to 87000	£315.00	£315.00
	Band D – RV 87001 to 125000	£450.00	£450.00
	Band E – RV 125001 and above	£635.00	£635.00
Pre-Application Advice, Hourly charge	Min 1 Hr	£56.00	£57.00
Premises Licence – Annual Fee (Class B – Statutory Fee)	Band A	£70.00	£70.00
	Band B	£180.00	£180.00
	Band C	£295.00	£295.00
	Band D	£320.00	£320.00
	Band E	£350.00	£350.00
Personal Licence - (Class B – Statutory Fee)		£37.00	£37.00
Temporary Event Notices (TEN's) - (Class B – Statutory Fee)		£21.00	£21.00
Application for copy licence		£10.50	£10.50
Application to vary D{S}/transfer licence/interim notice		£23.00	£23.00
Application for making a provisional statement		£315.00	£315.00
Minor variation		£89.00	£89.00
Application to disapply mandatory DPS condition		£56.00	£57.00
Pre-Application Advice, hrly charge	Min 1 Hr	£50.00	£50.00

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Gambling Licenses			
Casinos (small)	New Application	£8,000.00	£8,000.00
	Provisional Statement	£8,000.00	£8,000.00
	Application with Prov. Statement	£3,000.00	£3,000.00
	Variation	£4,000.00	£4,000.00
	Transfer/Reinstatement	£1,800.00	£1,800.00
	Annual Fee	£5,000.00	£5,000.00
Bingo Clubs	New Application	£3,500.00	£3,500.00
	Provisional Statement	£3,500.00	£3,500.00
	Application with Provisional Statement	£1,200.00	£1,200.00
	Variation	£1,750.00	£1,750.00
	Transfer Reinstatement	£1,200.00	£1,200.00
	Annual Fee	£1,000.00	£1,000.00
Betting Premises	New Application	£3,000.00	£3,000.00
	Provisional Statement	£3,000.00	£3,000.00
	Application with Provisional Statement	£1,200.00	£1,200.00
	Variation	£1,500.00	£1,500.00
	Transfer Reinstatement	£1,200.00	£1,200.00
	Annual Fee	£600.00	£600.00
Tracks	New Application	£2,500.00	£2,500.00
	Provisional Statement	£2,500.00	£2,500.00
	Application with Provisional Statement	£950.00	£950.00
	Variation	£1,250.00	£1,250.00
	Transfer Reinstatement	£950.00	£950.00
	Annual Fee	£1,000.00	£1,000.00
Family Entertainment Centres	New Application	£2,000.00	£2,000.00
	Provisional Statement	£2,000.00	£2,000.00
	Application with Provisional Statement	£950.00	£950.00
	Variation	£1,000.00	£1,000.00
	Transfer Reinstatement	£950.00	£950.00
	Annual Fee	£750.00	£750.00
Adult Gaming Centres	New Application	£2,000.00	£2,000.00

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
	Provisional Statement	£2,000.00	£2,000.00
	Application with Provisional Statement	£1,200.00	£1,200.00
	Variation	£1,000.00	£1,000.00
	Transfer Reinstatement	£1,200.00	£1,200.00
	Annual Fee	£1,000.00	£1,000.00
Lotteries and Amusements	New Application	£40.00	£40.00
	Annual Fee	£20.00	£20.00
All Licences	Notification of change	£50.00	£50.00
	Copy of Licence	£25.00	£25.00
Pre-Application Advice, hrly charge	Min 1 Hr	£56.00	£57.00
Club Gaming or Machine Permit	New Application	£200.00	£200.00
	Existing holder	£100.00	£100.00
Club Gaming or Machine Permit(holds a Club Premises Certificate under Licensing Act 2003)	New Application	£100.00	£100.00
Club Gaming or Machine Permit	Renewal	£200.00	£200.00
Club Gaming or Machine Permit(holds a Club Premises Certificate under Licensing Act 2003)	Renewal	£100.00	£100.00
Club Gaming or Machine Permit	Annual Fee	£50.00	£50.00
	Variation	£100.00	£100.00
	Copy of Licence	£15.00	£15.00
Licensed Premises Notifications			
To make available up to 2 gaming machines on premises which hold on-premises alcohol licence	notification of intention	£50.00	£50.00
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Application (existing holder)	£100.00	£100.00
	New Application	£150.00	£150.00
	Annual Fee	£50.00	£50.00
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence, payable within 30 days of date permit takes effect	First Annual fee	£50.00	£50.00
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Variation	£100.00	£100.00
	Transfer	£25.00	£25.00
	Change of Name	£25.00	£25.00

Description		Fees and Charges 2019/20		Proposed Fees and Charges 2020/21	
	Copy of Permit	£15.00		£15.00	
Pre-Application Advice, hrly charge	Min 1Hr	£56.00		£57.00	
Sex Establishments – (Class A – Fee Discretionary)	Cinema	min £3,100 to max £5,150		min £3,100 to max £5,150	
	Shop	min £3,100 to max £5,150		min £3,100 to max £5,150	
	Entertainment Venue	min £3,100 to max £5,150		min £3,100 to max £5,150	
Pre-Application Advice, hrly charge	Min 1 Hr	£56.00		£57.00	
Street Trading Consents – (Class A – Fee Discretionary)	Annual Fee	£1,343.00		£1,370.00	
	6 months	£784.00		£800.00	
	Monthly Rate	£223.00		£227.00	
	Variation fee	£88.00		£90.00	
Refund for Street Traders	If application withdrawn	£113.00		£115.00	
Pre-Application Advice, hrly charge	Min 1 Hr	£56.00		£57.00	
Skin Piercing Registrations (one off registration) – (Class A – Fee Discretionary)	Individual	£179.00		£183.00	
	Premises	£280.00		£286.00	
	Joint Application	£448.00		£457.00	
Pre-Application Advice, hrly charge	Min 1 Hr	£56.00		£57.00	
Animal Licences – (Class A – Fee Discretionary)* + vet fee where applicable - NEW or RENEWAL					
* Inspections are carried out annually, regardless of the star rating or length of licence, by a vet and officer. Vets fees will be recharged separately.		Application Fee	Grant Fee	Application Fee	Grant Fee
Animal Boarding Establishment - combined (dogs and cats)		N/A	N/A	£285.00	£399.00
Animal Boarding Establishment - single species (dogs or cats)		N/A	N/A	£228.00	£342.00
Home boarder		N/A	N/A	£228.00	£342.00
Home Boarder - Franchisee arrangers licence (excludes inspection fee per host)		N/A	N/A	£171.00	£57.00
Home Boarder - Assessment of hobby host as part of a franchisee licence		N/A	N/A	N/A	£114.00
Dog Day Care		N/A	N/A	£285.00	£399.00
Dog Breeding Establishment (excluding vet fee)		N/A	N/A	£285.00	£399.00
Dog Breeding Establishment (in domestic dwelling)		N/A	N/A	£228.00	£342.00
Pet Vending / Sale of pets		N/A	N/A	£228.00	£342.00
Animal for Exhibition		N/A	N/A	£285.00	£397.00

Description		Fees and Charges 2019/20		Proposed Fees and Charges 2020/21	
Riding Establishment (excluding vet fee)*					
Main inspection fee, plus fee per horse		N/A	N/A	£228.00	£342.00
Fee per horse, for the first 10 horses		N/A	N/A	£15.00	N/A
Fee per horse, for next 11-50 horses		N/A	N/A	£10.00	N/A
Fee per horse, for every horse 51 & over		N/A	N/A	£8.00	N/A
Other fees		Fees and Charges 2019/20		Proposed Fees and Charges 2020/21	
Variation to the licence fee (inclusive of one visit)		£224.00		£228.00	
Replacement licence fee (lost or stolen paperwork, change of name, etc.)		£56.00		£57.00	
Re-evaluation of star rating (inclusive of one visit)		£112.00		£114.00	
Transfer due to death of licensee		£56.00		£57.00	
Dangerous Wild Animal Consent		£448.00		£457.00	
Zoo Licenses (new and renewals)		£475.00		£485.00	
Zoo Licenses (new and renewals)		up to 6 years	£2,014.00	£2,054.00	
Scrap Metal					
Scrap Metal site -New and renewal		3 Years	£488.00	£498.00	
Scrap Metal mobile collector -new and renewal		3 Years	£260.00	£265.00	
Scrap Metal - Variation of Licence			£359.00	£366.00	
Scrap Metal - change of site manager			£67.00	£68.00	
Scrap Metal - copy of licence			£11.00	£11.00	
Scrap Metal - Change of Name			£35.00	£36.00	
Pre-Application Advice, hrly charge			£56.00	£57.00	
Private Water Supplies					
Risk Assessment		Carried out every 5 years	Minimum charge 1 Hr, simple risk assessment and report typically 5 hours		
Sampling			Charge for a visit, taking a sample and delivering it to the laboratory. Typically 2.5 hours		
Private water and pool samples		includes cost of testing	£59.00	£60.00	
Investigation			Carried out in the event of a test failure, can be substituted by the risk assessment - this does not include any required analysis costs.		
Analysis - Regulation 10			Where a supply provides <10m ³ /day or serves <50 people and is used for domestic purposes		
Analysis of Group A Parameters			Cost of laboratory analysis will be recovered and will depend on type of suite being analysed. Customer will be advised of cost.		
Analysis of Group B Parameters			Additional parameters sampled less often to ensure the water complies with all safety standards - Hrly rate applies		

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Environmental Permitting (E&W) Regulations 2016			
Scheduled Processes - (Class B)	Statutory		
Standard Process	Statutory	£1,650.00	£1,650.00
Service Stations (PVI & PVII)	Statutory	£257.00	£257.00
Dry Cleaners	Statutory	£155.00	£155.00
Vehicle Refinishers	Statutory	£362.00	£362.00
Mobile screening & crushing plant	Statutory	£1,650.00	£1,650.00
for the third to seventh applications	Statutory	£985.00	£985.00
for the eighth and subsequent applications	Statutory	£498.00	£498.00
Substantial Changes			
Standard Process	Statutory	£1,050.00	£1,050.00
Reduced Activities	Statutory	£102.00	£102.00
Annual Subsistence Charge (Statutory)			
Standard Process	Low	£772.00	£772.00
	Medium	£1,161.00	£1,161.00
	High	£1,747.00	£1,747.00
Service Stations PVR2	Low	£113.00	£113.00
	Medium	£226.00	£226.00
	High	£341.00	£341.00
VRs and other reduced fees	Low	£228.00	£228.00
	Medium	£365.00	£365.00
	High	£548.00	£548.00
Dry Cleaners /PVR1	Low	£79.00	£79.00
	Medium	£158.00	£158.00
	High	£237.00	£237.00
Mobile Screening & Crushing Plant	Low	£646.00	£646.00
	Medium	£1,034.00	£1,034.00
	High	£1,506.00	£1,506.00
For the second permit	Low	£646.00	£646.00
	Medium	£1,034.00	£1,034.00
	High	£1,506.00	£1,506.00
For the third to seventh permit	Low	£385.00	£385.00
	Medium	£617.00	£617.00
	High	£924.00	£924.00
For the eighth & subsequent applications	Low	£198.00	£198.00
	Medium	£316.00	£316.00
	High	£473.00	£473.00
Late payment charge	When invoice issued & not paid in 8 weeks	£52.00	£52.00
Transfer & Surrender			
Transfer		£169.00	£169.00

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Partial Transfer		£497.00	£497.00
Surrender		£0.00	£0.00
Transfer Reduced fees		£0.00	£0.00
Partial Transfer Reduced fees		£47.00	£47.00
Private Sector Housing			
Inspection of Housing Premises for Immigration purposes (Class A – Fee Discretionary)		£392.00	£400.00
Enforcement Notices served under Housing Act 2004		£113.00	£115.00
HMO Licence NEW - assisted application		£1,174.00	£1,197.00
HMO Licence RENEWAL		£784.00	£800.00
Civil penalties housing offences		up to £30,000.00	
Site licence new		£428.00	£437.00
New licence per pitch		£16.00	£16.00
Transfer of licence		£181.00	£185.00
Alteration of conditions		£332.00	£339.00
Annual fee per pitch		£14.00	£14.00
Enforcement action -per hour		£56.00	£57.00
Deposit, vary or deleting site rules		£114.00	£116.00
Variation of licence		£113.00	£115.00
Other Fees for Information	hourly rate applies minimum for 2 hours		
Environmental Info Individual, Non Commercial		£113.00	£115.00
Commercial and Government		£113.00	£115.00
Civil Actions (Class A – Fee Discretionary)		£113.00	£115.00
Safety Certification and administration		£113.00	£115.00
Pre-Application Advice, hourly charge		£56.00	£57.00
Resident and Business Advice			
General Business Advice (non-primary authority)	free for first 30 minutes	£56.00	£57.00
Request for Advice		£56.00	£57.00
Primary Authority Advice		£56.00	£57.00
Hackney Carriage / Private Hire Licences			
Hackney Carriage Vehicle New / Renewal		£282.00	£288.00
Private Hire Vehicle New / Renewal		£282.00	£288.00
Private Hire Vehicle with Dispensation		£328.00	£288.00
Temporary Vehicle licence	up to 3 months maximum	£226.00	£231.00
Replacement Plate		£39.00	£40.00

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Transfer of Ownership		£108.00	£111.00
Driver – 3 year Licence		£258.00	£266.00
Replacement Badge		£39.00	£40.00
Replacement Licence		£39.00	£40.00
HC Knowledge Test (per test)		£71.00	£73.00
Missed Appointments		£35.00	£36.00
Disclosure and Barring Service Check (DBS)		£65.00	£67.00
Change of Address (PH & HC)		£14.00	£14.00
Pre-Application Advice, hourly charge	Min 1 Hr	£55.00	£57.00
Private Hire Vehicles (including School and Community Services for Wokingham) – (Class A – Fee Discretionary)			
Private Hire Operator : New		1-4 vehicles £559.00 5-9 vehicles £898.00 9+ vehicles £1,390.00	Per vehicle calculation of 4 hours (at £57.00 hourly rate) plus 1 hour per year (years 2 – 5) for first vehicle, plus 15 minutes per additional vehicle per year (years 1-5) up to a maximum of 20 vehicles.
Private Hire Operator: Renewal		1-4 vehicles £559.00 5-9 vehicles £898.00 9+ vehicles £1,390.00	Per vehicle calculation of 2 hours (at £57.00 hourly rate) plus 1 hour per year (years 2 – 5) for first vehicle, plus 15 minutes per additional vehicle per year (years 1-5) up to a maximum of 20 vehicles.
Driver Licences			
Driver – new / renewal	3 year Licence	£264.00	£269.00
Conversion of driver license to another type		£78.00	£80.00
Other charges			
Temporary Vehicle monthly issue up to 3 months maximum		£152.00	£156.00
Vehicle with Dispensation		£207.00	£212.00
Replacement Plate		£56.00	£57.00
Transfer of Ownership		£112.00	£114.00
Change of vehicle		£73.00	£74.00
Meter test- retest after failure		£31.00	£32.00
Change of address (PH & HC)		£14.00	£14.00
Backing plate		£25.00	£26.00
Medical exemption from carrying assistant dog		£22.00	£22.00
Refund processing fee		£56.00	£57.00
Change of vehicle registration		£56.00	£57.00
Age of vehicle inspection initial/re-inspection		£56.00	£57.00
Replacement Badge		£40.00	£41.00

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Replacement Licence		£40.00	£41.00
Replacement Vehicle Plate		£56.00	£57.00
PH Knowledge Test (per test)		£73.00	£74.00
Missed Appointments		£36.00	£37.00
Disclosure and Barring Service (DBS)		£65.00	Capita cost + half an hour at hourly rate
Disability Awareness Training Course		£31.00	POA
Safeguarding Training		£30.00	POA
First Aid training for drivers		N/A	POA
Pre-Application Advice, hourly charge	Min 1 Hr	£56.00	£57.00

Note – all statutory fees may be subject to change.

(2) Leisure

The leisure centres are managed by Parkwood Leisure. The actual level of charge is set in accordance with Parkwood's own marketing policies. Taking account of the Council's objectives for the residents' leisure card the Council agrees the maximum fee that can be charged for admission. Increases in Parkwood's prices are agreed in December for January implementation and they have no impact on the Council's budget.

(3) Shaw House

The highest priority is to develop a sustainable income stream by marketing Shaw House to the business, public and community sectors as a venue for hire for meetings, conferences, training, civic occasions, celebrations and other events and activities. The proposal is to minimally increase the range of fees chargeable for room hire fees in 2020/21.

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Shaw House - Room Hire Charges:			
Registered Charity	per hour	£20.00 - £31.00	£20.00 - £32.00
Public Sector and Community use	per hour	£26.00 - £38.00	£26.00 - £38.00
Commercial use	per hour	£32.00 - £50.50	£33.00 - £51.00

(4) Heritage

The [West Berkshire Historic Environment Record](#) (HER) is a public record used by many enquirers for a variety of purposes: decision-making, planning, conservation, research, education and personal interest. Information is currently provided to all by the HER officer, and a charge is made for commercial enquiries to cover the costs of staff time; there is no charge for the data itself. There is no charge for reasonable enquiries from the public.

Description	Fees and Charges 2018/19	Proposed Fees and Charges 2019/20
West Berkshire - Archaeological Archive Box Fee		
Fieldwork Fee This charge covers the fieldwork notification and processing of the Archaeological deposit and includes issuing of an accession number and subsequent administration. Non-refundable.	£50.00	£50.00
Deposit Fee This charge includes the provision of up to three standard size boxes and the ongoing care and management of the archaeological deposit. Non-refundable.	£100.00	£100.00
Additional Boxes		
Full Box 0.4 x 0.25 x 0.22m =0.022m ³	£70.00	£71.00
Half Box 0.4 x 0.25 x 0.11 =0.011 m ³	£30.00	£31.00
Quarter Box 0.4 x 0.125 x 0.11 =0.00275 m ³	£20.00	£20.00
Eighth Box 0.2x 0.125 x 0.11 m= 0.00275m ³	£10.00	£10.00
Sixteenth Box 0.1 x 0.125 x 0.11 m one 0.2x0.63x0.11 = 0.001375m ³	£0.00	£0.00
Skull Box = 1/2 Box 0.2 x 0.2 x0.25 = 0.012m ³	£33.50	£34.00
Human Bone = 1 1/2 Box 0.6 x 0.25 x 0.25 = 0.039m ²	£100.50	£102.00
Map Rolls per 100 grams ³	£1.50	£2.00
Archive Box deposit charges	£0.00	£0.00
Full Box 0.4 x 0.075 x 0.27m =0.0081m ³	£24.60	£25.00
Half Box 0.4 x 0.045 x 0.27 =0.0049 m ³	£14.90	£15.00
Archaeology - Historic Environment Record Charges		
A4 computer printout (b/w) HER Data	£0.10	£0.20
A4 computer printout (colour) HER data	£0.50	£0.60

Description		Fees and Charges 2018/19	Proposed Fees and Charges 2019/20
A3 computer printout (colour) HER Data		£1.00	£1.00
Research charges - HER enquiries		Hourly rate of £120 exc. VAT with a minimum of £75 exc. VAT for the first half hour.	Hourly rate of £120 exc. VAT with a minimum of £75 exc. VAT for the first half hour.
Providing archaeological information and advice for agri-environment scheme in line with nationally agreed service standards		Scale of charges, depending on the type of scheme and the area covered, in line with nationally agreed service standards	Scale of charges, depending on the type of scheme and the area covered, in line with nationally agreed service standards
Heritage Service - Use of Image Collection			
If supplied for private personal use only the image production fee is payable. Images supplied for publication incur both an image production fee and a reproduction charge.			
Image Production Fee			
Photo Print - up to A6		£5.15	£5.20
Photo Print - up to A5		£10.30	£10.00
Photo Print - up to A4		£15.45	£16.00
Laser Scan - up to A4		£5.15	£5.20
Digital Scan - to CD		£15.45	£16.00
Digital Scan - to CD - Discounted rate for West Berkshire non-profit making organisations		Free	Free
Reproduction Charges			
Commercial Publication:			
Up to full page, B&W or Colour		£41.00	£42.00
Up to Full Page B&W or Colour - Discounted rate for the promotion of culture in West Berkshire		£15.00 one image; £5.00 for all subsequent images	£15.00 one image; £5.00 for all subsequent images
Cover (front or back)		£77.00	£78.00
Cover (front or back) - Discounted rate for the promotion of culture in West Berkshire		£30.00 one image	£30.00 one image
Local Publication		£15.50	£16.00
Local Publication - Discounted rate for West Berkshire non-profit making organisations		£15.00 one image; £5.00 for all subsequent images	£15.00 one image; £5.00 for all subsequent images

Description		Fees and Charges 2018/19	Proposed Fees and Charges 2019/20
Academic Publication		£30.90	£31.00
Academic Publication, etc. - Discounted rate for West Berkshire non-profit making organisations		£15.00 one image; £5.00 for all subsequent images	£15.00 one image; £5.00 for all subsequent images
Magazine or Newspaper		£41.00	£42.00
Advertising or Brochure		£77.00	£78.00
Exhibition Use		£41.00	£42.00
Exhibition Use - Discounted rate for West Berkshire non-profit making organisations		£30.00 one image £10.00 for all subsequent images	£30.00 one image £10.00 for all subsequent images
Website (3 year use)	Per 3 Years	£77.00	£78.00
Website (3 year use) - Discounted rate for West Berkshire non-profit making organisations	Per 3 Years	£30.00 one image £10.00 for all subsequent images	£30.00 one image £10.00 for all subsequent images
Supply fee			
Image already in our catalogue and supplied in a physical format	Plus Postage	n/a	£15.00
New photograph required taken in-house and supplied digitally	Per Object	n/a	£50.00
New photograph required taken in-house and supplied in a physical format	Per Object, plus postage	n/a	£65.00
Copying and laminating charges			
A4 Photocopy b/w		£0.10	£0.10
A4 Photocopy colour		£0.50	£0.50
A3 Photocopy b/w		£0.30	£0.30
A3 Photocopy - colour		£1.00	£1.00

Culture for the purposes above, includes the arts in all its forms, events and festivals, tourist attractions, the historic and “natural” landscape (buildings, places, open spaces), parks and gardens, libraries, museums and museum collections, local customs and folklore, the culture of food and the diversity of the people who live here.

(5) Libraries

Charges are made for the hire of DVDs, games CDs etc. together with reference and research enquiries, vocal scores, book group and request services.

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Reservation Charges			
Items available in SELMS		£3.00	£3.00

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
libraries			
Notification charge for posted reservation notices Not applicable to pensioners		£1.00	£1.00
Overdue Charges			
Notification charge for posted request notices Not applicable to pensioners		£1.00	£1.00
Books for children	per day	£0.07	£0.07
Books for Adults	per day	£0.25	£0.25
DVDs	per day	£0.75	£0.75
Postal notification of overdue charges		£1.00	£1.00
Admin fee for debt recovery process		£12.00	£12.00
Printing and Photocopying charges			
A4 B&W		£0.10	£0.10
A4 Colour		£0.50	£0.50
A3 B&W		£0.30	£0.30
A3 Colour		£1.00	£1.00
Microfilm Copying		£0.20	£0.20
Other Charges			
Lost Tickets		£3.00	£3.00
Reference and Research enquiry charges		<u>NWN enquiries: £20 per half hour, (WB library members get first half hour free). Copying charges are additional and there is a £3 admin charge for postage.</u>	<u>NWN enquiries: £20 per half hour, (WB library members get first half hour free). Copying charges are additional and there is a £3 admin charge for postage.</u>
Book group service (per annum)		£26.00	£26.00
Vocal Scores		£6 per month per set of 20 scores from SE region. (Loans in multiples of 20.) Service from outside the SE region now withdrawn.	£6 per month per set of 20 scores from SE region. (Loans in multiples of 20.) Service from outside the SE region now withdrawn.
Orchestral sets from SE region	per month	£15.00	£15.00
Play sets from SE region	per month	£6.00	£6.00

Description		Fees and Charges 2019/20	Proposed Fees and Charges 2020/21
Hire charges (Residents Card Holders)			
Gold Star (new titles) DVDs	per week	£3.00	£3.00
U Cert DVDs	per week	£1.50	£1.50
Other Cert DVDs	per week	£2.00	£2.00
Room Hire			
Newbury Library - Carnegie Lounge	per hour	£18.00	£18.00
Newbury Library - Small Meeting Room	per hour	£10.00	£10.00

(6) Registration Services

Registration fees are largely controlled by statute. Regular benchmarking exercises are undertaken in order to ensure our charges are commensurate

Description		Fees and Charges 2018/19	Proposed Fees and Charges 2019/20
Shaw House Ceremony Room	Tues- Fri	£200.00	£215.00
	Sat	£270.00	£285.00
Ceremonies at approved premises	Mon-Fri	£430.00	£455.00
	Sat	£460.00	£485.00
	Sun & Bank Holiday	£530.00	£555.00
Approved Premise Licence - any number of rooms		£2,100.00	£2,136.00
Celebratory Services - Baby Naming/Affirmation of vows - Shaw House	Monday to Friday	£250.00 + £50.00 VAT	£260.00 + £52.00 VAT
	Saturday	£320.00 + £64.00 VAT	£330.00 + £66.00 VAT
Celebratory Services - Baby Naming/Affirmation of vows - At approved premises	Mon- Fri	£300.00 + £60.00 VAT	£310.00 + £62.00 VAT
	Sat	£360.00 + £72.00 VAT	£370.00 + £74.00 VAT
	Sun & Bank Holiday	£400.00 + £80.00 VAT	£415.00 + £83.00 VAT
Private Citizenship ceremony Mon to Sat		£120.00	£122.00

Description		Fees and Charges 2018/19	Proposed Fees and Charges 2019/20
Postage and Packaging Fees for Certificates	First Class	N/A	N/A
	Second Class	N/A	N/A
	Signed For	N/A	N/A
	Special Delivery	N/A	N/A
New Charges			
Marriages & Civil Partnerships Booking Fee (non-refundable)		£25.00	£25.00
Marriages & Civil Partnerships Cancellation Fee	More than 4 months before ceremony	Fees refunded minus £100	Fees refunded minus £100
	1-4 months before ceremony	50% refund	50% refund
	Less than 1 month before ceremony	No refund	No refund

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Appendix G (7)

	<u>2017/18</u> <u>Taxbase</u>	<u>2018/19</u> <u>Taxbase</u>	<u>2019/20</u> <u>Taxbase</u>	<u>2020/21</u> <u>Taxbase</u>
Hungerford	2,388.58	2,425.16	2,394.09	2,395.98
Kintbury	1,179.88	1,181.97	1,194.50	1,196.53
Shaw	682.68	688.84	699.69	697.62
Theale	1,084.95	1,101.55	1,111.83	1,120.91
Fawley	72.88	73.36	73.41 rebate for 2019/20	72.14

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APPENDIX G (2)		
HUNGERFORD FOOTWAY LIGHTING		
FUNDING REQUIREMENT FOR 2020/21		
		2019/20
Balance B/fwd 1/4/19		£1.01
Estimated expenditure 2019/20		-£8,677.74
Council Tax		£7,970.00
Balance 31/3/20		-£706.73
		2020/21
Balance B/fwd 1/4/20		-£706.73
Estimated expenditure 2020/21		-£8,900.00
Council Tax		£9,600.00
Balance 31/3/21		-£6.73
2020/21 Band D Equivalent Tax		£4.01
2020/21 Tax Base Equivalent Band D properties		2,395.98
NOTES		
2019/20 Band D Equivalent Tax		£3.33
2019/20 Tax Base Equivalent Band D properties		2,394.09

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APPENDIX G (3)		
SAINT MARYS CHURCHYARD KINTBURY		
FUNDING REQUIREMENT FOR 2020/21		
		2019/20
Balance B/fwd 1/4/19		£2,215.74
Estimated expenditure 2019/20		-£6,950.00
Special Expenses - new wall 10 yr period		-£4,400.00
Council Tax		£6,889.00
Balance 31/3/20		-£2,245.26
		2020/21
Balance B/fwd 1/4/20		-£2,245.26
Estimated expenditure 2020/21		-£2,500.00
Special Expenses - new wall 10 yr period		-£4,400.00
Council Tax		£9,140.00
Balance 31/3/21		-£5.26
2020/21 Band D Equivalent Tax		£7.64
2020/21 Tax Base Equivalent Band D properties		1,196.53
NOTES		
2019/20 Band D Equivalent Tax		£5.77
2019/20 Tax Base Equivalent Band D properties		1,194.50

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APPENDIX G (4)				
SAINT MARYS CHURCHYARD SHAW CUM DONNINGTON				
FUNDING REQUIREMENT FOR 2020/21				
				2019/20
Balance B/fwd 1/4/19				-£2,654.15
Estimated expenditure 2019/20				-£590.00
Churchyard path (10 years from 2017/18 year 3)				-£1,110.00
Council Tax				£870.00
Balance 31/3/20				-£3,484.15
				2020/21
Balance B/fwd 1/4/20				-£3,484.15
Estimated expenditure 2020/21				-£600.00
Churchyard path (10 years from 2017/18 year 4)				-£1,110.00
Footway resurfacing (10 yrs) estimate yr 1				-£1,300.00
Council Tax				£6,490.00
Balance 31/3/21				-£4.15
2020/21 Band D Equivalent Tax				£9.30
2020/21 Tax Base Equivalent Band D properties				697.62
NOTES				
2019/20 Band D Equivalent Tax				£1.24
2019/20 Tax Base Equivalent Band D properties				699.69

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APPENDIX G (5)		
HOLY TRINITY, THEALE		
FUNDING REQUIREMENT FOR 2020/21		
		2019/20
Balance B/fwd 1/4/19		-£995.00
Estimated expenditure 2019/20		-£1,075.00
Council Tax		£230.00
Balance 31/3/20		-£1,840.00
		2020/21
Balance B/fwd 1/4/20		-£1,840.00
Estimated expenditure 2020/21		-£1,089.00
Council Tax		£2,930.00
Balance 31/3/21		£1.00
2020/21 Band D Equivalent Tax		£2.61
2020/21 Tax Base Equivalent Band D properties		1,120.91
NOTES		
2019/20 Band D Equivalent Tax		£0.21
2019/20 Tax Base Equivalent Band D properties		1,111.83

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APPENDIX G (6)		
SAINT MARY THE VIRGIN - NORTH FAWLEY		
FUNDING REQUIREMENT FOR 2020/21		
		2019/20
Balance B/fwd 1/4/19		-£596.00
Estimated expenditure 2019/20		-£130.00
Council Tax		-£570.00
Balance 31/3/20		-£1,296.00
		2020/21
Balance B/fwd 1/4/20		-£1,296.00
Estimated expenditure 2020/21		-£130.00
Council Tax		£1,420.00
Balance 31/3/21		-£6.00
2020/21 Band D Equivalent Tax		£19.68
2020/21 Tax Base Equivalent Band D properties		72.14
NOTES		
2019/20 Band D Equivalent Tax		-£7.76
2019/20 Tax Base Equivalent Band D properties		73.41

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Appendix H1: WEST BERKSHIRE COUNCIL			
COUNCIL TAX COLLECTION FUND - 2019/2020			
Income	£	£	
Net Council Tax Debit	124,551,721		
Council Tax Relief	-6,056,504		
		118,495,217	
MOD contribution (estimate based upon current amount received)	514,012	514,012	
		119,009,229	
Expenditure			
West Berkshire Council	-97,870,952		
Police	-13,412,627		
Fire	-4,309,622		
Parishes	-4,225,362		
Special Expenses	-15,389	-119,833,952	
Surplus / (-) deficit		-824,723	
Provision for w/o or non-collection	-60,000	-60,000	
		-884,723	
Deficit Brought Forward from 18/19		-2,163,000	
Recovery from Precepting Authorities		1,318,831	
Anticipated Collection Fund surplus(+) / deficit (-)		-1,728,892	Deficit
SIGNED :			
DATE: 15th January 2020			

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Appendix H2: COLLECTION FUND - 2019/20	
DISTRIBUTION OF ESTIMATED DEFICIT	£
Estimated Deficit	- 1,728,892
West Berkshire Council	- 1,473,206
Police and Crime Commissioner	- 193,509
Royal Berkshire Fire Authority	- 62,177
	- 1,728,892

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**Budget Consultation Response
UNISON West Berkshire Local Government Branch**

11th February 2020

Council Tax Increase

UNISON notes the Revenue Budget, particularly the recommendations that Council Tax should be increased by a total of 3.99%, comprising a 2% adult social care precept. It is heartening firstly that the authority has recognised the abject folly of the self-harming efforts of past administrations in resisting this increase in the hope of some kind of congratulatory indulgence from central government. This damaging approach has led to the council already being worse off than its peers thanks to the comparatively lower base it has forced itself to operate from.

The futility of seeking approval from a government which seems - at best - to be sceptical of public services is no better demonstrated than the withdrawal of West Berkshire from the Business Rates pilot. UNISON believes this further proves the pointlessness of slavishly adhering to a failed austerity model in the hope of catching some crumbs from the top table as a reward. It's hard not to conclude that West Berkshire has been stabbed in the back by central government by the goalposts yet again moving, and the continued absence of the Fair Funding review long-promised only stands to underline the relative priority that the government places upon local government nationally.

It is also true that residents reading these budget papers will be alarmed at further rises in their Council Tax. UNISON has some sympathy for this view, however, the amount of money taken out of local government must be mitigated. Council employees (and UNISON members) are not immune from these rises in tax. It's noted that the least able to pay are scarcely protected from this increase owing to decisions made to re-calibrate and raise the threshold for claiming reductions in liability in 2019/20, which comes after previous erosions of the same scheme. Salient questions on behalf of residents (and staff) will remain, which are noted below.

Staff Impact

UNISON welcomes that redundancies will be kept to a bare minimum. However, the contortions required to maintain a headline of "no cuts to services" conceal the true scale of the impact on staff. Some savings from the £3.24m needed will be feasibly found courtesy of ever dwindling "rationalisation" opportunities and "New Ways of Working", but the hard-edged truth of the matter is that all staff will be asked to again deliver more, with fewer resources, for less reward at greater risk to their personal wellbeing and prosperity.

West Berkshire does not currently have an Employee Assistance Programme in place. The Labour Research Department has found that staff wages for certain roles are in the bottom 25% nationally in an area which is among the most expensive in

which to live. This represents a perfect storm when it comes to attracting and retaining frontline staff. UNISON has evidence of its members turning to food banks to survive and emergency hardship loans needing to be introduced to mitigate bargain-basement salaries.

Further, it's noted that in Appendix D of the Revenue Budget a summary of Savings/Income and Implications is listed. It is clearly untrue to say – for instance – that training budgets savings of £22,000 (R22) will have “no implications” or that directorate efficiency reviews saving “£56,000” (R23) will have “no implications”. These will of course have implications on staff, recruitment and retention. To claim otherwise is disingenuous.

Investment Strategy

Further questions must be asked about the investment strategy. The “windfall” of cheap lending from the Public Works and Loans Board has led to a spree across other authorities which has echoes of the ill-fated PFI in terms of its long term impact on public finances.

Borrowed money is being shunted around the regions via investment by Local Authorities based elsewhere to prop up a commercial property sector blighted by decade-long austerity. I am sure some elected members will remember fondly the trite comments by Margaret Thatcher that “the problem with socialism is that eventually you run out of other people’s money”. Failing a sudden conversion amidst their ranks, it is therefore deeply odd that a Conservative council should abandon such principles and embrace spending “other people’s money” with quite such socialist enthusiasm. Especially on behalf of residents who will incur the debt, and especially where they see no direct benefit from it.

A market in flux and an uncertain economic future has led to the divestment of this large sum being curtailed and a considerable chunk (£38m) of the original £100m swilling around in the council’s pockets incurring interest payments. UNISON again draws attention to the “Preston Model”, where local and in-house solutions were found that actively improved the prosperity of the area which the authority serves. Instead we have a council which would rather commission stationery supplies from Yorkshire than Newbury. Ordering in from various external areas also rather undermines any effort to curtail carbon output in light of the climate crisis it has recently announced.

It seems as though making a problem someone else’s is analogous to “solving it”.

Reserves

Finally, £7.97m is in the general reserve (appendix E) when only £6.5m is recommended. This begs the question as to whether the authority is continuing to make budget reductions, service changes – and a redundancy - regardless of financial necessity and instead by force of habit.

BUDGET RESOLUTION 2020/21

Appendix K i)

DIRECTORATE	GROSS EXP	GROSS INC	NET EXP
	£	£	£
PEOPLE	208,218,680	125,848,680	82,370,000
PLACE	48,562,410	17,722,410	30,840,000
RESOURCES	65,680,780	53,470,780	12,210,000
CAPITAL FINANCING	11,697,680	507,680	11,190,000
MOVEMENT IN BALANCES	0	0	-6,050,000
TOTALS FOR WEST BERKSHIRE COUNCIL (SUB TOTAL A)	334,159,550	197,549,550	130,560,000

FUNDED BY:

TOTAL CTX FUNDING REQUIRED FOR WEST BERKSHIRE COUNCIL			102,064,186
Other non ring-fenced grants, Collection Fund and reserves total (detailed in the main report)			28,495,814
Total funding			130,560,000

PARISHES	0	0	4,424,314
TOTALS FOR PARISHES (SUB TOTAL B)	0	0	4,424,314

Appendix K ii)

Valuation Bands

West Berkshire Council

A	B	C	D	E	F	G	H
£952.73	£1,111.52	£1,270.31	£1,429.10	£1,746.68	£2,064.26	£2,381.83	£2,858.20

Adult Social Care

A	B	C	D	E	F	G	H
£90.77	£105.90	£121.03	£136.16	£166.42	£196.68	£226.93	£272.32

Police and Crime Commissioner for Thames Valley

A	B	C	D	E	F	G	H
£144.19	£168.22	£192.25	£216.28	£264.34	£312.40	£360.47	£432.56

Royal Berkshire Fire And Rescue Service

A	B	C	D	E	F	G	H
£45.07	£52.58	£60.09	£67.60	£82.62	£97.64	£112.67	£135.20

Aggregate Of Council Tax Requirements

A	B	C	D	E	F	G	H
£1,232.76	£1,438.22	£1,643.68	£1,849.14	£2,260.06	£2,670.98	£3,081.90	£3,698.28

Appendix K iii)

Council Tax schedule 2020-21		Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
West Berkshire Council Precepts									
West Berkshire Council		£952.73	£1,111.52	£1,270.31	£1,429.10	£1,746.68	£2,064.26	£2,381.83	£2,858.20
West Berkshire Council Adult Social Care		£90.77	£105.90	£121.03	£136.16	£166.42	£196.68	£226.93	£272.32
Total West Berkshire Council Precepts		£1,043.50	£1,217.42	£1,391.34	£1,565.26	£1,913.10	£2,260.94	£2,608.76	£3,130.52
Other major preceptors									
Police and Crime Commissioner for Thames Valley		£144.19	£168.22	£192.25	£216.28	£264.34	£312.40	£360.47	£432.56
Royal Berkshire Fire And Rescue Service		£45.07	£52.58	£60.09	£67.60	£82.62	£97.64	£112.67	£135.20
Total for other major preceptors		£189.26	£220.80	£252.34	£283.88	£346.96	£410.04	£473.14	£567.76
Parish/town only (a)									
Parish/Town, and District and Special Expenses (b)									
Total with all precepts (c)									
Aldermaston	(a)	£19.26	£22.47	£25.68	£28.89	£35.31	£41.73	£48.15	£57.78
	(b)	£1,062.76	£1,239.89	£1,417.02	£1,594.15	£1,948.41	£2,302.67	£2,656.91	£3,188.30
	(c)	£1,252.02	£1,460.69	£1,669.36	£1,878.03	£2,295.37	£2,712.71	£3,130.05	£3,756.06
Aldworth	(a)	£37.39	£43.62	£49.85	£56.08	£68.54	£81.00	£93.47	£112.16
	(b)	£1,080.89	£1,261.04	£1,441.19	£1,621.34	£1,981.64	£2,341.94	£2,702.23	£3,242.68
	(c)	£1,270.15	£1,481.84	£1,693.53	£1,905.22	£2,328.60	£2,751.98	£3,175.37	£3,810.44
Ashampstead	(a)	£23.83	£27.80	£31.77	£35.74	£43.68	£51.62	£59.57	£71.48
	(b)	£1,067.33	£1,245.22	£1,423.11	£1,601.00	£1,956.78	£2,312.56	£2,668.33	£3,202.00
	(c)	£1,256.59	£1,466.02	£1,675.45	£1,884.88	£2,303.74	£2,722.60	£3,141.47	£3,769.76
Basildon	(a)	£14.62	£17.06	£19.49	£21.93	£26.80	£31.68	£36.55	£43.86
	(b)	£1,058.12	£1,234.48	£1,410.83	£1,587.19	£1,939.90	£2,292.62	£2,645.31	£3,174.38
	(c)	£1,247.38	£1,455.28	£1,663.17	£1,871.07	£2,286.86	£2,702.66	£3,118.45	£3,742.14
Beech Hill	(a)	£50.23	£58.60	£66.97	£75.34	£92.08	£108.82	£125.57	£150.68
	(b)	£1,093.73	£1,276.02	£1,458.31	£1,640.60	£2,005.18	£2,369.76	£2,734.33	£3,281.20
	(c)	£1,282.99	£1,496.82	£1,710.65	£1,924.48	£2,352.14	£2,779.80	£3,207.47	£3,848.96
Beedon	(a)	£35.17	£41.04	£46.90	£52.76	£64.48	£76.21	£87.93	£105.52
	(b)	£1,078.67	£1,258.46	£1,438.24	£1,618.02	£1,977.58	£2,337.15	£2,696.69	£3,236.04
	(c)	£1,267.93	£1,479.26	£1,690.58	£1,901.90	£2,324.54	£2,747.19	£3,169.83	£3,803.80
Beenham	(a)	£23.81	£27.78	£31.75	£35.72	£43.66	£51.60	£59.53	£71.44
	(b)	£1,067.31	£1,245.20	£1,423.09	£1,600.98	£1,956.76	£2,312.54	£2,668.29	£3,201.96
	(c)	£1,256.57	£1,466.00	£1,675.43	£1,884.86	£2,303.72	£2,722.58	£3,141.43	£3,769.72
Boxford	(a)	£21.91	£25.56	£29.21	£32.86	£40.16	£47.46	£54.77	£65.72
	(b)	£1,065.41	£1,242.98	£1,420.55	£1,598.12	£1,953.26	£2,308.40	£2,663.53	£3,196.24
	(c)	£1,254.67	£1,463.78	£1,672.89	£1,882.00	£2,300.22	£2,718.44	£3,136.67	£3,764.00
Bradfield	(a)	£14.93	£17.41	£19.90	£22.39	£27.37	£32.34	£37.32	£44.78
	(b)	£1,058.43	£1,234.83	£1,411.24	£1,587.65	£1,940.47	£2,293.28	£2,646.08	£3,175.30
	(c)	£1,247.69	£1,455.63	£1,663.58	£1,871.53	£2,287.43	£2,703.32	£3,119.22	£3,743.06
Brightwalton	(a)	£26.74	£31.20	£35.65	£40.11	£49.02	£57.94	£66.85	£80.22
	(b)	£1,070.24	£1,248.62	£1,426.99	£1,605.37	£1,962.12	£2,318.88	£2,675.61	£3,210.74
	(c)	£1,259.50	£1,469.42	£1,679.33	£1,889.25	£2,309.08	£2,728.92	£3,148.75	£3,778.50
Brimpton	(a)	£26.49	£30.91	£35.32	£39.74	£48.57	£57.40	£66.23	£79.48
	(b)	£1,069.99	£1,248.33	£1,426.66	£1,605.00	£1,961.67	£2,318.34	£2,674.99	£3,210.00
	(c)	£1,259.25	£1,469.13	£1,679.00	£1,888.88	£2,308.63	£2,728.38	£3,148.13	£3,777.76
Bucklebury	(a)	£16.11	£18.80	£21.48	£24.17	£29.54	£34.91	£40.28	£48.34
	(b)	£1,059.61	£1,236.22	£1,412.82	£1,589.43	£1,942.64	£2,295.85	£2,649.04	£3,178.86
	(c)	£1,248.87	£1,457.02	£1,665.16	£1,873.31	£2,289.60	£2,705.89	£3,122.18	£3,746.62
Burghfield	(a)	£72.43	£84.51	£96.58	£108.65	£132.79	£156.94	£181.08	£217.30
	(b)	£1,115.93	£1,301.93	£1,487.92	£1,673.91	£2,045.89	£2,417.88	£2,789.84	£3,347.82
	(c)	£1,305.19	£1,522.73	£1,740.26	£1,957.79	£2,392.85	£2,827.92	£3,262.98	£3,915.58
Catmore	(a)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	(b)	£1,043.50	£1,217.42	£1,391.34	£1,565.26	£1,913.10	£2,260.94	£2,608.76	£3,130.52
	(c)	£1,232.76	£1,438.22	£1,643.68	£1,849.14	£2,260.06	£2,670.98	£3,081.90	£3,698.28
Chaddleworth	(a)	£56.05	£65.39	£74.73	£84.07	£102.75	£121.43	£140.12	£168.14
	(b)	£1,099.55	£1,282.81	£1,466.07	£1,649.33	£2,015.85	£2,382.37	£2,748.88	£3,298.66
	(c)	£1,288.81	£1,503.61	£1,718.41	£1,933.21	£2,362.81	£2,792.41	£3,222.02	£3,866.42
Chieveley	(a)	£19.03	£22.20	£25.37	£28.54	£34.88	£41.22	£47.57	£57.08
	(b)	£1,062.53	£1,239.62	£1,416.71	£1,593.80	£1,947.98	£2,302.16	£2,656.33	£3,187.60
	(c)	£1,251.79	£1,460.42	£1,669.05	£1,877.68	£2,294.94	£2,712.20	£3,129.47	£3,755.36
Cold Ash	(a)	£17.83	£20.80	£23.77	£26.74	£32.68	£38.62	£44.57	£53.48
	(b)	£1,061.33	£1,238.22	£1,415.11	£1,592.00	£1,945.78	£2,299.56	£2,653.33	£3,184.00
	(c)	£1,250.59	£1,459.02	£1,667.45	£1,875.88	£2,292.74	£2,709.60	£3,126.47	£3,751.76
Combe	(a)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	(b)	£1,043.50	£1,217.42	£1,391.34	£1,565.26	£1,913.10	£2,260.94	£2,608.76	£3,130.52
	(c)	£1,232.76	£1,438.22	£1,643.68	£1,849.14	£2,260.06	£2,670.98	£3,081.90	£3,698.28
Compton	(a)	£49.96	£58.29	£66.61	£74.94	£91.59	£108.25	£124.90	£149.88
	(b)	£1,093.46	£1,275.71	£1,457.95	£1,640.20	£2,004.69	£2,369.19	£2,733.66	£3,280.40
	(c)	£1,282.72	£1,496.51	£1,710.29	£1,924.08	£2,351.65	£2,779.23	£3,206.80	£3,848.16
East Garston	(a)	£21.89	£25.54	£29.19	£32.84	£40.14	£47.44	£54.73	£65.68
	(b)	£1,065.39	£1,242.96	£1,420.53	£1,598.10	£1,953.24	£2,308.38	£2,663.49	£3,196.20
	(c)	£1,254.65	£1,463.76	£1,672.87	£1,881.98	£2,300.20	£2,718.42	£3,136.63	£3,763.96

Council Tax schedule 2020-21	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
West Berkshire Council Precepts								
West Berkshire Council	£952.73	£1,111.52	£1,270.31	£1,429.10	£1,746.68	£2,064.26	£2,381.83	£2,858.20
West Berkshire Council Adult Social Care	£90.77	£105.90	£121.03	£136.16	£166.42	£196.68	£226.93	£272.32
Total West Berkshire Council Precepts	£1,043.50	£1,217.42	£1,391.34	£1,565.26	£1,913.10	£2,260.94	£2,608.76	£3,130.52
Other major preceptors								
Police and Crime Commissioner for Thames Valley	£144.19	£168.22	£192.25	£216.28	£264.34	£312.40	£360.47	£432.56
Royal Berkshire Fire And Rescue Service	£45.07	£52.58	£60.09	£67.60	£82.62	£97.64	£112.67	£135.20
Total for other major preceptors	£189.26	£220.80	£252.34	£283.88	£346.96	£410.04	£473.14	£567.76

Parish/town only (a)
Parish/Town, and District and Special Expenses (b)
Total with all precepts (c)

East Ilsley	(a)	£37.08	£43.26	£49.44	£55.62	£67.98	£80.34	£92.70	£111.24
	(b)	£1,080.58	£1,260.68	£1,440.78	£1,620.88	£1,981.08	£2,341.28	£2,701.46	£3,241.76
	(c)	£1,269.84	£1,481.48	£1,693.12	£1,904.76	£2,328.04	£2,751.32	£3,174.60	£3,809.52
Enborne	(a)	£32.19	£37.55	£42.92	£48.28	£59.01	£69.74	£80.47	£96.56
	(b)	£1,075.69	£1,254.97	£1,434.26	£1,613.54	£1,972.11	£2,330.68	£2,689.23	£3,227.08
	(c)	£1,264.95	£1,475.77	£1,686.60	£1,897.42	£2,319.07	£2,740.72	£3,162.37	£3,794.84
Englefield	(a)	£19.99	£23.33	£26.66	£29.99	£36.65	£43.32	£49.98	£59.98
	(b)	£1,063.49	£1,240.75	£1,418.00	£1,595.25	£1,949.75	£2,304.26	£2,658.74	£3,190.50
	(c)	£1,252.75	£1,461.55	£1,670.34	£1,879.13	£2,296.71	£2,714.30	£3,131.88	£3,758.26
Farnborough	(a)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	(b)	£1,043.50	£1,217.42	£1,391.34	£1,565.26	£1,913.10	£2,260.94	£2,608.76	£3,130.52
	(c)	£1,232.76	£1,438.22	£1,643.68	£1,849.14	£2,260.06	£2,670.98	£3,081.90	£3,698.28
Fawley	(a)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	(b)	£1,056.62	£1,232.73	£1,408.83	£1,584.94	£1,937.15	£2,289.37	£2,641.56	£3,169.88
	(c)	£1,245.88	£1,453.53	£1,661.17	£1,868.82	£2,284.11	£2,699.41	£3,114.70	£3,737.64
Frilsham	(a)	£36.56	£42.65	£48.75	£54.84	£67.03	£79.21	£91.40	£109.68
	(b)	£1,080.06	£1,260.07	£1,440.09	£1,620.10	£1,980.13	£2,340.15	£2,700.16	£3,240.20
	(c)	£1,269.32	£1,480.87	£1,692.43	£1,903.98	£2,327.09	£2,750.19	£3,173.30	£3,807.96
Great Shefford	(a)	£25.47	£29.71	£33.96	£38.20	£46.69	£55.18	£63.67	£76.40
	(b)	£1,068.97	£1,247.13	£1,425.30	£1,603.46	£1,959.79	£2,316.12	£2,672.43	£3,206.92
	(c)	£1,258.23	£1,467.93	£1,677.64	£1,887.34	£2,306.75	£2,726.16	£3,145.57	£3,774.68
Greenham	(a)	£26.89	£31.38	£35.86	£40.34	£49.30	£58.27	£67.23	£80.68
	(b)	£1,070.39	£1,248.80	£1,427.20	£1,605.60	£1,962.40	£2,319.21	£2,675.99	£3,211.20
	(c)	£1,259.65	£1,469.60	£1,679.54	£1,889.48	£2,309.36	£2,729.25	£3,149.13	£3,778.96
Hampstead Norreys	(a)	£28.07	£32.75	£37.43	£42.11	£51.47	£60.83	£70.18	£84.22
	(b)	£1,071.57	£1,250.17	£1,428.77	£1,607.37	£1,964.57	£2,321.77	£2,678.94	£3,214.74
	(c)	£1,260.83	£1,470.97	£1,681.11	£1,891.25	£2,311.53	£2,731.81	£3,152.08	£3,782.50
Hamstead Marshall	(a)	£19.98	£23.31	£26.64	£29.97	£36.63	£43.29	£49.95	£59.94
	(b)	£1,063.48	£1,240.73	£1,417.98	£1,595.23	£1,949.73	£2,304.23	£2,658.71	£3,190.46
	(c)	£1,252.74	£1,461.53	£1,670.32	£1,879.11	£2,296.69	£2,714.27	£3,131.85	£3,758.22
Hermitage	(a)	£38.17	£44.53	£50.89	£57.25	£69.97	£82.69	£95.42	£114.50
	(b)	£1,081.67	£1,261.95	£1,442.23	£1,622.51	£1,983.07	£2,343.63	£2,704.18	£3,245.02
	(c)	£1,270.93	£1,482.75	£1,694.57	£1,906.39	£2,330.03	£2,753.67	£3,177.32	£3,812.78
Holybrook	(a)	£31.75	£37.04	£42.33	£47.62	£58.20	£68.78	£79.37	£95.24
	(b)	£1,075.25	£1,254.46	£1,433.67	£1,612.88	£1,971.30	£2,329.72	£2,688.13	£3,225.76
	(c)	£1,264.51	£1,475.26	£1,686.01	£1,896.76	£2,318.26	£2,739.76	£3,161.27	£3,793.52
Hungerford	(a)	£81.78	£95.41	£109.04	£122.67	£149.93	£177.19	£204.45	£245.34
	(b)	£1,127.95	£1,315.95	£1,503.94	£1,691.94	£2,067.93	£2,443.92	£2,819.89	£3,383.88
	(c)	£1,317.21	£1,536.75	£1,756.28	£1,975.82	£2,414.89	£2,853.96	£3,293.03	£3,951.64
Inkpen	(a)	£21.47	£25.05	£28.63	£32.21	£39.37	£46.53	£53.68	£64.42
	(b)	£1,064.97	£1,242.47	£1,419.97	£1,597.47	£1,952.47	£2,307.47	£2,662.44	£3,194.94
	(c)	£1,254.23	£1,463.27	£1,672.31	£1,881.35	£2,299.43	£2,717.51	£3,135.58	£3,762.70
Kintbury	(a)	£35.10	£40.95	£46.80	£52.65	£64.35	£76.05	£87.75	£105.30
	(b)	£1,083.69	£1,264.31	£1,444.93	£1,625.55	£1,986.79	£2,348.03	£2,709.24	£3,251.10
	(c)	£1,272.95	£1,485.11	£1,697.27	£1,909.43	£2,333.75	£2,758.07	£3,182.38	£3,818.86
Lambourn	(a)	£53.53	£62.46	£71.38	£80.30	£98.14	£115.99	£133.83	£160.60
	(b)	£1,097.03	£1,279.88	£1,462.72	£1,645.56	£2,011.24	£2,376.93	£2,742.59	£3,291.12
	(c)	£1,286.29	£1,500.68	£1,715.06	£1,929.44	£2,358.20	£2,786.97	£3,215.73	£3,858.88
Leckhampstead	(a)	£30.73	£35.86	£40.98	£46.10	£56.34	£66.59	£76.83	£92.20
	(b)	£1,074.23	£1,253.28	£1,432.32	£1,611.36	£1,969.44	£2,327.53	£2,685.59	£3,222.72
	(c)	£1,263.49	£1,474.08	£1,684.66	£1,895.24	£2,316.40	£2,737.57	£3,158.73	£3,790.48
Midgham	(a)	£29.52	£34.44	£39.36	£44.28	£54.12	£63.96	£73.80	£88.56
	(b)	£1,073.02	£1,251.86	£1,430.70	£1,609.54	£1,967.22	£2,324.90	£2,682.56	£3,219.08
	(c)	£1,262.28	£1,472.66	£1,683.04	£1,893.42	£2,314.18	£2,734.94	£3,155.70	£3,786.84
Newbury	(a)	£57.24	£66.78	£76.32	£85.86	£104.94	£124.02	£143.10	£171.72
	(b)	£1,100.74	£1,284.20	£1,467.66	£1,651.12	£2,018.04	£2,384.96	£2,751.86	£3,302.24
	(c)	£1,290.00	£1,505.00	£1,720.00	£1,935.00	£2,365.00	£2,795.00	£3,225.00	£3,870.00
Padworth	(a)	£27.67	£32.28	£36.89	£41.50	£50.72	£59.94	£69.17	£83.00
	(b)	£1,071.17	£1,249.70	£1,428.23	£1,606.76	£1,963.82	£2,320.88	£2,677.93	£3,213.52
	(c)	£1,260.43	£1,470.50	£1,680.57	£1,890.64	£2,310.78	£2,730.92	£3,151.07	£3,781.28
Pangbourne	(a)	£48.16	£56.19	£64.21	£72.24	£88.29	£104.35	£120.40	£144.48
	(b)	£1,091.66	£1,273.61	£1,455.55	£1,637.50	£2,001.39	£2,365.29	£2,729.16	£3,275.00
	(c)	£1,280.92	£1,494.41	£1,707.89	£1,921.38	£2,348.35	£2,775.33	£3,202.30	£3,842.76

Council Tax schedule 2020-21	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
West Berkshire Council Precepts								
West Berkshire Council	£952.73	£1,111.52	£1,270.31	£1,429.10	£1,746.68	£2,064.26	£2,381.83	£2,858.20
West Berkshire Council Adult Social Care	£90.77	£105.90	£121.03	£136.16	£166.42	£196.68	£226.93	£272.32
Total West Berkshire Council Precepts	£1,043.50	£1,217.42	£1,391.34	£1,565.26	£1,913.10	£2,260.94	£2,608.76	£3,130.52
Other major preceptors								
Police and Crime Commissioner for Thames Valley	£144.19	£168.22	£192.25	£216.28	£264.34	£312.40	£360.47	£432.56
Royal Berkshire Fire And Rescue Service	£45.07	£52.58	£60.09	£67.60	£82.62	£97.64	£112.67	£135.20
Total for other major preceptors	£189.26	£220.80	£252.34	£283.88	£346.96	£410.04	£473.14	£567.76

Parish/town only (a)

Parish/Town, and District and Special Expenses (b)

Total with all precepts (c)

Peasemore	(a)	£15.63	£18.23	£20.84	£23.44	£28.65	£33.86	£39.07	£46.88
	(b)	£1,059.13	£1,235.65	£1,412.18	£1,588.70	£1,941.75	£2,294.80	£2,647.83	£3,177.40
	(c)	£1,248.39	£1,456.45	£1,664.52	£1,872.58	£2,288.71	£2,704.84	£3,120.97	£3,745.16
Purley on Thames	(a)	£52.29	£61.01	£69.72	£78.44	£95.87	£113.30	£130.73	£156.88
	(b)	£1,095.79	£1,278.43	£1,461.06	£1,643.70	£2,008.97	£2,374.24	£2,739.49	£3,287.40
	(c)	£1,285.05	£1,499.23	£1,713.40	£1,927.58	£2,355.93	£2,784.28	£3,212.63	£3,855.16
Shaw-Cum-Donnington	(a)	£36.31	£42.37	£48.42	£54.47	£66.57	£78.68	£90.78	£108.94
	(b)	£1,086.01	£1,267.02	£1,448.03	£1,629.03	£1,991.04	£2,353.05	£2,715.04	£3,258.06
	(c)	£1,275.27	£1,487.82	£1,700.37	£1,912.91	£2,338.00	£2,763.09	£3,188.18	£3,825.82
Speen	(a)	£36.03	£42.03	£48.04	£54.04	£66.05	£78.06	£90.07	£108.08
	(b)	£1,079.53	£1,259.45	£1,439.38	£1,619.30	£1,979.15	£2,339.00	£2,698.83	£3,238.60
	(c)	£1,268.79	£1,480.25	£1,691.72	£1,903.18	£2,326.11	£2,749.04	£3,171.97	£3,806.36
Stanford Dingley	(a)	£27.82	£32.46	£37.09	£41.73	£51.00	£60.28	£69.55	£83.46
	(b)	£1,071.32	£1,249.88	£1,428.43	£1,606.99	£1,964.10	£2,321.22	£2,678.31	£3,213.98
	(c)	£1,260.58	£1,470.68	£1,680.77	£1,890.87	£2,311.06	£2,731.26	£3,151.45	£3,781.74
Stratfield Mortimer	(a)	£59.18	£69.04	£78.91	£88.77	£108.50	£128.22	£147.95	£177.54
	(b)	£1,102.68	£1,286.46	£1,470.25	£1,654.03	£2,021.60	£2,389.16	£2,756.71	£3,035.74
	(c)	£1,291.94	£1,507.26	£1,722.59	£1,937.91	£2,368.56	£2,799.20	£3,229.85	£3,875.82
Streatley	(a)	£36.21	£42.24	£48.28	£54.31	£66.38	£78.45	£90.52	£108.62
	(b)	£1,079.71	£1,259.66	£1,439.62	£1,619.57	£1,979.48	£2,339.39	£2,699.28	£3,239.14
	(c)	£1,268.97	£1,480.46	£1,691.96	£1,903.45	£2,326.44	£2,749.43	£3,172.42	£3,806.90
Sulhamstead	(a)	£20.23	£23.60	£26.97	£30.34	£37.08	£43.82	£50.57	£60.68
	(b)	£1,063.73	£1,241.02	£1,418.31	£1,595.60	£1,950.18	£2,304.76	£2,659.33	£3,191.20
	(c)	£1,252.99	£1,461.82	£1,670.65	£1,879.48	£2,297.14	£2,714.80	£3,132.47	£3,758.96
Thatcham	(a)	£54.31	£63.37	£72.42	£81.47	£99.57	£117.68	£135.78	£162.94
	(b)	£1,097.81	£1,280.79	£1,463.76	£1,646.73	£2,012.67	£2,378.62	£2,744.54	£3,293.46
	(c)	£1,287.07	£1,501.59	£1,716.10	£1,930.61	£2,359.63	£2,788.66	£3,217.68	£3,861.22
Theale	(a)	£68.21	£79.58	£90.95	£102.32	£125.06	£147.80	£170.53	£204.64
	(b)	£1,113.45	£1,299.03	£1,484.61	£1,670.19	£2,041.35	£2,412.51	£2,783.64	£3,340.38
	(c)	£1,302.71	£1,519.83	£1,736.95	£1,954.07	£2,388.31	£2,822.55	£3,256.78	£3,908.14
Tidmarsh with Sulham	(a)	£17.60	£20.53	£23.47	£26.40	£32.27	£38.13	£44.00	£52.80
	(b)	£1,061.10	£1,237.95	£1,414.81	£1,591.66	£1,945.37	£2,299.07	£2,652.76	£3,183.32
	(c)	£1,250.36	£1,458.75	£1,667.15	£1,875.54	£2,292.33	£2,709.11	£3,125.90	£3,751.08
Tilehurst	(a)	£35.29	£41.18	£47.06	£52.94	£64.70	£76.47	£88.23	£105.88
	(b)	£1,078.79	£1,258.60	£1,438.40	£1,618.20	£1,977.80	£2,337.41	£2,696.99	£3,236.40
	(c)	£1,268.05	£1,479.40	£1,690.74	£1,902.08	£2,324.76	£2,747.45	£3,170.13	£3,804.16
Ufton Nervet	(a)	£13.99	£16.32	£18.65	£20.98	£25.64	£30.30	£34.97	£41.96
	(b)	£1,057.49	£1,233.74	£1,409.99	£1,586.24	£1,938.74	£2,291.24	£2,643.73	£3,172.48
	(c)	£1,246.75	£1,454.54	£1,662.33	£1,870.12	£2,285.70	£2,701.28	£3,116.87	£3,740.24
Wasing	(a)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	(b)	£1,043.50	£1,217.42	£1,391.34	£1,565.26	£1,913.10	£2,260.94	£2,608.76	£3,130.52
	(c)	£1,232.76	£1,438.22	£1,643.68	£1,849.14	£2,260.06	£2,670.98	£3,081.90	£3,698.28
Welford	(a)	£22.35	£26.07	£29.80	£33.52	£40.97	£48.42	£55.87	£67.04
	(b)	£1,065.85	£1,243.49	£1,421.14	£1,598.78	£1,954.07	£2,309.36	£2,664.63	£3,197.56
	(c)	£1,255.11	£1,464.29	£1,673.48	£1,882.66	£2,301.03	£2,719.40	£3,137.77	£3,765.32
West Ilsley	(a)	£46.14	£53.83	£61.52	£69.21	£84.59	£99.97	£115.35	£138.42
	(b)	£1,089.64	£1,271.25	£1,452.86	£1,634.47	£1,997.69	£2,360.91	£2,724.11	£3,268.94
	(c)	£1,278.90	£1,492.05	£1,705.20	£1,918.35	£2,344.65	£2,770.95	£3,197.25	£3,836.70
West Woodhay	(a)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	(b)	£1,043.50	£1,217.42	£1,391.34	£1,565.26	£1,913.10	£2,260.94	£2,608.76	£3,130.52
	(c)	£1,232.76	£1,438.22	£1,643.68	£1,849.14	£2,260.06	£2,670.98	£3,081.90	£3,698.28
Winterbourne	(a)	£32.26	£37.64	£43.01	£48.39	£59.14	£69.90	£80.65	£96.78
	(b)	£1,075.76	£1,255.06	£1,434.35	£1,613.65	£1,972.24	£2,330.84	£2,689.41	£3,227.30
	(c)	£1,265.02	£1,475.86	£1,686.69	£1,897.53	£2,319.20	£2,740.88	£3,162.55	£3,795.06
Wokefield	(a)	£9.43	£11.01	£12.58	£14.15	£17.29	£20.44	£23.58	£28.30
	(b)	£1,052.93	£1,228.43	£1,403.92	£1,579.41	£1,930.39	£2,281.38	£2,632.34	£3,158.82
	(c)	£1,242.19	£1,449.23	£1,656.26	£1,863.29	£2,277.35	£2,691.42	£3,105.48	£3,726.58
Woolhampton	(a)	£38.37	£44.76	£51.16	£57.55	£70.34	£83.13	£95.92	£115.10
	(b)	£1,081.87	£1,262.18	£1,442.50	£1,622.81	£1,983.44	£2,344.07	£2,704.68	£3,245.62
	(c)	£1,271.13	£1,482.98	£1,694.84	£1,906.69	£2,330.40	£2,754.11	£3,177.82	£3,813.38
Yattendon	(a)	£35.26	£41.14	£47.01	£52.89	£64.64	£76.40	£88.15	£105.78
	(b)	£1,078.76	£1,258.56	£1,438.35	£1,618.15	£1,977.74	£2,337.34	£2,696.91	£3,236.30
	(c)	£1,268.02	£1,479.36	£1,690.69	£1,902.03	£2,324.70	£2,747.38	£3,170.05	£3,804.06

Town & Parish Council Precepts							
Parish	Taxbase 2019	2019-20		2020-21			Council Tax increase/decrease (-)
		Precept 2019	Band D 2019	Taxbase 2020	Precept 2020	Band D 2020	
Aldermaston	467.99	£ 13,500.00	£28.85	467.34	£ 13,500.00	£28.89	£0.04
Aldworth	134.14	£ 7,500.00	£55.91	133.74	£ 7,500.00	£56.08	£0.17
Ashampstead	185.58	£ 6,640.00	£35.78	185.77	£ 6,640.00	£35.74	-£0.04
Basildon	960.58	£ 26,000.00	£27.07	957.44	£ 21,000.00	£21.93	-£5.14
Beech Hill	150.62	£ 6,572.00	£43.63	152.64	£ 11,500.00	£75.34	£31.71
Beedon	192.57	£ 10,174.00	£52.83	192.83	£ 10,174.00	£52.76	-£0.07
Beenham	508.14	£ 18,300.00	£36.01	512.25	£ 18,300.00	£35.72	-£0.29
Boxford	257.69	£ 8,338.22	£32.36	259.31	£ 8,521.00	£32.86	£0.50
Bradfield	845.86	£ 19,000.00	£22.46	848.60	£ 19,000.00	£22.39	-£0.07
Brightwalton	171.31	£ 6,695.00	£39.08	171.92	£ 6,895.00	£40.11	£1.03
Brimpton	298.05	£ 14,000.00	£46.97	302.00	£ 12,000.00	£39.74	-£7.23
Bucklebury	1,067.72	£ 25,500.00	£23.88	1,075.57	£ 26,000.00	£24.17	£0.29
Burghfield	2,516.69	£ 257,500.00	£102.32	2,531.15	£ 275,000.00	£108.65	£6.33
Catmore	14.54	£ -	£0.00	14.35	£ -	£0.00	£0.00
Chaddleworth	196.31	£ 15,500.00	£78.96	199.05	£ 16,735.00	£84.07	£5.11
Chieveley	1,142.91	£ 33,720.00	£29.50	1,142.77	£ 32,620.00	£28.54	-£0.96
Cold Ash	1,571.29	£ 39,000.00	£24.82	1,589.49	£ 42,500.00	£26.74	£1.92
Combe	26.49	£ -	£0.00	30.76	£ -	£0.00	£0.00
Compton	654.07	£ 45,850.00	£70.10	654.50	£ 49,050.00	£74.94	£4.84
East Garston	277.68	£ 9,000.00	£32.41	274.07	£ 9,000.00	£32.84	£0.43
East Ilsley	262.84	£ 13,650.00	£51.93	259.44	£ 14,430.00	£55.62	£3.69
Enborne	371.51	£ 19,340.00	£52.06	372.72	£ 17,995.00	£48.28	-£3.78
Englefield	120.12	£ 3,650.00	£30.39	121.70	£ 3,650.00	£29.99	-£0.40
Farnborough	49.60	£ -	£0.00	48.04	£ -	£0.00	£0.00
Fawley	73.41	£ -	£0.00	72.14	£ -	£0.00	£0.00
Frilsham	162.05	£ 9,000.00	£55.54	164.10	£ 9,000.00	£54.84	-£0.70
Great Shefford	419.12	£ 16,000.00	£38.18	418.81	£ 16,000.00	£38.20	£0.02
Greenham	2,590.50	£ 104,504.00	£40.34	2,515.04	£ 101,457.00	£40.34	£0.00
Hampstead Norreys	356.17	£ 13,700.00	£38.46	358.58	£ 15,100.00	£42.11	£3.65
Hamstead Marshall	147.71	£ 4,500.00	£30.47	150.15	£ 4,500.00	£29.97	-£0.50
Hermitage	876.18	£ 49,710.00	£56.73	881.39	£ 50,456.00	£57.25	£0.52
Holybrook	2,599.76	£ 121,998.00	£46.93	2,594.11	£ 123,533.00	£47.62	£0.69
Hungerford	2,394.09	£ 282,652.00	£118.06	2,395.98	£ 293,912.00	£122.67	£4.61
Inkpen	434.65	£ 14,000.00	£32.21	434.61	£ 14,000.00	£32.21	£0.00
Kintbury	1,194.50	£ 63,000.00	£52.74	1,196.53	£ 63,000.00	£52.65	-£0.09
Lambourn	1,778.06	£ 139,202.00	£78.29	1,794.95	£ 144,139.68	£80.30	£2.01
Leckhampstead	170.42	£ 8,000.00	£46.94	173.54	£ 8,000.00	£46.10	-£0.84
Midgham	171.91	£ 7,500.00	£43.63	169.37	£ 7,500.00	£44.28	£0.65
Newbury	12,974.00	£ 1,024,983.00	£79.00	12,894.50	£ 1,107,171.00	£85.86	£6.86
Padworth	404.87	£ 17,000.00	£41.99	409.68	£ 17,000.00	£41.50	-£0.49
Pangbourne	1,546.69	£ 108,440.00	£70.11	1,566.87	£ 113,194.00	£72.24	£2.13
Peasemore	151.79	£ 3,500.00	£23.06	149.30	£ 3,500.00	£23.44	£0.38
Purley on Thames	2,001.56	£ 150,000.00	£74.94	2,001.47	£ 157,000.00	£78.44	£3.50
Shaw-Cum-Donnington	699.69	£ 38,000.00	£54.31	697.62	£ 38,000.00	£54.47	£0.16
Speen	1,131.36	£ 59,568.00	£52.65	1,129.75	£ 61,055.00	£54.04	£1.39
Stanford Dingley	120.72	£ 5,000.00	£41.42	119.82	£ 5,000.00	£41.73	£0.31
Stratfield Mortimer	1,683.44	£ 146,580.00	£87.07	1,680.95	£ 149,210.00	£88.77	£1.70
Streatley	566.03	£ 29,131.00	£51.47	568.37	£ 30,871.00	£54.31	£2.84
Sulham (see Tidmarsh)	0.00	£ 8,240.00		0.00	£ 8,240.00		£0.00
Sulhamstead	554.07	£ 17,000.00	£30.68	626.31	£ 19,000.00	£30.34	-£0.34
Thatcham	9,014.40	£ 723,586.00	£80.27	9,116.19	£ 742,696.00	£81.47	£1.20
Theale	1,111.83	£ 111,983.52	£100.72	1,120.91	£ 114,690.00	£102.32	£1.60
Tidmarsh with Sulham	304.17	£ 8,240.00	£27.09	312.13	£ 8,240.00	£26.40	-£0.69
Tilehurst	5,525.61	£ 289,195.00	£52.34	5,551.03	£ 293,899.00	£52.94	£0.60
Ufton Nervet	133.26	£ 2,800.00	£21.01	138.20	£ 2,900.00	£20.98	-£0.03
Wasing	28.39	£ -	£0.00	24.32	£ -	£0.00	£0.00
Welford	240.63	£ 8,000.00	£33.25	238.66	£ 8,000.00	£33.52	£0.27
West Ilsley	154.68	£ 10,660.00	£68.92	154.60	£ 10,700.00	£69.21	£0.29
West Woodhay	57.47	£ -	£0.00	56.59	£ -	£0.00	£0.00
Winterbourne	102.59	£ 5,000.00	£48.74	103.33	£ 5,000.00	£48.39	-£0.35
Wokefield	135.85	£ 2,500.00	£18.40	141.33	£ 2,000.00	£14.15	-£4.25
Woolhampton	395.81	£ 23,000.00	£58.11	417.05	£ 24,000.00	£57.55	-£0.56
Yattendon	169.72	£ 8,000.00	£47.14	170.17	£ 9,000.00	£52.89	£5.75
	65,021.46	£ 4,225,361.74		65,205.90	£ 4,394,733.68		
Parish Expenses							
Parish	Taxbase 2019	2019-20		2020-21			Council Tax increase
		Expense 2019	Band D 2019	Taxbase 2020	Expense 2020	Band D 2020	
Fawley	73.41	£ 570.00	-£7.76	72.14	£ 1,420.00	£19.68	£27.44
Hungerford	2,394.09	£ 7,970.00	£3.33	2,395.98	£ 9,600.00	£4.01	£0.68
Kintbury	1,194.50	£ 6,889.00	£5.77	1,196.53	£ 9,140.00	£7.64	£1.87
Shaw-Cum-Donnington	699.69	£ 870.00	£1.24	697.62	£ 6,490.00	£9.30	£8.06
Theale	1,111.83	£ 230.00	£0.21	1,120.91	£ 2,930.00	£2.61	£2.40
		£ 15,389.00			£ 29,580.00		
Total Parish Items		£ 4,240,750.74			£ 4,424,313.68		

Statutory Pay Policy 2020

Committee considering report:	Council on 3 March 2020
Portfolio Member:	Councillor Howard Woollaston
Date Portfolio Member agreed report:	17/1/20
Report Author:	Rebecca Bird
Forward Plan Ref:	C3813

1. Purpose of the Report

- 1.1 To seek Council's approval of the Statutory Pay Policy Statement for publication from 1st April 2020.

2. Recommendation

- 2.1 To seek Council's approval of the Statutory Pay Policy Statement for publication from 1st April 2020.

3. Implications and Impact Assessment

Implication	Commentary			
Financial:	None			
Human Resource:	None			
Legal:	None			
Risk Management:	None			
Property:	None			
Policy:	None			
	Positive	Neutral	Negative	Commentary
Equalities Impact:		X		
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		

B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
Environmental Impact:		X		
Health Impact:		X		
ICT or Digital Services Impact:		X		
Council Strategy Priorities or Business as Usual:		X		
Data Impact:		X		
Consultation and Engagement:	Corporate Board, Operations Board, Personnel Committee			

4. Executive Summary

- 4.1 Section 38 of the Localism Act 2011 requires local authorities to publish an annual pay policy statement. The method of publication is at the discretion of the authority, but it is expected to comply with the principles set out in the Local Government Transparency Code. The statement must be approved by the full Council.
- 4.2 Council approved the annual publication of the statement, in principle, on 1st March 2012. This report seeks Council’s for approval, for publication of the 2020 Pay Policy Statement (attached at appendix C) with effect from 1st April 2020.
- 4.3 The statement should set out the policies in relation to;
- 4.4 Remuneration of its chief officers
- 4.5 The remuneration of its lowest paid employees (and our definition and reasons for defining it)
- 4.6 The relationship between the remuneration of its chief officers and those who are not chief officers
- 4.7 The definition of chief officers includes the Chief Executive, the Monitoring Officer, the Section 151 Officer, Executive Directors, as well as those who report directly to any of these post holders. Thus, in West Berkshire Council, this definition would include all Heads of Service.

Statutory Pay Policy 2020

- 4.8 Chief Officer remuneration includes salary, bonuses, performance-related pay, fees or allowances (including as returning officer), benefits in kind, etc. The policy should also state how chief officer salary will be determined on appointment and any arrangements for payments upon leaving office.
- 4.9 *The figures in the policy statement in italics will be revised once the pay award has been implemented, as their calculation relies on the HR information system.*

5. Conclusion

- 5.1 The Pay Policy Statement attached as Appendix C should be published on the Council website with effect from 1st April 2020, to comply with our statutory duty under the Localism Act.

6. Appendices

- 6.1 Appendix A – Draft Statutory Pay Policy 2020

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Pay Policy Statement – April 2020

Change History

Version	Date	Description	Change ID
1	April 2012	First publication	
2	April 2013	Second publication	
3	April 2014	Third publication	
4	April 2015	Fourth publication	
5	April 2016	Fifth publication	
6	April 2017	Sixth publication	
7	April 2018	Seventh publication	
8	April 2019	Eighth publication	RB
9	April 2020	Ninth publication	RB

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1. Purpose

This document covers the requirements to publish a pay policy statement under s38 of the Localism Act 2011. This Pay Policy Statement does not apply to employees working within schools.

Full Council has approved the Pay Policy Statement.

2. Definitions used in this document

Chief Officers are defined in s43 of the Localism Act as

the head of the authority's paid service;

the monitoring officer

a statutory chief officer, which under the Local Government & Housing Act 1989 means Director of Children's Services, Director of Adult Social Services, Director of Public Health, Chief Education Officer, Chief Social Worker and the Section 151 officer;

a non-statutory chief officer which under section s2(7) of the 1989 Act means direct reports of the head of paid service (HOPS), a person for whom the HPS is directly responsible, a person who as respects all or most of their duties is required to report directly or is directly accountable to the HOPS, or a person who as respects all or most of their duties is required to report directly or is directly accountable to the local authority themselves, or any committee or sub-committee of the authority;

a deputy chief officer which under s2(8) of the 1989 Act means a person who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to one or more of the statutory or non statutory chief officers.

In West Berkshire Council these posts are:

- 2.1.1 Chief Executive
- 2.1.2 Executive Director (People)
- 2.1.3 Executive Director (Resources) (Section 151 Officer)
- 2.1.4 Executive Director (Place)
- 2.1.5 Service Directors:
 - Service Director: Adult Social Care
 - Service Director: Environment
 - Service Director: Strategy & Governance (Monitoring Officer)
- 2.1.6 Heads of Service
 - Head of Finance and Property
 - Head of Education
 - Head of Customer Services and ICT
 - Head of Public Health and Wellbeing

- Head of Public Protection and Culture
- Head of Development and Planning
- Head of Children and Family Services
- Head of Commissioning

2.1.7 All Service Managers reporting to a Head of Service or Service Director.

2.1.8 All Service Leads.

Employees who are not chief officers: all other employees (including those employed on a casual basis) employed directly by the Council.

This policy does not cover the remuneration of other 'workers' employed by the Council, as employees of agencies or as self-employed consultants.

Lowest paid employee: minimum of £9.00 per hour Notes on this definition are set out below:

2.1.9 Apprentices aged 16-18, may be paid on the age-related National Minimum Wage. The Apprentice NMW rate is not used. Apprentices have been excluded from this definition on the basis that they are in specific posts created for training purposes.

Median salary: £28221 (full time equivalent). This is a measure of the 'average' salary for employees in the Council. It is defined as the 'midpoint' salary, such that there is an equal probability of falling above or below it.

Mean salary: £30195 (full time equivalent). This is an alternative measure of the 'average' salary for employees in the Council. The arithmetic mean is defined as the sum of all the salaries divided by the number of salaries.

Highest paid employee: the Chief Executive is paid £145,000 plus £5,000 car allowance per annum = £150,000.

3. Pay Policy from April 2020

All jobs within the Council are paid on salary grades with five or more incremental points.

Job evaluation – employees below grade N

- 3.1.1 The Hay (Local Government) job evaluation scheme is used to establish the grade for each post relative to all other jobs within the Council. The job evaluation procedure is used to evaluate all new jobs and to re-evaluate existing jobs where there have been significant changes.
- 3.1.2 All jobs are assigned to a grade within the West Berkshire Council salary structure on the basis of the job evaluation score. The individual salary scale points are based on the National Joint Council for Local Government Employees (Green Book) salary scale.

Salary structure – employees on Service Lead Grade and above

Commented [RB1]: Add new figure when pay award has been agreed

Commented [RB2]: Calculation to be done once pay award has been agreed wef 1/4/20

Commented [RB3]: Calculation to be done once pay award has been agreed wef 1/4/20

Commented [RB4]: Subject to pay award.

- 3.1.3 The establishment of any post attracting a total remuneration package of £100,000 or more requires approval from Full Council.
- 3.1.4 A new post level called Service Lead has been established within the staffing structure and may be used by Service Directors as they are appointed, as appropriate. Service Lead posts form part of the fourth tier of management but not all fourth tier posts will be Service Leads. Service Leads will report to a Service Director (third tier). A separate pay grade has been established for these posts.
- 3.1.5 Service Directors are paid on the new Grade O. Along with the remaining Heads of Service in an emerging structure, they constitute the third tier of management within the Council. Service Directors report to an Executive Director (second tier).
- 3.1.6 Where Heads of Service remain, they are paid on the HOS grade (unless subject to TUPE protections). Along with Service Directors, they constitute the third tier of management and may be allocated new responsibilities as required to meet the needs of the Council at this level, within their grade. Heads of Service report to an Executive Director (second tier) .
- 3.1.7 An additional Special Recruitment Payment (SRP) of £5,000 - £8,000 may be paid to any Service Director subject to approval by Head of Paid Service in consultation with the Leader of the Council. If applied, this payment will be reviewed every five years to ensure it remains objectively justifiable. A SRP may be reduced or removed with one year's notice. The value of SRPs will increase with the national pay award from 1st April 2021 and each year thereafter.
- 3.1.8 The Executive Director (Place) and the Chief Executive are both paid on specific grades for those posts. The Executive Directors for People and Resources are paid on a grade for both those posts. All four may be allocated new responsibilities as required to meet the needs of the Council within their grade.

Salary on appointment – all employees

- 3.1.9 Appointments will normally be made to the minimum point of the grade. Heads of Service/ Service Directors and Managers may take into account the previous experience and skills of the employee to offer appointment above the salary minimum for the post.

Incremental progression – all employees

- 3.1.10 Each employee progresses through the grade band for the post by the award of one increment (or spinal column point (SCP)) on 1st April each year until the maximum of the grade band is reached, subject to six months service in the grade band (whether that band has been attained by appointment, promotion or regrading) and satisfactory performance in the job.

- 3.1.11 Any existing employee who is appointed to a new post within the Council whose salary, on 1st April, would otherwise be less than one column point in excess of the salary they would have received on that day in their old grade band, will be entitled to an increment on that day even if he/she has not been 6 months in the new post, subject to satisfactory performance.
- 3.1.12 An increment may be withheld if an employee is subject to formal capability procedures during the year leading up to the 1st April.
- 3.1.13 An additional increment may be awarded in any one year to an employee, at the discretion of the Head of Service/ Service Director, on the grounds of special merit or ability, provided the maximum of the grade is not exceeded.

Additional payments – all employees

- 3.1.14 Additional payment may be made for additional hours, overtime, undertaking higher responsibilities, and for non-standard working arrangements such as stand-by or evening work, or for exceptional working conditions. Senior Managers are only entitled to overtime payments in exceptional circumstances where regular overtime cannot be practically compensated by time off in lieu, there is no other solution to ensuring the work is covered, the Executive Director believes the payment to be necessary and appropriate and it can be contained within the service budget. . See Appendix 2 for details.
- 3.1.15 Car allowance payments for new senior managers ceased to be paid from November 2007. Some senior employees who were already in receipt of such allowances continue to receive them on a protected basis whilst in post.
- 3.1.16 Essential car users (defined as those who travel at least 1,500 business miles per annum) receive an allowance.
- 3.1.17 All employees can claim expenses for essential business travel at the rate of the cost of public transport, or a mileage rate. Subsistence expenses may be claimed at the rates recommended by HMRC.
- 3.1.18 The Council does not operate a separate bonus scheme for its Chief Officers. With the exception of the Special Recruitment Payment mentioned in 3.1.7 above no other charges, fees or allowances or remuneration are payable to Chief Officers in connection with their responsibilities.
- 3.1.19 Fees for Returning Officer duties during elections are payable to the Chief Executive. Fees for national elections are set by central Government and vary according to the type of election. Fees for local elections (parish and district elections) are set by the Council.
- 3.1.20 There are no benefits in kind, such as private health insurance, payable to Chief Officers.

- 3.1.21 Chief Officers are eligible to join the Local Government Pension Scheme in the same way as other employees.

Severance arrangements

- 3.1.22 Chief Officers are subject to the same redundancy payment and pension arrangements as other employees. These are set out in the Council's [Employer Statement of Policy on Discretionary Compensation](#) and the [Employer Statement – Local Government Pension Scheme Discretions Policy](#).)
- 3.1.23 All redundancy or severance costs (including the cost of mandatory early payment of pension) of between £10,000 and £99,999 must be approved by the Executive. Redundancy or severance costs of more than £100,000 must be approved by Full Council. Severance costs linked to sickness absence can be approved by Head of Service or above, with a maximum cost as defined in [Sickness Absence - Reporting and Management, Procedure and Guidance](#) .
- 3.1.24 An employee who has left the Council, with a redundancy or other severance payment under the discretionary compensation scheme, will not normally be re-engaged by the Council within two years of the termination date. In exceptional circumstances the Head of Human Resources may make a decision, after consultation with the Chief Executive, the Monitoring Officer, the Section 151 Officer, and the Leader and Shadow Leader of the Council, to authorise re-engagement where it is in the interests of the Council to do so. (See the [Re-Employment Policy](#).)

4. Pay ratios in the Council

It is the Policy of the Council to ensure that the ratio of the salary of the highest paid officer and the lowest paid officer is well below the 20:1 ratio recommended as a maximum in the terms of reference for the 2011 Hutton Review of Fair Pay in the Public Sector.

As at 1st April 2020, pay ratios within the Council stand as follows:

- *Highest:lowest = 8.52:1*
- *Highest:median = 5.1:1*

This is based on the following salary packages:

- Highest paid (maximum CX including car allowance) = *£150,000*
- Lowest paid (minimum grade B) = *£16,881*
- Median (average excluding car allowances) = *£28,221*

5. Pensions

5.1 Council employees are entitled to join an occupational pension scheme. Scheme members contribute a percentage of their monthly salary and the council contributes an additional amount into the relevant scheme. Contribution rates vary according to the level of pay.

Commented [RB5]: Calculations to be done following the pay award 1/4/20

Commented [RB6]: All Subject to pay award

5.2 New employees are automatically enrolled onto the relevant pension scheme, but may choose to opt out. Employees who have opted out of the scheme may also choose to opt back in.

5.3 Most council employees are eligible to join the [Local Government Pension Scheme](#) (administered by [Berkshire Pensions](#)). Teachers are eligible to join the [Teachers' Pension Scheme](#).

6. **Review**

This policy will be reviewed at least annually and more frequently if necessary to respond to any changes.

DRAFT

Appendix 1 – Revised West Berkshire Pay Scales

See Excel attachment.

NB Scales to be updated once the pay award effective from 1st April 2020 has been agreed.

Appendix 2 – Additional Payments Scheme

Criteria for making service related additional payments

The scheme provides for additional payments to be made where:

- There is a clear service need to resolve organisational and/or staffing difficulties;
- Other organisational responses (e.g. restructuring or re-allocation of work) will not overcome the difficulties;
- No other provision exists for payments to be made under WBC Conditions of Service;
- Costs can be contained within service budgets;
- The relevant Executive Director is satisfied that payments are necessary and appropriate in all the circumstances.

If the above criteria apply, and other conditions and criteria are met (see sections below) additional payments may be made at the discretion of the Head of Service/ Service Director.

Payment for Exceptional Working Patterns

The normal working week will be the working week or regular work pattern defined in the contract of employment, normally based on any five named days out of seven.

Some jobs require regular working patterns which, because of service demands, are particularly disruptive to social or domestic life and these jobs may therefore present difficulties of recruitment and retention e.g. week end working, split duty or sleeping in.

Others may require acceptance of occasional severe disruption to regular work patterns which are not commonly acceptable under normal basic pay arrangements. Where there is clear evidence that such circumstances present service delivery problems, additional payments, based on a maximum of time and a third of basic pay may be made at the discretion of the Head of Service/ Service Director.

Payment for night work

Time and a third may be paid for night work undertaken between the hours of 10pm and 6am.

Payment for stand-by duty

For some jobs, where stand-by duty is a regular requirement, specific stand-by payments may be written into the employment contract. The Head of Human Resources or the relevant Head of Service/ Service Director will advise where these apply.

Where there is no contractual requirement or payment for stand-by duty, and stand-by duty is not reflected in the grading of the post, payment of one third of basic pay may be paid. Payment will be at the discretion of the Head of Service/ Service Director.

Payment for higher responsibility

WBC Conditions of Service provide for an employee, who for reasons other than annual leave of another employee, is called upon to undertake the duties and responsibilities of a higher graded post for a period of at least four weeks may, at the discretion of the Head of Service/ Service Director, receive an honorarium to reflect the additional duties and responsibilities.

In determining the appropriate level of additional payment, the Head of Service/ Service Director should take into account factors like:

- The difference between grading between the absent employee and the employee providing cover
- The duration of the period of absence
- The level of support provided to the covering employee
- Arrangements relating to the employee's normal duties;

Although not normally provided for in WBC Conditions, Heads of Service may, exceptionally, make additional payments to employees covering for absence resulting from annual leave. The above criteria are relevant in deciding to make payments in these circumstances, in particular, the duration of cover and the difference in grading.

Payment for Regular Overtime

Some jobs require regular overtime working that cannot, practicably, be compensated by time off in lieu. These jobs may be held by employees above the normal ceiling for overtime payment (scp26).

Where regular overtime is a feature of the job (e.g. regular requirement for attendance at evening Council and/or Committee meetings), the Head of Service/ Service Director may agree the payment of a flat rate allowance that reflects the regular nature of the demand and the normal basis for calculating additional payments (time and one third).

Payment for Exceptional Working Conditions

WBC job evaluation takes account of physical aspects of jobs where they are a regular feature e.g. heavy and awkward working conditions. Normal pay reflects the conditions of such jobs. However, in some jobs such conditions may occur only occasionally and will not, therefore, be reflected in grading.

In other jobs, employees may be required, from time to time, to work in particularly dirty or otherwise unpleasant circumstances.

Where job grading has not taken exceptional working conditions into account, additional payments may be made. Where the exceptional conditions extend over a period of time, payment of time and a third for hours worked in those conditions will be appropriate. In the case of a short, one-off situation, a payment for Other Exceptional Circumstances, as described below, may be paid.

Payment for election duties

Election fees are payable to some staff as and when elections are held for National Elections. The fees are set by HM Government and vary according to type of election

Payment for Other Exceptional Circumstances

From time to time, other exceptional circumstances may arise that merit an additional payment e.g. short and unusual exposure to particularly unpleasant work conditions, reward for a sustained period of particularly heavy increased responsibility, or exceptional achievement. In such circumstances, an additional payment may be made. Although not a limit in truly exceptional circumstances, the normal ceiling of time and a third for additional payments should be taken into account when determining an appropriate additional payment.

Payment for Emergency Operations Centre (EOC) work

Where the Emergency Operations Centre (EOC) is set up to respond to an emergency, staff carrying out EOC work will be paid as follows:

- All hours worked on EOC duties outside 0800 to 1700 Monday to Friday will be paid at £15 per hour.
- Full time employees working the day shift (8am to 4pm) will receive an honorarium payment of £30 for each day shift worked.
- Part time employees working extra hours on the day shift will be paid £15 per hour for each additional hour worked in addition to the £30 honorarium payment for each day shift worked.
- The hours paid will include the time it takes to come in and go home if the employee would not have had to make this journey in normal circumstances (for example travelling back in for a midnight start or travelling at weekends). However employees cannot claim 'petrol costs'.
- These payments are payable to all employees regardless of grade.

Where employees who have worked weekends, late or night shifts would prefer to take the extra hours they worked as time off in lieu (TOIL) rather than receive £15 per hour they should inform HR by email.

Staff who had booked annual leave but come in for a day shift should swap their leave to another day. If the EOC work occurs towards the end of an annual leave period, and as a result, there is a need to carry forward leave after the end of the leave year, the employee should agree this with his/her line manager. The employee will receive the £30 honorarium for each day shift worked.

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LOCAL GOVERNMENT PAY RATES - Current until 31 March 2020

(All points are subject to NJC increase WEF 1/4/20)

Grade	SCP	Salary	Monthly	Hourly 37	Notes
A	1	17364	1447.00	9.0002	9.7499 NJC
	2	17711	1475.92	9.1801	9.9448 NJC
B	3	18065	1505.42	9.3636	10.1436 NJC
	4	18426	1535.50	9.5507	10.3463 NJC
C	5	18795	1566.25	9.7419	10.5535 NJC
	6	19171	1597.58	9.9368	10.7646 NJC
D	7	19554	1629.50	10.1354	10.9796 NJC
	8	19945	1662.08	10.3380	11.1992 NJC
E	9	20344	1695.33	10.5448	11.4232 NJC
	10	20751	1729.25	10.7558	11.6518 NJC
F	11	21166	1763.83	10.9709	11.8848 NJC
	12	21589	1799.08	11.1902	12.1223 NJC
G	13	22021	1835.08	11.4141	12.3649 NJC
	14	22462	1871.83	11.6427	12.6125 NJC
H	15	22911	1909.25	11.8754	12.8646 NJC
	16	23369	1947.42	12.1128	13.1218 NJC
I	17	23836	1986.33	12.3548	13.3840 NJC
	18	24313	2026.08	12.6021	13.6518 NJC
J	19	24799	2066.58	12.8540	13.9247 NJC
	20	25295	2107.92	13.1111	14.2032 NJC
K	21	25801	2150.08	13.3733	14.4873 NJC
	22	26317	2193.08	13.6408	14.7771 NJC
L	23	26999	2249.92	13.9943	15.1600 NJC
	24	27905	2325.42	14.4639	15.6687 NJC
M	25	28785	2398.75	14.9200	16.1629 NJC
	26	29636	2469.67	15.3611	16.6407 NJC
N	27	30507	2542.25	15.8126	17.1298 NJC
	28	31371	2614.25	16.2604	17.6149 NJC
O	29	32029	2669.08	16.6015	17.9844 NJC
	30	32878	2739.83	17.0415	18.4611 NJC
P	31	33799	2816.58	17.5189	18.9782 NJC
	32	34788	2899.00	18.0315	19.5336 NJC
Q	33	35934	2994.50	18.6255	20.1771 NJC
	34	36876	3073.00	19.1138	20.7060 NJC
R	35	37849	3154.08	19.6181	21.2523 NJC
	36	38813	3234.42	20.1178	21.7936 NJC
S	37	39782	3315.17	20.6201	22.3377 NJC
	38	40760	3396.67	21.1270	22.8869 NJC
T	39	41675	3472.92	21.6013	23.4006 NJC
	40	42683	3556.92	22.1237	23.9666 NJC
U	41	43662	3638.50	22.6312	24.5164 NJC
	42	44632	3719.33	23.1340	25.0610 NJC
V	43	46935	3911.28	24.3278	26.3543
	44	49274	4106.18	25.5401	27.6676
W	45	51056	4254.68	26.4637	28.6682
	46	52832	4402.66	27.3842	
X	47	54625	4552.09	28.3136	
	48	55407	4617.29	28.7191	
Y	49	57525	4793.75	29.8167	
	50	59635	4969.61	30.9106	
Z	51	61748	5145.65	32.0055	

	N	52	not used	not used	not used	not used
		53	64000	5333.33	33.1729	New Service Lead
		54	65000	5416.67	33.6912	New SL
		55	66000	5500.00	34.2096	New SL
		56	67000	5583.33	34.7279	New SL
		57	68000	5666.67	35.2462	New SL
		58	69000	5750.00	35.7645	New SL
		59	70000	5833.33	36.2829	New SL
HOS		60	68864	5738.69	35.6942	HOS Will be deleted
		61	70449	5870.78	36.5158	HOS Will be deleted
	62	72824	6068.66	37.7466	HOS Will be deleted	
	63	75208	6267.31	38.9821	HOS Will be deleted	
	64	77570	6464.17	40.2066	HOS Will be deleted	
	65	79951	6662.56	41.4405	HOS Will be deleted	
	66	82322	6860.18	42.6698	HOS Will be deleted	
	67	84704	7058.66	43.9043	HOS Will be deleted	
	O	68	88000	7333.33	45.6127	Service Director
		69	89500	7458.33	46.3902	
		70	91000	7583.33	47.1677	
		71	92500	7708.33	47.9452	
		72	94000	7833.33	48.7227	
CORPD	73	97888	8157.37	50.7381	CORPD will be deleted	
	74	100473	8372.76	52.0779	CORPD will be deleted	
	75	103067	8588.91	53.4223	CORPD will be deleted	
	76	105654	8804.47	54.7631	CORPD will be deleted	
	77	108242	9020.20	56.1049	CORPD will be deleted	
	78	110841	9236.78	57.4520	CORPD will be deleted	
P	79	118000	9833.33	61.1625	ED PLACE	
	80	119000	9916.67	61.6809		
	81	120000	10000.00	62.1992		
	82	121000	10083.33	62.7175		
	83	122000	10166.67	63.2358		
	84	123000	10250.00	63.7542		
	Q	85	124000	10333.33	64.2725	ED
		86	125000	10416.67	64.7908	
		87	126000	10500.00	65.3091	
		88	127000	10583.33	65.8275	
		89	128000	10666.67	66.3458	
		90	145000	12083.33	75.1573	
CX	CEX	91	146000	12166.67	75.6757	etc
		92	147000	12250.00	76.1940	etc
		93	148000	12333.33	76.7123	etc

Proposed Member Development Programme 2020/2021

Committee considering report:	Council on 3 March 2020
Portfolio Member:	Councillor Howard Woollaston
Date Portfolio Member agreed report:	6 February 2020 (by Councillor Lynne Doherty)
Report Author:	Jo Watt
Forward Plan Ref:	C3847

1. Purpose of the Report

- 1.1 To give consideration to, and agree the proposed Member Development Programme for 2020/21 (attached at Appendix A). The programme was considered and endorsed by the Member Development Group on 23rd January 2020.

2. Recommendation

- 2.1 That Council approve the proposed Member Development Programme for 2020/21 (attached at Appendix A).

3. Implications and Impact Assessment

Implication	Commentary			
Financial:	The programme will be delivered within existing budgets. The Council has a small training budget for Members that can be used when external trainers are required.			
Human Resource:	The Member Induction and Development programme is established, managed and monitored by officers within Legal and Strategic Support and the delivery of sessions is cross-service, usually at Head of Service level.			
Legal:	The delivery of the programme will ensure that Members attend the necessary training in line with statutory requirements.			
Risk Management:	The risk to the Local Authority will reduce if Members are up to date with their training.			
Property:	None			
Policy:	The Member Development Programme will be delivered as part of the Member Development Strategy.			
	Positive	Neutral	Negative	Commentary
Equalities Impact:				
A Are there any		✓		

aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?				
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		✓		
Environmental Impact:		✓		
Health Impact:		✓		
ICT or Digital Services Impact:		✓		
Council Strategy Priorities or Business as Usual:		✓		
Data Impact:				
Consultation and Engagement:	N/A			

4. Executive Summary

- 4.1 Each year, Council is asked to agree the Member Development Programme for the following Municipal Year. The Member Development Programme is developed by Officers in conjunction with the Member Development Group which is attended by representatives from all three political groups. The programme is made up of mandatory sessions that must be attended by specific groups of Members for example those who sit on Planning and Licensing Committees and more generic, often service based sessions that are open to all Members. The majority of the sessions are delivered by Council Officers, although where appropriate, external providers are also used where this is seen to be of benefit to Members.
- 4.2 Whilst the main programme is agreed at Council, additional sessions may be added during the course of the year if required. For example, it may be necessary to add ad hoc sessions on a particular topic to bring Members up to speed quickly.
- 4.3 Council is asked to agree the proposed Member Development Programme for 2020/21.

5. Supporting Information

- 5.1 The Member Induction and Development Programme for 2019/20 received very positive feedback from those Members who attended the sessions. The proposed Member Development Programme for 2020/21 builds on the sessions delivered in 2019/20 and includes new sessions that the Member Development Group believe will be of benefit to Members such as sessions on Scrutiny, Casework, and Digitisation. The Member Development Group also suggested that some sessions should be delivered to both Senior Officers as well as Members with a different format to the standard sessions. It was suggested that these sessions could include the Housing Strategy and Climate Emergency.
- 5.2 The Member Development Group is also actively investigating the option of filming Member Development Sessions in the future for the benefit of those Members who are not able to attend sessions. This proposal is dependent on a number of factors including the suitability of the equipment available for webcasting and will be trialled at public meetings in the first instance.

Introduction

- 5.3 Council is asked to agree the proposed Member Development Programme for 2020/21 (attached at Appendix A).

Background

- 5.4 District Council Elections took place in West Berkshire in May 2019. All Members, and particularly the newly elected Members, were provided with a full Induction programme of training following the Election. A shortened programme of Member Development sessions to brief all Members on relevant current issues followed the induction sessions and will run until the end of this Municipal Year.
- 5.5 The Member Development Group met on 23rd January 2020 and gave consideration to the draft Member Development Programme for 2020/21. The programme was developed alongside feedback received from Members and Officers on the Member Induction and Development Programme for 2019/20 and the headline proposals for the 2020/21 Programme.

Proposals

- 5.6 That Council agrees the proposed Member Development Programme for 2020/21 (attached at Appendix A).
- 5.7 At its meeting on 4th February 2020, Corporate Board recommended that the following sessions be added to the proposed Member Development Programme for 2020/21:
- Annual session on Equalities and Diversity – **mandatory for all Members**
 - Annual session on Governance and Ethics – **mandatory for members of the Governance and Ethics Committee**
 - Annual session on Safeguarding – all Members invited to attend
 - The ‘People’ Directorate and what they do – all Members invited to attend
 - The Economic Development Strategy – all Members invited to attend

5.8 Corporate Board recommended that going forward, the sessions on Equalities and Diversity, Governance and Ethics and Safeguarding should be held on an annual basis.

6. Other options considered

- Following consultation, various sessions were put forward for inclusion in the programme and were considered by the Member Development Group. The resulting programme is attached.
- Not to run a Member Development Programme

7. Conclusion

7.1 The proposed Member Development Programme 2020/21 will be considered by Council on 3rd March 2020 and if agreed, will be in place for May 2020.

8. Appendices

8.1 Appendix A - The proposed Member Development Programme for 2020/21.

Background Papers: None

Subject to Call-In:

No:

The item is due to be referred to Council for final approval



Wards affected: All Wards as the Member Development Programme is for all Member

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Member Development Programme 2020/21

Session and content	Date, venue and time	Delivered by
Mandatory session for all Members		
Equalities and Diversity – annual update		
Mandatory session for all Members appointed to the Governance and Ethics Committee (All Members welcome)		
Governance and Ethics – annual update		
Mandatory session for all Members appointed to a Planning Committee (All Members welcome)		
The Planning Process – annual update	TBC	Planning and Legal Services
Mandatory session for all Members appointed to the Licensing Committee (All Members welcome)		
The Licensing Process – annual update	TBC	Public Protection and Culture Legal Services.
Mandatory session for all Members appointed to the Appeals Panel (All Members welcome)		
Appeals – annual update	TBC	School Transport Team HR Appeals Officer Legal Services Revenues and Benefits
Non mandatory sessions for all Members		

Session and content	Date and time	Delivered by
Scrutiny	June?	External provider and new Scrutiny Officer
Annual Safeguarding update for Members	TBC	Adult Services, Children's Services and Building Communities Together Team.
Case work	TBC	South East Employers/ Bracknell Forest Borough Council
The 'People' Directorate and what they do	TBC	Andy Sharpe, Executive Director - People
Communications and Customer First	TBC	The Communications Team
Policy & Finance Update: <ul style="list-style-type: none"> • Corporate Peer Challenge • Latest Government Policy • Update on Brexit • Procurement • CIL 	Ad hoc	Chief Executive Executive Director, Resources Head of Finance and Head of Legal and Strategic Support
Planning, Appeals & Licensing Updates	Ad hoc	Relevant Heads of Service
Digitisation	TBC	Executive Director Resources and Head of Customer Services and ICT

Session and content	Date and time	Delivered by
The Housing Strategy – possible joint Member and Senior Officer session	TBC	TBC
The Economic Development Strategy	TBC	TBC
Climate Emergency – possible joint Member and Senior Officer session	TBC	TBC

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