

Meeting of West Berkshire District Council

Tuesday 2 March 2021

Summons and Agenda

This meeting will be held in a virtual format in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panels Meetings) (England and Wales) Regulations 2020 (“the Regulations”).



To: All Members of the Council

You are requested to attend a meeting of
WEST BERKSHIRE DISTRICT COUNCIL

This meeting can be viewed online on

Tuesday 2 March 2021

at 6.30pm

Via the following link:

<https://www.westberks.gov.uk/fullcouncillive>



Sarah Clarke
Service Director (Strategy and Governance)
West Berkshire District Council

Date of despatch of Agenda: Monday, 22 February 2021

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 held on 3 December 2020. **(Pages 9 - 20)**

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](#).



WestBerkshire
C O U N C I L

Agenda - Council to be held on Tuesday, 2 March 2021 (continued)

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 members of the public in accordance with the Council's Constitution. *Please note that there were no questions submitted in relation to items not included on the agenda.*

7. MEMBERSHIP OF COMMITTEES

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

8. MOTIONS FROM PREVIOUS MEETINGS

To note the responses to Motions which have been presented to previous Council meetings.

- a) Response to the Motion from Councillor Jeff Brooks – Item 1 Delegated Officer Decision 6 January 2021
- b) Response to the Motion from Councillor Erik Pattenden – Item 9, Executive Agenda 17 December 2020
- c) Response to the Motion from Councillors Adrian Abbs and Steve Ardagh-Walter - Item 8, Executive Agenda 17 December 2020
- d) Response to the Motion from Councillor David Marsh - Item 10, Executive Agenda 17 December 2020
- e) Response to the Motion from Councillor Richard Somner – Item 21 on this agenda
- f) Response to the Motion from Councillor Martha Vickers – To be responded to as part of the 2021/22 budget papers on this agenda (Item 18).

9. LICENSING COMMITTEE

The Council is asked to note that since the last meeting of the Council, the Licensing Committee met on 8 February 2021. Copies of the Minutes of this meeting can be obtained from Strategy and Governance or via the [Council's website](#).

10. PERSONNEL COMMITTEE

The Council is asked to note that since the last meeting of the Council, the Personnel Committee met on 9 December 2020 and 12 February 2021. Copies of the Minutes of these meetings can be obtained from Strategy and Governance or via the [Council's website](#).



11. GOVERNANCE AND ETHICS COMMITTEE

The Council is asked to note that since the last meeting of Council, the Governance and Ethics Committee met on 1 February 2021. Copies of the Minutes of this meeting can be obtained from Strategy and Governance or via the [Council's website](#).

12. DISTRICT PLANNING COMMITTEE

The Council is asked to note that since the last meeting of the Council, the District Planning Committee met on 10 February 2021. Copies of the Minutes of this meeting can be obtained from Strategy and Governance or via the [Council's website](#).

13. 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 26 January 2021 and 9 February 2021. Copies of the Minutes of these meetings can be obtained from Strategy and Governance or via the [Council's website](#).

14. 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 15 December 2020. Copies of the Minutes of this meeting can be obtained from Strategy and Governance or via the [Council's website](#).

15. INVESTMENT AND BORROWING STRATEGY 2021/22 (C3980)

Purpose: This report fulfils the Council's legal obligation under the Local Government Act 2003 to have regard to the CIPFA Code and sets out the Council's proposed Investment and Borrowing Strategy for 2021/22. **(Pages 21 - 54)**

16. MEDIUM TERM FINANCIAL STRATEGY 2021/22 TO 2024/25 (C3981)

Purpose: To set out the financial planning assumptions for future years and align these with the Council Strategy to ensure that the Council Strategy will be delivered. The MTFs highlights the overarching key issues facing the Council's finances as well as how there are many different scenarios and uncertainty concerning the future revenue streams for the Council in the future.

The document will enable the Council to commence the next four years of the MTFs from a strong financial base and this position and future projections are highlighted in the report. **(Pages 55 - 72)**

17. CAPITAL STRATEGY AND PROGRAMME 2021/22 - 2023/24 (C3982)

Purpose: To outline the Capital Strategy covering financial years 2021/22 - 2023/24 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 73 - 122)**

18. REVENUE BUDGET 2021/22 (C3983)

Purpose: To consider and recommend to Council the 2021-22 Revenue Budget, which proposes a Council Tax requirement of £104.32m, requiring a Council Tax increase of 1.99%. The Council Tax increase will raise £2.04m. The Council is not proposing any use of the Adult Social Care precept and there will therefore not be any increase in the precept. The overall Council Tax increase is intended to balance the financial impact of the pandemic on residents, mitigating the financial pressures they face, as well as the cost pressures that the Council faces.

The budget details the investment for the year ahead to deliver the Council Strategy and support core Council Services. This includes investment in Adult Social Care, economic development and prevention work. The budget also allocates revenue funding to deliver the Capital Strategy (separate paper) that has a substantial amount of investment in infrastructure for the year ahead, including savings proposals, other income sources and £3.2m of support from Government for Covid-19 costs. The Council is proposing to support the budget with a £2.2m contribution from reserves; it is rare that the Council would use such a sizeable level of one-off support for the budget but the impact of the pandemic on the current year budget, allied to Government financial support, has led to an expected underspend in the current year that is being proposed to partially use to support the 2021-22 budget.

This report also proposes the Fees and Charges for 2021-22 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. **(Pages 123 - 212)**

19. STATUTORY PAY POLICY 2021 (C3984)

Purpose: To seek Council's approval of the Statutory Pay Policy Statement for publication from 1 April 2021. **(Pages 213 - 240)**

20. MEMBER DEVELOPMENT PROGRAMME 2021/2022 (C3991)

Purpose: To give consideration to and agree the proposed Member Development Programme for 2021/22 (attached at Appendix C). **(Pages 241 - 256)**

21. RESPONSE TO PROPOSED FIREWORKS MOTION (C3972)

Purpose: To inform Full Council on how West Berkshire Council can support any aspects of the Motion.

To share the report which was presented to the Licensing Committee on 8 February 2021. The report outlines some information for Council concerning the legal provisions the PPP have with respect to fireworks such as storage, point of sale, intelligence led promotional campaigns and the use of appropriate licensing conditions and noise management plans to minimise the impact. **(Pages 257 - 304)**

22. **NOTICES OF MOTION - PUBLIC FUNDS FOR PUBLIC ACCESS**

The following Motion has been submitted in the name of Councillor Tony Vickers:

“Council notes:

1. How the pandemic has highlighted the importance of outdoor exercise for our mental and physical health and wellbeing and our understanding of the interconnections between farming, biodiversity and food production;
2. That the Environment Agency accepts that the benefits of outdoor exercise could be worth billions to the NHS and care services;
3. That the Environment Bill includes provision for “public funds for public goods”;
4. That the Agriculture Act contains powers to provide financial assistance to support public access to the countryside, through replacing the EU funding system known as the Common Agriculture Policy (CAP);
5. The excellent work done by this Council’s Rights of Way Team and many volunteers from bodies represented on the Mid & West Berkshire Local Access Forum to maintain and improve public access to our beautiful countryside, and
6. The emphasis in our local planning and transport policies towards more ‘active travel’ opportunities, as part of combating Climate Change.

Council therefore supports the campaign of the Outdoor Access Alliance of organisations that represent countryside access groups to enable this “BREXIT Bonus” for funding to be channelled through local government to help improve our rights of way network;

And calls on this Council to work with local and national organisations to improve the relationship between urban communities, landowners and farmers as the rural environment and economy is transformed by BREXIT and climate change, so that all our residents better understand the connections between food production, biodiversity, landscape and public health.”

23. **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 Environment submitted by Councillor Adrian Abbs:**

“Why did West Berkshire choose to use a potential percentage of carbon saved on the councils own carbon contribution rather than the percentage of West Berkshire given the climate emergency declaration was to reach a district level carbon zero by 2030. 30% rather than the reality which is close to 3%?”



Agenda - Council to be held on Tuesday, 2 March 2021 *(continued)*

- (b) **Question to be answered by the Executive Member for Children, Young People and Education submitted by Councillor Martha Vickers:**

“In view of expert reports that our children will need opportunities to play and socialise in the coming months rather than extended school hours, what is this Council planning to do to meet this need?”

- (c) **Question to be answered by the Executive Member for Internal Governance submitted by Councillor Phil Barnett:**

“How many redundancies have taken place during the past five years?”

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, 3 DECEMBER 2020

Councillors Present: Adrian Abbs, Steve Ardagh-Walter, Peter Argyle, Phil Barnett, Jeff Beck, Dennis Benneyworth, Dominic Boeck, Graham Bridgman, Jeff Brooks, Jeff Cant, Hilary Cole, James Cole, Jeremy Cottam, Carlyne Culver, Lee Dillon, Lynne Doherty, Billy Drummond, Clive Hooker (Vice-Chairman), Nassar Hunt, Gareth Hurley, Owen Jeffery, Rick Jones, Alan Law, Tony Linden, Royce Longton, Ross Mackinnon, Alan Macro, Thomas Marino, David Marsh, Steve Masters, Andy Moore, 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: John Ashworth (Executive Director - Place), Nick Carter (Chief Executive), Joseph Holmes (Executive Director - Resources), Bryan Lyttle (Planning & Transport Policy Manager), Andy Sharp (Executive Director (People)), Shiraz Sheikh (Legal Services Manager), Moira Fraser (Democratic and Electoral Services Manager) and Linda Pye (Principal Policy Officer)

Apologies for inability to attend the meeting: Councillor Geoff Mayes

PART I

32. Chairman's Remarks

Prior to the commencement of the meeting the Chairman invited all those present to observe a minutes' silence to remember ex-Chairman of Newbury District Council, Bill Palmer and ex Lord Lieutenant Philip Wroughton who had recently passed away.

The Chairman reported that due to the ongoing Covid pandemic he had only attended one event in person since the last Council meeting and that was the wreath laying event on Remembrance Sunday in Newbury. He had instead been involved in making video recordings for various events and to raise awareness of Council initiatives which were being broadcast on social media.

The Chairman also noted that this was the last Council meeting that John Ashworth (Executive Director: Place) would be attending before retiring and he wished, on behalf of the Council, to thank him for his many years of exemplary service to the Council.

33. Minutes

The Minutes of the meeting held on 10 September 2020 were approved as a true and correct record and signed by the Chairman.

34. Declarations of Interest

Councillor Claire Rowles declared an interest in Agenda Item 18a, and reported that, as her interest was an other registrable interest, she determined that she would be leaving the meeting during the course of consideration of the matter.

35. Petitions

There were no petitions presented to the meeting.

36. Public Questions

A full transcription of the public and Member question and answer sessions are available from the following link: [Transcription of Q&As](#).

- a) A question standing in the name of John Gotelee on the subject of the Tesco Culvert was answered by the Executive Member for Finance and Economic Development.
- b) It was agreed that a question standing in the name of Susan Millington on the subject of a tree planting target would receive a written response from the Executive Member for Transport and Countryside, given that she was unable to attend the meeting.
- c) A question standing in the name of Paula Saunderson on the subject of funding from Central Government for the Covid-19 pandemic was answered by the Executive Member for Finance and Economic Development.
- d) It was agreed that a question standing in the name of Paula Saunderson on the subject of the distribution of the Covid-19 funding would receive a written response from the Executive Member for Finance and Economic Development.
- e) It was agreed that a question standing in the name of Paula Saunderson on the subject of the number of recipients of the Covid-19 funding would receive a written response from the Executive Member for Finance and Economic Development.
- f) It was agreed that a question standing in the name of Ros Clow on the subject of a working from home hub in Newbury would receive a written response from the Executive Member for public Health and Community Wellbeing, given that they were unable to attend the meeting.
- g) A question standing in the name of Alan Pearce on the subject of the swale situated on land west of Tesco was answered by the Executive Member for Transport and Countryside.
- h) A question standing in the name of John Gotelee on the subject of water quality at the outfall of the Thames Water sewer was answered by the Executive Member for Transport and Countryside.
- i) A question standing in the name of Paul Morgan on the subject of additional expenditure on the London Road Industrial Estate was answered by the Executive Member for Finance and Economic Development.
- j) It was agreed that a question standing in the name of Stuart Gourley on the subject of development principles in the Avison Young LRIE Master Plan would receive a written response from the Executive Member for Finance and Economic Development , given that he was unable to attend the meeting.
- k) A question standing in the name of Alan Pearce on the subject of costs paid to ARDENT Consulting Engineers was answered by the Executive Member for Transport and Countryside.
- l) A question standing in the name of Lee McDougall on the subject of the re-opening of Faraday Road Football Ground was answered by the Executive Member for Finance and Economic Development.
- m) A question standing in the name of Vaughan Miller on the subject of making the football ground available was answered by the Executive Member for Finance and Economic Development.
- n) A question standing in the name of Vaughan Miller on the subject of making the recreational sports pitch in Faraday Road work was answered by the Executive Member for Public Health and Community Wellbeing.

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- o) A question standing in the name of Vaughan Miller on the subject of the users of the recreational sports pitch was answered by the Executive Member for Public Health and Community Wellbeing.
- p) A question standing in the name of Maria Morgan on the subject of the visual amenity of the flats being built on the Sterling Cable site and the old bus station was answered by the Executive Member for Planning and Housing.
- q) A question standing in the name of John Stewart on the subject of money spent on St Modwen Developments Ltd was answered by the Executive Member for Finance and Economic Development.
- r) It was agreed that a question standing in the name of Jason Braidwood on the subject of the closure of the football ground at Faraday Road would receive a written response from the Executive Member for Public Health and Community Wellbeing, given that he was unable to attend the meeting.

37. Membership of Committees

No changes to the membership of Committees were proposed at the meeting.

38. Motions from Previous Meetings

To following responses to Motions which had been presented to previous Council meetings were noted:

- a) Response to the Motion from Councillor Steve Ardagh-Walter – Item 5 presented to the 16 July 2020 Executive Meeting.
- b) Response to the Motion from Councillor Lynne Doherty - Item 20 presented to the 24 April 2020 Personnel Committee Meeting.
- c) Response to the Motion from Councillor Carolyne Culver – Item 6 presented to the 16 July 2020 Executive.

39. Licensing Committee

The Council noted that, since the last meeting, the Licensing Committee had met on 30 November 2020.

40. Personnel Committee

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

41. Governance and Ethics Committee

The Council noted that, since the last meeting, the Governance and Ethics Committee had met on 16 November 2020.

42. District Planning Committee

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

43. Overview and Scrutiny Management Commission

The Council noted that, since the last meeting, the Overview and Scrutiny Management Commission had met on 6 October 2020.

44. Joint Public Protection Committee

The Council noted that, since the last meeting, the Joint Public Protection Committee had met on 28 September 2020.

45. Minerals and Waste Local Plan - Proposed Submission Consultation (C3970)

The Council considered a report (Agenda Item 15) which set out the main changes to the Minerals and Waste Local Plan (MWLP) and supporting evidence. The report sought permission to undertake public consultation on these documents in accordance with the West Berkshire Statement of Community Involvement and the Town and Country Planning (Local Planning) (England) Regulations 2012.

Prior to the discussion on the item starting the Chairman noted that a revised website link relating to the link on page 33 of the agenda was circulated as a separate annex to all Members and had been published on the Council's website.

MOTION: Proposed by Councillor Hilary Cole and seconded by Councillor Tony Vickers:

That the Council:

“Grant delegated authority to the Head of Development and Planning to:

1. Agree any minor typographical and presentational changes and factual updates to the Proposed Submission Minerals and Waste Local Plan and supporting information prior to publication for consultation.
2. Publish the Minerals and Waste Local Plan Proposed Submission consultation document, and supporting evidence base documents for a six week consultation period in accordance with the West Berkshire Statement of Community Involvement and Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
3. Following public consultation, consider and summarise the responses received, and submit the Proposed Submission Minerals and Waste Local Plan and supporting evidence base to the Secretary of State for independent examination in line with Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012.”

Councillor Hilary Cole in introducing the item noted that the Council was required to produce a Mineral and Waste Local Plan. She noted that this was the first iteration of the plan that was specific to West Berkshire as previous versions were Berkshire wide. The completed document was the culmination of several years of work and would shape the future of minerals and waste development in West Berkshire up to 2037.

Councillor Cole noted that originally consultation was due to take place during January and February of 2020. Unfortunately one of the mineral sites that was due to be included as an allocation in the Plan was withdrawn at a late stage and consultation had to be put on hold until the Plan could be updated.

The Plan reflected national policies as well as Council Strategy Priorities. Councillor Cole noted that the MWLP had already been through several stages of public consultation, starting with the Issues and Options consultation in early 2014, a sites consultation on all sites submitted for consideration in the plan in summer 2016, and consultation on the Preferred Options in spring 2017.

It was proposed that the consultation would run for six weeks between Monday 4th January and Monday 15th February 2021. Following this, officers would consider and summarise the responses received and prepare the Proposed Submission MWLP and supporting evidence for submission to the Secretary of State for independent examination in line with legislative requirements by July 2021 with a view to it being adopted in the Summer of 2022.

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Councillor Hilary Cole thanked officers both past and present for their tenacity and hard work in producing the document.

Councillor David Marsh noted that there was a number of references to sustainability and biodiversity and he therefore sought assurance that this would happen. He asked if consideration could be given to water and rail as a means of transporting the materials if at all possible.

Councillor Adrian Abbs stated that he would not want to see any of the biodiversity net gains being outsourced outside of the district. Councillor Tony Vickers stated that he would not like to see any conflict between this Plan and the Local Development Plan.

Councillor Hilary Cole commented that restoration was an important part of extraction and sites would be restored to a very high standard. She noted that rail and water could only be used to transport materials if they were close to the sites. Neither could, for example, be used on a site in Chieveley but it was located close to the M4 which would reduce travel. Officers supporting the Mineral and Waste Plan and Planning Policy worked closely together and would ensure that a conflict situation did not arise.

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

46. **Recommendations of the West Berkshire Council Independent Remuneration Panel 2020 (C3977)**

The Council considered a report (Agenda Item 16) which set out the recommendations of the West Berkshire Council Independent Remuneration Panel (IRP) following their meetings on the 23 and 24 September 2020.

Prior to the discussion on the item starting the Chairman explained that a revised table setting out the information on pages 177 to 180 of the agenda pack was circulated as a separate annex and was published on the website. The information was the same it was just presented on a single sheet.

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

That the Council:

1. “considers and, if appropriate, agrees the recommendations of the Independent Remuneration Panel as set out in paragraph 4.19 of the report.
2. delegates authority to the Service Director: Strategy and Governance to amend Part 14 of the Constitution (Members’ Allowances Scheme) and the associated procedures and guidance in line with any changes agreed by full Council.
3. circulates the report of the Independent Remuneration Panel for West Berkshire Parish and Town Councils to all of its town and parish councils for information once the rate of the Council’s basic allowance for its councillors is agreed”.

Councillor Doherty in proposing the motion stated that she wished to propose a minor Amendment to the recommendation.

AMENDMENT: Proposed by Councillor Doherty and seconded by Councillor Dillon:

“that the new scheme of allowances to be agreed by the Council be implemented with effect from the beginning of the 2022-23 financial year (01 April 2022), at which time the current scheme of allowances will be revoked.”

Councillor Lynne Doherty in introducing the item noted that when the IRP had met in November 2017 they had proposed that the Panel be reconvened in 2020 to consider the impact of the Boundary Review. The Boundary Review had resulted in a decrease in the

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number of councillors from 52 to 43 and they felt that it would be an opportune time to assess what impact this had had on the workload of individual councillors. The onset of the Covid pandemic had meant that the meeting had to be delayed until September 2020. She thanked the Panel for the time they had taken to undertake the assessment and for producing the report. Councillor Doherty noted that the basic allowance paid to West Berkshire Councillors was one of the lowest in the county and country.

Councillor Doherty acknowledged the need to increase the diversity of those candidates standing for election and stated that she believed it was important to ensure that a fair remuneration package was in place in order to attract candidates from a range of backgrounds with a range of skills to offer. She stated that in addition to the small increase proposed in the basic allowance the Panel had also recommended changes to the Dependants' Carers' Allowance (set out on page 163 of the agenda). She highlighted that the Panel had commended the Council for adopting its Parental Leave Policy for Members and recommended that it be adopted within the Members Allowance Scheme. She also stated that the report recommended that the Council support an active 'Be A Councillor' programme to encourage and support a greater diversity of future councillor representation.

Councillor Doherty stated that she was also conscious that the recommendation could not have come at a more difficult time for many of the Council's residents and she recognised that the proposals might appear to be insensitive and therefore she was proposing delaying the implementation of the recommendations until 1 April 2022.

Councillor David Marsh stated that Members could not predict what the financial situation would be in April 2022 and he therefore could not support the amendment. He noted that in 2015 Councillors had received a 16.5% uplift in their allowances, they had received a further 2% increase in April 2018 and 2.75% increase in April 2020. Although he recognised the need to attract more diverse candidates he was of the opinion that a further 3% increase could not be justified and that other initiatives could be put in place to attract more diverse candidates.

Councillor Graham Bridgman commented that the 16.5% increase was a fallacy and the size of the increase was due to the fact that a number of allowances had been incorporated into the basic allowance. He believed that the rebasing was justified when the reduction in the number of councillors was factored in and would still result in an overall reduction in the budget for members allowances. He stated that it was important that the basic allowance be set at the right level to attract diversity and he therefore felt that the recommendations were both fair and justified.

Councillor Tom Marino stated that he was one of the youngest councillors and he had not stood as a candidate for financial gain but that the allowance did assist him with being able to carry out his duties as a councillor. If the Council wished to have greater diversity amongst its councillors and wanted to attract younger councillors a commensurate allowances scheme was needed. He stated that it was appropriate to defer the increase given the times.

Councillor Carlyne Culver was disappointed that the amendment had only been circulated to all Members an hour before the meeting.

Councillor Lee Dillon also supported the need for greater diversity amongst councillors and stated that the allowances could assist with that. It was however important to

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consider the context the decision was being made in and therefore he supported delaying the implementation.

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

Councillor Tony Vickers commented that Members used to be paid an attendance allowance and he would welcome that type of remuneration system being reintroduced.

Councillor Adrian Abbs stated that he had deliberated a lot with himself over this issue and he was concerned about being portrayed as a money grabber. However he spent around 30 hours per week on Council work and when viewed in that context the remuneration received was less than the minimum wage. The allowance simply enabled members to do this job.

Councillor Carolyn Culver stated that along with staff Members had received an increase of 2.75% in April 2020. She felt that the further 3% increase could not be justified given the current situation for staff and residents.

Councillor Claire Rowles stated that she would like to see more women getting involved in local politics. She stated that it was depressing that there were only six female councillors in post in West Berkshire and she felt that this proposal might encourage more women to stand. Councillor James Cole stated that the Panel had clearly factored in the amount of time Members were required to spend on council work and meant that members would receive an hourly rate which equated to the minimum wage.

Councillor Jeff Brooks stated that the allowance reflected the effort and commitment a councillor was required to put into the role. Members were required to spend a lot of time away from their families and often had to give up paid work in order to undertake the work. In his opinion the level of allowances proposed were entirely appropriate. Councillor Tom Marino reiterated that if the Council wished to attract younger councillors they would need to be recompensed at the right level.

Councillor Steve Masters stated that these were difficult times for residents and although he supported having more diverse councillors this was not the route to achieve it. Councillor Graham Bridgman reminded members that members allowances were index linked to staff and if the staff did not receive an increase members allowances would be frozen too.

Councillor Lee Dillon commented that within the Liberal Democrat Group Members had been afforded the opportunity to decide, based on their personal circumstances, whether or not they would take the 2.75% increase offered to them in 2020. He highlighted the proposals around the Dependants' Carers' Allowance and parental leave and stated that these could be used to attract a greater range of candidates. He reminded Members that the calculation factored in a 45% public service discount which meant that Members were expected to give about half of their time as a voluntary contribution. He reiterated that even with this increase the allowance paid to West Berkshire Councillors was still one of the lowest and it was important to set a good foundation for future candidates.

Councillor Lynne Doherty stated that everyone wanted greater diversity amongst Members but accepted that there was a difference of opinion as to how to achieve this. She stated that Members were sometimes required to make difficult decisions rather than popular ones and she therefore asked Members to support the proposal.

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Prior to the vote being taken a request to record the voting was made and this was supported by the requisite number of Members.

FOR the Amended Recommendation:

Councillors Adrian Abbs, Phil Barnett, Jeff Brooks, Jeremy Cottam, Lee Dillon, Billy Drummond, Owen Jeffery, Nassar Kessell, Royce Longton, Alan Macro, Andy Moore, Erik Pattenden, Martha Vickers, Tony Vickers, Keith Woodhams, Steve Ardagh-Walter, Peter Argyle, Jeff Beck, Dennis Benneyworth, Dominic Boeck, Graham Bridgman, Jeff Cant, Hilary Cole, James Cole, Lynne Doherty, Clive Hooker, Gareth Hurley, Rick Jones, Alan Law, Tony Linden, Ross Mackinnon, Tom Marino, Graham Pask, Claire Rowles, Garth Simpson, Richard Somner, Jo Stewart, Andy Williamson, Howard Woollaston

AGAINST the Amended Recommendation:

Councillors: Carolyn Culver, Steve Masters, David Marsh

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

47. West Berkshire Council Timetable of Public Meetings 2021-22 (C3990)

The Council considered a report (Agenda Item 17) which set out a timetable of public meetings for the 2021/22 Municipal Year.

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

That the Council:

“approve the timetable of public meetings for the 2021/22 Municipal Year”.

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

48. Motion – Citizens Advice West Berkshire

(Councillor Claire Rowles declared an interest in this item due to the fact that she was the Council’s appointed representative on West Berkshire Citizens Advice Bureau. As her interest was an other registrable interest she determined to leave the meeting and not take part in the discussion on this item.)

The Council considered the under-mentioned Motion Agenda item 18(a) refers) in the name of Councillor Martha Vickers.

The Chairman informed the Council that, in accordance with Procedural Rule 4.9.8 the motion if seconded, would be referred to Executive for consideration. The outcome of that decision would be reported back to full Council.

Motion: Proposed by Councillor Martha Vickers and seconded by Councillor Lee Dillon.

“This Council recognises the financial challenges many residents of West Berkshire are facing due to Covid 19.

Citizens Advice West Berkshire are seeing first-hand the problems individuals and families are facing. Problems they have been struggling with for some time, now accentuated by the pandemic. They are finding that an increasing number of people simply cannot meet their living costs.

We accept that government intervention has gone some way to support people during this crises. In particular the temporary uplift to Universal Credit and Working Tax Credit.

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We ask the Council to call on our three MPs to support the Citizens Advice Campaign to:

- Make the uplift to Universal Credit and Working Tax Credit permanent.
- Extend the uplift to legacy benefits.
- Extend the suspension of the minimum income floor within Universal Credit.
- Ensure that the benefits system provides adequate support.
- Improve support to pay energy bills.
- Provide financial support for people in debt.

This Council also recognises the vital services provided by Citizens Advice West Berkshire to those residents struggling financially at this time and commits to ensuring CAWB receive additional resources to allow them to continue to provide the help needed during the recovery period and beyond. “

49. **Motion - Scrutiny of Community Infrastructure Levy Payments**

The Council considered the under-mentioned Motion Agenda item 18(b) refers) in the name of Councillor Jeff Brooks.

The Chairman informed the Council that, in accordance with Procedural Rule 4.9.8 the motion if seconded, would be referred to the Executive for consideration. The outcome of that decision would be reported back to full Council.

Motion: Proposed by Councillor Jeff Brooks and seconded by Councillor Lee Dillon.

“We call upon the Council to urgently engage external expertise to undertake an independent review of the management of CIL payments from local developers. This is in light of two cases – that Members are aware of – where the sums paid by the applicants have been contested as they maintain they have been penalised by many thousands of pounds for incorrect paperwork submissions. These were able to be corrected rapidly when pointed out to the Applicant, but the Council pressed on in charging the applicant based on the original assessment.

Therefore:

The Council resolves to engage with an independent scrutineer – potentially from an adjacent Local Authority – to undertake an external review of its method of handling CIL payments from developers – including the processing of them, the interface with developers on the amounts due and the paperwork being submitted accurately.”

50. **Motion - Postponement of Demolition of the Faraday Road Football Ground Facilities**

The Council considered the under-mentioned Motion Agenda item 18(c) refers) in the name of Councillor Lee Dillon.

The Chairman informed the Council that, in accordance with Procedural Rule 4.9.8 the motion if seconded, would be referred to the Executive for consideration. The outcome of that decision would be reported back to full Council.

Motion: Proposed by Councillor Lee Dillon and seconded by Councillor Jeff Brooks.

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“We propose the Council postpones their application for demolition of the Faraday Road Football Ground facilities at least until the equivalent, or better, alternative site is confirmed and approved by the football community.

Furthermore, we propose that the Council now engage with the local football community and interested parties (e.g. Newbury Community Football Group and Newbury Town Council) to explore options that make the Faraday Road Football Ground available for Men’s, Ladies and youth clubs in Newbury to book for football training and matches in the meantime.”

51. **Motion – Better preparing West Berkshire for Future Economic Shocks**

The Council considered the under mentioned Motion (agenda item 18(d) refers) submitted in the name of Councillor Steve Masters.

The Chairman informed the Council that under Procedural Rule 4.9.8 the motion, if seconded, would be debated at the meeting.

MOTION: Proposed by Councillor Steve Masters and seconded by Councillor Lee Dillon:

“The pandemic has highlighted the need for the nation and local authorities to be better prepared for future shocks, to protect the livelihoods of residents and protect frontline services and infrastructure from being put under costly pressure.

One idea that needs our further consideration is Universal Basic Income (UBI) - a system whereby the state provides a regular, unconditional minimum income for all citizens. This system would replace the means-tested benefits system, saving millions in administrative and delivery costs. Earners above higher tax thresholds would be net contributors via their taxes. The concept has attracted support from across the political spectrum and we now need to look at how it could protect and support the people of West Berkshire.

Council acknowledges that government measures such as the Job Retention Scheme (furlough) and the Self-Employment Income Support Scheme have helped many people and businesses in West Berkshire during the Covid-19 pandemic. However, unemployment is rising and is likely to grow further in the coming months. Ahead of us is a very unpredictable future and people across the county have already shouldered a huge burden.

Faced with the unprecedented challenge of recovery, we must seek to do everything we can to provide the economic security, peace of mind and support that people need to retrain and create new opportunities that will enable them to provide for their families and rebuild their lives.

Council notes that:

- a) Poverty does great damage to life chances, and that work is no longer a guaranteed route out of poverty (seven in ten children in poverty are in a working family according to the Joseph Rowntree Foundation).
- b) The pandemic has forced more people into poverty, with increasing numbers of residents having to turn to charity such as food banks.
- c) The growing challenge of automation has been accelerated by the pandemic and puts many more jobs at risk.

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- d) The Council's Strategy 2019-2023 'priorities for improvement' include 'support everyone to reach their full potential' and 'support businesses to start, develop and thrive'. UBI could enable the residents of West Berkshire to fulfil their full potential by having the time to (re)train and potentially start new businesses.
- e) UBI would have a positive effect on mental health. People who lose their jobs would have a safety net and breathing space to find a similar job rather than being forced to take the first low-paid and unskilled job they can find.
- f) UBI would give people the time to become more involved in their community and support their neighbours, as so many have done during the pandemic.

Council therefore:

- 1) Supports in principle a Universal Basic Income, recognising the impact this could have on alleviating poverty and inequality, improving mental health and wellbeing, and enabling both businesses and employees to adjust to the challenges of Covid-19, technological change, and the climate crisis.
- 2) Agrees to set up a cross-party panel to explore, with the local community, how a UBI trial could be established in West Berkshire, and to seek government funding for such a scheme.
- 3) Calls upon the government to provide funding for this and other trials to test how a UBI could support citizens across the country at this time of need, make inroads towards the Prime Minister's commitment to 'level up', and help everyone play a role in getting the UK economy back on a path to recovery."

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

51. Members' Questions

A full transcription of the Member question and answer session is available from the following link: (link to pdf on website)

- (a) A question standing in the name of Councillor Keith Woodhams on the subject of the costs of repairing and replacing street furniture damaged by vehicles since 2015 was answered by the Executive Member for Transport and Countryside.
- (b) A question standing in the name of Councillor Tom Marino on the subject of support for disadvantaged families and children during the winter was answered by the Executive Member for Children, Education and Young People.

A full transcription of the public and Member question and answer sessions are available from the following link: [Transcription of Q&As](#).

(The meeting commenced at 7.00pm and closed at 10.30pm)

CHAIRMAN

Date of Signature

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Investment and Borrowing Strategy 2021/22

| | |
|---|---------------------------|
| Committee considering report: | Council on 2 March 2021 |
| Portfolio Member: | Councillor Ross Mackinnon |
| Date Portfolio Member agreed report: | 15 January 2021 |
| Report Author: | Shannon Coleman-Slaughter |
| Forward Plan Ref: | C3980 |

1 Purpose of the Report

Treasury risk management at the Council is conducted within the framework of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Treasury Management in the Public Services: Code of Practice 2017 Edition (the CIPFA Code) which requires the Council to approve a treasury management strategy before the start of each financial year. This report fulfils the Council's legal obligation under the Local Government Act 2003 to have regard to the CIPFA Code and sets out the Council's proposed Investment and Borrowing Strategy for 2021/22.

2 Recommendations

2.1 That Council is requested to adopt the following recommendations:

- (a) To agree and adopt the proposed Investment and Borrowing Strategy for 2021/22.
- (b) To agree and adopt the revised 2021 Property Investment Strategy

3 Implications and Impact Assessment

| Implication | Commentary |
|-------------------|--|
| Financial: | <p>CIPFA's Prudential Code for Capital Finance in Local Authorities recommends that the Council's total debt should be lower than its highest forecast Capital Financing Requirement over the next three years, section 7.2 of this report demonstrates compliance with this requirement.</p> <p>Investment Income and Debt Charges resulting from this strategy form part of the Council's Medium Term Financial Strategy (MTFS).</p> |

| | | | | |
|--|--|----------------|-----------------|-------------------|
| Human Resource: | Not applicable | | | |
| Legal: | Treasury risk management at the Council 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 Council to approve a treasury management strategy before the start of each financial year. This report fulfils the Council's legal obligation under the Local Government Act 2003 to have regard to the CIPFA Code. | | | |
| 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. | | | |
| | 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 | | Not applicable |

| | | | | |
|--|--|---|--|----------------|
| B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users? | | X | | Not applicable |
| Environmental Impact: | | X | | |
| Health Impact: | | X | | |
| ICT Impact: | | X | | |
| Digital Services Impact: | | X | | |
| Council Strategy Priorities: | | X | | |
| Core Business: | | X | | |
| Data Impact: | | X | | |
| Consultation and Engagement: | Joseph Holmes, Executive Director of Resources, s151 Officer | | | |

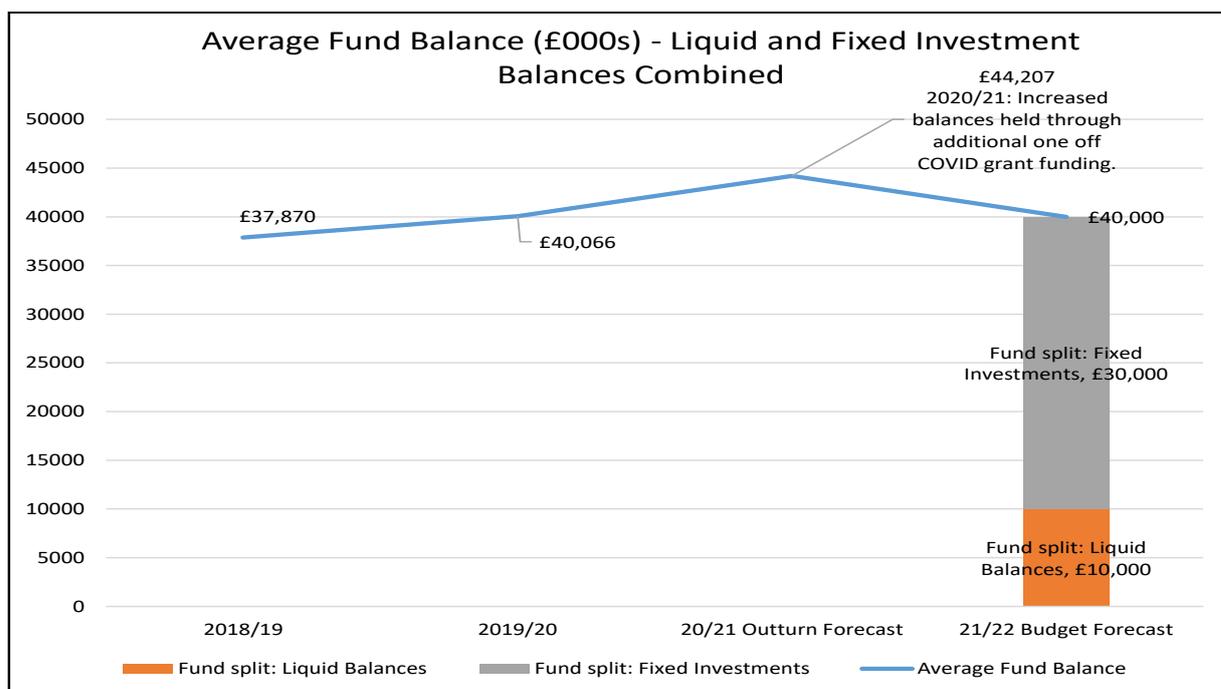
4 Executive Summary

- 4.1 Treasury management is the management of the Council's cash flows, borrowing and investments, and the associated risks. The Council 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 Council's prudent financial management.
- 4.2 In support of the Capital Strategy and financing the Waste Private Finance Initiative (PFI), the Council expects to borrow up to £29.7 million in 2021/22. The Council may also borrow additional sums to pre-fund future years' requirements, providing this does not exceed the authorised limit for borrowing. The Council has set the authorised limit for borrowing over the duration of the Capital Strategy (2021 – 2024) as follows:

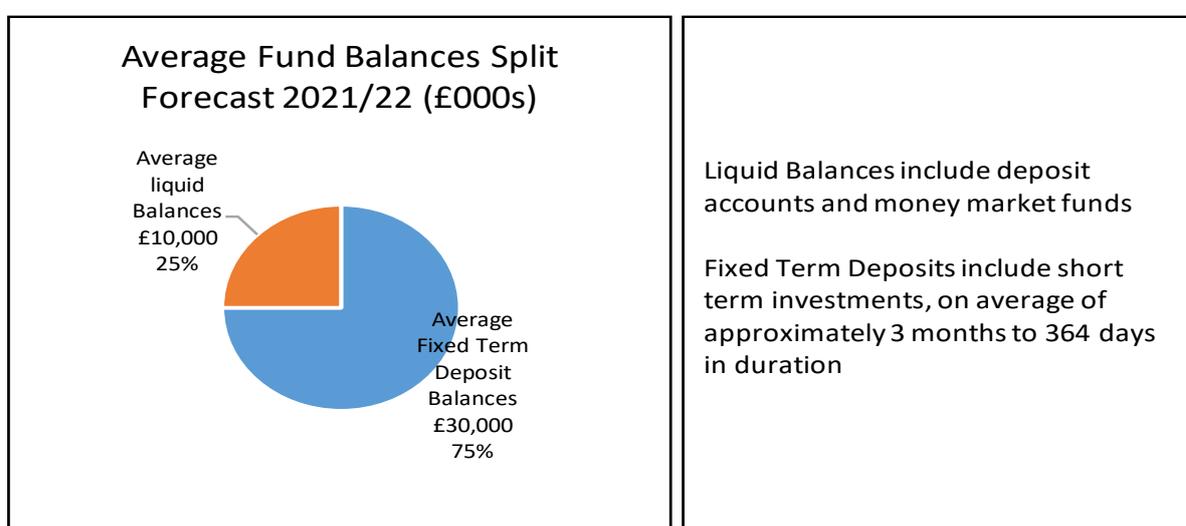
Investment and Borrowing Strategy 2021/22

| Authorised Limit & Operational Boundary (Borrowing Limits) | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|---|-----------------|-----------------|-----------------|-----------------|
| | Limit | Limit | Limit | Limit |
| | £000s | £000s | £000s | £000s |
| Authorised Limit - Operational Borrowing | £275,000 | £277,000 | £298,000 | £331,000 |
| Authorised Limit - PFI and Leases | £13,000 | £12,000 | £11,000 | £10,000 |
| Authorised Limit - Short Term Borrowing | £15,000 | £15,000 | £15,000 | £15,000 |
| Authorised Limit - Total External Debt | £303,000 | £304,000 | £324,000 | £356,000 |
| Operational Boundary - Operational Borrowing | £265,000 | £267,000 | £288,000 | £321,000 |
| Operational Boundary - PFI and Leases | £13,000 | £12,000 | £11,000 | £10,000 |
| Operational Boundary - Short Term Borrowing | £15,000 | £15,000 | £15,000 | £15,000 |
| Operational Boundary - Total External Debt | £293,000 | £294,000 | £314,000 | £346,000 |

- 4.3 The Council's chief objective when borrowing money is to strike an appropriately low risk balance between securing low interest costs and achieving certainty of those costs over the period for which funds are required. The 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 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 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.
- 4.4 The Council's average treasury investment balances are approximately £40 million split between highly liquid cash balances and short term fixed investments of less than 12 months. During 2020/21 the Council has held exceptionally high balances as a result of additional COVID related one off funding from government which is generally aimed to provide a range of reliefs and hence has to be maintained in easily accessible liquid accounts. For 2021/22 the Council has assumed an average fund balance of £40 million for budgeting purposes. The Table below details average balances held since 2018/19.



4.5 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, as a minimum the Council always maintains £5 million as highly liquid funds. No more than 40% of the Council's funds will be held at any one time in investments longer than 12 months. The table below details the average forecast split between highly liquid and fixed term deposit balances for 2021/22.



4.6 In addition to the investment portfolio, the Council has historically invested £62 million in commercial property with a view to generating additional yields to support delivery of Council services. Based on the current investment of £62m, a budgeted contribution of £700k is made annually to the Council's revenue budget.

4.7 In respect net returns from investments in the support of financing delivery of core services, the table below shows the proportionality of net yields from investments generated against the net revenue budget over the duration of the Medium Term Financial Strategy.

| Proportionality of Investments | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|--|-------------|-------------|-------------|-------------|
| | Forecast | Forecast | Forecast | Forecast |
| | £000s | £000s | £000s | £000s |
| Net Revenue Budget | £130,216 | £132,286 | £134,662 | £138,605 |
| Net Investment Income from Commercial Property | £1,500 | £700 | £700 | £700 |
| Net Investment Income on cash balances | £256 | £120 | £120 | £120 |
| Investment Income Proportion | 1.3% | 0.6% | 0.6% | 0.6% |

4.8 Anticipated yields from investment balances has been reduced for 2021/22 in line with a low Bank of England base rate, the Council is currently forecasting that interest rates

will remain low in the forthcoming financial year, the economic and interest rate outlook provide by the Council's external treasury advisors is included in appendix C.

- 4.9 In conclusion the Executive Director for Resources and S151 Officer is confident that the Investment and Borrowing Strategy provide an effective, robust and prudent platform from which to support the Council's strategic objectives as set out in the Capital Strategy 2021-2024 and approved Council Strategy.

5 Supporting Information

Introduction

- 5.1 Treasury management is the management of the Council's cash flows, borrowing and investments, and the associated risks. The Council 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 Council's prudent financial management.

Background

- 5.2 Economic background: The impact on the UK from coronavirus, together with its exit from the European Union and future trading arrangements with the bloc, will remain a major influence on the Council's treasury management strategy for 2021/22.
- 5.3 The Bank of England (BoE) maintained Bank Rate at 0.10% in November 2020 and also extended its Quantitative Easing programme by £150 billion to £895 billion. The Monetary Policy Committee voted unanimously for both, but no mention was made of the potential future use of negative interest rates. Within the latest forecasts, the Bank expects the UK economy to shrink -2% in Q4 2020 before growing by 7.25% in 2021, lower than the previous forecast of 9%. The BoE also forecasts the economy will now take until Q1 2022 to reach its pre-pandemic level rather than the end of 2021 as previously forecast.
- 5.4 UK Consumer Price Inflation (CPI) for September 2020 registered 0.5% year on year, up from 0.2% in the previous month. Core inflation, which excludes the more volatile components rose to 1.3% from 0.9%. The most recent labour market data for the three months to August 2020 showed the unemployment rate rose to 4.5% while the employment rate fell to 75.6%. Both measures are expected to deteriorate further due to the ongoing impact of coronavirus on the jobs market, particularly when the various government job retention schemes start to be unwound in 2021, with the BoE forecasting unemployment will peak at 7.75% in Quarter 2 2021. In August, the headline 3-month average annual growth rate for wages were 0% for total pay and 0.8% for regular pay. In real terms, after adjusting for inflation, total pay growth fell by -0.8% while regular pay was up 0.1%.
- 5.5 GDP growth fell by -19.8% in the second quarter of 2020, a much sharper contraction from -2.0% in the previous three months, with the annual rate falling -21.5% from -1.6%. All sectors fell quarter-on-quarter, with dramatic declines in construction (-35.7%), services (-19.2%) and production (-16.3%), and a more modest fall in agriculture (-5.9%). Monthly GDP estimates have shown the economy is recovering but remains

well below its pre-pandemic peak. Looking ahead, the BoE's November Monetary Policy Report forecasts economic growth will rise in 2021 with GDP reaching 11% in Q4 2021, 3.1% in Q4 2022 and 1.6% in Q4 2023.

- 5.6 Interest rate forecast: The Council's treasury management adviser Arlingclose is forecasting that BoE Bank Rate will remain at 0.1% until at least the end of 2023. The risks to this forecast are judged to be to the downside as the BoE and UK government continue to react to the coronavirus pandemic and the Brexit transition period ends. The BoE extended its asset purchase programme to £895 billion in November while keeping Bank Rate on hold. However, further interest rate cuts to zero, or possibly negative, cannot yet be ruled out but this is not part of the Arlingclose central forecast.
- 5.7 Gilt yields are expected to remain very low in the medium-term while short-term yields are likely remain below or at zero until such time as the BoE expressly rules out the chance of negative interest rates or growth/inflation prospects improve. The central case is for 10-year and 20-year to rise to around 0.5% and 0.75% respectively over the time horizon. The risks around the gilt yield forecasts are judged to be broadly balanced between upside and downside risks, but there will almost certainly be short-term volatility due to economic and political uncertainty and events.
- 5.8 A more detailed economic and interest rate forecast provided by Arlingclose as at November 2020 is attached at Appendix A. Updates issued by Arlingclose will be incorporated into this strategy as and when issued.

Proposals

- 5.9 **Borrowing:** The Council expects to borrow up to £29.8 million in 2021/22. The Council may also borrow additional sums to pre-fund future years' requirements, providing this does not exceed the authorised limit for borrowing of £304 million.
- 5.10 The Council's chief objective when borrowing money is to strike an appropriately low risk balance between securing low interest costs and achieving certainty of those costs over the period for which funds are required. The flexibility to renegotiate loans should the Council's long-term plans change is a secondary objective.
- 5.11 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 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 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.
- 5.12 The Council has previously raised the majority of its long-term borrowing from the PWLB, but will consider long-term loans from other sources including banks, pensions and local authorities, and will investigate the possibility of issuing bonds and similar instruments, in order to lower interest costs and reduce over-reliance on one source of funding in line with the CIPFA Code. PWLB loans are no longer available to local

authorities planning to buy investment assets primarily for yield. In addition, the Council may borrow short-term loans to cover unplanned cash flow shortages.

5.13 The Council's sources of long-term and short-term borrowing are:

- (a) HM Treasury's PWLB lending facility (formerly the Public Works Loan Board)
- (b) Any institution approved for investments (see below)
- (c) Any other bank or building society authorised to operate in the UK
- (d) Any other UK public sector body
- (e) UK public and private sector pension funds (except The Royal Berkshire Pension Fund)
- (f) Capital market bond investors
- (g) UK Municipal Bonds Agency plc and other organisations that enable local authority bond issues.

5.14 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:

- (a) Leasing
- (b) Hire purchase
- (c) Private Finance Initiative
- (d) Sale and leaseback

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

5.16 LOBOs: The Council does not hold any 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).

5.17 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.

- 5.18 Debt rescheduling: The PWLB allows authorities to repay loans before maturity and either pay a premium or receive a discount according to a set formula based on current interest rates. Other lenders may also be prepared to negotiate premature redemption terms. The 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.
- 5.19 **Investments:** The Council holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. In the past 12 months, the Council's treasury investment balance has been consistently around £40 million, and similar levels are expected to be maintained in the forthcoming year.
- 5.20 The CIPFA Code requires the Council to invest its treasury funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Council'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 Council 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.
- 5.21 The COVID-19 pandemic has increased the risk that the Bank of England will set its Bank Rate at or below zero, which is likely to feed through to negative interest rates on all low risk, short-term investment options. Since investments cannot pay negative income, negative rates will be applied by reducing the value of investments. In this event, security will be measured as receiving the contractually agreed amount at maturity, even though this may be less than the amount originally invested.
- 5.22 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.
- 5.23 Business models: Under the new 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 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.
- 5.24 The Council may invest its surplus funds with any of the counterparty types subject to the limits shown in the table below:

Investment and Borrowing Strategy 2021/22

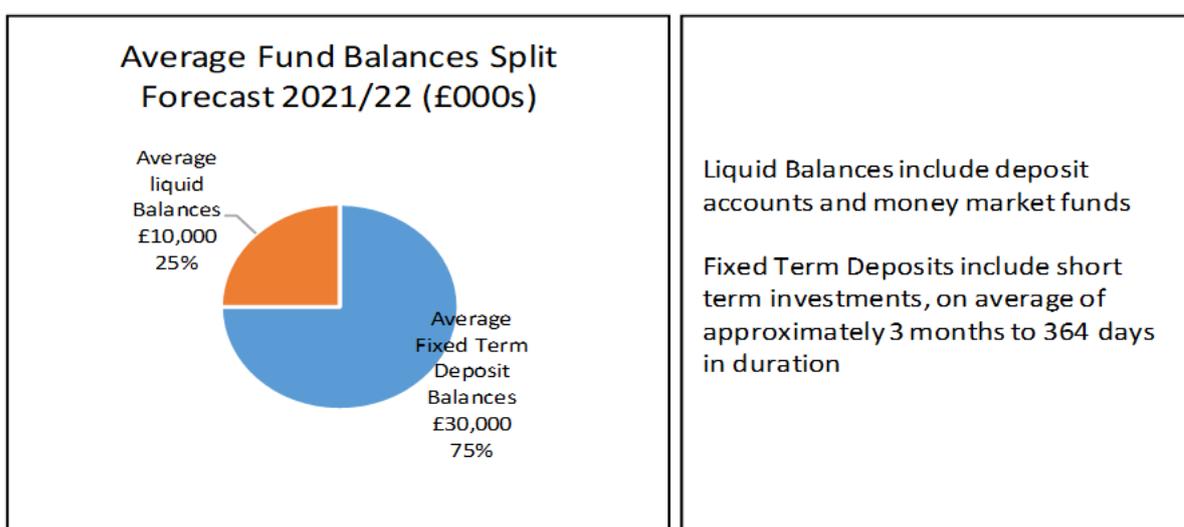
| Organisations | Credit Rating | Individual Counter Party Limit |
|--|-----------------------|--------------------------------|
| | | £000s |
| Debt Management Office | | Unlimited |
| UK Local Authorities (including Police, Fire Authorities and similar bodies) | | £5,000 |
| UK Building Societies | 1 - 11 | £5,000 |
| UK Building Societies | 12 - 21 | £4,000 |
| UK Building Societies | 22 - 25 | £3,000 |
| UK Banks and other financial institutions | Prime 1 or equivalent | £5,000 |
| UK Banks and other financial institutions | Prime 2 or equivalent | £4,000 |
| UK Banks and other financial institutions | Prime 3 or equivalent | £3,000 |
| UK Based Money Market Funds | AAA or equivalent | £5,000 |
| Registered Charities, Public Sector Bodies and Council owned companies, joint ventures | | £5,000 |

Note: For credit ratings informing counter party limits, the Council will utilise Moody's or equivalent.

- 5.25 Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.
- 5.26 Government: Loans to, and bonds and bills issued or guaranteed by, national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is generally a lower risk of insolvency, although they are not zero risk. Investments with the UK Government are deemed to be zero credit risk due to its ability to create additional currency and therefore may be made in unlimited amounts for up to 50 years.
- 5.27 Banks and building societies (unsecured): Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail. See below for arrangements relating to operational bank accounts.
- 5.28 Money market funds: Pooled funds that offer same-day or short notice liquidity and very low or no price volatility by investing in short-term money markets. They have the advantage over bank accounts of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a small fee. Although no sector limit applies to money market funds, the Council will take care to diversify its liquid investments over a variety of providers to ensure access to cash at all times.
- 5.29 Strategic pooled funds: Bond, equity and property funds that offer enhanced returns over the longer term but are more volatile in the short term. These allow the Council to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Council's investment objectives will be monitored regularly.
- 5.30 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.

5.31 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

5.32 To ensure that the invested funds can be accessed when they are needed, for example to repay capital borrowed, the Council ensures it has readily available cash balances in accordance with only placing short term investments, and manages capital expenditure on a prudent basis in line with the prudential code indicators. The graph below details the split between the Council's forecast highly liquid cash balances and short term investments.



6 Other options considered

Not applicable

7 Conclusion

7.1 The Council is forecasting to have gross debt levels of £222 million as at 31.3.2021, with an anticipated borrowing requirement of £29.8 million in 2021/22 (long term funding of the capital programme and Waste PFI obligations). The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment.

Investment and Borrowing Strategy 2021/22

| Capital Financing Requirement (CFR) | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|---|-----------------|-----------------|-----------------|-----------------|
| | Forecast | Budget | Budget | Budget |
| | £000s | £000s | £000s | £000s |
| Opening CFR | £272,947 | £278,274 | £289,449 | £302,248 |
| Expenditure on operational assets | £10,565 | £17,277 | £17,440 | £19,242 |
| Expenditure on Invest to Save Schemes | £2,614 | £1,050 | £1,900 | £7,500 |
| Minimum Revenue Provision (exc PFI & Commercial Property) | (£6,680) | (£5,927) | (£5,259) | (£5,218) |
| Waste PFI Minimum Revenue Provision | (£722) | (£766) | (£813) | (£863) |
| Commercial Property MRP | (£450) | (£459) | (£468) | (£468) |
| Total General Fund Items | £278,274 | £289,449 | £302,248 | £322,440 |

Note: MRP is currently under review with the Council's external treasury advisors is figures above are provisional

- 7.2 The Council has an increasing CFR and anticipates an additional borrowing requirement of £64.4 million to fund the proposed Capital Strategy (2021/22 – 2023/24). 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 table below demonstrates that the Council expects to comply with this recommendation during 2021/22.

| Gross Debt and CFR | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|--|-----------------|-----------------|-----------------|-----------------|
| | 31.3.2021 | Budget | Budget | Budget |
| | £000s | £000s | £000s | £000s |
| Operational Debt -existing loans | £196,470 | £216,472 | £235,248 | £257,796 |
| Additional debt from capital programme | £13,180 | £18,327 | £19,340 | £26,742 |
| Waste PFI | £12,249 | £11,483 | £10,670 | £9,807 |
| Total Debt including leases and PFI | £221,899 | £246,281 | £265,257 | £294,345 |
| Capital Financing Requirement | £278,274 | £289,449 | £302,248 | £322,440 |

- 7.3 In respect of investments, the Council's revenue budget includes net returns from investments in the support of financing delivery of core services. The table below shows the proportionality of net yields from investments generated against the net revenue budget over the duration of the Medium Term Financial Strategy.

| Proportionality of Investments | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|--|-------------|-------------|-------------|-------------|
| | Forecast | Forecast | Forecast | Forecast |
| | £000s | £000s | £000s | £000s |
| Net Revenue Budget | £130,216 | £132,286 | £134,662 | £138,605 |
| Net Investment Income from Commercial Property | £1,500 | £700 | £700 | £700 |
| Net Investment Income on cash balances | £256 | £120 | £120 | £120 |
| Investment Income Proportion | 1.3% | 0.6% | 0.6% | 0.6% |

- 7.4 In conclusion the Executive Director for Resources and S151 Officer is confident that the Investment and Borrowing Strategy provide an effective, robust and prudent platform from which to support the Council's strategic objectives as set out in the Capital Strategy 2021-2024 and approved Council Strategy.

8 Appendices

- 8.1 Appendix A – Equalities Impact Assessment
- 8.2 Appendix B – Data Protection Impact Assessment
- 8.3 Appendix C – Arlingclose Economic & Interest Rate Forecast – November 2020

8.4 Appendix D – Treasury Management Indicators

8.5 Appendix E – 2021 Property Investment Strategy

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 Committee or associated Task Groups within preceding six months
- Item is Urgent Key Decision
- Report is to note only

Officer details:

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 Job Title: Chief Financial Accountant
 Tel No: 01635 503225
 E-mail: Shannon.colemanslaughter@westberks.gov.uk

Document Control

| | | | |
|----------------|--|----------------|--|
| Document Ref: | | Date Created: | |
| Version: | | Date Modified: | |
| Author: | | | |
| Owning Service | | | |

Change History

| Version | Date | Description | Change ID |
|---------|------|-------------|-----------|
| 1 | | | |
| 2 | | | |

Appendix A

Equality Impact Assessment (EqIA) - Stage One

| | |
|---|--|
| What is the proposed decision that you are asking the Executive to make: | Approval of the Council's Investment & Borrowing Strategy |
| Summary of relevant legislation: | Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice 2017 Edition (the CIPFA Code) |
| Does the proposed decision conflict with any of the Council's priorities for improvement? <ul style="list-style-type: none"> • Ensure our vulnerable children and adults achieve better outcomes • Support everyone to reach their full potential • Support businesses to start develop and thrive in West Berkshire • Develop local infrastructure including housing to support and grow the local economy Maintain a green district • Ensure sustainable services through innovation and partnerships | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please indicate which priority and provide an explanation |
| Name of Budget Holder: | Joseph Holmes |
| Name of Service/Directorate: | Joseph Holmes |
| Name of assessor: | Shannon Coleman-Slaughter |
| Date of assessment: | 7.1.2021 |
| Version and release date (if applicable): | |

| Is this a ? | | Is this policy, strategy, function or service ... ? | |
|------------------|---|---|---|
| Policy | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | New or proposed | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Strategy | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Already exists and is being reviewed | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Function | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | Is changing | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Service | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | | |

(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: | Treasury management that is risk appropriate and aids the Council in delivering sustainable services to end users. |
| Benefits: | Financial sustainability and resilience |

(2) Which groups might be affected and how? Is it 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 | Not applicable | |
| Disability | | |
| Gender Reassignment | | |
| Marriage and Civil Partnership | | |
| Pregnancy and Maternity | | |
| Race | | |
| Religion or Belief | | |
| Sex | | |
| Sexual Orientation | | |

Further Comments:

| | |
|--|---|
| (3) Result | |
| Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| 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? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |

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 EqlA 2.

If an EqlA 2 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 EqlA guidance and template – <http://intranet/index.aspx?articleid=32255>.

(4) Identify next steps as appropriate:

| | |
|-------------------------------|-----------------------------------|
| EqlA Stage 2 required | Yes <input type="checkbox"/> No X |
| Owner of EqlA Stage Two: | |
| Timescale for EqlA Stage Two: | |

Name:

Shannon Coleman-Slaughter

Date: 7.1.2021

Please now forward this completed form to Pamela Voss, Equality and Diversity Officer (pamela.voss@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 |
| Title of Project/System: | Treasury Management |
| Date of Assessment: | 7.1.2021 |

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><i>Note – sensitive personal data is described as “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><i>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</i></p> | <input type="checkbox"/> | X |
| <p>Will your project or system have a “social media” dimension?</p> <p><i>Note – will it have an interactive element which allows users to communicate directly with one another?</i></p> | <input type="checkbox"/> | X |
| <p>Will any decisions be automated?</p> <p><i>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?</i></p> | <input type="checkbox"/> | X |

| | Yes | No |
|--|--------------------------|----|
| Will your project/system involve CCTV or monitoring of an area accessible to the public? | <input type="checkbox"/> | X |
| Will you be using the data you collect to match or cross-reference against another existing set of data? | <input type="checkbox"/> | X |
| Will you be using any novel, or technologically advanced systems or processes? | <input type="checkbox"/> | X |
| <p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p> | | |

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

Arlingclose Economic & Interest Rate Forecast – November 2020

Underlying assumptions:

- The medium-term global economic outlook remains weak. Second waves of Covid cases have prompted more restrictive measures and further lockdowns in Europe and the UK. This ebb and flow of restrictions on normal activity will continue for the foreseeable future, at least until an effective vaccine is produced and importantly, distributed.
- The global central bank and government responses have been significant and are in many cases on-going, maintaining more stable financial, economic and social conditions than otherwise.
- Although these measures supported a sizeable economic recovery in Q3, the imposition of a second national lockdown in England during November will set growth back and likely lead to a fall in GDP in Q4.
- Signs of a slowing economic recovery were already evident in UK monthly GDP and PMI data, even before the latest restrictions. Despite some extension to fiscal support measures, unemployment is expected to rise when these eventually come to an end in mid-2021.
- This situation will result in central banks maintaining low interest rates for the medium term. In the UK, Brexit is a further complication. Bank Rate is therefore likely to remain at low levels for a very long time, with a distinct possibility of being cut to zero. Money markets continue to price in a chance of negative Bank Rate.
- Longer-term yields will also remain depressed, anchored by low central bank policy rates, expectations for potentially even lower rates and insipid inflation expectations. There is a chance yields may follow a slightly different path in the medium term, depending on investor perceptions of growth and inflation, the development of a vaccine or if the UK leaves the EU without a deal.

Forecast:

- Arlingclose expects Bank Rate to remain at the current 0.10% level.
- Additional monetary loosening through increased financial asset purchases was delivered as we expected. Our central case for Bank Rate is no change, but further cuts to zero, or perhaps even into negative territory, cannot be completely ruled out.
- Gilt yields will remain low in the medium term. Shorter term gilt yields are currently negative and will remain around zero or below until either the Bank expressly rules out negative Bank Rate or growth/inflation prospects improve.
- Downside risks remain in the near term, as the government continues to react to the escalation in infection rates and the Brexit transition period comes to an end.

Investment and Borrowing Strategy 2021/22

| | Dec-20 | Mar-21 | Jun-21 | Sep-21 | Dec-21 | Mar-22 | Jun-22 | Sep-22 | Dec-22 | Mar-23 | Jun-23 | Sep-23 | Dec-23 |
|----------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Official Bank Rate | | | | | | | | | | | | | |
| Upside risk | 0.00 | 0.00 | 0.00 | 0.15 | 0.15 | 0.15 | 0.15 | 0.30 | 0.30 | 0.30 | 0.30 | 0.30 | 0.30 |
| Arlingclose Central Case | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 |
| Downside risk | -0.10 | -0.20 | -0.50 | -0.50 | -0.50 | -0.50 | -0.50 | -0.50 | -0.50 | -0.50 | -0.50 | -0.50 | -0.50 |
| 3-month money market rate | | | | | | | | | | | | | |
| Upside risk | 0.05 | 0.05 | 0.05 | 0.10 | 0.10 | 0.15 | 0.20 | 0.30 | 0.30 | 0.30 | 0.30 | 0.30 | 0.30 |
| Arlingclose Central Case | 0.10 | 0.10 | 0.15 | 0.20 | 0.20 | 0.20 | 0.20 | 0.20 | 0.20 | 0.20 | 0.20 | 0.20 | 0.20 |
| Downside risk | -0.40 | -0.40 | -0.45 | -0.50 | -0.50 | -0.50 | -0.50 | -0.50 | -0.50 | -0.50 | -0.50 | -0.50 | -0.50 |
| 5yr gilt yield | | | | | | | | | | | | | |
| Upside risk | 0.40 | 0.40 | 0.40 | 0.45 | 0.45 | 0.50 | 0.50 | 0.55 | 0.60 | 0.60 | 0.65 | 0.65 | 0.70 |
| Arlingclose Central Case | 0.00 | 0.00 | 0.05 | 0.10 | 0.15 | 0.15 | 0.20 | 0.20 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 |
| Downside risk | -0.30 | -0.40 | -0.50 | -0.55 | -0.60 | -0.60 | -0.60 | -0.60 | -0.60 | -0.60 | -0.60 | -0.60 | -0.60 |
| 10yr gilt yield | | | | | | | | | | | | | |
| Upside risk | 0.40 | 0.40 | 0.40 | 0.45 | 0.45 | 0.50 | 0.50 | 0.55 | 0.60 | 0.60 | 0.65 | 0.65 | 0.70 |
| Arlingclose Central Case | 0.30 | 0.30 | 0.35 | 0.40 | 0.40 | 0.45 | 0.45 | 0.50 | 0.50 | 0.55 | 0.55 | 0.55 | 0.55 |
| Downside risk | -0.30 | -0.40 | -0.50 | -0.55 | -0.50 | -0.50 | -0.50 | -0.50 | -0.50 | -0.50 | -0.50 | -0.50 | -0.50 |
| 20yr gilt yield | | | | | | | | | | | | | |
| Upside risk | 0.40 | 0.40 | 0.40 | 0.45 | 0.45 | 0.50 | 0.50 | 0.55 | 0.60 | 0.60 | 0.65 | 0.65 | 0.70 |
| Arlingclose Central Case | 0.70 | 0.70 | 0.70 | 0.75 | 0.75 | 0.75 | 0.80 | 0.80 | 0.85 | 0.85 | 0.85 | 0.85 | 0.85 |
| Downside risk | -0.20 | -0.20 | -0.25 | -0.30 | -0.30 | -0.30 | -0.30 | -0.30 | -0.30 | -0.30 | -0.30 | -0.30 | -0.30 |
| 50yr gilt yield | | | | | | | | | | | | | |
| Upside risk | 0.40 | 0.40 | 0.40 | 0.45 | 0.45 | 0.50 | 0.50 | 0.55 | 0.60 | 0.60 | 0.65 | 0.65 | 0.70 |
| Arlingclose Central Case | 0.60 | 0.60 | 0.60 | 0.65 | 0.65 | 0.65 | 0.70 | 0.70 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 |
| Downside risk | -0.20 | -0.20 | -0.25 | -0.30 | -0.30 | -0.30 | -0.30 | -0.30 | -0.30 | -0.30 | -0.30 | -0.30 | -0.30 |

PWLB Certainty Rate (Maturity Loans) = Gilt yield + 1.80% PWLB HRA Rate = Gilt yield + 0.80%

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

Treasury Management Indicators

The Council measures and manages its exposures to treasury management risks using the following indicators:

Interest rate exposures: This indicator is set to control the Council's exposure to interest rate risk in respect of funding debt financing.

| Interest Rate Risk Indicator | Limit |
|---|------------|
| Upper limit on one year impact of 1% increase in interest rates | £194,909 |
| Upper limit on one year impact of 1% decrease in interest rates | (£194,532) |

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% |

The maturity structure remains unchanged from 2020/21.

Principal sums invested for periods longer than a year: The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. As the Council does not place investments in excess of 364 days in accordance with the Investment & Borrowing Strategy, this indicator is not adopted or monitored.

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West Berkshire Council - Commercial Property Investment Strategy (revised)

Prepared by
Richard Turner, Property Services

March 2021

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Introduction

This document (The Strategy) has been prepared by Richard Turner, Property Services Manager, 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 3rd March 2020 as an appendix to the Capital Strategy.

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 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), enhance flexibility and underpin the portfolio's long term performance.

As part of the HM Treasury response to the consultation on the use of the PWLB (Public Works Loans Board), the Treasury issued guidance including the below statement:

When applying for a new loan, the local authority will be required to confirm that the plans they have most recently submitted remain current and that the assurance that they do not intend to buy investment assets primarily for yield remains valid.

In light of this statement, this Strategy is proposing to cease all future acquisitions of investment assets primarily for yield to ensure that the Council maintains access to PWLB borrowing in the future in order to enable the financing of the Council's future service infrastructure needs.

Core Objectives

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

- No further capital acquisitions are proposed, with the Strategy (revised 2021) to manage the current investment portfolio;
- To hold good quality commercial property to generate a sustainable and predictable income return;
- To hold and manage standing commercial property investments which generate sustainable 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 proactively and strategically manage the existing portfolio, through asset specific Asset Management Plans, including renewal of leases when opportunity presents, and planned capital expenditure to influence both lease and capital value.

The portfolio

Since its creation and Council adoption in March 2017, West Berkshire Council has invested in commercial property in accordance with the Property Investment Strategy.

This has resulted in the freehold ownership of a total of nine individual assets, across a number of sectors offering a balanced commercial portfolio.

With quarterly data as reported in October 2020, the portfolio has a running yield of 4.92%, weighted average unexpired lease term (WAULT) to break of 7.5 years and WAULT to end of lease of 9.8 years.

The investment is across sectors to offer a balanced portfolio, with 43% in retail (mainly food retail), 41% in office/alternatives, and 16% in warehouse/industrial.

Summary of the portfolio is as follows:

| Purchase date | Property | Purchase price | *Annual rent |
|--------------------------|-----------------------------|----------------|---------------|
| 25/10/2017 | Terminus Road, Eastbourne | £2.90m | £175,000 |
| 20/03/2018 | High Street, Lincoln | £5.66m | £302,000 |
| 31/03/2018 | Cleveland Gate, Guisborough | £6.05m | £350,456 |
| 27/04/2018 | 3 The Sector, Newbury | £9.76m | £650,773 |
| 27/04/2018 | 4 The Sector, Newbury | £8.00m | £nil |
| 13/07/2018 | Dudley Port, Dudley | £3.51m | £200,000 |
| 24/07/2018 | Bath Road, Chippenham | £9.10m | £554,250 |
| 13/12/2018 | Discovery House, Nottingham | £6.55m | £387,000 |
| 04/03/2019 | High Street, Northallerton | £7.05m | £437,500 |
| Additional capital costs | | £3.50m | |
| Totals | | £62.08M | £3.07m |

* Note – annual rent is expressed as the gross rental income as at October 2020.

Investment management

The following will be undertaken to achieve or maintain the core objectives of the Property Investment Strategy (refreshed March 2021):

Strategic management

- Individual Asset Management Plans will be maintained for each asset which will include assessment of:
 - Review of tenant breaks and lease end dates;
 - Strategic plan for the asset giving regard to the tenant position;
 - Consideration of any lease re-gearing recommendation;
 - Planning of future capital expenditure
 - The context of the individual asset within the wider portfolio
- Planned capital expenditure will be directed to the existing property portfolio and will be driven by the continued long term income of each asset, and maintaining or improving both the rental value and capital value of the assets;
- Where required, assets will be marketed for the benefit of creating new leases. Any new lease will be created in accordance with the Council's constitution, having consulted the Property Investment Board (PIB);
- Strategic management of the commercial property portfolio will be reported quarterly to the Property Investment Board (PIB), see section below on quarterly reporting.

Asset Management

- The property portfolio will be managed on behalf of WBC by the procured consultant property agents, in consultation with WBC Property Services team. These services include:
 - Receiving rental income on behalf of WBC from tenants;
 - Pursuing tenants for rent where late or not received;
 - Rent scheduling and monitoring;
 - Dealing with tenant issues;
 - Managing the budgets and appointment of service contractors for services charges (normally in shared buildings) and other tenant costs
- Asset Management of the commercial property portfolio will be reported quarterly to the Property Investment Board (PIB), see section below on quarterly reporting.

Quarterly and Annual Reporting

As good practice, the Property Investment Board (PIB) will receive and consider quarterly reports from the council’s property agents (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. Identify any re-alignment required to match market changes and forecasts 5. Benchmarking the existing portfolio and asset level investment returns 6. Report on performance of the portfolio and individual assets 7. Provide annual property business plans to evaluate added value opportunities 8. Provide a review of portfolio activity and the added value created over the previous 12 months 9. Update Work/Hold/Sell asset designation |

| | |
|--|---|
| <p>Management:</p> <ol style="list-style-type: none"> 7. Report on portfolio management performance including rent collection rates, bad debt provision and service charge reconciliations 8. Advise on all critical lease dates, break options, rent reviews and lease expiries 9. Report on any health and safety incidents and insurance claims 10. Report on dilapidations claims and status 11. Capital expenditure requirements over the preceding quarter | <p>Management:</p> <ol style="list-style-type: none"> 10. Report on portfolio management performance including rent collection rates, bad debt provision and service charge reconciliations 11. Advise on all critical lease dates, break options, rent reviews and lease expiries 12. Report on any health and safety incidents and insurance claims 13. Report on dilapidations claims and status 14. Capital expenditure requirements over the preceding 12 months |
|--|---|

Portfolio Valuation

An annual external valuation is 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, in accordance with the requirements of WBC’s external auditors.

Property Investment Board (PIB)

The Property Investment Board (PIB) acts as the Governance for the ongoing strategic management of the commercial property portfolio, and will receive quarterly and annual reports as described in this document.

The Terms of Reference for PIB are attached in appendix A.

Managing risk

Through the creation of a balanced portfolio, WBC has a strong portfolio of commercial property.

The practices within this Property Investment Strategy offers a system and process which reinforces and protects the income as best as possible for the long term continued income from the commercial property portfolio.

Within the reporting to PIB, a master risk register is maintained which forms part of the quarterly reporting.

In addition to this a series of thresholds have been agreed which identifies tasks and issues which are dealt with as ‘business as usual’ by the property management team, and the thresholds beyond which that business as usual requires escalation. Copy of the schedule related to this is in appendix B.

Appendix A – PIB Terms of Reference

| | |
|---------------|-------------------|
| Release Date: | March 2021 |
|---------------|-------------------|

| | |
|--|-------------------|
| 1 | Background |
| <p>1. At a full meeting of West Berkshire District Council on 9th May 2017 (C3283) the Council approved the Property Investment Strategy. The Strategy is regularly reviewed and was updated at the March 2020 meeting. The Property Investment Strategy is an appendix to the Capital Strategy 2020/21 to 2022/23;</p> <p>2. Delegates to the Service Director : Strategy and Governance 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 where it would not be expedient for the Executive to make this decision;</p> <p>3. Delegates to the Service Director: Strategy and Governance to inform the next available Executive of any disposal decision;</p> <p>4. Delegates 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> <p>5. West Berkshire Council will pause investment at the investment levels as at 31.3.2020 following the outcome of the PWLB consultation on its use¹</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> | |

¹ <https://www.dmo.gov.uk/media/17136/pwlb-guidance-for-applicants.pdf>

| | |
|---|---------------------------|
| 3 | Terms of reference |
| <p>The PIB terms of reference are:</p> <ol style="list-style-type: none"> 1. 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; 2. To make recommendation(s) to approve or reject the proposal to progress with the disposal of an individual property to the Executive. Where it would not be expedient for the Executive to consider a proposal to dispose of an asset authority be delegated to the Service Director Strategy and Governance in consultation with the portfolio holder(s) with responsibilities for finance and property, having received a report from Property Services to do so; 3. To receive quarterly performance reports (including an Annual Review report) conveying information on acquisitions, costs, total capital commitment and performance of the investment. | |
| 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. Executive Director (Resources) (Chair) 2. Service Director: Strategy and Governance (or substitute) 3. Executive Portfolio Holder for Internal Governance (or alternative Executive member) 4. Executive Portfolio Holder for Finance (or alternative Executive member). 5. Head of Finance & Property services <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>Strategy and Governance 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; • Liaise 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> | |

Appendix B – Risk thresholds

| Liaising with property managers regarding operational estate management duties including: | | Liaising with property managers regarding operational estate management duties including: | |
|---|--|---|--|
| 1.1 | Rent collection | 1.1 | When rent arrears exceed 5% of total rent threshold approx £145K or if tenant enters administration. |
| 1.2 | Service charge budget administration and collection | 1.2 | When arrears Exceed 5% of income threshold or legal challenges issued. |
| 1.3 | Insurance renewals and claims | 1.3 | If claims involve substantial damage to building or could affect income revenue. |
| 1.4 | L & T relations minor repairs etc | 1.4 | When tenants in breach and possession proceedings being considered. |
| 1.5 | Enforcing repairing covenants and tenant's obligations | 1.5 | When tenants in breach and possession proceedings being considered. |
| 1.6 | Approving or rejecting assignments and sub-letting | 1.6 | If covenant strengths of tenants are affected causing a change of category of an asset within the portfolio. |
| 1.7 | Tenants alterations | 1.7 | Only when significant changes are sought which may affect strategy or life cycle of the asset. |
| 1.8 | Works or improvements to the areas of buildings landlords responsible for. | 1.8 | If capital expenditure exceeds £50K or 50% of annual sinking fund provision. |

| Appointing and liaising with specialist professional services | | Appointing and liaising with specialist professional services | |
|---|--|---|--|
| 2.1 | Rating appeals on vacant space / considering vacant strategy to minimise rate liability | 2.1 | When liability exceeds £100K and or cost of minimisation strategy exceed £50K or 50% of annual sinking fund provision. |
| 2.2 | Marketing agents for vacant space - agreeing HOT rent levels and terms | 2.2 | If marketing could potentially change the asset plan for a building. |
| 2.3 | Lease advisory teams for rent reviews lease renewals- Expert witness/ Arbitration / PACT | 2.3 | If renewal negotiations affect the asset plan for an asset or if review or renewal incurring significant fees in excess of £50K. |
| 2.4 | Capital Expenditure for landlord | 2.4 | Only when capital expenditure is anticipated to exceed £100K or 50% of annual sinking fund provision, whichever is less. |
| 2.5 | Planning consultants for change of use applications or added value approved strategies | 2.5 | If advice received is not in line with expectations of previously agreed PIB strategy. |
| 2.6 | Values for annual valuations | 2.6 | If values change by + or - 15% |
| 2.7 | Building surveys for insurance valuations. | 2.7 | If reinstatement costs change by + or - 20% |
| 2.8 | Values for dilapidations claims | 2.8 | When dilapidations claims have significant revenue value or strategic implications. |
| 2.9 | Bailiffs debt collection agencies | 2.9 | If bailiffs appointed |
| 2.10 | Legal specialists for Landlord and Tenant or other | 2.10 | If costs are becoming significant in excess of £50K. |

Medium Term Financial Strategy

| | |
|---|-----------------------------|
| Committee considering report: | Council on 2 March 2021 |
| Portfolio Member: | Councillor Ross Mackinnon |
| Date Portfolio Member agreed report: | 27 January 2021 |
| Report Author: | Joseph Holmes/Melanie Ellis |
| Forward Plan Ref: | C3981 |

1 Purpose of the Report

- 1.1 The purpose of the Medium Term Financial Strategy (MTFS) is to set out the financial planning assumptions for future years and align these with the Council Strategy to ensure that Council Strategy will be delivered. The MTFS highlights the overarching key issues facing the Council’s finances as well as how there are many different scenarios and uncertainty concerning the future revenue streams for the Council in the future.
- 1.2 The Council is able to commence the next four years of the MTFS from a strong financial base and this position and future projections are highlighted in the report.
- 1.3 The full MTFS is in the Appendix A.

2 Recommendation

For Members to approve the Medium Term Financial Strategy.

3 Implications and Impact Assessment

| Implication | Commentary |
|-------------------------|--|
| Financial: | All finance information is included within the report. |
| Human Resource: | Some potential longer term implications but none specifically. |
| Legal: | None identified. |
| Risk Management: | Scenario planning is identified within the MTFS. |
| Property: | None identified, though clear link to Capital Strategy. |

| | | | | |
|--|--|----------------|-----------------|---|
| Policy: | The MTFS purpose is to link financial resources to deliver the Council 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? | | 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 Impact: | | X | | |
| Digital Services Impact: | | X | | |
| Council Strategy Priorities: | X | | | See policy comment above – the MTFS should enhance the delivery of the Council Strategy through aligning resources to it. |
| Core Business: | | X | | |
| Data Impact: | | X | | |

| | |
|-------------------------------------|---|
| Consultation and Engagement: | Portfolio Holder and aligned to the budget simulator; see Appendix L to the Revenue Budget. |
|-------------------------------------|---|

4 Executive Summary

The MTFS highlights the Council's medium term financial planning position and is a separate strategy as highlighted in Appendix A.

5 Supporting Information

See the MTFS document set out in the appendix to this covering report.

6 Other options considered

Option of doing nothing and just focussing on the financial position for the year ahead, but this has been disregarded as it would prevent longer term financial planning and have a negative impact on the delivery of the Council Strategy.

7 Conclusion

See the Strategy in Appendix A.

8 Appendices

8.1 Appendix A – MTFS document

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 Committee or associated Task Groups within preceding six months
 - Item is Urgent Key Decision
 - Report is to note only
-

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Document Control

| | | | |
|----------------|-----------------------------|----------------|--|
| Document Ref: | | Date Created: | |
| Version: | | Date Modified: | |
| Author: | Joseph Holmes/Melanie Ellis | | |
| Owning Service | Finance and Property | | |

Change History

| Version | Date | Description | Change ID |
|---------|------|-------------|-----------|
| 1 | | | |
| 2 | | | |

Medium Term Financial Strategy

Document Control

| | | | |
|----------------|---------------|----------------|-----------|
| Document Ref: | | Date Created: | 21.8.2020 |
| Version: | | Date Modified: | |
| Revision due | | | |
| Author: | Joseph Holmes | Sign & Date: | |
| Owning Service | | | |

Change History

| Version | Date | Description | Change ID |
|---------|----------|---|-----------|
| 0.1 | 21.8.20 | Initial Draft from JH | |
| 0.2 | 31.12.20 | Updated from LG finance settlement | |
| 0.3 | 31.12.20 | Some minor typo corrections eg foreword and £16.1m cost base reductions in para 4.2 | |
| 0.4 | 7.1.21 | New MTFP table, updated some of comments, formatting tidy, update App A | |
| 0.5 | 7.1.21 | New table 1.2 | |
| 0.8 | 22.1.21 | Amendments post Budget Board | |
| 0.9 | 2.2.21 | Finalise figures | |

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1. **Foreword**

- 1.1 There are a lot of unknowns for Local Government finance in the future. The impact of the Covid-19 pandemic will be felt for a number of years and is likely to change how public services are delivered in the long term. The Government Spending Review (SR20) that was announced in November 2020 was for a one year period for Local Government, understandably so at a time of significant uncertainty over public finance. The absence of a longer term financial envelope for Local Government does mean that there remains significant uncertainty over the financial position from 2022-23. This strategy does though provide estimates for future years and sets out a range of scenarios to help understand the impact on future budgets.
- 1.2 The Council has a history of strong financial management and has a reserves position that, though comparatively remains constrained, is sufficient to allow some flexibility and support in how we can tackle future budgets to avoid having to make knee-jerk responses. The Council has also received significant Government financial support for the Covid-19 pandemic and to help protect the in-year financial position of the Council.
- 1.3 The MTFS does factor in investment for the future. This is included for the Council Strategy delivery plan, social care demand modelling and for capital investment. Further information on capital investment can be found in the capital strategy itself, and this is vital for the future prosperity of our district, and it is incumbent on us to ensure that infrastructure investment takes place to keep West Berkshire as a great place to live. All of these items above will help plan for the long term financial success of the Council in delivering the Council Strategy for our residents and businesses.

2. **Executive Summary**

- 2.1 The Medium Term Financial Strategy (MTFS) highlights the financial planning, high level proposals, and sensitivity analysis that underpins the financial resources that deliver the Council Strategy (2019-23). The Strategy is in itself subservient to the Council Strategy, but in its own right attempts to provide the financial planning framework for the coming years as well as act as guide to the organisation in developing projects and schemes to deliver financial balance and the Council Strategy.
- 2.2 The MTFS looks to a four year horizon; enough to provide some stability over an increasingly volatile financial future, but short term enough so that the first year represents the budget proposals for 2021-22, and for the next three years there are a variety of themes included which form the basis of the future savings areas. The MTFS also includes information on financing the capital strategy and how the scale and profile of this strategy has an impact on the overall financial position of the Council.
- 2.3 The longer term outlook is dominated by three key factors; firstly, the macro-economic recovery from the Covid-19 pandemic and the impact that this will have on the UK economy; secondly the impact on public finances of future Spending Reviews, and thirdly, the long awaited fair funding review and proposed further business rates retention proposals for 2022-23 and beyond which should have a significant impact on the Council's finances and hopefully provide some longer term financial planning certainty.

3. Introduction

3.1 Purpose

3.2 The purpose of the MTFS is to set out the financial planning assumptions and resources available to the Council to deliver the Council Strategy. The MTFS includes both revenue and capital implications. The MTFS attempts to balance the resources known, and estimated, to be available with the ambitions of the Council Strategy. There is always a calculation to make to even out the additional and current investment in the Council Strategy objectives against the cost of doing so and the pressure that puts on the MTFS.

3.3 Vision

3.3.1 The Vision of the MTFS is:

“To ensure that the Council has the financial resources available to work together to make West Berkshire an even greater place in which to live, work and learn”

3.4 Dependencies

3.4.1 The delivery of the MTFS cannot occur through the Council alone. A significant proportion, 50%, of the Council’s budget is delivered through partners in the private, public and voluntary sectors. The Council’s proposals for future financial stability will involve all of these partners including where there are proposals to invest in infrastructure, deliver core services and transform how the Council delivers its services in the future.

3.4.2 The delivery of the strategy is also dependent on the Government and most importantly the MHCLG (Ministry of Housing, Communities and Local Government) review of ‘fair funding’ and further business rates retention.

3.4.3 This fair funding review was originally due to impact on the 2020-21 budget but is now most likely to come into effect from 2022-23. The Review has not been consulted upon yet, so figures included in the MTFS are indicative, but the working assumption in the MTFS is:

- No new additional monies are provided to the Council
- The notion of no ‘negative RSG (Revenue Support Grant) is maintained and incorporated into the new fair funding model
- That there is a hard reset of business rates to a new baseline so growth above the existing baseline is not retained by WBC – at a cost of £4m p.a. – but a transitional funding scheme comes into place to mitigate this impact over a 3 year period
- New Homes Bonus is removed – no assumption has been made on its replacement
- Council Tax referendum levels remain at 2% and ASC Council Tax precept levels revert to 2% from 2023-24
- Inflation remains at 2% in the longer term

4. Medium Term Financial Plan

4.1 The MTFS is supported by a Medium Term Financial Plan (MTFP). This MTFP sets out the financial planning assumptions and is included below:

Figure 1.1 – MTFS model

| 2020/21 £m | Line ref | Medium Term Financial Plan (MTFP) | 2021/22 £m | 2022/23 £m | 2023/24 £m | 2024/25 £m |
|---------------|-------------|--|---------------|---------------|---------------|---------------|
| 1.99% | | Council Tax income | 1.99% | 1.99% | 1.99% | 1.99% |
| 2.00% | | Adult Social Care Precept | 0.00% | 3.00% | 2.00% | 2.00% |
| 102.1 | 1 | Council Tax (incl. ASC) | 104.3 | 110.2 | 115.3 | 120.6 |
| 22.6 | 2 | Retained Business Rates/rates funding | 23.2 | 21.2 | 20.5 | 19.9 |
| 0.0 | 3 | Additional Government Covid Funding | 3.2 | 0.0 | 0.0 | 0.0 |
| 2.0 | 4 | New Homes Bonus/other grants | 1.3 | 0.5 | 0.0 | 0.0 |
| 6.4 | 5 | Adult Social Care BCF and iBCF ringfenced funding | 6.5 | 5.8 | 6.0 | 6.1 |
| 2.6 | 6 | Social Care Grant | 2.8 | 2.9 | 3.0 | 3.0 |
| -5.2 | 7 | Collection Fund deficit (-)/ surplus | -2.2 | -0.8 | -0.8 | 0.0 |
| 130.6 | 8 | Funds Available | 139.1 | 139.8 | 144.0 | 149.5 |
| 124.2 | 9 | Base budget | 130.2 | 133.1 | 134.7 | 138.8 |
| 1.9 | 10 | Pay inflation | 1.6 | 2.3 | 2.6 | 2.6 |
| 0.8 | 11 | Contract inflation and non pay inflation | 0.9 | 0.8 | 0.8 | 0.8 |
| 3.0 | 12 | Modelled growth | 1.4 | 2.9 | 2.9 | 2.9 |
| 1.1 | 13 | Investment in Council Strategy priorities | 0.8 | 0.5 | 0.7 | 0.5 |
| 0.0 | 14 | Investment due to Covid-19 | 0.0 | 0.9 | 0.0 | 0.0 |
| 1.9 | 15 | Investment in other priorities | 1.2 | 0.2 | 0.2 | 0.2 |
| 0.5 | 16 | Increase in capital financing cost | 0.5 | 0.6 | 0.6 | 0.6 |
| -3.2 | 17 | Savings and income requirement | -3.7 | -6.5 | -3.7 | -2.9 |
| 130.2 | 18 | Annual Budget Requirement | 133.1 | 134.7 | 138.8 | 143.5 |
| 0.0 | 19 | One off investments | 3.7 | 0.0 | 0.0 | 0.0 |
| 6.4 | 20 | Adult Social Care BCF and iBCF ringfenced funding | 6.5 | 5.8 | 6.0 | 6.1 |
| 136.6 | 21 | Budget Requirement | 143.3 | 140.6 | 144.7 | 149.5 |
| -0.7 | 22 | Use of reserves(-)/add to reserves (+) | -2.0 | 0.0 | 0.0 | 0.0 |
| -5.4 | 23 | Use of Collection Fund and Business Rates reserves | -2.2 | -0.8 | -0.8 | 0.0 |
| 130.6 | 24 | Budget Requirement after use of reserves | 139.1 | 139.8 | 144.0 | 149.5 |
| | | <i>£10k roundings may apply</i> | | | | |

4.2 The MTFP highlights the need for cost base reductions of £16.8m over the next four years and is based upon a number of assumptions which are considered below.

Figure 1.2

| Ref | Item | Commentary |
|-----|--------------------|--|
| 1a | Council Tax Income | <p>This is the amount of Council Tax (excluding the ASC precept, see below) raised. A 1% change in the Council Tax base¹ or Council Tax levied equals approximately £1m. Council Tax provides 66% of the Council's funding excluding fees and charges (73% with the ASC precept).</p> <p>Any increase of this number above 2% must be the subject of a public referendum.</p> |

¹ the amount of properties in the district adjusted for the Council Tax Reduction scheme and discounts

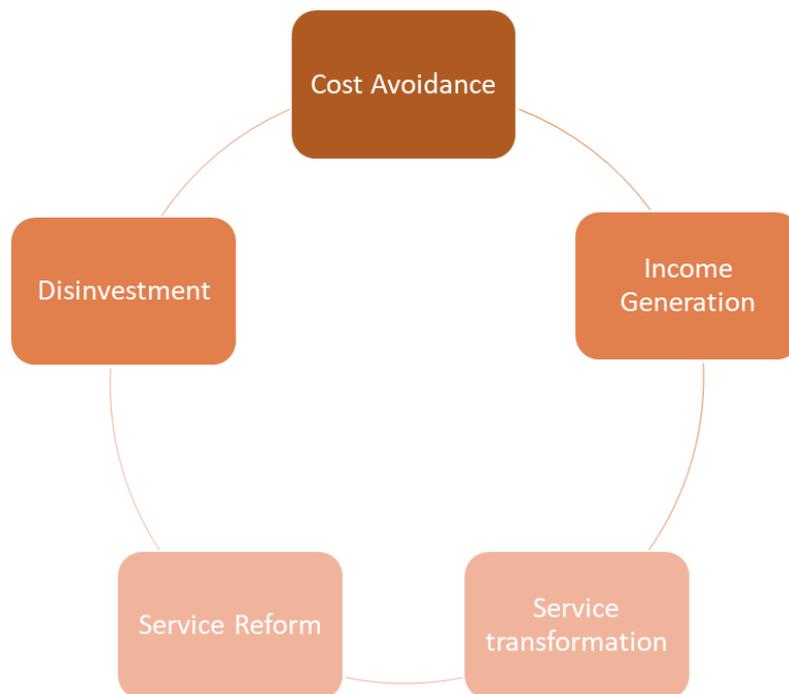
| Ref | Item | Commentary |
|-----|-------------------------------------|---|
| 1b | Adult Social Care Precept | A specific element of Council Tax, with a maximum increase of 3% allowed for 2021-22, or the ability to spread the 3% over 2021-23, to help provide funds for Adult Social Care. It has been assumed the ASC precept returns to a maximum of 2% from 2023-24 but no announcements have been made from Government on the future of the precept beyond 2021-22. |
| 2 | Retained Business Rates | <p>The Council collects £88m of business rates, and are allowed to retain some of this through a Government controlled scheme. The amount left over for WBC after payments to the Government is £23m. If business rates increase through new growth in the value of business rates, the Council retains approximately 25%, and 100% of all renewable energy schemes.</p> <p>In 2022-23 there is an expected reset of the business rates baseline which will reduce the amount of retained business rates the Council receives.</p> <p>This line shows the amount of retained business rates <i>after</i> an expected transitional fund is provided – see scenario planning for a ‘hard’ business rates reset.</p> |
| 3 | Additional Government Covid funding | This is non-ringfenced Government funding for Covid-19 costs in respect of 2021-22 – primarily in respect of Adult Social care and leisure costs. |
| 4 | New Homes Bonus/other grants | The New Homes Bonus is a scheme from the Government since 2010 that allows Councils to keep the equivalent band D Council Tax on all additional homes built in the district for a period of 2 years (for 2021-22 with an amendment) then for one year in 2022-23. The scheme is being phased out from retention over a 6 year period to zero during the MTF5. |
| 5 | ASC BCF / I-BCF ring-fenced funding | This is the Adult Social Care (ASC) Better Care Fund (BCF) or Improved Better Care Fund (iBCF). This income is exactly matched by expenditure later in the MTF5 and is ring-fenced to support the integration of care services with NHS partners. |
| 6 | Social Care Grant | In 2020/21 Government provided additional grant funding. This grant funding has been boosted for 2021/22. |
| 7 | Collection Fund | This is the surplus or deficit on 2020-21 Council Tax and business rates income budget versus the expected actual income. Councils do not account for this in the year it occurred, but in the subsequent year. This has been spread over three years in line with the Government requirement due to Covid-19 support. |
| 8 | Funds available | Total non-ring-fenced income available, excluding fees and charges. |
| 9 | Base budget | The budget from the previous year. |
| 10 | Pay inflation | Increased costs due to any pay awards (0% assumption 2021/22), increased employer pension costs and incremental pay changes. |
| 11 | Contract inflation | The amount of funds set aside for key budgets that have a contractual inflation element; the most significant being the Waste PFI (Private Finance Initiative). |

| Ref | Item | Commentary |
|------------|---|--|
| 12 | Modelled budget growth | Increases to demand led services through estimated increases in client numbers and/or complexity. |
| 13 | Investment in Council Strategy priorities | Funding pressures to deliver the Council Strategy. |
| 14 | Investment – Covid-19 | Ongoing future financial pressures relating to the impact of the Covid-19. |
| 15 | Investment in other priorities | Investment to ensure the delivery of core services. |
| 16 | Increase in capital financing costs | The revenue funding for additional borrowing that supports the delivery of the Capital Strategy. |
| 17 | Savings and income requirement | Items that reduce cost via the themes identified. |
| 18 | Annual budget requirement | Sub-total of the above. |
| 19 | One off investments | Additional costs that net off the Covid-19 income in line 3 and other one off investments. The main item being a reduction in car parking income to below pre-2020 levels. |
| 20 | ASC BCF / iBCF funding | Expenditure that equals the income from this funding source in line 5 above. |
| 21 | Budget requirement | Sub-total of the above. |
| 22 | Use of Reserves | Use of any earmarked or unallocated reserves to support future budgets. |
| 23 | Use of collection fund and business rates reserve | Cost of the deficit highlighted in line 7 above. |
| 24 | Budget requirement | The new budget that equates to the funds available in line 8. |

4.3 The MTFs considers investment as well as savings. The latter is discussed in further detail below but, importantly, the MTFs does have investment set aside over the next four years of £17m. This includes a wide range of areas and remain in line with the Council Strategy ambitions – i.e. investment to achieve the strategy, continue to build on our strengths and investment in infrastructure to deliver the Council Strategy and other supporting strategies.

4.4 The savings place for the MTF5 is based on the model below:

Figure 1.3



4.5 The model has been considered to drive different strands of activity and reflect that there are a variety of different ways of delivering a long term balanced budget. The Council has wished to commence a more outcomes based budgeting approach for this MTF5, however, the Covid-19 outbreak has put this on hold as the focus of officers time in Spring/Summer 2020 has been on the response to the outbreak.

4.6 Below is a summary of the five key themes and some of the proposals that are included in 2021-22 budget and that are being considered for future financial years. For years beyond 2022-23 worked up proposals will be required for future years and incorporated into the annual budget for that financial year. There is a gap between proposals at present and the total savings requirement in the MTF5, but this highlights that proposals are being considered in advance of their requirement to ensure greater medium term financial planning.

Cost Avoidance - £2.3m

The projects involving, for example, intervening in service demand early to reduce future modelled costs. This is particularly evident in Adult and Children Social Care where the modelled budget line can be reduced through interventions that either avoid anticipated costs or provide alternative service arrangements at no cost to the Council.

Income Generation - £0.7m

Either new income generating opportunities, for example investigations into a Council owned Solar Farm, or through increasing additional revenue from existed income sources from fees and charges.

Service Transformation - £2.8m

Opportunities to transform how services are provided by the Council. Key elements included in this are digital opportunities so that more services are available for those who want to use them online and out of core office hours. The Council is also looking at the physical location of its offices and opportunities to transform how services are delivered and from where to improve customer service and deliver financial savings.

Service Reform - £2.1m

This element is focussed on the improved efficiency and effectiveness of existing services and where incremental adaptations can be made so that they are delivered at a lower cost. Historically, this has been an area of success for the Council but as each year occurs, the scale of the opportunities reduce.

Disinvestment - £0.4m

This is the removal of an existing service or a reduction in the level of service provided without a compensating transformation. This will be the area that the Council prioritises last, but does have to be considered with all other options depending on the overall funding position.

Reserves - £2.0m

Reserves of £2m have been set aside to support the profiling of savings in the MTFs and the delivery of Council Strategy outcomes. The deployment of these reserves will depend on the outcomes of the fair funding review, but they are held to ensure that there is a lesser requirement to make immediate and significant revenue budget changes that would make a deterioration in service delivery without a longer term consideration.

- 4.7 It is also important for the MTFs to consider the different scenarios that relate to the MTFP. Appendix A highlights the detail behind these and is summarised below:

Figure 1.4: Scenario planning

| Scenario | Best case | Financial impact | Worst Case | Financial impact |
|-------------------------------|----------------------------------|------------------------|----------------------------|------------------------|
| Council Tax base changes | 1.25% growth p.a. from 2022-25 | £3.9m | 0% growth from 2022-25 | £3.6m |
| Council Tax referendum levels | 3% | £1m p.a | 0% | £2m p.a. |
| ASC precept | 3% | £1m p.a. | 0% | £2m p.a. |
| Business Rates reset | No reset – keep retaining growth | £6.8m increase | Full reset – no transition | £4m drop from 2022-23 |
| Fair Funding review | Additional funding | £3m increase over MTFs | Significant redistribution | £9m loss over the MTFs |

| Scenario | Best case | Financial impact | Worst Case | Financial impact |
|-----------------------------|--|---------------------|-----------------------|------------------|
| New Homes Bonus replacement | Replaced to the 2021-22 budgeted level | £2.6m over the MTFS | None | - |
| Inflation and pay award | 0% | £0.8m | 3% | £1.6m |
| Capital financing costs | Rates drop by 1% | £0.2m | Increased rates of 1% | £0.2m |

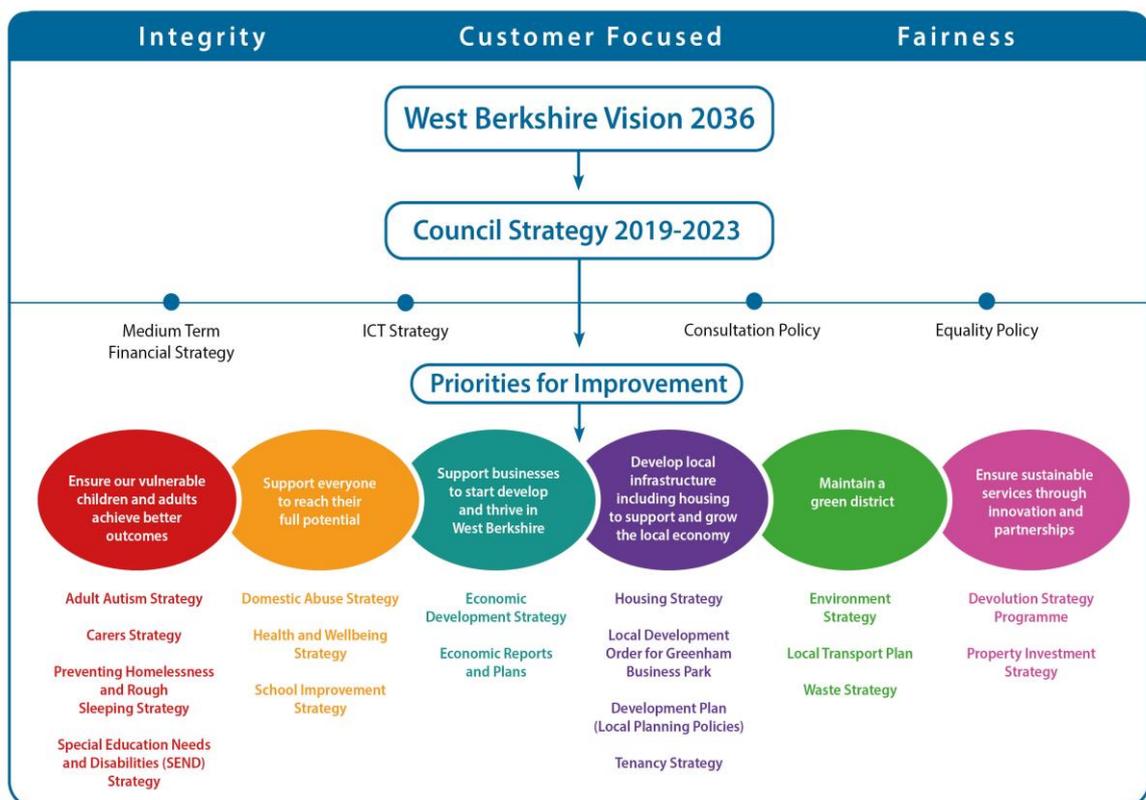
5. Priorities

5.1 The overarching priorities of the MTFS are:

- To ensure a balanced financial position over the medium term
- To ensure that there are sufficient resources to deliver the Council Strategy
- To enable longer term decision making by providing financial planning over a 4 year timeframe

6. Actions

6.1 Unlike other strategies that have a clear action plan, the MTFS is slightly different in that it provides an over-arching view of the financial position and the actions to deliver the strategy are contained in other Council strategies – see the interaction below:



6.2 Key actions to take place though include:

- Review of fair funding outcome and future of business rates
- Further savings proposals for years 2 to 4 of the MTFS
- Further review of reserves to highlight further areas to support the MTFS where required
- Investment in preventative work to support long term cost recovery or avoidance where demonstrable

7. **Implementation**

7.1 The MTFS is implemented through the revenue budget for the year ahead (2021-22) as well through the oversight of the Budget Board, an internal board at the Council, which considers changes to the financial planning assumptions as well as future options for delivering the MTFS.

7.2 The MTFS also provides a steer for officers on the approach to take and the themes articulated above will help to shape future budgets.

8. **Conclusion**

8.1 There remains significant uncertainty over future years within the MTFS caused by a variety of factors, including the macro economic position due to Covid-19, the local economic impact from covid-19, and Government funding reforms due from 2022-23. To help meet the challenge of this uncertainty, the Council has a balanced budget proposed for 2021-22 and a range of savings options from 2022-25 that are being developed. Though these do meet the entire savings requirement, the Council does have reserves set aside to help the profiling of budgets as to ensure that immediate impacts of any of severe funding reductions can be met to enable the Council to deliver the Council Strategy.

Glossary

None

Appendices

Appendix A – Scenario planning

Other relevant documentation

Previous Medium Term Financial Strategies
Accompanying budget papers for 2021-22
Local Government Finance Settlement 2021-22 (MHCLG)

Appendix A – Scenario planning

The below sets out some of the potential changes on the specific lines of the MTFP – all of these are estimates. The amounts show the cumulative position over the MTFS (4 years).

| Item | Base Case | Best Case | Worst Case | Commentary |
|---|---|---|--|--|
| Council Taxbase growth | 0.21% growth 2021/22 and 0.6% growth thereafter | 1.25% growth p.a from 2022/23 = £3.9m increase | 0% p.a. from 2022/23 = £3.6m drop | Historic estimates have been above the actual build rate of properties. Covid-19 has provided a lag in the speed of house building |
| Council Tax referendum levels | 2% | 3% = £3m increase | 0% = £6m drop | Level of Council Tax increases allowed before requiring a referendum |
| ASC precept | 3% over 2 years | 3% = £3m increase | 0% = £6m drop | Allowable level of ASC precept |
| Business Rates growth | 0% growth | 1% growth = £0.21m increase | 5% fall = £1.1m drop | |
| Business Rates reset | Not known | No reset, retain growth = £6.8m increase | Full reset, no transition = £4m drop from 2022-23 | |
| Fair funding review | Neutral impact | More funding applied to the Council = £3m increase | Over MTFS period = £9m drop | Scheduled in for 2022-23 but delayed twice so far. Review is due to re-allocated funding across LG |
| New Homes Bonus replacement | Not replaced | Replaced to 2021/22 budget level = £2.6m increase | No impact as modelled for worst case | |
| Inflation & pay award | 1% inflation; 0% pay (21/22) then 2% pay | 0% = £0.8m benefit per year | 3% = £1.6m additional cost p.a. | |
| Savings proposals | 100% achieved | 10% over achieve = £0.4m benefit | 20% not achieved = £0.8m cost | Historically we have a good track record of achieving over 80% of savings |
| Covid-19 further outbreak at scale of Spring 2020 | Not assumed | None | Further loss of income of @2m | Depends on Government support, behaviour of individuals for car parking etc |
| Interest rates changes and PWLB impact | Assumed 3% | A fall of 1% in PWLB = £0.2m | An increase of 1% in PWLB = £0.2m | Interest Rates are at historic lows and UK gilts are low. At present PWLB is artificially high after Government increased the rate in Autumn 2019. |

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Capital Strategy and Programme 2021/22 – 2023/24

| | |
|---|---------------------------|
| Committee considering report: | Council on 2 March 2021 |
| Portfolio Member: | Councillor Ross Mackinnon |
| Date Portfolio Member agreed report: | 21 January 2021 |
| Report Author: | Shannon Coleman-Slaughter |
| Forward Plan Ref: | C3982 |

1 Purpose of the Report

To outline the Capital Strategy covering financial years 2021/22- 2023/24 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

2.1 That Council is requested to adopt the following recommendations:

- (a) That the Capital Strategy and supporting Capital Programme for the period 2021/22 – 2023/24 is approved.
- (b) That the supporting Minimum Revenue Provision Policy (appendix C) for the period 2021/22 – 2023/24 is approved.
- (c) That the supporting Asset Management Strategy (appendix D) is approved.
- (d) That the Flexible Use of Capital Receipts Policy (appendix E) for the period 2021/22 is approved.
- (e) That the proposed CIL (Community Infrastructure Levy) Bids for inclusion in the Capital programme 2021/22 (appendix F) is approved.

3 Implications and Impact Assessment

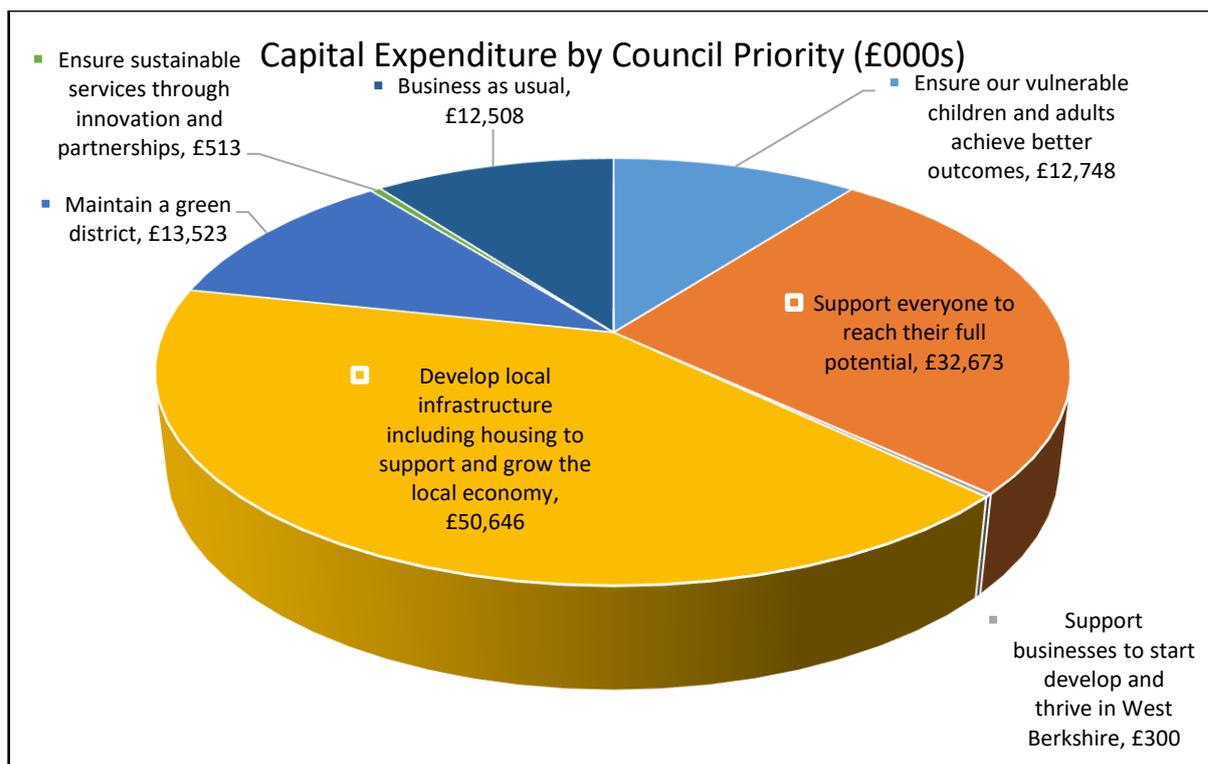
| Implication | Commentary |
|-------------------------|--|
| Financial: | £69.4 million of Council funding has been applied to the Capital Strategy and supporting programme of work. This level of investment requires an annual increase in the revenue budget in order to satisfy capital financing requirements. The required annual increases are reflected in the Council's Medium Term Financial Strategy (MTFS). |
| Human Resource: | £2.8 million 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 CIPFA Prudential Code for Capital Finance in Local Authorities which was last updated in 2017. Guidance notes to the Prudential Code were revised in 2018. 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 approved programme in accordance with the Council's Contract Rules of Procedure.</p> <p>£5 million 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.</p> |
| Risk Management: | <p>£64.4 million 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 £53.5 million 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> |

| | | | | |
|--|---|----------------|-----------------|---|
| | The balance of funding is through use of capital receipts (see above). | | | |
| Property: | The proposed Capital Programme will provide funding 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. | | | |
| | 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? | | X | | Any impacts have been assessed and publicly consulted upon where necessary. |
| B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users? | | X | | Any impacts have been assessed and publicly consulted upon where necessary. For example, Disabled Facilities Grants are included as part of this programme. |
| Environmental Impact: | X | | | There are a number of schemes included to enhance the environmental impact of the Council, for example carbon management, walking and cycling infrastructure and solar energy generation. |
| Health Impact: | X | | | Proposals included to encourage more walking and cycling as well as use of the district's environment. |

| | | | | |
|-------------------------------------|---|---|--|---|
| ICT Impact: | X | | | Opportunities included in the programme for IT projects to enhance efficiency. |
| Digital Services Impact: | X | | | Opportunities included in the programme for improved digital access to services |
| Council Strategy Priorities: | X | | | The planned programme is aligned to supporting the Council Strategy. Further details are included in section 4.2 of this report. |
| Core Business: | X | | | The planned programme provides funding for projects focused on improving business as usual functions. Section 4.2 details the level of funding supporting core business as usual functions. |
| Data Impact: | | X | | |
| Consultation and Engagement: | Joseph Holmes – Executive Director for Resources, s151 Officer. Capital Strategy Group | | | |

4 Executive Summary

- 4.1 This capital strategy report gives a high-level overview of how capital expenditure and capital financing 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. Decisions made regarding capital and capital financing will have financial consequences for the Council for many years into the future. They are therefore subject to both a national regulatory framework and to local policy framework, summarised in this report.
- 4.2 Despite ongoing pressure on the revenue budget, the Council continues to make significant investment in the future of West Berkshire through its Capital Programme. The Capital Strategy and supporting Capital Programme are aligned to the Council Strategy. The table below details the planned expenditure aligned to priorities within the approved Council Strategy.

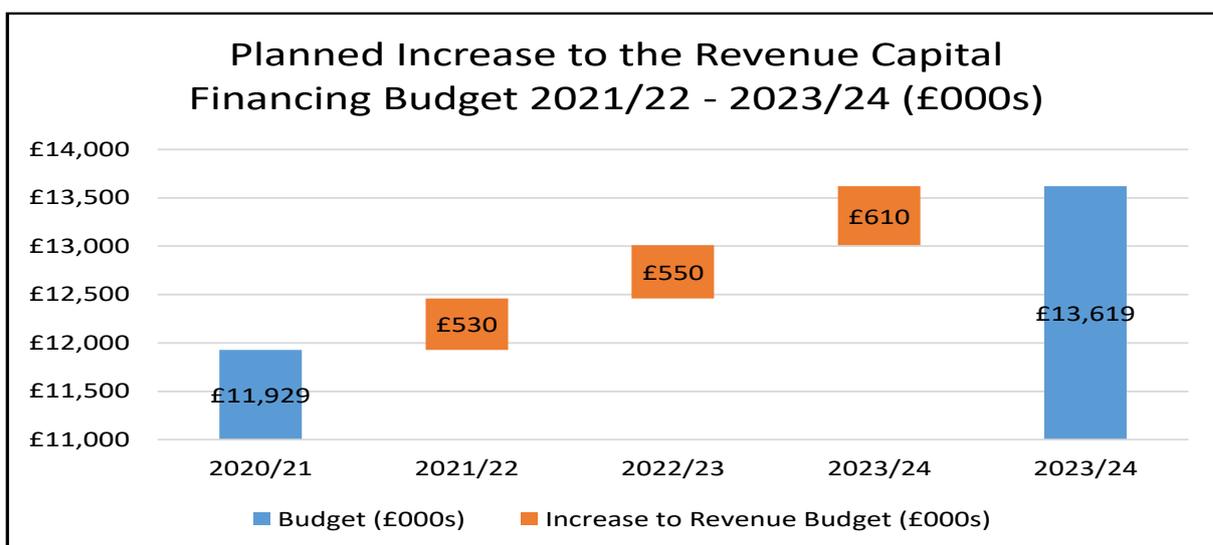


Appendix B provides a detailed breakdown of the Capital Programme

- 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 in support of the Environment Strategy approved on 16th July 2020.
- 4.4 The proposed expenditure on the Capital Programme over the three year period amounts to £122.9 million (£112.5 million on operational assets and £10.4 million 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 budget, reserves and capital receipts) or debt (borrowing, leasing and Private Finance Initiative). The planned financing of the programme is broken down as follows:

| Capital Financing | 2021/22 | 2022/23 | 2023/24 | Totals 2021 - 2024 |
|---|----------------|----------------|----------------|--------------------|
| | £000s | £000s | £000s | £000s |
| External Grants | £16,205 | £9,829 | £8,017 | £34,052 |
| Section 106 (s106) | £3,210 | £911 | £920 | £5,041 |
| Community Infrastructure Levy (CIL) | £5,266 | £5,260 | £3,855 | £14,381 |
| Total External Resources | £24,682 | £16,000 | £12,792 | £53,474 |
| Capital Receipts | £4,829 | £184 | £16 | £5,029 |
| Debt financing for operational assets | £17,277 | £17,440 | £19,242 | £53,958 |
| Debt financing for invest to save schemes | £1,050 | £1,900 | £7,500 | £10,450 |
| Total Own Resources | £23,156 | £19,524 | £26,758 | £69,437 |
| Total Financing | £47,837 | £35,524 | £39,549 | £122,910 |

- 4.5 The proposed programme relies on £53.5 million of external funding (i.e. grants, S106 and Community Infrastructure Levy). 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.
- 4.6 £64.4 million of debt financing, i.e. external borrowing is required to support delivery of the Capital Programme. Although capital expenditure is not charged directly to the revenue budget, interest payable on loans, repayments of loans and Minimum Revenue Provision payments are charged to revenue, this is referred to as capital financing. 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. The planned increases in the capital financing budget over the period of the Medium Term Financial Strategy are detailed below:



- 4.7 £10.4 million of debt financing to support invest to save schemes will be financed through the project via revenue savings or income generation.
- 4.8 Due to the very long-term nature of capital expenditure and financing and the revenue budget implications of expenditure incurred the Executive Director of Resources (s151 Officer) is satisfied that the proposed capital programme is prudent, affordable and sustainable. The Council’s Minimum Revenue Provision policy (MRP) is included in Appendix C.

5 Supporting Information

Introduction

- 5.1 Capital expenditure is where the Council spends money on assets, such as property or vehicles that will be used for more than one year. 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. The Council undertakes capitalisation of expenditure in accordance with the CIPFA Code of Practice.

- 5.2 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 in the Council’s Investment and Borrowing Strategy 2021/22.
- 5.3 Over the period of the Capital Strategy (2021/22 – 2023/24), the Council is planning capital expenditure of £122.9 million as summarised in the table below.

Prudential Indicator: Estimates of Capital Expenditure

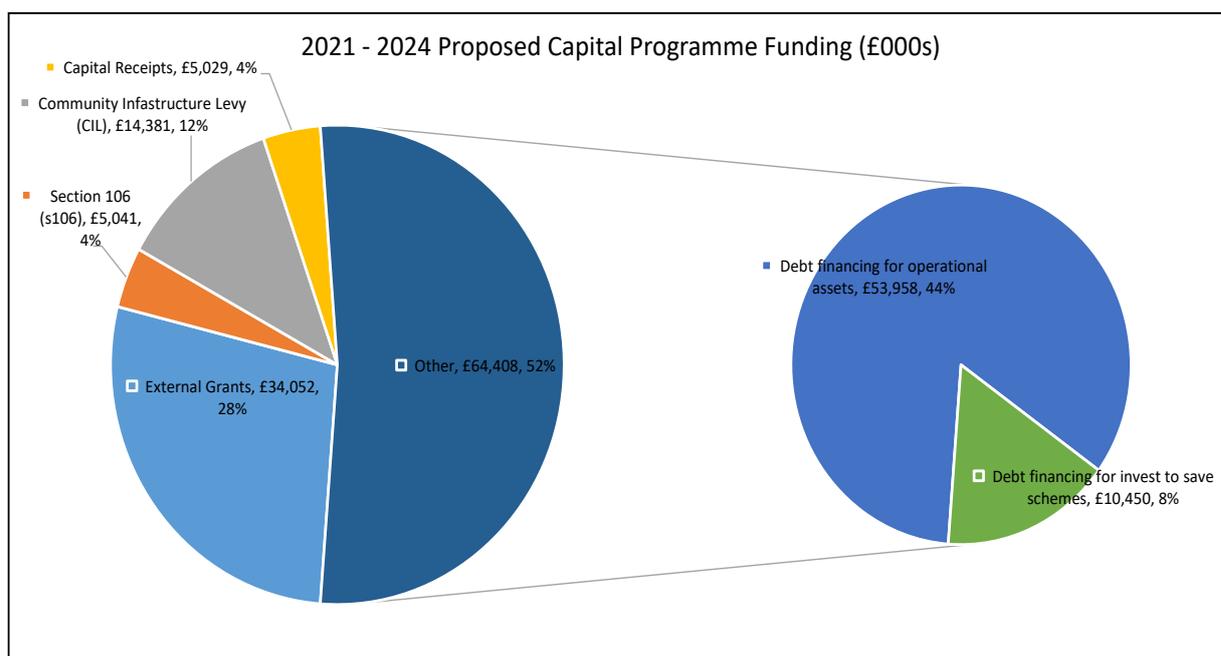
| Estimated Capital Expenditure | 2021/22 | 2022/23 | 2023/24 | 2021-24 |
|--|----------------|----------------|----------------|-----------------|
| | Actuals | Budget | Budget | Budget |
| | £000s | £000s | £000s | £000s |
| People Directorate | £10,502 | £13,521 | £16,178 | £40,201 |
| Place Directorate | £27,597 | £16,440 | £13,311 | £57,347 |
| Resources Directorate | £8,689 | £3,664 | £2,560 | £14,912 |
| Total Expenditure on Operational Assets | £46,787 | £33,624 | £32,049 | £112,460 |
| Invest to Save Schemes | £1,050 | £1,900 | £7,500 | £10,450 |
| Total Expenditure | £47,837 | £35,524 | £39,549 | £122,910 |

- 5.4 In respect of the Governance arrangements supporting expenditure proposed within the strategy and supporting programme, service managers bid annually in September to include projects in the Council’s capital programme. Bids are collated by Finance who calculate the financing cost (which can be nil if the project is fully externally financed). The Capital Strategy Group (CSG) appraises all bids based on a comparison of service priorities against financing costs. The final strategy and supporting programme is then presented to Executive in February and to Council in March annually for approval.

Background

- 5.5 All capital expenditure must be financed and hence the size of the Capital Programme is determined by the amount of funding the Council can afford either from external sources (government grants and other contributions), the Council’s own resources (revenue budget, reserves and capital receipts) or debt (borrowing, leasing and Private Finance Initiative). The planned financing of the Capital Programme expenditure is as follows:

Split of Funding supporting the Capital Programme



- 5.6 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.
- 5.7 £64.4 million of Council funded borrowing, i.e. debt funding, is included within the programme. Debt funding is split between borrowing to fund expenditure on the Council’s operational assets (i.e. corporately funded debt) and borrowing to fund invest to save projects, i.e. investing in the project will deliver service objectives and will result in revenue savings within service budgets that will fund the cost of borrowing related to the project. Debt financing is predominately sourced from the Public Works and Loans Board (PWLB), however, the Council’s Investment and Borrowing Strategy does make provision for accessing alternative sources of debt financing.
- 5.8 Debt is only a temporary source of finance, since loans and leases must be repaid, and this is therefore replaced over time by other financing, usually from revenue which is known as minimum revenue provision (MRP) / loans fund repayments. Alternatively, proceeds from selling capital assets (known as capital receipts) may be used to replace debt finance. Planned MRP / repayments and use of capital receipts are as follows:

Prudential Indicator: Replacement of Debt

| Provision for Replacement of Debt | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|-----------------------------------|-----------------|------------------|-----------------|-----------------|
| | Forecast | Budget | Budget | Budget |
| | £000s | £000s | £000s | £000s |
| Capital Receipts | £0 | (£4,829) | (£184) | (£16) |
| MRP repayments (revenue) | | | | |
| Operational Assets | (£6,680) | (£5,927) | (£5,259) | (£5,218) |
| Waste PFI | (£722) | (£766) | (£813) | (£863) |
| Commercial Property | (£450) | (£459) | (£468) | (£468) |
| Totals | (£7,853) | (£11,981) | (£6,724) | (£6,565) |

- 5.9 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 / loans fund repayments and capital receipts used to replace debt. The CFR is expected to increase by £11.2 million during 2021/22. Based on the above figures for expenditure and financing, the Council's estimated CFR is as follows:

Prudential Indicator: Capital Financing Requirement

| Capital Financing Requirement (CFR) | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|---|-----------------|-----------------|-----------------|-----------------|
| | Forecast | Budget | Budget | Budget |
| | £000s | £000s | £000s | £000s |
| Opening CFR | £272,947 | £278,274 | £289,449 | £302,248 |
| Expenditure on operational assets | £10,565 | £17,277 | £17,440 | £19,242 |
| Expenditure on Invest to Save Schemes | £2,614 | £1,050 | £1,900 | £7,500 |
| Minimum Revenue Provision (exc PFI & Commercial Property) | (£6,680) | (£5,927) | (£5,259) | (£5,218) |
| Waste PFI Minimum Revenue Provision | (£722) | (£766) | (£813) | (£863) |
| Commercial Property MRP | (£450) | (£459) | (£468) | (£468) |
| Total General Fund Items | £278,274 | £289,449 | £302,248 | £322,440 |

- 5.10 The Council's main objectives when borrowing are to achieve a low but certain cost of finance while retaining flexibility should plans change in future. These objectives are often conflicting, and the Council therefore seeks to strike a balance between cheap short-term loans (currently available at around 0.10%) and long-term fixed rate loans where the future cost is known but higher (currently 1.5% to 2.5%). Projected levels of the Council's total outstanding debt (which comprises borrowing, PFI liabilities, and leases) are shown in the table below, compared with the capital financing requirement.

Prudential Indicator: Gross Debt and the Capital Financing Requirement

| Gross Debt and CFR | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|--|-----------------|-----------------|-----------------|-----------------|
| | 31.3.2021 | Budget | Budget | Budget |
| | £000s | £000s | £000s | £000s |
| Operational Debt -existing loans | £196,470 | £216,472 | £235,248 | £257,796 |
| Additional debt from capital programme | £13,180 | £18,327 | £19,340 | £26,742 |
| Waste PFI | £12,249 | £11,483 | £10,670 | £9,807 |
| Total Debt including leases and PFI | £221,899 | £246,281 | £265,257 | £294,345 |
| Capital Financing Requirement | £278,274 | £289,449 | £302,248 | £322,440 |

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

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

Prudential Indicator: Authorised limit and Operational Boundary for external debt

| Authorised Limit & Operational Boundary (Borrowing Limits) | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|---|-----------------|-----------------|-----------------|-----------------|
| | Limit | Limit | Limit | Limit |
| | £000s | £000s | £000s | £000s |
| Authorised Limit - Operational Borrowing | £275,000 | £277,000 | £298,000 | £331,000 |
| Authorised Limit - PFI and Leases | £13,000 | £12,000 | £11,000 | £10,000 |
| Authorised Limit - Short Term Borrowing | £15,000 | £15,000 | £15,000 | £15,000 |
| Authorised Limit - Total External Debt | £303,000 | £304,000 | £324,000 | £356,000 |
| Operational Boundary - Operational Borrowing | £265,000 | £267,000 | £288,000 | £321,000 |
| Operational Boundary - PFI and Leases | £13,000 | £12,000 | £11,000 | £10,000 |
| Operational Boundary - Short Term Borrowing | £15,000 | £15,000 | £15,000 | £15,000 |
| Operational Boundary - Total External Debt | £293,000 | £294,000 | £314,000 | £346,000 |

5.13 The limits as set out in the table above are detailed within the Council’s Investment and Borrowing Strategy and accommodate proposed expenditure included within the Capital Programme.

5.14 To ensure that capital assets continue to be of long-term use, the Council has an Asset Management Strategy in place. The Strategy seeks to convey both the context of the West Berkshire Council estate and the drivers and deliverables to ensure that Council assets are utilised to their optimum capability, both in delivering quality services and in economic terms, focusing on:

- (a) Operational efficiency and effectiveness across the estate with financial efficiency, opportunity to generate income in accordance with related investment strategies, and alignment of the estate with other new or emerging council strategies such as the Housing Strategy 2020 – 2036 and Environment Strategy 2020 – 2030.
- (b) To ensure an efficient estate, continuing to commit to maintaining the condition of assets through the capital programme, developing new income streams through the estate and new opportunities through the ‘One Public Estate’ programme, the wider Place Making activities, and the devolution of assets to parish and town councils and potential for joint working with partners.

The Council’s Asset Management Strategy is included in Appendix D.

5.15 When a capital asset is no longer needed, it may be sold so that the proceeds, known as capital receipts, can be spent on new assets, repay debt or finance transformation projects (transformation projects can be funded until 2022/23). The Council anticipates total receipts of £2.2 million, of which £2.1 million is ring-fenced to Educational use. £965k of forecast receipts are available to be allocated to the Council’s Transformation Fund.

Capital Receipts Receivable and Planned Usage

Capital Strategy and Programme 2021/22 – 2023/24

| Capital Receipts Receivable and Application | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | Totals |
|--|---------------|---------------|---------------|---------------|---------------|---------------|
| | Actuals | Forecast | Budget | Budget | Budget | |
| | £000s | £000s | £000s | £000s | £000s | |
| Unallocated capital receipts from prior years Bfwd | £5,453 | £5,453 | £5,828 | £1,824 | £1,640 | |
| Asset sales | | £965 | £1,200 | | | £2,165 |
| Total Receipts Receivable | £5,453 | £6,418 | £7,028 | £1,824 | £1,640 | £2,165 |
| Use of Capital Receipts | | | | | | |
| Applied to Capital Programme (funding) | | | £4,829 | £184 | £16 | £5,029 |
| Applied under Flexible Use of Capital Receipts | | £590 | £375 | | | £965 |
| Total Planned use of Receipts | £0 | £590 | £5,204 | £184 | £16 | £5,994 |
| Unallocated Capital Receipts | £5,453 | £5,828 | £1,824 | £1,640 | £1,624 | |

Note: £1.2 million estimated receipt in 2021/22 relates to the rationalisation of Parson's Down Infant & Junior Schools, receipt is ring-fenced to Educational use, but not currently applied to programme.

The Council's Flexible Use of Capital Receipts Policy is included in Appendix E.

Proposals

5.16 The Capital Strategy and supporting Capital Programme propose total gross expenditure of £122.9 million of which £69.4 million is funded via Council resources, i.e. application of capital receipts and debt financing. Debt financing of £52 million is funded via the Council's revenue capital financing budget, which is proposed to increase by £1.6 million over the period of the Capital Strategy. £10.4 million of debt financing will be funded directly by projects via savings generation. The proposed allocation of expenditure across the programme by Directorate is detailed in the table below.

| | | | | | |
|------------------------------------|----------------|-----------------|---------------|----------------|------------------|
| People Directorate | Council Funded | External Grants | S106 | CIL | Total by Service |
| | £'000 | £'000 | £'000 | £'000 | £'000 |
| Adult Social Care | £2,526 | £1,923 | £0 | £0 | £4,449 |
| Children & Family Services | £60 | £0 | £0 | £0 | £60 |
| Education Services | £21,972 | £6,230 | £1,562 | £5,928 | £35,692 |
| Total People Directorate | £24,558 | £8,153 | £1,562 | £5,928 | £40,201 |
| Place Directorate | Council Funded | External Grants | S106 | CIL | Total by Service |
| | £'000 | £'000 | £'000 | £'000 | £'000 |
| Public Protection and Culture | £7,358 | £1,175 | £0 | £150 | £8,683 |
| Environment | £24,031 | £19,004 | £3,478 | £7,300 | £53,813 |
| Development and Planning | £1,702 | £3,600 | £0 | £0 | £5,302 |
| Total Place Directorate | £33,091 | £23,779 | £3,478 | £7,450 | £67,797 |
| Resources Directorate | Council Funded | External Grants | S106 | CIL | Total by Service |
| | £'000 | £'000 | £'000 | £'000 | £'000 |
| Finance and Property | £5,984 | £0 | £0 | £1,000 | £6,984 |
| Customer Services and ICT | £5,317 | £2,120 | £0 | £0 | £7,437 |
| Strategy and Governance | £487 | £0 | £0 | £4 | £491 |
| Total Resources Directorate | £11,788 | £2,120 | £0 | £1,004 | £14,912 |
| Total Proposed Expenditure | £69,437 | £34,052 | £5,041 | £14,381 | £122,910 |

5.17 Key areas of capital expenditure focus on:

- £12.5 million of initiatives linked to the Environment Strategy approved by the Executive on 16th July 2020, including £1.6 million of carbon reduction initiatives and £10.4 million focused on solar photovoltaic energy generation.
- £39.7 million of projects with a focus on developing local infrastructure including housing to support and grow the local economy, predominately maintaining the

local road and cycle networks across the district and £2 million on flood defences and drainage works.

5.18 The Council does have a number of potential options to pursue further through this strategy to deliver strategic return. Projects with a cumulative value of £14.8 million are included within the proposed Capital Programme relating to projects that require further feasibility investigations. These projects are predominately aligned to the Council’s Leisure Strategy (under development) and approved Energy Strategy, further detail will be presented to Capital Strategy Group for review in the coming months as investigations are progressed. These projects are detailed in the table below.

| Projects at Feasibility Stage | 2021/22 | 2022/23 | 2023/24 | Totals |
|--|-------------------|-------------------|-------------------|--------------------|
| VMS/Intelligent Traffic Signs | £15,000 | £485,000 | £0 | £500,000 |
| Traffic Signal Upgrades | £320,000 | £320,000 | £70,000 | £710,000 |
| Refurbishment of Kennet Leisure Centre | £0 | £200,000 | £0 | £200,000 |
| Feasibility Study - Newbury Lido | £100,000 | £0 | £0 | £100,000 |
| Shaw House. Restoration of disused outbuildings in the gardens. | £0 | £225,000 | £150,000 | £375,000 |
| West Berkshire Museum. Reducing the damp in the historic buildings | £100,000 | £150,000 | £100,000 | £350,000 |
| West Berkshire Museum. Options for long-term storage of museum collections | £0 | £100,000 | £150,000 | £250,000 |
| Expansion of Berkshire Records Office. Reading | £675,000 | £675,000 | £0 | £1,350,000 |
| Renewable energy provision | £1,050,000 | £1,900,000 | £7,500,000 | £10,450,000 |
| Hungerford LC - Modular exercise studio | £160,000 | £0 | £0 | £160,000 |
| Feasibility studies for options to deliver the Leisure Strategy | £100,000 | £300,000 | £0 | £400,000 |
| Total estimated expenditure | £2,520,000 | £4,355,000 | £7,970,000 | £14,845,000 |

Further details of all planned expenditure on a project basis are included in Appendix B.

6 Other options considered

Not applicable

7 Conclusion

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

| Ratio of financing costs to net revenue budget | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|--|----------|----------|----------|----------|
| | Forecast | Forecast | Forecast | Forecast |
| Ratio | 9.2% | 8.8% | 9.1% | 9.3% |

7.2 Further details on the revenue implications of capital expenditure are included in the 2021/22 Revenue Budget Report.

7.3 Due to the very long-term nature of capital expenditure and financing, the revenue budget implications of expenditure incurred in the next few years will extend for up to 50 years into the future. The Executive Director of Resources (s151 Officer) is satisfied that the proposed capital programme is prudent, affordable and sustainable.

8 Appendices

Appendix A – Equalities Impact Assessment

Appendix B – Capital Programme 2021/22 – 2023/24

Appendix C – Minimum Revenue Provision Policy 2021/22

Appendix D – Asset Management Strategy 2019 – 2023 Refresh

Appendix E – Flexible Use of Capital Receipts Policy 2021/22

Appendix F – Proposed CIL (Community Infrastructure Levy) Bids for inclusion in the Capital programme 2021-22

Subject to Call-In:

Yes: No:

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

Officer details:

Name: Shannon Coleman-Slaughter
 Job Title: Chief Financial Accountant
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 E-mail: shannon.colemanslaughter@westberks.gov.uk

Document Control

| | | | |
|----------------|--|----------------|--|
| Document Ref: | | Date Created: | |
| Version: | | Date Modified: | |
| Author: | | | |
| Owning Service | | | |

Change History

| Version | Date | Description | Change ID |
|---------|------|-------------|-----------|
| 1 | | | |
| 2 | | | |

Appendix A

Equality Impact Assessment (EqIA) - Stage One

| | |
|---|---|
| What is the proposed decision that you are asking the Executive to make: | |
| Summary of relevant legislation: | Approve the Capital Strategy & Supporting appendices |
| Does the proposed decision conflict with any of the Council's priorities for improvement? <ul style="list-style-type: none"> • Ensure our vulnerable children and adults achieve better outcomes • Support everyone to reach their full potential • Support businesses to start develop and thrive in West Berkshire • Develop local infrastructure including housing to support and grow the local economy Maintain a green district • Ensure sustainable services through innovation and partnerships | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> X If yes, please indicate which priority and provide an explanation |
| Name of Budget Holder: | Various |
| Name of Service/Directorate: | Joseph Holmes |
| Name of assessor: | Shannon Coleman-Slaughter |
| Date of assessment: | 7.1.2021 |
| Version and release date (if applicable): | |

| Is this a ? | | Is this policy, strategy, function or service ... ? | |
|------------------|---|---|---|
| Policy | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> X | New or proposed | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> X |
| Strategy | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Already exists and is being reviewed | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Function | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> X | Is changing | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Service | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> X | | |

(1) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?

| | |
|--------------------|--|
| Aims: | To outline the Capital Strategy covering financial years 2021/22 -2023/24 and the supporting funding framework. |
| Objectives: | Provide 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. |
| Outcomes: | Financial sustainable capital expenditure in line with the approved Council Strategy. |
| Benefits: | Provision of local services |

(2) Which groups might be affected and how? Is it 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 | Not applicable | |
| Disability | | |
| Gender Reassignment | | |
| Marriage and Civil Partnership | | |
| Pregnancy and Maternity | | |
| Race | | |
| Religion or Belief | | |
| Sex | | |
| Sexual Orientation | | |

Further Comments:

(3) Result

Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?

Yes 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? | Yes <input type="checkbox"/> No X |
| Please provide an explanation for your answer: | |

| | |
|--|--|
| (4) Identify next steps as appropriate: | |
| EqlA Stage 2 required | Yes <input type="checkbox"/> No X |
| Owner of EqlA Stage Two: | |
| Timescale for EqlA Stage Two: | |

Name: Shannon Coleman-Slaughter

Date: 7.1.2021

Please now forward this completed form to Pamela Voss, Equality and Diversity Officer (pamela.voss@westberks.gov.uk), for publication on the WBC website.

| Directorate | Service | Project Title | Description of Project | 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 23/24 | Government and other Grants 23/24 | S106 22-23 | CIL 22-23 | Total 23/24 | Total 21 - 24 | |
|-------------|----------------------------|--|--|---------------|-----------------------------------|------------|------------|-------------|---------------|-----------------------------------|------------|-----------|-------------|---------------|-----------------------------------|------------|------------|-------------|---------------|------------|
| People | Adult Social Care | Occupational Therapy Equipment | Annual provision for essential aids & equipment for vulnerable people. | £455,030 | £641,000 | £0 | £0 | £1,096,030 | £543,170 | £641,000 | £0 | £0 | £1,184,170 | £554,000 | £641,000 | £0 | £0 | £1,195,000 | £3,475,200 | |
| People | Adult Social Care | Social Services - Planned Maintenance | Maintenance of Care Homes and Resource Centres | £150,000 | £0 | £0 | £0 | £150,000 | £150,000 | £0 | £0 | £0 | £150,000 | £150,000 | £0 | £0 | £0 | £0 | £150,000 | £450,000 |
| People | Adult Social Care | Care Director V6 | Update the support system that is used by social care teams | £523,930 | £0 | £0 | £0 | £523,930 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £523,930 |
| People | Children & Family Services | Building Work :Fostering | To enable more children to be fostered in West Berkshire | £20,000 | £0 | £0 | £0 | £20,000 | £20,000 | £0 | £0 | £0 | £20,000 | £20,000 | £0 | £0 | £0 | £0 | £20,000 | £60,000 |
| People | 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. | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £22,930 | £0 | £0 | £0 | £0 | £22,930 | £22,930 |
| People | Education Services | Additional Places - Secondary Basic Need | Additional primary provision to meet the impact from the Sandford Park Housing Development. | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £214,870 | £214,870 | £1,788,350 | £0 | £0 | £1,187,250 | £2,975,600 | £3,190,470 | |
| People | 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. | £0 | £0 | £0 | £0 | £0 | £0 | £277,060 | £0 | £500,240 | £777,300 | £0 | £0 | £0 | £19,190 | £19,190 | £796,490 | |
| People | 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. | £108,700 | £44,940 | £0 | £0 | £153,640 | £807,240 | £254,010 | £0 | £544,890 | £1,606,140 | £544,890 | £0 | £0 | £0 | £544,890 | £2,304,670 | |
| People | 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. | £12,800 | £0 | £0 | £80,840 | £93,640 | £2,170,660 | £0 | £0 | £663,000 | £2,833,660 | £3,822,510 | £0 | £0 | £0 | £0 | £3,822,510 | £6,749,810 |
| People | Education Services | Wrap around care | Provision of accommodation on school sites to facilitate childcare outside of school hours, via a range of models, that meets these needs of local families and supports school viability. | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £49,500 | £0 | £49,500 | £585,000 | £0 | £0 | £0 | £0 | £585,000 | £634,500 |
| People | Education Services | North Newbury - New primary school | Additional primary provision to meet the impact from the North Newbury Housing Development. | £0 | £0 | £0 | £0 | £0 | £60,950 | £0 | £0 | £0 | £60,950 | £165,040 | £0 | £149,720 | £0 | £314,760 | £375,710 | |
| People | Education Services | Garland School - Nurture Provision | 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. | £136,510 | £72,080 | £0 | £0 | £208,590 | £3,000 | £0 | £0 | £0 | £3,000 | £0 | £0 | £0 | £0 | £0 | £211,590 | |
| People | Education Services | Brookfields School - accessibility | Remodelling and refurbishment works to address general; toilet and changing room accessibility and suitability issues. | £20,000 | £0 | £0 | £0 | £20,000 | £233,750 | £0 | £0 | £0 | £233,750 | £233,750 | £0 | £0 | £0 | £0 | £233,750 | £487,500 |
| People | Education Services | Project Management - Education | Capital element of the Place Planning & Development Team | £295,990 | £0 | £0 | £0 | £295,990 | £301,900 | £0 | £0 | £0 | £301,900 | £307,940 | £0 | £0 | £0 | £0 | £307,940 | £905,830 |
| People | Education Services | Theale Primary Basic Need Project | Expansion of the school from 1.0FE to 1.5FE to meet local primary basic need. | £0 | £106,860 | £1,100 | £0 | £107,960 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £107,960 |
| People | Education Services | Highwood Copse | Provision of a new 1FE Primary school with Nursery class to meet primary basic need across Newbury. | £99,500 | £0 | £0 | £0 | £99,500 | £81,200 | £0 | £0 | £0 | £81,200 | £15,340 | £0 | £0 | £0 | £0 | £15,340 | £196,040 |
| People | Education Services | Park House - Impact of new housing | Impact at Park House school of additional pupil numbers from Racecourse and Sandford new housing developments. | £0 | £0 | £871,160 | £0 | £871,160 | £0 | £0 | £383,040 | £0 | £383,040 | £0 | £0 | £67,200 | £0 | £67,200 | £1,321,400 | |
| People | Education Services | The Wincombe Primary - Basic Need Bulge | Increase accommodation to enable an additional bulge class of 30 from September 2016. | £0 | £0 | £0 | £4,880 | £4,880 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £4,880 | |
| People | Education Services | Schools Statutory Compliance Surveys | 5-year rolling programme to undertake Asbestos, Condition, Fire and Legionella surveys. | £15,000 | £0 | £0 | £0 | £15,000 | £15,000 | £0 | £0 | £0 | £15,000 | £15,000 | £0 | £0 | £0 | £0 | £15,000 | £45,000 |
| People | Education Services | Hungerford Primary - Universal Free School Meals | Kitchen expansion to enable continued delivery of universal infant free school meals | £9,020 | £0 | £0 | £0 | £9,020 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £9,020 |
| People | Education Services | The Willink - Basic Need | To mitigate the impact from secondary basic need and potential further housing developments within the school's catchment area. | £914,620 | £10 | £0 | £0 | £914,630 | £130,980 | £0 | £0 | £0 | £130,980 | £0 | £0 | £0 | £0 | £0 | £1,045,610 | |
| People | Education Services | Speenhamland - 2FE Project | Provision of a nursery class and works to expand and address deficiencies of the Physical Disability Resourced Unit. | £324,270 | £0 | £0 | £0 | £324,270 | £19,900 | £0 | £0 | £0 | £19,900 | £0 | £0 | £0 | £0 | £0 | £344,170 | |
| People | Education Services | i-college Alternative Education | Provision of a new accommodation for the iCollege east of area provision to address suitability and sufficiency issues. | £0 | £0 | £0 | £1,226,890 | £1,226,890 | £0 | £0 | £0 | £39,800 | £39,800 | £0 | £0 | £0 | £0 | £0 | £1,266,690 | |
| People | Education Services | Trinity School Basic Need | Expansion of Trinity Secondary School from 6FE to 7FE as part of Planning Area 12 pupil place strategy. | £25,860 | £0 | £0 | £0 | £25,860 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £25,860 | |
| People | Education Services | Parsons Down Rationalisation | Rationalisation of accommodation to align with reduced admission number due to decline in forecast pupil numbers and to create a viable 2FE school. | £1,507,260 | £0 | £0 | £48,760 | £1,556,020 | £26,540 | £0 | £0 | £0 | £26,540 | £76,300 | £0 | £0 | £0 | £76,300 | £1,658,860 | |

| Directorate | Service | Project Title | Description of Project | 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 23/24 | Government and other Grants 23/24 | S106 22-23 | CIL 22-23 | Total 23/24 | Total 21 - 24 | |
|-------------|-------------------------------|---|--|---------------|-----------------------------------|------------|-----------|-------------|---------------|-----------------------------------|------------|-----------|-------------|---------------|-----------------------------------|------------|-----------|-------------|---------------|------------|
| Place | Public Protection and Culture | Feasibility studies for options to deliver the Leisure Strategy | Review of leisure offering in line with Leisure Strategy | £100,000 | £0 | £0 | £0 | £100,000 | £300,000 | £0 | £0 | £0 | £300,000 | £0 | £0 | £0 | £0 | £0 | £0 | £400,000 |
| Place | Environment | Hampstead Norreys Flood Alleviation Scheme | Subject to DEFRA funding - Flood alleviation scheme for Hampstead Norreys. | £0 | £40,000 | £0 | £0 | £40,000 | £0 | £500,000 | £0 | £0 | £500,000 | £0 | £0 | £0 | £0 | £0 | £0 | £540,000 |
| Place | Environment | A4 Faraday Road Improvements | CIL funded capacity improvements and signals upgrade at the A4/Faraday Road junction. | £0 | £0 | £0 | £320,000 | £320,000 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £320,000 |
| Place | Environment | Burger King Junction Improvements | Network capacity improvements at the Burger King Roundabout in Newbury. | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £440,000 | £0 | £0 | £440,000 | £440,000 |
| Place | Environment | Local S106 Highway Improvements | A selection of network and road safety improvements to mitigate the impact of developments throughout the District. | £0 | £0 | £150,000 | £0 | £150,000 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £150,000 |
| Place | Environment | Aldermaston Footways | Improved Footway, S106 funded | £0 | £237,210 | £0 | £0 | £237,210 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £237,210 |
| Place | Environment | Kings Road Improvements | Environmental and Traffic Management Improvements to existing road network following completion of the Kings Road Link Road | £0 | £0 | £0 | £50,000 | £50,000 | £0 | £0 | £0 | £350,000 | £350,000 | £0 | £0 | £0 | £0 | £0 | £0 | £400,000 |
| Place | Environment | Car Park Maintenance | Routine capital maintenance of the Council's public car parks. | £35,000 | £0 | £0 | £0 | £35,000 | £15,000 | £0 | £0 | £0 | £15,000 | £15,000 | £0 | £0 | £0 | £0 | £15,000 | £65,000 |
| Place | Environment | Henwick Sports Pavilion | Delivering infrastructure improvements at Henwick Pavilion | £0 | £0 | £0 | £65,000 | £65,000 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £65,000 |
| Place | Environment | Access Improvements: Visitor Access Improvements | Delivering infrastructure improvements at sites in West Berkshire that will offer improved provision, for able bodied and for those who find access difficult and for people who rely on wheelchairs. | £0 | £0 | £0 | £112,630 | £112,630 | £0 | £0 | £0 | £55,430 | £55,430 | £0 | £0 | £0 | £0 | £55,430 | £55,430 | £223,490 |
| Place | Environment | Habitat Creation | This project is about working with our partners and communities in order to address the negative impacts of climate change, a key component of the Environment Strategy. To create new habitat for declining species | £0 | £0 | £10,000 | £0 | £10,000 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £10,000 |
| Place | Environment | Environment Strategy - Minor projects and improvements | To develop and deliver a range of projects that will fulfil the aims of the Environment Strategy and the Environment Delivery Plan. | £0 | £0 | £0 | £150,000 | £150,000 | £0 | £0 | £0 | £150,000 | £150,000 | £0 | £0 | £0 | £0 | £0 | £0 | £300,000 |
| Place | Environment | Separate Food Waste | The provision of fleet and infrastructure to provide a separate food waste service for the Council. | £0 | £0 | £0 | £900,000 | £900,000 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £900,000 |
| Place | Environment | Village Speed Limits | Assessment and implementation of speed limits resulting from the speed limit review process. | £0 | £45,000 | £0 | £0 | £45,000 | £0 | £30,000 | £0 | £0 | £30,000 | £0 | £30,000 | £0 | £0 | £30,000 | £30,000 | £105,000 |
| Place | Environment | Accident Reduction Works | Road safety improvements as a result of accident investigations | £0 | £25,000 | £0 | £65,000 | £90,000 | £0 | £25,000 | £0 | £50,000 | £75,000 | £0 | £25,000 | £0 | £50,000 | £75,000 | £75,000 | £240,000 |
| Place | Environment | Footway Improvements Existing & New | Footway improvement schemes | £0 | £20,000 | £0 | £50,000 | £70,000 | £0 | £20,000 | £0 | £50,000 | £70,000 | £0 | £20,000 | £0 | £50,000 | £70,000 | £70,000 | £210,000 |
| Place | Environment | Recreational Walk Route | To improve selected pedestrian rights of way in order to increase their recreational value | £0 | £0 | £0 | £41,890 | £41,890 | £0 | £0 | £0 | £13,890 | £13,890 | £0 | £0 | £0 | £13,890 | £13,890 | £13,890 | £69,670 |
| Place | Environment | Street Lighting | Ongoing capital replacements of lighting columns and lanterns | £0 | £100,000 | £0 | £0 | £100,000 | £0 | £100,000 | £0 | £0 | £100,000 | £0 | £100,000 | £0 | £0 | £100,000 | £100,000 | £300,000 |
| Place | Environment | Signing Improvements | Signing improvements in the district. | £0 | £30,000 | £0 | £0 | £30,000 | £0 | £30,000 | £0 | £0 | £30,000 | £0 | £30,000 | £0 | £0 | £30,000 | £30,000 | £90,000 |
| Place | Environment | New / Improved Cycle ways | Developing and implementing active travel solutions for West Berkshire | £0 | £515,000 | £0 | £420,000 | £935,000 | £0 | £20,000 | £0 | £620,000 | £640,000 | £0 | £20,000 | £0 | £620,000 | £640,000 | £640,000 | £2,215,000 |
| Place | Environment | Rights Of Way Volunteer | To undertake rights of way maintenance work by the use of volunteers | £0 | £0 | £0 | £2,500 | £2,500 | £0 | £0 | £0 | £2,500 | £2,500 | £0 | £0 | £0 | £2,500 | £2,500 | £2,500 | £7,500 |
| Place | Environment | Improvements To Pedestrian Routes | Improve the condition of pedestrian routes | £0 | £0 | £0 | £49,980 | £49,980 | £0 | £0 | £0 | £13,890 | £13,890 | £0 | £0 | £0 | £13,890 | £13,890 | £13,890 | £77,760 |
| Place | Environment | Disabled Access To Countryside | Improve selected rights of way in order to increase their usability and recreational value for less able users. | £0 | £0 | £0 | £7,000 | £7,000 | £0 | £0 | £0 | £45,000 | £45,000 | £0 | £0 | £0 | £7,000 | £7,000 | £7,000 | £59,000 |
| Place | Environment | Bridleway Improvement for Pedestrians | To improve selected rideable and cycle able rights of way in order to increase their recreational and/or utilitarian value | £0 | £0 | £0 | £23,890 | £23,890 | £0 | £0 | £0 | £13,890 | £13,890 | £0 | £0 | £0 | £13,890 | £13,890 | £13,890 | £51,670 |
| Place | Environment | Ridgeway Trail | To maintain the trail at the standard required by Natural England | £0 | £0 | £0 | £13,000 | £13,000 | £0 | £0 | £0 | £13,000 | £13,000 | £0 | £0 | £0 | £13,000 | £13,000 | £13,000 | £39,000 |
| Place | Environment | Recreational Cycle ways | To improve selected cycle able rights of way in order to increase their recreational and/or utilitarian value. | £0 | £0 | £0 | £27,880 | £27,880 | £0 | £0 | £0 | £27,880 | £27,880 | £0 | £0 | £0 | £13,880 | £13,880 | £13,880 | £69,640 |
| Place | Environment | Rural Signing | Maintenance & improvement of direction signage on rural rights of way | £0 | £0 | £0 | £0 | £0 | £5,270 | £0 | £0 | £0 | £5,270 | £5,270 | £0 | £0 | £0 | £5,270 | £5,270 | £10,540 |
| Place | Environment | Countryside & Environment Capital Salaries | To manage the capital projects the Countryside Service is responsible for under the Local Transport Plan | £35,980 | £0 | £0 | £0 | £35,980 | £36,700 | £0 | £0 | £0 | £36,700 | £37,400 | £0 | £0 | £0 | £37,400 | £37,400 | £110,080 |
| Place | Environment | Land Drainage | Capital Land Drainage and Flood Risk Management works | £0 | £200,000 | £0 | £0 | £200,000 | £0 | £400,000 | £0 | £0 | £400,000 | £0 | £300,000 | £0 | £0 | £300,000 | £300,000 | £900,000 |
| Place | Environment | West Ilsley Flood Alleviation | The proposed project will assist with flood defence within West Ilsley | £0 | £0 | £0 | £24,470 | £24,470 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £24,470 |

| Directorate | Service | Project Title | Description of Project | 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 23/24 | Government and other Grants 23/24 | S106 22-23 | CIL 22-23 | Total 23/24 | Total 21 - 24 |
|-------------|-------------|--|---|---------------|-----------------------------------|------------|-----------|-------------|---------------|-----------------------------------|------------|-----------|-------------|---------------|-----------------------------------|------------|-----------|-------------|---------------|
| Place | Environment | Future Programme Development | Assessment and feasibility of works to support bids for grant, S106, CIL, LDF and LTP3. | £0 | £50,000 | £0 | £50,000 | £100,000 | £0 | £50,000 | £0 | £50,000 | £100,000 | £0 | £50,000 | £0 | £50,000 | £100,000 | £300,000 |
| Place | Environment | School Safety Programme | Annual programme of safety improvements in the vicinity of schools. | £0 | £20,000 | £0 | £30,000 | £50,000 | £0 | £20,000 | £0 | £30,000 | £50,000 | £0 | £20,000 | £0 | £30,000 | £50,000 | £150,000 |
| Place | Environment | Pavement to St. Mary's School | The widening of the Pavement between the centre of Mortimer and St Mary's Junior school. | £0 | £0 | £0 | £35,000 | £35,000 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £35,000 |
| Place | Environment | Essential Maintenance - Bridges | Capital maintenance of the Council's bridges and other structures. | £0 | £300,000 | £0 | £0 | £300,000 | £0 | £300,000 | £0 | £0 | £300,000 | £0 | £300,000 | £0 | £0 | £300,000 | £900,000 |
| Place | Environment | Preventative Maintenance - Bridges | Routine painting and vegetation clearance from the Council structures to prevent the need for substantive future maintenance. | £0 | £100,000 | £0 | £0 | £100,000 | £0 | £100,000 | £0 | £0 | £100,000 | £0 | £100,000 | £0 | £0 | £100,000 | £300,000 |
| Place | Environment | Robin Hood Roundabout & A4 | Network capacity improvements at the Robinhood Roundabout in Newbury. | £0 | £0 | £1,495,000 | £0 | £1,495,000 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £1,495,000 |
| Place | Environment | Travel Plans (Transport Planning) | Includes transport model and transport policy officer | £47,760 | £10,000 | £0 | £0 | £57,760 | £51,800 | £0 | £0 | £0 | £51,800 | £52,800 | £0 | £0 | £0 | £52,800 | £162,360 |
| Place | Environment | Public Transport Infrastructure | Real Time Passenger Information and other public transport infrastructure. | £0 | £0 | £0 | £50,000 | £50,000 | £0 | £0 | £0 | £50,000 | £50,000 | £0 | £0 | £0 | £50,000 | £50,000 | £150,000 |
| Place | Environment | Highway Improved Programme | Annual Carriageway Treatment Schemes | £1,794,970 | £2,082,570 | £0 | £0 | £3,877,540 | £1,932,970 | £2,100,000 | £0 | £0 | £4,032,970 | £1,932,970 | £2,048,740 | £0 | £0 | £3,981,710 | £11,892,220 |
| Place | Environment | Kings Road Link, Newbury | Design, assessment and construction of the Kings Road Link Road. | £0 | £750,000 | £200,000 | £0 | £950,000 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £950,000 |
| Place | Environment | Hermitage to Hampstead Norreys Cycle Route | Development and implementation of the Local Cycle and Walking Infrastructure Delivery Plan | £0 | £0 | £0 | £25,000 | £25,000 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £25,000 |
| Place | Environment | Sandleford Access Improvements | Widening of the A339 and an access road which will serve both the school and the Sandleford development | £2,250,000 | £300,000 | £0 | £0 | £2,550,000 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £2,550,000 |
| Place | Environment | Term Maintenance Establishment | Set-up and resources costs for the Term Maintenance contract. | £250,000 | £272,550 | £0 | £0 | £522,550 | £250,000 | £275,500 | £0 | £0 | £525,500 | £250,000 | £275,500 | £0 | £0 | £525,500 | £1,573,550 |
| Place | Environment | Newbury Rail Station Improvements | Upgrade to Newbury Rail Station - LEP Funded in partnership with FGW & NR | £0 | £2,400,000 | £0 | £0 | £2,400,000 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £2,400,000 |
| Place | Environment | On Street Electrical Charge Point | Provision of electric vehicle charge points. | £0 | £0 | £0 | £272,590 | £272,590 | £0 | £0 | £0 | £150,000 | £150,000 | £0 | £0 | £0 | £150,000 | £150,000 | £572,590 |
| Place | Environment | Carriageway patching | Annual hand patching programme. | £358,000 | £0 | £0 | £0 | £358,000 | £358,000 | £0 | £0 | £0 | £358,000 | £358,000 | £0 | £0 | £0 | £358,000 | £1,074,000 |
| Place | Environment | Signs & Road Markings | Annual road sign and road marking replacement programme. | £110,000 | £0 | £0 | £0 | £110,000 | £110,000 | £0 | £0 | £0 | £110,000 | £110,000 | £0 | £0 | £0 | £110,000 | £330,000 |
| Place | Environment | Capitalised Drainage Maintenance | Annual highway drainage maintenance and improvement work. | £175,000 | £100,000 | £0 | £0 | £275,000 | £175,000 | £0 | £0 | £0 | £175,000 | £175,000 | £0 | £0 | £0 | £175,000 | £625,000 |
| Place | Environment | Pay Machine Replacement | Replacement/modernisation of the Car Park Pay Machines | £90,000 | £0 | £0 | £0 | £90,000 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £90,000 |
| Place | Environment | Reactive Maintenance | DFT Funded | £0 | £132,000 | £0 | £0 | £132,000 | £0 | £132,000 | £0 | £0 | £132,000 | £0 | £132,000 | £0 | £0 | £132,000 | £396,000 |
| Place | Environment | Cycle Parking at Schools | Introduction of covered cycle stands at all secondary schools | £140,000 | £0 | £0 | £0 | £140,000 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £140,000 |
| Place | Environment | Transport Services Fleet Upgrade | Replacement of one fleet minibus each year | £100,000 | £0 | £0 | £0 | £100,000 | £100,000 | £0 | £0 | £0 | £100,000 | £100,000 | £0 | £0 | £0 | £100,000 | £300,000 |
| Place | Environment | Community Transport | Funding that Community Transport providers can bid for the upkeep of their vehicles. Community Transport providers mainly tend to be voluntary organisations and this funding ensures these essential providers can continue. | £0 | £0 | £0 | £50,000 | £50,000 | £0 | £0 | £0 | £50,000 | £50,000 | £0 | £0 | £0 | £0 | £0 | £100,000 |
| Place | Environment | Natural Carbon Reduction Measures | 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). | £1,225,000 | £0 | £0 | £0 | £1,225,000 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £1,225,000 |

| Directorate | Service | Project Title | Description of Project | 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 23/24 | Government and other Grants 23/24 | S106 22-23 | CIL 22-23 | Total 23/24 | Total 21 - 24 |
|-------------|---------------------------|---|---|---------------|-----------------------------------|------------|-----------|-------------|---------------|-----------------------------------|------------|-----------|-------------|---------------|-----------------------------------|------------|-----------|-------------|---------------|
| Resources | Customer Services and ICT | Project Resource Budget | Funds to allow contract resources/consultants to be engaged to supplement ICT resources and avoid project bottlenecks | £200,000 | £0 | £0 | £0 | £200,000 | £200,000 | £0 | £0 | £0 | £200,000 | £200,000 | £0 | £0 | £0 | £200,000 | £600,000 |
| Resources | Customer Services and ICT | VMWare Hardware Refresh | Replace physical servers (hosts) as they reach end of life. | £15,000 | £0 | £0 | £0 | £15,000 | £15,000 | £0 | £0 | £0 | £15,000 | £100,000 | £0 | £0 | £0 | £100,000 | £130,000 |
| Resources | Customer Services and ICT | Public Services Network Accreditation Maintenance | Essential security enhancement to maintain compliance with Government Connect requirements. | £40,000 | £0 | £0 | £0 | £40,000 | £40,000 | £0 | £0 | £0 | £40,000 | £40,000 | £0 | £0 | £0 | £40,000 | £120,000 |
| Resources | Customer Services and ICT | Members ICT | Members ICT | £0 | £0 | £0 | £0 | £0 | £80,000 | £0 | £0 | £0 | £80,000 | £0 | £0 | £0 | £0 | £0 | £80,000 |
| Resources | Customer Services and ICT | Superfast Broadband | Project Management | £0 | £140,000 | £0 | £0 | £140,000 | £0 | £140,000 | £0 | £0 | £140,000 | £0 | £140,000 | £0 | £0 | £140,000 | £420,000 |
| Resources | Customer Services and ICT | Remote Working Infrastructure Maintenance | Maintenance of WBC's remote working infrastructure (Currently Citrix but may change in future) | £50,000 | £0 | £0 | £0 | £50,000 | £20,000 | £0 | £0 | £0 | £20,000 | £20,000 | £0 | £0 | £0 | £20,000 | £90,000 |
| Resources | Customer Services and ICT | Network Infrastructure (Core Switches) | Replace core switches at end of life | £90,000 | £0 | £0 | £0 | £90,000 | £20,000 | £0 | £0 | £0 | £20,000 | £0 | £0 | £0 | £0 | £0 | £110,000 |
| Resources | Customer Services and ICT | Network Infrastructure (Wi-Fi Provision) | Increase capacity coverage of Wi-Fi in WBC offices | £45,000 | £0 | £0 | £0 | £45,000 | £10,000 | £0 | £0 | £0 | £10,000 | £0 | £0 | £0 | £0 | £0 | £55,000 |
| Resources | Customer Services and ICT | Superfast Broadband Infrastructure | Full fibre project – use of £1.7 million grant from the Government's Getting Building Fund | £0 | £1,700,000 | £0 | £0 | £1,700,000 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £1,700,000 |
| Resources | Customer Services and ICT | Planning Service Upgrade | System upgrades for planning systems | £0 | £0 | £0 | £0 | £0 | £11,250 | £0 | £0 | £0 | £11,250 | £0 | £0 | £0 | £0 | £0 | £11,250 |
| Resources | Customer Services and ICT | Server Windows Licensing | Upgrade Windows Server Operating System to Windows Server 2012(Costs are largely resource to do the work) | £0 | £0 | £0 | £0 | £0 | £75,000 | £0 | £0 | £0 | £75,000 | £0 | £0 | £0 | £0 | £0 | £75,000 |
| Resources | Customer Services and ICT | Upgrade Backup Infrastructure | Upgrade / Replace Backup facilities before they reach end of life | £30,000 | £0 | £0 | £0 | £30,000 | £15,000 | £0 | £0 | £0 | £15,000 | £5,000 | £0 | £0 | £0 | £5,000 | £50,000 |
| Resources | Customer Services and ICT | Virtual Private Network Firewall Replacements | IPSEC/ VPN Firewall Replacement | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £50,000 | £0 | £0 | £0 | £50,000 | £50,000 |
| Resources | Customer Services and ICT | Corporate SAN | Existing Hitachi SAN reaching end of product life. | £20,000 | £0 | £0 | £0 | £20,000 | £20,000 | £0 | £0 | £0 | £20,000 | £20,000 | £0 | £0 | £0 | £20,000 | £60,000 |
| Resources | Customer Services and ICT | Telephony Infrastructure (VoIP Corporate Offices) | Migrate telephony from analogue to VoIP | £140,000 | £0 | £0 | £0 | £140,000 | £145,000 | £0 | £0 | £0 | £145,000 | £0 | £0 | £0 | £0 | £0 | £285,000 |
| Resources | Customer Services and ICT | Telephony Infrastructure (VoIP Outlying Offices) | Migrate telephony from analogue to VoIP | £20,000 | £0 | £0 | £0 | £20,000 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £20,000 |
| Resources | Customer Services and ICT | Blackberry Enterprise Service/Mobile Device Management Infrastructure | Corporate smartphone replacement programme | £30,000 | £0 | £0 | £0 | £30,000 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £30,000 |
| Resources | Customer Services and ICT | Maintenance of Disaster Recovery Facility | Replace DR equipment at Turnham's Green when it reaches end of life | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £50,000 | £0 | £0 | £0 | £50,000 | £50,000 |
| Resources | Customer Services and ICT | Telephony Infrastructure (Unified Communications Core Infrastructure) | Replace unified communication hardware/infrastructure as it reaches end of life | £60,000 | £0 | £0 | £0 | £60,000 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £60,000 |
| Resources | Customer Services and ICT | Telephony Infrastructure (Unified Communications Software) | Replace unified communication hardware/infrastructure as it reaches end of life | £113,800 | £0 | £0 | £0 | £113,800 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £113,800 |
| Resources | Customer Services and ICT | Refresh Multi Functional Device Fleet | Refresh the MFD Fleet as they fail or go end of life | £125,000 | £0 | £0 | £0 | £125,000 | £75,000 | £0 | £0 | £0 | £75,000 | £0 | £0 | £0 | £0 | £0 | £200,000 |
| Resources | Customer Services and ICT | ICT Helpdesk System | Implement a new IT Service Management System to include an Asset Management System | £100,000 | £0 | £0 | £0 | £100,000 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £100,000 |
| Resources | Customer Services and ICT | Corporate Database Server Replacement | Replace the Corporate database server when it goes end of life | £25,000 | £0 | £0 | £0 | £25,000 | £65,000 | £0 | £0 | £0 | £65,000 | £25,000 | £0 | £0 | £0 | £25,000 | £115,000 |

| Directorate | Service | Project Title | Description of Project | 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 23/24 | Government and other Grants 23/24 | S106 22-23 | CIL 22-23 | Total 23/24 | Total 21 - 24 |
|-------------|-------------------------------|--|--|---------------|-----------------------------------|------------|-----------|-------------|---------------|-----------------------------------|------------|-----------|-------------|---------------|-----------------------------------|------------|-----------|-------------|---------------|
| Place | Public Protection and Culture | Shaw House. Restoration of disused outbuildings in the gardens. | Review of Cultural Services in 2021 will scope costed options for restoring the outbuildings to bring them into economic use to generate income and protect the heritage for the benefit of residents and visitors. The outbuildings are on the English Heritage Register of Historic Parks and Gardens and are included in the Listed status of the historic house. There may be possibilities to lever in capital investment from other funders - for example, if Shaw and/or the Museum buildings were managed by a charitable trust. | £0 | £0 | £0 | £0 | £0 | £225,000 | £0 | £0 | £0 | £225,000 | £150,000 | £0 | £0 | £0 | £150,000 | £375,000 |
| Place | Public Protection and Culture | West Berkshire Museum. Reducing the damp in the historic buildings | Review of Cultural Services in 2021 will scope costed options for reducing the damp in the museum buildings. The 2012 restoration of the buildings made the existing damp conditions worse. Rising water table, high rainfall (climate change) | £100,000 | £0 | £0 | £0 | £100,000 | £150,000 | £0 | £0 | £0 | £150,000 | £100,000 | £0 | £0 | £0 | £100,000 | £350,000 |
| Place | Public Protection and Culture | West Berkshire Museum. Options for long-term storage of museum collections | Review of Cultural Services in 2021 will scope costed options for improving the storage of museum collections so that they meet the required standards for security and environmental control. Currently collections (50,000 objects spanning at least 20,000 years of local history) are kept in conditions that don't meet the standards required for their protection. The most likely option is a project to upgrade Building 150 at Greenham Common. It is not yet known what this would cost but an indicative amount is submitted here. | £0 | £0 | £0 | £0 | £0 | £100,000 | £0 | £0 | £0 | £100,000 | £150,000 | £0 | £0 | £0 | £150,000 | £250,000 |
| Place | Public Protection and Culture | Expansion of Berkshire Records Office. Reading | Project to extend the building to extend storage space for county archives. The total cost is currently estimated to be £1.35M and the WBC portion of that (under the joint arrangements for the 6 Berks LAs) is £250,000. Could start end of 2021/22 or in early 2022/23. To Be Confirmed. | £125,000 | £550,000 | £0 | £0 | £675,000 | £125,000 | £550,000 | £0 | £0 | £675,000 | £0 | £0 | £0 | £0 | £0 | £1,350,000 |
| | | | | £325,000 | £570,000 | £0 | £315,000 | £1,210,000 | £800,000 | £570,000 | £0 | £785,000 | £2,155,000 | £400,000 | £20,000 | £0 | £50,000 | £470,000 | £3,835,000 |

Invest to Save Schemes

| Directorate | Service | Project Title | Description of Project | 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 23/24 | Government and other Grants 23/24 | S106 22-23 | CIL 22-23 | Total 23/24 | Total 20-23 |
|-------------|-------------|----------------------------|---|---------------|-----------------------------------|------------|-----------|-------------|---------------|-----------------------------------|------------|-----------|-------------|---------------|-----------------------------------|------------|-----------|-------------|-------------|
| Place | Environment | Renewable energy provision | Provision of green energy infrastructure in line with the Council's Environment Strategy. To develop opportunities and expertise to take advantage of the production, storage and utilisation of green energy | £1,050,000 | £0 | £0 | £0 | £1,050,000 | £1,900,000 | £0 | £0 | £0 | £1,900,000 | £7,500,000 | £0 | £0 | £0 | £7,500,000 | £10,450,000 |
| | | | | £1,050,000 | £0 | £0 | £0 | £1,050,000 | £1,900,000 | £0 | £0 | £0 | £1,900,000 | £7,500,000 | £0 | £0 | £0 | £7,500,000 | £10,450,000 |

Full programme total

| | | | | | | | | | | | | | | | |
|----------------|----------------|---------------|---------------|----------------|----------------|---------------|-------------|---------------|----------------|----------------|---------------|-------------|---------------|----------------|-----------------|
| £23,155,600.00 | £16,205,360.00 | £3,209,960.00 | £5,266,200.00 | £47,837,120.00 | £19,523,580.00 | £9,829,400.00 | £910,950.00 | £5,260,080.00 | £35,524,010.00 | £26,757,500.00 | £8,017,070.00 | £919,620.00 | £3,855,080.00 | £39,549,270.00 | £122,910,400.00 |
|----------------|----------------|---------------|---------------|----------------|----------------|---------------|-------------|---------------|----------------|----------------|---------------|-------------|---------------|----------------|-----------------|

Minimum Revenue Provision Policy

Annual Minimum Revenue Provision Statement 2021/22

Where the Council finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP), although there has been no statutory minimum since 2008. The Local Government Act 2003 requires the Council to have regard to the Ministry of Housing, Communities and Local Government's Guidance on Minimum Revenue Provision (the MHCLG Guidance) most recently issued in 2018.

The broad aim of the MHCLG Guidance is to ensure that capital expenditure is financed over a period that is either reasonably commensurate with that over which the capital expenditure provides benefits, or, in the case of borrowing supported by Government Revenue Support Grant, reasonably commensurate with the period implicit in the determination of that grant.

The MHCLG Guidance requires the Council to approve an Annual MRP Statement each year and recommends a number of options for calculating a prudent amount of MRP. The following statement incorporates options recommended in the Guidance as well as locally determined prudent methods.

- For capital expenditure incurred before 1st April 2008 and for supported capital expenditure incurred on or after that date, MRP will be determined as 4% of the capital financing requirement in respect of that expenditure.
- For capital expenditure incurred after 31st March 2008, MRP will be determined by charging the expenditure over the expected useful life of the relevant asset in equal instalments starting in the year after the asset becomes operational. MRP on purchases of freehold land will be charged over 50 years. MRP on expenditure not related to fixed assets but which has been capitalised by regulation or direction will be charged over 20 years. Annual capital expenditure in support of the Council's operational assets are charged in accordance with this principle.
- For assets acquired by leases or the Private Finance Initiative, MRP will be determined as being equal to the element of the rent or charge that goes to write down the balance sheet liability. The Council's Waste PFI is charged in accordance with this principle.

Capital expenditure incurred during 2021/22 will not be subject to a MRP charge until 2022/23.

Based on the Authority's latest estimate of its capital financing requirement (CFR) on 31st March 2021, the budget for MRP has been set as follows:

| Capital Financing Requirement (CFR) | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|---|-----------------|-----------------|-----------------|-----------------|
| | Forecast | Budget | Budget | Budget |
| | £000s | £000s | £000s | £000s |
| Opening CFR | £272,947 | £278,274 | £289,449 | £302,248 |
| Expenditure on operational assets | £10,565 | £17,277 | £17,440 | £19,242 |
| Expenditure on Invest to Save Schemes | £2,614 | £1,050 | £1,900 | £7,500 |
| Minimum Revenue Provision (exc PFI & Commercial Property) | (£6,680) | (£5,927) | (£5,259) | (£5,218) |
| Waste PFI Minimum Revenue Provision | (£722) | (£766) | (£813) | (£863) |
| Commercial Property MRP | (£450) | (£459) | (£468) | (£468) |
| Total General Fund Items | £278,274 | £289,449 | £302,248 | £322,440 |

Helping to shape our District through transforming our assets



1. Foreword

The West Berkshire Vision 2036 conveys the priorities to demonstrate a collective aim of maintaining West Berkshire's status as a great place to live, work and learn whilst rising to the challenges we will face in the years to come.

These priorities will deliver:

- A West Berkshire where everybody has what they need to fulfil their potential
- A West Berkshire with a housing mix with something for everyone
- A West Berkshire that welcomes business, enterprise and industry into a productive, growing and dynamic local economy
- A West Berkshire where the health and wellbeing of residents of all ages and backgrounds is good
- A West Berkshire with beautiful, historic and diverse landscapes and a strong cultural offering

The Council Strategy 2019 – 2023 supports this Vision and sets out six important areas that we want to improve between now and 2023. Just as importantly, it reaffirms our commitment to continue delivering the core services.

West Berkshire Council has a significant property portfolio which either contributes directly with the delivery of its services (such as libraries, schools, and care homes) or indirectly (such as corporate offices, depots, and investment properties) and contributes to the vision, themes and priorities of the Council Strategy 2019 to 2023.

It is vital that the Council assets are utilised to their optimum capability, both in delivering quality services and in economic terms. This is especially so given that properties are high value and high cost resources.

This Asset Management Strategy seeks to offer a coordinated approach to property and land asset management, to ensure West Berkshire Council continues to properly manage the property portfolio, enabling it to direct capital funding to the right places, whilst embracing new asset strategies and opportunities available to us.

To enable the property assets to work most effectively, West Berkshire Council is pursuing a number of opportunities, working with other public sector organisations. Through the 'One Public Estate' forum we are working with partners including other Berkshire unitary authorities, the Fire Brigade, Police and NHS Estates to develop common asset benefits. We are also seeking opportunities to develop affordable housing by working jointly with Sovereign Housing Association in a Joint Venture.

Additionally the council is pursuing the potential for wider asset opportunities which align with other council strategies including the Environment Strategy 2020 – 2030, and Housing Strategy 2020 – 2036 (draft).

This Asset Management Strategy and the asset plans and actions conducted through it will contribute to the Council's resilience, its working relationship with other partners, and its service delivery.



Councillor Ross Mackinnon

Executive Portfolio Holder for Finance & Economic Development.

Part A – Context and objectives



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2. Context and Objectives

The annual refresh (March 2021) of the Asset Management Strategy for 2019 to 2023 builds on and develops the existing strategy, builds on successes and embraces new initiatives which have emerged.

This Asset Management Strategy supports delivery of the Council's overarching vision, themes and priorities and forms part of the Capital Strategy 2021/22 to 2023/24.

2.1 Asset Strategy

This Asset Management Strategy seeks to convey both the context of the West Berkshire Council estate and the drivers and deliverables to ensure that Council assets are utilised to their optimum capability, both in delivering quality services and in economic terms.

The drivers, enablers and deliverables for the Strategy are discussed in more detail within this document but may be summarised as:

Drivers: Operational efficiency and effectiveness across the estate with financial efficiency, opportunity to generate income in accordance with related investment strategies, and alignment of the estate with other new or emerging council strategies such as the Housing Strategy 2020 – 2036 and Environment Strategy 2020 – 2030.

Enablers: To ensure an efficient estate, continuing to commit to maintaining the condition of assets through the capital programme, developing new income streams through the estate and new opportunities through the 'One Public Estate' programme, the wider Place Making activities, the devolution of assets to parish and town councils and potential for joint working with partners.

Deliverables: Actions to ensure the objectives of the strategy are achieved are to include, the review of the estate both operationally and financially through 'asset challenge' and to act on any opportunities which arise from it, to conduct condition surveys to drive the 'needs' based commitment to capital maintenance of our buildings, to consider the transfer of assets through the 'devolution', and the move toward the council acting as a Corporate Landlord.

2.2 Council Strategy

The Asset Management Strategy supports delivery of West Berkshire Council's overarching aims and objectives contained within the Council Strategy 2019 – 2023 'Building on our strengths'.

2.2.1 The Vision

The Council Strategy supports the West Berkshire Vision 2036 – which strives to achieve:

- A West Berkshire where everybody has what they need to fulfil their potential
- A West Berkshire with a housing mix with something for everyone
- A West Berkshire that welcomes business, enterprise and industry into a productive, growing and dynamic local economy
- A West Berkshire where the health and wellbeing of residents of all ages and backgrounds is good
- A West Berkshire with beautiful, historic and diverse landscapes and a strong cultural offering

The Council's vision is 'Working together to make West Berkshire an even greater place in which to live, work and learn'.

2.2.2 Our Themes

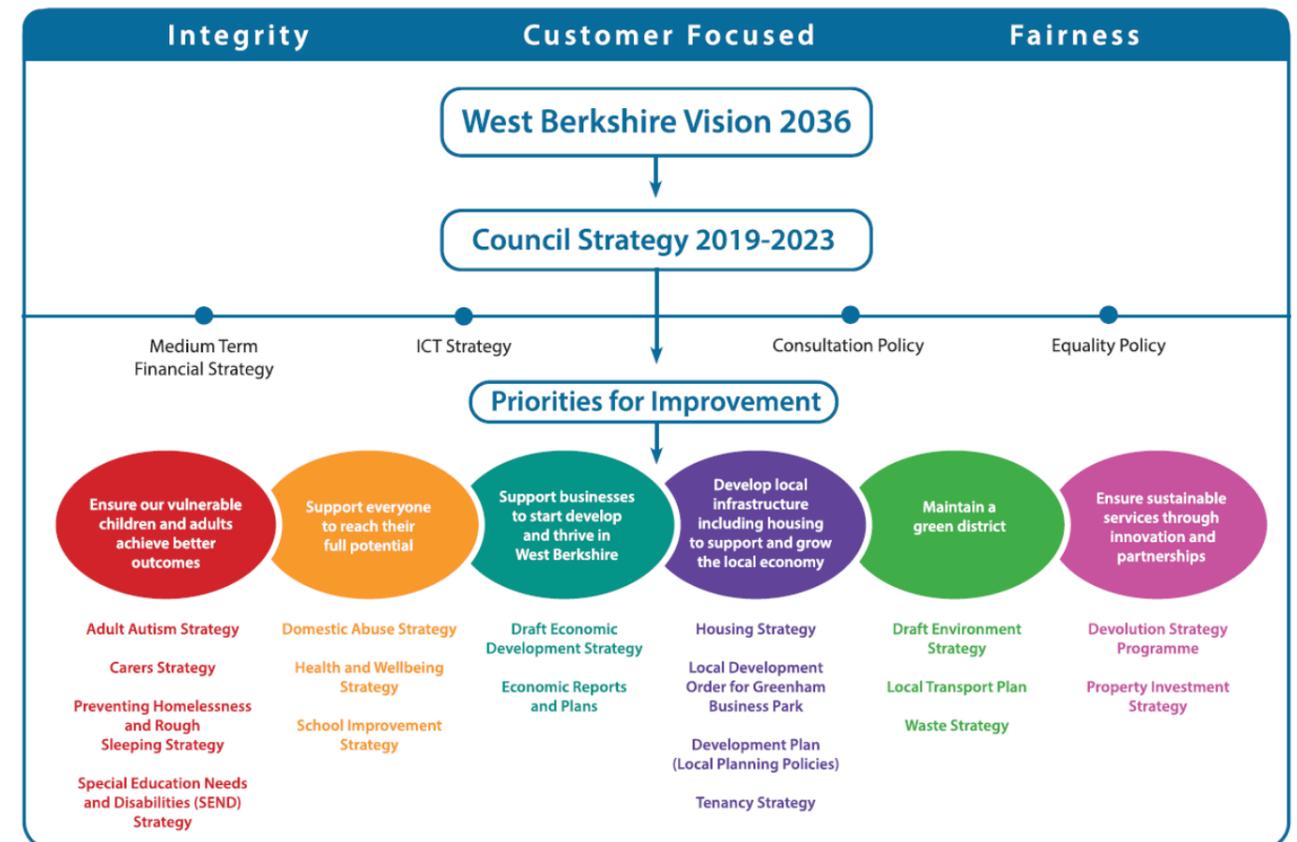
Four themes have been set to support this vision. These are:

- Great Place;
- Sustainable and Innovative Together;
- Protected and Cared for;
- Open for Business.

2.2.3 Our Priorities for Improvement

Six key priorities for improvement have been identified to achieve these themes and the overall vision of the council. These are:

- Ensure our vulnerable children and adults achieve better outcomes;
- Support everyone to reach their full potential;
- Support businesses to start, develop and thrive in West Berkshire;
- Develop local infrastructure including housing, to support and grow the local economy;
- Maintain a Green District;
- Ensure sustainable services through innovation and partnerships.



2.3 Council Strategies

The Asset Management Strategy sits within a suite of council strategies, and complements those strategies to achieve the visions within the West Berkshire Council Strategy 'Building on our Strengths' 2019 – 2023 as the primary document in conveying the Council's vision of 'Working together to make West Berkshire an even greater place in which to live, work and learn', which in turn achieves the objectives of The West Berkshire Vision 2036.

The following strategies are relevant to the Asset Management Strategy:

2.3.1 The Medium Term Financial Strategy (MTFS) 2021/22 to 2023/24

The Medium Term Financial Strategy (MTFS) is a rolling three 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.

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.

2.3.2 The Capital Strategy 2021/22 -2023/24

provides 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.

2.3.3 Economic Development Strategy 2019 - 2036

Supports the aims of the West Berkshire Vision 2036 and focuses on people, places, infrastructure and business environment with the key theme throughout that West Berkshire is 'open for business';

2.3.4 Environment Strategy 2020 – 2030

West Berkshire Council has developed an Environment Strategy in response to its declaration of a Climate Emergency in July 2019. The Strategy details the different ways the council, with the help of the local community and businesses, can contribute towards tackling the climate crisis and achieving carbon neutrality by 2030.

2.3.5 Housing Strategy 2020 – 2036

Sets out the vision for the period to 2036 for Housing in West Berkshire in support of the West Berkshire Vision 2036, concentrating on economic growth, housing solutions for all residents, health and wellbeing, independence, and reduced carbon.

This will be delivered through a range of plans which will seek to address housing issues including, reducing homelessness and rough sleeping, affordable housing, empty homes, housing allocations, and gypsy and traveller needs.

2.3.6 Local Plan to 2036 (DRAFT)

The Local Plan sets out the strategic priorities for development of the area and covers housing, commercial, public and private development, including transport infrastructure, along with the protection for the local environment. The Local Plan plans positively for the development and infrastructure communities need, setting out the strategic priorities for the area.

2.3.7 Property Investment Strategy 2021

The Property Investment Strategy was first adopted by the Council in May 2017 and is refreshed annually, with latest revision March 2021.

The council has invested approximately £62m of capital in commercial properties, which brings long term revenue income streams to the council to support its operational services.

The revised strategy seeks to retain the invested portfolio, manage the assets through individual asset management plans, to ensure the long term income as well as preserve the lease and freehold values of the assets.

2.4 Drivers for change/objectives

In supporting both the Council Strategy and Capital Strategy the performance of assets is important to enable:

1. Financial efficiency, budget reduction, generating income, and capital release;
2. Efficient and effective service use of operational buildings;
3. Better coordinated and shared public service delivery points;
4. Improved procurement;
5. Greater community involvement in local services;
6. Energy sustainability standards;
7. Improved staff productivity, retention and recruitment.

2.5 Enablers

2.5.1 Transforming the estate to create efficiencies. Intended to ensure services are making most efficient and cost effective use of both operational and corporate assets to deliver services. This will enable potential rationalisation, cost reduction and asset release;

2.5.2 Asset based long term income streams. To continue to manage the commercial investment property, through the Property Investment Strategy, and wider asset investment opportunities which align with council strategies;

2.5.3 Maintaining the quality of our public and corporate buildings. Through the prioritised allocation of both revenue and capital maintenance budgets across the estate to address condition based repairs. This will ensure assets continue to be fit for purpose and provide a high quality environment for occupants and visitors;

2.5.4 Supporting communities to do more for themselves. Working with Town and Parish Councils to establish assets which would benefit from 'devolution';

2.5.5 **Public sector partnering.** Through working with other public sector organisations (other Berkshire LA's, NHS, fire brigade and police) within the 'One Public Estate' environment and 'Place Shaping' to seek shared financial benefits through best use of assets, and to take opportunities to benefit from available grants;

2.5.6 **Supporting regeneration.** Through the support of significant infrastructure and regeneration projects such as the redevelopment of the London Road Industrial Estate and the Newbury Town Centre master planning.

2.5.7 **Joint working to deliver affordable housing.** Working jointly with Sovereign Housing Association, through a Joint Venture to bring forward affordable housing

2.6 Action Plan/deliverables

Action plan for the deliverables proposed to ensure West Berkshire Council achieves the outcomes necessary to achieve its aims and objectives are summarised as:

1. Asset Management Strategy, minor update annually, and refresh in line with Council Strategy;
2. The Asset Management Strategy is to help inform the Capital Programme to assist with the annual refresh of the programme;
3. To bring up to date and then maintain assets data on the Property Database;
4. To assist the operational Services to refresh the Service Plans and Asset Management Plans which come from them;
5. To establish, set against the service requirements, the efficiency of both the corporate buildings and operational buildings, giving regard to space utilisation and cost when benchmarked against alternative accommodation;
6. To review all land/built assets through an 'asset challenge' process;
7. To carry out a rolling programme of condition surveys of all assets and offer an annual refresh of prioritised 'condition' based works within the capital programme;
8. To agree and progress actions coming from the One Public Estate partnership;
9. To work toward the implementation of WBC as a 'corporate landlord';
10. To work to promote and develop opportunities for the transfer of assets to the community, including through the 'devolution' programme. [Appendix D](#) offers detail on the asset transfer process;
11. To represent WBC as landowner in any opportunities related to the joint venture between West Berkshire Council and Sovereign Housing Association;
12. To manage the commercial property portfolio in accordance with the Property Investment Strategy;
13. To act for WBC in emerging wider asset investment opportunities, aligning with emerging new strategies (Environment Strategy and Housing Strategy).

Additionally the following section 'Approach to Asset Management' offers detailed information on the elements summarised in this section.

2.7 'Plan on a Page'

The manner in which West Berkshire Council carries out its approach to Asset Management is summarised in the following 'Plan on a Page' offering a single visual representation of the strategy.

Asset Management Strategy 2020 to 2023 'Plan on a Page'

Key Principles:

1. The **operational estate** is an **enabler**, not driver of the service delivery;
2. The **commercial** estate will achieve revenue income streams to **benefit council** services;
3. We will ensure the estate is **fit for purpose** and maintained in **good condition**;
4. We will make **efficient** and **effective** use of the estate;
5. We will maximise **value for money** from the estate;
6. We will seek to implement a Corporate Landlord model for the management of the estate;
7. We will explore the potential for **flexible and shared** use of the estate for the public benefit.

Overview and context:

- WBC owns and operates from 385 built or land assets;
- Assets include schools, leisure centres, residential and car parks;
- A significant number of assets are owned freehold, but leasehold ownership is in place for some assets;
- Affordable housing stock in West Berkshire is primarily held by Housing Associations but WBC retains ownership of emergency accommodation, DIY shared ownership (DIYSO) and caretaker properties.

Drivers:

- A. Improved public services;
- B. Financial efficiency, income generation, budget reduction and capital receipts;
- C. Greater community involvement in local services;
- D. Improved staff productivity, retention and recruitment.

Enablers:

- a) Berkshire 'One Public Estate' initiative;
- b) The potential for 'Devolution' of assets to Town and Parish Councils;
- c) Joint working with Housing Associations for the delivery of affordable housing;
- d) The capital investment in our estate.

Action Plan/ Deliverables:

- 1) Review the Asset Management Strategy annually, with major refresh every four years;
- 2) Asset Management Strategy is to inform and contribute to the Council Strategy;
- 3) To record and maintain property data on the Asset Management database;
- 4) To review the corporate estate to ensure efficient and economic utilisation;
- 5) To review the Operational Service Plans and assess efficient utilisation of the estate;
- 6) To assess the operating cost of operational and corporate buildings against benchmarks;
- 7) To invest capital funds to ensure the condition of the estate is maintained in suitable condition;
- 8) To continue to progress opportunities through the One Public Estate forum;
- 9) Joint Venture working with Sovereign Housing Association;
- 10) To management the commercial property portfolio in accordance with the Property Investment Strategy.

Part B – Approach to Asset Management



3. Approach to Asset Management

3.1 The estate

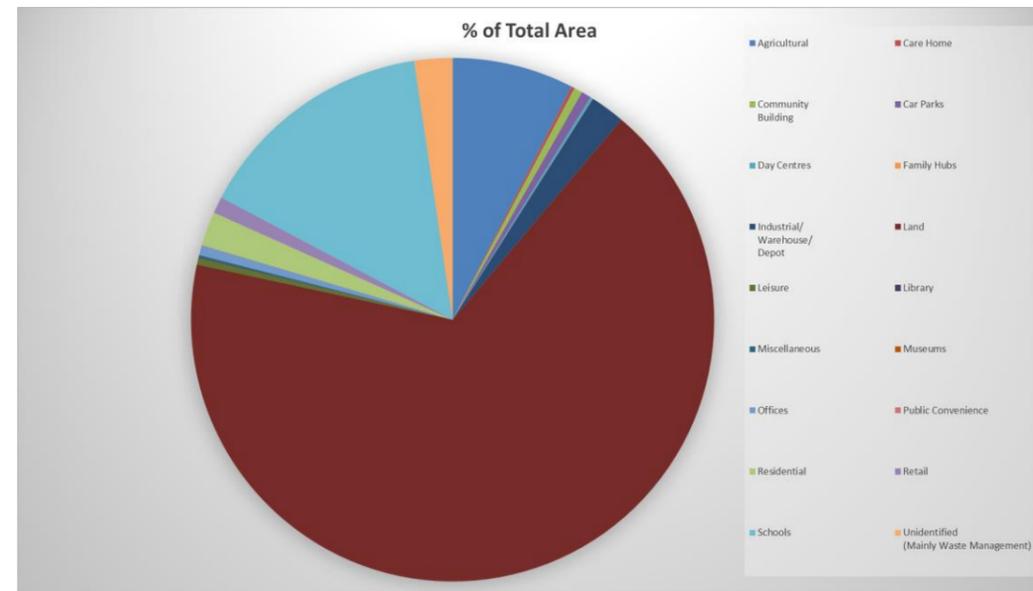
West Berkshire Council owns a substantial and diverse property and land estate, both held in urban and rural locations. Properties are held primarily for the delivery of frontline public services or generally to support the key objectives of the Council whether directly or indirectly.

The diverse portfolio includes not just schools, family hubs, libraries, care homes, museums, leisure centres, waste recycling centres but also commercial property let to other organisations bringing revenue income which directly contributes to the Council's service delivery, and farms let to tenant farmers.

A significant amount of the land assets either are registered as common land, public open space or are let to other tiers of local government such as town councils and parish councils.

The affordable housing stock in West Berkshire is primarily held by Housing Associations, mainly Sovereign Housing but West Berkshire Council retains ownership of residential emergency accommodation and do it yourself shared ownership (DIYSO) properties as well as caretakers properties for its schools.

The following represents how the asset ownership of the council is shared:

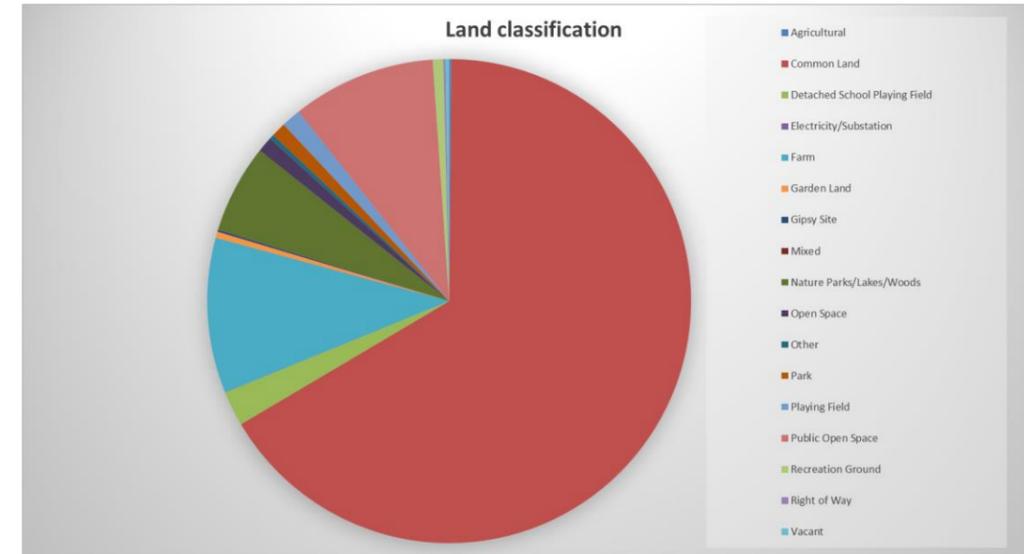


| | | | |
|---------------------|-----------------------|--------------------|-------------------|
| Land 67.2% | Agriculture 7.5% | Schools 14.9% | Care homes 0.2% |
| Community bldg 0.5% | Car parks 0.6% | Day centres 0.1% | *Family hubs 0.1% |
| Warehouse/ind 2.1% | Leisure 0.4% | Libraries 0.7% | Misc 0.1% |
| *Museums 0.1% | Offices 0.6% | *Public conv' 0.1% | Residential 2.1% |
| Retail 1.0% | Waste management 1.7% | | |

* Nominal – rounded up to 0.1%

3.2 Land use/classification

A significant amount of the land/property assets of the council is comprised of land/agriculture, largely open and undeveloped. The following shows how this land is classified.



| | | | |
|--------------------|-----------------|------------------------|--------------------------|
| Common land 66.3% | Farm land 10.4% | Public open space 9.6% | Parks/lakes/woods 5.9% |
| Open space 1.0% | Garden 0.4% | Agriculture 0.1% | Detached schl field 2.3% |
| *Elec/sub-stn 0.1% | Gypsy 0.1% | Playing field 1.3% | Recreation ground 0.7% |
| Right of way 0.2% | Park 1.0% | Vacant 0.2% | *Mixed 0.1% |
| 'other' 0.3% | | | |

* Nominal – rounded up to 0.1%

3.3 The decision making process

3.3.1 Roles and responsibilities

To successfully deliver the strategy, through its asset plans, this requires clear roles and responsibilities within the organisation and support from across West Berkshire Council.

Senior Management

The Chief Executive Officer and Executive Directors are to lead on the overall organisational culture for asset management and drive the links between the asset management strategy and the organisational objectives.

The Executive Director for Resources is to be responsible for leading asset management decision making at 'board' level, principally Asset Management Group and Capital Strategy Group.

Operational Directors/Heads of Service

Heads of Service are to be the link with the operational business of the Services and form linkages between the Service Asset Management Plans and the Strategy.

Asset Management Lead

The Service Manager for the Property Team is to act as the lead officer for asset management and property matters, both in terms of the planned activities and links with the Services.

Portfolio Holder for Property and Assets

The Executive Portfolio Member for Property is to act as the key contact for and link between the asset management process and the Executive Members.

This will include close involvement in asset management decisions through governance forums. The Property Services Manager is responsible for keeping the Portfolio Holder informed of key aspects of the asset management functions and key decisions required.

3.3.2 Asset Management Group (AMG)

The Asset Management Group (AMG) is the key forum on matters related to the management of the Council's assets. AMG considers and offers recommendation to the Council in its formal decision making.

The group is formed from both Officers from across the organisation and elected Executive Members.

Membership and Terms of Reference for the Asset Management Group is shown in appendix **A**.

3.3.3 Capital Strategy Group

The Asset Management Group is a subordinate group to the Capital Strategy Group (CSG). CSG ensures the Council's capital strategy is being well managed and that the key objectives of the capital strategy are being met, these being:

- Enable the Council's assets and systems to be maintained and improved, to enable the effective and efficient delivery of the Council's key priorities as set out in the Council Strategy 2021/22 to 2023/24;
- To ensure that capital investment is affordable within the terms of the Medium Term Financial Strategy (MTFS);
- To target funding at Council priorities, within available resources, in particular to maintain and improve the highways network and schools and to improve the efficiency of Council services through investment in ICT.
- The direction of the organisation through its Asset Management Strategy and associated Service Plans and decisions of the Asset Management Group has a direct influence on the direction of the capital programme.

3.3.4 Other asset management forums

A number of other forums exist for the management of specific asset related activities. These are:

- Corporate Programme Board
- Devolution – Officer liaison group
- Accommodation Group
- Working groups for specific projects
- One Public Estate
- Place Making Group

Each of these groups has the potential to make proposals which relate to or impact the asset management of the Council and proposals made by these groups are to be referred to the Asset Management Group for discussion and where necessary decision.

The route for decisions related to property assets is shown in appendix **B**.

3.3.5 Decision making and the council constitution

All decisions made by the Asset Management Group are required to be within the decision making cycle of the Council's Constitution.

This is particularly relevant when considering either acquisition or disposal of an asset (whether freehold or leasehold).

'Part 3 - Scheme of Delegation' is particularly relevant which gives authority to Heads of Service to make decisions (within thresholds) on matters relating to borrowing of capital, housing and the purchase and sale of land and property.

For decisions which fall outside of the delegated authority thresholds any decision made by the Asset Management Group related to the acquisition or disposal of an asset will require final approval by the Council's Executive.

3.4 The Property Services Team

West Berkshire Council's Property Services Team is an internally resourced team of property professionals. The team is responsible for a range of property based services. These are:

- Strategic Asset Management (including asset data management);
- Property based Technical Compliance (eg – asbestos, legionella and fire);
- Maintenance surveying support for corporate buildings;
- Facilities Management (of the main corporate office buildings);
- Project Management of capital construction projects and capital maintenance projects;
- Health and Safety Services.

Each of the different elements of the Property Services Team's role contribute to the overall asset management strategy.

The Property Services Team works closely with other internal teams in delivering its services, including Planning, Building Control and Legal Services.

The Property Services Team is responsible for the Asset Management Strategy as well as delivering the projects which are formed from it.

A copy of the Property Services team structure chart is attached in appendix **C**.

3.5 Asset data management

The management of data forms an important part of the overall management of the estate and its assets. The volume of data can be considerable.

3.5.1 The Property Services Team is responsible for the data collection and recording for the Council and this system is used to:

- Support the continuous management and maintenance of the property assets;
- To satisfy statutory and other external reporting;
- To maintain an accurate and complete asset register.

3.5.2 The property database records the following key information:

- Unique Property reference Number
- Site address
- Site ownership status
- Size of the site
- Building scale
- Lease information

3.5.3 Collaboration with Services is also key to maintaining accurate data and close communication is required between those managing the operational estate and the Property Services Team managing the data.

3.6 Asset priorities

3.6.1 In achieving the outcomes expected of the Asset Management Strategy and the corporate objectives it helps deliver, there are a number of Council priorities that drive the best use of a given asset.

It can be the case that when deciding the best approach for a site, that these priorities compete for the asset, and it is key that the Asset Management Group considers all of the available options on a site by site basis, but giving regard to the organisations overall objectives.

3.6.2 When deciding on the best approach for any asset, the following priorities exist:

- Retain for the operational use of a Service;
- Retain for Corporate Services;
- Re-assign/redevelop for purposes of revenue income;
- Allocate for redevelopment of affordable housing (including through available Joint Venture housing agreements);
- Transfer the asset (community transfer or devolution);
- Dispose of for capital receipt.

3.7 Reviewing the estate

3.7.1 To ensure the estate is being managed most effectively, the process of reviewing the estate and its assets is a continuous one, by way of 'asset challenge'.

3.7.2 Reviewing the estate is driven by a number of factors:

1. The up to date provision of Operational Service Plans;
2. The outcomes from activities such as One Public Estate and Joint ventures;
3. The outcomes of asset transfers through the devolution process;
4. Changes in legislation relevant to assets.

3.7.3 In property terms the assets require to be assessed in performance terms on a regular basis against the following criteria:

- The cost performance of the building (revenue and capital) as a comparison with other buildings and industry benchmarks;
- Space usage and efficiency of use;
- Surplus space.

As well as the quantitative measures, the review will also give consideration to whether the asset is achieving the objectives of the Service, the customer, and operational demands.

To react to changes over time, the Asset Management Strategy itself and the plans formed under it will be reviewed.

3.8 Asset disposal

3.8.1 The disposal of an asset is one of a number of criteria for assessing an asset and normally disposal of an asset will be on the basis that the asset is surplus.

3.8.2 Any disposal of an asset will be formed on the basis that:

- An assessment of other available opportunities has been completed;
- The asset disposal has received the approval of Asset Management Group;
- Approval has been received either by Delegated Authority or from WBC Executive in accordance with WBC Constitution;
- The disposal demonstrates 'best consideration' or has received approval in accordance with General Disposal Consent 2003 at a value below best consideration.

3.8.3 The review of assets through continuous assessment with operational services, will identify assets which potentially are surplus and available for consideration for disposal.

3.9 Working in partnership

The Council has strong links with a number of organisations both with other Berkshire Unitary Authorities through shared services and external organisations, including community groups and charities, all helping to deliver high quality public services.

This partnership approach is being developed to ensure that the public assets owned by West Berkshire Council with wider assets held within Berkshire are being managed effectively.

3.9.1 One Public Estate

One Public Estate (OPE) is an established national programme delivered in partnership by the Cabinet Office Government Property Unit (GPU) and the Local Government Association (LGA). It provides practical and technical support and funding to councils to deliver ambitious property-focused programmes in collaboration with central government and other public sector partners.

OPE partnerships across the country have shown the value of working together across the public sector and taking a strategic approach to asset management. At its heart, the programme is about getting more from our collective assets - whether that's catalysing major service transformation such as health and social care integration and benefits reform; unlocking land for new homes and commercial space; or creating new opportunities to save on running costs or generate income. This is encompassed in three core objectives:

1. creating economic growth (new homes and jobs)
2. delivering more integrated, customer-focused services
3. Generating efficiencies, through capital receipts and reduced running costs.

West Berkshire Council is working with all of the Berkshire Unitary Authorities as well as Thames Valley Police, the Royal Berkshire Fire and Rescue Service and the NHS Estate in recognition of the opportunities presented through the OPE environment.

Acting as the Berkshire Property Partnership, West Berkshire Council and its partners has been successful in obtaining £500,000 of OPE funding to develop projects and continues to promote Berkshire wide projects through bidding to ongoing rounds of both One Public Estate and Land Release Fund opportunities.

3.9.2 Place making

We are aiming for high quality place-making to support clean and inclusive growth. Our ambition is to protect and enhance our distinctive West Berkshire quality of place, to improve quality of life for our residents and attract and retain those investors, entrepreneurs, skilled workers and visitors who will contribute to future economic growth.

Our aim is for a holistic approach to place that enables inclusive and sustainable growth; a better understanding of the relationship between investment in place and economic performance; development of our environmental assets; attracting inward investment; improving place competitiveness; coordinating activity and strategic funding.

It is clear from recent round table discussions hosted by Thames Valley LEP and from the National Infrastructure Strategy that central government focus on investment is now shifting, with green recovery, decarbonisation and digital at the forefront.

The newly formed West Berkshire Place Making Group has defined specific areas for Place investment aligning to those set out by the TV LEP.

Five areas of 'Place' infrastructure development are proposed:

- Digital Connectivity
- Green Energy and Infrastructure
- Sustainable and Connected Transport
- Economic Recovery
- Skills, Innovation & Human Capital

3.9.3

West Berkshire Council is already operating successful shared services with other local authorities across some of its services including Building Control Solutions (in partnership with Wokingham Borough Council and Royal Borough of Windsor and Maidenhead) and Public Protection Services (in partnership with Bracknell Forest District Council and Wokingham Borough Council).

3.9.4 Asset Transfer and Devolution

West Berkshire Council is working with Community Groups, Parish and Town Councils to help maintain or improve services, which can include best use of property and land assets.

The Council's discretionary powers are now supported by statutory backing, to enable the transfer of its building assets to community groups and town and parish councils.

West Berkshire Council gives consideration to transferring assets through two routes:

1. *Community Asset Transfer Policy*

Community Asset Transfer is the transfer of the Council's land and buildings to community and voluntary organisations at less than best consideration, normally on a leasehold arrangement.

The purpose of the policy is to set out a framework to show how West Berkshire Council will consider requests from the community and voluntary sector to use the Council's land and buildings.

2. *Devolution transfer*

A devolution prospectus has been developed by WBC for the devolution of services and assets.

Devolution is about devolving, primarily to Town and Parish Councils, services and assets which the community feel would add value locally.

Devolution does not include statutory services, it is about those services which the Council has had to reduce or stop altogether and which local communities feel should be delivered at the most appropriate level of government.

As part of the Devolution agenda, a Parish Portal has been developed. This Portal provides Parish and Town Councils with a range of information to support both service and asset transfers.

Summary of the process is attached in appendix **D**.

3.9.5 Joint ventures

West Berkshire Council has a strong working relationship with Sovereign Housing Association (SHA) as the largest social housing provider in West Berkshire. To further develop the provision of affordable housing the Council has formed a joint venture partnership with SHA with the key aim of developing affordable housing.

Part C – Services and the Corporate Estate



4. Operational Services

4.1 Key services

Public services are delivered through a range of distinct Services, some services which rely on the estate to enable them to deliver their service and others which rely only on the corporate offices.

1. Adult Social Care
2. Children and Family Services
3. Education Service
4. Development and Planning
5. Public Protection and Culture
6. Environment

4.2 Other services

In addition to the key operational services which have a direct requirement for assets, further services exist within the Council which do not have wider asset requirements, other than the use of the corporate offices. These are:

1. Commissioning
2. Customer Services and ICT
3. Finance and Property
4. Strategy and Governance
5. Public Health and Wellbeing

4.3 Service Plans and Asset Management Plans

Each Service will conduct its business through Service Plans, offering an expected operational direction for the ongoing and future business of the Service.

Such operational service plans will in turn drive the creation of an Asset Management Plan specific to each Service which relies upon the estate to conduct its business. In some cases this will simply rely upon the corporate offices to deliver services and in other cases requires a specific suite of building assets to deliver the services.

5. Corporate Strategies

5.1 Delivering the Capital Programme

5.1.1 A significant amount of the capital programme is delivered by the transport and Countryside Service for the highways improvement programme. The Property Services team manages construction projects for the built asset environment, formed principally from the Education capital programme and capital maintenance.

5.1.2 Projects are managed using a formal Project Management Methodology (PMM) based on industry accepted Prince2 process methodology. This offers consistency of method and best opportunity for a positive outcome.

The management of projects is supported by the use of the appointment of external specialist consultants, such as architects, cost consultants, services engineers and health & safety specialists.

5.1.3 The appointment of external consultants and contractors is conducted in accordance with public sector procurement legislation and the West Berkshire Council constitution. This can be by way of open tendering or through the use of public sector frameworks.

5.1.4 Governance of capital projects is carried out through Project Boards which monitor performance of individual projects and the progress of all projects on the capital programme is monitored by the Capital Strategy Group to ensure spend is being directed in a timely fashion.

5.2 Maintaining the estate

The built asset environment can be expressed in terms of the education estate and the non-education or corporate estate.

5.2.1 In the case of schools, the Education Service conducts needs based assessments of sufficiency, suitability and condition. The Education Service continues to be successful in achieving capital grant allocations to address capital maintenance in schools.

5.2.2 Additionally a number of successful bids has resulted in significant condition issues in some schools being addressed through the Priority Schools Building Programme 2.

5.2.3 For the non-education estate, conditions surveys of all council owned buildings drives the basis for capital maintenance funding, which is distributed to the Services accordingly.

5.3 Corporate Offices

5.3.1 Introduction and objectives

The council has adopted a Mobile and Flexible Working Policy ('Timelord'), which aims to reduce accommodation costs, reduce time for employees spent travelling, and improve face-to-face time for our customers. Employees are provided with the technology to work from the office, at home or from other locations.

This working practice was adopted following a successful project to implement new flexible working practices to offer the benefits:

1. For West Berkshire Council
 - Increased productivity for flexible staff
 - Reduced travel and expense
 - Reduced office foot print
 - Savings in revenue and capital costs

2. For customer
 - Increased face to face advisory time available
 - Quicker and easier for customers to contact WBC staff
3. For staff
 - Improved staff satisfaction
 - Reduced travel time and cost
 - Improved work/home life balance
 - Reduced stress and sickness

The flexible working policy has enabled the council to reduce its office footprint by approximately 30% from the pre-project baseline.

The core corporate buildings the council operates from are Market Street (Newbury), West Street House (Newbury) West Point (Newbury) and Turnhams Green (Calcot).

5.3.2 Strategy for delivery

- The flexible working policy has been operating for some time now and has settled into being 'business as usual'
- The continued efficient use of the corporate office space is monitored through an Accommodation Group, which examines space requirements
- With the change to working practices as a consequence of Covid-19 during 2020 being the requirement for more home working wherever possible, this has led to further consideration regarding the long term corporate office requirement. Consultation with staff has commenced and a working group is examining the potential for future changes to the flexible working system.
- Exploring opportunities for service partners to benefit from using council office space to deliver services benefitting the people of West Berkshire.

5.4 The devolved estate and Corporate Landlord

- 5.4.1 West Berkshire Council's current model for the management of its operational estate is based on a devolved method of management, with operational services responsible for the revenue and capital maintenance, budget management and health and safety management of the buildings within their service.
- 5.4.2 Following consultation with and guidance from The Chartered Institute of Public Finance and Accountancy (CIPFA), WBC will, over the period of this Asset Management Strategy 2020 to 2023 be migrating its estate to be a Corporate Landlord model.
- 5.4.3 This will identify services within the council which will benefit from centralised control of all estate functions, bringing them within the management of the Property Services team. This will offer a single point of responsibility, and improve prioritisation of budgets across the estate.

5.5 Commercial property

5.5.1 Traditionally local authority property acquisition has been for the direct purpose of operational delivery of services. West Berkshire Council's property estate largely comprises properties necessary to deliver public services and has a reasonably small commercial property portfolio located on the London Road Industrial Estate in Newbury and the Kennet Enterprise Centre in Hungerford.

5.5.2 However increasing financial pressures combined with significantly reduced resources meant that West Berkshire Council needed to consider the potential opportunities available to it to generate new revenue income streams.

5.5.3 On 09th May 2017 the Council approved as an addendum to the Treasury Management Strategy for financial year 2017/18 a Property Investment Strategy to invest capital funds for the purchase of commercial property.

5.5.4 The Property Investment Strategy is reviewed annually as part of the Capital Strategy with current review March 2021.

5.5.5 The council has spent a total of approximately £62m on commercial property, across a number of sectors including offices, industrial and retail. This has created a diverse commercial property portfolio to protect the rental income.

5.5.6 It is proposed to manage the portfolio in its current form, by creating individual asset management plans, to ensure long term rental income, and where required capital investment in the current assets to protect or enhance both the lease value and capital value of the assets.



Appendix A – Asset Management Group, terms of reference

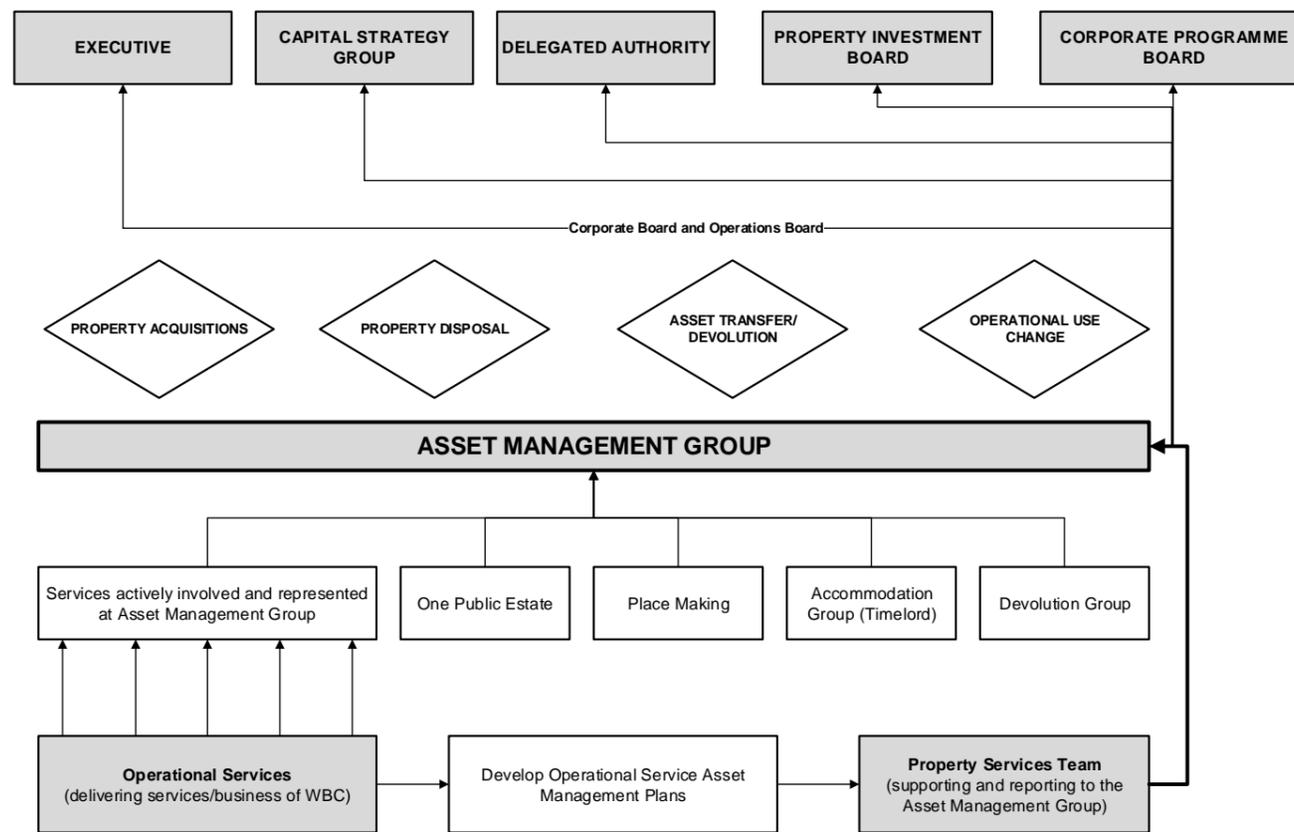
| | |
|----------|--|
| Purpose: | To convey the terms of reference and role of the Asset Management Group and business/expected outcomes for 2019/2020. |
| Author: | Richard Turner Property Services Manager |
| 1 | Purpose/objective of the group |
| 1.1 | To ensure that the strategic asset management of the council's land and built assets is adequately managed included but not limited to: <ol style="list-style-type: none"> 1. Senior Officer and Member oversight of asset decisions; 2. That decisions align with wider political and strategic direction; 3. Cohesive direction for the council's assets; 4. The effective and efficient utilisation of the council's land/built assets. |
| 2 | Reporting and Accountability |
| 2.1 | AMG does not in itself act as a formal decision making forum within the Constitution of West Berkshire Council, but acts as a significant forum for ensuring adequate control, debate and influence on matters related to strategic asset management of the Council's land and built assets to better inform the decisions of the council. |
| 2.2 | AMG is a sub-ordinate group to the Capital Strategy Group (CSG) and reports key strategic issues in to CSG, especially where such issues impact on or have the potential to impact or influence the Capital Strategy or capital programme within it. |
| 2.3 | AMG is to receive, consider and make recommendation on reports which relate to a land or building asset proposal which requires formal decision through the corporate cycle. AMG is to have first sight of such reports prior to the reports consideration at any formal governance cycles, including: <ul style="list-style-type: none"> • Corporate Board • Operations Board • Strategy Board • Executive • Council |
| 2.4 | Reporting to AMG is overseen by the Property Services team within the council, with individual proposals reported by operational services where the proposal relates to an asset within a specific service. |

| | |
|----------|---|
| 3 | Key objectives |
| 3.1 | To receive regular reports on the status and progress of key strategic land and property asset decisions. |
| 3.2 | To receive regular reports on land/property assets which are or have the potential to become surplus to operational use by the council. |
| 3.3 | To receive individual reports ahead of them advancing through the corporate cycle, (in accordance with the WBC constitution) recommending decision which relates to or impacts on a land or built asset. This will normally relate to the acquisition, disposal, lease in or out, or transfer of an asset. |
| 3.4 | In circumstances where a decision relating to or impacting on a land/property asset is within the thresholds of Delegated Officer Authority, but is sufficient in nature for the Property Services Manager to wish to bring the subject to the attention of AMG for consideration. This will normally relate to the acquisition, disposal, lease in or out, or transfer of an asset. |
| 3.5 | Receive updates on progress with the proposed transfer of land/property assets through the Devolution process. |
| 3.6 | Receive individual reports as required on assets based initiatives both from within the council and nationally, including: <ol style="list-style-type: none"> 1. One Public Estate; 2. Housing development; 3. Energy management initiatives; 4. Fire safety initiatives. |
| 3.7 | To complete an asset challenge process to review all assets within 18 months and ensure optimum use of assets. |

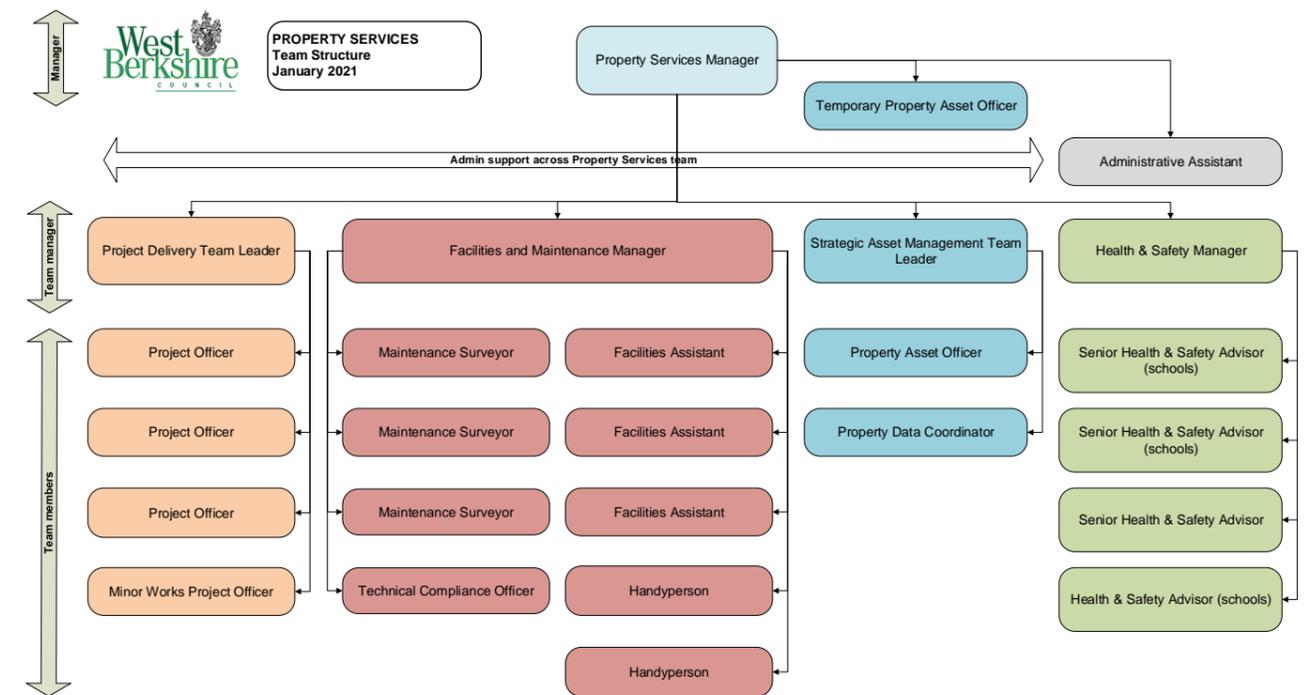
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|-------------------------|---|-----------------------|--|--|---------------|--------------------|-----------------------|-------------------|--|--|-------------|------------------------------|-----------------------|----------------------|--|--|-------------------------|---|--|--------------|-------------------------|-------------------|------------|--------------------|--------------------|
| 4 | Significant activities 2019/2020 | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.1 | <p>The following activities are expected to be of specific interest or significance to AMG in the period April 2019 to March 2020:</p> <ol style="list-style-type: none"> 1. One Public Estate (shared service, corporate landlord); 2. Housing Development (feasibility of affordable housing development); 3. Joint Venture with Sovereign Housing Association; 4. WBDC Sites for inclusion on Local Plan; 5. Grazeley development. | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Routine management of AMG | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.1 | <p>WBDC Property Services team is to manage the AMG in general terms including:</p> <ol style="list-style-type: none"> 1. Keeping a forward plan of meetings; 2. Arranging attendance and apologies of all members and attendees; 3. Producing minutes with listed actions; 4. To prepare, collate and issue all reports and documents for AMG meetings. | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.2 | <p>The Property Services Manager is to be lead reporting Officer for each AMG meeting, supplemented by reports from individual authors.</p> <p>The Property Services Manager is to keep the AMG Chairman and Executive Portfolio Holder informed of significant issues being brought to AMG, through pre-meetings and portfolio briefings.</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.3 | <p>AMG is to meet with a frequency of approximately eight weekly (or approximately six times in a calendar year), depending on availability of those attending.</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Membership and attendance | | | | | | | | | | | | | | | | | | | | | | | | |
| 6.1 | <table border="0"> <tr> <td colspan="3"><u>Chairman</u></td> </tr> <tr> <td>Joseph Holmes</td> <td>Executive Director</td> <td>Resources Directorate</td> </tr> <tr> <td colspan="3"><u>Membership</u></td> </tr> <tr> <td>Andy Walker</td> <td>Head of Finance and Property</td> <td>Resources Directorate</td> </tr> <tr> <td>Cllr. Ross Mackinnon</td> <td colspan="2">Council Member for Bradfield and Executive Portfolio: for Finance, Property and Procurement</td> </tr> <tr> <td>Cllr. Howard Woollaston</td> <td colspan="2">Council Member for Lambourn and Executive Portfolio: Internal Governance</td> </tr> <tr> <td>Janet Weekes</td> <td>Housing Service Manager</td> <td>Place Directorate</td> </tr> <tr> <td>Andy Sharp</td> <td>Executive Director</td> <td>People Directorate</td> </tr> </table> | <u>Chairman</u> | | | Joseph Holmes | Executive Director | Resources Directorate | <u>Membership</u> | | | Andy Walker | Head of Finance and Property | Resources Directorate | Cllr. Ross Mackinnon | Council Member for Bradfield and Executive Portfolio: for Finance, Property and Procurement | | Cllr. Howard Woollaston | Council Member for Lambourn and Executive Portfolio: Internal Governance | | Janet Weekes | Housing Service Manager | Place Directorate | Andy Sharp | Executive Director | People Directorate |
| <u>Chairman</u> | | | | | | | | | | | | | | | | | | | | | | | | | |
| Joseph Holmes | Executive Director | Resources Directorate | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Membership</u> | | | | | | | | | | | | | | | | | | | | | | | | | |
| Andy Walker | Head of Finance and Property | Resources Directorate | | | | | | | | | | | | | | | | | | | | | | | |
| Cllr. Ross Mackinnon | Council Member for Bradfield and Executive Portfolio: for Finance, Property and Procurement | | | | | | | | | | | | | | | | | | | | | | | | |
| Cllr. Howard Woollaston | Council Member for Lambourn and Executive Portfolio: Internal Governance | | | | | | | | | | | | | | | | | | | | | | | | |
| Janet Weekes | Housing Service Manager | Place Directorate | | | | | | | | | | | | | | | | | | | | | | | |
| Andy Sharp | Executive Director | People Directorate | | | | | | | | | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | |
|-----------------|--|-------------------|---------------------------|-------------------|---------------|--|-------------------|-----------------|-------------------------|-------------------|---------------|--------------------------------|----------------|----------------|-----------------------------|-------------|
| 6.2 | <p>The following are WBC Officers with regular attendance, who either represents a significant involvement in the council's assets or offer technical support to the group.</p> <table border="0"> <tr> <td>Richard Turner</td> <td>Property Services Manager</td> <td>Property Services</td> </tr> <tr> <td>Ann McManners</td> <td>Strategic Asset Management Team Leader</td> <td>Property Services</td> </tr> <tr> <td>Colin Broughton</td> <td>Strategic Asset Officer</td> <td>Property Services</td> </tr> <tr> <td>Shiraz Sheikh</td> <td>Interim Legal Services Manager</td> <td>Legal Services</td> </tr> <tr> <td>Sarah Mitchell</td> <td>Senior Accountant – Capital</td> <td>Accountancy</td> </tr> </table> | Richard Turner | Property Services Manager | Property Services | Ann McManners | Strategic Asset Management Team Leader | Property Services | Colin Broughton | Strategic Asset Officer | Property Services | Shiraz Sheikh | Interim Legal Services Manager | Legal Services | Sarah Mitchell | Senior Accountant – Capital | Accountancy |
| Richard Turner | Property Services Manager | Property Services | | | | | | | | | | | | | | |
| Ann McManners | Strategic Asset Management Team Leader | Property Services | | | | | | | | | | | | | | |
| Colin Broughton | Strategic Asset Officer | Property Services | | | | | | | | | | | | | | |
| Shiraz Sheikh | Interim Legal Services Manager | Legal Services | | | | | | | | | | | | | | |
| Sarah Mitchell | Senior Accountant – Capital | Accountancy | | | | | | | | | | | | | | |
| 6.3 | <p>Admin support and secretarial support including meeting forward plan arrangements and minute taking</p> <p>Contact: Sasha Lang</p> <p>01635 519889 Sasha.Lang1@westberks.gov.uk</p> | | | | | | | | | | | | | | | |

Appendix B – Decision route for property assets



Appendix C – Property Services structure chart



Appendix D – Asset Transfer

Devolution

1.0 What is Devolution?

- 1.1 As part of the Council's strategic priority of "Communities Helping Themselves" a devolution prospectus has been developed. The prospectus includes the transfer of services and assets.
- 1.2 Devolution is about devolving, primarily to Town and Parish Councils, services and assets which the community feel would add value locally.
- 1.3 Devolution does not include statutory services, it is about those services which the Council has had to reduce or stop altogether and which local communities feel should be delivered at the most appropriate level of government.
- 1.4 In relation to the transfer of assets, a formal decision making process has been established. This includes the Devolution Officers Group processing and vetting applications followed by the Asset Management Group and then through the normal Executive cycle.
- 1.5 As part of the Devolution agenda, a Parish Portal has been developed. This Portal provides Parish and Town Councils with a range of information to support both service and asset transfers.

Community Asset Transfer Policy

2.0 What is Community Asset Transfer?

- 2.1 Community Asset Transfer is the transfer of the Council's land and buildings to community and voluntary organisations at less than best consideration, normally on a leasehold arrangement.
- 2.2 The policy will apply when either:
 - A community or other voluntary organisation approaches the Council to request the use of a Council property asset, or
 - The Council identifies an asset as being surplus to its requirements and is considering how best to dispose of it.

3.0 Purpose of the Policy

- 3.1 The Council has a disposal policy which is contained in the Asset Management Plan and the general presumption is that disposals will be on the open market for best price. Reference is made in the Asset Management Plan about disposals to not for profit organisations. This community and asset transfer policy is to give fuller guidance on how to achieve that.
- 3.2 The purpose of the policy is to set out a framework to show how West Berkshire Council will consider requests from the community and voluntary sector to use the Council's land and buildings. It is also sets out the information that is required from the community and voluntary sector and the expectations for the transfer fulfilling the Council's strategic objectives and to empower local communities.

4.0 National Policy Context

- 4.1 National Government has, for some time, encouraged local authorities to involve local people in the direct running of their communities and has produced legislation, such as the Local Government Public Involvement Act 2007 and the Localism Act 2011, to create strong communities and deliver better public services through a rebalancing of the relationship between local people and public bodies.
- 4.2 The Localism Act has introduced the concept of the Community Right to Bid. This process allows relevant bodies (e.g. Parish Councils and Community Groups) to ask for assets of community value to be listed. This effectively means that the asset cannot be sold until the relevant body has been given a chance to confirm that they wish to bid for the asset. If so they must also be given sufficient time to submit their bid. A separate process has been introduced to manage this requirement, although the properties and applicants involved are likely to be similar to those affected by the Community Asset Transfer Policy.

- 4.3 The Quirk Review undertaken in 2007 set out the benefits to local groups by the management or ownership of public property assets which, in turn leads to stronger communities. The Quirk review recognised that the voluntary and community groups would need assistance to understand the risks and rewards of community asset transfer.

5.0 Local Context and Links to Council Strategies

- 5.1 Working in partnership with the local voluntary sector should help the Council to achieve some of its own objectives such as those in the Council Strategy including to reshape the way cultural, countryside and other services are delivered, with significantly greater involvement from local communities, the voluntary sector and parish councils and seek to transfer assets and services where these can clearly be delivered more effectively.

6.0 Criteria for community asset requests

- 6.1 When considering requests for a community asset transfer the Council must bear in mind the following in relation to the affected property:
 - The need to raise capital receipts.
 - The loss of any income or opportunity costs.
 - Requirements for the property for direct service delivery by the Council.
 - The benefits to all parties by transferring the property.
 - That, where the property is needed to deliver a service, additional ongoing revenue costs are not incurred.
- 6.2 *The Property*
 - The property must be owned by the Council, either freehold or leasehold and be legally capable of being transferred.
 - It must be surplus to operational requirements.
 - The transfer of the property has been approved by the Asset Management Group.
 - The transfer will deliver a strategic or operational benefit to the Council.
- 6.3 *The Use*
 - The use will support the Council's strategic priorities set out in the Council Strategy.
 - The property will be used for the benefit of the local community to enable local people to have access to services or facilities that meet their local needs.
 - The use will be inclusive of a wide and diverse range of people.
 - The use will deliver a demonstrable social, economic or environmental benefit to the local community.
 - The use is not already provided in the locality.
 - The use to be environmentally sustainable and Disability Discrimination Act compliant.

The Applicant

- Interested organisations must be community led with strong local links.
- Be properly constituted and be capable of being a legal entity.
- Not for profit.
- Be financially viable.
- Have good governance through open and accountable processes.
- Have the skills and capacity to deliver the service and manage the property.
- Have a well prepared business case.
- Have a track record of delivering similar projects either as an organisation or by way of key individuals within the organisation.

6.5 Basis of transfer of property

- Transfers will usually be on a leasehold basis. This makes it easier to limit the use for community benefit.
- Freehold will be considered if the applicant pays full market value.
- The applicant will be responsible for all management of the property including health and safety matters and all required surveys.
- The use is to be for community benefit and the organisation is to provide continuing evidence of a community benefit on a periodic basis.
- If planning consent is required then the applicant must obtain this.
- The applicant will be expected to meet all the running, maintenance and repair costs of the property.
- Collaboration and sharing of the property with other community or voluntary groups will be encouraged.
- The Council may be prepared to take back the property in cases where the transfer has been unsuccessful.

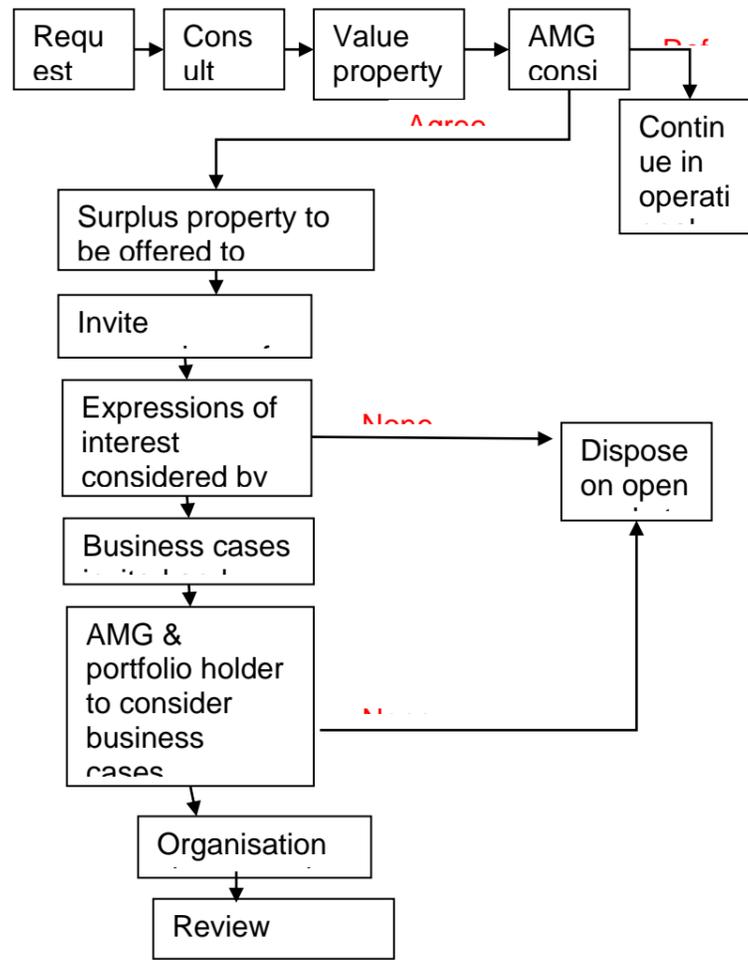
7.0 The Community Asset Transfer Process

- 7.1 A property asset is identified, either by WBC as being surplus to requirements or by a request by a community or voluntary organisation for a particular property. In the latter case the property may be operational so consultation will be required with the service to see if the property could be released from operational use.
- 7.2 Valuation undertaken bearing in mind that the transfer may be at less than best consideration.
- 7.3 Expressions of interest invited from suitable groups.
- 7.4 Expressions of interest appraised by Asset Management Group to include the relevant portfolio holder and recommendation to be made to Management Board.
- 7.5 Short listed groups requested to submit a business case for the transfer.
- 7.6 Business cases appraised by the Asset Management Group and relevant portfolio holder along with the option of an open market disposal. The assessment matrix shown later can be used to assist in the decision making process.
- 7.7 Decision recommended to Executive if outside the delegation of the Head of Legal Services.
- 7.8 Terms agreed with successful applicant and lease completed.
- 7.9 The timescale for applications will vary depending upon the complexity of the proposal, the number of applicants, the route it needs to take through the Council's governance structure and for the completion of the lease. However, applicants should be aware that the process could take 12 months.

- Proposed use and maintenance of the property.
- Details of the local needs that will be met by the proposal and how the benefits will be measured and reported on an annual basis.
- Details of any new jobs that might be created.
- Evidence of local consultation and that there is a demand and local support for the scheme.
- How the scheme fits in with the Council's strategic objectives.
- Evidence of the ability, skills and capacity of the organisation to run the proposed service, including governance details.
- Evidence of the scheme complying with equal opportunity, sustainability and health and safety requirements.
- Financial details of the organisation and how the scheme will be funded, at the outset and going forward.
- Project plan to show likely timescales to set up and fund the scheme.
- A risk assessment and contingency plan in the case that the scheme is not successful.

9.0 Risks in Community Asset Transfer

- 9.1 There is an element of risk in a community asset transfer and the potential risks are listed below. These will need to be considered in conjunction with any application.
- Organisation does not have the capacity or skills to take over the property and provide the service, or loses these at a later date.
 - Reliance on key personnel either within the organisation or at the Council, lack of succession planning.
 - Organisation cannot fund the proposed scheme either at the outset or at some time in the future.
 - Property is not used for community purposes or taken over by a minority interest.
 - Transfer contravenes State Aid or procurement regulations.
 - Confusion over roles and responsibilities between the Council and the organisation.
 - Objectives of the organisation are unclear and not aligned to Council objectives.
 - Scheme is not value for money.
 - Potential liability for Council if the scheme fails.
- 9.2 These risks can be reduced by the provision of clear legal documentation and a summary of expectations by each party at the outset.



Flexible Use of Capital Receipts Policy

In the Spending Review 2015, the Chancellor of the Exchequer announced that to support local authorities to deliver more efficient and sustainable services, the government will allow local authorities to spend up to 100% of their capital receipts on the revenue costs of transformation projects. Initially this flexibility on the use of capital receipts was limited to those receipts received between 1 April 2016 and 31 March 2019, however, this has been extended to March 2022 and is currently under further review.

Commencing in 2017/18 the Council has embarked on a major programme of transformation, covering a number of years, in pursuit of its strategic ambitions and priorities and in order to deliver financial sustainable services to residents in the long term. To deliver this transformation programme the Council has utilised the opportunity provided by government to flexibly utilise capital receipts (with the exception of receipts specifically ring-fenced for Educational purposes). A requirement of this flexibility is that the County Council approve a Flexible Use of Capital Receipts Strategy and individual business cases for their use.

Since 1 April 2017, the council has allocated £1.5 million of capital receipts to transformation projects alongside a further £703k of revenue funding (total funding allocation as at 1.4.2020). It is proposed that a further £965k of capital receipts are to be allocated to transformational projects over 2020/21 and the period of the Capital Strategy (2021/22 – 2023/24).

The table below details the projects that have been funded via the transformation programme and associated revenue savings and cost avoidance identified. In some cases there is a direct link between a project and the realisable financial benefit. In others, the project contributes to enabling the savings in other business cases or provide a wider benefit, which would not otherwise be realised.

| Projects | Funding Agreed | Savings Identified | Cost Avoidance Identified |
|--|-------------------|--------------------|---------------------------|
| Emotional Health Academy | £5,570 | £0 | £0 |
| Transport - Adult Social Care | £5,300 | £0 | £0 |
| Invest to save - Family Hub transformation | £28,000 | £0 | £0 |
| Invest to save posts in commissioning | £225,000 | £67,800 | £323,500 |
| Invest to save post - Apprenticeship Coordinator | £74,000 | £0 | tbc |
| Shared service advice | £12,000 | £0 | £0 |
| Invest to save - New Ways of Working project | £268,930 | tbc | £0 |
| Transport data reviewing officer extension | £2,700 | £0 | £0 |
| Review of care packages | £150,000 | £253,161 | £0 |
| Assistive Technology | £142,000 | £52,794 | £0 |
| Emotional Health Academy | £11,000 | £0 | £0 |
| Commercial Group 2 sales & marketing officers(2yrs) *2 | £169,000 | £0 | £0 |
| Extend fixed term post 1 yr re ASC | £40,700 | £0 | £0 |
| Digital transformation Revs and Bens | £55,000 | tbc | £0 |
| Shared service advice | £16,000 | £0 | £0 |
| Invest to save posts in commissioning | £42,000 | £0 | £0 |
| Lottery start up | £13,000 | £0 | tbc |
| Commercial wellbeing | £27,500 | £0 | £0 |
| Digital Transformation Project | £250,000 | £51,000 | £0 |
| Clinical Specialist Occupational Therapist (double handed care revenue saving) | £108,000 | £0 | £103,503 |
| Emotional Health Academy 0.5fte backfill to be offset by additional income | £14,500 | £0 | £0 |
| Modernising Adult Social Care | £180,000 | £0 | £0 |
| Project Manager for Housing Improvement Plan & IT system/Service Improvement Plan | £80,000 | £0 | £0 |
| Corporate Programme Office - Principle Policy Officer | £49,000 | £0 | £0 |
| Enterprise Resource Planning - Project Manager | £61,000 | tbc | £0 |
| Special Educational Needs Portal | £22,600 | £0 | £0 |
| Timelord Phase 2 | £30,000 | tbc | £0 |
| Libraries review/strategy | £22,000 | £0 | £0 |
| Procurement specialist for sports facilities (football pitch) | £50,000 | £0 | £0 |
| Roadmunk project prioritisation software | £6,000 | £0 | £0 |
| Web Data Content Review Officer resource (contractor) | £45,000 | £0 | £0 |
| Additional resourcing Strategic Support (Governance & Strategy) | £60,000 | tbc | £0 |
| Feasibility study for development of a housing company | £65,000 | tbc | £0 |
| Road Safety: SID training and create central supporting portal to remove single point of failure | £18,425 | £0 | £0 |
| Totals | £2,349,225 | £424,755 | £427,003 |

Note: A number of schemes included in the table above have been funded from revenue contributions, an exercise is currently underway to review application of future funding and savings generation / cost avoidance potential.

The regulations on the flexible use of capital receipts require the Council to disclose the impact of the strategy on prudential indicators. The council's current capital programme has not sought the use of capital receipts received since 1 April 2017 as a source of funding for schemes. Therefore historically there has been no change to the Council's prudential indicators that are contained in the Treasury Management Strategy Statement. For the Capital Strategy 2021/22 – 2023/24, a significant element of the programme is proposed to be funded via the utilisation of capital receipts, therefore the proposed reallocation of receipts to transformation has been reflected within the indicators set out in the Council's Investment and Borrowing Strategy 2021/22.

Appendix F

Proposed CIL (Community Infrastructure Levy) Bids for inclusion in the Capital programme – 2021-22.

For the first time, the Council has set aside £500k to enable local community groups, town and parish Councils to bid for schemes that provide infrastructure to local communities. The bidding process and criteria were included on <https://info.westberks.gov.uk/cilbidding>

Bids were invited between £10k and £100k that will provide infrastructure.

Total bids of £810k were received with 29 different bids submitted. To enable the spending to be contained within the £500k level set, a group met to consider the bids and apply a threshold for successful bids. If members approve further funding for this scheme to continue in the future, this threshold will continue.

In total, 16 bids totally £490k were approved for proposed inclusion in the Capital budget for the 2021-22 financial year. Some of the bids rejected did not meet the initial criteria, for example they were too small or were enable a pure 'like-for-like' replacement of infrastructure. Other schemes were suggest for inclusion within other elements of the capital programme where they would be more appropriate. The group would like to thank all of the bidders for their time in submitting bids in what was a very busy and relatively short timescale.

The list of successful bids is included in the table overleaf.

Summary of successful bids and CIL amounts are included in the table below.

| Organisation/Group | Project Title | CIL Funding required | CIL % of the project |
|--|--|----------------------|----------------------|
| Gladstone Memorial Trust | Kintbury Village playground equipment enhancement | 12,081 | 50% |
| West Ilsley Cricket Club 7 West Ilsley Recreation & Social Association | West Ilsley Community Cricket Nets Project | 11,700 | 40% |
| 1st Wash Common Scout Group | 1st Wash Common New Scout Hall | 100,000 | 17% |
| East Ilsley Parish Council | East Ilsley Pond Restoration | 14,122 | 56% |
| Purley on Thames parish Council | Replacement of outdoor Gym equipment and enhancement of adjoining play equipment | 16,955 | 50% |
| SUN Village Hall Trustees | Ensuring the Hall has a future | 10,000 | 50% |
| 1st Ufton Nernet Scout Group | The Spire - Ufton Nernet | 68,032 | 51% |
| Inkpen Memorial Playing Field Trust | Sports & Community Equipment Storage Building | 15,000 | 50% |
| Victory Room Trustees | Victory Room Refurbishment & Extension | 15,045 | 5% |
| Pangbourne & District Tennis Club | Pangbourne Tennis Club New Courts Surface | 12,000 | 54% |
| Tilehurst Parish Council | Provision of New Multi-Purpose Community Hub by refurbishing & repurposing a Building formerly used by Calcot Community Association | 50,000 | 50% |
| Burghfield Parish Council | Burghfield Village hall | 34,000 | 15% |
| Newbury Cricket Club | Newbury Cricket Club - Clubhouse re-development | 36,812 | 19% |
| Hermitage Village Hall CIO Trustees | Hermitage Village hall - Smaller Hall completion | 22,818 | 79% |
| Newbury Town Council | Promoting Active Travel to Newbury Town Centre | 11,500 | 50% |
| Trustees of Bradfield Village Hall | The preparation of documents/drawings/technical design (RIBA Stage 4) to allow Trustees to go out to Tender for a New Village Hall, Playground, Multiuse Games Area and Site Improvements | 59,700 | 50% |
| | TOTAL CIL REQUESTED | 489,765 | |

Revenue Budget 2021-22

| | |
|---|---------------------------|
| Committee considering report: | Council on 2 March 2021 |
| Portfolio Member: | Councillor Ross Mackinnon |
| Date Portfolio Member agreed report: | 28 January 2021 |
| Report Author: | Melanie Ellis |
| Forward Plan Ref: | C3983 |

1. Purpose of the Report

- 1.1 The purpose of this paper is to consider and recommend to Council the 2021-22 Revenue Budget, which proposes a Council Tax requirement of £104.32m, requiring a Council Tax increase of 1.99%. The Council Tax increase will raise £2.04m. The Council is not proposing any use of the Adult Social Care precept and there will therefore not be any increase in the precept. The overall Council Tax increase is intended to balance the financial impact of the pandemic on residents, mitigating the financial pressures they face, as well as the cost pressures that the Council faces.
- 1.2 The budget details the investment for the year ahead to deliver the Council Strategy and support core Council Services. This includes investment in Adult Social Care, economic development and prevention work. The budget also allocates revenue funding to deliver the Capital Strategy (separate paper) that has a substantial amount of investment in infrastructure for the year ahead, including savings proposals, other income sources and £3.2m of support from Government for Covid-19 costs. The Council is proposing to support the budget with a £2.2m contribution from reserves; it is rare that the Council would use such a sizeable level of one-off support for the budget but the impact of the pandemic on the current year budget, allied to Government financial support, has led to an expected underspend in the current year that is being proposed to partially use to support the 2021-22 budget.
- 1.3 This report also proposes the Fees and Charges for 2021-22 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 2021-22 Council Tax requirement of £104.32 million, requiring a Council Tax increase of 1.99% with a 0% increase in the 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 £6,410 are approved as set out in Appendix G.

- (4) It is proposed to again provide a £150 reduction to Council Tax for claimants receiving Council Tax Reduction falling within a working age category during the 2021-22 financial year. Where the balance to pay for a working age claimant is less than £150, we will credit all the remaining liability through this hardship scheme. The remaining funding from the allocation of £838k will be utilised to support the Collection Fund and consideration of the further impact on the Council Tax Reduction Scheme as well as the overall Collection Fund.
- (5) That it be noted that the following amounts for the year 2021-22 in accordance with regulations made under Section 31B of the Local Government Finance Act 1992, as amended (by the Localism Act 2011):-
 - (a) 65,343.65 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.
- (6) Calculate that the Council Tax requirement for the Council's own purposes for 2021-22 (excluding Parish precepts) is £104,315,255.
- (7) That the following amounts be now calculated by the Council for the year 2021-22 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992, amended by the Localism Act 2011:-
 - (a) £345,165,460 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) £236,356,619 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) £108,808,841 being the amount by which the aggregate at 7(a) above, exceeds the aggregate at 7(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) £1,665.18 being the amount at 7(c) above (Item R), all divided by 5(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) £4,493,586 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per Appendix K).
 - (f) £1596.41 being the amount at 7(d) above less the result given by dividing the amount at 7(e) above by the amount at 5(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.
- (8) That it be noted that for the year 2021-22, 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.
- (9) 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 2021-22 for each part of its area and for each of the categories of dwellings.
- (10) To consider the motion presented at the Council meeting of 3rd December 2020 regarding the Citizen’s Advice Bureau and to reject or approve.

3. Implications and Impact Assessment

| Implication | Commentary |
|------------------------|---|
| Financial | <p>These are contained in further detail within the report. The key implication is the proposed 1.99% Council Tax increase, which leads to a savings and income generation programme of £3.7m in 2021-22. The Council has a good track record of delivering past savings programmes and monitors and reports on progress on a monthly basis.</p> <p>The Council is proposing a one off use of reserves of £2m to support the revenue budget. The in-year (2020-21) underspend supports this use of funds, though this does have an implication for the medium term.</p> <p>The Council is also proposing no use of the Adult Social Care Precept for 2021-22, but the Government has allowed a 3% rise in the precept over the period 2021-23, so the option for the full precept remains for 2022-23 which would support the medium term financial position.</p> |
| Human Resource: | There may be some implications for staff. The trade unions have been consulted and any reductions in staffing will be handled in accordance with the Organisational Change Procedure. |
| Legal: | There is a requirement to produce a Revenue Budget under the various Local Government Finance Acts. |

| | | | | |
|---|---|----------------|-----------------|--|
| | <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:</p> <ul style="list-style-type: none"> (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. (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it. <p>Decision makers must keep the above requirements in mind when making decisions.</p> | | | |
| Risk Management: | <p>As part of the 2021-22 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.</p> | | | |
| Property: | <p>None – significant amendments to the property and infrastructure portfolio are included as part of the capital strategy which is funded through revenue financing.</p> | | | |
| Policy: | <p>Specific investment in the Council Strategy is included as part of this budget. These areas are highlighted separately in the budget paper.</p> | | | |
| | | | | |
| 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? | 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 Council's responsiveness and commitment to equalities and diversity.</p> |
| Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users? | | Y | | <p>Any impacts have been assessed and publicly consulted upon where necessary.</p> |
| Environmental Impact: | Y | | | <p>Investment detailed in this report in delivering the Environmental Strategy</p> |

| | | | | |
|--|--|----|--|---|
| Health Impact: | | Y | | |
| ICT or Digital Services Impact: | | Y | | |
| Council Strategy Priorities or Business as Usual: | Y | | | As detailed in the report £938k of specific investment in priority areas has been identified separately |
| Other | | | | |
| Data Impact: | | No | | |
| Consultation and Engagement: | See appendix L on the budget simulator exercise where 200 individuals responded to an engagement exercise on the potential budget proposals over December 2020/January 2021. Business meeting comments to follow from online Webinar. | | | |

4. Executive Summary

- 4.1 The purpose of this paper is to consider and recommend to Council the 2021-22 Revenue Budget, which proposes a Council Tax requirement of £104.32m, requiring a Council Tax increase of 1.99%. The Council Tax increase will raise £2.04m. 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 2021-22, £3.7m of savings and income generation proposals have been recommended.
- 4.3 The Council is forecasting an underspend of £3.4m in 2020-21 which will enhance the level of reserves. The ongoing effect of any budget pressures and future investment in the Council Strategy priorities has been factored into the 2021-22 budget. In order to fund this the Council has chosen to increase Council Tax by 1.99%, not to increase the adult social care Council Tax Precept, and find savings or income generation of £3.7m. 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.
- 4.4 Proposals
- (1) That Council approve the 2021-22 Council Tax requirement of £104.32 million, requiring a Council Tax increase of 1.99% and a 0% increase in the 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.

5. Introduction

- 5.1 The purpose of this paper is to consider and recommend to Council the 2021-22 Revenue Budget, which proposes a Council Tax requirement of £104.32m, requiring a Council Tax increase of 1.99% and a 0% increase to the adult social care Council Tax Precept. The Council Tax increase will raise £2.04m.
- 5.2 In order to arrive at a balanced budget for 2021-22, £3.7m of savings and income generation proposals have been recommended.
- 5.3 This report also proposes the Fees and Charges for 2021-22 as set out in Appendix F, the Parish Expenses of £6,410 as set out in Appendix G, and recommends the level of General Reserves as set out in Appendix E.

6. Implications of Covid-19

- 6.1 Covid-19 has had a significant impact on the Council's finances. The Government has provided a variety of funding schemes to support the Council's budget in 2020-21. The main support has been through a non ring-fenced grant which to date has totalled £9.5m. The estimated additional costs to the Council for the 2020-21 financial year of Covid-19 is £5.9m.
- 6.2 On top of this the Government has provided an income guarantee scheme whereby, for any non-commercial income losses, the Council must fund the first 5% of income losses but for the residual amount, the Council funds 25% of the loss and Government 75%. The estimated income losses are £4.3m, of which £2.3m is expected to be reimbursed via the guarantee scheme.
- 6.3 The impact of additional costs and income losses for 2021-22 has been factored into these budget papers. The main areas of focus and budget adjustments are shown below; these are found in the appendices to the report as either cost pressures or savings:
- (1) Ongoing reduction in assumed car parking income of £0.5m which represents a drop of 25% compared to previous years
 - (2) Ongoing additional Adult Social Care costs due to market price increases of £0.53m.
 - (3) Investment in maintaining local bus routes due to social distancing requirements £0.4m
 - (4) Savings in staffing mileage budgets of £0.17m
 - (5) Savings in printing and postage budget of £0.04m
 - (6) Reduced expenditure on office accommodation of £0.16m
- 6.4 The Government also provided other one-off funding to fund a variety of projects and schemes, for example on local outbreak plans, supporting the high street and business grants.
- 6.5 The government has provided support through allowing Councils to spread any forecast collection fund (the account that looks at the amount of council tax and

retained business rates collected in year again the budgeted income) deficit over a three year period instead of one year. The positive of this proposal is that it does not immediately burden the taxpayer with all of any deficit in 2021-22 as there would only be a third of the deficit in that year. However, it does mean that for 2022-23 and 2023-24 it would create a longer term financial burden at a time of unknown funding.

7. Specific announcement made as part of the Local Government Finance Settlement for 2021-22

- 7.1 The Government announced £670m for a Local Council Tax Support Grant (LCTSG). The purpose of the grant is to provide funding to local authorities to help them deal with the expected increase in the cost of LCTS in 2021-22. Payments will be made direct to billing authorities and major preceptors. The grant is un-ringfenced; and it is payable to the general fund and does not go through the collection fund. The scheme funds are distributed under a proposed methodology where the LCTS grant will provide funding based on the total number of working-age claimants. The allocations to each authority are based largely on the number of working-age claimants and so the amount of funding relative to each authority's council tax requirement will vary. Those authorities with a higher number of working-age claimants will receive more funding, and the implied losses in council tax that are being funded will also be higher. The taxbase should represent the amount that billing authorities estimate they can collect in 2021-22, taking into account growth in the number of properties on the valuation list, the impact of local council tax support schemes, and the estimated collection rate. The LCTS grant will be treated as a grant in the same way as other corporate grants.
- 7.2 West Berkshire's allocation is £838k and it is proposed that this is utilised to provide a reduction in Council Tax to those claimants of the Council Tax Reduction Scheme of up to £150 per household. This amount will be applied in the new financial year after the Council Tax bills have been issued.

8. 2020/21 In-Year Position

- 8.1 At Quarter Three of 2020-21, the forecast year end position is an underspend of over £3.4m of which the People Directorate is forecasting an underspend of £3.2m.
- 8.2 The 2020-21 budget was set with 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 no proposed release from reserves except for £0.5m from the property fund to support the lack of income from 4 The Sector as part of the Council's commercial property portfolio.
- 8.3 For the 2021-22 budget setting, provision has been made for the ongoing pressures that have arisen during 2020-21, including anticipated impacts due to Covid-19 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.

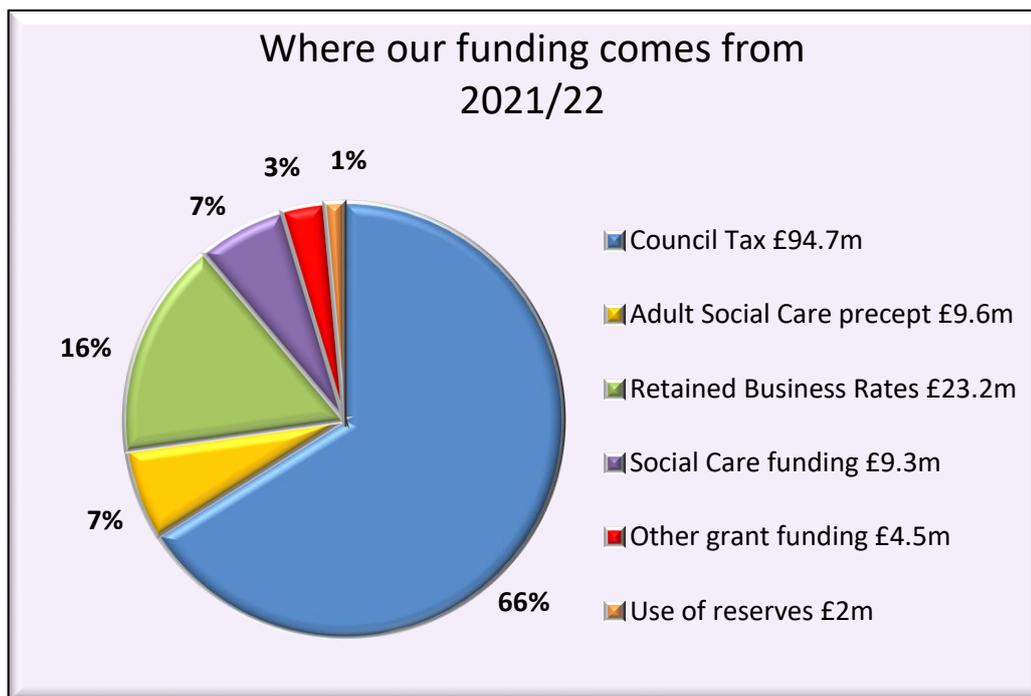
9. The 2021/22 Local Government Finance Settlement

The final settlement figures are still awaited, with a draft finance settlement announced on the 17th December with subsequent individual notifications of specific grant allocations. The 2020 Spending Round was announced in September 2020 and a consultation took place in October. The key points are:

- (1) That the Spending Review encompasses a one year period from 2021-22
- (2) The Government has proposed to protect all social care grants from 2020-21 into 2021-22.
- (3) For Council Tax, a core principle of up to 2% increase was announced, together with a further 3% increase in council tax through the Adult Social Care precept, with an option to defer some or all of its use into 2022-23. The Council is proposing a 0% ASC precept in 2021-22, which allows the full 3% for 2022-23, dependent on that year's budget decision.
- (4) It has been announced that negative Revenue Support Grant will not be charged in 2021-22. 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) There will be a new round of New Homes Bonus payments in 2021-22 which will not attract new legacy payments. All legacy payments associated with previous allocations will be honoured in the 2021-22 allocations. For West Berkshire this amounts to £1.1m compared with £1.8m in the previous year.
- (6) Awaiting the Public Health grant allocation.
- (7) A number of other grants have been announced to combat rough sleeping, homelessness and improved building safety.
- (8) Allocation of £250k for West Berkshire Council to cover the costs of the new duty on the provision of support within domestic abuse safe accommodation services (subject to the successful passage of the Domestic Abuse Bill).
- (9) That the Council must spread any collection fund deficit over a three year period.

10. Revenue Funding

- 10.1 The main sources of funding for the 2021-22 revenue budget are shown in the following chart.



- 10.2 West Berkshire Council's main source of funding is from Council Tax (66%). 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 2021-22 which will raise an additional £2.04m.
- 10.3 The Council is proposing no use of the Adult Social Care Precept for 2021-22, but the Government has allowed a 3% rise in the precept over the period 2021-23, so the option for the full precept remains for 2022-23 which would support the medium term financial position. The previous adult social care precepts now raise annual funds of £9.6m. 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 pressures faced in the areas of learning disability, demographic increases, increased costs and additional staffing requirements. In light of the impact of Covid, where care numbers have dropped and the Adult Social Care Market will take time to rebalance, there continues to be a lot of uncertainty over the long term costs of providing care.
- 10.4 Income from Council Tax is also expected to increase by a further 0.21% 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%.
- 10.5 Retained Business Rates represents the Council's share of the actual business rate collected in West Berkshire. The Government has paused the further retention of business rates to 75% until 2021-22 at the earliest; therefore West Berkshire continues to receive 50% of business rates less a significant tariff to Government meaning the overall amount of business rates retained by the Council is 25% of the total business rates collected.
- 10.6 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.

10.7 Other grant funding consists of New Homes Bonus and other non ring-fenced grants. West Berkshire Council has not received any of the non ring-fenced Revenue Support Grant since 2017-18. 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 for 2021-22 was announced by Government in December 2020. The following table sets out the 2021-22 DSG settlement for each block.

| Categories | (£'m) |
|--|---------------|
| Schools block | 114.83 |
| Central school services block allocation | 1.01 |
| High needs block allocation | 23.63 |
| Early years block | 10.36 |
| Total DSG allocation | 149.83 |

The DSG has a deficit balance of £1.7m as at 31.3.2020, and at Quarter Three of 2020/21 is looking at increasing this deficit by £1.3m to £3m by 31.3.2021. The deficit has arisen largely in high needs but also in early years.

DSG budgets are discussed in detail at the School Forum. The Forum has agreed to transfer 0.5% of funding to the High Needs Block amounting to £0.5m and this has been ratified by Individual Member Decision.

- (2) **Public Health Grant.** West Berkshire Council receives a ring-fenced grant to fund public health functions. The 2021-22 grant totals are to be confirmed by Government.
- (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 receive income from its investment in commercial property, which is budgeted to generate £0.7m per year.

11. Revenue Expenditure

The Revenue funding outlined above, funds the 2021-22 revenue budget as follows:

| Directorate | Base budget | Budget growth and inflation | Budget increases and investment | Savings & income generation | Annual budget requirement 2021/22 |
|-----------------------------|---------------|-----------------------------|---------------------------------|-----------------------------|-----------------------------------|
| | £m | £m | £m | £m | £m |
| People | 75.88 | 2.60 | 0.27 | -2.09 | 76.66 |
| Place | 30.97 | 0.93 | 0.47 | -0.90 | 31.46 |
| Resources/Chief Executive | 12.29 | 0.48 | 1.21 | -0.48 | 13.50 |
| Capital Financing/Corporate | 11.08 | 0.00 | 0.63 | -0.18 | 11.53 |
| Total | 130.22 | 4.00 | 2.57 | -3.65 | 133.14 |

- 11.1 **Base budget £130.22m:** This is the ongoing budget requirement for the three Directorates together with the ongoing revenue cost of the capital programme.
- 11.2 **Budget growth and inflation £4m:** This is the budget increase required for the Council to perform existing services each year. As part of the budget setting process, the Council provides for general inflationary pressures such as salary increases (0% assumption for salaries over £24k) based on the established number of posts, together with salary increments and increases to National Insurance and pension contributions. Any pay award above the assumptions would need to be funded from reserves.

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 (released mid-February) and has been estimated to be £279k (1.5%) for 2021-22. Following the announcement the actual rate is 1.58%, requiring an extra £15k. The ongoing impact of this will be included in the 2022-23 budget. 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 £1.4m 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.

- 11.3 **Budget Investment £2.57m:** Each year new unavoidable service investment is required to be built into the revenue budget. The Council Strategy is for the period 2019-23 and is investing an additional £0.8m into the annual revenue budget to support the strategy and investing a further £0.14m from reserves. Investment in the Council's operational assets is funded from external borrowing and this requires an annual increase of £525k in the revenue budget in order to fund the additional revenue costs of borrowing for the capital programme, for example:
- £12.5 million of initiatives linked to the Environment Strategy approved by the Executive on 16th July 2020, including £1.6 million of carbon reduction initiatives and £10.4 million focused on solar photovoltaic energy generation.
 - £23 million of potential leisure initiatives linked to the Leisure Strategy currently under development, including provision for new facilities at East of district.
 - £39.7 million of projects with a focus on developing local infrastructure including housing to support and grow the local economy, predominately maintaining the

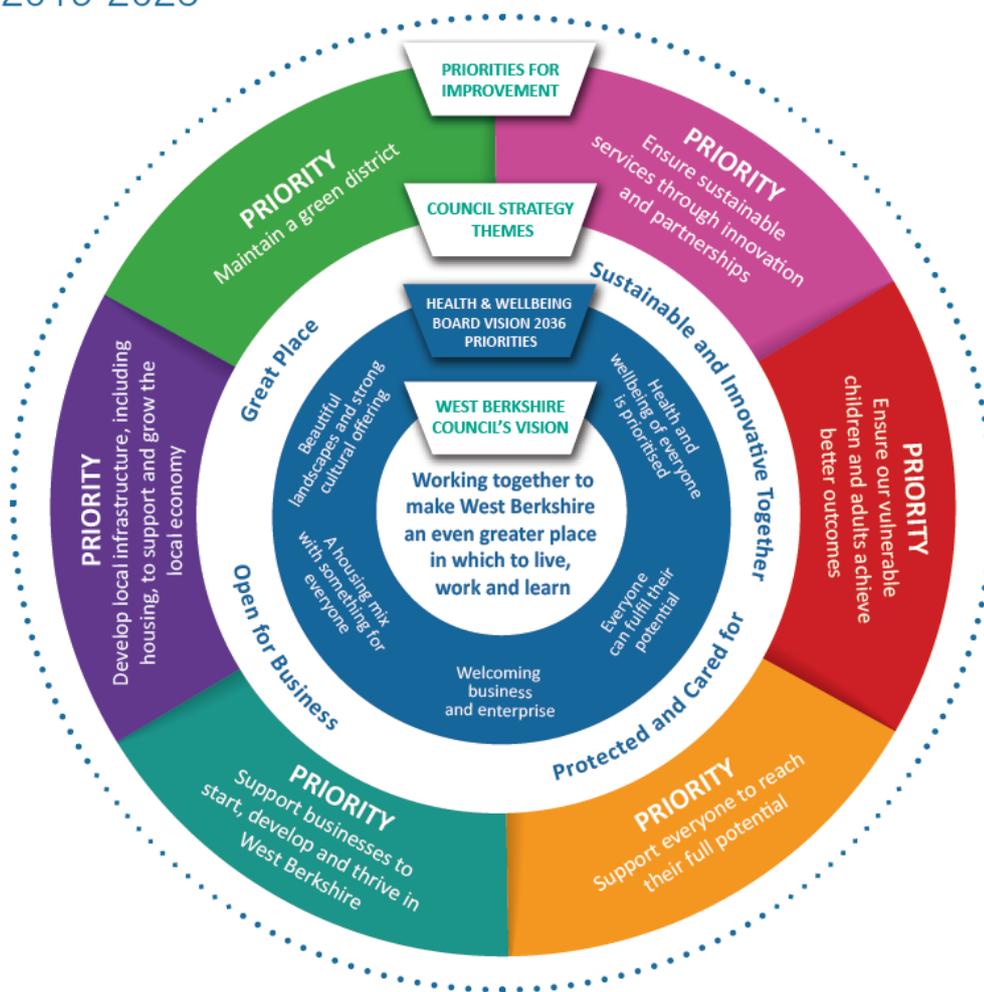
local road and cycle networks across the district and £2 million on flood defences and drainage works.

- (d) £45 million expenditure is planned across maintaining and upgrading the schools estate, and improvements to care homes and day centres, with a drive to ensuring that all individuals reach their full potential and that the most vulnerable in our society are able to access resources to achieve better outcomes.

11.4 A further £3.2m will be invested into areas impacted by Covid-19 for 2021-22, funded by grant and £0.5m into other areas. £0.89m has already been identified against the Covid grant and the remainder will be identified during 2021-22, and will likely include expenditure on Adult Social Care, leisure and lost income from service areas.

11.5 Full details of the Council investments are given in Appendix C.

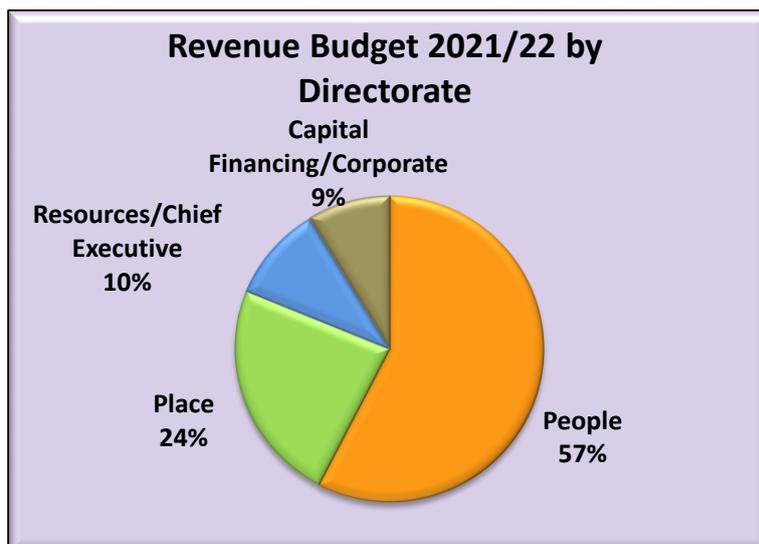
West Berkshire Council Strategy 2019-2023



11.6 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 started from 2020-21 with £0.68m of investment and for 2021-22 a further investment is being provided to help deliver the strategy:

| No | Council Strategy priority | Item | Amount £k |
|----|--|---|--------------|
| 1 | Maintain a green district | <ul style="list-style-type: none"> Investment in Environment Strategy, primarily staffing resources to the deliver the strategy and moving the Council to a green energy supply | 150 |
| 2 | Support businesses to start, develop and thrive in West Berkshire | <ul style="list-style-type: none"> Investment in economic development | 87 |
| 3 | Develop local infrastructure, including housing, to support and grow the local economy | <ul style="list-style-type: none"> Investment in former LRIE site Investment in economic development resource | 100 98 |
| 5 | Ensure our vulnerable children and adults achieve better outcomes | <ul style="list-style-type: none"> Investment in prevention strategy Investment in family support workers | 40 80 |
| 6 | Support everyone to reach their full potential | <ul style="list-style-type: none"> Investment in the apprenticeship strategy Investment in Public Health projects | 16 35 |
| 7 | Ensure sustainable service through innovation and partnerships | <ul style="list-style-type: none"> Enhanced engagement and communication resources to increase involvement and participation with the Council Enhanced digital team to expand online services making it easier to access Council services when residents want | 118 99 |
| 8 | Business as usual | <ul style="list-style-type: none"> Procurement strategy Chatbot | 103 12 |
| | TOTAL COUNCIL STRATEGY INVESTMENT | | 938 |
| | Investment into areas impacted by Covid-19 | Government funding support. Non ring-fenced but most likely to provide continue support similar to in 2020-21; which has mainly been in Adult Social Care, leisure, and lost income | 3,200 |
| | TOTAL COUNCIL STRATEGY AND COVID INVESTMENT | | 4,138 |

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



11.8 In order to achieve a balanced budget, £3.7m of savings and income generation proposals have been made.

12. Reserves

12.1 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.

12.2 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 £7m. Earmarked Reserves are held for specific future projects or service risks.

| Usable Reserves | 1.4.2020 | 1.4.2021* |
|------------------------------|--------------|--------------|
| | Actual | Estimate |
| | £m | £m |
| General Reserve | 8.03 | 9.35 |
| Earmarked Reserves | 28.74 | 19.24 |
| Total Usable Reserves | 36.77 | 28.59 |

*The 1.4.21 estimate is after use of funds to support the 2021/22 budget.

12.3 During 2020-21 the main changes to reserves were where the collection fund deficit from previous years had required specific funding from earmarked reserves, as highlighted in the 2020-21 budget papers. For 2021-22, the Council is proposing to support the budget with a £2m contribution from reserves; it is rare that the Council would use such a sizeable level of one-off support for the budget but the impact of the pandemic on the current year budget, allied to Government financial support, has led to an expected underspend in the current year that is being proposed to partially use to support the 2021-22 budget.

12.4 There will also be some use of earmarked reserves during the year to support, for example, transformation. Further information can be found in Appendix Ei and Eii.

13. Funding Statement

The Funding Statement for 2021-22 shows the funding available to the Council which can be used to fund the budget requirement.

| 2021/22 Funding Statement | | | |
|--|--------------|---------------|----------|
| Income | £m | £m | Appendix |
| Council Tax | 94.72 | | |
| Adult Social Care precept | 9.60 | | |
| Council Tax income | | 104.32 | |
| Retained Business Rates | 23.19 | 23.19 | |
| Adult Social Care BCF and iBCF | 6.51 | | |
| Social Care grant | 2.75 | | |
| Social Care funding | | 9.27 | |
| Other non-ringfenced grants | 0.19 | | |
| Additional Government Covid Funding | 3.20 | | |
| New Homes Bonus | 1.15 | | |
| Other grant funding | | 4.54 | |
| Collection Fund deficit (-)/ surplus - Council Tax | -0.98 | | H |
| Collection Fund deficit (-)/ surplus - NNDR | -1.22 | | |
| Collection fund deficit | | -2.20 | |
| Funds Available | | 139.11 | |
| Expenditure | £m | £m | Appendix |
| Expenditure budget (net of ring-fenced grants) | 162.39 | | |
| Fees, charges and commercial income | -32.17 | | |
| Opening base budget | | 130.22 | |
| Inflation | 2.02 | | |
| Contract inflation | 0.55 | | A |
| Modelled growth | 1.44 | | B |
| Budget growth and inflation | | 4.00 | |
| Investment in Council Strategy priorities | 0.80 | | C |
| Investment in other priorities | 1.24 | | C |
| Increase in capital financing costs | 0.53 | | |
| Budget increases and investment | | 2.57 | |
| Savings and income proposals | -3.65 | | D |
| Savings and income generation | | -3.65 | |
| Annual Budget Requirement | | 133.14 | |
| One off investments | 3.69 | | C |
| Adult Social Care BCF and iBCF | 6.51 | | |
| 2021/22 investment | | 10.20 | |
| Budget Requirement | | 143.34 | |
| Use of reserves(-)/add to reserves (+) | -2.03 | | E |
| Use of Collection Fund and Business Rates reserves | -2.20 | | E |
| One off funding | | -4.23 | |
| Budget Requirement after use of reserves | | 139.11 | |

£10k roundings may apply

14. Proposals

- (1) That Council approve the 2021-22 Council Tax requirement of £104.32 million, requiring a Council Tax increase of 1.99% with a 0% increase in the 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.

15. Consultation and Engagement

- 15.1 All savings and income generation proposals have been reviewed and, where 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.
- 15.2 Appendix L highlights the outcome of a budget simulator exercise undertaken with the public where 200 responses were received.

16. Other options considered

The budget proposal is contains a blend of savings options and Council Tax changes. The Council could go to a Council Tax referendum to put substantially more money into the budget, though this has been rejected due to the quality of Council services that are able to be provided within the existing budget and that the increased burden on local taxpayers could have a negative local economic impact.

17. Conclusion

The Council is forecasting an underspend of £3.4m in 2020-21 which will enhance the level of reserves. The ongoing effect of any budget pressures and future investment in the Council Strategy priorities has been factored into the 2021-22 budget. In order to fund this the Council has chosen to increase Council Tax by 1.99%, make no increase to the adult social care Council Tax Precept and find savings or income generation of £3.7m. 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.

18. Appendices

Appendix A – Contract inflation
Appendix B – Modelled growth
Appendix C – Investment
Appendix D – Savings and income proposals
Appendix E(i) – Reserves Statements
Appendix E(ii) – Adequacy of reserves and robustness of budget
Appendix F – Fees and charges
Appendix G – Parish Expenses
Appendix H – Council Tax Collection Fund
Appendix K – Council Tax Resolution
Appendix L – Budget simulator
Appendix M – Facebook Live Summary

For Full Council March 2021

Appendix I – Unison comments (available for Council meeting)

Appendix J – Briefing paper for Ratepayers (available for Council meeting)

Officer details:

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Job Title: Executive Director (Resources)
Tel No: 01635 503540
E-mail Address: joseph.holmes1@westberks.gov.uk

Contract Inflation

| Contract Inflation | | 2021/22 | Rate used |
|---------------------------------|--|------------|-----------|
| Directorate | Description | £000 | |
| Corporate | Total | 0 | |
| People | Birchwood Lease | 10 | 2.60% |
| People | IDOX (Open Objects) - Hub Licence | 2 | 5.00% |
| People | Total | 12 | |
| Place | Waste contract (at RPIX) | 279 | 1.50% |
| Place | Waste - Tax Base adjustment | 36 | |
| Place | Henwick Worthy sports ground maintenance (CPI) | 5 | 1.00% |
| Place | Winter service software licence uplift | 2 | 4.00% |
| Place | Pay and Display maintenance contract | | |
| Place | Street Lighting | 25 | 7.00% |
| Place | BBOWT partnership (CPI) | 9 | 1.00% |
| Place | Grounds Maintenance (CPI) | 21 | 1.00% |
| Place | Highways term maintenance contract (set %) | 88 | 4.00% |
| Place | Bone Lane Rent | | |
| Place | Berkshire Records Office Joint Arrangement | 16 | 2.2% p.a. |
| Place | Emergency Planning Out of Hours Service | 2 | 7% p.a. |
| Place | Total | 484 | |
| Resources | Corporate insurance | 50 | 7.70% |
| Resources | Total | 50 | |
| Total contract inflation | | 546 | |

n.b. roundings may apply to £10k

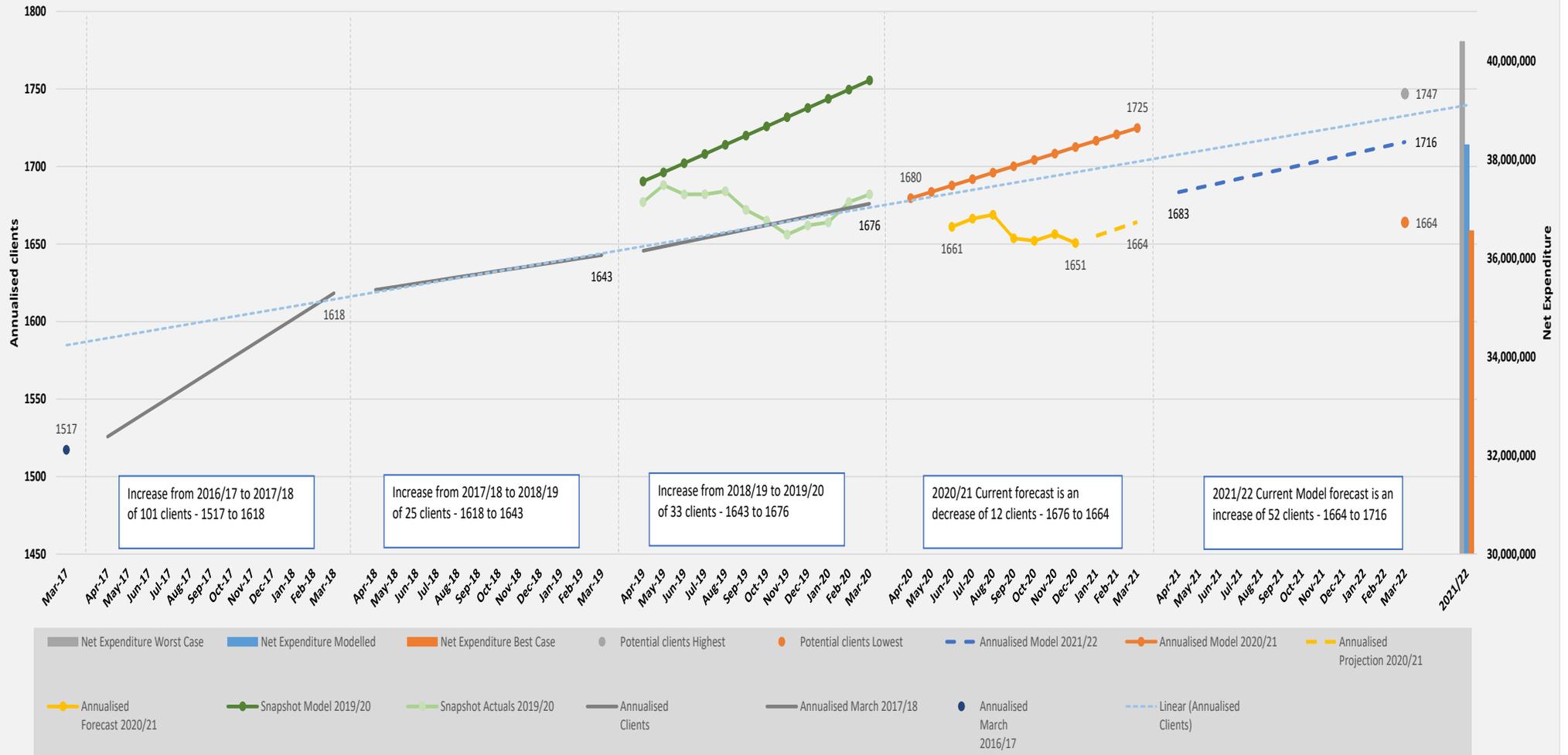
Appendix B

Modelled Growth

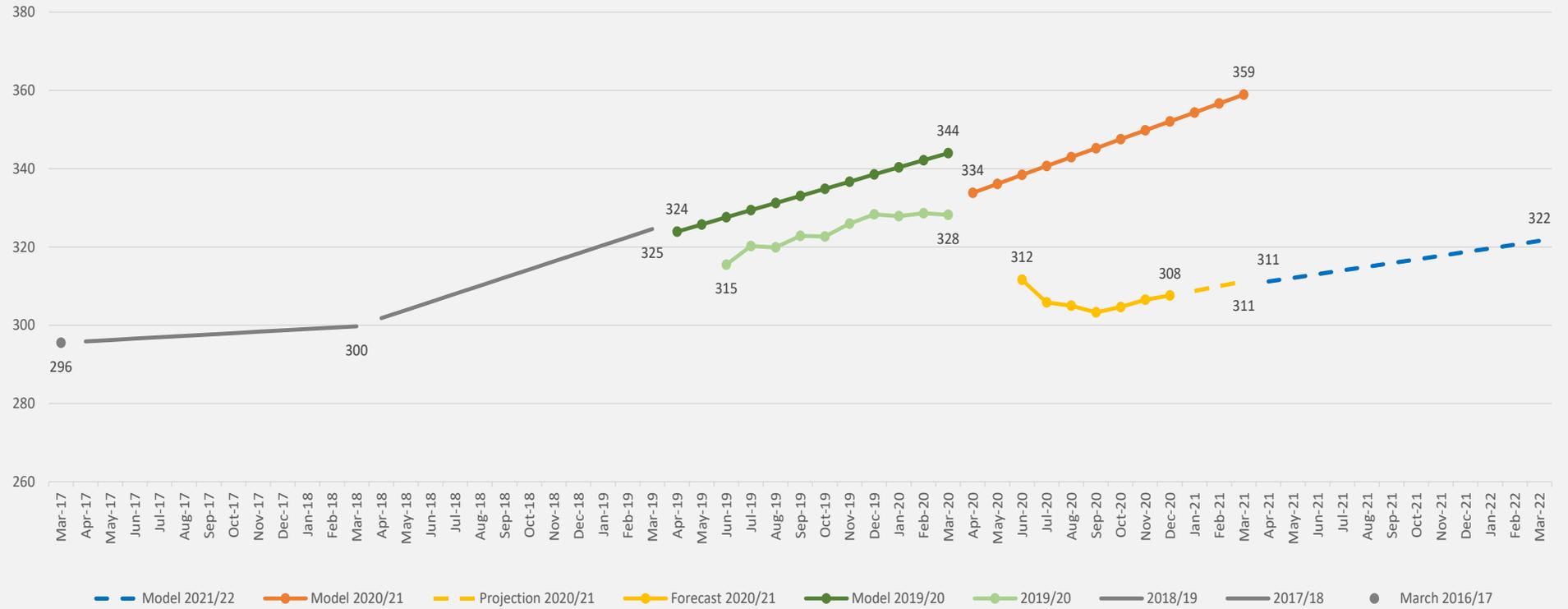
The table below shows the amount of budget growth required for 2021-22 from the modelling undertaken in Adult Social Care, Children & Family Services and Education. Modelling graphs are also shown for the ASC and CFS models.

| | | | 2021/22 Investment | Modelled Growth |
|-------------|---------|-----|---|-----------------|
| Directorate | Service | Ref | Description | £000 |
| People | ASC | P1 | Learning Disability Transitions | 750 |
| People | ASC | P2 | Commissioning Budgets demographic increases - long term services | 427 |
| People | ASC | P3 | Commissioning Budgets demographic increases - short term services | 110 |
| People | CFS | P7 | Placement budget modelled increased demand | 0 |
| People | ED | P12 | Disabled Children's budgets modelled increased demand | 150 |
| People | | | Total | 1,437 |

Annualised clients for Adult Social Care Long Term Services
including snapshot client numbers for 2019/20 against modelled snapshot client numbers



Children & Family Services annualised client numbers



Appendix C

Investment

| | | | | Investment in Council Strategy | Investment in other priorities | One off Covid-19 funded from grant | One off fund from reserves | Total Investment |
|-------------|---------|-----|---|--------------------------------|--------------------------------|------------------------------------|----------------------------|------------------|
| Directorate | Service | Ref | 2021/22 Investment Description | £000 | £000 | £000 | £000 | £000 |
| Corporate | All | | Unachievable commercialisation target | | 100 | | | 100 |
| Corporate | | | Total | 0 | 100 | 0 | 0 | 100 |
| People | ASC | P4 | ASC lost income and other costs related to covid-19 | | | 2,305 | | 2305 |
| People | ASC | P6 | Care Director Cloud hosting costs | | 92 | | | 92 |
| People | CFS | P8 | Emergency Duty Service Joint arrangement hosted by Bracknell, contract recently renewed. Statutory duty to provide services 24 hours a day. | | 28 | | | 28 |
| People | ED | P9 | SEND restructure and new finance assistant post | | 32 | | | 32 |
| People | C&W | P13 | Senior Project Manager | | | | 35 | 35 |
| People | ASC | P16 | DoLS officer (one year only) | | | | 25 | 25 |
| People | CFS | P17 | 2 Family Support Workers Identified in the Council Strategy Delivery Plan. | 80 | | | | 80 |
| People | CFS | P18 | Post to support the implementation of the Prevention Strategy | 40 | | | | 40 |
| People | | | Total | 120 | 152 | 2,305 | 60 | 2,637 |

Revenue Budget 2021-22

| | | | 2021/22 Investment | Investment in Council Strategy | Investment in other priorities | One off Covid-19 funded from grant | One off fund from reserves | Total Investment |
|-------------|---------|-------|---|--------------------------------|--------------------------------|------------------------------------|----------------------------|------------------|
| Directorate | Service | Ref | Description | £000 | £000 | £000 | £000 | £000 |
| Place | D&P | D&P2 | Private sector stock condition survey | | | | 50 | 50 |
| Place | D&P | D&P10 | Three statutory examinations | | | | 150 | 150 |
| Place | D&P | D&P11 | Economic Development Team Restructure | 87 | | | | 87 |
| Place | D&P | D&P12 | Project Support for LRIE development | 98 | | | | 98 |
| Place | D&P | D&P13 | LRIE site investment | | | | 100 | 100 |
| Place | ENV | ENV1 | Income loss due to fall in prices for recycling materials | | 131 | | | 131 |
| Place | ENV | ENV2 | Maintaining capacity on local bus routes due to social distancing requirements. | | | 250 | | 250 |
| Place | ENV | ENV3 | Maintaining commercial 1a and 1b bus services. | | | 145 | | 145 |
| Place | ENV | ENV4 | Car Park Income | | | 500 | | 500 |
| Place | ENV | ENV7 | Street Manager DFT software licence dual running in 2122 | | | | 15 | 15 |
| Place | ENV | ENV8 | Green Energy | 10 | | | | 10 |
| Place | ENV | ENV9 | Investment in Environment Strategy | 140 | | | | 140 |
| Place | | | Total | 335 | 131 | 895 | 315 | 1,676 |

Revenue Budget 2021-22

| | | | 2021/22 Investment | Investment in Council Strategy | Investment in other priorities | One off Covid-19 funded from grant | One off fund from reserves | Total Investment |
|------------------|---------|-------|--|--------------------------------|--------------------------------|------------------------------------|----------------------------|------------------|
| Directorate | Service | Ref | Description | £000 | £000 | £000 | £000 | £000 |
| Resources | CSI | CSI1 | Arc/GIS Licences | | 17 | | | 17 |
| Resources | CSI | CSI2 | Chatbot (BAU) | 12 | | | | 12 |
| Resources | COM | COM1 | Procurement strategy implementation | 103 | | | | 103 |
| Resources | COM | COM2 | Reduction in schools kitchen help desk income | | 20 | | | 20 |
| Resources | COM | COM3 | Supplier Appraisals Software | | | | 15 | 15 |
| Resources | F&P | F&P1 | Medical Malpractice insurance | | 14 | | | 14 |
| Resources | F&P | F&P2 | Asset Management Resource | | 37 | | | 37 |
| Resources | F&P | F&P3 | Security at former Theale Primary School | | | | 35 | 35 |
| Resources | F&P | F&P4 | Forecast shortfall in commercial property income | | 402 | | | 402 |
| Resources | F&P | F&P5 | Treasury Advisors | | 23 | | | 23 |
| Resources | F&P | F&P6 | Subscriptions to CIPFA electronic publications | | 6 | | | 6 |
| Resources | F&P | F&P7 | Agresso Income Manager | | | | 50 | 50 |
| Resources | S&G | HR1 | Subscription to SE Employers & Xpert HR | | | | 14 | 14 |
| Resources | S&G | HR2 | Leadership and Mgt Development | | 50 | | | 50 |
| Resources | S&G | HR3 | Apprenticeship Strategy | 16 | | | | 16 |
| Resources | S&G | S&G1 | Additional communications resource | 98 | | | | 98 |
| Resources | S&G | S&G2 | Ongoing funding for GovDelivery comms system | 20 | | | | 20 |
| Resources | S&G | S&G3 | Digital Services | 99 | | | | 99 |
| Resources | S&G | S&G4 | Transfer of land charges to land registry | | | | | 0 |
| Resources | S&G | S&G6 | Health scrutiny resource | | 20 | | | 20 |
| Resources | CDIR | CDIR2 | Transformation funding mainstream | | 252 | | | 252 |
| Resources | CDIR | CDIR1 | Audit Fee | | 20 | | | 20 |
| Resources | | | Total | 348 | 861 | 0 | 114 | 1,323 |
| | | | | | | | | |
| | | | Total Investment | 803 | 1,244 | 3,200 | 489 | 5,736 |

Savings and Income Generation

| Summary of Savings/Income Proposals 2021/22 | | | | | | | |
|---|------|---------|--|----------------------|----------------|----------------|---|
| Directorate | Ref | Service | Description | Current Budget £k | Proposal £k | Type | Implications |
| People | P2/3 | ASC | Closure of Walnut Close | 1,574 | 600 | Service Reform | Savings identified from the closure of Walnut Close Care Home. This saving is after taking into account costs of buying beds on the market and ensuring the remaining WBC run care homes are at 95% occupancy (higher than the industry average). |
| People | P4 | ASC | New local Supported Accommodation unit for Learning Disability clients. | 7,976 | 50 | Transformation | Potentially involves moving service users from out of area placements. |
| People | P5 | ASC | Health funding Review shared funding for clients with Mental Health needs (S117) and Continuing Healthcare (CHC). | 46,273 | 200 | Service Reform | Up until now the CCG have been reluctant to participate in discussions around joint funding arrangements, and the Covid pandemic has hampered assessments leading to backlogs. |
| People | P6 | ASC | Review of care packages | | 100 | Cost Avoidance | Service users will have their care delivered differently. |
| People | P7 | ASC | Resource Allocation System (RAS) | | 25 | Transformation | This system is reliant on the Care Director upgrade. |
| People | P8 | ASC | Market Management | | 250 | Transformation | The work focuses on increasing the availability of cost-effective care and support services within the district. The benefit will be care delivered for lower costs; there maybe some resistance from parts of the market. |
| People | P9 | ASC | Hillcroft Reduction in rent due to reduced occupancy within the building. | 97 | 50 | Transformation | Could impact on joint working with the NHS. Unpopular with some members of staffing team. Mitigations being explored. |
| People | . | ASC | | | 1,275 | | |

Revenue Budget 2021-22

| | | | Summary of Savings/Income Proposals | | | | 2021/22 | |
|-------------|-----|---------|--|----------------------|----------------|----------------|--|--|
| Directorate | Ref | Service | Description | Current Budget £k | Proposal £k | Type | Implications | |
| People | P11 | CFS | Legal Through earlier intervention (Family Safeguarding Model) and using 'pre proceedings' we expect to reduce the need for costly Court interventions. When we have to do so, we expect those hearings to be shorter and less contested (because the evidence has been obtained and presented in a way that reduces likelihood of challenge or review). | 746 | 150 | Cost Avoidance | Less use of Court 'solutions' is desirable, and fits well with our model of working with families to achieve solutions rather than in contested environments. Even so, the safeguarding of children is a statutory duty, and demand led, so one can not be certain that events do not occur which drive exceptional expenditure. | |
| People | P12 | CFS | Placements Actions leading to reduced demand. The mostly costly and invasive form of intervention is when a child has to be cared for outside of their family home. It is our ambition to support children to live at home, and preventative interventions can help achieve this. Whilst the national number of children in care continues to climb, West Berks is countering this trend. As we seek to embed Family Safeguarding Model, and develop the early response hub, we hope to continue to reduce, or at least prevent an escalation, of children entering care. | 7,876 | 250 | Cost Avoidance | Fewer children in care is a purposeful ambition, and for those that must enter for safeguarding and welfare reasons are only in care for as long as needed (possibly to be able to return home) or are cared for in the least costly provision. | |
| People | P13 | CFS | Family Safeguarding Model CCG Income. | 300 | 110 | Income | The Family Safeguarding Model is proving to be an effective multi agency model of working. One of the benefits, through having mental health practitioners based in the social work teams, has been the reduction of acute mental health episodes by parents and also reductions in self harm by children. Therefore this has been of significant benefit and cost avoidance to the CCG. The FSM way of working is multi agency partnership based, and we have asked the CCG to contribute financially to assist the ongoing delivery of this model. | |
| People | P14 | CFS | Family Safeguarding Model TVP Income. | | 99 | Income | The Family Safeguarding Model is proving to be an effective multi agency model of working. One of the benefits, through having domestic abuse workers in the social work teams, has been the reduction of domestic abuse incidents and also missing children. Also a reduction in child protection cases. Combined, this has a value to the police of close to £400,000 in cost avoidance. TVP have contributed £100,000 for 2020/21 and we will make a further request for 2021/22. | |
| People | . | CFS | | | 609 | | | |

Revenue Budget 2021-22

| Summary of Savings/Income Proposals 2021/22 | | | | | | | |
|---|-----|--------------------|---|----------------------|----------------|----------------|--|
| Directorate | Ref | Service | Description | Current Budget £k | Proposal £k | Type | Implications |
| People | P16 | Ed | Premature Retirement Costs | 340 | 20 | Disinvestment | Due to the nature of these costs, they will decrease over time |
| People | P17 | Ed | Additional trading within Education Psychology | (264) | 30 | Income | Over achievement of income in the prior two years |
| People | P18 | Ed | Virtual School Service | 246 | 26 | Cost Avoidance | Saving from virtual school service by recharging eligible costs to the PPP grant |
| People | P20 | Ed | Disabled Children's Team | 790 | 23 | Cost Avoidance | Saving on agency budget in Disabled Children's Team. |
| People | P21 | Ed | CHC income generation | 628 | 50 | Income | Income from health to support children's care packages. |
| People | . | Ed | | | 149 | | |
| People | P25 | C&W | Staffing Reduction & AFC Uplift contract not realised | | 60 | Service Reform | None |
| People | . | C&W | | | 60 | | |
| People | . | People Directorate | | | 2,093 | | |

| Summary of Savings/Income Proposals 2021/22 | | | | | | | |
|---|-----|---------|--|----------------------|----------------|----------------|---|
| Directorate | Ref | Service | Description | Current Budget £k | Proposal £k | Type | Implications |
| Place | E1 | D&P | Digitisation of planning | 477 | 20 | Transformation | Paperless planning already implemented |
| Place | E2 | D&P | CIL - increase in income for administration to cover corporate overheads | (183) | 15 | Income | Dependent on CIL income remaining at current level |
| Place | E3 | D&P | Reduction in DC team net of reduction in income | 1,458 | 20 | Disinvestment | Potential to delete one post following reduction in workload, however, work load is fluctuating due to Covid, which is being monitored. |
| Place | E4 | D&P | Delete vacant Planning Enforcement post | 1,458 | 30 | Disinvestment | This post has been vacant for 18 months. Planning enforcement prioritisation policy is currently in place and would continue |
| Place | . | D&P | | | 85 | | |

Revenue Budget 2021-22

| Summary of Savings/Income Proposals 2021/22 | | | | | | | |
|---|-----|-------------------|---|----------------------|----------------|----------------|--|
| Directorate | Ref | Service | Description | Current Budget £k | Proposal £k | Type | Implications |
| Place | E8 | ENV | Term Maintenance Annual Servicing Costs | 500 | 250 | Cost Avoidance | Adjustment of the term contract set-up costs (paid equipment and resources) to reflect the actual revenue/capital split (given significant capitalisation in recent years). |
| Place | E9 | ENV | Emergencies | 160 | 80 | Cost Avoidance | Changes in the way we treat pothole emergencies means some of this can be capitalised. Many pothole emergencies are now treated with a permanent repair first time and can therefore be considered a capital measure rather than a temporary revenue one. |
| Place | E10 | ENV | Digitisation of highways asset management processes | 650 | 33 | Service Reform | Efficiencies in the way we process access - online payments, working with our term contract to process payments, cross-over licences. One vacant post to be removed |
| Place | E11 | ENV | Electrical Revenue | 360 | 20 | Transformation | This saving can be achieved as a result of investment from DfT funding received this financial year. |
| Place | E12 | ENV | Waste Minimisation - Reduced Use of Landfill | 16,362 | 75 | Transformation | This saving is derived from 1) Changes in consumption patterns in wider society e.g. switch to digital services from some physical products and de-linking of waste generation from population increases in recent years; and 2) Improving waste minimisation activities and communications with householders. |
| Place | E13 | ENV | Food Waste Diversion from Landfill | 16,362 | 55 | Transformation | Assuming separate food waste collection will be brought in from Dec 2021. Would need investment in food waste trucks and bins. Limited possibility that the Government might cover this capex later as part of new burdens alleviation. We are delivering this in advance of any potential government funding because it is an important part of the Environment Strategy. |
| Place | E14 | ENV | Garden Waste - Over Performance in Subscriptions | (1,409) | 110 | Income | Based on previous annual subscription levels. |
| Place | E17 | ENV | Urban Traffic Control SLA | 67 | 30 | Transformation | Efficiencies in the delivery of our Urban Traffic Control. |
| Place | E18 | ENV | Capitalisation of Traffic Management & ITS staff | 30 | 15 | Cost Avoidance | Traffic Management and ITS staff who are undertaking more capital works. Borrowing to be funded from the service. |
| Place | E19 | ENV | Street Naming and Numbering | 57 | 10 | Income | Charging for this service. |
| Place | E20 | ENV | Cashless Parking | 122 | 80 | Transformation | £35k for removing the cash collection contract plus 2 vacant CEO posts in year 1 and a further CEO in year 2. CEO's spend a considerable amount of time attending to coin jams and maintaining unreliable machines. Investment in the parking machine stock and moving to cashless will mean we need less CEO's. This may result in a small reduction in PCN's which has been factored in. |
| Place | E21 | ENV | Parking Team Review | 814 | 50 | Transformation | Efficiencies in processes found within the team. 2 vacant posts to be deleted with minimal impact on service delivery. |
| Place | E22 | ENV | Digitisation of Playing Pitch Bookings | 15 | 10 | Transformation | Will rely on a digital booking system being in place by October 2021. |
| Place | . | ENV | | | 818 | | |
| Place | . | Place Directorate | | | 903 | | |

Revenue Budget 2021-22

| Summary of Savings/Income Proposals 2021/22 | | | | | | | |
|---|-----|---|---|----------------------|----------------|----------------|--|
| Directorate | Ref | Service | Description | Current Budget £k | Proposal £k | Type | Implications |
| Resources | R1 | CSI | Print Savings | 103 | 25 | Service Reform | Continue with reduced numbers of staff in the office / greater use of zoom appointments |
| Resources | R2 | CSI | Postage Savings | 280 | 10 | Service Reform | Continue with reduced numbers of staff in the office / greater use of zoom appointments |
| Resources | . | CSI | | | 35 | | |
| Resources | R3 | F&P | Cheque Printing/bank charges | 50 | 10 | Service Reform | None |
| Resources | R4 | F&P | Issue of Community Bond to reduce borrowing costs | 11,929 | 14 | Transformation | None - Bond issued in 2020-21 |
| Resources | R5 | F&P | Alternative Borrowing Options to PWLB / Reduced PWLB rates to reduce revenue cost of capital strategy | 11,929 | 250 | Transformation | Greater due diligence / legal implications of alternative options. |
| Resources | R6 | F&P | Accommodation savings through reduced office footprint requirement | 1,093 | 158 | Transformation | Move office accommodation to Market Street sized footprint, six months worth of saving in 2021/22 |
| Resources | . | F&P | | | 432 | | |
| Resources | R6 | S&G | Summons Charges | (175) | 10 | Income | |
| Resources | . | S&G | | | 10 | | |
| Resources | . | Resources Directorate | | | 477 | | |
| Corporate | C1 | Corp | Reduced mileage due to changed working practices | 900 | 170 | Transformation | Continue with reduced numbers of staff in the office / greater use of zoom appointments |
| Corporate | C2 | Corp | Savings through reduced mileage claims for shorter journeys under 5 miles - proposal to purchase x2 e-bikes | 0 | 10 | Transformation | The proposal will replace some of the claims and encourage greater physical health and reduce Co2/NoX emissions. |
| Corporate | . | Corp | | | 180 | | |
| . | . | Total Savings and Income proposals | | | 3,653 | | |

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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
- Earmarked Reserves: amounts held for specific schemes and for specific purposes e.g. self-insurance

During 2021-22, earmarked reserves are expected to reduce by £8.6m. This will fund investment in the Council Strategy, Covid-19 grants, a shortfall in commercial property income and the Collection Fund deficit.

A summary is shown in the following table:

| Usable Reserves Summary | Actual 1.4.2020 £m | 2020/21 Use of Reserves £m | Planned increase in Reserves £m | Planned use of Reserves £m | Estimate 1.4.2021* £m |
|------------------------------|--------------------------|----------------------------------|---------------------------------------|----------------------------------|-----------------------------|
| General Reserve | 8.03 | - | 3.35 | -2.03 | 9.35 |
| Earmarked Reserves | 28.74 | -8.62 | 1.75 | -2.63 | 19.24 |
| Total Usable Reserves | 36.77 | -8.62 | 5.10 | -4.66 | 28.59 |

*The 1.4.21 estimate is after use of funds to support the 2021/22 budget.

Note: It is anticipated that there will be some large movements in reserves due to accounting for Covid-19 business rate reliefs.

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, £7m of the Council's net revenue expenditure.

The calculation of the £7m 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 budgets | A 5% movement on demand budgets and on reduced income | £5.5m |
| Pressure on traded budgets | A 10% movement on traded budgets, | £0.2m |
| General risks to cover the items below | See items below | £1.3m |
| Total <i>minimum</i> required General Reserve | | £7m |
| 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 or Covid-19 in 2020-21
- 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

Earmarked Reserves

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

| Earmarked Reserves | Actual 1.4.2020 £m | 2020/21 Use of Reserves £m | Planned increase in Reserves £m | Planned use of Reserves £m | Estimate 1.4.2021* £m |
|---------------------------------|--------------------------|----------------------------------|---------------------------------------|----------------------------------|-----------------------------|
| Schools balances | 5.41 | - | - | - | 5.41 |
| Parish special expenses | 0.00 | - | - | - | - |
| Self-insurance fund | 1.14 | - | - | - | 1.14 |
| Specific earmarked reserves | 22.19 | -8.62 | 1.75 | -2.63 | 12.69 |
| Total Earmarked Reserves | 28.74 | -8.62 | 1.75 | -2.63 | 19.24 |

*The 1.4.21 estimate is after use of funds to support the 2021/22 budget.

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.

Specific earmarked reserves

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

| Specific Earmarked Reserves | Actual 1.4.2020 £m | 2020/21 Use of Reserves £m | Planned increase in Reserves £m | Planned use of Reserves £m | Estimate 1.4.2021* £m |
|--|--------------------------|----------------------------------|---------------------------------------|----------------------------------|-----------------------------|
| Transformation | 1.40 | - | 0.00 | -0.25 | 1.15 |
| Restructuring | 0.24 | 0.35 | 0.00 | - | 0.59 |
| Schools in financial difficulty | 0.50 | - | 0.00 | - | 0.50 |
| Waste management | 0.15 | - | 0.00 | - | 0.15 |
| Business Rate volatility | 4.09 | -4.09 | 1.25 | -1.22 | 0.03 |
| Council Tax volatility | 1.21 | - | 0.35 | -0.98 | 0.58 |
| Commercial property | 1.52 | -0.50 | 0.00 | -0.18 | 0.84 |
| Council Strategy support | 0.90 | -0.68 | 0.00 | - | 0.22 |
| Future town centre studies | 0.00 | - | 0.15 | - | 0.15 |
| Outcomes based budgeting | 2.00 | - | 0.00 | - | 2.00 |
| Commuted sums | 0.71 | - | 0.00 | - | 0.71 |
| Service specific risk reserves | 1.40 | - | 0.00 | - | 1.40 |
| Other reserves (including C-19) | 8.08 | -3.70 | 0.00 | - | 4.38 |
| Total Specific Earmarked Reserves | 22.19 | -8.62 | 1.75 | -2.63 | 12.69 |

*The 1.4.21 estimate is after use of funds to support the 2021/22 budget.

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 £500k 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.

Future town centre studies – funding set aside to deliver town centre studies to support local centres in a similar manner to Newbury town centre piece of work undertaken in 2020-21.

Outcomes based budgeting – to support the re-profiling of savings *if* required as part of the MTFS; see the MTFS document.

Commuted sums: Ring-fenced for specific schemes and cannot be added into general fund reserves.

Service risk reserves: Within the Earmarked Reserves are Service Specific Risk Funds for:

- Adult Social Care £815k,
- Children & Family Services £364k,
- Education £120k and
- Legal Disbursements £100k.

Other

Other specific earmarked reserves are in place to support specific service requirements or projects. Over £3m of this relates to Covid monies received in 2019-20 but which needed to be released in 2020-21.

A full list of the Council's reserves are disclosed in the Council's financial statements 2019-20 available on our website. Please note that these reserves estimates are before any changes from the 2020-21 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 2 March 2021.

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 £7m set out for the 2021-22 budget.

It is recommended that general reserve balances be set at a minimum of £7m

Before the 2020-21 outturn, the general reserves stood at just over £8m and this ensures that the Council has a sufficient level of reserves to support it in the immediate future.

3 Robustness of Estimates

3.1 The treatment of inflation and interest rates

The 2021-22 pay award for staff has been estimated in line with the Government's pay announcements of a pay freeze for those earning above £24,000. Any pay award above the assumptions would need to be funded from reserves. 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 2021-22 have been assumed to remain at 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 £3.7m 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 and the impact of Covid-19

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 £m | % of net budget |
|-------------|--------------------------------|--------------------|
| 2011/12 | -0.49 | 0.39% |
| 2012/13 | -0.62 | 0.50% |
| 2013/14 | -0.45 | 0.37% |
| 2014/15 | 0.03 | 0.02% |
| 2015/16 | 0.12 | 0.10% |
| 2016/17 | 0.01 | 0.01% |
| 2017/18 | 0.28 | 0.23% |
| 2018/19 | -0.08 | 0.15% |
| 2019/20 | -1.50 | -1.16% |
| 2020/21 est | -3.40 | -2.62% |

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.

Covid-19 has had a significant impact on the Council's financial position. Government funding to date though has been sufficient to support services to continue without an impact on the overall financial position of the Council. The longer term impact of Covid-19, though not fully known, has been addressed in the 2021-22 budget through £3.2m of Government funding, and support for the collection fund position and the continuation of the income compensation schemes for Q1 of 2021-22. These areas of support, as well as the Council's overall financial system of control, including general reserves, provides a significant level of protection to enable the Council to continue to operate and deliver its services for 2021-22. Covid has also had an impact on some of the demand led services and has reduced financial pressures in Adult Social Care, for example.

Appendix Eii)

There has also been a significant impact on business rates. In 2020-21 the Council passported almost £40m of business rates reliefs to businesses across the district. The accounting for this will mean a significant move through reserves on the NNDR1 (government return for business rates) and on the collection fund. The collection of the residual business rates in 2020-21 and 2021-22 will remain constrained and the estimates in the NNDR1 reflect this. The Council is spreading the Collection Fund deficit (for business rates and Council Tax) over a three year period, and so the estimates assumed for collection fund deficits will have ramification for future financial years as well. Significant uncertainty remains around, especially on business rates but to a lesser extent Council Tax, the amount of tax collected and what will need to be written off in future years.

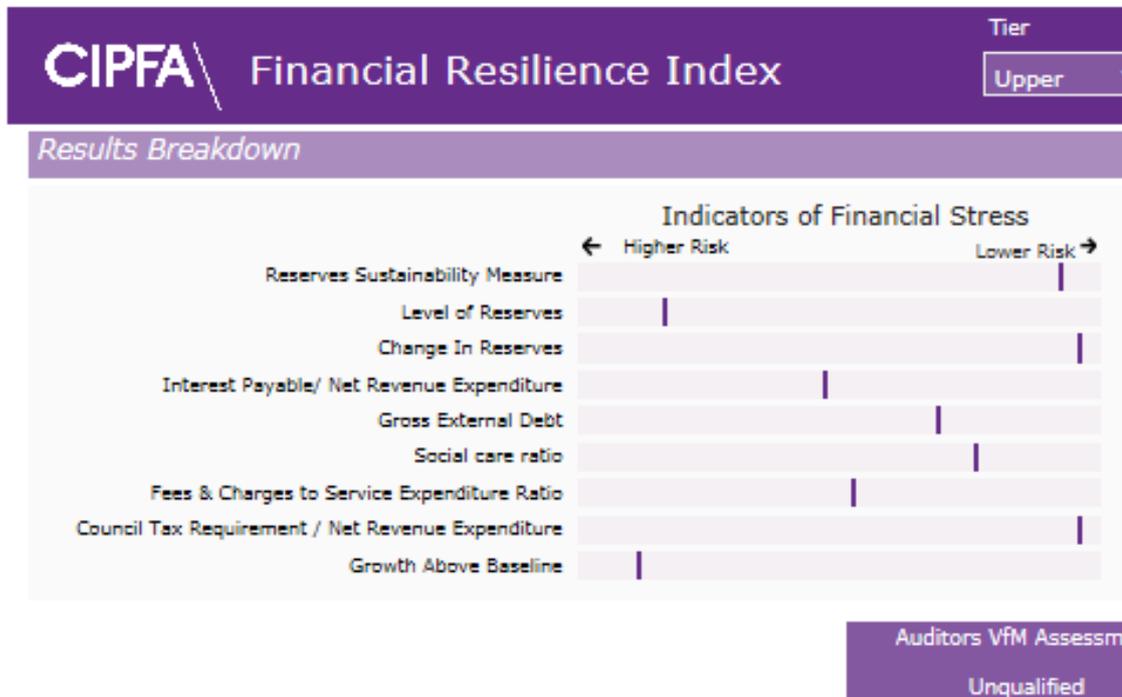
3.4 Adequacy of insurance and risk management

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.

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 previous year's position. The summary below (unfortunately just for 2018/19) is highlighting that although the overall level of reserves are comparably lower, i.e. a potentially higher risk, there have been increases to these during that financial year which reduces risk levels. However, in 2019-20 the level of reserves did increase due to an under spend of £1.5m in that financial year. As part the above, general fund reserves are above the minimum level set out. The below also highlights some risk around taxbase growth and this has been adjusted for across the financial papers in this budget cycle.



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 2021

People Directorate Fees & Charges Proposals 2021/22

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 2021/22 is by September CPI of 0.5%. The charge to other local authorities and Health organisations for places in West Berkshire Resource Centres will be increased by 0.5% for 2021/22.

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%.

Deputyship Fees are set by the Court of Protection.

The Responsive Care Provider Service are undertaking a review of all Residential and Nursing placement costs and intend to incorporate a banding system based on level of need, along with respite provision and one to one support. This review has been delayed due to the Covid pandemic, but it is expected to be implemented during the 2021/22 financial year.

| Adult Social Care | | |
|---|--|--|
| Description | Fees 2020/21 | Proposed Fee 2021/22 |
| Residential care independent sector homes - full cost per week | Actual cost | Actual cost |
| Residential care WBC Homes - full cost per week | Willows Edge £831.00 Notrees £831.00 Walnut Close £831.00 Birchwood £861.00 | Willows Edge £839.00 Notrees £839.00 Walnut Close – Home closed Birchwood £870.00 |
| Nursing care WBC Homes - full cost per week | Birchwood £861.00 excludes Funded Nursing Care | Birchwood £870.00 excludes Funded Nursing Care |
| Meals provided in WBC Resource Centres | £5.20 | £5.30 |
| WBC Resource Centre outreach workers | £19.70 | £19.80 |
| WBC Transport - maximum charge per journey | £8.90 | £8.90 |
| WBC Foot Care service regular appointment | £21.30 | £21.40 |
| WBC Foot Care Equipment | £12.90 | £13.00 |
| 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 | £69.00 £112.00 £104.00 | £69.30 £112.60 £104.50 |
| Charges to any organisation using WBC Resource Centres: Greenfield, Hungerford & Phoenix | Actual cost | Actual cost |
| WBC Resource Centres - charge per day | £49.60 | £49.80 |
| Administration fee for commissioning care for full cost clients | £230.00 per annum | £231.00 per annum |

| | | |
|---|--|--|
| Set up fee for deferred payers | £150.00 | £151.00 |
| Administration fee for deferred payers | £250.00 per annum | £251.00 per annum |
| Next of kin support administration following the death of a Deputyship client | £103.00 per hour | £103.50 per hour |
| Support in making a Lasting Power of Attorney application | £155.00 | £156.00 |
| Support in making a Deputyship application | £350.00 | £352.00 |
| 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 | <p>£109.00 per week for a full time placement.</p> <p>£32.60 per week for an overnight respite session.</p> <p>£4.20 per hour for day support.</p> | <p>£109.50 per week for a full time placement.</p> <p>£32.80 per week for an overnight respite session.</p> <p>£4.30 per hour for day support.</p> |

| Resource Centre - Rental Charges | | | | | | |
|--|------------------------|-----------------------|-----------------------|------------------------|-----------------------|-----------------------|
| | Fees 2020/21 | | | Proposed Fees 2021/22 | | |
| Room | Daily Rate | Half Day Rate | Hourly Rate | Daily Rate | Half Day Rate | Hourly Rate |
| Phoenix Resource Centre | | | | | | |
| Ground floor woodwork room | £57.70 | £29.50 | £10.30 | £58.00 | £29.60 | £10.40 |
| External car washing facility | £57.70 | £29.50 | £10.30 | £58.00 | £29.60 | £10.40 |
| Ground floor Theatre (with lighting and audio system) | From £87.30 to £152.70 | From £45.70 to £81.80 | From £21.70 To £39.20 | From £87.70 to £153.50 | From £45.90 to £82.20 | From £21.80 To £39.40 |
| Audience seating (setting up and taking down) | £81.80 | £81.80 | £81.80 | £82.20 | £82.20 | £82.20 |
| First floor Theatre office | £16.30 | £16.30 | £16.30 | £16.40 | £16.40 | £16.40 |
| Ground floor frailty and dementia suite (Lilac Lounge) | £60.00 | £32.60 | £12.00 | £60.30 | £32.80 | £12.10 |
| Ground floor physical disability suite (Sunshine Room) | £57.70 | £29.50 | £10.30 | £58.00 | £29.60 | £10.40 |
| Ground floor sensory cooking room | £57.70 | £29.50 | £10.30 | £58.00 | £29.60 | £10.40 |
| Ground floor sensory room | £57.70 | £29.50 | £10.30 | £58.00 | £29.60 | £10.40 |
| Ground floor optimusic room | £57.70 | £29.50 | £10.30 | £58.00 | £29.60 | £10.40 |
| Ground floor dining room | £87.30 | £45.70 | N/a | £87.70 | £45.90 | N/a |
| Ground floor dining room and kitchen | £98.10 | £51.20 | N/a | £98.60 | £51.50 | N/a |
| Ground floor small activity room | £28.70 | £14.70 | £6.50 | £28.80 | £14.80 | £6.50 |
| First floor Craft activity room | £57.70 | £29.50 | £10.30 | £58.00 | £29.60 | £10.40 |
| First floor computer suite | £57.70 | £29.50 | £10.30 | £58.00 | £29.60 | £10.40 |
| First floor activity / office space - full space (large) | £113.40 | £57.70 | £20.70 | £114.00 | £58.00 | £20.80 |
| First floor activity / office space - medium | £87.30 | £45.70 | £16.30 | £87.70 | £45.90 | £16.40 |
| First floor Art room | £57.70 | £29.50 | £10.30 | £58.00 | £29.60 | £10.40 |
| First floor large meeting room without equipment | £36.00 | £18.50 | £7.60 | £36.20 | £18.60 | £7.60 |
| First floor large meeting room with equipment | £46.90 | £22.80 | £9.10 | £47.10 | £22.90 | £9.10 |
| First floor small meeting rooms | £21.70 | £11.30 | £4.20 | £21.80 | £11.40 | £4.20 |
| Accessible shower facility and personal care rooms | N/a | N/a | £9.80 | N/a | N/a | £9.80 |

| Room | Fees 2020/21 | | | Proposed Fees 2021/22 | | |
|--|--------------|---------------|-------------|-----------------------|---------------|-------------|
| | Daily Rate | Half Day Rate | Hourly Rate | Daily Rate | Half Day Rate | Hourly Rate |
| Hungerford Resource Centre | | | | | | |
| Ground floor main activity room | £101.40 | £51.20 | £17.90 | £101.90 | £51.50 | £18.00 |
| Ground floor computer suite | £51.70 | £26.10 | £9.10 | £52.00 | £26.20 | £9.10 |
| Ground floor quiet room | £26.10 | £13.50 | £5.40 | £26.20 | £13.60 | £5.40 |
| Ground floor hairdressing salon | £26.10 | £13.50 | £5.40 | £26.20 | £13.60 | £5.40 |
| First floor meeting room 1 | £51.70 | £26.10 | £9.10 | £52.00 | £26.20 | £9.10 |
| First floor meeting room 2 | £51.70 | £26.10 | £9.10 | £52.00 | £26.20 | £9.10 |
| Accessible shower facility and personal care rooms | N/a | N/a | £9.80 | N/a | N/a | £9.80 |

| Room | Fees 2020/21 | | | Proposed Fees 2021/22 | | |
|---|--------------|---------------|-------------|-----------------------|---------------|-------------|
| | Daily Rate | Half Day Rate | Hourly Rate | Daily Rate | Half Day Rate | Hourly Rate |
| Greenfield Resource Centre | | | | | | |
| Atrium | £101.40 | £51.20 | £17.90 | £101.90 | £51.50 | £18.00 |
| Computer suite | £51.70 | £26.10 | £9.10 | £52.00 | £26.20 | £9.10 |
| Frailty and dementia suite | £76.30 | £38.70 | £13.50 | £76.70 | £38.90 | £13.60 |
| Physical disability suite | £76.30 | £38.70 | £13.50 | £76.70 | £38.90 | £13.60 |
| Learning disability suite | £51.70 | £26.10 | £9.10 | £52.00 | £26.20 | £9.10 |
| Optimusic / sensory room | £51.70 | £26.10 | £9.10 | £52.00 | £26.20 | £9.10 |
| Small office | £26.10 | £13.50 | £5.40 | £26.20 | £13.60 | £5.40 |
| Accessible bath facility and personal care rooms | N/a | N/a | £9.80 | N/a | N/a | £9.80 |
| Security opening and locking building at weekends | £18.50 | N/a | N/a | £18.60 | 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 2021/22.

Family Hubs Fees and Charges (charges per hour)

| Family Hubs | | | | | | |
|---------------------------------------|-------------------------|---------------------|--------------------|-------------------------|---------------------|--------------------|
| | Fees 2020/21 | | | Proposed Fees 2021/22 | | |
| 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 2020/21 | | Proposed Fees 2021/22 | |
|-----------|---------------------------|--------------------------------|---------------------------|--------------------------------|
| 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 2020/21 | Proposed Fees 2021/22 |
|-------------|--------------|-----------------------|
| 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 for academic year 2021/22 will continue at the same rate as academic year 2020/21 at £804. 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 2020/21 | Fees 2021/22 |
| Standard rate | £804 | £804 |
| Replacement bus pass admin fee | £15 | £15 |
| Rail pass admin fee | £20 | £20 |

Resources and Place Fees & Charges Proposals – 2021/22

1. Introduction

1.1 The starting point for the base budget for the 2021/22 budget build is that Fees and Charges should increase at least in line with inflation 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. Proposals – Place Specific Directorate

2.1 Development and Planning

(1) Housing

Temporary accommodation is charged in line with Local Housing Allowance (LHA) rates which have not yet been released for 2021/22. Do It Yourself Shared Ownership (DIYSO) leases will be increased in line with the rate of CPI inflation as at September 2020 (0.5%); The rental costs of Gypsy and Traveller accommodation owned or let by West Berkshire Council would also normally be increased by CPI, but as the increase would be less than £1, no increase is proposed for 2021/22.

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, mainly breakfast. These charges are proposed to increase in line with inflation at 0.5% for 2021/22.

The Council may also charge applicants 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 emergency bed provision for people who are not employed and £5 a night for people who full or part time employment. However the process for charging for emergency accommodation at Two Saints Hostel is under review with a view to bringing the process in line with that for other types of temporary accommodation.

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 the tenant 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.

Housing related support services will be charged at the actual cost of the service received.

For 2021/22 the council will charge a fee of 12% of total works value for private work which is not eligible for a Disabled Facilities Grant.

| Description | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 |
|---|--|--|
| 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 % increase on individual contracts | 0.5 % increase on individual contracts |
| Transport costs to temporary accommodation (TA) | Actual cost | Actual cost |
| Gypsy Traveller rent (Per week, per plot) | £94.00 | £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** | £40.00 | £40.20 |
| Breakfast per person, per week | £3.50 | £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 MHCLG. For invalid applications, 25% of the set fee will be retained by the service after the 3rd failed attempt.

Pre application fees were reviewed prior to the start of 2020/21 to ensure they are reflective of the costs of the service. It is therefore proposed to increase Pre-application planning fees by 0.5% for 2021/22, in line with CPI inflation at September 2020.

| | | Fees and Charges 2020/21 | | Proposed Fees and Charges 2021/22 | |
|--|------------------|---|-------------------|---|-------------------|
| 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 | £232.00 | £221.00 |
| | 2-4 dwellings | £410.00 | £363.00 | £412.00 | £365.00 |
| | 5-9 dwellings | £462.00 | £410.00 | £464.00 | £412.00 |
| Small Major | 10-25 dwellings | £726.00 | £654.00 | £730.00 | £657.00 |
| Large Major | 26-49 dwellings | £944.00 | £726.00 | £949.00 | £730.00 |
| | 50-199 dwellings | £944.00 | £726.00 | £949.00 | £730.00 |
| | >=200 dwellings | £1,234.00 | £726.00 | £1,240.00 | £730.00 |
| Non-residential Development | | | | | |
| Minor | 0-249 m2 | £264.00 | £230.00 | £265.00 | £231.00 |
| | 250-999 m2 | £462.00 | £410.00 | £464.00 | £412.00 |
| Small Major | 1000-9999 m2 | £726.00 | £654.00 | £730.00 | £657.00 |
| Large Major | >= 10,000 m2 | £944.00 | £726.00 | £949.00 | £730.00 |
| Other Development: | | | | | |
| Household | | £86.00 | £60.00 | £86.00 | £60.00 |
| LBC/Conservation (no extension involve | | £120.00 | £86.00 | £121.00 | £86.00 |
| Extns to Listed Bldgs (where PP not | | £132.00 | £100.00 | £133.00 | £101.00 |
| Change of Use | | £174.00 | £120.00 | £175.00 | £121.00 |
| Advert | | £72.00 | £60.00 | £72.00 | £60.00 |
| Variation of Conditions | | £86-£170 | £120.00 | £91-£181 | £121.00 |
| Telecoms | | £220.00 | £220.00 | £221.00 | £221.00 |
| Shopfronts | | £220.00 | £73.00 | £221.00 | £73.00 |
| Agricultural Notification | | £220.00 | £220.00 | £221.00 | £221.00 |

2.2 Environment

(1) **Car Park Charges** – There is no proposed increase in car park charges for 2021/22.

| | | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 |
|--|----------------------------|-------------------------------------|--|
| 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, Market Street , 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 |
| 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 and Market Street staff car park. Market Street (Saturday's only). | 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 |

| | | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 |
|---|----------------|-----------------------------|--------------------------------------|
| Newbury on-street Charges (Mon to Sat inc Bank Holidays) continued: | | | |
| Newtown Road (south of St John's Road) - west side | 4 hours | £1.00 | £1.00 |
| | over 4 hours | £2.00 | £2.00 |
| 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 |
| 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 |
| | Per Annum | £1,150.00 | £1,150.00 |
| 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 |
| | 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 |

| | | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 |
|--|---|--|--|
| Out of Newbury Car Park Hourly Rates continued: | | | |
| Thatcham Kennet Leisure Centre - Monday to Friday 8:30 to 17:30 | Up to 2 hours (no return within 4 hours) | Free - (a ticket must be displayed) | Free - (a ticket must be displayed) |
| | Up to 3 hours | £1.00 | £1.00 |
| | Over 3 hours | £10.00 | £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 |
| Thatcham Burdwood Centre | Up to 2 hours | Free | Free |
| | Up to 3 hours | £0.90 | £0.90 |
| | Over 3 hours | £2.00 | £2.00 |
| 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 | | £30.00 | £30.00 |
| West Berkshire Visitor Parking Permits | | £1.00 | £1.00 |
| Hungerford High Street (Zone HHS) | | £70.00 | £70.00 |
| Park Terrace | | £70.00 | £70.00 |
| Blue Badge (new application) | | £10.00 | £10.00 |
| Replacement Blue Badge | | £10.00 | £10.00 |
| Parking Dispensation | Per Day | £15.00 | £15.00 |
| Parking Suspensions | Per application | £15.00 | £15.00 |
| | Per 5m bay per day | £10.00 | £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. It is proposed to increase these charges by 0.5%, in line with CPI inflation at September 2020.

| | | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 |
|--|---------------------------|--|--|
| Tree Preservation Order | | £27.00 | £27.00 |
| Michaelmas Fair | | £3,000.00 | £3,020.00 |
| Public Rights of Way | Search fees | £74.00 | £75.00 |
| | Path order fees | £1,500.00-£3740.00 | £1,500.00-£3770.00 |
| Statutory Declarations | | £200 flat rate with rights to increase if the work required is onerous | £205 flat rate with rights to increase if the work required is onerous |
| Highways Act Charges: | | | |
| Land charges | | £52.00 | £52.00 |
| Vehicular Crossing (S.184) | | £127.00 | £150.00 |
| Skips on the Highway (S.139) | Initial fee | £46.00 | £46.00 |
| | per week | £54.00 | £54.00 |
| Scaffold/hoarding on the Highway (S.169/172) | Initial fee | £92.00 | £93.00 |
| | per week | £53.00 | £53.00 |
| Tables and Chairs on the Highway (based on number of Chairs) (S.115) | 1 to 10 | £231.00 | £233.00 |
| | Transport and Countryside | £380.00 | £383.00 |
| | 27+ | £761.00 | £766.00 |
| Storing Materials on the Highways (S.171) | Initial fee | £86.00 | £87.00 |
| | per week | £29.00 | £29.00 |
| Temporary Excavation in the highway (S.171) | | £115.00 | £116.00 |
| Cranes, machinery, structure on the highway (S.178) | | £167.00 | £168.00 |
| Per Necessary inspection | | £63.00 | £63.00 |
| S142 Licence to plant in the highway | | £138.00 | £139.00 |

| | | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 | Notes |
|---|--|---|---|---|
| Other Licences and Charges: | | | | |
| Licence to place advertising sign on public highway (A board or similar) in Newbury Town Centre | | £55.00 | £55.00 | |
| Streetworks licence (S.50 NRSWA) | | £260.00 | £262.00 | |
| Utility Works Inspection (NRSWA/TMA) | | £55.00 | £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 | £880.00 plus actual costs of signage, road markings, agency & advertising | Plus agency & advertising costs and cost of signage and road markings |
| Temporary Traffic Regulation Orders Section 14(1) | | £885.00 | £891.00 | |
| Emergency Temporary Traffic Regulation Orders Section 14(2) | | £458.00 | £461.00 | |
| Retrospective Temporary Traffic Regulation Orders Section 14(2) | | £660.00 | £665.00 | |
| Temporary Traffic Regulation Orders Section 16A where appropriate & Section 21 of PTCA | | £80.00 | £81.00 | |
| Cutting through signal loops and not informing LA | | £500.00 plus cost of recutting loops | £505.00 plus cost of recutting loops | New Charge |
| Tourist / Direction signs | | £530.00 | £534.00 | |
| Traffic Signs / Signals Equipment damaged by Road Traffic Accident or other event | | 10% of cost of repairs | 10% of cost of repairs | Charge for our administration of the claim |
| Use of permanent Traffic Regulation Order for railway crossing works | | £80.00 | £81.00 | |
| Access Protection Marking (single standard width dropped kerb driveway) | | £127.00 | £128.00 | Cost for single standard width dropped kerb driveway |
| Sewerage treatment property charge | | £386.00 | £389.00 | |
| Events/Promotions on the Public Highway | | £120.00 to £1,200.00 per day | £120.00 to £1,210.00 per day | |
| Cycle Training | | £40.00 | £40.00 | |
| Recovery and storage of unauthorised signs | | £138.00 | £139.00 | |
| Provision of Data: | | | | |
| Highway search enquiries | One A4 plan covering 100 metres of highway | £52.00 | £52.00 | |
| | Additional 100 metres | £14.00 | £14.00 | |
| | Additional question | £14.00 | £14.00 | |
| Provision of recorded injury accident Data | | £144.00 + £47.00 per additional block of up to 10 accidents | £145.00 + £47.00 per additional block of up to 10 accidents | |
| Provision of Traffic Data, per request per site: | data up to 1 year old | £138.00 | £139.00 | |
| | data up to 3 years old | £110.00 | £111.00 | |
| | data over 3 years old | £81.00 | £82.00 | |

(3) Public Transport

Use of public transport has fallen off significantly during 2020 because of Covid. No increases are therefore proposed for 2021/22 in charges to bus operators and passengers.

| | | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 |
|--|---------------------------------|--------------------------|-----------------------------------|
| 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 |
| Temporary bus stop closure | Per stop | £150.00 | £150.00 |
| | Per pair of opposite stops | £180.00 | £180.00 |
| Provision of information at bus stops for services not subsidised by WBC | Per stop | £11.20 | £11.20 |
| Concession bus pass replacement fee | | £16.50 | £16.50 |

(4) 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. It is proposed to increase these charges by 0.5%, in line with CPI inflation at September 2020.

| | | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 |
|--|-------------------------|--------------------------|-----------------------------------|
| Street naming and numbering - Property name change | | £86.00 | £87.00 |
| Changes to new addresses due to the development changing after the schedule has been issued. | Per plot | £86.00 | £87.00 |
| Provision of Pre-Planning Application Advice | | | |
| Transport Assessment Scoping Note | | £161.00 | £162.00 |
| Draft Transport Assessment | | £545.00 | £549.00 |
| Provision of Private Access | | £100.00 | £101.00 |
| Highway Advice for New Developments | Less than 5 Dwellings | £161.00 | £162.00 |
| | 5 to 25 dwellings | £364.00 | £367.00 |
| | 26 to 79 dwellings | £473.00 | £476.00 |
| | 80 to 200 dwellings | £545.00 | £549.00 |
| | More than 200 dwellings | £617.00 | £621.00 |
| | 0 to 249 sqm | £132.00 | £133.00 |
| | 250 sqm to 999 sqm | £232.00 | £234.00 |
| | 1,000 to 9,999 sqm | £364.00 | £367.00 |
| over 10,000 sqm | £473.00 | £476.00 | |
| Meeting charge | per hour | £134.00 | £135.00 |

(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 0.5%, in line with CPI inflation at September 2020.

| | | Fees and Charges 2020/21 | | Proposed Fees and Charges 2021/22 | |
|--|------------------------|-----------------------------|------------------|--------------------------------------|------------------|
| | | Single Booking | Block Booking | Single Booking | Block Booking |
| Henwick Worthy Sports Ground: | | | | | |
| Cricket – 1 st Hand Wicket (per match) | Adult | £103.84 | £86.53 | £104.60 | £87.10 |
| | Junior | £47.91 | £39.92 | £48.20 | £40.20 |
| Cricket – 2 nd Hand Wicket (used grass) | Adult | £76.91 | £64.09 | £77.40 | £64.50 |
| | Junior | £37.37 | £31.14 | £37.60 | £31.40 |
| Cricket – Artificial Wicket | Adult | £69.16 | £57.63 | £69.60 | £58.00 |
| | Junior | £35.27 | £29.39 | £35.50 | £29.60 |
| Cricket – 2 nd (Reserve) Artificial Wicket | Adult | Free | Free | Free | Free |
| | Junior | Free | Free | Free | Free |
| Football – Grass (per game) | Adult | £78.66 | £65.55 | £79.20 | £66.00 |
| | Junior | £38.49 | £32.07 | £38.80 | £32.30 |
| Football - Mini Pitch | Adult | £44.51 | £37.09 | £44.80 | £37.30 |
| | Junior | £22.27 | £18.56 | £22.40 | £18.70 |
| Rugby – Grass (per game) | Adult | £78.66 | £65.55 | £79.20 | £66.00 |
| | Junior | £38.49 | £32.07 | £38.80 | £32.30 |
| Rugby Training | Cost per Hour | £21.34 | £17.78 | £21.50 | £17.90 |
| Use of Portable Lights | Cost Per Hour | £21.34 | £17.78 | £21.50 | £17.90 |
| Full Pitch Artificial Grass - peak | 30 Mins | £42.62 | £35.52 | £42.90 | £35.80 |
| | 1hr Only | £85.25 | £71.04 | £85.80 | £71.50 |
| | 1hr 30mins (11 a side) | £127.87 | £106.56 | £128.80 | £107.30 |
| Half Pitch Artificial Grass - peak | 30 Mins | £23.82 | £19.85 | £24.00 | £20.00 |
| | 1hr Only (5 a side) | £47.65 | £39.71 | £48.00 | £40.00 |
| | 1hr 30mins | £71.47 | £59.56 | £72.00 | £60.00 |
| Full Pitch Artificial Grass – off-peak | 30 Mins | £19.87 | £16.56 | £20.00 | £16.70 |
| | 1hr Only | £39.74 | £33.12 | £40.00 | £33.40 |
| | 1hr 30mins (11 a side) | £59.61 | £49.68 | £60.00 | £50.00 |
| Half Pitch Artificial Grass – off-peak | 30 Mins | £10.37 | £8.64 | £10.40 | £8.70 |
| | 1hr Only (5 a side) | £20.73 | £17.28 | £20.90 | £17.40 |
| | 1hr 30mins | £31.10 | £25.92 | £31.30 | £26.10 |
| Hardcourt Activities: | | | | | |
| Netball (per court per hr) (OUT OF ORDER AT TIME OF PUBLICATION) | Adult | £22.20 | £18.50 | £22.40 | £18.60 |
| | Junior | £11.08 | £9.23 | £11.20 | £9.30 |
| Tennis (per court per hr) (OUT OF ORDER AT TIME OF PUBLICATION) | Adult | £6.67 | £5.56 | £6.70 | £5.60 |
| | Junior | £3.60 | £3.00 | £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 | £65.80 | £54.83 | £66.30 | £55.20 |
| | Junior | £32.60 | £27.17 | £32.80 | £27.40 |
| The Diamond -Greenham: | | | | | |
| Football - Grass (Per Game) | Adult | £65.80 | £54.83 | £66.30 | £55.20 |
| | Junior | £32.60 | £27.17 | £32.80 | £27.40 |
| Holybrook Park: | | | | | |
| Football – Grass (per game) | Adult | £65.80 | £54.83 | £66.30 | £55.20 |
| | Junior | £32.60 | £27.17 | £32.80 | £27.40 |
| Northcroft Recreation Ground: | | | | | |
| Football - Grass (per game) | Adult | £65.80 | £54.83 | £66.30 | £55.20 |
| | Junior | £32.60 | £27.17 | £32.80 | £27.40 |
| 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**: 10 games and over; **Schools Rate**: £18.60 Per Hour (£22.32 inc vat if applicable)

(6) 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.

(7) Waste

Fees include bulky household collection, garden waste collection and provision of additional wheelie bins for garden waste collection. No increases are proposed for waste charges in 2021/22.

| | | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 |
|---|---|--------------------------|-----------------------------------|
| Special Collection Charges (Bulky Household Collection) | Normal (within 7 days) | £45.00 | £45.00 |
| | Within 7 days by appointment outside property | £60.00 | £60.00 |
| | Within 7 days by appointment inside property | £70.00 | £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). | | £40.00 | £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 x4 / large van) | £9.00 | £9.00 |
| | Medium tyre on rim (large 4 x 4 / large van) | £11.00 | £11.00 |
| | Miscellaneous tyres | £2.50 | £2.50 |
| Gas canisters | | £6.00 | £6.00 |
| | | | |
| Charges for Non WBC Residents' Use of HWRCs | | New charge per visit TBC | £7.00 |

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. The proposed fees for 2021/22 have been agreed by the Public Protection Partnership Board and the relevant licensing committees for West Berkshire, Wokingham and Bracknell Forest Councils.

Some of these fees are set nationally by statute or according to a national agreement e.g. the Buy with Confidence Scheme. Some are based on the hourly rate for licensing staff and the estimated amount of time taken to process each type of licence. The chargeable hourly rate has been reviewed based on estimated staffing and overhead costs for 2021/22. The estimated time needed to process each type of licence has also been reviewed and in some cases this has resulted in a reduction in cost. Other fees (i.e. except where otherwise shown in the table below) have been increased by the rate of CPI inflation as at June 2020 which was 0.6%. (The CPI rate was taken slightly earlier than for other services in order to meet deadlines for the Partnership Board).

| | | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 | Notes |
|--|---------|--|---|--|
| Hourly Rate for PPP | | £57.00 | £59.00 | Hourly rate revised calculation carried out September 2020 based on estimated staffing costs and overheads for 2021/22 |
| Environmental Protection | | | | |
| Prevention of Damage by Pests | | | | |
| Pest Site survey | | N/A | | Hourly rate as part of cost recovery where WID only |
| Rat treatment | | N/A | | Hourly rate as part of cost recovery where WID only |
| Any other Pest treatment | | N/A | | Hourly rate as part of cost recovery where WID only |
| Dog Warden Services | | | | |
| Stray Dogs - Not taken to Kennel | | £73.00 | £73.00 | Amalgamate. Vet fees separate as applicable |
| Stray Dogs - Taken to Kennel | | Fees based on charges & cost recovery. Vet fees separate as applicable | | Fees based on charges & cost recovery. Vet fees separate as applicable |
| Dog Fouling fixed penalty charge | | £75.00 | £75.00 | In accordance with fixed penalty notice policy |
| Misc stray dog activities ie taxi, relocating, microchipping etc | | £57.00 | £59.00 | Plus cost recovery on charges. |
| Trading Standards | | | | |
| Weights and Measures Fees (per hour) | | £64.00 | £64.00 | Discretionary, includes the cost of maintaining calibration of equipment annually |
| Explosives Licenses / Registrations - set by statute | | | | NEC = Net Explosive Content |
| New licence for explosives below 250Kg NEC | 1 year | £109.00 | £109.00 | Set by statute |
| | 2 years | £141.00 | £141.00 | Set by statute |
| | 3 years | £173.00 | £173.00 | Set by statute |
| | 4 years | £206.00 | £206.00 | Set by statute |
| | 5 years | £238.00 | £238.00 | Set by statute |
| Renewal licence for explosives below 250Kg NEC | 1 year | £54.00 | £54.00 | Set by statute |
| | 2 years | £86.00 | £86.00 | Set by statute |
| | 3 years | £120.00 | £120.00 | Set by statute |
| | 4 years | £152.00 | £152.00 | Set by statute |
| | 5 years | £185.00 | £185.00 | Set by statute |

| | | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 | Notes |
|---|-----------------------------|-----------------------------|---|--|
| Trading Standards Continued | | | | |
| New licence for explosives above 250Kg NEC | 1 year | £185.00 | £185.00 | Set by statute |
| | 2 years | £243.00 | £243.00 | Set by statute |
| | 3 years | £304.00 | £304.00 | Set by statute |
| | 4 years | £374.00 | £374.00 | Set by statute |
| | 5 years | £423.00 | £423.00 | Set by statute |
| Renewal licence for explosives below 250Kg NEC | 1 year | £86.00 | £86.00 | Set by statute |
| | 2 years | £147.00 | £147.00 | Set by statute |
| | 3 years | £206.00 | £206.00 | Set by statute |
| | 4 years | £266.00 | £266.00 | Set by statute |
| | 5 years | £326.00 | £326.00 | Set by statute |
| Varying the name of licensee or address of site | | £36.00 | £36.00 | Set by statute |
| Any other kind of variation | | £40.00 | £40.00 | Set by statute |
| Transfer of licence | | £36.00 | £36.00 | Set by statute |
| Replacement licence | | £36.00 | £36.00 | Set by statute |
| Full year registration for fireworks | | £515.00 | £515.00 | Set by statute |
| Petroleum Licensing - set by statute | | | | |
| Petroleum Licensing Fees | not exceeding 2,500 litres | £44.00 | £44.00 | Set by statute |
| Petroleum Licensing Fees | not exceeding 50,000 litres | £60.00 | £60.00 | Set by statute |
| Petroleum Licensing Fees | exceeding 50,000 litres | £125.00 | £125.00 | Set by statute |
| Primary Authority | | | | |
| Primary Authority Work hourly chargeable rate | | £57.00 | £59.00 | |
| Annual charge - previous year usage 10 hours or less | | £513.00 | £516.00 | |
| Annual charge - previous year usage 20 hours | | £1,025.00 | £1,031.00 | |
| Anything likely to be in excess of 20 hours | | | | Individually assessed |
| Support with Confidence | | | | |
| Application fee | 1-5 employees | £59.00 | £59.00 | All disbursements charged at cost |
| | 6-20 employees | £119.00 | £120.00 | As above except fee reduced to £50 if registered with confidence |
| | 21+ employees | £298.00 | £300.00 | As above except fee reduced to £50 if registered with confidence |
| Buy with Confidence | | | | |
| Members from 2017/18 Application Fee | 1-5 employees | £128.00 | £125.00 | Nationally agreed with 'Buy with Confidence' scheme holder as varied from time to time |
| | 6-20 employees | £170.00 | £167.00 | Nationally agreed with 'Buy with Confidence' scheme holder |
| | 21+ employees | £212.00 | £208.00 | Nationally agreed with 'Buy with Confidence' scheme holder |
| Annual Fee | 1-5 employees | £255.00 | £250.00 | Nationally agreed with 'Buy with Confidence' scheme holder |
| | 6-20 employees | £383.00 | £375.00 | Nationally agreed with 'Buy with Confidence' scheme holder |
| | 21-49 employees | £510.00 | £500.00 | Nationally agreed with 'Buy with Confidence' scheme holder |
| | 50+ | | POA | Nationally agreed with 'Buy with Confidence' scheme holder |
| Commercial | | | | |
| Food Export Certificates | | £57.00 | £59.00 | Full cost recovery based on officer hourly rate |
| Food Hygiene Rating Scheme rescore | 2 hours | £114.00 | £118.00 | New - agreed dec 2019 |
| Anti-Social Behaviour Act: | | | | |
| High Hedges Fee (Class A – Fee Discretionary) | | £1,199.00 | £1,206.00 | Cost recovery for consultant |
| 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 | Statutory -no increase. |
| Band B – RV 4300 to 33000 | | £190.00 | £190.00 | Statutory -no increase. |
| Band C – RV 33001 to 87000 | | £315.00 | £315.00 | Statutory -no increase. |
| Band D – RV 87001 to 125000 | | £450.00 | £450.00 | Statutory -no increase. |
| Band E – RV 125001 and above | | £635.00 | £635.00 | Statutory -no increase. |
| Pre-Application Advice, Hourly charge | Min 1 Hr | £57.00 | £59.00 | |

| | | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 | Notes |
|--|--|-----------------------------|---|---------------------------|
| Premises Licence – Annual Fee (Class B – Statutory Fee) | | | | |
| Band A | | £70.00 | £70.00 | Statutory -no increase. |
| Band B | | £180.00 | £180.00 | Statutory -no increase. |
| Band C | | £295.00 | £295.00 | Statutory -no increase. |
| Band D | | £320.00 | £320.00 | Statutory -no increase. |
| Band E | | £350.00 | £350.00 | Statutory -no increase. |
| Personal Licence - (Class B – Statutory Fee) | | | | |
| Personal Licence - (Class B – Statutory Fee) | | £37.00 | £37.00 | Statutory -no increase. |
| Temporary Event Notices (TEN's) - (Class B – Statutory Fee) | | £21.00 | £21.00 | Statutory -no increase. |
| Application for copy licence, change address or club rules | | £10.50 | £10.50 | Statutory -no increase. |
| Application to vary DPS/ transfer licence/ Interim notice | | £23.00 | £23.00 | Statutory -no increase. |
| Application for making a provisional statement | | £315.00 | £315.00 | Statutory -no increase. |
| Minor variation | | £89.00 | £89.00 | Statutory -no increase. |
| Application to disapply mandatory DPS condition | | £23.00 | £23.00 | Statutory -no increase. |
| Pre-Application Advice, hrly charge | Min 1 Hr | £57.00 | £59.00 | |
| Gambling Licenses | | | | |
| Casinos (regional) | New Application | £15,000.00 | £15,000.00 | 100% of Statutory Maximum |
| | Provisional Statement | £15,000.00 | £15,000.00 | 100% of Statutory Maximum |
| | Application with Provisional Statement | £8,000.00 | £8,000.00 | 100% of Statutory Maximum |
| | Variation | £7,500.00 | £7,500.00 | 100% of Statutory Maximum |
| | Transfer/Reinstatement | £6,500.00 | £6,500.00 | 100% of Statutory Maximum |
| | Annual Fee | £15,000.00 | £15,000.00 | 100% of Statutory Maximum |
| Casinos (large) | New Application | £10,000.00 | £10,000.00 | 100% of Statutory Maximum |
| | Provisional Statement | £10,000.00 | £10,000.00 | 100% of Statutory Maximum |
| | Application with Provisional Statement | £5,000.00 | £5,000.00 | 100% of Statutory Maximum |
| | Variation | £5,000.00 | £5,000.00 | 100% of Statutory Maximum |
| | Transfer/ Reinstatement | £2,150.00 | £2,150.00 | 100% of Statutory Maximum |
| | Annual Fee | £10,000.00 | £10,000.00 | 100% of Statutory Maximum |
| Casinos (small) | New Application | £8,000.00 | £8,000.00 | 100% of Statutory Maximum |
| | Provisional Statement | £8,000.00 | £8,000.00 | 100% of Statutory Maximum |
| | Application with Provisional Statement | £3,000.00 | £3,000.00 | 100% of Statutory Maximum |
| | Variation | £4,000.00 | £4,000.00 | 100% of Statutory Maximum |
| | Transfer/Reinstatement | £1,800.00 | £1,800.00 | 100% of Statutory Maximum |
| | Annual Fee | £5,000.00 | £5,000.00 | 100% of Statutory Maximum |
| Bingo Clubs | New Application | £3,500.00 | £3,500.00 | 100% of Statutory Maximum |
| | Provisional Statement | £3,500.00 | £3,500.00 | 100% of Statutory Maximum |
| | Application with Provisional Statement | £1,200.00 | £1,200.00 | 100% of Statutory Maximum |
| | Variation | £1,750.00 | £1,750.00 | 100% of Statutory Maximum |
| | Transfer/Reinstatement | £1,200.00 | £1,200.00 | 100% of Statutory Maximum |
| | Annual Fee | £1,000.00 | £1,000.00 | 100% of Statutory Maximum |
| Betting Premises | New Application | £3,000.00 | £3,000.00 | 100% of Statutory Maximum |
| | Provisional Statement | £3,000.00 | £3,000.00 | 100% of Statutory Maximum |
| | Application with Provisional Statement | £1,200.00 | £1,200.00 | 100% of Statutory Maximum |
| | Variation | £1,500.00 | £1,500.00 | 100% of Statutory Maximum |
| | Transfer/Reinstatement | £1,200.00 | £1,200.00 | 100% of Statutory Maximum |
| | Annual Fee | £600.00 | £600.00 | 100% of Statutory Maximum |
| Tracks | New Application | £2,500.00 | £2,500.00 | 100% of Statutory Maximum |
| | Provisional Statement | £2,500.00 | £2,500.00 | 100% of Statutory Maximum |
| | Application with Provisional Statement | £950.00 | £950.00 | 100% of Statutory Maximum |
| | Variation | £1,250.00 | £1,250.00 | 100% of Statutory Maximum |
| | Transfer/Reinstatement | £950.00 | £950.00 | 100% of Statutory Maximum |
| | Annual Fee | £1,000.00 | £1,000.00 | 100% of Statutory Maximum |

| | | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 | Notes |
|---|---|-----------------------------|---|---------------------------|
| Gambling Licences Continued | | | | |
| Family Entertainment Centres | New Application | £2,000.00 | £2,000.00 | 100% of Statutory Maximum |
| | Provisional Statement | £2,000.00 | £2,000.00 | 100% of Statutory Maximum |
| | Application with Provisional Statement | £950.00 | £950.00 | 100% of Statutory Maximum |
| | Variation | £1,000.00 | £1,000.00 | 100% of Statutory Maximum |
| | Transfer/Reinstatement | £950.00 | £950.00 | 100% of Statutory Maximum |
| | Annual Fee | £750.00 | £750.00 | 100% of Statutory Maximum |
| Adult Gaming Centres | New Application | £2,000.00 | £2,000.00 | 100% of Statutory Maximum |
| | Provisional Statement | £2,000.00 | £2,000.00 | 100% of Statutory Maximum |
| | Application with Provisional Statement | £1,200.00 | £1,200.00 | 100% of Statutory Maximum |
| | Variation | £1,000.00 | £1,000.00 | 100% of Statutory Maximum |
| | Transfer/Reinstatement | £1,200.00 | £1,200.00 | 100% of Statutory Maximum |
| | Annual Fee | £1,000.00 | £1,000.00 | 100% of Statutory Maximum |
| Lotteries and Amusements | New Application | £40.00 | £40.00 | Statutory -no increase. |
| | Annual Fee | £20.00 | £20.00 | Statutory -no increase. |
| All Licences | Notification of change | £50.00 | £50.00 | 100% of Statutory Maximum |
| | Copy of Licence | £25.00 | £25.00 | 100% of Statutory Maximum |
| Pre-Application Advice, hrly charge | Min 1 Hr | £57.00 | £59.00 | |
| Club Gaming Machines | | | | |
| Club Gaming or Machine Permit | New Application | £200.00 | £200.00 | Statutory-no increase |
| Club Gaming or Machine Permit | Existing holder | £100.00 | £100.00 | Statutory-no increase |
| Club Gaming or Machine Permit | Renewal | £200.00 | £200.00 | Statutory-no increase |
| Club Gaming or Machine Permit | Annual Fee | £50.00 | £50.00 | Statutory-no increase |
| Club Gaming or Machine Permit | Variation | £100.00 | £100.00 | Statutory-no increase |
| Club Gaming or Machine Permit | Copy of Licence | £15.00 | £15.00 | Statutory-no increase |
| Club Gaming or Machine Permit (holds a Club Premises Certificate under Licensing Act 2003) | New Application | £100.00 | £100.00 | Statutory-no increase |
| Club Gaming or Machine Permit(holds a Club Premises Certificate under Licensing Act 2003) | Renewal | £100.00 | £100.00 | Statutory-no increase |
| To make available up to 2 gaming machines on premises which hold on-premises alcohol licence | Notification of intention | £50.00 | £50.00 | Statutory-no increase |
| Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence | Application (existing holder) | £100.00 | £100.00 | Statutory-no increase |
| Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence | New Application | £150.00 | £150.00 | Statutory-no increase |
| Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence | Annual Fee | £50.00 | £50.00 | Statutory-no increase |
| Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence | Annual Fee (payable within 30 days of date permit takes effect) | £50.00 | £50.00 | Statutory-no increase |
| Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence | Variation | £100.00 | £100.00 | Statutory-no increase |
| Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence | Transfer | £25.00 | £25.00 | Statutory-no increase |
| Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence | Change of Name | £25.00 | £25.00 | Statutory-no increase |

| | | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 | Notes |
|---|--------------------------|-----------------------------|---|---|
| Club Gaming Machines Continued | | | | |
| Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence | Copy of Permit | £15.00 | £15.00 | Statutory-no increase |
| Pre-Application Advice, hrly charge | Min 1Hr | £57.00 | £59.00 | |
| Sex Establishments – (Class A – Fee Discretionary) | | | | |
| Cinema | | min £3,100 to max £5,150 | min £3,100 to max £5,150 | No change |
| Shop | | min £3,100 to max £5,150 | min £3,100 to max £5,150 | No change |
| Entertainment Venue | | min £3,100 to max £5,150 | min £3,100 to max £5,150 | No change |
| Pre-Application Advice, hrly charge | Min 1 Hr | £57.00 | £59.00 | |
| Street Trading Consents – (Class A – Fee Discretionary) | | | | |
| | | | | Fees remain as per individual authorities to be reviewed 2021 with a view to unifying 2022/23 |
| | Monthly Rate | £227.00 | £228.00 | |
| | 6 months | £800.00 | £805.00 | |
| | Annual Fee | £1,370.00 | £1,378.00 | |
| Variation fee | | £90.00 | £91.00 | |
| Community Events | | | £0.00 | 50% reduction of appropriate fee for non profit making events |
| Refund for Street Traders | If application withdrawn | £115.00 | £116.00 | WB & WOK only |
| Pre-Application Advice, hrly charge | Min 1 Hr | £57.00 | £59.00 | |
| Skin Piercing Registrations (one off registration) – (Class A – Fee Discretionary) | | | | |
| Individual | | £179.00 | £180.00 | Cost recovery |
| Premises | | £280.00 | £282.00 | Cost recovery |
| Joint Application | | £448.00 | £451.00 | Cost recovery |
| Pre-Application Advice, hrly charge | Min 1 Hr | £56.00 | £59.00 | |
| Animal Licences (Class A – Fee Discretionary) * +vet fee where applicable | | | | |
| | | NEW or RENEWAL | | Licenses issued form 1-3 years depending on inspection rating |
| Animal Boarding Establishment - combined (dogs and cats) | New Application | £684.00 | £590.00 | Application Fee - 4 hours and Grant Fee 6 hours = 10 hrs total |
| | Renewal Fee | | £531.00 | |
| Animal Boarding Establishment - single species (dogs or cats)) | New Application | £570.00 | £472.00 | Application Fee - 3 hours and Grant Fee 5 hours = 8 hrs total |
| | Renewal Fee | | £413.00 | |
| Home boarder (Separate cost recovery charge for mid term inspections) | New Application | £570.00 | £271.85 | Application Fee - 3 hours and Grant Fee 5 hours = 8 hrs total |
| | Renewal Fee | | £241.85 | NEW |
| Home Boarder - Franchisee arrangers licence (excludes inspection fee per host) | New Application | £228.00 | £207.00 | Application Fee - 2.5 hours and Grant Fee 1 hours = 3.5 hrs total |
| | Renewal Fee | | £177.00 | |
| Home Boarder - Assessment of hobby host as part of a franchisee licence | New Application | £112.00 | £118.00 | 2hrs minimum |
| | Renewal Fee | | £118.00 | |
| Dog Day Care | New Application | £684.00 | £590.00 | Application Fee - 4 hours and Grant Fee 6 hours = 10 hrs total |
| | Renewal Fee | | £531.00 | |
| Dog Breeding Establishment (excluding vet fee) | New Application | £684.00 | £590.00 | Application Fee - 4 hours and Grant Fee 6 hours = 10 hrs total |
| | Renewal Fee | | £531.00 | |
| Dog Breeding Establishment (in domestic dwelling) | New Application | £570.00 | £472.00 | Application Fee - 3 hours and Grant Fee 5 hours = 8 hrs total |
| | Renewal Fee | | £413.00 | |
| Pet Vending / Sale of pets | New Application | £570.00 | £472.00 | Application Fee - 3 hours and Grant Fee 5 hours = 8 hrs total |
| | Renewal Fee | | £413.00 | |
| Animal for Exhibition | New Application | £684.00 | £590.00 | Application Fee - 4 hours and Grant Fee 6 hours = 10 hrs total |
| | Renewal Fee | | £531.00 | |
| Riding Establishment (excluding vet fee)* | | | | |
| Main inspection fee, plus fee per horse | New Application | £570.00 | £472.00 | Application Fee - 3 hours and Grant Fee 5 hours = 8 hrs total |
| | Renewal Fee | | £413.00 | |
| Fee per horse, for the first 10 horses | | £15.00 | £15.00 | |
| Fee per horse, for next 11-50 horses | | £10.00 | £10.00 | |
| Fee per horse, for every horse 51 & over | | £8.00 | £8.00 | |

* 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.

| | | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 | Notes |
|--|---------------------------|-----------------------------|---|--|
| Riding Establishments Continued | | | | |
| Example of charge per horse in a yard with 60 horses | | | | |
| 1- 10 horses @ £15 = £150.00 | | | | |
| horses 11-50 @ £10 = £400.00 | | | | |
| horses 51 - 60 @ £8 = £80.00 | | | | |
| Other fees 2020/2021 | | | | |
| Variation to the licence fee (inclusive of one visit) | | £224.00 | £224.00 | |
| Replacement licence fee (lost or stolen paperwork, change of name, etc.) | | £56.00 | £56.00 | |
| Re-evaluation of star rating (inclusive of one visit) | | £112.00 | £112.00 | |
| Transfer due to death of licensee | | £56.00 | £56.00 | |
| Dangerous Wild Animal Consent* | 2 years | £457.00 | £460.00 | WB & WOK only Cost recovery |
| Zoo Licenses (new and renewals)* | Up to 6 Years | £2,054.00 | £2,066.00 | Cost recovery |
| Scrap Metal | | | | |
| Scrap Metal Site - New | 3 Years | £498.00 | £501.00 | Cost recovery |
| Scrap Metal Site - Renewal | 3 Years | £498.00 | £501.00 | Cost recovery |
| Scrap Metal Mobile Collector - New | 3 Years | £265.00 | £267.00 | Cost recovery |
| Scrap Metal Mobile Collector - Renewal | 3 Years | £265.00 | £267.00 | Cost recovery |
| Scrap Metal -Variation of Licence | | £366.00 | £368.00 | Cost recovery |
| Scrap Metal-Change of Site Manager | | £68.00 | £68.00 | Cost recovery |
| Scrap Metal- Copy of licence | | £11.00 | £11.00 | Cost recovery |
| Scrap Metal- Change of Name | | £36.00 | £36.00 | Cost recovery |
| Pre-Application Advice, hrly charge | | £57.00 | £59.00 | |
| Private Water Supplies (Statutory Maximums stated) | | | | |
| Risk Assessment | Carried out every 5 years | £57.00 | £59.00 | Minimum charge 1 Hr, simple risk assessment and report typically 5 hours |
| Sampling | | £57.00 | £59.00 | Cost recovery 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 | £60.00 | £60.00 | |
| Investigation | | £108.00 | £109.00 | 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 | | £28.00 | £28.00 | 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 |
| Environmental Permitting (Eng&W) Regulations 2016 | | | | |
| Scheduled Processes - (Class B – Statutory Fee) | | | | |
| Standard Process | | £1,650.00 | £1,650.00 | Statutory-no increase |
| Service Stations (PVI &PVII) | | £257.00 | £257.00 | Statutory-no increase |
| Dry Cleaners | | £155.00 | £155.00 | Statutory-no increase |
| Vehicle Refinishers | | £362.00 | £362.00 | Statutory-no increase |
| Mobile screening & crushing plant | | £1,650.00 | £1,650.00 | Statutory-no increase |
| for the third to seventh applications | | £985.00 | £985.00 | Statutory-no increase |
| for the eighth and subsequent applications | | £498.00 | £498.00 | Statutory-no increase |
| Substantial Changes | | | | |
| Standard Process | | £1,050.00 | £1,050.00 | Statutory-no increase |
| Reduced Activities | | £102.00 | £102.00 | Statutory-no increase |
| Annual Subsistence Charge | | | | |
| Standard Process | LOW | £772.00 | £772.00 | Statutory-no increase |
| | MEDIUM | £1,161.00 | £1,161.00 | Statutory-no increase |
| | HIGH | £1,747.00 | £1,747.00 | Statutory-no increase |
| Service Stations PVR2 | LOW | £113.00 | £113.00 | Statutory-no increase |
| | MEDIUM | £226.00 | £226.00 | Statutory-no increase |
| | HIGH | £341.00 | £341.00 | Statutory-no increase |

| | | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 | Notes |
|---|---|-----------------------------|---|--|
| Environmental Permitting (Eng&W) Regulations 2016 (Continued) | | | | |
| VRs and other reduced fees | LOW | £228.00 | £228.00 | Statutory-no increase |
| | MEDIUM | £365.00 | £365.00 | Statutory-no increase |
| | HIGH | £548.00 | £548.00 | Statutory-no increase |
| Dry Cleaners /PVR1 | LOW | £79.00 | £79.00 | Statutory-no increase |
| | MEDIUM | £158.00 | £158.00 | Statutory-no increase |
| | HIGH | £237.00 | £237.00 | Statutory-no increase |
| Mobile Screening & Crushing Plant | LOW | £646.00 | £646.00 | Statutory-no increase |
| | MEDIUM | £1,034.00 | £1,034.00 | Statutory-no increase |
| | HIGH | £1,506.00 | £1,506.00 | Statutory-no increase |
| For the second permit | LOW | £646.00 | £646.00 | Statutory-no increase |
| | MEDIUM | £1,034.00 | £1,034.00 | Statutory-no increase |
| | HIGH | £1,506.00 | £1,506.00 | Statutory-no increase |
| For the third to seventh permit | LOW | £385.00 | £385.00 | Statutory-no increase |
| | MEDIUM | £617.00 | £617.00 | Statutory-no increase |
| | HIGH | £924.00 | £924.00 | Statutory-no increase |
| For the eighth & subsequent applications | LOW | £198.00 | £198.00 | Statutory-no increase |
| | MEDIUM | £316.00 | £316.00 | Statutory-no increase |
| | HIGH | £473.00 | £473.00 | Statutory-no increase |
| Late payment charge | When invoice issued & not paid in 8 weeks | £52.00 | £52.00 | Statutory-no increase |
| Transfer & Surrender | | | | |
| Transfer | | £169.00 | £169.00 | Statutory-no increase |
| Partial Transfer | | £497.00 | £497.00 | Statutory-no increase |
| Surrender | | £0.00 | £0.00 | Statutory-no increase |
| Transfer Reduced fees | | £0.00 | £0.00 | Statutory-no increase |
| Partial Transfer Reduced fees | | £47.00 | £47.00 | Statutory-no increase |
| Private Sector Housing | | | | |
| Inspection of Housing Premises for Immigration purposes (Class A – Fee Discretionary) | | £400.00 | £402.00 | |
| Enforcement Notices served under Housing Act 2004 | | £115.00 | £116.00 | Activities as prescribed |
| HMO Licence NEW - assisted application | | £1,197.00 | £1,204.00 | |
| HMO Licence RENEWAL | | £800.00 | £805.00 | |
| Civil Penalties housing offences | | | | Up to £30,000.00 |
| Caravan Site Licence | | | | (Option 2 of DCLG Guide for Charging) |
| Site licence new | | £437.00 | £440.00 | |
| New licence per pitch | | £16.00 | £16.00 | |
| Transfer of licence | | £185.00 | £186.00 | |
| Alteration of conditions | | £339.00 | £341.00 | |
| Annual fee per pitch | | £14.00 | £14.00 | |
| Enforcement action -per hour | | £57.00 | £59.00 | Hourly rate as for activity as prescribed. |
| Deposit, vary or deleting site rules | | £116.00 | £117.00 | |
| Variation of licence | | £115.00 | £116.00 | |
| Other Fees | | | | |
| Environmental Info Individual or Non Commercial | | £115.00 | £118.00 | Cost recovery |
| Environmental Info Commercial and Government | | £115.00 | £118.00 | Cost recovery |
| Civil Actions (Class A – Fee Discretionary) | | £115.00 | £118.00 | Cost recovery |
| Safety Certification and administration | Minimum 2 hours | £115.00 | £118.00 | Cost recovery |
| Pre-Application Advice, hourly charge | | £57.00 | £59.00 | |
| Resident and Business Advice | | | | |
| General Business Advice (non-primary authority) | Per hour - free for first 30 minutes | £57.00 | £59.00 | |
| Request for Advice | | £57.00 | £59.00 | Hourly rate applies |

| | | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 | Notes |
|--|---|-----------------------------|---|--|
| Hackney Carriage / Private Hire Licensing | | | | |
| Vehicle Licences | | | | |
| Hackney Carriage Vehicle New / Renewal | | £288.00 | £290.00 | cost recovery |
| Private Hire Vehicle New / Renewal | | £288.00 | £290.00 | cost recovery |
| Private Hire Vehicle with Dispensation | | £288.00 | £290.00 | Included in operator fees |
| Temporary Vehicle licence | Issue up to 3 months maximum | £231.00 | £232.00 | cost recovery |
| Private Hire Operators - NEW | NEW from 2020-2021 LICENCE FEE SCHEDULE BASED ON PER VEHICLE for 5 YEARS: per vehicle calculation of 4 hours at hourly rate plus an hour per year (for years 2-5) for first vehicle, plus 15 minutes per additional vehicle per year (years 1-5) up to a maximum of 20 vehicles (2021-2022 hourly rate £59.00) | | | |
| 1 vehicle | | £456.00 | £472.00 | |
| 2 vehicles | | £527.25 | £545.75 | |
| 3 vehicles | | £598.50 | £619.50 | |
| Private Hire Operators NEW Continud | | | | |
| 4 vehicles | | £669.75 | £693.25 | |
| 5 vehicles | | £741.00 | £767.00 | |
| 6 vehicles | | £812.25 | £840.75 | |
| 7 vehicles | | £883.50 | £914.50 | |
| 8 vehicles | | £954.75 | £988.25 | |
| 9 vehicles | | £1,026.00 | £1,062.00 | |
| 10 vehicles | | £1,097.25 | £1,135.75 | |
| 11 vehicles | | £1,168.50 | £1,209.50 | |
| 12 vehicles | | £1,239.75 | £1,283.25 | |
| 13 vehicles | | £1,311.00 | £1,357.00 | |
| 14 vehicles | | £1,382.25 | £1,430.75 | |
| 15 vehicles | | £1,453.50 | £1,504.50 | |
| 16 vehicles | | £1,524.75 | £1,578.25 | |
| 17 vehicles | | £1,596.00 | £1,652.00 | |
| 18 vehicles | | £1,667.25 | £1,725.75 | |
| 19 vehicles | | £1,738.50 | £1,799.50 | |
| 20 vehicles | | £1,809.75 | £1,873.25 | |
| 20+ vehicles | | £1,809.75 | £1,873.25 | |
| Private Hire Operators - RENEWAL | NEW from 2020-2021 LICENCE FEE SCHEDULE BASED ON PER VEHICLE for 5 YEARS: per vehicle calculation of 2 hours at hourly rate plus an hour per year (for years 2-5) for first vehicle, plus 15 minutes per additional vehicle per year (years 1-5) up to a maximum of 20 vehicles (2020-2021 hourly rate £59.00) | | | |
| 1 vehicle | | £342.00 | £354.00 | |
| 2 vehicles | | £413.25 | £427.75 | |
| 3 vehicles | | £484.50 | £501.50 | |
| 4 vehicles | | £555.75 | £575.25 | |
| 5 vehicles | | £627.00 | £649.00 | |
| 6 vehicles | | £698.25 | £722.75 | |
| 7 vehicles | | £769.50 | £796.50 | |
| 8 vehicles | | £840.75 | £870.25 | |
| 9 vehicles | | £912.00 | £944.00 | |
| 10 vehicles | | £983.25 | £1,017.75 | |
| 11 vehicles | | £1,054.50 | £1,091.50 | |
| 12 vehicles | | £1,125.75 | £1,165.25 | |
| 13 vehicles | | £1,197.00 | £1,239.00 | |
| 14 vehicles | | £1,268.25 | £1,312.75 | |
| 15 vehicles | | £1,339.50 | £1,386.50 | |
| 16 vehicles | | £1,410.75 | £1,460.25 | |
| 17 vehicles | | £1,482.00 | £1,534.00 | |
| 18 vehicles | | £1,553.25 | £1,607.75 | |
| 19 vehicles | | £1,624.50 | £1,681.50 | |
| 20 vehicles | | £1,695.75 | £1,755.25 | |
| 20+ vehicles | | £1,695.75 | £1,755.25 | |
| Variation to licence | | £57.00 | £59.00 | to include reissue of licence with additional vehicle registration added plus extra fees for these for length of licence |

| | | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 | Notes |
|--|--------------------------------|-----------------------------|--------------------------------------|--|
| Driver Licences | | | | |
| Driver – New / Renewal | 3 years | £269.00 | £271.00 | |
| Conversion of driver licence to another type | | £80.00 | £80.00 | |
| Other Private Hire and Hackney Carriage Charges | | | | |
| Transfer of vehicle to new owner | | £114.00 | £118.00 | 2 hours |
| Change of vehicle | | £74.00 | £74.00 | |
| Replacement licence | | £41.00 | £41.00 | |
| Replacement badge | | £41.00 | £41.00 | |
| Replacement vehicle licence plate | | £57.00 | £59.00 | |
| Meter test - retest after failure | Bracknell Forest and Wokingham | £32.00 | £32.00 | Not West Berks |
| Knowledge Test | | £74.00 | £74.00 | |
| Missed Appointment | | £37.00 | £37.00 | |
| Disclosure and Barring Service Check (DBS) | West Berkshire and Wokingham | £92.50 | £94.00 | Capita cost + half an hour at hourly charge (£64+£29.50) |
| Change of Address (PH & HC) | | £14.00 | £14.00 | |
| Backing Plate | | £26.00 | £26.00 | |
| Medical Exemption from carrying assistant dog | | £22.00 | £22.00 | |
| Refund processing fee | | £57.00 | £59.00 | |
| Change of vehicle registration | | £57.00 | £57.00 | |
| Pre-Application Advice, hourly charge | Min 1 Hr | £57.00 | £59.00 | |
| Age of vehicle inspection initial/reinspection | | £56.00 | £59.00 | |
| Disability Awareness Training Course | | | POA | |
| Safeguarding Training | | | POA | |

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. Due to the Covid-19 pandemic, the contractor has proposed no price increases for any of the activity (core or other) from January 2021.

(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. It is therefore proposed to increase room hire fees for 2021/22 by 0.5% in line with CPI inflation at September 2020.

| | | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 |
|--|----------|--------------------------|-----------------------------------|
| 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 - £39.00 |
| 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.

It is proposed to increase these charges by 0.5% in line with CPI inflation at September 2020.

| | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 |
|--|--|--|
| 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 | £101.00 |
| Additional Boxes | | |
| Full Box 0.4 x 0.25 x 0.22m =0.022m ³ | £71.00 | £71.00 |
| Half Box 0.4 x 0.25 x 0.11 =0.011 m ³ | £31.00 | £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 moe 0.2x0.63x0.11 = 0.001375m ³ | £0.00 | £0.00 |
| Skull Box = 1/2 Box 0.2 x 0.2 x 0.25 = 0.012m ³ | £34.00 | £34.00 |
| Human Bone = 1 1/2 Box 0.6 x 0.25 x 0.25 = 0.039m ² | £102.00 | £103.00 |
| Map Rolls per 100 grams ³ | £2.00 | £2.00 |
| Archive Box deposit charges | £0.00 | £0.00 |
| Full Box 0.4 x 0.075 x 0.27m =0.0081m ³ | £25.00 | £25.00 |
| Half Box 0.4 x 0.045 x 0.27 =0.0049 m ³ | £15.00 | £15.00 |
| Archaeology - Historic Environment Record Charges | | |
| A4 computer print out (b/w) HER Data | £0.20 | £0.20 |
| A4 computer print out (colour) HER data | £0.60 | £0.60 |
| A3 computer print out (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 £121 exc. VAT with a minimum of £75 exc. VAT for the first half hour. |
| Providing archaeologic 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 | £5.20 | £5.20 |
| Photo Print - up to A5 | £10.00 | £10.00 |
| Photo Print - up tp A4 | £16.00 | £16.00 |
| Laser Scan - up to A4 | £5.20 | £5.20 |
| Digital Scan - to CD | £16.00 | £16.00 |
| making organisations | Free | Free |

| | | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 |
|--|--------------------------|---|---|
| Reproduction Charges | | | |
| Commercial Publication: | | | |
| Up to full page, B&W or Colour | | £42.00 | £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) | | £78.00 | £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 | | £16.00 | £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 |
| Academic Publication | | £31.00 | £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 | | £42.00 | £42.00 |
| Advertising or Brochure | | £78.00 | £78.00 |
| Exhibition Use | | £42.00 | £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 | £78.00 | £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 | £15.00 | £15.00 |
| New photograph required taken in-house and supplied digitally | Per Object | £50.00 | £50.00 |
| New photograph required taken in-house and supplied in a physical format | Per Object, plus postage | £65.00 | £65.00 |
| Copying and laminating charges | | | |
| These charges are common with the library service | | | |
| A4 Photocopy b/w | | £0.20 | £0.10 |
| A4 Photocopy colour | | £0.60 | £0.60 |
| A3 Photocopy b/w | | £0.30 | £0.30 |
| A3 Photocopy - colour | | £1.00 | £1.00 |

(4) Libraries

In order to make library services as accessible as possible to the public, it is proposed to make no increases to library service charges for 2021/22. For services which are now very little used, e.g. hire of DVDs and black and white photocopying, a small reduction in the charge is proposed.

| Description | | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 |
|--|---------|--------------------------|-----------------------------------|
| Request Charges | | | |
| Items available in SELMS libraries | | £3.00 | £3.00 |
| Notification charge for posted request notices | | £1.00 | £1.00 |
| Not applicable to pensioners | | | |
| Overdue Charges | | | |
| Overdue Books for children | per day | £0.10 | £0.10 |
| Overdue Books for Adults | per day | £0.25 | £0.25 |
| DVDs | per day | £0.75 | £0.25 |
| Admin fee for debt recovery process | | £12.00 | £12.00 |
| Printing and Photocopying charges | | | |
| A4 B&W | | £0.20 | £0.10 |
| A4 Colour | | £0.60 | £0.60 |
| A3 B&W | | £0.30 | £0.30 |
| A3 Colour | | £1.00 | £1.00 |
| Microfilm Copying | | £0.20 | £0.20 |

| | | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 |
|---|-----------|---|---|
| Other Charges for Library Services | | | |
| Lost Tickets | | £3.00 | £3.00 |
| Reference and Research enquiry charges | | 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. | 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. |
| 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.) | £6 per month per set of 20 scores from SE region. (Loans in multiples of 20.) |
| Orchestral sets from SE region | per month | £15.00 | £15.00 |
| Play sets from SE region | per month | £6.00 | £6.00 |
| Hire charges | | | |
| U Cert DVDs | per week | £2.00 | £1.00 |
| Other Cert DVDs | per week | £2.50 | £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 |

(5) Registration Services

Registration fees are largely controlled by statute. Regular benchmarking of discretionary fees is undertaken in order to ensure our charges are in line with other providers. Increases are proposed in ceremony fees for 2021/22 to reflect the latest benchmarking data. No increase is proposed to the approved premises licence, as this sector has been severely affected by Covid. It is proposed to increase all other discretionary fees by 0.5%, in line with CPI inflation at September 2020.

| | | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 |
|---|------------------------------------|--------------------------|-----------------------------------|
| Shaw House Ceremony Room | Tues- Fri | £215.00 | £266.00 |
| | Sat | £285.00 | £296.00 |
| | Mon-Fri | £455.00 | £466.00 |
| Ceremonies at approved premises | Sat | £485.00 | £496.00 |
| | Sun & Bank Holiday | £555.00 | £566.00 |
| Approved Premise Licence - any number of rooms | | £2,136.00 | £2,136.00 |
| Celebratory Services - Baby Naming/Affirmation of vows - Shaw House | Monday to Friday | £260.00 + £52.00 VAT | £262.00 VAT |
| | Saturday | £330.00 + £66.00 VAT | £332.00 + VAT |
| Celebratory Services - Baby Naming/Affirmation of vows - At approved premises | Mon- Fri | £310.00 + £62.00 VAT | £312.00 + VAT |
| | Sat | £370.00 + £74.00 VAT | £373.00 + VAT |
| | Sun & Bank Holiday | £415.00 + £83.00 VAT | £418.00 + VAT |
| Private Citizenship ceremony Mon to Sat | | £122.00 | £123.00 |
| European Passport Return Service | | £22.00 | N/A |
| 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 |

4. 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

Local Land Charges for 2021/22 have still to be confirmed, but will be shown in the final report on the 2021/22 revenue budget for approval by Executive in February. An increase of 0.5% in line with CPI at September 2020 would be less than £1, so no increase is proposed in the draft proposed charges shown below. The final charges will be set in line with legislation, which requires the Council only to recover costs incurred in service delivery.

| | Fees and Charges 2020/21 | DRAFT Proposed Fees and Charges 2021/22 |
|-------------------------|--------------------------|---|
| LLC1 | £75.00 | £75.00 |
| Con29 PT1 | £52.00 | £52.00 |
| Con29PT11 | £26.00 | £26.00 |
| Additional Questions | £47.00 | £47.00 |
| Con29 additional parcel | £41.00 | £41.00 |
| LLC1 additional parcel | £56.00 | £56.00 |

2.3 Legal Fees

Proposed recharges of staff time have been inflated by 0.5% for 2021/22, in line with CPI at September 2020. No uplift is proposed to other charges for legal services.

| | | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 |
|---|--------|--------------------------|-----------------------------------|
| Managers | Hourly | £149.00 | £150.00 |
| Team Leader | Hourly | £141.00 | £142.00 |
| Solicitor / Barrister | Hourly | £136.00 | £137.00 |
| Legal Executive/Senior Legal | Hourly | £126.00 | £127.00 |
| Trainee Solicitor | Hourly | £106.00 | £107.00 |
| Landowners Statements | | £1,140.00 | £1,140.00 |
| 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. An increase of 0.5% has been applied to these charges for 2021/22, in line with CPI inflation at September 2020.

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.

| | | Fees and Charges 2020/21 | Proposed Fees and Charges 2021/22 |
|---|----------|-----------------------------|---|
| Adult and Children's | | | |
| Personal Assistants | Full Day | £45.00 | £45.00 |
| | Half Day | £27.00 | £27.00 |
| Private social Care and All Others | Full Day | £93.00 | £94.00 |
| | Half Day | £52.00 | £52.00 |
| Voluntary / Associated Social Care | Full Day | £52.00 | £52.00 |
| | Half Day | £27.00 | £27.00 |
| Corporate Courses | | | |
| Personal Assistants | Full Day | £45.00 | £45.00 |
| | Half Day | £27.00 | £27.00 |
| Private social Care and All Others | Full Day | £93.00 | £94.00 |
| | Half Day | £52.00 | £52.00 |
| Voluntary / Associated Social Care | Full Day | £93.00 | £94.00 |
| | Half Day | £52.00 | £52.00 |
| Foster Care Courses | | | |
| Personal Assistants | Full Day | £45.00 | £45.00 |
| | Half Day | £27.00 | £27.00 |
| Private social Care and All Others | Full Day | £93.00 | £94.00 |
| | Half Day | £52.00 | £52.00 |
| Voluntary / Associated Social Care | Full Day | £52.00 | £52.00 |
| | Half Day | £27.00 | £27.00 |
| Other Course for the Private, Voluntary and Independent Sector | | | |
| Associated Organisations | Full Day | £162.00 | £163.00 |
| Non Associated Organisations | Full Day | £419.00 | £422.00 |

Parish Expenses

There are four Parish areas within the District for which maintenance expenses are levied/refunded through the Council Tax precept in 2021/22:

| | £ |
|--|---------------|
| Kintbury - St Mary's Churchyard | 12,110 |
| Shaw - St Mary's Churchyard | -2,400 |
| Theale - Holy Trinity | -860 |
| North Fawley - St Mary the Virgin | -2,440 |
| Total | 6,410 |

**SAINT MARYS CHURCHYARD KINTBURY
FUNDING REQUIREMENT FOR 2021/22**

| | 2020/21 |
|--|--------------------------|
| Balance B/fwd 1/4/20 | -£5,116.74 |
| Forecast expenditure 2020/21 | -£5,390.00 |
| Special Expenses - new wall 10 yr period | -£4,400.00 |
| Council Tax Levied in 2020/21 | £9,140.00 |
| Forecast Balance at 31/3/21 | <u>-£5,766.74</u> |
| | 2021/22 |
| Forecast Balance B/fwd 1/4/21 | -£5,766.74 |
| Estimated expenditure 2021/22 | -£1,940.00 |
| Special Expenses - new wall 10 yr period | -£4,400.00 |
| Council Tax to be levied in 2021/22 | £12,110.00 |
| Forecast Balance at 31/3/22 | <u>£3.26</u> |
| <u>NOTES</u> | |
| <i>2021/22 Band D Equivalent Tax</i> | <i>£10.03</i> |
| <i>2021/22 Tax Base Equivalent Band D properties</i> | <i>1,206.80</i> |
| <i>2020/21 Band D Equivalent Tax</i> | <i>£7.64</i> |
| <i>2020/21 Tax Base Equivalent Band D properties</i> | <i>1,196.53</i> |

**SAINT MARYS CHURCHYARD
SHAW CUM DONNINGTON
FUNDING REQUIREMENT FOR 2021/22**

| | 2020/21 |
|--|-------------------|
| Balance B/fwd 1/4/20 | £1,924.15 |
| Forecast expenditure 2020/21 | -£590.00 |
| Churchyard path (10 years from 2017/18 year 4) | -£1,110.00 |
| Footway resurfacing (10 yrs) estimate yr 1 | -£1,300.00 |
| Council Tax Levied in 2020/21 | £6,490.00 |
| Forecast Balance at 31/3/21 | £5,414.15 |
| | 2021/22 |
| Forecast Balance B/fwd 1/4/21 | £5,414.15 |
| Estimated expenditure 2021/22 | -£600.00 |
| Churchyard path (10 years from 2017/18 year 5) | -£1,110.00 |
| Footway resurfacing (10 yrs) estimate yr 2 | -£1,300.00 |
| Council Tax to be refunded in 2021/22 | -£2,400.00 |
| Forecast Balance at 31/3/22 | £4.15 |
| <u>NOTES</u> | |
| <i>2021/22 Band D Equivalent Tax</i> | -£3.44 |
| <i>2021/22 Tax Base Equivalent Band D properties</i> | 697.89 |
| <i>2020/21 Band D Equivalent Tax</i> | £9.30 |
| <i>2020/21 Tax Base Equivalent Band D properties</i> | 697.62 |

**HOLY TRINITY, THEALE
FUNDING REQUIREMENT FOR 2021/22**

| | |
|--|------------------|
| | 2020/21 |
| Balance B/fwd 1/4/20 | £275.00 |
| Forecast expenditure 2020/21 | -£1,167.52 |
| Council Tax Levied in 2020/21 | £2,930.00 |
| Forecast Balance at 31/3/21 | £2,037.48 |
| | 2021/22 |
| Forecast Balance B/fwd 1/4/21 | £2,037.48 |
| Estimated expenditure 2021/22 | -£1,180.00 |
| Council Tax to be refunded in 2021/22 | -£860.00 |
| Forecast Balance at 31/3/22 | -£2.52 |
| <u>NOTES</u> | |
| <i>2021/22 Band D Equivalent Tax</i> | -£0.77 |
| <i>2021/22 Tax Base Equivalent Band D properties</i> | 1,113.58 |
| <i>2020/21 Band D Equivalent Tax</i> | £2.61 |
| <i>2020/21 Tax Base Equivalent Band D properties</i> | 1,120.91 |

**SAINT MARY THE VIRGIN - NORTH FAWLEY
FUNDING REQUIREMENT FOR 2021/22**

| | 2020/21 |
|--|------------------------|
| Balance B/fwd 1/4/20 | £1,146.00 |
| Forecast expenditure 2020/21 | -£24.00 |
| Council Tax Levied in 2020/21 | £1,420.00 |
| Forecast Balance at 31/3/21 | <u>2,542.00</u> |
| | 2021/22 |
| Forecast Balance B/fwd 1/4/21 | £2,542.00 |
| Estimated expenditure 2021/22 | -£100.00 |
| Council Tax to be refunded in 2021/22 | -£2,440.00 |
| Forecast Balance at 31/3/22 | <u>£2.00</u> |
| <u>NOTES</u> | |
| <i>2021/22 Band D Equivalent Tax</i> | -£32.66 |
| <i>2021/22 Tax Base Equivalent Band D properties</i> | 74.71 |
| <i>2020/21 Band D Equivalent Tax</i> | £19.68 |
| <i>2020/21 Tax Base Equivalent Band D properties</i> | 72.14 |

APPENDIX G(6)

| | <u>2020/21</u> <u>Taxbase</u> <u>Band D</u> <u>Equivalent</u> <u>Properties</u> | <u>2021/22</u> <u>Taxbase</u> <u>Band D</u> <u>Equivalent</u> <u>Properties</u> |
|-----------------|---|---|
| Kintbury | 1,196.53 | 1,206.80 |
| Shaw | 697.62 | 697.89 |
| Theale | 1,120.91 | 1,113.58 |
| Fawley | 72.14 | 72.14 |

**WEST BERKSHIRE COUNCIL
COUNCIL TAX COLLECTION FUND - 2020/21**

| | £ | £ | £ |
|---|---------------|---------------|----------------------|
| Opening surplus/(deficit) | | | (2,374,381) |
| Income | | | |
| Net Council Tax Debit | 129,901,846 | | |
| Council Tax Relief | (6,712,119) | | |
| MOD contribution (estimate) | 539,487 | | |
| Council Tax Receivable | | 123,729,214 | |
| Fund to cover Covid Council Tax hardship | | 275,316 | |
| Contributions to previous year estimated deficit | | | |
| West Berkshire Council | 1,473,206 | | |
| Thames Valley Police | 193,509 | | |
| Royal Berkshire Fire Authority | 62,177 | | |
| | | 1,728,892 | |
| Total Income | | | 125,733,422 |
| Expenditure | | | |
| Precepts and demands from major preceptors | | | |
| West Berkshire Council | (102,064,187) | | |
| Parishes | (4,453,893) | | |
| Thames Valley Police | (14,102,733) | | |
| Royal Berkshire Fire Authority | (4,407,919) | | |
| | | (125,028,732) | |
| Provision for w/o or non-collection | (500,000) | (500,000) | |
| Total Expenditure | | | (125,528,732) |
| Anticipated Collection Fund surplus/(deficit) | | | (2,169,691) |

SIGNED :



DATE: 15th January 2021

DISTRIBUTION OF ESTIMATED DEFICIT

Due to Covid-19 Collection Fund deficits are to be spread over 3 years, as outlined in the table below:

| | Total | WBC | Police | Fire |
|---------------------------|--------------------|--------------------|------------------|-----------------|
| Deficit repaid in 21/22 | (1,153,556) | (982,771) | (130,116) | (40,669) |
| Deficit spread into 22/23 | (508,067) | (432,847) | (57,308) | (17,912) |
| Deficit spread into 23/24 | (508,067) | (432,847) | (57,308) | (17,912) |
| Total Deficit | (2,169,691) | (1,848,466) | (244,732) | (76,493) |

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BUDGET RESOLUTION 2021/22

Appendix K i)

| DIRECTORATE | GROSS EXP | GROSS INC | NET EXP |
|--|--------------------|--------------------|--------------------|
| | £ | £ | £ |
| PEOPLE | 211,671,004 | 126,137,680 | 85,533,324 |
| PLACE | 50,396,410 | 17,726,410 | 32,670,000 |
| RESOURCES | 66,571,780 | 52,958,780 | 13,613,000 |
| CAPITAL FINANCING | 12,032,680 | 507,680 | 11,525,000 |
| MOVEMENT IN BALANCES | 0 | 0 | -4,230,336 |
| TOTALS FOR WEST BERKSHIRE COUNCIL (SUB TOTAL A) | 340,671,874 | 197,330,550 | 139,110,988 |

FUNDED BY:

| | | | |
|--|----------|----------|--------------------|
| TOTAL CTX FUNDING REQUIRED FOR WEST BERKSHIRE COUNCIL | | | 104,315,255 |
| Other non ring-fenced grants, Collection Fund and reserves total (detailed in the main report) | | | 34,795,733 |
| Total funding | | | 139,110,988 |
| PARISHES | 0 | 0 | 4,493,586 |
| TOTALS FOR PARISHES (SUB TOTAL B) | 0 | 0 | 4,493,586 |

Appendix K ii)

Valuation Bands

West Berkshire Council

| A | B | C | D | E | F | G | H |
|---------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| £973.50 | £1,135.75 | £1,298.00 | £1,460.25 | £1,784.75 | £2,109.25 | £2,433.75 | £2,920.50 |

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 |
|---------|---------|---------|---------|---------|---------|---------|---------|
| £154.19 | £179.88 | £205.58 | £231.28 | £282.68 | £334.07 | £385.47 | £462.56 |

Royal Berkshire Fire And Rescue Service

| A | B | C | D | E | F | G | H |
|--------|--------|--------|--------|--------|--------|---------|---------|
| £45.97 | £53.63 | £61.29 | £68.95 | £84.27 | £99.59 | £114.92 | £137.90 |

Aggregate Of Council Tax Requirements

| A | B | C | D | E | F | G | H |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| £1,264.43 | £1,475.16 | £1,685.90 | £1,896.64 | £2,318.12 | £2,739.59 | £3,161.07 | £3,793.28 |

| Council Tax schedule 2021-22 | | Band A £ | Band B £ | Band C £ | Band D £ | Band E £ | Band F £ | Band G £ | Band H £ |
|--|-----|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| West Berkshire Council Precepts | | | | | | | | | |
| West Berkshire Council | | £973.50 | £1,135.75 | £1,298.00 | £1,460.25 | £1,784.75 | £2,109.25 | £2,433.75 | £2,920.50 |
| 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 | | £1,064.27 | £1,241.65 | £1,419.03 | £1,596.41 | £1,951.17 | £2,305.93 | £2,660.68 | £3,192.82 |
| Other major preceptors | | | | | | | | | |
| Police and Crime Commissioner for Thames Valley | | £154.19 | £179.88 | £205.58 | £231.28 | £282.68 | £334.07 | £385.47 | £462.56 |
| Royal Berkshire Fire And Rescue Service | | £45.97 | £53.63 | £61.29 | £68.95 | £84.27 | £99.59 | £114.92 | £137.90 |
| Total for other major preceptors | | £200.16 | £233.51 | £266.87 | £300.23 | £366.95 | £433.66 | £500.39 | £600.46 |
| Parish/town only (a) | | | | | | | | | |
| Parish/Town, and District and Special Expenses (b) | | | | | | | | | |
| Total with all precepts (c) | | | | | | | | | |
| Aldermaston | (a) | £19.35 | £22.57 | £25.80 | £29.02 | £35.47 | £41.92 | £48.37 | £58.04 |
| | (b) | £1,083.62 | £1,264.22 | £1,444.83 | £1,625.43 | £1,986.64 | £2,347.85 | £2,709.05 | £3,250.86 |
| | (c) | £1,283.78 | £1,497.73 | £1,711.70 | £1,925.66 | £2,353.59 | £2,781.51 | £3,209.44 | £3,851.32 |
| Aldworth | (a) | £39.85 | £46.49 | £53.13 | £59.77 | £73.05 | £86.33 | £99.62 | £119.54 |
| | (b) | £1,104.12 | £1,288.14 | £1,472.16 | £1,656.18 | £2,024.22 | £2,392.26 | £2,760.30 | £3,312.36 |
| | (c) | £1,304.28 | £1,521.65 | £1,739.03 | £1,956.41 | £2,391.17 | £2,825.92 | £3,260.69 | £3,912.82 |
| Ashampstead | (a) | £23.98 | £27.98 | £31.97 | £35.97 | £43.96 | £51.96 | £59.95 | £71.94 |
| | (b) | £1,088.25 | £1,269.63 | £1,451.00 | £1,632.38 | £1,995.13 | £2,357.89 | £2,720.63 | £3,264.76 |
| | (c) | £1,288.41 | £1,503.14 | £1,717.87 | £1,932.61 | £2,362.08 | £2,791.55 | £3,221.02 | £3,865.22 |
| Basildon | (a) | £14.76 | £17.22 | £19.68 | £22.14 | £27.06 | £31.98 | £36.90 | £44.28 |
| | (b) | £1,079.03 | £1,258.87 | £1,438.71 | £1,618.55 | £1,978.23 | £2,337.91 | £2,697.58 | £3,237.10 |
| | (c) | £1,279.19 | £1,492.38 | £1,705.58 | £1,918.78 | £2,345.18 | £2,771.57 | £3,197.97 | £3,837.56 |
| Beech Hill | (a) | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| | (b) | £1,064.27 | £1,241.65 | £1,419.03 | £1,596.41 | £1,951.17 | £2,305.93 | £2,660.68 | £3,192.82 |
| | (c) | £1,264.43 | £1,475.16 | £1,685.90 | £1,896.64 | £2,318.12 | £2,739.59 | £3,161.07 | £3,793.28 |
| Beedon | (a) | £35.67 | £41.62 | £47.56 | £53.51 | £65.40 | £77.29 | £89.18 | £107.02 |
| | (b) | £1,099.94 | £1,283.27 | £1,466.59 | £1,649.92 | £2,016.57 | £2,383.22 | £2,749.86 | £3,299.84 |
| | (c) | £1,300.10 | £1,516.78 | £1,733.46 | £1,950.15 | £2,383.52 | £2,816.88 | £3,250.25 | £3,900.30 |
| Beenham | (a) | £23.75 | £27.70 | £31.66 | £35.62 | £43.54 | £51.45 | £59.37 | £71.24 |
| | (b) | £1,088.02 | £1,269.35 | £1,450.69 | £1,632.03 | £1,994.71 | £2,357.38 | £2,720.05 | £3,264.06 |
| | (c) | £1,288.18 | £1,502.86 | £1,717.56 | £1,932.26 | £2,361.66 | £2,791.04 | £3,220.44 | £3,864.52 |
| Boxford | (a) | £22.23 | £25.93 | £29.64 | £33.34 | £40.75 | £48.16 | £55.57 | £66.68 |
| | (b) | £1,086.50 | £1,267.58 | £1,448.67 | £1,629.75 | £1,991.92 | £2,354.09 | £2,716.25 | £3,259.50 |
| | (c) | £1,286.66 | £1,501.09 | £1,715.54 | £1,929.98 | £2,358.87 | £2,787.75 | £3,216.64 | £3,859.96 |
| Bradfield | (a) | £15.04 | £17.55 | £20.05 | £22.56 | £27.57 | £32.59 | £37.60 | £45.12 |
| | (b) | £1,079.31 | £1,259.20 | £1,439.08 | £1,618.97 | £1,978.74 | £2,338.52 | £2,698.28 | £3,237.94 |
| | (c) | £1,279.47 | £1,492.71 | £1,705.95 | £1,919.20 | £2,345.69 | £2,772.18 | £3,198.67 | £3,838.40 |
| Brightwalton | (a) | £26.93 | £31.42 | £35.91 | £40.40 | £49.38 | £58.36 | £67.33 | £80.80 |
| | (b) | £1,091.20 | £1,273.07 | £1,454.94 | £1,636.81 | £2,000.55 | £2,364.29 | £2,728.01 | £3,273.62 |
| | (c) | £1,291.36 | £1,506.58 | £1,721.81 | £1,937.04 | £2,367.50 | £2,797.95 | £3,228.40 | £3,874.08 |
| Brimpton | (a) | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| | (b) | £1,064.27 | £1,241.65 | £1,419.03 | £1,596.41 | £1,951.17 | £2,305.93 | £2,660.68 | £3,192.82 |
| | (c) | £1,264.43 | £1,475.16 | £1,685.90 | £1,896.64 | £2,318.12 | £2,739.59 | £3,161.07 | £3,793.28 |
| Bucklebury | (a) | £16.23 | £18.94 | £21.64 | £24.35 | £29.76 | £35.17 | £40.58 | £48.70 |
| | (b) | £1,080.50 | £1,260.59 | £1,440.67 | £1,620.76 | £1,980.93 | £2,341.10 | £2,701.26 | £3,241.52 |
| | (c) | £1,280.66 | £1,494.10 | £1,707.54 | £1,920.99 | £2,347.88 | £2,774.76 | £3,201.65 | £3,841.98 |
| Burghfield | (a) | £74.01 | £86.35 | £98.68 | £111.02 | £135.69 | £160.36 | £185.03 | £222.04 |
| | (b) | £1,138.28 | £1,328.00 | £1,517.71 | £1,707.43 | £2,086.86 | £2,466.29 | £2,845.71 | £3,414.86 |
| | (c) | £1,338.44 | £1,561.51 | £1,784.58 | £2,007.66 | £2,453.81 | £2,899.95 | £3,346.10 | £4,015.32 |
| Catmore | (a) | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| | (b) | £1,064.27 | £1,241.65 | £1,419.03 | £1,596.41 | £1,951.17 | £2,305.93 | £2,660.68 | £3,192.82 |
| | (c) | £1,264.43 | £1,475.16 | £1,685.90 | £1,896.64 | £2,318.12 | £2,739.59 | £3,161.07 | £3,793.28 |
| Chaddleworth | (a) | £65.43 | £76.33 | £87.24 | £98.14 | £119.95 | £141.76 | £163.57 | £196.28 |
| | (b) | £1,129.70 | £1,317.98 | £1,506.27 | £1,694.55 | £2,071.12 | £2,447.69 | £2,824.25 | £3,389.10 |
| | (c) | £1,329.86 | £1,551.49 | £1,773.14 | £1,994.78 | £2,438.07 | £2,881.35 | £3,324.64 | £3,989.56 |
| Chieveley | (a) | £18.90 | £22.05 | £25.20 | £28.35 | £34.65 | £40.95 | £47.25 | £56.70 |
| | (b) | £1,083.17 | £1,263.70 | £1,444.23 | £1,624.76 | £1,985.82 | £2,346.88 | £2,707.93 | £3,249.52 |
| | (c) | £1,283.33 | £1,497.21 | £1,711.10 | £1,924.99 | £2,352.77 | £2,780.54 | £3,208.32 | £3,849.98 |
| Cold Ash | (a) | £17.89 | £20.87 | £23.85 | £26.83 | £32.79 | £38.75 | £44.72 | £53.66 |
| | (b) | £1,082.16 | £1,262.52 | £1,442.88 | £1,623.24 | £1,983.96 | £2,344.68 | £2,705.40 | £3,246.48 |
| | (c) | £1,282.32 | £1,496.03 | £1,709.75 | £1,923.47 | £2,350.91 | £2,778.34 | £3,205.79 | £3,846.94 |
| Combe | (a) | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| | (b) | £1,064.27 | £1,241.65 | £1,419.03 | £1,596.41 | £1,951.17 | £2,305.93 | £2,660.68 | £3,192.82 |
| | (c) | £1,264.43 | £1,475.16 | £1,685.90 | £1,896.64 | £2,318.12 | £2,739.59 | £3,161.07 | £3,793.28 |
| Compton | (a) | £49.96 | £58.29 | £66.61 | £74.94 | £91.59 | £108.25 | £124.90 | £149.88 |
| | (b) | £1,114.23 | £1,299.94 | £1,485.64 | £1,671.35 | £2,042.76 | £2,414.18 | £2,785.58 | £3,342.70 |
| | (c) | £1,314.39 | £1,533.45 | £1,752.51 | £1,971.58 | £2,409.71 | £2,847.84 | £3,285.97 | £3,943.16 |
| East Garston | (a) | £21.45 | £25.03 | £28.60 | £32.18 | £39.33 | £46.48 | £53.63 | £64.36 |
| | (b) | £1,085.72 | £1,266.68 | £1,447.63 | £1,628.59 | £1,990.50 | £2,352.41 | £2,714.31 | £3,257.18 |
| | (c) | £1,285.88 | £1,500.19 | £1,714.50 | £1,928.82 | £2,357.45 | £2,786.07 | £3,214.70 | £3,857.64 |

| Council Tax schedule 2021-22 | | Band A £ | Band B £ | Band C £ | Band D £ | Band E £ | Band F £ | Band G £ | Band H £ |
|--|-----|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| West Berkshire Council Precepts | | | | | | | | | |
| West Berkshire Council | | £973.50 | £1,135.75 | £1,298.00 | £1,460.25 | £1,784.75 | £2,109.25 | £2,433.75 | £2,920.50 |
| 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 | | £1,064.27 | £1,241.65 | £1,419.03 | £1,596.41 | £1,951.17 | £2,305.93 | £2,660.68 | £3,192.82 |
| Other major preceptors | | | | | | | | | |
| Police and Crime Commissioner for Thames Valley | | £154.19 | £179.88 | £205.58 | £231.28 | £282.68 | £334.07 | £385.47 | £462.56 |
| Royal Berkshire Fire And Rescue Service | | £45.97 | £53.63 | £61.29 | £68.95 | £84.27 | £99.59 | £114.92 | £137.90 |
| Total for other major preceptors | | £200.16 | £233.51 | £266.87 | £300.23 | £366.95 | £433.66 | £500.39 | £600.46 |
| Parish/town only (a) | | | | | | | | | |
| Parish/Town, and District and Special Expenses (b) | | | | | | | | | |
| Total with all precepts (c) | | | | | | | | | |
| East Ilsley | (a) | £51.15 | £59.67 | £68.20 | £76.72 | £93.77 | £110.82 | £127.87 | £153.44 |
| | (b) | £1,115.42 | £1,301.32 | £1,487.23 | £1,673.13 | £2,044.94 | £2,416.75 | £2,788.55 | £3,346.26 |
| | (c) | £1,315.58 | £1,534.83 | £1,754.10 | £1,973.36 | £2,411.89 | £2,850.41 | £3,288.94 | £3,946.72 |
| Enborne | (a) | £31.07 | £36.24 | £41.42 | £46.60 | £56.96 | £67.31 | £77.67 | £93.20 |
| | (b) | £1,095.34 | £1,277.89 | £1,460.45 | £1,643.01 | £2,008.13 | £2,373.24 | £2,738.35 | £3,286.02 |
| | (c) | £1,295.50 | £1,511.40 | £1,727.32 | £1,943.24 | £2,375.08 | £2,806.90 | £3,238.74 | £3,886.48 |
| Englefield | (a) | £19.87 | £23.18 | £26.49 | £29.80 | £36.42 | £43.04 | £49.67 | £59.60 |
| | (b) | £1,084.14 | £1,264.83 | £1,445.52 | £1,626.21 | £1,987.59 | £2,348.97 | £2,710.35 | £3,252.42 |
| | (c) | £1,284.30 | £1,498.34 | £1,712.39 | £1,926.44 | £2,354.54 | £2,782.63 | £3,210.74 | £3,852.88 |
| Farnborough | (a) | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| | (b) | £1,064.27 | £1,241.65 | £1,419.03 | £1,596.41 | £1,951.17 | £2,305.93 | £2,660.68 | £3,192.82 |
| | (c) | £1,264.43 | £1,475.16 | £1,685.90 | £1,896.64 | £2,318.12 | £2,739.59 | £3,161.07 | £3,793.28 |
| Fawley | (a) | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| | (b) | £1,042.50 | £1,216.25 | £1,390.00 | £1,563.75 | £1,911.25 | £2,258.75 | £2,606.25 | £3,127.50 |
| | (c) | £1,242.66 | £1,449.76 | £1,656.87 | £1,863.98 | £2,278.20 | £2,692.41 | £3,106.64 | £3,727.96 |
| Frilsham | (a) | £36.59 | £42.68 | £48.78 | £54.88 | £67.08 | £79.27 | £91.47 | £109.76 |
| | (b) | £1,100.86 | £1,284.33 | £1,467.81 | £1,651.29 | £2,018.25 | £2,385.20 | £2,752.15 | £3,302.58 |
| | (c) | £1,301.02 | £1,517.84 | £1,734.68 | £1,951.52 | £2,385.20 | £2,818.86 | £3,252.54 | £3,903.04 |
| Great Shefford | (a) | £25.51 | £29.76 | £34.01 | £38.26 | £46.76 | £55.26 | £63.77 | £76.52 |
| | (b) | £1,089.78 | £1,271.41 | £1,453.04 | £1,634.67 | £1,997.93 | £2,361.19 | £2,724.45 | £3,269.34 |
| | (c) | £1,289.94 | £1,504.92 | £1,719.91 | £1,934.90 | £2,364.88 | £2,794.85 | £3,224.84 | £3,869.80 |
| Greenham | (a) | £26.89 | £31.38 | £35.86 | £40.34 | £49.30 | £58.27 | £67.23 | £80.68 |
| | (b) | £1,091.16 | £1,273.03 | £1,454.89 | £1,636.75 | £2,000.47 | £2,364.20 | £2,727.91 | £3,273.50 |
| | (c) | £1,291.32 | £1,506.54 | £1,721.76 | £1,936.98 | £2,367.42 | £2,797.86 | £3,228.30 | £3,873.96 |
| Hampstead Norreys | (a) | £34.98 | £40.81 | £46.64 | £52.47 | £64.13 | £75.79 | £87.45 | £104.94 |
| | (b) | £1,099.25 | £1,282.46 | £1,465.67 | £1,648.88 | £2,015.30 | £2,381.72 | £2,748.13 | £3,297.76 |
| | (c) | £1,299.41 | £1,515.97 | £1,732.54 | £1,949.11 | £2,382.25 | £2,815.38 | £3,248.52 | £3,898.22 |
| Hamstead Marshall | (a) | £19.39 | £22.62 | £25.85 | £29.08 | £35.54 | £42.00 | £48.47 | £58.16 |
| | (b) | £1,083.66 | £1,264.27 | £1,444.88 | £1,625.49 | £1,986.71 | £2,347.93 | £2,709.15 | £3,250.98 |
| | (c) | £1,283.82 | £1,497.78 | £1,711.75 | £1,925.72 | £2,353.66 | £2,781.59 | £3,209.54 | £3,851.44 |
| Hermitage | (a) | £39.05 | £45.56 | £52.07 | £58.58 | £71.60 | £84.62 | £97.63 | £117.16 |
| | (b) | £1,103.32 | £1,287.21 | £1,471.10 | £1,654.99 | £2,022.77 | £2,390.55 | £2,758.31 | £3,309.98 |
| | (c) | £1,303.48 | £1,520.72 | £1,737.97 | £1,955.22 | £2,389.72 | £2,824.21 | £3,258.70 | £3,910.44 |
| Holybrook | (a) | £32.13 | £37.49 | £42.84 | £48.20 | £58.91 | £69.62 | £80.33 | £96.40 |
| | (b) | £1,096.40 | £1,279.14 | £1,461.87 | £1,644.61 | £2,010.08 | £2,375.55 | £2,741.01 | £3,289.22 |
| | (c) | £1,296.56 | £1,512.65 | £1,728.74 | £1,944.84 | £2,377.03 | £2,809.21 | £3,241.40 | £3,889.68 |
| Hungerford | (a) | £84.96 | £99.12 | £113.28 | £127.44 | £155.76 | £184.08 | £212.40 | £254.88 |
| | (b) | £1,149.23 | £1,340.77 | £1,532.31 | £1,723.85 | £2,106.93 | £2,490.01 | £2,873.08 | £3,447.70 |
| | (c) | £1,349.39 | £1,574.28 | £1,799.18 | £2,024.08 | £2,473.88 | £2,923.67 | £3,373.47 | £4,048.16 |
| Inkpen | (a) | £21.45 | £25.03 | £28.60 | £32.18 | £39.33 | £46.48 | £53.63 | £64.36 |
| | (b) | £1,085.72 | £1,266.68 | £1,447.63 | £1,628.59 | £1,990.50 | £2,352.41 | £2,714.31 | £3,257.18 |
| | (c) | £1,285.88 | £1,500.19 | £1,714.50 | £1,928.82 | £2,357.45 | £2,786.07 | £3,214.70 | £3,857.64 |
| Kintbury | (a) | £34.80 | £40.60 | £46.40 | £52.20 | £63.80 | £75.40 | £87.00 | £104.40 |
| | (b) | £1,105.76 | £1,290.05 | £1,474.35 | £1,658.64 | £2,027.23 | £2,395.82 | £2,764.40 | £3,317.28 |
| | (c) | £1,305.92 | £1,523.56 | £1,741.22 | £1,958.87 | £2,394.18 | £2,829.48 | £3,264.79 | £3,917.74 |
| Lambourn | (a) | £54.37 | £63.44 | £72.50 | £81.56 | £99.68 | £117.81 | £135.93 | £163.12 |
| | (b) | £1,118.64 | £1,305.09 | £1,491.53 | £1,677.97 | £2,050.85 | £2,423.74 | £2,796.61 | £3,355.94 |
| | (c) | £1,318.80 | £1,538.60 | £1,758.40 | £1,978.20 | £2,417.80 | £2,857.40 | £3,297.00 | £3,956.40 |
| Leckhampstead | (a) | £30.54 | £35.63 | £40.72 | £45.81 | £55.99 | £66.17 | £76.35 | £91.62 |
| | (b) | £1,094.81 | £1,277.28 | £1,459.75 | £1,642.22 | £2,007.16 | £2,372.10 | £2,737.03 | £3,284.44 |
| | (c) | £1,294.97 | £1,510.79 | £1,726.62 | £1,942.45 | £2,374.11 | £2,805.76 | £3,237.42 | £3,884.90 |
| Midgham | (a) | £37.44 | £43.68 | £49.92 | £56.16 | £68.64 | £81.12 | £93.60 | £112.32 |
| | (b) | £1,101.71 | £1,285.33 | £1,468.95 | £1,652.57 | £2,019.81 | £2,387.05 | £2,754.28 | £3,305.14 |
| | (c) | £1,301.87 | £1,518.84 | £1,735.82 | £1,952.80 | £2,386.76 | £2,820.71 | £3,254.67 | £3,905.60 |
| Newbury | (a) | £58.55 | £68.30 | £78.06 | £87.82 | £107.34 | £126.85 | £146.37 | £175.64 |
| | (b) | £1,122.82 | £1,309.95 | £1,497.09 | £1,684.23 | £2,058.51 | £2,432.78 | £2,807.05 | £3,368.46 |
| | (c) | £1,322.98 | £1,543.46 | £1,763.96 | £1,984.46 | £2,425.46 | £2,866.44 | £3,307.44 | £3,968.92 |
| Padworth | (a) | £27.95 | £32.61 | £37.27 | £41.93 | £51.25 | £60.57 | £69.88 | £83.86 |
| | (b) | £1,092.22 | £1,274.26 | £1,456.30 | £1,638.34 | £2,002.42 | £2,366.50 | £2,730.56 | £3,276.68 |
| | (c) | £1,292.38 | £1,507.77 | £1,723.17 | £1,938.57 | £2,369.37 | £2,800.16 | £3,230.95 | £3,877.14 |
| Pangbourne | (a) | £52.09 | £60.78 | £69.46 | £78.14 | £95.50 | £112.87 | £130.23 | £156.28 |
| | (b) | £1,116.36 | £1,302.43 | £1,488.49 | £1,674.55 | £2,046.67 | £2,418.80 | £2,790.91 | £3,349.10 |
| | (c) | £1,316.52 | £1,535.94 | £1,755.36 | £1,974.78 | £2,413.62 | £2,852.46 | £3,291.30 | £3,949.56 |

| Council Tax schedule 2021-22 | | Band A £ | Band B £ | Band C £ | Band D £ | Band E £ | Band F £ | Band G £ | Band H £ |
|--|-----|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| West Berkshire Council Precepts | | | | | | | | | |
| West Berkshire Council | | £973.50 | £1,135.75 | £1,298.00 | £1,460.25 | £1,784.75 | £2,109.25 | £2,433.75 | £2,920.50 |
| 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 | | £1,064.27 | £1,241.65 | £1,419.03 | £1,596.41 | £1,951.17 | £2,305.93 | £2,660.68 | £3,192.82 |
| Other major preceptors | | | | | | | | | |
| Police and Crime Commissioner for Thames Valley | | £154.19 | £179.88 | £205.58 | £231.28 | £282.68 | £334.07 | £385.47 | £462.56 |
| Royal Berkshire Fire And Rescue Service | | £45.97 | £53.63 | £61.29 | £68.95 | £84.27 | £99.59 | £114.92 | £137.90 |
| Total for other major preceptors | | £200.16 | £233.51 | £266.87 | £300.23 | £366.95 | £433.66 | £500.39 | £600.46 |
| Parish/town only (a) | | | | | | | | | |
| Parish/Town, and District and Special Expenses (b) | | | | | | | | | |
| Total with all precepts (c) | | | | | | | | | |
| Peasemore | (a) | £24.35 | £28.40 | £32.46 | £36.52 | £44.64 | £52.75 | £60.87 | £73.04 |
| | (b) | £1,088.62 | £1,270.05 | £1,451.49 | £1,632.93 | £1,995.81 | £2,358.68 | £2,721.55 | £3,265.86 |
| | (c) | £1,288.78 | £1,503.56 | £1,718.36 | £1,933.16 | £2,362.76 | £2,792.34 | £3,221.94 | £3,866.32 |
| Purley on Thames | (a) | £52.21 | £60.92 | £69.62 | £78.32 | £95.72 | £113.13 | £130.53 | £156.64 |
| | (b) | £1,116.48 | £1,302.57 | £1,488.65 | £1,674.73 | £2,046.89 | £2,419.06 | £2,791.21 | £3,349.46 |
| | (c) | £1,316.64 | £1,536.08 | £1,755.52 | £1,974.96 | £2,413.84 | £2,852.72 | £3,291.60 | £3,949.92 |
| Shaw-Cum-Donnington | (a) | £39.17 | £45.69 | £52.22 | £58.75 | £71.81 | £84.86 | £97.92 | £117.50 |
| | (b) | £1,101.15 | £1,284.66 | £1,468.19 | £1,651.72 | £2,018.78 | £2,385.82 | £2,752.87 | £3,303.44 |
| | (c) | £1,301.31 | £1,518.17 | £1,735.06 | £1,951.95 | £2,385.73 | £2,819.48 | £3,253.26 | £3,903.90 |
| Speen | (a) | £36.35 | £42.40 | £48.46 | £54.52 | £66.64 | £78.75 | £90.87 | £109.04 |
| | (b) | £1,100.62 | £1,284.05 | £1,467.49 | £1,650.93 | £2,017.81 | £2,384.68 | £2,751.55 | £3,301.86 |
| | (c) | £1,300.78 | £1,517.56 | £1,734.36 | £1,951.16 | £2,384.76 | £2,818.34 | £3,251.94 | £3,902.32 |
| Stanford Dingley | (a) | £27.43 | £32.01 | £36.58 | £41.15 | £50.29 | £59.44 | £68.58 | £82.30 |
| | (b) | £1,091.70 | £1,273.66 | £1,455.61 | £1,637.56 | £2,001.46 | £2,365.37 | £2,729.26 | £3,275.12 |
| | (c) | £1,291.86 | £1,507.17 | £1,722.48 | £1,937.79 | £2,368.41 | £2,799.03 | £3,229.65 | £3,875.58 |
| Stratfield Mortimer | (a) | £59.47 | £69.39 | £79.30 | £89.21 | £109.03 | £128.86 | £148.68 | £178.42 |
| | (b) | £1,123.74 | £1,311.04 | £1,498.33 | £1,685.62 | £2,060.20 | £2,434.79 | £2,809.36 | £3,098.92 |
| | (c) | £1,323.90 | £1,544.55 | £1,765.20 | £1,985.85 | £2,427.15 | £2,868.45 | £3,309.75 | £3,971.70 |
| Streatley | (a) | £37.37 | £43.59 | £49.82 | £56.05 | £68.51 | £80.96 | £93.42 | £112.10 |
| | (b) | £1,101.64 | £1,285.24 | £1,468.85 | £1,652.46 | £2,019.68 | £2,386.89 | £2,754.10 | £3,304.92 |
| | (c) | £1,301.80 | £1,518.75 | £1,735.72 | £1,952.69 | £2,386.63 | £2,820.55 | £3,254.49 | £3,905.38 |
| Sulhamstead | (a) | £19.63 | £22.90 | £26.17 | £29.44 | £35.98 | £42.52 | £49.07 | £58.88 |
| | (b) | £1,083.90 | £1,264.55 | £1,445.20 | £1,625.85 | £1,987.15 | £2,348.45 | £2,709.75 | £3,251.70 |
| | (c) | £1,284.06 | £1,498.06 | £1,712.07 | £1,926.08 | £2,354.10 | £2,782.11 | £3,210.14 | £3,852.16 |
| Thatcham | (a) | £55.92 | £65.24 | £74.56 | £83.88 | £102.52 | £121.16 | £139.80 | £167.76 |
| | (b) | £1,120.19 | £1,306.89 | £1,493.59 | £1,680.29 | £2,053.69 | £2,427.09 | £2,800.48 | £3,360.58 |
| | (c) | £1,320.35 | £1,540.40 | £1,760.46 | £1,980.52 | £2,420.64 | £2,860.75 | £3,300.87 | £3,961.04 |
| Theale | (a) | £78.62 | £91.72 | £104.83 | £117.93 | £144.14 | £170.34 | £196.55 | £235.86 |
| | (b) | £1,142.38 | £1,332.77 | £1,523.18 | £1,713.57 | £2,094.37 | £2,475.16 | £2,855.95 | £3,427.14 |
| | (c) | £1,342.54 | £1,566.28 | £1,790.05 | £2,013.80 | £2,461.32 | £2,908.82 | £3,356.34 | £4,027.60 |
| Tidmarsh with Sulham | (a) | £19.13 | £22.31 | £25.50 | £28.69 | £35.07 | £41.44 | £47.82 | £57.38 |
| | (b) | £1,083.40 | £1,263.96 | £1,444.53 | £1,625.10 | £1,986.24 | £2,347.37 | £2,708.50 | £3,250.20 |
| | (c) | £1,283.56 | £1,497.47 | £1,711.40 | £1,925.33 | £2,353.19 | £2,781.03 | £3,208.89 | £3,850.66 |
| Tilehurst | (a) | £34.13 | £39.82 | £45.51 | £51.20 | £62.58 | £73.96 | £85.33 | £102.40 |
| | (b) | £1,098.40 | £1,281.47 | £1,464.54 | £1,647.61 | £2,013.75 | £2,379.89 | £2,746.01 | £3,295.22 |
| | (c) | £1,298.56 | £1,514.98 | £1,731.41 | £1,947.84 | £2,380.70 | £2,813.55 | £3,246.40 | £3,895.68 |
| Ufton Nervet | (a) | £15.34 | £17.90 | £20.45 | £23.01 | £28.12 | £33.24 | £38.35 | £46.02 |
| | (b) | £1,079.61 | £1,259.55 | £1,439.48 | £1,619.42 | £1,979.29 | £2,339.17 | £2,699.03 | £3,238.84 |
| | (c) | £1,279.77 | £1,493.06 | £1,706.35 | £1,919.65 | £2,346.24 | £2,772.83 | £3,199.42 | £3,839.30 |
| Wasing | (a) | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| | (b) | £1,064.27 | £1,241.65 | £1,419.03 | £1,596.41 | £1,951.17 | £2,305.93 | £2,660.68 | £3,192.82 |
| | (c) | £1,264.43 | £1,475.16 | £1,685.90 | £1,896.64 | £2,318.12 | £2,739.59 | £3,161.07 | £3,793.28 |
| Welford | (a) | £21.71 | £25.33 | £28.95 | £32.57 | £39.81 | £47.05 | £54.28 | £65.14 |
| | (b) | £1,085.98 | £1,266.98 | £1,447.98 | £1,628.98 | £1,990.98 | £2,352.98 | £2,714.96 | £3,257.96 |
| | (c) | £1,286.14 | £1,500.49 | £1,714.85 | £1,929.21 | £2,357.93 | £2,786.64 | £3,215.35 | £3,858.42 |
| West Ilsley | (a) | £46.19 | £53.88 | £61.58 | £69.28 | £84.68 | £100.07 | £115.47 | £138.56 |
| | (b) | £1,110.46 | £1,295.53 | £1,480.61 | £1,665.69 | £2,035.85 | £2,406.00 | £2,776.15 | £3,331.38 |
| | (c) | £1,310.62 | £1,529.04 | £1,747.48 | £1,965.92 | £2,402.80 | £2,839.66 | £3,276.54 | £3,931.84 |
| West Woodhay | (a) | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| | (b) | £1,064.27 | £1,241.65 | £1,419.03 | £1,596.41 | £1,951.17 | £2,305.93 | £2,660.68 | £3,192.82 |
| | (c) | £1,264.43 | £1,475.16 | £1,685.90 | £1,896.64 | £2,318.12 | £2,739.59 | £3,161.07 | £3,793.28 |
| Winterbourne | (a) | £31.99 | £37.32 | £42.65 | £47.98 | £58.64 | £69.30 | £79.97 | £95.96 |
| | (b) | £1,096.26 | £1,278.97 | £1,461.68 | £1,644.39 | £2,009.81 | £2,375.23 | £2,740.65 | £3,288.78 |
| | (c) | £1,296.42 | £1,512.48 | £1,728.55 | £1,944.62 | £2,376.76 | £2,808.89 | £3,241.04 | £3,889.24 |
| Wokefield | (a) | £9.33 | £10.89 | £12.44 | £14.00 | £17.11 | £20.22 | £23.33 | £28.00 |
| | (b) | £1,073.60 | £1,252.54 | £1,431.47 | £1,610.41 | £1,968.28 | £2,326.15 | £2,684.01 | £3,220.82 |
| | (c) | £1,273.76 | £1,486.05 | £1,698.34 | £1,910.64 | £2,335.23 | £2,759.81 | £3,184.40 | £3,821.28 |
| Woolhampton | (a) | £38.71 | £45.17 | £51.62 | £58.07 | £70.97 | £83.88 | £96.78 | £116.14 |
| | (b) | £1,102.98 | £1,286.82 | £1,470.65 | £1,654.48 | £2,022.14 | £2,389.81 | £2,757.46 | £3,308.96 |
| | (c) | £1,303.14 | £1,520.33 | £1,737.52 | £1,954.71 | £2,389.09 | £2,823.47 | £3,257.85 | £3,909.42 |
| Yattendon | (a) | £35.20 | £41.07 | £46.93 | £52.80 | £64.53 | £76.27 | £88.00 | £105.60 |
| | (b) | £1,099.47 | £1,282.72 | £1,465.96 | £1,649.21 | £2,015.70 | £2,382.20 | £2,748.68 | £3,298.42 |
| | (c) | £1,299.63 | £1,516.23 | £1,732.83 | £1,949.44 | £2,382.65 | £2,815.86 | £3,249.07 | £3,898.88 |

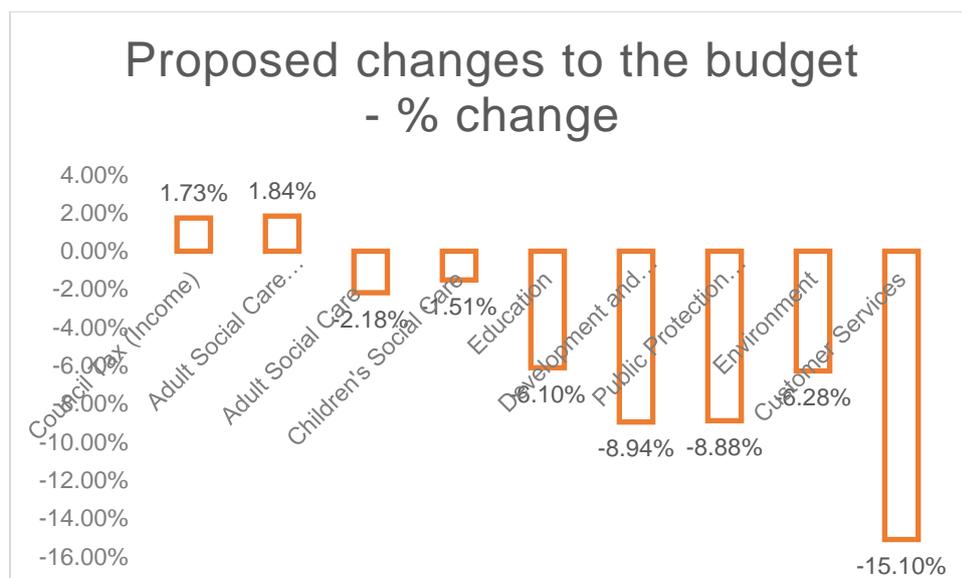
| Town & Parish Council Precepts | | | | | | | |
|--------------------------------|--------------|----------------|-------------|--------------|----------------|-------------|-----------------------------------|
| Parish | 2020-21 | | | 2021-22 | | | Council Tax increase/decrease (-) |
| | Taxbase 2020 | Precept 2020 | Band D 2020 | Taxbase 2021 | Precept 2021 | Band D 2021 | |
| Aldermaston | 467.34 | £ 13,500.00 | £28.89 | 465.12 | £ 13,500.00 | £29.02 | £0.13 |
| Aldworth | 133.74 | £ 7,500.00 | £56.08 | 133.85 | £ 8,000.00 | £59.77 | £3.69 |
| Ashampstead | 185.77 | £ 6,640.00 | £35.74 | 188.36 | £ 6,775.00 | £35.97 | £0.23 |
| Basildon | 957.44 | £ 21,000.00 | £21.93 | 948.64 | £ 21,000.00 | £22.14 | £0.21 |
| Beech Hill | 152.64 | £ 11,500.00 | £75.34 | 150.45 | £ - | £0.00 | -£75.34 |
| Beedon | 192.83 | £ 10,174.00 | £52.76 | 190.13 | £ 10,174.00 | £53.51 | £0.75 |
| Beenham | 512.25 | £ 18,300.00 | £35.72 | 513.81 | £ 18,300.00 | £35.62 | -£0.10 |
| Boxford | 259.31 | £ 8,521.00 | £32.86 | 259.43 | £ 8,650.00 | £33.34 | £0.48 |
| Bradfield | 848.60 | £ 19,000.00 | £22.39 | 842.10 | £ 19,000.00 | £22.56 | £0.17 |
| Brightwalton | 171.92 | £ 6,895.00 | £40.11 | 175.76 | £ 7,100.00 | £40.40 | £0.29 |
| Brimpton | 302.00 | £ 12,000.00 | £39.74 | 301.53 | £ - | £0.00 | -£39.74 |
| Bucklebury | 1,075.57 | £ 26,000.00 | £24.17 | 1,067.72 | £ 26,000.00 | £24.35 | £0.18 |
| Burghfield | 2,531.15 | £ 275,000.00 | £108.65 | 2,535.57 | £ 281,497.00 | £111.02 | £2.37 |
| Catmore | 14.35 | £ - | £0.00 | 14.60 | £ - | £0.00 | £0.00 |
| Chaddleworth | 199.05 | £ 16,735.00 | £84.07 | 198.69 | £ 19,500.00 | £98.14 | £14.07 |
| Chieveley | 1,142.77 | £ 32,620.00 | £28.54 | 1,150.49 | £ 32,620.00 | £28.35 | -£0.19 |
| Cold Ash | 1,589.49 | £ 42,500.00 | £26.74 | 1,583.92 | £ 42,500.00 | £26.83 | £0.09 |
| Combe | 30.76 | £ - | £0.00 | 26.04 | £ - | £0.00 | £0.00 |
| Compton | 654.50 | £ 49,050.00 | £74.94 | 654.52 | £ 49,050.00 | £74.94 | £0.00 |
| East Garston | 274.07 | £ 9,000.00 | £32.84 | 279.72 | £ 9,000.00 | £32.18 | -£0.66 |
| East Ilsley | 259.44 | £ 14,430.00 | £55.62 | 259.85 | £ 19,935.00 | £76.72 | £21.10 |
| Enborne | 372.72 | £ 17,995.00 | £48.28 | 375.51 | £ 17,500.00 | £46.60 | -£1.68 |
| Englefield | 121.70 | £ 3,650.00 | £29.99 | 122.48 | £ 3,650.00 | £29.80 | -£0.19 |
| Farnborough | 48.04 | £ - | £0.00 | 48.70 | £ - | £0.00 | £0.00 |
| Fawley | 72.14 | £ - | £0.00 | 74.71 | £ - | £0.00 | £0.00 |
| Frilsham | 164.10 | £ 9,000.00 | £54.84 | 163.98 | £ 9,000.00 | £54.88 | £0.04 |
| Great Shefford | 418.81 | £ 16,000.00 | £38.20 | 418.23 | £ 16,000.00 | £38.26 | £0.06 |
| Greenham | 2,515.04 | £ 101,457.00 | £40.34 | 2,571.08 | £ 103,724.00 | £40.34 | £0.00 |
| Hampstead Norreys | 358.58 | £ 15,100.00 | £42.11 | 358.80 | £ 18,826.00 | £52.47 | £10.36 |
| Hamstead Marshall | 150.15 | £ 4,500.00 | £29.97 | 154.75 | £ 4,500.00 | £29.08 | -£0.89 |
| Hermitage | 881.39 | £ 50,456.00 | £57.25 | 881.87 | £ 51,660.00 | £58.58 | £1.33 |
| Holybrook | 2,594.11 | £ 123,533.00 | £47.62 | 2,582.20 | £ 124,467.00 | £48.20 | £0.58 |
| Hungerford | 2,395.98 | £ 293,912.00 | £122.67 | 2,406.63 | £ 306,689.00 | £127.44 | £4.77 |
| Inkpen | 434.61 | £ 14,000.00 | £32.21 | 435.12 | £ 14,000.00 | £32.18 | -£0.03 |
| Kintbury | 1,196.53 | £ 63,000.00 | £52.65 | 1,206.80 | £ 63,000.00 | £52.20 | -£0.45 |
| Lambourn | 1,794.95 | £ 144,139.68 | £80.30 | 1,777.85 | £ 145,000.00 | £81.56 | £1.26 |
| Leckhampstead | 173.54 | £ 8,000.00 | £46.10 | 174.63 | £ 8,000.00 | £45.81 | -£0.29 |
| Midgham | 169.37 | £ 7,500.00 | £44.28 | 169.15 | £ 9,500.00 | £56.16 | £11.88 |
| Newbury | 12,894.50 | £ 1,107,171.00 | £85.86 | 12,926.60 | £ 1,135,249.00 | £87.82 | £1.96 |
| Padworth | 409.68 | £ 17,000.00 | £41.50 | 405.48 | £ 17,000.00 | £41.93 | £0.43 |
| Pangbourne | 1,566.87 | £ 113,194.00 | £72.24 | 1,593.54 | £ 124,514.04 | £78.14 | £5.90 |
| Peasmore | 149.30 | £ 3,500.00 | £23.44 | 150.59 | £ 5,500.00 | £36.52 | £13.08 |
| Purley on Thames | 2,001.47 | £ 157,000.00 | £78.44 | 2,004.55 | £ 157,000.00 | £78.32 | -£0.12 |
| Shaw-Cum-Donnington | 697.62 | £ 38,000.00 | £54.47 | 697.89 | £ 41,000.00 | £58.75 | £4.28 |
| Speen | 1,129.75 | £ 61,055.00 | £54.04 | 1,129.92 | £ 61,604.00 | £54.52 | £0.48 |
| Stanford Dingley | 119.82 | £ 5,000.00 | £41.73 | 121.51 | £ 5,000.00 | £41.15 | -£0.58 |
| Stratfield Mortimer | 1,680.95 | £ 149,210.00 | £88.77 | 1,674.78 | £ 149,405.00 | £89.21 | £0.44 |
| Streatley | 568.37 | £ 30,871.00 | £54.31 | 572.77 | £ 32,101.00 | £56.05 | £1.74 |
| Sulham (see Tidmarsh) | 0.00 | £ 8,240.00 | | | £ 8,652.00 | | £0.00 |
| Sulhamstead | 626.31 | £ 19,000.00 | £30.34 | 645.48 | £ 19,000.00 | £29.44 | -£0.90 |
| Thatcham | 9,116.19 | £ 742,696.00 | £81.47 | 9,097.43 | £ 763,120.00 | £83.88 | £2.41 |
| Theale | 1,120.91 | £ 114,690.00 | £102.32 | 1,113.58 | £ 131,329.00 | £117.93 | £15.61 |
| Tidmarsh with Sulham | 312.13 | £ 8,240.00 | £26.40 | 301.59 | £ 8,652.00 | £28.69 | £2.29 |
| Tilehurst | 5,551.03 | £ 293,899.00 | £52.94 | 5,558.69 | £ 284,585.00 | £51.20 | -£1.74 |
| Ufton Nervet | 138.20 | £ 2,900.00 | £20.98 | 139.05 | £ 3,200.00 | £23.01 | £2.03 |
| Wasing | 24.32 | £ - | £0.00 | 23.67 | £ - | £0.00 | £0.00 |
| Welford | 238.66 | £ 8,000.00 | £33.52 | 245.64 | £ 8,000.00 | £32.57 | -£0.95 |
| West Ilsley | 154.60 | £ 10,700.00 | £69.21 | 154.44 | £ 10,700.00 | £69.28 | £0.07 |
| West Woodhay | 56.59 | £ - | £0.00 | 56.51 | £ - | £0.00 | £0.00 |
| Winterbourne | 103.33 | £ 5,000.00 | £48.39 | 104.21 | £ 5,000.00 | £47.98 | -£0.41 |
| Wokefield | 141.33 | £ 2,000.00 | £14.15 | 142.88 | £ 2,000.00 | £14.00 | -£0.15 |
| Woolhampton | 417.05 | £ 24,000.00 | £57.55 | 447.70 | £ 26,000.00 | £58.07 | £0.52 |
| Yattendon | 170.17 | £ 9,000.00 | £52.89 | 172.36 | £ 9,100.00 | £52.80 | -£0.09 |
| | 65,205.90 | £ 4,394,733.68 | | 65,343.65 | £ 4,487,176.04 | | |
| Parish Expenses | | | | | | | |
| Parish | 2020-21 | | | 2021-22 | | | Council Tax increase |
| | Taxbase 2020 | Expense 2020 | Band D 2020 | Taxbase 2021 | Expense 2021 | Band D 2021 | |
| Fawley | 72.14 | £ 1,420.00 | £19.68 | 74.71 | £ 2,440.00 | £32.66 | -£52.34 |
| Hungerford | 2,395.98 | £ 9,600.00 | £4.01 | 2,406.63 | £ - | £0.00 | -£4.01 |
| Kintbury | 1,196.53 | £ 9,140.00 | £7.64 | 1,206.80 | £ 12,110.00 | £10.03 | £2.39 |
| Shaw-Cum-Donnington | 697.62 | £ 6,490.00 | £9.30 | 697.89 | £ 2,400.00 | £3.44 | -£12.74 |
| Theale | 1,120.91 | £ 2,930.00 | £2.61 | 1,113.58 | £ 860.00 | £0.77 | -£3.38 |
| | | £ 29,580.00 | | | £ 6,410.00 | | |
| Total Parish Items | | £ 4,424,313.68 | | | £ 4,493,586.04 | | |

Appendix L – Summary of responses to the budget challenge

To further engage with residents, the council launched a budget challenge between 14 December 2020 and the 11 January 2021. The simulator allowed residents to increase or decrease budgets for various services, to amend Council tax (up to referenda levels), the Adult Social Care Precept, and to look at specific investments.

200 people took the challenge and the summary of their choices is as follows:

Chart 1.1: Summary of responses to the budget challenge



Overall, the average Council Tax rise proposed was 3.57%, split between Council Tax income and the Adult Social Care precept. The summary of the proposals in service areas was for a higher area of budget protection for 'People' services, Adult and Children Social Care, and to a lesser extent Education, with the least amount of protection for customer services.

In more detail, the top three individual services within the above headings that were the most and least protected are highlighted below:

Chart 1.2: Specific services changes

| Most protected | Least protected |
|------------------------------|---------------------------------|
| Children's social care -1.5% | Customer services -15.1% |
| Adult's social care -2.2% | Economic Development -11.4% |
| Highways and Transport -5.7% | Planning and Development -10.6% |

There was also a question on investment options and specifically around three areas. There were comparatively low numbers choosing to invest: 8 for weekly food waste; 12 for leisure investment, and 19 for a solar farm. The reasons why this was comparatively low could be due to the difficulty of balancing the budget, highlighted up in the comments submitted, or just that these were deemed lower priority areas when compared with core council services.

Comparison versus the proposed budget

The responses have been considered at a summary level, and broadly align with the council's proposals. Since the budget challenge was launched, there was additional funding through the draft Local Government Finance Settlement that would have made it easier to balance the budget.

Some of the key areas of alignment / difference with the proposed budget include:

- Proposed Council Tax increase in the challenge of 3.6% vs the Council's proposal of 1.99%
- Relative protection for 'people' services is in line with the council's proposals
- A higher saving in customer services in the challenge, compared to the council's proposal to invest in this area, and enhance the digital and online offering to residents

The responses will be further analysed to consider how these views could be incorporated into budget setting in future financial years, as well taking into account demographics of individuals who responded, e.g. age and gender. Some of the individual comments from those who took part highlighted a range of issues for example:

"I would actually try to increase council tax by 3-4% so as to not cut services. Also charge more for recycling garden waste and for use of recycling centres and bulk / non domestic items."

"I would like the option to take some money from the capital reserves. Also to put a pay freeze in place for all council administrative staff or an increase in the individual's personal pension contributions. Pension commitments are a huge drain on council resources funded by council tax payers."

"This was incredibly difficult, and it is very hard to make decisions about where to take budget away!"

"Really fascinating process that highlights the difficult challenges. Unpleasant reality is that we have to accept paying higher local tax for the services. Thanks"

"Exceptionally difficult to balance - I fully support the full increases in council tax and social care taxes to maximise the budget available to the council and minimise wherever possible reductions in service, though this is inevitable without extra funding. Protecting adult and child social care is of paramount importance."

Further information can be found at

<https://info.westberks.gov.uk/article/37753/Council-offers-Budget-Challenge-to-residents>

Summary of the Facebook Live event – 16th February 2021

On the 16th February the Portfolio Holder with responsibility for finance and the Council's s151 Officer (Chief Finance Officer) hosted a Facebook Live event for members of the public to ask questions. There were also some questions received via social media or directly to the Communications team before the event. As at 17th February 2021 the session had been viewed 1.3k times on Facebook.

This paper is included in the pack for Full Council for members to consider as part of the overall budget setting pack.

A summary of the questions are included below and these were answered during the session:

- Where was money allocated for the Joint Venture with Sovereign and for exploring a Housing Company?
- Do you think people can really afford a Council Tax increase?
- What's the difference, and what is in, the capital strategy between the £40m, for the People directorate and £32m for Education schemes?
- What are the advantages of weekly food waste collection? Why is the current one not sufficient?
- Why don't you promote solar panels on new homes instead of on farmland? Will these panels be imported?
- Will the solar farm include a community investment opportunity & benefit fund? What about biodiversity & ecology around the panels?
- The budget includes a £100k cost saving from adult social care (P6 ASC) through "review of care packages" with the implication noted as "There is potential for complaints from service users and their families when care is removed."
Why are we looking to save money by removing care packages from the vulnerable when ASC budgets are being underspent due to so many care home residents dying of Covid?
- Replacing these bin boxes must be costing WBC a lot of money which is simple to solve by either holding Veolia to account for breakages or to simplify the recycling process by having one large recycling bin instead of all the stupid small ones we are given.
- Just allow everyone to use the green bins again! A separate food waste caddy will not survive long. We had a good system and it was changed - that is why so much ends in the black bins.

- Is there any plan to improve road safety around Sulhampstead and Ufton primary school... ie pavement safe crossing area?
- Might be a daft question but why can't food waste be put in with garden waste and composted down as it's all organic?
- Hi there. How does this Council Tax increase (1.9%) compare with other areas? Thanks!
- PWLB rates are so low that it feels now is the time to be much more ambitious on capital investment. Social housing and more solar parks both would bring revenue streams in for very low interest costs.

There were some further questions that were not picked up as part of the session, these were:

- Do you have any places to install an all weather/3G sports pitch facility for use of grass roots clubs in Tilehurst or Theale as we are badly lacking these on this side of Reading as it's your area?

Response: as part of the capital budget there is funding to support the development of a 3G pitch at Denefield School. The main club linked the school will be Westwood Wanderers FC – currently they operate almost 30 teams across all age groups. There will be opportunities for other community agencies and clubs to hire the facilities around the main clubs bookings

- Is there any room in our budget to consider free parking weekends/days in town hoping for high street revival?

Response: We are current undertaking some master-planning work on Newbury Town Centre with money set aside in the 2020-21 budget; this will look a wide range of options for the town centre area as a whole and is due to report back in the Summer 2021.

- Where can I find information on how much CIL will be invested in Greenham? 7 new mini residential estates in 5 years huge demand for infrastructure improvement.

The link below is to the Infrastructure Delivery Plan – this supports the local plan and a new one is due to publication shortly

<https://info.westberks.gov.uk/idp>

Statutory Pay Policy 2021

| | |
|---|-------------------------|
| Committee considering report: | Council on 2 March 2021 |
| Portfolio Member: | Councillor Jo Stewart |
| Date Portfolio Member agreed report: | 26 January 2021 |
| Report Author: | Rebecca Bird |
| Forward Plan Ref: | C3984 |

1 Purpose of the Report

To seek Council's approval of the Statutory Pay Policy Statement for publication from 1st April 2021.

2 Recommendation

To seek Council's approval of the Statutory Pay Policy Statement for publication from 1st April 2021.

3 Implications and Impact Assessment

| Implication | Commentary |
|-------------------------|-------------------|
| Financial: | None |
| Human Resource: | None |
| Legal: | None |
| Risk Management: | None |
| Property: | None |
| Policy: | Localism Act 2011 |

| | 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 Impact: | | X | | |
| Digital Services Impact: | | X | | |
| Council Strategy Priorities: | | X | | |
| Core Business: | | X | | |
| Data Impact: | | X | | The Council is obligated to publish this anonymised salary data by the Localism Act 2011. |

| | |
|-------------------------------------|--|
| 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 2021 Pay Policy Statement (attached at appendix C) with effect from 1st April 2021.
- 4.3 The statement should set out the policies in relation to;
- (a) Remuneration of its chief officers
 - (b) The remuneration of its lowest paid employees (and our definition and reasons for defining it)
 - (c) The relationship between the remuneration of its chief officers and those who are not chief officers
- 4.4 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 Service Directors and Heads of Service.
- 4.5 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.
- 4.6 *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

The Pay Policy Statement attached as Appendix C should be published on the Council website with effect from 1st April 2021, to comply with our statutory duty under the Localism Act.

6 Appendices

Appendix A – Equalities Impact Assessment

Appendix B – Data Protection Impact Assessment

Appendix C - Draft Statutory Pay Policy 2021

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 Committee or associated Task Groups within preceding six months
- Item is Urgent Key Decision
- Report is to note only

Document Control

| | | | |
|----------------|--|----------------|--|
| Document Ref: | | Date Created: | |
| Version: | | Date Modified: | |
| Author: | | | |
| Owning Service | | | |

Change History

| Version | Date | Description | Change ID |
|---------|------|-------------|-----------|
| 1 | | | |
| 2 | | | |

Appendix A

Equality Impact Assessment (EqIA) - Stage One

| | |
|---|--|
| What is the proposed decision that you are asking the Executive to make: | To seek Council's approval of the Statutory Pay Policy Statement for publication from 1 st April 2021. |
| Summary of relevant legislation: | 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. |
| Does the proposed decision conflict with any of the Council's priorities for improvement? <ul style="list-style-type: none"> • Ensure our vulnerable children and adults achieve better outcomes • Support everyone to reach their full potential • Support businesses to start develop and thrive in West Berkshire • Develop local infrastructure including housing to support and grow the local economy Maintain a green district • Ensure sustainable services through innovation and partnerships | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <p style="color: blue; margin-top: 5px;">If yes, please indicate which priority and provide an explanation</p> |
| Name of Budget Holder: | |
| Name of Service/Directorate: | Strategy & Governance |
| Name of assessor: | Rebecca Bird |
| Date of assessment: | 25/01/21 |
| Version and release date (if applicable): | |

| | | | | | |
|---|---|---|--|------------------------|---|
| Is this a ? | Is this policy, strategy, function or service ... ? | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">Policy</td> <td style="padding: 5px;">Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></td> </tr> </table> | Policy | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">New or proposed</td> <td style="padding: 5px;">Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></td> </tr> </table> | New or proposed | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Policy | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | | | | |
| New or proposed | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | | | | |

| | | | |
|-----------------|---|---|---|
| Strategy | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | Already exists and is being reviewed | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Function | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | Is changing | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Service | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | | |

(1) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?

| | |
|--------------------|--|
| Aims: | To meet statutory obligations in relation to pay transparency. |
| Objectives: | To publish a statutory pay policy following Council approval. |
| Outcomes: | Published policy meeting statutory obligations |
| Benefits: | |

(2) Which groups might be affected and how? Is it 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: | | |
| No direct impacts | | |

(3) Result

| | |
|--|--|
| Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality? | Yes <input type="checkbox"/> No X |
| Please provide an explanation for your answer: Pay transparency is just reporting on actual pay for certain posts. | |
| Will the proposed decision have an adverse impact upon the lives of people, including employees and service users? | Yes <input type="checkbox"/> No X |
| Please provide an explanation for your answer: Pay transparency is just reporting on actual pay for certain posts. | |

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 EqlA 2.

If an EqlA 2 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 EqlA guidance and template – <http://intranet/index.aspx?articleid=32255>.

| | |
|--|--|
| (4) Identify next steps as appropriate: | |
| EqlA Stage 2 required | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Owner of EqlA Stage Two: | |
| Timescale for EqlA Stage Two: | |

Name:

Date:

Please now forward this completed form to Pamela Voss, Equality and Diversity Officer (pamela.voss@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: | Strategy & Governance |
| Team: | HR |
| Lead Officer: | Rebecca Bird |
| Title of Project/System: | Statutory Pay Policy 2021 |
| Date of Assessment: | 25/01/21 |

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><i>Note – sensitive personal data is described as “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><i>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</i></p> | <input type="checkbox"/> | X |
| <p>Will your project or system have a “social media” dimension?</p> <p><i>Note – will it have an interactive element which allows users to communicate directly with one another?</i></p> | <input type="checkbox"/> | X |
| <p>Will any decisions be automated?</p> <p><i>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?</i></p> | <input type="checkbox"/> | X |

| | Yes | No |
|--|--------------------------|----|
| Will your project/system involve CCTV or monitoring of an area accessible to the public? | <input type="checkbox"/> | X |
| Will you be using the data you collect to match or cross-reference against another existing set of data? | <input type="checkbox"/> | X |
| Will you be using any novel, or technologically advanced systems or processes? | <input type="checkbox"/> | X |
| <p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p> | | |

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.

Statutory Pay Policy 2021

See attached.

[Type here]

Pay Policy Statement – April 2021

Figures in blue italics are to be updated once the pay award effective from 1st April 2021 has been agreed.



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| Appendix 1 Revised West Berkshire Pay Scales - 1st April 2021 | Error! Bookmark not defined. |
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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)
 - Service Director: Communities & Wellbeing
- 2.1.6 Heads of Service
 - Head of Finance and Property
 - Head of Education
 - Head of Customer Services and ICT

- 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 *£9.13 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: *£29,577 (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: *£31,736 (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 *£148,988 plus £5,000 car allowance per annum = £153,988*.

3. Pay Policy from April 2021

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

- 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 post level called Service Lead was established within the staffing structure in 2020 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 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 any national pay awards from 1st April 2021 onwards.
- 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. The different grades for the three Executive Director posts reflect the difference in responsibilities, including whether a statutory role is part of their portfolio. 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 or their nominated representative acting as the Returning Officer. 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 The Exit Pay Cap Regulations came into force on 4th November 2020. This legislates against severance packages above £95,000 being paid to any local government employee and includes redundancy and pension strain costs. At the current time, the impact of the new regulations on the Local Government Pension Scheme and Discretionary Payments regulations has not been determined nationally and is subject to a judicial review, scheduled for March 2021.
- 3.1.24 All redundancy or severance costs (including the cost of mandatory early payment of pension) of between £10,000 and £94, 999 must be approved by the Executive. 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](#) .
- 3.1.25 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 = 8.7:1*
- *Highest:median = 5.2:1*

This is based on the following salary packages:

- Highest paid (maximum CX including car allowance) = *£153,988*
- Lowest paid (minimum grade B) = *£17,610*
- Median (average excluding car allowances) = *£29,577*

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.

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](#). Further details of the LGPS scheme and provided at **Appendix 3**.

6. Review

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

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 |
| 10 | April 2021 | Tenth Publication | RB |

Appendix 1 – Revised West Berkshire Pay Scales

See Excel attachment.

NB Scales to be updated once the pay award effective from 1st April 2021 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, in consultation with their Executive Director. Where the Chief Executive is agreeing these payments they should be made in consultation with the Leader of the Council.

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 in consultation with their Executive Director. Where the Chief Executive is agreeing these payments they should be made in consultation with the Leader of the Council.

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 in consultation with their Executive Director. Where the Chief Executive is agreeing these payments they should be made in consultation with the Leader of the Council.

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.

Any such payments should only be made in consultation with their Executive Director. Where the Chief Executive is agreeing these payments they should be made in consultation with the Leader of the Council.

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). Any such payments should only be made in consultation with their Executive Director. Where the Chief Executive is agreeing these payments they should be made in consultation with the Leader of the Council.

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

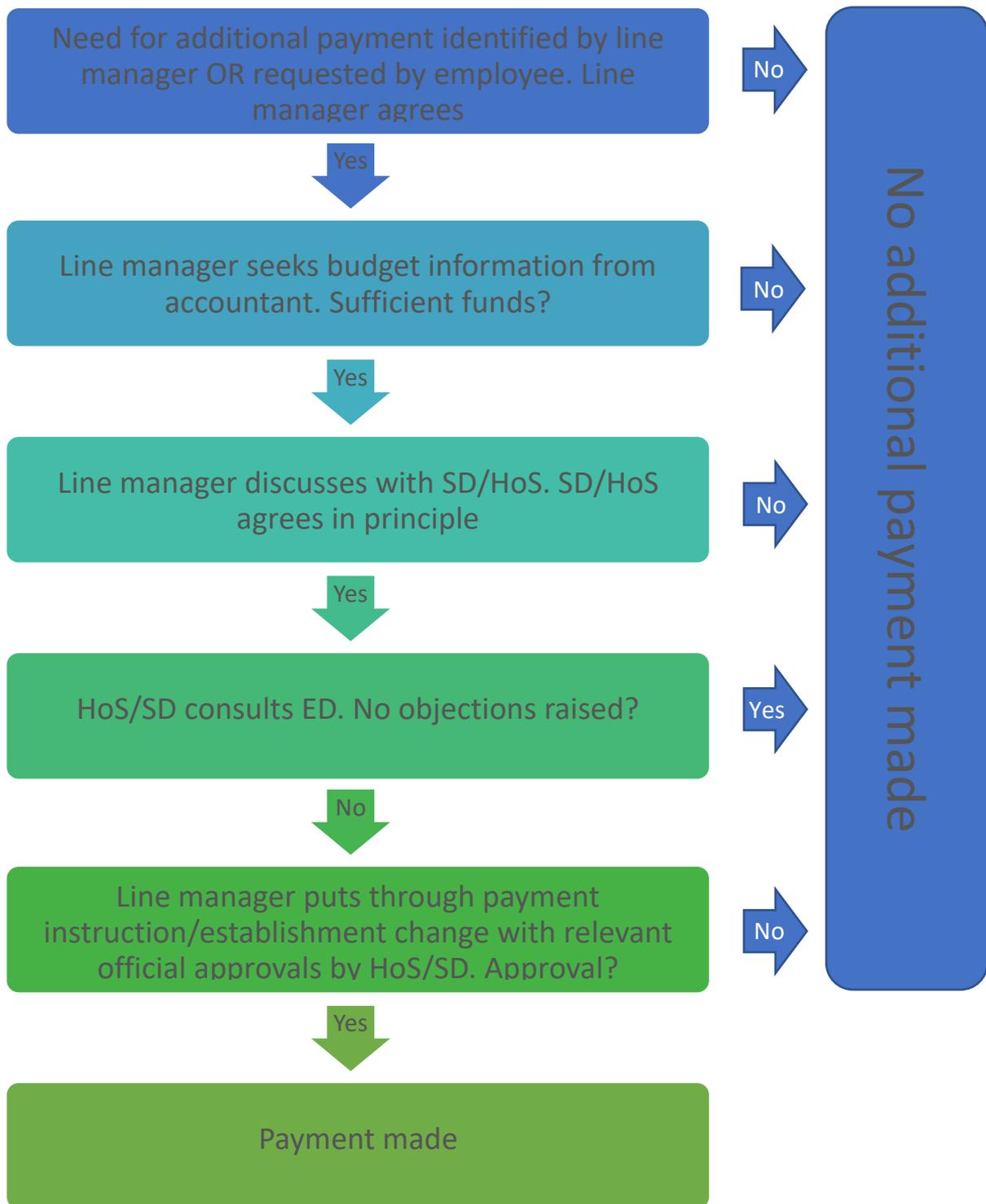
Where the Emergency Operations Centre (EOC) is set up to respond to an emergency, staff carrying out EOC work will be paid as follows:

- 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.

Additional Payments – General Approvals Flowchart



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| West Berkshire Pay Scales | | with effect from 1st April 2020 | | | | | |
|---------------------------|---|---------------------------------|-----------|--|--|--|--|
| Grade | | SCP | Salary | | | | |
| A | B | 1 | £ 17,842 | | | | |
| | | 2 | £ 18,198 | | | | |
| C | D | 3 | £ 18,562 | | | | |
| | | 4 | £ 18,933 | | | | |
| | | 5 | £ 19,312 | | | | |
| E | D | 6 | £ 19,698 | | | | |
| | | 7 | £ 20,092 | | | | |
| | | 8 | £ 20,493 | | | | |
| | | 9 | £ 20,903 | | | | |
| | | 10 | £ 21,332 | | | | |
| | | 11 | £ 21,748 | | | | |
| G | F | 12 | £ 22,183 | | | | |
| | | 13 | £ 22,627 | | | | |
| | | 14 | £ 23,080 | | | | |
| | | 15 | £ 23,541 | | | | |
| | | 16 | £ 24,012 | | | | |
| | | 17 | £ 24,491 | | | | |
| | | 18 | £ 24,982 | | | | |
| | | 19 | £ 25,481 | | | | |
| | | 20 | £ 25,991 | | | | |
| | | 21 | £ 26,511 | | | | |
| I | H | 22 | £ 27,041 | | | | |
| | | 23 | £ 27,741 | | | | |
| | | 24 | £ 28,672 | | | | |
| | | 25 | £ 29,577 | | | | |
| | | 26 | £ 30,451 | | | | |
| | | 27 | £ 31,346 | | | | |
| | | 28 | £ 32,234 | | | | |
| | | 29 | £ 32,910 | | | | |
| | | 30 | £ 33,782 | | | | |
| | | 31 | £ 34,728 | | | | |
| K | J | 32 | £ 35,745 | | | | |
| | | 33 | £ 36,922 | | | | |
| | | 34 | £ 37,890 | | | | |
| | | 35 | £ 38,890 | | | | |
| | | 36 | £ 39,880 | | | | |
| | | 37 | £ 40,876 | | | | |
| | | 38 | £ 41,881 | | | | |
| | | 39 | £ 42,821 | | | | |
| | | 40 | £ 43,857 | | | | |
| | | 41 | £ 44,863 | | | | |
| M | L | 42 | £ 45,859 | | | | |
| | | 43 | £ 48,226 | | | | |
| | | 44 | £ 50,629 | | | | |
| | | 45 | £ 52,460 | | | | |
| | | 46 | £ 54,285 | | | | |
| | | 47 | £ 56,127 | | | | |
| N- Service Lead | L | 48 | £ 56,931 | | | | |
| | | 49 | £ 59,107 | | | | |
| | | 50 | £ 61,275 | | | | |
| | | 51 | £ 63,446 | | | | |
| | | 53 | £ 65,760 | | | | |
| | | 54 | £ 66,788 | | | | |
| | | 55 | £ 67,815 | | | | |
| | | 56 | £ 68,843 | | | | |
| | | 57 | £ 69,870 | | | | |
| | | 58 | £ 70,898 | | | | |
| HOS-phasing out | L | 59 | £ 71,925 | | | | |
| | | 62 | £ 74,827 | | | | |
| | | 63 | £ 77,276 | | | | |
| | | 64 | £ 79,703 | | | | |
| | | 65 | £ 82,150 | | | | |
| O- Service Directors | L | 66 | £ 84,586 | | | | |
| | | 67 | £ 87,033 | | | | |
| | | 68 | £ 90,420 | | | | |
| | | 69 | £ 91,961 | | | | |
| | | 70 | £ 93,503 | | | | |
| | | 71 | £ 95,044 | | | | |
| | | 72 | £ 96,585 | | | | |
| | | 79 | £ 121,245 | | | | |
| P-ED Place | L | 80 | £ 122,273 | | | | |
| | | 81 | £ 123,300 | | | | |
| | | 82 | £ 124,328 | | | | |
| | | 83 | £ 125,355 | | | | |
| | | 84 | £ 126,383 | | | | |
| Q- ED People/Resources | L | 85 | £ 127,410 | | | | |
| | | 86 | £ 128,438 | | | | |
| | | 87 | £ 129,465 | | | | |
| | | 88 | £ 130,493 | | | | |
| | | 89 | £ 131,520 | | | | |
| | | 90 | £ 148,988 | | | | |
| CEX | L | 91 | £ 150,015 | | | | |
| | | 92 | £ 151,043 | | | | |
| | | 93 | £ 152,070 | | | | |

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The Local Government Pension Scheme (LGPS) is a very important benefit. Not only will it provide you with an income in retirement, payable for life, but it also gives your loved ones financial security in the event of your death or long-term ill-health.

What type of scheme is the LGPS? The LGPS is a registered pension scheme and is known as a **Defined Benefit** pension scheme. The benefits you build up are based on a **Career Average Revalued Earnings (CARE)** basis. It is a very secure scheme because the benefits are set out in law. This means that the pension you earn each year is based on your actual pensionable pay received in each scheme year (1 April to 31 March) and not on the contributions you pay as with ‘money-purchase’ pension schemes.

You will be admitted to the Scheme automatically from your first day of employment, although if you work for a town or parish council, or certain admitted bodies that participate in the Scheme, you may need to be designated by your employer as being eligible to join.

Once you are a member you can opt out of the Scheme at any time but once you have 2 years qualifying membership or, you have previous pension rights held with the LGPS you will not be able to claim a refund of the contributions you have paid. Instead you will be entitled to a pension benefit at retirement.

How much does it cost? The amount you pay into the Scheme will be assessed by your employer in line with the table below and in accordance with your earnings. These salary bands will change from time to time in line with inflation but the rates shown here are valid from **1 April 2020 to 31 March 2021**. Your employer also makes a contribution to the Scheme. The rate that your employer pays is set every three years in-line with an actuary’s valuation of the Fund.

| Contribution Rates 2020/2021 | | | |
|------------------------------|---------------------|--------------|---------------|
| | Pay Bands | MAIN Section | 50/50 Section |
| 1 | £0 - £14,600 | 5.5% | 2.75% |
| 2 | £14,601 - £22,800 | 5.8% | 2.9% |
| 3 | £22,801 - £37,100 | 6.5% | 3.25% |
| 4 | £37,101 - £46,900 | 6.8% | 3.4% |
| 5 | £46,901 - £65,600 | 8.5% | 4.25% |
| 6 | £65,601 - £93,000 | 9.9% | 4.95% |
| 7 | £93,001 - £109,500 | 10.5% | 5.25% |
| 8 | £109,501 - £164,200 | 11.4% | 5.7% |
| 9 | £164,201 or more | 12.5% | 6.25% |

The 50/50 section There are two sections of the Local Government Pension Scheme (LGPS) the **MAIN section** and the **50/50 section**. Under the MAIN section of the scheme you pay your normal contribution rate to get the normal pension build up. Under the 50/50 section you pay half your normal pension contribution and get half the pension build up in return. Entry into the 50/50 section of the LGPS is designed to be a short-term option for when times are difficult financially. Because of this your employer is required to re-enrol you back into the MAIN section of the scheme every three years. This will be carried out in line with your employer's automatic re-enrolment date. You will also be entered back into the MAIN section if you have a period of long-term sickness where you go into unpaid sickness absence.

Transferring former pension rights You can transfer former pension rights into the LGPS from previous schemes in which you have been a member. **You MUST apply to transfer any former benefits into the LGPS within 12 months of joining the Scheme**, although your employer can extend this period at their discretion. There are also options available to you to pay more contributions in order to increase your income in retirement. Further information on both of these issues can be found on our website.

When can I claim my pension? You can retire and receive your LGPS benefits from your Normal Pension Age (NPA) which is **equal to your State Pension Age (SPA)** with a minimum age of 65. Benefits can be paid earlier from the age of 55, although this may result in your benefits being reduced to reflect their early payment.

If you have to leave your employment early because of ill-health and you have more than two years LGPS membership you can apply to your employer for the release of your pension on ill-health retirement grounds. In some cases an enhancement is applied to reflect the fact that you have had to retire before your NPA. Benefits are even paid early if you are made redundant by your employer, providing you are at least two years membership and are aged 55 or over at the time.

Protection for your family From your very first day of Scheme membership, should you die in service, a death grant equal to three times your assumed annual pensionable pay is due from the Scheme. In addition, benefits also become payable to your dependants. This is a very valuable benefit because if the worst happens, you know that your loved ones will be looked after. Your dependants include your husband or wife, your co-habiting partner or registered civil partner and your eligible children. Further details are available from our website.

Calculating your pension Each year $1/49^{\text{th}}$ of your pensionable pay is put into your pension account. At the end of the year it is adjusted to take into account the cost of living. The next year the same thing happens again and so on. **CARE Scheme formula = $\frac{\text{Actual Pensionable Pay} \times 1/49^{\text{th}}}{\text{Annual Pension}}$**

CARE Scheme example: A member earns £24,500 in 2020/2021. Based on the build up rate of $1/49^{\text{th}}$ their annual pension will be calculated as follows: $\text{£}24,500 / 49 = \text{£}500.00$

**Assuming that CPI is 3% this annual pension amount will be increased as follows: $\text{£}500 \times 3\% = \text{£}15$
This pension will then be increased by CPI every subsequent year.**

If you have previous LGPS membership built up before 1 April 2014, your benefits will be calculated differently. These will have built up on a $1/80^{\text{th}}$ basis with an automatic lump sum whereas benefits built up from 1 April 2008 provide a higher, $1/60^{\text{th}}$ rate of pension with no automatic lump sum. Even so, current Scheme regulations do permit you to buy some tax-free cash by exchanging some of your annual pension at a conversion rate of 12 to 1 i.e. for every £1 of pension you give up, you can buy £12 of tax-free cash subject to HM Revenue & Customs limits.

If you have any queries about being a member of the Local Government Pension Scheme you can contact the Berkshire Pensions Team at the following address:

Royal County of Berkshire Pension Fund, Minster Court, 22-30 York Road, Maidenhead, Berkshire, SL6 1SF

Tel: 01628 796 668 E-mail: info@berkshirerpensions.org.uk Web: www.berkshirerpensions.org.uk

Member Development Programme 2021/2022

| | |
|---|-------------------------|
| Committee considering report: | Council on 2 March 2021 |
| Portfolio Member: | Councillor Jo Stewart |
| Date Portfolio Member agreed report: | 11 February 2021 |
| Report Author: | Jo Watt |
| Forward Plan Ref: | C3991 |

1 Purpose of the Report

- 1.1 To give consideration to, and agree the proposed Member Development Programme for 2021/22 (attached at Appendix C). The programme was considered and endorsed by the Member Development Group on 19th January 2021 and Corporate Board on 12th and 26th January 2021.

2 Recommendation

- 2.1 Council to consider the proposed draft Member Development Programme and ensuing resource implications and to approve the Programme for the 2021 Municipal Year.

3 Implications and Impact Assessment

| Implication | Commentary |
|------------------------|--|
| Financial: | <p>It is proposed that the majority of the programme will be delivered by employees and any ensuing costs would be met from within existing budgets.</p> <p>£5k will be set aside from the Corporate Training budget to fund and external training agreed by Members.</p> <p>The following are indicative costs based on previous training:</p> <p>Equalities (£1.8k)</p> <p>Scrutiny (£1.2k for each of the sessions)</p> |
| Human Resource: | <p>The Member Induction and Development programme is established, managed and monitored by officers within</p> |

| | | | | |
|--|---|----------------|-----------------|---|
| | Strategy and Governance and the delivery of sessions is cross-service, usually at Service Manager level or above. | | | |
| Legal: | None. | | | |
| Risk Management: | None. It is anticipated that improving the knowledge of Members will assist with reducing risks to the Council. | | | |
| 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: | | ✓ | | Wherever possible these sessions will also be offered on Zoom to reduce the Environmental Impact. |

| | | | | |
|-------------------------------------|---|---|--|--|
| Health Impact: | | ✓ | | Wherever possible these sessions will also be offered on Zoom to reduce the Environmental Impact. |
| ICT Impact: | | ✓ | | Consider and include details if the proposal could be delivered in whole or part via a digital solution. |
| Digital Services Impact: | | ✓ | | Consider and include details if the proposal could be delivered in whole or part via a digital solution. |
| Council Strategy Priorities: | | ✓ | | Business as Usual |
| Core Business: | | ✓ | | Business as Usual |
| Data Impact: | | ✓ | | |
| Consultation and Engagement: | The proposed programme has been considered by the Member Development Group and Corporate Board prior to approval at full Council. | | | |

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. It was also agreed in March 2020 that mandatory equalities training would be delivered on an annual basis. Corporate Board recommended that the Annual Safeguarding session is also made mandatory for all Members, given their role as Corporate Parents. This view was endorsed by the Member Development Group.
- 4.2 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. It has also been agreed that up to £5k of the corporate training budget would be set aside to fund any external training.

- 4.3 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.
- 4.4 Council is asked to agree the proposed Member Development Programme for 2021/22.

5 Supporting Information

Introduction

- 5.1 The Member Induction and Development Programme for 2020/21, on the whole, received very positive feedback from those Members who attended the sessions. As a result of the Covid pandemic the Council moved to online meetings and for the first time all of the programme was delivered via an online platform (Zoom). While these types of sessions are not everyone's preferred method of learning there have been a number of benefits to delivering training in this form. These included the ability to record sessions which Members could then revisit or watch if they were unable to attend the session when it was being delivered. This in turn meant that the number of repeat sessions could be reduced thereby saving Officer time. In addition it has reduced travel costs and reduced the number of car journeys made by Members. It was envisaged that in the future more use would be made of hybrid training sessions to meet the needs of all Members.
- 5.2 To assist Members with making best use of their IT two additional training sessions were held in October 2020. The first session had been entitled 'Making the most of Zoom' and the second session had concentrated on how best to access information on the Council's intranet and website. Both sessions had been well received. Human Resources had also developed an online training resource to help Officers use Zoom more proficiently including making the best use of resources when delivering training to Members.
- 5.3 The onset of Covid did however mean that some of the 2020/21 Programme could not be completed. The Member Development Group discussed which sessions should be held before May 2021 as a priority and which sessions should be slipped to the Member Development Programme 2021/22. The group agreed the following:
- 5.4 Sessions to be held before May 2021:
- Delivery Plan for the Environment Strategy (22 March 2021)
 - The Digital Strategy (15 April 2021)
 - And if required additional Policy and Finance sessions could also be arranged.
- 5.5 Sessions to be slipped into the 2021/22 Programme
- Case work
 - The People Directorate and what they do
 - Communications and Customer First

5.6 The group also gave consideration to sessions which should be included in the Member Development Programme for 2021/22. They agreed that in addition to those sessions slipped from the 2020/21 programme and the standard mandatory sessions the following sessions should be included:

- The remit of the Public Protection Partnership - requested by the Portfolio Holder.
- Health Scrutiny Training (for Health Scrutiny Panel Members should this model be adopted) - to include NHS Structures and an introduction to health scrutiny legislation and practice.
- Effective Scrutiny and Challenge
- Communications and Engagement
- Digital training (repeat of how to make the best use of IT sessions) - to be held in June/July 2021
- CIL - to be held when further information available from central Government
- Climate Change and Zero Carbon - workshop with Members and Senior Officers - to be held in Autumn 2021
- Covid Recovery session (to include Economic Development) to be held in Autumn 2021
- An introduction to the Place directorate
- An introduction to the Resources directorate

5.7 In addition, it was recommended that details of online training provided by the LGA are included in the programme. These sessions will be listed separately with the website links provided. The Portfolio Holder for Transport and Highways has also requested a session on Transport and Highways with a focus on the service's fault reporting system when it is replaced.

5.8 The Governance and Ethics Committee were also in the process of putting together a separate training programme for its membership.

5.9 The proposed Member Development Programme for 2021/22 builds on the sessions delivered over the previous two years.

Proposals

5.10 That Council agrees the proposed Member Development Programme for 2021/22 (attached at Appendix C).

5.11 That £5k is made available to fund external training for Members.

6 Other options considered

6.1 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.

6.2 Not to run a Member Development Programme.

7 Conclusion

- 7.1 The proposed Member Development Programme 2021/22 will be considered by Council on 2nd March 2021 and if agreed, will be in place for May 2021.

8 Appendices

- 8.1 Appendix A – Equalities Impact Assessment
- 8.2 Appendix B – Data Protection Impact Assessment
- 8.3 Appendix C – Member Development Programme 2021/22

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 Committee or associated Task Groups within preceding six months
- Item is Urgent Key Decision
- Report is to note only

Wards affected: All

Officer details:

Name: Jo Watt
Job Title: Member Services Officer
Tel No: (01635) 519458
E-mail: Jo.Watt1@westberks.gov.uk

Appendix A

Equality Impact Assessment (EqIA) - 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: | To agree the Member Development Programme for the 2021/22 Municipal Year. |
| Summary of relevant legislation: | None |
| Does the proposed decision conflict with any of the Council's priorities for improvement? <ul style="list-style-type: none"> • Ensure our vulnerable children and adults achieve better outcomes • Support everyone to reach their full potential • Support businesses to start develop and thrive in West Berkshire • Develop local infrastructure including housing to support and grow the local economy Maintain a green district • Ensure sustainable services through innovation and partnerships | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please indicate which priority and provide an explanation |
| Name of Budget Holder: | Moira Fraser |
| Name of Service/Directorate: | Resources |
| Name of assessor: | Moira Fraser |
| Date of assessment: | 21 January 2021 |
| Version and release date (if applicable): | V1 |

| Is this a ? | | Is this policy, strategy, function or service ... ? | |
|------------------|---|---|---|
| Policy | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | New or proposed | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Strategy | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | Already exists and is being reviewed | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Function | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | Is changing | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Service | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | | |

| (1) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it? | |
|--|--|
| Aims: | To continue to support the ongoing development of elected Members |
| Objectives: | To improve the knowledge base of elected Members and ensure compliance with any legislative requirements |
| Outcomes: | Improved knowledge |

| | |
|------------------|---|
| Benefits: | Members will be able to better support their residents and reduce the risk of making decisions that could be challenged |
|------------------|---|

(2) Which groups might be affected and how? Is it 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:

| (3) Result | |
|--|---|
| Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| 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? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| 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 EqIA 2.

If an EqIA 2 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 EqIA guidance and template – <http://intranet/index.aspx?articleid=32255>.

| (4) Identify next steps as appropriate: | |
|---|---|
| EqIA Stage 2 required | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Owner of EqIA Stage Two: | |
| Timescale for EqIA Stage Two: | |

Name: Jo Watt

Date: 21 January 2021

Please now forward this completed form to Pamela Voss, Equality and Diversity Officer (pamela.voss@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: | Strategy and Governance |
| Team: | Democratic Services |
| Lead Officer: | Moira Fraser |
| Title of Project/System: | Member Development Programme 2021/22 |
| Date of Assessment: | 21 January 2021 |

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><i>Note – sensitive personal data is described as “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"/> | <input checked="" type="checkbox"/> |
| <p>Will you be processing data on a large scale?</p> <p><i>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</i></p> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <p>Will your project or system have a “social media” dimension?</p> <p><i>Note – will it have an interactive element which allows users to communicate directly with one another?</i></p> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <p>Will any decisions be automated?</p> <p><i>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?</i></p> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

| | Yes | No |
|--|--------------------------|-------------------------------------|
| Will your project/system involve CCTV or monitoring of an area accessible to the public? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will you be using the data you collect to match or cross-reference against another existing set of data? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will you be using any novel, or technologically advanced systems or processes? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p> | | |

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.

Member Development Programme 2021/22

| Session and content | Date, venue and time | Delivered by |
|--|----------------------|---|
| Mandatory sessions for all Members | | |
| Equalities, Diversity and Inclusion – annual update | | Need to Agree if this will be provided internally or by an external provider |
| Safeguarding – annual update | | Adult Services, Children’s Services and Building Communities Together Team |
| Mandatory sessions for all Members appointed to the Governance and Ethics Committee (All Members welcome) | | |
| Governance and Ethics – annual update | | G&E have agreed a separate programme which can be attached for council |
| Mandatory session for all Members appointed to a Planning Committee (All Members welcome) | | |
| The Planning Process – annual update | | Planning and Legal Officers |
| Mandatory session for all Members appointed to the Licensing Committee (All Members welcome) | | |
| The Licensing Process – annual update | May 2021 | Planning and Licensing Officers |

| Session and content | Date, venue and time | Delivered by |
|---|----------------------|---|
| Mandatory session for all Members appointed to the Appeals Panel (All Members welcome) | | |
| Appeals – annual update | | 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 |
|--|---------------|--|
| Case work | | To be considered |
| The ‘People’ Directorate and what they do | | Andy Sharp and Relevant Service Directors/Heads of Service |
| The ‘Place’ Directorate and what they do | | Susan Halliwell and Relevant Service Directors/Heads of Service |
| The ‘Resources’ Directorate and what they do | | Joseph Holmes and Relevant Service Directors/Heads of Service |
| Communications, engagement and Customer First | | The Communications Team |

| Session and content | Date and time | Delivered by |
|--|-----------------------|---|
| Climate Change/Zero Carbon Member and Senior Officer session | Autumn 2021 | Jon Winstanley/Jenny Graham |
| The remit of the Public Protection Partnership | | Paul Anstey/Sean Murphy |
| Effective Scrutiny and Challenge | | To discuss if provided internally or external provider |
| Health Scrutiny training (NHS structures, an introduction to Health Scrutiny legislation and practice) | | To discuss if provided internally or external provider |
| Digital training (how to make the best use of ICT and accessing information) | June 2021 | Kevin Griffin/ Phil Rumens |
| CIL – when further information is available from central Government | | Gary Lugg/ Bryan Lyttle |
| Covid recovery (to include Economic Development) | Autumn 2021 | Joseph Holmes |
| Highways and Transport – fault reporting system | | Jon Winstanley |
| Policy & Finance Updates x 2: | December 2021 and TBC | Nick Carter/ Joseph Holmes and Relevant Senior Managers |
| Information Security, GDPR, FOI and Complaints | | Online Officer training |
| LGA Training – to be inserted prior to Council | | |
| | | |
| | | |



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Response to Proposed Fireworks Motion

| | |
|--------------------------------------|-------------------------|
| Committee considering report: | Council on 2 March 2021 |
| Portfolio Member: | Councillor Hilary Cole |
| Report Author: | Anna Smy |
| Forward Plan Ref: | C3972 |

1 Purpose of the Report

- 1.1 To inform Full Council on how West Berkshire Council can support any aspects of the motion.
- 1.2 To share the report which was presented to the Licensing Committee on 8th February. The report outlines some information for the committee concerning the legal provisions the PPP have with respect to fireworks such as storage, point of sale, intelligence led promotional campaigns and the use of appropriate licensing conditions and noise management plans to minimise the impact.

2 Recommendations

- 2.1 For Council to **NOTE** the report which was taken to Licensing Committee on 8th February 2021 which considered the PPP Response to the proposed motion.
- 2.2 For Council to **APPROVE** the recommendations of the Licensing Committee and agree the amended motion.
- 2.3 To **RECOMMEND** a West Berkshire Fireworks Policy be presented to the next Licensing Committee for their approval.

3 Implications and Impact Assessment

| Implication | Commentary |
|-------------------------|---|
| Financial: | There are no financial implications associated with this report |
| Human Resource: | There are no Human Resource implications with this report |
| Legal: | There are no legal implications in the report. |
| Risk Management: | The Public Protection Service must at all times avoid challenge by being clear what is a legal requirement and what is guidance |

Response to Proposed Fireworks Motion

| | | | | |
|--|--|----------------|-----------------|--|
| | / voluntary request. There are areas such as requesting advertising which could in certain circumstances be required but in other instances this is not appropriate and cannot be enforced. There needs to be a balanced approach. | | | |
| Property: | There are no property implications for this report | | | |
| Policy: | <p>The majority of the motion is covered by existing national guidance and legislation. To ensure clarity for officers and members of the public it may be necessary to amend local policies, procedures and guidance to accommodate the requirements of the motion.</p> <p>A draft Fireworks Policy for West Berkshire Council will cover the storage and sale through to conditioning licenced events.</p> | | | |
| | 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? | | ✓ | | Event organisers may be required to advertise their events but this is neutralised by the benefits which is brought about through advertising. |
| B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users? | | ✓ | | No impact |
| Environmental Impact: | ✓ | | | The aim is to help with the impact on vulnerable residents and animals. There may be an additional benefit in reduction of pollution which can be an issue around 5 th November |

Response to Proposed Fireworks Motion

| | | | | |
|-------------------------------------|---|---|--|--|
| Health Impact: | ✓ | | | The reduction in firework use and improved controls should reduce the stress and concern of animal owners. |
| ICT Impact: | | ✓ | | None |
| Digital Services Impact: | | ✓ | | None |
| Council Strategy Priorities: | | ✓ | | This work is business as usual within the service. |
| Core Business: | | ✓ | | It is business as usual |
| Data Impact: | | ✓ | | No impact |
| Consultation and Engagement: | The Public Protection Service were consulted prior to the Council meeting on 10 th September concerning our views on the proposed wording of the motion. The service will take the Policy document to the Public Protection Joint Management Board and to a wider audience before taking it to Licensing Committee in July 2021. | | | |

4 Executive Summary

- 4.1 A detailed report concerning the proposed motion was taken to the Licensing Committee on 8th February 2021. The report outlined the current legal measures already in place to manage the impact of noise from fireworks.
- 4.2 There was support for the protection of animals and of our vulnerable residents, however there was also a recognition that the authority already has a role in this under current regulations the Public Protection Service (PPS) enforces. Examples given were the regulation of explosives, protection of the environment (through protecting animals) and the imposition of appropriate conditions when granting licences due to firework concerns at licensed events.
- 4.3 The proposed motion does not in itself provide an additional burden on the authority, however it is ambiguous in its wording and could result in an expectation on the authority to take steps which are not within its powers. To that end the introduction of a West Berkshire Fireworks Policy is deemed the most appropriate response.
- 4.4 The initial draft framework for the policy was attached to the Committee Report as Appendix F. This will, if agreed by Council be taken back to the next meeting of the Licensing Committee for their approval.

Response to Proposed Fireworks Motion

- 4.5 The other matter discussed concerned the wording of point 3 of the motion and it was felt by the PPS that in its current wording this was not something which could be supported. The Licensing Committee agreed with officers that it was not for the authority to propose a suitable amendment to the wording of the motion.
- 4.6 The recommendation to the Licensing Committee, which was approved and is recommended to Council, is that the motion be approved but with the removal of the third statement.

5 Supporting Information

- 5.1 The RSPCA have lobbied Local Authority Members to support their Bang Out of Order proposals. This includes a motion outlining 4 actions to help them reduce the impact of fireworks on animals and vulnerable people in our communities. A number of other local authorities have agreed the motion in its proposed form, others appear to have supported some of the motion.
- 5.2 The message behind supporting the motion is the desire for West Berkshire Council to develop a safer environment for residents, their pets and the numerous livestock and wildlife
- 5.3 The PPS received the following requests and complaints regarding fireworks in West Berkshire. These range from PTA's asking for help with Risk Assessments, debris from fireworks, concerns about storage as well as noise. Complaints regarding animals being affected are usually directed to the RSPCA and their data is included in their report (Appendix D of the Licensing Committee Report).

| Year | PPS Requests for service |
|---------|--------------------------|
| 2019/20 | 20 |
| 2020/21 | 33 |

- 5.4 The committee report presented to the Licensing Committee provides more detailed supporting information and a clear picture of the variety of work already being undertaken by the Council.

6 Other options considered

- 6.1 To not support the motion, this was not considered appropriate due to the support for ensuring protection of animals and vulnerable members of our community.
- 6.2 To support to motion as it is stated. This was considered by the Licensing Committee and deemed not appropriate with regards to part 3 and the suitability of wording.

7 Conclusion

- 7.1 Whilst the aims of the motion are laudable it was proposed by the PPS and agreed by the Licensing Committee on 8th February 2021 to recommend the following amended motion to Full Council:

Response to Proposed Fireworks Motion

- to require all public firework displays within the local authority boundaries to be advertised in advance of the event, allowing residents to take precautions for their animals and vulnerable people
 - to actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people – including the precautions that can be taken to mitigate risks
 - to encourage local suppliers of fireworks to stock ‘quieter’ fireworks for public display.”
- 7.2 There is support for the sentiment behind the RSPCA campaign and our Animal Warden Service and communications plan aligns well with the proposals.
- 7.3 We will continue to take a pragmatic approach to fireworks and any impacts they may have on our residents.
- 7.4 To support this motion officers will develop a West Berkshire Fireworks Policy which clearly sets out our roles and responsibilities.

8 Appendices

8.1 Appendix A – Licensing Committee Report from 8th February 2021

Subject to Call-In:

Yes: No:

| | |
|--|-------------------------------------|
| The item is due to be referred to Council for final approval | <input checked="" type="checkbox"/> |
| 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 Committee 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: Anna Smy
Job Title: Strategic Manager
Tel No: 01635 503257
E-mail: anna.smy@westberks.gov.uk

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PPP Response to West Berkshire Council Fireworks Motion

Committee considering report: Licensing Committee

Date of Committee: 8th February 2021

Portfolio Member: Councillor Hilary Cole

Report Author: Anna Smy

1 Purpose of the Report

- 1.1 Following a motion to Full Council on 10th September 2020 the Public Protection Partnership was requested to inform the Licensing Committee on how West Berkshire Council can support any aspects of the motion.
- 1.2 The report outlines some information for the committee concerning the legal provisions the PPP have with respect to fireworks such as storage, point of sale, intelligence led promotional campaigns and the use of appropriate licensing conditions and noise management plans to minimise the impact.

2 Recommendations

- 2.1 For the Licensing Committee to agree the proposed response of the Public Protection Service to the motion submitted at Full Council on 10th September 2020 concerning the impact of fireworks
- 2.2 To recommend that the response be submitted to the Council meeting on the 02 March 2021
- 2.3 Bring the final policy approval to the June meeting of Licensing for final consideration and approval.

3 Implications and Impact Assessment

| Implication | Commentary |
|------------------------|---|
| Financial: | There are no financial implications associated with this report |
| Human Resource: | There are no Human Resource implications with this report |

PPP Response to West Berkshire Council Fireworks Motion

| | | | | |
|--|---|----------------|-----------------|--|
| Legal: | There are a number of legal issues regarding this report. The PPP is authorised to enforce a specific set of guidelines. The remit does not necessarily extend to the requirements of the motion and it will need to be established who within the authority is able to enact certain aspects agreed. | | | |
| Risk Management: | The main risk is of challenge for the PPP is that it could be seen to be acting Ultra Vires with regards to its powers. There are areas such as requesting advertising which could in certain circumstances be required but in other instances this is not appropriate and cannot be enforced. There needs to be a balanced approach. | | | |
| Property: | There are no property implications for this report | | | |
| Policy: | <p>The majority of the motion is covered by existing national guidance and legislations. To ensure clarity for officers and members of the public it may be necessary to amend local policies, procedures and guidance to accommodate the requirements of the motion.</p> <p>A draft Fireworks Policy for the PPP on fireworks will cover the storage and sale through to conditioning licenced events.</p> | | | |
| | 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? | | ✓ | | Event organisers may be required to advertise their events but this is neutralised by the benefits which is brought about through advertising. |

PPP Response to West Berkshire Council Fireworks Motion

| | | | | |
|--|--|---|--|--|
| B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users? | | ✓ | | No impact |
| Environmental Impact: | ✓ | | | The aim is to help with the impact on vulnerable residents and animals. There may be an additional benefit in reduction of pollution which can be an issue around 5 th November |
| Health Impact: | ✓ | | | The reduction in firework use and improved controls should reduce the stress and concern of animal owners. |
| ICT Impact: | | ✓ | | None |
| Digital Services Impact: | | ✓ | | None |
| Council Strategy Priorities: | | ✓ | | This work is business as usual within the service. |
| Core Business: | | ✓ | | It is business as usual |
| Data Impact: | | ✓ | | No impact |
| Consultation and Engagement: | The PPP were consulted prior to the Council meeting on 10 th September concerning our views on the proposed wording of the motion. The service will take the PPP Policy document to the Joint Management Board and to a wider audience. | | | |

4 Executive Summary

- 4.1 The proposals of the motion are set out in appendix A
- 4.2 The report is being brought to demonstrate to the committee how West Berkshire Council can support the proposed motion.

- 4.3 In order to demonstrate the support for some aspects of the motion the report contains information on the current role of the PPP and Licensing Committee in the regulation of explosives, protection of the environment (through protecting animals) and the imposition of appropriate conditions when granting licences due to firework concerns at licensed events.
- 4.4 The areas we do not have powers are also outlined.

5 Supporting Information

Introduction

- 5.2 On the 10th September a request was made to the Full Council meeting which was to support the RSPCA motion (Appendix A). The message behind this was the desire for West Berkshire Council to develop a safer environment for residents, their pets and the numerous livestock and wildlife
- 5.3 The Public Protection Partnership has a role to play in helping the Council deliver on a number of these actions, however it is not appropriate to commit to supporting all areas outlines as these are beyond our remit or already set within the statute we enforce.

Background

- 5.4 The breadth of the legislation the PPP covers means that we are already involved in the regulations associated with fireworks. Some aspects such as the sale of fireworks is carefully regulated from manufacturing through to point of sale. The predominant position of the legislation enforced involves protection of residents and businesses with only a limited area covering the protection of animals
 - (a) The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 – Licensing team covering, Selling animals as pets, Providing or arranging for the provision of boarding for cats or dogs, Hiring out horses, Breeding dogs and Keeping or training animals for exhibition.
 - (b) Trading Standards – Animal Health (Farm animals), transportation and disease controls and feed stuffs.
 - (c) Animal Wardens – Stray Dogs, animal nuisance investigations and promotion of responsible dog ownership and other animals.
- 5.5 The service received the following requests and complaints regarding fireworks, it ranges from PTA's asking for help with Risk Assessments, debris from fireworks, concerns about storage as well as noise.

| Year | PPP Requests for service |
|---------|--------------------------|
| 2019/20 | 20 |
| 2020/21 | 33 |

- 5.6 Many officers within the service have significant empathy regarding the impact fireworks can have on animals and there is a frustration when dealing with complaints concerning noise that we cannot do more to support our residents. However the proposals listed

are not necessarily the answer to deal with sporadic and localised issues of anti-social behaviour from fireworks.

Proposals

- 5.7 The PPP have pulled together information concerning how our current roles fits with the proposed motion. In order to support wider concerns about the impact of fireworks we have drafted a Policy for the PPP to outline the statutory responsibilities of the service and our enforcement and informal approach to this. This will need to be approved by the Joint Public Protection Committee as it is a PPP wide policy.
- 5.8 We will look to cover the information provided above as well as promotional work (set out below) on our website or provide appropriate links
- 5.9 We will look at promotional/advice leaflets which can be provided by sellers of fireworks at point of sale to provide information to the purchaser on the legal position around sales and holding events.
- 5.10 We will continue to take a pragmatic approach to fireworks and any impacts they may have on our residents.

6 Other options considered

- 6.1 One option with respect to part 3 of the motion “to write to the UK Government urging them to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private displays” was considered. This was adding noise descriptors and appropriate time reference periods (as detailed in appendix B). This level of technical detail is not the place of the PPP to determine as we do not benefit from any technical pyrotechnic requirements or detailed knowledge of animal noise responses. This has already been pointed out within a petitions committee concerning the RSPCA proposal in 2019:

<https://publications.parliament.uk/pa/cm201919/cmselect/cmcompetitions/103/10306.htm>

- 6.2 The only other option was to not support the motion and keep current practices as they are.

7 Conclusion

- 7.1 The main concern and reasoning behind this motion was protecting animals, residents and wildlife of West Berkshire. There is support for the sentiment behind the RSPCA campaign and our Animal Warden Service and communications plan aligns well with the proposals.
- 7.2 As a service we have a draft policy on fireworks setting out the PPP’s approach to fireworks and will look at other communications to explain our powers to manage the sale of fireworks; as well as advising on public displays and considerations when considering licence applications as to appropriate conditions.
- 7.3 The Council need to take steps to minimise the impact of fireworks and the PPP proposes to support them, in the work outlined above, to achieve this.

7.4 Whilst the aims of the motion are laudable the PPP are of the opinion that the authority can only support the following motion:

- to require all public firework displays within the local authority boundaries to be advertised in advance of the event, allowing residents to take precautions for their animals and vulnerable people
- to actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people – including the precautions that can be taken to mitigate risks
- to encourage local suppliers of fireworks to stock ‘quieter’ fireworks for public display.”

8 Appendices

- 8.1 Appendix A – Motion proposed and passed at Council Meeting dated 10th September 2020
- 8.2 Appendix B – Details of the current PPP role and supporting information around the 4 proposals in the Motion.
- 8.3 Appendix C - Example of promotional information sent out on social media in 2020 by the PPP
- 8.4 Appendix D – Bang Out of Order – Fireworks Frighten Animals (RSPCA proposals)
- 8.5 Appendix E – Environmental Protection UK – Fireworks Guidance Leaflet
- 8.6 Appendix F – Draft Fireworks Policy for the Public Protection Partnership

Background Papers: None

Subject to Call-In:

Yes: No:

- | | |
|--|-------------------------------------|
| The item is due to be referred to Council for final approval | <input checked="" type="checkbox"/> |
| 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 Committee 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:

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Appendix A

Motion proposed submitted to Full Council Meeting on 10th September 2020

The following Motion has been submitted in the name of Councillor Richard Somner:

“In consideration of the rural nature of the area we share, and communications received by both residents and animal welfare organisations such as the RSPCA, this council recognises the need to take action on the increasing concern of firework use across our District.

As a Council we have historically acted on the need to set appropriate licensing fees for fireworks and the need to restrict the areas in which sky lanterns can be used, this motion sets to add to those actions and to develop a safer environment for residents, their pets and the numerous livestock and wildlife in West Berkshire.

Whilst we recognise that fireworks are used throughout the year, and when used sensibly can be enjoyed by many, we approach a time of year when their use will see a dramatic increase.

The very nature of Fireworks as explosives are that they make loud and high intensity noises that are unpredictable and can affect a wide area.

As with sky lanterns, once reaching the ground the resultant debris can also pose a hazard to animals, such as horses and farm livestock.

We recognise that some people may not be aware of the anxiety or danger that may be created, and so there is a need to raise awareness generally including amongst owners of animals.

The short lived nature of firework noise can make it difficult for the police or local authority officers to pinpoint locations and take action.

This Council resolves:

- to require all public firework displays within the local authority boundaries to be advertised in advance of the event, allowing residents to take precautions for their animals and vulnerable people
- to actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people – including the precautions that can be taken to mitigate risks
- to write to the UK Government urging them to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private displays
- to encourage local suppliers of fireworks to stock ‘quieter’ fireworks for public display.”

Appendix B

Details of the current PPP role and supporting information around the 4 proposals in the Motion

1 To require all public firework displays within the local authority boundaries to be advertised in advance of the event, allowing residents to take precautions for their animals and vulnerable people

- 1.1 The proposal would require all public firework displays to advertise events to help awareness of specific events which could impact on vulnerable residents or animals. It is unclear who would be expected to enforce this or how the event would be known about.
- 1.2 Holding a firework display is **not** a licensable activity under the Licensing Act 2003, therefore we do not technically licence these events. If the sale of alcohol is part of the event this will require a licence but conditions cannot be imposed regarding the fireworks event itself, purely the sale of alcohol. This proposal cannot be supported through the licensing route, however in the spirit of supporting the motion we can provide an advisory on advertising events as part of the licensing process (Temporary Event Notices or Premise licences).
- 1.3 Some licenced premises and events however do include a pyrotechnic display as part of events, in particular weddings and festivals. These are a mix of public and private events. In an application the Environmental Quality team may consider fireworks as part of the noise management plan in order for the premise to meet the licensing objective of the Prevention of Public Nuisance.
- 1.4 Should complaints be made concerning fireworks from a premise we can consider the noise as a statutory nuisance. If we are able to establish the noise is a statutory nuisance a notice may be served and this could limit the number of times in a year fireworks are used, time of day and length of display are also controllable. We would expect a premise holding a display to consider location of any display, this is most likely to have an impact on wildlife as well as ensuring health and safety of those watching; the tendency is to be nearer the boundary of a site which may be closer to residents.
- 1.5 Fireworks displays are by their nature going to cause some degree of nuisance. Public events are generally advertised in order to attract a crowd and are often charitable events the local communities want to support. They are usually held earlier in the evening than the 23.00hrs cut off to encourage families with younger children.

2 To actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people – including the precautions that can be taken to mitigate risks

- 2.1 The PPP and West Berkshire Council have always provided advice and guidance on a range of concerns around fireworks and in particular the 5th November. An example of information shared on social media this year is shown in Appendix C.
- 2.2 The PPP will promote any guidance produced across the authority and work with community groups and charities to ensure the messages associated with the motion is promoted.
- 2.3 As indicated below (proposal 3) shops can sell up to F3 fireworks, it may be appropriate for the service to give shops a leaflet or similar to pass on to purchasers of F3 display fireworks. It could be something that encourages them to let their neighbours know as well as running media campaigns, display notices in shops etc.
- 2.4 Nuisance legislation does not specifically cover the impact on animals, officers will be sympathetic to any complaints, however there is little that the PPP is able to do in these situations. We can promote and encourage and share good advice as outlined within the EPUK leaflet (purchased by the PPP and available to send out to residents).

3 To write to the UK Government urging them to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private displays.

- 3.1 It is not proposed that the Council supports this part of the motion. The main reasons being the lack of clear acoustic parameters and ability to measure or establish any breaches of this.
- 3.2 Fireworks are categorised within The Pyrotechnic Articles (Safety) Regulations 2015 from F1 to F4 and also additional technical descriptors.
 - (a) Category F1 fireworks are fireworks which present a very low hazard and negligible noise level and which are intended for use in confined areas, including fireworks which are intended for use inside domestic buildings.
 - (b) Category F2 fireworks are fireworks which present a low hazard and low noise level and which are intended for outdoor use in confined areas.
 - (c) Category F3 fireworks are fireworks which present a medium hazard, which are intended for outdoor use in large open areas and whose noise level is not harmful to human health.
 - (d) Category F4 fireworks are fireworks which present a high hazard, which are intended for use only by persons with specialist knowledge and whose noise level is not harmful to human health.
- 3.3 The noise associated with the fireworks themselves is covered within manufacturing legislation. Commercial displays often use fireworks (F4) in the range of 150-170dB. Shops can sell F2 and F3. F3 are limited to 120db at 15 metres

- 3.4 It is hard to deal with fireworks under nuisance legislation due to the nature of events and ability to witness. If there is a particularly problematic site (frequent use throughout the year etc.) we may have the ability to serve a notice for “likely occurrence” of a nuisance unless certain steps are taken and specify what they may be. This could include restricting timings, firework type etc., however they could still go ahead and unless we have the resource to attend and make an assessment of it we would be unlikely to be able to take action. The often short lived nature makes these activities hard to manage.
- 3.5 The motion talks about setting noise limits on the sale of fireworks. As detailed above these already exist with category F3 fireworks set to 120dB at 15m. The motion itself only states 90dB. There are no parameters set for this such as setting a distance or measurement location. If it was agreed that we would write to the Government in line with the proposal it would need to specify the measurement parameter clearly so for example 90dB L_{Amax} and depending on the parameter it may be appropriate to set a time period over which to measure.
- 3.6 One firework on its own isn’t necessarily the problem it is the sequence of loud bangs within say a 15minute display which causes the distress to residents and animals. We have some example conditions from licences for festivals where they have tried to restrict the impact of displays late at night. The abatement notice for Alton Towers stated the following “Forthwith from the date of this order, the use of fireworks shall be restricted to a single period of not more than 30 minutes on one day only during any calendar year. The use of fireworks shall not take place between 20:00 and 24:00 on that date. No firework use shall cause noise to exceed 95dB L_{Amax}(f)”
- 3.7 There are references in various noise guidelines and the World Health Organisation “Guidelines on Community Noise” states the following:
- 3.8 *“Toys, Fireworks and Firearms.* To avoid acute mechanical damage to the inner ear from impulsive sounds from toys, fireworks and firearms, adults should never be exposed to more than 140 dB(lin) peak sound pressure level. To account for the vulnerability in children when playing, the peak sound pressure produced by toys should not exceed 120 dB(lin), measured close to the ears (100 mm). To avoid acute hearing impairment L_{Amax} should always be below 110 dB(A).”
- 3.9 The above is all designed with regards to the human response to noise. There was discussion at a parliamentary committee <https://publications.parliament.uk/pa/cm201919/cmselect/cmpetitions/103/10306.htm> and this pointed out the need to understand the animal response and appropriate noise levels. That is why it is not deemed appropriate to support this part of the motion.

4 To encourage local suppliers of fireworks to stock ‘quieter’ fireworks for public display.”

- 4.1 To run wholesale or retail premises that store or sell fireworks of up to 2,000kg (net explosives content) within the PPP area, you must be licensed by Trading Standards. To store or sell more than 2,000kg (net explosives content), you need a [licence from the Health and Safety Executive](#). There are currently 18 licences in the West Berks area and despite the issues which Covid has brought 4 formal inspections were carried out ahead of 5th November this year (2020).

PPP Response to West Berkshire Council Fireworks Motion

- 4.2 The Pyrotechnic Articles (Safety) Regulations 2015 was introduced primarily to improve the safety of a range of pyrotechnic articles including Fireworks. It sets out the requirements on age of sales (Fireworks are restricted by age to 18, there are additional restrictions on sales of category F4 fireworks).
- 4.3 In addition it is also an offence to sell to anyone under the age of 18 and again the Trading Standards Officers can and do carry out test purchases to check up on premises and ensure their procedures are in place.
- 4.4 We can proactively approach all retailers within the PPP area to stock quieter fireworks. However the majority of these suppliers are selling for private events.
- 4.5 There is already a move towards more environmentally friendly products as well as alternative “displays” such as the use of small drones as demonstrated at New Year 2021 in London.

Appendix C

Examples of promotion already undertaken by the PPP

PPP Public Protection Partnership
4 November at 12:20 · 🌐

With new restrictions in place from tomorrow many might be planning their own firework display at home.

Please consider how you can make it less frightening for animals.

Many animals find fireworks scary. It's estimated that 45 percent of dogs in the UK show signs of fear when they hear fireworks. It doesn't have to be that way though, so don't ignore the problem.

See link for guidance:
<https://www.rspca.org.uk/adviceandwelfare/pets/general/fireworks/safety>



RSPCA.ORG.UK
Make Your Fireworks Display Less Frightening For Animals | RSPCA
Our top tips to avoid harming or scaring animals with your fireworks display. Share our infographic to spre...

2 Likes · 1 comment · 1 share

🔗 Share

PPP Public Protection Partnership
3 November at 16:35 · 🌐

It is important fireworks are stored safely: when storing fireworks, keep them in their original packaging, dry and away from sources of heat and ignition, and lock them away from children and animals #fireworksafety



1 Like

PPP Public Protection Partnership

3 November at 15:20 · 🌐

Bonfire Night Celebrations during Covid

PPP are asking residents if they are holding their own bonfire night celebrations during the period around bonfire night then please:

- ➔ Be observant of Covid restrictions - remember the rule of 6 and Hands – Face - Space
- ➔ Remember that bonfires and fireworks may cause a nuisance to your neighbours and we encourage you, out of courtesy, to discuss your plans
- ➔ Bonfires burning damp materials will cause excess smoke
- ➔ Make sure you are not burning pollutants such as plastics
- ➔ There is a risk that bonfires may get out of control and put excess pressure on emergency services - follow guidance from Royal Berkshire Fire & Rescue service regarding taking precautions
- ➔ Multiple fireworks, going off over a longer period of time, may frighten and stress local pets and animals. Look out for fireworks labelled 'low noise/silent'. Please talk to neighbours with pets to let them know your plans.
- ➔ If you've a pet who gets distressed during the firework 'season' see link here from PPP Animal Warden team

<https://publicprotectionpartnership.org.uk/.../top-ten-tips-.../>

- ➔ Fireworks should not be let off in public places such as a park or your street
- ➔ If you are setting off fireworks in your garden make sure your garden is big enough for the type of firework and that you follow the safety instructions and firework code

<https://www.rospa.com/home-safety/Advice/Fireworks-Safety>

See article below for full details and links:

<https://publicprotectionpartnership.org.uk/news-articles/bonfire-night-celebrations-during-covid/>





BANG OUT OF ORDER

FIREWORKS FRIGHTEN ANIMALS



SUMMARY

What is the problem with fireworks?

Fireworks are used by people throughout the year to mark different events, e.g. Bonfire Night, New Year, Chinese New Year and Diwali, as well as at private events such as weddings. While they can bring much enjoyment to some people, they can cause significant injury, problems and fear to other people and animals. The RSPCA therefore supports measures which will help ensure people can enjoy fireworks responsibly while mitigating potentially significant animal welfare problems for pets, horses, farm animals and wildlife.

Fireworks can be a source of fear and distress for many animals – in particular the sudden, loud noises. For example, it is estimated that 45 percent of dogs show signs of fear when they hear fireworks¹, and a New Zealand survey recorded 79 percent of horses as either anxious or very anxious around fireworks over the Guy Fawkes period². Animals affected not only suffer psychological distress but can also cause themselves injuries – sometimes very serious ones – as they attempt to run or hide from the noise.

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1. Blackwell, E., Casey, R., & Bradshaw, J. (2005). *Firework Fears and Phobias in the Domestic Dog*. Scientific Report for the RSPCA, University of Bristol, UK.
2. Gronqvist, G, Rogers, C. & Gee, E. (2016). *The Management of Horses during Fireworks in New Zealand*. *Animals* 6(20).

CASE STUDY:

In 2018, two dogs at one of the RSPCA's branch animal centres were left injured and traumatised as a result of fireworks.

The fireworks were so scary for the dogs that one of them (Bailey, a Labrador-cross) broke out of his kennel – losing a tooth in the process – and another dog (Eddie, a Staffordshire Bull Terrier-cross) ruptured one of his cruciate ligaments as he panicked and jumped about in his kennel. Eddie's injury required surgery to repair the damage and a couple of months of post-operative rehabilitation.

Although most reports of welfare problems caused by fireworks relate to domestic pets, other animals can also experience fear, distress and/or injury as a result of them. Horses and farm livestock are easily frightened by loud noises and sudden bright lights and, if startled, they can be at risk of injuring themselves on fencing, farm equipment or fixtures and fittings within their housing.

Furthermore, the location of a fireworks display should be selected carefully so as to avoid setting off fireworks near any known group of wild animals, such as lakes with waterfowl or known nesting sites in the spring and summer. Debris produced by fireworks can also pose a hazard to horses and farm livestock if found on the ground and can also cause disturbances to wildlife.

There is widespread public concern about the effect that fireworks can have on animals and the RSPCA receives hundreds of calls about them every year. The peak months for calls (in order of numbers of complaints) are November, October, January and December. For example, in 2018 we received 411 calls from people concerned about fireworks. The total number of calls in 2018 represents an increase of 12 percent from in 2013. We acknowledge the figure fluctuates from year to year, but on average the RSPCA receives around 400 calls a year relating to fireworks in England and Wales.

CASE STUDY:

In November 2018, in Swansea, South Wales, the owner of a horse was left heartbroken after her horse became so scared of fireworks that he ran himself to death.

On Bonfire night his owner had stayed with him in his stable most of the night to calm him down as a result of the noise. However, a week later, she thought the fireworks were over and left him over night.

Solo's owner was called by neighbours after they spotted him in his field in agony. Sadly he had become so spooked by some fireworks that he had run round and round his field, twisting his gut. The vet said that there was nothing that could be done and so he had to be put to sleep.

Solo's owner said she would not have left him alone if she had known there was going to be another fireworks display.

Table 1: Total number of calls received by the RSPCA each year concerning fireworks

| | 2018 | 2017 | 2016 | 2015 | 2014 | 2013 |
|-----------|------|------|------|------|------|------|
| All calls | 411 | 501 | 434 | 514 | 425 | 367 |
| England | 362 | 474 | 388 | 452 | 381 | 339 |
| Wales | 37 | 24 | 37 | 38 | 27 | 26 |

HOW ARE NOISE LEVELS MEASURED?

The RSPCA's main concerns about fireworks are their unpredictable nature and the noise levels, although type of noise and the audible frequencies produced may also be an important factor (see below). Noise levels are recorded in decibels (dB) which are units of sound intensity. The range of audible sound, for a human, is from 0 dB to 140 dB, which is taken to be the threshold of pain for adults (120 dB for children). It should be noted that other animals may have different sensitivities to different frequencies.

Table 2: Different activities and their typical noise levels
(taken from Centers for Disease Control and Prevention (CDC) website)³

| Activity | Noise level (dB) |
|--------------------------------|------------------|
| Normal breathing | 10 |
| Ticking watch | 20 |
| Soft whisper | 30 |
| Refrigerator hum | 40 |
| Normal conversation | 60 |
| Washing machine/dishwasher | 70 |
| City traffic (inside the car) | 80-85 |
| Motorcycle | 95 |
| Shouting or barking in the ear | 110 |
| Standing beside or near sirens | 120 |
| Firecrackers | 140-150 |

In the case of fireworks, the sound of each individual firework may be relatively short in duration but intense and unpredictable. Research on the impact of sudden and unpredictable noise exposure on animals is limited, and not necessarily directly comparable with prolonged noise exposure.

³https://www.cdc.gov/nceh/hearing_loss/what_noises_cause_hearing_loss.html

WHAT IS THE IMPACT OF NOISE ON ANIMALS?

Aversive stimuli, such as loud noises, that are unpredictable and out of an animal's control – as is the case with fireworks – are particularly stressful for them⁴. Being unpredictable, as well as intermittent and relatively infrequent, also makes it unlikely that animals will acclimatise to fireworks noise⁵.

Some research has been carried out looking at the impact of noise on animals, in particular farm animals. We understand that unexpected loud or novel noises can be highly stressful to livestock⁶ and that animals are more sensitive to high frequency noise than humans^{7,8}. It is generally accepted that intermittent noises can cause more welfare problems than general background noise, for example it has been found that novel noises ranging from 80-89 dB increased the heart rate in pigs⁹ and prolonged exposure to noise levels above 100 dB increased the respiration rate in lambs¹⁰. As such, the Welfare of Farmed Animals Regulations state – in both England and Wales – that pigs must not be exposed to constant or sudden noise and noise levels above 85 dB must be avoided where pigs are kept¹¹.

Horses in particular take flight when scared and can collide with fences, the interior of buildings, and other harmful objects as they flee. In a survey on the management of horses during fireworks in New Zealand, running was the most frequent response to fireworks reported, and 35 percent of respondents reported horses breaking through fences. 26 percent of respondents reported their horses had received injuries due to fireworks, ranging from lacerations, strains and sprains to most serious of all, broken limbs (seven percent), an injury which most usually results in euthanasia¹². The British Horse Society reports 20 deaths, 10 severe injuries, and 88 mild to moderate injuries in horses in fireworks incidents since 2010. In addition, many horse owners will be in close proximity to or riding their animals when fireworks startle them; indeed many will attend their animals during periods of fireworks detonation and attempt to calm and safeguard them. There is therefore potential for people riding and looking after horses during fireworks detonation to be seriously hurt by panicking, fleeing animals¹³.

It should also be noted that in contrast to advice for pet animals, in the case of horses, ponies or donkeys, the strategy of moving animals to an area away from detonation of fireworks (e.g. indoors), shutting curtains/blinds and distraction with music etc, are often not suitable or achievable¹⁴. This also applies to free-living wildlife as well as captive wild animals, such as those kept in zoos, where it may not always be possible to move them to an alternative area.

The effects of sudden loud noises on wild animals are difficult to assess; the impacts will vary depending on the biology of each species, and physiological effects are often harder to measure than behavioural effects in animals in the wild. However there is evidence that unpredictable loud noises do disturb wild animals, both free living and captive^{15,16}. For example, one study in the Netherlands showed that birds were disturbed by New Year's Eve fireworks in three consecutive years, and thousands of birds were observed to take flight in response to the fireworks¹⁵. Indeed, fireworks are classed as highly disturbing to some bird species¹⁷, and have been associated with the abandonment of nests or even whole colonies¹⁸.

Wild animals in captivity are usually not able to perform the same escape behaviours as they would in the wild. While little research has been carried out into the effects of fireworks on captive wild animals, there is some evidence that fireworks events can cause stress in zoo animals^{19,20}. As with free-living wildlife, more research is needed to fully understand the effects of fireworks on captive wild animals; in the meantime, we advocate adopting the precautionary principle²¹ to avoid the potential of causing harm.

4. Bassett L & Buchanan-Smith HM (2007) *Effects of predictability on the welfare of captive animals*. Applied Animal Behaviour Science 102: 223-245.

5. Wright AJ, Soto NA, Baldwin AL, Bateson M, Beale CM, Clark C, Deak T, Edwards EF, Fernandez A, Godinho A, Hatch LT, Kakuschke A, Lusseau D, Martineau D, Romero LM, Weigart LS, Wintle BA, Notarbartolo-di-Sciara G & Martin V (2007) *Anthropogenic noise as a stressor in animals: a multidisciplinary perspective*. International Journal of Comparative Psychology 20: 250-273.

6. Grandin, T. *Behavioural Principles of Livestock Handling*, p. 2, American Registry of Professional Animal Scientists, 1989.

7. <http://www.grandin.com/behaviour/principles/noise.html>

8. Broudek J (2014) *Effect of noise on performance, stress, and behaviour of animals*. Slovak Journal of Animal Science 47(2): 111-123.

9. Temple Grandin, *Livestock handling and transport* Pg 65, pg 415.

10. Ames DR and Arehart LA 1972 *Physiological responses of lambs to auditory stimuli*. Journal of Animal Science 34: 994-998.

11. *Welfare of Farmed Animals (England) Regulations 2007* (Schedule 8, part 2), *Welfare of Farmed Animals (Wales) Regulations 2007* (Schedule 8, Part 2).

12. Gronqvist, G, Rogers, C. & Gee, E. (2016). *The Management of Horses during Fireworks in New Zealand*. Animals 6(20).

13. McGreevy, P.D., Henshall, C., Starling, M.J., McLean, A.N. & Boakes, R.A. (2014). *The importance of safety signals in animal handling and training*. Journal of Veterinary Behavior 9, 382-387.

14. Gronqvist, G, Rogers, C. & Gee, E. (2016). *The Management of Horses during Fireworks in New Zealand*. Animals 6(20).

15. Shamoun-Baranes J, Dokter A M, van Gasteren H, van Loon E, Leijnse H & Bouten W (2011). *Birds flee en mass from New Year's Eve Fireworks*. Behavioural Ecology 22(6): 1173-1177.

16. Pedreros-Echevarria E, Sepúlveda M, Gutierrez J, Carrasco P & Quiñones RA (2016) *Observations of the effect of a New Year's fireworks display on the behavior of the South American sea lion (Otaria flavescens) in a colony of central-south Chile*. Marine and Freshwater Behaviour and Physiology 49(2): 127-131.

17. U.S. Fish & Wildlife Service (1997) *Guidelines for managing fireworks in the vicinity of piping plovers and seabirds on the U.S. Atlantic Coast*, February 4, 1997.

18. Weigland JF & McChesney GJ (2008) *Seabird and marine mammal monitoring and response to a fireworks display at Gualala Point Island, Sonoma County, California, May to August 2007*. United States Bureau of Land Management and Fish and Wildlife Service. 12 February 2008.

19. Rodewald A, Gansloßer U & Kölpin T (2014) *Influence of fireworks on zoo animals: studying different species at the Zoopark Erfurt during the classic nights*. International Zoo News 61(4): 264-271.

20. Schell CJ, Young JK, Lonsdorf EV & Santymire RM (2013) *Anthropogenic and physiologically induced stress responses in captive coyotes*. Journal Of Mammalogy 94(5): 1131-1140.

21. *When human activities may lead to morally unacceptable harm that is scientifically plausible but uncertain, actions shall be taken to avoid or diminish that harm*.

UNESCO and World Commission on the Ethics of Scientific Knowledge and Technology (2005). The Precautionary Principle. UNESCO.

Studies have found fireworks to be the most common cause for fear responses in dogs²², and it is estimated that 45 percent of dogs show signs of fear when they hear fireworks²³. A New Zealand survey found that six percent of cats and dogs suffered from physical injuries as a result of fireworks – for example, being involved in road traffic accidents whilst trying to escape²⁴. Amongst the injuries there were sadly, several fatalities. In addition to the short-term distress caused, it's thought that dogs will often generalise their fear of one loud noise, such as fireworks, to other similar, explosive noises such as thunder²⁵. This could cause significant long-term impact throughout the animals' lives.

The impact of fireworks on cats is less understood than in dogs, although the *PDSA Animal Wellbeing Report 2018*²⁶ found that 34 percent of owners reported that their cat was afraid of fireworks. It is likely that many owners are unaware that their cats are fearful, or of the severity of the fear because cats are more likely to display passive responses such as hiding (compared to more active responses such as vocalisations in dogs).

It is clear that more research on the impact of fireworks noise on all species, including wild animals, horses and pet animals, is required but we feel there is sufficient evidence to support the view that fireworks have a negative impact on animals and that legislative steps should be taken to reduce this impact.



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25. Blackwell, E., Bradshaw, J., & Casey, R. (2013). *Fear responses to noises in domestic dogs: Prevalence, risk factors and co-occurrence with other fear related behaviour*. *Applied Animal Behaviour Science* 145, 15-25.

26. *PDSA Animal Wellbeing Report 2018* <https://www.pdsa.org.uk/media/4371/paw-2018-full-web-ready.pdf> accessed 03/04/19.

WHAT DOES THE LAW SAY?

Although there is a range of legislation regulating the sale, display and safety of fireworks, the Fireworks Act 2003²⁷ and the Fireworks Regulations 2004^{28, 29} (as amended) are the main pieces concerned with regulating fireworks usage in England, Scotland³⁰ and Wales.

The 2003 Act was introduced with the aim of reducing the noise, nuisance and injuries caused by the misuse of fireworks. Section 2 of the Act conferred powers on the Secretary of State to make Regulations to ensure there is no, or minimal, risk that fireworks will cause:

- death, injury, alarm, distress or anxiety to people, or
- death, injury or distress to animals, and
- destruction of or damage to property.

The main relevant provisions of the 2004 Regulations provide:

1. a prohibition of the possession of fireworks in a public place by anyone under the age of 18 years (Regulation 4)
2. a curfew on the use of fireworks between 11pm and 7am (though this starts later on November 5th (12 midnight), New Year's Eve, Chinese New Year and Diwali (1 am)) (Regulation 7)
3. a ban on the possession of category 4 fireworks (i.e. those whose noise level exceeds 120 dB) by the public (Regulation 5)
4. a prohibition of the supply of excessively loud category 3 fireworks (i.e. over 120 dB) (Regulation 8)
5. a ban on the sale of fireworks to private individuals outside of certain dates (15th October-10th November, 26th-31st December, three days before Diwali and Chinese New Year) unless from certain licensed shops (Regulation 9)
6. an exception to these prohibitions for professionals who use fireworks in their work (for example putting on professional displays, special effects in theatre, film or television, etc) (Regulation 6).

Penalties for breaches of the law include a fine not exceeding level 5³¹ on the standard scale and/or imprisonment for a term not exceeding six months (Section 11 Fireworks Act 2003).

In addition to this, Schedule 1 of the Pyrotechnic Articles (Safety) Regulations 2015³² sets out a categorisation system for fireworks in the UK. Category F1, F2 and F3 fireworks must not exceed a maximum noise level of 120 dB.

Table 3: Categorisation table for fireworks used in the UK taken from the 2015 Regulations

| Category | Description |
|----------|--|
| F1 | Fireworks which present a very low hazard and negligible noise level and which are intended for use in confined areas, including fireworks which are intended for use inside domestic buildings. |
| F2 | Fireworks which present a low hazard and low noise level and which are intended for outdoor use in confined areas. |
| F3 | Fireworks which present a medium hazard, which are intended for outdoor use in large open areas and whose noise level is not harmful to human health. |
| F4 | Fireworks which present a high hazard, which are intended for use only by persons with specialist knowledge and whose noise level is not harmful to human health. |

Noise nuisance caused by fireworks can, in theory, also be addressed under other legislation such as the Environmental Protection Act 1990³³, the Anti-social Behaviour Act 2003³⁴ and potentially the Anti-social Behaviour, Crime and Policing Act 2014³⁵. In practice, however, the short-lived nature of fireworks noise makes it difficult to locate the exact source and so for police or Environmental Health Officers to take any action. Indeed an answer to a parliamentary question in 2018 suggests that few prosecutions have occurred for people letting off fireworks outside of the permitted hours³⁶ – a total of three between 2015 and 2017 – and this does little to protect animals from fireworks and their noise during permitted hours.

27. <http://www.legislation.gov.uk/ukpga/2003/22/contents>

28. http://www.legislation.gov.uk/uksi/2004/1836/pdfs/uksi_20041836_en.pdf

29. <http://www.legislation.gov.uk/uksi/2004/3262/contents/made>

30. Except for Regulation 7 of the 2004 Regulations.

31. £5,000 <https://www.legislation.gov.uk/ukpga/1982/48/part/III/crossheading/introduction-of-standard-scale-of-fines>

32. http://www.legislation.gov.uk/uksi/2015/1553/pdfs/uksi_20151553_en.pdf

33. <http://www.legislation.gov.uk/ukpga/1990/43/contents>

34. <http://www.legislation.gov.uk/ukpga/2003/38/contents>

35. <http://www.legislation.gov.uk/ukpga/2014/12/contents/enacted>

36. Hansard, 1 February 2018, Written question 124804 <https://www.parliament.uk/business/publications/written-questions-answers-statements/written-question/Commons/2018-01-24/124804/>

Table 4: The laws surrounding fireworks control vary in other countries – from outright prohibitions through to tighter controls

| Country | Overview of the law |
|---------------------|--|
| The Netherlands | The public cannot buy fireworks throughout the year except for three days prior to New Year's Eve. Fireworks can only be used on 31st December between 6pm and 2am. In certain areas, such as near hospitals, animal shelters, petting zoos and certain residential areas, fireworks are not allowed due to the added nuisance and risk ³⁷ . |
| Northern Ireland | There are very strict controls over fireworks – you cannot possess, buy or use fireworks unless you have a licence and that licence must be produced when purchasing any fireworks ³⁸ . |
| Republic of Ireland | Only category F1 fireworks are available for sale, possession and use by members of the public. Only professionals are allowed to use categories F2, F3 and F4 fireworks ³⁹ . |
| Belgium | Only category F1 and F2 fireworks can be sold to members of the public. They must be at least 12 years old to buy F1 fireworks and 16 years old to buy F2. In Flanders the local government proposes a ban on the use of fireworks unless they agree otherwise ⁴⁰ . Even in such circumstances permission would be limited to certain times and venues. The prohibition is based on animal welfare concerns. The city of Mechelen has banned fireworks on 11 and 21 July due to animal welfare concerns ⁴¹ . |
| Germany | Shops in Germany are only allowed to sell fireworks from 29th-31st December. Many major German cities organise professional fireworks shows. Members of the public who are over 18 years old are allowed to buy and ignite fireworks of Category F2 for several hours on 31 December and 1 January and each German municipality is authorised to limit the number of hours this may last locally ⁴² . |
| India | Fireworks are banned in Delhi due to severe air pollution ⁴³ . In other locations there is a noise limit of 65dB during the daytime and 55dB at night. |

In New Zealand, research⁴⁴ was carried out into the sale of fireworks by retailers to try and identify solutions that would prevent fireworks being misused. This was carried out because increasing numbers of people were experiencing noise nuisance and there had been an increase in police and fire service call outs. It led to amendments to the New Zealand law in 2007⁴⁵ which:

- reduced the period of time retailers could sell fireworks to the public to the four days prior to and including 5 November (although with no controls over when fireworks can be set off)
- increased the legal age to purchase fireworks to 18 years
- decreased the explosive content of fireworks sold by retailers to reduce noise (to 90dB) and the number of noise nuisances raised.

37. <https://wetten.overheid.nl/BWBR0013360/2016-10-17#Hoofdstuk1>

38. Explosives (Fireworks) Regulations (Northern Ireland) 2002, Pyrotechnic Articles (Safety) Regulations 2015

39. Explosives Act 1875, Criminal Justice Act 2006, European Union (Making Available on the Market of Pyrotechnic Articles) Regulations 2015

40. <https://www.brusselstimes.com/all-news/business/54735/flanders-bans-fireworks-unless-local-authority-disagrees/>

41. <https://fr.metrotime.be/2019/03/21/actualite/malines-interdit-les-feux-dartifice-les-11-et-21-juillet-pour-le-bien-etre-des-animaux/>

42. <https://www.kaiserslauternamerican.com/fireworks-safety-start-the-new-year-off-safely/>

43. Xinyuan Cao, Xuelei Zhang, Daniel Q.Tong, Weiwei Chen, Shichun Zhang, Hongmei Zhao, and Aijun Xiu. (2017). *Review on physicochemical properties of pollutants released from fireworks: environmental and health effects and preventions*. Environmental Reviews er-2017-0063.R1.

44. <http://www.mfe.govt.nz/more/cabinet-papers-and-related-material-search/cabinet-papers/hazards/regulatory-options-reduce>

45. Hazardous Substances (Fireworks) Amendment Regulations 2007.

It is understood that the New Zealand Government is experiencing further calls to take action on this issue as members of the public are concerned about animal welfare therefore it is an issue that is very current. Interestingly, fireworks are specifically banned at rodeo events in New Zealand as they are considered to cause an unnecessary stress on the animals⁴⁶.

The RSPCA believes the law is currently failing as the existing Regulations do not prevent or reduce the risk of fireworks causing distress or anxiety to people or death, injury or distress to animals. It has been 15 years since much of the law concerning fireworks was passed. New Zealand looked into this issue over ten years ago and identified evidence to support bringing in tighter controls. Greater awareness and understanding of the negative impacts of fireworks on people and animals is evident and as such we believe the Regulations should be updated to reflect current knowledge and understanding.

WHAT IS THE CURRENT SITUATION?

This is an issue that resonates with the public and thousands of our supporters and the wider public have significant concerns about fireworks. For example, in 2016 over 104,000 people signed an e-petition⁴⁷ calling for tighter regulation of fireworks and in 2017 a further e-petition⁴⁸ was supported by over 113,000 people. In 2018 – in less than four weeks – 330,000 people signed a petition⁴⁹ on the matter. It is clear there is very strong public feeling on this issue.

The petitions also saw a number of debates within Westminster. During a debate on 29th January 2018⁵⁰ the new Office of Product Safety and Standards was referred to as a body that would ‘come forward with suggestions and advice to Government’ on this matter. Furthermore, on 9th May 2018, Holly Lynch MP asked the then Minister, Andrew Griffiths MP, when interested MPs would be involved in a meeting to discuss the regulation and sale of fireworks. The Minister responded that officials were in the process of setting up such a meeting, however, a date is yet to be set⁵¹.

The Chief Constable for Greater Manchester Police has raised concerns about the impact of fireworks misuse in his community⁵² and Rochdale Borough Council is looking at passing a motion calling for a reduction in noise levels of fireworks. The RSPCA has also called on other councils encouraging them to pass similar motions.

The RSPCA has discussed its concerns with the Office of Product Safety and Standards (OPSS) and we have agreed to work with them to increase awareness and education around protecting animals from fireworks.

The RSPCA is seeking a meeting with the British Fireworks Association to understand the industry’s concerns about any further restrictions and also encourage them to develop and use approaches that are more animal welfare friendly.

At the end of February 2019, the UK Parliament’s Petitions Committee (a House of Commons Select Committee) launched an inquiry into the issue of fireworks, due to the significant public interest in fireworks issues demonstrated by the petitions discussed above⁵³. The RSPCA responded to this inquiry⁵⁴ setting out its concerns and gave oral evidence in July 2019.

In addition to this, a number of animal welfare charities have noted they see an increase in public and supporter concerns about fireworks. For example the Blue Cross has said they see a marked rise in the number of pets brought to their clinics requiring medication during periods when fireworks are being detonated⁵⁵. The PDSA undertook research on this issue through their annual Wellbeing report⁵⁶, finding that 51 percent of veterinary professionals had seen an increase in pets with phobias (e.g. of fireworks, etc) in the last two years, 40 percent of dog owners said their pet is afraid of fireworks and 83 percent of veterinary professionals agree that fireworks should be regulated to allow use only for licensed events or on certain dates.

46. Section 22(a). <https://www.mpi.govt.nz/dmsdocument/4813-rodeo-animal-welfare-code-of-welfare-2014-review-of-submissions-and-update>

47. <https://petition.parliament.uk/archived/petitions/109702>

48. <https://petition.parliament.uk/petitions/201947>

49. <https://www.change.org/p/office-for-product-safety-and-standards-review-firework-rules-to-protect-animals-from-injury-and-distress>

50. Hansard, 29 January 2018, 261WH.

51. Pers comm December 2018.

52. <https://www.bbc.co.uk/news/uk-england-manchester-45917203>

53. <https://www.parliament.uk/business/committees/committees-a-z/commons-select/petitions-committee/news-parliament-2017/fireworks-inquiry-launch/>

54. <https://www.parliament.uk/business/committees/committees-a-z/commons-select/petitions-committee/inquiries/parliament-2017/fireworks-inquiry-17-19/publications/>

55. <https://www.bluecross.org.uk/pet-advice/fireworks-and-pets>

56. <https://www.pdsa.org.uk/media/4371/paw-2018-full-web-ready.pdf>

HOW CAN OWNERS PROTECT THEIR ANIMALS?

Noise phobia in pets is a treatable condition which owners should not ignore. In the long term it is possible for pets to learn to be less afraid of loud noises, and owners should talk to their vet who will, if necessary, refer them to a professional clinical animal behaviourist.

There are also lots of simple things pet owners can do to help their animals cope with fireworks, such as ensuring that dogs and cats are kept securely indoors, dulling the noise of fireworks by closing windows and curtains and using music or the TV to mask the noise, as well as providing pets with a safe place to hide if they feel frightened.

Small animals who live outside should be provided with lots of extra bedding to allow them to burrow and should have some of their enclosure covered with blankets to mask the noise.

Horse owners and keepers should check for any fireworks displays planned locally and ask organisers to site fireworks well away from their horses, aimed in the opposite direction.

It is sensible to keep horses in their familiar environment, in their normal routine with their usual companions. If a horse is staying in their field, checks should be made that the fencing is secure and there are no dangerous objects they could collide with if startled. If stabled, hay nets should be secured so the horse cannot get caught up.

Owners should stay with their horse if they know fireworks are going to be set off, but they should be aware of their own safety – a startled horse can be dangerous.

The British Horse Society has tips and advice on keeping horses safe during the fireworks season – these can be found at: www.bhs.org.uk/advice-and-information/safety-advice-and-information/common-incidents/fireworks

Potentially vulnerable farm animals must also be given due consideration and protection – whether they are housed or kept outside – at times of the year when they may be affected by fireworks.

RSPCA

Fireworks frighten animals

Fireworks can be a source of fear for many animals but it doesn't have to be that way. Don't ignore the problem – follow our top tips to make fireworks celebrations less frightening for your pets.

Keeping pets secure

- Give your cat or dog somewhere to hide that they have access to at all times, e.g. under furniture or in a quiet corner.
- Walk dogs during daylight hours. Keep dogs and cats indoors when fireworks are likely to be set off.
- At nightfall close windows and curtains. Put on music to mask the sound of fireworks.
- Make sure your pet can't escape if there's a sudden noise. Have their microchipped just in case.
- Never punish your pets when they are scared as this will only make things worse in the long run.
- It's fine to comfort your pet if it helps them relax, or leave them alone unless you think they will harm themselves.

Just for dogs

- Close any windows and block out a doggy play area so that your dog can't see the flashing lights.
- Ignore the fireworks yourself. Play with a toy to see if your dog wants to join in, but don't force them.
- Before fireworks begin, move your dog to the doggy play area with all their favourite toys.
- Ask your vet for advice about pheromone diffusers and being referred to a clinical animal behaviourist for help.

Just for cats

Make sure your cat has somewhere to hide if they want to. For example under some furniture, in a cardboard box or in a quiet corner. Don't try to tempt your cat out as this will cause them to become more stressed.

Don't forget small animals

If your pets live outside, partly cover cages, pens and aviaries with blankets so that one area is well sound-proofed. Make sure that your pets are still able to look out. Provide lots of extra bedding so your pets have something to burrow in.

Remember your horses, ponies and donkeys

- Check for any firework displays planned locally and, where possible, ask organisers to site fireworks well away from your horse – aimed in the opposite direction. It's sensible to keep your horse in a familiar environment, following their normal routine with their usual companions. If your horse is staying in their field, check the fencing is secure and there are no dangerous objects they could collide with if startled. If stabled, ensure hay nets are secure so your horse can't get caught up. You should stay with your horse if you know fireworks are going to be set off, but do be aware of your own safety – a startled horse can be dangerous.

RECOMMENDATIONS

It is clear from the available information that fireworks can impact negatively on animals as well as people. The RSPCA believes the law is failing as it does not prevent or reduce the risk of fireworks causing distress or anxiety to people – or death, injury or distress to animals. We believe that updating the law would improve the situation for animals (and people).

1 **Limit the public sale and use of fireworks to on or close to specific dates and times**

The RSPCA supports the current restrictions on the sale of fireworks to the public on or close to agreed traditional dates, i.e. November 5th, New Year's Eve, Chinese New Year and Diwali. These dates are already recognised as being exceptional in the Regulations and we believe that the existing prohibition on sales at all other times could and should be extended to include use as well. We believe this could be enforced by a licensing system for private displays outside of these dates (see point 4 below).

2 **Tighter restrictions on the sale of fireworks in the run up to November 5th**

We feel that tighter restrictions should be placed on the sale of fireworks in the run up to November 5th. At present they can be sold from 15th October through to 10th November, whereas the restrictions for the sale of fireworks for the other traditional dates are much tighter. Based on the experience of New Zealand we believe the sales permission should be limited to 29th October through to 5th November.

3 **Reduce the maximum noise level of fireworks available to the public and ensure they are labelled accurately**

We would like to see the maximum permitted noise level of fireworks for public sale (i.e. those that fall within categories F1, F2 or F3) reduced from 120 dB to 90 dB and the introduction of a labelling system identifying the noise level of fireworks (e.g. 'loud' or 'low noise') to allow consumers to make an informed decision. Setting the limit at 90 dB would be consistent with the approach in other countries and encourage manufacturers to design and produce quieter fireworks.

4 **Licensing of all public fireworks displays**

We would like to see all public fireworks displays licensed by the relevant licensing authority, with information about the proposed display provided in the local area several weeks in advance (allowing mitigating measures to be put in place) and a process for local residents to appeal against the granting of the licence. This process should also apply to people seeking to hold private displays at special events (such as weddings). The licensing process should require due consideration of the potential negative impact on animals and, where possible, mitigation measures to reduce this impact.

5 **Raising awareness**

In addition to changes in the law, we believe there is a real need to raise awareness amongst pet owners about fireworks phobia and that it can be treated (in dogs at least) in the long term, rather than being something that they and their pets have to suffer every year. The importance of needing to prepare themselves and their pets in advance in order to be most effective, rather than just before the fireworks season occurs also needs to be emphasised and could have a significant benefit to dogs and their owners.

In addition, there is a need to raise awareness about the impact of fireworks on animals to the wider public to encourage them to be more considerate of pets, horses and livestock as well as local wildlife.

6 **Further research is needed to properly understand the impact of fireworks noise on animals**

We have reached our position based on the limited research we have identified but acknowledge that there is a need to have a better understanding of the impact of fireworks noise (including the contribution of factors such as loudness and audio spectrum frequencies produced) on animal welfare so that future developments can be more effectively informed.



Royal Society for the Prevention of Cruelty to Animals

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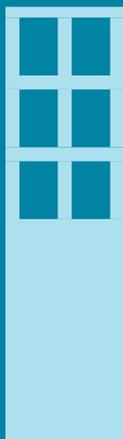
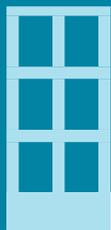
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Fireworks

Environmental Protection UK



environmental
protection uk

Why worry about fireworks?

Fireworks are widely used to mark public events and private celebrations, as well as traditional events. While adding excitement to occasions, fireworks can also frighten and disturb people and animals, cause annoyance, damage and impact on air quality.

Noise

Fireworks can frighten people and animals. In particular, children and the elderly can be intimidated and scared by firework noise. Farm animals have been scared to death, literally, and startled animals have been injured, killed and caused accidents when bolting. Disturbing domestic pets can also be dangerous as panicked pets can be vicious and destructive.

Air pollution

The bright colours and effects in fireworks are produced by a cocktail of chemicals. Fireworks emit light, heat and sound energy along with carbon dioxide and other gases and residues. The exact emissions will depend on the firework, but as gunpowder is a main component, sulphur compounds are emitted, along with small amounts of particulates, metal oxides and organic compounds (which can include minute amounts of polycyclic aromatic hydrocarbons, dioxins and furans). On and around Bonfire Night (5th November), there is often a noticeable increase in pollution from particulates and dioxins. Approximately 5 -14% of UK dioxin emissions are produced around Bonfire Night although most of this is believed to come from bonfires rather than fireworks.

Safety

Current research indicates that deposits of pollutants from fireworks do not pose a risk to soil or water. Fireworks are explosive and must be used with caution. On average over 1000 people receive treatment every year for firework injuries.

The For information on firework safety refer to the Department for Department for Business, Energy & Industrial Strategy (BEIS), who coordinates national firework campaigns.

www.gov.uk/fireworks-the-law

Further information is provided by the Fire Service:

www.fireservice.co.uk/safety/firework-safety/

and at the web site:

www.firework-safety.co.uk

Fireworks and the law

Under the Fireworks (Safety) Regulations 1997 all fireworks for use by the public must meet British Standard BS 7114. Under the regulations the sale of fireworks to anyone under 18 is banned. Caps, cracker snaps and party poppers cannot be sold to anyone under 16. The supply of bangers, mini rockets, fireworks that fly erratically (squibs, helicopters etc), aerial shells, aerial maroons, aerial mortars, some large category 2 and 3 fireworks and all category 4 fireworks are banned from supply to the public:

- Category 1 – Indoor fireworks.
- Category 2 – Garden fireworks.
- Category 3 – Display fireworks for open areas such as fields.
- Category 4 – Professional fireworks for large open areas.

These regulations are enforced by local authority consumer protection/trading standards officers. Suppliers or shopkeepers in breach face a fine of up to £5,000 or 6 months in prison.

The Fireworks Regulations 2004 prohibit the supply of fireworks louder than 120 decibels.

Since January 2005, the sale of fireworks to the public is prohibited, except from licensed traders. The Fireworks Regulations 2004 state that in England, Wales and Scotland fireworks can be sold by unlicensed traders for Chinese New Year and the preceding three days, Diwali and the preceding three days, 15th October–10th November, to allow Bonfire Night celebrations, and 26th–31st December for New Year celebrations.

Storage of fireworks

Under the Manufacture and Storage of Explosives Regulations 2005 (MSER) individuals can store up to 5kg of Hazard Type 4 fireworks (generally Category 1 and 2 fireworks) without a license and for an unlimited time. The Regulations also permit individuals to store up to 50 kg of Hazard Type 4 fireworks for private use for up to 21 days, without the need to license or register. However, although the Regulations permit small quantities of fireworks to be kept without the need to license or register, other requirements of the regulations - e.g. on storing safely - still apply.

Further information about all aspects of MSER, including information about organising a firework display, is available on the Health and Safety Executive website:

www.hse.gov.uk/explosives/fireworks

Nuisance and danger

If a local authority officer judges noise from fireworks to be a statutory nuisance under the Environmental Protection Act 1990, they can issue an abatement notice – however, as firework noise is short lived, in practice it can prove difficult to locate the source.

Under the Noise Act 1996 local authorities in England and Wales have powers to issue a fixed penalty notice if excessive noise is emitted from premises (including gardens) between 11.00 pm and 7.00 am. Under the Crime and Disorder Act 1998 local authorities or the police can apply to magistrates for an anti-social behaviour order where anyone has caused “harassment, alarm or distress”. Disobeying an order carries a maximum penalty of a five-year prison sentence.

Fixed Penalty Notices

Throwing or setting off fireworks in the street is an offence under the Explosives Act 1875. This is enforced by the police, and a fixed penalty notice of £90 applies. Police can serve a fixed penalty notice of £80 to anyone under 18 possessing a firework in a public place and for breach of the 11.00 pm curfew on letting off fireworks.

Animals

It is an offence to cause unnecessary suffering to animals under the Protection of Animals Act 1911. A penalty of up to £5,000 and/or 6 months in prison is enforceable by police, trading standards or the RSPCA.

When can I use fireworks?

The Firework Regulations 2004 prohibit anyone under 18 from possessing fireworks, and anyone except professionals from possessing display fireworks.

These regulations also prohibit the use of fireworks at night (11.00 pm – 7.00 am) in England and Wales, with extensions for the following festivals:

- Until 1.00 am on the night on the Chinese New Year
- Until 1.00 am on the night of Diwali
- Until 1.00 am on New Year's Eve
- Until midnight on 5th November

These regulations are enforced by the police. There is a penalty of up to £5,000 or 6 months in prison for a breach of the curfew.

Avoid firework frights

Fireworks add excitement and glamour to celebrations and are enjoyed by many. Large organised displays are used to celebrate state occasions, sporting events and also for family celebrations.

Fireworks don't have to be ear splitting to be fun. We can enjoy them in safety, without causing annoyance to our neighbours and their pets or livestock, or to wildlife. If you have your own firework display, remember that too much noise can frighten people and animals, and that fireworks cause smoke and pollution.

Follow these simple guidelines to reduce the risk of nuisance:

- Give neighbours a few days notice of your display – this is particularly important if they are elderly and/or have children or pets.
- Use appropriate fireworks – when buying fireworks, try to avoid very noisy ones. Your supplier should be able to tell you what they are selling.
- Make sure pets and other animals are safely away from fireworks.
- Consider timing. If you are using fireworks for a celebration, a Friday or a Saturday is preferable, remember it is illegal to use fireworks after 11.00 pm.
- Avoid letting off fireworks in unsuitable weather – if it is still and misty or air quality is poor, pollution could be a problem. Check air quality on 0800 556677 or <https://uk-air.defra.gov.uk/>.
- Let off your fireworks in open garden areas – noise bounces off buildings, and smoke and pollution build up in enclosed spaces.
- If a neighbour complains that you are disturbing them, their pets or livestock, be considerate.
- After your display, clear up firework fall-out and dispose of it safely.

Further information

Noise Abatement Society

www.noiseabatementociety.com

Noise helpline: 01273 823850

The Blue Cross

www.bluecross.org.uk

Tel: 0300 790 9903 (free calls)

RSPCA

www.rspca.org.uk

Cruelty and Advice Line 0300 1234 999 (free calls)



Document published August 2020

Charity registered in England and Wales number 221026, Scotland SC040990

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PPP FW P001 Firework Policy

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|-----------------------------------|---|----------------|------------|
| Document Ref: | PPP FW P001 | Date Created: | 05/01/2021 |
| Version: | V1 | Date Modified: | |
| Revision due | January 2022 | | |
| Author: | Anna Smy | Sign & Date: | |
| Owning Service | Public Protection Partnership – Strategic Management Team | | |
| Equality Impact Assessment: (EIA) | Date undertaken: | n/a | |
| | Issues (if any): | n/a | |

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1.0 Purpose

- 1.1 The Public Protection Partnership is the enforcing authority for a wide range of primary legislation functions related to the management of the sale and use of Fireworks.
- 1.2 The Public Protection Partnership carries out this duty by employing suitable, qualified and trained staff, who are authorised in writing to enforce the requirements of the various pieces of legislation and working with internal and external colleagues to effect changes where necessary.
- 1.3 The Public Protection Partnership recognises the value of having a documented policy which sets out how residents, within its area, will be protected from the impacts of the use of fireworks and setting boundaries on our remit.

2.0 Policy Statement

- 2.1 The Public Protection Partnership will make effective arrangements to promote safe and appropriate use of fireworks, here appropriate we will enforce primary legislation to achieve this. This includes all associated regulations and codes of practice, with the aim of ensuring that, within its area, individuals and communities public health is protected and enhanced. We will work with partner organisations such as the RSPCA and Police to ensure messages are shared and initiatives supported.

3.0 Approach

- 3.1 Protecting residents from the impact of fireworks is a key feature of the PPP's aims and objectives. There will be ongoing pro-active work carried out to prevent incidents of public health concern.
- 3.2 The PPP's involvement in Fireworks falls into 4 clearly defined areas:
 - 3.2.1 Sale of Fireworks (size and noise)
 - 3.2.2 Impact of noise on residents
 - 3.2.3 Events where fireworks may take place
 - 3.2.4 Campaign and Social Media messages
- 3.3 Firework legislation around sales is to predominantly protect residents from purchasing in appropriate levels of explosive materials as well as ensuring age appropriate sales take place. This work will be undertaken by Trading Standards Officers.

- 3.4 Officers use their professional skills to inspect and intelligence led project work to target problem premises. When investigating and assessing complaints they have regard to industry standards, best practice and case law. This work may be undertaken by a range of suitably qualified officers.
- 3.5 Where organised firework displays are to take place we will work with organisers through the Safety Advisory Group process and actively pursue considerations of the impact on residents. We will work closely with Partner Organisations to ensure that appropriate controls are applied.
- 3.6 Where premises hold a licence for regulated activities they may from time to time use fireworks as part of their business. Officers will work with applicants to ensure controls are in place and will have regard to timings and locations if they are to be used. Should complaints be received the PPP would expect to see a noise management plan which clearly sets out how their use will not have a detrimental impact on residents in the vicinity. Officers are also able to use powers under the Environmental Protection Act with regards to noise causing a statutory nuisance. This approach should be reasonable and proportionate.
- 3.7 Whilst sympathetic to the impact that firework noise can have on animals it is accepted that there are no legal powers enforceable by the PPP to protect them from the harmful impacts. In minimising the impact on residents there is a logical assumption that animals will

4.0 Practical Working Arrangements

- 4.1 Proactive inspection work will be addressed through annual service planning based Government requirements and identified need/risk and will be project based.
- 4.2 Reactive intervention will be carried out following the receipt of a service request concerning impact on residents.
- 4.3 There is a clear consultation process for any Licence Applications and Safety Advisory Group events. Officers will be involved when appropriate to ensure steps are taken to minimise the impact on residents.
- 4.4 Fireworks will be included within the PPP Annual Communications Plan and we will identify particular events which may lead to increase uses outside the more traditional events such as Diwali, Guy Fawkes Night and New Years Eve. The PPP Facebook and

Twitter already follow the RSPCA and RBFRS and will share and support their campaigns concerning fireworks.

- 4.5 Unless in exceptional circumstances, all interventions will involve a graduated approach leading to formal action if such an approach has failed.

5.0 Roles and Responsibilities

- 5.1 Responsibility for implementation of the policy rests with the Strategic Management Team.
- 5.2 The Strategic Manager for Environmental Quality, Licensing and Governance is responsible for the planning, organisation and subsequent monitoring of all aspects of the policy as well as other Standards or Policy.

6.0 Quality Of The Service

- 6.1 The Public Protection Partnership is committed to ensuring that the highest practicable standard of service is achieved and that good customer care practice is integrated into all aspects of service delivery.
- 6.2 In meeting its duties under legislation The Public Protection Partnership will strive for excellence in the quality of service provided. All staff will adopt a professional approach and performance monitoring will be carried out to the standard identified within the adopted Internal Monitoring Standard's to ensure compliance with agreed targets.
- 6.3 It is the responsibility of the Public Protection Partnership to ensure that all officers are suitably qualified, experienced and authorised to carry out enforcement under the Act(s) and any legislation made under the Act(s).
- 6.4 The Public Protection Partnership Strategic Management Team will ensure that all authorised officers have access to appropriate professional training and other resources required in order to maintain a high level of professionalism and competence.

7.0 Monitoring the Service

- 7.1 Having set the standards that the Public Protection Partnership wishes the service to achieve, it is essential that the detailed

arrangements in the policy are put into practice and that the outcome is regularly monitored and reviewed.

7.2 The Strategic Manager for Environmental Quality, Licensing and Governance will make arrangements to monitor the following:

7.2.1 Compliance with agreed targets for programmed inspections.

7.2.2 Compliance with agreed targets for Service Requests.

7.2.3 The number of Service Requests received year to year.

7.2.4 Any other agreed monitoring arrangements concerned with the Public Protection Partnership Control Strategy and broader Council objectives relevant to the Public Protection Partnership activities.

7.2.5 Communications Strategy in relation to public messages at key times of the year.

8.0 Policy Review

8.1 This policy will be reviewed annually by the Strategic Manager for Environmental Quality, Licensing and Governance

8.2 This Policy will be publically available.
