

To: All Members of the EXECUTIVE

When calling please ask for:

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Calls may be recorded for training or monitoring

Date: 25 January 2019

Membership of the Executive

Cllr Julia Potts (Chairman)
Cllr Ged Hall (Vice Chairman)
Cllr Andrew Bolton
Cllr Kevin Deanus

Cllr Jim Edwards
Cllr Jenny Else
Cllr Carole King
Cllr Chris Storey

Dear Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 5 FEBRUARY 2019

TIME: 6.00 PM

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,
GODALMING

The Agenda for the Meeting is set out below.

Yours sincerely

ROBIN TAYLOR
Head of Policy and Governance

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NOTES FOR MEMBERS

Contact Officers are shown at the end of each report and members are welcome to raise questions, make observations etc. in advance of the meeting with the appropriate officer.

AGENDA

1. **MINUTES**

To confirm the Minutes of the Meeting held on 4 December 2018.

2. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

3. **DECLARATIONS OF INTERESTS**

To receive from members, declarations of interest in relation to any items included on the agenda for this meeting, in accordance with the Waverley Code of Local Government Conduct.

4. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

The Chairman to respond to any questions received from members of the public for which notice has been given in accordance with Procedure Rule 10.

The deadline for receipt of questions is 5pm on Tuesday 29 January 2019.

5. **QUESTIONS FROM MEMBERS**

The Chairman to respond to any questions received from Members in accordance with Procedure Rule 11.

The deadline for receipt of questions is 5pm on Tuesday 29 January 2019.

The following question has been received from Cllr David Beaman:

“Are WBC aware that following representations made by Guildford Borough Council that Planning Inspector Jonathan Bore has agreed to reopen the public hearings which had closed in July for 2 days on 12th and 13th February to hear new evidence that Guildford's housing requirement should be significantly reduced based on revised population forecasts released in October by the

Office for National Statistics (ONS). If these new hearings result in Guildford's housing allocation, which like Waverley's housing allocation includes meeting some unmet need from Woking, is reduced significantly then should not WBC also insist on an early review of its housing allocation numbers especially given the implications it could have on the proposed cross boundary development at Ockford Ridge and the basis on which the appeal against development of land West of Folly Hill has been allowed. Click on the following link for further details :-

<https://www.getsurrey.co.uk/news/surrey-news/date-set-new-local-plan-15580184> “

The following response has been provided by the Portfolio Holder for Planning Policy and Customer Services:

“In the Examination of the Waverley Borough Local Plan Part 1, it was the 2014-based household projections, (published in 2016), that were used by the inspector as the demographic starting point for identifying Waverley's housing need, as these were the most up-to-date household projections available at the time.

Since then the 2016 Household Projections have been released as well as new national planning policy in the form of an update to the NPPF, published in July 2018. The new 2018 NPPF sets out a standard method for calculating the housing requirement. The Government recently consulted on some proposed changes to the NPPF relating to how Councils should calculate their housing requirement. They are proposing in the short term that Councils must use the 2014-based household projections. They are also proposing to make it clear that the 2016 household projections are not a reason to justify lower housing need. This is because the government does not consider that the 2016 household projections will deliver the number of homes that are needed and will not tackle house price affordability.

The Guildford Local Plan Examination is affected by the transitional arrangements regarding the application of the new NPPF. Because it was submitted when it was, it is being examined under the 2012 NPPF rather than the 2018 NPPF. As with the Waverley Plan, the Inspector wanted to have regard to the most up to date demographic projections. Because the 2016-based projections were published during the Examination of the Guildford Local Plan, the Council was, therefore, asked by the Inspector to comment on their implications. The Inspector has since decided to have two further Examination hearings on 12th and 13th February. The Inspector has set out the matters he wants to discuss at these further hearings. His note covers the appropriateness of using the 2016-based projections for Guildford's Plan and goes on to pose a number of questions that presumably will form the basis of the discussion at the sessions on 12th and 13th February.

In his note, the Inspector has commented that the recent Government consultation regarding the continued use of the 2014-based projections has been directed at plans using the standard method for calculating the housing need rather than plans like Guildford's, that are being examined under the old policies in the 2012 NPPF.

You have asked if the outcome of the Guildford examination is that the housing requirement is reduced, should Waverley Borough Council not also insist on an early review of its housing allocation. If the Council wanted to revisit its housing requirement then this would need to be through a review of the Local Plan. Such a review would be outside the transitional arrangements that affect Guildford and any new plan would, therefore, be assessed against the 2018 NPPF and the application of the Standard Method. The recent consultation on proposed changes to the NPPF, make it clear that pending a more detailed review of the Standard Method, the Government's intention is for Plans examined under the 2018 NPPF is to use the 2014-based projections to determine need rather than the 2016-based projections."

6. MEDIUM TERM FINANCIAL PLAN 2019/20 - 2021/22 AND GENERAL FUND BUDGET 2019/20 (Pages 9 - 58)

[Portfolio Holder: Councillor Ged Hall]
[Wards Affected: All Wards]

This report outlines the latest Medium Term Financial Plan Projection and seeks Councillors' approval for the draft General Fund Budget for 2019/20. The Financial Plan sets out the key areas to target to address the significant budget shortfall in the medium term which is estimated to be £3.8million or 36% of the total net service cost by 2022/23.

Recommendation

It is recommended that the Executive, after considering comments from the Value for Money Overview & Scrutiny Committee, makes the following recommendations to Council, to:

1. **agree a 2.99% increase in Waverley's element of Council Tax for 2019/2020;**
2. **agree to make no change to the Council's existing Council Tax Support Scheme;**
3. **approve the proposed Fees and Charges as shown at Annexe 4;**
4. **approve the General Fund Budget for 2018/20; and**
5. **approve the 2019/20 General Fund Capital Programme as shown at Annexe 6.**

7. HOUSING REVENUE ACCOUNT BUSINESS PLAN, REVENUE BUDGET AND CAPITAL PROGRAMME 2019/20 (Pages 59 - 70)

[Portfolio Holder: Councillor Ged Hall, Councillor Carole King]
[Wards Affected: All Wards]

This report advises Councillors of the latest position regarding the Housing Revenue Account (HRA) for 2019/20 and the updated Business Plan and seeks approval of the 2019/20 budget.

Recommendation

That the Executive, having considered the comments from the Value for Money Overview and Scrutiny Committee, recommends to Council that:

- 1. the annual rent level of Council dwellings be reduced by 1% from the 2018/19 level with effect from April 2019 in compliance with the Welfare Reform and Work Act;**
 - 2. the revised HRA Business Plan for 2019/20 to 2022/23 as set out at Annexe 1 be approved;**
 - 3. the fees and charges be agreed as set out in Annexe 2;**
 - 4. the 2019/20 Housing Revenue Account Capital Programmes as shown at Annexe 3 and 4 be approved; and**
 - 5. the financing of the capital programmes be approved in line with the resources shown in Annexe 5.**
8. COUNCIL TAX EMPTY HOMES DISCOUNT AND EMPTY HOMES PREMIUM
(Pages 71 - 76)

[Portfolio Holder: Councillor Ged Hall]
[Wards Affected: All Wards]

To consider proposed changes to Waverley's Council Tax empty homes discount and empty homes premium.

Recommendation

Subject to the consideration of the comments from the Value for Money and Customer Service Overview & Scrutiny Committee, the Executive is asked to recommend to Council that:

- i. the discretionary 50% 6-month Council Tax discount for "empty and substantially unfurnished properties" is abolished from 1 April 2019; and,**
 - ii. the maximum additional council tax premiums on long term "empty and unfurnished properties" be applied according to the commencement dates in paragraph 17.**
9. ANNUAL PAY POLICY STATEMENT 2019/20 (Pages 77 - 82)

[Portfolio Holder: Councillor Julia Potts]
[Wards Affected: Not applicable]

The purpose of this report is to advise members of the Annual Pay Policy Statement for 2019/20.

Recommendation

That the Executive recommends to Council that the Annual Pay Policy Statement for 2019/20 be adopted.

10. RESCHEDULE OF BUDGET - ELECTRICAL WORKS AT MOAT LODGE, CRANLEIGH (Pages 83 - 84)

[Portfolio Holder: Councillor Carole King]
[Wards Affected: Cranleigh East]

To seek authority for the remaining budget scheduled for year 2018/19 of £48,000 to complete communal electrical upgrade and improvement works in the Senior Living Scheme at Moat Lodge, Cranleigh is rescheduled into the financial year 2019/20.

Recommendation

That the remaining budget scheduled for year 2018/19 of £48,000 to complete communal electrical upgrade and improvement works in the Senior Living Scheme at Moat Lodge, Cranleigh is rescheduled into the financial year 2019/20.

11. RISK APPETITE STATEMENT (Pages 85 - 92)

[Portfolio Holder: Councillor Ged Hall]
[Wards Affected: All Wards]

This report seeks approval of a Risk Appetite Statement for the Council as part of the Council's Risk Management Strategy.

Recommendation

That the Risk Appetite Statement be approved.

12. PROPERTY MATTER - LEASE OF GRAFHAM AND SMITHBROOK CRICKET GROUND (Pages 93 - 98)

Approval is sought for the grant of a new lease to Blackheath Cricket Club of Grafham and Smithbrook Cricket Ground as shown outlined on the plan at Annexe 1 and on terms and conditions set out in the (Exempt) Annexe.

Recommendation

That a lease of up to 50 years of the Grafham and Smithbrook cricket ground and pavilion be granted to Blackheath Cricket Club, on terms and conditions set out in (Exempt) Annexe 2, other terms and conditions to be negotiated by the Estates and Valuation Manager.

13. PROPERTY MATTER - LEASE OF LAND FOR SUB-STATION AND CABLING, FARNHAM (Pages 99 - 104)

[Portfolio Holder: Councillor Ged Hall]
[Wards Affected: Farnham Castle]

To seek approval to grant a lease to Scottish & Southern Electricity Networks for siting of a new electricity sub-station and cabling.

Recommendation

That the Executive authorises the grant of a new lease to Scottish & Southern Networks for siting of an electricity sub-station and cabling, on the terms proposed in (Exempt) Annexe 2.

14. EXCLUSION OF PRESS AND PUBLIC

To consider the following recommendation on the motion of the Chairman:-

Recommendation

That, pursuant to Procedure Rule 20, and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item(s) on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified at the meeting in the revised Part 1 of Schedule 12A to the Local Government Act 1972.

15. ANY OTHER ISSUES TO BE CONSIDERED IN EXEMPT SESSION

To consider matters (if any) relating to aspects of any reports on this agenda which, it is felt, may need to be considered in Exempt session.

**For further information or assistance, please telephone
Fiona Cameron, Democratic Services Manager & Deputy Monitoring
Officer, on 01483 523226 or by email at
fiona.cameron@waverley.gov.uk**

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE

5 FEBRUARY 2019

Title:

**MEDIUM TERM FINANCIAL PLAN 2019/20 – 2021/22
GENERAL FUND BUDGET 2019/20**

**[Wards Affected: All]
[Portfolio Holder: Cllr Ged Hall]**

Summary and purpose:

This report outlines the latest Medium Term Financial Plan Projection and seeks Councillors' approval for the draft General Fund Budget for 2019/20. The Financial Plan sets out the key areas to target to address the significant budget shortfall in the medium term which is estimated to be £3.8million or 36% of the total net service cost by 2022/23.

How this report relates to the Council's Corporate Priorities:

The Council could not deliver the Corporate Priorities without a robust Budget-setting process in place and the Capital Programme proposed supports the priorities.

Equality and Diversity Implications:

An Equality Impact Assessment is being carried out to ensure there are no adverse equality implications arising from the proposed changes to the budget.

Financial implications:

All decisions made with regard to the Budget will impact on Waverley's resources. Full details are included in this report.

Legal implications:

It is the annual responsibility of the Full Council to approve the Budget and set the Council Tax (Constitution Part 3:B:6-7, p. 40). There are otherwise no direct legal implications as a result of the recommendations of this report.

Introduction

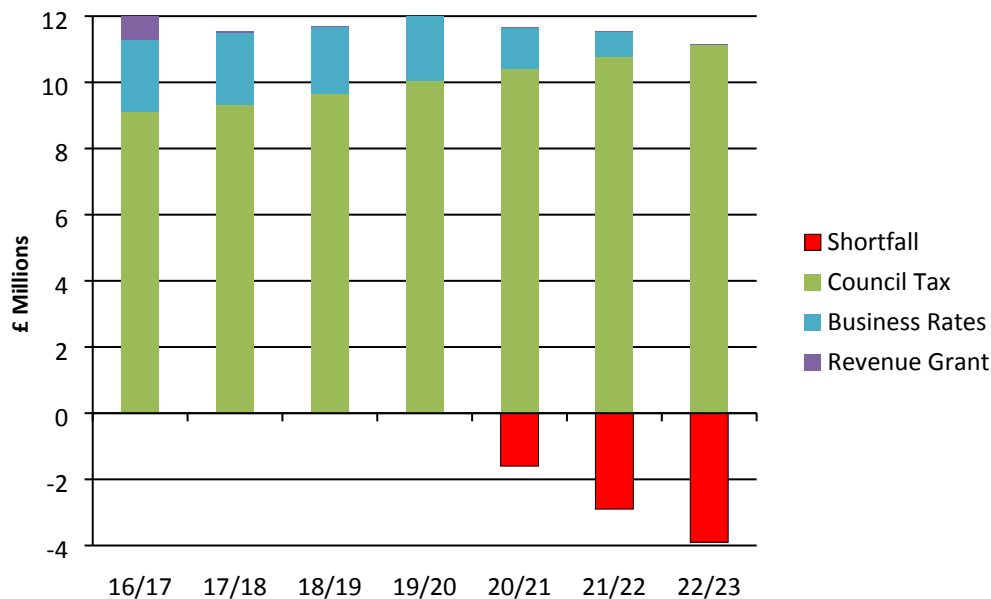
1. This report presents the Council's Medium Term Financial Plan (MTFP) and the latest position on the 2019/20 draft General Fund Budget, including an outline of the financial background, key financial and topical issues, and details of savings and growth proposals.
2. This report contains the following Annexes:
 - Annexe 1 – Medium Term Financial Plan projection
 - Annexe 2 - draft General Fund Budget Summary 2019/20

- Annexe 3 – statement of key variations from 2018/19 budget
- Annexe 4 – draft Fees & Charges for 2019/20
- Annexe 5 – schedule of projected reserves and balances
- Annexe 6 – draft Capital Programme

Medium Term Financial Plan

3. Annexe 1 shows the latest projections of changes to the 2019/20 General Fund revenue budget over the following 3 years and highlights the indicative budget shortfall of £3.8million.
4. These projections reflect the virtual elimination of central government funding, increasing customer demand, prudent council tax and price increases, inflation on contracts, and the pressures of Waverley’s demographic profile (with a higher proportion of older people than elsewhere).

Funding the revenue budget



5. Emerging Budget Pressures in medium-term

- Achieving all savings/income targets in the 2019/20 budget
- Business rates on WBC properties
- Surrey County Council – waste grants/grounds maintenance and other cost-transfers
- Planning Appeals and Judicial Review costs
- Pay inflation and pay benchmarking - addressing hard-to-recruit areas
- Planning and Building Control income must be maintained or increased

6. Opportunities

- Developing ongoing income from property through the appropriate and robust governance of the Investment Advisory Board
- Developing a more commercial culture – cost conscious and better understanding of business property income

- Efficiency programme including customer service review and targeted system thinking reviews
- Apprenticeship levy – maximise credit through training programme
- Procurement – cost savings from better procurement and commissioning
- Developing major projects to generate income from Waverley owned assets including Brightwells, South Street Car Park and Weyhill Car Park
- Developing further partnership working to deliver public services at lower cost

7. Risks

- The unknown economic impact of Brexit on inflation and interest rates, mitigated by scenario planning as the transition is implemented
- Income levels from commercial and economy led sources (e.g. Building Control, Planning), mitigated by a new commercialisation programme and evidence of market conditions
- The costs of borrowing to fund capital and property acquisitions, mitigated by adopting a clear and prudent acquisition strategy and robust governance, informed by CIPFA (Chartered Institute of Public Finance and Accountancy) and Government guidance and regulations, and appropriate use of low interest options available to public services
- Failure to ensure risk balanced assessment of adequate financial provision for known and unforeseen pressures in the future resulting in diversion of reserves, mitigated by careful planning during each year's budget setting process
- The level of Government Grant/Business Rates Income beyond 2019/20 under the new financial regime, mitigated by joint lobbying across local authorities
- Failure to ensure adequate levels of balances to meet known and unforeseen pressures in the future, particularly to fund capital investment and asset maintenance, mitigated by regular monitoring and policy of not using one-off resources to fund recurring costs.

Budget Strategy

8. Waverley's budget strategy is to address the budget shortfall in the medium term in the following ways:
 - Achieve cost savings from better procurement of major contracts and supplies and services.
 - Deliver increased income from property, including careful new acquisitions and investment in existing assets
 - New and increased income from fees and charges
 - Cost savings from business transformation including increased efficiency, major customer service project, partnerships, systems thinking and invest-to-save projects
 - Use Waverley's successful participation in the Government's business rates pilot to achieve the best funding outcome for this Council and for Surrey
 - Approve a Council tax increase each year up to the maximum allowable by the Government
9. Annexe 1 sets targets for each of these themes over the next three years. Heads of Service will be required to identify specific actions and proposals to achieve these targets. These proposals will be subject to consideration by Overview and Scrutiny

committees and consultations will be undertaken as appropriate throughout the year before being submitted to Council for approval.

Budget Setting 2019/20

Budget Review

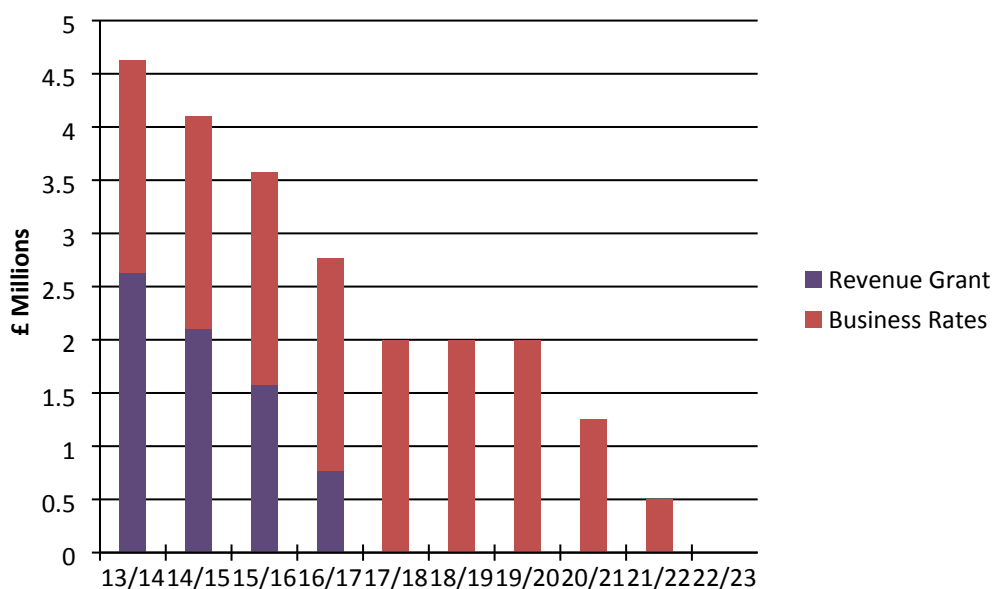
10. At the September 2017 meeting the Value for Money and Customer Services Overview & Scrutiny Committee expressed the view that a radical re-think of how services, front line and support, are delivered was needed to meet the anticipated long term financial challenges facing the Council. Following this, a Budget Strategy Working Group (BSWG) was agreed by the Overview & Scrutiny Co-ordinating Board in September 2017 and established in March 2018.
11. The BSWG has both a strategic and a scrutiny role. Strategically, analysing and understanding Waverley's longer-term General Fund financial position to 2022/23 given expected future deficits caused by reductions in revenue forecasted in the MTFP and consider what realistic actions may be taken in terms of increasing income and reducing costs to close the expected gap.
12. The working group met all Heads of Service and gained a detailed understanding of the range of General Fund services provided, service delivery costs and any associated income streams. All income streams were reviewed in terms of level of inherent risk and potential for future change in either direction.
13. The working group supports the Financial Plan projection that, over the review period to 2022/23 and beyond, significant reductions in service costs will need to be achieved if the Council is to be able to adhere to a balanced budget and still provide quality local public services. This is in the light of the expected loss of retained business rates funding from 2020/21, the potential impact of Surrey County Council's budget position and the likely excess of service cost inflation over permitted Council Tax increases. The latest projection is set out in Annexe 1 which shows a shortfall of £3.8m.
14. Service cost inflation has been projected at 2% CPI equating to £0.5m per year. Before external cost pressures are accounted for, the Council is not able to stand still financially due to the government's restriction on Council Tax increases at 3% equating to £0.290m. As government funding has fallen away, the Council has become increasingly reliant upon Council Tax funding which is a relatively small proportion of the overall cost base. It is therefore vital that the maximum available increase is made each year.

Revenue Support Grant

15. Waverley's Revenue Support Grant from the government is now zero. There has been a dramatic reduction over the last 6-years from £3.8m in 2012/13.
16. The government guaranteed the Council £2m in business rates until 2019/20 as part of the changes in the business rates retention scheme introduced in 2013/14. From 2020/21 they intended to implement a revised business rates scheme based upon the fair funding review. In 2019/2020 the Government intended to apply an annual

'negative grant' or levy of some £800,000 to Waverley. This was a legally effective way to reduce the retained business rates without breaking the guarantee. The Government indicated that this was a necessary step in balancing their national local government funding given the proposed changes to business rate framework. Following the Chancellor's budget in November 2018, the Government announced that it would fund the first year only of negative grant from its own share of Business Rates and this was confirmed in the finance settlement announced in December. This has given Waverley a temporary reprieve and has helped achieve a balanced budget in 2019/20 without the major service impact that was predicted.

Loss of Revenue Grant and Business Rates



New Homes Bonus

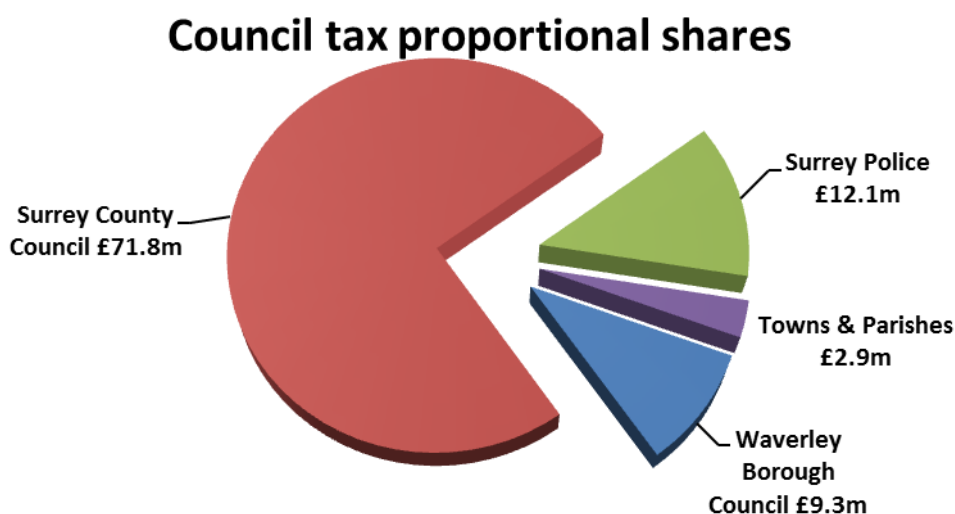
17. Last year it was reported that there was a considerable threat to the future level of payments to be made under the New Homes Bonus (NHB). Government announced its future plans for the NHB alongside the draft finance settlement and the new proposals reduced the 2017/18 forecast figure by £0.650m and reduced the forecast figure for the 3-year period 2017-2020 by £3.5million. This is a significant reduction for Waverley and is the result of the Government curtailing payments made in previous years that were promised for 6 years, and from introducing a 'growth threshold' of 0.4% below which NHB is no longer paid.
18. Waverley's Financial Plan policy is to transfer all NHB received into the Property Investment Fund, which is overseen by the Investment Advisory Board, rather than use it to balance the budget. However, any changes in the NHB has a direct impact on the ability to generate income from investments. In the 2019/20 finance settlement the Government confirmed it is not making changes to the NHB calculation but will continue to reduce the legacy payments previously guaranteed. There is no guarantee that NHB will continue beyond 2019/20 so it cannot be relied on in future funding plans.

Business Rates Funding

19. Waverley collects £37m of business rates in a year and retains £2m of this to support its General Fund services (5.4%). The Government is developing proposals to change local authority business rate funding and has launched a consultation on changes to take effect from 2020/21. Like many other councils in the South East, Waverley's medium term financial plan assumes that these changes will result in retained business rates funding being removed completely by 2023.

Council Tax

20. Waverley retains approximately 10% of the council tax collected in the Borough with the balance being split as per the chart below. The Government has recently confirmed that it will continue to allow Waverley to increase its council tax by up to 3% on its Band D charge in 2019/20. In the light of the significant projected budget shortfall in the medium term, it is proposed to have a working assumption of 3% increases for the foreseeable future.



Fees and Charges

21. Fees and charges have been reviewed as part of the budget process. Some fees and charges are statutory but for those determined by Waverley some inflationary increases are proposed for 2019/20 where appropriate. Many charges have been increased in line with CPI inflation. Details of the proposed changes to fees and charges from 1 April 2019 are included at [Annexe 4](#). Car park charges have been frozen at their current level.
22. In addition to the above increases, it is proposed that Green Waste Charges are increased by £5 to make the total charge £65. This follows some benchmarking of other local green waste services which suggest the market will accommodate an increased charge.
23. Proposed licensing fees & charges are included in Annexe 4, of which some are increased by inflation and some are unchanged. All of these fees are subject to consideration by the licensing regulatory committee of the consultation responses.

Inflation

24. The Council's main contracts are indexed to the Consumer Price Index (CPI). An inflationary amount has been assumed for all General Fund budgets where it is unavoidable with projections being in line with the Government's longer term assumptions. In terms of the staff pay award for 2019/20, which is also applied to Councillors' allowances, taking into account national cost-of-living inflation figures, current market and salary data, and other councils' pay awards in recent years, the Joint Negotiating Committee agreed to recommend a 2.3% cost-of-living pay award. The total cost of £400,000 falls approximately £290,000 on the General Fund budget and £110,000 on the HRA budget. These figures, as well as other inflation commitments, are incorporated within the draft balanced budget. Therefore, in recommending to Council the draft Budget, the Executive would be approving the pay award (Constitution Part 3: 3(o))

Revenue Contribution to Capital

25. The core funding for the General Fund Capital Programme is from Revenue Contributions via the Revenue Reserve Fund. The Budget proposals include a Contribution to Capital from the Revenue Budget of £1.05m and, as explained above, the New Homes Bonus of £1.16m is currently identified to be earmarked in the property investment fund.

2019/20 Draft Revenue Budget

26. The General Fund Summary is shown at Annexe 2. A breakdown of the main changes in the 2019/20 draft budget compared to 2018/19 latest approved budget which total £0.3m is included at Annexe 3. Heads of Service and spending officers have examined operational and staffing budgets in detail and minor changes have been made to detailed budget lines.
27. In February 2018 the Council approved the forward plan showing a projection of £1.5m budget shortfall in 2019/2020. A balanced budget is now presented for consideration largely as a result of the following:
- Government delaying impact of negative grant.
 - Additional interest generated from property and treasury investments.
 - Successful outcome of waste tendering.
 - Containing overall staff budget and other costs within previous year's envelope.
 - An assumed council tax increase of 2.99%.

There are no proposed cuts to services or reductions in funding for community organisations and no car park charge increases included in the draft 2019/20 general fund budget.

Local Government Act 2003 – Financial Administration

28. The Local Government Act 2003 formally introduced a number of specific sections covering:
- a. Budget calculations: report on robustness of estimates;**

b. Adequacy of reserves; and
c. Budget monitoring.

29. The sections were introduced to ensure sound financial management across all local authorities. Waverley's budget has always complied with best financial management practice. Prudent allowance has always been made for risk and uncertainties in budgets. Budgets are monitored by officers and reported to Members on a monthly basis supplemented by monthly exception reports. Waverley's financial management continues to receive favourable comments from its external auditors.

a. The Robustness of the Estimates

30. Full account has been taken of potential costs and adequate provision has been made. A prudent assessment of income has been undertaken and only income that has a high level of certainty of being received is included within Waverley's budgets. Waverley's Financial Plan, together with information presented to members at the October briefings and subsequent reports, demonstrates the financial challenges to Waverley in the future.

31. The key Financial Plan issues for the General Fund include:

- Increased risk from changes in business rate income due to downward valuations and loss of businesses in the Borough;
- Major contract renewal in 2019 –grounds maintenance, etc.
- Future of business rate and new homes bonus funding; and
- Rising inflation and low interest rates.

32. In addition to the detailed scrutiny of the Budget by officers, Councillors have taken the opportunity through the Executive and Overview and Scrutiny process to:

- I. Critically examine budget variations
- II. Consider the outcome of the budget challenge process and reviewed the higher value proposals coming forward

33. In view of the level of awareness amongst Members and the action taken to produce Waverley's Budget for 2019/20, the Section 151 Officer is satisfied with the robustness of the estimates presented. The Section 151 Officer is confident that overall the Budget is prudent especially in view of the track record of achievement of substantial budgeted savings over the past years.

b. Adequacy of Reserves

34. Waverley maintains a number of reserves, which are detailed in the Financial Plan. Waverley aims to maintain a prudent level of balances to support revenue spending and finance unforeseen events. The major reserves for General Fund purposes are the General Fund Working Balance, the Revenue Reserve Fund and the Property Investment Fund.

35. The General Fund balance supports fluctuations in normal business, e.g. unexpected changes in inflation or interest rates, higher than anticipated expenditure or loss of income, and spending on unforeseen events. The Revenue Reserve is used to

finance capital expenditure and one-off costs and the property fund is to finance property investment/acquisition opportunities. It is essential that adequate balances are available to meet these and unforeseen costs.

36. The General Fund Working Balance and the Revenue Reserve Fund for the four year period is shown on Annexe 5, along with other key balances. It is the view of the Strategic Director/Section 151 Officer that a level of £3.2m on the General Fund Working Balance, which is effectively 10% of the gross General Fund Budget or equivalent to just over one month's service spending, satisfies the adequacy requirements of the Local Government Act 2003.
37. The main risk continues to be whether the reserve will be required to meet the costs of defending the Council in any appeals or Judicial Review proceedings. In the event that these costs exceed the available funding, the Council will need to divert some of the funding from the Property Investment Fund.
38. In the light of the identified future significant pressures, the levels of combined balances as detailed in this report are considered prudent.

c. Budget Monitoring

39. It is the view of Waverley's Section 151 Officer that the arrangements for budget monitoring, referred to above, satisfy the requirements of the Local Government Act 2003. Budget Monitoring in 2018/19 shows that the Council has mostly delivered the savings assumed in the Budget which currently looks to be achieved by year end, with major expenditure items including pay and contract spend being on track. The latest quarter 3 monitoring summary statement will be reported to the O & S committees in February as part of the performance management report. This will also be available for circulation at the 22nd January VFM O & S meeting for information.

Council Tax Levels

40. Under the Local Government Finance Act 1992 each billing authority and precepting authority must determine whether its relevant basic amount of council tax for a financial year is excessive. If an authority's relevant basic amount of council tax is excessive a referendum must be held in relation to that amount. For 2019/20, the relevant basic amount of council tax of an authority is excessive if it is more than 2.99% above the 2018/19 amount.
41. It is recommended that, given the significant budget shortfall in 2019/20 and projected for subsequent years, Waverley's council tax is increased by the maximum allowed in 2019/20. This would generate an additional £290,000 income. This increase would add £5.30, 10pence per week, to the annual charge for a Band D property.

Council Tax Support Scheme

42. The Council Tax Support Scheme, which replaced council tax benefit on 1st April 2013, is reviewed annually. A range of assistance was introduced by Waverley to assist claimants and these schemes are actively promoted. A hardship fund was created to support claimants and the qualifying criteria revised to encourage take up.

Discretionary Housing Payments are also available, and Waverley officers are proactively supporting households that are most affected by welfare reforms. Experience shows that the current Council Tax Support Scheme remains successful as evidenced by the gradual reduction in the number of claimants and the consistently low take up of discretionary support. It is, therefore, recommended that the current scheme remains unchanged for 2019/20.

General Fund Capital

43. Each year, the Council reviews its three-year Capital Programme and agrees the budgets to be included within the Budget for the year ahead. The overall parameters for the Capital Programme are set out within the Council's Financial Plan.
44. The proposed 2019/20 Capital Programme amounts to £3million as shown at Annexe 6 to this report. A £2m capital programme was approved for 2018/19 plus slippage from the previous year and, whilst this is not subject to approval as part of this report, it should be noted that the majority of this spend is on track and with the exception of the Frensham scheme, major slippage to 19/20 is not expected.
45. In the light of the level of underspend and rescheduling of General Fund capital schemes in recent years, and following a major review led by Value for Money Overview & Scrutiny Committee, a new and more rigorous bidding and monitoring process for General Fund capital schemes has been implemented. Including:
 - A bidding process throughout the year, including a requirement for delivery milestones and cash flow projections.
 - A rolling reserve list of schemes that are over and above the available funding but can be implemented by agreement of the Director of Finance and The Portfolio Holder for Finance if sufficient funds become available in the year.
 - Terminating or postponing schemes that are not delivering to agreed timescales in the year and reallocating resources to new or reserve schemes.
 - The ability to bid for additional funding for capital spend if a return or cost saving is achieved that meets the Investment Advisory Board criteria.

Observations from the Value for Money and Customer Service Overview and Scrutiny Committee

46. The VfM and Customer Service O&S Committee considered this report at its meeting on 22 January 2019 and made the following observations.
 - The Committee was pleased to note that a balanced budget was presented, and thanked officers and Members for their hard work throughout the year which had helped to address a significant funding gap for 2019/20. However it was heard that, given the projected £3.8m shortfall over the next three years, further reductions in service costs would need to be delivered going forward.
 - The Committee welcomed the proposal to maintain the current level of Community Grant funding for 2019/20 as well as not increasing car parking charges.

- Some Members felt that allocating New Homes Bonus income specifically to the Property Investment Fund was too narrow and suggested that, while it should not be used to balance the revenue budget, other investment opportunities for this money could also be considered.
- There were some further queries in relation to borrowing for investment, however overall the Committee was satisfied that the Council had very clear investment criteria and generally took a cautious approach to property investment, turning down opportunities which were not appropriate.
- In relation to fees and charges, the Committee commented that without knowing the demand for each service, it was difficult to understand the relevant value for each item. The Committee suggested that a table showing the revenue from the individual fees and charges should be included with the Budget papers.
- It was also suggested that further work be done on benchmarking fees and charges with other Local Authorities as well as commercial providers to gain a better understanding of the market value for each service. The Committee proposed that scrutiny of the basis for individual fees and charges should be a workstream for the Value for Money and Customer Service O&S Committee in the next Council year.

47. The Committee endorsed recommendations 1 – 2 and 4 – 5 as set out in the report. In relation to recommendation 3, the Committee recommended that a schedule be added to the fees and charges document in future, showing the volume of demand for each service. It was also recommended that a comprehensive review of fees and charges be undertaken over the coming year to ensure that these appropriately reflected the market.

Recommendation

It is recommended that the Executive, after considering comments from the Value for Money Overview & Scrutiny Committee, makes the following recommendations to Council, to:

1. agree a 2.99% increase in Waverley's element of Council Tax for 2019/2020;
2. agree to make no change to the Council's existing Council Tax Support Scheme;
3. approve the proposed Fees and Charges as shown at Annexe 4;
4. approve the General Fund Budget for 2019/20 incorporating the pay award; and
5. approve the 2019/20 General Fund Capital Programme as shown at Annexe 6.

Background Papers

Provisional Local Government Finance Settlement 2019/20; Financial Plan 2017/18 – 2020/21; Revenue Budget 2018/19.

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GENERAL FUND MEDIUM TERM FINANCIAL PLAN

	2020/2021	2021/2022	2022/2023	Total over 3-years
Main Projected Budget changes	Change from 2019/2020 Base	Change from 2020/2021 Base	Change from 2021/2022 Base	Change from 2019/2020 Base
	£000	£000	£000	£000
Inflation - including pay	500	500	500	1,500
Waste funding SCC reduction	290			290
Housing benefit admin grant	20	20	30	70
Retained Business Rate Funding (assumed will be tapered out)	750	750	500	2,000
Budget Shortfall	1,560	1,270	1,030	3,860

Addressing the Budget Shortfall				
Proposed Council tax increase of 2.99%	-300	-300	-300	-900
Council tax property growth	-50	-50	-50	-150
Procurement saving target	-60	-100	-50	-210
Property income target (net of costs/financing/provision)	-300	-300	-300	-900
New/increased income - target	-850	-520	-330	-1,700
Efficiency/customer service/invest to save - target saving				
	-1,560	-1,270	-1,030	-3,860

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General Fund Revenue Account

2018-19 Budget

2019-20 Draft
Budget

Draft Budget Summary

	£	£
Community	3,796,780	3,623,280
Customer and Corporate Services	(720,540)	(812,640)
Environmental Services	1,371,920	1,494,520
Finance	1,352,260	1,267,930
General Fund Housing	993,590	1,063,170
Planning	2,044,690	1,958,670
Policy and Governance	2,833,070	2,818,690
Staff Vacancy Target Saving	(250,000)	(280,000)
	11,421,770	11,133,620
Inflation Provision		470,000
Depreciation (reversal of charges included above)	(1,142,980)	(1,012,880)
Net Service Cost	10,278,790	10,590,740
Movement in Reserves - Contribution (from)/to:		
Revenue Contribution to Capital Programme	1,000,000	1,051,060
New Homes Bonus to Invest to Save reserve	1,230,640	1,164,280
Local Plan - contribution to reserve	80,000	80,000
Borough Election reserve	20,000	30,000
Insurance reserve	5,000	5,000
Business Rates Equalisation reserve	290,200	290,200
Waverley Spending Requirement	12,904,630	13,211,280
Financed by :-		
Council Tax	9,673,980	9,758,000
Proposed Council Tax increase - 2.99%		289,000
Retained Business Rates Funding	2,000,000	2,000,000
New Homes Bonus	1,230,640	1,164,280
Total	12,904,620	13,211,280

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Statement of main variations from 2018/19 General Fund Budget

	2019/20
	Variance from 2018/19 Base £000
Community	
Handover of Godalming Museum to Town Council - tapered cost reduction	-24
The Edge rental income	-38
Broadwater Golf Lease - Approved Executive 4/12/18	17
Careline Income due to increase in volume	-20
Economic Development - additional budget to deliver strategy	18
Customer & Corporate	
Property Management including feasibility and due diligence costs	80
Wey Centre costs	10
Central Office Maintenance and repairs	30
Property Income target	-200
Environment	
New Waste Contract Saving (part year)	-41
Green Waste Income - proposed charge increase	-75
Recycling Credit Reductions - Surrey County Council	184
Hand car washing in car parks - pilot	22
Finance	
Benefit grant reductions from Government	42
Provision for benefit debts - partly due to Universal Credit	150
Net interest income on treasury investments	-283
Credit and Debit card transaction costs	30
Planning	
Realignment of Building Control Income to business plan	39
Policy & Governance	
Members Training	8
Members Allowances	12
Election government grant reduced	6
Overall staff cost to General Fund	-130
Staff vacancy target increase	-30
Inflation provision for contracts and staff pay	470
Other small budget variations	35
Total	£312

Does not include staff recharge changes between services.

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Fees and Charges
2019/2020

Policy & Governance

Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
Register of Electors					
These are Statutory Charges					
Electronic Data	Per 1,000 names or part thereof on each register	OO	20.00	20.00	0.0%
		OO	1.50	1.50	0.0% (A flat rate fee is charged plus a charge per 1,000 names on each register.)
Paper Data	Per 1,000 names or part thereof on each register	OO	10.00	10.00	0.0%
		OO	5.00	5.00	0.0%

Vat Indicator:

- OS = Standard
- OE = Exempt
- OZ = Zero Rated
- OO = Outside Scope

Policy & Governance
Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
Democratic Representation					
<u>Annual Charges for supply of Committee Agendas</u>					
Meetings of Full Council	Per Copy	OZ	45.00	45.00	0.0%
Area Planning Committees (All)	Per Copy	OZ	104.00	105.00	1.0%
Individual Area Planning Committee	Per Copy	OZ	35.00	35.00	0.0%
Executive	Per Copy	OZ	69.00	70.00	1.4%
Others	Per Copy	OZ	35.00	35.00	0.0%
<u>Other Charges</u>					
Photocopying (A4/A3) (Print Room Only)	Per Copy	OS	0.20	0.20	0.0%
Copies of Committee Documents (including webcasts on DVD)	Per Copy	OS	9.00	10.00	11.1%

Policy & Governance
Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
Land Charges					
LLC1 Official Search	Per Search	OO	43.00	43.00	0.0%
LLC1 additional parcel of land	Per Parcel	OO	5.00	5.00	0.0%
Con29 (inc SCC)	Per Search	OS	245.00	245.00	0.0%
Full Land Charges Search (inc. SCC)	Per Search	OS	288.00	288.00	0.0%
Printed Part II					
- Enquiries Con29O listed	per Enquiry	OS	18.00	18.00	0.0%
- Each additional enquiry with Con 29	per Enquiry	OS	27.60	27.60	0.0%
- Each Additional Enquiry	per Enquiry	OO	23.00	23.00	0.0%
Search single part of Register	per Enquiry	OO	4.00	4.00	0.0%
Con 29	per Question	OS	3.00	3.00	0.0%
Search and Photocopying Legal Agreements, Searches etc.	Minimum Charge based upon 15-minute unit	OS	10.00	15.00	50.0%
Search and Photocopying A1 Plans/ Dyeline Copies	Per Copy	OS	10.00	15.00	50.0%

Vat Indicator: OS = Standard
OE = Exempt
OZ = Zero Rated
OO = Outside Scope

Policy & Governance

Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
Legal Expenses					
Freedom of Information/ Environmental Information Regulations	Per Enquiry	OO	By Arrangemen	By Arrangement	
Proof of Life Certificates		OO	38.00	38.00	0.0%
Vat Indicator:	OS = Standard OE = Exempt OZ = Zero Rated OO = Outside Scope				

Policy and Governance
Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
Corporate Management					
Sale of Annual Financial Report	Per Copy	OZ	10.00	11.00	10%
Sale of Annual Budget	Per Copy	OZ	10.00	11.00	10%

Vat Indicator: OS = Standard
 OE = Exempt
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 OO = Outside Scope

Planning Service
Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge	Charge £	% Increase
Development Control					
Planning Application Fees	Various	OO	Various	Various	
Statutory Fees set by government - increase of 20% from January 2018					
Supply of Weekly Lists of Planning Applications	Per Annum	OZ	200.00	220.00	10.0%
<u>Search and Photocopying</u>					
Copies of documents (general)	First page £1.00 20p/sheet thereafter	OS	1.00	1.00 45p/sheet thereafter	0.0%
Decision notices and other standard documents		OO	10.00	20.00	100.0%
A0				26.00	
A1 Plans / Dyeline Copies	Per Copy	OS	20.00	22.00	10.0%
A2				15.00	
A3				11.00	
A4				8.00	
High Hedges	Per Property (Minimum Charge)	OO	500.00	500.00	0.0%
Pre-Application Charges <i>(charges shown inclusive of VAT)</i>					
Planning Surgeries					
-Householder		OS	60.00	62.00	3.3%
-Householder		OS	95.00	98.00	3.2%
-One dwelling & other development		OS	200.00	205.00	2.5%
-2-5 dwellings		OS	500.00	512.00	2.4%
-6-10 dwellings		OS	900.00	922.00	2.4%
-10-25 dwellings		OS	2,500.00	2,560.00	2.4%
-26+ dwellings		OS	5,000.00	5,120.00	2.4%
100-500 dwellings		OS	7,500.00	7,680.00	2.4%
500+ dwellings		OS	10,000.00	10,240.00	2.4%
Commercial Floor space					
≤150m2		OS	200.00	205.00	2.5%
- 150m2 - 500m2		OS	500.00	512.00	2.4%
- 501m2 - 1,000m2		OS	2,500.00	2,560.00	2.4%
- 1,000+ m2		OS	3,500.00	3,584.00	2.4%
Other developmen Change of Use non-commercial, equine, commercial		OS	200.00	205.00	2.5%
Amended pre-application				50% original charge	
Development Control Consultative Forum		OS	5,000.00	5,000.00	0.0%
Research Fee		OS	100.00	110.00	10.0%
Validation Checks		OS	50.00	55.00	10.0%
Listed Building & Conservation Area Advice		OS	200.00	250.00	25.0%
Tree Advice		OS	40.00	50.00	25.0%
Charging for meetings as part of application		OS		100.00	

Planning Service
Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge	Charge £	% Increase
Other Planning Services					
Waverley Borough Local Plan					
- Waverley residents & organisations	Per Copy	OZ	40.00	0.00	-100.0%
- Non-Waverley residents & organisations	Per Copy	OZ	60.00	0.00	-100.0%
Local Plan - Maps					
- Waverley residents & organisations	Per Copy	OZ	25.00	0.00	-100.0%
- Non-Waverley residents & organisations	Per Copy	OZ	40.00	0.00	-100.0%
2002 Local Plan document (no maps)	Per Copy	OZ		20.00	
Local Plan Part 1 (February 2018) (including maps)	Per Copy	OZ		50.00	
(Maps only)	Per Copy	OZ		28.00	
Self Build and Custom Housebuilding Register					
- Entry to the Register	Per application	OS	25.00	30.00	20.0%
- Fee to remain on Register (applies from 31st October 2018)	Per Annum	OS	10.00	15.00	50.0%
House Name Changes, Street Naming and Numbering					
<u>Property name additions/amendments</u>					
Rename a road			300.00	308.00	2.7%
Rename a property			100.00	103.00	3.0%
<u>Numbering of new properties</u>					
Plots					
First plot of any new development		OO	200.00	205.00	2.5%
Additional plots 2 to 20		OO	40.00	41.00	2.5%
Additional plots 21 and above		OO	30.00	31.00	3.3%
Vat Indicator: OS = Standard OE = Exempt OZ = Zero Rated OO = Outside Scope					

Planning Service
Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge	Charge £	% Increase
Building Control					
Building Control Fees	Various	OS	Locally determined fees in accordance with LGA Building Regulations Scheme		
<u>Search and Photocopying</u>					
Enquiries (Building Control)	Minimum Charge	OS	40.00	41.00	2.5%
Copy Building Control certificate		OO	10.00	11.00	10.0%

Vat Indicator: OS = Standard
 OE = Exempt
 OZ = Zero Rated
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Customer and Corporate Services
Schedule of Fees and Charges 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	% Increase
Property and Development Services					
Surveyor's Fees					
Request from owners/occupiers to purchase additional land	Per Request	OS	500.00	520.00	4.0%
Request from owners/occupiers for the grant of a permanent easement	Per Request	OS	500.00	520.00	4.0%
Request for access/drainage rights	Per Request	OS	500.00	520.00	4.0%
Request for assignment of leases (where lease allows)	Per Request				
Residential Premises		OS	250.00	260.00	4.0%
Commercial Tenancies		OS	600.00	620.00	3.3%
Request for landlord's consent for change of use/sub-letting/alterations etc. (where lease allows)	Per Request				
Residential Premises		OS	250.00	260.00	4.0%
Commercial Tenancies		OS	600.00	620.00	3.3%
Grant of licence to use land or accessway	Per Request	OS	250.00	260.00	4.0%
Request for a tenant's reference	Per Request	OS	150.00	155.00	3.3%
Discharge of a covenant	Per Request	OS	450.00	465.00	3.3%
Request for Wayleave	Per Request	OS	300.00	310.00	3.3%
Grant/renewal of lease (where appropriate)	Per Request				
Commercial		OS	500.00	520.00	4.0%
Sports Clubs/Community Groups etc		OS	250.00	260.00	4.0%

Vat Indicator: OS = Standard
OE = Exempt
OZ = Zero Rated
OO = Outside Scope

Finance
Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
Cost of Collection					
Summons Costs					
Council Tax	Per Summons				
on issue of summons		OO	105.00	105.00	0.0%
on granting of liability order (further charge)		OO	3.00	3.00	0.0%
Business Rates	Per Summons				
on issue of summons		OO	130.00	130.00	0.0%
on granting of liability order (further charge)		OO	3.00	3.00	0.0%
Vat Indicator:	OS = Standard OE = Exempt OZ = Zero Rated OO = Outside Scope				

Community Services
Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes	
Event and Filming Administration Fees							
Administration Fees							
All events and filming request will be subject to an administration charge to cover the costs of event admin, checking of documentation and any site visits required							
Local Community / Charity / School Event	Per Event	OS	51.00	53.00	3.9%		
Commercial Event / Filming Admin Fee	Per Event	OS	102.00	105.00	2.9%		
Town & parish Council fee per annum for organising events on WBC land to cover admin required	Per Annum	OS	102.00	105.00	2.9%		
Events							
Fairs - Operational day	Day	OE	612.00	627.00	2.5%	} plus 500 refundable deposit	
Fairs - Setting up / down	Day	OE	158.00	300.00	89.9%		
Small Fetes / Village Shows	Day	OE	102.00	105.00	2.9%	} plus 200 refundable deposit	
Large Fetes / Village Shows	Day	OE	153.00	157.00	2.6%		
Car Boot Sales	Day	OE	204.00	209.00	2.5%	} plus 500 refundable deposit	
Caravan Rallies - Per Unit	Night	OS	8.00	9.00	12.5%		
Tilford Camp Site - Per Head	Night	OS	5.00	6.00	20.0%		
Grazing Rights							
			By Negotiat By Negotiation				
Frensham Common	Parking	Car / Day	OS	4.00	4.00	0.0%	}
		Coach / Day	OS	16.00	16.00	0.0%	
		Motor Homes / Day	OS	8.00	8.00	0.0%	
		Horse box / Day	OS	12.00	12.00	0.0%	
Balloon launches		per launch	OE	77.00	80.00	3.9%	} Exclusive right per site
		Annual fee	OE	1,020.00	1,045.00	2.5%	
Allotments	5 rod plot	per plot	OE	61.00	63.00	3.3%	
	10 rod plot	per plot	OE	122.00	125.00	2.5%	
Forest Schools	Session	OE	36.00	40.00	11.1%		
Professional Dog Walking		Session	OE	15.00	16.00	6.7%	} 1 person with 4 dogs on WBC sites
		Annual licence	OE	153.00	157.00	2.6%	
Bonfires	Event	OE	104.00	107.00	2.9%	} plus 500 refundable deposit	
Ice Cream Vans		6 months	OE	1,581.00	1,619.00	2.4%	} plus 500 refundable deposit
		one off's	OE	51.00	53.00	3.9%	
Mobile Catering	per month	OE	520.00	550.00	5.8%	} plus 500 refundable deposit	
Bouncy Castle (use of land)	Session	OE	53.00	55.00	3.8%		
Blessings (eg Frensham Pond)	Event	OS	51.00	53.00	3.9%		
Wedding Events on Open Spaces		OS	153.00	200.00	30.7%	} plus 200 refundable deposit	
Farnham Castle use of Farnham park for extra parking for castle events		OS	1,020.00	1,045.00	2.5%	annual fee	
Officer call outs for site visits / meetings / utility meetings	Hour	OE	112.00	115.00	2.7%		
Still Photography							
Advertising	Per Day (or part thereof)	OS	By Negotiat	By Negotiation		}	
Books or Magazines		OS	By Negotiat	By Negotiation		}	

Community Services
Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes
Filming						
Feature film or Advertising film	Per Day	OS	By Negotiat	By Negotiation		}
Set up and clear up days	(or part thereof)	OS	By Negotiat	By Negotiation		}
Television Drama or Comedy		OS	By Negotiat	By Negotiation		}
Small scale filming		OS	51.00	By Negotiation		}
Individual Educational/Student requests		OS	Free	Free		}
University of creative arts - student filming requests	Annual fee	OS	1,000.00	1,024.00	2.4%	}
Music						
Recording or video	Per Day (or part thereof)	OS	By Negotiat	By Negotiation		}
Recreational Open Space						
Football						
With Pavilion						
Full size pitch over 18's, 11v11	Match	OS	84.00	90.00	7.1%	}
Full size pitch U13 - U18's, 11v11	Match	OS	84.00	55.00	-34.5%	}
Junior pitch U11-U12's, 9v9	Match	OS	44.00	41.00	0.0%	}
Colleges/Businesses Seniors	Match	OS	96.00	99.00	3.1%	}
Without Pavilion						
Full size pitch over 18's, 11v11	Match	OS	71.00	80.00	12.7%	}
Full size pitch U13 - U18's, 11v11	Match	OS	71.00	47.50	-33.1%	}
Junior pitch U11-U12's, 9v9	Match	OS	38.00	35.00	-7.9%	}
Mini pitch U7-U10, 5v5 ad 7v7	Match	OS	35.00	32.00	-8.6%	}
Colleges/Businesses Seniors	Match	OS	84.00	87.00	3.6%	}
Rugby						
Seniors	Match	OS	84.00	90.00	7.1%	}
Mini Rugby	Match	OS	42.00	45.00	7.1%	}
Junior (u18)	Match	OS	51.00	53.00	3.9%	}
Colleges/Businesses Seniors	Match	OS	96.00	99.00	3.1%	}
Training						
Football - no pitch use	Session	OS	25.00	26.00	4.0%	}
Rugby - no pitch use	Session	OS	27.00	28.00	3.7%	}
Football - pitch use	Session	OS	70.00	72.00	2.9%	}
Rugby - pitch use	Session	OS	82.00	84.00	2.4%	}
Cricket - with pavilion						
Seniors	Match	OS	95.00	100.00	5.3%	}
Seniors (artificial wicket)	Match	OS	81.00	81.00	0.0%	}
Colts	Match	OS	40.00	41.00	2.5%	}
Colts (artificial wicket)	Match	OS	35.00	36.00	2.9%	}
Colleges/Businesses Seniors	Match	OS	102.00	105.00	2.9%	}
Cricket - without pavilion						
Seniors	Match	OS	79.00	85.00	7.6%	}
Seniors (artificial wicket)	Match	OS	65.00	70.00	7.7%	}
Colts	Match	OS	36.00	37.00	2.8%	}
Colts (artificial wicket)	Match	OS	31.00	32.00	3.2%	}
Colleges/Businesses Seniors	Match	OS	92.00	95.00	3.3%	}
Broadwater Changing rooms	Match	OS	18.00	19.00	5.6%	eg FCC cricket matches
Note: VAT is not chargeable on certain block/seasonal bookings of sports facilities.						
Tennis						
Seniors Per Court	Hour	OS	8.00	9.00	12.5%	}
Juniors Per Court (Up to 6pm Monday to Friday)	Hour	OS	6.00	7.00	16.7%	}
Colleges/Businesses Seniors	Hour	OS	10.00	10.00	0.0%	}

Community Services
Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes
Bowls Club						
Per Green	Year	OE	7,000.00	7,800.00	11.4%	
Athletics						
Athletics at Woolmer Hill Sports Ground, Haslemere	Year	OE	722.00	780.00	8.0%	Artificial track provided and maintained by Athletics Club
Outdoor Keep Fit Groups						
One off use	Session	OS	11.00	15.00	36.4%	
Once a week, 1-2-1 tuition	Annual Charge	OS	52.00	78.00	50.0%	
Multiple sessions each week, 1-2-1 tuition	Annual Charge	OS	104.00	156.00	50.0%	
Once a week, group tuition	Annual Charge	OS	104.00	156.00	50.0%	
Multiple sessions each week, group tuition	Annual Charge	OS	208.00	312.00	50.0%	
Outdoor Fitness Camp Note:						
Reinstatement fees may be charges if damaged is caused by training on the sports pitches.	Per Incident		Dependent on amount of litter/damage	Dependent on amount of litter/damage		
Littering/Vandalism Charge						
Should sports clubs/trainers etc litter or damage our facilities, they may be liable for costs associated with rectifying issues	Per Incident		Dependent on amount of litter/damage	Dependent on amount of litter/damage		

Community Services
Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes
Sunvale Cemetery, Haslemere						
Interment Fees - Earth Grave						
First Burial in Grave Space - 8ft)	OO	832.00	860.00	3.4%	
Subsequent Burials)	OO	728.00	760.00	4.4%	
Child - 0-16 years) per Grave	OO	No Charge	No Charge		
Ashes)	OO	364.00	380.00	4.4%	
Ashes - Child 0-16 years)	OO	No Charge	No Charge		
Non-Residents of the Parish)	OO		Fees + 100%		
Exclusive Right of Burial						
Purchase of Grave Space						
Earth Grave)	OO	1,530.00	1,580.00	3.3%	
Earth Grave - child 0-16 years)	OO	520.00	540.00	3.8%	
Cremation Section)	OO	520.00	540.00	3.8%	
Non-Residents of the Parish)	OO		Fees + 100%		
Transfer of exclusive grant of right of burial)	OO	61.00	63.00	3.3%	
Memorial Rights						
(Grave Space must be purchased)						
Head Stone (maximum height 5'))	OO	153.00	157.00	2.6%	
Kerb Stone (maximum 7'x 3'6"))	OO	208.00	213.00	2.4%	
cross or other monument not over 2' high x 1'6")					
Added Inscription after first)	OO	104.00	107.00	2.9%	
Non-Residents of the Parish)	OO		Fees + 100%		
Administration						
Discretionary Fee)	OO	61.00	63.00	3.3%	To be charged where excessive time spent and no other fee charged.

Vat Indicator: OS = Standard
OE = Exempt
OZ = Zero Rated
OO = Outside Scope

Community Services
Schedule of Fees and Charges 2019/2020

		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
Borough Hall, Godalming						
Casual Use						
Main Hall						
Monday - Friday	8am - 6pm	Per Hour	OE	45.00	39.00	-13.3%
Monday - Thursday	6pm - Midnight	Per Hour	OE	54.00	45.00	-16.7%
Friday - Sunday	6pm - 11pm	Per Hour	OE	51.00	55.00	7.8%
Childrens Parties						
Saturday and Sunday	9am - 5:30pm	Per Hour	OE	40.00	36.00	-10.0%
Court Room						
Monday - Friday	8am - 6pm	Per Hour	OE	36.00	29.00	-19.4%
Monday - Thursday	6pm - Midnight	Per Hour	OE	45.00	35.00	-22.2%
Friday - Sunday	6pm - 11pm	Per Hour	OE	51.00	40.00	-21.6%
Borough Hall Complex						
Friday - Sunday	6pm - 11pm	Per Hour	OE	61.00	59.00	-3.3%
Extra Staff Member (Tiered seating, bar staff, support)						
	9am - 6pm	Per Hour	OE	15.00	15.00	0.0%
	6pm - midnight	Per Hour	OE	17.00	15.00	-11.8%
	Midnight - 2am	Per Hour	OE	24.00	25.00	4.2%
Other						
Kitchen		Daily Charge		69.00	69.00	0.0%
Tiered seating		Daily Charge		105.00	75.00	-28.6%
Linen Laundry		Per Cloth			8.00	
Water Urn		Daily Charge			10.00	
Stage PA System		Daily Charge			20.00	
Corkage		Per Bottle			4.00	
Charitable and Non profit making organisations/ Waverley BC staff				20% discount applied		

Community Services
Schedule of Fees and Charges 2019/2020

		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
Regular Use						
Main Hall						
Monday - Friday	8am - 6pm	Per Hour	OE	15.00	18.00	20.0%
Monday - Thursday	6pm - Midnight	Per Hour	OE	25.00	25.00	0.0%
Friday - Sunday	6pm - 11pm	Per Hour	OE		35.00	
Court Room/Bar						
Monday - Friday	8am - 6pm	Per Hour	OE	12.00	13.00	8.3%
Monday - Thursday	6pm - Midnight	Per Hour	OE	17.00	18.00	5.9%
Friday - Sunday	6pm - 11pm	Per Hour	OE		25.00	

The court room, when used as a bar for social functions, will be closed at 11pm and cleared by 11.30pm.

The above schedule excludes the Cinema which is shown below.

Nursery School: to be agreed.

Cancellation of a Casual Booking will incur a loss of the deposit paid. Cancellation of a booking within 28 days of the booked date will incur total cost of the booking to be levied.

A cash deposit of £1,000 will be secured on any public function and an insurance indemnity of £2,000,000 required. An insurance indemnity certificate of £1,000,000 is required on all bookings.

A negotiation of rates chargeable can be made in circumstances beneficial to the Council and the client especially on regular use.

Bar facilities from 7pm - 11pm are part of the bookings for our clients if required.

Clients are not allowed to operate their own bar unless special permission and conditions apply

The premises must be cleared by the client and their guests by midnight.

Catering for large social functions will not be allowed to be carried out by the client unless special permission and conditions apply.

The Borough Hall complex is a non-smoking area.

Regular Hirers will be charged for all pre-confirmed dates within the financial year, any cancellations by the Hirer will not be refunded.

In the event of adverse weather, the Borough Hall Management reserves the right to cancel bookings at short notice Regular Bookings cancelled by Management will be refunded at the end of the financial year

Cinema

Adult	OS	7.50	7.50	0.0%
Senior	OS	6.50	6.50	0.0%
Child	OS	3.50	3.50	0.0%
Student	OS	6.50	6.50	0.0%
Group (10 or more)	OS	6.00	6.00	0.0%

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Community Services
Schedule of Fees and Charges 2019/2020

		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
Memorial Hall						
Casual Use						
Main Hall - Miles Rafe Room						
Monday - Friday	8am - 6pm	Per Hour	OE		25.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		40.00	
All day hire	weekend only	Per Day	OE		1,000.00	
Exclusive Use	weekend only	Per Hour			90.00	
Wallace Room						
Monday - Friday	8am - 6pm	Per Hour	OE		15.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		20.00	
Ayres Room						
Monday - Friday	8am - 6pm	Per Hour	OE		15.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		20.00	
Combined Wallace & Ayres Rooms						
Monday - Friday	8am - 6pm	Per Hour	OE		20.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		30.00	
Hawkins Room						
Monday - Friday	8am - 6pm	Per Hour	OE		15.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		20.00	
Mansey						
Monday - Friday	8am - 6pm	Per Hour	OE		15.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		20.00	
Regular Use						
Main Hall - Miles Rafe Room						
Monday - Friday	8am - 6pm	Per Hour	OE		20.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		40.00	
All day hire	weekend only	Per Day	OE		1,000.00	
Exclusive Use	weekend only	Per Hour			90.00	
Wallace Room						
Monday - Friday	8am - 6pm	Per Hour	OE		10.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		15.00	
Ayres Room						
Monday - Friday	8am - 6pm	Per Hour	OE		10.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		15.00	
Combined Wallace & Ayres Rooms						
Monday - Friday	8am - 6pm	Per Hour	OE		15.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		20.00	
Hawkins Room						
Monday - Friday	8am - 6pm	Per Hour	OE		10.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		15.00	
Mansey						
Monday - Friday	8am - 6pm	Per Hour	OE		10.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		15.00	
Performing Rights Tariff			OE		3% of hire charge	not required if hirer can sufficient provide their own PRS certificate

Vat Indicator: OS = Standard
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Community Services
Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	
Careline						
- Careline Customers: (£4.40 plus vat)	Per Week	OS	5.43	5.43	0.0%	} Additional fee of £2 per additional invoice generated for new customers not paying by Direct Debit
- Housing Associations	Contracts and pricing individually agreed					

Vat Indicator: OS = Standard
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 OO = Outside Scope

Environment Services
Schedule of Fees and Charges 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	% Increase	
Special Refuse Collection						
Standard Charge						
1 Item	Per Visit	OO	44.00	44.00	0.0%	Standard charges are designed to achieve overall full recovery of the cost of the service to the Council.
2 Items	Per Visit	OO	52.00	52.00	0.0%	
3 Items	Per Visit	OO	60.00	60.00	0.0%	
4 Items	Per Visit	OO	68.00	68.00	0.0%	
5 Items	Per Visit	OO	76.00	76.00	0.0%	
6 - 9 Items	Per Visit	OO	94.00	94.00	0.0%	
Reduced Charge						
1 Item	Per Visit	OO	22.00	22.00	0.0%	Reduced charges are based on 50% of the standard charge and apply to persons in receipt of benefit, ie Supplementary Benefit Income Support Housing Benefit Council Tax Support Family Tax Credit
2 Items	Per Visit	OO	26.00	26.00	0.0%	
3 Items	Per Visit	OO	30.00	30.00	0.0%	
4 Items	Per Visit	OO	34.00	34.00	0.0%	
5 Items	Per Visit	OO	38.00	38.00	0.0%	
6 - 9 Items	Per Visit	OO	47.00	47.00	0.0%	
Cancellation Fee		OO	10.00	10.00	0.0%	
Waste Recycling						
Green Waste Collection						
Standard Charge:						
	1 bin	per Annum	OO	60.00	65.00	8.3%
	Purchase of bin	per Item	OO	20.00	20.00	0.0%
Vat Indicator:	OS = Standard OE = Exempt OZ = Zero Rated OO = Outside Scope					

Environment Services
Schedule of Fees and Charges 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	% Increase	
Environmental Health						
Food						
Surrender Certificates for Unfit Food		OS	175.00	180.00	2.9%	Food certificates, if only issued by LAs and if required to issue them by statute, are outside the scope of VAT. Food certificates are provided on request to assist with private legal cases, usually in relation to accident investigations.
Export Certificates for Food		OS	175.00	180.00	2.9%	
Statement of Fact		OS	175.00	180.00	2.9%	
Re-visits for Food Hygiene Rating				200.00		
Food Hygiene Training Course				75.00		
Private Water Supply						
Risk Assessments	Per Request	OS	165.00	169.00	2.4%	
	+ Per Hour		56.70	59.00	4.1%	
Sampling	Per Request	OS	60.00	62.00	3.3%	
			51.70	53.00	2.5%	
Investigations	Per Hour	OS	60.00	62.00	3.3%	
Authorisations	Per Request	OS	100.00	103.00	3.0%	
	+ Per Hour		51.70	53.00	2.5%	
Analysis	Per Request	OS	21.00	22.00	4.8%	
			+ laboratory fees			

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Environment Services
Schedule of Fees and Charges 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	% Increase	
Animal Control						
Stray Dogs	Per Occasion	OO	25.00	25.00	0.0%	Statutory fee plus kennelling and vet's costs extra
<u>Rats and Mice</u>						
Domestic #	Per Treatment	OS	70.00	75.00	7.1%	Rodent treatments are for a single domestic property, including immediate gardens and grounds, occupied by one family. Additional charges may be made if: the property is occupied by more than one family, or if further visits are required, or if outbuildings, stables or land where domestic pets or livestock are present.
Domestic - Call out		OS	35.00	40.00	14.3%	
Reduced Charge *		OS	35.00	40.00	14.3%	
Reduced Charge Call out *		OS	17.50	20.00	14.3%	
Commercial	Per Hour	OS	70.00	75.00	7.1%	
Commercial - Call out		OS	35.00	40.00	14.3%	
<u>Wasps</u>						
Domestic	Per Visit	OS	62.00	65.00	4.8%	Additional nests at the same time, +50% for each nest
Domestic - Call out		OS	30.00	35.00	16.7%	
Reduced Charge *	Per Visit	OS	30.00	35.00	16.7%	
Reduced Charge Call out *		OS	15.00	20.00	33.3%	
Commercial	Per Hour	OS	62.00	65.00	4.8%	
Commercial - Call out		OS	30.00	35.00	16.7%	
<u>Casual Treatments / Other Insects</u>						
(Including Fleas)						
Fleas	Per Visit	OS	75.00	80.00	6.7%	Charges are for up to a standard 3 bedroom house.
Reduced charge*	Per Visit	OS	37.50	40.00	6.7%	
Bed Bugs	Per Visit	OS	75.00	80.00	6.7%	Additional rooms are charged at £17.50 each.
Reduced charge*	Per Visit	OS	37.50	40.00	6.7%	
Cockroaches	Per Visit	OS	75.00	80.00	6.7%	
Reduced charge*	Per Visit	OS	37.50	40.00	6.7%	
Cluster Flies	Per Visit	OS	104.00	110.00	5.8%	
Reduced charge*	Per Visit	OS	54.00	60.00	11.1%	
Carpet Moths	Per Visit	OS	104.00	110.00	5.8%	
Reduced charge*	Per Visit	OS	54.00	60.00	11.1%	
Advice visits or callout charge for missed appointments	Per Visit	OS	35.00	40.00	14.3%	
Pharaoh's Ants	Per Visit	OS	Price subject to survey	Price subject to survey		
<u>Squirrels</u>						
Squirrels		OS	118.00	0.00	-100.0%	no longer offer

The reduced charge will apply to those who can demonstrate to be in receipt of Income Support, Housing Benefit, Council Tax Relief (other than sole occupancy relief) or Disability Working Allowance or Disability Living Allowance.

Vat Indicator: OS = Standard
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Environment
Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	% Increase
			£	£	
Licences					
Animal Welfare					
Boarding for Cats and Dogs - Kennels					
Part A (Application and Renewal Fee)				384.00	
Part B (Grant Fee)				<u>300.00</u>	
Total Fee				684.00	
Boarding for Dogs - Home Boarding					
Part A				334.00	
Part B				<u>300.00</u>	
Total Fee				634.00	
Boarding for Dogs - Day Care					
Part A				384.00	
Part B				<u>300.00</u>	
Total Fee				684.00	
Breeding Dogs(excl vet fee)					
Part A				334.00	
Part B				<u>300.00</u>	
Total Fee				634.00	
Hiring Horses (excl vet fee)					
1 - 8 horses					
Part A				384.00	
Part B				<u>325.00</u>	
Total Fee				709.00	
9 - 15 horses					
Part A				459.00	
Part B				<u>325.00</u>	
Total Fee				784.00	
Over 15 horses					
Part A				534.00	
Part B				<u>325.00</u>	
Total Fee				859.00	
Selling Animals as Pets					
Part A				334.00	
Part B				<u>300.00</u>	
Total Fee				634.00	
Exhibition of Animals					
Part A				334.00	
Part B				<u>300.00</u>	
Total Fee				634.00	
For each additional activity (to the main activity) the fee is half the standard application and grant fee.					
Each additional inspection/visit				150.00	
Each advisory visit				150.00	
Variation to the licence (inclusive of one visit)				200.00	
Re-evaluation of rating (inclusive of one visit)				200.00	
Variations to reduce licensable activities/numbers of animals				75.00	
Transfer due to death of licensee				75.00	

Environment
Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
Riding Establishments - 1 to 8 Horses	Annual	OO	310.00		-100.0%
Riding Establishments - 9 to 15 Horses	Annual	OO	460.00		-100.0%
Riding Establishments - Over 15 Horses	Annual	OO	620.00		-100.0%
Animal Boarding Establishments					
a) Non-home Boarding	Annual	OO	280.00		-100.0%
b) Home Boarding	Annual	OO	200.00		-100.0%
Dangerous Wild Animals	2-yearly	OO	210.00		-100.0%
Zoos	4-yearly	OO	1,100.00		-100.0%
Pet Shops	Annual	OO	220.00		-100.0%
Other					
Cosmetic Piercing, Electrolysis, Acupuncture	per premise	OO	200.00	200.00	0.0%
Cosmetic Piercing, Electrolysis, Acupuncture	per person combined fee for premises and personal licence	OO	200.00	200.00	0.0%
Cosmetic Piercing, Electrolysis, Acupuncture	per premises and personal licence	OO	290.00	290.00	0.0%
Tattooing	per premise	OO	220.00	220.00	0.0%
Tattooing	per person combined fee for premises and personal licence	OO	220.00	220.00	0.0%
Tattooing	per premises and personal licence	OO	310.00	310.00	0.0%
Semi-permanent skin colouring	per premises	OO	220.00	220.00	0.0%
Semi-permanent skin colouring	per person combined fee for premises and personal licence	OO	220.00	220.00	0.0%
Semi-permanent skin colouring	per premises and personal licence	OO	310.00	310.00	0.0%
Street Trading					
a) Sole Trader	Annual	OO	290.00	290.00	0.0%
b) Schedule 2 event - up to 50 traders	Annual	OO	300.00	300.00	0.0%
c) Schedule 2 event - 51 or more traders	Annual	OO	230.00	230.00	0.0%
d) Schedule 2 event - up to 50 traders	Single Event	OO	140.00	140.00	0.0%
e) Schedule 2 event - 51 or more traders	Single Event	OO	150.00	150.00	0.0%

Environment
Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	% Increase
			£	£	
Scrap Metal Dealers Licence					
a) Site - new application		OO	470.00	470.00	0.0%
b) Site - renewal		OO	270.00	270.00	0.0%
c) Site to collectors - variation		OO	410.00	410.00	0.0%
d) Collectors - new application		OO	430.00	430.00	0.0%
e) Collectors - renewal		OO	230.00	230.00	0.0%
f) Collectors to Site - variation		OO	470.00	470.00	0.0%

Please Note:
All of these fees are subject to consideration by the licensing regulatory committee of consultation responses.

<i>Hackney Carriage - Vehicles (not adapted) *</i>					
- less than 5 years old	Annual	OO	284.00	291.00	2.5%
- 5 years old and over - first 6 months		OO	284.00	291.00	2.5%
- 5 years old and over - second 6 months		OO	82.00	84.00	2.4%
<i>Hackney Carriage - Vehicles (adapted) *</i>					
- under 5 years old	Annual	OO	102.00	105.00	2.9%
- 5 years old and over - first 6 months		OO	102.00	105.00	2.9%
- 5 years old and over - second 6 months		OO	82.00	84.00	2.4%
Missed Appointments (Vehicle Test)	Per Test	OO	70.00	72.00	2.9%
Re-testing of vehicles following failure	Per Test	OS	70.00	72.00	2.9%
Private Hire - Operators - renewal (5 vehicles and less)	5 years	OO	125.00	128.00	2.4%
Private Hire - Operators - renewal (more than 5 vehicles)	5 years	OO	171.00	176.00	2.9%
Private Hire - New Operators (5 vehicles and less)	5 years	OO	146.00	150.00	2.7%
Private Hire - New Operators (more than 5 vehicles)	5 years	OO	192.00	197.00	2.6%
Private Hire - New Operators (5 vehicles and less)	5 years	OO	215.00	221.00	2.8%
Private Hire - New Operators (more than 5 vehicles)	5 years	OO	261.00	268.00	2.7%
<i>Private Hire - Vehicles (not adapted) *</i>					
- under 5 years old	Annual	OO	284.00	291.00	2.5%
- 5 years and over - first 6 months		OO	281.00	288.00	2.5%
- 5 years and over - second 6 months		OO	82.00	84.00	2.4%
<i>Private Hire - Vehicles (adapted) *</i>					
- under 5 years old	Annual	OO	102.00	105.00	2.9%
- 5 years and over - first 6 months		OO	102.00	105.00	2.9%
- 5 years and over - second 6 months		OO	82.00	84.00	2.4%
Hackney carriage / private hire - New driver	3 years	OO	262.00	269.00	2.7%
Hackney carriage / private hire licence renewal	3 years	OO	170.00	175.00	2.9%
Hackney carriage / private hire - New driver	1 year	OO	108.00	111.00	2.8%
Hackney carriage / private hire licence renewal	1 year	OO	69.00	71.00	2.9%

Environment
Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	% Increase
			£	£	
<i>Private Hire only - New driver</i>	3 years	OO	262.00	269.00	2.7%
<i>Private Hire only licence renewal</i>	3 years	OO	170.00	175.00	2.9%
<i>Private Hire only- New driver</i>	1 year	OO	108.00	111.00	2.8%
<i>Private Hire only licence renewal</i>	1 year	OO	69.00	71.00	2.9%
<i>Knowledge test</i>	Per Test	OO	70.00	72.00	2.9%
<i>Resit / non-attendance fee for Knowledge test</i>	Per Test	OO	70.00	72.00	2.9%
<i>Surrender and replacement of Hackney Carriage / Private Hire Licence</i>		OO	82.00	84.00	2.4%
<i>Hackney Carriage and Private Hire</i>					
- Replacement plate bracket		OS	10.00	10.30	3.0%
- New/Replacement plate & window disc		OS	20.00	20.50	2.5%
- Replacement driver's badge		OO	10.00	10.30	3.0%
- Change of address		OS	10.00	10.30	3.0%
Transfer of P/H to H/C (new badge, knowledge test and admin)		OO	90.00	92.20	2.4%
<i>Gambling Act 2005</i>	Various		<i>Please see website for individual fees</i>		
- Including lotteries, permits, premises, etc					
Licensing Act 2003					
- Personal	New	OO	37.00	37.00	0.0%
- Premises	Initial/Variation	OO	<i>Various depending on rateable value</i>		
- Premises: Sex Establishment	from -according to RV	OO	4,690.00	4,690.00	0.0%
- Premises	Annual Fee	OO	<i>Various depending on rateable value</i>		
- Premises	DPS Variations, etc	OO	23.00	23.00	0.0%
- Temporary Event Notice	Per Event	OO	21.00	21.00	0.0%
Data Barring Service (previously CRB)	Per Applicant	OO	50.00	60.00	20.0%
<i>Vat Indicator: OS = Standard OE = Exempt OZ = Zero Rated OO = Outside Scope</i>					

Please Note:
All of these fees are subject to consideration by the licensing regulatory committee of consultation responses.

Housing Services
Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	% Increase
			£	£	
General Fund Housing					
Houses in Multiple Occupation (HMO)					
Five yearly - per property (new application)		OO	575.00	590.00	2.6%
Five yearly - per property (renewal)		OO	505.00	520.00	3.0%
Caravan Site Licence Fees					
Site Licence Applications		OO			
No. of pitches	1 - 5		469.00	479.00	2.1%
	6 - 24		492.00	503.00	2.2%
	25 - 99		538.00	552.00	2.6%
Site Licence Variations		OO			
No. of pitches	1 - 5		303.00	313.00	3.3%
	6 - 24		315.00	325.00	3.2%
	25 - 99		338.00	350.00	3.6%
Licence Transfer	All		140.00	150.00	7.1%
Annual Fee	1 - 5		55.00	55.00	0.0%
	6 - 24		110.00	110.00	0.0%
	25 - 99		220.00	220.00	0.0%
Property Inspections					
Property Inspections for Immigration/ Foreign Office/Visa Application purposes		OS	160.00	160.00	0.0%
Officer time for works in default (Subject to Statutory maximum charge of £300)	Per Hour	OO	60.00	60.00	0.0%
Officer time for Housing Act enforcement (Subject to Statutory maximum charge of £300)	Per Hour	OO	60.00	60.00	0.0%
Vat Indicator:	OS = Standard OE = Exempt OZ = Zero Rated OO = Outside Scope				

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Schedule of Reserves and Balances - Actual and Projected

General Fund	31/3/2018	2018/19		2019/20			2020/21			2021/22			
	Balance £'000	In £'000	Out £'000	Balance £'000	In £'000	Out £'000	Balance £'000	In £'000	Out £'000	Balance £'000	In £'000	Out £'000	Balance £'000
Revenue													
General Fund Working Balance	3,314		(114)	3,200			3,200			3,200			3,200
	3,314	0	(114)	3,200	0	0	3,200	0	0	3,200	0	0	3,200
Capital													
Non-Earmarked Capital Reserves													
Revenue Reserve Fund	600	1,000	(1,600)	0	1,000	(1,000)	0	1,050	(1,050)	0	1,000	(1,000)	0
General Fund Capital Receipts	4,288	960	(2,220)	3,028	1,100	(2,330)	1,798	500	(1,300)	998	500		1,498
Investment Advisory Board	0	1,230		1,230	1,164	?	2,394	500	?	2,894	500	?	3,394
	4,888	3,190	(3,820)	4,258	3,264	(3,330)	4,192	2,050	(2,350)	3,892	2,000	(1,000)	4,892
Earmarked Reserves													
Asset Development Reserve	920			920		(920)	0			0			0
Potential SANG site acquisitions	1,000			1,000		(1,000)	0			0			0
Renewals Fund (to replace vehicles and equipment)	45		(28)	17			17		(17)	0			0
	1,965	0	(28)	1,937	0	(1,920)	17	0	(17)	0	0	0	0
General Fund Total	10,167	3,190	(3,962)	9,395	3,264	(5,250)	7,409	2,050	(2,367)	7,092	2,000	(1,000)	8,092

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Ref no.		General Fund Draft Capital Programme							Indicative Future Programmes		
		Proposed Capital Programme 2019/20	Revenue Reserve Fund	Indicative Funding of 2019/20 Programme				2020/21	2021/22	2022/23	
			Revenue Budget	S106	Capital Receipts	Borrowing	External funding				
Communities											
Arts											
1	Court Room Bar Upgrade	£6,000	£4,000		£2,000						
Leisure											
2	Client Rolling Programme - Cranleigh, Farnham, Godalming and The Edge leisure centres	£40,000		£40,000					£581,500	£310,200	£227,000
Parks and Countryside											
3	Broadwater Park	£74,000	£64,000		£10,000				£220,000		
4	Control and Management of Oak Processionary Moth and Ash Dieback	£59,000	£59,000						£59,000	£59,000	
5	Farnham Park Wastewater Treatment Station	£104,000			£104,000						
6	HLS/Capital Works	£180,000	£95,960				£84,040		£180,000	£180,000	£180,000
7	Pavilions	£30,000	£30,000						£30,000	£30,000	
8	Playground Asset Repairs Replacement	£82,000	£64,620		£17,380				£82,000	£82,000	£82,000
9	Pro Active Woodland Management Works	£15,000	£15,000						£15,000	£15,000	
10	Ranger Vehicle Replacement	£0							£30,000		
11	Replacement Heating System for Farnham Park Lodge	£10,000	£10,000						£20,000		
12	Recreation Ground & Countryside Site Security	£40,000	£40,000								
Customer and Corporate Services											
Engineers											
13	Bus Shelter Replacement Programme	£24,000	£24,000						£24,000	£24,000	£24,000
14	Central Office maintenance programme	£130,000		£130,000					£130,000	£130,000	£130,000
15	Farnham Park Interpretation Centre	£15,000	£15,000								
16	Rowleys Day Centre	£15,000	£15,000								
17	Wey Centre	£50,000	£50,000								
IT											
18	Civica Generic Interface	£24,000	£24,000								
19	Infrastructure Upgrades	£28,000	£28,000						£28,000	£28,000	£28,000
20	Legislative change	£10,000					£10,000		£10,000	£10,000	£10,000
21	Mobile Working	£14,000	£14,000						£14,000	£14,000	£14,000
22	QGIS mapinfo replacement	£9,000	£9,000								
23	Customer Services Project	£150,000	£150,000						£100,000		
Finance											
Accountancy											
24	Automation of Direct Debit Collection	£20,000	£20,000								
25	Corporate Income Management System Upgrade	£20,000	£20,000								
26	Essential Agresso Upgrade - including HMRC legislation & GDPR updates	£30,000	£30,000								
Housing											
Strategic Housing and Delivery											
27	Disabled Facilities Grants (DFGs)	£620,000					£620,000		£620,000	£620,000	£620,000
28	Warm Homes Project (Safe and Warm Grants)	£80,000					£80,000		£80,000	£80,000	£80,000
Environment											
Environmental Services											
29	Air Quality Modelling	£5,000	£5,000								
30	Farnham Air Quality Analyser relocation	£10,000	£10,000								
31	Waste and Recycling container replacement	£90,000	£37,000		£5,000		£48,000		£90,000	£90,000	£90,000
Parking											
32	Car Park 10 year rolling programme	£165,500	£165,500						£236,000	£275,000	£246,500
33	South Street Car Park Refurbishment / rebuild - Farnham	£605,000					£605,000				
34	Village Way car park resurfacing - Cranleigh	£250,000					£250,000				
35	Weyhill Fairground Car Park Resurfacing - Haslemere	£40,000					£40,000				
Sub Total		£3,044,500	£999,080	£170,000	£138,380	£290,000	£605,000	£842,040	£2,549,500	£1,947,200	£1,731,500
Recharges		£51,980	£51,980						£52,000	£52,000	£52,000
Grand Total		£3,096,480	£1,051,060	£170,000	£138,380	£290,000	£605,000	£842,040	£2,601,500	£1,999,200	£1,783,500

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE

5 FEBRUARY 2019

Title:

**HOUSING REVENUE ACCOUNT BUSINESS PLAN, REVENUE BUDGET AND
CAPITAL PROGRAMME 2019/20**

**[Portfolio Holders: Cllrs Carole King and Ged Hall]
[Wards Affected: All]**

Summary and purpose:

This report advises Councillors of the latest position regarding the Housing Revenue Account (HRA) for 2019/20 and the updated Business Plan and seeks approval of the 2019/20 budget.

How this report relates to the Council's Corporate Priorities:

This report relates to the Council's 'People' priority as the Housing Revenue Account manages and maintains the existing housing stock to ensure homes are pleasant and safe and delivers affordable housing to local residents.

Equality and Diversity Implications:

Providing more and better affordable housing for residents of the Borough in housing need, particularly the more vulnerable in our society.

Financial Implications:

Resource implications are contained throughout the report.

Legal Implications:

There are no direct legal implications as a result of this report. The Council must set a balanced HRA budget and adhere to the statutory limits placed on rent increases.

Introduction

1. This report outlines the draft budgets to be included within the annual review and update of the HRA 30 year Business Plan and the Budget for the year ahead, including the three-year Capital Programmes. The Business Plan is underpinned by the Council's Medium Term Financial Plan and provides the resources to fund the 30-year maintenance forecast and deliver proposals for building new affordable homes and investment in stock remodelling.

2. This report contains the following Annexes:

Annexe 1 – Revised HRA Business Plan - 2019/20 to 2022/23

Annexe 2 – Housing Fees and Charges

Annexe 3 – Capital Programme comprising

- New Affordable Homes Programme
- Stock Remodelling Programme

Annexe 4 – Core Capital Programme

Annexe 5 – HRA Reserves Summary

Business Plan

3. The latest projection for the Business Plan for the four years commencing with 2019/20, is attached at Annexe 1. There has been rigorous scrutiny of HRA budgets throughout 2018 by officers and the Housing and Finance portfolio holders.
4. The Government implemented major changes to HRA finances in 2016 which will lose the HRA significant resources over the 30-year life of the Business Plan compared to the previously projected and approved position. The most significant change is imposed rent reductions of 1% per year for 4 years from 2016/17. These have been incorporated into the Business Plan at Annexe 1.

Rents

5. Prior to 2016/17 the Council followed a rent setting policy that supported Waverley's Business Plan objectives with broad adherence to the Government's social rent policy. This increase was modelled into the business plan but, in 2016/17, the Government imposed a 1% per year rent reduction for the next four years. Therefore, Waverley's annual rent level in 2019/20 must be set at 1% below its 18/19 level. It is the Government's intention that rents will go up from 2020/21, although this is not yet confirmed. A rent increase has been built into the Business Plan from 2020/21.
6. The dwelling rent income budget reflects a 53-week rent year in 2019/20. Officers have taken care to ensure that the annual rent does not increase as a result of the 53-week rent year, and is reduced by the 1% required by the Welfare Reform Act.
7. It was agreed at the Housing Overview and Scrutiny Committee on the 27 November 2018 that garage rents would be fixed for at least one year in order to meet maximum occupancy. The increased budgeted income for 2019/20 therefore reflects increased lettings rather than a rent increase.

Fees and Charges

8. A proposed schedule of charges for various services to leaseholders and shared owners is given in Annexe 2. Whilst the income from fees and charges is already included in the Business Plan, Councillors are required to approve these annually.

Draft 2019/20 Capital Programme

9. The 30-year Business Plan includes a programme to develop new affordable housing and remodel some of the existing stock. The draft Capital Programme containing the

proposals for the new build programme and stock remodelling programme for 2019/20 and the following two years is shown at Annexe 3.

10. The programme contains schemes that are a continuation of existing projects and those put up for formal approval by the Council. Any other potential schemes identified during 2019/20 will be put forward for approval during the year as appropriate. The main schemes where formal approval is requested at this stage are:
 - Ockford Ridge Site B – pre-development budget for 2019/20
 - Ockford Ridge Site C – pre-development budget for 2019/20
 - Buy Backs – for the next three years
 - S106 affordable housing units – for the next three years
11. Proposed spend on core capital works to the existing dwelling stock in 2019/20 is shown at Annexe 4. This is a one year programme of work as a comprehensive review of the Asset Management Plan and spend requirements will be undertaken by the Housing Strategic Asset Manager during 2019/20 to inform the programme for 2020/21 onwards.

Financing

12. Waverley's HRA Business Plan incorporates the transfer to HRA Revenue Reserves to support capital expenditure. The HRA Capital Funding is shown at Annexe 5. It includes the continuation of existing projects and those put up for approval, as detailed in paragraph 10, against the resources available in the next three years. Matching capital proposals to resources available shows that latest capital expenditure plans are affordable in the medium term. Should all proposals prove viable financing will need to be reassessed against remaining resources.
13. In 2012 Waverley had to take out £189m of borrowing to transfer the HRA to the new 'self financing' basis. The HRA began making repayments of external debt principal in 2017/18. This is now scheduled to continue each year throughout the life of the Business Plan. In October 2018 the Government removed the borrowing cap for the HRA which limited the total borrowing that a HRA-Council could have. The Council has agreed not to borrow any more until rent increases are allowed again and also, there is no need to borrow additional sums in the medium term as sufficient resources exist to meet projected capital needs. This position will be reviewed later in 2019 when the new build capital programme is developed further.

Local Government Act 2003 – Financial Administration

14. The Local Government Act 2003 formally introduced a number of specific sections covering:
 - a. Budget calculations: report on robustness of estimates;
 - b. Adequacy of reserves; and
 - c. Budget monitoring

a) Robustness of Estimates
15. Full account has been taken of potential costs and, therefore, adequate provision has been made. A prudent assessment of income has been undertaken and only

income that has a high level of certainty of being received is included within the Business Plan.

16. The Council's Medium Term Financial Plan, together with information presented during the year to Executive and Overview and Scrutiny Committees demonstrate the financial challenges to Waverley Borough Council and Landlord Service in the future.
17. In view of the level of awareness amongst Members and the action taken to produce the Business Plan for 2019/20, the Section 151 Officer is satisfied with the robustness of the estimates presented.

b) Adequacy of reserves

18. Adequate reserves are necessary to meet significant cost that could not reasonably have been foreseen in the preparation of the budget. The level of the HRA working balance has been maintained above the minimum amount set of £2m. Annexe 5 shows the schedule of HRA balances and reserves. The Capital Programme shows the plans for investment of balances in existing and new build properties.

c) Budget Monitoring

19. It is the view of the Section 151 Officer that the arrangements for budget monitoring, referred to above, satisfy the requirements of the Local Government Act 2003. Budget Monitoring in 2018/19 shows that the HRA is staying within budget on capital and revenue overall.

Value for Money and Customer Service Overview and Scrutiny Committee

20. The Value For Money and Customer Service O&S Committee considered this report at its meeting on 22 January 2019 and made the following comments:
 - The Committee was pleased to see a robust HRA Business Plan presented and felt that the Council had done very well to deal with the changes made by Government, including the 1% rent reduction.
 - Members noted the proposal to freeze garage rents, and welcomed the proposed investment to bring void garages back into use, therefore generating income.
 - The Committee noted that the growth figure set out in the Business Plan was a combination of several factors including rent increases and new build properties, and asked that these be split out to enable Members to more easily see the benefits of investment in housing stock.
 - A query was made in relation to spending on kitchens and bathrooms. Officers clarified that routine investment in features such as kitchens, bathrooms and windows was built into the business model.
21. The Committee endorsed the recommendations as set out in the report subject to the request that a more detailed breakdown of dwelling income be provided.

Recommendation

That the Executive, having considered the comments from the Value for Money Overview and Scrutiny Committee, recommends to Council that:

1. the annual rent level of Council dwellings be reduced by 1% from the 2018/19 level with effect from April 2019 in compliance with the Welfare Reform and Work Act;
2. the revised HRA Business Plan for 2019/20 to 2022/23 as set out at Annexe 1 be approved;
3. the fees and charges be agreed as set out in Annexe 2;
4. the 2019/20 Housing Revenue Account Capital Programmes as shown at Annexe 3 and 4 be approved; and
5. the financing of the capital programmes be approved in line with the resources shown in Annexe 5.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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HRA Business Plan

	2019/2020	2020/2021	2021/2022	2022/2023
	£	£	£	£
Income				
Net Dwelling Rent	(28,490,000)	(28,980,000)	(30,051,000)	(31,037,000)
Net Garage/Other Rent	(500,000)	(500,000)	(500,000)	(500,000)
Services Charges	(400,500)	(407,400)	(414,500)	(421,800)
Costs Recovered	(314,000)	(321,900)	(329,900)	(338,100)
Other Income	(331,900)	(186,900)	(186,900)	(186,900)
Interest Receipts	(210,950)	(150,000)	(100,000)	(50,000)
Total Income	(30,247,350)	(30,546,200)	(31,582,300)	(32,533,800)
Expenditure				
Housing Management	1,429,400	1,439,500	1,475,500	1,512,400
Housing Management - Staffing and Recharges	4,423,200	4,423,200	4,423,200	4,423,200
Housing Management - Non Distributed Costs	626,240	626,240	626,240	626,240
Total Housing Management	6,478,840	6,488,940	6,524,940	6,561,840
Housing Maintenance	5,532,300	5,670,600	5,812,400	5,957,700
Other Costs	646,100	646,100	646,100	646,100
Debt Interest	5,672,100	5,587,200	5,484,500	5,327,800
Principal Repayment	4,223,000	4,303,000	4,984,000	7,998,000
Contingency (Unexpected costs etc)	250,000	250,000	250,000	250,000
Total Expenditure	22,802,340	22,945,840	23,701,940	26,741,440
Net Expenditure	(7,445,010)	(7,600,360)	(7,880,360)	(5,792,360)
Contribution to Reserves				
New Build	4,000,000	3,000,000	3,000,000	3,000,000
Core Capital	3,608,000	4,673,000	4,673,000	4,673,000
	162,990	72,640	(207,360)	1,880,640
HRA working balance				
Opening	(5,256,422)	(5,093,432)	(5,020,792)	(5,228,152)
Movement in year	162,990	72,640	(207,360)	1,880,640
Closing (minimum £2m)	(5,093,432)	(5,020,792)	(5,228,152)	(3,347,512)

Housing Services

Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
Housing Revenue Account					
Supervision and Management Special					
Guest Rooms - E P Units - Single	Per Night	OS	17.00	17.50	2.9%
Guest Rooms - E P Units - Double	Per Night	OS	22.00	22.50	2.3%
Community Rooms - Residents	Session	OE	20.00	20.50	2.5%
Community Rooms - Non Resident	Session	OE	35.00	36.00	2.9%
Leaseholder Charges					
The following charges replace the flat rate charge currently in place					
Annual practical notes and information to leaseholder. Check of leaseholder account to ensure there are no problems and ground rent invoicing with supporting documentation.	Annual	OO	27.00	28.00	3.7%
Annual practical notes and information to shared owners. Check of account to ensure there are no problems, check to see if ground rent payable	Annual	OO	24.50	25.00	2.0%
Annual practical notes and information to shared owners. Check of account to ensure there are no problems, check to see if ground rent payable	Annual	OO	27.00	28.00	3.7%
Service charge invoicing and supporting documentation non-shared ownership.	Quarterly	OO	3.50	3.75	7.1%
Service charge invoicing and supporting documentation non-shared ownership.	Annual	OO	12.00	12.50	4.2%
Service charge invoicing and supporting documentation shared ownership.		OO	27.00	28.00	3.7%
Consent to alter		OS	57.00	58.00	1.8%
Retrospective/ Complex consent to alter		OS	77.00	80.00	3.9%
Consent to underlet		OS	32.00	33.00	3.1%
Consent to keep pets		OS	32.00	33.00	3.1%

Housing Services

Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
Letter to lenders and other third parties		OS	27.00	28.00	3.7%
Reminder in relation to arrears with full printout of account		OE	27.00	28.00	3.7%
Section 20 management		OE	37.00	38.00	2.7%
Obtaining Land Registry document as requested by leaseholder		OS	12.00	12.25	2.1% Plus Land Registry cost
Provision of duplicate invoices		OS	3.00	3.25	8.3%
Contacting or responding to you in relation to a problem with your flat. Non-complex replies by email will be free		OS	6.00	6.50	8.3%
Written contact and liaison with you in relation to statutory requirements, such as fire and asbestos risk assessments		OE	3.00	3.25	8.3%
Leasehold enquiry responses		OS	240.00	245.00	2.1%
Leasehold (with sinking fund) enquiry responses		OS	250.00	255.00	2.0%
Preliminary telephone advice for non-complex issues relating to your leasehold property			Free	Free	
Changing leaseholder records, leaseholder responsible for advising changes in writing			Free	Free	

Housing Revenue Account Business Plan - Capital Programme

Cost Code	Project	2019/20 Estimate	2020/21 Estimate	2021/2022 Estimate	Notes
New Affordable Homes Projects					
	Development Staff Costs	427,000	427,000	427,000	
K5412	Pre-development budget	90,000	90,000	90,000	
Approved Development Schemes					
K5407	Ockford Ridge - utility and contingency	1,200,000	1,200,000	1,200,000	Contingency budget mainly for issues uncovered with utilities during site investigation and works.
K5425	Ockford Ridge - Site A	6,144,000	2,048,000		Main work on the development of Site A commencing in 2019/20.
K5426	Ockford Ridge - Site B	100,000	1,500,000	1,500,000	Indicative figures for 2020/21 and 2021/22 have been provided at this stage.
K5427	Ockford Ridge - Site C	70,000	1,489,980	3,732,000	Indicative figures for 2020/21 and 2021/22 have been provided at this stage.
	Ryle Road, Farnham	204,500	204,500	5,000	Report to Executive in 6 November 18 seeking redevelopment budget
	Aarons Hill, Godalming	305,500	305,500	8,000	
Land and Asset Purchase					
K5000	Buy Backs	1,500,000	1,500,000	1,500,000	
	S106 affordable housing units (based on opportunities offered to date)	3,500,000	4,000,000	4,000,000	
Total New Affordable Homes Projects		13,541,000	12,764,980	12,462,000	
New Affordable Homes Funding					
	HRA funding	13,541,000	12,764,980	12,462,000	
	External funding				
Total Funding		13,541,000	12,764,980	12,462,000	

Stock Remodelling					
Approved Development Schemes					
K5019	Ockford Ridge Refurbishment - Future phases	4,332,570			
K5011	Community Rooms, Borough Wide	50,000	586,477		
Total Stock Remodelling		4,382,570	586,477	0	
Stock Remodelling Funding					
	HRA funding	4,382,570	586,477	0	
	External Funding	0	0		
Total Funding		4,382,570	586,477	0	

Core Capital Programme		2019/20 Budget
		£
1	External Repairs and Decoration	250,000
2	Aids and Adaptations	250,000
3	Roofs	150,000
4	Structural Works	90,000
5	Repairs to electrics following electrical checks	350,000
6	Fire Protection Measures	60,000
7	Window and Doors Repairs and Replacements	50,000
8	Boilers and Heating	250,000
9	Insulation	10,000
10	Kitchens and Bathrooms	800,000
11	Communal Lighting/Electrics/Door Entry	20,000
12	Asbestos Removal and Legionella Risk Reduction	250,000
13	Estate Improvements	150,000
14	Garage Upgrade and Reprovision	50,000
15	Tree Management (Both Void and Tenanted)	35,000
16	Communal Flooring	50,000
17	Elderly Living Improvements and Energy Saving	50,000
18	Feasibility Studies and Professional Fees	50,000
19	Gutters	20,000
20		2,935,000
21	Staffing	673,000
22	Total Core Capital	£3,608,000

Schedule of Reserves and Balances - Actual and Projected

Housing Revenue Account	31.3.2018	2018/19			2019/20			2020/21			2021/22		
	Balance £'000	In £'000	Out £'000	Balance £'000	In £'000	Out £'000	Balance £'000	In £'000	Out £'000	Balance £'000	In £'000	Out £'000	Balance £'000
Working Balance	5,256	0	0	5,256		(163)	5,093		(72)	5,021		207	5,228
Contingency Reserve	1,000	1,224		2,224	250		2,474	250		2,724	250		2,974
Earmarked Capital Reserves													
Revenue Reserve (MRR) - to meet depreciation charge and loan repayments	874	6,442	(7,316)	0	7,831	(7,831)	0	8,976	(8,976)	0	9,657	(9,657)	0
Capital Receipts Unapplied	19,053	2,000	(1,914)	19,140	2,000	(6,770)	14,370	2,000	(6,382)	9,988	2,000	(6,231)	5,757
New Affordable Housing Reserve *	11,364	3,000	(1,914)	12,451	4,000	(6,771)	9,680	3,000	(6,383)	6,297	3,000	(6,231)	3,066
Stock Remodelling Reserve	6,845		(1,631)	5,214		(4,383)	831		(586)	245			245
	38,136	11,442	(12,774)	36,804	13,831	(25,755)	24,880	13,976	(22,327)	16,529	14,657	(22,119)	9,067
Housing Revenue Account Total	43,392	11,442	(12,774)	42,060	13,831	(25,918)	29,973	13,976	(22,399)	21,550	14,657	(21,912)	14,295

WAVERLEY BOROUGH COUNCIL

VALUE FOR MONEY & CUSTOMER SERVICE OVERVIEW & SCRUTINY COMMITTEE

22 JANUARY 2019

EXECUTIVE - 5 FEBRUARY 2019

Title:

COUNCIL TAX EMPTY HOMES DISCOUNT AND EMPTY HOMES PREMIUM

[Portfolio Holder: Cllr Ged Hall]

[Wards Affected: All]

Summary and purpose:

To consider proposed changes to Waverley's Council Tax empty homes discount and empty homes premium.

How this report relates to the Council's Corporate Priorities:

This report relates to the Council's People / Place / Prosperity priorities as it concerns the management of the council's council tax revenue to maximise income and to encourage empty homes to be brought back into use

Equality and Diversity Implications:

There are no equality and diversity implications that can be specifically identified relating to this report however it must be noted that in cases of hardship and other special circumstances, council tax support, hardship relief or empty property exemptions may be available.

Financial Implications:

The council tax flexibilities create an opportunity to generate additional council tax revenue for Waverley, Surrey County Council, the Town and Parish councils and the Police.

Legal Implications:

There are no direct legal implications associated with this report. The relevant statutory changes are set out in the body of the report.

Background

1. The Local Government Finance Act 2012 gave councils local discretion over Council Tax discretion in a number of areas. The statutory prescribed empty home exemption was revoked and from 1 April 2013 "Unoccupied and substantially unfurnished" properties were able to attract a discretionary discount of between 0% and 100% of their council tax. From 1 April 2013, local authorities were also able to set an "empty homes premium" of up to an extra 50% of the normal liability for long-term empty properties i.e. properties which have been unoccupied and substantially unfurnished for over two years.

2. In December 2012 the decision of the Council was to:
 - set a new empty home discount at 50% for the initial 6 month period beginning from 2013/14, and
 - introduce an empty homes premium of an extra 50% for homes that are empty for more than 2 years (being the maximum allowable at the time).
3. In the November 2017 Budget, the Chancellor announced the Government's intention to legislate to bring the maximum empty home premium to an extra 100% of the normal liability.
4. This legislation has been enacted and, within this, the Act included additional provisions covering properties that have been empty for very long periods.
5. This report looks at withdrawing the 50%, 6 month empty home discount altogether from 1 April 2019 and raising the empty home premium to 100% from 1 April 2019 and subsequent additional rates commencing in April 2020 and April 2021 as allowed for under the legislation.

Empty and substantially unfurnished property council tax discount

6. In December 2012 the Council approved the application of a 50% council tax discount in respect of unoccupied and substantially unfurnished properties for the first six months.
7. It has recently been noted that other Surrey authorities are reviewing their policies with a number of them proposing to remove the discount. The current discounts given are shown here:

	Unoccupied and substantially unfurnished council tax discount
Elmbridge	100% for 1 month
Epsom	100% for 1 month
Guildford	100% for 1 month
Surrey Heath	100% for 28 days
Woking	100% for 28 days
Spelthorne	100% for 1 month
Mole Valley	100% for 28 days
Runnymede	100% for 3 months
Reigate	100% for 28 days
Tandridge	100% for 28 days
Waverley	50% for 6 months

8. A benchmarking exercise conducted by Elmbridge Borough Council has shown that the majority of councils in the following neighbouring Counties give no discount at all:
 - Kent
 - West Sussex
 - East Sussex
 - Hampshire
 - Essex
 - Buckinghamshire

- Greater London Authority

9. One further administrative consideration is that the processing of the current discount is time consuming; its withdrawal would also therefore ease this burden.
10. It is recommended that the previously determined 6-month 50% “unoccupied and substantially unfurnished” discount be removed from 1 April 2019 by varying the determination to a 0% discount from the date the property becomes unoccupied and substantially unfurnished. The 1 April 2019 determination will enable enough time for effective communication and changes to systems and processes.
11. The 6-month discount is currently being given to 578 properties. The removal of this discount will generate a potential increase in council tax income of £54,000 for Waverley (£430,000 to Surrey County Council, £72,000 to Surrey Police) whilst also encouraging owners of empty homes to bring them back into use.

Council Tax Premium for long-term empty and unfurnished properties

12. On 20 February 2018, Council approved the increase to Waverley’s empty homes premium to 100% “at the earliest opportunity once the Government has published the necessary regulations and given authority.”
13. On 1st November 2018 the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 was given Royal Assent.
14. It is therefore for information here to report that the Council will increase the council tax premium on long term “empty and unfurnished properties” from 50% to 100% beginning 1st April 2019.
15. The current council tax premium is currently paid by 148 properties. The proposed change to the premium may result in an increase in revenue to Waverley Borough Council of up to £14,000 (Surrey County Council of up to £114,000 and Surrey Police of up to £19,000) if homes remain empty and substantially unfurnished and/or may encourage empty homes to be brought back into use.
16. The additional provisions to the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 covered properties that were empty for very long periods. The amendment provided for maximum additional rates of:
 - 200% extra (for properties empty for 5-10 years) (commencing in April 2020), and
 - 300% extra (for properties empty for 10+ years) (commencing in April 2021).

In other words, council tax-payers can be required to pay 200% of the standard bill after two years, 300% of the standard bill after 5 years and 400% after ten years.

17. It is proposed that the maximum council tax premium be applied at the above respective commencement dates with the proviso (included in guidance for local authorities in England, published in May 2013) that if the reason a property is empty and unfurnished is that it is available for rent or sale, that these properties be excluded from the determination, subject to satisfactory evidence being provided.

Cases of Hardship and Empty Homes exemptions

18. In cases of hardship or vulnerability a council tax payer can apply for discretionary relief from Waverley's Council Tax discretionary relief scheme (under section 13A(1)(c)). Households on low income can also apply for a council tax reduction under Waverley's Council Tax Support Scheme. There are other special situations also where a person may not need to pay Council Tax if a property is empty; one such situation is for up to six months after someone has died and if probate or letters of administration are pending.

Conclusion

19. Abolishing the discretionary 50% 6-month Council Tax discount for "empty and substantially unfurnished properties" from 1 April 2019 will generate additional income for Waverley, and encourage empty homes to be brought back into use in the Borough.
20. Increasing the Council Tax premium on long term "empty and unfurnished properties" from 50% to 100% extra beginning 1 April 2019 implements the 20 February 2018 Council direction.
21. Further increasing the Council Tax premium for subsequent years according to the commencement dates in paragraph 17 will also increase council tax revenue and encourage long term empty homes to be brought back into use.

Observations from Value for Money & Customer Services Overview & Scrutiny Committee

22. The VfM and Customer Service O&S Committee considered this report at its meeting on 22 January 2019 and made the following observations.
 - Having considered the benchmarking information contained within the report, the Committee agreed that Waverley's current position was overly generous and the discount period should be reduced.
 - The Portfolio Holder for Housing was in attendance at the meeting and highlighted that landlords had a legal requirement to carry out safety checks between tenants, thus causing a delay in re-letting properties. She suggested that the Committee consider recommending a 1 month discount rather than abolishing the discount altogether. The Committee was supportive of this proposal which would bring Waverley more in-line with other Surrey districts. It also was noted that the policy could be reviewed again the following year.
 - The Committee also endorsed the proposal to encourage owners of long term empty properties to bring these back into use by applying the maximum additional Council Tax premiums.
23. Having considered the proposed recommendations from Executive to Council, the Committee recommended the following amendment to recommendation 1.
 1. The discretionary Council Tax discount for "empty and substantially unfurnished properties" **is reduced to 1 month** from 1 April 2019.

Recommendation

Subject to the consideration of the comments from the Value for Money and Customer Service Overview & Scrutiny Committee, the Executive is asked to recommend to Council that:

- i. the discretionary 50% 6-month Council Tax discount for “empty and substantially unfurnished properties” is abolished from 1 April 2019; and,
- ii. the maximum additional council tax premiums on long term “empty and unfurnished properties” be applied according to the commencement dates in paragraph 17.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE

5 FEBRUARY 2019

Title:

ANNUAL PAY POLICY STATEMENT 2019/20

**[Portfolio Holder: Cllr Julia Potts]
[Wards Affected: All]**

Summary and purpose:

The purpose of this report is to advise members of the Annual Pay Policy Statement for 2019/20.

How this report relates to the Council's Corporate Priorities:

This report relates to all three strategic priority themes: People, Place and Prosperity. The Council's Corporate Strategy 2018-2023 recognises that 'professional and qualified staff are key to delivering effective and efficient services'. The publication of the pay policy, as well as being a legislative requirement, is part of the Council's approach to ensuring it has effective and transparent remuneration arrangements in place.

Financial Implications:

The pay arrangements set out within the policy statement are reflected in the Council's Annual Budget.

Legal Implications:

The policy meets the requirements of the Localism Act 2011 and all other relevant legislation.

Introduction

1. The Localism Act 2011 requires all public authorities to publish Annual Pay Policy Statements.
2. The Council is required to adopt the Annual Pay Policy Statement each year and the Council is not legally permitted to depart from the policies set out in that statement when it considers actual decisions in relation to individuals' remuneration, including redundancy and/or severance.
3. The Annual Pay Policy Statement for 2019/20 has been updated in line with the requirements of the Localism Act 2011, resulting in minimal adjustment from last year and the amendments are shown as tracked changes.

Recommendation

That the Executive recommends to Council that the Annual Pay Policy Statement for 2019/20 be adopted.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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Date of Policy: ~~March 2018~~ January 2019 ————— Review Date: Annual review and approval by Council
Date uploaded to website: ~~2018~~ 2019

WAVERLEY PAY POLICY 20198/2019 **PUBLISHED AS AN ANNUAL STATEMENT FROM 2012/13**

In line with the Government's principles of pay accountability set out in the Localism Act 2011, Waverley has an open and transparent approach to the salaries and payments of all our staff. The Council publishes the salaries of the Chief Executive, Strategic Directors and Heads of Service with a description of each role and responsibility within the authority. This means that all our senior salaries are easily accessible by members of the public who can see exactly what is paid for particular roles and responsibilities. Full Council will approve any new appointment with a salary package of £100,000 or more i.e. the Chief Executive appointment and new Strategic Director appointment. From April 2014, in line with the revised Code of Recommended Practice for Local Authorities on Data Transparency, the number of staff whose remuneration (including benefits) exceeds £50,000 and a list of their responsibilities, has been published on the website.

The Council's organisational structures are also published on its website with the job descriptions for our senior staff. We are committed to ensuring that our salaries and payments are subject to the principles of fairness, openness and consistency and these can be tested against value for money and equal pay. The salary structure is published on our website and this shows that salaries are linked to particular grades. Grades are determined by job evaluation giving each job description a relative value. The current salary structure was agreed by the full Council in December 2010 after consultation with staff representatives through the Council's Joint Negotiating Committee (JNC), this was last updated April ~~last year~~ 2018 and continues to apply the the UK Living Wage as the minimum evaluated salary grade . The Joint Negotiating Committee meets annually to review the salary structure. If a pay award is agreed, it is applied to the salary structure with effect from 1 April.

The grading structure covers a wide range of jobs. The differentials between the salary grades for these jobs is objectively justified by our job evaluation system which takes account of equal pay for work of equal value and evaluates each job based on the level of skills, knowledge, problem solving and accountability required. The pay multiple (ratio between the Chief Executive's salary and the median salary of the authority's workforce) is 1:4.

More details can be found at www.waverley.gov.uk/spend.

The Council has tight controls on workforce costs including salaries and payments. Any newly appointed or promoted staff start at the bottom of the grade (the "starting salary"). In exceptional circumstances, where salary benchmarking and recruitment experience demonstrates the impact of salary competitiveness on the ability to recruit suitably qualified staff, the Head of Service may authorise recruitment to a higher point within the grade and/or additional payments to support the recruitment process. Except in exceptional circumstances, Waverley is also committed to 'clean pay' for newly recruited staff and only pays staff an allowance where it is absolutely necessary such as for election duties or when overtime needs to be worked. The Council will pay a market supplement when salary benchmarking shows that it is needed. The budget responsibility for this lies with the Head of Service.

The role of Returning Officer—is a separate responsibility and is remunerated separately after each election in accordance with the appropriate Statutory Fees and Charges Order.

The Council does not have performance related pay or bonuses. The Council does not employ any staff through personal service companies, except in exceptional circumstances agreed by the Chief Executive and Portfolio Holder for [Strategic HR Human Resources](#).

The Council has 12 grades on the pay scales, plus spot salaries for the Directors and Chief Executive. Each of the 12 grades currently has 5 salary increments which progressively go up from the lowest pay point to the highest., The Council has also approved, from November 2013, a professional planners salary scale with 5 grades and 5 salary increments. This incremental progression applies to all staff on the pay grades until they reach the top pay point. The progression is dependent on satisfactory performance and would normally be applied in April each year.

As a result of careful financial management and budgetary planning, the Council endeavours to avoid making compulsory redundancies and our policy is to minimise any job loss wherever possible. We only consider applications for early retirement and voluntary redundancy if there is a business case which can be justified under the principles of public interest and value for money. If a redundancy is necessary, the Council's policy is to pay at a rate of 1.5 weeks for each completed year of service. In accordance with this policy, in exceptional circumstances, the Council may decide to make a one-off termination payment in the interests of the efficiency of the Council's services. This will normally be no more than the person concerned would have received under the redundancy policy. Any proposal to make a termination payment of £95,000 or more would only be proposed if it complied with any Government regulations in place at that time and would need approval by full Council, with a detailed breakdown of the components of the package (for example pay in lieu of notice, redundancy, pension, outstanding holiday) provided to Councillors.

The Council's flexible retirement policy can allow a smoother transition between work and retirement and as a way of transferring skills and knowledge within the workforce and supporting succession planning. This applies where there is no financial or service detriment for Waverley. Requests for early retirement, for example in the interests of the efficiency of the service, are considered on a case by case basis by the Executive. If the request balances the needs of the service, tax payer and individual then it may be granted.

The Council's usual policy is not to re-employ staff who have left the Council's employment on the basis of redundancy or early retirement or for some other reason and receives compensation will not normally be re-engaged in any capacity, including as consultants or agency staff, for a period of **two years** from their leaving date. Any re-employment within the two year period will be determined by the Chief Executive, in partnership with the [Strategic HR Manager](#), on an exceptional basis and will comply with all Government regulations in place at that time.

The Council continues to invest in successful apprenticeship and Graduate trainee schemes. We also invest in the learning and development identified through the appraisal process of all our managers and staff so that we can continuously improve the quality of service to Council Tax payers and customers.

Waverley has held Investors in People accreditation since 2004 and ~~will be assessed again in 2014 after a re-assessment in July 2018 was awarded The Standard accreditation.~~ 8. ~~Our last assessment resulted in Waverley again being awarded the Investors in People standard following a rigorous assessment.~~ Waverley demonstrated ~~key features of a "High~~

Performing Workplace” such as the development of a high performing, highly engaged staff team, a clear appraisal system linked to structured service plans and a measurement and celebration of individual and service success. a clear commitment to its people with high achievement in effective team working and operational co-operation.

Investors in People is a national award which recognises organisations that improve performance through the effective management and development of their people.

As of April 2018 public, private and voluntary sector organisations with 250 or more employees will have to report on their Gender Pay Gap. The figures are reported annually on a snapshot date at the end of March. In March 2018, Waverley reported a mean gap between the earnings of men and women as at 31 March 2017, of 16.6% and a median gap of 13.6%. As part of the new HR Strategy for 2018 to 2023 we are committed to addressing issues that arise from our pay gap and will review any changes when the report for March 2019 is submitted.

The Council considers that everyone should be able to understand how this Pay Policy applies in practice and therefore the salary and staff information will be updated when changes occur and at the start of each financial year following approval by full Council.

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE

5 FEBRUARY 2019

Title:

RESCHEDULE OF BUDGET – ELECTRICAL WORKS AT MOAT LODGE, CRANLEIGH

**[Portfolio Holder: Cllr Carole King]
[Wards Affected: Cranleigh East]**

Summary and purpose:

To seek authority for the remaining budget scheduled for year 2018/19 of £48,000 to complete communal electrical upgrade and improvement works in the Senior Living Scheme at Moat Lodge, Cranleigh is rescheduled into the financial year 2019/20.

How this report relates to the Council's Corporate Priorities:

People – to invest in our council homes to ensure that they are pleasant and safe.

Equality and Diversity Implications:

None applicable

Financial Implications:

The 2018/19 Compliance Works budget includes £50,000 for electrical works to Moat Lodge. As detailed below approval is sought to reschedule this budget into 2019/20.

Legal Implications:

There are no direct legal implications arising from this report.

Background

1. Moat Lodge is a Senior Living facility in Cranleigh comprising 17 one-bed flats, 2 bedsits and 12 bungalows. The current electrical installation is almost 30 years old. An electrical installation condition report carried out in February 2018 identified a variety of non-urgent improvement works needed to the communal areas.
2. It was intended that works would be completed during the financial year 2018/19; however, this has not taken place. The Compliance Team that manages electrical works was not fully resourced until summer of 2018, which had an impact on the operational capability of the team. There was a £2,000 spend to cover the consultant specification report.

WAVERLEY BOROUGH COUNCIL

EXECUTIVE

5 FEBRUARY 2019

Title:

RISK APPETITE STATEMENT

**[Portfolio Holder: Ged Hall]
[Wards Affected: All]**

Summary and purpose:

This report seeks approval of a Risk Appetite Statement for the Council as part of the Council's Risk Management Strategy.

How this report relates to the Council's Corporate Priorities:

This report relates to the Council's People, Place and Prosperity priorities as it informs the process of understanding and managing risk in delivering the objectives set out in the Corporate Strategy.

Equality and Diversity Implications:

There are no Equality and Diversity Implications to this report.

Financial Implications:

There are no financial implications to this report.

Legal Implications:

There are no legal implications to this report.

Background

1. Risk management is an essential part of sound governance and good management within any organisation. It is the process of understanding and managing risk that an organisation is inevitably subject to in attempting to achieve its objectives.
2. Included in the Council's Annual Governance Statement is the aim to ensure that the Council has effective arrangements for the management of risk. Risk management is intended to provide a framework and process that enables the management of uncertainty in a systematic, effective, consistent and efficient way.
3. The international standard for risk management (ISO 31000) states that 'risk management is as much about exploiting potential opportunities as preventing problems'. Therefore, risk, needs to be managed rather than avoided and used to

promote innovation in support of strategic objectives and service delivery and used as a tool for exploiting opportunities as well as safeguarding against potential threats.

4. In furtherance of strengthening the Council's Risk Management the Council engaged the services of Amberwing who are a specialist management training and consultancy who deliver enablement services in change management, governance and risk.
5. Through in-house training and facilitated workshops Members of the Executive, Audit Committee and senior management received practical guidance to further develop the Council's Risk Management Strategy.
6. The Council's strategy to effectively manage risk incorporates the following four aspects:

1	2	3	4
Risk Appetite Statement	Risk Management Policy	The Strategic Risk Register	Risk Management Reporting

1. The proposed Risk Appetite Statement is included in this report for approval by the Executive Committee.
2. The Risk Management Policy will go to Audit Committee 2019 for approval in line with the constitution.
3. The Strategic Risk Register is currently being developed to underpin the achievement of the new Corporate Strategy adopted in July 2018 and will be put to Audit Committee in March 2019.
4. Risk Management Reporting will be taken to Heads of Service Team meetings and Audit Committee quarterly.

The Strategic Risk Register underpins the achievement of the Corporate Strategy whilst the management of operational risk is included in the Risk Management Policy.

Risk Appetite Statement

7. The Risk Appetite Statement documents the amount and type of risk that the Council is willing to take in order to achieve its strategic objectives as set out in the Corporate Strategy. It also ensures risks are measured, consistent and compatible with the Council's capacity to bear and manage risk and do not expose the Council, or its stakeholders, to an unknown, unmanaged or unacceptable degree of risk exposure.
8. Risk is something that might happen that could have an effect on the Council. To assess risk appetite it was necessary to determine what levels of risk the Council is willing to accept (and not accept) in pursuance of its goals. This was done through the workshops.
9. The level of risk the Council is willing to accept was assessed against five risk domains:
 - Financial risk – capital or revenue, budgetary and financial planning
 - Legal/Regulatory risk – failure to comply with legislation
 - Safety risk – failure to comply with health and safety
 - Service Delivery – failure or underperformance of the services provided by the Council

- Reputational risk – that the public will lose confidence in the Council following adverse publicity
10. The workshops involved considering each risk domain against a range of attitudes or risk appetite. The outcome of the workshops was to determine a consensus view on the overall risk appetite for the Council. This can be seen in Annexe 1.
 11. The overall risk appetite against the five domains then defines the Risk Appetite Statement which is proposed at Annexe 2.
 12. Proper risk assessment, balanced against the Council's risk appetite, will enable informed decision making and can help target resources to achieve the best possible results.

Conclusion

The Risk Appetite Statement is an important part of the Council's Risk Management Strategy and will enable a consistent and efficient approach to considering risk in meeting the objectives set out in the Corporate Strategy.

Recommendation

That the Risk Appetite Statement be approved.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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Risk Appetite

Through in-house training and facilitated workshops Members of the Executive, Audit Committee and senior management received practical guidance to reach a consensus view of the overall risk appetite for the Council.

Risk Domains

The Council's appetite for risk has been assessed as highlighted below:

	Financial	Legal/ Regulatory	Safety	Service Delivery	Reputational
Averse	Loss < £10k	Trivial breach or non-compliance	Insignificant injury (First Aid)	Negligible disruption/ unnoticed by service users	Insignificant damage
Cautious	Loss £10k to £50k	Isolated legal action or regulatory breach	Minor injury (medical attention)	Small disruption/ inconvenience	One-off adverse local publicity
Moderate	Loss £50k to £100k	Sustained legal action or (limited) regulatory fine	Serious injury (not life threatening)	Substantial, short-term disruption/ inconvenience	Short-term, but wide reaching adverse publicity
Open	Loss > £100k	Major legal action or regulatory sanction	Death(s) or multiple serious injuries	Major, sustained disruption/ serious inconvenience	Major, long-term damage

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Risk Appetite Statement

Waverley Borough Council must take risks in order to achieve its key priority themes of People, Place and Prosperity and deliver its vision to the community, local businesses and other partners as set out in the Corporate Strategy.

Risks will be taken in a considered and controlled manner to ensure exposure to risks is kept to a level deemed acceptable by the Council. The acceptable level may vary from time to time. Some risks may be accepted above the agreed acceptable level because:

- The likelihood of the risk occurring is deemed to be sufficiently low
- There is the potential to enable the realisation of considerable reward/benefit
- They are considered too costly to control given other priorities
- The cost of controlling them would be greater than the cost of the impact should they materialise
- There is only a short period of exposure to them
- They are considered essential to the achievement of aims and objectives

The main risks the Council will face come from the following domains:

Financial: In looking after its finances the Council will plan carefully and invest wisely to deliver good value for money and, in doing so, is willing to accept, in some circumstances, risks that may result in a moderate financial loss.

Legal/Regulatory: The Council recognises the need to place high importance on compliance with legal and regulatory requirements that apply to a local authority and has no appetite beyond isolated legal action or regulatory breaches.

Safety: The Council has no appetite for safety risk exposure that could result in anything other than an insignificant injury requiring first aid.

Service Delivery: The Council will strive to deliver and maintain high quality services. However, to do that, the Council is willing accept a moderate exposure to risk in service delivery which could lead to a substantial, short term disruption or inconvenience.

Reputation: It is important that the Council maintains a high reputation and, therefore, has set a cautious approach to risk in the conduct of its activities and will only accept one-off adverse local publicity.

The Council will always assess risk in line with these domains.

WAVERLEY BOROUGH COUNCIL

EXECUTIVE

5 FEBRUARY 2019

Title:

LEASE OF GRAFHAM AND SMITHBROOK CRICKET GROUND

**[Portfolio Holder: Cllrs Ged Hall and Jenny Else]
[Ward Affected: Bramley, Busbridge and Hascombe]**

Note pursuant to Section 100B(5) of the Local Government Act 1972

(Exempt) Annexe 2 to this report contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972:

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Summary and purpose:

Approval is sought for the grant of a new lease to Blackheath Cricket Club of Grafham and Smithbrook Cricket Ground as shown outlined on the plan at Annexe 1 and on terms and conditions set out in the (Exempt) Annexe 2.

How this report relates to the Council's Corporate Priorities:

This report relates to the Council's People / Place / Prosperity priority as it ensures the continuing provision of cricket in a rural area.

Equality and Diversity Implications:

There are no Equality and Diversity implications.

Financial Implications:

Entering into the lease will avoid additional cost being incurred to maintain the cricket ground.

Legal Implications:

Each party will meet its own costs in the preparation and completion of this lease.

Background

1. The present tenants of the cricket ground, Grafham and Smithbrook Cricket Club, have held a long lease of the ground at a nominal rent. The lease has expired and, in negotiating a new lease with the club, it became clear that the club was no longer viable so the trustees gave notice to quit, which expired 31 December 2018.

2. A local club, Blackheath Cricket Club, has been subletting the ground from Grafham and Smithbrook CC. On hearing that this club was no longer interested in renewing the lease, it has expressed its own interest and has produced proposals for renovating the existing pavilion and improving the ground. It would require a long lease in order to seek grant aid funding for the extensive works it is proposing.

Conclusion

3. On a commercial property it would be normal when the property becomes vacant to seek open market offers for a new lease. However, in this instance, the cricket ground is situated in a predominantly rural area already well provided with clubs. Rather than risk having the ground returned permanently to Waverley's control, which would involve costs in the region of a minimum of £5,000 pa, it is considered advisable to enter into a lease with Blackheath as soon as possible. This will ensure that the cricket ground remains in its present use and the pavilion is improved.
 4. The proposed terms and conditions are set out in (Exempt) Annexe 2.
-

Recommendation

It is recommended that a lease of up to 50 years of the Grafham and Smithbrook cricket ground and pavilion be granted to Blackheath Cricket Club, on terms and conditions set out in (Exempt) Annexe 2, other terms and conditions to be negotiated by the Estates and Valuation Manager.

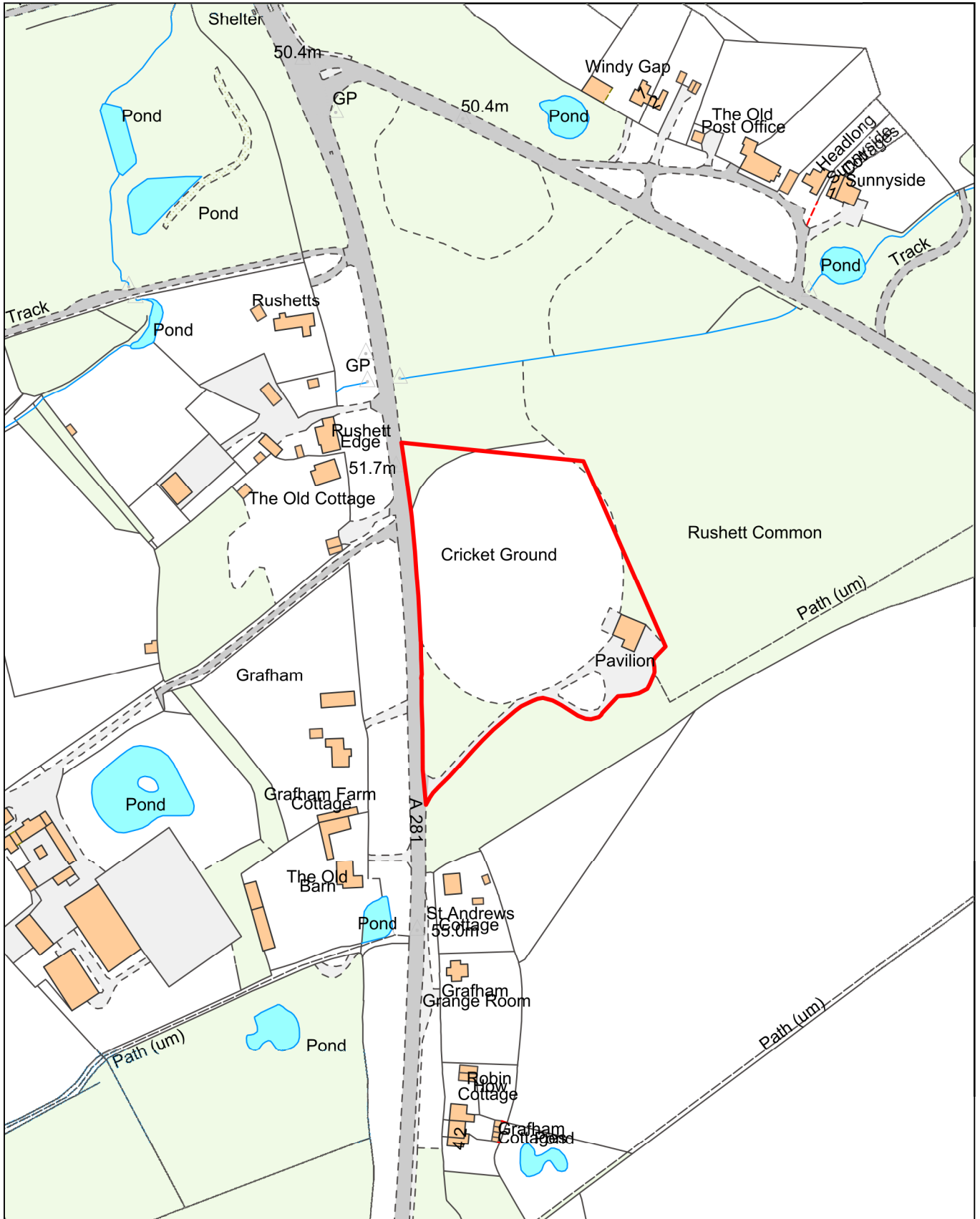
Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

CONTACT OFFICER:

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Estates & Valuation Officer

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Waverley Borough Council
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**Smithbrook and Grafham
 Cricket Ground
 Rooks Hill
 Bramley**

Scale 1: 2,500

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE BRIEFING

5 FEBRUARY 2019

Title:

**PROPERTY MATTER –
LEASE OF LAND FOR SUBSTATION AND CABLING FARNHAM**

**[Portfolio Holder: Cllr Ged Hall]
[Wards Affected: Farnham Castle]**

Summary and purpose:

To seek approval to grant a lease to Scottish & Southern Electricity Networks for siting of a new electricity sub-station and cabling.

Note pursuant to Section 100B(5) of the Local Government Act 1972

(Exempt) Annexe 2 to this report contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972:

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

How this report relates to the Council's Corporate Priorities: People, Place & Prosperity

Prosperity: The proposal is to provide a seamless electricity supply to businesses and facilities within this area, minimising disruption. To create a business-friendly culture in Waverley Borough Council that supports local businesses to be successful; SSE will be providing improvements to the facility which will support local businesses, community and leisure facilities.

Equality and Diversity Implications:

No implications

Financial Implications:

The proposal will see no reduction in rental income.

Legal Implications:

Discussions with any neighbouring sites affected have been held and agreement reached to release the current tenant from any obligations for the site, thus enabling the Council to grant a new unencumbered lease to SSE.

Background

1. The Brightwells development in Farnham necessitates a new electricity sub-station outside of the boundary of the development (as per the original planning permission agreement) to serve the scheme and adjacent properties. The location of the sub-station has been agreed by officers to be sited between the leisure centre and the youth club, as shown on the plan at Annexe 1.
 2. This site has been neglected historically and is the preferred site to community services due to being in an unobtrusive location. All work will be subject to landlord's consent, and any disruption and/or damage to the landscape or footpath to lay cables will be subject to reinstatement by SSE.
 3. The existing lease boundary for the adjacent youth club tenant will be amended to accommodate cables serving the substation to run underneath the footpaths. These are currently maintained by the council.
 4. The site has limited value for alternative uses. The proposed terms and conditions of the lease are shown on (Exempt) Annexe 2.
-

Recommendation

That the Executive authorises the grant of a new lease to Scottish & Southern Networks for siting of an electricity sub-station and cabling, on the terms proposed in (Exempt) Annexe 2.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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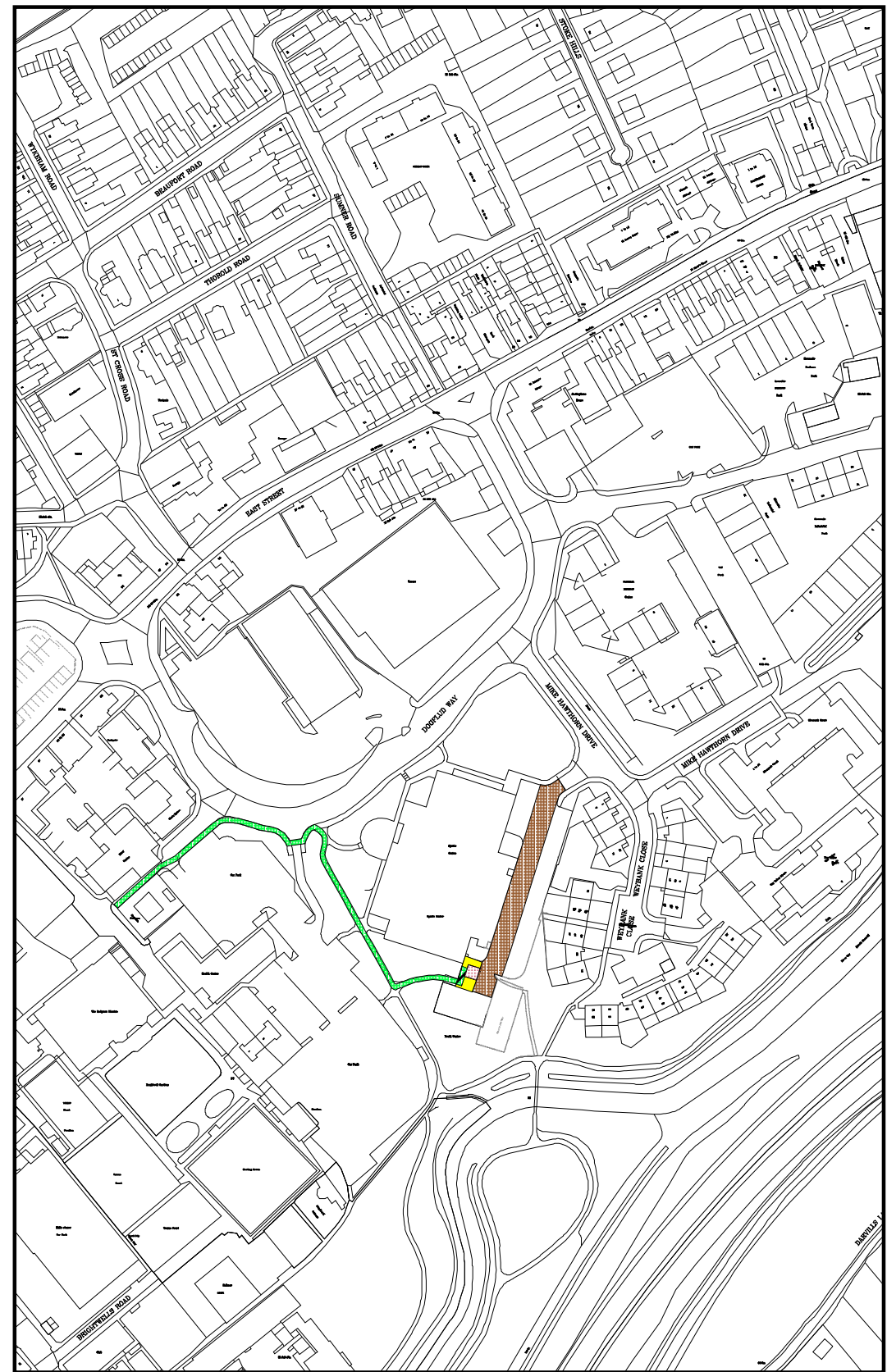
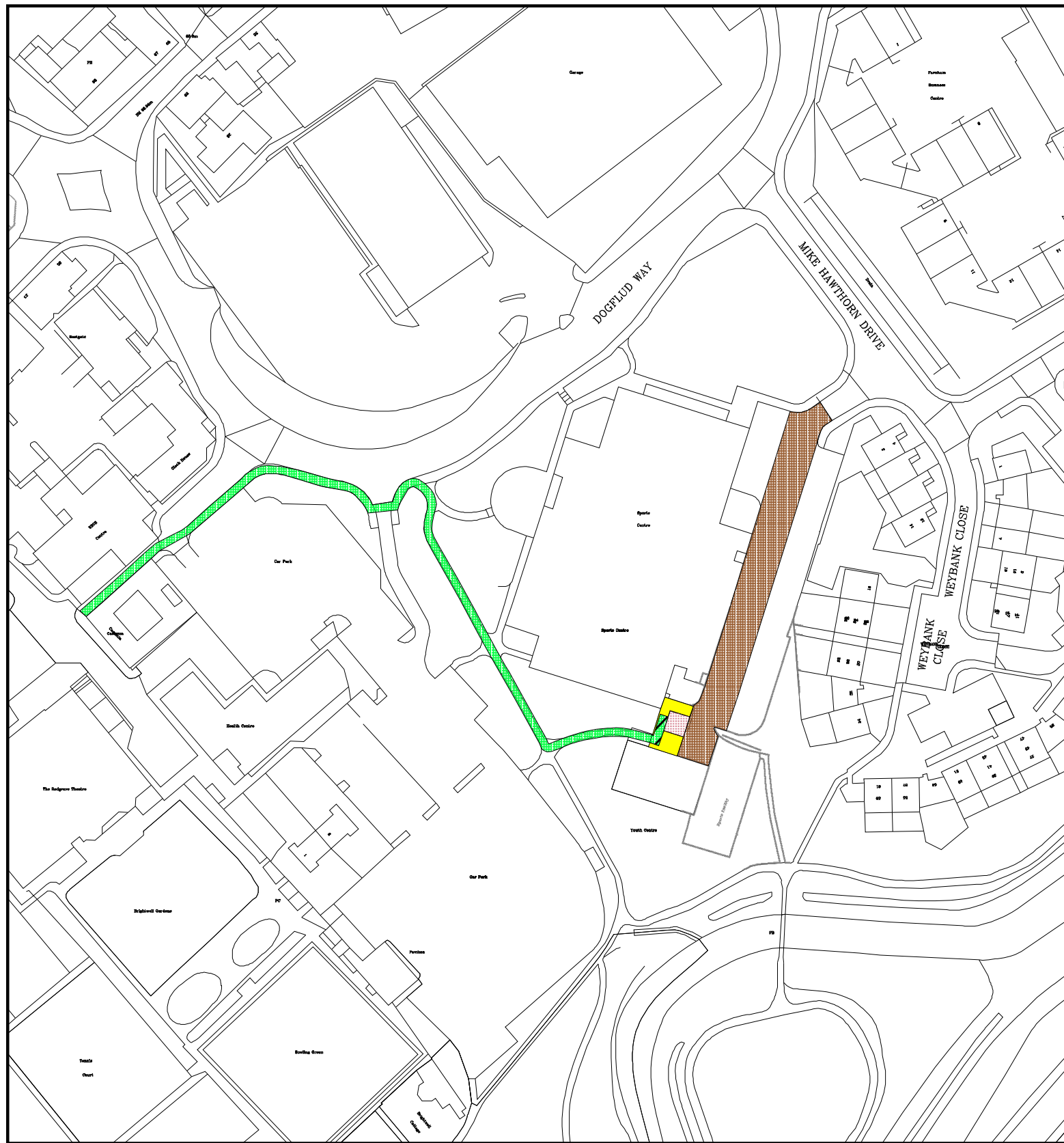


Site Plan 1:1250

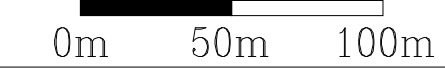
Location Plan 1:2500

REVISIONS

Revised to
"A"
06-12-2016
Texting
revised



Page 101



Substation shown PINK
 Cable Easements shown GREEN
 24 Hour Access shown YELLOW
 24 Hour Vehicle Access shown BROWN
 Access with cables shown GREEN HATCHED BLACK

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Wayleave Officer:	P.Roberts
Contact No:	07825015192
Original Drawing Size:	A3
Date:	06/12/2018

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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