

To: All Members and Substitute Members of
the Overview & Scrutiny Committee -
Value for Money & Customer Service
(Other Members for Information)

When calling please ask for:
Amy McNulty, Democratic Services Officer

Policy and Governance

E-mail: amy.mculty@waverley.gov.uk

Direct line: 01483 523492

Calls may be recorded for training or monitoring

Date: 11 January 2019

Membership of the Overview & Scrutiny Committee - Value for Money & Customer Service

Cllr David Beaman (Chairman)	Cllr Nabeel Nasir
Cllr Stephen Mulliner (Vice Chairman)	Cllr David Round
Cllr Brian Adams	Cllr Richard Seaborne
Cllr Mike Band	Cllr Bob Upton
Cllr Nicholas Holder	

Substitutes

Cllr Liz Townsend	Cllr John Ward
Cllr Tony Gordon-Smith	

Members who are unable to attend this meeting must submit apologies by the end of Tuesday, 15 January 2019 to enable a substitute to be arranged.

Dear Councillor

A meeting of the OVERVIEW & SCRUTINY COMMITTEE - VALUE FOR MONEY & CUSTOMER SERVICE will be held as follows:

DATE: TUESDAY, 22 JANUARY 2019

TIME: 7.00 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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Waverley Corporate Strategy 2018 - 2023

Priority Theme 1: People

Priority Theme 2: Place

Priority Theme 3: Prosperity

Good scrutiny:

- is an independent, Member-led function working towards the delivery of the Council's priorities and plays an integral part in shaping and improving the delivery of services in the Borough;
 - provides a critical friend challenge to the Executive to help support, prompt reflection and influence how public services are delivered;
 - is led by 'independent minded governors' who take ownership of the scrutiny process; and,
 - amplifies the voices and concerns of the public and acts as a key mechanism connecting the public to the democratic process.
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NOTES FOR MEMBERS

Members are reminded that contact officers are shown at the end of each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.

AGENDA

1. MINUTES (Pages 7 - 12)

To confirm the Minutes of the Meeting held on 19 November 2019 (to be laid on the table 30 minutes before the meeting).

2. APOLOGIES FOR ABSENCE AND SUBSTITUTES

To receive apologies for absence and note any substitutions.

Members who are unable to attend this meeting must submit apologies by the end of Tuesday 15 January 2019 to enable a substitute to be arranged, if applicable.

3. DECLARATIONS OF INTERESTS

To receive Members' declarations of interests in relation to any items included on the agenda for this meeting, in accordance with Waverley's Code of Local Government Conduct.

4. QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chairman to respond to any written questions received from members of the public in accordance with Procedure Rule 10.

The deadline for receipt of questions in 5pm on Tuesday 15 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 in 5pm on Tuesday 15 January 2019.

6. MEDIUM TERM FINANCIAL PLAN 2019/20 - 2021/22 AND GENERAL FUND BUDGET 2019/20 (Pages 13 - 62)

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

The Value for Money and Customer Service Overview and Scrutiny Committee is asked to review the report and recommendations from Executive to Council as set out in the report, and agree comments to be forwarded to the Executive.

7. HOUSING REVENUE ACCOUNT BUSINESS PLAN, REVENUE BUDGET AND CAPITAL PROGRAMME 2019/20 (Pages 63 - 74)

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

The Value for Money and Customer Service Overview and Scrutiny Committee is asked to review the report and recommendations from Executive to Council as set out in the report, and agree comments to be forwarded to the Executive.

8. COUNCIL TAX EMPTY HOMES DISCOUNT AND EMPTY HOMES PREMIUM (Pages 75 - 80)

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

Recommendation

The Value for Money and Customer Service Overview & Scrutiny Committee is asked to review the recommendations contained in the report, and agree comments to be forwarded to the Executive.

9. COMMITTEE WORK PROGRAMME (Pages 81 - 94)

The Value for Money and Customer Service Overview and Scrutiny Committee, is responsible for managing its work programme.

The work programme includes items agreed at previous meetings and takes account of items identified on the latest Executive Forward Programme (Annexe 2) as due to come forward for decision.

A Scrutiny Tracker has been produced to assist the Committee in monitoring the recommendations that have been agreed at its meetings. The Tracker details the latest position on the implementation of these recommendations and is attached as Part C of the work programme.

Recommendation

Members are invited to consider their work programme and make any comments and/or amendments they consider necessary, including suggestions for any additional topics that the Committee may wish to add to its work programme.

10. 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 items 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 the items, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in the appropriate paragraph(s) of the revised Part 1 of Schedule 12A to the Act (to be specified at the meeting).

11. ANY ITEMS TO BE CONSIDERED IN EXEMPT SESSION

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

Officer contacts:

Yasmine Makin, Scrutiny Policy Officer

Tel. 01483 523078 or email: yasmine.makin@waverley.gov.uk

Amy McNulty, Democratic Services Officer

Tel. 01483 523492 or email: amy.mcnulty@waverley.gov.uk

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WAVERLEY BOROUGH COUNCIL

MINUTES OF THE OVERVIEW & SCRUTINY COMMITTEE - VALUE FOR MONEY & CUSTOMER SERVICE - 19 NOVEMBER 2018

(To be read in conjunction with the Agenda for the Meeting)

Present

Cllr David Beaman (Chairman)	Cllr Nicholas Holder
Cllr Stephen Mulliner (Vice Chairman)	Cllr Nabeel Nasir
Cllr Brian Adams	Cllr David Round
Cllr Mike Band	Cllr Richard Seaborne

Apologies

Cllr Bob Upton

35. MINUTES (Agenda item 1.)

The Minutes of the Meeting held on 10 September 2018 were confirmed as a correct record and signed.

36. APOLOGIES FOR ABSENCE AND SUBSTITUTES (Agenda item 2.)

Apologies for absence were received from Cllr Bob Upton.

37. DECLARATIONS OF INTERESTS (Agenda item 3.)

There were no declarations of interests in connection with items on the agenda.

38. QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 4.)

There were no questions from members of the public.

39. QUESTIONS FROM MEMBERS (Agenda item 5.)

There were no questions from Members.

40. CUSTOMER SERVICES REVIEW (Agenda item 6.)

David Allum, Head of Customer and Corporate Services, provided the Committee with an update on the Customer Service review. He advised that progress on the project had been slower than envisaged but, with support from the new senior management team, it was now gathering momentum. A new project board had been established and had now met for the first time.

The Committee agreed that this was a very important piece of work and therefore felt that the supporting documentation should be clear. Members recalled the review that the Committee had undertaken into capital projects, and made some suggestions to tighten up the PID. It was felt that the costs section needed to be expanded on to set out whether a budget had already been approved, and what further funding would be sought going forward. It was also suggested that the project team structure be made clearer to show who was ultimately responsible for

the project, as well as whether any external consultancy would be used. Cllr Band added that it was important to understand what the project would deliver in terms of cost savings as this would provide context to any request for capital spend.

The Committee heard that the project comprised several separate work streams, and the first to get under way was the IT work stream. More detailed project documentation would be produced for each work stream, outlining the deliverables and cost savings. Members therefore requested to have sight of an overall document summarising the key aspects of these work streams.

The Committee endorsed the approach to the project subject to the comments above, and looked forward to receiving further details of the works streams in due course.

41. COMMUNITY INFRASTRUCTURE LEVY (CIL) GOVERNANCE ARRANGEMENTS AND ASSESSMENT CRITERIA (Agenda item 7.)

Graeme Clark, Strategic Director, presented the report to the Committee. He explained that the CIL charging regime would come into effect on 1 March 2019. While the money was not expected to come in right away, it was important to have the governance arrangements and allocation criteria agreed in advance. The Committee noted that CIL could potentially generate up to £94m towards infrastructure in the period up to 2032 and agreed that it was important to have a robust process and governance structure in place to manage this.

The Committee noted that the CIL Regulations did not require CIL money to be allocated to the specific area from where the charge arose. Members recalled that at the Committee's June meeting, where this matter had previously been considered, it had been felt that there should be at least some connection between area where development was taking place (causing CIL funding to arise) and where the money would be spent. The Committee recommended that the new CIL Advisory Board be asked to consider the pros and cons of this approach when drafting the allocation criteria.

Members also considered the proposed composition of the CIL Advisory Board, and suggested that this be geographically proportionate as far as possible, to ensure that both rural and urban areas were represented.

The Committee noted the ability of the Council to retain up to 5% of annual CIL receipts to be spent on administrative expenses and felt that it should be made clear that the Waverley would only spend what was needed in order to effectively and efficiently deliver CIL.

Members also heard that up to 25% of CIL receipts would be paid to Town and Parish Councils, and that these Councils would need to have their own governance arrangements in place. Cllr Adams highlighted that Waverley had an Infrastructure Delivery Plan in place as part of LPP1 and the Towns and Parishes with Neighbourhood would have also their own infrastructure priorities, so it would be useful to identify overlapping and complementing projects.

The Committee queried which bodies would be able to submit bids for Strategic CIL. Officers responded that this could be any infrastructure provider, including

SCC, health services, utility companies, and Town and Parish Councils. In relation to utility companies, it was clarified that they would still be required to meet their legal obligations, but could bid for CIL money in order to deliver non-essential 'enhancements'.

Cllr Seaborne highlighted that the report referred to the timely investment of CIL funds, and felt that some worthwhile projects may require CIL receipts to be retained for a longer period in order to accumulate the necessary funds.

Members also noted that CIL could not be used to resolve 'historical deficits' of infrastructure provision. There was some concern that with the budget pressures that were currently being experienced by Surrey County Council, infrastructure provision would be cut back, and it would then not be possible to use CIL funding to reinstate this, even if additional housing was delivered in the area.

The Committee carefully considered the proposed recommendations that the Executive would be recommending to Council. It was felt that while the CIL Advisory Board should draft the detailed criteria for the spending of Strategic CIL receipts, the final approval of the allocation criteria should come to Council. It was also suggested that there should be a financial threshold over which decisions to spend funds would need to be approved by Council (as was currently the case with the Property Investment Strategy).

The Committee therefore agreed to recommend the following amendments (in bold type) to recommendations 4 and 5:

It is recommended that the Council:

4. Delegate to the CIL Advisory Board the **drafting** of the detailed criteria for the spending of Strategic CIL receipts and any proposals for allocating proportions of the Strategic CIL Fund for specific purposes, **which will then be subject to Council approval following the usual scrutiny process.**
5. **Subject to an agreed threshold to be approved by Council**, delegate to the Executive the approval of Strategic CIL Fund spending after consideration of the recommendations from the CIL Advisory Board.

42. CORPORATE PERFORMANCE REPORTS Q2 (Agenda item 8.)

Nora Copping, Policy and Performance Officer, thanked the Committee for its comments on the report template at the last meeting. She had taken these on board and updated the format to more clearly set out the trends and include a RAG rating. Members commented that the use of colours and charts was very helpful.

The Committee noted, particularly in relation to Customer and Corporate Services, that several of the service plan targets were marked as off track as they had missed their planned due dates. It was therefore requested that for the next meeting, a column be added showing revised due dates so that the Committee could better monitor progress going forward.

Members also highlighted that staff turnover at Waverley continued to be above the national average. There was some concern over the high level of turnover, particularly in areas such as planning and the Committee therefore requested that

officers conduct further analysis on this and bring a more detailed update to the next meeting.

There was some uncertainty around the presentation of the financial information. The Committee was surprised that the mid-year committed spend figure was very low in comparison with the forecast outturn. Peter Vickers, Head of Finance, explained that the committed spend data came directly from the accounting system and was not necessarily an accurate representation of spend to date as invoices didn't always correspond with the quarter ends. He emphasised that the forecast outturn and variance columns were the most important when reviewing financial performance. Members acknowledged that it was difficult to get the most up to date committed spend figures, but felt that in order to have confidence in the forecast outturn, the Committee needed to understand the situation at the end of each quarter. Graeme Clark agreed to meet with Cllrs Band and Mulliner following the meeting to go through the figures in more detail and review the format and presentation of this section.

43. COMPLAINTS HANDLING POLICY AND REVIEW OF COMPLAINTS RECEIVED BY WAVERLEY IN 2017/18 (Agenda item 9.)

Sue Petzold, Corporate Complaints Officer advised the Committee that the report related to the old three-stage process which had been replaced in April 2018 and future reports would reflect the new procedure.

The Committee heard that 64% of all complaints had been resolved at the Level 1 stage, and only 11% were escalated to Level 3. Additionally, 82% of all complaints had been dealt with within the target timescales, which was a slight decrease from 90% the previous year.

Cllr Beaman queried to what extent complainants were given the benefit of the doubt. Sue responded that generally complaints would only be upheld if it was found that the Council was at fault in some way.

Members noted that Housing Operations had received the highest number of complaints; however felt that this was understandable given that this was a large service area with a high level of interaction with customers.

The Committee agreed that it would be useful to understand how Waverley was performing in relation to other Councils and asked Sue to look into providing benchmarking data in future reports.

44. COMPLAINTS TO LOCAL GOVERNMENT AND SOCIAL CARE OMBUDSMAN AND HOUSING OMBUDSMAN ABOUT WAVERLEY'S SERVICES IN 2017/18 (Agenda item 10.)

The Committee considered the report which provided an overview of complaints received by the Local Government and Social Care Ombudsman about Waverley's services. The report also included comparative data for the previous three years. Only two complaints made to the Ombudsman had been upheld and one of these had already been remedied by Waverley prior to the Ombudsman's involvement.

Sue Petzold also advised that the Ombudsman had tightened up its criteria for what it would accept as a complaint; there now needed to be an element of 'injustice' identified to enable them to investigate.

The report also included details of investigations by the Housing Ombudsman. Of the four complaints made to the Housing Ombudsman in 2017/18, only one had been upheld; two were not upheld as it concluded that Waverley had handled complaint satisfactorily; and one outcome was still outstanding.

45. BUDGET SHORTFALL COMMITMENTS - PROGRESS (Agenda item 11.)

Peter Vickers provided the Committee with a brief update on the budget setting process and the Medium Term Financial Plan. A draft 'business as usual' budget had been prepared, however there were still some uncertainties, particularly in relation to the financial settlement.

Peter summarised some of the developments since the Committee had last received an update. These included the procurement of the new waste contract, which achieved notable savings, and better than anticipated interest on treasury management activity. Additionally, the negative Government grant would not be introduced this year.

The Committee heard that it was not yet known whether the business rates retention scheme would continue next year. Cllr Holder queried how the announced reduction on business rates for small businesses would affect the Council, however officers clarified that this was a government-funded initiative so would not significantly affect Waverley.

46. BUDGET STRATEGY WORKING GROUP UPDATE (Agenda item 12.)

Cllr Mulliner provided the Committee with a brief update on the progress made by the Budget Strategy Working Group. He explained that work stream 2 had been delayed and would now take place in May/June 2019; this work would inform the budget for 2020/21 and beyond. In the meantime, work was progressing with work stream 3 and a very useful meeting had been held with the Parks and Countryside team. The Group was eagerly anticipating the Government settlement in December, and another meeting would be held once the details of this were known.

47. REVIEW OF PROPERTY INVESTMENT STRATEGY (Agenda item 13.)

Anne Cains, Estates and Valuation Manager, presented the report to the Committee. She advised that the investment criteria currently set out in the Strategy had provided a clear steer for officers and enabled unsuitable investment opportunities to be quickly discarded. While no acquisitions had been made in the last six months, officers attributed this to lack of availability of suitable properties, rather than the criteria in the Strategy being too stringent. The Committee was pleased to hear that the provisions within the Strategy prevented the Council from purchasing unsuitable properties.

Members queried whether the Council would still achieve its budget target for property income given that there had been no recent property purchases. Officers responded that the budget target would be met with the income from properties purchased earlier in the year. However, going forward, the Council would be looking

to make more purchases and would be progressing with setting up a property company in order to facilitate this.

The Committee endorsed the proposal that the Property Investment Strategy remain as it stands, and is reviewed again in six months' time.

48. COMMITTEE WORK PROGRAMME (Agenda item 14.)

Yasmine Makin, Scrutiny Officer, invited the Committee to review its work programme, and highlighted the items that were due to be considered at the next meeting. She advised that an additional meeting would be held on 22 January to consider the budget. This would be a meeting of the Value for Money and Customer Service O&S Committee, but all Members would be able to attend and contribute.

49. EXCLUSION OF PRESS AND PUBLIC (Agenda item 15.)

At 8.54pm, it was:

RESOLVED 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 items 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 the items, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in paragraph 3 of the revised Part 1 of Schedule 12A to the Act, namely:

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

50. PROPERTY INVESTMENT STRATEGY QUARTERLY PROPERTY ACQUISITION REPORT (Agenda item 16.)

The Committee received an update on the performance of properties within the Council's investment portfolio. Members thanked officers for their work in pulling together the information and asked that some further details regarding rents be provided in future reports.

It was also requested that a brief narrative explanation be included in the report, which would bring key highlights to the Committee's attention without the need to review all the figures in detail.

The meeting commenced at 7.00 pm and concluded at 9.03 pm

Chairman

WAVERLEY BOROUGH COUNCIL

VALUE FOR MONEY AND CUSTOMER SERVICE O&S COMMITTEE
22 JANUARY 2019

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:

There are 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 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:

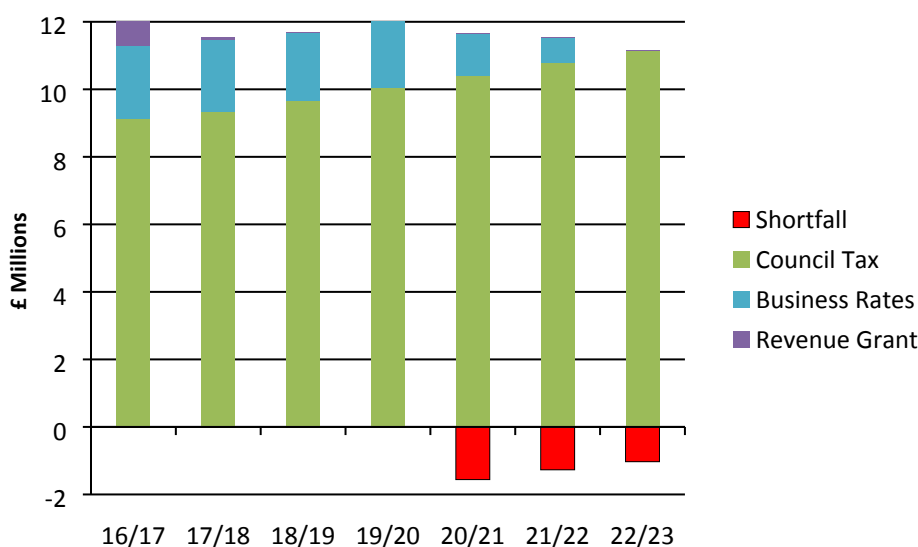
- Annexe 1 – Medium Term Financial Plan projection
- Annexe 2 - draft General Fund Budget Summary 2019/20
- Annexe 3 – statement of key variations from 2018/19 budget
- Annexe 4 – draft Fees & Charges for 2019/20
- Annexe 5 – schedule of projected reserves and balances
- Annexe 6 – draft Capital Programme

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 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

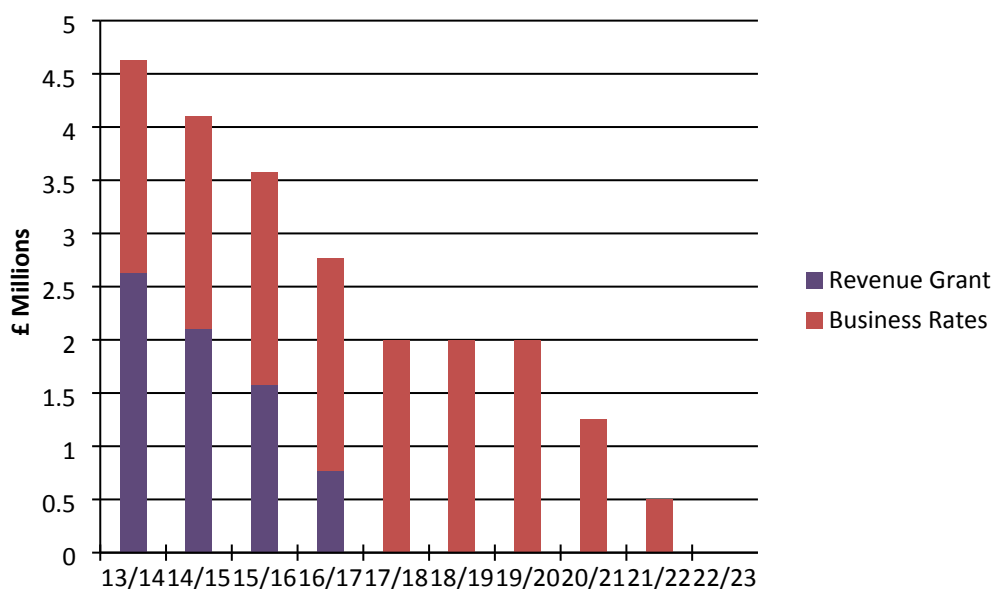
Budget Review

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.

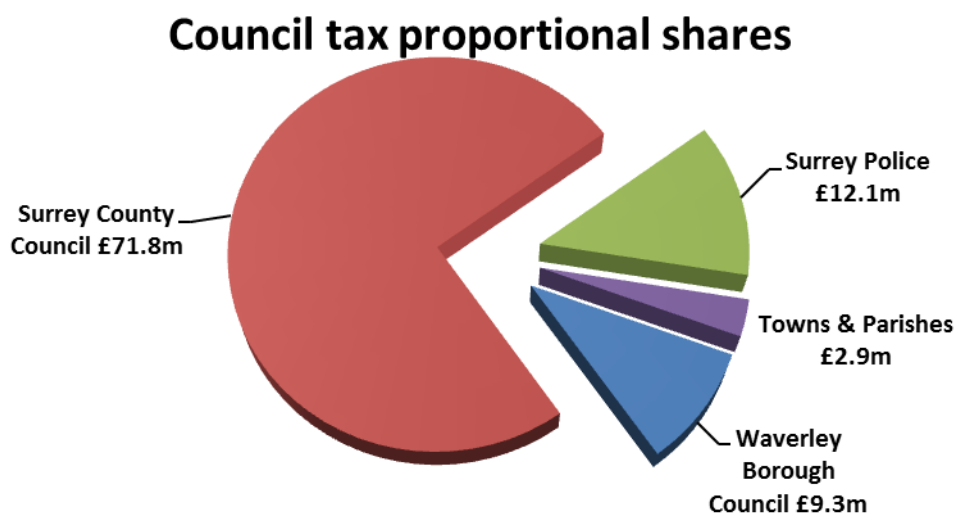
18. Waverley's Financial Plan policy is to transfer all NHB received into the Property Investment Fund, which is overseen by the Investment Advisory Board, rather than use it to balance the budget. However, any changes in the NHB has a direct impact on the ability to generate income from investments. 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 and 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. It should be noted that the staff pay award for 2019/20, which is also applied to Councillors' allowances, has not been agreed yet; agreement is expected in time for the budget-setting Council meeting

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.

Recommendation from Executive to Council

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; and
5. approve the 2019/20 General Fund Capital Programme as shown at Annexe 6.

Recommendation

The Value for Money and Customer Service Overview and Scrutiny Committee is asked to review the report and recommendations from Executive to Council set out above, and agree comments to be forwarded to the Executive.

Background Papers

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

CONTACT OFFICERS:

Name:	Graeme Clark	Telephone: 01483 523099 Email: graeme.clark@waverley.gov.uk
Name:	Peter Vickers	Telephone: 01483 523539 Email: peter.vickers@waverley.gov.uk
Name:	Rosie Plaistowe-Melham	Telephone: 01483 523255 Email: rosie.plaistowe@waverley.gov.uk

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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
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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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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 A0		OO	10.00	20.00 26.00	100.0%
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 Enquiries (Building Control)</u>	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
 OO = Outside Scope

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 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%	}	
		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%	}	
	Annual licence	OE	153.00	157.00	2.6%		1 person with 4 dogs on WBC sites
Bonfires	Event	OE	104.00	107.00	2.9%	} plus 500 refundable deposit	
Ice Cream Vans	6 months one off's	OE	1,581.00	1,619.00	2.4%	}	
		OE	51.00	53.00	3.9%		} plus 500 refundable deposit
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	OS	By Negotiation	By Negotiation		}	
	(or part thereof)	OS	By Negotiation	By Negotiation		}	
Books or Magazines		OS	By Negotiation	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 Negotiation	By Negotiation		}
Set up and clear up days	(or part thereof)	OS	By Negotiation	By Negotiation		}
Television Drama or Comedy		OS	By Negotiation	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 Negotiation	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
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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		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

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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					

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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%	
Food Hygiene Training Course				75.00		
Private Water Supply						
Risk Assessments	Per Request + Per Hour	OS	165.00 56.70	169.00 59.00	2.4% 4.1%	Subject to a statutory maximum of £500 per risk assessment
Sampling	Per Request	OS	60.00 51.70	62.00 53.00	3.3% 2.5%	
Investigations	Per Hour	OS	60.00	62.00	3.3%	Subject to a statutory maximum of £100 per investigation
Authorisations	Per Request + Per Hour	OS	100.00 51.70	103.00 53.00	3.0% 2.5%	Subject to a statutory maximum of £100 per authorisation granted
Analysis	Per Request	OS	21.00	22.00	4.8%	
			+ laboratory fees			Subject to statutory maxima: £25 for Regulation 10 analyses £100 for check monitoring analyses £500 for audit monitoring analyses

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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. Additional rooms are charged at £17.50 each.	
Reduced charge*	Per Visit	OS	37.50	40.00	6.7%		
Bed Bugs	Per Visit	OS	75.00	80.00	6.7%		
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%		
Pharoah's Ants	Per Visit	OS	Price subject	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.

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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.

*Hackney Carriage - Vehicles (not adapted) **

- 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%

*Hackney Carriage - Vehicles (adapted) **

- 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%

*Private Hire - Vehicles (not adapted) **

- 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%

*Private Hire - Vehicles (adapted) **

- 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
Private Hire only - New driver	3 years	OO	262.00	269.00	2.7%
Private Hire only licence renewal	3 years	OO	170.00	175.00	2.9%
Private Hire only- New driver	1 year	OO	108.00	111.00	2.8%
Private Hire only licence renewal	1 year	OO	69.00	71.00	2.9%
Knowledge test	Per Test	OO	70.00	72.00	2.9%
Resit / non-attendance fee for Knowledge test	Per Test	OO	70.00	72.00	2.9%
Surrender and replacement of Hackney Carriage / Private Hire Licence		OO	82.00	84.00	2.4%
Hackney Carriage and Private Hire					
- 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%
Gambling Act 2005 - Including lotteries, permits, premises, etc	Various		Please see website for individual fees		
Licensing Act 2003					
- Personal	New	OO	37.00	37.00	0.0%
- Premises	Initial/Variation	OO	Various depending on rateable value		
- Premises: Sex Establishment	from -according to RV	OO	4,690.00	4,690.00	0.0%
- Premises	Annual Fee	OO	Various depending on rateable value		
- 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%
Vat Indicator: OS = Standard OE = Exempt OZ = Zero Rated OO = Outside Scope					

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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	General Fund Draft Capital Programme							Indicative Future Programmes		
	Proposed Capital Programme 2019/20	Indicative Funding of 2019/20 Programme						2020/21	2021/22	2022/23
		Revenue Reserve Fund	Revenue Budget	S106	Capital Receipts	Borrowing	External funding			
Communities										
Arts										
Court Room Bar Upgrade	£6,000	£4,000		£2,000						
Leisure										
Client Rolling Programme - Cranleigh, Farnham, Godalming and The Edge leisure centres	£40,000		£40,000					£581,500	£310,200	£227,000
Parks and Countryside										
Broadwater Park	£74,000	£64,000		£10,000				£220,000		
Control and Management of Oak Processionary Moth and Ash Dieback	£59,000	£59,000						£59,000	£59,000	
Farnham Park Wastewater Treatment Station	£104,000			£104,000						
HLS/Capital Works	£180,000	£95,960					£84,040	£180,000	£180,000	£180,000
Pavilions	£30,000	£30,000						£30,000	£30,000	
Playground Asset Repairs Replacement	£82,000	£64,620		£17,380				£82,000	£82,000	£82,000
Pro Active Woodland Management Works	£15,000	£15,000						£15,000	£15,000	
Ranger Vehicle Replacement	£0							£30,000		
Wood fired Heating System for Farnham Park Lodge	£10,000	£10,000						£20,000		
Recreation Ground & Countryside Site Security	£40,000	£40,000								
Customer and Corporate Services										
Engineers										
Bus Shelter Replacement Programme	£24,000	£24,000						£24,000	£24,000	£24,000
Central Office maintenance programme.	£130,000		£130,000					£130,000	£130,000	£130,000
Park Lodge Interpretation Centre and Flat Kitchen Refurbishment	£15,000	£15,000								
Rowleys Day Centre	£15,000	£15,000								
Wey Centre	£50,000	£50,000								
IT										
Civica Generic Interface	£24,000	£24,000								
Infrastructure Upgrades	£28,000	£28,000								
Legislative change	£10,000						£10,000	£10,000	£10,000	£10,000
Mobile Working	£14,000	£14,000						£14,000	£14,000	£14,000
QGIS mapinfo replacement	£9,000	£9,000								
Customer Services (PID)	£150,000	£150,000						£100,000		
Finance										
Accountancy										
Automation of Direct Debit Collection	£20,000	£20,000								
Corporate Income Management System Upgrade	£20,000	£20,000								
Essential Agresso Upgrade - including HMRC legislation & GDPR updates	£30,000	£30,000								
Housing										
Strategic Housing and Delivery										
Disabled Facilities Grants (DFGs)	£620,000						£620,000	£620,000	£620,000	£620,000
Warm Homes Project (Safe and Warm Grants)	£80,000						£80,000	£80,000	£80,000	£80,000
Environment										
Environmental Services										
Air Quality Modelling	£5,000	£5,000								
Farnham Air Quality Analyser relocation	£10,000	£10,000								
Waste and Recycling container replacement	£90,000	£37,000		£5,000			£48,000	£90,000	£90,000	£90,000
Parking										
Car Park 10 year rolling programme	£165,500	£165,500						£236,000	£275,000	£246,500
South Street Car Park Refurbishment / rebuild - Farnham	£605,000						£605,000			
Village Way car park resurfacing - Cranleigh	£250,000					£250,000				
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

VALUE FOR MONEY AND CUSTOMER SERVICE O&S COMMITTEE
22 JANUARY 2019

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 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.
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.

Recommendation from Executive to Council

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

1. the 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.
-

Recommendation

The Value for Money and Customer Service Overview and Scrutiny Committee is asked to review the report and recommendations from Executive to Council set out above, and agree comments to be forwarded to the Executive.

Background Papers

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

CONTACT OFFICERS:

Name: Peter Vickers

Telephone: 01483 523539

E-mail: peter.vickers@waverley.gov.uk

Name: Vicki Basley

Telephone: 01483 523250

E-mail: victoria.basley@waverley.gov.uk

Name: Hugh Wagstaff

Telephone: 01483 523363

E-mail: hugh.wagstaff@waverley.gov.uk

Name: Andrew Smith

Telephone: 01483 523096

E-mail: andrew.smith@waverley.gov.uk

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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

9. 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

10. One further administrative consideration is that the processing of the current discount can be time consuming; its withdrawal would also therefore ease this burden.
11. 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.
12. 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

13. 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.”
14. On 1st November 2018 the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 was given Royal Assent.
15. 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.
16. 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.
17. 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.

18. 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

19. 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

20. 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.

21. 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.

22. 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.

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.

Value for Money and Customer Service Overview & Scrutiny Committee is asked to review the recommendations set out above, and agree comments to be forwarded to the Executive.

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:

Name: Peter Vickers

Telephone: 01483 523539

E-mail: Peter.Vickers@waverley.gov.uk

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INTRODUCTION TO WAVERLEY BOROUGH COUNCIL

OVERVIEW AND SCRUTINY WORK PROGRAMME

The programme is designed to assist the Council in achieving its corporate priorities by ensuring topics add value to the Council's objectives, are strategic in outlook, are timed to optimise scrutiny input and reflect the concerns of Waverley residents and council members. The programme is indicative and is open to being amended with the agreement of the Chair with whom the item is concerned. The work programme consists of three sections:-

- Section A – Lists items for Overview and Scrutiny consideration. It is not expected that the Committee cover all items listed on the work programme and some items will be carried over into the following municipal year. In-depth scrutiny review topics for consideration by the respective Committee will also be listed in this section.
- Section B – Lists live in-depth scrutiny task and finish groups, including objectives, key issues and progress.
- Section C – Lists the Scrutiny tracker of recommendations for the municipal year.

Section A

Work programme 2018-19

Subject	Purpose for Scrutiny	Lead Member / officer	Date for O&S consideration	Date for Executive decision (if applicable)
Medium Term Financial Plan 2019/20 – 2021/22 and Budget 2019/20	To receive and scrutinise the medium term financial plan in light of the settlement published by the government regarding local authority funding and with reference to Surrey County Council consultation on changes to services and to receive and scrutinise proposals on the 2019/20 budget, including the Housing Revenue Account	Graeme Clark / Peter Vickers	January 2019	February 2019
Council tax – empty homes criteria/policy	For the committee to scrutinise the proposals to change the policy/criteria of council tax discounts and premiums on empty homes.	Graeme Clark / Peter Vickers	January 2019	February 2019
Corporate Performance reports Q3	To consider the performance report and make any observations or recommendations as appropriate.	Nora Copping	Quarterly (February 2019)	N/A
Progress against medium term financial plan	For the Committee to learn about the progress made by Heads of Service against the targets set to meet the budget shortfall set out in the in Budget papers of the January 2018 Committee.	Peter Vickers / Heads of Service	Quarterly	N/A
Budget Strategy Working Group update	For the Committee to receive an update on the progress of the working group (see section b).	Cllr Stephen Mulliner / Peter Vickers	Quarterly	N/A
Property Investment Strategy quarterly property acquisition report (exempt)	To receive a quarterly report on properties acquired under the Property Investment Strategy.	David Allum	Quarterly	N/A
Treasury management documentation	To consider and scrutinise the treasury management documentation such as the capital strategy and associated policies.	Graeme Clark / Peter Vickers	February 2019	March 2019

Value for Money and Customer Service Overview and Scrutiny Committee

Subject	Purpose for Scrutiny	Lead Member / officer	Date for O&S consideration	Date for Executive decision (if applicable)
Property Matter	To consider the proposed approach regarding the property matter of The Ranger's House, set out in the report.	Graeme Clark	February 2019	March 2019
Property Investment Company	To consider the proposals put forward by the Investment Advisory Board regarding the detailed structure and operation of the new property investment company which was approved by Council in July 2017, and to provide any comments to the next meeting of the Investment Advisory Board.	Graeme Clark / David Allum	February 2019	N/A
Progress of capital expenditure process and management review outcomes	To receive an update on the progress of the recommendations made in the report.	Graeme Clark	February 2019	N/A
Policy and Governance, Customer and Corporate Services and Finance Service Plans 2019/20	To scrutinise the 2019/20 service plans for Policy and Governance, Customer and Corporate Services and Finance.	Robin Taylor / David Allum / Peter Vickers	February 2019	March 2019
Universal Credit	To continue to monitor the impact of Universal Credit and review mitigating actions the Council is taking.	Yasmine Makin / Wendy Cooper	TBC	N/A
Workforce Profile	For the Committee to receive the Workforce Profile, scrutinise any issues which arise with a specific focus on turnover and consider the progress and impact of the HR Strategy adopted in December 2018.	Katy Meakin	Annually (July 2019)	N/A
Customer Services Programme Progress	For the Committee to scrutinise the progress of the programme to date.	David Allum / Louise Norie	July 2019	N/A

Section B

Scrutiny reviews 2018-19

Subject	Objective	Key issues	Lead officer	Progress
<p>1. Capital Expenditure Process & Management review task and finish group</p>	<p>To identify and review the reasons for the extent of slippage in the capital programme and make recommendations to ensure the process provides value for money and excellent customer service.</p>	<ul style="list-style-type: none"> • Slippage of items in the capital programme (General Fund & HRA). • Value for money • Budget delivery and project management. • Bidding process and justification 	<p>Yasmine Makin</p>	<p>VFM CS OS Committee – March 2018 Executive – June 2018 An action plan will be produced and updates on progress of recommendations will be brought to this committee in February 2019.</p>
<p>2. Property Investment Strategy working group</p>	<p>To contribute to the formulation of a Property Investment Strategy.</p>	<ul style="list-style-type: none"> • In order to scrutinise the development of the property company, firstly contributing to the formulation of the strategy. 	<p>Graeme Clark</p>	<p>VFM CS OS Committee – March 2018; Council – April 2018 Updates on properties acquired under this strategy will be brought to this committee and a document reviewing the Strategy came to November meeting and is on the work programme for July 2019.</p>
<p>3. Budget Strategy working group</p>	<p>Exercising joint working with fellow O&S Committees to consider income generation and savings possibilities, bearing in mind changes to new homes bonus and business rates retention.</p>	<ul style="list-style-type: none"> • Income generation and opportunities for savings. 	<p>Peter Vickers</p>	<p>The working group has completed workstream 1 and has commissioned a company to carry out the participatory budgeting survey of workstream 2, which has been postponed until 2019. Workstream 3 commenced in October 2019.</p>

Section C

Scrutiny tracker 2018 - 19

Value for Money and Customer Service Scrutiny recommendations tracker				
Meeting date	Agenda item	Outcomes / Recommendations	Officer / Executive response	Timescale
26 June 2017	Performance Management Report	OUTCOME: To receive suggestions from officers for establishing customer satisfaction baseline data.	Update from September Committee: work on establishing a customer satisfaction baseline to be postponed until the Council's ongoing review of customer service has been completed.	An update of the customer service review came to this committee in November 2018.
Meeting date	Agenda item	Outcome / Recommendations	Officer / Executive response	Timescale
22 January 2018	Medium term financial plan and budget 2018/19	RECOMMENDATION: for Executive to continue to make representations to the government regarding the negative grant.	Waverley took part in the finance settlement government consultation, the outcome of which was published late 2018.	July – September 2018
26 March 2018	Property Investment Strategy	OUTCOME: strategy to be kept under review following implementation.	The Strategy was subject to review at the November 2018 Committee and the Committee resolved to make no changes.	6 months from implementation. This item is in the work programme for November 2018.

Value for Money and Customer Service Overview and Scrutiny Committee

Value for Money and Customer Service Scrutiny recommendations tracker

Meeting date	Agenda item	Outcomes / Recommendations	Officer / Executive response	Timescale
25 June 2018	Community Infrastructure Levy (CIL) governance arrangements	<p>OUTCOME: the Committee suggested that the membership of the CIL Governance Board should be geographically representative of the borough and include one Member from each of the four planning areas.</p>	<p>A report was brought to this Committee in November 2018 detailing the governance arrangements and the process of deciding the criteria.</p>	<p>November 2018 Committee meeting</p>
		<p>OUTCOME: the Committee recommended that a similar criteria system currently applied to Planning Infrastructure Contributions be used for CIL.</p>		
10 September 2018	HR Strategy	<p>OUTCOME: the Committee suggested that officers should consider including a reference to equality and diversity and the Council's legal obligations.</p>	<p>Officers agreed to reference the work the Council already does, and initiatives it is already part of, in terms of equality and diversity, in the policy.</p>	<p>December Executive 2018</p>
	Corporate Performance Report Q1	<p>OUTCOME: the Committee requested that the financial figures only relate to finances within the Council's control.</p>	<p>Officers adjusted the report for the November 2018 Committee meeting.</p>	<p>November 2018.</p>

Value for Money and Customer Service Overview and Scrutiny Committee

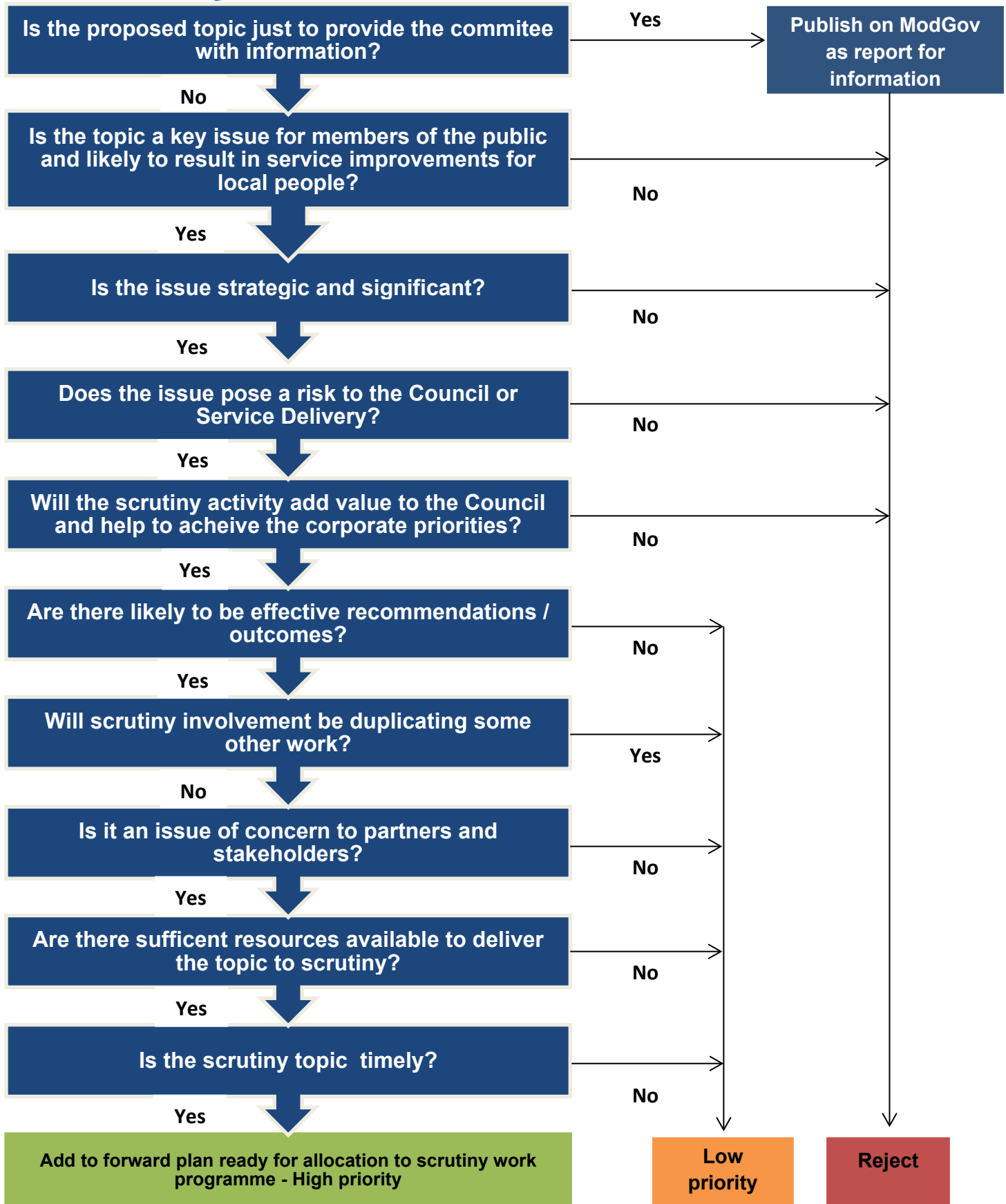
Value for Money and Customer Service Scrutiny recommendations tracker

Meeting date	Agenda item	Outcomes / Recommendations	Officer / Executive response	Timescale
19 November 2018	Customers Services Review	OUTCOME: For the Committee to receive an item containing a document with an overall summary of the key aspects of the individual workstreams.	The Customer Services Programme has been added to the work programme for July 2019.	July 2019
	Community Infrastructure Levy (CIL) Governance Arrangements and Assessment Criteria	OUTCOME: the Committee suggested that the new CIL Advisory Board be asked to consider the pros and cons of a connection between the area development is taking place and where the money is spent when drafting the allocation criteria.	The CIL Advisory Board membership has not been finalised and the Board has not met.	Executive 4 December 2018 Council 11 December 2018
		OUTCOME: that the composition of the CIL Advisory Board be as geographically proportionate as possible, to ensure both rural and urban areas are represented.	The recommendations were approved at Council 11 December 2018.	
RECOMMENDATION: that the recommendation to Council require delegated authority to be given to the CIL Advisory Board to draft the detailed criteria for the spending of Strategic CIL receipts and any proposals for allocating proportions of the Strategic CIL Fund for specific purposes, which will then be subject to Council approval following the usual scrutiny process.				

Value for Money and Customer Service Overview and Scrutiny Committee

Value for Money and Customer Service Scrutiny recommendations tracker

Meeting date	Agenda item	Outcomes / Recommendations	Officer / Executive response	Timescale
		RECOMMENDATION: that the delegation to Executive of Strategic CIL Fund spending after consideration of recommendations from CIL Advisory Board be subject to an agreed threshold to be approved by Council.		
	Corporate Performance Report Q2	OUTCOME: the Committee requested to have the revised due dates for the projects that missed their planned completion dates.	These will be included in the next report.	February 2019
		OUTCOME: the Committee requested that officers undertake further analysis on turnover and a report on the findings comes to this Committee.	Turnover levels are part of a wider ongoing review of staffing issues being undertaken and the HR team will have more meaningful results at the end of Q1 2019.	September 2019
	Review of Property Investment Strategy	OUTCOME: the Committee endorsed the proposal that the Strategy remains as it stands and is reviewed again in six months' time.	The Strategy will be brought back to the Committee in 6 months for another review.	July 2019
	Property Investment Strategy Quarterly Property Acquisition Report	OUTCOME: the Committee requested that more detail regarding rents be provided in future reports.	Officers will include this in future reports.	February 2019
		OUTCOME: the Committee requested that a brief narrative explanation be included in the report to bring the headlines to the Committee's attention.		



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Waverley Borough Council Key Decisions and Forward Programme

This Forward Programme sets out the decisions which the Executive expects to take over forthcoming months and identifies those which are key decisions.

A key decision is a decision to be taken by the Executive which (1) is likely to result in the local authority incurring expenditure or making savings of above £100,000 and/or (2) is significant in terms of its effects on communities living or working in an area comprising two or more wards.

Please direct any enquiries about the Forward Programme to the Democratic Services Manager, Fiona Cameron, at the Council Offices on 01483 523226 or email committees@waverley.gov.uk.

Executive Forward Programme for the period 1 December 2018 onwards

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	0 & S
POLICY AND GOVERNANCE, HUMAN RESOURCES, BRIGHTWELLS AND LEP - CLLR JULIA POTTS (LEADER)						
Brightwells [E3]	To bring forward matters when necessary	Executive	No	Potentially every meeting	Kelvin Mills, Head of Communities and Major Projects	VFM and CS/Environ
Annual Pay Policy Statement 2019/20		Council, Executive	Yes	February 2019	Katy Meakin, HR Manager	VFM and CS/Environ
Service Plans 2019-20		Executive	Yes	March 2019	Louise Norie, Corporate Policy Manager	All Overview & CS
Review of Polling Places		Executive, Council	Yes	Not before 20th Jan 2020	Tracey Stanfield, Elections Manager	VFM and CS
FINANCE AND COMMUNICATIONS - CLLR GED HALL (DEPUTY LEADER)						
Property Acquisitions [E3]	To bring forward opportunities for approval as they arise	Executive	Yes	Potentially every meeting	David Allum, Head of Customer and Corporate Services	VFM and CS

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O & S
Budget Management [E3]	To seek approval for budget variations, if required.	Executive	No	Potentially every meeting	Peter Vickers, Head of Finance	VFM and CS
Medium Term Financial Plan Review	To carry out an interim review of the MTFP.	Executive	No	January 2019	Peter Vickers, Head of Finance	VFM and CS
Risk Appetite Statement		Executive	Yes	8 Jan 2019	Peter Vickers, Head of Finance	VFM and CS
Waverley Communications Strategy	To recommend the Communications Strategy to Council.	Executive, Council	Yes	February 2019	Robin Taylor, Head of Policy & Governance	VFM and CS
Medium Term Financial Plan 2019/20 - 2021/22		Executive	Yes	5 Feb 2019	Peter Vickers, Head of Finance	Joint O&S (January 2019)
Treasury Management Framework 2019/20		Executive	Yes	5 Feb 2019	Peter Vickers, Head of Finance	VFM and CS
OPERATIONAL & ENFORCEMENT SERVICES - CLLR KEVIN DEANUS						
ECONOMIC & COMMUNITY DEVELOPMENT - CLLR JIM EDWARDS						
ENVIRONMENT - CLLR ANDREW BOLTON						
HEALTH, WELLBEING AND CULTURE - CLLR JENNY ELSE						
Funding for Voluntary Sector 2019-20		Executive	Yes	February 2019	Jane Todd	Community Wellbeing
HOUSING - CLLR CAROLE KING						

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O & S
Housing Delivery Board [E3]	To approve and adopt policies and make decisions to assist in the delivery of affordable homes in the Borough, as required.	Executive	Yes	Potentially every meeting	Andrew Smith, Head of Strategic Housing Delivery	Housing
POLICY & CUSTOMER SERVICES - CLLR CHRIS STOREY						
Local Plan Part II - Approval to Publish	Approval for publication	Executive, Council	Yes	Jun 2019	Graham Parrott, Planning Policy Manager	Environment
Local Plan Part II - Approval to submit	Approval to submit.	Executive, Council	Yes	Sep 2019	Graham Parrott, Planning Policy Manager	Environment
Surrey Hills AONB Management Plan		Executive	Yes	April 2019	Head of Planning	Environment

Background Information

The agenda for each Executive meeting will be published at least 5 working days before the meeting and will be available for inspection at the Council Offices and on the Council's Website (www.waverley.gov.uk). This programme gives at least 28 days notice of items before they are considered at a meeting of the Executive and consultation will be undertaken with relevant interested parties and stakeholders where necessary.

Exempt Information - whilst the majority of the Executive's business at the meetings listed in this Plan will be open to the public and press, there will inevitably be some business to be considered which contains confidential, commercially sensitive or personal information which will be discussed in exempt session, i.e. with the press and public excluded. These matters are most commonly human resource decisions relating to individuals such as requests for early or flexible retirements and property matters relating to individual transactions. These may relate to key and non-key decisions. If they are not key decisions, 28 days notice of the likely intention to consider the item in exempt needs to be given.

This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of any of the Executive meetings listed below may be held in private because the agenda and reports or annexes for that meeting contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), and that the public interest in withholding the information outweighs the public interest in disclosing it. Where this applies, the letter [E] will appear after the name of the topic, along with an indication of which exempt paragraph(s) applies, most commonly:

[E1 – Information relating to any individual; E2 – Information which is likely to reveal the identity of an individual; E3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information); E5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings; E7 – Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime].