



Council

5 March 2012

**Subject:** Medium Term Financial Plan 2012/13 to 2015/16 and Council Tax requirement 2012/13

Report by:	Chief Executive and the Financial Services Manager (Section 151 Officer)
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Purpose/Summary	<p>This report outlines the Council's revised financial plans having taken into account changes in government funding, the economic environment, local engagement and the priorities of the Council. The plan reflects the revisions to the previous estimates for the years 2012/13 to 2014/15 and the inclusion of estimates for 2015/16.</p> <p>The report brings forward a budget and proposals to set the District Council Tax for 2012/13 and as the billing authority for the area this report also proposes a Council tax that includes the County Council, Police Authority and Parish/Town Council requirements. The report also brings forward the proposed treasury management and investment strategy for the coming year and the updated prudential indicators which now reflect the revised capital programme and revenue budgets.</p> <p>As required by the Localism Act a draft annual pay policy statement has been included for consideration by this meeting.</p>

**RECOMMENDATIONS:**

**That Council:**

**1. set the 2012/13 Budget for Revenue and Capital (detailed in Appendices A and D) and approve the update of the Medium Term Financial Plan.**

2. approve a freeze in the 'Basic Amount' of Council Tax for 2012/13 for West Lindsey DC.
3. adopt the following Codes that were revised in 2011 – the CIPFA Prudential Code and the Code of Practice and Cross-Sectoral Guidance Notes for Treasury Management in the Public Services.
4. adopt the Capital Prudential Indicators and Limits for 2012/13 to 2014/15 contained within Appendix G (section 2) of the report.
5. approve The Minimum Revenue Provision (MRP) Statement contained within Appendix G (section 2) which sets out the Council's policy on MRP.
6. adopt the Treasury Management Strategy 2012/13 to 2014/15, the Investment Strategy 2012/13, detailed counterparty criteria 2012/13 and the treasury and borrowing Prudential Indicators contained within Appendix G (section 3).
7. approve the amounts determined in Appendix H section 3 of the report for 2012/13 in respect of the Council Tax requirements.
8. adopt the 2012/13 Pay policy statement.

## IMPLICATIONS

**Legal** : The Council has a responsibility to determine a legitimate budget and council tax requirement in compliance with statutory deadlines.

**Financial** : This report addresses the financial implications arising from the recommended revisions to the MTFP and the requirement to determine the council tax for 2012/13.

Full details are included in the attached MTFP.

**Staffing** : Implications for changes to posts etc are outlined in the report and where required have been subject to the Council's staff consultation processes.

**Equality and Diversity including Human Rights** : The Equality Act 2010 places a responsibility on councils to assess their budget options before taking decisions on areas that could result in discrimination. Where appropriate assessments have been undertaken by the relevant service areas.

**Risk Assessment** : The Local Government Act 2003 requires the Chief Finance officer to report on the adequacy of reserves and provisions and the robustness of budget estimates as part of the annual budget setting process. An analysis of possible budget risks and comment on the level of reserves are included within the report.

**Climate Related Risks and Opportunities** : None arising from this report.

**Title and Location of any Background Papers used in the preparation of this report:**

The Chartered Institute of Public Finance & Accountancy – The Prudential Code for Capital Finance in Local Authorities (2011 Edition)

The Chartered Institute of Public Finance & Accountancy – Treasury Management in the Public Services, Code of Practice and Cross-Sectoral Guidance notes (2011 Edition)

The Chartered Institute of Public Finance & Accountancy – Treasury Management in the Public Services, Guidance Notes for Local Authorities including Police Authorities and Fire Authorities (2011 Edition)

The publications above are held within the Financial Services team at the Guildhall, Marshalls Yard, Gainsborough.

**Call in and Urgency:**

**Is the decision one which Rule 14 of the Scrutiny Procedure Rules apply?**

Yes  No

**Key Decision:**

Yes  No

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## **1 Introduction**

- 1.1 This report outlines the Council's revised financial plans having taken into account changes in government funding, the economic environment, local engagement and the priorities of the Council. The plan reflects the revisions to the previous estimates for the years 2012/13 to 2014/15 and the inclusion of estimates for 2015/16.
- 1.2 The report brings forward a budget and proposals to set the District Council Tax for 2012/13 and as the billing authority for the area this report also proposes a Council tax that includes the County Council, Police Authority and Parish/Town Council requirements. The report also brings forward the proposed treasury management and investment strategy for the coming year and the updated prudential indicators which now reflect the revised capital programme and revenue budgets.
- 1.3 As required by the Localism Act a draft annual pay policy statement has been included for consideration by this meeting.

## **2 National Context and the implications for WLDC**

- 2.1 The coalition government is in its second year of a radical programme intended to eliminate the United Kingdom's 'structural' budget deficit by 2014-15 and to reform the provision of public services and benefits. The severe problems being experienced in 2011 by a number of countries within the Euro have contributed to the deterioration in the levels of global and UK economic activity. As a consequence there has been a negative impact on unemployment and increasing demands on public services. At the same time the rate of inflation, to which many benefits are linked, has been significantly higher than the government's 2% target rate.
- 2.2 The Chancellor's autumn statement in 2011 recognised that the economy was unlikely to grow at the rate previously expected and austerity measures have been extended for a further two years up to 2017. This is likely to have further implications for Council finances alongside radical changes to benefit arrangements and local government financing from 2013/14.
- 2.3 West Lindsey District Councils financial support from the Government, paid through formula grant, was £8.2m in 2010/11, compared to support from local council tax of £5.7m. The formula grant announced for 2012/13 is £5.7m, a reduction over two years of £2.5m or 24.7%, as illustrated in the table below.

**Table 1 WLDC Main Annual Government Grant Reductions**

	<b>2010/11 £000</b>	<b>2011/12 £000</b>	<b>2012/13 £000</b>
Government Grant	8,224	6,514	5,688
Grant reduction from 2010/11		1,710	2,536
Percentage change from 10/11		14.7%	24.7%

Note - The table above calculates percentage change after adjusting for the transfer of the concessionary fares scheme to the County Council.

## **Other Central Government Funding**

### **Council Tax Freeze Grant**

- 2.4 Council Tax Freeze grant was introduced by the government for 2011/12 based on the equivalent to a 2.5% increase in the Band D Council Tax. This Council along with all other English local authorities did not increase Council tax in 2011/12 and consequently received the grant. The Government announced an intention to provide supplementary funding to each local authority in subsequent years of the Spending Review to compensate them for the council tax income foregone during 2011-12. For this Council approximately £144k will be paid for each of the four years 2011/12 to 2014/15 and this expected funding is reflected in the MTFP.
- 2.5 In October 2011 the Chancellor announced new support to help local authorities freeze council tax in 2012/13 based on a rate of increase of 2.5%. The 2012/13 scheme is funded from government savings in 2011/12 and will only be paid for one year. The consequent reduction in funding in 2013/14 will need to be addressed when determining the Council Tax for that year and within any limit on increases indicated by government. This MTFP and Council Tax requirement is based on the assumption that the Council does not increase Council tax for 2012/13.

### **New Homes Bonus Grant**

- 2.6 This grant commenced in April 2011, and will match fund the additional council tax raised for new homes and properties brought back into use, with an additional amount for affordable homes, for the following six years. The first year payment for 2011/12 amounted to £0.462m p.a. and the provisional allocation for 2012/13 is £0.800m. It is currently unclear how this funding will be affected by the reforms to local government financing and the Council does not intend to plan to receive this grant from 2013/14. It is recommended that the these receipts in 2011/12 and 2012/13 are applied to support Housing activities, primarily empty homes, affordable housing and the disabled facilities grants scheme as reflected in the draft capital programme outlined within this report.

## **3 Corporate Context**

- 3.1 The Council has approved a Corporate Plan for 2011 – 2014 which sets out the response to the opportunities and challenges presented by the government's Localism agenda. The document can be viewed at <http://www.west-lindsey.gov.uk/searchResults.aspx?qsearch=1&keywords=corporate+plan&x=31&y=34>

3.2 The Corporate Plan set five key themes for the Council's activities:

**Theme 1: An accessible and connected district where all have the best opportunities in life to help themselves and others.**

**Theme 2: A green district where people want to work, live and visit.**

**Theme 3: A prosperous and enterprising district**

**Theme 4: Active, healthy and safe citizens and communities.**

**Theme 5: The Entrepreneurial Council**

3.3 The Council has decided to deliver its five themes with a focus over two years on the five priorities: Localism, the Economy, Housing, priority neighbourhoods/villages and the development of an Entrepreneurial Council that offers value for money services. However, as part of the annual review of the corporate plan and priorities, it is proposed that the Council develops policies and actions for two emerging priorities faced by communities in the district. These are accessible superfast broadband and reducing the pressures of rising fuel cost faced by businesses and households.

#### **4 Process and Proposals for setting the Base Budget**

4.1 Considerable work has been undertaken to identify further income generation opportunities and budget reduction proposals which can be delivered to ensure a sustainable budget. This will allow the Council to set base budgets for 2012/13 which will have a minimal impact on service delivery. The draft base budgets shown at Appendix A have been developed from the forecast budgets presented to Council in March 2011 and reflect the corporate priorities that were agreed for the financial year 2011/12 onwards.

4.2 The Council is debt free and no borrowing plans are built into the budget for 2012/13 – 2015/16, although Members should not reject the concept in the future if they wish to invest in the district, particularly for income generating activity it is a legitimate financing tool which is controlled by the Prudential Indicators that Members set locally. The Council currently has in place some finance lease arrangements which are long term liabilities and have to be accounted for as borrowing, but effectively the rentals paid are dealt with as revenue costs in the General Fund budget.

#### **Savings and additional income identified through the Budget Setting Process**

4.3 In order to address the reduction in government grant funding and the impact of low economic activity on income budgets the Council aimed to deliver an overall target of £1m in savings and additional income. Recognised financial pressures, particularly in respect of income budgets of £332k, were higher than previously anticipated and along with unavoidable additional costs and an investment in Voluntary Sector infrastructure, amounting in total to £105k, the overall net reduction in budget requirement is £603k.

4.4 The budget changes are summarised in Table 2 below, the majority of the proposed savings have been delivered through efficiencies, different ways of working and service rationalisation.

**Table 2 – Summary of Revenue Budget Changes 2012/13 classified by Income, Savings, Pressures and Investments.**

	Description	Amount £'000
<b>INCOME BUDGETS</b>		
<b><u>Additional Income</u></b>	Income generated by carrying out work for other Councils, charges to users where Council Tax Payers normally paid and new business opportunities.	<b>134</b>
<b>EXPENDITURE SAVINGS</b>		
<b><u>Service Rationalisation</u></b>	Improved services or other changes, such as technology, means the service can be rationalised.	366
<b><u>Efficiencies</u></b>	Efficiencies created through negotiation of contracts, lean service reviews and improving management skills.	355
<b><u>Reducing Management Costs</u></b>	Reducing Management costs by integrating roles and using new technology.	102
<b><u>Cost Reduction</u></b>	Reduction of costs associated with service expenditure (not classified as efficiencies).	83
	<b>Total Expenditure Reductions</b>	<b>906</b>
	<b>Total Additional Income and Savings</b>	<b>1,040</b>
<b>PRESSURES AND INVESTMENTS</b>		
<b><u>Income Reductions</u></b>	Income budget adjustments reflecting current economic conditions	332
<b><u>Additional Costs and Investments</u></b>	Additional costs and investments incurred by the Council which cannot be met by existing budgets.	105
	<b>Total Pressures and Investments</b>	<b>437</b>
	<b>Net reduction in Budget Requirement</b>	<b>604</b>



- 4.5 Efficiency savings have been identified across the Council with significant variances relating to the removal of the CRM budget (£30k), a service staffing review within Community and Democratic and Revenues, Benefits and Customer services (£57k), reductions in the costs associated with insurance (£16k), and savings associated with 'paperless' working (£51k) and £75k relating to the recognition of the changing level of demand within the Planning and Regeneration Directorate.
- 4.6 Significant changes within the category 'service rationalisation' include the changes within operational services relating to the round review and the suspension of the winter green waste collection and a review into vehicle requirements (£185k), a review of public conveniences (£22k), changes to budgets for housing and homeless advice (£40k), and changes in the operation of the Trinity Arts Centre (£34k).
- 4.7 Additional expenditure, unavoidable costs and income shortfalls have been addressed within the budget plans. Income budget changes largely reflecting the current economic environment relating to Planning Applications, Pre-Application Advice, Land Charges searches and the Building Control service have been adjusted in total by £231k. Additionally grant subsidy relating to housing benefit and council tax has been reduced by £29k.

## **5 Fees and Charges**

- 5.1 The Council has in place a Corporate Fees, Charges and Concessions policy providing clear guidance on a number of areas. In particular this focuses on how fees and charges help to achieve the recovery of costs incurred in delivering services.
- 5.2 Where changes to fees and charges are proposed these are brought together at Appendix B and have been included in the budgets presented at Appendix A of this report. The Policy and Resources Committee have approved the introduction of :
- new statutory maximum charges for private water supplies, and,
  - following approved changes to the licensing of hackney carriage and private hire drivers, a fee for the annual self declaration process to be set at 50% of the full fee payable at year 1 (excluding any fee charged by the DVLA).

## **6 Consultation & Community Engagement**

- 6.1 As part of West Lindsey's Localism agenda and an ongoing commitment to engage with the community, a series of Budget Engagement workshops were held throughout the district during November and December 2011. A summary of the activity and feedback is included at Appendix C.

## **7. Supporting Council Priorities - Future Revenue and Capital Investments**

- 7.1 The MTFP includes a number of proposed revisions to the Capital Programme aimed at supporting the progress of the corporate plan in respect of Strategic Housing and Rural Broadband.
- 7.2 A total allocation of £1.1m has been included within the draft capital programme over the three years 2012/13 to 2014/15 for Strategic Housing projects to address issues of affordable homes and empty properties. It is proposed to fund the projects from £1.1m of the New Homes Bonus grant received in 2011/12 and 2012/13. The Housing projects will seek to achieve the maximum social impact and will be developed in a commercial manner that will attempt where possible to generate a financial return as well as a social return on capital deployed.
- 7.3 Government funding has been made available to support the provision of super fast broadband to 90% of the UK by 2015 and ensuring that the remaining 10% will have access to speeds of at least 2Mb. Lincolnshire has been allocated £14.3m which must be match-funded within the public sector. Lincolnshire County Council has committed £10m to the scheme, and the remaining amount of £4.3m has been apportioned across the seven District Councils, based on the numbers of properties currently unable to access broadband services, and thus most likely to benefit from the investment. Members of the Policy and Resources Committee have previously approved the inclusion of £555k in the draft Capital Programme which will be funded from capital receipts and divided equally across three years. It is expected that the resultant £28.6m project fund will result in overall investment in excess of £50m across Lincolnshire.
- 7.4 Along with utilising existing resources differently a 'Growth and Investment' reserve of £1.350m is to be funded from the existing earmarked Local Authority Business Growth Initiative earmarked reserve of £1.162m and £188k from the General Fund. Although activity will be supported predominantly from existing resources this fund will support the delivery of projects including the regeneration of the Elswitha quarter in Gainsborough, delivery of an entrepreneurial income and trading strategy to improve returns and optimise the use of the Council's assets, and a workforce development exercise through a number of apprentice and graduate placements.

## **8. 2011/12 Year End Budget Forecast**

- 8.1 Members are provided with regular updates on the 2011/12 budget during the financial year and spending is managed to be contained within the Council's overall budget. The Council has received unbudgeted grant income of £462k in the current year of which £100k has been allocated to fund some of the cost of disabled facilities grants and this report proposes reserving £362k to invest in Strategic Housing projects.

- 8.2 If the Council decides not to increase council tax the 'freeze grant' of £144k may be paid in the current year and if so it will be reserved to be released in 2012/13.
- 8.3 The areas of concern moving forward centre around the additional cost pressures generated through increased demand for services and reduced income, either directly from central government or from fees and charges raised locally, where considered appropriate these issues have been factored into the base budgets for future years.

## **9 Future Financial planning scenarios and risks**

- 9.1 The Local Government Finance Act 1992 specifies that the authority must have regard to the level of reserves needed for estimated future expenditure when calculating the budget requirement. In order to comply with this requirement each year the Council reviews its level of reserves, taking account of the financial risks that could pose a threat to the Council over the medium term.
- 9.2 As part of the financial planning process for 2013/14 onwards it is intended to identify a range of scenarios to allow a number of potential responses to be developed.

### **Future Risks**

- 9.3 The Medium term financial plan for 2012/13 – 2015/16 is being prepared during a period of both lower than forecast UK economic activity and in the context of specific international difficulties. UK and economic difficulties could adversely impact on the Chancellor's plans to address the UK budget deficit over the course of this parliament. Whilst the local government sector has seen a dramatic reduction in central government funding over the period 2011/12 and 2012/13 (£2.5m or 24.7% compared to the 2010/11 formula grant for WLDC), there is a risk of more reductions following any further austerity measures.
- 9.4 The Council has addressed the existing central government funding changes whilst protecting front line services. Within the current economic climate, planned savings may not always be achieved and income levels may be below planned estimates.
- 9.5 The next five years will see radical reforms to the national benefits system, local government funding and infrastructure financing, through the new Community Infrastructure Levy.
- 9.6 The government plans to introduce from 2013, over a four year period, a new scheme of Universal Credits which will remove the existing functions for rent allowances (private sector rents) and housing benefit (council house rents) from local authority administration and transfer them to the Department of Works and Pensions. The exact financial implications are currently unknown, although the government intends to establish local schemes for council tax benefit. These new local schemes are intended to save 10% of existing costs

and will not be subject to national criteria or inspection, but will transfer the responsibility and funding risks for this benefit scheme to local councils.

- 9.7 The government has proposed changes to the distribution of National Non Domestic Rates as part of the reform of local government funding from April 2013. Under the revised scheme, for which a baseline has yet to be set, the risks and rewards of changes in the amount of NNDR collections would potentially fall to the Council.
- 9.8 General Fund Balances at 1/4/2011 were £5.523m and Earmarked reserves amounted to £5.500m after transfers approved in the 2011/12 budget report. As is best practice the earmarked reserves will be reviewed and agreed through the annual accounts process. General Balances are above the level normally required for an organisation of this size. However, the degree of uncertainty in respect of the impact of reforms on public services, economic volatility and the Council's future ambitions justify the current level of reserves

## **10 Icelandic Bank Deposits**

- 10.1 West Lindsey has been affected, along with 126 other councils in the UK by the Icelandic Bank failures in 2008.
- 10.2 To date West Lindsey has recovered £1.370m from the deposits with Heritable Bank representing 68% of the monies claimed from that bank and a further 17% is anticipated by the end of 2012. The 'preferred creditor' status of Local Government depositors has always been a critical factor in determining the level of funds to be recovered from both Glitnir and Landsbanki banks. The priority status was confirmed in October 2011 and this decision has underpinned the accounting estimates that were previously used to prepare the Council's financial statements.

## **11 Council Tax**

- 11.1 In December the government set out the levels of council tax increase above which local authorities would be required to seek the approval of their electorate via a local referendum, as follows:
- 3.5% for most principal authorities;
  - 3.75% for the City of London;
  - 4.0% for the Greater London Authority, police authorities, and single purpose fire and rescue authorities.
- 11.2 It was also announced that no equivalent principles will apply for town and parish councils for 2012/13, although they may in future years; and final principles for this regime would be set out at the time of the final settlement.
- 11.3 The Council's decisions on council tax increases in the last six years are set out in the table below.

**Table 3 WLDC Council Tax Changes**

	<b>Band D £</b>	<b>Increase £</b>	<b>Increase %</b>
<b>2006/07</b>	174.51	4.95	2.9
<b>2007/08</b>	179.55	5.04	2.9
<b>2008/09</b>	184.68	5.13	2.9
<b>2009/10</b>	187.65	2.97	1.6
<b>2010/11</b>	188.55	0.90	0.5
<b>2011/12</b>	188.55	0	0

- 11.4 There was no increase in Council Tax for 2011/12 as the Council received a government grant of £0.144m equivalent to a 2.5% council tax increase in order to allow for a freeze in Council Tax levels. The government announced that this grant in respect of 2011/12 will be paid for each year of the 2010 Comprehensive Spending Review i.e. 2011/12 to 2014/15. In respect of increases for 2012/13 the government have announced that they will provide a 'one off' grant equivalent to a 2.5% council tax increase to councils who can limit their 2011/12 council tax increase to 2.5%, in effect ensuring a zero council tax increase. For West Lindsey this equates to a grant of £0.144m.
- 11.5 However, the council tax debate needs to be put in context here, as the amount of tax levied by West Lindsey equates to approximately 13% of the average bill. In 2011/12 a Band D council tax of £185.55 was levied by the Council. An increase of say 2.5% therefore equates to £3.57 per year, or 8.9p per week. If council tax remains frozen for 2012/13 at the 2010/11 level consideration will need to be given to enhancing the tax base in order to reduce the risk of dramatic shifts in future levels. This issue will be included in the proposed scenario planning for 2013/14 and future years. The composition of the Council Tax charge by property valuation band, excluding parish precepts, is set out in the table below for information.

**Table 4 Council Tax Charges by Band 2012/13 (excludes parish precepts)**

<b>Band</b>	<b>WLDC</b>	Lincs CC	Police	<b>Total</b>
<b>A</b>	<b>125.70</b>	710.46	124.26	<b>960.42</b>
<b>B</b>	<b>146.65</b>	828.87	144.97	<b>1,120.49</b>
<b>C</b>	<b>167.60</b>	947.28	165.68	<b>1,280.56</b>
<b>D</b>	<b>188.55</b>	1,065.69	186.39	<b>1,440.63</b>
<b>E</b>	<b>230.45</b>	1,302.51	227.81	<b>1,760.77</b>
<b>F</b>	<b>272.35</b>	1,539.33	269.23	<b>2,080.91</b>
<b>G</b>	<b>314.25</b>	1,776.15	310.65	<b>2,401.05</b>
<b>H</b>	<b>377.10</b>	2,131.38	372.78	<b>2,881.26</b>

- 11.6 The required resolutions to determine Council tax levels and all other relevant supporting information can be found in Appendices H to L.

## **12 The Capital Investment Programme**

- 12.1 The Capital Programme has been updated to take account of current slippage and future spending profiles. The revised programme of expenditure and funding is detailed at Appendices D and E.
- 12.2 The Capital programme is monitored and reported regularly to the Policy and Resources Committee with explanations of the progress provided alongside financial forecasts.
- 12.3 Details of changes to the Capital Programme 2012/13 – 2015/16 are outlined in part 7 of this report.
- 12.4 A profile of estimated capital receipts likely to be released over the term of the MTFP is included at Appendix F.

## **13 Capital and Treasury Management Prudential Indicators and strategies**

- 13.1 The Local Government Act 2003 requires the Council to adopt the CIPFA Prudential Code (2011) and produce prudential indicators. The Prudential Code was revised in November 2011 with the only key change relating to English Housing Revenue Account authorities although a new debt indicator was introduced as explained in 13.3. For completeness and alongside the revised CIPFA Treasury Management Code of Practice and Cross-Sectoral Guidance Notes (2011) Council is asked to adopt both codes. This report revises the prudential indicators for 2011/12, 2012/13 and 2013/14 and introduces new indicators for 2014/15. Each indicator either summarises the expected activity or introduces limits upon an activity, and they are intended to show the affordability and prudence of the Council's underlying capital finance planning.
- 13.2 The Council is required to set aside funds to repay any outstanding borrowing each year through a revenue charge (the Minimum Revenue Provision – MRP). Regulations have been issued which require full Council to approve an MRP Statement in advance of each year and the statement is shown in Appendix G section 2. It is unchanged from the previous year.
- 13.3 The Council is asked to adopt the following capital expenditure and external debt prudential indicators as explained at Appendix G section 2:
  - i. Capital expenditure plans and how they will be financed
  - ii. Capital Financial Requirement or underlying borrowing need – effectively the financing plans for the capital programme
  - iii. Affordability of the capital plans as measured by the ratio of financing costs to the net revenue stream and the incremental impact of the capital decisions on the Council Tax.
  - iv. Authorised and operational limits on the amount of debt

- 13.4 The prudential indicator in respect of treasury management is that the Council has adopted the CIPFA Treasury Management Code of Practice and Cross-Sectoral Guidance Notes (2011). The significant revisions to this code are the inclusion of financial derivatives and a requirement on authorities to check the statutory powers for using such instruments.
- 13.5 The investment strategy at Appendix G section 3 sets out the Council's criteria for choosing investment counterparties and limiting exposure to the risk of loss. This strategy is in accordance with the CLG Investment Guidance and also has been reviewed by Governance and Audit Committee on 19 December 2011. One significant change has been made to the draft strategy which was reviewed by the Governance and Audit Committee relating to sovereign (country) debt ratings. Previously the pool of available institutions to be used for deposits was limited to those domiciled in countries with only the highest AAA credit rating. This restriction has now been removed based on the advice of the Treasury advisors and consequently the status and credit ratings of individual institutions is now the main determinant of an acceptable counterparty. As previously reported to the Governance and Audit Committee the part nationalised status of Lloyds Bank and the Royal Bank of Scotland is recognised as a separate criteria for their respective inclusion as acceptable counterparties for the Council's deposits.

## **14 Pay Policy Statement**

- 14.1 Under section 40 of the Localism Act Council must approve and publish a pay policy statement for each financial year beginning with 2012/13. Pay policies can be amended during the financial year and full Council or a meeting of members must be offered the opportunity to vote before large (£100,000 or above) salary packages are offered. Following the Hutton Review of Fair Pay in the public sector (March 2011) and the introduction of a Code of Practice for Local Authorities on Data Transparency, authorities are now disclosing their pay multiple i.e. the ratio between the highest paid employee and the median earnings level with the organisation. This data will inform the annual review of the pay policy statement in future years. The draft pay policy statement for 2012/13 is set out at Appendix M and recommended for approval.

## **15 Conclusion**

- 15.1 The Government's decisions on local government funding have been profound and will continue to unfold over the coming years. The 2012/13 budget establishes a new base position and lowers the Council's level of year on year financial commitments. Whilst it may be straightforward not to make any changes and use balances to offset any Grant losses this would be a strategy for medium term instability and West Lindsey has chosen to address the challenges and make significant savings now.

Appendix A Revenue Budgets 2012/13 to 2015/16

Revenue Budget Summary 2012/2013 - 2015/2016					
Line No.		BASE BUDGET 12/13 £	BASE BUDGET 13/14 £	BASE BUDGET 14/15 £	BASE BUDGET 15/16 £
1	<b>Prosperous Communities Committee</b>	8,635,620	8,829,580	9,141,160	9,306,250
2	<b>Policy &amp; Resources Committee</b>	4,593,330	4,728,850	4,844,110	5,026,850
3	<b>Net cost of service</b>	13,228,950	13,558,430	13,985,270	14,333,100
4	<b>Capital Accounting Adjustment</b>	(849,610)	(816,680)	(806,610)	(687,440)
5	<b>Committee Totals</b>	12,379,340	12,741,750	13,178,660	13,645,660
6	<b>Parish Precepts</b>	1,549,807	1,588,550	1,628,260	1,668,970
7	<b>Interest and investment income</b>	(135,000)	(200,000)	(200,000)	(200,000)
8	<b>Net Operating Expenditure</b>	13,794,147	14,130,300	14,606,920	15,114,630
9	<b>Additional expenditure</b>	436,520	334,320	217,030	216,500
10	<b>Savings</b>	(1,039,860)	(1,061,220)	(1,012,080)	(1,034,150)
11	<b>Revised Net Operating Expenditure</b>	13,190,807	13,403,400	13,811,870	14,296,980
12	<b>Transfers to / (from) Balances</b>	30,690			
13	<b>Transfers to / (from) Specific Reserves</b>	188,000			
14	<b>Amount to be met from Government Grant or Council Tax</b>	13,409,497			
<b>Funding</b>					
15	Government Formula Grant	(5,688,184)			
16	Council Tax Freeze Grant	(288,042)			
17	New Homes Bonus	(800,273)			
18	Contribution to specific reserves (New Homes Bonus)	800,273			
19	Collection Fund surplus	(88,801)			
20	<b>Council Tax requirement</b>	<b>(7,344,470)</b>			



Committee Totals including Additional Expenditure and Savings

	<b>BASE BUDGET 11/12 £</b>	<b>BASE BUDGET 12/13 £</b>	<b>BASE BUDGET 13/14 £</b>	<b>BASE BUDGET 14/15 £</b>
<b>Prosperous Communities Committee</b>	8,408,010	8,552,510	8,730,410	8,882,500
<b>Policy &amp; Resources Committee</b>	4,217,600	4,279,020	4,459,810	4,632,950
<b>Net cost of service*</b>	<u>12,625,610</u>	<u>12,831,530</u>	<u>13,190,220</u>	<u>13,515,450</u>

\* Excluding parish precepts

**Appendix B**

**Fees and Charges**

Prosperous Communities Committee		Car Parks & Bus Station				
		Current Charge	Proposed Increase		Proposed Charge	VAT rate included
		2011/12 £	%	£	2012/13 £	
<b>Car Parks</b>						
Beaumont Street	Up to 2 hour	£0.80	0.00%	£0.00	£0.80	S
	2 - 4 Hours	£1.60	0.00%	£0.00	£1.60	S
	Over 4 hours	£2.70	0.00%	£0.00	£2.70	S
North Street	All day	£2.10	0.00%	£0.00	£2.10	S
All Car Parks (excluding Beaumont & North St)	Up to 2 hours	£0.90	0.00%	£0.00	£0.90	S
	2 - 4 Hours	£1.80	0.00%	£0.00	£1.80	S
	Over 4 hours	£3.40	0.00%	£0.00	£3.40	S
<b>Season Tickets (Quarterly Only)</b>						
Beaumont Street & North Street (Overflow)	Mon-Sat	£48.30	0.00%	£0.00	£48.30	S
	Mon-Sat by DD or Payroll	£41.75	0.00%	£0.00	£41.75	S
	Mon-Fri	£41.00	0.00%	£0.00	£41.00	S
	Mon-Fri by DD or Payroll	£33.85	0.00%	£0.00	£33.85	S
North Street Only	Mon-Fri by DD or Payroll	£16.80	0.00%	£0.00	£16.80	S
Beaumont Street	Release Fee	£60.00	0.00%	£0.00	£60.00	OS
	If paid within 7 days	£35.00	0.00%	£0.00	£35.00	OS
Excess Charge		£60.00	0.00%	£0.00	£60.00	OS
	If paid within 7 days	£35.00	0.00%	£0.00	£35.00	OS
	If paid within 14 days	£45.00	0.00%	£0.00	£45.00	OS
	Charge for writing off	£12.00	0.00%	£0.00	£12.00	OS
<b>Bus Station</b>						
Allocated stand	Per quarter for first stand	£228.00	2.50%	£5.70	£233.70	X
	Per quarter for second stand	£140.00	2.50%	£3.50	£143.50	X
Registered Casual Users Per quarter		£43.00	2.50%	£1.10	£44.10	X

## Appendix B

## Fees and Charges

Prosperous Communities Committee		Markets					
		Current Charge		Proposed Increase		Proposed Charge	VAT rate included
		2011/12				2012/13	
		£	%	£		£	
<b>Gainsborough Market</b>							
Tuesday Market		£17.50				£17.50	X
Saturday Market		£15.10				£15.10	X
Vending Vehicles		£25.50				£25.50	X
<b>Discounts per Pitch</b>	Registered Trader	£1.50				£1.50	X
	Registered Vending Van	£2.00				£2.00	X

Prosperous Communities Committee		Cemeteries					
		Current Charge		Proposed Increase		Proposed Charge	VAT rate included
		2011/12				2012/13	
		£	%	£		£	
<b>Exclusive Rights of Burial in Earthen Graves</b>							
Single Grave not exceeding 9' x 4'		£130.40	2.50%	£3.30		£133.70	OS
Grave not exceeding 9' x 4' for double/triple interments		£159.60	2.50%	£4.00		£163.60	OS
Cremated remains only grave not exceeding 4' 6" x 4'		£78.60	2.50%	£2.00		£80.60	OS
<b>Monuments, Gravestones, Tablets &amp; monumental inscriptions</b>							
The right to erect or place on a grave or vault	A headstone not exceeding 3 feet in height	£37.80	2.50%	£0.90		£38.70	OS
	A vase or tablet not exceeding 12 inches in height by 12 inches in width at the head of the grave	£19.00	2.50%	£0.50		£19.50	OS
	For each inscription after the first	£19.00	2.50%	£0.50		£19.50	OS
<b>Registration Fees</b>							
Per certified copy of a certificate of grant of exclusive right of burial		£26.20	2.50%	£0.70		£26.90	OS
Per certified copy of entry in Register of Burials		£26.20	2.50%	£0.70		£26.90	OS
Burial grounds at Market Rasen, Normanby and Owmbly, Springthorpe and Torksey							

## Appendix B

## Fees and Charges

Prosperous Communities Committee		Strategic Housing				
		Current Charge	Proposed Increase		Proposed Charge	VAT rate included
		2011/12 £	%	£	2012/13 £	
Mandatory HMO Licence		£373.00	2.50%	£9.30	£382.30	OS
Enforcement charges	Hourly charge	Based on cost of officer carrying out work as per report OR23 10/11				OS
	Maximum Charge as per 1996 Housing Act				£300.00	OS

Prosperous Communities Committee		Pest Control				
		Current Charge	Proposed Increase		Proposed Charge	VAT rate included
		2011/12 £	%	£	2012/13 £	
Fleas	Concession	£13.40	2.50%	£0.30	£13.70	S
Rats and Mice	Concession	£13.40	2.50%	£0.30	£13.70	S
Concessionary rates apply to residents in receipt of benefit or whose only source of income is the State Retirement Pension. A reimbursement will be given to those residents qualifying for the concession.						
Where acting on a default notice and recovering costs the charge is outside the scope of VAT.						
Reclaim of Stray Dogs	Prescribed fee	£25.00	0.00%	£0.00	£25.00	S
	Collection Fee (previously Dog Warden Fee) plus kennel and vet fees as appropriate.	£75.00	0.00%	£0.00	£75.00	S
Recovery of Costs for removal, storage and disposal from owners of abandoned Vehicles.	These charges are statutory and are governed by the Removal, Storage and Disposal of vehicles (Prescribed Sums and Charges) Regulations 2008					
Commercial Waste Fixed Penalty Notice		N/A			£300.00	OS
This is a statutory charge set by central government and subject to annual review.						

## Appendix B

## Fees and Charges

Prosperous Communities Committee		Trinity Arts Centre			
Current Charge		Proposed Increase		Proposed Charge	VAT rate included
2011/12 £		%	£	2012/13 £	
<b>Auditorium</b>					
<b>Daytime Hire (9am - 5pm), including technician</b>					
Monday - Saturday	Standard Hourly Rate			£36.00	S
	Introductory Hourly Rate (new hires, first performance only)			£27.00	S
Sunday/ Bank Holidays	Standard Hourly Rate			£40.00	S
	Introductory Hourly Rate (new hires, first performance only)			£30.00	S
<b>Evening Hire (5pm - 11pm), including technician</b>					
Monday - Saturday	Standard Hourly Rate			£45.50	S
	Introductory Hourly Rate (new hires, first performance only)			£30.00	S
Sunday/ Bank Holidays	Standard Hourly Rate			£50.00	S
	Introductory Hourly Rate (new hires, first performance only)			£35.00	S
<b>Vestry / Bar (Private Hire)</b>					
per hour				£10.00	S
Refreshments	per person, per event			£0.75	S
<b>Staffing (Hourly Rate)</b>					
Front Of House Manager:				£11.00	S
Usher:				£10.50	S
Technician:				£15.00	S
Projectionist :				£15.00	S
Merchandise sales by Trinity Arts Centre staff				15%	
<b>Administration &amp; Promotion</b>					
Box Office Ticket Sales	Per Show			10% - 20% of ticket sales	S
Credit card transactions	Of credit card sales			4.35%	
1/4 page Advert in brochure	per brochure			£65.00	S
The Performing Rights Society will make a charge for using music not originated by your group					
Note: All live shows, lectures and demonstrations will be listed in the brochure free of charge.					
<b>Hire of Grounds (for outdoor events)</b>					
6 Hours	Full	£213.10	£0.00	£213.10	S
6 Hours	Concession	£142.00	£0.00	£142.00	S

## Appendix B

## Fees and Charges

Prosperous Communities Committee		Environment Services Local Air Pollution		
All charges are set by DEFRA		Current Charge	Proposed Charge	VAT rate included
		2011/12 £	2012/13 £	
Application Fee				
- Standard Process		£1,579.00	£1,579.00	OS
- Additional fee for operating without a permit		£1,137.00	£1,137.00	OS
- Reduced fee activities		£148.00	£148.00	OS
- Reduced fee activities: Additional Fee for operating without a permit		£68.00	£68.00	OS
- Mobile Screening and crushing plant		£1,579.00	£1,579.00	OS
- For the third to seventh applications		£943.00	£943.00	OS
- For the eighth and subsequent applications		£477.00	£477.00	OS
An additional charge of £297 applies to the above where the permit is for a combined part B and waste installation.				
Annual Subsistence Fee -Standard Process				
	Low	£739.00	£739.00	OS
	Medium	£1,111.00	£1,111.00	OS
	High	£1,672.00	£1,672.00	OS
An additional charge of £99 for Low, £149 for Medium and £198 for High applies to the above where the permit is for a combined part B and waste installation.				
- Reduced fee activities	Low	£76.00	£76.00	OS
	Medium	£151.00	£151.00	OS
	High	£227.00	£227.00	OS
- PVR I & II Combined	Low	£108.00	£108.00	OS
	Medium	£216.00	£216.00	OS
	High	£326.00	£326.00	OS
- Vehicle refinishers	Low	£218.00	£218.00	OS
	Medium	£349.00	£349.00	OS
	High	£524.00	£524.00	OS
- Odourisation of natural gas	Low	£76.00	£76.00	OS
	Medium	£151.00	£151.00	OS
	High	£227.00	£227.00	OS
- Mobile Screening and crushing plant 1st to 2nd Permits	Low	£618.00	£618.00	OS
	Medium	£989.00	£989.00	OS
	High	£1,485.00	£1,485.00	OS
- Mobile Screening and crushing plant 3rd to 7th Permits	Low	£368.00	£368.00	OS
	Medium	£590.00	£590.00	OS
	High	£884.00	£884.00	OS
- Mobile Screening and crushing plant 8th and Subsequent permits	Low	£189.00	£189.00	OS
	Medium	£302.00	£302.00	OS
	High	£453.00	£453.00	OS
Where a part B installation is subject to reporting under the E-PRTR regulation an additional charge of £99 applies.				

## Appendix B

## Fees and Charges

Prosperous Communities Committee		Environment Services Local Air Pollution Continued		
All charges are set by DEFRA	Current Charge	Proposed Charge	VAT rate included	
	2011/12 £	2012/13 £		
Transfer and Surrender				
- Transfer	£162.00	£162.00	OS	
- Partial transfer	£476.00	£476.00	OS	
- New operator at low risk reduced fee	£75.00	£75.00	OS	
- Reduced fee activities: Partial transfer	£45.00	£45.00	OS	
Substantial Change				
- Standard Process	£1,005.00	£1,005.00	OS	
- Standard process where the substantial change results in a new PPC activity	£1,579.00	£1,579.00	OS	
- Reduced fee activities	£98.00	£98.00	OS	
Subsistence charges can be paid in four equal instalments at an additional cost of £36 p.a.				

## Appendix B

## Fees and Charges

Prosperous Communities Committee		Licensing				
		Current Charge	Proposed Increase		Proposed Charge	VAT rate included
		2011/12 £	%	£	2012/13 £	
Street Trading Consents		£103.20	10.00%	£10.30	£113.50	OS
Hackney Carriages*/Private Hire Vehicles - annual charge		£221.20	10.00%	£22.10	£243.30	OS
Hackney Carriage/Private Hire Drivers* - (initial grant year one & every third renewal)		£90.60	10.00%	£9.10	£99.70	OS
Hackney Carriage/Private Hire Drivers* - self declaration (annual charge year two & three)		£0.00			£49.85	OS
Three year Private Hire Operators licence (Paid in full on commencement)		£160.60	10.00%	£16.10	£176.70	OS
Sex Shop Licences and Sexual Entertainment Venues	Initial Application	£1,369.55	10.00%	£137.00	£1,506.55	OS
	Renewal	£1,278.70	10.00%	£127.90	£1,406.60	OS
	Transfer fee	£254.70	10.00%	£25.50	£280.20	OS
Alcohol and Entertainment Licenses		Charges set by Licensing Act 2003				
Pet Shops		£105.70	10.00%	£10.60	£116.30	OS
Animal Boarding Establishments	Boarding either cats or dogs	£133.50	10.00%	£13.40	£146.90	OS
	Establishments with dual usage.	£200.60	10.00%	£20.10	£220.70	OS
Horse Riding Establishment						
	Vets fees plus admin costs of	£42.60	10.00%	£4.30	£46.90	OS
Dog Breeding	or as above	£99.70	10.00%	£10.00	£109.70	OS
Dangerous Wild Animals						
	Vets fees plus admin costs of	£83.80	10.00%	£8.40	£92.20	OS
Zoos						
	Vets fees plus admin costs of	£253.80	10.00%	£25.40	£279.20	OS
Motor Salvage Operators	Registration fee	£81.80	10.00%	£8.20	£90.00	OS
	Certified copy of a registered entry	£12.30	10.00%	£1.20	£13.50	OS
	Non-certified copy of registered entry	£2.60	10.00%	£0.30	£2.90	OS
Skin Piercing	Premises registration	£83.70	10.00%	£8.40	£92.10	OS
	Personal registration	£22.60	10.00%	£2.30	£24.90	OS
Request for information / document disclosure where charging is permitted	minimum per request plus cost of materials	£62.70	2.50%	£1.60	£64.30	OS
	Thereafter per hour	£38.20	2.50%	£1.00	£39.20	OS
Health Certificates		£42.50	2.50%	£1.10	£43.60	OS
Food premises register	per page	£2.40	2.50%	£0.10	£2.50	OS



## Appendix B

## Fees and Charges

Prosperous Communities Committee		Licensing Continued					
		Current Charge		Proposed Increase		Proposed Charge	VAT rate included
		2011/12 £	%	£	2012/13 £		
Private water supply work	<b>Maximum charges</b>						
	Risk assessment (each assessment)	£0.00				£500.00	
	Sampling (each visit)	£0.00				£100.00	
	Investigation (each investigation)	£0.00				£100.00	
	Granting an authorisation (each authorisation)	£0.00				£100.00	
	Analysing a sample -						
	Taken under regulation 10 (domestic supplies)	£0.00				£25.00	
	Taken during check monitoring (commercial supplies)	£0.00				£100.00	
	Taken during audit monitoring (commercial supplies)	£0.00				£500.00	
Private water supply samples - commercial premises	Cost of laboratory analysis plus office time up to a maximum of £50.00	£0.00				These charges no longer exist	
	Hourly rate	£38.40					
Food hygiene star awards	Promotional material	£50.00				These charges no longer exist	
	Re-inspection	£200.00					

\*Charge also applies to horse drawn omnibus

## Appendix B

## Fees and Charges

Prosperous Communities Committee		Licensing - Gambling Act			
	Current Charge	Proposed Increase		Proposed Charge	VAT rate included
	2011/12 £	%	£	2012/13 £	
<b>Bingo Premises Licence</b>					
Application fee for provisional statement	£768.60	10.00%	£76.90	£845.50	OS
Licence for provisional statement premises	£692.90	10.00%	£69.30	£762.20	OS
Application fee new premises	£768.60	10.00%	£76.90	£845.50	OS
Annual Fee	£665.70	10.00%	£66.60	£732.30	OS
Variation of Licence	£768.60	10.00%	£76.90	£845.50	OS
Transfer fee	£665.70	10.00%	£66.60	£732.30	OS
Application for reinstatement	£665.70	10.00%	£66.60	£732.30	OS
<b>Adult Gaming Centre</b>					
Application fee for provisional statement	£768.60	10.00%	£76.90	£845.50	OS
Licence for provisional statement premises	£692.90	10.00%	£69.30	£762.20	OS
Application fee new premises	£768.60	10.00%	£76.90	£845.50	OS
Annual Fee	£665.70	10.00%	£66.60	£732.30	OS
Variation of Licence	£768.60	10.00%	£76.90	£845.50	OS
Transfer fee	£665.70	10.00%	£66.60	£732.30	OS
Application for reinstatement	£665.70	10.00%	£66.60	£732.30	OS
<b>Family Entertainment Centre</b>					
Application fee for provisional statement	£768.60	10.00%	£76.90	£845.50	OS
Licence for provisional statement premises	£691.80	10.00%	£69.20	£761.00	OS
Application fee new premises	£768.60	10.00%	£76.90	£845.50	OS
Annual Fee	£665.70	10.00%	£66.60	£732.30	OS
Variation of Licence	£768.60	10.00%	£76.90	£845.50	OS
Transfer fee	£665.70	10.00%	£66.60	£732.30	OS
Application for reinstatement	£665.70	10.00%	£66.60	£732.30	OS
<b>Betting Premises (other)</b>					
Application fee for provisional statement	£768.60	10.00%	£76.90	£845.50	OS
Licence for provisional statement premises	£691.80	10.00%	£69.20	£761.00	OS
Application fee new premises	£768.60	10.00%	£76.90	£845.50	OS
Annual Fee	£520.30	10.00%	£52.00	£572.30	OS
Variation of Licence	£768.60	10.00%	£76.90	£845.50	OS
Transfer fee	£665.70	10.00%	£66.60	£732.30	OS
Application for reinstatement	£665.70	10.00%	£66.60	£732.30	OS

**Appendix B**

**Fees and Charges**

<b>Prosperous Communities Committee</b>		<b>Licensing - Gambling Act continued</b>			
	<b>Current Charge</b>	<b>Proposed Increase</b>		<b>Proposed Charge</b>	<b>VAT rate included</b>
	<b>2011/12 £</b>	<b>%</b>	<b>£</b>	<b>2012/13 £</b>	
<b>Betting Premises (tracks)</b>					
Application fee for provisional statement	£768.60	10.00%	£76.90	£845.50	OS
Licence for provisional statement premises	£691.80	10.00%	£69.20	£761.00	OS
Application fee new premises	£768.60	10.00%	£76.90	£845.50	OS
Annual Fee	£520.30	10.00%	£52.00	£572.30	OS
Variation of Licence	£768.60	10.00%	£76.90	£845.50	OS
Transfer fee	£665.70	10.00%	£66.60	£732.30	OS
Application for reinstatement	£665.70	10.00%	£66.60	£732.30	OS
<b>Miscellaneous</b>					
Change of circumstances	£41.30	10.00%	£4.10	£45.40	OS
Fee for copy of a licence	£20.80	10.00%	£2.10	£22.90	OS
Temporary usage license	£303.80	10.00%	£30.40	£334.20	OS

## Appendix B

## Fees and Charges

Prosperous Communities Committee		Land Charges				
		Current Charge	Proposed Increase		Proposed Charge	VAT rate included
		2011/12 £	%	£	2012/13 £	
<b>Statutory Charges</b>						
Personal Search in the Register Per additional parcel (maximum of £16) Office copy		These charges no longer exist				
Access to data	Access to information not held on public registers (includes £5 admin fee)	£31.00	-38.71%	-£12.00	£19.00	OS
	Cancellation Fee	£5.00	0.00%		£5.00	OS
LLC1:	Any one part of the register	£6.15	0.00%		£6.15	OS
	Whole of the register	£21.00	-9.54%	-£2.00	£19.00	OS
	Per additional parcel (maximum of £16)	£1.00	0.00%		£1.00	OS
CON 29R	One parcel	£59.00	3.39%	£2.00	£61.00	OS
	Each additional parcel	£13.50	0.00%		£13.50	OS
	Lincolnshire County Council Fee *	£20.00			£20.00	OS
<b>CON 290</b>						
submitted with CON29R or LLC1	Each printed enquiry	£15.00	0.00%		£15.00	OS
submitted on its own	Each printed enquiry	£15.00	0.00%		£15.00	OS
Administration Fee		£10.00	0.00%		£10.00	OS
Additional Enquiries	Per additional enquiry	£26.00	0.00%		£26.00	OS
Filing a definitive certificate of the Lands Tribunal		£2.50	0.00%		£2.50	OS
Office copy	Fee set according to time and work involved					OS

\* Please note: LCC have not as yet advised if this fee is to change. Any change in cost will be passed on to the purchaser

## Appendix B

## Fees and Charges

Prosperous Communities Committee		Planning					
		Current Charge		Proposed Increase		Proposed Charge	VAT rate included
		2011/12 £	%	£	2012/13 £		
Decision notices, consents, determinations, Tree Preservation orders, Enforcement notices, S106 Agreements.	Per side of A4 (black/white)	£14.30	-	-£14.20	99.33%	£0.10	OS
Other copies	Per side of A4 (black/white) minimum charge	£0.50	80.00%	-£0.40	-	£0.10	S
Copy plans - A3	Per copy	£3.60	86.20%	-£3.10	-	£0.50	S
Copy plans - A2, A1, A0	Per copy	£6.25	0.00%	£0.00	remove the charge	£6.25	S
Information on planning records	Planning Control	£35.60	it is proposed to charge these at the normal copy cost per sheet of £0.10				OS
	Building Control	£35.60					OS
<b>Local Plans</b>							
West Lindsey Local Plan Review - Adopted 2006	WL residents	£56.00					
	Others	£100.00	Items no longer available				
	P & P	£12.50					
West Lindsey Local Plan First Review	Inspectors Report 2005 inc P & P	£15.00	Item no longer available				
<b>Local Development Framework</b>							
West Lindsey Local Development Scheme - First Revision - Adopted 2007	Hard copy or CD inc P & P	£5.00	Item no longer available				
West Lindsey Statement of Community Involvement - Adopted 2006	Hard copy or CD inc P & P	£5.00	Item no longer available				
NB Charges for LDF documents and associated evidence will set according to the unit production cost.							
<b>Supplementary Planning Guidance</b>							
Village Design Statement	Tealby / Welton	Free					
West Lindsey Countryside Design Summary		£2.50	Items no longer available				
Conservation Area Appraisals		£2.70					

**Appendix B**

**Fees and Charges**

<b>Prosperous Communities Committee</b>		<b>Planning continued</b>				
		<b>Current Charge</b>	<b>Proposed Increase</b>		<b>Proposed Charge</b>	<b>VAT rate included</b>
		<b>2011/12 £</b>	<b>%</b>	<b>£</b>	<b>2012/13 £</b>	
<b>Other Documents - Background Technical Papers</b>						
West Lindsey Housing Needs Main Survey Report 2003/2004		£15.00				
P & P		£2.00				
West Lindsey Landscape Character Assessment		£10.00				
P & P		£2.00				
Annual Monitoring Report 2005	Hard Copy Incl P & P	£15.00				
	CD Incl P & P	£5.00				
Annual Monitoring Report 2006	Hard Copy Incl P & P	£15.00				
	CD Incl P & P	£5.00				
		Items no longer available				

## Appendix B

## Fees and Charges

Prosperous Communities Committee		Planning Applications				
		Current Charge	Proposed Increase		Proposed Charge	VAT rate included
		2011/12 £	%	£	2012/13 £	
<b>Outline Applications</b>						
All types of building Per 0.1 ha		£335.00	0.00%	£0.00	£335.00	OS
<b>Full Applications and Applications for Approval of Reserved Matters following an Outline Permission</b>						
Alterations/extensions to existing Dwellings		£150.00	0.00%	£0.00	£150.00	OS
Erection of dwelling		£335.00	0.00%	£0.00	£335.00	OS
Other buildings	Less than 40 m <sup>2</sup> floor space created	£170.00	0.00%	£0.00	£170.00	OS
	Between 40 and 75 m <sup>2</sup> floor space created	£335.00	0.00%	£0.00	£335.00	OS
	Every additional 75 m <sup>2</sup> up to 3750 m <sup>2</sup>	£335.00	0.00%	£0.00	£335.00	OS
	Over 3750 m <sup>2</sup> , £16,565 plus for each additional 75 m <sup>2</sup> (Maximum fee £250,000)	£100.00	0.00%	£0.00	£100.00	OS
Plant or machinery where site does not exceed 5 ha; per 0.1 ha		£335.00	0.00%	£0.00	£335.00	OS
	Over 5 ha £16,565 plus for each additional 0.1 ha (Maximum fee £250,000)	£100.00	0.00%	£0.00	£100.00	OS
<b>Agricultural Buildings</b>						
Less than 465 m <sup>2</sup> floor space created		£70.00	0.00%	£0.00	£70.00	OS
Between 465 > 540 m <sup>2</sup>		£335.00	0.00%	£0.00	£335.00	OS
Between 540 > 4215 m <sup>2</sup> , £265 for the first 540 m <sup>2</sup> then per additional 75 m <sup>2</sup>		£335.00	0.00%	£0.00	£335.00	OS
Over 4215 m <sup>2</sup> , £16,565 then per additional 75 m <sup>2</sup> (Maximum fee £250,000)		£100.00	0.00%	£0.00	£100.00	OS
<b>Glasshouses</b>						
No more than 465 sq m floor space created		£70.00	0.00%	£0.00	£70.00	OS
More than 465 sq m floor space created		£1,870.00	0.00%	£0.00	£1,870.00	OS
<b>Changes of use</b>						
Buildings or land, including caravan sites		£335.00	0.00%	£0.00	£335.00	OS
A building to more than one dwelling where no. of dwellings 50 or less; per dwelling		£335.00	0.00%	£0.00	£335.00	OS
A building to more than one dwelling where no. of dwellings more than 50; £16565 then for each dwelling in excess of 50 (Maximum fee of £250,000)		£100.00	0.00%	£0.00	£100.00	OS
Refuse or waste disposal where site area less than 15 ha; per 0.1 ha		£170.00	0.00%	£0.00	£170.00	OS
Refuse or waste disposal where site area exceeds 15 ha, £25315 then for each 0.1 ha in excess of 15 ha		£100.00	0.00%	£0.00	£100.00	OS
Other material change of use of building or land		£335.00	0.00%	£0.00	£335.00	OS
<b>No Buildings created</b>						
Ancillary to a dwelling		£150.00	0.00%	£0.00	£150.00	OS
Car parks, service roads, accesses at existing developments		£170.00	0.00%	£0.00	£170.00	OS
Exploratory drilling for oil/gas where site area does not exceed 7.5 ha; per 0.1 ha		£335.00	0.00%	£0.00	£335.00	OS
Exploratory drilling for oil/gas where site area exceeds 7.5 ha, £25000 then for		£100.00	0.00%	£0.00	£100.00	OS
Other operations - minerals working - site area does not exceed 15 ha; Per 0.1 ha		£170.00	0.00%	£0.00	£170.00	OS
Other operations - minerals working - site area exceeds 15 ha; £25315 then for		£100.00	0.00%	£0.00	£100.00	OS
Other operations - non-minerals related, per 0.1 ha (Maximum fee £250,000)		£170.00	0.00%	£0.00	£170.00	OS

Prosperous Communities Committee		Planning Applications Continued			
Current Charge 2011/12 £	Proposed Increase		Proposed Charge 2012/13 £	VAT rate included	
	%	£			
<b>Advertisements</b>					
Relating to the business on the premises	£95.00	0.00%	£0.00	£95.00 OS	
Advance direction signs to a business	£95.00	0.00%	£0.00	£95.00 OS	
Other advertisements	£335.00	0.00%	£0.00	£335.00 OS	
<b>Prior Notifications and Approvals</b>					
Agriculture, forestry or demolition proposals	£70.00	0.00%	£0.00	£70.00 OS	
Telecommunications	£335.00	0.00%	£0.00	£335.00 OS	
<b>Other Applications</b>					
Renewal of temporary permission	£170.00	0.00%	£0.00	£170.00 OS	
Variation or removal of a condition	£170.00	0.00%	£0.00	£170.00 OS	
Lawful Development Certificates - Existing development	The equivalent planning application fee			OS	
- Proposed development	Half the equivalent application fee			OS	
High Hedges Complaints Application	£300.00	0.00%	£0.00	£300.00 OS	



## Appendix B

## Fees and Charges

Prosperous Communities Committee		Pre Application Advice				
	Current Charge	Proposed Increase		Proposed Charge	VAT rate included	
	2011/12 £	%	£	2012/13 £		
<b>Development</b>						
Householder development including alterations, extensions and outbuildings (this fee would also include establishing whether an application is required and any listed building consent enquiry if applicable)	£60.00	0.00%	£0.00	£60.00	S	
Non-residential changes of use including siting of caravans for sites under 1 ha or buildings under 1,000 sq. m (gross)	£125.00	0.00%	£0.00	£125.00	S	
Non-residential changes of use including siting of caravans for sites of 1 ha or above or buildings of 1,000 sq m or above (gross)	£250.00	0.00%	£0.00	£250.00	S	
Development of 1-9 dwellings including changes of use to residential						
1st dwelling	£150.00	0.00%	£0.00	£150.00	S	
additional dwellings	£100.00	0.00%	£0.00	£100.00	S	
Development of 10-49 dwellings including changes of use to residential						
10th dwelling	£1,000.00	0.00%	£0.00	£1,000.00	S	
additional dwellings	£50.00	0.00%	£0.00	£50.00	S	
Development of 50 or more dwellings						
minimum fee	£3,000.00	0.00%	£0.00	£3,000.00	S	
with additional fee subject to negotiation dependant on complexity of proposal.						
Encouragement to adopt a Planning Performance Agreement.						
Non-residential development where no floorspace is created.	£60.00	0.00%	£0.00	£60.00	S	
Non-residential development up to 499 sq. m floor area, or 0.5 ha site area	£125.00	0.00%	£0.00	£125.00	S	
Non-residential development between 500 and 999 sq. m floor area, or between 0.51ha and 1.0 ha.						
for 500 sq. m or 0.51ha	£150.00	0.00%	£0.00	£150.00	S	
for each additional 100 sq m or 0.1 ha	£100.00	0.00%	£0.00	£100.00	S	
Non-residential development between 1,000 and 4,999 sq. m floor area, or between 1.1ha and 2.0ha.						
for 1,000 sq. m or 1.1ha	£650.00	0.00%	£0.00	£650.00	S	
for each additional 100 sq m or 0.1 ha	£50.00	0.00%	£0.00	£50.00	S	
Non-residential development of 5,000 sq. m or more or 2.1ha or more.						
minimum fee	£2,650.00	0.00%	£0.00	£2,650.00	S	
with additional fee subject to negotiation dependant on complexity of proposal.						
Encouragement to adopt a Planning Performance Agreement.						
Variation or removal of condition.	£60.00	0.00%	£0.00	£60.00	S	
Advertisements	£60.00	0.00%	£0.00	£60.00	S	
Conservation Area Consent	£60.00	0.00%	£0.00	£60.00	S	
Non-householder listed building consent	£125.00	0.00%	£0.00	£125.00	S	
Hazardous Substances	£ negotiable			£ negotiable	S	

N.B.

1. The fee for a mixed use developments would be derived from the total of the fees for all elements.  
telecommunications are not  
fees will be based upon the

## Appendix B

## Fees and Charges

Prosperous Communities Committee		Operational Services				
		Current Charge	Proposed Increase		Proposed Charge	VAT rate included
		2011/12 £	%	£	2012/13 £	
Trade waste sacks	Per 10 sacks or stickers.	£24.17	5.00%	£1.20	£25.40	OS
Other waste (e.g. Schools)	Per 50 sacks or stickers.	£69.00	5.00%	£3.50	£72.50	OS
Garden waste and additional blue sacks	Per 5 sacks or stickers.	£6.90	5.00%	£0.35	£7.25	OS
Delivery of sacks.		£10.70	2.50%	£0.30	£11.00	OS
Postage & Packaging of 5 sacks		£1.80	2.50%	£0.05	£1.85	OS
Garden waste wheeled bin (Annual charge)	Collection of 2nd and subsequent bins.	£22.80	0.00%	£0.00	£22.80	OS
Wheeled Bin replacement (supply & delivery)	Residual, garden waste (each bin)	£30.00	0.00%	£0.00	£30.00	OS
	Recycling	£30.00	-50.00%	-£15.00	£15.00	OS
Wheeled Bins for new properties (supply & delivery)	Residual, garden waste (each bin)	£30.00	0.00%	£0.00	£30.00	OS
	Recycling	£30.00	0.00%	£0.00	£15.00	OS
Bulky household waste collections	Collection in a year articles worth up to 6 points	£10.00	100.00%	£10.00	£20.00	OS
	Additional articles worth 1 point collected at the same time	£3.50	2.50%	£0.10	£3.60	OS
Collection and disposal of Fridges and freezers from Commercial premises.		£69.00	2.50%	£1.70	£70.70	S
Provision of quote where collection service not taken up		£23.40	2.50%	£0.60	£24.00	OS
Other waste items / services for which a charge may be made	Actual collection/ disposal/ labour/ vehicle costs with a minimum charge of	£45.60	2.50%	£1.10	£46.70	OS
Section 46 Fixed Penalty Notice	Paid within 7 days	£60.00	0.00%	£0.00	£60.00	OS
	Paid after 7 days	£100.00	0.00%	£0.00	£100.00	OS

**The Building Act 1984**  
**Building and Buildings**  
**The Building (Local Authority Charges) Regulations 2010**  
**West Lindsey District Council Building Control Charges Scheme**

To be read in conjunction with the Building [Local Authority Charges] Regulations 2010, the 2010 edition of the CIPFA guidance for Local Authority Building Control Accounting, and the guidance in the Department for Communities and Local Government (CLG) Circular 01/2010 and CLG Circular letter to building control bodies dated 25 February 2010

## 1 Introduction

This scheme of charges may be cited as the revised West Lindsey District Council Building Control Charges Scheme and shall come into force on the 1 October 2010. This scheme may, subject to Regulation 12 of the Building (Local Authority Charges) Regulations 2010, be amended, revoked or replaced at any time.

## 2 Interpretation

- 'building'** means any permanent or temporary building but not any other kind of structure or erection, and a reference to a building includes a reference to part of a building.
- 'building notice'** means a notice given in accordance with regulations 12(2)(a) and 13 of the Building Regulations 2010.
- 'building work'** means:
- (a) the erection or extension of a building;
  - (b) the provision or extension of a controlled service or fitting in or in connection with a building;
  - (c) the material alteration of a building, or a controlled service or fitting;
  - (d) work required by building regulation 6 (requirements relating to material change of use);
  - (e) the insertion of insulating material into the cavity wall of a building;
  - (f) work involving the underpinning of a building;
  - (g) work required by building regulation 23 (requirements relating to thermal elements);
  - (h) work required by building regulation 22 (requirements relating to a change of energy status);
  - (i) work required by building regulation 28 (consequential improvements to energy performance);

**'chargeable function'** means a function relating to the following –

- (a) the passing or rejection of plans of proposed building work which has been deposited with the council in accordance with section 16 of the Building Act 1984 (as amended).
- (b) the inspection of building work for which plans have been deposited with the council in accordance with the Building Regulation 2010 and with section 16 of the Building Act 1984.
- (c) the consideration of a building notice which has been given to the council in accordance with the Building Regulations 2010.
- (d) the consideration of building work reverting to the council under the Building (Approved Inspectors etc.) Regulations 2010.
- (e) the consideration of a regularisation application submitted to the council under regulation 18 of the Building Regulations 2010.

**'cost'** does not include any professional fees paid to an architect, quantity surveyor or any other person.

**'dwelling'** includes a dwelling-house and a flat.

**'dwelling-house'** does not include a flat or a building containing a flat.

**'flat'** means a separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is divided horizontally.

**'floor area of a building or extension'** is the total floor area of all the storeys which comprise that building. It is calculated by reference to the finished internal faces of the walls enclosing the area, or, if at any point there is no enclosing wall, by reference to the outermost edge of the floor.

**'relevant person'** means:

- (a) in relation to a plan charge, inspection charge, reversion charge or building notice charge, the person who carries out the building work or on whose behalf the building work is carried out;
- (b) in relation to a regularisation charge, the owner of the building; and
- (c) in relation to chargeable advice, any person requesting advice for which a charge may be made pursuant to the definition of 'chargeable advice'

### **3 Principles of this Scheme**

The set charges or method of establishing the charge have been established in this scheme for the functions prescribed in the Building (Local Authority Charges) Regulations 2010 (referred to as the chargeable functions), namely:

## **Appendix B**

## **Fees and Charges**

A plan charge, payable when plans of the building work are deposited with the Local Authority.

An inspection charge, payable on demand after the authority carry out the first inspection in respect of which the charge is payable.

A building notice charge, payable when the building notice is given to the authority.

A reversion charge, payable for building work in relation to a building: -

1. Which has been substantially completed before plans are first deposited with the Authority in accordance with Regulation 19(2)(a)(i) of the Approved Inspectors Regulations, or
2. In respect of which plans for further building work have been deposited with the Authority in accordance with the Regulation 19(3) of the Approved Inspectors Regulations, on the first occasion on which those plans are or have been deposited.

A regularisation charge, payable at the time of the application to the authority in accordance with Regulation 18 of the Building Regulations.

### **4 Chargeable advice**

A charge can be made for giving advice in anticipation of the future exercise of their chargeable functions (ie before an application or notice is received for a particular case), which is payable after the first hour of advice, on demand after the authority has given notice required by Regulation 7(7) of the Building (Local Authority) Charges Regulations 2010 (ie the charge has been confirmed in writing following an individual determination). This charge can be discounted from a subsequent application or notice received for the work in question.

The above charges are payable by the relevant person (see page 3 for definition).

Any charge which is payable to the authority may, in a particular case, and with the agreement of the authority, be paid by instalments of such amounts payable on such dates as may be specified by the authority. If the applicant and an authority are agreeable, an inspection charge can be fully or partly paid up front with the plans charge.

The charge for providing a chargeable function or chargeable advice is based on the principle of achieving full cost recovery. The charges will be calculated by using the Council officers' average hourly rate stated in the charging scheme, multiplied by the time taken to carry out the functions/advice, taking the following

factors into account, as applicable, in estimating the time required by officers to carry out the function/advice:

1. The existing use of a building, or the proposed use of the building after completion of the building work;
2. The different kinds of building work described in regulation 3(1)(a) to (i) of the Building Regulations;
3. The floor area of the building or extension;
4. The nature of the design of the building work and whether innovative or high risk construction techniques are to be used;
5. The estimated duration of the building work and the anticipated number of inspections to be carried out;
6. The estimated cost of the building work;
7. Whether a person who intends to carry out part of the building work is a person mentioned in regulation 20 of the Building Regulations (i.e. related to competent person/self certification schemes);
8. Whether in respect of the building work a notification will be made in accordance with regulation 41 of the Building Regulations (i.e. where design details approved by Robust Details Ltd have been used);
9. Whether an application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other;
10. Whether an application or building notice is in respect of building work, which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same local authority;
11. Whether chargeable advice has been given which is likely to result in less time being taken by a local authority to perform that function;
12. Whether it is necessary to engage and incur the costs of a consultant to provide specialist advice in relation to a particular aspect of the building work.

## **5 Principles of the scheme in respect of the erection of domestic buildings, garages, carports and extensions**

Where the charge relates to an erection of a dwelling the charge includes for the provision of a detached or attached domestic garage or carport providing it is constructed at the same time as the dwelling.

Where any building work comprises or includes the erection of more than one extension to a building, the total floor areas of all such extensions shall be aggregated to determine the relevant charge payable, providing that the building work for all aggregated extensions is carried out at the same time.

**6 Exemption from charges**

The Authority has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing dwelling that is, or is to be, occupied by a disabled person as a permanent residence; and where the whole of the building work in question is solely-

- (a) for the purpose of providing means of access for the disabled person by way of entrance or exit to or from the dwelling or any part of it, or
- (b) for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of the disabled person.

The council has not fixed by means of its scheme, nor intends to recover a charge for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of a disabled person in relation to an existing dwelling, which is, or is to be, occupied by that disabled person as a permanent residence where such work consists of-

- (a) the adaptation or extension of existing accommodation or an existing facility or the provision of alternative accommodation or an alternative facility where the existing accommodation or facility could not be used by the disabled person or could be used by the disabled person only with assistance; or
- (b) the provision of extension of a room which is or will be used solely-
  - (i) for the carrying out for the benefit of the disabled person of medical treatment which cannot reasonably be carried out in any other room in the dwelling, or
  - (ii) for the storage of medical equipment for the use of the disabled person, or
  - (iii) to provide sleeping accommodation for a carer where the disabled person requires 24-hour care.

The council has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing building to which members of the public are admitted (whether on payment or otherwise); and where the whole of the building work in question is solely-

- (a) for the purpose of providing means of access for disabled persons by way of entrance or exit to or from the building or any part of it; or
- (b) for the provision of facilities designed to secure the greater health, safety, welfare or disabled persons.

Note: 'disabled person' means a person who is within any of the descriptions of persons to whom Section 29(1) of the National Assistance Act 1948, as extended by virtue of Section 8(2) of the Mental Health Act 1959, applied but disregarding

the amendments made by paragraph 11 of Schedule 13 to the Children Act 1989. The words in section 8(2) of the Mental Health Act 1959 which extend the meaning of disabled person in section 29(1) of the National Assistance Act 1948, are prospectively repealed by the National Health Service and Community Care Act 1990, section 66(2), Schedule 10, as from a day to be appointed

## **7 Information required to determine charges**

If the authority requires additional information to enable it to determine the correct charge the authority can request the information under the provisions of regulation 9 of The Building (Local Authority Charges) Regulation 2010.

The standard information required for all applications is detailed on the authority's Building Regulation application forms. This includes the existing and proposed use of the building and a description of the building work

Additional information may be required in relation to –

The floor area of the building or extension

The estimated duration of the building work and the anticipated number of inspections to be carried out.

The use of competent persons or Robust Details Ltd.

Any accreditations held by the builder or other member of the design team.

The nature of the design of the building work and whether innovative or high-risk construction is to be used.

The estimated cost of the building work. If this is used as one of the factors in establishing a charge the 'estimate' is required to be such reasonable amount as would be charged by a person in business to carry out such building work (excluding the amount of any value added tax chargeable).

## **8 Establishing the Charge**

The authority has established standard charges using the principles contained within The Building (Local Authority Charges) Regulation 2010. Standard charges are detailed in the following tables. In the tables below any reference to number of storeys includes each basement level as one-storey and floor areas are cumulative.

If the building work that you are undertaking is not listed as a standard charge it will be individually determined in accordance with the principles and relevant factors contained within The Building (Local Authority Charges) Regulation 2010. If the authority considers it necessary to engage and incur the costs of a



consultant to provide specialist advice or services in relation to a particular aspect of building work, those costs shall also be included in setting the charge.

When the charge is individually determined the authority shall calculate the charge in the same way a standard charge was set by using the average hourly rate of officers' time, multiplied by the estimated time taken to carry out their building regulation functions in relation to that particular piece of building work and taking into account the applicable factors listed in regulation 7(5) of the charges regulations.

Individually determined charges will be confirmed in writing specifying the amount of the charge and the factors that have been taken into account in determining the charge.

The building regulation charges for the following types of building work will be individually determined and the authority will state which factors in regulation 7(5) of the charges regulations it has taken into account in establishing a standard or individually determined charge.

1 A reversion charge

2 The building work is in relation to more than one building or building work consisting of alterations to any use of building where the estimated cost exceeds £100,000 (Domestic) and £150,000 (Non Domestic)

3 The work consists of a non-domestic extension or new build and the floor area exceeds 200m<sup>2</sup>

4 The work consists of a domestic garage with a floor area over 100m<sup>2</sup>

5 The work consists of the erection or conversion of 20 or more dwellings

6 The work consists of the erection or conversion of dwellings where the floor area of each dwelling exceeds 300m<sup>2</sup>

7 Where more than one standard charge applies to the building work and, with the agreement of the relevant person, the authority will establish the charge by individually determining the charge.

Other matters relating to calculation of charges

In calculating these charges, refunds or supplementary charges, an officer hourly rate of £42 has been used.

Any charge payable to the authority shall be paid with an amount equal to any value added tax payable in respect of that charge.

Charges are not payable for the first hour when calculating an advice charge

The authority accepts payment by instalment in respect of all building work where the total charge exceeds £100. The authority on request will specify the amounts payable and dates on which installments are to be paid

## **9 Reductions**

Reduced charges are shown in the tables of standard charges and reduced charges will also be made in relation to individually assessed charges when work,

or the relevant part of the work, has been, or intends to be carried out by a person mentioned in regulation 20 of the Building Regulations in respect of that part of the work, (i.e. competent person/self-certification schemes or other defined non-notifiable work).

Any reduced charges that will be made in relation to individually assessed charges when a notification is made in accordance with regulation 20 of the Building Regulations, (ie, for the purpose of achieving compliance where design details approved by Robust Details Limited have been used) are shown in the tables of standard charges and will also be considered in calculating individually determined charges.

The authority shall make a reduction in a standard or individually determined charge when chargeable advice has been given before receipt of an application or notice for proposed building work, which is likely to result in less time being taken by the local authority to perform the chargeable function for that work.

Where in accordance with Regulation 7(5)(i) of the charges regulations one application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other a 30 % reduction in the standard plan charge will be made.

Where in accordance with Regulation 7(5)(j) of the charges regulations an application or building notice is in respect of building work which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same local authority, a 30% reduction in the plan charge will be made.

## **10 Refunds and supplementary charges**

If the basis on which the charge has been set or determined changes, the LA will refund or request a supplementary charge and provide a written statement setting out the basis of the refund/supplementary charge and also state how this has been calculated. In the calculation of refunds/supplementary charges no account shall be taken of the first hour of an officer's time.

## **11 Non-Payment of a Charge**

Your attention is drawn to Regulation 8(2) of the Building (Local Authority Charges) Regulations 2010, which explains that plans are not treated as being deposited for the purposes of Section 16 of the Building Act or building notices given unless the Council has received the correct charge. In other words, relevant timescales do not start until the agreed payment has been made. The debt recovery team of the authority will also pursue any non-payment of a charge

## **12 Complaints about Charges**

If you have a complaint about the level of charges you should initially raise your concern with the relevant officer. The council has a comprehensive complaint handling

process. If your complaint is not satisfactorily responded to by the officer concerned, details of how to resolve your complaint is available on request and can be viewed on the council's web site: ([www.northlincs.gov.uk](http://www.northlincs.gov.uk)).

### **13 Transitional Provisions**

The Council's scheme for the recovery of charges dated 1st April 2010 continues to apply in relation to building work for which plans were first deposited, a building notice given, a reversion charge becoming payable, or a regularisation application is made, between 1st April 2010 and 1st October 2010 (inclusive).

### **14 Standard Charges**

Standard charges includes works of drainage in connection with the erection or extension of a building or buildings, even where those works are commenced in advance of the plans for the building(s) being deposited.

These standard charges have been set by the authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques (details available from the authority) and/or the duration of the building work from commencement to completion does not exceed 12 months.

The charges have also been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the design and building work referred to in the standard charges tables, that they are undertaking. If not, the work may incur supplementary charges.

If chargeable advice has been given in respect of any of the work detailed in these tables and this is likely to result in less time being taken by the authority then a reduction to the standard charge will be made.

### **15 Plan and Inspection Charges**

The plan charge and inspection charge are listed in the following tables.

#### **Building Notice Charge**

Where building work is of a relatively minor nature the Building Notice charge is the same as the total plan and inspection charge. In relation to more complex work the time to carry out the building regulation function is higher and the resultant additional costs of using the Building Notice procedure results in the higher charge as detailed in the following tables.

#### **Reversion Charge**

These charges will be individually determined

#### **Regularisation Charge**

The charge is listed in the following tables.

**16 Payment by Instalment**

A minimum charge may be required above which the payment by installment facility will be offered. The authority to accept payments by installment is contained within Regulation 8(1)(i) of the charges regulations. Payment by installment is by agreement, local authorities cannot require payment of any part of an inspection charge prior to an inspection being carried out.

Where for any reason notice of passing or rejection of plans is not given within the period required by section 16 of the Act, the plan charge paid shall be refunded unless the person by whom or on whose behalf the plans were deposited failed to supply the authority with the information requested by the authority in a reasonable time.

Except where otherwise stated the split between the plan and inspection charge will be 30% / 70%.

There is no entitlement to a complete refund of any regularisation charge paid, if the Council, after incurring costs, subsequently cannot determine what work is required to comply with the relevant requirements.

Where an individual assessment of a plan charge or building notice charge has been made, any individually assessed plan charge or building notice charge shall not be payable until such plan charge or building notice charge has been specified by the Council and confirmed in writing if such confirmation is provided later than the deposit of the plan or (as the case may be) the giving of the building notice.

**17 Multiple Building Works**

The Authority includes provision for schemes that building work relating to multiple buildings will either be assessed as an individually determined charge, or alternatively that their schemes will make use of reductions in set conditions to determine a standard charge with a 30% discount from the plan charge as it estimates a time saving of this proportion when checking repetitive schemes

To accurately reflect the costs of carrying out the building regulation functions, authorities should either reduce the charge for this additional building work with a fixed reduction in the standard charge or include this ancillary work at no extra charge. This is to ensure that the total charge more accurately reflects the costs of the authority. Alternatively this type of building work could be individually determined.

**18 Partnership Schemes**

In order to assist with the operation of the LABC national partnership scheme: Charges are the responsibility of the inspecting authority as it is to them that the application is made and they have the statutory duty to provide the building control function. They should therefore determine all charges. The plan-checking authority

is in effect acting as a consultant to the inspecting authority and charges paid to the plan-checking authority is a matter between the authorities concerned within the guidelines of the partnership scheme.

However, it is recommended that if a charge has been agreed with a client by a business development director working on behalf of local authority building control then the relevant inspecting authority should give consideration to adopting this charge, provided of course that this reflects their building regulation costs.

## **19 Guidance on full cost recovery and the use of surpluses**

CLG takes the view that authorities should carry forward any surplus (or deficit) arising in an appropriate building regulations charging account and offset this against projected future costs when carrying out reviews of a Scheme's charges.

In some instances, authorities may take the view that there is justification in reinvesting some surplus into improving the quality/performance of the building control service, particularly if that is likely to lead ultimately to cost savings and lower charges. If LAs assign surpluses this should be within the accepted principles of accounting applicable to, and therefore reflected in, their building regulations charging account.

## TABLE A

**CHARGES FOR NEW DWELLINGS OF NO MORE THAN 3 STOREYS****20 Plan Charge**

Where a plan charge is payable in respect of the erection of one or more small domestic buildings shown on the deposited plan, the plan charge payable for that building or buildings or those works is the total of the sums shown in, or calculated by reference to column (2) of table A as relevant for the number of dwellings in that building or those buildings.

**21 Inspection Charge**

The inspection charge payable in respect of the erection of one or more small domestic buildings or connected works is the total of the sums shown in, or calculated by reference to column (3) of Table A.

**22 Building Notice Charge**

The building notice charge payable in respect of the erection of one or more small domestic is the total of the plan charge and the inspection charge which would be payable in accordance with Table A if the plans for the carrying out of that work had been deposited in accordance with the Principal Regulations.

**23 Reversion Charge**

The reversion charge payable in respect of the erection of one or more small domestic buildings is the amount of building notice charge which would be payable under these regulations if a building notice in relation to the carrying out of that work had been given in accordance with the principle regulations at the time the reversion charge is payable.

**24 Regularisation Charge**

The regularisation charge payable in respect of the erection of one or more small domestic buildings is an amount equal to 120% of the total of the building notice charge which would be payable in accordance with table A, if a building notice of that work had been deposited at the time of the application for regularisation in accordance with the Principal Regulations.

**25 Additional Part P Charge**

Where relevant electrical work is undertaken by a contractor or individual not registered in a relevant competent persons scheme, then an additional charge is applicable in accordance with column (4) of Table A.

## 26 Interpretation of the Schedule

For the purposes of table A, the reference in the heading to column (1) is a reference to the number of dwellings in the building or buildings referred to in paragraph 1 above.

**TABLE A**  
**CHARGES FOR NEW DWELLINGS OF NO MORE THAN 3 STOREYS**

Number of dwellings	Plan charge	Inspection Charge	Additional charge for Part P where electrical work not carried out by contractor in relevant competent persons scheme
(1)	(2)	(3)	(4)
1	£123.00	£287.00	£170.00
2	£201.00	£469.00	£340.00
3	£279.00	£651.00	£510.00
4	£354.00	£826.00	£680.00
5	£411.00	£959.00	£850.00
6	£459.00	£1071.00	£1020.00
7	£507.00	£1183.00	£1190.00
8	£561.00	£1309.00	£1360.00
9	£609.00	£1421.00	£1530.00
10	£660.00	£1540.00	£1700.00
11	£711.00	£1659.00	£1870.00
12	£762.00	£1778.00	£2040.00
13	£816.00	£1904.00	£2210.00
14	£861.00	£2009.00	£2380.00
15	£909.00	£2121.00	£2550.00
16	£960.00	£2240.00	£2720.00
17	£1005.00	£2345.00	£2890.00
18	£1062.00	£2478.00	£3060.00
19	£1092.00	£2548.00	£3230.00

## **Appendix B**

## **Fees and Charges**

Note - for 20 or more dwellings or if the floor area of a dwelling exceeds 300m<sup>2</sup> the charge is individually determined based on the actual time involved.

\* An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge,



**TABLE B****CHARGES FOR DOMESTIC SMALL BUILDINGS, EXTENSIONS AND ALTERATIONS ETC****27 Calculation of Charges**

For work specified in column (1) of the table below:

- (a) the plan charge is the amount, if any shown in column (2) of Table B in relation to that work;
- (b) the inspection charge is the amount, if any shown in column (3) of Table B in relation to that work;
- (c) the building notice charge is the amount, if any shown in column (4) of Table B in relation to that work;
- (d) the reversion charge is the amount, if any shown in column (4) of Table B in relation to that work;
- (e) the regularisation charge is the amount, if any shown in column (5) of Table B in relation to that work.
- (f) the additional Part P charge is the amount, if any shown in column (6) of Table B in relation to that work undertaken by someone not in a relevant competent persons scheme.

**28 Interpretation of the Schedule**

- (a) Where the work in question comprises or includes the erection of more than one extension to a building used or intended to be used for the purpose of a single private dwelling, the total floor areas of all such extensions are to be aggregated in determining the charge payable in accordance with table B.
- (b) In the Table B below:
  - (i) a reference to an “extension” is a reference to an extension which has no more than three storeys, each basement level counting a one storey; and
  - (ii) a reference to a dwelling is a reference also to a building consisting of a garage or carport or both which is occupied in common with a house or with a building consisting of flats or maisonettes or both.

**29 Building Notice Charge and Reversion Charge**

- (a) The amount of the building notice charge or reversion charge for any work shall be that shown in TABLE B, in relation to the estimated cost of that building work.

**30 Plan Charge**

- (a) The amount of the plan charge for any work, the estimated cost of which is £5,000 or less, shall be the amount of the building notice charge which would

by virtue to paragraph 1 be payable in respect of that work.

- (b) The amount of the plan charge for any work, the estimated cost of which is more than £5,000, shall be 30% of the building notice charge which would by virtue of paragraph 1 be payable in respect of that work.

**31 Inspection Charge**

- (a) No inspection charge is payable in respect of any work, the estimated cost of which is £5,000 or less, notwithstanding that an inspection is carried out.
- (b) The amount of the inspection charge for any work, the estimated cost of which is more than £5,000 shall be 70% of the building notice charge which would by virtue of paragraph 1 be payable in respect of that work.

**32 Regularisation Charge**

The amount of the regularisation charge for any work shall be 120% of the building notice charge which would by virtue of paragraph 1 payable in respect of that work.

TABLE B

**CHARGES FOR DOMESTIC SMALL BUILDINGS, EXTENSIONS AND ALTERATIONS ETC**

Type of work  (1)	Amount of Plan Charge  (2)	Amount of Inspection Charge  (3)	Amount of Building Notice or Reversion Charge  (4)	Amount of Regularisation Charge  (5)	Additional charge for Part P where electrical work not carried out by contractor in relevant competent persons scheme  (6)
1) Erection or extension of a non exempt detached domestic garage or carport or both having an internal floor area not exceeding 100m <sup>2</sup> .	£210.00	N/A	£210.00	£252.00	£170.00
2) Erection or extension of a non exempt attached domestic garage or carport having an internal floor area not exceeding 100m <sup>2</sup> .	£210.00	N/A	£210.00	£252.00	£170.00
3) Any extension of a dwelling with an internal floor area of which does not exceed 10m <sup>2</sup> .	£125.00	£160.00	£285.00	£342.00	£170.00
4) Any extension of a dwelling with an internal floor area between 10m <sup>2</sup> and 40m <sup>2</sup> .	£125.00	£255.00	£380.00	£456.00	£170.00
5) Any extension of a dwelling with an internal floor area between 40m <sup>2</sup> and 60m <sup>2</sup> .	£125.00	£315.00	£440.00	£528.00	£170.00
6) Any extension of a dwelling with an internal floor area between 60m <sup>2</sup> and 100m <sup>2</sup> .	£125.00	£355.00	£480.00	£576.00	£170.00
7) Installation of 1 - 5 domestic replacement window/s and door/s.	£95.00	N/A	£95.00	£114.00	N/A
8) Installation of 6 -10 domestic replacement window/s and door/s.	£140.00	N/A	£140.00	£168.00	N/A
9) Controlled domestic electrical work.	£195.00	N/A	£195.00	£234.00	N/A
10) Any alteration of a dwelling consisting of the provision of one or more rooms in roof space, including means of access.	£132.00	£308.00	£440.00	£528.00	£170.00

## Appendix B

## Fees and Charges

11) Any other domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work does not exceed £2,000.	£140.00	N/A	£140.00	£168.00	£170.00
12) Any other domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work exceeds £2,000 but does not exceed £5,000.	£210.00	N/A	£210.00	£252.00	£170.00
13) Any other domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work exceeds £5,000 but does not exceed £25,000.	£102.00	£238.00	£340.00	£408.00	£170.00
14) Any other domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work exceeds £25,000 but does not exceed £50,000.	£138.00	£322.00	£460.00	£552.00	£170.00
15) Any other domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work exceeds £50,000 but does not exceed £75,000.	£168.00	£392.00	£560.00	£672.00	£170.00
16) Any other domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work exceeds £75,000 but does not exceed £100,000.	£198.00	£462.00	£660.00	£792.00	£170.00

For domestic projects with a value exceeding £100,000, the charge will be established on an individual basis based on the amount of plan checking and inspection time.

**TABLE C****Fees for Non Domestic new buildings, extensions, alterations etc****33 Calculation of Charges**

For work specified in column (1) of the table below:

- (a) the plan charge is the amount, if any shown in column (2) of Table C in relation to that work;
- (b) the inspection charge is the amount, if any shown in column (3) of Table C in relation to that work;
- (c) the building notice charge is the amount, if any shown in column (4) of Table C in relation to that work;
- (d) the reversion charge is the amount, if any shown in column (4) of Table C in relation to that work;
- (e) the regularisation charge is the amount, if any shown in column (5) of Table C in relation to that work.

**34 Building Notice Charge and Reversion Charge**

- (a) The amount of the building notice charge or reversion charge for any work shall be that shown in TABLE C, in relation to the estimated cost of that building work.

**35 Plan Charge**

- (a) The amount of the plan charge for any work, the estimated cost of which is £5,000 or less, shall be the amount of the building notice charge which would by virtue to paragraph 1 be payable in respect of that work.
- (c) The amount of the plan charge for any work, the estimated cost of which is more than £5,000, shall be 30% of the building notice charge which would by virtue of paragraph 1 be payable in respect of that work.

**36 Inspection Charge**

- (a) No inspection charge is payable in respect of any work, the estimated cost of which is £5,000 or less, notwithstanding that an inspection is carried out.
- (b) The amount of the inspection charge for any work, the estimated cost of which is more than £5,000 shall be 70% of the building notice charge which would by virtue of paragraph 1 be payable in respect of that work.

**37 Regularisation Charge**

The amount of the regularisation charge for any work shall be 120% of the building notice charge which would by virtue of paragraph 1 payable in respect of that work.

**TABLE C**  
**Fees for Non Domestic new buildings, extensions, alterations etc**

Type of work  (1)	Amount of Plan Charge  (2)	Amount of Inspection Charge  (3)	Amount of Building Notice or Reversion Charge  (4)	Amount of Regularisation Charge  (5)
1) Extension of a non domestic building both having an internal floor area not exceeding 10m <sup>2</sup> .	£126.00	£294.00	£420.00	£504.00
2) Extension of a non domestic building both having an internal floor area exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup> .	£162.00	£378.00	£540.00	£648.00
3) Extension of a non domestic building both having an internal floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup> .	£195.00	£455.00	£650.00	£780.00
4) Extension of a non domestic building both having an internal floor area exceeding 100m <sup>2</sup> but not exceeding 200m <sup>2</sup> .	£225.00	£525.00	£750.00	£900.00
5) Any other non domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work does not exceed £5,000.	£260.00	N/A	£260.00	£312.00
6) Any other non domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work exceeds £5,000 but does not exceed £25,000.	£123.00	£287.00	£410.00	£492.00
7) Any other non domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work exceeds £25,000 but does not exceed £50,000.	£165.00	£385.00	£550.00	£660.00
8) Any other non domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work exceeds £50,000 but does not exceed £100,000.	£225.00	£525.00	£750.00	£900.00

**Appendix B****Fees and Charges**

9) Any other non domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work exceeds £100,000 but does not exceed £150,000.	£255.00	£595.00	£850.00	£1020.00
10) Installation of 1 - 5 non domestic window/s and door/s.	£110.00	N/A	£110.00	£132.00
11) Installation of 6 - 20 non domestic window/s and door/s.	£210.00	N/A	£210.00	£252.00

For Non domestic projects with a value exceeding £150,000, the charge will be established on an individual basis based on the amount of plan checking and inspection time.

For solar wall panel applications from companies on a repetitive installation basis the fee will be reduced to £95 plus vat.

For air source heat pumps applications from companies on a repetitive installation basis the fee will be reduced to £95 plus vat.

## Appendix B

## Fees and Charges

### Policy and Resources Committee

Current Charge 2011/12 £	Proposed Increase		Proposed Charge 2012/13 £	VAT rate included
	%	£		

#### Statutory Charges

Public Path Orders, i.e. Diversion Orders	Minimum Charge	£500.00	0.00%	£0.00	£500.00	OS
	Maximum Charge	£1,500.00	0.00%	£0.00	£1,500.00	OS
Plus actual advertisement costs						
Access to records under the Data Protection Act		£10.00	0.00%	£0.00	£10.00	OS
Inspection of background papers to committee reports		£5.00	0.00%	£0.00	£5.00	OS

#### Non - Statutory Charges

Annual subscription for agenda, reports and minutes.	Planning Services	£228.30	2.50%	£5.70	£234.00	S
	Other Committees	£69.35	2.50%	£1.70	£71.05	S
Photocopying (where no other charge applies)	Per side of A4(colour)	£0.20	0.00%	£0.00	£0.20	S
	Per side of A4(black/white)	£0.10	0.00%	£0.00	£0.10	S

#### Revenues \*

Court costs added to Council Tax accounts.		£70.00	4.29%	£3.00	£73.00	S
Court costs added to NNDR accounts.		£80.00	3.75%	£3.00	£83.00	S

#### Electoral services (Statutory):

Letters confirming elector's register		£12.00		£0.00	£12.00	OS
Copy of "old" electoral registers		£50.00		£0.00	£50.00	OS
Sales of Electoral Registers		£10.00		£0.00	£10.00	OS
- Per thousand names or part		£5.00		£0.00	£5.00	OS
- Concession		£0.25		£0.00	£0.25	OS
Supply of Computer Data		£20.00		£0.00	£20.00	OS
- Per thousand names of part		£1.50		£0.00	£1.50	OS
- Concession (minimum fee £30.00)		£1.80		£0.00	£1.80	OS
Address/Elector labels						
- Per thousand names or part		£25.00		£0.00	£25.00	OS
- Concession		£12.00		£0.00	£12.00	OS
Inspection of Return of Declaration of Election expenses		£1.50		£0.00	£1.50	OS
Copy of a Return of Declaration of Election Expenses						
- Per side		£0.20		£0.00	£0.20	OS

#### Property Name Changes:

Postal name of a property which does not have a number	£59.50	2.50%	£1.50	£61.00	OS
Business premises that do not have a postal number	£114.00	These charges no longer exist			

#### Room Hire:

Hire of Chamber, Trent & Ancholme Meeting Rooms					
Up to four hours	£109.20	2.5%	£2.70	£111.90	S
Additional hours (or part)	£27.30	2.5%	£0.70	£28.00	S
(Charge reflects an hourly rate, which could vary dependent upon number of guests)					
Refreshments available and charged at an appropriate rate					

\* Charges agreed with Magistrates



## Appendix C Consultation and Community Engagement

### 1. Introduction

- 1.1 A series of Budget Engagement workshops were held throughout the district during November and December 2011. The engagement events were organised by members of the Finance and Business Improvement teams with support from Service Managers and the senior management team. Members of the Citizens Panel and Parish Councils were invited and the events were publicised on the Council's website and at the venues. The workshops were held in Gainsborough, Market Rasen, Saxilby, Nettleham, Scotter and Nettleton. Over the eleven separate sessions a total of 99 people attended ranging from 19 at the Nettleham afternoon session and 2 at the Market Rasen evening session.
- 1.2 It must be noted that this is not a representative sample and therefore results should be used with care, however it does provide a useful insight. The workshops were intended to:
- Update the public on the outcomes of the 2011/12 budget engagement exercise
  - Raise awareness of the financial challenges facing the Council when setting the budget and the Council Tax for 2012/13
  - Seek views on the issues affecting residents within the context of the budget
  - Seek views on council tax increases with reference to the government's grant offers to freeze rates at 2010/11 levels
  - Raise awareness of the localism agenda and what it means for West Lindsey DC.

### 2. Budget 2012/13

- 2.1 As a result of the implementation of many of the service changes that had been consulted on previously and a wide range of efficiencies identified in the current budget setting process, an estimated resource gap of approximately £1.2m had been addressed. With considerable uncertainty about Council finances from 2013/14 the consultation focused on gauging the relative importance of services, identifying any specific issues residents might have and considering further approaches to balance future budgets.
- 2.2 Participants were asked to complete a questionnaire assessing the relative importance of the Council's services from a personal perspective. Waste services, Community Safety and Economic Development were ranked most highly with Cultural Services - Arts, Licensing and Public Conveniences assessed of relatively lower importance.
- 2.3 When asked to rank the services viewed as most important from a community perspective broadly similar results were achieved with the exception of car parking which was rated amongst the lower valued services.
- 2.4 Waste services consistently ranked as the most valued service and the main issue raised in respect of this service was the suspension of Green Bin

## Appendix C Consultation and Community Engagement

collections. Many of the comments centred on the timing of the change in service. Participants felt the date for implementation was too early as, due to the milder weather, the autumn leaf fall was unusually late this year. It was suggested that the Council could be more reactive to the weather conditions in varying the service in future years. Some questioned the benefit of the service suspension compared to the cost saving achieved. Participants were also keen for the Council to do even more to promote home composting.

- 2.5 It is intended to use this information, together with more detailed findings, to inform future budget and service planning.
- 2.6 There was a lot of interest in learning more about the waste disposal and recycling processes in Lincolnshire and how this area compared to other parts of the UK. Officers from the Operational services team attended most of the workshops and were able to inform discussions but further communication was suggested through WLDC News and other channels.

### 3. Suggestions for future savings and efficiencies

- 3.1 A number of efficiency suggestions were made for further consideration namely:
  - e-billing
  - an electronic West Lindsey News and/or opt in or out facility
  - wider use of renewable energy sources – bio fuels and solar power
  - energy from waste
- 3.2 Several participants felt the Council needed to be bolder in seeking contributions and additional income to avoid service reductions.
- 3.3 Participants rated a number of themes for addressing future financial planning. The most supported options were the use of greater shared services, devolving services to the community and targeting services to the most needy. The least supported theme was cutting services. When asked which options should be taken forward shared services scored highest with 73/99 participants and targeted services was second with 37/99.

### 4. Council Tax - Levels of increase

- 4.1 During the workshop participants were invited to express their initial opinions on a 'reasonable' rate of increase in council tax for 2012/13. Further information was then provided on the council's financial position, including central government funding cuts and inflationary pressures alongside the longer term implications associated with accepting the government's council tax freeze grants. Attendees were then asked again for their views on the level of council tax increase. The results are set out in the table below:

## Appendix C Consultation and Community Engagement

<b>Council Tax Rise</b>	<b>Before Presentation % of Participants</b>	<b>After Presentation % of Participants</b>
Reduce Council Tax	3.2	1.1
No Increase	30.1	40.5
Increase 0 – 2%	43.0	43.8
Increase more than 2%	23.7	14.6

- 4.2 Generally a majority of attendees believed an increase in council tax would be a reasonable expectation in the current economic climate. However, when explained, the government's council tax freeze option did attract much increased support in the second straw poll.

### 5. Localism

- 5.1 Participants were also briefed on what Localism meant, including the Council's priorities, plans and how it was reorganising to provide a greater local focus through area working. Participants were then invited to comment on Localism and what it means to them.
- 5.2 One of the main themes that arose in discussion related to volunteering. Comments included ways of encouraging younger people to volunteer, setting up a database of volunteers with skills mapping and advertising the volunteer bureau. Some participants raised a concern over the impact of volunteering on jobs.
- 5.3 Participants made several comments on the engagement process itself. Some suggestions included having parish meetings with the area managers, involving more young people, using the local paper and social media whilst considering those residents without computer access.
- 5.4 The final question at the workshops asked participants what initiatives they would consider getting involved in. The most popular answer was helping with recycling and environmental issues with 43/99 participants. Helping with the elderly scored 25/99 and 20/99 participants were not sure whether they would get involved.

## Appendix D Capital Programme 2012/13 – 2015/16

Description of Project		Estimated Outturn 2011/12	Carry Fwd Estimate 2011/12	Estimate 2012/13	Estimate 2013/14	Estimate 2014/15	Estimate 2015/16
		£	£	£	£	£	£
<b>Communities and Localism Directorate</b>							
1	Sporting initiatives in the Lincoln Fringe villages	200,000	30,000	-	-	-	-
2	Rural Broadband	-	-	185,000	185,000	185,000	-
3	Community Assets Fund	36,615	163,385	350,000	350,000	350,000	-
4	Purchase of a replacement Refuse Freighter	44,000	10,900	100,000	-	100,000	-
5	Contribution to Infrastructure/Flooding schemes	26,225	38,625	-	-	-	-
6	Surface Water Schemes	-	36,414	-	-	-	-
<b>Regeneration and Planning Directorate</b>							
7	Strategic Housing	-	-	400,000	600,000	100,000	-
8	Disabled Facilities Grant's Scheme	612,369	35,836	350,000	350,000	350,000	350,000
9	Independent Living			100,000	36,000	36,000	36,000
10	Decent Homes Scheme	196,047	31,316				
11	Decent Homes Scheme WLDC	3,648	-	-	-	-	-
12	Purchase of Property for Drugs Action Team	200,500	-	-	-	-	-
13	Homes For All	826,386	6,143	-	-	-	-
14	Caistor Townscape Heritage Initiative	26,184	-	-	-	-	-
15	Gainsborough Regained - Town Centre	10,266	9,734	390,590	-	-	1,000,000
16	Growth Point	30,000	530,485	-	-	-	-
17	Growth Point - The Plough	289,464	97,108	-	-	-	-
18	YaSIG - Coffee Bar/Education Centre	36,334	-				
19	Eastern Growth Corridor	65,125	-	-	-	-	-
20	Programmed Works	81,834	117,567	-	-	-	-
<b>Resources Directorate</b>							
21	E Government Initiatives	-	50,918	-	-	-	-
22	Capital Investments	-	600,000	600,000	600,000		-
23	Finance Leases	145,000	20,000	387,000	375,000	-	-
24	Finance - Replacement Financial ledger suite	10,000	83,579	-	-	-	-
<b>Total Capital Programme Gross Expenditure</b>		<b>2,839,997</b>	<b>1,862,010</b>	<b>2,862,590</b>	<b>2,496,000</b>	<b>1,121,000</b>	<b>1,386,000</b>
25	Other Long Term Liabilities (Finance Leases)	145,000	20,000	387,000	375,000	-	-
26	Grants & Contributions etc	1,566,648	705,058	636,590	246,000	246,000	246,000
27	Revenue Financing	209,904	310,121	612,000	650,000	250,000	-
28	Useable Capital Receipts	512,059	820,688	1,227,000	1,225,000	625,000	140,000
29	Section 106 - Cont to Housing Schemes	451,386	6,143	-	-	-	1,000,000
<b>Total Capital Programme Funding</b>		<b>2,884,997</b>	<b>1,862,010</b>	<b>2,862,590</b>	<b>2,496,000</b>	<b>1,121,000</b>	<b>1,386,000</b>

## Appendix E

## Capital Funding Resources

Source	Estimate 2011/12	Estimate 2012/13	Estimate 2013/14	Estimate 2014/15	Estimate 2015/16
	£	£	£	£	£
<b>Estimated Capital Receipts</b>					
The 'old' Guildhall Site	-	-	600,000	-	-
Cross Street	200,000	-	-	-	-
Heapham Road sites Phase 2	-	-	200,000	308,000	-
ACIS - Right to Buy		100,000	100,000	100,000	100,000
	<b>200,000</b>	<b>100,000</b>	<b>900,000</b>	<b>408,000</b>	<b>100,000</b>
<b>Estimated Specific Capital Grant Receipts</b>					
Disabled Facilities Grant's Scheme	246,000	246,000	246,000	246,000	246,000
	<b>246,000</b>	<b>246,000</b>	<b>246,000</b>	<b>246,000</b>	<b>246,000</b>
<b>Revenue Financing</b>					
Community Assets Projects	100,000	50,000	50,000	50,000	-
Capital Investments	200,000	-	-	-	-
Eastern Growth Corridor	65,125	-	-	-	-
Refuse Freighter	54,900	100,000	-	100,000	-
Disabled Facilities Grant's Scheme	100,000	62,000	-	-	-
Strategic Housing	-	400,000	600,000	100,000	-
	<b>520,025</b>	<b>612,000</b>	<b>650,000</b>	<b>250,000</b>	<b>-</b>
<b>Section 106 Receipts</b>					
Tesco's	-	-	-	-	1,000,000
	-	-	-	-	<b>1,000,000</b>

**Appendix F****Capital Receipts**

<b>Financial Year</b>	<b>Capital Receipts B/F</b>	<b>Receipts Received</b>	<b>Receipts Applied</b>	<b>Capital Receipts C/F</b>
	£	£	£	£
2011/12	3,711,806	200,000	- 512,059	3,399,747
2012/13	3,399,747	100,000	- 2,047,688	1,452,059
2013/14	1,452,059	900,000	- 1,225,000	1,127,059
2014/15	1,127,059	408,000	- 625,000	910,059
2015/16	910,059	100,000	- 140,000	870,059

## **Appendix G Capital Prudential Indicators, Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2012/13**

### **1. Introduction**

#### **1.1 Background**

The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.

The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to any borrowing need of the Council, essentially the longer term cash flow planning to ensure that the Council can meet its capital spending obligations. The management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses. On occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.

CIPFA defines treasury management as:

*"The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."*

#### **1.2 Reporting requirements**

The Council is required to receive and approve, as a minimum, three main reports each year, which incorporate a variety of policies, estimates and actuals. These reports are required to be adequately scrutinised by committee before being recommended to the Council. This role is undertaken by the Governance and Audit Committee.

**Prudential and Treasury Indicators and Treasury Strategy** (This report) - The first, and most important report covers:

- the capital plans (including prudential indicators);
- a Minimum Revenue Provision Policy (how residual capital expenditure is charged to revenue over time);
- the Treasury Management Strategy (how the investments and borrowings are to be organised) including treasury indicators; and
- an investment strategy (the parameters on how investments are to be managed).

**A Mid Year Treasury Management Report** – This will update members with the progress of the capital position, amending prudential indicators as necessary, and whether the treasury strategy is meeting the strategy or whether any policies require revision.

## **Appendix G          Capital Prudential Indicators, Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2012/13**

**An Annual Treasury Report** – This provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

### **1.3 Treasury Management Strategy for 2012/13**

The strategy for 2012/13 covers two main areas:

#### **Capital Issues**

- the capital plans and the prudential indicators;
- the MRP strategy.

#### **Treasury Management Issues**

- the current treasury position;
- treasury indicators which will limit the treasury risk and activities of the Council;
- prospects for interest rates;
- the borrowing strategy;
- policy on borrowing in advance of need;
- debt rescheduling;
- the investment strategy;
- creditworthiness policy; and
- policy on use of external service providers.

These elements cover the requirements of the Local Government Act 2003, the CIPFA Prudential Code, the CLG MRP Guidance, the CIPFA Treasury Management Code and the CLG Investment Guidance.



**Appendix G Capital Prudential Indicators, Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2012/13**

**2. Capital Prudential Indicators 2012/13 - 2014/15**

The Council's capital expenditure plans are the key driver of treasury management activity. The capital expenditure plans are reflected in prudential indicators, which are designed to assist members to overview and confirm capital expenditure plans.

**Capital Expenditure.** This prudential Indicator is a summary of the Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. Members are asked to approve the capital expenditure forecasts:

<b>Capital Expenditure</b>	<b>2010/11 Actual £m</b>	<b>2011/12 Estimate £m</b>	<b>2012/13 Estimate £m</b>	<b>2013/14 Estimate £m</b>	<b>2014/15 Estimate £m</b>
<b>Total</b>	<b>4.447</b>	<b>1.337</b>	<b>2.476</b>	<b>2.121</b>	<b>1.121</b>

**Other long term liabilities.** The above financing need excludes other long term liabilities, such as leasing arrangements which already include borrowing instruments.

The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding need (borrowing).

<b>Capital Expenditure</b>	<b>2010/11 Actual £m</b>	<b>2011/12 Estimate £m</b>	<b>2012/13 Estimate £m</b>	<b>2013/14 Estimate £m</b>	<b>2014/15 Estimate £m</b>
Total	4.447	1.337	2.476	2.121	1.121
<b>Financed by:</b>					
Capital receipts	1.211	0.827	1.208	1.225	0.625
Capital grants	2.361	0.210	0.656	0.246	0.246
Capital reserves	0.172	0.000	0.512	0.650	0.150
Revenue	0.704	0.300	0.100	0.000	0.100
<b>Net financing need for the year</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**The Council's Borrowing Need (the Capital Financing Requirement)**

The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need. Any capital expenditure above, which has not immediately been paid for, will increase the CFR.

Following accounting changes the CFR includes any other long term liabilities (e.g. finance leases) brought onto the balance sheet. Whilst this increases the CFR, and therefore the Council's borrowing requirement, these types of scheme include a borrowing facility and so the Council is not required to separately borrow for these schemes. The Council currently had £0.821m of such schemes within the CFR at 31 March 2011.

**Appendix G Capital Prudential Indicators, Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2012/13**

The Council is asked to approve the CFR projections below:

	2010/11 Actual £m	2011/12 Estimate £m	2012/13 Estimate £m	2013/14 Estimate £m	2014/15 Estimate £m
<b>Capital Financing Requirement</b>					
Total CFR	<b>1.982</b>	<b>1.886</b>	<b>2.061</b>	<b>2.254</b>	<b>2.054</b>
Movement in CFR	<b>0.400</b>	<b>(0.096)</b>	<b>0.175</b>	<b>0.193</b>	<b>(0.200)</b>

<b>Movement in CFR represented by</b>					
Net financing need for the year (above)	0.651	0.145	0.387	0.375	0.000
Less MRP and other financing movements	(0.251)	(0.241)	(0.212)	(0.182)	(0.200)
<b>Movement in CFR</b>	<b>0.400</b>	<b>(0.096)</b>	<b>0.175</b>	<b>0.193</b>	<b>(0.200)</b>

*Note the MRP will include finance lease annual principal payments*

**MRP Policy Statement**

The Council is required to pay off an element of the accumulated General Fund capital spend each year (the CFR) through a revenue charge (the minimum revenue provision - MRP), although it is also allowed to undertake additional voluntary payments if required (voluntary revenue provision - VRP).

CLG Regulations have been issued which require the full Council to approve **an MRP Statement** in advance of each year. A variety of options are provided to councils, so long as there is a prudent provision. The Council is recommended to approve the following MRP Statement:

For capital expenditure incurred before 1 April 2008 or which in the future will be Supported Capital Expenditure, the MRP policy will be:

- **Existing practice** - MRP will follow the existing practice outlined in former CLG regulations;

These options provide for an approximate 4% reduction in the borrowing need (CFR) each year.

From 1 April 2008 for all unsupported borrowing (including PFI and finance leases) the MRP policy will be:

- **Asset Life Method** – MRP will be based on the estimated life of the assets, in accordance with the proposed regulations (this option must be applied for any expenditure capitalised under a Capitalisation Direction);

These options provide for a reduction in the borrowing need over approximately the asset's life.

## Appendix G Capital Prudential Indicators, Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2012/13

### The Use of the Council's Resources and the Investment Position

The application of resources (capital receipts, reserves etc.) to either finance capital expenditure or other budget decisions to support the revenue budget will have an ongoing impact on investments unless resources are supplemented each year from new sources (asset sales etc.). Detailed below are estimates of the year end balances for each resource and anticipated day to day cash flow balances.

Year End Resources	2010/11 Actual £m	2011/12 Estimate £m	2012/13 Estimate £m	2013/14 Estimate £m	2014/15 Estimate £m
Fund balances	4.031	5.681	5.522	5.267	4.925
Earmarked Reserves	6.838	5.925	4.800	4.200	3.500
Capital receipts	3.711	3.400	1.452	1.127	0.910
Provisions					
Other	0.984	0.606	0.000	0.000	0.000
<b>Total core funds</b>	<b>15.565</b>	<b>15.612</b>	<b>11.774</b>	<b>10.594</b>	<b>9.335</b>
Working capital*	(0.300)	(0.300)	(0.300)	(0.300)	(0.300)
Under/over borrowing	(1.065)	(1.065)	(1.065)	(1.065)	(1.065)
<b>Expected investments</b>	<b>14.200</b>	<b>14.247</b>	<b>10.409</b>	<b>9.229</b>	<b>7.970</b>

\*Working capital balances shown are estimated year end; these may be higher mid year

### Affordability Prudential Indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. The Council is asked to approve the following indicators:

**Actual and estimates of the ratio of financing costs to net revenue stream.** This indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

	2010/11 Actual %	2011/12 Estimate %	2012/13 Estimate %	2013/14 Estimate %	2014/15 Estimate %
Non-HRA	(0.15)	(0.10)	(0.11)	(0.42)	(0.64)

The estimates of financing costs include current commitments and the proposals in this budget report.

**Estimates of the incremental impact of capital investment decisions on council tax.** This indicator identifies the revenue costs associated with proposed changes to the three year capital programme recommended in this budget report compared to the Council's existing approved commitments and current plans. The assumptions are based on the budget, but will invariably include some estimates, such as the level of Government support, which are not published over a three year period.

**Appendix G Capital Prudential Indicators, Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2012/13**

**Incremental impact of capital investment decisions on the band D council tax**

£	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
<b>Council tax - Band D</b>	0.03	0.07	0.13

**3. Treasury Management Strategy**

The capital expenditure plans set out in Section 2 provide details of the service activity of the Council. The treasury management function ensures that the Council's cash is organised in accordance with the the relevant professional codes, so that sufficient cash is available to meet this service activity. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the relevant treasury / prudential indicators, the current and projected debt positions and the annual investment strategy.

**3.1 Current Portfolio Position**

The Council's treasury portfolio position at 31 March 2011, with forward projections are summarised below. The table shows the actual external debt (the treasury management operations), against the underlying capital borrowing need (the Capital Financing Requirement - CFR), highlighting any over or under borrowing.

£m	2010/11 Actual	2011/12 Estimate	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate
External Debt at 1st April	0	0	0	0	0
Expected change in external Debt	0	0	0	0	0
Other long-term liabilities at 1 <sup>st</sup> April (OLTL)	0.517	0.917	0.821	0.996	1.189
Expected change in OLTL	0.400	(0.196)	0.175	0.193	(0.200)
<b>Actual external debt at 31 March</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>The Capital Financing Requirement (excl OLTL)</b>	<b>1.065</b>	<b>1.065</b>	<b>1.065</b>	<b>1.065</b>	<b>1.065</b>
<b>Under / (over) borrowing</b>	<b>1.065</b>	<b>1.065</b>	<b>1.065</b>	<b>1.065</b>	<b>1.065</b>

<b>Total investments at 31 March</b>					
Investments	14.200	14.247	10.409	9.229	7.970
Investment change		(0.048)	(3.838)	(1.180)	(1.259)

<b>Net Debt</b>	<b>(14.200)</b>	<b>(14.247)</b>	<b>(9.809)</b>	<b>(8.629)</b>	<b>(7.770)</b>
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## Appendix G Capital Prudential Indicators, Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2012/13

Within the prudential indicators there are a number of key indicators to ensure that the Council operates its activities within well defined limits. One of these is that the Council needs to ensure that its total debt, net of any investments, does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2012/13 and the following two financial years (shown as net borrowing above). This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes.

The Financial Services Manager reports that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

### 3.2 Treasury Indicators: Limit to Borrowing Activity

**The Operational Boundary.** This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt.

Operational boundary	2011/12 Estimate £m	2012/13 Estimate £m	2013/14 Estimate £m	2014/15 Estimate £m
Debt	0	0	0	0
Other long term liabilities	0.917	0.821	0.996	1.189
Total	0.917	0.821	0.996	1.189

**The Authorised Limit for external debt.** A further key prudential indicator represents a control on the maximum level of borrowing. This represents a limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

1. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.
2. The Council is asked to approve the following Authorised Limit:

Authorised limit £m	2011/12 Estimate	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate
Debt	5.000	5.000	5.000	5.000
Other long term liabilities	1.250	1.250	1.250	1.250
Total	6.250	6.250	6.250	6.250

## Appendix G Capital Prudential Indicators, Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2012/13

### 3.3. Prospects for Interest Rates

The Council has appointed Sector as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. Annex G1 draws together a number of current City forecasts for short term (Bank Rate) and longer fixed interest rates. The following table gives the Sector central view.

Annual Average %	Bank Rate	Money Rates		PWLB Borrowing Rates		
		3 month	1 year	5 year	25 year	50 year
March 2012	0.50	0.70	1.50	2.30	4.20	4.30
June 2012	0.50	0.70	1.50	2.30	4.20	4.30
Sept 2012	0.50	0.70	1.50	2.30	4.30	4.40
Dec2012	0.50	0.70	1.60	2.40	4.30	4.40
March 2013	0.50	0.75	1.70	2.50	4.40	4.50
June 2013	0.50	0.80	1.80	2.60	4.50	4.60
Sept 2013	0.75	0.90	1.90	2.70	4.60	4.70
Dec 2013	1.00	1.20	2.20	2.80	4.70	4.80
March 2014	1.25	1.40	2.40	2.90	4.80	4.90
June 2014	1.50	1.60	2.60	3.10	4.90	5.00

Growth in the UK economy is expected to be weak in the next two years and there is a risk of a technical recession (i.e. two quarters of negative growth). Bank Rate, currently 0.5%, underpins investment returns and is not expected to start increasing until quarter 3 of 2013 despite inflation currently being well above the Monetary Policy Committee inflation target. Hopes for an export led recovery appear likely to be disappointed due to the Eurozone sovereign debt crisis depressing growth in the UK's biggest export market. The Comprehensive Spending Review, which seeks to reduce the UK's annual fiscal deficit, will also depress growth during the next few years.

Fixed interest borrowing rates are based on UK gilt yields. The outlook for borrowing rates is currently much more difficult to predict. The UK total national debt is forecast to continue rising until 2015/16; the consequent increase in gilt issuance is therefore expected to be reflected in an increase in gilt yields over this period. However, gilt yields are currently at historically low levels due to investor concerns over Eurozone sovereign debt and have been subject to exceptionally high levels of volatility as events in the Eurozone debt crisis have evolved.

This challenging and uncertain economic outlook has a several key treasury management implications:

- The Eurozone sovereign debt difficulties, most evident in Greece, provide a clear indication of much higher counterparty risk. This continues to suggest the use of higher quality counterparties for shorter time periods;
- Investment returns are likely to remain relatively low during 2012/13;
- Borrowing interest rates are currently attractive, but may remain low for some time. The timing of any borrowing will need to be monitored carefully;

## Appendix G Capital Prudential Indicators, Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2012/13

- There will remain a cost of capital – any borrowing undertaken that results in an increase in investments will incur a revenue loss between borrowing costs and investment returns.

### 3.4 Borrowing Strategy

The Council has no plans to borrow to finance the Capital Programme over the course of the Medium Term Financial Plan.

#### Treasury Management Limits on Activity

There are three debt related treasury activity limits. The purpose of these are to restrain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates. The indicators are:

- Upper limits on variable interest rate exposure. This identifies a maximum limit for variable interest rates based upon the debt position net of investments
- Upper limits on fixed interest rate exposure. This is similar to the previous indicator and covers a maximum limit on fixed interest rates;
- Maturity structure of borrowing. These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.

The Council is asked to approve the following treasury indicators and limits:

£m	2012/13	2013/14	2014/15
<b>Interest rate Exposures</b>			
	<b>Upper</b>	<b>Upper</b>	<b>Upper</b>
<b>Limits on fixed interest rates based on net debt</b>	100%	100%	100%
<b>Limits on variable interest rates based on net debt</b>	25%	25%	25%
<b>Maturity Structure of fixed interest rate borrowing 2012/13</b>			
	<b>Lower</b>	<b>Upper</b>	
Under 12 months	0%	100%	
12 months to 2 years	0%	0%	
2 years to 5 years	0%	0%	
5 years to 10 years	0%	0%	
10 years and above	0%	0%	
<b>Maturity Structure of variable interest rate borrowing 2012/13</b>			
	<b>Lower</b>	<b>Upper</b>	
Under 12 months	0%	100%	
12 months to 2 years	0%		
2 years to 5 years	0%		
5 years to 10 years	0%		
10 years and above	0%		

## **Appendix G            Capital Prudential Indicators, Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2012/13**

### **3.5 Policy on Borrowing in Advance of Need**

The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed.

### **3.6. Debt Rescheduling**

The authority has no borrowing plans.

### **3.7. Annual Investment Strategy**

#### **3.7.1 Investment Policy**

The Council's investment policy has regard to the CLG's Guidance on Local Government Investments ("the Guidance") and the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). The Council's investment priorities will be security first, liquidity second, then return.

In accordance with the above guidance from the CLG and CIPFA, and in order to minimise the risk to investments, the Council has below clearly stipulated the minimum acceptable credit quality of counterparties for inclusion on the lending list. The creditworthiness methodology used to create the counterparty list fully accounts for the ratings, watches and outlooks published by all three ratings agencies. Using the Sector ratings service banks' ratings are monitored on a real time basis with knowledge of any changes notified electronically as the agencies notify modifications.

Further, the Council's officers recognise that ratings should not be the sole determinant of the quality of an institution and that it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To this end the Council will engage with its advisors to maintain a monitor on market pricing such as "Credit Default Swaps" and overlay that information on top of the credit ratings.

Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.

The aim of the strategy is to generate a list of highly creditworthy counterparties which will also enable diversification and thus avoidance of concentration risk.

The intention of the strategy is to provide security of investment and minimisation of risk.



## **Appendix G Capital Prudential Indicators, Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2012/13**

Investment instruments identified for use in the financial year are listed in Annex G2 under the 'Specified' and 'Non-Specified' Investments categories. Counterparty limits will be as set through the Council's Treasury Management Practices – Schedules.

### **3.7.2 Creditworthiness policy**

The primary principle governing the Council's investment criteria is the security of its investments, although the yield or return on the investment is also a key consideration. After this main principle the Council will ensure that:

- It maintains a policy covering both the categories of investment types it will invest in, criteria for choosing investment counterparties with adequate security, and monitoring their security. This is set out in the Specified and Non-Specified investment sections below; and
- It has sufficient liquidity in its investments. For this purpose it will set out procedures for determining the maximum periods for which funds may prudently be committed. These procedures also apply to the Council's prudential indicators covering the maximum principal sums invested.

The Financial Services Manager (Chief Finance Officer) will maintain a counterparty list in compliance with the following criteria and will revise the criteria and submit them to Council for approval as necessary. These criteria are separate to that which determines which types of investment instrument are either Specified or Non-Specified as it provides an overall pool of counterparties considered high quality which the Council may use, rather than defining what types of investment instruments are to be used.

The minimum rating criteria uses the **lowest common denominator** method of selecting counterparties and applying limits. This means that the application of the Council's minimum criteria will apply to the lowest available rating for any institution. For instance, if an institution is rated by two agencies, one meets the Council's criteria, the other does not, the institution will fall outside the lending criteria. Credit rating information is supplied by Sector, the Council's treasury consultants, on all active counterparties that comply with the criteria below. Any counterparty failing to meet the criteria would be omitted from the counterparty (dealing) list. Any rating changes, rating watches (notification of a likely change), rating outlooks (notification of a possible longer term change) are provided to officers almost immediately after they occur and this information is considered before dealing. For instance, a negative rating watch applying to a counterparty at the minimum Council criteria will be suspended from use, with all others being reviewed in light of market conditions.

## **Appendix G Capital Prudential Indicators, Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2012/13**

The criteria for providing a pool of high quality investment counterparties (both Specified and Non-specified investments) is:

- Banks 1 - good credit quality – the Council will only use banks which have, as a minimum, the following Fitch, Moody's and Standard and Poors credit ratings (where rated):
  - i. Short term – F1
  - ii. Long term – A
  - iii. Viability / financial strength – C (Fitch / Moody's only)
  - iv. Support – 2 (Fitch only)
- Banks 2 – Part nationalised UK banks – Lloyds Bank and Royal Bank of Scotland. These banks can be included if they continue to be part nationalised or they meet the ratings in Banks 1 above.
- Banks 3 – The Council's own banker for transactional purposes if the bank falls below the above criteria, although in this case balances will be minimised in both monetary size and time.
- Bank subsidiary and treasury operation -. The Council will use these where the parent bank has provided an appropriate guarantee or has the necessary ratings outlined above.
- Building societies - The Council will use all societies which:
  - i. meet the ratings for banks outlined above;
- Money Market Funds – AAA
- UK Government (including gilts and the DMADF)
- Local authorities, parish councils etc
- Supranational institutions

A limit of £2m will be applied to the use of Non-Specified investments largely determined by the long term investment limits.

**Country and sector considerations** - Due care will be taken to consider the country, group and sector exposure of the Council's investments:

- no more than £2,500,000 will be placed with any non-UK country at any time;
- limits in place above will apply to a group of companies;
- sector limits will be monitored regularly for appropriateness.

**Use of additional information other than credit ratings.** Additional requirements under the Code require the Council to supplement credit rating information. Whilst the above criteria relies primarily on the application of credit ratings to provide a pool of appropriate counterparties for officers to use, additional operational market information will be applied before making any specific investment decision from the agreed pool of counterparties. This additional market information (for example Credit Default Swaps, negative

**Appendix G Capital Prudential Indicators, Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2012/13**

rating watches/outlooks) will be applied to compare the relative security of differing investment counterparties.

**Time and monetary limits applying to investments.** The time and monetary limits for institutions on the Council's counterparty list are as follows (these will cover both Specified and Non-Specified Investments):

	<b>Fitch</b>	<b>Moody's</b>	<b>Standard &amp; Poors</b>	<b>Money Limit</b>	<b>Time Limit</b>
Banks 1 – up to 1 year	F1 Short term rating	P-1 Short term rating	A-1 Short term rating	£5m per counterparty at Group level	364 days
Banks 1 – over 1 year	AA Long term rating	Aa2 Long term rating	AA Long term rating	£2m Maximum exposure	1 year to 5 years
Banks 2 – UK part nationalised Banks				£5m per counterparty at Group level	364 days
Banks 3 – Council's own Bank if not covered by Banks 1 or 2				£250,000	1 day
Other institutions Limits:-					
Other Local Authorities				£5m per counterparty	5 years
Bank of England DMADF				No limit	6 months
AAA rated Money Market Funds				£5m per counterparty	overnight
Gilts – where no loss of principal if held to maturity				£5m max exposure	5 years
Supranational				£5m per counterparty	1 year

The Banks 1 category will include banks and building societies

The proposed criteria for Specified and Non-Specified investments are shown in Annex G2 for approval.

## Appendix G Capital Prudential Indicators, Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2012/13

### 3.7.3 Investment Strategy

**In-house funds.** Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e. rates for investments up to 12 months).

**Investment returns expectations.** Bank Rate is forecast to remain unchanged at 0.5% before strating to rise from quarter 3 of 2013. Bank Rate forecasts for financial year ends (March) are:

- 2011/ 2012 0.50%
- 2012/ 2013 0.50%
- 2013/ 2014 1.25%
- 2014/ 2015 2.50%

There are downside risks to these forecasts (i.e. the start of increases in Bank Rate is delayed even further) if economic growth remains weaker for longer than expected. However, should the pace of growth pick up more sharply than expected there could be upside risk, particularly if Bank of England inflation forecasts for two years ahead exceed the Bank of England's 2% target rate.

**Investment treasury indicator and limit** - total principal funds invested for greater than 364 days. These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

The Council is asked to approve the treasury indicator and limit: -

<b>Maximum principal sums invested &gt; 364 days</b>			
<b>£m</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
Principal sums invested > 364 days	£2m	£2m	£2m

For its cash flow generated balances, the Council will seek to utilise its business reserve accounts, 15 and 30 day notice accounts, money market funds and short-dated deposits in order to benefit from the compounding of interest.

**3.7.4 Icelandic Bank Investments**– The Icelandic courts have supported the view that the Council will be treated as a preferred creditor, thereby seeing a high proportion of the investment being returned. The actual repayment is currently expected to be partially in foreign currency assets. It is currently too early to provide a definitive policy on how this exchange rate risk will be managed, but the expectation will be that the risk will be managed proactively and assets converted to sterling at the earliest opportunity.

**Appendix G Capital Prudential Indicators, Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2012/13**

**3.7.5 Investment Risk Benchmarking.** These benchmarks are simple guides to maximum risk, so they may be breached from time to time, depending on movements in interest rates and counterparty criteria. The purpose of the benchmark is that officers will monitor the current and trend position and amend the operational strategy to manage risk as conditions change. Any breach of the benchmarks will be reported, with supporting reasons in the Mid-Year or Annual Report.

Security - The Council's maximum security risk benchmark for the current portfolio, when compared to these historic default tables, is:

- 0.08% historic risk of default when compared to the whole portfolio.

Liquidity – in respect of this area the Council seeks to maintain:

- Bank overdraft - £nil
- Liquid short term deposits of at least £2m available with a week's notice.
- Weighted Average Life benchmark is expected to be 0.25 years, with a maximum of 1.0 years.

Yield - local measures of yield benchmarks are:

- Investments – internal returns above the 7 day LIBID rate

And in addition that the security benchmark for each individual year is:

	1 year	2 years	3 years	4 years	5 years
Maximum	0.08%	0.06%	0.12%	0.17%	0.25%

Note: This benchmark is an average risk of default measure, and would not constitute an expectation of loss against a particular investment.

**3.8 End of year investment report**

At the end of the financial year, the Council will report on its investment activity as part of its Annual Treasury Report.

**3.9 Policy on the use of external service providers**

The Council uses Sector as its external treasury management advisors.

The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon the external service providers.

It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.

**Appendix G            Capital Prudential Indicators, Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2012/13**

**3.10 Scheme of delegation**

Please see Annex G3.

**3.11 Role of the section 151 officer**

Please see Annex G4.

## Interest Rate Forecast 2011/2015

Sector's Interest Rate View															
	Now	Dec-11	Mar-12	Jun-12	Sep-12	Dec-12	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14	Jun-14	Sep-14	Dec-14	Mo
<b>Sector's Bank Rate View</b>	<b>0.50%</b>	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.75%	1.00%	1.25%	1.50%	2.00%	2.25%	2.5
3 Month LIBID	0.87%	0.70%	0.70%	0.70%	0.70%	0.70%	0.75%	0.80%	0.90%	1.20%	1.40%	1.60%	2.10%	2.40%	2.6
6 Month LIBID	1.16%	1.00%	1.00%	1.00%	1.00%	1.00%	1.10%	1.20%	1.40%	1.60%	1.80%	2.00%	2.50%	2.70%	2.9
12 Month LIBID	1.65%	1.50%	1.50%	1.50%	1.50%	1.60%	1.70%	1.80%	1.90%	2.20%	2.40%	2.60%	3.10%	3.20%	3.3
5yr PWLB Rate	2.25%	2.30%	2.30%	2.30%	2.30%	2.40%	2.50%	2.60%	2.70%	2.80%	2.90%	3.10%	3.30%	3.50%	3.7
10yr PWLB Rate	3.33%	3.30%	3.30%	3.30%	3.40%	3.40%	3.50%	3.60%	3.70%	3.80%	4.00%	4.20%	4.40%	4.60%	4.8
25yr PWLB Rate	4.24%	4.20%	4.20%	4.20%	4.30%	4.30%	4.40%	4.50%	4.60%	4.70%	4.80%	4.90%	5.00%	5.10%	5.2
50yr PWLB Rate	4.26%	4.30%	4.30%	4.30%	4.40%	4.40%	4.50%	4.60%	4.70%	4.80%	4.90%	5.00%	5.10%	5.20%	5.3
<b>Bank Rate</b>															
Sector's View	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.75%	1.00%	1.25%	1.50%	2.00%	2.25%	2.5
UBS	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	-	-	-	-	-	-	-	-	-
Capital Economics	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	-	-	-	-	-
<b>5yr PWLB Rate</b>															
Sector's View	2.25%	2.30%	2.30%	2.30%	2.30%	2.40%	2.50%	2.60%	2.70%	2.80%	2.90%	3.10%	3.30%	3.50%	3.7
UBS	2.25%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Economics	2.25%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	-	-	-	-	-
<b>10yr PWLB Rate</b>															
Sector's View	3.33%	3.30%	3.30%	3.30%	3.40%	3.40%	3.50%	3.60%	3.70%	3.80%	4.00%	4.20%	4.40%	4.60%	4.8
UBS	3.33%	3.45%	3.45%	3.50%	3.60%	3.65%	-	-	-	-	-	-	-	-	-
Capital Economics	3.33%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	-	-	-	-	-
<b>25yr PWLB Rate</b>															
Sector's View	4.24%	4.20%	4.20%	4.20%	4.30%	4.30%	4.40%	4.50%	4.60%	4.70%	4.80%	4.90%	5.00%	5.10%	5.2
UBS	4.24%	4.80%	4.90%	4.90%	4.90%	4.90%	-	-	-	-	-	-	-	-	-
Capital Economics	4.24%	4.30%	4.30%	4.30%	4.30%	4.30%	4.30%	4.30%	4.30%	4.30%	-	-	-	-	-
<b>50yr PWLB Rate</b>															
Sector's View	4.26%	4.30%	4.30%	4.30%	4.40%	4.40%	4.50%	4.60%	4.70%	4.80%	4.90%	5.00%	5.10%	5.20%	5.3
UBS	4.26%	4.80%	4.95%	4.95%	5.00%	5.00%	-	-	-	-	-	-	-	-	-
Capital Economics	4.26%	4.40%	4.40%	4.40%	4.40%	4.40%	4.40%	4.40%	4.40%	4.40%	-	-	-	-	-

**Treasury Management practice - Specified and non specified investments and limits**

The CLG issued Investment Guidance in 2010, and this forms the structure of the Council's policy below. These guidelines do not apply to either trust funds or pension funds which operate under a different regulatory regime.

The key intention of the Guidance is to maintain the current requirement for councils to invest prudently, and that priority is given to security and liquidity before yield. In order to facilitate this objective the guidance requires this Council to have regard to the CIPFA publication Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes. This Council adopted the previous Code on 1/3/2010 and is asked to adopt the revised 2011 code. All its principles will be applied to all investment activity and the Treasury Management Practices (TMPs) will be amended where required. This part, TMP 1(5), covering investment counterparty policy requires approval each year.

**Annual Investment Strategy** - The key requirements of both the Code and the investment guidance are to set an annual investment strategy, as part of its annual treasury strategy for the following year, covering the identification and approval of following:

- The strategy guidelines for choosing and placing investments, particularly non-specified investments.
- The principles to be used to determine the maximum periods for which funds can be committed.
- Specified investments that the Council will use. These are high security (i.e. high credit rating, although this is defined by the Council, and no guidelines are given), and high liquidity investments in sterling and with a maturity of no more than a year.
- Non-specified investments, clarifying the greater risk implications, identifying the general types of investment that may be used and a limit to the overall amount of various categories that can be held at any time.

The investment policy proposed for the Council is:

**Strategy Guidelines** – The main strategy guidelines are contained in the body of the treasury strategy statement.

**Specified Investments** – These investments are sterling investments of not more than one-year maturity, or those which could be for a longer period but where the Council has the right to be repaid within 12 months if it wishes. These are considered low risk assets where the possibility of loss of principal or investment income is small. These would include sterling investments which would not be defined as capital expenditure with:

1. The UK Government (such as the Debt Management Account deposit facility, UK Treasury Bills or a Gilt with less than one year to maturity).
2. Supranational bonds of less than one year's duration.
3. A local authority, parish council or community council.



4. Pooled investment vehicles (such as money market funds) that have been awarded a high credit rating by a credit rating agency. For category 4 this covers pooled investment vehicles, such as money market funds, rated AAA by Standard and Poor's, Moody's or Fitch rating agencies.
5. A body that is considered of a high credit quality (such as a bank or building society). For category 5 this covers bodies with a minimum short term rating of F1 (or the equivalent) as rated by Standard and Poor's, Moody's or Fitch rating agencies.

Within these bodies, and in accordance with the Code, the Council has set additional criteria to set the time and amount of monies which will be invested in these bodies. This criteria is set out in the table on page 75 of this report.

**Non-Specified Investments** – Non-specified investments are any other type of investment (i.e. not defined as Specified above). The identification and rationale supporting the selection of these other investments and the maximum limits to be applied are set out below. Non specified investments would include any sterling investments with:

	<b>Non Specified Investment Category</b>	<b>Limit (£ or %)</b>
a.	<b>Gilt edged securities</b> with a maturity of greater than one year. These are Government bonds and so provide the highest security of interest and the repayment of principal on maturity. The value of the bond may rise or fall before maturity and losses may accrue if the bond is sold before maturity.	£5m
b.	The Council's own banker if it fails to meet the basic credit criteria. In this instance balances will be minimised as far as is possible.	£250,000
c.	Any <b>bank or building society</b> that has a minimum long term credit rating of AA, for deposits with a maturity of greater than one year (including forward deals in excess of one year from inception to repayment).	£2m

Within categories b and in accordance with the Code, the Council has recognised the practical implications of the situation where the Council's own banker fails to meet the basic criteria and determined a limit of £250,000 to allow normal business to be conducted.

**The Monitoring of Investment Counterparties** - The credit rating of counterparties will be monitored regularly. The Council receives credit rating information (changes, rating watches and rating outlooks) from Sector as and when ratings change, and counterparties are checked promptly. On occasion ratings may be downgraded when an investment has already been made. The criteria used are such that a minor downgrading should not affect the full receipt of the principal and interest. Any counterparty failing to meet the criteria will be removed from the list immediately by the Financial Services Manager, and if required new counterparties which meet the criteria will be added to the list.

**Treasury Management Scheme of Delegation****(i) Full Council**

- receiving and reviewing reports on treasury management policies, practices and activities;
- approval of annual strategy.

**(ii) Policy and Resources Committee**

- approval of/amendments to the organisation's adopted clauses, treasury management policy statement and treasury management practices;
- budget consideration and approval;
- approval of the division of responsibilities;
- receiving and reviewing regular monitoring reports and acting on recommendations;

**(iii) Governance and Audit Committee**

- reviewing the treasury management policy and procedures and making recommendations to the responsible body.

**The Treasury Management role of the Section 151 Officer****The Section 151 officer**

- recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance;
- submitting regular treasury management policy reports;
- submitting budgets and budget variations;
- receiving and reviewing management information reports;
- reviewing the performance of the treasury management function;
- ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function;
- ensuring the adequacy of internal audit, and liaising with external audit;

## Appendix H Council Tax Requirements for 2012/13

### 1. Introduction

- 1.1 This Council is the billing Authority for the West Lindsey area and is required to set a Council Tax that will cover not only its own requirements, but also those of the County Council, Police Authority and Town/Parish Councils.
- 1.2 The Localism Act 2011 has introduced a new requirement for a local authority to determine whether the basic amount of council tax for a financial year is excessive, in which case a local referendum would be needed. Schedule 5 of the Localism Act 2011 has inserted a new chapter 4ZA into part 1 of the Local Government Finance Act 1992. Section 52ZB sets out the steps needed to determine the level of tax which would be 'excessive'. These steps are in effect to compare the level of increase in council tax with principles set out by the Secretary of State. The Secretary of State has indicated that, for 2012/2013, an increase above 3.5% in a district council's council tax would be excessive.
- 1.3 As the Council's basic amount of tax recommended for 2012/2013 is frozen at the 2011/2012 levels; is well within the Secretary of State's guidelines and is therefore not excessive.

### 2 Council Tax levels 2012/13

- 2.1 The level of Council Tax will vary between households throughout the District and will depend upon which band and in which Town/Parish the taxpayer lives. A full schedule of Council Taxes is attached at Appendix L.
- 2.2 Taking account of the above council tax requirements the average Council Tax at Band D for 2012/13 will be set as follows:-

	2011/12 £	2012/13 £	Increase	
			£	%
Lincolnshire County Council	1,065.69	1,065.69	0.00	0.00%
Lincolnshire Police Authority	179.28	186.39	7.11	3.97%
West Lindsey District Council	188.55	188.55	0.00	0.00%
Direct Parish Precept Charges	50.14	50.43	0.29	0.58%
<b>Total Average Council Tax</b>	<b>1,483.66</b>	<b>1,491.06</b>	<b>7.40</b>	<b>0.50%</b>

- 2.3 Although the increases in Town/Parish Precepts average 0.58% the impact on the individual Town/Parish Councils will vary according to the amount by which each has increased its precept.

### 3. Recommendations - Council Tax Requirements 2012/2013

- 3.1 It be noted that on 16 January 2012 the Council calculated the Council Tax Base 2012/13

## Appendix H Council Tax Requirements for 2012/13

- a) for the whole Council area as 30,732.77 [Item T in the formula in Section 31b of the Local Government Finance Act 1992, as amended (the “Act”)]; and
  - b) for dwellings in those parts of its area to which a Parish precept relates as in the attached Appendix I
- 3.2 The council tax requirement for the Council’s own purposes for 2012/2013 (excluding Parish precepts) is £5,794,663.
- 3.3 The following amounts be calculated for the year 2012/2013 in accordance with Sections 31 to 36 of the Act:
- a) £45,186,700 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Local Government Finance Act 1992. **(Gross expenditure including Parish Precepts and contribution to reserves)**
  - b) £37,842,230 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act. **(Total income including contribution from reserves)**
  - c) £7,344,470 being the amount by which the aggregate at 3.3(a) above exceeds the aggregate at 3.3(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its **Council Tax requirement for the year (including Parish precepts).**
  - d) £238.98 being the amount at 3.3(c) above (item R), all divided by Item T (3.1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
  - e) £1,549,807 being the aggregate amount of all special items **(total parish precepts)** referred to in Section 34(1) of the Act (as per the attached Appendix J.
  - f) £188.55 being the amount at 3.3(d) above less the result given by dividing the amount at 3.3(e) above by Item T (3.1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates. **(WLDC Band D average)**
- 3.4 That the amounts stated in the “Total” column of Appendix J to this resolution be calculated by adding to the amount at (f) above the amounts of special item or items relating to dwellings in those parts of the Council’s area mentioned in Appendix J divided in

## Appendix H Council Tax Requirements for 2012/13

each case by the individual taxbases (Appendix I) set by the Council in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate. **(Band D Council Taxes for the WLDC and individual parishes)**

- 3.5 That the amounts stated in Appendix K to this resolution be calculated by multiplying the aggregate of the amounts at (f) above and 3.4 above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands. **(All valuation band council taxes for WLDC and individual parishes).**
- 3.6 To note that the County Council and the Police Authority have issued precepts to the Council in accordance with Section 40 of the local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.
- 3.7 That the Council, in accordance with Sections 30 to 36 of the local Government Finance Act 1992, hereby sets the aggregate amounts shown in the table below as the amounts of Council Tax for 2012/13 for each part of its area and for each of the categories of dwellings.

Valuation Bands							
WEST LINDSEY DISTRICT COUNCIL							
A	B	C	D	E	F	G	H
£125.70	£146.65	£167.60	£188.55	£230.45	£272.35	£314.25	£377.10
LINCOLNSHIRE COUNTY COUNCIL							
A	B	C	D	E	F	G	H
£710.46	£828.87	£947.28	£1,065.69	£1,302.51	£1,539.33	£1,776.15	£2,131.38
LINCOLNSHIRE POLICE AUTHORITY							
A	B	C	D	E	F	G	H
£124.26	£144.97	£165.68	£186.39	£227.81	£269.23	£310.65	£372.78
AGGREGATE OF COUNCIL TAX REQUIREMENTS							
A	B	C	D	E	F	G	H
£960.42	£1,120.49	£1,280.56	£1,440.63	£1,760.77	£2,080.91	£2,401.05	£2,881.26

- 3.8 That having calculated the aggregate in each case of the amounts at 3.5 and 3.6 above, the Council in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the amounts in Appendix L as the levels of Council Tax for the year 2012/2013 for each of the categories of dwellings shown in that Appendix.

## **Appendix H      Council Tax Requirements for 2012/13**

- 3.9 To determine that the Council's basic amount of Council Tax for 2012/13 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992.
- 3.10 **That the Council approves the recommendations set out above and the levels of Council Tax for the year 2012/2013 in respect of each of the areas in the District as set out in the appendices to this report.**

**Appendix I**

**Council Tax Base for 2012/13**

<b>Parish</b>	<b>Band D Equivalent</b>
Aisthorpe	39.60
Bardney - Apley - Stainfield	705.44
Bigby	132.98
Bishop Norton	123.19
Blyborough	35.46
Blyton	408.65
Brampton	32.70
Brattleby	48.95
Broadholme	38.02
Brocklesby	34.48
Brookenby	181.70
Broxholme	30.04
Bullington	12.41
Burton	321.32
Buslingthorpe	21.18
Cabourne	28.07
Caenby	23.95
Caistor	913.82
Cammeringham	51.52
Cherry Willingham	1249.29
Claxby	71.20
Corringham	178.68
Dunholme	723.68
East Ferry	44.23
East Stockwith	78.07
Faldingworth	156.12
Fenton	120.64
Fillingham	87.47
Fiskerton	399.33
Friesthorpe	12.21
Fulnetby	4.83
Gainsborough	5424.07
Glentham	172.54
Glentworth	115.93
Golto	27.48
Grange de Lings	14.67
Grasby	193.16
Grayingham	57.72
Great Limber	91.11
Greetwell	296.58
Hackthorn - Cold Hanworth	84.79
Hardwick	15.37
Harpswell	21.87
Heapham	39.79
Hemswell	130.52
Hemswell Cliff	184.79

<b>Parish</b>	<b>Band D Equivalent</b>
Marton - Gate Burton	258.26
Middle Rasen	736.08
Morton	447.79
Nettleham	1312.60
Nettleton	255.24
Newton-On-Trent	143.61
Normanby-By-Spital	148.74
Normanby le Wold	22.85
North Carlton	59.69
North Kelsey	351.12
North Willingham	49.55
Northorpe	50.43
Osgodby	213.42
Owersby	100.95
Owmy-By-Spital	109.63
Pilham	27.48
Rand	16.45
Reepham	340.71
Riby	51.22
Riseholme	106.44
Rothwell	72.21
Saxby	17.24
Saxilby - Ingleby	1392.93
Scampton	360.59
Scothern	318.91
Scotter	1179.53
Scotton	219.75
Searby cum Owmy	84.22
Sixhills	17.43
Snarford	18.03
Snelland	31.03
Snitterby	92.59
Somerby	22.85
South Carlton	39.30
South Kelsey	223.89
Spridlington	89.34
Springthorpe	56.83
Stainton le Vale	33.69
Stow	130.41
Sturton-By-Stow	498.71
Sudbrooke	699.66
Swallow	96.04
Swinhope	55.85
Tealby	272.17
Thonock	9.95
Thoresway	39.60



## Appendix I

## Council Tax Base for 2012/13

Parish	Band D Equivalent
Holton Beckering	40.98
Holton le Moor	69.64
Ingham	333.56
Keelby	703.89
Kettlethorpe	167.16
Kexby	123.91
Kirmond le Mire	14.09
Knaith	116.73
Langworth - Barlings - Newball	218.87
Laughton	152.36
Lea	395.48
Legsby	80.56
Linwood	35.17
Lissington	56.24
Market Rasen	1269.51

Parish	Band D Equivalent
Thorganby	15.56
Thorpe le Fallows	7.98
Toft Newton	135.80
Torksey	279.22
Upton	169.42
Waddingham	215.22
Walesby	106.08
Walkerith	25.22
Welton	1474.75
West Firsby	10.54
West Rasen	32.51
Wickenby	85.60
Wildsworth	28.17
Willingham	201.33
Willoughton	112.59
<b>Total</b>	<b>30,732.77</b>

**Appendix J**  
**Determination of Council Tax where Special Items Apply**  
**Parish Precepts**

<b>Parish</b>	<b>Parish Council Tax £</b>	<b>District Council £</b>	<b>Total £</b>	<b>Total Parish Precept £</b>
Bardney - Apley - Stainfield	72.44	188.55	260.99	51,100.00
Bigby	35.34	188.55	223.89	4,700.00
Bishop Norton	47.89	188.55	236.44	5,900.00
Blyborough	53.58	188.55	242.13	1,900.00
Blyton	38.91	188.55	227.46	15,900.00
Brattleby	26.56	188.55	215.11	1,300.00
Broadholme	8.55	188.55	197.10	325.00
Brookenby	79.25	188.55	267.80	14,400.00
Burton	14.33	188.55	202.88	4,606.00
Caistor	81.06	188.55	269.61	74,075.00
Cammeringham	17.47	188.55	206.02	900.00
Cherry Willingham	33.62	188.55	222.17	42,000.00
Claxby	44.94	188.55	233.49	3,200.00
Corringham	30.22	188.55	218.77	5,400.00
Dunholme	39.24	188.55	227.79	28,400.00
East Stockwith	32.02	188.55	220.57	2,500.00
Faldingworth	38.69	188.55	227.24	6,040.00
Fenton	36.47	188.55	225.02	4,400.00
Fillingham	38.87	188.55	227.42	3,400.00
Fiskerton	37.31	188.55	225.86	14,900.00
Gainsborough	77.02	188.55	265.57	417,770.00
Glentham	33.56	188.55	222.11	5,791.00
Glentworth	29.33	188.55	217.88	3,400.00
Grasby	23.92	188.55	212.47	4,620.00
Great Limber	40.61	188.55	229.16	3,700.00
Greetwell	11.40	188.55	199.95	3,381.00
Hackthorn - Cold Hanworth	21.82	188.55	210.37	1,850.00
Harpswell	11.43	188.55	199.98	250.00
Heapham	1.51	188.55	190.06	60.00
Hemswell	38.81	188.55	227.36	5,065.00
Hemswell Cliff	31.93	188.55	220.48	5,900.00
Ingham	45.85	188.55	234.40	15,293.00
Keelby	31.11	188.55	219.66	21,900.00
Kettlethorpe	41.28	188.55	229.83	6,900.00
Kexby	15.33	188.55	203.88	1,900.00
Knaith	20.56	188.55	209.11	2,400.00
Langworth - Barlings - Newball	54.37	188.55	242.92	11,900.00
Laughton	28.65	188.55	217.20	4,365.00
Lea	27.56	188.55	216.11	10,900.00
Legsby	11.17	188.55	199.72	900.00

**Appendix J**  
**Determination of Council Tax where Special Items Apply**  
**Parish Precepts**

<b>Parish</b>	<b>Parish Council Tax £</b>	<b>District Council £</b>	<b>Total £</b>	<b>Total Parish Precept £</b>
Market Rasen	83.42	188.55	271.97	105,900.00
Marton - Gate Burton	30.59	188.55	219.14	7,900.00
Middle Rasen	22.57	188.55	211.12	16,610.00
Morton	29.66	188.55	218.21	13,281.00
Nettleham	87.45	188.55	276.00	114,786.00
Nettleton	46.62	188.55	235.17	11,900.00
Newton-On-Trent	63.14	188.55	251.69	9,068.00
Normanby-By-Spital	12.77	188.55	201.32	1,900.00
North Kelsey	19.65	188.55	208.20	6,900.00
Northorpe	37.64	188.55	226.19	1,898.00
Osgodby	25.30	188.55	213.85	5,400.00
Owersby	28.73	188.55	217.28	2,900.00
Owmby-By-Spital	22.26	188.55	210.81	2,440.00
Reepham	20.25	188.55	208.80	6,900.00
Riseholme	3.76	188.55	192.31	400.00
Rothwell	47.57	188.55	236.12	3,435.00
Saxby	8.12	188.55	196.67	140.00
Saxilby - Ingleby	102.43	188.55	290.98	142,675.00
Scampton	11.37	188.55	199.92	4,100.00
Scothern	40.46	188.55	229.01	12,904.48
Scotter	38.91	188.55	227.46	45,900.00
Scotton	14.11	188.55	202.66	3,100.00
Snitterby	20.52	188.55	209.07	1,900.00
South Kelsey	21.89	188.55	210.44	4,900.00
Spridlington	30.22	188.55	218.77	2,700.00
Springthorpe	7.04	188.55	195.59	400.00
Stow	18.98	188.55	207.53	2,475.00
Sturton-By-Stow	49.93	188.55	238.48	24,900.00
Sudbrooke	27.01	188.55	215.56	18,900.00
Swallow	51.02	188.55	239.57	4,900.00
Tealby	27.19	188.55	215.74	7,400.00
Toft Newton	34.24	188.55	222.79	4,650.00
Torksey	28.29	188.55	216.84	7,900.00
Upton	30.40	188.55	218.95	5,150.00
Waddingham	27.41	188.55	215.96	5,900.00
Walesby	18.62	188.55	207.17	1,975.00
Welton	71.46	188.55	260.01	105,379.00
Wickenby	23.95	188.55	212.50	2,050.00
Willingham	46.69	188.55	235.24	9,400.00
Willoughton	43.52	188.55	232.07	4,900.00
<b>Total</b>				<b>1,549,807.48</b>

**Appendix K**  
**Determination of Amounts of Council Tax for each category and dwelling in each part of the area.**

<b>Band</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
Aisthorpe	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Bardney - Apley - Stainfield	173.99	202.99	231.99	260.99	318.98	376.98	434.98	521.97
Bigby	149.26	174.14	199.02	223.89	273.65	323.40	373.16	447.79
Bishop Norton	157.63	183.90	210.17	236.44	288.99	341.53	394.07	472.89
Blyborough	161.42	188.32	215.23	242.13	295.94	349.75	403.55	484.26
Blyton	151.64	176.91	202.19	227.46	278.00	328.55	379.10	454.92
Brampton	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Brattleby	143.41	167.31	191.21	215.11	262.91	310.71	358.51	430.22
Broadholme	131.40	153.30	175.20	197.10	240.90	284.70	328.50	394.20
Brocklesby	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Brookenby	178.53	208.29	238.05	267.80	327.31	386.82	446.34	535.60
Broxholme	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Bullington	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Burton	135.26	157.80	180.34	202.88	247.97	293.06	338.14	405.77
Buslingthorpe	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Cabourne	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Caenby	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Caistor	179.74	209.70	239.65	269.61	329.52	389.44	449.35	539.22
Cammeringham	137.35	160.24	183.13	206.02	251.80	297.58	343.36	412.04
Cherry Willingham	148.11	172.80	197.48	222.17	271.54	320.91	370.28	444.34
Claxby	155.66	181.61	207.55	233.49	285.38	337.27	389.16	466.99
Corringham	145.85	170.16	194.46	218.77	267.39	316.00	364.62	437.54
Dunholme	151.86	177.17	202.48	227.79	278.41	329.04	379.66	455.59
East Ferry	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
East Stockwith	147.05	171.56	196.06	220.57	269.59	318.60	367.62	441.15
Faldingworth	151.49	176.74	201.99	227.24	277.74	328.23	378.73	454.48
Fenton	150.01	175.02	200.02	225.02	275.03	325.03	375.04	450.04
Fillingham	151.61	176.88	202.15	227.42	277.96	328.50	379.03	454.84
Fiskerton	150.57	175.67	200.77	225.86	276.05	326.25	376.44	451.72
Friesthorpe	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Fulnetby	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Gainsborough	177.05	206.56	236.06	265.57	324.59	383.60	442.62	531.14
Glentham	148.08	172.75	197.43	222.11	271.47	320.83	370.19	444.23
Glentworth	145.25	169.46	193.67	217.88	266.30	314.71	363.13	435.76
Goltho	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Grange-de-Lings	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Grasby	141.65	165.25	188.86	212.47	259.68	306.90	354.11	424.94
Grayingham	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Great Limber	152.77	178.24	203.70	229.16	280.08	331.01	381.93	458.32
Greetwell	133.30	155.52	177.73	199.95	244.38	288.82	333.25	399.90
Hackthorn - Cold Hanworth	140.25	163.62	186.99	210.37	257.12	303.87	350.61	420.74
Hardwick	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Harpwell	133.32	155.54	177.76	199.98	244.42	288.86	333.30	399.96
Heapham	126.71	147.82	168.94	190.06	232.29	274.53	316.76	380.12
Hemswell	151.57	176.83	202.09	227.36	277.88	328.40	378.93	454.71
Hemswell Cliff	146.99	171.48	195.98	220.48	269.47	318.47	367.46	440.96
Holton-cum-Beckering	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Holton-le-Moor	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Ingham	156.27	182.31	208.35	234.40	286.49	338.57	390.66	468.80
Keelby	146.44	170.85	195.26	219.66	268.48	317.29	366.10	439.33
Kettlethorpe	153.22	178.75	204.29	229.83	280.90	331.97	383.05	459.66
Kexby	135.92	158.58	181.23	203.88	249.19	294.50	339.81	407.77
Kirmond-le-Mire	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Knaith	139.41	162.64	185.88	209.11	255.58	302.05	348.52	418.22
Langworth - Barlings - Newball	161.95	188.94	215.93	242.92	296.90	350.88	404.87	485.84
Laughton	144.80	168.93	193.07	217.20	265.47	313.73	362.00	434.40
Lea	144.07	168.09	192.10	216.11	264.14	312.16	360.19	432.22

**Appendix K**  
**Determination of Amounts of Council Tax for each category and dwelling in each part of the area.**

<b>Band</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
Legsby	133.15	155.34	177.53	199.72	244.10	288.49	332.87	399.44
Linwood	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Lissington	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Market Rasen	181.31	211.53	241.75	271.97	332.41	392.84	453.28	543.94
Marton - Gate Burton	146.09	170.44	194.79	219.14	267.84	316.53	365.23	438.28
Middle Rasen	140.74	164.20	187.66	211.12	258.03	304.94	351.86	422.23
Morton	145.47	169.72	193.96	218.21	266.70	315.19	363.68	436.42
Nettleham	184.00	214.67	245.33	276.00	337.33	398.67	460.00	552.00
Nettleton	156.78	182.91	209.04	235.17	287.43	339.69	391.95	470.35
Newton-On-Trent	167.80	195.76	223.73	251.69	307.63	363.56	419.49	503.39
Normanby-By-Spital	134.22	156.59	178.95	201.32	246.06	290.80	335.54	402.65
Normanby-le-Wold	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
North Carlton	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
North Kelsey	138.80	161.93	185.07	208.20	254.47	300.74	347.00	416.40
North Willingham	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Northorpe	150.79	175.92	201.05	226.19	276.45	326.71	376.98	452.37
Osgodby	142.57	166.33	190.09	213.85	261.37	308.90	356.42	427.70
Owersby	144.85	168.99	193.14	217.28	265.56	313.84	362.13	434.55
Owmbly-By-Spital	140.54	163.96	187.38	210.81	257.65	304.50	351.34	421.61
Pilham	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Rand	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Reepham	139.20	162.40	185.60	208.80	255.20	301.60	348.00	417.60
Riby	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Riseholme	128.21	149.57	170.94	192.31	235.04	277.78	320.51	384.62
Rothwell	157.41	183.65	209.88	236.12	288.59	341.06	393.53	472.24
Saxby	131.11	152.97	174.82	196.67	240.38	284.08	327.78	393.34
Saxilby - Ingleby	193.99	226.32	258.65	290.98	355.64	420.30	484.96	581.96
Scampton	133.28	155.49	177.71	199.92	244.35	288.77	333.20	399.84
Scothern	152.68	178.12	203.57	229.01	279.91	330.80	381.69	458.03
Scotter	151.64	176.92	202.19	227.46	278.01	328.56	379.11	454.93
Scotton	135.10	157.62	180.14	202.66	247.69	292.73	337.76	405.31
Searby-cum-Owmbly	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Sixhills	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Snarford	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Snelland	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Snitterby	139.38	162.61	185.84	209.07	255.53	301.99	348.45	418.14
Somerby	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
South Carlton	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
South Kelsey	140.29	163.67	187.05	210.44	257.20	303.96	350.73	420.87
Spridlington	145.85	170.16	194.46	218.77	267.39	316.00	364.62	437.54
Springthorpe	130.39	152.12	173.86	195.59	239.05	282.52	325.98	391.18
Stainton-le Vale	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Stow	138.35	161.41	184.47	207.53	253.65	299.76	345.88	415.06
Sturton-By-Stow	158.99	185.48	211.98	238.48	291.47	344.47	397.46	476.96
Sudbrooke	143.71	167.66	191.61	215.56	263.47	311.37	359.27	431.13
Swallow	159.71	186.33	212.95	239.57	292.81	346.05	399.28	479.14
Swinhope	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Tealby	143.83	167.80	191.77	215.74	263.68	311.62	359.56	431.48
Thonock	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Thoresway	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Thorganby	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Thorpe-in-the-Fallows	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Toft Newton	148.53	173.28	198.04	222.79	272.30	321.81	371.32	445.58
Torksey	144.56	168.66	192.75	216.84	265.03	313.22	361.41	433.69
Upton	145.97	170.29	194.62	218.95	267.60	316.26	364.91	437.90

**Appendix K**  
**Determination of Amounts of Council Tax for each category and dwelling in each part of the area.**

<b>Band</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
Waddingham	143.98	167.97	191.97	215.96	263.96	311.95	359.94	431.93
Walesby	138.11	161.13	184.15	207.17	253.21	299.24	345.28	414.34
Walkerith	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Welton	173.34	202.23	231.12	260.01	317.78	375.56	433.34	520.01
West Firsby	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
West Rasen	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Wickenby	141.67	165.28	188.89	212.50	259.72	306.94	354.16	425.00
Wildsworth	125.70	146.65	167.60	188.55	230.45	272.35	314.25	377.10
Willingham	156.83	182.96	209.10	235.24	287.51	339.79	392.07	470.48
Willoughton	154.71	180.50	206.29	232.07	283.64	335.21	386.78	464.14

## Appendix L Levels of Overall Council Tax for 2012/13

Parish	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Aisthorpe	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Bardney - Apley - Stainfield	1,008.71	1,176.83	1,344.95	1,513.07	1,849.31	2,185.55	2,521.78	3,026.14
Bigby	983.98	1,147.98	1,311.97	1,475.97	1,803.96	2,131.96	2,459.95	2,951.94
Bishop Norton	992.35	1,157.74	1,323.13	1,488.52	1,819.30	2,150.08	2,480.87	2,977.04
Blyborough	996.14	1,162.16	1,328.19	1,494.21	1,826.26	2,158.30	2,490.35	2,988.42
Blyton	986.36	1,150.75	1,315.15	1,479.54	1,808.33	2,137.11	2,465.90	2,959.08
Brampton	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Brattleby	978.13	1,141.15	1,304.17	1,467.19	1,793.23	2,119.27	2,445.32	2,934.38
Broadholme	966.12	1,127.14	1,288.16	1,449.18	1,771.22	2,093.26	2,415.30	2,898.36
Brocklesby	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Brookenby	1,013.25	1,182.13	1,351.00	1,519.88	1,857.63	2,195.38	2,533.13	3,039.76
Broxholme	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Bullington	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Burton	969.97	1,131.64	1,293.30	1,454.96	1,778.28	2,101.61	2,424.93	2,909.92
Buslingthorpe	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Cabourne	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Caenby	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Caistor	1,014.46	1,183.54	1,352.61	1,521.69	1,859.84	2,198.00	2,536.15	3,043.38
Cammeringham	972.07	1,134.08	1,296.09	1,458.10	1,782.12	2,106.14	2,430.17	2,916.20
Cherry Willingham	982.83	1,146.64	1,310.44	1,474.25	1,801.86	2,129.47	2,457.08	2,948.50
Claxby	990.38	1,155.44	1,320.51	1,485.57	1,815.70	2,145.82	2,475.95	2,971.14
Corringham	980.57	1,143.99	1,307.42	1,470.85	1,797.71	2,124.56	2,451.42	2,941.70
Dunholme	986.58	1,151.01	1,315.44	1,479.87	1,808.73	2,137.59	2,466.45	2,959.74
East Ferry	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
East Stockwith	981.77	1,145.39	1,309.02	1,472.65	1,799.91	2,127.16	2,454.42	2,945.30
Faldingworth	986.21	1,150.58	1,314.95	1,479.32	1,808.06	2,136.80	2,465.53	2,958.64
Fenton	984.73	1,148.86	1,312.98	1,477.10	1,805.34	2,133.59	2,461.83	2,954.20
Fillingham	986.33	1,150.72	1,315.11	1,479.50	1,808.28	2,137.06	2,465.83	2,959.00
Fiskerton	985.29	1,149.51	1,313.72	1,477.94	1,806.37	2,134.80	2,463.23	2,955.88
Friesthorpe	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Fulnetby	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Gainsborough	1,011.77	1,180.39	1,349.02	1,517.65	1,854.91	2,192.16	2,529.42	3,035.30
Glentham	982.79	1,146.59	1,310.39	1,474.19	1,801.79	2,129.39	2,456.98	2,948.38
Glentworth	979.97	1,143.30	1,306.63	1,469.96	1,796.62	2,123.28	2,449.93	2,939.92
Golto	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Grange-de-Lings	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Grasby	976.37	1,139.09	1,301.82	1,464.55	1,790.01	2,115.46	2,440.92	2,929.10
Grayingham	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Great Limber	987.49	1,152.08	1,316.66	1,481.24	1,810.40	2,139.57	2,468.73	2,962.48
Greetwell	968.02	1,129.36	1,290.69	1,452.03	1,774.70	2,097.38	2,420.05	2,904.06
Hackthorn - Cold Hanworth	974.97	1,137.46	1,299.96	1,462.45	1,787.44	2,112.43	2,437.42	2,924.90
Hardwick	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Harpwell	968.04	1,129.38	1,290.72	1,452.06	1,774.74	2,097.42	2,420.10	2,904.12
Heapham	961.43	1,121.66	1,281.90	1,442.14	1,762.62	2,083.09	2,403.57	2,884.28
Hemswell	986.29	1,150.68	1,315.06	1,479.44	1,808.20	2,136.97	2,465.73	2,958.88
Hemswell Cliff	981.71	1,145.32	1,308.94	1,472.56	1,799.80	2,127.03	2,454.27	2,945.12
Holton-cum-Beckering	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Holton-le-Moor	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Ingham	990.99	1,156.15	1,321.32	1,486.48	1,816.81	2,147.14	2,477.47	2,972.96
Keelby	981.16	1,144.69	1,308.21	1,471.74	1,798.79	2,125.85	2,452.90	2,943.48
Kettlethorpe	987.94	1,152.60	1,317.25	1,481.91	1,811.22	2,140.54	2,469.85	2,963.82
Kexby	970.64	1,132.41	1,294.19	1,455.96	1,779.51	2,103.05	2,426.60	2,911.92
Kirmond-le-Mire	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Knaith	974.13	1,136.48	1,298.84	1,461.19	1,785.90	2,110.61	2,435.32	2,922.38
Langworth - Barlings - Newball	996.67	1,162.78	1,328.89	1,495.00	1,827.22	2,159.44	2,491.67	2,990.00
Laughton	979.52	1,142.77	1,306.03	1,469.28	1,795.79	2,122.29	2,448.80	2,938.56
Lea	978.79	1,141.93	1,305.06	1,468.19	1,794.45	2,120.72	2,446.98	2,936.38
Legsby	967.87	1,129.18	1,290.49	1,451.80	1,774.42	2,097.04	2,419.67	2,903.60
Linwood	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Lissington	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26

## Appendix L Levels of Overall Council Tax for 2012/13

Market Rasen	1,016.03	1,185.37	1,354.71	1,524.05	1,862.73	2,201.41	2,540.08	3,048.10
Marton - Gate Burton	980.81	1,144.28	1,307.75	1,471.22	1,798.16	2,125.10	2,452.03	2,942.44
Middle Rasen	975.47	1,138.04	1,300.62	1,463.20	1,788.36	2,113.51	2,438.67	2,926.40
Morton	980.19	1,143.56	1,306.92	1,470.29	1,797.02	2,123.75	2,450.48	2,940.58
Nettleham	1,018.72	1,188.51	1,358.29	1,528.08	1,867.65	2,207.23	2,546.80	3,056.16
Nettleton	991.50	1,156.75	1,322.00	1,487.25	1,817.75	2,148.25	2,478.75	2,974.50
Newton-On-Trent	1,002.51	1,169.60	1,336.68	1,503.77	1,837.94	2,172.11	2,506.28	3,007.54
Normanby-By-Spital	968.93	1,130.42	1,291.91	1,453.40	1,776.38	2,099.36	2,422.33	2,906.80
Normanby-le-Wold	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
North Carlton	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
North Kelsey	973.52	1,135.77	1,298.03	1,460.28	1,784.79	2,109.29	2,433.80	2,920.56
North Willingham	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Northorpe	985.51	1,149.77	1,314.02	1,478.27	1,806.77	2,135.28	2,463.78	2,956.54
Osgodby	977.29	1,140.17	1,303.05	1,465.93	1,791.69	2,117.45	2,443.22	2,931.86
Owersby	979.57	1,142.84	1,306.10	1,469.36	1,795.88	2,122.41	2,448.93	2,938.72
Owmbly-By-Spital	975.26	1,137.80	1,300.35	1,462.89	1,787.98	2,113.06	2,438.15	2,925.78
Pilham	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Rand	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Reepham	973.92	1,136.24	1,298.56	1,460.88	1,785.52	2,110.16	2,434.80	2,921.76
Riby	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Riseholme	962.93	1,123.41	1,283.90	1,444.39	1,765.37	2,086.34	2,407.32	2,888.78
Rothwell	992.13	1,157.49	1,322.84	1,488.20	1,818.91	2,149.62	2,480.33	2,976.40
Saxby	965.83	1,126.81	1,287.78	1,448.75	1,770.69	2,092.64	2,414.58	2,897.50
Saxilby - Ingleby	1,028.71	1,200.16	1,371.61	1,543.06	1,885.96	2,228.86	2,571.77	3,086.12
Scampton	968.00	1,129.33	1,290.67	1,452.00	1,774.67	2,097.33	2,420.00	2,904.00
Scothern	987.39	1,151.96	1,316.52	1,481.09	1,810.22	2,139.35	2,468.48	2,962.18
Scotter	986.36	1,150.75	1,315.15	1,479.54	1,808.33	2,137.11	2,465.90	2,959.08
Scotton	969.83	1,131.46	1,293.10	1,454.74	1,778.02	2,101.29	2,424.57	2,909.48
Searby-cum-Owmbly	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Sixhills	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Snarford	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Snelland	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Snitterby	974.10	1,136.45	1,298.80	1,461.15	1,785.85	2,110.55	2,435.25	2,922.30
Somerby	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
South Carlton	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
South Kelsey	975.01	1,137.52	1,300.02	1,462.52	1,787.52	2,112.53	2,437.53	2,925.04
Spridlington	980.57	1,143.99	1,307.42	1,470.85	1,797.71	2,124.56	2,451.42	2,941.70
Springthorpe	965.11	1,125.97	1,286.82	1,447.67	1,769.37	2,091.08	2,412.78	2,895.34
Stainton-le Vale	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Stow	973.07	1,135.25	1,297.43	1,459.61	1,783.97	2,108.33	2,432.68	2,919.22
Sturton-By-Stow	993.71	1,159.32	1,324.94	1,490.56	1,821.80	2,153.03	2,484.27	2,981.12
Sudbrooke	978.43	1,141.50	1,304.57	1,467.64	1,793.78	2,119.92	2,446.07	2,935.28
Swallow	994.43	1,160.17	1,325.91	1,491.65	1,823.13	2,154.61	2,486.08	2,983.30
Swinhope	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Tealby	978.55	1,141.64	1,304.73	1,467.82	1,794.00	2,120.18	2,446.37	2,935.64
Thonock	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Thoresway	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Thorganby	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Thorpe-in-the-Fallows	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Toft Newton	983.25	1,147.12	1,311.00	1,474.87	1,802.62	2,130.37	2,458.12	2,949.74
Torksey	979.28	1,142.49	1,305.71	1,468.92	1,795.35	2,121.77	2,448.20	2,937.84
Upton	980.69	1,144.13	1,307.58	1,471.03	1,797.93	2,124.82	2,451.72	2,942.06
Waddingham	978.69	1,141.81	1,304.92	1,468.04	1,794.27	2,120.50	2,446.73	2,936.08
Walesby	972.83	1,134.97	1,297.11	1,459.25	1,783.53	2,107.81	2,432.08	2,918.50
Walkerith	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Welton	1,008.06	1,176.07	1,344.08	1,512.09	1,848.11	2,184.13	2,520.15	3,024.18
West Firsby	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
West Rasen	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Wickenby	976.39	1,139.12	1,301.85	1,464.58	1,790.04	2,115.50	2,440.97	2,929.16
Wildsworth	960.42	1,120.49	1,280.56	1,440.63	1,760.77	2,080.91	2,401.05	2,881.26
Willingham	991.55	1,156.80	1,322.06	1,487.32	1,817.84	2,148.35	2,478.87	2,974.64
Willoughton	989.43	1,154.34	1,319.24	1,484.15	1,813.96	2,143.77	2,473.58	2,968.30



**Pay Policy Statement 2012/13****Date: 5 March 2012****Reviewed annually****Introduction**

West Lindsey District Council recognises that, in the context of managing scarce public resources, remuneration at all levels needs to be adequate to secure and retain high quality employees dedicated to the service of the public, but at the same time needs to avoid being unnecessarily generous or otherwise excessive.

It is important that local authorities are able to determine their own pay structures in order to address local priorities and to compete in the local labour market.

In particular, it is recognised that senior management roles in local government are complex and diverse functions in a highly politicised environment where often national and local pressure conflict. The council's ability to continue to attract and retain high calibre leaders capable of delivering this complex agenda, particularly during times of financial challenge, is crucial if the council is to retain its current high performance levels during this period of change. The next period will be particularly complex and challenging time for senior leaders and staff.

**Legislation**

Section 38/11 of the Localism Act 2011 requires local authorities to produce a Pay Policy Statement for 2012/2013 and for each financial year thereafter. This document comprises that Pay Policy Statement being recommended for adoption.

The Act and supporting statutory guidance provides details of matters that must be included in this statutory pay policy but also emphasises that each local authority has the autonomy to take its own decisions on pay and pay policies. The Pay Policy Statement must be approved formally by full council by the end of March each year, can be amended in year, must be published on the council's website and must be complied with when setting the terms and conditions of Chief Officer employees.

**Context**

This pay policy includes a policy on:-

- The level and elements of remuneration for each Chief Officer
- The remuneration of the lowest paid employees
- The relationship between the remuneration of Chief Officer and other officers; and
- Other specific aspects of Chief Officer remuneration, fees and charges and other discretionary payments

Remuneration in this context is defined widely to include not just pay but also charges, fees, allowances, benefits in kind, enhancements of pension entitlements and termination payments.

## Senior Pay

In this policy the senior pay group covers posts in the top two tiers of the organisation and any statutory officers i.e. Chief Finance Officer, section 151 or monitoring officer that are not included in the two tiers. These include the Chief Executive and Directors.

The council currently have the following number of posts at the level:-

1 x Chief Executive

3 x Directors - one of whom is the deputy Chief Executive and one of whom is the monitoring officer

1 x Statutory Officer, Chief Finance Officer at Service Manager Level

The management structure of the organisation can be found in appendix 1.

The policy for each group is as follows:-

### Chief Executive

The salary for this post has been established as a fixed salary point of £105,000. This is a local grade established following an analysis of the degree of responsibility in the role, the current downward movement in the market rates, benchmarking with other comparators and the ability to recruit and retain an exceptional candidate.

This salary was approved by full council. There are no additional bonus, performance, honoraria or ex gratia payments.

Other conditions of service are as prescribed by the Joint National Council (JNC) for Local Authority Chief Executives national conditions.

### Directors

The salary for these posts has been established as a fixed salary point within the range £70,000 to £80,000. This is a local grade established following an analysis of the degree of responsibility in the role, the current downward movement in the market rates, benchmarking with other comparators and the ability to recruit and retain exceptional candidates.

There are no other additional elements of remuneration in respect of overtime, flexi-time, bank holiday working, stand-by payments, etc., paid to these senior staff, as they are expected to undertake duties outside their contractual hours and working patterns without additional payment.

Other terms and conditions are as prescribed by the NJC for Local Authority Services.

**Chief Finance Officer**

The salary for this post is paid at a Band 14 Scale 58 plus an honorarium £5412.04 per annum to reflect the specific statutory responsibilities. This additional payment has been approved under officer delegation.

### Additional Fees

Special fees are paid for Returning Officer duties which are not part of the post holder's substantive role. These fees are payable as required and can be made to any senior officer appointed to fulfil the statutory duties of this role. The Returning Officer is an officer of West Lindsey District Council who is appointed under representation of the People Act 1983. Whilst appointed by West Lindsey District Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of West Lindsey District Council. As Returning Officer, he/she is paid a separate allowance for each election for which he/she is responsible.

### Lowest Paid Employees

The council operates an apprenticeship scheme, apprentices are employed with the council as part of a training and development scheme for a maximum of a 1 year period.

Apprentices provide an additional staffing resource to the council, however they are not a substitute for established posts; the emphasis of the apprenticeship programme is learning and development.

Entering into a placement as an apprentice benefits a young person (under the age of 25) in gaining a recognised qualification whilst receiving valuable work experience within a reputable public body. Apprentices are given the opportunity to gain skills and experience within their chosen sector.

<b>Age range</b>	<b>Hourly Rate</b>	<b>Full time equivalent based on 37 hours per week</b>
16 – 17	£3.64	£7,022
18 – 20	£4.92	£9,492
21+	£5.93	£11,440

The salary paid to all apprentices is based on the National Minimum Wage requirement and therefore is increased in line with Government recommendations.

All posts except that of the Chief Executive and Directors are evaluated using the NJC job evaluation scheme, which is recognised by employers and trade unions nationally. This scheme allows for robust measurement against set criteria resulting in fair and objective evaluations and satisfies equal pay requirements.

Each salary other than that of the Senior Management is set within a pay band which is made up of spinal points, staff progress through these spinal points with length of service until they reach the top point in their pay band.

### Allowances and Benefits in Kind

Allowances and benefits typically follow nationally agreed rates. However, there are a small number of locally agreed allowances which are payable following policies and procedures agreed by the Joint Staff Consultative Committee and approved by Policy and Resources Committee.

### Payments/Charges and Contributions

All staff who are members of the Local Government Pension Scheme make individual contributions to the scheme in accordance with the following table:

Whole time equivalent pay rate is:	Contribution rate
Up to £12,600	5.5%
More than £12,601 and up to £14,700	5.8%
More than £14,701 and up to £18,900	5.9%
More than £18,901 and up to £31,500	6.5%
More than £31,501 and up to £42,000	6.8%
More than £42,001 and up to £78,700	7.2%
More than £78,700	7.5%

The council makes employer's contributions into the scheme, which are reviewed each 3 years by the actuary. The current rate is 14.1% of pensionable pay, in addition the council makes lump sum deficit payments to the local government pension fund which equate to approximately 7% of pensionable pay.

All staff that park in the council owned car park pay a monthly rate of £11.25 for 5 day's and £13.91 for 6 day's.

### Multipliers

The idea of publishing the ratio of the pay of an organisation's top earner to that of its median earner has been recommended in order to support the principles of Fair Pay following the 2011 report on public sector pay and the transparency agenda.

The council's current average salary is £22,687. The Chief Executive (top earner) earns 5.4 times more than the council's median earner (£19,621).

These figures will be monitored each year within the Pay Policy and members advised of the benchmarking information available.

### Discretionary Payments

The policy for the award of any discretionary payments is the same for all staff regardless of their pay level. The following arrangements apply:

*'Redundancy payments under regulation 5 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England & Wales) regulations 2006.'*

This provides an overall lump sum of 2 times the statutory redundancy payment multiplier based on actual weeks pay. This is payable to employees made redundant with 2 or more years local government service.

*Severance payments under section 6*

No severance payments: Employees aged 55 and over who are retiring early in the interests of efficiency will receive immediate payment of their pension benefits with no additional years service or compensatory payments. The capital cost of the early payment of pension benefits will be met by the council but approval is subject to the cost being met by savings over a 3 year period.

*Additional memberships for revision purposes under regulation 12 of the Local Government Pension Scheme (Benefits, Membership & Contributions) Regulations 2007. Additional payments under regulation 13 of the same legislation.*

No discretionary additional membership or payment provisions are applied.

### Decision Making

Decisions on remuneration are made as follows:-

- Chief Executive Officer local pay level approved by Full Council;
- Pay structure for all other posts approved by Full Council

### Disclosure

This pay policy statement will be published on the council's website. In addition, the remuneration details for all senior staff are disclosed at regular intervals.

**New Core Management Team Structure**

