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West Lindsey District Council

Guildhall Gainsborough
Lincolnshire DN21 2NA
Tel: 01427 676676 Fax: 01427 675170

AGENDA

This meeting will be recorded and the video archive published on our website

Corporate Policy and Resources Committee
Thursday, 8th November, 2018 at 6.30 pm
The Council Chamber - The Guildhall

Members:
Councillor Jeff Summers (Chairman)
Councillor Owen Bierley (Vice-Chairman)
Councillor Mrs Sheila Bibb
Councillor Matthew Boles
Councillor David Cotton
Councillor Michael Devine
Councillor Ian Fleetwood
Councillor Stuart Kinch
Councillor John McNeill
Councillor Mrs Maureen Palmer
Councillor Tom Regis
Councillor Trevor Young

1. **Apologies for Absence**

2. **Public Participation Period**
Up to 15 minutes are allowed for public participation. Participants are restricted to 3 minutes each.

3. **Minutes of Previous Meeting/s**
To confirm as a correct record the Minutes of the previous meeting.

i) For Approval

Corporate Policy and Resources Committee meeting 20 September 2018. (PAGES 4 - 8)

ii) For Noting

Joint Staff Consultative Committee meeting on 4 October 2018; (PAGES 9 - 13)

Agendas, Reports and Minutes will be provided upon request in the following formats:

Large Clear Print: Braille: Audio: Native Language

4. **Declarations of Interest**
Members may make declarations of Interest at this point or may make them at any point in the meeting.

5. **Matters Arising Schedule** (PAGE 14)
Setting out current position of previously agreed actions as at 31 October 2018.

6. **Public Reports for Approval:**

i)	Councillor Initiative Fund	(PAGES 15 - 70)
ii)	Review of Joint Staff Consultative Committee (JSCC) Terms of Reference	(PAGES 71 - 74)
iii)	Review of Career Break scheme	(PAGES 75 - 87)
iv)	Review of the Council's Health, Safety and Welfare Policy	(PAGES 88 - 108)
v)	Committee Timetables 2019-2021	(PAGES 109 - 114)
vi)	Mid-Year Medium Term Financial Plan (MTFP) Update	(PAGES 115 - 121)
vii)	Budget and Treasury Management Monitoring - Period 2 2018/19 including Treasury Mid-Year Report	(PAGES 122 - 163)
viii)	Market Street Renewal Ltd - Annual Update	(PAGES 164 - 181)
ix)	Proposed Fees and Charges 2019/20	(PAGES 182 - 253)

7. **Committee Work Plan** (PAGES 254 - 256)

8. **Proposed Change of meeting Date - February 2019**
To agree to move the date of February's CPR committee from Thursday February 7 2019 to Thursday February 14 2019.

9. **Exclusion of Public and Press**
To resolve that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

i)	Saxilby Workshops and Industrial Space Funding Bid	(PAGES 257 - 265)
ii)	Market Street Renewal Ltd - Annual Update - Exempt	(PAGES 266 - 268)

Appendices

iii) Proposed Fees and Charges - Exempt Appendices (PAGES 269 - 291)

Mark Sturgess
Head of Paid Service
The Guildhall
Gainsborough

Wednesday, 31 October 2018

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Corporate Policy and Resources Committee held in the The Council Chamber - The Guildhall on 20 September 2018 commencing at 6.30 pm.

Present:	Councillor Jeff Summers (Chairman) Councillor Owen Bierley (Vice-Chairman) Councillor David Cotton Councillor Michael Devine Councillor Ian Fleetwood Councillor John McNeill Councillor Tom Regis Councillor Trevor Young Councillor Mrs Pat Mewis Councillor Mrs Jessie Milne
In Attendance:	
Eve Fawcett-Moralee	Executive Director of Economic and Commercial Growth
Ian Knowles	Executive Director of Resources and S151 Officer
Amy Potts	Senior Project Support Officer
James Welbourn	Democratic and Civic Officer
Apologies:	Councillor Mrs Sheila Bibb Councillor Matthew Boles Councillor Stuart Kinch Councillor Mrs Maureen Palmer
Membership:	Councillor Pat Mewis substituted for Councillor Maureen Palmer Councillor Jessie Milne substituted for Councillor Sheila Bibb

32 WITHDRAWAL OF 5-7 MARKET STREET - CONVERSION

Following discussions with officers, items 40 and 43 were withdrawn from the agenda to allow further work to take place on options for taking 5-7 Market Place forward.

33 PUBLIC PARTICIPATION PERIOD

There was no public participation.

34 MINUTES OF PREVIOUS MEETING

An error was noticed on the circulated draft minutes from 19 July 2018; Councillor David Bond was listed as having given apologies, when in fact it should read Councillor David

Cotton.

The minutes of the meeting held on 19 July 2018 were approved as a correct record.

35 DECLARATIONS OF INTEREST

None.

36 MATTERS ARISING SCHEDULE

The matters arising schedule was noted.

37 ANNUAL HEALTH AND SAFETY REPORT

Members considered a summary of performance of the Corporate Health and Safety Service throughout the authority.

Councillor David Cotton, as Chairman of the Joint Staff Consultative Committee introduced the item, and recorded thanks for the work done previously in this area by Kim Leith. There had been a change over the course of the previous year with Simon Hunt taking over the post of Health and Safety Co-ordinator.

The following points were highlighted:

- Health and Safety Champions were doing their job and meeting on a regular basis;
- All accidents, however minor were being recorded;
- Operational services was the largest source of accidents; 40 accidents out of 69 in total for 2017-18 were in this area;
- There were three incidents reported under the Reporting of Injuries and Dangerous Occurrences Regulations (RIDDOR), all in Operational Services;
- Health and Safety Champions were tasked with ensuring that 'near misses' were reported and recorded; there were very few near misses in 2017-18;
- Visual Display Unit (VDU) requirements fall within the scope of Health and Safety; IT would get involved if new equipment was required;
- Work on mental health in the workplace must include officers and councillors alike; a number of policies and reports had been pertinent to Members.

RESOLVED to support and note the Corporate Health and Safety Report.

38 THE COUNCIL TAX CARE LEAVERS RELIEF SCHEME FOR 2018/19

Members considered a report that sought to clarify the Council's policy with regard to the council tax paid by young people leaving care as permitted by Section 13A of the Local

Government Finance Act 1992 from 1 April 2018.

The following points were highlighted:

- A Children's Society campaign had identified a range of disadvantages that care leavers' experience. The campaign highlighted the concept of relief for care leavers, as part of the collective corporate parent;

- There were 18 care leavers under the age of 25 currently resident in the West Lindsey area; any reductions would need to be funded from the collection fund. The number of awards granted would be closely monitored;

- This was something that West Lindsey District Council (WLDC) should be doing; those who had previously been, or were currently in care were disadvantaged should pressure be applied on council tax.

RESOLVED to:

(1) agree the amendments to the Section 13A policy (see Appendix A of the report) to allow for Council Tax relief to be awarded to young people under the age of 25 leaving care;

(2) agree that individual applications for care leavers under the age of 25 years be determined by the Section 151 Officer under delegated powers.

39 LIVING OVER THE SHOP (LOTS) GRANT

Members considered a report called 'Living over the Shop (LOTS) Grant'; WLDC was successful in bidding for £4million funds from the Greater Lincolnshire Local Enterprise Partnership (GLLEP) single growth fund round 3 for the 'Gainsborough Growth Programme'. The LOTS grant formed part of that programme and aimed to deliver the creation or reinstatement of residential properties within Gainsborough town centre.

The Executive Director of Economic and Commercial Growth introduced the item, highlighting the following:

- The maximum grant available would be £25,000; this would enable WLDC to deliver 8 units (flats above shops);

- The market in isolation would not bring the upper floors of those shops within the specified zone into use; the Local Enterprise Partnership had agreed to this intervention.

Following question from Members, further information was provided:

- It was stipulated that the area within Gainsborough that would be eligible for this grant must be tightly constrained. If the take-up of the grant was poor, then other streets could be considered;

- Although mentioned in the body of the report, Church Street was not currently part of the scheme;

- The scheme could be something to look at within the 3 year vision for Market Rasen;

Note: Councillor Trevor Young declared an interest at this point as he owned a property on Silver Street.

- It was impossible to say whether the demand was there for the flats, as there were no decent property comparisons in Gainsborough;

- The refurbishments, or work on the units should be of a high quality. £25,000 might not be enough, but can be used as a starting point;

- The grant awarded would be per flat;

- There was no claw back clause on the money granted to applicants; the scheme had been pitched as being as simple as possible to try and stimulate the market.

  This money was being provided by the LEP;

- With a conversion or building that had retail on the ground floor, getting separate access could be a problem and could prove expensive.

RESOLVED to:

(1) approve that the Capital Budget was increased to £200k;

(2) agree to the Council acting as the Accountable Body for the purpose of administering the Greater Lincolnshire Local Enterprise Partnership (GLLEP) Grant for the purpose of delivering a Living over the Shop scheme;

(3) approve the launch of the grant scheme subject to a Grant Funding Agreement offer from the Greater Lincolnshire Local Enterprise Partnership;

(4) note that the award of Living Over the Shop (LOTS) Grants will be delegated to the S151 Officer (Executive Director of Resources) supported by the recommendation of an Officer Panel.

40 5-7 MARKET PLACE - CONVERSION

This item had been previously withdrawn (see item 32).

41 COMMITTEE WORK PLAN

The Executive Director of Economic and Commercial Growth was due to bring back a

business plan for Japan Road. Personnel issues with ACIS have led to the item being delayed.

Subject to the deletion of a duplicate 'Fees and Charges' item, the workplan was noted.

42 EXCLUSION OF PUBLIC AND PRESS

RESOLVED that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

43 5-7 MARKET PLACE - EXEMPT APPENDICES

This item had been previously withdrawn (see item 32).

44 AFFORDABLE HOUSING SCHEME AT NORTH MARSH ROAD, GAINSBOROUGH

Members considered a report on an affordable housing scheme at North Marsh Road, Gainsborough.

The following points were highlighted:

- The maximum possible grant was awarded by Homes England;
- Section 106 funding was eligible to be spent on a scheme such as this. The site was opposite Gainsborough Queen Elizabeth Grammar school;
- The Section 106 funding on this planning consent was always for affordable housing;
- This section of Gainsborough was in Flood Zone 3, which had provided significant viability challenges for the project;
- The section 106 monies were time limited; if it wasn't used for the reason it was given it would have to be returned to the developer.

RESOLVED to approve a capital budget to the value of £360,000 funded through s106 monies for spend on delivery of affordable housing scheme at North Marsh Road Gainsborough.

The meeting concluded at 7.36 pm.

Chairman

WEST LINDSEY DISTRICT COUNCIL

MINUTES of a Meeting of the Joint Staff Consultative Committee held in the Council Chamber - The Guildhall on Thursday, 4 October 2018 commencing at 4.00 pm.

Members:	Councillor David Cotton (Chairman) Councillor Mrs Jackie Brockway Councillor Mrs Jessie Milne
Representatives of Union members:	James Deacon
Representatives of Non-union staff:	Amy Potts
In attendance:	Alan Robinson, Strategic Lead People and Governance/Monitoring Officer Emma Redwood, People and Organisational Development Manager Ele Durrant, Democratic and Civic Officer
Apologies:	Councillor Matthew Boles Rachel Parkin, Senior Home Choices Officer

15 **MEMBERS' DECLARATION OF INTEREST**

There were no declarations of interest made at this point in the meeting.

16 **MINUTES**

The Chairman took the opportunity to welcome Amy Potts, Staff Member, to the Committee. He explained to all present that Amy had joined as a member in June 2018 but had been unable to attend the previous meeting.

RESOLVED that the Minutes of the meeting of the Joint Staff Consultative Committee held on 5 July 2018 be confirmed and signed as a correct record.

17 **MATTERS ARISING SCHEDULE**

The Committee gave consideration to the Matters Arising Schedule, setting out the current position of previously agreed actions, as at 26 September 2018. The Democratic and Civic Officer explained there was only one item on the schedule, relating to mental health in the workplace, and this had been marked as completed. The Chairman noted that the item had not been dismissed but there had been no further information shared from central

government and the People and Organisational Development Manager had already included a report into workplace wellbeing to be heard later on in the civic year. For that reason, the corresponding matter was considered to have been completed.

RESOLVED that the Matters Arising Schedule as at 26 September 2018 be received and noted.

18 REVIEW OF HEALTH AND SAFETY POLICY

The People and Organisational Development Manager introduced a report relating to the review of the Health and Safety Policy. She explained that since the new Health and Safety Co-ordinator had been in post he had fully reviewed the policy and updated it accordingly. She noted there were some minor amendments such as job titles and team structures but there were also other aspects that had been incorporated from other policies.

There was discussion regarding the management of stress in the workplace and it was confirmed the Health and Safety Co-ordinator was available to liaise with in terms of making adequate adjustments but that it may also be suitable for Occupational Health services to become involved.

A Member of Committee highlighted the praise-worthy manner in which the council treated pregnant employees and noted it was an example of good practice.

RESOLVED that:

a) Members, unions and staff representatives support and note the changes to the reviewed policy and recommend the same for adoption by the Corporate Policy & Resources Committee; and

b) Delegated authority be granted to the Head of Paid Service to make minor housekeeping amendments to the policy in future, in consultation with the Chairman of the Corporate Policy & Resources Committee and Chairman of JSCC.

19 REVIEW OF CAREER BREAK SCHEME

The Committee was asked to give consideration to a report regarding the Career Break Scheme which had been reviewed in line with updated guidance regarding, for example, pension contributions and parental leave entitlement. The People and Organisational Development Manager explained there had been little change to the substance of the policy but the amendments had been necessary following changes to government guidelines. There was some discussion regarding the difficulties of recruiting into posts left vacant due to employees taking a career break and it was

acknowledged that there was not a simple recruitment solution. However, it was highlighted to Committee that there was next to no take up of the career break scheme and therefore it was not a frequently faced difficulty.

RESOLVED that:

a) Members, unions and staff representatives support, note and recommend the attached Career Break Scheme Procedure to the Corporate Policy & Resources Committee for formal adoption; and

b) Delegated authority be granted to the Director of Resources to make minor housekeeping amendments to the policy in future, in consultation with the Chairman of the Corporate Policy & Resources committee and Chairman of JSCC.

20 REVIEW OF TERMS OF REFERENCE FOR JSCC

The Strategic Lead for People and Governance introduced a report which had been requested by the Chairman at the previous meeting. The purpose of the report was to consider options to review the Terms of Reference for the Committee, specifically in view of recent cancellations that had happened due to lack of staff or union representation. It was noted that the current Terms of Reference required there to be one Union Representative present in order for the meeting to be quorate, however, there was only one person on Committee as Union Rep and so it fell to him to be present for any given meeting to go ahead. The suggested amendment was for the quorum to be set at two Councillors and one member of staff – either Union or Staff Representative.

It was highlighted that the quorum was the minimum number required for the meeting to go ahead and this by no means excluded any member of Committee from attending. The People and Organisational Development Manager explained that any report she brought to Committee would have previously been shared with union representatives and relevant staff members and so there would have been feedback provided prior to being considered by Committee.

After further highlighting that the amended terms of reference were not intended to exclude anyone from attending the Committee, it was

RESOLVED that option three, to change the terms of reference to show that the quorum would be two councillors, and either one staff or one union representative, be recommended to the Corporate Policy and Resources Committee for formal adoption.

21 STAFF SURVEY RESULTS

The People and Organisational Development Manager introduced a report detailing the results from the 2018 staff survey. This had been discussed briefly at the previous meeting but there was now more detail to the responses. It was explained that staff were asked to respond to the same 14 questions as the previous year and that, of these questions, all bar one had shown a positive improvement on the results from last year. It was also highlighted that the results in 2017 had been hugely positive in comparison with previous survey results and it was testament to the work accomplished in recent months that the results continued to improve.

There was a question regarding the communication from Senior Management and it was explained that although there were now regular corporate updates held for all staff, the crux of the issue had been more the accessibility of Senior Management. Suggestions made by staff to improve this had been as simple as using the main entrance and staircase in order to meet more staff face to face and also sharing staff spaces for lunch or coffee breaks. This more open approach had seen an improvement in staff perception of communication with Senior Management and this did appear to be a continually improving situation.

A Member of Committee enquired as to the satisfaction with accommodation, with around 40% of employees stating they were not happy with the accommodation. It was explained that this was an area of focus for the Staff Engagement Group and that some changes, such as the breakout space on the third floor, had already been implemented. Other initiatives, such as screening the top windows to avoid sun glare and also replacing the office lights, would start to have a beneficial impact across all teams. The Committee was told about several staff consultation events that were being held in order to gauge comments and feedback for suggestions as to how the office space could be redesigned for better use. It was agreed that the involvement of staff in these consultations was a massive step forward and that the importance of engaging staff could not be underestimated.

The contents of the report were noted and it was agreed that the Staff Engagement Group would bring regular updates to the Committee as there were likely to be several ongoing projects to feedback about.

A Member of Committee also requested that congratulations be shared to all staff and that it was important to recognise what had been achieved across the council.

22 WORK PLAN

The Work Plan for the business of the Joint Staff Consultative Committee was presented. Members were advised that the report relating to mental health and wellbeing in the workplace had not yet been assigned to a

specific meeting but was showing on the work plan as ‘being scoped’.

RESOLVED that the work plan be noted.

23 TO NOTE THE DATE OF THE NEXT MEETING

NOTED that the next meeting of the JSCC be held on Thursday 22 November 2018, 4.00pm in the Council Chamber, Guildhall.

The meeting closed at 4.54 pm.

Chairman

Corporate Policy & Resources Committee Matters Arising Schedule

Purpose:
To consider progress on the matters arising from previous Corporate Policy & Resources Committee meetings.

Recommendation: That members note progress on the matters arising and request corrective action if necessary.

Status	Title	Action Required	Comments	Due Date	Allocated To
Black					
	Member Training for S106 housing	**During the exempt portion of the CPR meeting in September some Member training was suggested for S106 housing funding.**	**Training had been provided for Planning members on S106 and CIL in the past 12 months, and this was open to all members.**	**08/11/18**	**James Welbourn**

West Lindsey District Council
The Entrepreneurial Council

Corporate Policy & Resources
8th November 2018

Subject: Councillor Initiative Fund

Report by:	Grant White Enterprising Communities Manager
Contact Officer:	Grant White Enterprising Communities Manager 01427 675145
Purpose / Summary:	Continuation of the Councillor Initiative Fund

RECOMMENDATION(S):

1. Members accept the recommendation below from Prosperous Communities committee:

   'Option 1, as detailed in the report be approved, namely the continuation of the Councillor Initiative Fund, aligned to a four year political term, with £4,000 available to each Member, noting the introduction of a maximum award cap of £1,000 per Councillor, per project.'

IMPLICATIONS

Legal:

Grant funding agreements approved by Legal Services. All schemes comply with necessary legal regulations and same requirements are placed on projects and organisations funded.

Financial: FIN/133/19

The creation of a new Earmarked Reserve for the Councillor Initiative Fund was approved by Corporate Policy & Resources 12 May 2016 - £108k over 3 years from 2016/17 to 2018/19, funded from 2015/16 year end surplus.

The extension of this scheme for 4 years would require an increase in the Earmarked Reserve of £144k, to cover the 4 year period 2019/20 to 2022/23.

This would need to be funded from General Fund reserves. The current balance of the uncommitted General Fund Balances is £2,525,295.

The scheme proposes an allocation of £4k per Councillor over the 4 year period, with no year restrictions, with a maximum grant award cap of £1k per project.

Staffing:

Management of this scheme shall continue to be in-house by the Enterprising Communities Service and administrative support from Central Support.

Equality and Diversity including Human Rights :

Grant funding activity will be delivered in accordance with WLDC equality and diversity policies. Organisations receiving funding will be required to meet the same standards.

Risk Assessment:

None

Climate Related Risks and Opportunities:

None

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

None.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes		No	x

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes	x	No	

1. Background

1.1 The Councillor Initiative Fund has been running since 2006. Since its creation the fund has enabled Members to support local community projects and initiatives with small to medium sized grant awards.

1.2 In addition to supporting projects with funding, the fund is a key tool that facilitates greater engagement between our Members and local residents, community organisations, and parish/town councils.

1.3 The current delivery of this fund is operating with a budget to cover from 2016 to 2019. The funds for the current delivery were allocated from Council reserves and approved as part of a re-launch of the Council's Community Grants Programme in 2015/2016.

1.4 The current budget for 2016 to 2019 is £108,000. This gives each Member an allocation of £3,000 to award to projects during this 3 year time period.

1.5 The current budget for this fund will end in March 2019. Any remaining funds will go back into the Council's reserves.

2. Impact of the Councillor Initiative Fund

2.1 Over the last 2 years the fund has supported hundreds of community projects right across the district. The fund is still running until the end of 2018/2019 so any impact figures quoted in this report are subject to increase.

2.2 The following table demonstrates the impact of the fund over the last 2 years:

	2016/2017	2017/2018	Total so far
Total number of grants awarded	102	62	**164**
Total amount awarded	£39,912	£28,041	**£67,953**
Total match/levered funding	£235,960	£72,680	**£308,640**

APPENDIX A – Community Grants Impact Report 2016-2017
APPENDIX B – Councillor Initiative Fund Grants 2016-2017

APPENDIX C – Community Grants Impact Report 2017-2018
APPENDIX D – Councillor Initiative Fund Grants 2017-2018

3. Corporate Plan Themes

3.1 The Councillor Initiative Fund as part of our wider Community Grants Programme helps support our Corporate Plan Themes. Any options to continue delivery of the fund will continue to support the following themes:

- Theme 1: Open for Business
- Theme 2: People First
- Theme 3: Asset Management
- Theme 5: Partnerships/Devolution
- Theme 6: Excellent Value for Money Services

3.2 Our Community Grants Programme has provided high profile recognition of the support the council can give to community projects. Members are directly involved either making final award decisions or taking part in decision making panels.

4. Issues and challenges

4.1 The council continues to face financial pressures in delivering services. To continue the Councillor Initiative Fund a suitable delivery budget needs allocating.

4.2 The loss of regional and national community funding sources has continued over the last 3 years. For example all community grant schemes previously available from Lincolnshire County Council have been closed and funders such as WREN now have a drastically reduced grant fund available for projects across the country.

4.3 In addition the Council undertook some re-structuring of the Community Grants Programme in 2017/2018 which resulted in no longer providing a Small and Large Community Grant. The continuation of the Match Funding Grant for a further 5 years continues to support larger community projects. The continuation of the Councillor Initiative Fund is seen as essential in order to continue supporting smaller scale community projects.

4.4 The need for community involvement and/or ownership is increasing as many communities look to provide services and functions that have been reduced or ceased from Public Sector organisations. For example community facilities may now be providing library services and Parish Councils are taking on areas of public land such as parks and footpaths.

As a result local communities can't take new responsibilities on without the correct resources, skills and finance. Many organisations will be seeking grant funding to help support community service provisions and local enhancements.

5. Councillor Initiative Fund Options

5.1 There are 3 options to be considered:

OPTION 1: (RECOMMENDED OPTION)
Continue Councillor Initiative Fund aligned to 4 year political term with £4,000 available to each Member

Total funding required: £144,000 over 4 years

This option would align the delivery timescales of the fund to that of the Council's political term. The benefit of this is that the fund allocations per Member are in sync with a full term.

This option continues with the current allocation to Members of £1,000 per year. The full £4,000 would be available for Members to award with no year to year restrictions.

It is proposed to introduce a maximum grant award cap of £1,000 per project. This is to prevent organisations approaching Members for larger grant awards and to direct projects seeking larger grant amounts to the Council's Match Funding Grant scheme.

No changes to the criteria of delivering this fund are proposed.

Benefits	Disadvantages
Continue to support small to medium community projects	Requires significant financial budget to deliver
Synchronised to the Council's political term period	On-going management and administration requires staff resource
Continue to be a quick to access small grant scheme	

5.2 **OPTION 2:**
Continue Councillor Initiative Fund aligned to 4 year political term with increased allocation to each Member

This option is the same as OPTION 1 but with an increased allocation to each Member. The increase is a variable within this option that is open to discussion.

It should be noted that any final approval to allocate funds must be made by the Corporate Policy & Resources Committee.

The following demonstrates the total budget implication depending on the allocation increase:

Allocation per Member (over 4 years)	Total Funding Required (over 4 years)
£5,000	£180,000
£6,000	£216,000
£7,000	£252,000
£8,000	£288,000
Benefits	**Disadvantages**
Continue to support small to medium community projects	Requires significant financial budget to deliver
Synchronised to the Council's political term period	On-going management and administration requires staff resource
Continue to be a quick to access small grant scheme	Increased budget may impact on other Council spending decisions
Additional funds to further enhance community projects	Increased administration costs due to processing more grant awards

5.3 **OPTION 3:**
Do not continue the Councillor Initiative Fund

This option would see the Councillor Initiative Fund end in March 2019 and not continue. Other schemes within the Council's Community Grants Programme would be unaffected.

The closure of the fund would remove any on-going financial pressure to allocate a budget. This option represents a high value gain in terms of removing a financial pressure but would result in a loss of community benefits and high risk of reputational damage to the Council.

Benefits	Disadvantages
No financial pressure to allocate a budget	Loss of any community impact the fund is able to achieve
Financial saving to the Council	Lack of small grant availability for projects in the district
Reduce management and administration requirements	Negative public reaction and reputational damage
	Reduced opportunities for Members to engage with residents and groups

Community Grants and Funding

Community Grants

Impact Report 2016-2017

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- Appendix B
  Small Community Grants 2016-2017
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  Match Funding Grants 2016-2017

1. Introduction

Welcome to our 2016-2017 Impact Report. It gives me great pleasure to provide an insight into our grant giving activity over the last financial year and share with you details of grant amounts awarded and match funding secured.

In February 2015 we established a new Community Funding Programme. The programme was developed to build upon successes seen in previous years and continue to support a wide range of excellent community led projects and initiatives.

Grant funding from local authorities plays an important role in the wider availability of funding especially for the community and voluntary sector. Small grants help local projects and activities to take place with a range of benefits. Larger grants help support bigger projects such as capital works and can directly influence other funders to achieve match or levered funding into West Lindsey.

All of our grant giving activity is strongly aligned our Corporate Plan themes and wider aims. Each scheme also has a strong focus on achieving the following core outcomes:

- Benefit the wider community
- Support volunteer led activity
- Secure match funding into West Lindsey
- Lever external funding into West Lindsey

This report provides details of our grant giving activity over the last financial year including amounts awarded, match funding secured and community benefits.

I hope you enjoy reading about our grant activity and would like to say a big thank you to our Councillors, officers and partners who have helped deliver a busy year of community grants.

If you have any queries about this report please feel free to contact me via e-mail or telephone.

Grant White
Enterprise & Community Services Manager

Telephone: 01427 676676
E-mail: grant.white@west-lindsey.gov.uk

2. Overview of 2016-2017 grant schemes

During the 2016-2017 financial year the following grant schemes were delivered:

Councillor Initiative Fund

Total budget for 2016-2019: **£108,000** (£3,000 per Councillor)
Maximum grant: **£3,000** Minimum grant: **£50**
Match funding criteria: **Councillor Discretion**

Each Councillor has a set allocation of funding and is able to make awards to local projects and organisation in their ward areas. This fund enhances each Councillors ability to engage with and support the communities they represent. A quick delivery time enables funding to be awarded within weeks to an organisation.

Small Community Grant

Total budget for 2015-2018: **£120,000**
Maximum grant: **£500** Minimum grant: **£50**
Match funding criteria: **Up to 80% of project costs**

Small community grants up to £500 for a wide range of community and volunteering projects. A simple application process designed to enable small groups or those new to funding to deliver projects for the benefit of the community.

Large Community Grant

Total budget for 2015-2018: **£180,000**
Maximum grant: **£8,000** Minimum grant: **£500**
Match funding criteria: **Up to 80% of project costs**

Large community grants up to £8,000 to support capital projects including village halls, community facilities and recreational spaces. Able to support stand-alone projects or provide match funding to support even bigger projects requiring other sources of funding. Applications reviewed at 2 review panels each year.

Match Funding Grant

Total budget for 2015-2018: **£200,000**
Maximum grant: **£8,000** (higher by exception) Minimum grant: **£500**
Match funding criteria: **Up to 30% of project costs**

Match funding grants provide targeted funding to directly attract or secure external funding into the district. Grants can also be used to support council led activity that will secure further external funding.

3. Councillor Initiative Fund

Grant map

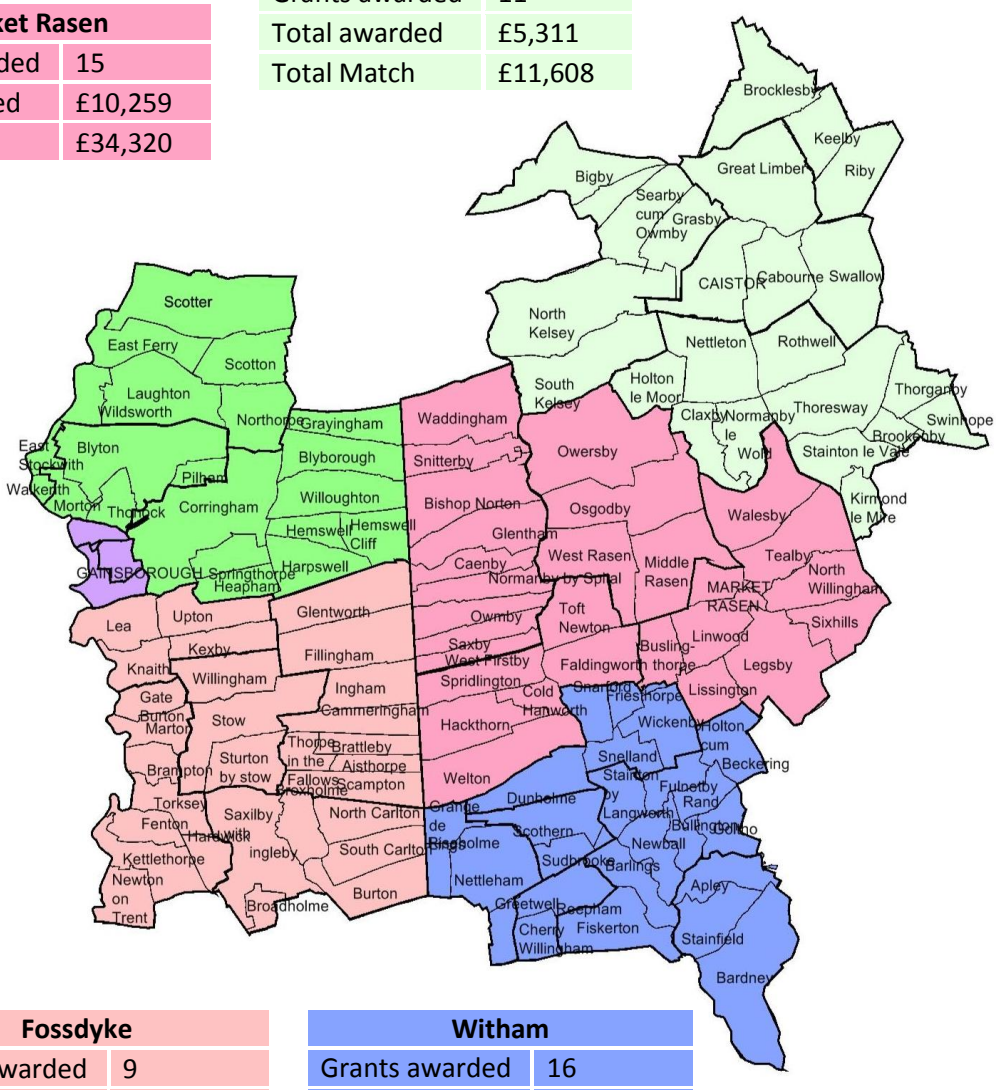
Our grant map below shows where this scheme has made awards in the district. All figures are for 2016-2017.

Caistor	
Grants awarded	11
Total awarded	£5,311
Total Match	£11,608

Market Rasen	
Grants awarded	15
Total awarded	£10,259
Total Match	£34,320

Trent	
Grants awarded	11
Total awarded	£4,920
Total Match	£48,548

Gainsborough	
Grants awarded	40
Total awarded	£10,037
Total Match	£98,689



Fossdyke	
Grants awarded	9
Total awarded	£6,081
Total Match	£35,880

Witham	
Grants awarded	16
Total awarded	£3,302
Total Match	£6,915

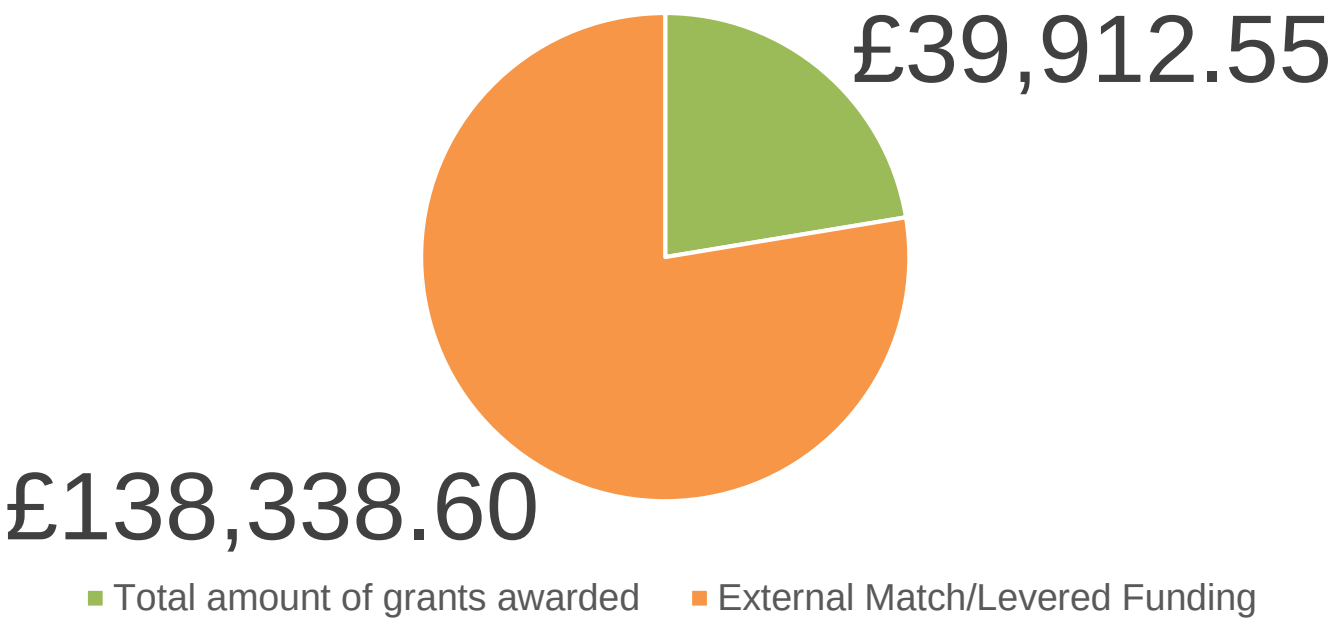
Total number of grants: 102

Total amount awarded: £39,912

3. Councillor Initiative Fund continued…

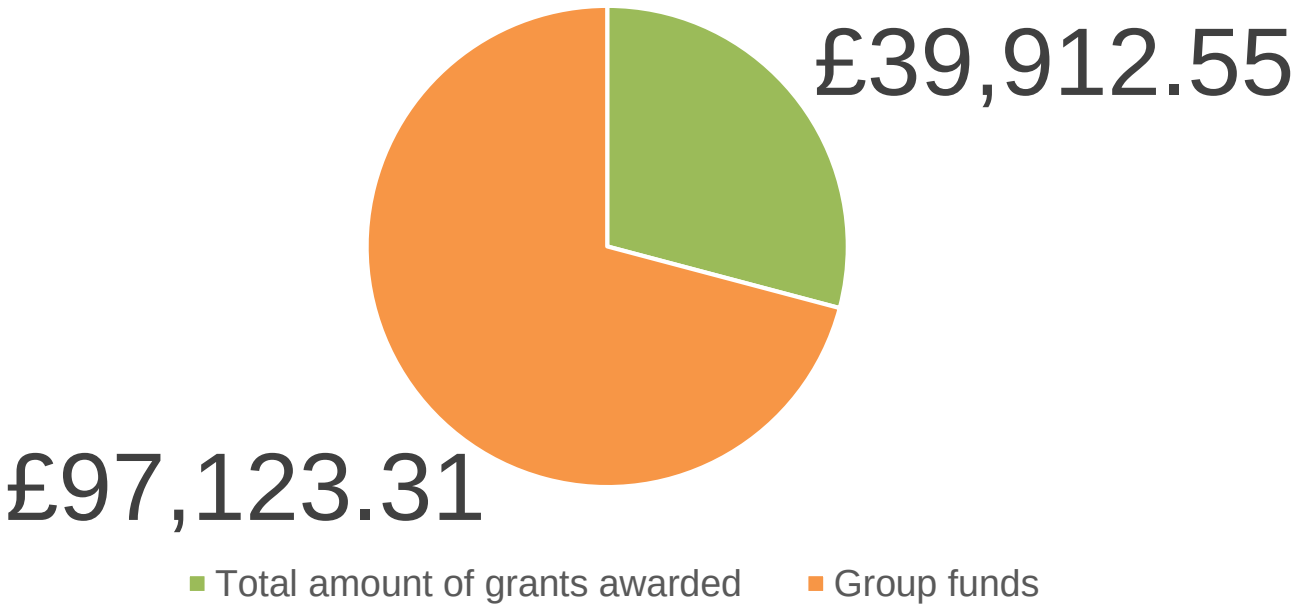
Match Funding

This grant scheme helped secure the following match/levered funding for projects. All figures are for 2016-2017.



Organisation Funding

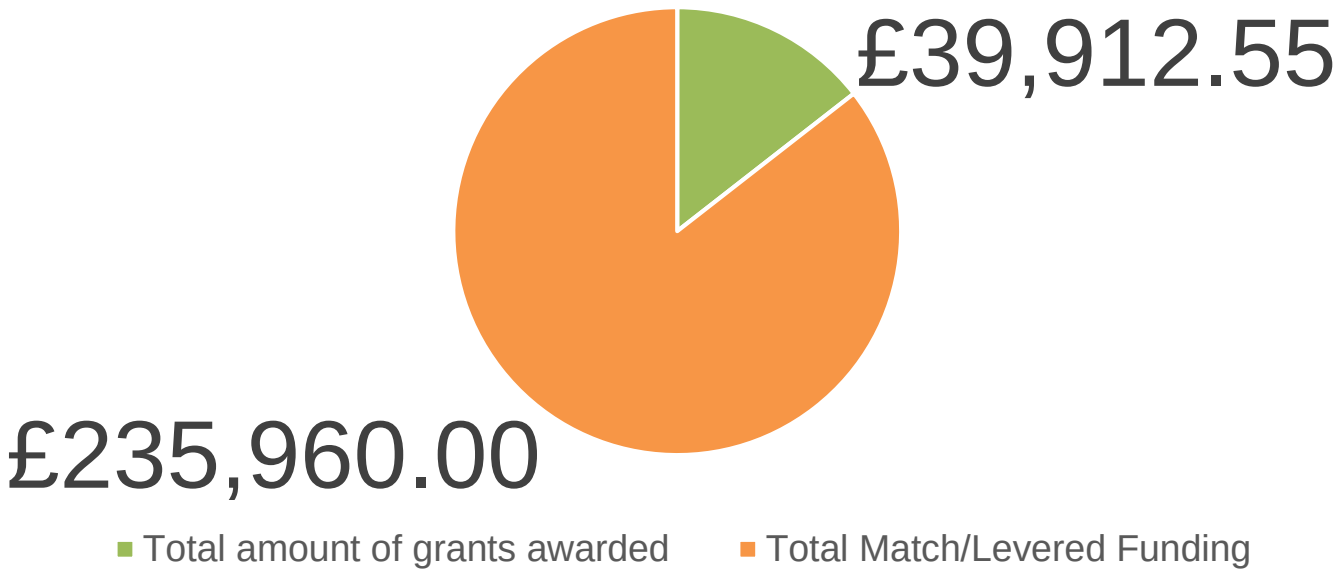
This grant scheme helped secure the following investment from organisations delivering projects:



3. Councillor Initiative Fund continued…

TOTAL Match/Levered Funding

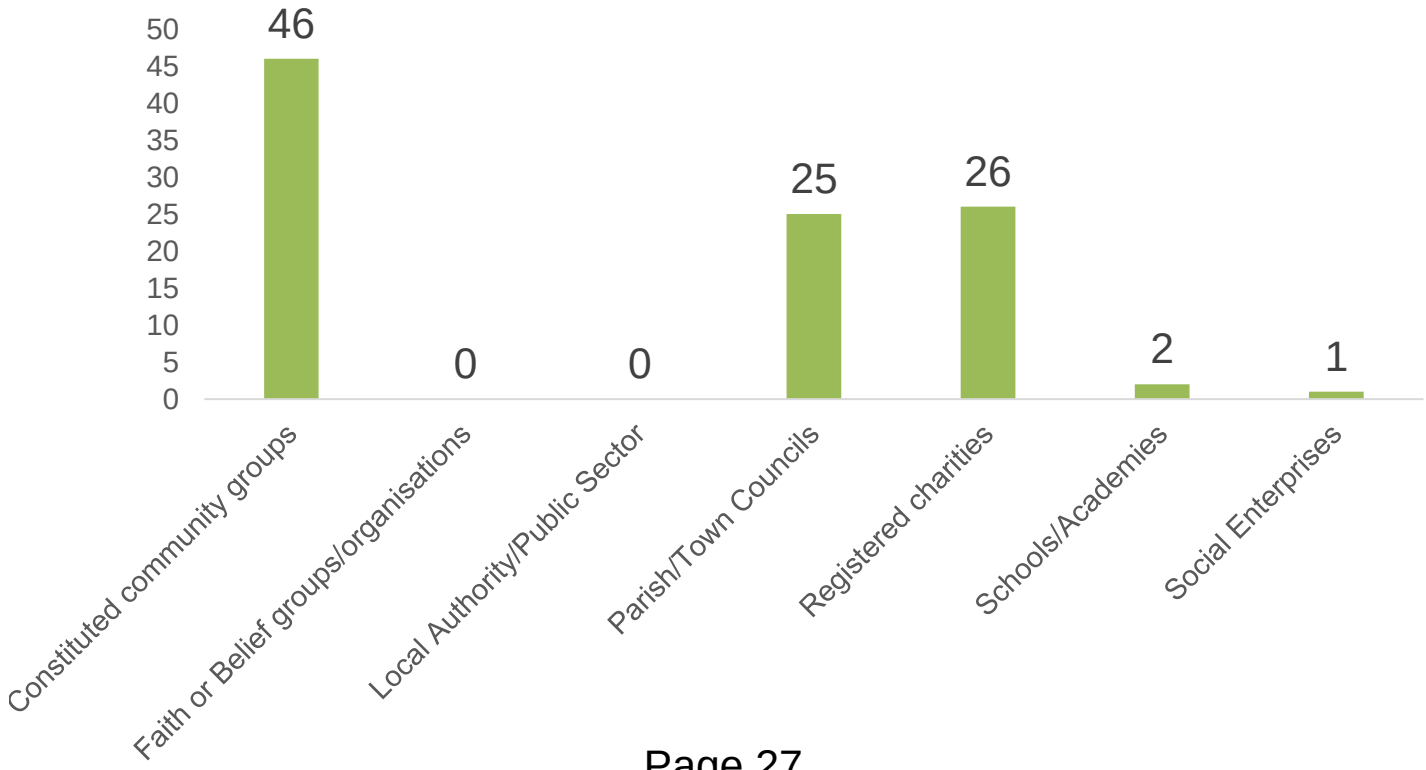
This grant scheme helped secure the following TOTAL Match/Levered funding.



For every **£1** invested from this scheme we matched/levered: **£5.91**

Types of organisations funded

This grant scheme supported the following types of organisations.



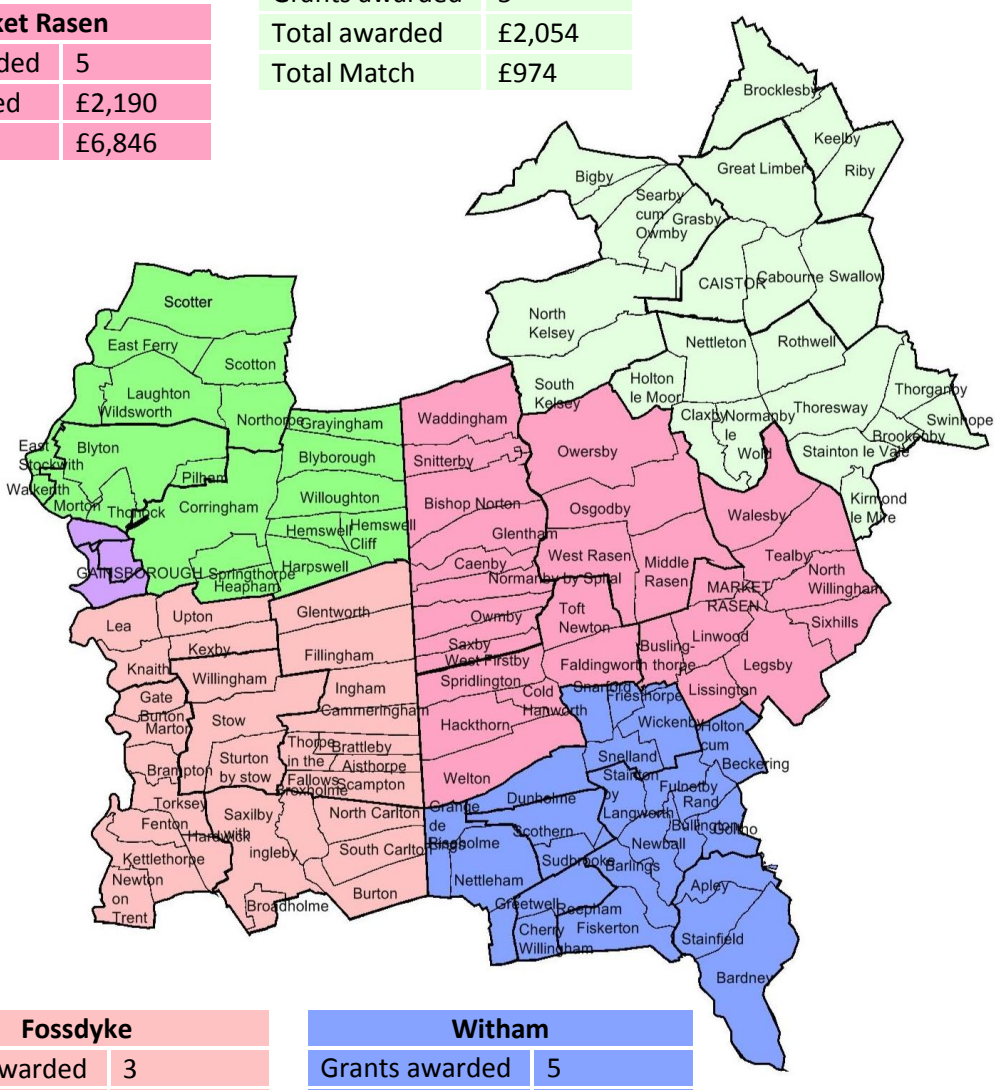
4. Small Community Grant

Grant map

Our grant map below shows where this scheme has made awards in the district. All figures are for 2016-2017.

Caistor	
Grants awarded	5
Total awarded	£2,054
Total Match	£974

Market Rasen	
Grants awarded	5
Total awarded	£2,190
Total Match	£6,846



Trent	
Grants awarded	4
Total awarded	£1,366
Total Match	£673

Gainsborough	
Grants awarded	8
Total awarded	£3,720
Total Match	£4,760

Fossdyke	
Grants awarded	3
Total awarded	£1,500
Total Match	£4,378

Witham	
Grants awarded	5
Total awarded	£2,380
Total Match	£1,040

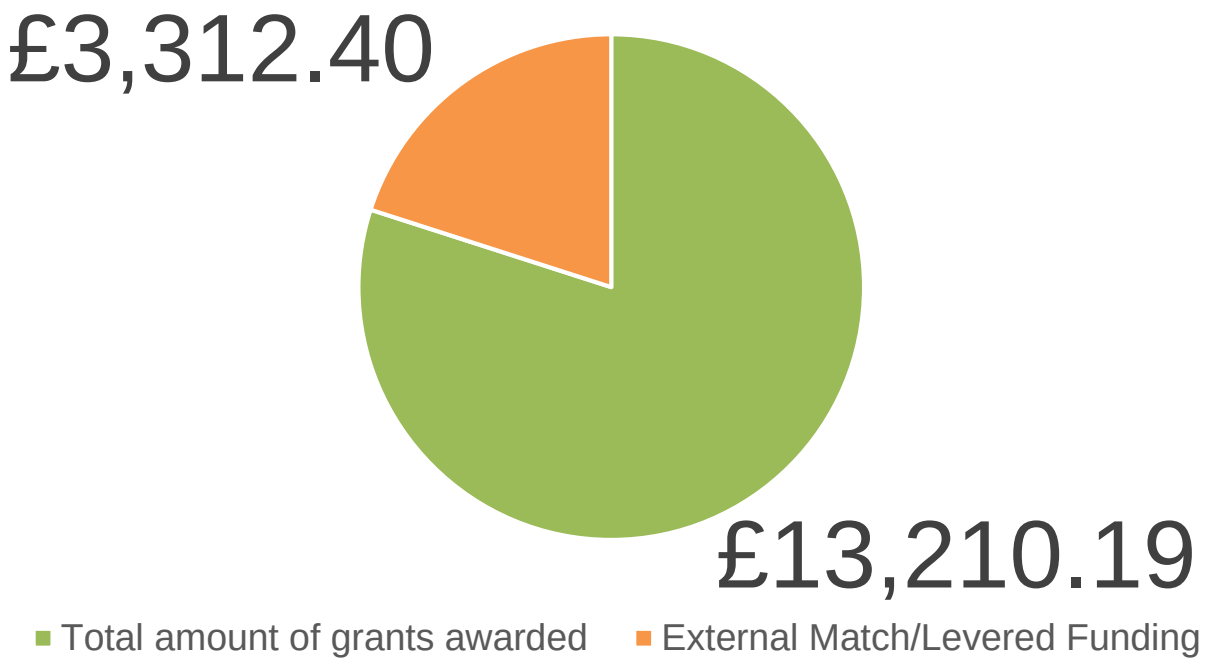
Total number of grants: 30

Total amount awarded: £13,210.19

4. Small Community Grant continued…

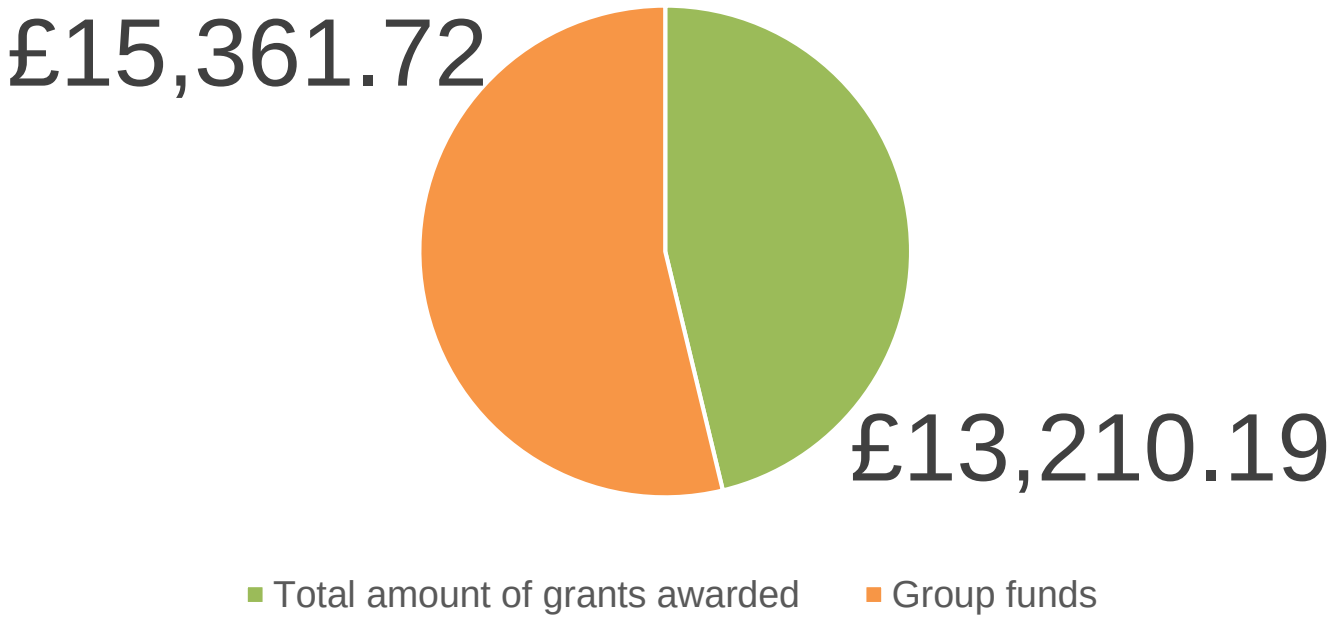
Match Funding

This grant scheme helped secure the following match/levered funding for projects. All figures are for 2016-2017.



Organisation Funding

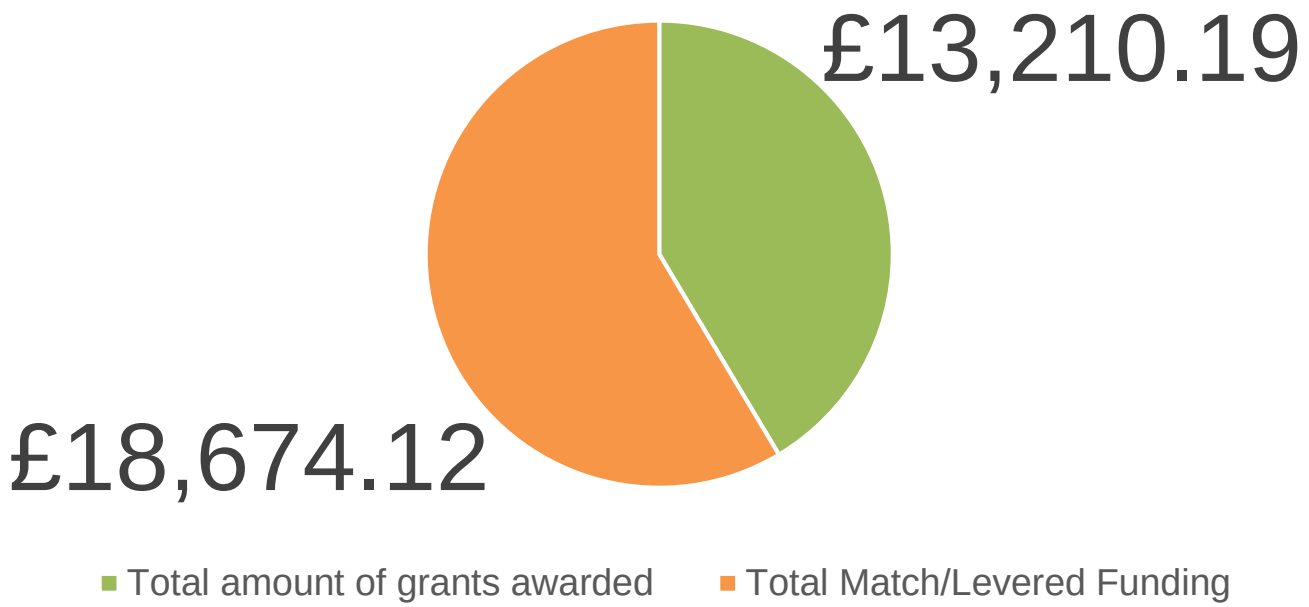
This grant scheme helped secure the following investment from organisations delivering projects:



4. Small Community Grant continued…

TOTAL Match/Levered Funding

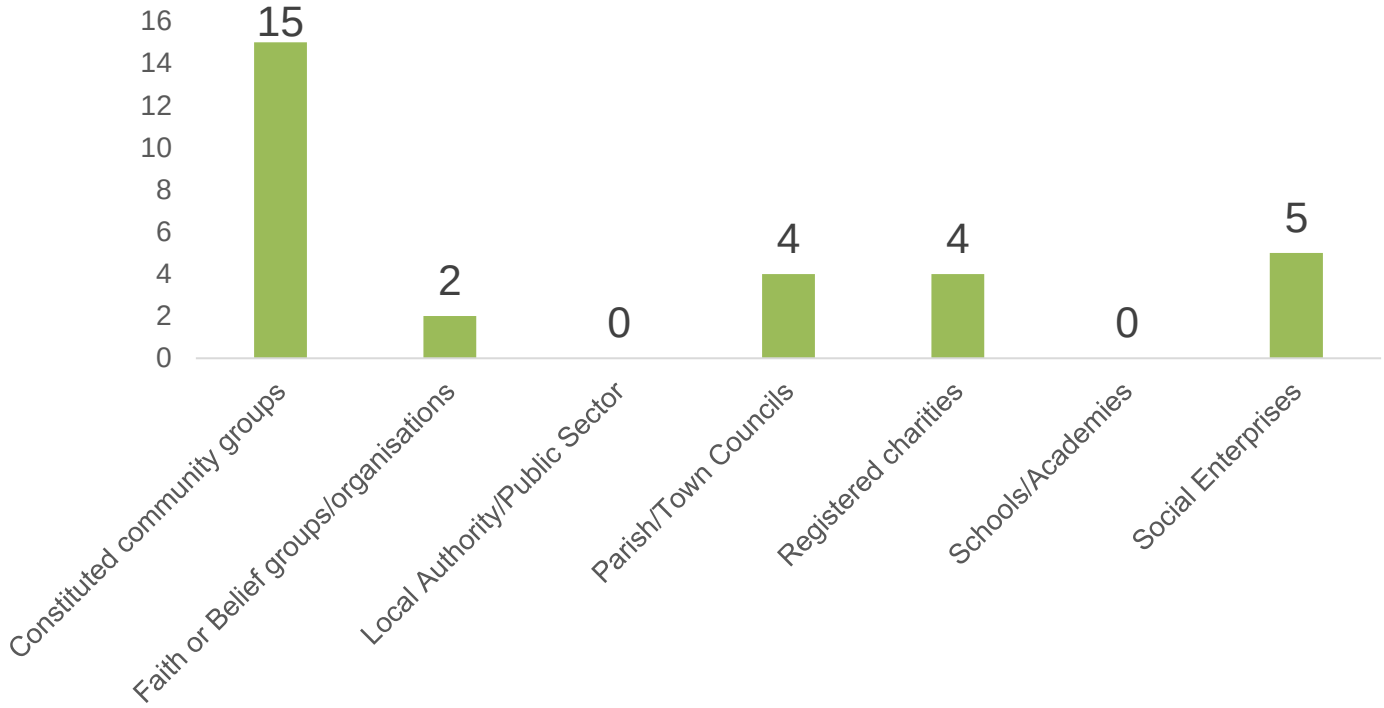
This grant scheme helped secure the following TOTAL Match/Levered funding.



For every **£1** invested from this scheme we matched/levered: **£1.41**

Types of organisations funded

This grant scheme supported the following types of organisations.



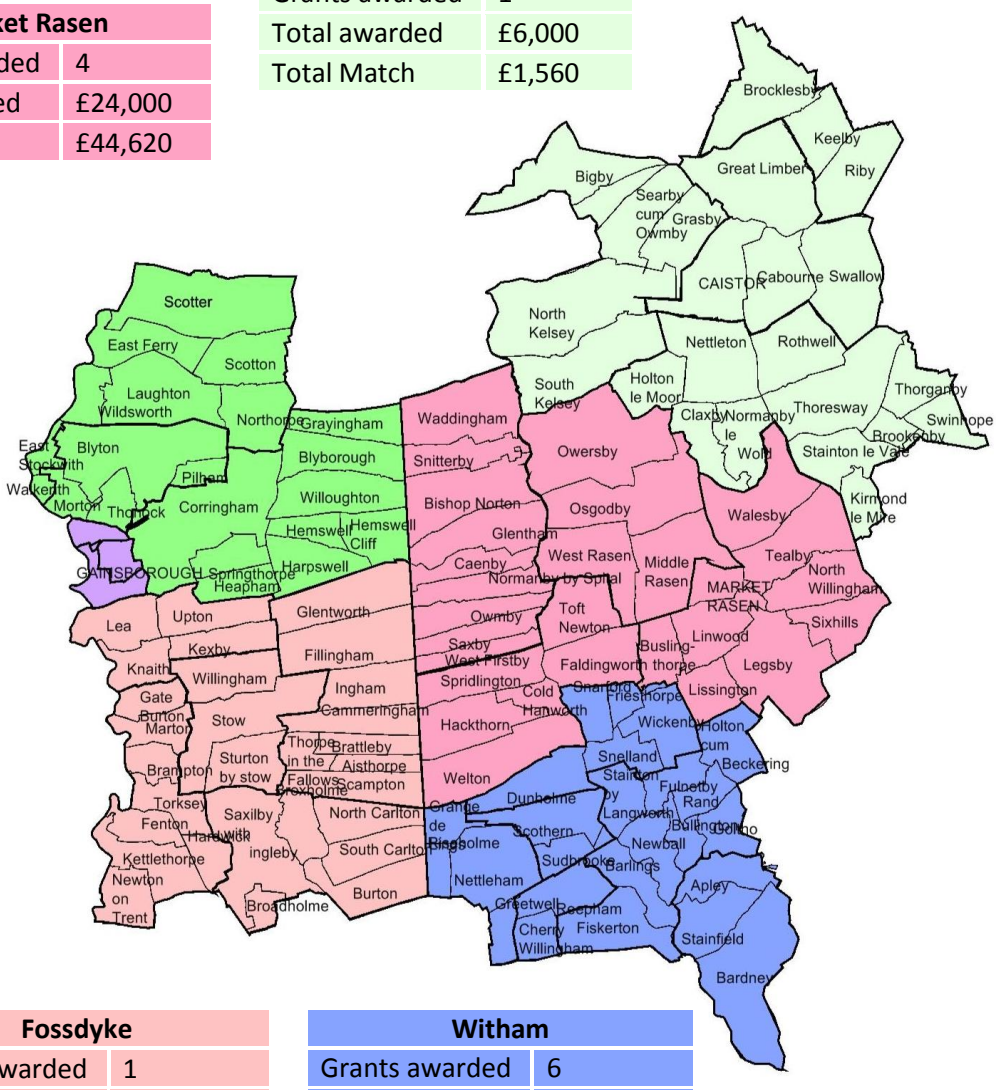
5. Large Community Grant

Grant map

Our grant map below shows where this scheme has made awards in the district. All figures are for 2016-2017.

Caistor	
Grants awarded	1
Total awarded	£6,000
Total Match	£1,560

Market Rasen	
Grants awarded	4
Total awarded	£24,000
Total Match	£44,620



Trent	
Grants awarded	3
Total awarded	£11,500
Total Match	£3,490

Gainsborough	
Grants awarded	1
Total awarded	£5,676
Total Match	£2,116

Fossdyke	
Grants awarded	1
Total awarded	£8,000
Total Match	£16,839

Witham	
Grants awarded	6
Total awarded	£32,391
Total Match	£55,875

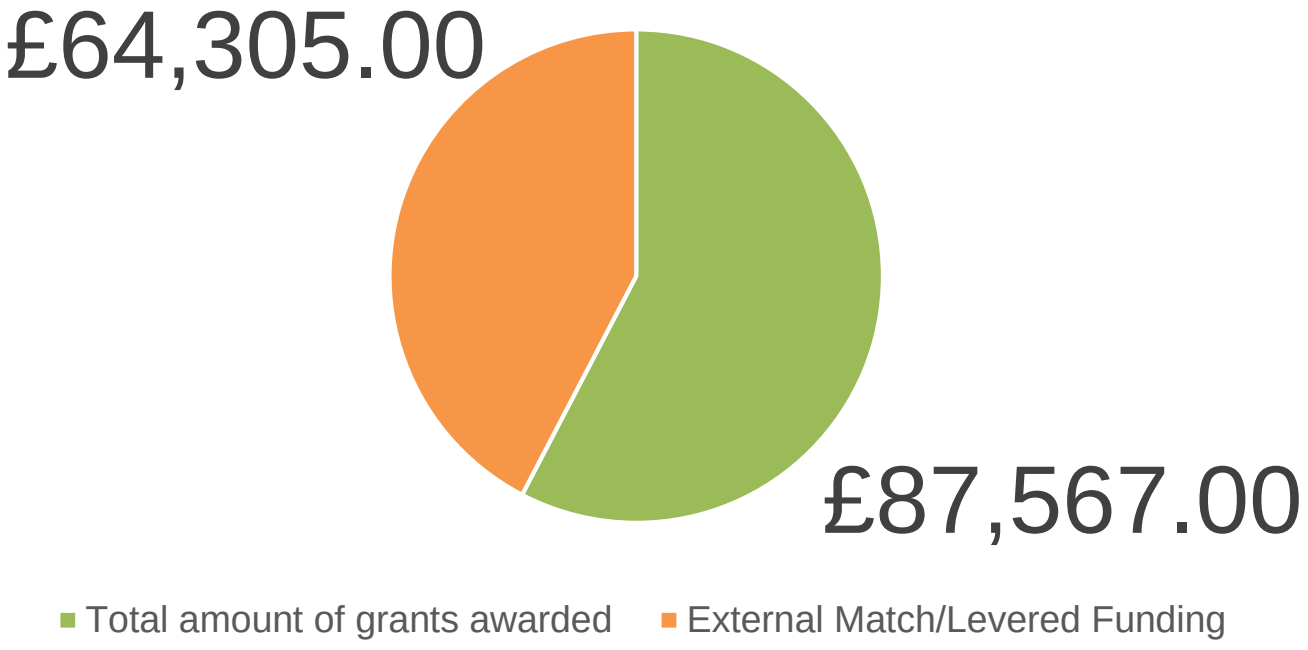
Total number of grants: 16

Total amount awarded: £87,567

5. Large Community Grant continued…

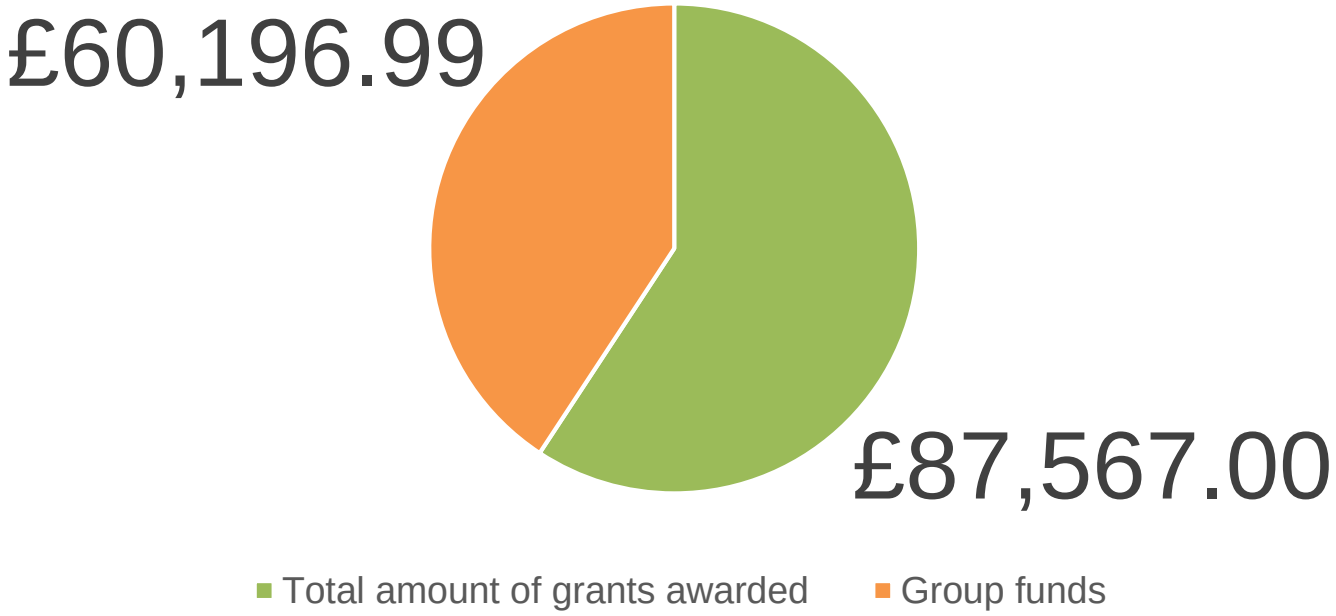
Match Funding

This grant scheme helped secure the following match/levered funding for projects. All figures are for 2016-2017.



Organisation Funding

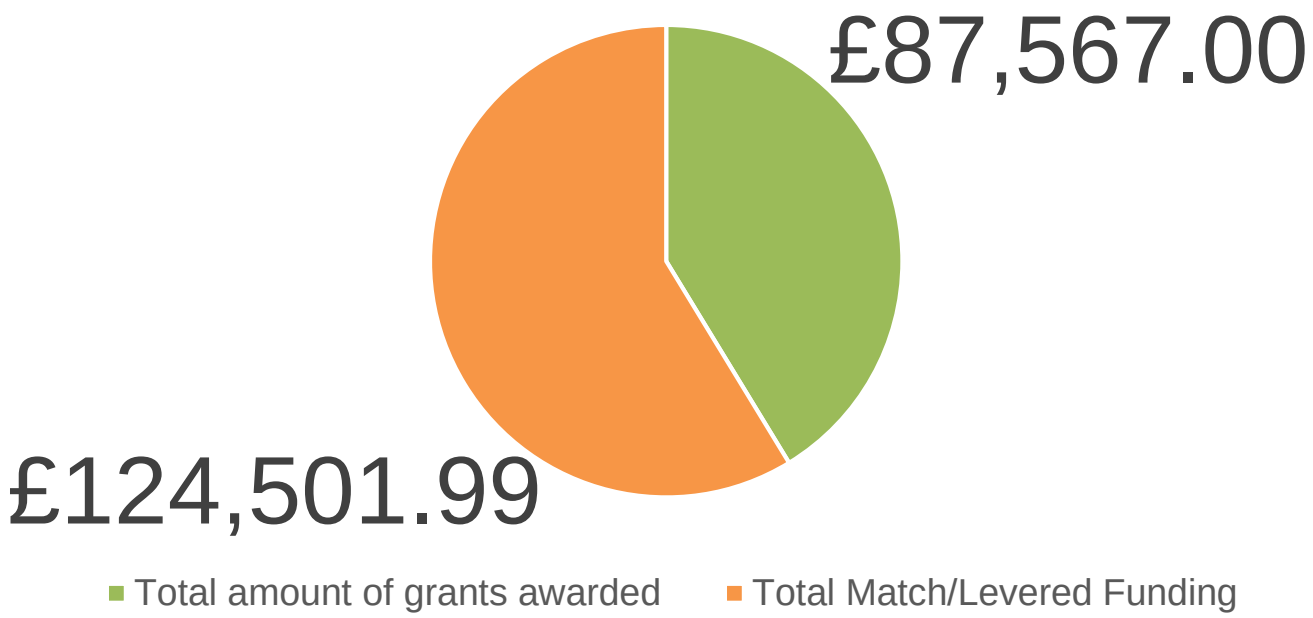
This grant scheme helped secure the following investment from organisations delivering projects:



5. Large Community Grant continued…

TOTAL Match/Levered Funding

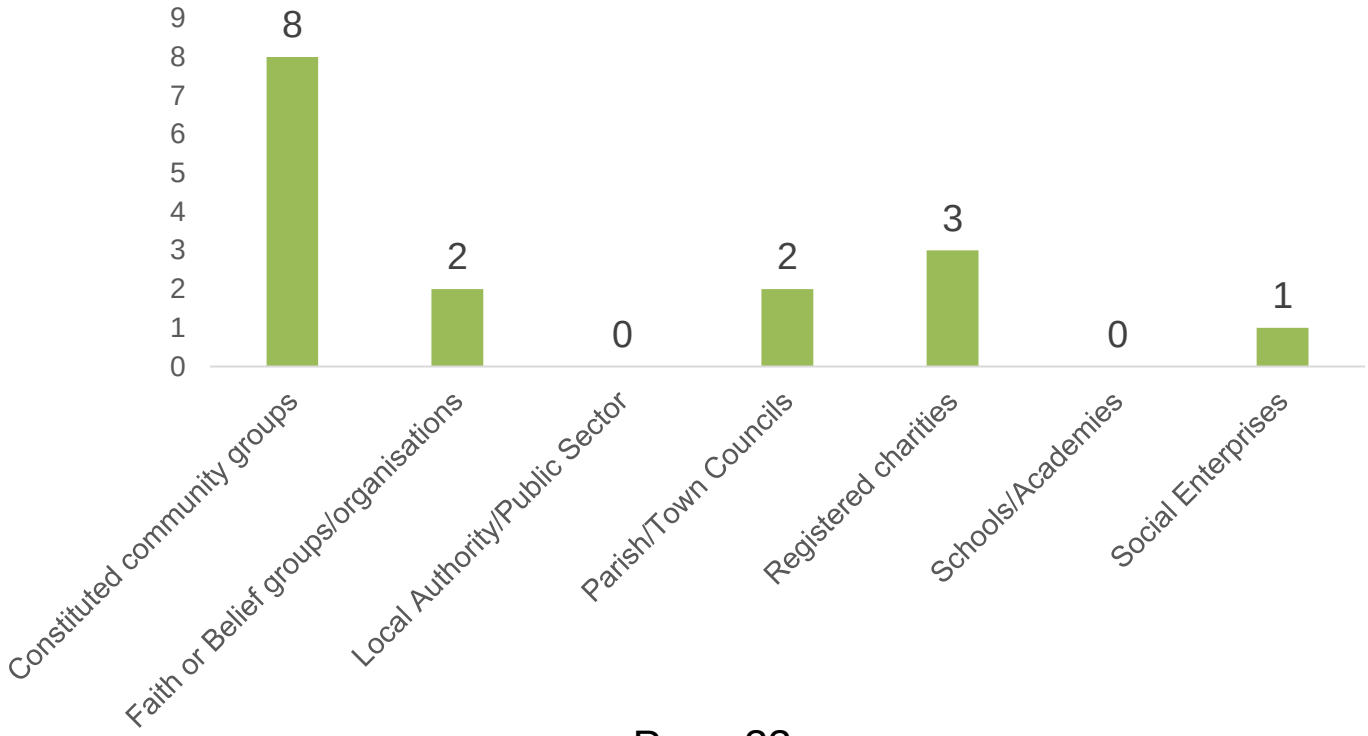
This grant scheme helped secure the following TOTAL Match/Levered funding.



For every **£1** invested from this scheme we matched/levered: **£1.42**

Types of organisations funded

This grant scheme supported the following types of organisations.



6. Match Funding Grant

Grant map

Our grant map below shows where this scheme has made awards in the district. All figures are for 2016-2017.

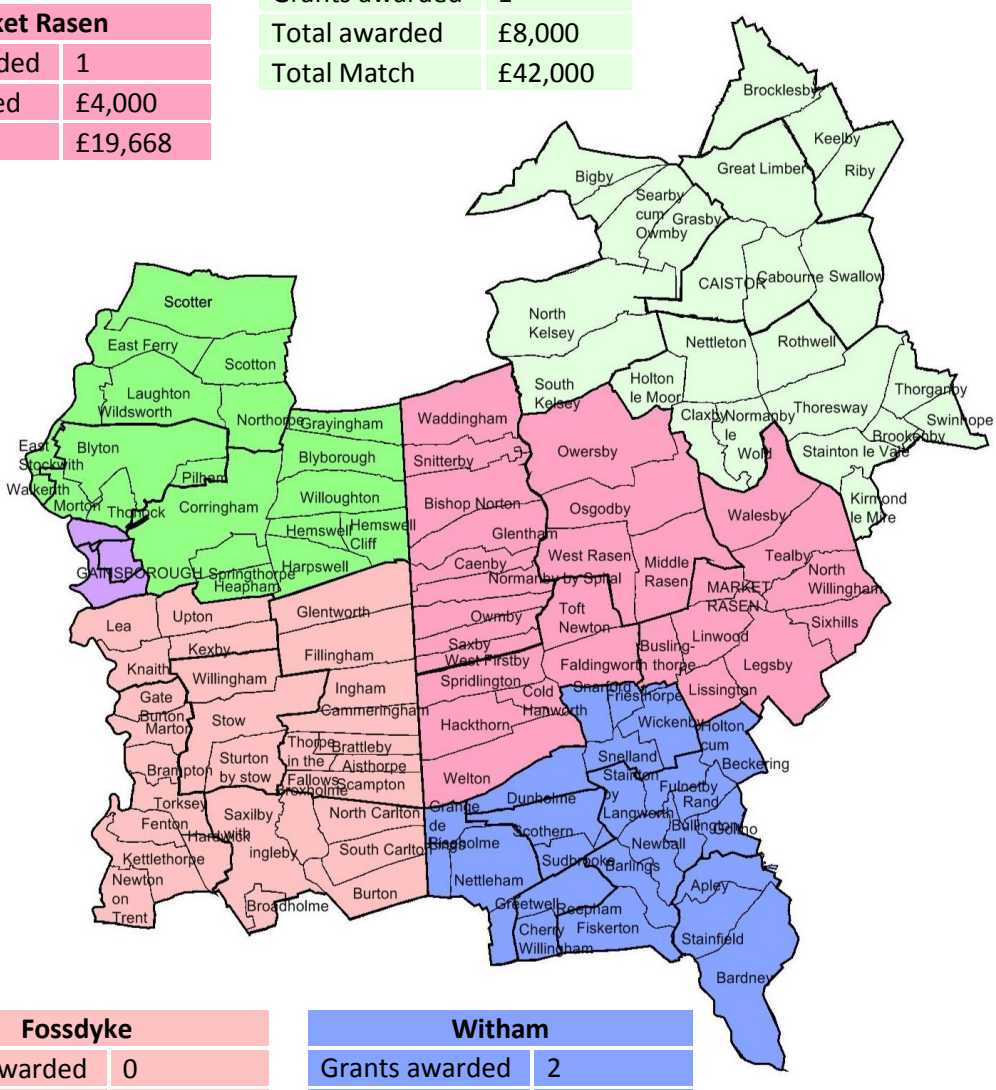
Caistor	
Grants awarded	1
Total awarded	£8,000
Total Match	£42,000

Market Rasen	
Grants awarded	1
Total awarded	£4,000
Total Match	£19,668

Trent	
Grants awarded	0
Total awarded	£0
Total Match	£0

Gainsborough	
Grants awarded	4
Total awarded	£27,052
Total Match	£74,047

District Wide Projects	
Grants awarded	1
Total awarded	£8,000
Total Match	£588,236



Fossdyke	
Grants awarded	0
Total awarded	£0
Total Match	£0

Witham	
Grants awarded	2
Total awarded	£8,575
Total Match	£91,845

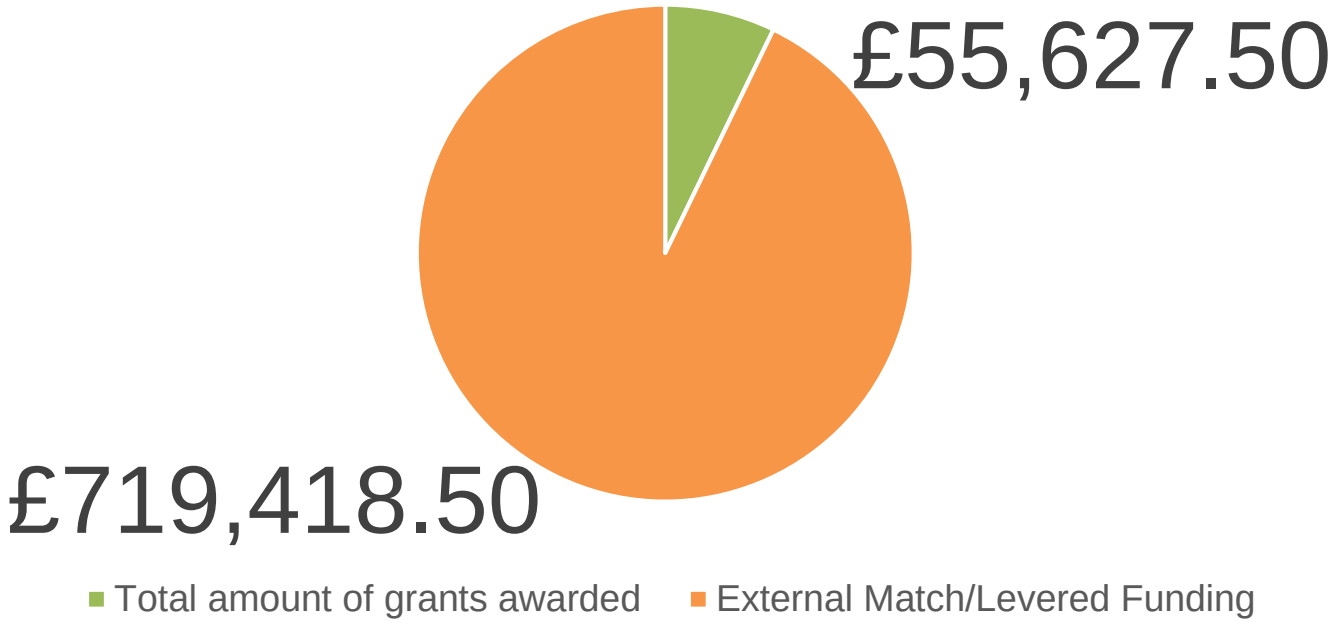
Total number of grants: 9

Total amount awarded: £55,627.50

6. Match Funding Grant continued…

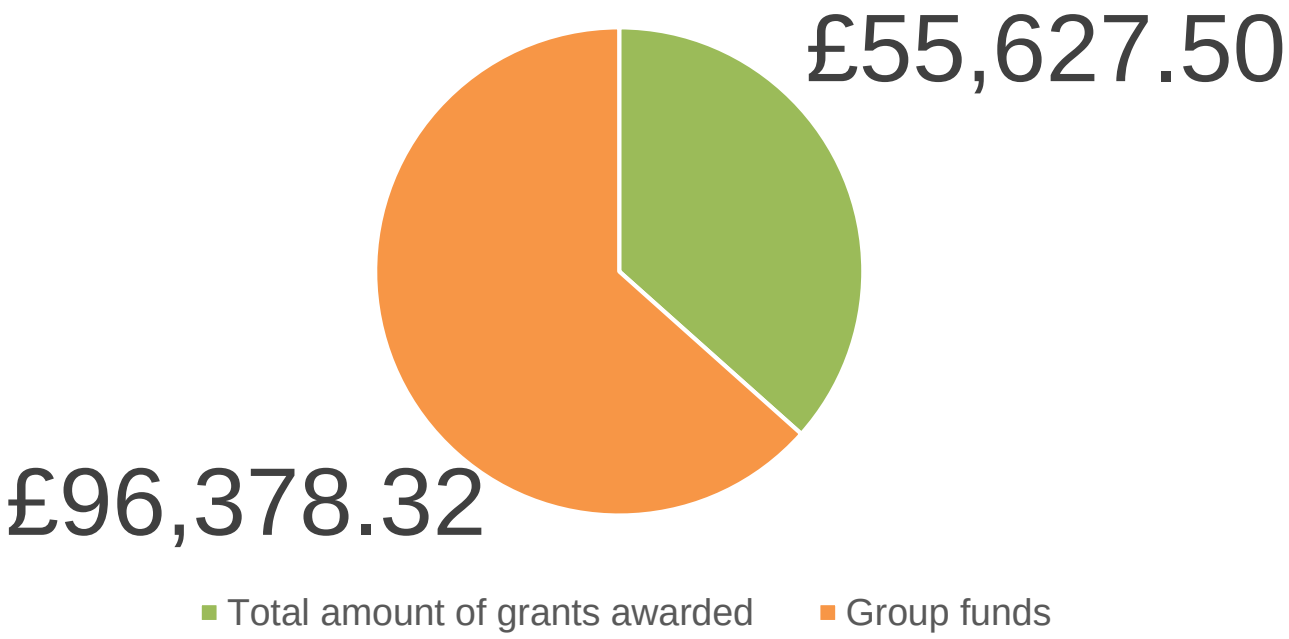
Match Funding

This grant scheme helped secure the following match/levered funding for projects. All figures are for 2016-2017.



Organisation Funding

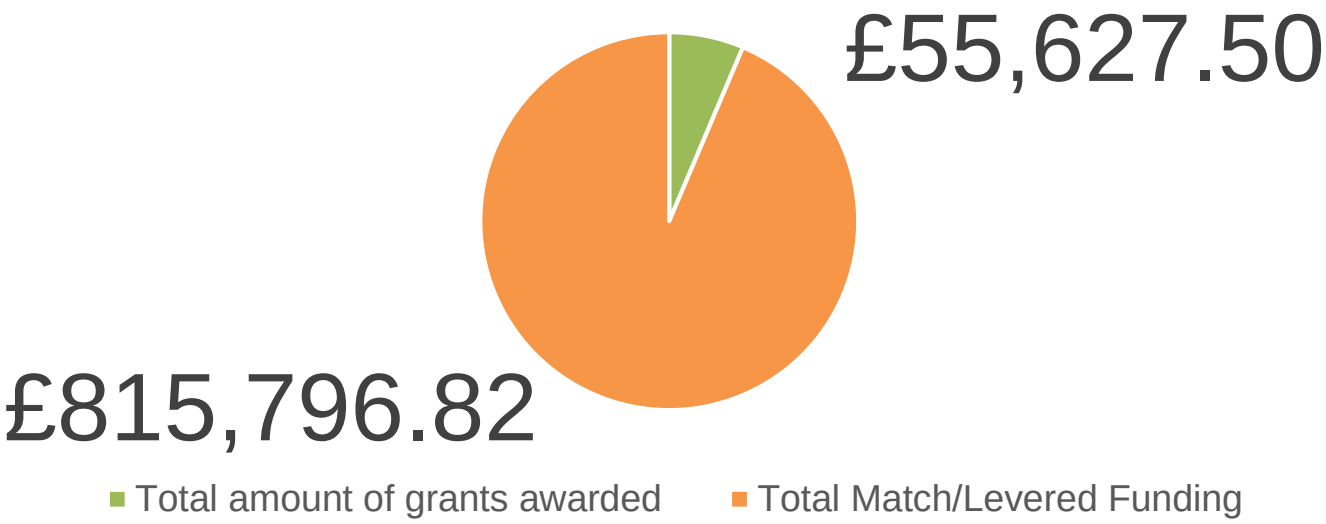
This grant scheme helped secure the following investment from organisations delivering projects:



6. Match Funding Grant continued…

TOTAL Match/Levered Funding

This grant scheme helped secure the following TOTAL Match/Levered funding.

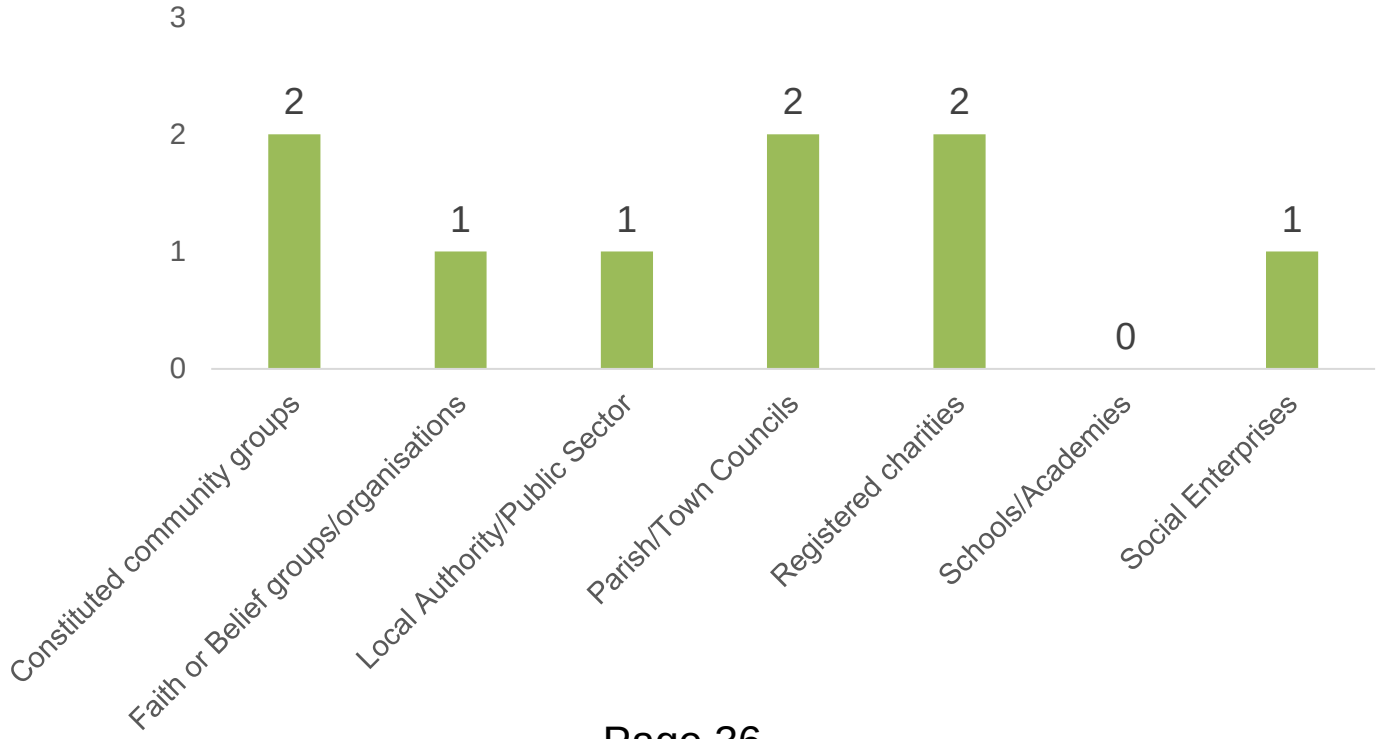


Note: As of 1st April 2017 £22,000 of the above match funding is currently awaiting confirmation.
Note: £570,736 of match funding has been secured for the Layers of History Project which is a Lincolnshire wide project.

For every **£1** invested from this scheme we matched/levered: **£14.66**

Types of organisations funded

This grant scheme supported the following types of organisations.



7. The year ahead 2017-2018

Grant Schemes

During 2017-2018 we will continue to deliver the following grant schemes:

- Councillor Initiative Fund
- Small Community Grant
- Large Community Grant
- Match Funding Grant

In addition to the above we shall continue to deliver the Community Defibrillator Scheme. This scheme provided fully equipped external defibrillators to be installed in public accessible locations throughout our local communities.

All of our grant giving activity will continue to align to the Council's Corporate Priorities and help us achieve match funding and volunteer involvement.

We will also explore new ways of working to provide better targeted support to specific projects. An example of this is looking at tools to support local organisations fundraise.

Publicity and Communication

We will continue to promote the different schemes through our website, social media and positive news stories. New promotional materials will be designed including posters and leaflets to promote our schemes and show examples of successful projects that we have funded. Working with our Communications Team we will prepare and provide more press releases to highlight community action.

Officers will attend funding events to promote the schemes and provide support to organisations seeking funding and delivering community projects.

We will use the following methods of publicity:

- County News
- Press releases
- Council website
- Posters and leaflets
- Funding events and networks
- Other websites (Parish Councils etc…)
- Social media (Facebook, Twitter and YouTube)

The following grants were made as part of the Councillor Initiative Fund 2016-2017: *(Sorted by Ward Area and Councillor)*

Organisation	Project Description	Ward Area	Councillor	Grant amount
Caistor Sports and Social Club	Caistor Community Family Fun Day - 17th September 2016	Caistor & Yarborough	Angela Lawrence	£500.00
Viking Explorer Scout Unit	To supply two tents for the girls to continue with the camps for girls	Caistor & Yarborough	Owen Bierley	£243.97
Caistor Civic Society	Leaflets for walkabout in Caistor - only a few leaflets left in circulation	Caistor & Yarborough	Angela Lawrence	£450.00
Caistor Hillside Bowling Club	To replace the bowling green aeration machine	Caistor & Yarborough	Angela Lawrence	£400.00
Caistor in Bloom Group	To purchase hanging baskets for the Market Square.	Caistor & Yarborough	Angela Lawrence	£353.25
Caistor Walkers are Welcome, First Aid Training	First Aid training will be extremely useful should any medical emergency arise when in more remote countryside.	Caistor & Yarborough	Owen Bierley	£200.00
Caistor in Bloom Group		Caistor & Yarborough	Owen Bierley	£1,487.00
Keelby Cricket Club	New Cricket covers for the cricket strip	Caistor & Yarborough	Owen Bierley	£500.00
Caistor Cares	To cover basic volunteer costs such as DBS checks and training & contribute to social activities.	Caistor & Yarborough	Angela Lawrence	£400.00
Greetwell Parish Council	To host a Produce Show in the village of Greetwell	Cherry Willingham	Anne Welburn	£200.00
Cherry Willingham Parish Council	To purchase and install an accessible picnic table at St Pauls Play Area	Cherry Willingham	Anne Welburn	£150.00
Greetwell Parish Council	To host a Produce Show in the village of Greetwell	Cherry Willingham	Chris Darcel	£200.00
Greetwell Parish Council	Budget for events in the parish.	Cherry Willingham	Chris Darcel	£100.00

Organisation	Project Description	Ward Area	Councillor	Grant amount
Langworth Group Parish Council	Noticeboard refurbishment x 4	Cherry Willingham	Anne Welburn	£250.00
Welton Family Health Centre	Purchase of surgery 'crash' trolley for the surgery	Dunholme & Welton	Diana Rodgers	£837.60
Faldingworth Parish Council	Replace old and damaged benches in the village - one new bench	Dunholme & Welton	Steve England	£500.00
Friesthorpe Parochial Church Council	Improve public accessibility to our church for villages & the general public.	Dunholme & Welton	Steve England	£1,000.00
The Cabra Singers	Recruiting accompanist and purchasing new music for Choir	Dunholme & Welton	Steve England	£500.00
William Farr School	To erect a wall and training needs - to invite groups and scouts for training	Dunholme & Welton	Malcolm Parish	£2,000.00
Welton-by-Lincoln Parish Council	Village Pump Refurbishment - replace old pump	Dunholme & Welton	Steve England	£500.00
William Farr School	To erect a wall and training needs - to invite groups and scouts for training	Dunholme & Welton	Malcolm Parish	£1,000.00
Gainsborough Adventure Playground Ltd.	African Drumming Workshop, children aged 5 - 14years	Gainsborough East	Michael Devine	£275.00
Apex Leisure Centre	To purchase 10 floor mats and general gym equipment	Gainsborough East	David Bond	£500.00
Home-Start Lincolnshire	To take 81 people from the West Lindsey area who are struggling to go on a Xmas trip	Gainsborough East	Richard Oaks	£100.00
Slumgothic Ltd	To provide appropriate support to capture personally sensitive data.	Gainsborough East	Michael Devine	£100.00
Gainsborough Adventure Playground Ltd	The grant will fund the travel costs, entry fee and hire of wet suits.	Gainsborough East	Michael Devine	£325.00
Gainsborough Town Council	The day aims to bring local residents, community groups and organisations together to show what is on offer to the residents of Gainsborough.	Gainsborough East	Michael Devine	£200.00

Organisation	Project Description	Ward Area	Councillor	Grant amount
Gainsborough & District Heritage Association	Health & Safety Training to meet the H&S requirements, such as first aiders, evac chair training and fire marshals.	Gainsborough East	Michael Devine	£150.00
3rd Gainsborough Scout Group	Replacing and improving tents	Gainsborough East	Richard Oaks	£350.00
Breathe Easy Gainsborough	Members' trip to Mablethorpe on 11th July 2016 (hire of coach and wheelchairs)	Gainsborough North	Sheila Bibb	£100.00
Gainsborough CAMRA	2016 Gainsborough Beer Festival	Gainsborough North	Sheila Bibb	£200.00
Gainsborough Model Railway Society	To print a leaflet for 2017 to promote the GMRS	Gainsborough North	Gillian Bardsley	£200.00
Apex Leisure Centre	To purchase 10 floor mats and general gym equipment	Gainsborough North	Sheila Bibb	£200.00
Apex Leisure Centre	To purchase 10 floor mats and general gym equipment	Gainsborough North	Gillian Bardsley	£150.00
Gainsborough Uphill Community Centre	To give extra support for families that are unable to afford the £1 entry fee	Gainsborough North	Sheila Bibb	£450.00
Gainsborough Community Wheels	Car scheme to help in the community	Gainsborough North	Gillian Bardsley	£93.60
Gainsborough Community Wheels	Car scheme to help in the community	Gainsborough North	Sheila Bibb	£93.60
Home-Start Lincolnshire	To take 81 people from the West Lindsey area who are struggling to go on a Xmas trip	Gainsborough North	Gillian Bardsley	£100.00
Home-Start Lincolnshire	To take 81 people from the West Lindsey area who are struggling to go on a Xmas trip	Gainsborough North	Matthew Boles	£100.00
Home-Start Lincolnshire	To take 81 people from the West Lindsey area who are struggling to go on a Xmas trip	Gainsborough North	Sheila Bibb	£100.00
Slumgothic Ltd	To provide appropriate support to capture personally sensitive data.	Gainsborough North	Sheila Bibb	£200.00

Organisation	Project Description	Ward Area	Councillor	Grant amount
Slumgothic Ltd	To provide appropriate support to capture personally sensitive data.	Gainsborough North	Gillian Bardsley	£200.00
Gainsborough Town Council	The day aims to bring local residents, community groups and organisations together to show what is on offer to the residents of Gainsborough.	Gainsborough North	Gillian Bardsley	£100.00
Gainsborough & District Heritage Association	Health & Safety Training to meet the H&S requirements, such as first aiders, evac chair training and fire marshals.	Gainsborough North	Gillian Bardsley	£250.00
Gainsborough Adventure Playground Ltd	The grant will fund the travel costs, entry fee and hire of wet suits.	Gainsborough North	Gillian Bardsley	£50.00
Gainsborough Town Council	The day aims to bring local residents, community groups and organisations together to show what is on offer to the residents of Gainsborough.	Gainsborough North	Sheila Bibb	£100.00
Gainsborough & District Heritage Association	Health & Safety Training to meet the H&S requirements, such as first aiders, evac chair training and fire marshals.	Gainsborough North	Sheila Bibb	£400.00
Gainsborough Adventure Playground Ltd	The grant will fund the travel costs, entry fee and hire of wet suits.	Gainsborough North	Sheila Bibb	£100.00
Gainsborough CAMRA	2016 Gainsborough Beer Festival	Gainsborough South West	Trevor Young	£1,000.00
Breathe Easy Gainsborough	Members' trip to Mablethorpe on 11th July 2016 (hire of coach and wheelchairs)	Gainsborough South West	Judy Rainsforth	£250.00
Gainsborough CAMRA	2016 Gainsborough Beer Festival	Gainsborough South West	Judy Rainsforth	£500.00
Gainsborough CAMRA	2016 Gainsborough Beer Festival	Gainsborough South West	Matthew Boles	£500.00
Gainsborough Model Railway Society	To print a leaflet for 2017 to promote the GMRS	Gainsborough South West	Trevor Young	£200.00

Organisation	Project Description	Ward Area	Councillor	Grant amount
Gainsborough Theatre - The Old Nick Theatre	Building Improvements for upgrading the 'Old Nick'	Gainsborough South West	Judy Rainsforth	£500.00
Vital Stepping Stones	To support vulnerable individuals that suffer from Parkinson's and other neurological conditions	Gainsborough South West	Trevor Young	£350.00
Breathe Easy Gainsborough	To enable the members to visit the Doncaster Wild Life Park on 10.07.17	Gainsborough South West	Judy Rainsforth	£250.00
Hemswell Cliff PC	Creation of a seating, picnic and equipment storage area near the new Ball Park	Hemswell	Paul Howitt-Cowan	£400.00
Hemswell Cliff Resident's Group	Hemswell Cliff Newsletter	Hemswell	Paul Howitt-Cowan	£500.00
Hemswell Cliff Resident's Group	Hemswell Cliff Big Jubilee Games Lunch	Hemswell	Paul Howitt-Cowan	£500.00
Bigby Parochial Church Council	The funding will be used to install an automatic winding equipment for the clock	Kelsey Wold	Lewis Strange	£100.00
Gainsborough Bowman / Junior Archery and Curling	Introducing juniors to archery and curling in the area of West Lindsey	Lea	Jessie Milne	£400.00
Upton - Kexby Friendship Club	To take members of the club and other elderly residents of Upton for a days' outing	Lea	Jessie Milne	£200.00
Rothwell Parish Council	A village defibrillator for emergencies	Market Rasen	Tom Regis	£500.00
Lincoln & Lindsey Blind Society	Boomboxes for elderly sight impaired and blind Market Rasen residents so they can listen to talking newspapers, books and radio.	Market Rasen	Thomas Smith	£100.00
Lincolnshire Small-bore Rifle Association	Bell target shooting in pub are the hub	Market Rasen	Thomas Smith	£427.00
Market Rasen Walkers are Welcome	Map leaflets to encourage more people to get walking	Market Rasen	John McNeill	£225.00
Market Rasen Station Adoption Group	To say 'thank you' to the individuals, local businesses, voluntary groups and schools etc.	Market Rasen	Thomas Smith	£250.00

Organisation	Project Description	Ward Area	Councillor	Grant amount
Osgodby Bowls Club	To erect a 10mt x 3mt shelter for the weather	Market Rasen	Thomas Smith	£420.00
Rothwell Parish Council	Village Hall refurbishment	Market Rasen	Tom Regis	£500.00
Market Rasen Veterans Breakfast Club	Market Rasen Veterans Breakfast Club	Market Rasen	Thomas Smith	£1,500.00
Lincoln & Lindsey Blind Society	Boomboxes for elderly sight impaired and blind Market Rasen residents so they can listen to talking newspapers, books and radio.	Nettleham	John McNeill	£100.00
St Barnabas Hospice Trust	To host a street party in Nettleham to celebrate the Queen's 90th Birthday	Nettleham	Angela White	£200.00
Nettleham Handbell Ringers	To purchase 8 lights for music stands	Nettleham	Giles McNeill	£30.00
Nettleham Handbell Ringers	To purchase 8 lights for music stands	Nettleham	Angela White	£30.00
Mabel Briggs Memorial Luncheon Club	Replacement crockery - existing crockery has seen over 30 years	Nettleham	Giles McNeill	£400.00
St Barnabas Hospice Trust	To host a street party in Nettleham to celebrate the Queen's 90th Birthday	Nettleham	Giles McNeill	£200.00
Nettleham Heriatge Association	To provide a new bench at the top of the hill - welcome stop	Nettleham	Angela White	£100.00
Home-Start Lincolnshire	To take 81 people from the West Lindsey area who are struggling to go on a Xmas trip	Nettleham	Angela White	£100.00
1st Nettleham Scout Group	Poacher International Camp 2017, 10th International Scout and Guide Camp	Nettleham	Angela White	£250.00
Nettleham Twinning Association	Visit to Nettleham by approx 40 residents of Mulsanne, Pays de la Loire, France to Nettleham.	Nettleham	Giles McNeill	£250.00
Market Rasen and District Round Table No. 742	Channel Row for Ethan Maull Foundation	Nettleham	Giles McNeill	£250.00

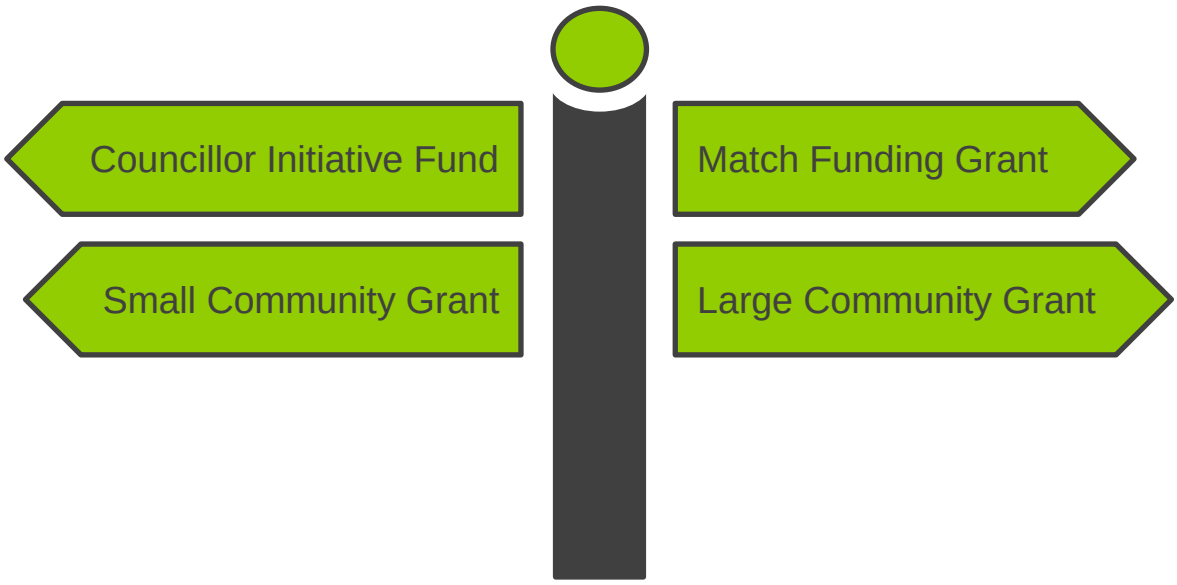
Organisation	Project Description	Ward Area	Councillor	Grant amount
Caister Goes Events Committee	For the volunteers to take a retraining course every 3 years and the funding is required to cover the cost of this course.	Nettleham	Angela White	£592.92
Saxilby with Ingleby Parish Council	The project is to contribute towards a replacement parish noticeboard.	Saxilby	David Cotton	£500.00
Broadholme Parish Meeting	To provide equipment which will be used by members around the village	Saxilby	David Cotton	£300.00
Saxilby with Ingleby Parish Council	The project is to contribute towards a replacement parish noticeboard.	Saxilby	David Cotton	£385.00
Ingham Parish Council	The purchase of 2 Defibrillators for Ingham	Scampton	Roger Patterson	£800.00
Fillingham Parish Meeting - Fillingham Playground Action Group	To provide play equipment for a range of ages - adjacent to the Village Hall	Scampton	Roger Patterson	£500.00
Ingham Parish Council	An annual event to commemorate remembrance Day	Scampton	Roger Patterson	£220.00
Scotter Junior Football Club	Provision of football strip for new 2016/17 season	Scotter & Blyton	Patricia Mewis	£250.00
Scotter Junior Football Club	Provision of football strip for new 2016/17 season	Scotter & Blyton	Lesley Rollings	£250.00
Blyton Parish Council	Static speed signs - to deterrent those who speed and reduce accidents and make the village a safer place.	Scotter & Blyton	Patricia Mewis	£350.00
Blyton Parish Council	Static speed signs - to deterrent those who speed and reduce accidents and make the village a safer place.	Scotter & Blyton	Adam Duguid	£350.00
Scotter Village Hall	New curtains/blinds for Scotter Village Hall	Scotter & Blyton	Patricia Mewis	£400.00
Scotter Village Hall	New curtains/blinds for Scotter Village Hall	Scotter & Blyton	Adam Duguid	£400.00

Organisation	Project Description	Ward Area	Councillor	Grant amount
West Lincolnshire Domestic Abuse Services	Young Persons Domestic Abuse Prevention Programme	Scotter & Blyton	Patricia Mewis	£500.00
Stow Parish Council	Cemetery bench for visitors to sit whilst visiting their relatives	Stow	Reg Shore	£381.00
Sturton By Stow Parish Council	To be used to pay for fencing around part of the area - Jubilee Wood	Stow	Reg Shore	£1,000.00
Sturton By Stow Village Hall	New Lighting System to replace 6 lights that are now obsolete	Stow	Reg Shore	£1,115.00
New Millfield IMPS Golf Club	New Millfield IMPS Golf Club (new club for children 3-18)	Torksey	Stuart Kinch	£1,000.00
Marton Indoor Short Mat Bowls	The funding will be used to purchase a roll up unit to allow to roll the mats up	Torksey	Stuart Kinch	£500.00
Torksey Parish Council	Torksey Parish Playground Project	Torksey	Stuart Kinch	£1,000.00
Brookenby Parish Council	The grant is to cover costs of stationery that the administration of the group incurs.	Wold View	Tom Regis	£677.61
			TOTAL:	£39,912.55

West Lindsey DISTRICT COUNCIL
The Entrepreneurial Council

Enterprising Communities

West Lindsey
Community Grants



Impact Report 2017-2018

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1. Introduction

Welcome to our 2017-2018 Impact Report. It gives me great pleasure to provide an insight into our grant giving activity over the last financial year and share with you details of grant amounts awarded and match funding secured.

In February 2015 we established a new Community Funding Programme. The programme was developed to build upon successes seen in previous years and continue to support a wide range of excellent community led projects and initiatives.

Grant funding from local authorities plays an important role in the wider availability of funding especially for the community and voluntary sector. Small grants help local projects and activities to take place with a range of benefits. Larger grants help support bigger projects such as capital works and can directly influence other funders to achieve match or levered funding into West Lindsey.

All of our grant activity is strongly aligned to our Corporate Plan themes and wider aims. Each scheme also has a strong focus on achieving the following core outcomes:

- Benefit the wider community
- Support volunteer led activity
- Secure match funding into West Lindsey
- Lever external funding into West Lindsey

This report provides details of our grant giving activity over the last financial year including amounts awarded, match funding secured and community benefits.

I hope you enjoy reading about our grant activity and would like to say a big thank you to our Councillors, officers and partners who have helped deliver a busy year of community grants.

If you have any queries about this report please feel free to contact me via e-mail or telephone.

Grant White
Enterprising Communities Manager

Telephone: 01427 676676
E-mail: grant.white@west-lindsey.gov.uk

2. Overview of 2017-2018 grant schemes

During the 2017-2018 financial year the following grant schemes were delivered:

Councillor Initiative Fund

Total budget for 2016-2019: **£108,000** (£3,000 per Councillor)
Maximum grant: **£3,000** Minimum grant: **£50**
Match funding criteria: **Councillor Discretion**

Each Councillor has a set allocation of funding and is able to make awards to local projects and organisation in their ward areas. This fund enhances each Councillors ability to engage with and support the communities they represent. A quick delivery time enables funding to be awarded within weeks to an organisation.

Small Community Grant

Available from 2015 to 2018.
Maximum grant: **£500** Minimum grant: **£50**
Match funding criteria: **Up to 80% of project costs**

Small community grants up to £500 for a wide range of community and volunteering projects. A simple application process designed to enable small groups or those new to funding to deliver projects for the benefit of the community.

Large Community Grant

Available from 2015 to 2018.
Maximum grant: **£8,000** Minimum grant: **£500**
Match funding criteria: **Up to 80% of project costs**

Large community grants up to £8,000 to support capital projects including village halls, community facilities and recreational spaces. Able to support stand-alone projects or provide match funding to support even bigger projects requiring other sources of funding. Applications reviewed at 2 review panels each year.

Match Funding Grant

Available from 2015 and on-going.
Maximum grant: **£8,000** (higher by exception) Minimum grant: **£500**
Match funding criteria: **Up to 30% of project costs**

Match funding grants provide targeted funding to directly attract or secure external funding into the district. Grants can also be used to support council led activity that will secure further external funding.

3. Councillor Initiative Fund

Grant map

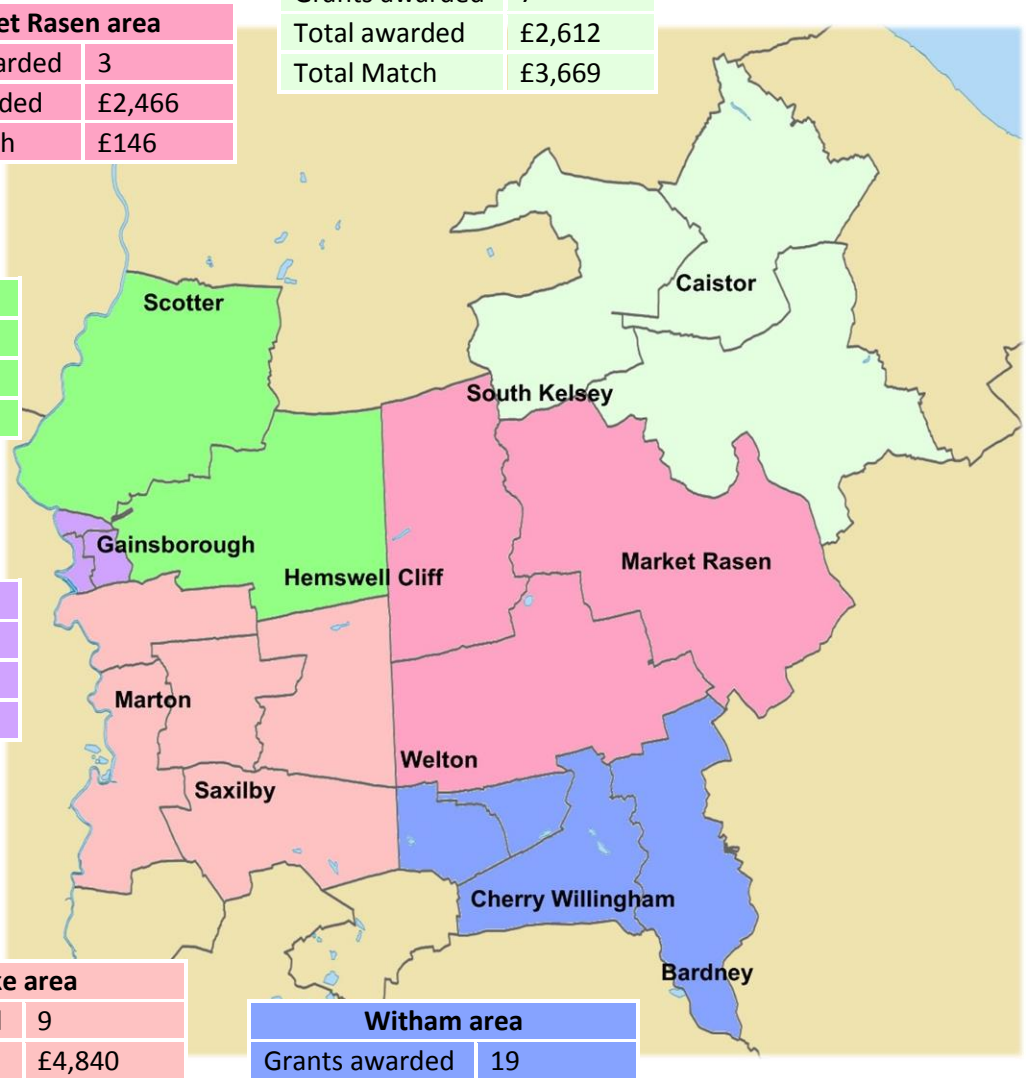
Our grant map below shows where this scheme has made awards in the district. All figures are for 2017-2018.

Caistor area	
Grants awarded	7
Total awarded	£2,612
Total Match	£3,669

Market Rasen area	
Grants awarded	3
Total awarded	£2,466
Total Match	£146

Trent area	
Grants awarded	13
Total awarded	£4,964
Total Match	£6,258

Gainsborough area	
Grants awarded	11
Total awarded	£4,190
Total Match	£27,813



Fossdyke area	
Grants awarded	9
Total awarded	£4,840
Total Match	£15,794

Witham area	
Grants awarded	19
Total awarded	£8,969
Total Match	£18,999

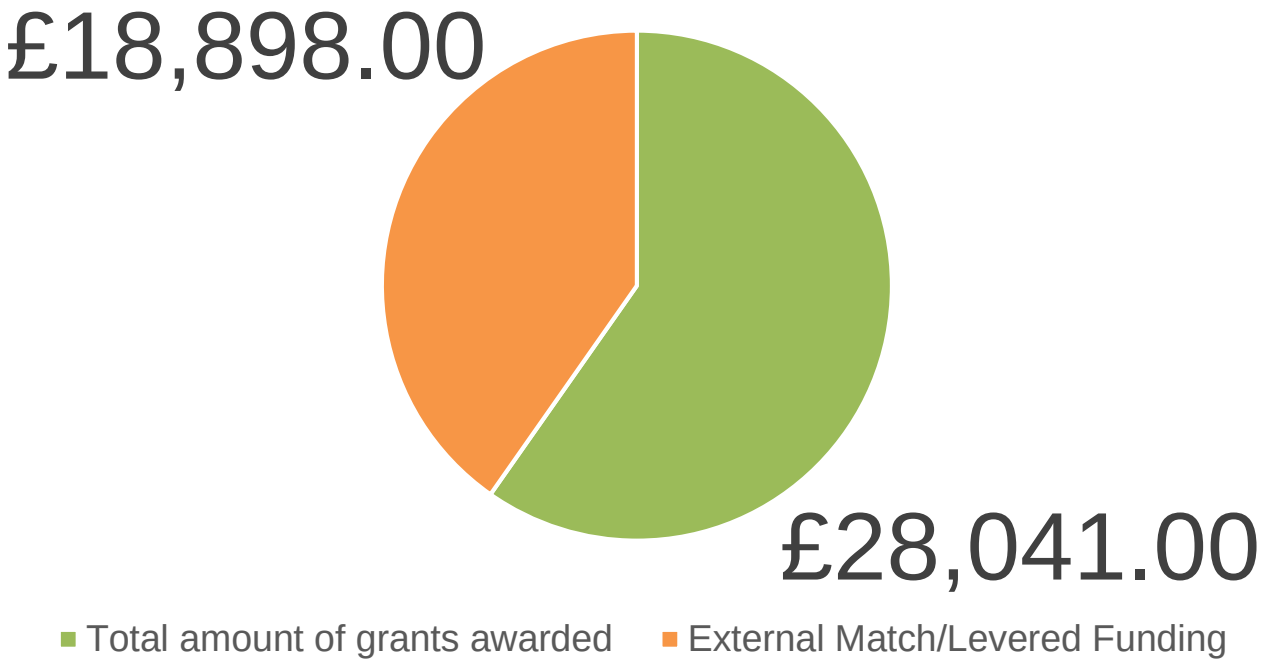
Total number of grants: 62

Total amount awarded: £28,041

3. Councillor Initiative Fund continued…

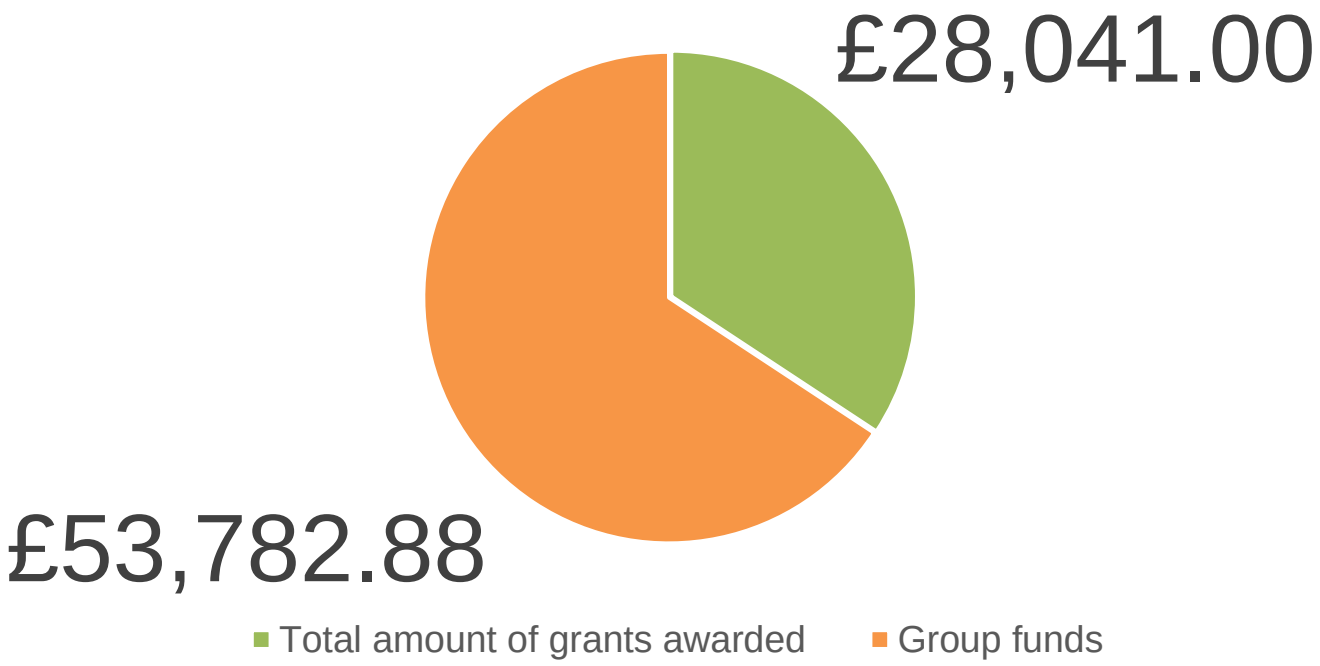
External Match Funding

This grant scheme helped secure the following external match funding for projects. All figures are for 2017-2018.



Organisation Match Funding

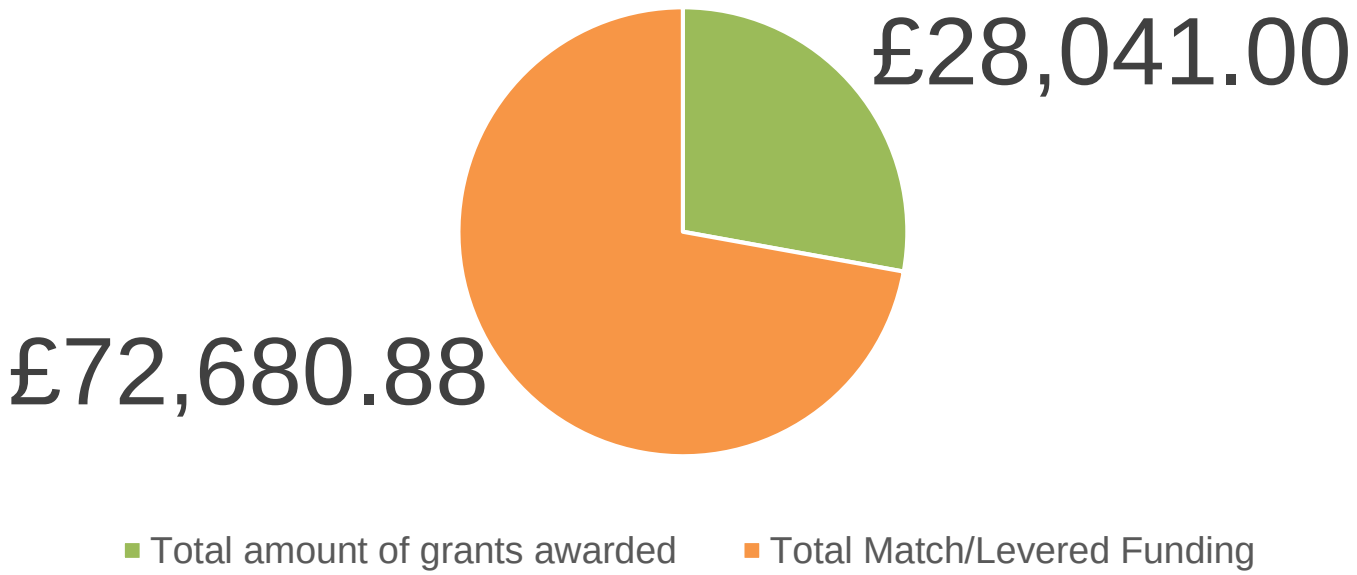
This grant scheme helped secure the following investment from organisations delivering projects.



3. Councillor Initiative Fund continued…

TOTAL Match/Levered Funding

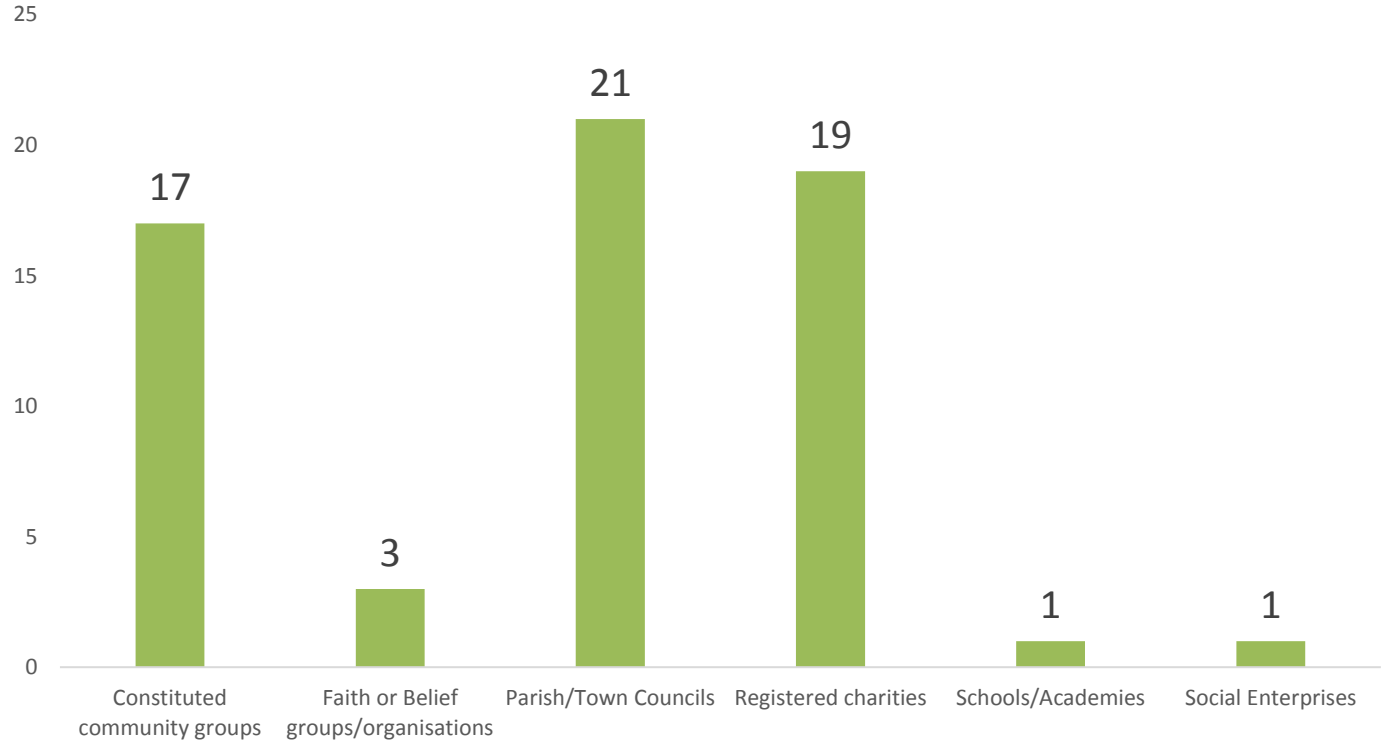
This grant scheme helped secure the following TOTAL Match/Levered funding.



For every **£1** invested from this scheme we matched/levered: **£2.59**

Types of organisations funded

This grant scheme supported the following types of organisations.



4. Small Community Grant

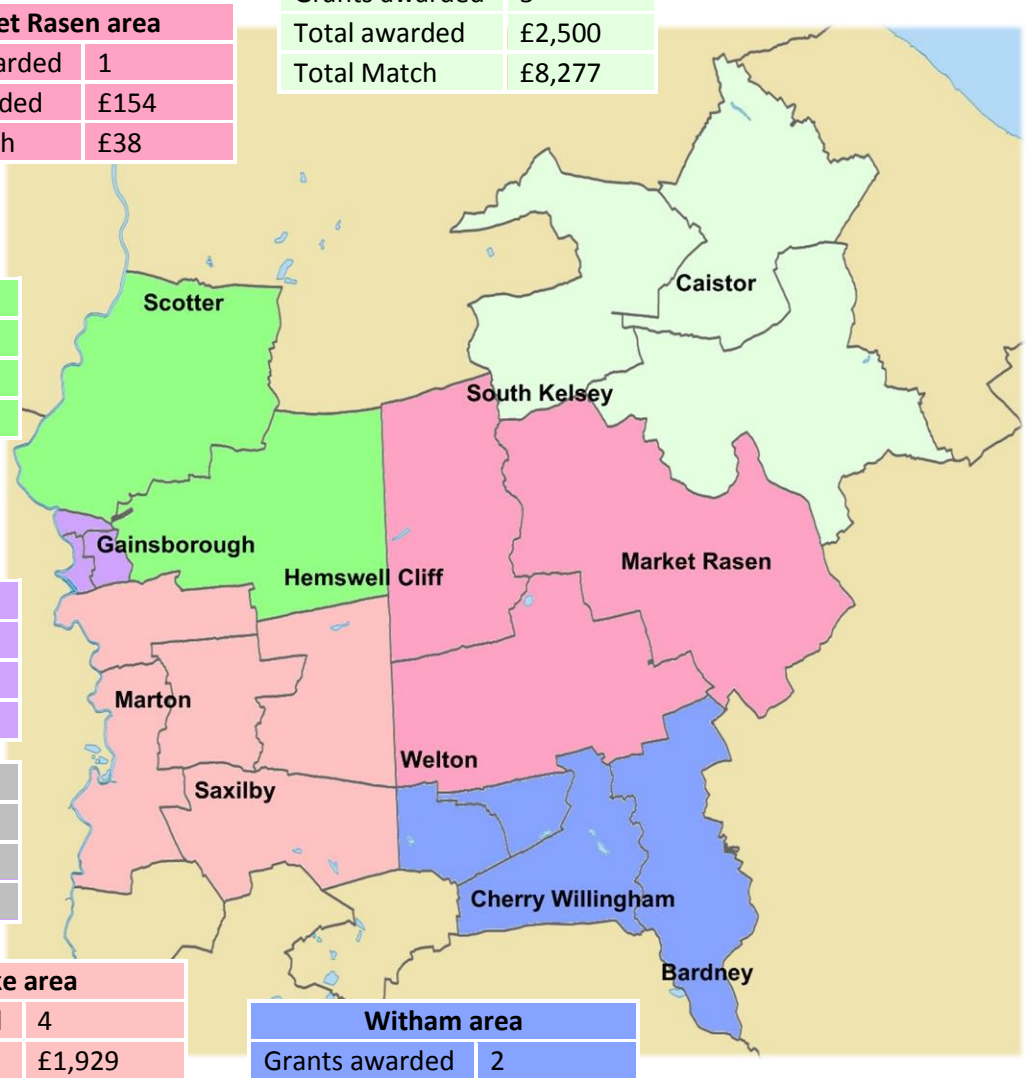
Grant map

Our grant map below shows where this scheme has made awards in the district. All figures are for 2017-2018.

Caistor area	
Grants awarded	5
Total awarded	£2,500
Total Match	£8,277

Market Rasen area	
Grants awarded	1
Total awarded	£154
Total Match	£38

Trent area	
Grants awarded	1
Total awarded	£285
Total Match	£57



Gainsborough area	
Grants awarded	1
Total awarded	£351
Total Match	£0

District Wide Projects	
Grants awarded	2
Total awarded	£1,000
Total Match	£2,162

Fossdyke area	
Grants awarded	4
Total awarded	£1,929
Total Match	£7,521

Witham area	
Grants awarded	2
Total awarded	£979
Total Match	£282

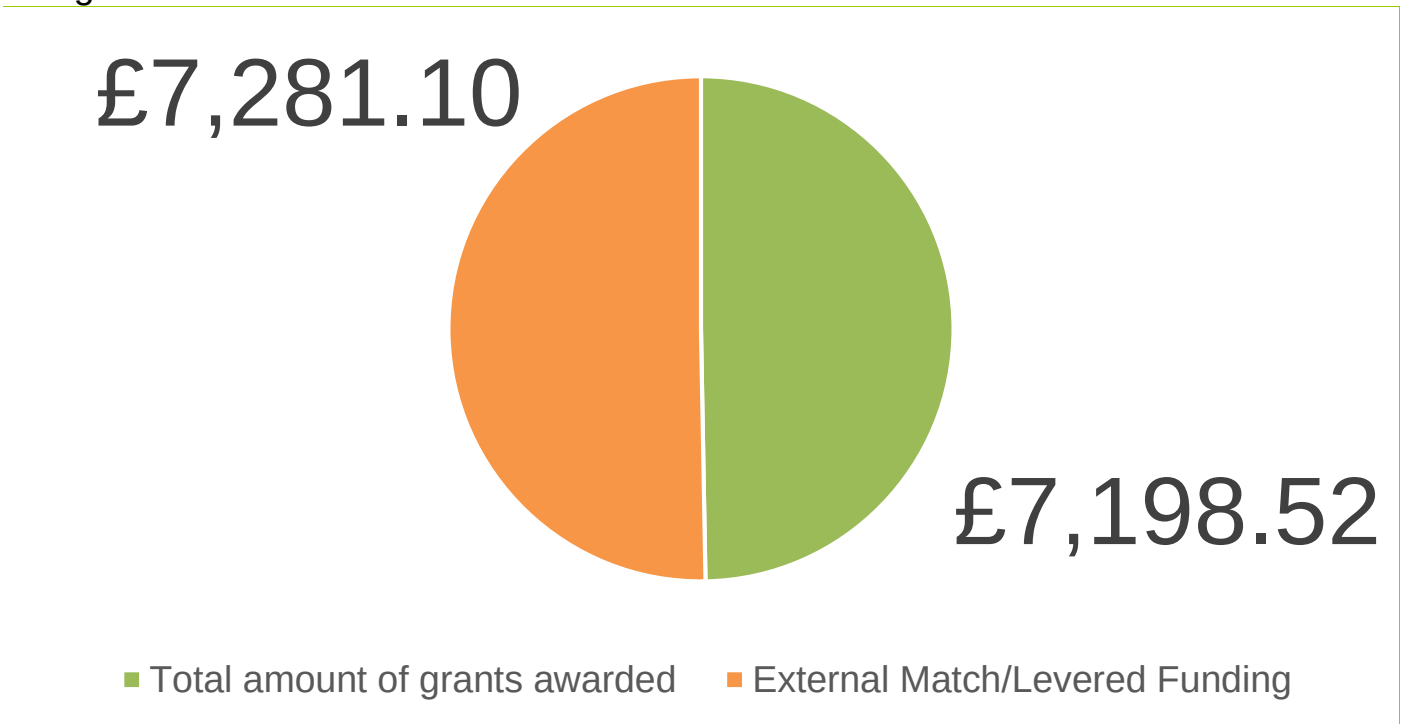
Total number of grants: 16

Total amount awarded: £7,198

4. Small Community Grant continued…

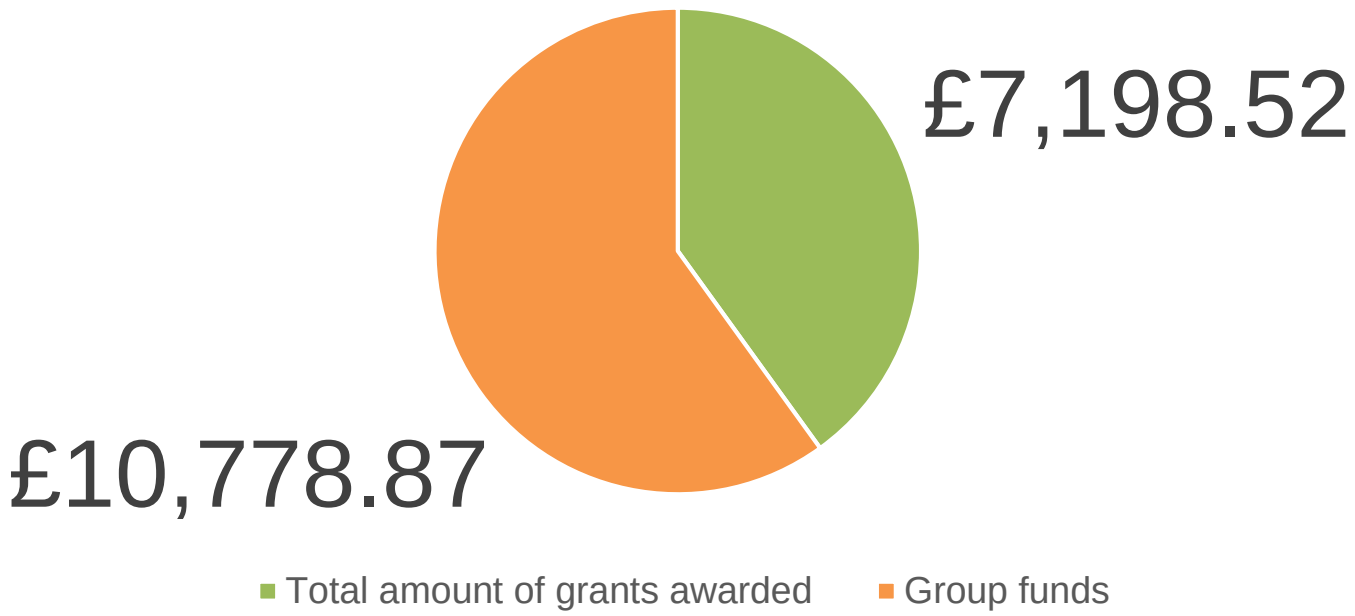
External Match Funding

This grant scheme helped secure the following external match funding for projects. All figures are for 2017-2018.



Organisation Match Funding

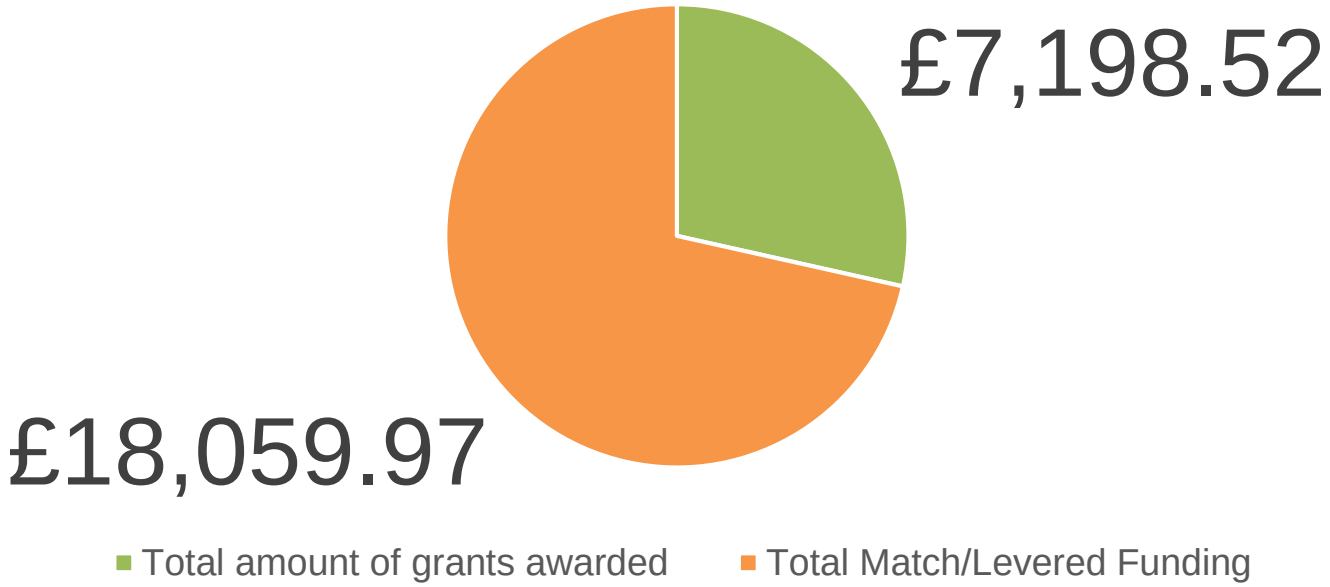
This grant scheme helped secure the following investment from organisations delivering projects.



4. Small Community Grant continued…

TOTAL Match/Levered Funding

This grant scheme helped secure the following TOTAL Match/Levered funding.



For every **£1** invested from this scheme we matched/levered: **£2.50**

Types of organisations funded

This grant scheme supported the following types of organisations.

5. Large Community Grant

Grant map

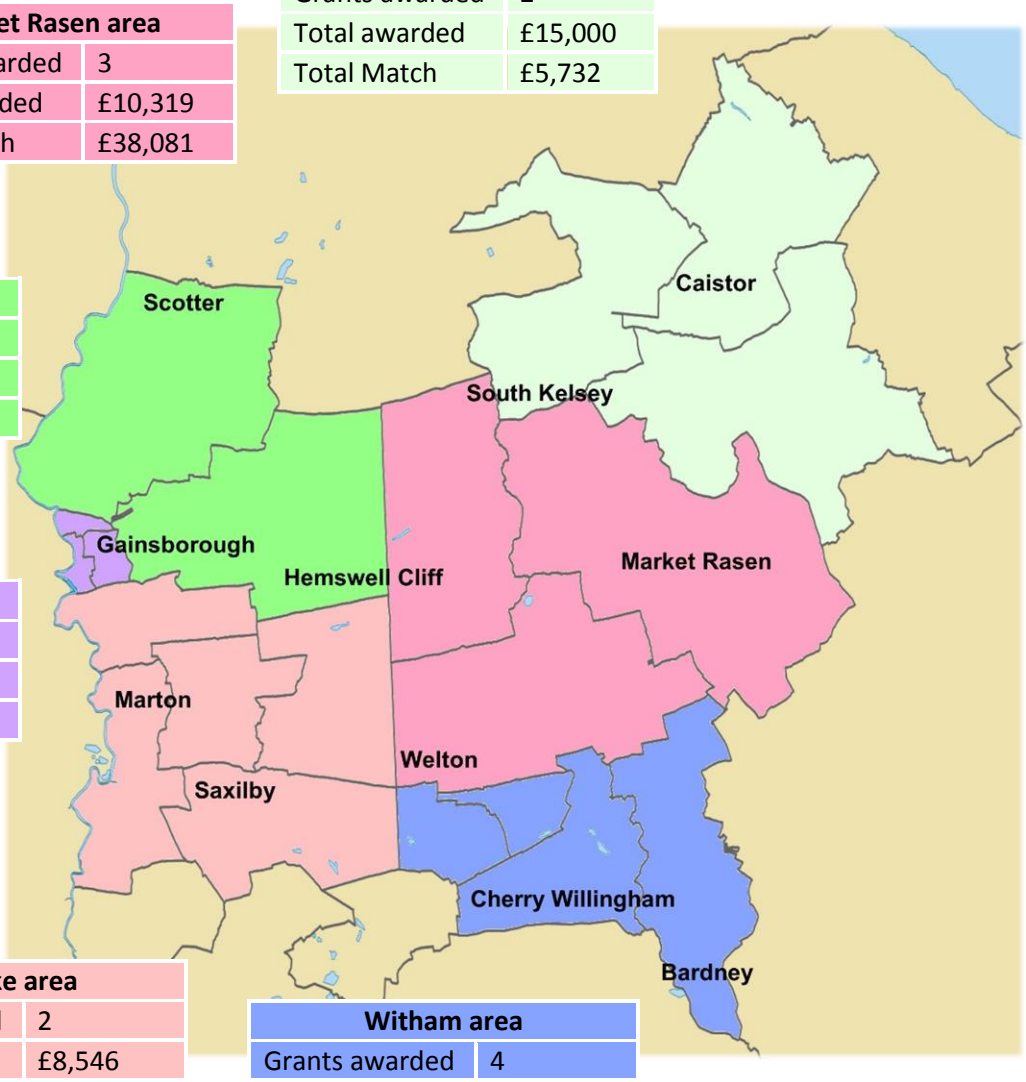
Our grant map below shows where this scheme has made awards in the district. All figures are for 2017-2018.

Caistor area	
Grants awarded	2
Total awarded	£15,000
Total Match	£5,732

Market Rasen area	
Grants awarded	3
Total awarded	£10,319
Total Match	£38,081

Trent area	
Grants awarded	2
Total awarded	£11,415
Total Match	£3,978

Gainsborough area	
Grants awarded	0
Total awarded	£0
Total Match	£0



Fossdyke area	
Grants awarded	2
Total awarded	£8,546
Total Match	£2,592

Witham area	
Grants awarded	4
Total awarded	£17,074
Total Match	£16,821

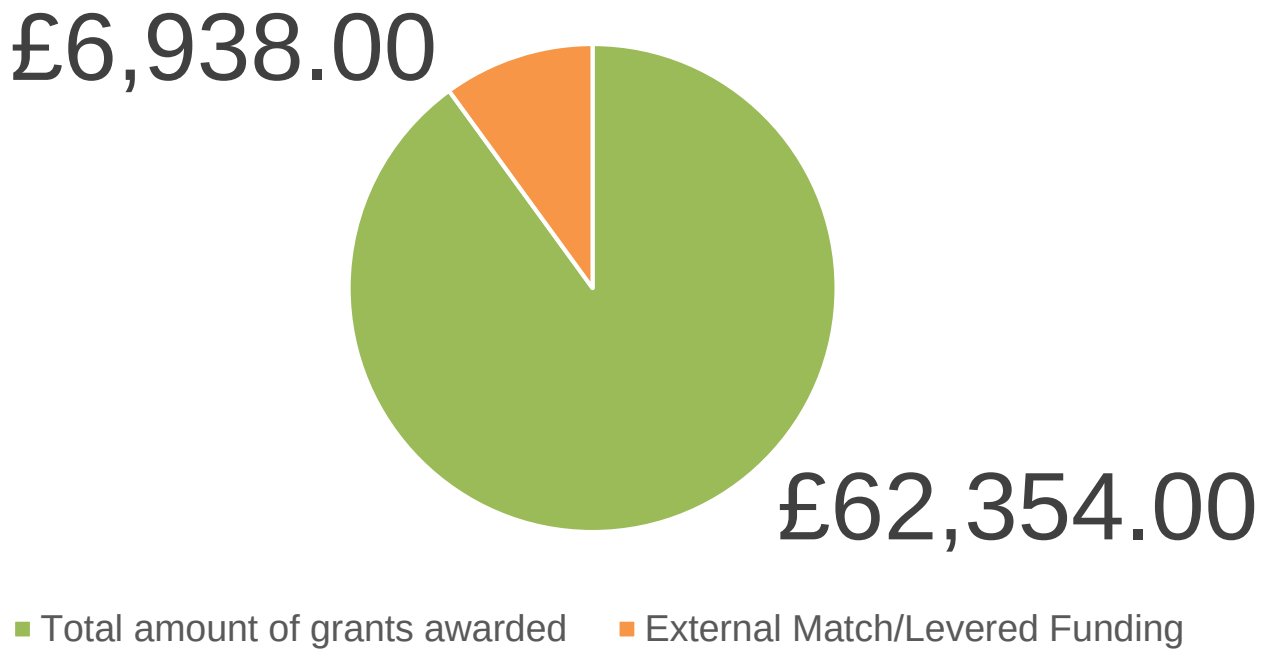
Total number of grants: 13

Total amount awarded: £62,354

5. Large Community Grant continued…

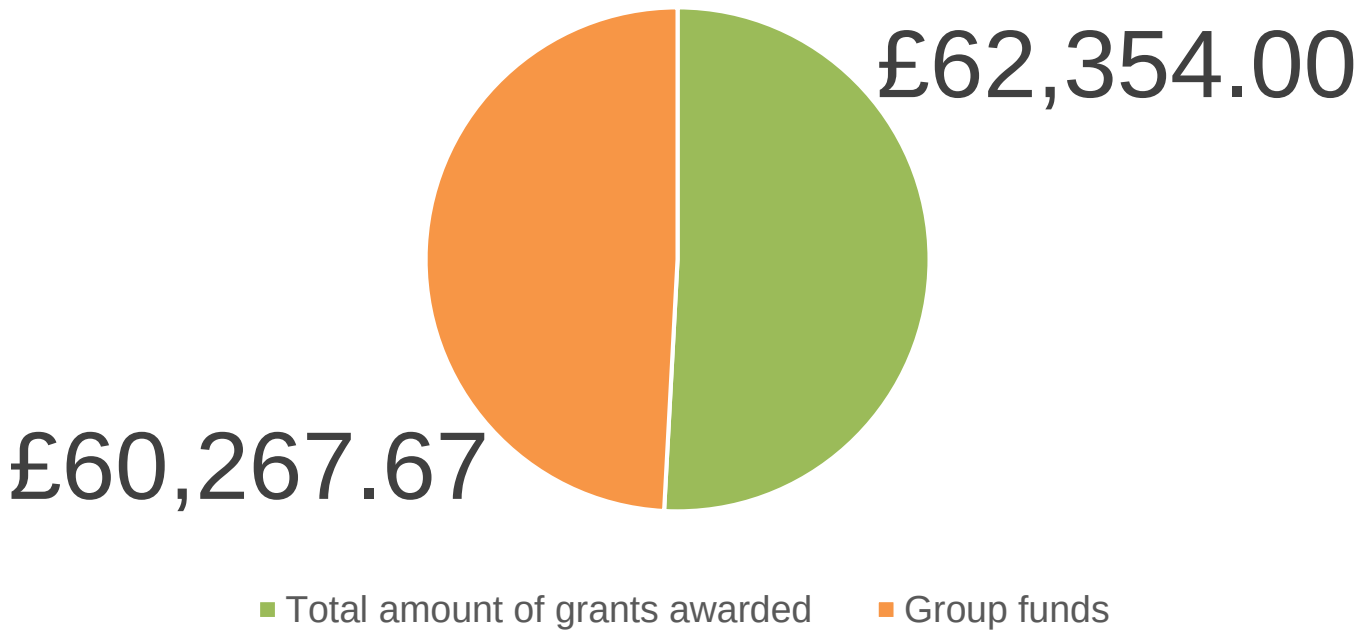
External Match Funding

This grant scheme helped secure the following external match funding for projects. All figures are for 2017-2018.



Organisation Match Funding

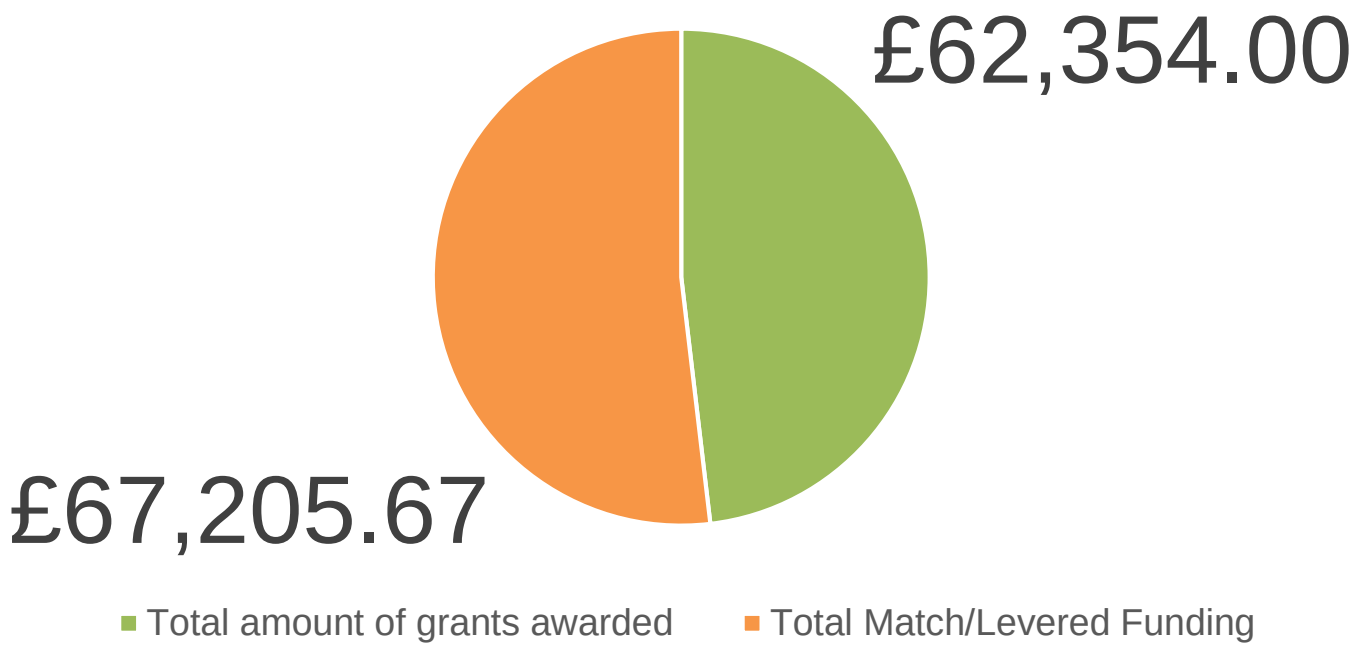
This grant scheme helped secure the following investment from organisations delivering projects.



5. Large Community Grant continued…

TOTAL Match/Levered Funding

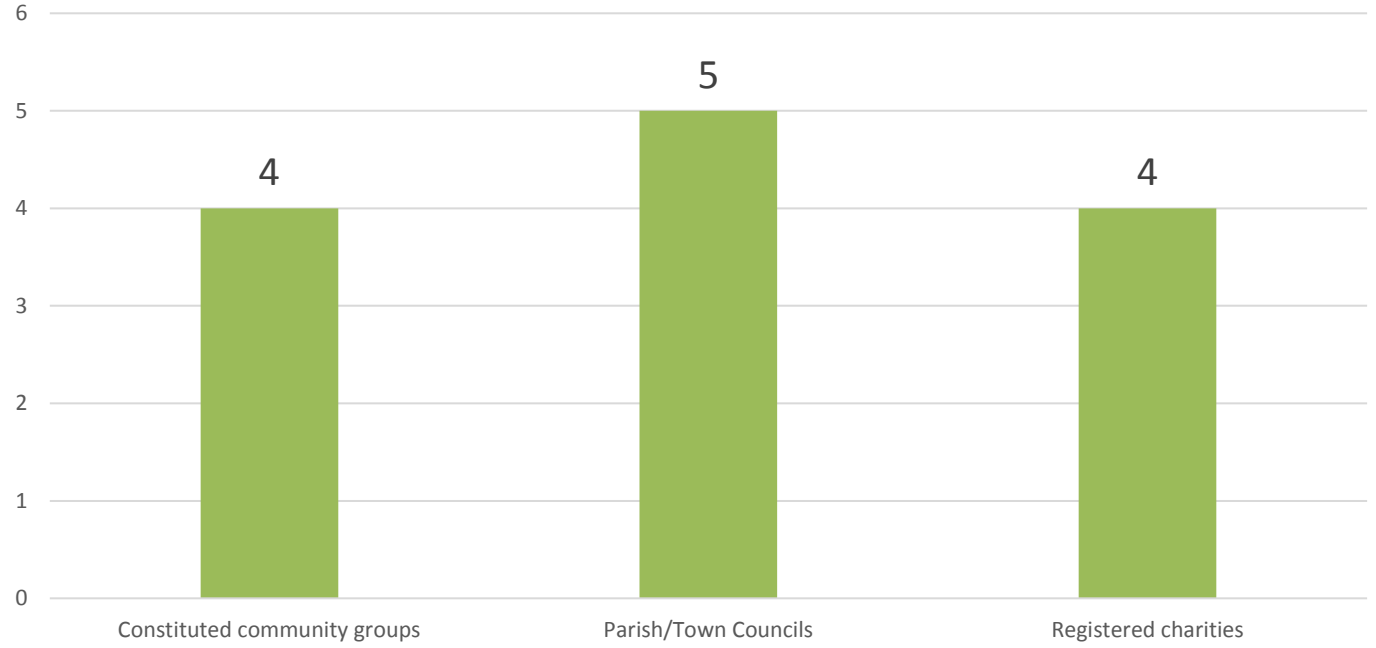
This grant scheme helped secure the following TOTAL Match/Levered funding.



For every **£1** invested from this scheme we matched/levered: **£1.07**

Types of organisations funded

This grant scheme supported the following types of organisations.



6. Match Funding Grant

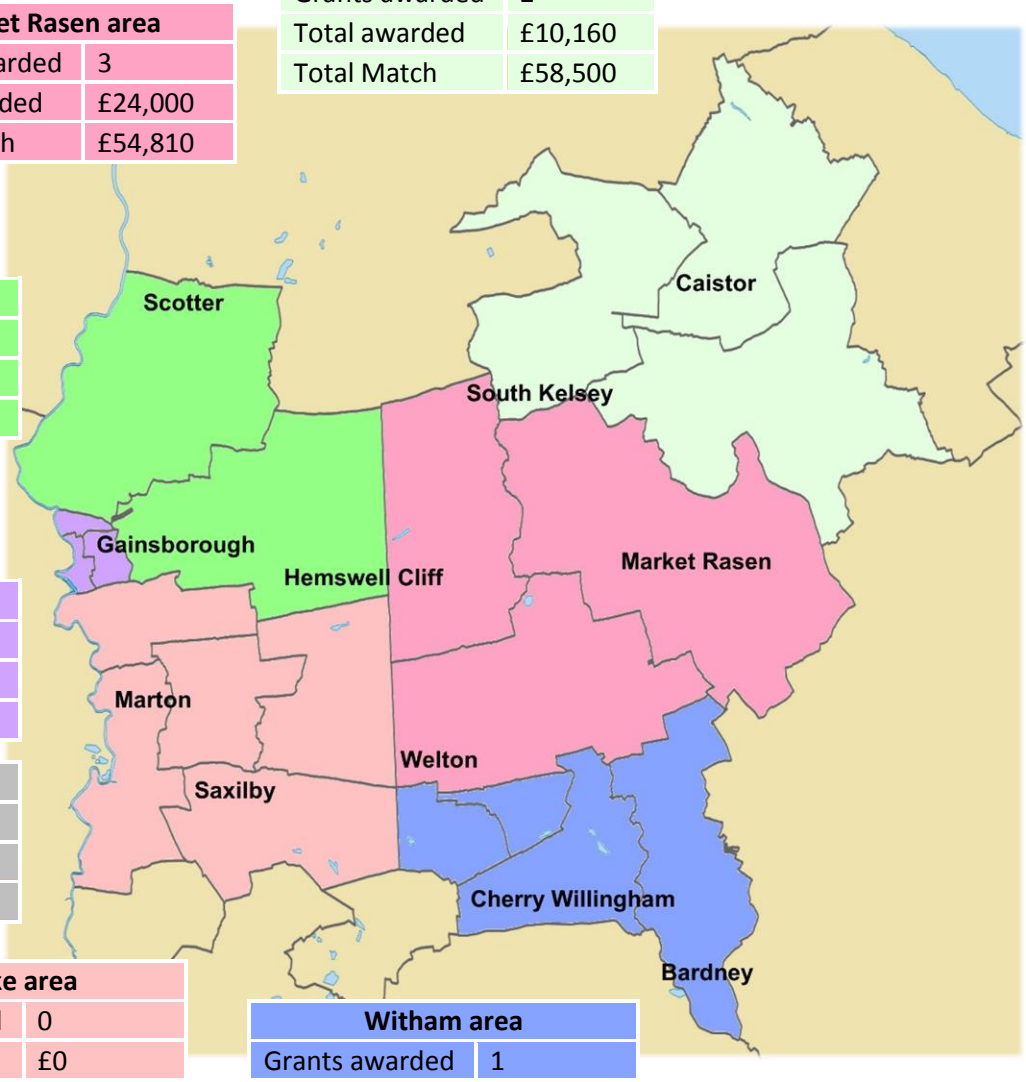
Grant map

Our grant map below shows where this scheme has made awards in the district. All figures are for 2017-2018.

Caistor area	
Grants awarded	2
Total awarded	£10,160
Total Match	£58,500

Market Rasen area	
Grants awarded	3
Total awarded	£24,000
Total Match	£54,810

Trent area	
Grants awarded	0
Total awarded	£0
Total Match	£0



Gainsborough area	
Grants awarded	5
Total awarded	£29,313
Total Match	£114,088

District Wide Projects	
Grants awarded	4
Total awarded	£30,000
Total Match	£100,672

Fossdyke area	
Grants awarded	0
Total awarded	£0
Total Match	£0

Witham area	
Grants awarded	1
Total awarded	£5,937
Total Match	£13,853

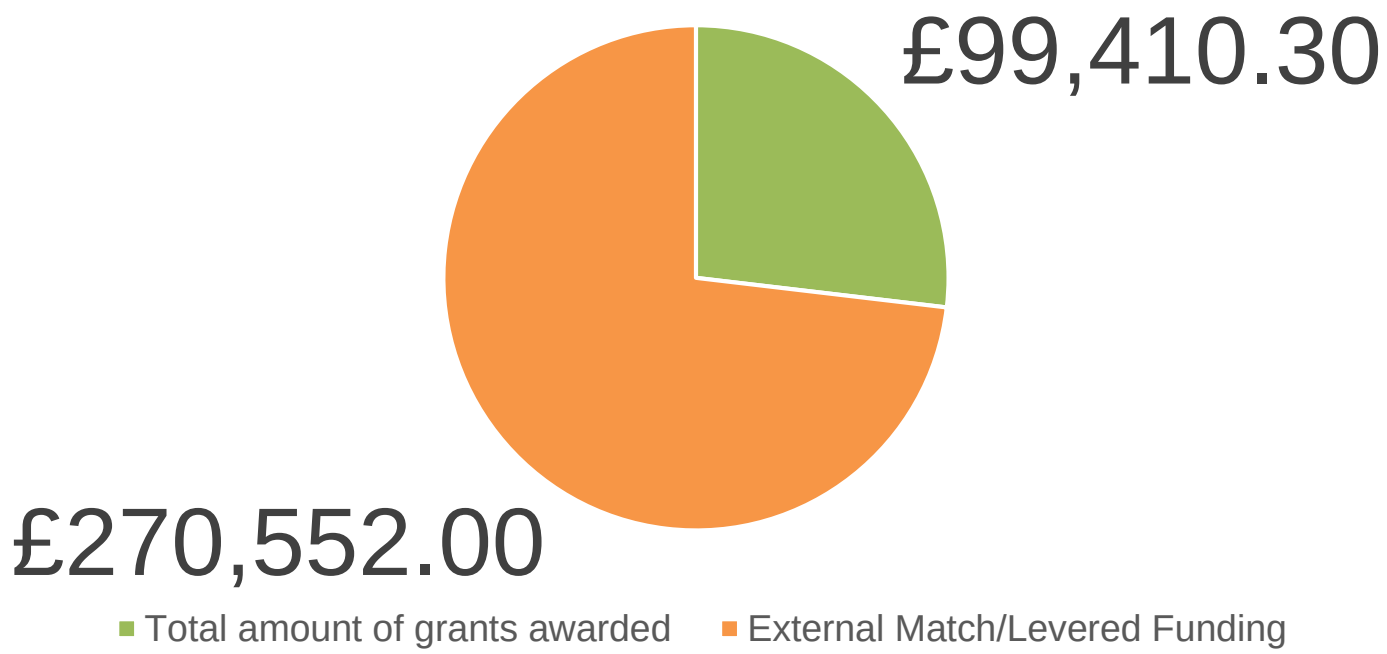
Total number of grants: 15

Total amount awarded: £99,410

6. Match Funding Grant continued…

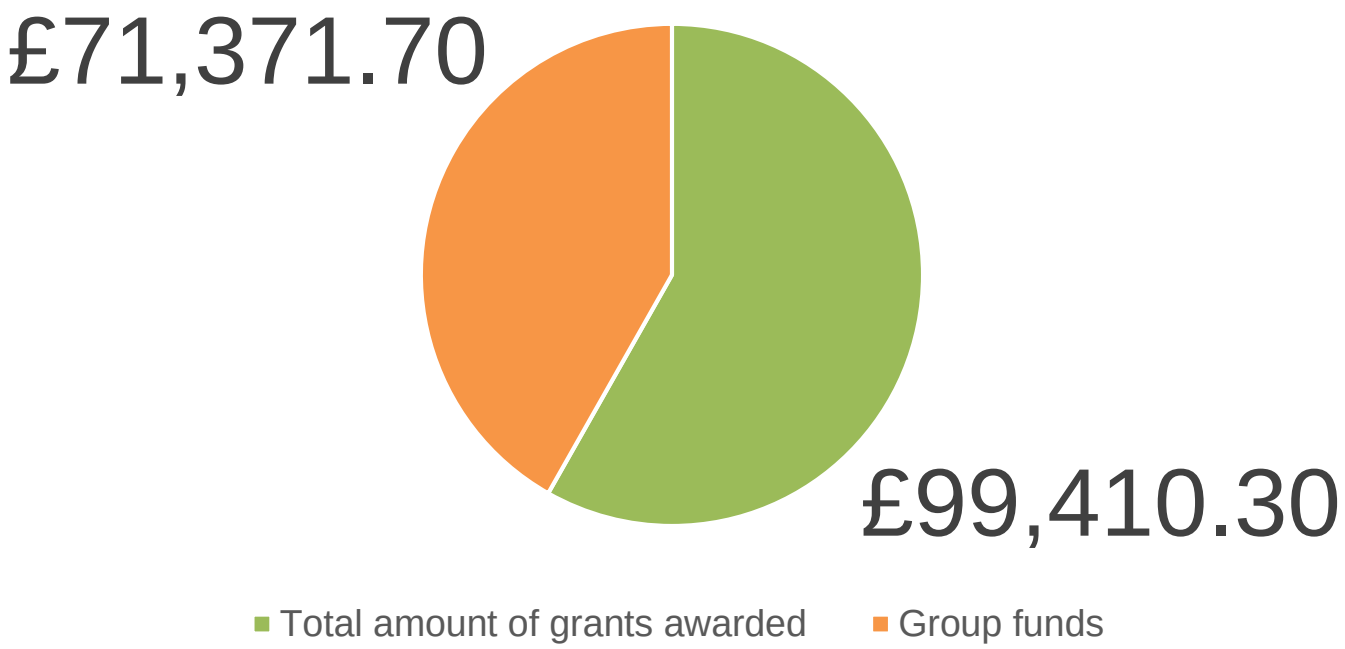
External Match Funding

This grant scheme helped secure the following external match funding for projects. All figures are for 2017-2018.



Organisation Match Funding

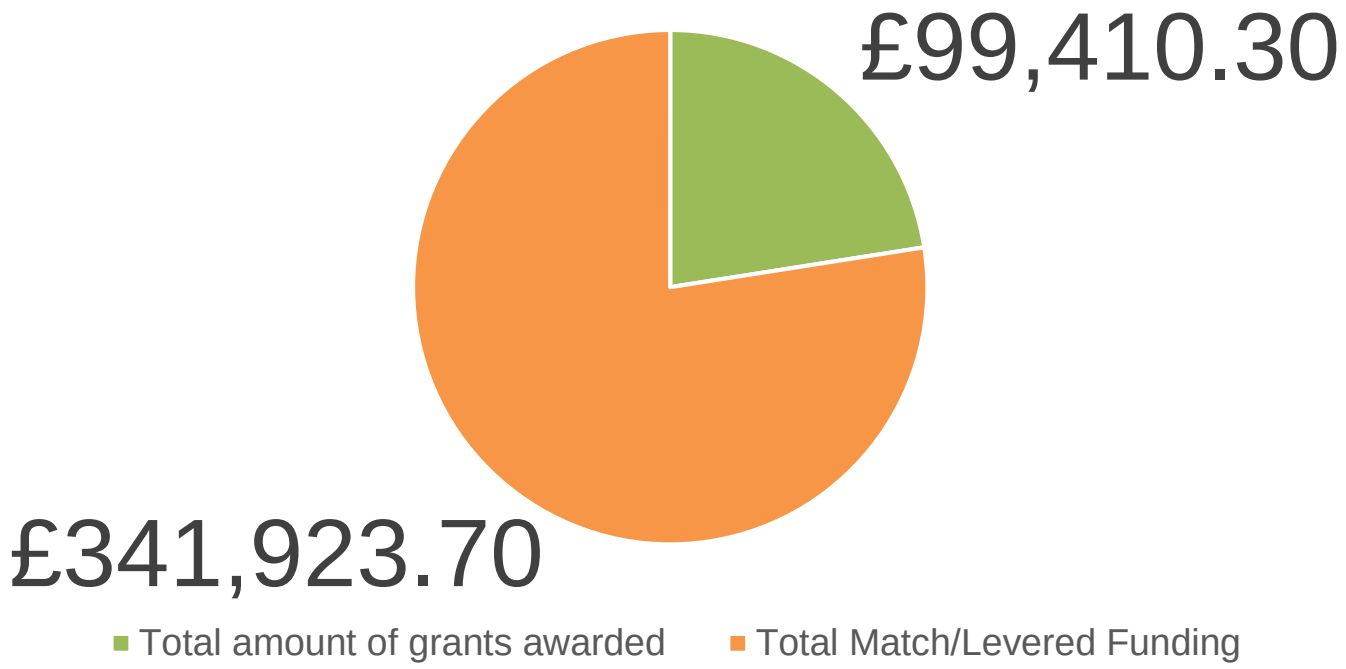
This grant scheme helped secure the following investment from organisations delivering projects.



6. Match Funding Grant continued…

TOTAL Match/Levered Funding

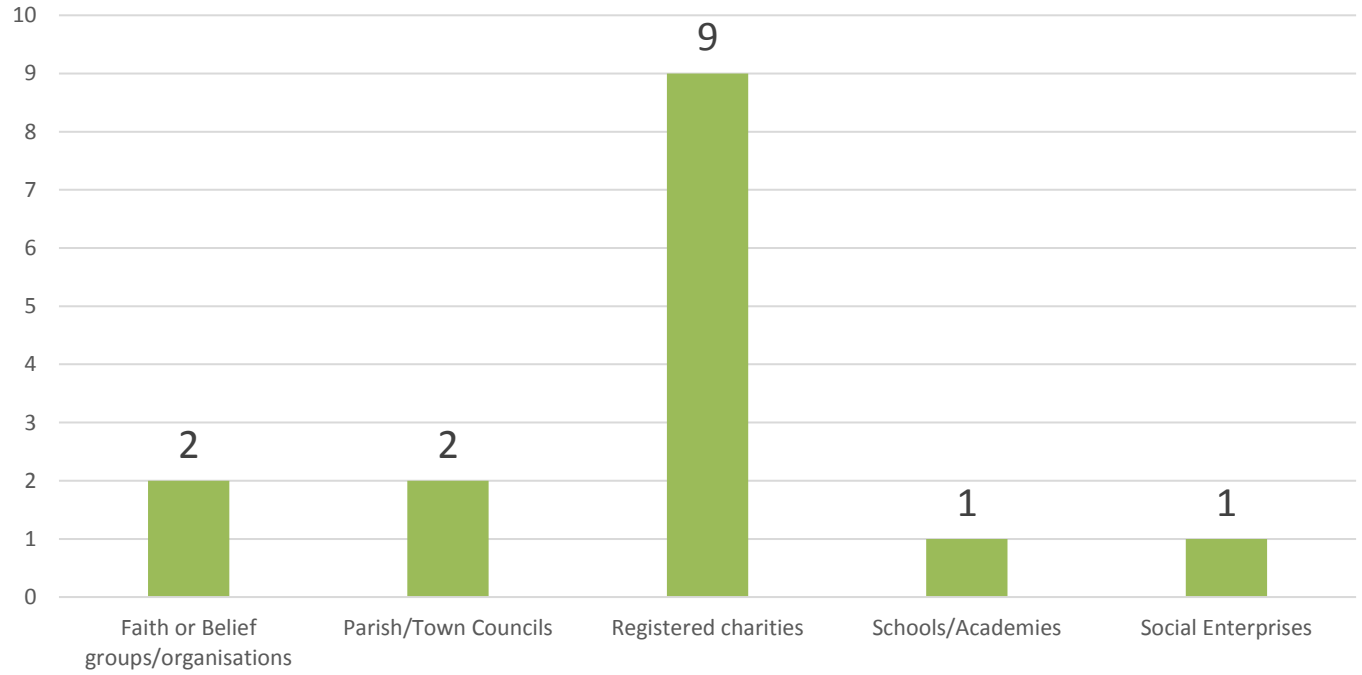
This grant scheme helped secure the following TOTAL Match/Levered funding.



For every **£1** invested from this scheme we matched/levered: **£3.43**

Types of organisations funded

This grant scheme supported the following types of organisations.



7. All Grant Scheme Totals

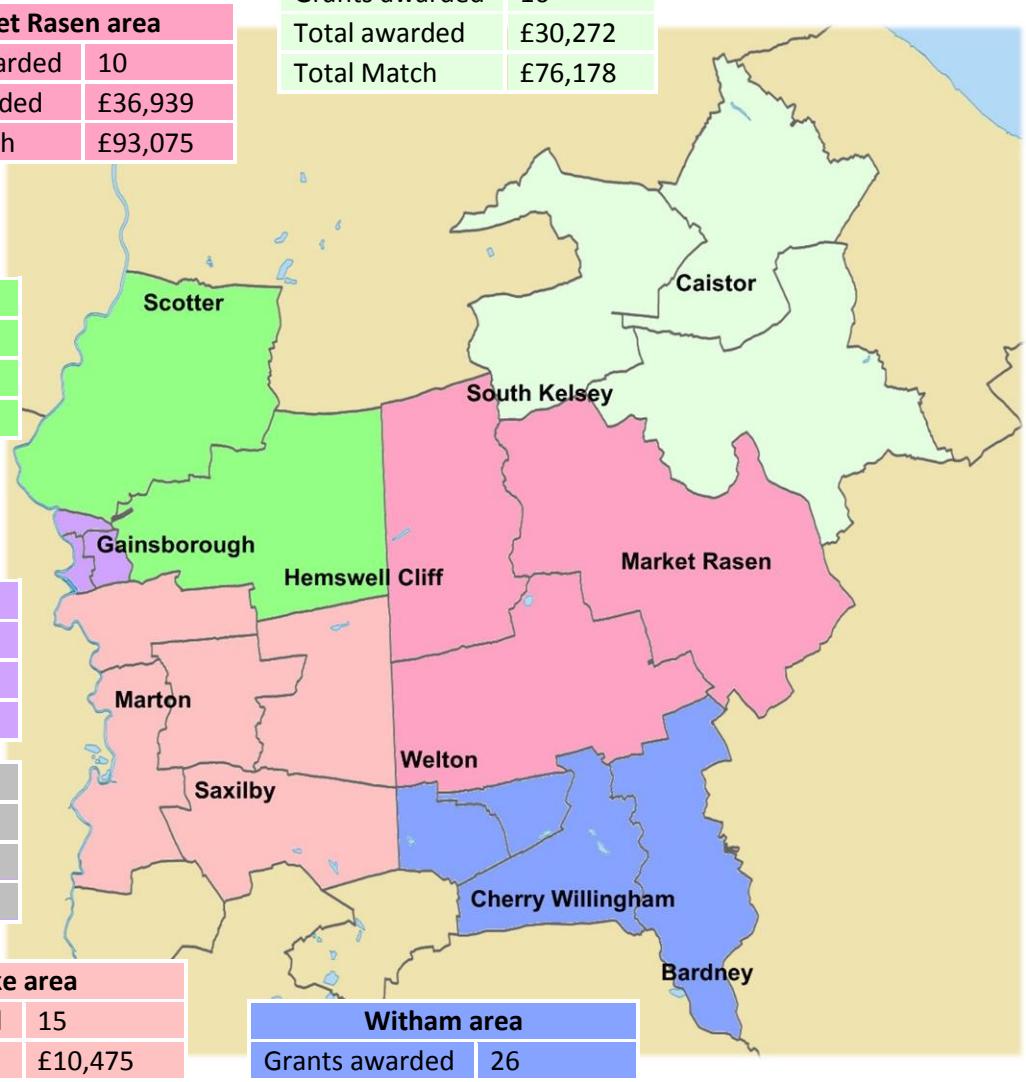
Grant map

Our grant map below shows where all awards were made in the district.
All figures are for 2017-2018.

Caistor area	
Grants awarded	16
Total awarded	£30,272
Total Match	£76,178

Market Rasen area	
Grants awarded	10
Total awarded	£36,939
Total Match	£93,075

Trent area	
Grants awarded	16
Total awarded	£16,664
Total Match	£10,293



Gainsborough area	
Grants awarded	17
Total awarded	£33,854
Total Match	£141,901

District Wide Projects	
Grants awarded	6
Total awarded	£31,000
Total Match	£102,834

Fossdyke area	
Grants awarded	15
Total awarded	£10,475
Total Match	£10,113

Witham area	
Grants awarded	26
Total awarded	£32,959
Total Match	£49,955

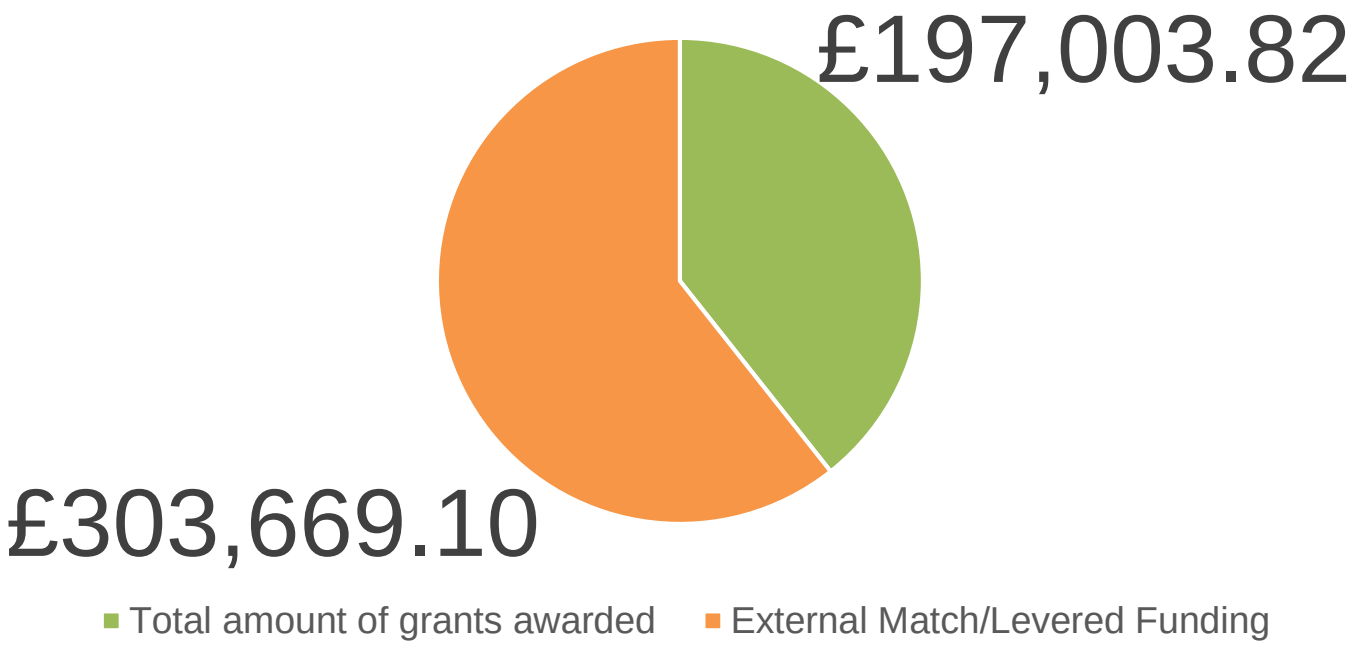
Total number of grants: 105

Total amount awarded: £197,003

7. All Grant Scheme Totals continued…

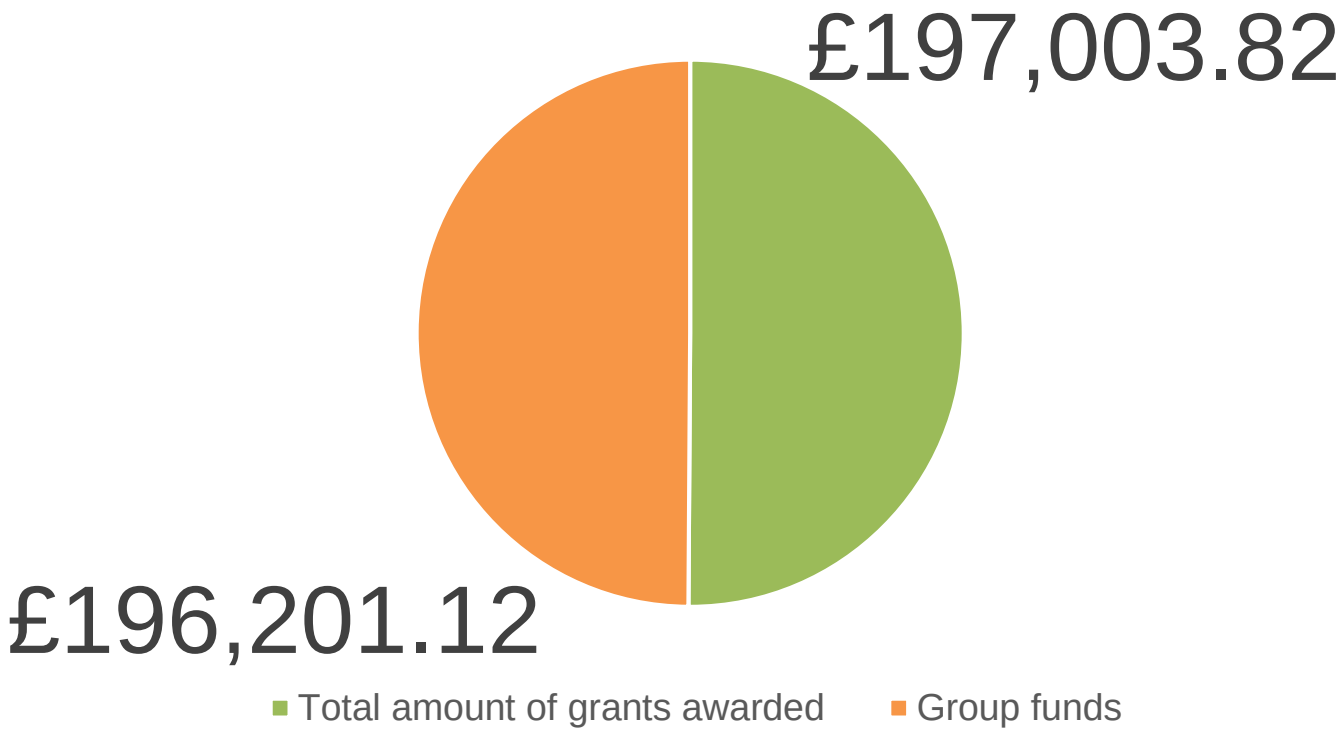
External Match Funding

All our schemes helped secure the following external match funding for projects. All figures are for 2017-2018.



Organisation Match Funding

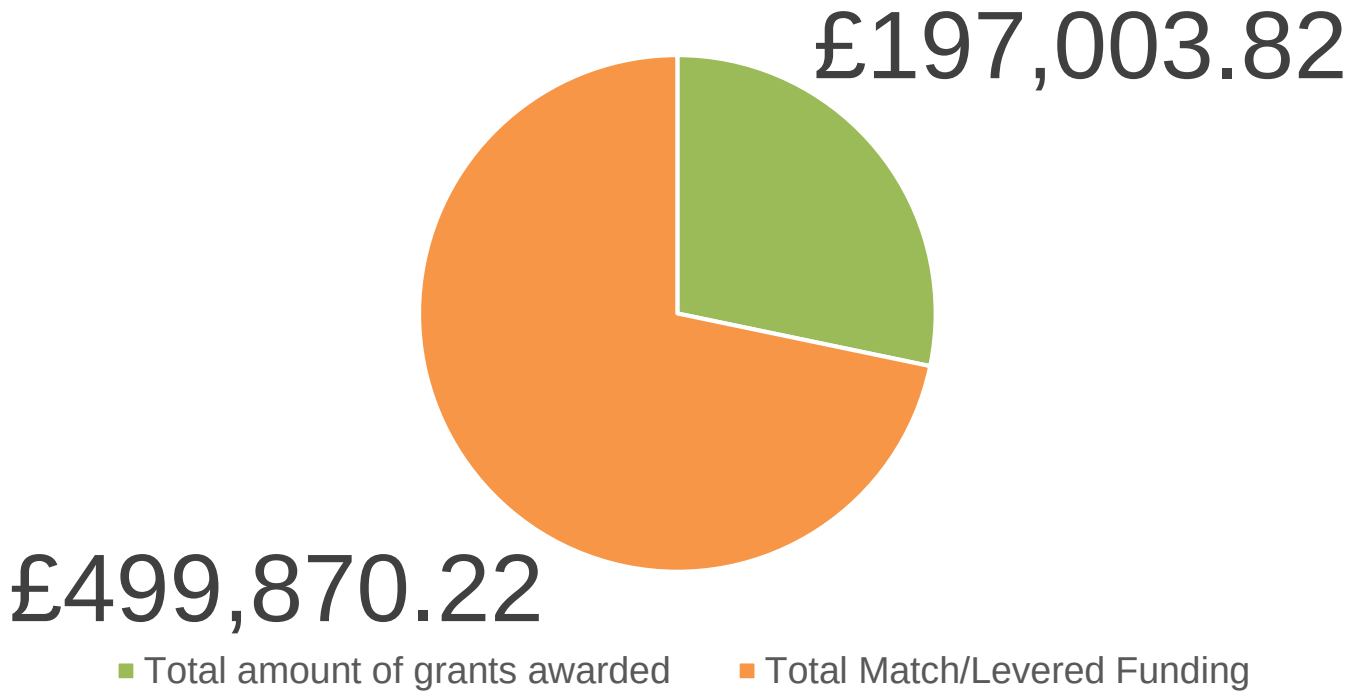
All our schemes helped secure the following investment from organisations.



7. All Grant Scheme Totals continued…

TOTAL Match/Levered Funding

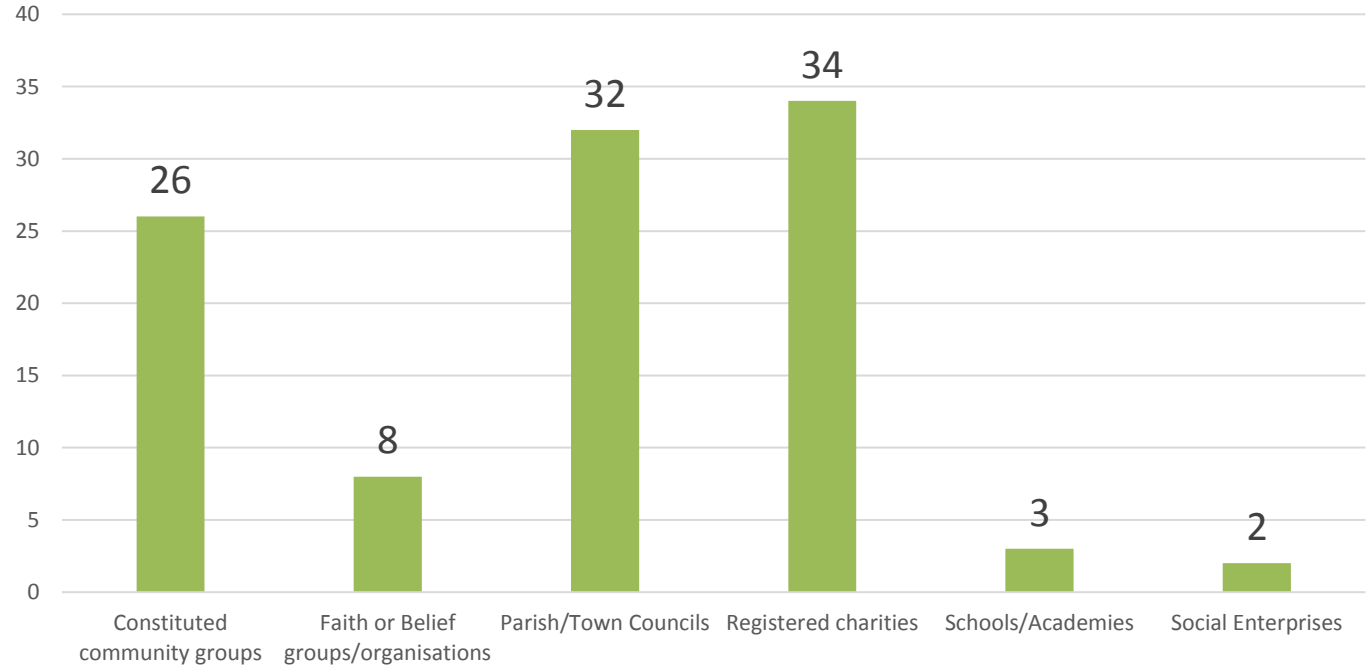
All our schemes helped secure the following TOTAL Match/Levered funding.



For every **£1** invested from all our schemes we matched/levered: **£2.53**

Types of organisations funded

All our schemes supported the following types of organisations.



8. The year ahead 2018-2019

Grant Schemes

During 2018-2019 we will continue to deliver the following grant schemes:

- Councillor Initiative Fund
- Match Funding Grant

In addition to the above we shall continue to deliver the Community Defibrillator Scheme. This scheme provides fully equipped external defibrillators to be installed in public accessible locations throughout our local communities.

Other programme specific grant schemes being delivered during 2018-2019 include:

- Access to Transport Fund (part of the Rural Transport Programme)
- Neighbourhood Planning Top-up Fund (part of Neighbourhood Planning)

All of our grant giving activity will continue to align to the Council's Corporate Priorities and help us achieve match funding and volunteer involvement.

We will also explore new ways of working to provide better targeted support to specific projects. An example of this is looking at tools to support local organisations fundraise.

Publicity and Communication

We will continue to promote the different schemes through our website, social media and positive news stories. New promotional materials will be designed including posters and leaflets to promote our schemes and show examples of successful projects that we have funded. Working with our Communications Team we will prepare and provide more press releases to highlight community action.

Officers will attend funding events to promote the schemes and provide support to organisations seeking funding and delivering community projects.

We will use the following methods of publicity:

- Press releases
- Council website
- Posters and leaflets
- Funding events and networks
- Other websites (Parish Councils etc…)
- Social media (Facebook, Twitter and YouTube)

The following grants were made as part of the Councillor Initiative Fund 2017-2018: *(Sorted by Ward Area and Councillor)*

Organisation	Project Description	Ward Area	Councillor	Grant amount
Langworth Group Parish Council	Purchase of plastic benches	Cherry Willingham	Anne Welburn	£250.00
Reepham Parish Council	Lighting, and case for mountcutter	Cherry Willingham	Anne Welburn	£130.00
Cherry Willingham and Reepham Scout and Guide Group	Refurbishment of Scout and Guide Headquarters to include new boiler, exterior lighting and damp proofing.	Cherry Willingham	Anne Welburn	£200.00
Reepham & Cherry Willingham Village Hall Committee	Website to promote the village hall and facilitate community access.	Cherry Willingham	Anne Welburn	£200.00
Cherry Willingham Parish Council	This grant would fund two picnic tables sited near the bike track and with great views towards the cathedral and the open fields.	Cherry Willingham	Chris Darcel	£1,000.00
Reepham and Cherry Willingham Village hall	Website to promote the village hall and facilitate community access.	Cherry Willingham	Chris Darcel	£180.00
Cherry Willingham and Reepham Scout and Guide Group	Refurbishment of Scout and Guide Headquarters to include new boiler, exterior lighting and damp proofing.	Cherry Willingham	Chris Darcel	£200.00
Fiskerton Village Hall	To fit 9 metres of fitted bench seating in Village Hall.	Cherry Willingham	Chris Darcel	£1,000.00
Cherry Willingham and Reepham Scout and Guide Group	Refurbishment of Scout and Guide Headquarters to include new boiler, exterior lighting and damp proofing.	Cherry Willingham	Maureen Palmer	£200.00
Reepham & Cherry Willingham Village Hall Committee	Website to promote the village hall and facilitate community access.	Cherry Willingham	Maureen Palmer	£200.00
Welton Family Health Centre	To purchase a Doppler ultrasound for blood flow testing of patients in the local community	Dunholme & Welton	Diana Rodgers	£2,160.00
Eudaimonia	To offer surplus food and goods to those most in need, and provide a safe space to develop groups and activities.	Gainsborough East	David Bond	£1,000.00
Stepping Stone Theatre for Mental Health	A special event for the Disability Network West Lindsey (DNWL) - MEMORIAL FOR NIGEL WEBSTER	Gainsborough East	Michael Devine	£200.00

Organisation	Project Description	Ward Area	Councillor	Grant amount
Mercer Wood Gainsborough	New website for Mercer Wood Community Group	Gainsborough North	Gillian Bardsley	£190.00
West Lindsey Churches Festival	Production of brochure to advertise participating churches in two week festival in May.	Gainsborough North	Gillian Bardsley	£500.00
Gainsborough Choral Society	Funding to be used to hire DVD and a variable speed player, plus a large screen	Gainsborough North	Gillian Bardsley	£200.00
CAMRA Gainsborough	Update and replacement of equipment.	Gainsborough North	Matthew Boles	£200.00
Gainsborough Choral Society	Funding to be used to hire DVD and a variable speed player, plus a large screen	Gainsborough North	Sheila Bibb	£200.00
The Salvation Army	Purchase of non-perishable food items for foodbank in Gainsborough.	Gainsborough South West	Judy Rainsforth	£500.00
Riverside Access & Training	Mental Health Social meeting group	Gainsborough South West	Matthew Boles	£450.00
CAMRA Gainsborough	Update and replacement of equipment.	Gainsborough South West	Trevor Young	£200.00
Gainsborough Model Railway Society	Promotion of Model Railway.	Gainsborough South West	Trevor Young	£300.00
Benjamin Adlard Primary School	Initiative run by Lincolnshire Police to run a mini-police project. This is aimed at helping pupils to be good role models. The project lasts 18 months.	Gainsborough South West	Trevor Young	£450.00
Corringham Village Hall	Energy certificate to cover new boiler, lighting and windows.	Hemswell	Paul Howitt-Cowan	£600.00
1st Grasby Scouts	Repairs to equipment storage Garage	Kelsey Wold	Lewis Strange	£500.00
North Kelsey Bowls Club	Cladding the roof of the sports pavilion which is currently leaking.	Kelsey Wold	Lewis Strange	£500.00
All Saints Church, Grasby	Repair of the church organ, used by both the church and the school.	Kelsey Wold	Lewis Strange	£300.00

Organisation	Project Description	Ward Area	Councillor	Grant amount
Mayor of Gainsborough Charities	Easter Charity Ball to raise money for the Mayor's two charities.	Lea	Jessie Milne	£200.00
Eudaimonia	To offer surplus food and goods to those most in need, and provide a safe space to develop groups and activities.	Lea	Jessie Milne	£1,000.00
Market Rasen Town Council	To resurface the unadopted road of Rase Lane for the benefit of residents and people using the sports facilities.	Market Rasen	Hugo Marfleet	£2,250.00
Walesby Parish Council	Annual event collecting litter from around the parish, with a social event afterwards.	Market Rasen	John McNeill	£70.00
Rase Heritage Society	Reprint of tourist information leaflets re the popular Market Rasen Virtual Heritage Tour	Market Rasen	John McNeill	£146.00
4th Lincoln 1st Nettleham Scout Group	Replacement of four large 6/8 man tents which are currently in a state of disrepair	Nettleham	Angela White	£350.00
Nettleham Parish Council	Replacement of existing 2no notice boards - current boards in poor condition and not now fit for purpose and community board unmanageable.	Nettleham	Angela White	£200.00
Nettleham Village Hall	Installation of a new notice board to be hung outside the Village Hall.	Nettleham	Angela White	£275.00
Nettleham Bridge Club	Teaching Bridge to Year 6 students to help them with their maths, concentration and social skills.	Nettleham	Giles McNeill	£95.00
Nettleham Village Hall	Installation of a new notice board to be hung outside the Village Hall.	Nettleham	Giles McNeill	£225.00
Buddies Dementia Café	The funding will be used to help cover the costs of renting the Nettleham Hub, provision of refreshments to our guests and payment for the entertainment	Nettleham	Giles McNeill	£100.00
Nettleham Parish Council	Replacement of existing 2no notice boards - current boards in poor condition and not now fit for purpose and community board unmanageable.	Nettleham	Giles McNeill	£150.00
Saxilby Library Reading Group	Advertising to attract new members, yearly subscription	Saxilby	David Cotton	£300.00
Burton by Lincoln Parish Council	Bus Shelter on Park Lane.	Saxilby	David Cotton	£500.00

Organisation	Project Description	Ward Area	Councillor	Grant amount
Saxilby PC	Regeneration of the area	Saxilby	Jackie Brockway	£650.00
Burton Waters Management Ltd	Bus Shelter on Park Lane.	Saxilby	Jackie Brockway	£500.00
Ingham Heritage Centre	Interpretation Board for visitor information.	Scampton	Roger Patterson	£1,054.80
Ingham Parish Council	Remembrance Day Civic Event	Scampton	Roger Patterson	£220.00
Fillingham Parish Meeting	Replacement of Village Hall Notice Board	Scampton	Roger Patterson	£205.20
CAMRA Gainsborough	Update and replacement of equipment.	Scotter & Blyton	Lesley Rollings	£100.00
Stepping Stone Theatre for Mental Health	A special event for the Disability Network West Lindsey (DNWL) - MEMORIAL FOR NIGEL WEBSTER	Scotter & Blyton	Lesley Rollings	£500.00
East Stockwith Parish Council	WW2 Stonework Memorial to commemorate crew of Lancaster which crashed in the village. Event 2018.	Scotter & Blyton	Patricia Mewis	£500.00
Northorpe Parish Council	Repair/refurbishment of cemetery gates which no longer close and have peeling paint.	Scotter & Blyton	Patricia Mewis	£250.00
Stepping Stone Theatre for Mental Health	A special event for the Disability Network West Lindsey (DNWL) - MEMORIAL FOR NIGEL WEBSTER	Scotter & Blyton	Richard Oaks	£500.00
Stepping Stone Theatre for Mental Health	A special event for the Disability Network West Lindsey (DNWL) - MEMORIAL FOR NIGEL WEBSTER	Scotter & Blyton	Sheila Bibb	£100.00
Willingham Parish Council	Extension of Willingham cemetery footpath.	Stow	Reg Shore	£504.00
East Stockwith Parish Council	WW2 Stonework Memorial to commemorate crew of Lancaster which crashed in the village. Event 2018.	Sudbrooke	Bruce Allison	£500.00
Scothern Parish Council	Creation of Lincolnshire Heritage Orchard in Grange Park, Scothern.	Sudbrooke	Stuart Curtis	£1,500.00
Fenton Parish Council	The Parish Council would like to install a defibrillator into the kiosk once it is refurbished, and this will be	Torksey	Stuart Kinch	£500.00

Organisation	Project Description	Ward Area	Councillor	Grant amount
	available for members of the community to use and will offer a life-saving addition to the community.			
The Triangle Lincs	Community magazine - increasing the number of pages.	Waddingham & Spital	Jeff Summers	£374.00
Waddingham Parish Council	New, larger notice board	Waddingham & Spital	Jeff Summers	£900.00
Wolds Wanderers Walking Football Club WWWFC	Leasing agreement with Caistor Town Council, affiliation with Lincs FA, equipment and training courses.	Wold View	Tom Regis	£500.00
Brookenby Community Land Trust	Community Land Trust development project.	Wold View	Tom Regis	£150.00
St John's the Baptist Nettleton	Provision of handrails at Nettleton Church entrance	Wold View	Tom Regis	£162.00
Rothwell Parish Council	Village footpath maintenance	Wold View	Tom Regis	£500.00
			TOTAL:	**£28,041.00**

Corporate Policy and Resources Committee	
8 November 2018	

Subject: Review of JSCC Terms of Reference

Report by:	Emma Redwood People & OD Team Manager
Contact Officer:	Emma Redwood People and Organisational Development Team Manager 01427 676591 Emma.redwood@west-lindsey.gov.uk
Purpose / Summary:	To review the terms of reference for Joint Staff Consultative Committee (JSCC).

RECOMMENDATION:

To adopt the recommendation from the Joint Staff Consultative Committee (JSCC) for the quorate membership to be 2 Councillors, and either 1 staff member or union representative.

IMPLICATIONS

Legal: None

Financial : FIN/120/19

There are no changes which impact the finances of the council

Staffing : None

Equality and Diversity including Human Rights :
West Lindsey District Council has a commitment to equal opportunities.
It seeks to ensure that no potential or current employee receives less favourable treatment than another on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Risk Assessment :

Climate Related Risks and Opportunities :

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

None.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes		**No**	**x**

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes		**No**	**x**

1 Background

1.1 During a committee meeting in July 2018 it was requested by JSCC that the People and OD Team Manager look at future terms of reference for the Committee.

This is due to circumstances as shown below:

7 Sept 2017	Cancelled	No union rep
5 Oct 2017	went ahead	
23 Nov 2017	went ahead	
18 Jan 2018	Cancelled	limited business & Chairman away
29 Mar 2018	went ahead	
31 May 2018	Cancelled	No union rep
5 July 2018	went ahead	
6 Sept 2018	Cancelled	No staff rep

1.2 Constitution - The **Corporate Policy & Resources** Committee as the principal committee of the council is responsible for:

1. The formulation (but not the adoption or approval) of:
   (a) The Policy Framework
   (b) The budget and
   (c) The council's objectives and priorities

2. The control and management of resources, including land, property, finance and staff to further the council's objectives.

1.3 Constitution – The **Joint Staff Consultative** Committee is a non-decision making sub-committee where policies are discussed before recommending their support to CP&R committee.

1. To establish regular methods of communication and negotiation between the council and employees of the council, in order to prevent differences and to adjust them should they arise, always provided that no question of individual discipline, promotion or efficiency shall be within the scope of the committee.

2. To consider and advise on any relevant matter referred to it by any committee of the council, or by any of the employee groups represented on the consultative committee.

3. To make recommendations to the CP&R committee as to the adoption of policies affecting employee interests (except those relating to the terms and conditions on which they are employed) or on any other matter referred to it.

4. The JSCC may submit for consideration by, and the advice of, the appropriate national or provincial negotiating body established to deal with National Scheme of Conditions and Service affecting employees.

1.4 Benchmarking with councils in the local area shows that there are a number of options used to engage with staff and unions and ultimately agree policy decisions affecting staff.

1.5 Some councils continue with their JSCC in line with how West Lindsey District Council (WLDC) currently do. Some councils have disbanded their JSCC and now hold forums with unions and management team and policy decisions are made by Head of Paid Service.

1.6 The impact of not holding a JSCC is minimal as the meetings are used for consultation on policies which have already been drawn up and Unison and staff reps will have already seen them. However they are a useful forum to engage in discussion.

1.7 There has not been a Unison Representative employed by the council since The Energy and Climate Officer left in 2017. Unison have tried to encourage other staff to become Unison representatives however they have had no take up as yet. Currently one member of staff comes to JSCC on Unison's behalf.

1.8 There are currently 2 staff reps within the council. The September meeting of JSCC was cancelled due to holiday and absence of both staff reps; unfortunately on the last round of staff representative engagement no staff put themselves forward as reserves for JSCC. We will go back out and ask for reserves as a 'just in case'.

<u>There are a number of options which have been considered:</u>

Option 1
Disband JSCC (constitutional change) and engage with union and staff reps more directly.

Option 2
Reduce the frequency of JSCC meetings to ensure business and the likelihood of attendance.

Option 3
Change the terms of reference to show that quorate would be 2 councillors, and either 1 staff /union rep.

Option 3 has been considered and recommended by JSCC with support from Members, Staff and Unison Representatives.

West Lindsey District Council
The Entrepreneurial Council

Corporate Policy and Resources Committee	
Date 8 November 2018	

Subject: Review of Career Break scheme

Report by:	Emma Redwood People & Organisational Development Team Manager
Contact Officer:	Emma Redwood People and Organisational Development Team Manager 01427 676591 Emma.redwood@west-lindsey.gov.uk
Purpose / Summary:	To review the Career Break Scheme

RECOMMENDATION(S):
That Corporate Policy & Resources Committee approve the revised Career Break Scheme for the council.

Delegated authority be granted to the Executive Director of Resources to make minor housekeeping amendments to the policy in future, in consultation with the Chairman of the Corporate Policy & Resources Committee and Chairman of the Joint Staff Consultative Committee (JSCC).

IMPLICATIONS

Legal: None

Financial : FIN/123/19

There are no changes to the policy which impact the finances of the council

Staffing : None

Equality and Diversity including Human Rights :
West Lindsey District Council has a commitment to equal opportunities.
It seeks to ensure that no potential or current employee receives less favourable treatment than another on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Risk Assessment :

Climate Related Risks and Opportunities :

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

None.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)	**Yes**		**No**	**x**

Key Decision:

A matter which affects two or more wards, or has significant financial implications	**Yes**		**No**	**x**

Background

WLDC has had a Career Break Scheme in place since 2009. It is seen as a good employment practice to allow staff members some flexibility with their career.

The attached reviewed Career Break Scheme shows in yellow highlight the areas of change.

There are no fundamental changes to the policy.

Changes are shown below:

Page 3 – new introduction
Page 4 – 1.5 addition to eligibility section
Page 6 – 2.3 contractual position new section to give clarity
Page 7 – section 5 rewording but same emphasis

Below are details of career breaks taken in the last 6 years

2013/14	0
2014/15	0
2015/16	3
2016/17	0
2017/18	0
2018/19	0

Of the 3 taken in 2015/16 none of the members of staff have returned to work. The career breaks taken by staff at the time were of varying lengths and all for different reasons.

Engagement
The revised scheme was discussed at Joint Staff Consultative Committee on 4th October 2018 and was fully supported by Members, Staff and Unison Representatives.

Communication
If the revised scheme is agreed then this will be communicated to staff via a number of channels, it will be placed on the intranet site, internal TV's and hard copies placed at depots.

West Lindsey District Council

Career Break Scheme

JSCC Approved – 4 October 2018

P&R Approved –

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Application to Return from a Career Break	Appendix 2

1. INTRODUCTION

1.1 Introduction

West Lindsey District Council is committed to developing work practices and policies which support work-life balance.

The Council recognises that some employees may wish or need to take an extended break from work for a variety of personal reasons, during the course of their employment.

Employees are not entitled to take a career break, but the Council recognises that there may be circumstances where it may be beneficial to both parties, to allow an unpaid period of time away from work.

This policy sets out the Council's approach to career breaks and the basis on which they may be taken.

1.2 Principles

A career break is an unpaid break from work for a period of no less than 6 months and up to 3 years.

- For breaks of 6 months to under 1 year (where approval is given) the employee can be guaranteed a return to their substantive post.

- For breaks of between 1 year and 3 years there will be no guarantee of employment, but there will be an undertaking that every effort will be made to find individual employment at the end of the break.

What are appropriate reasons for requesting a Career Break?

- To care for children, sick relatives, or other dependants

- To undertake temporary voluntary work or overseas travel

- To undertake courses of study

  (This list is illustrative rather than exhaustive)

1.3 Purpose of the Scheme

The scheme is intended to provide benefits for both employees and the Council.

For Employees

- It will complement other family friendly policies and initiatives designed to enable employees to work more flexibly, and achieve a balance between home and work commitments.

- It provides support and assistance to employees with child care and other domestic responsibilities e.g. providing employees with an alternative to resigning following the birth of a child, or for female employees returning to work immediately following maternity leave, and allowing them the potential to resume employment with the Council at a later date.

- It allows employees on career breaks to keep their skills and knowledge up to date, making the return to work easier.

- It affords employees the opportunity to pursue voluntary work or developmental opportunities, whilst retaining the potential to resume employment with the Council.

For the Council

- The Scheme contributes towards an effective and active equal opportunities programme.

- It will enable the retention of skilled and experienced employees, and gain maximum benefit from the investment in development and training of those staff, particularly in areas where there are skill shortages.

- The scheme will potentially reduce the costs of recruitment.

- It will enhance the Council's image.

- It will encourage an increase in employee loyalty and commitment.

- The scheme will provide a pool of experienced people who may be called upon for holiday relief, to cover for sickness and peak workloads, reducing disruption and cost to the service.

1.4 How long can a Career Break last?

The minimum length of a career break will be 6 months with the maximum being 3 years. Employees will not be able to take more than one career break.

1.5 Who is Eligible?

The scheme is open to all employees of the Council (full time, part time or job share), who have completed at least 1 years continuous service with the Council.

The decision as to eligibility for the scheme will be made by the Manager in consultation with Human Resources.

The terms of this policy do not apply to maternity or adoption leave, parental leave, paternity leave, compassionate leave, emergency leave for care of dependants or flexible working for which separate Council policies are available.

Due to immigration regulations, it may, however, not be feasible to consider requests from individuals who do not have a permanent right to work in the UK.

2. TERMS OF THE SCHEME

2.1 Process

1. Before the career break commences the employee should receive a full explanation of the scheme from their Manager, and be able to seek clarification of any points as required.

2. An employee wishing to participate in the scheme should initially apply to his or her Manager using the appropriate form (see Appendix 1a and 1b) at least 12 weeks before the employee wishes the break to begin. Where this is not possible, for example in circumstances such as a sudden illness of a dependant, as much notice as possible is required. A copy of the career break application form should be retained by the applicant.

3. The Manager will consider the application seeking the view's of the employee's line manager if applicable.

4. The Manager may discuss the application in further detail with the applicant where needed. A decision will then be made by the Manager. This decision will be recorded on the form, with reasons why the decision was made. A reply will normally be given to the employee within 10 working days.

5. If approval has been given for a period of between 6 months and up to 1 year, the employee need not resign from their post.

If approval has been given for between 1 to 3 years the applicant should resign from his/her current post stating the intention to take a career break. If a suitable post is obtained a new contract commences on the individual's return to employment with the Council.

6. If approval is not given and the applicant wishes to appeal against this decision an appeal should be lodged with the HR department within 10 working days of receipt of the decision. The appeal will be heard within 10 working days of receiving it by a manager not previously involved with the case.

7. For breaks of up to 1 year, during the break the employee may be required to attend his/her normal place of employment for up to 10 days a year subject to service area funding and agreement with his/her Manager. These days may be used by the service area to ensure that the employee is kept up to date with developments e.g. different systems installed, new legislation which affects the job, new staffing structures, updating of skills. Specific training can be included or additional to the 10 days, by agreement. During these periods the individual should be paid at the same scale point as they received before they commenced their career break. These periods of work and training will be counted as service. In certain circumstances it may be that the individual is unavailable to work during his/her career break, e.g. they may be undertaking voluntary service overseas, or it may be considered by the employer that 10 days training per year is not enough, situations such as these must be looked at taking into account the individual circumstances of each case.

In addition, the employing Service Area should ensure the employee continues to receive appropriate information during the career break. This may include:

- Newsletters (corporate or otherwise)
- Information regarding updating in the service area
- Vacancy bulletins (for at least the 12 weeks prior to return)
- Any other reasonable/relevant information as requested

2.2 How Does a Career Break affect Continuous Service?

The Council will treat the career break as a period which suspends continuity. Therefore, upon a return to work, previous service will be counted as continuous for statutory employment rights e.g. redundancy payments, right to claim unfair dismissal etc.

Previous continuous service will also be reinstated for the purposes of service related benefits such as sickness payments, notice, annual leave, long service awards and maternity, provided that the individual has not undertaken any alternative permanent employment during the break.

The career break itself will not be counted as a period of service, except for the times when the employee attends work or attends a work related training course during the break.

2.3 Contractual position during a career break

All career breaks will be unpaid.

Incremental progression will not take place during a period of a career break. This delay to the increment is because annual increments are awarded to reflect the development of skills, knowledge and experience within the role for which an individual is employed.

There will be no entitlement to holiday pay whilst on a career break and the employee will not accrue annual leave. Any annual leave owing must be taken before commencement of the career break. There will be no payment in lieu for any leave outstanding.

It is the responsibility of the employee to ensure that any organisations are contacted to inform them of the career break, such as Benefits, Pensions etc.

3. RETURN TO WORK

Employees wishing to return to work should complete the form attached at Appendix 2a or 2b as appropriate and send it to the relevant section as soon as possible, and certainly not less than 12 weeks before their intended return. For those employees on a Career Break of less than a year this will allow time for the necessary arrangements to be made for them to return to their substantive post. For those employees on a Career Break of over a year this will allow time for any suitable vacancies to be circulated well in advance of the date of return. The intended date of return can be re-negotiated if an appropriate vacancy arises during the relevant notice period originally agreed.

Although for employees on a Career Break of over 1 year no guarantee of employment can be made, every effort will be made to re-employ the individual in the same Directorate, at

the same grade or level, in the same or similar type of post. If this is not possible the person will be notified of any other opportunities within the Authority and given prior consideration (after internal candidates who are in a redeployment situation) for a suitable post. If appointed, the terms and conditions applicable to the post will apply. There are no provisions for protection of previous pay or conditions.

Once the application to return form has been received, a return interview will be arranged to discuss the options available to the returnee, which includes any additional professional updating and to ensure all relevant information is available.

The Council will provide an induction for the employee on return. This should include (where applicable):

- an induction to the new post so that satisfactory performance can be achieved as soon as possible;
- updating of any changes to the staffing structure, or introduction to staffing structure if the service area is new to the employee; and
- support as necessary to build the confidence of the employee.

On return to work, annual leave entitlement will be pro-rata for the remainder of the leave year, as applicable to the grade of the new post and any service related entitlement. A return to work must occur before any annual leave is taken.

Employees may apply for any vacancy at any time during the career breaks. However, they will not be given any priority over other applicants unless they have submitted an Application to Return form.

4. MATERNITY

If an employee wishes to take advantage of a career break immediately following maternity leave the normal maternity provisions will apply. The career break may begin at the end of the 52 week maternity leave period after the baby is born unless an agreement has been reached to begin the scheme earlier. Employees who have received 12 weeks contractual half pay, who do not return to work after the birth for a required minimum period of 3 months, will be required to pay back all of the 12 weeks contractual half pay.

5. PENSIONS

Taking a career break will affect your pension. The impact of a career break on your pension is dependent upon the pension scheme you are a member of and your own personal circumstances. The council recommends that you contact the Council's pension provider to find out how taking a career break will affect your pension before you apply for any such break.

6. TERMINATION OF THE SCHEME

The scheme can be terminated in three different ways:

- Completion; wherein an employee is placed within the Council and returns to work.

- Withdrawal; wherein an employee withdraws from the scheme by giving written notice to his/her Service Manager that they no longer wish to participate and forfeit the right to return.

- Resignation; wherein the employee has a career break of between 1 and 3 years the Council will endeavour to place an individual under this scheme, however, if an individual has not been placed within 3 months of the intended date of return, then all obligations on the Council have been met and the employee's resignation stands.

West Lindsey District Council can withdraw the scheme if an individual fails to meet his/her commitments under the scheme. An employee will be given the opportunity to discuss and explain the situation before the scheme is withdrawn.

7. ADMINISTRATION & MONITORING

The Human Resources department will administer the scheme and keep records of requests for career breaks, and instances of career breaks taking place. Human Resources will then compile a yearly monitoring report which will include this data with other information to assist in monitoring the effectiveness of the scheme.

8. GENERAL

Employees must ensure that the Council has a current contact address.

A week's pay for the purpose of calculating, for example redundancy payments, shall be based on what the employee's pay would be at the date of termination if the employee had remained in post.

The onus is on employees to maintain contact with professional bodies they have membership with.

Policy Statement

West Lindsey District Council has a commitment to equal opportunities.
It seeks to ensure that no potential or current employee receives less favourable treatment than another on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

West Lindsey District Council

676676 72410عصاقب لمزيد من المعلومات
За повече информация пръстен 01427 676676
Lisainformatsiooni ring 01427 676676
अधिक जानकारी के लिए रिंग 01427 676676
További információ gyűrű 01427 676676
Lai iegūtu vairāk informācijas gredzenu 01427 676676
Norėdami gauti daugiau informacijos žiedo 01427 676676
Aby uzyskać więcej informacji na ring 01427 676676
Pentru mai multe informații inel 01427 676676
За више информација назовите 01427 676676
مزید معلومات کے 676676 72410 انگوٹھی کے لئے

If you would like a copy of this in large, clear print, audio, Braille or in another language, please telephone

01427 676676

Guildhall, Marshall's Yard

Gainsborough, Lincolnshire DN21 2NA
Tel: 01427 676676 Fax: 01427 675170
DX 27214 Gainsborough

www.west-lindsey.gov.uk

Corporate Policy and Resources Committee
8 November 2018

Subject: Review of the Council's Health, Safety and Welfare Policy

Report by:	Executive Director of Operations
Contact Officer:	Emma Redwood People & Organisational Development Team Manager 01427 676591 Emma.redwood@west-lindsey.gov.uk
Purpose / Summary:	To recommend changes to the council's Health, Safety and Welfare Policy

RECOMMENDATION(S):
That Corporate Policy & Resources Committee approve the Health, Safety and Welfare Policy for the council.

Delegated authority be granted to the Executive Director of Operations to make minor housekeeping amendments to the policy in future, in consultation with the Chairman of Corporate Policy & Resources Committee and Chairman of the Joint Staff Consultative Committee (JSCC).

IMPLICATIONS

Legal: The council has various legal duties held under the Heath and safety at Work, etc. Act 1974 and regulations made under it. Failure to comply with those duties may lead to prosecution for breach of statutory duty for the council as well as individual members and officer. Negligence in relation to health and safety matters can also result in costly personal injury claims in the civil courts.

Financial: FIN/122/19

There are no additional financial implications as a result of the proposed decision. Health and safety management is part of business as usual and is managed within existing budgets.

Staffing: None

Equality and Diversity including Human Rights: The council's Health Safety and Welfare policy aims to ensure the protection of employees and amyone else who may come into contact with our activities and services.

West Lindsey District Council has a commitment to equal opportunities.

It seeks to ensure that no potential or current employee receives less favourable treatment than another on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Risk Assessment: Failure to effectively manage health and safety risk increases the likelihood of injury and ill health to staff and others during council activities. Failure to comply with statutory obligations increases the risk of prosecution. Any work practices that result in ill health or injry could result in legal action against the council, financial loss and negative publicity leading to reputational damage.

Climate Related Risks and Opportunities: None

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

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)	**Yes**		**No**	**x**

Key Decision:

A matter which affects two or more wards, or has significant financial implications	**Yes**		**No**	**x**

1. Introduction

1.1 The Health and Safety at Work etc. Act 1974 requires the council to produce and keep up to date a policy document on health, safety and welfare.

1.2 The Corporate Health Safety and Welfare Policy consists of three parts:

- A general statement
- The organisation, which sets out responsibilities
- Arrangements, which are procedures to bring the policy into effect.

1.3 The revision has been undertaken in order to clarify responsibilities and the main changes have been identified in the policy document attached and this report.

2. Changes

2.1 The majority of the document is the same, however changes have been made as below:

Front cover sheet – page 1
Contents Page – page 2
Page 5 – new section
Page 6 – Head of Paid Service – used to be CEX
Page 8 – People and Organisational Development – used to be Public Protection
Page 9 – section 4 – bullet points are new
Page 10 – section 6 – bullet points are new
Page 11 – 11.1 is new
Page 12 – section 14 , last 3 sentences of that section are new
Page 12 – section 16 is new
Page 13 – section 18 bullet points are new
Page 13 – section 20.1 is new
Page 14 – section 23 is new
Page 14 – section 24 is new
Page 15 – section 25 new

3. Engagement

3.1 The Executive Director of Operations and Health and Safety Champions have been asked to read the reviewed document and advise of any changes. The Joint Staff Consultative Committee considered the reviewed policy on 4th October 2018 and this was fully supported by Members, Staff and Unison Representatives.

4. Communication

4.1 If the revised policy is adopted by CP&R Committee the new policy document will be uploaded to the intranet site, shared with all managers, communicated vai Minerva and internal TV's and placed on notice boards throughout the council buildings.

West Lindsey District Council

Health, Safety & Welfare Policy

DRAFT

JSCC Approved – 4 October 2018

P&R Approved –

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HEALTH AND SAFETY POLICY AMENDMENT SHEET

Record of Amendments

Issue Number	Date	Index Reference	Brief Description of Amendment
1	March 2010	Full Review	First Issue
2	March 2012	Full review	
3	April 2014	Full Review	
4	January 2015	Full Review	
5	December 2016	Full Review	
6	March 2018	Full Review	New template used and updated logos no changes to legislation. Extra information added into various sections.
7			
8			
9			
10			
11			
12			

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Part 1 INTENT

HEALTH, SAFETY AND WELFARE POLICY
GENERAL POLICY STATEMENT

West Lindsey District Council recognises that the health, safety and welfare of its employees and those for whom it provides services is of paramount importance and as such is totally committed to a positive health and safety culture throughout its organisation.

The Council will therefore action this Policy to ensure that its operations and services are conducted in such a manner, so far as is reasonably practicable, to prevent accidents and ill health to employees and any others who may be affected by its activities, to prevent damage to plant, materials, property and the environment, and to lead to a continuous improvement in health, safety and welfare.

The Council will take every reasonable measure in its power to carry out its responsibilities under the Policy by: -

a) Providing and maintaining a safe and healthy place of work and working environment.

b) Providing and maintaining safe working systems, plant, equipment, safe handling of articles and substances and personal protective equipment.

c) Providing information, instruction, training and supervision to enable employees (and others as appropriate) to work safely, to recognise and minimise hazards, and to contribute positively to health and safety at work.

d) Consulting with and co-operating with employee's safety representatives, champions and providing them with sufficient facilities and training to enable them to carry out their functions, and establishing an effective safety committee.

e) Providing adequate welfare facilities.

f) Making regular assessments of risks to employees.

g) Taking appropriate preventative/protective measures as identified by risk assessment.

h) To evaluate security threats and risks to staff and sites, to ensure their place of work is safe.

The Head of Paid Service assumes overall responsibility for health and safety. All employees are charged under the Health and Safety at Work etc., Act 1974 with the duty of care for their own safety, the safety of fellow-workers, and of any other persons affected by the Council's work activities. Employees also have the duty to co-operate with the Council to enable it to carry out its responsibilities. Thus, the Council looks to every employee for maintaining continuous awareness of safety requirements, alertness to existing and potential hazards and the need for minimising and reporting them.
The Policy will be brought to the attention of all employees and others to whom it may apply. The Policy will be regularly reviewed, at least every two years and revised as necessary. Any revisions will be brought to the notice of employees and others affected by this policy.

Signed on behalf of West Lindsey District Council.

Head of Paid Service Date:

Leader of the Council: Date:

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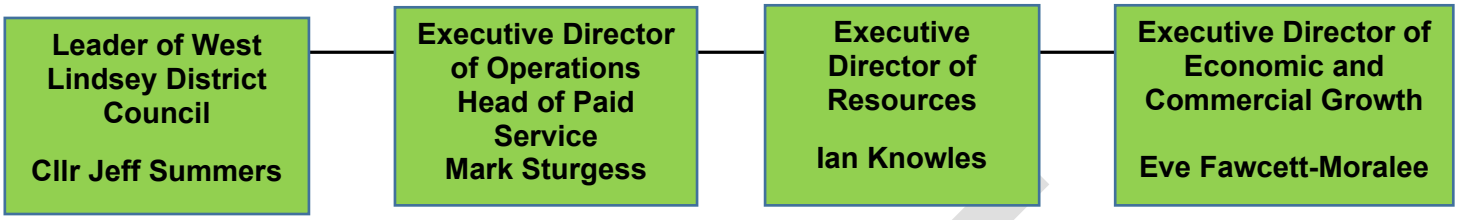
PART II

ORGANISATION



Competent person for Health and Safety (Reg. 7 of MHSW Regulations 1999 refers) is West Lindsey District Council Health and Safety Coordinator.

RESPONSIBILITIES

West Lindsey District Council has responsibilities under Health and Safety legislation towards:

- Employees
- Councillors, Customers, Visitors and the Local Community
- Members of the Public
- Contractors/Sub Contractors

The Council's obligations can only be met by ensuring that all employees fully discharge their responsibilities.

EVERY EMPLOYEE MUST:

- Take reasonable care for the Health and Safety of themselves, and others who may be affected by their acts or omissions at work
- Co-operate with management with regard to agreed Health and Safety arrangements and procedures.
- Know and keep to the rules and procedures relating to their work and report to their immediate manager all difficulties or hazards liable to endanger themselves or other persons.
- Not interfere with, or misuse, anything provided by the employer in the interest of Health, Safety and Welfare.
- If involved in an accident resulting in, or which may have resulted in, injury report the details to their immediate supervisor as soon as possible, and in all cases before the end of the shift on which the incident occurs.
- Arrange for any spillage of dangerous substance or flammable liquid to be dealt with immediately having due regard to the nature of such spillage.
- Use machinery and equipment only when authorised and properly trained to do so.
- Wear or use correctly all protective clothing and equipment issued to them and get replacements for lost, damaged or defective items.

These instructions supplement the Policy Statement and set out the organisation for control and operation of Health and Safety functions within West Lindsey District Council.

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Head of Paid Service

The Head of Paid Service assumes overall responsibility for health and safety in the Council and is accountable to the Elected Members for the overall operation of the Health, Safety and Welfare Policy. In order to assist the Head of Paid Service, the role of Health and Safety co-ordinator has been designated as the competent person from the People and Organisation Development Team.

Elected Members

Are responsible for providing:

i) Strategic direction and endorse corporate health and safety strategies.

ii) Support for the Executive Director of Operations.

iii) Sufficient time and resources are made available to ensure the Council are able to achieve and maintain a high standard of health, safety and welfare compliance.

Directors

Directors are responsible to West Lindsey District Council for the health and safety performance in their Services, including the implementation of this Policy. Responsibilities include within their Service;

i) Making sure health and safety is managed within the Service, arrangements for health and safety are made known, maintained and reviewed on a regular basis as appropriate.

ii) Continually committing and leading to improve health and safety and to develop the collective vision and direction necessary to comply with and where possible exceed the statutory provisions.

(iii) To make provision for adequate resources, support, guidance and equipment to meet a departmental programme for health, safety and welfare.

(iv) To co-operate with the Health and Safety Co-ordinator on all health and safety matters and utilise the service in an advisory capacity.

(v) To ensure that Strategic Leads know their duties in respect of health and safety, follow approved procedures where laid down and make periodic checks to monitor that procedures are being carried out.

(vi) To maintain interest and enthusiasm for health, safety and welfare within the Services.

Strategic Leads, Team Managers and Supervisors

The Strategic Leads, Team Managers and Supervisors are accountable to the Council, and the Executive Director of Operations for Health and Safety within their teams including the implementation of this Policy.

Responsibilities include;

(i) Making sure arrangements for health and safety are made known, understood, maintained and reviewed on a regular basis as appropriate.

(ii) Making provisions for adequate resources and equipment to meet a programme for health, safety and welfare within their sections.

(iii) Ensuring that staff know their duties in respect of health and safety and follow approved procedures where laid down.

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(iv) Ensuring they and their staff make periodic checks to see that procedures are being properly carried out

(v) Ensuring that job safety requirements are established for all jobs and that these and other safety requirements are made known to staff through effective training.

(vi) Stimulating interest and enthusiasm for health, safety and welfare among staff members

(vii) Co-operating with the Health and Safety Co-ordinator on all health and safety matters and utilise the service in an advisory capacity.

(viii) Making sure that risk assessments are undertaken and safe systems of work established and reviewed on a regular basis with consultation and cooperation of staff.

(ix) Holding regular team meetings with staff to discuss and implement safety requirements within the Service, and Liaising with the Safety Champion and employees on all matters concerning safety.

Employees

All employees have a duty to take reasonable care of their own health and safety, and other persons who may be affected by their acts or omissions at work, and to co-operate with the Management of West Lindsey in complying with any legal requirement.

All employees must ensure that they:

(x) Make themselves familiar with, and conform to the Council's Health and Safety Policies, procedures and guidance and to observe all safety rules at all times.

(ii) Report all hazards, defects, accidents, incidents, unsafe acts or damage including any near misses to their Safety Champion, Team Manager/Supervisor or Health and Safety Co-ordinator.

(iii) Make suggestions to improve health and safety and take part in risk assessments, inspections and audits where necessary at their workplace.

(iv) Do not intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety or Welfare.

(v) Do not cause to be done anything which would or could compromise the health and safety of themselves and/or others.

(vi) Wear appropriate protective equipment and clothing supplied by the Council wherever it is deemed necessary and ensure it is looked after.

(vii) Attend health and safety training.

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People and Organisational Development

The role of the People and Organisational Development team is to promote the development and maintenance of sound Safety, Health and Welfare practices and assist the Executive Director of Operations in their responsibilities. The Authority's designated competent person is the Health and Safety Co-ordinator in People and Organisational Development. The section will provide an advisory Health and Safety service to all Services through the provision of a Health and Safety Co-ordinator.

i) The Co-ordinator will provide professional advice, technical information, guidance and support to Council Directors, Strategic Leads, Team Managers, Supervisors, staff and Safety Champions to ensure health and safety compliance.

ii) The Co-ordinator will monitor the Company's Health and Safety status by regular visits to site and ensuring our compliance with current legislation and our company policy and standards.

iii) The Co-ordinator will advise on the training requirements for employees, especially new starters, specifically formal Safety awareness training and site induction training.

iv) The Co-ordinator will horizon scan, to ensure that new and emerging changes in national legislation and policy are considered and addressed and to update with new legislation and policy changes.

Safety Champions

Responsibilities include:

(i) To promote safe working practices and assist in ensuring that services adhere to corporate health and safety requirements.

(ii) To deal with requests for health and safety advice, to assist in investigating any incidents/accidents, to assist in reviewing service specific risk assessments or procedures, to undertake self-assessment Health and Safety audits of their service area in accordance with the audit action plan.

(iii) To assist and consult with the Corporate Health and Safety Coordinator on development of new policies and procedures, reviewing of corporate risk assessments, contribute to the development of the annual Health and Safety plans and performance reports, collate data and monitor performance indicators for the purpose of driving health and safety improvement.

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PART III

ARRANGEMENTS

CORPORATE HEALTH, SAFETY AND WELFARE ARRANGEMENTS

1. General Arrangements

These general arrangements supplement the Policy Statement. They are not exhaustive and Services may issue particular arrangements covering operations particular to their functions, where applicable. Constant observance of the policy, adherence to rules and maintenance of good practice and procedure, will prevent personal suffering, injury and hardship by reducing accident rates. The consequential savings in costs should be significant.

2. Safety Codes of Practice and Manuals

Services will be expected to produce their own guidance on safe systems of work to supplement their own Service Health, Safety and Welfare Policy. Where health and safety concerns cover more than one Service, a Corporate Code or guidance will be produced.

Employees must read and make themselves familiar with such Codes and work to them.

3. Health & Safety Information

Health and Safety documentation will be stored on the Health and Safety Minerva page and in some Services in hard copy format. A library will be maintained of occupational Health, Safety and Welfare information. This will be available to all managers, employees and representatives. Links to other health and safety information will be available.

The Health and Safety Poster "What you should know" is posted in prominent positions throughout the organisation to comply with Health and Safety Information for Employees Regulations (HSIER)

4. Employee Consultation

Employees or their representatives will be consulted with regard to the arrangements to control significant risks and to comply with the relevant legislation. This will be carried out through Strategic Leads, Team Managers, Safety Champions Group and through Joint Staff Consultative Committee.

In particular, we will discuss the following:

- When introducing new measures which may affect health and safety.
- The change in appointment of nominated competent persons.
- The provision of statutory health and safety information.
- Any statutory health and safety training.
- Health and safety implications of introducing new technology, tooling or work activities.

4.1 Joint Consultation

The Council recognises that joint consultation on Health, Safety and Welfare matters is of prime importance and will set up Safety Consultative Committees as appropriate.

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5. Occupancy of Buildings

All building works should be carried out through Property Services to ensure that the Authority is complying with the relevant legislation pertaining to electricity, gas, Legionella and asbestos.

Environment, Welfare and other related facilities will be maintained to the standard required by the Health and Safety at Work etc. Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1999. Particular attention will be given to the general fabric, temperature, ventilation, purity of air and water supplies, lighting, sanitary conveniences and noise.

6. Risk Assessment

The Management of Health and Safety at Work Regulations requires the Council to assess the risks to employees and others who may be affected by their undertaking. The Council is committed to ensuring that such risk assessments are carried out and are reviewed when there is a change in legislation, change in a process, change in staff, change of equipment and after any accident, incident or near miss and on a regular basis. All new activities will also be risk assessed before commencement. Safe systems of work will be produced, and implemented in respect of all work activities where a significant Risk has been identified.

Specific Risk Assessments will include:

- Manual Handling/COSHH/Risk
- Fire
- Machinery & Equipment including Power & Hand Tools
- Young workers
- New & expectant mothers.

7. Training, Instruction and Supervision

The Council recognises its responsibility for training, instruction and supervision in health and safety for all employees. Employees must also co-operate with management in undergoing such training and instruction as is deemed necessary. Training, instruction and supervision should be provided where employees are new, transferred from other workplaces or jobs, before using new equipment or materials and should include manual handling, use of chemicals, use of work equipment and personal protective equipment where appropriate.

8. First Aid

There is a general duty on the Council to ensure that there are sufficient numbers of trained first aiders, suitable equipment and facilities to enable adequate first aid to be carried out. The Council recognises this requirement and qualified first aiders and appointed persons are at all establishments. Details of the First Aiders will be displayed prominently for the benefit of all employees and visitors, employees should familiarise themselves with the names of these.

9. Accident and Incident reports

Accidents and Incidents must be completed in line with the “Accident and Incident Reporting and Recording Procedure”. All accidents must also be recorded on Minerva – Communities - Corporate Health and Safety - Report an Incident. Employees are required to assist with any investigation of accidents and/or dangerous occurrences that take place within their work area.

The requirements of RIDDOR will be followed in respect of any recordable/reportable accident or dangerous occurrence.

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10. Fire and Emergency Procedures

All employees are responsible for ensuring that they are fully aware of the Fire and Emergency Procedures, including Bomb Alert Procedures, for their place of work and any other workplace they work at. They must also ensure that they follow basic fire precautionary measures, know where the fire exits, assembly point and fire extinguishers are. Training will be given at suitable regular intervals in these procedures. Fire Marshals are appointed at each location to ensure the safety of employees, partners and visitors.

A written Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005 (FSO) will be undertaken, and kept up to date. The control measures identified will be issued to relevant employees. Training and information will be given as necessary.

11. Smoking at Work

The Council operates a no smoking policy.

This policy has been developed to protect all Employees, Contractors, Customers and Visitors from exposure to second-hand smoke and to assist compliance with the Smoke-Free (Premises and Enforcement) Regulations (England) 2006.

11.1 Policy

It is the policy of West Lindsey District Council that all workplaces including Vehicles, are completely Smoke Free and all employees have a right to work in a Smoke Free Environment. This policy shall be reviewed on an annual basis.

Smoking including the use of electronic cigarettes is prohibited throughout the entire Workplace including Vehicles with no exceptions. This policy applies to all Employees, Consultants, Contractors, Customers or Members and Visitors.

12. Use of Hazardous Substances

All substances that are designated under the Control of Substances Hazardous to Health Regulations will be assessed and the assessment recorded. Information from the manufacturer will be obtained and a copy held in the appropriate work area. Copies of Data Sheets should be available to all staff who may use the substances. Information, instruction and training will be given to all employees who use, or supervise the use of these substances.

13. Work at Height

There is a simple hierarchy for managing work at height and selecting the appropriate access equipment. Specific service procedures should be followed and risk assessments carried out.

14. Personal Protective Equipment (PPE) and Clothing

Staff will be issued with PPE if it is deemed necessary as part of their work activity. This will be provided in accordance with the risk assessment and issued by the Team Manager/Supervisor. They are provided at no charge to employees, but personal items provided may be charged for in the event of loss by neglect or abuse. All employees are to wear safety equipment for their work, where provided. All PPE must be assessed for suitability for the task and the individual for whom it is to be provided.

Any PPE which is so worn or damaged that it no longer affords adequate protection must be replaced before the operative is allowed to continue work.

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PPE which has a shelf life or maximum usage period will be replaced in accordance with manufacturer's instructions.

Training – Correct Use: Employees who are required to use PPE to ensure their Safety will be given training in its correct use. All training will be provided in accordance with the manufacturers' guidance.

15. Contractors and Sub-Contractors

Where contractors and sub-contractors are employed by or on behalf of the Council the responsible Service must ensure that every contract awarded contains a provision that contractors and sub-contractors will comply with the relevant health and safety legislation and adopt safe methods of work including the Health and Safety at Work, etc. Act 1974, and relevant legislation, the Management of Health and Safety at Work Regulations 1999 and, where appropriate, the Construction (Design and Management) Regulations.

16. Electrical Systems

Electrical equipment will be properly maintained to ensure that it is safe for normal use. All portable appliances will be examined prior to first use, then examined, and tested regularly thereafter. A register of appliances will be produced and kept up to date. The findings of inspections and tests will be recorded. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus using safe systems of working.

Where practicable, equipment will be switched off when not in use, or on leaving the premises. All cabling, plugs and connections will be properly organised, inspected, recorded and maintained to minimise any Risks, in accordance with the Regulations.

Employees will not carry out maintenance on electrical equipment or plugs without prior authority and training.
The mains electricity supply will be inspected, and a certificate of test obtained from a "Competent Person" in accordance with the timescale laid down in the Regulations.

17. Agile working

Where agile working is encouraged all health, safety and welfare matters should be taken into consideration. A risk assessment should be undertaken and regularly reviewed.

18. Lone working

Some work activities may require employees to work alone, this should be kept to a minimum. Activities requiring employees to carry out lone working should be assessed and adequate controls in place to reduce risk to an acceptable level. Managers should develop and introduce their own safe systems and procedures for lone workers.

Where relevant Managers should ensure at least three processes are in place.

- Standard Lone Working Reporting Process (normal office hours)
- Out of Hours Lone Working Process
- Failed Contact Process

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19. Violence at Work

Employees must report to their Manager/Supervisor any incident where they are verbally or physically abused. Information can be found in the **Difficult and Dangerous Customer Procedure**.

20. Driving at work

Where employees carry out driving as part of their employment (other than driving to and from there normal place of work). Drivers are responsible for adhering to the Road Safety legislation and ensuring that vehicle checks are carried and the vehicle is a road worthy condition.

20.1 Employees and Members (Grey Fleet Drivers)

Will:

- Have a current licence, appropriate insurance with relevant business cover and advise insurance company if you are transporting colleagues, tax and MOT (where appropriate)
- Report any conditions, including medical conditions that are likely to affect their driving at work, to their line manager.
- Report any convictions/ endorsements likely to affect their ability to drive for work immediately to line manager
- Not drive under the influence of drugs/alcohol
- Assess their own day to day health
- Complete and sign the iTrent submission
- Comply with all other Council policies

Before setting of:

- Check tyre pressures and visual condition, tread depth (cuts or obvious damage, especially to the tyre walls) and general vehicle condition
- Check seat belts – working and in good order and worn by all vehicle occupants where provided
- Adjust driving techniques to suit weather and traffic conditions
- Ensure you have read through the driving company vehicles section in employees' handbook

On arrival to destination or site:

- Beware of un-metalled roads and soft ground on sites; where possible park off site (not in an area causing an obstruction to highway, site traffic or the emergency services)
- Observe all traffic management arrangements in place for the site
- Make sure the vehicle is secured and any valuable items stored out of sight such as satellite navigation systems and mobile phones

21. Asbestos

The Council have a duty to manage asbestos and exposure to employees and any other person who may be affected by its activities. A risk register will be kept and maintained by Property Services.

22. Legionella

To comply with legal obligations with regard to legionella the Council will maintain and control water systems, through a written scheme of work and risk assessments.

23. Equipment and Maintenance

All new and existing equipment and facilities will be sufficiently designed, constructed and installed so as to be safe and without Risk to the Health and Safety of employees.

An adequate planned maintenance system will be operated, and records maintained.

Safe systems of work will be used and updated, such that protection against foreseeable maintenance hazards is provided.

All legally required maintenance, testing and inspections will be carried out and records kept in accordance with statutory provisions, insurer and fire authorities approved codes.

Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of work.

24. Stress

The Council is committed to protecting the health, safety and welfare of its staff and recognises that workplace stress is a health & safety issue. The importance of identifying and reducing workplace stressors is also acknowledged.

This includes:

- Improving the organisational environment through effective and consistent management
- Enabling individuals to cope successfully with their work
- Providing support to employees whose health and well-being are affected by stress
- Manage and control factors which might result in excessive or sustained levels of stress
- Increase awareness of stress and its causes and methods to combat it
- Assist staff in managing stress in themselves and others

As far as reasonably practicable the company will:

- Provide managers with advice and support to help identify specific causes of stress
- Develop programmes for those with people management responsibilities to promote good management and team building skills
- Provide support through the Employee Assistance Programme
- Provide suitable training such as time management, assertiveness and dealing with difficult/sensitive situations
- Monitor the occurrence and levels of absence associated with stress

25. Display Screen Equipment

In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, the following procedures will be followed:

"Users" of display screen equipment shall be individually identified by the Manager. The Manager shall ensure that all "users" have received sufficient instruction to allow them to operate the equipment provided, including the adjustment of screens, keyboards, chairs, foot rests, blinds, etc. Particular attention should be given to minimising reflection and glare.

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"Users" shall be entitled to request an appropriate eye and eyesight test. Where "special" corrective appliances are needed; a special pair of spectacles for display screen work may be prescribed. Any cost arising from these tests and appliances will be borne by the Council.

26. Policy review

The effectiveness of the Health, Safety and Welfare Policy will be subject to a management review by the People and Organisational Development team.
This policy will be reviewed at least annually and updated, modified or amended as necessary to ensure the health and safety and welfare of Council employees and visitors.

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Policy Statement

West Lindsey District Council has a commitment to equal opportunities.
It seeks to ensure that no potential or current employee receives less favourable treatment than another on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

West Lindsey District Council

676676 72410عصاقب لمزيد من المعلومات
За повече информация пръстен 01427 676676
Lisainformatsiooni ring 01427 676676
अधिक जानकारी के लिए रिंग 01427 676676
További információ gyűrű 01427 676676
Lai iegūtu vairāk informācijas gredzenu 01427 676676
Norėdami gauti daugiau informacijos žiedo 01427 676676
Aby uzyskać więcej informacji na ring 01427 676676
Pentru mai multe informații inel 01427 676676
За више информација назовите 01427 676676
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If you would like a copy of this in large, clear print, audio, Braille or in another language, please telephone

01427 676676

Guildhall, Marshall's Yard

Gainsborough, Lincolnshire DN21 2NA
Tel: 01427 676676 Fax: 01427 675170
DX 27214 Gainsborough

www.west-lindsey.gov.uk

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Corporate Policy and Resources Committee	
8 November 2018	

Subject: Committee Timetables 2019-2021

Report by:	Ian Knowles Executive Director of Resources
Contact Officer:	James Welbourn Democratic and Civic Officer Tel 01427 676595 james.welbourn@west-lindsey.gov.uk
Purpose / Summary:	For Members to consider timetables for the 2019-20 and 2020-21 municipal years.

RECOMMENDATION(S): That Members give consideration to setting the committee timetable for the two ensuing municipal years.

IMPLICATIONS

Legal: None directly arising as a result of this report

Financial : None directly arising as a result of this report

FIN-109-19-SL.

Staffing : None directly arising as a result of this report

Equality and Diversity including Human Rights : N/A

Risk Assessment : None directly arising as a result of this report

Climate Related Risks and Opportunities : None directly arising as a result of this report

Title and Location of any Background Papers used in the preparation of this report:
None.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)	**Yes**		**No**	✓

Key Decision:

A matter which affects two or more wards, or has significant financial implications	**Yes**		**No**	✓

1. Introduction

1.1 The timetable follows the rules as set out in the Constitution:

There have to be convenient Council meetings to:

- set the Council Tax base before 31 January;
- set the Council Tax base on the first Monday in March;
- set the Local Council Tax Support Scheme.

1.2 There has to be a convenient Governance and Audit Committee meeting to adopt the Statement of Accounts by 31 July;

1.3 Challenge and Improvement Committee should have eight ordinary meetings per year according to Part 5 of the Constitution;

2. Changes and Issues (2019-20) (Appendix A)

2.1 The West Lindsey District Council elections are to take place on 2 May 2019. As a result, this means that Annual Council for 2019 will have to be moved to later in the month (tentatively scheduled for 20 May 2019) to allow for Member inductions to take place, as well as allowing for adequate time for committee papers to be prepared;

2.2 Meetings following Annual Council in 2019 start to take place from week beginning 27 May; this gap is to enable the appropriate training to take place, particularly for committees such as Planning, Licensing/Regulatory, and Governance and Audit which require specific training to be able to sit on the Committee;

2.3 In previous years, Corporate Policy and Resources (CPR) has met more frequently with a meeting in October; in 2017/18 this meeting had been removed, so it is proposed to reduce the number of meetings for CPR from 9 to 8, and have no October meeting going into future years;

2.4 Licensing and Regulatory meetings take place four times a year; in previous years, 2 of these meetings were on a Tuesday, and two on a Thursday. For ease, it is proposed that this committee meets only on a Thursday;

2.5 There are currently seven meetings of the Governance and Audit (G and A) Committee per year. As the Statement of Accounts is now taken at the July meeting of G and A, it may be possible for the September meeting to be removed. To avoid there being a large gap between committees in July and November, it is proposed to move the November committee to mid-October;

3. Changes and Issues (2020-21) (Appendix B)

3.1 2020-21 follows largely the same pattern, but with Annual Council falling into its usual slot in the second Monday of May;

3.2 Challenge and Improvement Committee would be the first committee to meet in 2020-21 following Annual Council;

4. Further information

4.1 Should it transpire that further changes become necessary the timetables will be brought back to the Corporate Policy and Resources Committee for further amendments.

Appendix A

WEST LINDSEY DISTRICT COUNCIL COMMITTEE TIMETABLE

2019

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
MAY	WED PL	THU * Elections	FRI	SAT	SUN	MON BH	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON ACL	TUE	WED	THU	FRI	SAT	SUN	MON BH	TUE	WED PL	THU JSCC	FRI
JUN	SAT	SUN	MON	TUE PC	WED	THU L&R	FRI	SAT	SUN	MON	TUE	WED	THU CPR	FRI	SAT	SUN	MON	TUE GA	WED LS	THU LS	FRI	SAT	SUN	MON	TUE C&I	WED PL	THU	FRI	SAT	SUN	X
JUL	MON CL	TUE	WED	THU JSCC	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE PC	WED	THU	FRI	SAT	SUN	MON	TUE GA	WED PL	THU CPR	FRI	SAT	SUN	MON	TUE	WED
AUG	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED PL	THU	FRI	SAT	SUN	MON BH	TUE	WED	THU	FRI	SAT
SEP	SUN	MON CL	TUE C&I	WED	THU JSCC	FRI	SAT	SUN	MON	TUE PC	WED	THU L&R	FRI	SAT	SUN	MON	TUE	WED PL	THU CPR	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	X
OCT	TUE	WED	THU JSCC	FRI	SAT	SUN	MON	TUE C&I	WED	THU	FRI	SAT	SUN	MON	TUE GA	WED PL	THU	FRI	SAT	SUN	MON	TUE PC	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU
NOV	FRI	SAT	SUN	MON CL	TUE	WED	THU CPR	FRI	SAT	SUN	MON	TUE C&I	WED PL	THU	FRI	SAT	SUN	MON	TUE	WED	THU JSCC	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	X
DEC	SUN	MON	TUE PC	WED	THU L&R	FRI	SAT	SUN	MON	TUE	WED PL	THU CPR	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED BH	THU BH	FRI	SAT	SUN	MON	TUE

2020

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN	WED BH	THU	FRI	SAT	SUN	MON	TUE C&I	WED PL	THU CPR	FRI	SAT	SUN	MON	TUE GA	WED	THU JSCC	FRI	SAT	SUN	MON CL	TUE	WED	THU	FRI	SAT	SUN	MON	TUE PC	WED	THU	FRI
FEB	SAT	SUN	MON	TUE	WED PL	THU CPR	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE C&I	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	X	X
MAR	SUN	MON CL	TUE	WED PL	THU	FRI	SAT	SUN	MON	TUE GA	WED	THU L&R	FRI	SAT	SUN	MON	TUE PC	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU JSCC	FRI	SAT	SUN	MON	TUE C&I
APR	WED PL	THU	FRI	SAT	SUN	MON CL	TUE	WED	THU CPR	FRI BH	SAT	SUN	MON BH	TUE GA	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE C&I	WED PL	THU	X
MAY	FRI	SAT	SUN	MON BH	TUE PC	WED	THU	FRI	SAT	SUN																					

KEY

AC	ANNUAL COUNCIL	L&R	LICENSING & REGULATORY	LS	LINCOLNSHIRE SHOW
CL	COUNCIL	C&I	CHALLENGE & IMPROVEMENT	JSCC	JOINT STAFF CONSULTATIVE
CPR	POLICY & RESOURCES	PL	PLANNING	BH	BANK HOLIDAY
PC	PROSPEROUS COMMUNITIES	GA	GOVERNANCE & AUDIT	LP	LEADERS PANEL

Appendix B

WEST LINDSEY DISTRICT COUNCIL COMMITTEE TIMETABLE

2020

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
MAY	FRI	SAT	SUN	MON BH	TUES PC	WED	THU	FRI	SAT	SUN	MON ACL	TUES	WED	THU	FRI	SAT	SUN	MON	TUES C&I	WED	THU	FRI	SAT	SUN	MON BH	TUES	WED PL	THU JSCC	FRI	SAT	SUN
JUN	MON	TUES PC	WED	THU L&R	FRI	SAT	SUN	MON	TUES	WED	THU CPR	FRI	SAT	SUN	MON	TUES GA	WED LS??	THU LS??	FRI	SAT	SUN	MON	TUES C&I	WED PL	THU	FRI	SAT	SUN	MON	TUE	X
JUL	WED	THU JSCC	FRI	SAT	SUN	MON CL	TUES	WED	THU	FRI	SAT	SUN	MON	TUES PC	WED	THU	FRI	SAT	SUN	MON	TUES GA	WED PL	THU CPR	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
AUG	SAT	SUN	MON	TUES	WED	THU	FRI	SAT	SUN	MON	TUES	WED	THU	FRI	SAT	SUN	MON	TUES	WED PL	THU	FRI	SAT	SUN	MON	TUES	WED	THU	FRI	SAT	SUN	MON BH
SEP	TUE C&I	WED	THU JSCC	FRI	SAT	SUN	MON CL	TUES PC	WED	THU L&R	FRI	SAT	SUN	MON	TUES	WED PL	THU CPR	FRI	SAT	SUN	MON	TUES	WED	THU	FRI	SAT	SUN	MON	TUE	WED	X
OCT	THU JSCC	FRI	SAT	SUN	MON	TUES C&I	WED	THU	FRI	SAT	SUN	MON	TUES GA	WED PL	THU	FRI	SAT	SUN	MON	TUES PC	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
NOV	SUN	MON CL	TUES	WED	THU CPR	FRI	SAT	SUN	MON	TUES C&I	WED PL	THU	FRI	SAT	SUN	MON	TUES	WED	THU JSCC	FRI	SAT	SUN	MON	TUES	WED	THU	FRI	SAT	SUN	MON	X
DEC	TUE PC	WED	THU L&R	FRI	SAT	SUN	MON	TUES	WED PL	THU CPR	FRI	SAT	SUN	MON	TUES	WED	THU	FRI	SAT	SUN	MON	TUES	WED	THU	FRI BH	SAT	SUN	MON BH	TUE	WED	THU

2021

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN	FRI BH	SAT	SUN	MON	TUES C&I	WED PL	THU CPR	FRI	SAT	SUN	MON	TUES GA	WED	THU JSCC	FRI	SAT	SUN	MON CL	TUES	WED	THU	FRI	SAT	SUN	MON	TUES PC	WED	THU	FRI	SAT	SUN
FEB	MON	TUES	WED PL	THU CPR	FRI	SAT	SUN	MON	TUES	WED	THU	FRI	SAT	SUN	MON	TUES C&I	WED	THU	FRI	SAT	SUN	MON	TUES	WED	THU	FRI	SAT	SUN	X	X	X
MAR	MON CL	TUES	WED PL	THU	FRI	SAT	SUN	MON	TUES GA	WED	THU L&R	FRI	SAT	SUN	MON	TUES PC	WED	THU	FRI	SAT	SUN	MON	TUES	WED	THU JSCC	FRI	SAT	SUN	MON	TUE	WED PL
APR	THU	FRI BH	SAT	SUN	MON BH	TUES	WED	THU CPR	FRI	SAT	SUN	MON CL	TUES GA	WED	THU	FRI	SAT	SUN	MON	TUES	WED	THU	FRI	SAT	SUN	MON	TUE C&I	WED PL	THU	FRI	X
MAY	SAT	SUN	MON BH	TUES	WED	THU	FRI	SAT	SUN																						

KEY

AC	ANNUAL COUNCIL	L&R	LICENSING & REGULATORY	LS	LINCOLNSHIRE SHOW
CL	COUNCIL	C&I	CHALLENGE & IMPROVEMENT	JSCC	JOINT STAFF CONSULTATIVE
CPR	POLICY & RESOURCES	PL	PLANNING	BH	BANK HOLIDAY
PC	PROSPEROUS COMMUNITIES	GA	GOVERNANCE & AUDIT	LP	LEADERS PANEL

Corporate Policy and Resources Committee
Date 8 November 2018

Subject: Mid-Year Medium Term Financial Plan (MTFP) Update

Report by:	Tracey Bircumshaw, Strategic Finance and Business Support Manager
Contact Officer:	Tracey Bircumshaw 01427 676560 Tracey.Bircumshaw@west-lindsey.gov.uk
Purpose / Summary:	This report seeks to update members on the Mid-Year MTFP position and to agree the principles and assumptions within the MTFP 2019/20 – 2023/24

RECOMMENDATION(S):

That the Policy and Resources Committee members;

1. Accept the current MTFP position and latest funding gap projection;
2. Approve the underlying principles and assumptions to be contained within the MTFP 2019/20 to 2023/24.

IMPLICATIONS

Legal: The Council has a responsibility to determine a legitimate budget and Council Tax requirement in compliance with statutory deadlines.
Financial : FIN/127/19/TJB The current MTFP position reflects that the 2019/20 budget can be balanced with a contribution to the General Fund of £0.185m In respect of the 5 year plan the 2023/24 funding gap is £0.605m however this is a current position there are a number of known pressures which are currently being assessed bringing the funding gap to £993k. However, income budgets for the funding settlement, council tax and NNDR are also yet to be finalised.
Staffing : The Head of Paid Service is responsible for the Council's organisational structure and staffing resources within the budget envelope.

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 area.
Risk Assessment : Due to the assumptions and estimations within the MTFP there remains risks to future financial situation, however we have adequate reserves to mitigate these risks, in addition there is a contingency budget of £0.200m to offset any in year risks.
Climate Related Risks and Opportunities : None arising from this report.
Title and Location of any Background Papers used in the preparation of this report:
None.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

Yes		**No**	**X**

Key Decision:

Yes		**No**	**X**

1. Purpose of the Report

The Medium Term Financial Plan (MTFP) provides a robust financial forecast, based on the key financial management principles and budget assumptions for a 5 year period. It is then used as the framework for the detailed budget setting process to ensure the Council's resources are managed effectively in order to meet its statutory responsibilities and to deliver the Councils Corporate Plan priorities over the medium term.

Background

2.1 In March each year the Council agrees the 5 year MTFP in addition to setting Council Tax levels and a Balanced Budget for the financial year ahead. Subsequent in year budget monitoring is undertaken on monthly basis and is reported quarterly to this Committee. This report provides a mid-year update of the MTFP position as at the end of September 2018.

2.2 The current 2018/19 to 2022/23 MTFP identified a funding gap of £0.647m by 2022/23.

2.3 Included in the 2018/19 MTFP were 3 significant items which were, at that time considered a risk;

- Commercial Property Investment (£0.679m net surplus)
- Green Waste Collection Charging (£0.502m net surplus)
- Leisure Contract (£0.269m cost saving)

2.4 Due to these risks the savings target was maintained at £2m. This target was set to also ensure that we are able to achieve some headroom within the budget to fund future investment to deliver corporate priorities.

3. Progress to date

3.1 The current year 2018/19 forecast revenue position is a net surplus of £0.175m, after taking account of £0.130m carry forward requests. Any surpluses at the year-end are transferred to the General Fund Balance. Full details of the forecast out-turn position is reported elsewhere on this agenda.

3.2 The annual budget process is now almost complete and work to date has identified the following significant amounts;

3.3 The Council has invested £15.997m in 5 commercial investment properties and is currently achieving a net surplus (after costs of borrowing, management and contribution of £0.02m to Earmarked Reserves) of £0.612m (3.83%, gross 6.68%) against the target £0.679m (based on a £20m investment portfolio).

3.4 At its meeting in May 2018 the Corporate Policy and Resources Committee approved to increase the Commercial Investment Properties capital budget to £30m to enable us to invest in assets of between £5m to £10m, where our property advisors considered there would be less competition in the market. This additional investment is estimated to generate a further net surplus of £0.230m from 2020/21 onwards taking the target net income to £0.909m

3.5 The introduction of Green Waste Collection Charges in April 2018 has exceeded expectations and has resulted in a 50% take up. The MTFP 2018/19 assumed a prudent estimate of a net contribution to costs of £0.502m. The 2019/20 MTFP will reflect an additional net contribution of £0.205m.

3.6 The successful procurement of a Leisure Management contractor (SLM Ltd) has achieved the target reduction in costs of £0.269m. In addition the contract has supported investment of £1.4m in the Gainsborough Leisure Centre and will in part fund the borrowing costs for a dry leisure facility at Market Rasen.

3.7 Property and Assets Services have undertaken a thorough review of current leases and income levels. Disposals and rent reviews, in addition to void rates have resulted in a forecast pressure of £0.097m

3.8 The Trade Waste Service has reviewed their Business Plan and the impact has been reflected in the MTFP as due to market conditions and future growth expectations being unrealisable.

3.9 Due to increases in fuel prices a pressure has been added into the MTFP.

3.10 Drainage Board levies have historically exceeded inflationary increases.

4. Assumptions

4.1 Based on current intelligence the following % are to be applied within the MTFP:

- Employee costs 2% annually;
- NNDR 3% annually;
- Electricity 7% annually;
- Gas 6% annually;
- Water and sewerage 3% annually;
- Where contractual inflation is applicable 3%.

5. Current MTFP Position

5.1 The current pressures and savings are outlined in the table below to provide a current MTFP position;

		2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
	MTFP - Funding Gap B/fwd	**(134)**	**351**	**599**	**674**	**674**
Pressures	Approved in Year	40	36	36	36	36
	Employee Costs (net)	27	11	(32)	(37)	85
	Property & Assets	96	96	97	97	97
	Planning Fee Income			0	0	0
	Housing Benefits Admin Grant	0	0	0	0	10
	IT	13	6	6	6	6
	Transport	39	39	39	39	39
	Trade Waste	7	(8)	35	76	78
	Drainage Board Levies	4	7	14	22	35
	Inflation	17	17	17	17	42
	Other	22	15	19	22	13
	Total Pressures	**265**	**219**	**231**	**278**	**441**
Savings	Approved in Year	(11)	(11)	(6)	(6)	(51)
	Green Waste Service	(205)	(205)	(205)	(205)	(205)
	Corporate Governance	(16)	(22)	(22)	(22)	(22)
	Commercial Investment Property	0	(229)	(230)	(229)	(232)
	Hemswell Residents Company	(20)	(5)	0	0	0
	Total Savings	**(252)**	**(472)**	**(463)**	**(462)**	**(510)**
	MTFP - Funding Gap	**(121)**	**98**	**367**	**490**	**605**

5.2 Whilst the 2019/20 budget position is currently reflecting a surplus, there are a number of issues to finalise;

5.2.1 Planning Fee Income - the service is projecting a current year deficit of £0.263m against the budget of £1.1m. A review is therefore being undertaken analysing previous trends and major/minor application volumes to inform future income budget projections.

5.2.2 A property related project will no longer go ahead and forecast income from the scheme will not be generated. Our processes will be reviewed to ensure that Pre-stage 1 – Stage 2 financial impacts of the Capital Programme are identified separately and not held in service areas until the project is fully approved and in delivery (Stage 3 or Business as usual schemes).

5.2.2 Revenue impact of the Capital Programme including the impact on the Treasury position. The Programme has yet to be finalised and the revenue implications built into the MTFP. A previous project will no longer progress resulting in a pressure from rental income which will not be realised of £0.248m Our method for dealing with future medium term impacts will be reviewed to ensure transparency of risks associated impact of changes or non-progression of schemes.

5.2.3 Fees and Charges are included elsewhere on this agenda and are included subject to approval.

5.2.4 Service Business Plan initiatives which achieve savings are currently being reviewed and considered for inclusion based on deliverability.

5.2.5 Funding settlements and Council Tax levels will not be finalised until the New Year. However, there is potential for the Government to reverse the impact of negative Revenue Support Grant which for 2019/20 would be £0.065m raising to £0.185m by 2021/22.

5.2.6 The table below therefore illustrates the amounts currently being reviewed or awaiting finalisation and currently illustrates a £993k funding gap.

		2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
September - Funding Gap		**(121)**	**98**	**367**	**490**	**605**
	Property & Assets	178	248	248	248	248
	Planning Fee Income	185	171	171	171	171
	Fees and Charges	(7)	(13)	(19)	(25)	(31)
	Business Plan initiatives					
	NNDR (Business Rates)					
	Council Tax					
	Funding Settlement					
	Interest (Investment/Borrowing)					
	Impact of Capital Programme					
		235	**504**	**767**	**884**	**993**

6. Proposed Underlying Principles of the MTFP

6.1 Members are aware of the challenge the organisation is facing as Government funding is reduced to £0 in 2019/20. In fact we will be in negative position in relation to Revenue Support Grant of £0.065m in effect owing Government this money.

We therefore seek agreement to a number of underlying principles. These principles will be the basis on which the MTFP for 2019-2024 will be compiled;

6.1.1 Fees and Charges

- That charges are introduced where no charge is currently being made
- That charges will be based on full cost recovery in addition to align the districts with its neighbours and like Authorities but does not become the most expensive

6.1.2 Council Tax

That Council Tax will rise by the maximum amount permitted being the higher of 3% or £5 without the need for a referendum

6.1.3 National Non Domestic Rates (NNDR - Business Rates)

That the Council will continue to be a party to the Lincolnshire NNDR Pool and will, if approved by Government, participate in the 75% Business Rates Retention Pilot along with other Lincolnshire Authorities.

6.1.4 Commercial Property Investments

The Local Authority will borrow at significant levels to deliver a contribution from those investments. These investments may be outside the District where they are designed to deliver purely financial returns to the Authority to support sustainable service delivery.

6.1.5 Service Business Plans

Officers will continue to seek service efficiencies and deliver the maximum reduction in expenditure without a reduction in service levels.

In addition services will consider opportunities to grow income levels or identify new income streams to contribute to the funding gap.

6.1.6 Discretionary Services

Residents receiving these service will pay for the service.

6.1.7 The pay award assumption is aligned with the current Government award of 2% p.a.

6.1.8 Borrowing interest will be budgeted to reflect the estimated cost of borrowing for the capital programme to ensure a sustainable budget position. It must be recognised that savings on this budget are likely as from a Treasury Management perspective, cash balances will be utilised to provide internal borrowing to ensure we are not impacted by the costs of carrying debt, whilst being mindful of interest rate risk.

7. Budget Consultation

7.1 As members are aware consultation with the public and other stakeholders remains an important element in the MTFP programme. These consultations have been delivered across the District, in addition to an online Budget Consultation Tool, available on our website. The results of this exercise are currently being evaluated.

8. Lobbying Strategy - The Financial Settlement and Fairer Funding Review

8.1 The Council continues to lobby government along with other agencies, i.e. the Local Government Association, SPARSE, Society of District Treasurers and District Council Network, as well as submitting our own response to the consultation document.

The main elements of the consultation on the Financial Settlement 2019/20 relating to West Lindsey District Council are detailed below;

- **4 year settlement figures –** no change intended. Negative RSG may be addressed.

- **Business Rates Pilots (NNDR) –** The Council has bid along with other Lincolnshire Authorities to participate in a 75% business rates retention scheme. This may generate additional income of circa £0.6m for the Council which can be invested in economic regeneration schemes.

- **New Homes Bonus Baseline -** The baseline was set at 0.4% in 2017-18; only tax base growth above this baseline earned NHB payments. At this time there is no indication of the level at which it will be set.

- **Council Tax capping –** the same Council Tax Referendum principles will remain at the higher of 3% or £5.

West Lindsey District Council
The Entrepreneurial Council

Corporate Policy and Resources Committee	
8th November 2018	

Subject: Budget and Treasury Management Monitoring – Period 2 2018/19 including Treasury Mid-Year Report

Report by:	Executive Director of Resources (S151) Ian Knowles
Contact Officer:	Tracey Bircumshaw Strategic Finance and Business Support Manager (Deputy S151) 01427 676560 tracey.bircumshaw@west-lindsey.gov.uk Sue Leversedge Business Support Team Leader 01427 676541 Sue.leversedge@west-lindsey.gov.uk
Purpose / Summary:	This report sets out the revenue, capital and treasury management activity from 1 April 2018 to 30th September 2018 and provides the Mid-Year update report for Treasury Management.

RECOMMENDATION(S):

a) That Members accept the forecast out-turn position of a £175k net contribution to reserves as at 30th September 2018. (1).

b) Members note the use of Earmarked Reserves during the quarter approved by the Executive Director of Resources using Delegated powers (1.5.1).

c) Members approve the creation of new Earmarked Reserves from in year surpluses (1.5.2)

d) Members accept the Commercial Income position (1.3).

e) That members approve the revised Capital Budget of £30.248m, the new capital bid of £0.050 for an income management system and the capital amendments as detailed in 2.2.2 and 2.2.3.

f) Members give approval to spend Capital Budgets totalling £492k as detailed at 2.2.6.

g) That Members accept the Treasury Management and approve the revised Prudential Indicators.

IMPLICATIONS

Legal: None arising as a result of this report.

Financial: FIN/113/19

The draft revenue forecast out-turn position for 2018/19 is currently reflecting a net contribution to reserves of £175k as at 30 September 2018 (£72k as at 31 May 2018). This is after taking account of approved carry forwards of £129k, detailed at Appendix B.

The items with significant variances are contained within this report at 1.1.

The capital forecast out-turn position for 2018/19 is £30.038m the amendments to the capital programme are detailed in 2.2.2 and 2.2.3 of this report. An additional capital bid is requested of £0.050m for an income management system as detailed in 2.2.5, financed from General Fund.

The Treasury Management activities during the reporting period are disclosed in the body of this report. Average investments were £16.558m which achieved an average rate of interest of 1.572% in Quarter 2(1.378% Apr-Jun).

In August 2018 the Council externally borrowed £6.00m for 50 years from the Public Works Loan Board (PWLB) at an interest rate of 2.43%.

There have been no breaches of Treasury or Prudential Indicators within the period of this report.

Staffing: None arising as a result of this report.

Equality and Diversity including Human Rights: None arising as a result of this report.

Risk Assessment: This is a monitoring report only.

Climate Related Risks and Opportunities: This is a monitoring report only.

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

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)	**Yes**		**No**	**x**

Key Decision:

A matter which affects two or more wards, or has significant financial implications	**Yes**		**No**	**x**

1. Executive Summary

This report provides the oversight of financial performance for;

- Revenue Forecast Out-Turn - Surplus £0.175m (1.13% of Net Revenue Expenditure)
- Capital Forecast Out-Turn - £30.308m (Original Budget £25.457m)
- Treasury Management Mid-Year Report and Q2 monitoring
    - Average investment Interest rate 1.57%
    - Total Investments at end Q2 £15.3m
    - New external borrowing £6m PWLB @ 2.43% over 50 years

REVENUE BUDGET MONITORING PERIOD 2
(Forecast out turn for 2018/19)

1 The Revenue Budget forecast out-turn currently stands at a net contribution to reserves of £175k as detailed in the table below, this is after taking account of £129k of budget carry forwards, the details or which are provided at Appendix B.

SERVICE CLUSTER	2018/19 Budget £	2018/19 Forecast Outturn £	September 2018 Forecast Outturn Variance £
People	4,958,000	4,666,562	(291,438)
Places	1,079,400	1,650,300	570,900
Policy and Resources	5,220,700	4,986,836	(233,864)
Controllable Total	**11,258,100**	**11,303,698**	**45,598**
Corporate Accounting:			
Interest Receivable	(282,300)	(252,300)	30,000
Interest Payable	371,800	155,000	(216,800)
Investment Income	(575,000)	(714,200)	(139,200)
Precepts and Levies	2,260,749	2,260,749	0
Movement in Reserves:			
To / (From) General Fund	(1,388,100)	(1,388,100)	0
Use of Specific Reserves	(553,900)	(553,900)	0
Contribution to Specific Reserves	4,303,493	4,503,493	200,000
Repayment of Borrowing	32,400	32,400	0
Net Revenue Expenditure	**15,427,242**	**15,346,840**	**(80,402)**
Funding Total	(15,427,242)	(15,522,085)	(94,843)
NET SUBSIDY FROM / (CONTRIBUTION) TO RESERVES FOR THE YEAR	**0**	**(175,245)**	**(175,245)**

Details of headline variances by Cluster can be found below at 1.1.

1.1 The significant movements being;

Cluster	EXPENDITURE	Total £000	Direction of Travel
	BUDGET UNDERSPENDS		
	Salary savings.	-£169	↑
Interest & Investment Income	Net impact of investment property acquisitions, and forecast acquisitions.	-£138	**new**
Interest & Investment Income	Treasury management activities.	-£178	**new**
	PRESSURES		
People	Fuel - forecast pressure on fuel due to average prices being greater than budgeted.	£11	**new**
Places	Leisure - final invoice plus annual retention fee for previous financial year.	£28	↑
Places	Property Services costs - net pressure across all properties (service charges/utilities/NNDR).	£16	↑
Policy & Resources	Legal costs settlement.	£19	↔
	Various forecast outturn variances <£10k	£27	↓
		-£384	

Cluster	INCOME	Total £000	Direction of Travel
	BUDGETED INCOME EXCEEDED		
People	Green Waste service income target exceeded.	-£282	↑
Policy & Resources	Share of Legal Services surplus - payable by LCC for previous financial year.	-£20	new
Funding	NNDR - additional income renewables and S31 Grant.	-£64	new
Funding	LCTS Admin Grant higher than anticipated.	-£31	↔
	BUDGETED INCOME NOT ACHIEVED		
People	Street Cleansing private work - reduction in work compared to same period in previous year.	£15	new
People	Housing Benefits - forecast net subsidy position.	£64	↓
Places	Rental income lost due to sale of assets and voids.	£49	↓
Places	Car park income - not achieving target based on actuals to date.	£83	↓
Places	Planning fee income.	£263	new
Places	Impact of acquisition not expected to be leased out until April 19 - loss of rental income and NNDR.	£132	↓
		£209	
	TOTAL VARIANCE	-£175	

1.2 Significant items of note by Cluster:

1.2.1 Interest & Investment Income

Approval to spend up to £20m on investment property (with £16m budgeted this financial year) was estimated to provide a net contribution of £270k in 2018/19 raising to £600k by 2020/21. Acquisitions totalling £16m have been

made to date and this will achieve a £440k contribution (after borrowing costs) to the savings target. We continue to identify suitable properties which meet our Policy criteria and we are forecasting to make further acquisitions before the year end. A £138k net contribution to reserves is forecast for the year.

1.2.2 People

- Green Waste Charging commenced in 2018/19 and with the Budget reflecting a net contribution of £502k. With actual income currently at £894k from subscriptions achieved during this period the forecast net contribution is £773k, £271k above the prudent original forecast. (£282k additional income, offset by £11k of additional costs on transport and administration).

1.2.3 Places

- The acquisition of the former Lidl building was anticipated to generate a full years lease income and additional car parking income. The property is currently being marketed for lease and we are now forecasting a tenancy to commence from April 2019, resulting in a £132k pressure in the current year (Void rent and Business Rates costs).

- New industrial units at Saxilby were budgeted to be leased for a full year, however due to approved project timelines the units will actually be operational from February 2019 resulting in a £16k pressure in the current year.

- Car park income is forecast to be £83k under the budgeted target. This is due to a number of factors, closure of Roseway Car Park, Riverside not achieving the levels of ticket sales estimated and below target levels across all car parks. It is anticipated this position will improve with the re-opening of Roseway. The situation will continue to be monitored.

- Property rental income is forecasting a pressure of £49k due to sale of assets during the year and voids levels.

- Planning fee income is forecasting a £263k pressure for the year. We have benefitted from significant levels of planning fee income over the past 3 years. A variety of economic factors and the adoption of the Local Plan is now impacting above the reductions projected, reflected by less applications to date and no complex or large cases being anticipated over the remainder of the current year.

1.2.4 Policy & Resources

- Included in the significant variances at 1.1 is a £19k legal costs settlement.

The Magistrates Court deemed that the Council had, on the balance of probability, committed an abuse of process in relation to the serving of a Section 16 notice, for which the Court felt there was no justification. As a result the Council was liable for the defendants' legal costs, after negotiation the amount of £19k is the final settlement. A review of the process followed in relation to this notice has been undertaken as a result. The court also recognised that due to the circumstance the case was an exceptional one.

- A Commercial Contingency budget of £200k was built into 2018/19 base budgets to mitigate a number of commercial risks, including investment properties. Any underutilisation will be transferred to the Valuation Volatility Reserve.

1.2.5 Establishment

- Current vacancy levels after costs of interim staffing resources is forecast to achieve a £169k budget underspend. This is broken down by cluster as follows;

Cluster	Forecast Outturn £
People	(127,920)
Places	(10,200)
Policy and Resources	(30,390)
Grand Total	**(168,510)**

1.3 Commercial Projects and Income Target

1.3.1 The Commercial Plan 2015/16 – 2019/20 was intended to be a proactive response in contributing to future financial sustainability. This was to be achieved through charging, trading and investment in order to reduce the net subsidy on services. A target contribution of £1m was set.

1.3.2 Progress against this target has delivered £1,476k of ongoing savings thus far as detailed below;

- £440k Investment in Commercial Property (Target £600k by 2020/21)
- £133k Trade Waste Income
- £773k Green Waste
- £ 5k Building Control Complimentary Services
- £ 59k Pre-Application Planning Advice
- £ 25k Surestaff Lincs Ltd (Recruitment Agency)
- £ 41k Commercial Loan income

1.4 Fees and Charges

1.4.1 £0.939m has been received in Fees and Charges during this period against a budget for the period of £1.066m, a pressure to date of £0.127m.

1.4.2 The most significant pressure being Planning Fee income as previously mentioned at 1.2.3 above.

1.4.3 **Approval to Amend Car Park Fees and Charges for 2018/19**

Approval is required to implement the changes as detailed below, as soon as possible, the amended fees and charges schedule is included at Appendix A.

- **Roseway Car Park Electric Charging**

The council has refurbished the Roseway car park which now has the newly developed hotel and restaurant adjacent to it. This is likely to bring in more customers with electric vehicles but in any case their use is predicted to rise significantly. Additional considerations included providing an increased offer which befits the higher standard of car park following redevelopment, but the key factor was the opportunity of 75% grant funding to cover the purchase and installation costs. The grant from the Office of Low Emission Vehicles has been confirmed and will be paid in retrospect following completion of the installation.

There are a number of charging arrangements that other councils have opted for but advice from a council who have researched this extensively suggests that charging for electricity only is the preferred route at this stage. (Obviously the electric vehicle market is continuously evolving and rapidly expanding so this arrangement will be monitored and reviewed annually to ensure it remains the best arrangement).

The proposal is to charge for the electricity used but *not* to also charge for a parking space whilst the car is being (electrically) re-charged. The logic for this is that it will avoid cars blocking the EV (electric vehicle) charging bays – they will be incentivised to move them (into a paid-for parking bay if they wish to stay) within a set period after the car ceases re-charging otherwise a penalty notice will be issued.

The proposal is to charge 30 pence/ kWh which undercuts the other town centre offer. The costs for the electricity are a standing charge of 37.58p per day and 11.93p per kWh.

- **Garden Waste - Additional Bin**

  An amendment is required to the fees and charges schedule for Garden Waste in the current year. A £15 charge is levied for each additional bin required by subscribers to the garden waste service.

- **Revenues – Court Costs**

  Court costs are fixed annually by the Courts. In 2018/19 the initial Cost of Summons was Council Tax £75 and NNDR (Business Rates) £85.

  The Council is required to calculate the cost of Summons for Council Tax to ensure the amount charged is reasonable and transparent for court. In July 2018 the Ministry of Justice reduced the charge of the Court due to legislation changes to £0.50 from £3.00, this along with other efficiencies this has resulted in a reduction in costs to £70.01. The fee of £75.00 was therefore no longer reasonable and with immediate effect a reduction is required in 2018/19 of £5.00, resulting in a new charge of £70.00.

  The same impact is applied to NNDR resulting in a reduction of £2.50 on the total cost, therefore the charge will reduce from £85.00 to £82.50.

- **Licensing – Animal Welfare**

  New legislation came into force with effect from 01 October 2018 which governs Animal Welfare. The legislation is referred to as the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. The new legislation aims to control Dog Breeding, Hiring of Horses, Sale of Animals, and Animal Boarding which includes Dog Day Care and the Exhibition and Training of Animals. Operators will now be inspected and awarded a STAR rating and granted a licence ranging from 1 to 3 years depending on their risk rating. The previous legislation which governed some of these activities will either be amended or repealed.

1.5 Use and Contribution to Reserves

1.5.1 2018/19 Use of Reserves – Delegated Decisions

The Executive Director of Resources has used delegated powers to approve the use of earmarked reserves up to £50k, new delegated decisions totalled £93.4k;

- £40.3k – from Neighbourhood Planning Grant - to cover costs of Neighbourhood Planning Team project delivery spend.

- £9.9k – from Unapplied Grants; grants issued for planned events – Halloween £2.5k, Christmas £4.0k, Gainsborough in Bloom £3.4k.

- £15.5k From Supporting Vulnerable Communities reserve Private Sector Landlord Support Worker (2 year pilot). Approved by CP&R 06.02.18 FIN/138/18

- £10.3k from the Maintenance of Facilities reserve. For cost of external paint works at the leisure centre to bring the exterior up the standard of the areas that have been enhanced through the capital investment works.

- £17.4k from Investment for Growth for the Townscape Heritage Initiative (THI);
    - £16.3k was originally approved for the project through the 18/19 capital programme. Due to the terms of the grant we are unable to capitalise some of the expenditure and are therefore transferring it to revenue.
    - £1.1k - An additional £5k has been awarded in grant from the Heritage Lottery Fund (HLF) which WLDC must match fund 24%.

1.5.2 Creation of New Earmarked Reserves

It is proposed that the following earmarked reserves are approved by Corporate Policy & Resources Committee:

- CCTV Replacement Equipment – income achieved for commercial CCTV over the budgeted income target to be moved to an earmarked reserve for future CCTV equipment replacement. Forecast surplus for 2018/19 is £2.4k.

- Park Springs Community Centre – a contribution is paid by the Council towards repairs and maintenance of the property. Under the current agreement the Council would be obliged to contribute towards unforeseen events. It is proposed that £20k of the saving made against budget following negotiations around contribution payable for the years 2015/16 to 2018/19 be moved to an earmarked reserve as a contingency budget to offset significant unforeseen works required in the future.

1.6 Grants

As at 1st April 2018 we had an amount of £564k relating to grants received which had yet to be expended. Budget provision will be created throughout the financial year as required to deliver projects in accordance with grant terms.

1.6.1 Successful Grant Bids and New Grant determinations

The following grants have been awarded during this period:

Grant Issued By	Name of Grant	Revenue/ Capital	£
Heritage Lottery Fund THI	Heritage Lottery Fund THI	Capital	71,350
Cabinet Office	Annual Registrations Grant	Revenue	14,800
DCLG	Flexible Homelessness	Revenue	46,052
DCLG	One Public Estate (OPE)	Revenue	18,000
DCLG	New Burdens - final settlement returned to LAs relating to legal case from prev 2 years	Revenue	11,551
		TOTAL:	161,753

Other Items for information

1.7 Planning Appeals

In period 2 2018/19 there were 13 appeals determined, as follows;

Period	Number of Appeals	Allowed	Dismissed
June 2018	5	1	4
July 2018	4	1	3
August 2018	2	2	0
September 2018	2	1	1
Total for Period 2	**13**	**5**	**8**

There are no outstanding award of costs or any expected from appeals allowed.

1.8 Aged Debt Summary – Sundry Debtors

Aged Debt Summary Period 1 Monitoring Report

At the end of September 2018 there was a total of £238k outstanding debt in the system over 90 days. The majority of this debt was over 150 days old and mainly comprised of:

Housing Benefits overpayments £76k most of which is being recovered on agreed repayment schedules.

Housing £55k
Environmental Protection & Licensing £24k
Leisure £17k

Month	90 – 119 days	120 – 149 days	150+ days	Total
April	4,249	12,747	179,284	196,280
May	3,719	3,904	186,931	194,554
June	25,602	3,390	189,349	218,341
July	18,497	25,242	186,602	230,342
August	22,510	4,266	205,409	232,184
September	32,070	995	204,840	237,906

1.9 CHANGES TO THE ORGANISATION STRUCTURE

There have been the following changes to the organisation structure during period 2;

- Human Resources – changes to hours and a new permanent post - Human Resources & Organisational Development assistant.

- Press & PR (Communications) – deletion of part vacant post, creation of new permanent post – Communications Officer.

- Property Services – 1 change following job evaluation, 1 new post - Car Park Manager.

- Housing / Localism – deletion of 2 posts – Team Manager Home Choices and Senior Homes Choices Officer, 1 new post – Home Choices Team Manager, 1 post increase in scale point.

- Finance – The team has been restructured to provide dedicated Finance Business Partnering and Corporate Finance roles. Releasing capacity for the Strategic Finance and Business Support Manager to focus on Strategic finance in addition to supporting significant Investment and Growth programmes. There is an increase of 1.5 fte, 1 fte being a 3 year fixed term contract Finance Business Partner. It is envisaged that the efficiencies made from the implementation of a new system will result in less resources being required over the longer term, resulting in a £40k ongoing saving from year 4.

1.10 COMMUNITY INFRASTRUCTURE LEVY

Community Infrastructure Levy (CIL) is a planning charge, introduced by the Planning Act 2008 as a tool for Local Authorities in England and Wales to help deliver infrastructure to support development in their area. CIL differs from S106 agreements, usually used to secure planning obligations, in that the rate per square metre is fixed and based on the Gross Internal Area of the development. The charge is also non-negotiable, with a strict criteria. CIL does not replace the use of S106 agreements, however infrastructure items that are covered by CIL can’t also be required as part of a S106 agreement.

Full Council agreed to adopt West Lindsey's Charging Schedule for the implementation of a Community Infrastructure Levy in West Lindsey. The charges were implemented in full on 22nd January 2018.

For the period to 31/03/18 there were nil CIL receipts to West Lindsey District Council (WLDC). For information, the CIL receipts received from 01/04/18 to 30/09/18 total £25,855. In accordance with the legislation 5% will be retained by WLDC (the charging and collecting authority) for administration costs, 25% to the relevant Parish and 70% to Lincolnshire County Council to fund significant infrastructure projects as agreed countywide.

2.1 CAPITAL BUDGET MONITORING – Quarter 2

2.1.1 The Capital Budget forecast out-turn for schemes approved for spend (includes Stage 3 and Business as Usual) totals £28.281m against a revised budget of £22.950m, this is mainly due to the anticipated £7m additional spend on Commercial Property brought forward from 2019/20. Pipeline schemes (Pre Stage 1, Stage 1 and Stage 2) are expected to spend £1.757m (subject to future formal approval) This gives an overall total of £30.038m as detailed in the table below;

Corporate Priority / Scheme	Actuals to 30/09/2018	Original Budget	Revised Budget 2018/19	Forecast Outturn	Over/(Underspend)	Carry Forward Requests/ Drawbacks
Total Capital Programme Gross Expenditure - Stage 3 and BAU	14,116,009	17,518,700	22,949,541	28,280,587	(227,354)	5,558,400
Stage 2	100,198	2,197,870	4,279,023	1,557,400	(810,110)	(1,911,513)
Stage 1	0	5,190,000	2,008,860	150,000	(1,142,560)	(716,300)
Pre-Stage 1	0	550,000	50,000	50,000	0	0
Total Capital Programme Gross Expenditure	14,216,207	25,456,570	29,287,424	30,037,987	(2,180,024)	2,930,587

2.1.2 The capital programme spend to date is £14.216m against a revised budget of £29.287m. Expenditure is forecast to be £30.038 resulting in a £0.751m variance. £2.931m is planned to be pulled back from future financial years. £2.180m is no longer required due to amendments to schemes and resultant underspends. Subject to Committee approval the capital programme will be increased to reflect the pull back from future financial years.

2.1.3 Individual schemes are detailed in the table below and commentary provided on performance.

Corporate Priority / Scheme	Stage (1 April 2018)	Stage	Actuals to 30/09/2018	Original Budget 2018/19	Revised Budget 2018/19	Forecast Outturn	Over/ (Underspend)	Carry Forward Requests/ Drawbacks	Comments
			£	£	£	£	£	£	
Open for Business									
Telephony	Stage 2	Stage 2	37,198	150,000	190,200	107,400	(64,800)	(18,000)	Slippage of £18k to 2018/19
People First									
Disabled Facilities Grants	BAU	BAU	227,692	555,200	622,508	629,172	6,664		Independent living funds reabsorbed into DFG
Independent Living	BAU	BAU	(2,071)	0	6,664	0	(6,664)		Independent living funds reabsorbed into DFG
Customer Management	Stage 1	Stage 1	0	180,000	181,300	0	0	(181,300)	Capital Spend for Customer First not anticipated to commence until quarter 4, residual budget slipped to 2019/20
CCTV Expansion	Stage 3	Stage 3	0	0	50,000	50,000	0		
Asset Management									
Capital Enhancements to Council Owned Assets	BAU	BAU	0	36,000	116,000	91,000	(25,000)		£25k moved to Carbon Management for LED internal lighting
Carbon Efficiency Project	BAU	Stage 3	0	225,000	270,000	85,000	25,000	(210,000)	£25k moved from Carbon Management for LED Internal Lighting £210k slippage on Street Lighting
Development Loan	Stage 3	Stage 3	24,026	0	24,026	24,026	0		
Hemswell Masterplan - Public Realm Improvements	Stage 2	Stage 2	0	150,000	150,000	0	0	(150,000)	Slippage to 2019/20 due to delays from the County and Infrastructure
Commercial Investment	Stage 3	Stage 3	311,355	2,900,000	2,864,357	2,201,757	0	(662,600)	
Caistor - South Dale Redevelopment	Stage 2	Stage 2	0	100,000	100,000	0	(100,000)		
Car Park Strategy Investment	Stage 3	Stage 3	72,009	700,000	700,000	450,000	(250,000)		Purchase of land - acquisition no longer proceeding
Leisure Facilities	Stage 3	Stage 3	575,941	1,397,500	2,037,500	1,657,200	0	(380,300)	
Commercial Investment - Property Portfolio	Stage 3	Stage 3	11,943,850	10,000,000	13,509,645	20,509,645	0	7,000,000	
Central Lincolnshire Local Plan									
Gainsborough Growth Fund	Stage 3	Stage 3	5,025	139,000	195,754	195,754	0		
Gainsborough Shop Front Improvement Scheme	Stage 3	Stage 3	0	45,000	110,000	45,000		(65,000)	2-3 shop fronts anticipated for completion in 2018/19 the residual will be completed in 2019/20 from the resulting slippage
Gainsborough Heritage Regeneration - THI	Stage 2	Stage 2	0	65,310	65,310	0	(65,310)		
Unlocking Housing - Albion Works	Stage 2	Stage 2	0	580,000	580,000	0	(580,000)		Project now closed riverside land not available for purchase
Unlocking Housing - Living over the Shop	Stage 2	Stage 2	0	150,000	215,000	130,000		(85,000)	Schemes due to complete in 2018/19 the residual will slip to 2019/20 depending on a successful bid for GLLEP funding
Riverside Gateway - Marina/Transformational Change	Stage 2	Stage 1	0	1,002,560	1,102,560	0	(1,102,560)		Scheme no longer progressing in its current format, progress is been made on a new scheme which will be requested via the Capital budget setting process.
Gainsborough Regeneration - Dev Partnership	Stage 1	Stage 3	0	2,450,000	0	0	0		
Viability Funding - Capital Grant	Stage 3	Stage 3	503,121	700,000	1,105,952	1,105,952	0		
Market Rasen 3 year vision	Pre stage 1	Pre-Stage 1	0	50,000	50,000	50,000	0		
Rural Transport	Stage 3	Stage 3	0	0	40,000	40,000	0		
Private Sector Renewal	Pre stage 1	Stage 2	0	500,000	325,000	150,000	0	(175,000)	Policy becomes active in quarter 3 residual budget to be slipped into 2019/20
Food Enterprise Zone infrastructure	Stage 1	Stage 2	0	1,900,000	1,983,513	500,000	0	(1,483,513)	Site preparation works will be carried out this FY with the majority of the expenditure taking place in 2019/20, budget to be slipped into 2019/20
Saxilby Industrial Units	Stage 3	Stage 2	63,000	0	670,000	670,000	0		

Corporate Priority / Scheme	Stage (1 April 2018)	Stage	Actuals to 30/09/2018	Original Budget 2018/19	Revised Budget 2018/19	Forecast Outturn	Over/ (Underspend)	Carry Forward Requests/ Drawbacks	Comments
			£	£	£	£	£	£	
Excellent, VFM Services									
Vehicle Replacement Programme	BAU	BAU	366,081	628,000	677,435	602,081	(75,354)		Revised Vehicle Schedule programmed into to the capital budget for future years. Underspend this financial year, no slippage required
Replacement Planning/Building Control/Land Charges System	Pre stage 1	Stage 3	0	0	123,700	0	0	(123,700)	
Desktop Refresh and experience	BAU	BAU	4,490	29,000	214,000	239,000	25,000		
Commercial Loans	Stage 3	Stage 3	0	0	167,000	200,000	33,000		Commercial loan budget in 2017/18 was used for loans to council companies - there is a commitment for the Hillcrest loan therefore budget will need to increased to accommodate this at mid year review
Replace IDOX Scanner	Stage 1	Stage 1	0	0	10,000	0	(10,000)		No longer progressing
Email Upgrade	Stage 1	Stage 1	0	0	30,000	0	(30,000)		No longer required - revised 10 year plan of IT capital spend is requested in 2019/20 onwards
Financial Management System	Stage 1	Stage 1	0	150,000	150,000	0		(150,000)	Scheme rephased 2018/19 to 2019/20
Replacement Housing Register & Homelessness IT System	Stage 3	Stage 3	0	0	0	0	0		
IT Infrastructure Refresh and Software	BAU	BAU	84,488	154,000	105,000	105,000	0		
Performance Management	Stage 1	Stage 1	0	10,000	10,000	0	0	(10,000)	Scheme rephased to 2019/20 to align with CRM system
Project Management	Stage 1	Stage 1	0	0	10,000	0	0	(10,000)	Scheme rephased to 2019/20 to align with CRM system
Upgrade Council Chamber Technology	BAU	BAU	0	10,000	10,000	50,000	40,000		Management Team reviewed revised business case - Additional Funds Requested in the Qtr 2 Monitoring report
Public Sector Hub	Stage 1	Stage 1	0	500,000	515,000	150,000	0	(365,000)	Scheme progressing from December, resulting in slippage throguh to 2019/20
Total Capital Programme Gross Expenditure			**14,216,207**	**25,456,570**	**29,287,424**	**30,037,987**	**(2,180,024)**	**2,930,587**	

2.2.1 Investment in commercial property is ongoing with a number of successful acquisitions in the last quarter totalling £12.343m (including costs), these being

- Unit 1, Sanders Road, Gainsborough
- 43 Penistone Road, Sheffield
- Unit 7, Drake House, Sheffield

Additional opportunities are being evaluated and it is hoped further bids will be successful. The total approval of expenditure on Commercial investment properties is £30m. Approval is sought to pull back from 2019/20 £7.0m to finance additional acquisitions in 2018/19 leaving a remaining balance of £7m in 2019/20.

The overall portfolio as at Q2 generates a gross yield (rental/purchase price) of 7.06%. Annual rental income totals £988k with a net contribution estimated to be £560k p.a.

2.2.2 The following projects require re-phasing, affecting future financial years of the current capital programme in the 5 year MTFP:

Slippage (From 2018-19 to 2019-20)

- Telephony System Developments (£0.018m)
- Customer First (£0.181m)
- Hemswell Masterplan (£0.150m)
- Commercial Investment (Crematorium) (£0.663m)
- Leisure Facilities (£0.380)
- Gainsborough Shop Front Improvement Scheme (£0.065m)
- Unlocking Housing – Living over the Shop (£0.085m)
- Private Sector Renewal (£0.175m)
- Food Enterprise Zone Restructure (£1.484m)
- Replacement Land Charges/Building Control/Planning System (£0.124m)
- Financial Management System (£0.150m)
- Performance and Project Management (£0.020m)
- Public Sector Hub (£0.365m)
- Carbon Management – LED Street Lighting (£0.210m)

Pull Back (From 2019-20 to 2018-19)

- Commercial Investment Property Portfolio (£7.000m)

2.2.3 £2.253m of the current capital programme has been assessed as not needed or no longer required for capital purposes, however two schemes require additional financing of £0.073m resulting in a net underspend of £2.180m.

The underspends are as follows:

- Acquisition of additional car parking no longer proceeding (£0.250m)
- Acquisition of land for redevelopment no longer proceeding (£0.580m)
- Caistor Southdale no longer required (£0.100m)
- Telephony System costs are revenue (£0.065m)
- Gainsborough THI costs are revenue (£0.065m)
- Riverside Gateway/Marina Transformation new scheme is in development (£1.103m)

- Vehicle Replacement no longer required (£0.075m)
- Replacement IDOX Scanner no longer required (£0.010m)
- Email Upgrade no longer required (£0.030m) of this £0.025m to be moved to desktop refresh and experience to fund additional screen stands.
- Independent Living (£0.006m) underspend to be reabsorbed back into the Disabled facilities capital budget.
- Capital Enhancements to Council Owned Assets (£0.025m) underspend to be transferred to Carbon Management capital programme– LED internal lighting

The anticipated overspends requiring financing are:

- Commercial Loans (£0.033m) – accounting adjustment, financing from Internal Borrowing
- Council Chamber Technology (£0.040m) – initial quotations have come in higher than anticipated, financing from General Fund Balance

2.2.4 These amendments to the capital programme are presented to Committee for approval.

2.2.5 Approval is sought for a new capital bid of £0.050m for income management replacement. The current contract expires in April 2019 and contract negotiations for an extension are not probable. Therefore it is feasible that the Council will need to go out to procurement for a new income management system in November. This is not currently included in the capital programme monitoring position. Financing for this scheme will come from the General Fund Balance.

2.2.6 Approval to spend is requested for the following schemes:

- £0.150m Private Sector Renewal – The scheme has launched and initial funding applications are been assessed for suitability. Grant payments are likely to commence in October.
- £0.107m Telephony Project – the scheme is fully scoped and acquisition of technology and consultancy is ready to progress.
- £0.150m Financial Management System – Initial Tender documentation has been published and contract award is planned for January 2019.
- £0.085m Carbon Management – Tenders have been received and evaluated. Programme works to commence in January 2019.

2.3 Acquisitions, Disposals and Capital Receipts

2.3.1 The Council has made the following asset acquisitions during Quarter 2.

- Unit 1, Sanders Road, Gainsborough
- 43 Penistone Road, Sheffield
- Unit 7 Drake House, Sheffield
- Saxilby Industrial Units (Deposit)

2.3.2 The Council has made the following asset disposals during Quarter 2.

- 3 and 5 North Street, Gainsborough

2.3.3 Capital Receipts - The total value of capital receipts at the end of Quarter 2 was £332k this was due to income of £234k from the Housing Stock Transfer Agreement share of Right to Buy receipts, £7k loan repayments and £92k asset sale proceeds.

3. TREASURY MID YEAR REPORT INCL MONITORING – Quarter 2 (April-September)

The Council operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. Part of the treasury management operations ensure this cash flow is adequately planned, with surplus monies being invested in low risk counterparties, providing adequate liquidity initially before considering optimising 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 the borrowing need of the Council, essentially the longer term cash flow planning to ensure the Council can meet its capital spending operations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses, and on occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.

Accordingly, treasury management is defined as:

"The management of the local authority's borrowing, 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."

This report has been written in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management (revised 2017).

The primary requirements of the Code are as follows:

1. Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Council's treasury management activities.

2. Creation and maintenance of Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives.

3. Receipt by the full council of an annual Treasury Management Strategy Statement - including the Annual Investment Strategy and Minimum Revenue Provision Policy - for the year ahead, a Mid-year Review Report and an Annual Report, (stewardship report), covering activities during the previous year.

4. Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.

5. Delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specific named body. For this Council the delegated body is Corporate Policy and Resources.

This mid-year report has been prepared in compliance with CIPFA's Code of Practice on Treasury Management, and covers the following:

- An economic update for the first part of the 2018/19 financial year;
- A review of the Treasury Management Strategy Statement and Annual Investment Strategy;

- The Council's capital expenditure, as set out in the Capital Strategy, and prudential indicators;
- A review of the Council's investment portfolio for 2018/19;
- A review of the Council's borrowing strategy for 2018/19;
- A review of any debt rescheduling undertaken during 2018/19;
- A review of compliance with Treasury and Prudential Limits for 2018/19.

3.1 Key Changes to the Treasury and Capital Strategies

There are no changes to report to this committee

3.2 Economics Update

UK. The first half of 2018/19 has seen UK **economic growth** post a modest performance, but sufficiently robust for the Monetary Policy Committee, (MPC), to unanimously (9-0) vote to increase **Bank Rate** on 2nd August from 0.5% to 0.75%. Although growth looks as if it will only be modest at around 1.5% in 2018, the Bank of England's August Quarterly Inflation Report forecast that growth will pick up to 1.8% in 2019, albeit there were several caveats – mainly related to whether or not the UK achieves an orderly withdrawal from the European Union in March 2019.

Some MPC members have expressed concerns about a build-up of **inflationary pressures**, particularly with the pound falling in value again against both the US dollar and the Euro. The Consumer Price Index (CPI) measure of inflation rose unexpectedly from 2.4% in June to 2.7% in August due to increases in volatile components, but is expected to fall back to the 2% inflation target over the next two years given a scenario of minimal increases in Bank Rate. The MPC has indicated Bank Rate would need to be in the region of 1.5% by March 2021 for inflation to stay on track. Financial markets are currently pricing in the next increase in Bank Rate for the second half of 2019.

As for the **labour market,** unemployment has continued at a 43 year low of 4% on the Independent Labour Organisation measure. A combination of job vacancies hitting an all-time high in July, together with negligible growth in total employment numbers, indicates that employers are now having major difficulties filling job vacancies with suitable staff. It was therefore unsurprising that wage inflation picked up to 2.9%, (3 month average regular pay, excluding bonuses) and to a one month figure in July of 3.1%. This meant that in real terms, (i.e. wage rates higher than CPI inflation), earnings grew by about 0.4%, near to the joint high of 0.5% since 2009. (The previous high point was in July 2015.) Given the UK economy is very much services sector driven, an increase in household spending power is likely to feed through into providing some support to the overall rate of economic growth in the coming months. This tends to confirm that the MPC were right to start on a cautious increase in Bank Rate in August as it views wage inflation in excess of 3% as increasing inflationary pressures within the UK economy. However, the MPC will need to tread cautiously before increasing Bank Rate again, especially given all the uncertainties around Brexit.

In the **political arena**, there is a risk that the current Conservative minority government may be unable to muster a majority in the Commons over Brexit. However, our central position is that Prime Minister May's government will endure, despite various setbacks, along the route to Brexit in March 2019. If, however, the UK faces a general election in the next 12 months, this could result in a potential loosening of monetary policy and therefore medium to longer dated gilt yields could rise on the expectation of a weak pound and concerns around inflation picking up.

USA. President Trump's massive easing of fiscal policy is fuelling a (temporary) boost in consumption which has generated an upturn in the rate of strong growth which rose from 2.2%, (annualised rate), in quarter 1 to 4.2% in quarter 2, but also an upturn in inflationary pressures. With inflation moving towards 3%, the Fed increased rates another 0.25% in September to between 2.00% and 2.25%, this being four increases in 2018, and indicated they expected to increase rates four more times by the end of 2019. The dilemma, however, is what to do when the temporary boost to consumption wanes, particularly as the recent imposition of tariffs on a number of countries' exports to the US, (China in particular), could see a switch to US production of some of those goods, but at higher prices. Such a scenario would invariably make any easing of monetary policy harder for the Fed in the second half of 2019.

EUROZONE. Growth was unchanged at 0.4% in quarter 2, but has undershot early forecasts for a stronger economic performance in 2018. In particular, data from Germany has been mixed and it could be negatively impacted by US tariffs on a significant part of manufacturing exports e.g. cars. For that reason, although growth is still expected to be in the region of 2% for 2018, the horizon is less clear than it seemed just a short while ago.

CHINA. Economic growth has been weakening over successive years, despite repeated rounds of central bank stimulus; medium term risks are increasing. Major progress still needs to be made to eliminate excess industrial capacity and the stock of unsold property, and to address the level of non-performing loans in the banking and credit systems.

JAPAN - has been struggling to stimulate consistent significant GDP growth and to get inflation up to its target of 2%, despite huge monetary and fiscal stimulus. It is also making little progress on fundamental reform of the economy.

3.3 Interest Rate Forecasts

The Council's treasury advisor, Link Asset Services, has provided the following forecast:

Link Asset Services Interest Rate View											
	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21
Bank Rate View	0.75%	0.75%	0.75%	0.75%	1.00%	1.00%	1.00%	1.25%	1.25%	1.50%	1.50%
3 Month LIBID	0.75%	0.80%	0.80%	0.90%	1.10%	1.10%	1.20%	1.40%	1.50%	1.60%	1.60%
6 Month LIBID	0.85%	0.90%	0.90%	1.00%	1.20%	1.20%	1.30%	1.50%	1.60%	1.70%	1.70%
12 Month LIBID	1.00%	1.00%	1.00%	1.10%	1.30%	1.30%	1.40%	1.60%	1.70%	1.80%	1.80%
5yr PWLB Rate	2.00%	2.00%	2.10%	2.20%	2.20%	2.30%	2.30%	2.40%	2.50%	2.50%	2.60%
10yr PWLB Rate	2.40%	2.50%	2.50%	2.60%	2.70%	2.70%	2.80%	2.90%	2.90%	3.00%	3.10%
25yr PWLB Rate	2.80%	2.90%	3.00%	3.10%	3.10%	3.20%	3.30%	3.30%	3.40%	3.50%	3.50%
50yr PWLB Rate	2.60%	2.70%	2.80%	2.90%	2.90%	3.00%	3.10%	3.10%	3.20%	3.30%	3.30%

The flow of generally positive economic statistics after the end of the quarter ended 30 June meant that it came as no surprise that the MPC came to a decision on 2 August to make the first increase in Bank Rate above 0.5% since the financial crash, to 0.75%. However, the MPC emphasised again, that future Bank Rate increases would be gradual and would rise to a much lower equilibrium rate, (where monetary policy is neither expansionary of contractionary), than before the crash; indeed they gave a figure for this of around 2.5% in ten years' time but they declined to give a medium term forecast. We do not think that the MPC will increase Bank Rate in February 2019, ahead of the deadline in March for Brexit. We also feel that the MPC is more likely to wait until August 2019, than May 2019, before the next increase, to be followed by further increases of 0.25% in May and November 2020 to reach 1.5%. However, the cautious pace of even these limited increases is dependent on a reasonably orderly Brexit.

The balance of risks to the UK

- The overall balance of risks to economic growth in the UK is probably neutral.
- The balance of risks to increases in Bank Rate and shorter term PWLB rates, are probably also even and are broadly dependent on how strong GDP growth turns out, how slowly inflation pressures subside, and how quickly the Brexit negotiations move forward positively.

Downside risks to current forecasts for UK gilt yields and PWLB rates currently include:

- Bank of England monetary policy takes action too quickly over the next three years to raise Bank Rate and causes UK economic growth, and increases in inflation, to be weaker than we currently anticipate.
- A resurgence of the Eurozone sovereign debt crisis, possibly Italy, due to its high level of government debt, low rate of economic growth and vulnerable banking system, and due to the election in March of a government which has made a lot of anti-austerity noise. This is likely to lead to friction with the EU when setting the target for the fiscal deficit in the national budget. Unsurprisingly, investors have taken a dim view of this and so Italian bond yields have been rising.
- Austria, the Czech Republic and Hungary now form a strongly anti-immigration bloc within the EU while Italy, this year, has also elected a strongly anti-immigration government. In the German general election of September 2017, Angela Merkel's CDU party was left in a vulnerable minority position as a result of the rise of the anti-immigration AfD party. To compound this, the result of the Swedish general election in September 2018 has left an anti-immigration party potentially holding the balance of power in forming a coalition government. The challenges from these political developments could put considerable pressure on the cohesion of the EU and could spill over into impacting the euro, EU financial policy and financial markets.
- The imposition of trade tariffs by President Trump could negatively impact world growth. President Trump's specific actions against Turkey pose a particular risk to its economy which could, in turn, negatively impact Spanish and French banks which have significant exposures to loans to Turkey.
- Weak capitalisation of some European banks.
- Rising interest rates in the US could negatively impact emerging countries which have borrowed heavily in dollar denominated debt, so causing an investor flight to safe havens e.g. UK gilts.
- Geopolitical risks, especially North Korea, but also in Europe and the Middle East, which could lead to increasing safe haven flows.

Upside risks to current forecasts for UK gilt yields and PWLB rates

- President Trump's fiscal plans to stimulate economic expansion causing a significant increase in inflation in the US and causing further sell offs of government bonds in major western countries.
- The Fed causing a sudden shock in financial markets through misjudging the pace and strength of increases in its Fed. Funds Rate and in the pace and strength of reversal of QE, which then leads to a fundamental reassessment by investors of the relative risks of holding bonds, as opposed to equities. This could lead to a major flight from bonds to equities and a sharp increase in bond yields in the US, which could then spill over into impacting bond yields around the world.
- The Bank of England is too slow in its pace and strength of increases in Bank Rate and, therefore, allows inflation pressures to build up too strongly within the UK economy, which then necessitates a later rapid series of increases in Bank Rate faster than we currently expect.
- UK inflation, whether domestically generated or imported, returning to sustained significantly higher levels causing an increase in the inflation premium inherent to gilt yields.

3.4 Treasury Management Strategy Statement and Annual Investment Strategy update

The Treasury Management Strategy Statement (TMSS) for 2018/19, which includes the Annual Investment Strategy, was approved by the Council on 9 Feb 2018.

There are no policy changes to the TMSS; the details in this report update the position in light of the updated economic position and budgetary changes already approved.

3.5 The Council's Capital Position (Prudential Indicators)

This part of the report is structured to update:

- The Council's capital expenditure plans;
- How these plans are being financed;
- The impact of the changes in the capital expenditure plans on the prudential indicators and the underlying need to borrow; and
- Compliance with the limits in place for borrowing activity.

Prudential Indicator for Capital Expenditure, Changes to the Financing of the Capital Programme

This table below draws together the main strategy elements of the capital expenditure plans, highlighting the original supported and unsupported elements of the capital programme, and the expected financing arrangements of this capital expenditure. The borrowing element of the table increases the underlying indebtedness of the Council by way of the Capital Financing Requirement (CFR), although this will be reduced in part by revenue changes for the repayment of debt (the Minimum Revenue Provision). This direct borrowing need may also be supplemented by maturing debt and other treasury requirements.

Capital Expenditure	2018/19 Original Estimate £'000	2018/19 Revised Estimate £'000
People	2,013	1,578
Places	13,090	7,582
Policy & Resources	353	418
Commercial Investment Properties	10,000	20,510
Total capital expenditure	**25,456**	**30,088**
Financed by:		

Capital receipts	700	50
Capital grants	3,592	1,361
Revenue	6,024	3,634
S106	0	0
Total Financing	10,316	5,112
Borrowing need	15,140	25,043

3.6 Limits to Borrowing Activity

The first key control over the treasury activity is a prudential indicator to ensure that over the medium term, net borrowing (borrowings less investments) will only be for a capital purpose*. Gross external borrowing should not, except in the short term, exceed the total of CFR in the preceding year plus the estimates of any additional CFR for 2018/19 and next two financial years. This allows some flexibility for limited early borrowing for future years. The Council has approved a policy for borrowing in advance of need which will be adhered to if this proves prudent.

A further prudential indicator controls the overall level of borrowing. This is the Authorised Limit which represents the limit beyond which borrowing is prohibited, and needs to be set and revised by Members. It reflects the level of borrowing which, while not desired, could be afforded in the short term, but is not sustainable in the longer term. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003.

3.7 Changes to the Prudential Indicators for the Capital Financing Requirement (CFR), External Debt and Operational Boundary

The Director of Resources reports that no difficulties are envisaged for the current or future years in complying with prudential indicators.

The reduction in Indicators at Q2 reflect the impact of the revised Capital Programme.

The Treasury and Prudential monitoring information is reported below;

The prudential and treasury Indicators are shown below provide a revised estimate of the year end position based on the revised Capital Programme, its revenue and cashflow impacts;

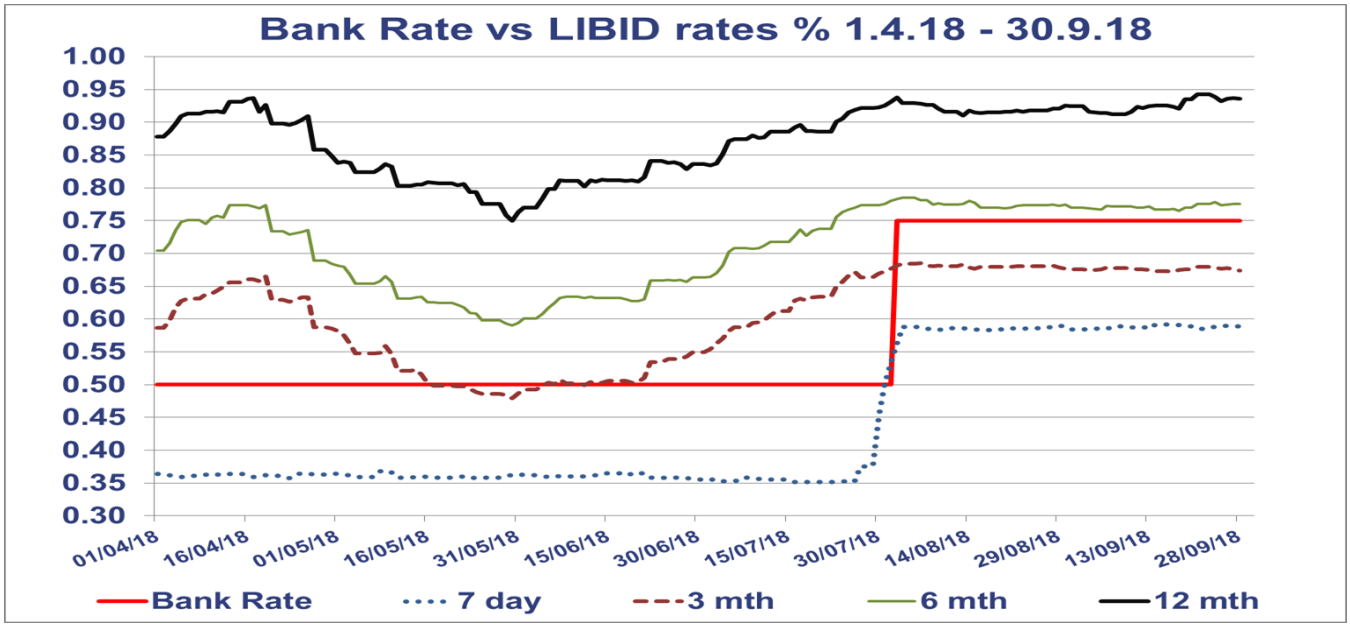
	Original £'000	P1 £'000	Q2 £'000	Q3 £'000	Q4 £'000
Treasury Indicators					
Authorised limit for external debt	42,202	42,202	42,202		
Operational boundary for external debt	22,916	26,666	28,653		
External Debt	21,298	18,412	24,369		
Long term Leases	27	27	27		
Investments	(13,403)	(17,076)	(12,629)		
Net Borrowing	**7,922**	**1,363**	**11,767**	**0**	**0**
Prudential Indicators					
Capital Expenditure	25,456	27,822	30,088		
Capital Financing Requirement (CFR)*	23,821	24,103	29,700		
Of Which Commercial Property	*12,400*	*15,910*	*22,910*		
Annual change in CFR*	15,048	19,387	24,984		
In year borrowing requirement	22,756	19,446	25,043		
Under/(over)borrowing	2,524	5,692	5,332	0	0
Ratio of financing costs to net revenue stream*	1.39%	0.28%	0.08%		
Incremental impact of capital investment decisions:					
Increase/Reduction (-) in Council Tax (band change per annum)	(£6.77)	£0.76	(£7.85)		

3.8 Investment Portfolio

In accordance with the Code, it is the Council's priority to ensure security of capital and liquidity, and to obtain an appropriate level of return which is consistent with the Council's risk appetite. As shown by forecasts in section 3.2, it is a very difficult investment market in terms of earning the level of interest rates commonly seen in previous decades as rates are very low and in line with the current 0.75% Bank Rate. The continuing potential for a re-emergence of a Eurozone sovereign debt crisis, and its impact on banks, prompts a low risk and short term strategy. Given this risk environment and the fact that increases in Bank Rate are likely to be gradual and unlikely to return to the levels seen in previous decades, investment returns are likely to remain low.

The average level of funds available for investment purposes during the quarter was £16.558m (£17.630m in Q1). These funds were available on a temporary basis, the level of funds available

was dependent on the timing of the precept payments, receipt of grants and progress on the Capital Programme. The annualised investment rate for the first six months of the year is 1.44% against a benchmark 7 day libid of 0.59%. The weighted average interest rate is 1.467%.



AS illustrated the Council continues to outperform the benchmark. The Council's budgeted investment return for 2018/19 is £0.242m. Performance year to date is slightly below budget given the need to keep funds liquid for capital investment and a reducing
The Council held £15.2m (£15.1m P1) of investments as at 30 September 2018 and the investment portfolio yield for Quarter 2 for investments is 1.572% (1.360% Q1), the yield reflects the investment in the Local Authority Property Fund.

Investment in Local Authority Property Fund

The Council has £3m invested in the CCLA Property Fund. Interest is receivable on a quarterly basis average interest for 2018/19 and is anticipated to result in £147k of income (4.9%)

Investment Counterparty criteria

The current investment counterparty criteria selection approved in the TMSS is meeting the requirement of the treasury management function.

The Chief Financial Officer confirms that the approved limits within the Annual Investment Strategy were not breached during the financial year 2018/19.

Treasury Officers continue to mitigate investment risk in accordance with Treasury Management Practices.

3.9 Borrowing

The Council's capital financing requirement (CFR) for 2018/19 is £29.70m. The CFR denotes the Council's underlying need to borrow for capital purposes. If the CFR is positive the Council may borrow from the PWLB or the market (external borrowing) or from internal balances on a temporary basis (internal borrowing). The balance of external and internal borrowing is generally driven by market conditions.

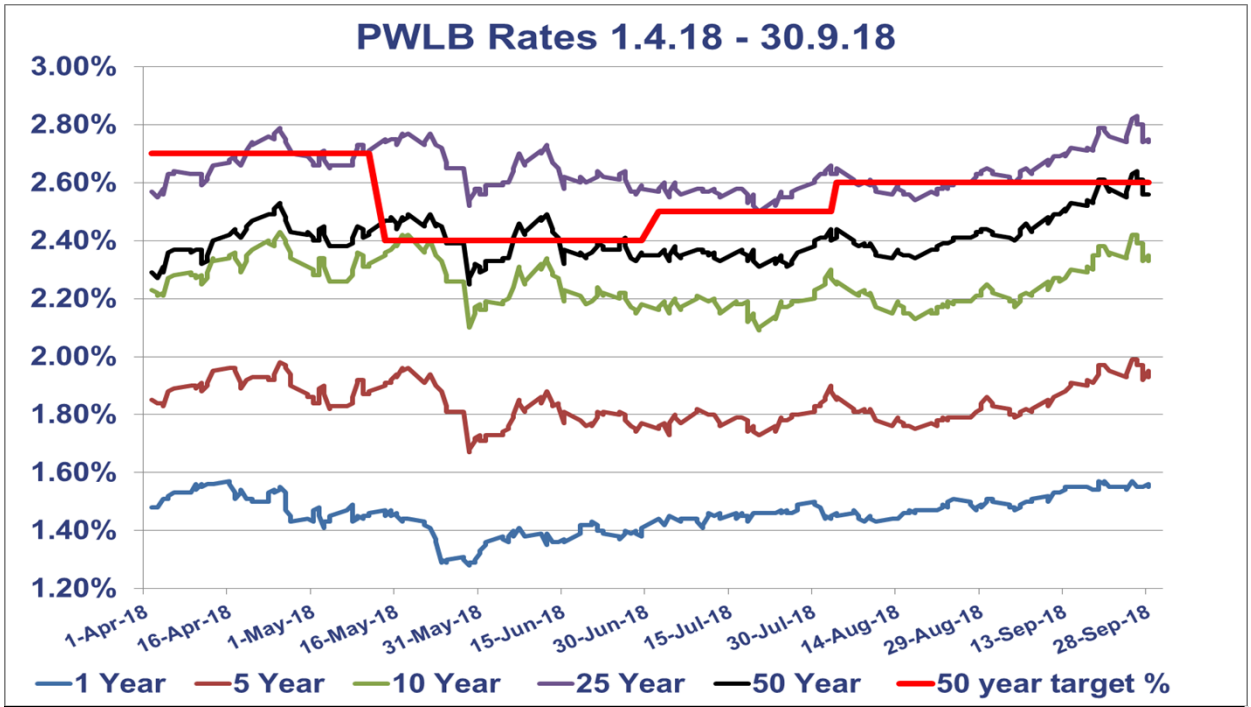
The cumulative cost of capital expenditure funded from borrowing is £19,826m, from a Treasury Management perspective there is a mix of external and internal borrowing as detailed below;

EXTERNAL BORROWING: On the 31st August 2018 the Council borrowed £6.00m from PWLB for 50 years at an interest rate of 2.43%

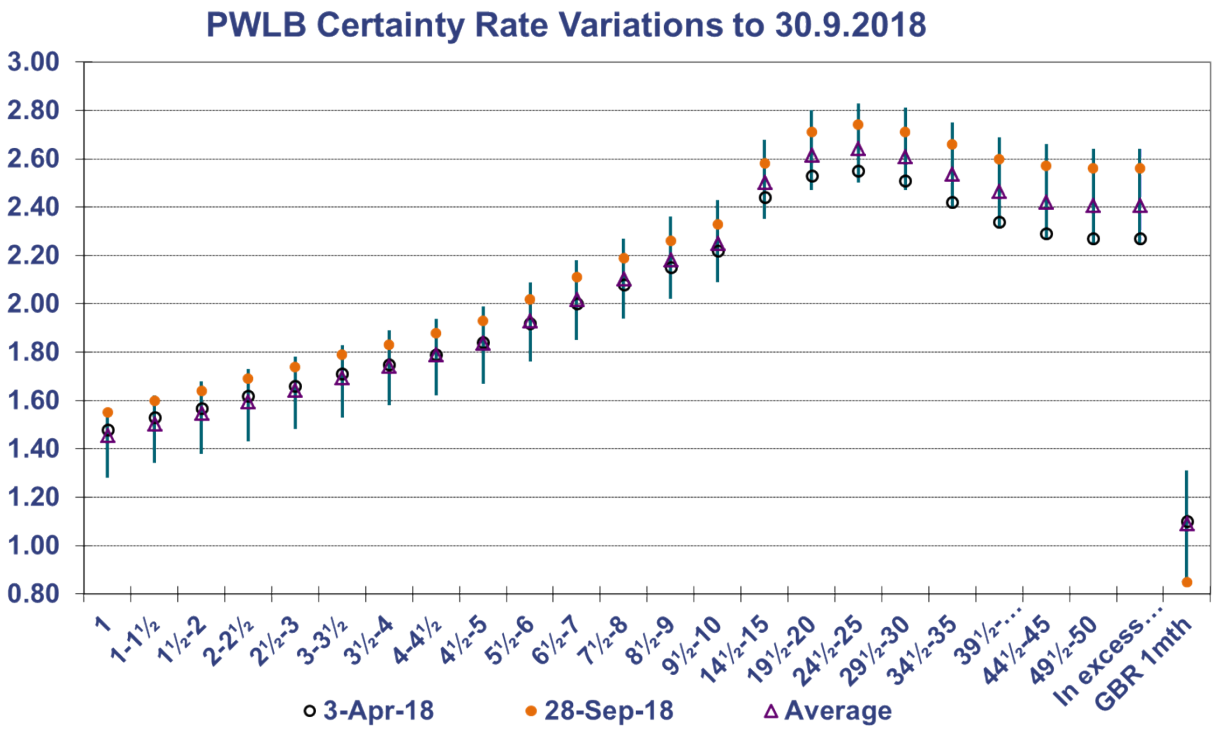
INTERNAL BORROWING: totals £11.826m as at the 30 September.

It is anticipated that further borrowing will be undertaken during this financial year.

The graph and table below show the movement in PWLB certainty rates for the first six months of the year to date:



	1 Year	5 Year	10 Year	25 Year	50 Year
3.4.18	1.48%	1.84%	2.22%	2.55%	2.27%
30.9.18	1.55%	1.93%	2.33%	2.74%	2.56%
Low	1.28%	1.67%	2.09%	2.50%	2.25%
Date	01/06/2018	29/05/2018	20/07/2018	20/07/2018	29/05/2018
High	1.57%	1.99%	2.43%	2.83%	2.64%
Date	17/04/2018	25/09/2018	25/04/2018	25/09/2018	25/09/2018
Average	1.46%	1.84%	2.25%	2.64%	2.41%



3.10 Other

UK banks – ring fencing

The largest UK banks, (those with more than £25bn of retail / Small and Medium-sized Enterprise (SME) deposits), are required, by UK law, to separate core retail banking services from their investment and international banking activities by 1st January 2019. This is known as "ring-fencing". Whilst smaller banks with less than £25bn in deposits are exempt, they can choose to opt up. Several banks are very close to the threshold already and so may come into scope in the future regardless.

Ring-fencing is a regulatory initiative created in response to the global financial crisis. It mandates the separation of retail and SME deposits from investment banking, in order to improve the resilience and resolvability of banks by changing their structure. In general, simpler, activities offered from within a ring-fenced bank, (RFB), will be focused on lower risk, day-to-day core transactions, whilst more complex and "riskier" activities are required to be housed in a separate entity, a non-ring-fenced bank, (NRFB). This is intended to ensure that an entity's core activities are not adversely affected by the acts or omissions of other members of its group.

While the structure of the banks included within this process may have changed, the fundamentals of credit assessment have not. The Council will continue to assess the new-formed entities in the same way that it does others and those with sufficiently high ratings, (and any other metrics considered), will be considered for investment purposes.

IFRS9 accounting standard

This accounting standard came into effect from 1st April 2018. It means that the category of investments valued under the available for sale category will be removed and any potential fluctuations in market valuations may impact onto the Surplus or Deficit on the Provision of Services, rather than being held on the balance sheet. This change is unlikely to materially

affect the commonly used types of treasury management investments but more specialist types of investments, (e.g. pooled funds, third party loans, commercial investments), are likely to be impacted. The impact on this authority is through the Property fund investment. Currently the investment is revalued and the surplus/deficit held on the balance sheet in the Available for Sale Financial Instrument Reserve. This will no longer exist and the balance transferred to general reserves to mitigate any fluctuation in value impacting on the Comprehensive Income Account.

The Ministry of Housing, Communities and Local Government (MHCLG), are currently conducting a consultation for a temporary override to allow English local authorities time to adjust their portfolio of investments. Members will be updated when the result of this consultation is known.

4. Changes in risk appetite

The 2018 CIPFA Codes and guidance notes have placed enhanced importance on risk management. Where an authority changes its risk appetite e.g. for moving surplus cash into or out of certain types of investment funds or other types of investment instruments, this change in risk appetite and policy should be brought to members' attention in treasury management update reports.

The Monthly Investment Review report for September is attached below;

LINK Asset Services

West Lindsey District Council

Monthly Investment Analysis Review

September 2018

Monthly Economic Summary

General Economy

The data releases for the month began with August's Markit/CIPS Manufacturing Purchasing Managers Index (PMI) activity survey. This saw a decrease from the previous figure of 53.8, to a weaker 52.8. Construction PMI also took a hit, as it went down to 52.9 from 55.8, a huge fall and far lower than what was predicted. However, Services PMI was a stronger performer, rising from 53.5 to 54.3. GDP figures were stronger than expected; the m/m measure for July came in at 0.3%, an increase from 0.1% previously and above forecasts. The y/y measure was 1.6%. beating both the previous figure and forecasts. Brexit-related uncertainty is still a factor but the data provided a positive sign that growth has improved at the start of the quarter.

In terms of the UK's trade balance, the overall deficit decreased to £9.97bn. This was a drop of nearly £2bn, showing a narrowing of the current account deficit. The non-EU figure also fell to £2.8bn. Both of these figures beat forecasts, and provide evidence of a rebalancing of the UK's trade.

Unemployment remained at 4% for July, in line with forecasts and still at the lowest level since 1975. After a long wait, this continually low level seems to finally be feeding into wage growth, with an increase 2.9% excluding bonuses. The 3M y/y figure is 2.6% including bonuses, both increases from the previous month. Whether the low unemployment rate will have a more sustained impact on wage growth is yet to be seen.

In mid-September, the Bank of England's Monetary Policy Committee chose to hold the base rate at 0.75% following the August hike. Bank Governor Mark Carney reiterated that the Committee is in no rush to raise rates back to more "normal" levels, and with Brexit uncertainty coming to the fore, markets are showing little to no expectation of a further rate hike until Q2/Q3 2019.

The inflation figures for August came out far higher than expected, with Consumer Price Index (CPI) y/y at 2.7%, up from 2.4% in July. The rise in inflation was driven by particularly volatile components so forecasters expect the pickup to be temporary. The monthly CPI figure was 0.7%, up from 0.5%, while Core CPI y/y rose unexpectedly to 2.1% from a previous figure of 1.8%. Despite the increase in price pressures, market participants continued to play down any expectations of a near-term rate hike. Their belief is primarily based on Brexit uncertainty and the fact that inflation is likely to fall towards the Bank's inflation target of 2% through this year and 2019.

Retail sales were expected to show negative growth in August after a strong summer of good weather. However, the figure surprisingly stayed positive at 0.3% m/m, and the y/y figure only fell to 3.3%, well above forecasts of a drop to 2.3%. Within the overall data, food sales did register a small fall, but this was more than offset by the largest monthly increase in sales of household goods since May 2016.

In terms of public finances, the data was disappointing for August. Public sector net borrowing excluding banks rose to £6.753bn, up from £3.4bn, and the figure including banks rose by slightly less, to £5.889bn. There are increasing expectations that the OBR may lower its borrowing forecast in November, which could allow the Chancellor to increase spending in his upcoming budget, without having to raise income from other sources or make cuts elsewhere.

GDP figures at the end of the month were another source of disappointment for the UK. While there was no chance to the Q2 q/q figure (0.4%), Q1 was revised down from 0.2% to just 0.1%. Furthermore, the Q2 y/y figure was revised downwards to 1.2% from 1.3%.

The Eurozone's Q2 y/y GDP figure was also revised lower, down from 2.2% to 2.1%. Meanwhile, US y/y GDP remained unchanged, at 4.2% evidencing the effects of President Trump's expansionary fiscal policy, and paved the way for the US Federal Reserve to action a rate rise at the end of September. Accompanying the move, the Fed's "dot plot" of member expectations for future policy rates suggested another rate hike may occur in 2018, and potentially another three in 2019.

Housing

The Halifax house prices measure showed a 0.1% m/m increase in August, rebounding from a negative value in July. The y/y measure showed a 3.7% increase, an uplift from 3.3% previously but lower than the 3.9% forecast. House.
Nationwide also showed a small rise in m/m house prices, up to 0.3%, whilst the y/y figure also increased by 0.1% to 2%.

Currency

Sterling opened the month at $1.29 against the US Dollar and closed at $1.30, with varied fluctuations throughout the period. Against the Euro, Sterling opened at €1.115 and closed at €1.125.

Forecast

Link Asset Services suggests that the next interest rate rise will be to 1% in the third quarter of 2019, with further rises of 25 basis points in Q2 2020, and Q4 2020. Capital Economics expect the next rate rise will be Q2 2019, followed by another rise in Q4 2019 and a further change in Q4 2020.

Bank Rate	NOW	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21
Link Asset Services	0.75%	0.75%	0.75%	0.75%	1.00%	1.00%	1.00%	1.25%	1.25%	1.50%	1.50%
Capital Economics	0.75%	0.75%	0.75%	1.00%	1.00%	1.25%	1.25%	1.25%	1.25%	1.75%	-

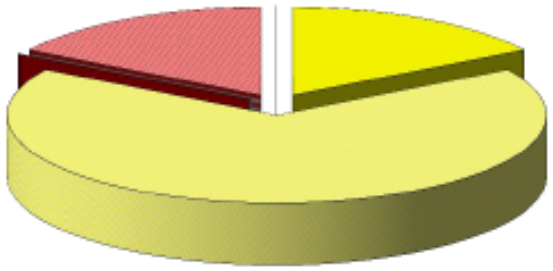
West Lindsey District Council

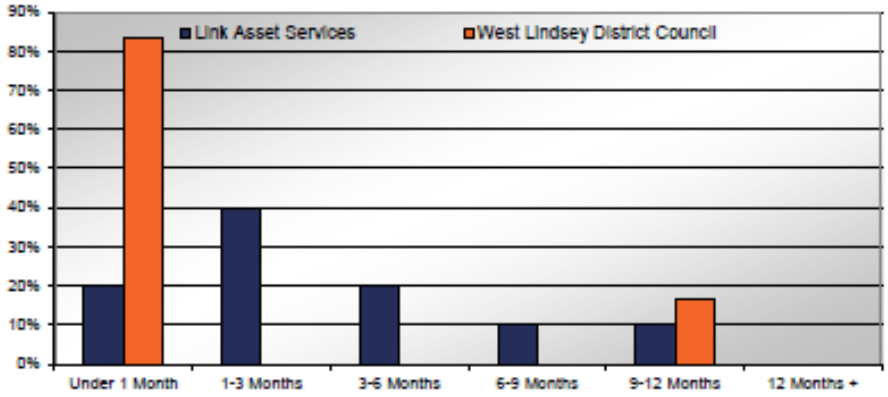
Current Investment List

Borrower	Principal (£)	Interest Rate	Start Date	Maturity Date	Lowest Long Term Rating	Historic Risk of Default
MMF CCLA	5,000,000	0.69%		MMF	AAA	0.000%
MMF LGIM	3,200,000	0.68%		MMF	AAA	0.000%
Dumfries & Galloway Council	2,000,000	0.66%	05/09/2018	05/10/2018	AA	0.000%
Santander UK Plc	2,000,000	0.70%		Call365	A	0.054%
Borrower - Funds	**Principal (£)**	**Interest Rate**	**Start Date**	**Maturity Date**		
CCLA-LAPF	3,000,000					
Total Investments	**£15,200,000**	**0.55%**				
Total Investments - excluding Funds	**£12,200,000**	**0.68%**				**0.009%**
Total Investments - Funds Only	**£3,000,000**	**0.00%**				

West Lindsey District Council

Portfolio Composition by Link Asset Services' Suggested Lending Criteria





Yellow	Yellow Calls	Pink1	Pink1 Calls	Pink2	Pink2 Calls
Purple	Purple Calls	Blue	Blue Calls	Orange	Orange Calls
Red	Red Calls	Green	Green Calls	No Colour	NC Calls

Y	PI1	PI2	P	B	O	R	G	N/C
1	1.25	1.5	2	3	4	5	6	7
Up to 5yrs	Up to 5yrs	Up to 5yrs	Up to 2yrs	Up to 1yr	Up to 1yr	Up to 6mths	Up to 100days	No Colour

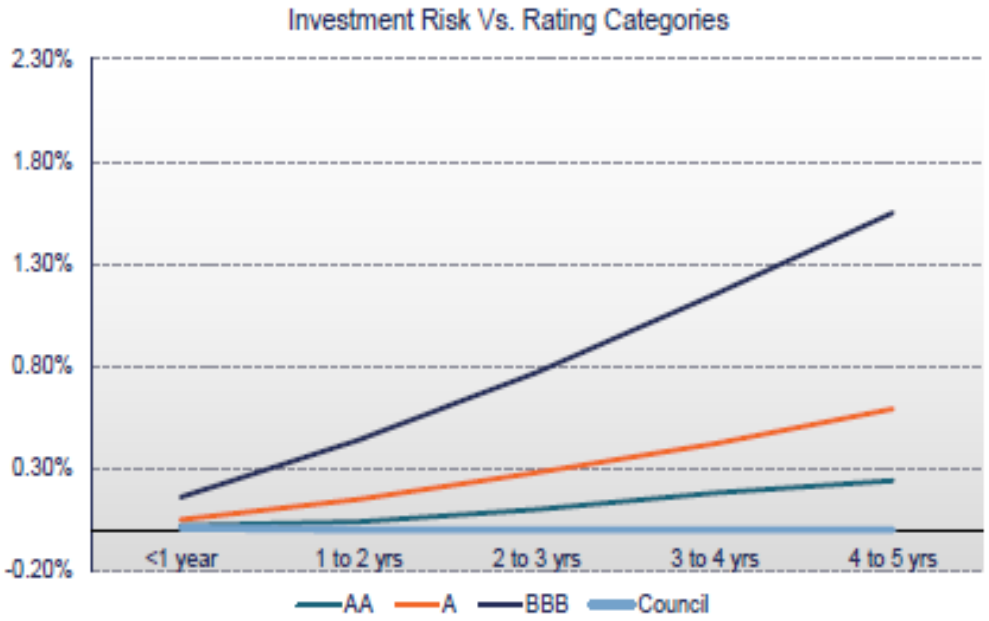
Portfolios weighted average risk number = 1.66

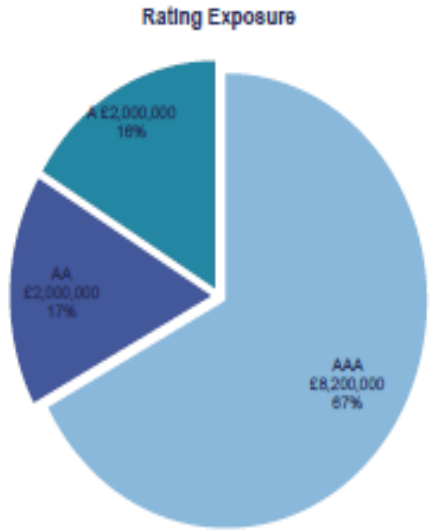
WARoR = Weighted Average Rate of Return
WAM = Weighted Average Time to Maturity

									Excluding Calls/MMFs/USDBFs	
	% of Portfolio	Amount	% of Colour in Calls	Amount of Colour in Calls	% of Call in Portfolio	WARoR	WAM	WAM at Execution	WAM	WAM at Execution
Yellow	83.61%	£10,200,000	80.39%	£8,200,000	67.21%	0.68%	1	6	5	30
Pink1	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Pink2	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Purple	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Blue	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Orange	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Red	16.39%	£2,000,000	100.00%	£2,000,000	16.39%	0.70%	365	365	0	0
Green	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
No Colour	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
	100.00%	**£12,200,000**	**83.61%**	**£10,200,000**	**83.61%**	**0.68%**	**61**	**65**	**5**	**30**

West Lindsey District Council

Investment Risk and Rating Exposure





Historic Risk of Default

Rating/Years	<1 year	1 to 2 yrs	2 to 3 yrs	3 to 4 yrs	4 to 5 yrs
AA	0.02%	0.04%	0.10%	0.18%	0.24%
A	0.05%	0.15%	0.28%	0.42%	0.59%
BBB	0.16%	0.44%	0.77%	1.15%	1.55%
Council	0.009%	0.000%	0.000%	0.000%	0.000%

Historic Risk of Default
This is a proxy for the average % risk for each investment based on over 30 years of data provided by Fitch, Moody's and S&P. It simply provides a calculation of the possibility of average default against the historical default rates, adjusted for the time period within each year according to the maturity of the investment.

Chart Relative Risk
This is the authority's risk weightings compared to the average % risk of default for "AA", "A" and "BBB" rated investments.

Rating Exposures
This pie chart provides a clear view of your investment exposures to particular ratings.

West Lindsey District Council

Monthly Credit Rating Changes
FITCH

Date	Update Number	Institution	Country	Rating Action
25/09/2018	1641	Danske A/S	Denmark	Outlook on the Long Term Rating changed to Negative from Stable

West Lindsey District Council

Monthly Credit Rating Changes
MOODY'S

Date	Update Number	Institution	Country	Rating Action
21/09/2018	1640	Danske A/S	Denmark	Outlook on the Long Term Rating changed to Negative from Stable

West Lindsey District Council

Monthly Credit Rating Changes
S&P

Date	Update Number	Institution	Country	Rating Action
21/09/2018	1639	Australia Sovereign Rating	Australia	Outlook on the Long Term Rating changed to Stable from Negative
26/09/2018	1642	Danske A/S	Denmark	Outlook on the Long Term Rating changed to Negative from Positive

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1) Roseway Car Park - Electrical Charging

		2017/18	Proposed Increase		2018/19	VAT Amount	2018/19 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Electric Vehicle Charging								
Roseway car park (2 charging bays)	charge per kWh	£0.00			£0.25	£0.05	£0.30	S

2) Garden Waste – Additional Bin

		2017/18	Proposed Increase		2018/19	VAT Amount	2018/19 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Wheeled Bin Replacement (supply & delivery)	Garden Waste 2nd and subsequent bins	£0.00		£15.00	£15.00	£15.00	OS	S

3) Licensing – Animal Welfare

Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018											
Previously licensable activity			Current fee		New activity name			Proposed fee			
			Part A					Part A	Part B		
Dog Breeding		New	£82.00	plus vet fee	Dog Breeding		New	£228.00	£102.00	plus vet fee	
		Renewal	£228.00				Renewal	£228.00	£102.00	no vet fee	
Riding Establishment		New/Renewal	£82.00	plus vet fee	Hiring of Horses		New/Renewal	£228.00	£102.00	plus vet fee	
Pet Shop		New/Renewal	£182.00		Sale of Animals		New/Renewal	£182.00	£102.00	no vet fee	
Home Boarding		New/Renewal	£151.00		Home Boarding		New/Renewal	£151.00	£102.00	no vet fee	
Animal Boarding	Cats or dogs	New	£82.00	plus vet fee	Animal Boarding	Cats or dogs	New/Renewal	£228.00	£102.00	no vet fee	
	Cats or dogs	Renewal	£228.00								
	Cats and dogs (dual)	New	£82.00	plus vet fee		Cats and dogs (dual)	New/Renewal	£269.00	£102.00	no vet fee	
	Cats and dogs (dual)	Renewal	£269.00								
					Dog Day Care		New/Renewal	£151.00	£102.00	no vet fee	
					Exhibition of Animals		New/Renewal	£151.00	£102.00	no vet fee	
					Appeals to be re-rated				£63.00	per hour or part of	
					Variation to the licence				£63.00	per hour or part of	

APPENDIX B

REVENUE CARRY FORWARDS – ALREADY APPROVED

Budget underspends to be carried forward into 2019/20 which have been approved during the year are provided below for information only.

BASE BUDGET C/FWDS APPROVED IN YEAR			Sept-18	
Committee	Cluster	Business Unit	£ 000	Purpose of Carry Forward
PC	People	Housing Strategy	33	Selective Licensing - to fund fixed term posts to 31.08.18.
		TOTAL	33	

USE OF EARMARKED RESERVES			Sept-18	
Committee	Cluster	Business Unit	£ 000	Purpose of Carry Forward
PC	Places	Neighbourhood Planning & Local Plans	6	Neighbourhood Planning - post funded from NPG reserve.
PC	Places	Neighbourhood Planning & Local Plans	20	Neighbourhood Planning - 'Top Up' funding (£25k allocated per annum) - not used in 18/19 so needs rolling into 19/20.
PC	Places	Tourism	12	Invest to Earn reserve - approved to fund Visitor Economy Officer (FIN/VAC/16/19)
PC	Places	Economic Development	10	Unapplied Grants - HCA grant - slipped project spend.
		TOTAL	48	

REVENUE CARRY FORWARDS – PENDING APPROVAL BY MANAGEMENT TEAM

Bids for budget underspends to be carried forward into 2019/20 which require Management Team approval are as follows;

BASE BUDGET C/FWDS PENDING APPROVAL BY CMT			Sept-18	
Committee	Cluster	Business Unit	£ 000	Purpose of Carry Forward
PC	People	Cemeteries and Churchyards	10	delay in procurement for repairs to stone walls for churchyards.
PC	People	Homelessness & Housing Advice	4	Request c/fwd to offset increased cost of new system in 2019/20.
PC	People	Town Centre Markets	5	Markets - promotional & marketing spend for events 2019/20.
PC	Places	Economic Development	29	Delay in project spend - legal fees.
		TOTAL	48	

Corporate Policy and Resources Committee	
8 November 2018	

Subject: Market Street Renewal Ltd – Annual Update

Report by:	Executive Director of Resources (S151) Ian Knowles
Contact Officer:	Eve Fawcett-Moralee Executive Director of Economic & Commercial Growth Tel 01427 676535 Email eve.fawcett-moralee@west-lindsey.gov.uk
Purpose / Summary:	To accept the Financial Statements to September 2017 and approve the 2018/19 Business Plan (in the Council's capacity as a 50:50 shareholder) in the joint venture company – Market Street Renewal Limited and authorise the Council's Shareholder Directors to deliver activity and expenditure in accordance with the plan.

RECOMMENDATIONS:

1. **That Members accept the Financial Statements of Market Street Renewal Ltd up to 30 September 2017.**

2. **That Members approve the Business Plan for 2018/19 for the joint venture company – Market Street Renewal Limited and authorise the Council's Shareholder Directors to deliver activity and agree expenditure in accordance with the plan.**

Public Interest Test:

APPENDIX B and C only

The Proper Officer has determined in preparing this report that paragraph 3 should apply. The view on the public interest test was that while he was mindful of the need to ensure the transparency and accountability of public authority for decisions taken by them in relation to the spending of public money**,** disclosure of the information would give an unfair advantage to tenderers for commercial contracts.

This information is not affected by any other statutory provision which requires the information to be publicly registered.

On that basis it was felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when excluding the public from the meeting.

IMPLICATIONS

Legal:

Financial: FIN/112/19

Statement of Accounts (Appendix A)

The Council has a 50% share of all assets and liabilities of the Joint Venture Company.

The Council has invested £375k in the Company in the form of a Shareholder loan.

No dividends were allocated for the year.

There was no scheduled repayment of shareholder loan principle.

Business Plan Profit and Loss Summary

The original business plan was approved by Corporate Policy and Resources Committee on 15th June 2017. Both shareholders have a 50% interest in the Company.

A revised Business Plan cash flow for the project has been provided which has been converted to create an overall project Profit and Loss Account as detailed Appendix B.

The original Business Plan projected remaining funds of £206k after a 5 year period.

The Business Plan 2018/19 updates projections and remaining funds at the end of the project are now forecast to be £19k, a variance of £187k from the original.

The 2018/19 business plan varies to the original reflecting changes that have been made over the last year and refined estimates of income and expenditure, these include;

- Increase in Capital Shareholder contributions from £500k to £750k (agreed CP&R 14th December 2017). WLDC contribution now stands at £375k.
- Construction costs have been increased by £50k, this is primarily due to additional cost of works at 25 Market Street.
- The balance of the difference of £56k is made up of VAT assessment leading to increased costs as well as minor additional works at 27 Market Street.
- The removal of 3/5 North Street takes away significant financial risk for the company in relation to the acquisition and refurbishment costs exceeding projected funds. These costs would have required increased investment with no beneficial uplift in returns.

Of the total remaining funds WLDC has a 50% share, currently estimated to be £9,500.

The Directors have now provide assurance that the shareholder loans will be repaid including interest within 10-15 years. A revised repayment schedule is attached at Appendix C.

The business plan reflects the position that no further acquisitions will be made at this time due to the viability funding gap.

WLDC has benefitted from a total capital receipt of £91,000 for the sale of the long leasehold of 3-5 North Street, Gainsborough.

Staffing:

This project is led by the Executive Director Economic and Commercial Growth and supported by Growth Team as part of the agreed work plan.

Equality and Diversity including Human Rights:

This project has been developed to accelerate the regeneration of the town centre by improving the viability of Market Street and attract footfall from Marshall's Yard into the historic centre and down to the riverfront.

This is a key project within the Gainsborough regeneration programme, with the primary focus being the creation of a self-sustainable and affluent town and constituent community. Specific programmes for the South West and North Wards will assist in addressing the multiple indices of deprivation, in tandem with the Strategic Partnership in the South West Ward and the Council's Skill's programme.

The Council is required to demonstrate its compliance with the Equality Act 2010 and in particular it's Public Sector Equality Duty (Section 149). An Equalities Impact Assessment will be undertaken specifically for this project and will highlight how the delivery of the hotel, and further regeneration works delivered through the joint venture company will have due regard to the need to:

(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The Council is also required to demonstrate how it has complied with its duty under Section 17 of the Crime and Disorder Act 1998. This requires the Council to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent:

(a) crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment); and

(b) the misuse of drugs, alcohol and other substances in its area; and

(c) re-offending in its area.

It is anticipated that the regeneration of Market Street will have a material impact on the reduction of crime and disorder in the area.

Risk Assessment:

The activity in the business plan, has been developed from inception with confirmation that it is legally sound and with in-principle agreement from both Prosperous Communities and Corporate Policy and Resources Committee.

The following risks will need to be reassessed on an annual basis and inform future Business Plans.

Risk: Property Valuations - The market value of the completed properties do not meet estimates within the Business Plan.

Risk: Costs exceed current estimates.

Climate Related Risks and Opportunities:

The refurbishment of the shops and new homes above is an exemplar of sustainable living and achieve current building regulation standards on sustainability.

In addition, the projects will support our bid to the Heritage Lottery Fund for Townscape Heritage Funding of circa £1million all of which is driven to deliver a “whole town” offer and improved quality of life for existing and new residents.

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

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)	**Yes**		**No**	**x**

Key Decision:

A matter which affects two or more wards, or has significant financial implications	**Yes**		**No**	**x**

1. Background

1.1 Market Street Renewal Ltd was created on the 27 July 2016 as a joint venture company by West Lindsey District Council and Dransfield Properties Limited, both of whom hold a 50% share in the company.

1.2 The joint venture company aims to act as a delivery vehicle capable of attracting investment into Gainsborough that might otherwise not have been available to the Council (acting alone). The economic benefits of the Joint Venture Company were outlined in the previous committee report (PRCC53 16/17).

1.3 The purpose of this joint venture is to support regeneration of the Town Centre, specifically, North, Market and Church Streets and the Market Place.

1.4 This initial focus has been on Market Street as this is the principal east-west axis of the historic town centre. The regeneration of Gainsborough town centre will be dependent upon this route. Improving the condition of this route by enhancing existing properties containing active ground floors and town centre uses is a priority, which must establish the aspirational quality benchmark for the rest of the town centre.

1.5 Whilst the original business case proposed the acquisition of 5 properties, 3 have been acquired on Market Street and redeveloped to provide 3 commercial units available for rent in addition to 3 flats above the shops, which are now available for sale.

1.6 It was intended that 3 & 5 North Street would be acquired by the Company from West Lindsey District Council who held the long leasehold. After appraising these properties they were deemed unviable for the Company as they could not attract heritage grant funding to support their refurbishment, and costs would exceed the investment putting the company at risk of requiring further investment for no financial return.

1.7 However, the long leaseholds have subsequently been sold to North Street (Gainsborough) Ltd (a wholly owned subsidiary of Dransfield Properties Ltd) and are currently being refurbished with support of £30k grant funding from ACIS.

1.8 This joint venture has provided evidenced support for significant grant funding of £4.1m to the Greater Lincolnshire Local Enterprise Partnership (GLLEP) Growth Deal, this funding will focus on the wider Gainsborough Regeneration programme.

1.9 In addition the refurbishment, new shop fronts and the creation of new entrances accessible from the back of the properties (from Roseway car park) enhances the area to the rear creating a courtyard effect with the hotel/restaurant and car parking. All works have been undertaken on the advice of English Heritage and the WLDC Conservation Officer, which has significantly increased the build cost. However this demonstrates the Council's Commitment to Heritage-led regeneration and will support future and current funding applications and the ongoing due diligence for £1.8m Heritage Lottery funds for the Townscape Heritage Initiative.

2. **Financial Statements to 30 September 2017**

2.1 The Company recorded a deficit of £1,656 for the period 27 July 2016 to 30 September 2017.

2.2 The Profit and Loss Statement reflects this deficit which mainly related to costs of professional fees and bank charges.

2.3 The Balance Sheet reflected net liabilities of £1,456.

2.4 The full statements are attached at Appendix A

FIXED ASSETS		
Investment Properties		333,729
CURRENT ASSETS		
Debtors	3,004	
Cash at Bank	178,660	
CURRENT LIABILITIES		
CREDITORS		
Amounts falling due within one year	16,849	
NET CURRENT ASSETS		164,815
TOTAL ASSETS LESS CURRENT LIABILITIES		**498,544**
CREDITORS		
Amounts falling due after more than one year		500,000
NET LIABILTIES		**-1,456**
CAPITAL AND RESERVES		
Called up share capital		200
Retained earnings		-1,656
SHAREHOLDERS' FUNDS		**-1,456**

2.4 Since September 2017, the Company has requested additional loan funding from each shareholder of £125,000 to support the increasing costs of development due to the conservation led approach which results in significantly higher costs than originally estimated but which ensures that the character of the buildings reflect their original heritage. The refurbishment scheme has the benefit of planning consent and Historic England support which has been instrumental to securing the Heritage Lottery Fund bid (£1.8m).

3.0 **West Lindsey District Council (WLDC) Financial Statements as at 31 March 2018**

3.1 In accordance with proper accounting practices the Council's share of the Joint Venture company's profits/losses and assets/liabilities are considered for consolidation into the WLDC Statement of Accounts 2017/18. The financial position of the Company as at 31st March was a deficit of £1,540 and with net liabilities of £2,996, 50% of which are attributable to WLDC as joint shareholder. Due to the low amounts there was no requirement for consolidation of the Company's accounts into that of WLDC.

4 **Business Plan 2018/19 – Project Profit and Loss Account**

4.1 The revised Business Plan 2018/19 does not propose further investment in acquiring properties for development at this time. This will enable the flats to be sold and the realised capital receipts used to repay part of the shareholder loans. The shops are to be retained to generate an ongoing rental income.

4.2 **Project life - Profit and Loss Analysis**

See Appendix B (Commercially Sensitive)

The P & L is based on the 5 year cashflow of the Company. The company have acquired 3 properties and anticipate selling the 4 flats whilst retaining the shops for ongoing revenue income. The properties have been redeveloped to a high standard and within conservation and planning regulations.

The work undertaken has been funded by the shareholder loans (£375k from each shareholder – agreed 14th December 18), grants of £171k, and anticipated income from the sale of the flats.

The business plan assumes an overall property value of £385k.

The latest Business Plan indicates the shareholder loans of £340k will be repaid by April 2023, leaving a balance of £410k (a forecast schedule is attached at Appendix C). However actual payment will be dependent on the timing and sale of the flats.

The Directors continue to provide assurance that shareholder loans will be repaid including interest within 10-15 years.

It is proposed that the directors retain delegated authority to vary the costs up to 25% subject to overall funding and without recourse to the shareholder.

5. Economic Impact

5.1 The redevelopment of three properties on Market Street and two on North Street was expected to generate an average Gross Value Added of £618k. The actual Gross Value Added will be determined at the closure of this project.

6. Council Investment

6.1 It must be recognised that without the Council's financial support this development would more than likely not have taken place.

REGISTERED NUMBER: 10298200 (England and Wales)

Market Street Renewal Limited

Unaudited Financial Statements

for the Period 27th July 2016 to 30th September 2017

Smailes Goldie
Chartered Accountants
Regent's Court
Princess Street
Hull
East Yorkshire
HU2 8BA

Contents of the Financial Statements
for the period 27th July 2016 to 30th September 2017

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Company Information	1
Balance Sheet	2
Notes to the Financial Statements	4

Company Information

for the period 27th July 2016 to 30th September 2017

DIRECTORS:	M Dransfield S J Stead A S Morris Ms E Fawcett Moralee
SECRETARY:	Mrs P M Gregory
REGISTERED OFFICE:	Dransfield House 2 Fox Valley Way Fox Valley Sheffield South Yorkshire S36 2AB
REGISTERED NUMBER:	10298200 (England and Wales)
ACCOUNTANTS:	Smailes Goldie Chartered Accountants Regent's Court Princess Street Hull East Yorkshire HU2 8BA

Market Street Renewal Limited (Registered number: 10298200)

Balance Sheet

30th September 2017

	Notes	£	£
FIXED ASSETS			
Investment property	3		**333,729**
CURRENT ASSETS			
Debtors	4	**3,004**	
Cash at bank		**178,660**	
		181,664	
CREDITORS			
Amounts falling due within one year	5	**16,849**	
NET CURRENT ASSETS			**164,815**
TOTAL ASSETS LESS CURRENT LIABILITIES			**498,544**
CREDITORS			
Amounts falling due after more than one year	6		**500,000**
NET LIABILITIES			**(1,456)**
CAPITAL AND RESERVES			
Called up share capital	7		**200**
Retained earnings	8		**(1,656)**
SHAREHOLDERS' FUNDS			**(1,456)**

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the period ended 30th September 2017.

The members have not required the company to obtain an audit of its financial statements for the period ended 30th September 2017 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

(a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The notes form part of these financial statements

continued...

Balance Sheet - continued

30th September 2017

The financial statements have been prepared and delivered in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

In accordance with Section 444 of the Companies Act 2006, the Income Statement has not been delivered.

The financial statements were approved by the Board of Directors on 22nd March 2018 and were signed on its behalf by:

M Dransfield - Director

Ms E Fawcett Moralee - Director

Notes to the Financial Statements

for the period 27th July 2016 to 30th September 2017

1. STATUTORY INFORMATION

Market Street Renewal Limited is a private company, limited by shares , registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements
These financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 ~The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006. The financial statements have been prepared under historical cost convention, modified to include certain items at fair value.

The significant accountancy policies applied in the preparation of these financial statements are set out below.

Investment property
Investment properties for which fair value can be measured reliably without undue cost or effort are measured at fair value at each reporting date with changes in fair value recognised in the statement of comprehensive income.

Tax
Current tax represents the amount of tax payable or receivable in respect of the taxable profit (or loss) for the current or past recording periods. It is measured at the amount expected to be paid or recovered using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

Deferred tax represents the future tax consequences of transactions and events recognised in the financial statements of current and previous periods. It is recognised in respect of all timing differences, with certain exceptions. Timing differences are differences between taxable profits and total comprehensive income as stated in the financial statements that arise from the inclusion of income and expense in tax assessments in periods different from those in which they are recognised in the financial statements. Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

Deferred tax is measured using the tax rates and laws that have been enacted or substantially enacted by the balance sheet date that are expected to apply to the reversal of timing differences. Deferred tax on revalued non-depreciable tangible fixed assets and investment properties is measured using the rates and allowances that apply to the sale of the asset.

Debtors and creditors receivable / payable within one year
Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in the statement of comprehensive income in other administrative expenses.

Impairment
Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in profit or loss unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

continued...

Notes to the Financial Statements - continued

for the period 27th July 2016 to 30th September 2017

3. INVESTMENT PROPERTY

	Total £
FAIR VALUE	
Additions	333,729
At 30th September 2017	333,729
NET BOOK VALUE	
At 30th September 2017	333,729

Investment properties were valued as at 30th September 2017 by the directors at open market value.

4. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£
Other debtors	3,004

5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£
Trade creditors	16,349
Other creditors	500
	16,849

6. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	£
Other creditors	500,000

7. CALLED UP SHARE CAPITAL

Allotted, issued and fully paid:

Number:	Class:	Nominal value:	£
100	A Ordinary	£1	100
100	B Ordinary	£1	100
			200

The following shares were allotted and fully paid for cash at par during the period:

100 A Ordinary shares of £1 each
100 B Ordinary shares of £1 each

continued...

Notes to the Financial Statements - continued
for the period 27th July 2016 to 30th September 2017

8. **RESERVES**

	Retained earnings £
Deficit for the period	(1,656)
At 30th September 2017	(1,656)

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.

Agenda Item 6i

Policy & Resources Committee	
8 November 2018	

Subject: Proposed Fees and Charges 2019/20

Report by:	Finance and Business Support Manager
Contact Officer:	Tracey Bircumshaw Strategic Finance and Business Support Manager 01427 676560 tracey.bircumshaw@west-lindsey.gov.uk Sue Leversedge Principal Accountant 01427 676541 Sue.leversedge@west-lindsey.gov.uk
Purpose / Summary:	Propose revised Fees and Charges to take effect from 1 April 2019.

RECOMMENDATION(S):

1. **That Members recommend to Council for approval the proposed Fees and Charges as detailed in Appendices A and B;**
2. **That Members recommend to Council for approval the proposed Fees and Charges at Appendices 1-3, as well as those recommended by Prosperous Communities Committee detailed at Appendices 4-14.**

IMPLICATIONS

Legal: None arising as a result of this report

Financial : FIN/107/19

The 2019/2020 fees and charges are explained in the body of this report. The financial effects of the increases together with introducing new charges will be built into the Councils revenue budget.

The Fees and Charges base budget 2018/19 totalled £2,199,900. Statutory fees and charges make up £1,193,800 (54%) of the base budget. The remaining £1,006,100 (46%) are non-statutory.

As most of these charges have been previously approved and/or remain static, and the fact that other charges are limited in demand there is only a minimal benefit for the MTFP of £6,800 – which is made up of an increase in income budgets of £10,400 due to inflationary increases and a reduction of £3,600 in relation to a drop in volume based on historic trends.

The increased income generated of £6.8k will be built into the Medium Term Financial Plan.

Where inflation has been applied to fees and charges at 3.4% in 2019/20, it is proposed that inflation is added at 2% to future year budgets within the MTFP which will increase the income in subsequent years by a further £6k pa.

Where inflation has been applied to fees and charges at 3.4% in 2019/20, it is proposed that inflation is added at 2% to future year budgets within the MTFP which will increase the income in subsequent years by circa £6k pa.

The cumulative impact on the MTFP of the fees and charges review are;

Year	Increase in Contribution pa £	Cumulative Increase in Contribution £
2019/20	(6,800)	(6,800)
2020/21	(6,200)	(13,000)
2021/22	(6,700)	(19,700)
2022/23	(6,100)	(25,800)
2023/24	(5,900)	(31,700)

Staffing: None arising as a result of this report.

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 :

All items where necessary have been risk and equality impacted assessed by the relevant budget holder.

Climate Related Risks and Opportunities :

There are no significant climate related risks and opportunities relating to this report.

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

N/A

Public Interest

The Proper Officer has determined in preparing this report that paragraph 3 should apply to **Appendix 14**. The view on the public interest test was that while he was mindful of the need to ensure the transparency and accountability of public authority for decisions taken by them in relation to the spending of public money, disclosure of the information would give an unfair advantage to tenderers for commercial contracts.

This information is not affected by any other statutory provision which requires the information to be publicly registered.

On that basis it was felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when excluding the public from the meeting.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

Yes		**No**	**X**

Key Decision:

Yes	**X**	**No**	

1. Introduction

1.1 This report and appendices set out the proposed fees and charges for 2019/20.

1.2 The Council has in place a corporate Fees, Charges and Concessions Policy which aims to provide clear guidance on a number of areas. In particular this focuses on how fees and charges can assist in the achievement of Corporate Priorities, the setting of new and reviewing of existing charges, the Council's approach to cost recovery and income generation from fees and charges and eligibility for concessions.

1.3 It is recognised that full cost recovery will be the customary approach, although this will not be appropriate in all circumstances and the amount charged will need to be a reflection of many factors including Council objectives, market conditions, the cost of collection and the potential impact on customers.

1.4 Work has been undertaken to bring these fees and charges in line with this policy, through reviewing existing fees and charges and considering the introduction of new charges for Council services, to recover costs and control demand.

1.5 As a minimum, inflationary increases would normally have been applied where possible with the exception of those set by statute.

1.6 It is proposed that the fees and charges for Guildhall room hire are removed with prices on application. This would provide the flexibility to provide an appropriate rate subject to the needs of WLDC staff and Guildhall tenants.

1.7 It is proposed to remove the schedule for Central & Democratic Committee Services relating to subscriptions and copying of agendas, reports and minutes as requests are no longer received for these.

1.8 Prosperous Communities Committee has reviewed those fees and charges under their responsibility and recommends these for approval, some of which have previously been agreed. These are attached at Appendix 4-13.

2 Fees and Charges

Officers have reviewed the fees and charges with their service area and set out below is a summary of the proposals.

2.1 Appendix 1: Electoral services

The rates are statutory and set by Central Government, there have been no proposals to increase. If we receive information that the fees are to change we will amend and charge appropriately.

2.2 Appendix 2: Property Name Changes

The current fee has been frozen until 2021/22 at £70. The charges achieve full cost recovery.

2.4 Appendix 3: Revenue Services

This is a statutory fee reviewed annually in March by the Court Service. At this time it is not envisaged that there will be an increase.

3. Fees and Charges Recommended by Prosperous Communities Committee

3.1 Appendix 4: Car Parks

Fees proposed are in accordance with the Gainsborough Car Park Strategy approved previously.

Prosperous Communities committee recommend the following changes to Market Rasen car parks fees and charges;

- uplift of Permits for Market Rasen over 2 years with effect from 1 April 2019
- continuation of the 2 hour free period

3.2 Appendix 5: Cemeteries

Increase by inflation at 3.4%.

3.3 Appendix 6: Environment Services

Mainly statutory fees set at the maximum.

3.4 Appendix 7: Fixed Penalty Notices

Mainly statutory set charges. The maximum charge allowed, as set by Government, for failure to comply with a waste receptacles notice has been increased;

Domestic – increased by £25 to £100

Industrial and Commercial – increased by £15 to £75

No change to locally set fees and charges.

3.5 Appendix 8: Land Charges

Proposed increase of 3.4%.

3.6 Appendix 9: Licensing

There has been one reduction in Fees charged for the year.

The reduction relates to the New/Renewal site fee for the year 2 annual inspection costs, which have been reduced from £464 to £240 to bring it in line with the year 1 and 3 inspection fees.

An inflationary increase has been applied of 3.4% for all non-statutory fees that WLDC have the powers to set.

3.7 Appendix 10: Markets

There is an ongoing review of the service - proposed no change at this time, pending a Member decision later in the year.

3.8 Appendix 11: Planning

Planning fees are statutorily set and were increased by 20% in Jan 18.

Proposal to increase Pre Application Advice by inflation at 3.4%.

3.9 Appendix 12: Strategic Housing

Housing Enforcement Charges:

It is proposed to reduce the standard enforcement fee within housing by £50 from £300 to £250. This fee more accurately reflects the average time taken by officers to investigate and deal with cases where notices are served and fees can be applied. This fee is also in line with other local authorities from Lincolnshire and the East Midlands as per a recent benchmarking exercise carried out within the service.

It is proposed that the fee for Mandatory HMO Licence Application is increased authorities.

It is essential the Council recovers its costs in relation to this type of work, which is brought about in the main by landlords who do not meet their legal obligations under the Housing Act.

Selective Licensing

These fees are agreed and set for a 5 year period until 2021 in line with the legislation.

3.10 Appendix 13: Waste Services

Increase by inflation at 3.4%.

Propose to remove;

a) Trade Waste – Propose to remove all fees and charges with prices now on application, this is due to the variety of requirements of customers. A pricing model has been developed to assist officers in developing a price range, based on the individual requirements and specifications of the customer.

b) Private Street Cleansing work will also be on application in order to meet the requirements of the customer and remain competitive within the market.

3.12 Appendix 14: Building Control (Commercially Sensitive)

Charges have been based on a cost recovery basis but are considered to be commercially sensitive due to the See appendix 14 for details.

APPENDIX A
Fees and Charges 2019/2020

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Policy and Resources Committee — **Central & Democratic Services**

Statutory fees are set by section 110 of the Representation of the People Regulations 2001.

		2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Electoral Services (Statutory):								
Copy of "old" electoral registers		£50.00			£50.00	£0.00	£50.00	OS
Sales of Electoral Registers		£10.00			£10.00	£0.00	£10.00	OS
- Per thousand names or part		£5.00			£5.00	£0.00	£5.00	OS
Supply of Computer Data		£20.00			£20.00	£0.00	£20.00	OS
- Per thousand names of part		£1.50			£1.50	£0.00	£1.50	OS
- Concession (minimum fee £30.00)		£1.80			£1.80	£0.00	£1.80	OS
Address/Elector labels	- Per thousand names or part	£25.00			£25.00	£0.00	£25.00	OS
	- Concession	£12.00			£12.00	£0.00	£12.00	OS
Inspection of Return of Declaration of Election Expenses		£1.50			£1.50	£0.00	£1.50	OS
Copy of a Return of Declaration of Election Expenses	- Per side	£0.20			£0.20	£0.00	£0.20	OS

Policy and Resources Committee — **Central & Democratic Services**

		2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Property Name Changes:								
Naming or renaming of a registered property		£68.00	3.4%	£2.00	£70.00	£0.00	£70.00	OS

Policy and Resources Committee — **Revenue Services**

		2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Revenues *								
Court costs added to Council Tax accounts.		£70.00			£70.00	£0.00	£70.00	OS
Court costs added to NNDR accounts.		£82.50			£82.50	£0.00	£82.50	OS

* Charges agreed with Magistrates

APPENDIX B
Fees and Charges 2019/2020

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Car Parks & Bus Station

		2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Car Parks								
Gainsborough not including Roseway	0-1 hours	£0.00			£0.00	£0.00	£0.00	S
	1-2 hours	£0.92			£0.92	£0.18	£1.10	S
	2-3 hours	£1.33			£1.33	£0.27	£1.60	S
	3-4 hours	£1.67			£1.67	£0.33	£2.00	S
	4-6 hours	£2.75			£2.75	£0.55	£3.30	S
	6+ hours	£3.25			£3.25	£0.65	£3.90	S
Roseway only	0-1 hours	£0.00			£0.00	£0.00	£0.00	S
	1-2 hours	£1.15			£1.15	£0.23	£1.40	S
	2-3 hours	£1.66			£1.66	£0.33	£2.00	S
	3-4 hours	£2.09			£2.09	£0.42	£2.50	S
Market Rasen	0-1 hours	£0.00			£0.00	£0.00	£0.00	S
	1-2 hours	£0.00			£0.00	£0.00	£0.00	S
	2-3 hours	£0.67			£0.67	£0.13	£0.80	S
	3-4 hours	£0.83			£0.83	£0.17	£1.00	S
	4-6 hours	£1.42			£1.42	£0.28	£1.70	S
	6+ hours	£1.67			£1.67	£0.33	£2.00	S
Annual Season Tickets								
Gainsborough only	Mon-Sat	£360.00	41.7%	£150.00	£510.00	£102.00	£612.00	S
	Mon-Sat (If paid by monthly DD)	£300.00	46.7%	£140.00	£440.00	£88.00	£528.00	S
	Mon-Fri	£290.00	48.3%	£140.00	£430.00	£86.00	£516.00	S
	Mon-Fri (If paid by monthly DD)	£240.00	45.8%	£110.00	£350.00	£70.00	£420.00	S
Market Rasen Only	Mon-Sat	£88.68	103.0%	£91.32	£180.00	£36.00	£216.00	S
	Mon-Sat (If paid by monthly DD)	£76.68	95.6%	£73.32	£150.00	£30.00	£180.00	S
	Mon-Fri	£75.43	92.2%	£69.57	£145.00	£29.00	£174.00	S
	Mon-Fri (If paid by monthly DD)	£62.18	93.0%	£57.82	£120.00	£24.00	£144.00	S
Penalty Charge Notice								
Higher Rate		£70.00			£70.00	£0.00	£70.00	OS
Higher rate discounted if paid within 14 days		£35.00			£35.00	£0.00	£35.00	OS
Lower Rate		£50.00			£50.00	£0.00	£50.00	OS
Lower rate discounted if paid within 14 days		£25.00			£25.00	£0.00	£25.00	OS

Penalty Charge Notices have replaced the Excess Charge Notice.
The Traffic Management Act 2004 has introduced differential Penalty Charge Notices.
Notices are categorised as 'Higher' or 'Lower' dependent on the severity of the parking infringement.
Higher penalties are payable at £70 and lower penalties at £50. These categories are as determined in National Guidance.

Electric Vehicle Charging								
Roseway car park (2 charging bays)	charge per kWh	£0.25			£0.25	£0.05	£0.30	S
Bus Station								
Allocated stand	Per quarter for first stand	£288.65	3.4%	£9.85	£298.50	£0.00	£298.50	X
	Per quarter for second stand	£177.10	3.4%	£6.40	£183.50	£0.00	£183.50	X
Registered Casual Users Per Quarter		£54.05	3.4%	£1.95	£56.00	£0.00	£56.00	X

Prosperous Communities Committee

Markets

	2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
	£	%	£	£	£	£	
Gainsborough Market							
Tuesday Market							
Registered Trader							
1 stall	£16.00			£16.00	£0.00	£16.00	X
2 stalls	£27.00			£27.00	£0.00	£27.00	X
3 stalls	£35.00			£35.00	£0.00	£35.00	X
4 stalls	£43.00			£43.00	£0.00	£43.00	X
5 stalls	£51.00			£51.00	£0.00	£51.00	X
Casual Trader							
1 stall	£17.50			£17.50	£0.00	£17.50	X
2 stalls	£35.00			£35.00	£0.00	£35.00	X
3 stalls	£52.50			£52.50	£0.00	£52.50	X
4 stalls	£70.00			£70.00	£0.00	£70.00	X
5 stalls	£87.50			£87.50	£0.00	£87.50	X
Saturday Market							
Registered Trader							
1 stall	£10.00			£10.00	£0.00	£10.00	X
2 stalls	£20.00			£20.00	£0.00	£20.00	X
3 stalls	£25.00			£25.00	£0.00	£25.00	X
4 stalls	£30.00			£30.00	£0.00	£30.00	X
5 stalls	£35.00			£35.00	£0.00	£35.00	X
Casual Trader							
1 stall	£16.50			£16.50	£0.00	£16.50	X
2 stalls	£33.00			£33.00	£0.00	£33.00	X
3 stalls	£49.50			£49.50	£0.00	£49.50	X
4 stalls	£66.00			£66.00	£0.00	£66.00	X
5 stalls	£82.50			£82.50	£0.00	£82.50	X

All new traders offered £7.50 per stall on Saturday for a maximum of 6 months
The 6 month period will be cumulative and will be calculated on a rolling basis for each trader
Once a trader has had 6 months discount no further discounts will be given irrespective of time gap between trading

Other Units (Vending Vans, Trailers etc.)							
Tuesday Market							
Registered Trader	£23.50			£23.50	£0.00	£23.50	X
Casual Trader	£25.50			£25.50	£0.00	£25.50	X
Saturday Market							
Registered Trader	£15.00			£15.00	£0.00	£15.00	X
Casual Trader	£20.00			£20.00	£0.00	£20.00	X

Prosperous Communities Committee

Pre Application Advice

	2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
	£	%	£	£	£	£	
Development							

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)		£75.00	3.4%	£3.00	£78.00	£15.60	£93.60	S
Non-residential changes of use including siting of caravans for sites under 1 ha or buildings under 1,000 m^2 (gross)		£161.00	3.4%	£5.00	£166.00	£33.20	£199.20	S
Non-residential changes of use including siting of caravans for sites of 1 ha or above or buildings of 1,000 m^2 or above (gross)		£281.00	3.4%	£10.00	£291.00	£58.20	£349.20	S
Development of 1-9 dwellings including changes of use to residential								
	1st dwelling	£193.00	3.4%	£7.00	£200.00	£40.00	£240.00	S
	Additional dwellings	£107.00	3.4%	£4.00	£111.00	£22.20	£133.20	S
Development of 10-49 dwellings including changes of use to residential								
	10th dwelling	£1,165.00	3.4%	£40.00	£1,205.00	£241.00	£1,446.00	S
	Additional dwellings	£57.00	3.4%	£2.00	£59.00	£11.80	£70.80	S
Development of 50 or more dwellings								
	minimum fee	£3,492.00	3.4%	£119.00	£3,611.00	£722.20	£4,333.20	S
With additional fee subject to negotiation dependant on complexity of proposal. Encouragement to adopt a Planning Performance Agreement.								
Non-residential development where no floor space is created.		£103.00	3.4%	£4.00	£107.00	£21.40	£128.40	S
Non-residential development up to 499 m^2 floor area, or 0.5 ha site area		£141.00	3.4%	£5.00	£146.00	£29.20	£175.20	S
Non-residential development between 500 and 999 m^2 floor area, or between 0.51ha and 1.0 ha.								
	For 500 m^2 or 0.51ha	£213.00	3.4%	£7.00	£220.00	£44.00	£264.00	S
	Each additional 100 m^2 or 0.1 ha	£107.00	3.4%	£4.00	£111.00	£22.20	£133.20	S
Non-residential development between 1,000 and 4,999 m^2 floor area, or between 1.1ha and 2.0ha.								
	For 1,000 m^2 or 1.1ha	£730.00	3.4%	£25.00	£755.00	£151.00	£906.00	S
	Each additional 100 m^2 or 0.1 ha	£54.00	3.4%	£2.00	£56.00	£11.20	£67.20	S
Non-residential development of 5,000 m^2 or more or 2.1ha or more.								
	Minimum fee	£2,972.00	3.4%	£101.00	£3,073.00	£614.60	£3,687.60	S
With additional fee subject to negotiation dependant on complexity of proposal. Encouragement to adopt a Planning Performance Agreement.								
Variation or removal of condition.		£75.00	3.4%	£3.00	£78.00	£15.60	£93.60	S
Advertisements		£75.00	3.4%	£3.00	£78.00	£15.60	£93.60	S
Non-householder listed building consent		£146.00	3.4%	£5.00	£151.00	£30.20	£181.20	S
Additional site visit		£128.00	3.4%	£4.00	£132.00	£26.40	£158.40	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.
2. Agricultural development and telecommunications are not included as they have their own national notification procedures which dictate whether there is an pre-application process fee or not.
3. Cross boundary pre-application fees will be based upon the amount of development in each authority (if a dwelling straddles the boundary, the authority with the majority its floor space will receive the fee for that dwelling).

Prosperous Communities Committee

Planning

		2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Decision Notices, Consents, Determinations, Tree Preservation Orders, Enforcement Notices, S106 Agreements.	Per Item (black/white)	£25.00	3.4%	£0.90	£25.90	£0.00	£25.90	OS
				Plus officer time at cost recovery	Total Cost			

Other copies								
Copy plans - A4	Per side of A4 (black/white)	£0.21	3.4%	-£0.01	£0.20	£0.00	£0.20	OS
Copy plans - A3	Per copy	£0.48	3.4%	£0.02	£0.50	£0.00	£0.50	OS
Copy plans - A2, A1, A0	Per copy	£5.86	3.4%	£0.24	£6.10	£0.00	£6.10	OS
Information on planning records	Planning Control	£0.21	3.4%	-£0.01	£0.20	£0.00	£0.20	OS
Requests for Planning Information	Planning - as per above plus officer time per hour	£55.95	3.4%	£1.95	£57.90	£0.00	£57.90	OS
		Plus officer time at cost recovery						
Information on Building Control Records	Building Control - as per above plus officer time	£52.79	6.1%	£3.21	£56.00	£0.00	£56.00	OS
	Plus officer time per hour at cost recovery							
Public Path Orders, i.e. Diversion Orders	Minimum charge	£525.31			£525.31	£0.00	£525.31	OS
	Maximum charge	£1,574.91			£1,574.91	£0.00	£1,574.91	OS
Plus actual advertisement costs								

Prosperous Communities Committee

Planning Applications

		2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Outline Applications								
All types of building per 0.1 ha	Every 0.1 ha where the site does not exceed 2.5 ha	£462.00			£462.00	£0.00	£462.00	OS
	Where the site area exceeds 2.5 ha, £11,432 and an additional £138 for each 0.1 ha in excess of 2.5 hectares, subject to a maximum in total of £150,000	£138.00			£138.00	£0.00	£138.00	OS
Full Applications and Applications for Approval of Reserved Matters following an Outline Permission								
Alterations/extensions to existing dwellings	where the application relates to a single dwelling	£206.00			£206.00	£0.00	£206.00	OS
	where the application relates to 2 or more dwellings	£407.00			£407.00	£0.00	£407.00	OS
Erection of dwelling	where number of dwellings is less than 50. Where the number of dwellings exceeds 50, £22,859 and an additional £138 for each dwelling in excess of 50 subject to a maximum in total of £300,000	£462.00			£462.00	£0.00	£462.00	OS
Other buildings	Less than 40 m^2 floor space created	£234.00			£234.00	£0.00	£234.00	OS
	Between 40 and 75 m^2 floor space created	£462.00			£462.00	£0.00	£462.00	OS
	Every additional 75 m^2 up to 3750 m^2	£462.00			£462.00	£0.00	£462.00	OS
	Over 3750 m^2, £22,859 and an additional £138 for each 75 m2 in excess of 3750 m2 subject to a maximum in total of £300,000	£138.00			£138.00	£0.00	£138.00	OS
Plant or machinery	Where site does not exceed 5 ha; per 0.1 ha	£462.00			£462.00	£0.00	£462.00	OS
	Over 5 ha £22,859 and an additional £138 for each 0.1 ha in excess of 5 ha subject to a maximum in total of £300,000	£138.00			£138.00	£0.00	£138.00	OS
Agricultural Buildings	Less than 465 m^2 floor space created	£96.00			£96.00	£0.00	£96.00	OS
	Between 465 > 540 m^2	£462.00			£462.00	£0.00	£462.00	OS
Between 540 > 4215 m^2, £462 for the first 540 m^2 then £462 per additional 75 m^2	Between 540 > 4215 m^2, £462 for the first 540 m^2 then £462 per additional 75 m^2	£462.00			£462.00	£0.00	£462.00	OS
	Over 4215 m^2, £22,859 and an additional £138 for each 75 m2 in excess of 4215 m2 subject to a maximum in total of £300,000	£138.00			£138.00	£0.00	£138.00	OS
Glasshouses	No more than 465 m^2 floor space created	£96.00			£96.00	£0.00	£96.00	OS
	More than 465 m^2 floor space created	£2,580.00			£2,580.00	£0.00	£2,580.00	OS

Prosperous Communities Committee

Planning Applications Continued

		2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Changes of Use								
A building to more than one dwelling	no. of dwellings 50 or less	£462.00			£462.00	£0.00	£462.00	OS
	more than 50 dwellings, £22,859 and an additional £138 for each dwelling in excess of 50 dwellings subject to maximum in total of £300,000	£138.00			£138.00	£0.00	£138.00	OS
Use of land for deposit of refuse or waste materials or deposit of material remaining after mineral extraction. Use of land for storage of minerals in the open	Each 0.1 ha of the site area, where the site does not exceed 15 ha	£234.00			£234.00	£0.00	£234.00	OS
	Where the site exceeds 15 ha £34,934 and an additional £138 for each 0.1 ha in excess of 15ha subject to a maximum in total of £78,000	£138.00			£138.00	£0.00	£138.00	OS
Other material change of use of building or land		£462.00			£462.00	£0.00	£462.00	OS
No Buildings Created								
Ancillary to a dwelling		£206.00			£206.00	£0.00	£206.00	OS
Car parks, service roads, accesses at existing developments		£234.00			£234.00	£0.00	£234.00	OS
Exploratory drilling for oil/gas	Site area not exceeding 7.5 ha (per 0.1 ha)	£508.00			£508.00	£0.00	£508.00	OS
	Where the site exceeds 7.5 ha £38,070 and an additional £151 for each 0.1 ha in excess of 7.5 ha subject to a maximum in total of £300,000	£151.00			£151.00	£0.00	£151.00	OS
Other Operations - Minerals Working	Site area not exceeding 15 ha (per 0.1 ha)	£234.00			£234.00	£0.00	£234.00	OS
	Where the site exceeds 15 ha £34,934 and an additional £138 for each 0.1 ha in excess of 15 ha subject to a maximum in total of £78,000	£138.00			£138.00	£0.00	£138.00	OS
	In any other case £234 for each 0.1 ha of the site, subject to a maximum of £2,028	£234.00			£234.00	£0.00	£234.00	OS
Advertisements								
Relating to the business on the premises		£132.00			£132.00	£0.00	£132.00	OS
Advance direction signs to a business		£132.00			£132.00	£0.00	£132.00	OS
Other advertisements		£462.00			£462.00	£0.00	£462.00	OS
Prior Notifications and Approvals								
Agriculture, forestry or demolition proposals		£96.00			£96.00	£0.00	£96.00	OS
Telecommunications		£462.00			£462.00	£0.00	£462.00	OS
Proposed change of use to state funded school or registered nursery		£96.00			£96.00	£0.00	£96.00	OS
Proposed change of use of agricultural building to a flexible use within shops, financial and professional services, restaurants and cafes, business, storage or distribution, hotels or assembly or leisure		£96.00			£96.00	£0.00	£96.00	OS
Proposed change of use of a building from office use to a dwelling house		£96.00			£96.00	£0.00	£96.00	OS
Proposed change of use of agricultural building to a dwelling house where there are no associated building operations		£96.00			£96.00	£0.00	£96.00	OS
Proposed change of use of agricultural building to a dwelling house and associated building operations		£206.00			£206.00	£0.00	£206.00	OS
Proposed change of use of a building from retail or mixed use retail and residential use to a dwelling house where there are no associated building operations		£206.00			£206.00	£0.00	£206.00	OS
Proposed change of use of a building from retail or mixed use retail and residential use to a dwelling house and associated building operations		£206.00			£206.00	£0.00	£206.00	OS
Permitted development rights removed (Article 4)		£96.00			£96.00	£0.00	£96.00	OS
Other Applications								
Renewal of temporary permission		£0.00	nt planning application fee					OS
Variation or removal of a condition		£234.00			£234.00	£0.00	£234.00	OS
Non-Profit making club, society, organisation or trust, providing sports or recreational facilities		£462.00			£462.00	£0.00	£462.00	OS
Lawful Development Certificates - Existing Development	For 50 or fewer dwellings	£462.00			£462.00	£0.00	£462.00	OS

	For more than 50 dwellings, £22,859 and £138 for each dwelling over 50 up to a total maximum of £300,000	£138.00			£138.00	£0.00	£138.00	OS
Lawful Development Certificates - Proposed Development	Half the equivalent application fee							OS
Request for written confirmation of compliance with conditions	alterations or extensions to existing dwellings	£34.00			£34.00	£0.00	£34.00	OS
Request for written confirmation of compliance with conditions	In all other areas	£116.00			£116.00	£0.00	£116.00	OS
Non-material amendment	Householder application	£34.00			£34.00	£0.00	£34.00	OS
Non-material amendment	In all other areas	£234.00			£234.00	£0.00	£234.00	OS
Permission in Principle	per 0.1 ha	£402.00			£402.00	£0.00	£402.00	OS

Prosperous Communities Committee

Fixed Penalty Notices

		2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Depositing Litter	Fee set by Government - payable within 14 days of issue	£75.00			£75.00	£0.00	£75.00	OS
	Fee set by Government - discounted if paid within 10 days	£50.00			£50.00	£0.00	£50.00	OS
Failure to produce Waste Documents	Fee set by Government - payable within 14 days of issue	£300.00			£300.00	£0.00	£300.00	OS
Failure to produce Authority to Transport Waste	Fee set by Government - payable within 14 days of issue	£300.00			£300.00	£0.00	£300.00	OS
Unauthorised Distribution of Free Printed Matter	Fee set by Government - payable within 14 days of issue	£75.00			£75.00	£0.00	£75.00	OS
Failure to comply with a **Domestic** Waste Receptacles Notice	Fee set by Government - payable within 14 days of issue	£75.00	33.3%	£25.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£60.00	25.0%	£15.00	£75.00	£0.00	£75.00	OS
Failure to comply with an **Industrial and Commercial** Waste Receptacles Notice	Fee set by Government - payable within 14 days of issue	£100.00			£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00			£75.00	£0.00	£75.00	OS
Abandoning a Vehicle	Fee set by Government - payable within 14 days of issue	£200.00			£200.00	£0.00	£200.00	OS
Nuisance Parking	Fee set by Government - payable within 14 days of issue	£100.00			£100.00	£0.00	£100.00	OS
Anti Social Behaviour Crime and Policing Act 2014 - Community Protection Notice	Fee set by Government - payable within 14 days of issue	£100.00			£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00			£75.00	£0.00	£75.00	OS
Anti Social Behaviour Crime and Policing Act 2014 - Public Space Protection Order	Fee set by Government - payable within 14 days of issue	£100.00			£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00			£75.00	£0.00	£75.00	OS
Fly tipping	Fee set by Government - payable within 14 days of issue	£400.00			£400.00	£0.00	£400.00	OS
High Hedge Fee	Fee set locally	£307.20			£307.20	£0.00	£307.20	OS
Fee for abandoned shopping trolleys	Fee set locally (maximum charge)	£100.00			£100.00	£0.00	£100.00	OS

Prosperous Communities Committee

Pest Control and Stray Dogs

2018/19	Proposed Increase/decrease	2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate

		£	%	£	£	£	£	
Concessionary rates apply to residents in receipt of benefit or whose only source of income is the State Retirement Pension. A re-imbursement will be given to those residents qualifying for the concession.								
Reclaim of Stray Dogs	Prescribed fee	£25.00			£25.00	£0.00	£25.00	OS
	Collection fee	£42.00			£42.00	£0.00	£42.00	OS
	Plus kennel and vet fees as incurred by the authority.							

Prosperous Communities Committee

Strategic Housing

		2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Housing Enforcement Charges								
Mandatory HMO Licence Application	Up to 5 units / bedrooms	£450.00	77.8%	£350.00	£800.00	£0.00	£800.00	OS
	Per additional unit	£10.00	400.0%	£40.00	£50.00	£0.00	£50.00	OS
	Maximum charge - n/a							
Mandatory HMO Licence Renewal	Up to 5 units / bedrooms	£450.00	55.6%	£250.00	£700.00	£0.00	£700.00	OS
	Per additional unit	£10.00	400.0%	£40.00	£50.00	£0.00	£50.00	OS
	Maximum charge - n/a							
Hazard Awareness Notice	None					£0.00	£0.00	OS
Improvement Notice	For one hazard	£300.00	-16.7%	-£50.00	£250.00	£0.00	£250.00	OS
	Per additional hazard	£50.00	-50.0%	-£25.00	£25.00	£0.00	£25.00	OS
Maximum Charge			100.0%	£450.00	£0.00			
Emergency Remedial Action Notice (plus work - see below)	Cost of works plus hourly rate of officer time	£300.00			Cost of works plus officer time to execute and arrange	£0.00	£0.00	OS
	Officer time charged at £30 per hour							
Prohibition Order	For one hazard	£300.00	-16.7%	-£50.00	£250.00	£0.00	£250.00	OS
	Per additional hazard	£50.00	-50.0%	-£25.00	£25.00	£0.00	£25.00	OS
	Maximum Charge		100.0%	£450.00	£450.00	£0.00	£450.00	OS
Emergency Prohibition Order	For one hazard	£300.00			£300.00	£0.00	£300.00	OS
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS
	Maximum Charge		100.0%	£450.00	£450.00	£0.00	£450.00	OS
Demolition Order	For one hazard	£300.00			£300.00	£0.00	£300.00	OS
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS
	Maximum Charge		100.0%	£600.00	£600.00	£0.00	£600.00	OS
Immigration Procedure Inspection	Per inspection	£100.00	-35.0%	-£35.00	£65.00	£0.00	£65.00	OS
Mobile Homes Act 2013 – Compliance Notice	Hourly rate of relevant officers with on costs plus work in default costs of works							OS
Mobile Homes Act 2014 – Emergency Remedial Action Notice	Hourly rate of relevant officers with on costs plus work in default cost of works							OS
Penalty Charge Notice (Smoke and Carbon Monoxide Alarm (England) Regulations 2015)	Up to £5,000							OS
Notice of Intent (Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014)	Up to £5,000							OS
Works In Default of any Legislation or Emergency Remedial Action	Base charge	Cost of work plus hourly rate of officer with on costs						OS
Selective Licensing	WLDC Scheme Fee	£375.00			£375.00	£0.00	£375.00	OS
	Co-Regulated Scheme (WLDC Fee)	£120.00			£120.00	£0.00	£120.00	OS
Housing and Planning Act - Civil Penalties	up to £30,000							

Prosperous Communities Committee

Mobile Homes

		2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Mobile Homes Act 2013								
Issue of a New Licence		£300.00			£300.00	£0.00	£300.00	OS
Deposit of Site Rules		£30.00			£30.00	£0.00	£30.00	OS
Transfer and Alteration of a Licence		£100.00			£100.00	£0.00	£100.00	OS

Prosperous Communities Committee

Environment Services Local Air Pollution

All charges are set by DEFRA		2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Application Fee								
- Standard Process		£1,650.00			£1,650.00	£0.00	£1,650.00	OS
- Additional fee for operating without a permit		£1,137.00			£1,137.00	£0.00	£1,137.00	OS
- Reduced fee activities		£155.00			£155.00	£0.00	£155.00	OS
- Reduced fee activities: Additional Fee for operating without a permit		£68.00			£68.00	£0.00	£68.00	OS
- Mobile Screening and crushing plant		£1,579.00			£1,579.00	£0.00	£1,579.00	OS
For the third to seventh applications		£943.00			£943.00	£0.00	£943.00	OS
For the eighth and subsequent applications		£477.00			£477.00	£0.00	£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	£772.00			£772.00	£0.00	£772.00	OS
	Medium	£1,161.00			£1,161.00	£0.00	£1,161.00	OS
	High	£1,747.00			£1,747.00	£0.00	£1,747.00	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	£79.00			£79.00	£0.00	£79.00	OS
	Medium	£158.00			£158.00	£0.00	£158.00	OS
	High	£237.00			£237.00	£0.00	£237.00	OS
- PVR I & II Combined	Low	£113.00			£113.00	£0.00	£113.00	OS
	Medium	£226.00			£226.00	£0.00	£226.00	OS
	High	£341.00			£341.00	£0.00	£341.00	OS
- Vehicle refinishers	Low	£228.00			£228.00	£0.00	£228.00	OS
	Medium	£365.00			£365.00	£0.00	£365.00	OS
	High	£548.00			£548.00	£0.00	£548.00	OS
- Odorisation of natural gas	Low	£76.00			£76.00	£0.00	£76.00	OS
	Medium	£151.00			£151.00	£0.00	£151.00	OS
	High	£227.00			£227.00	£0.00	£227.00	OS
- Mobile Screening and crushing plant 1st to 2nd Permits	Low	£626.00			£626.00	£0.00	£626.00	OS
	Medium	£1,034.00			£1,034.00	£0.00	£1,034.00	OS
	High	£1,551.00			£1,551.00	£0.00	£1,551.00	OS
- Mobile Screening and crushing plant 3rd to 7th Permits	Low	£385.00			£385.00	£0.00	£385.00	OS
	Medium	£617.00			£617.00	£0.00	£617.00	OS
	High	£924.00			£924.00	£0.00	£924.00	OS
- Mobile Screening and crushing plant 8th and Subsequent permits	Low	£198.00			£198.00	£0.00	£198.00	OS
	Medium	£314.00			£314.00	£0.00	£314.00	OS
	High	£473.00			£473.00	£0.00	£473.00	OS
Where a part B installation is subject to reporting under the E-PRTR regulation an additional charge of £99 applies.								
Transfer and Surrender								

- Transfer		£162.00			£162.00	£0.00	£162.00	OS
- Partial transfer		£476.00			£476.00	£0.00	£476.00	OS
- New operator at low risk reduced fee		£75.00			£75.00	£0.00	£75.00	OS
- Reduced fee activities: Partial transfer		£45.00			£45.00	£0.00	£45.00	OS
Substantial Change								
- Standard Process		£1,005.00			£1,005.00	£0.00	£1,005.00	OS
- Standard process where the substantial change results in a new PPC activity		£1,579.00			£1,579.00	£0.00	£1,579.00	OS
- Reduced fee activities		£98.00			£98.00	£0.00	£98.00	OS
Subsistence charges can be paid in four equal instalments at an additional cost of £38 p.a.								

Prosperous Communities Committee

Environment Services Local Air Pollution continued

		2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
All charges are set by DEFRA		£	%	£	£	£	£	
Request for Information / Document Disclosure where Charging is Permitted	Minimum per request plus cost of materials	£72.00			£72.00	£0.00	£72.00	OS
	Thereafter per hour	£42.00			£42.00	£0.00	£42.00	OS
Health Certificates		£52.00			£52.00	£0.00	£52.00	OS
Food Premises Register	Per page	£3.00			£3.00	£0.00	£3.00	OS
SFBB Pack	(including diary)	£10.00			£10.00	£0.00	£10.00	OS
Diary Refill		£15.00	-60.0%	-£9.00	£6.00	£0.00	£6.00	OS
* Private Water Supply Work	Cost Recovery - Mileage (Per Mile)		100.0%	£0.40	£0.40	£0.00	£0.40	OS
	*Risk assessment - Maximum Hourly Charge	£500.00	-91.7%	-£458.53	£41.47	£0.00	£41.47	OS
	*Sampling (each visit) - Maximum Hourly Charge	£100.00	-58.5%	-£58.53	£41.47	£0.00	£41.47	OS
	*Investigation - Maximum Hourly Charge	£100.00	-58.5%	-£58.53	£41.47	£0.00	£41.47	OS
	*Granting an authorisation (each authorisation) - Maximum Hourly Charge	£100.00	-62.7%	-£62.73	£37.27	£0.00	£37.27	OS
	Analysing a sample:-							
	Full Laboratory Costs	£25.00			as per laboratory costs	£0.00	£0.00	OS
	Full Courier Charges	£100.00			as per laboratory costs	£0.00	£0.00	OS
Food Advisory	Charge for a visit (up to a maximum 2 hours contact time)	£130.00			£130.00	£0.00	£130.00	OS
	Charge for additional hours	£42.00			£42.00	£0.00	£42.00	OS
Food Hygiene Rating Scheme	Re-inspections	£160.00			£160.00	£0.00	£160.00	OS
Health Act 2006	Smoking in a smoke free place	£50.00			£50.00	£0.00	£50.00	OS
	Failure to display no smoking sign	£200.00			£200.00	£0.00	£200.00	OS

*** Private Water Supply Work 19/20 moved from a flat fee to a maximum hourly rate.**

Prosperous Communities Committee

Licensing - Gambling Act

	2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
	£	%	£	£	£	£	
Bingo Premises Licence							
Application Fee for Provisional Statement	£953.70	3.4%	£32.40	£986.10	£0.00	£986.10	OS
Licence for Provisional Statement Premises	£859.10	3.4%	£29.20	£888.30	£0.00	£888.30	OS
Application Fee New Premises	£953.70	3.4%	£32.40	£986.10	£0.00	£986.10	OS

Annual Fee		£796.06	3.4%	£27.04	£823.10	£0.00	£823.10	OS
Variation of Licence		£953.70	3.4%	£32.40	£986.10	£0.00	£986.10	OS
Transfer Fee		£826.10	3.4%	£28.10	£854.20	£0.00	£854.20	OS
Application for Reinstatement		£826.10	3.4%	£28.10	£854.20	£0.00	£854.20	OS
Adult Gaming Centre								
Application Fee for Provisional Statement		£953.70	3.4%	£32.40	£986.10	£0.00	£986.10	OS
Licence for Provisional Statement Premises		£859.10	3.4%	£29.20	£888.30	£0.00	£888.30	OS
Application Fee New Premises		£953.70	3.4%	£32.40	£986.10	£0.00	£986.10	OS
Annual Fee		£826.10	3.4%	£28.10	£854.20	£0.00	£854.20	OS
Variation of Licence		£867.00	3.4%	£29.50	£896.50	£0.00	£896.50	OS
Transfer Fee		£826.10	3.4%	£28.10	£854.20	£0.00	£854.20	OS
Application for Reinstatement		£826.10	3.4%	£28.10	£854.20	£0.00	£854.20	OS
Family Entertainment Centre								
Application Fee for Provisional Statement		£953.70	3.4%	£32.40	£986.10	£0.00	£986.10	OS
Licence for Provisional Statement Premises		£858.00	3.4%	£29.20	£887.20	£0.00	£887.20	OS
Application Fee New Premises		£953.70	3.4%	£32.40	£986.10	£0.00	£986.10	OS
Annual Fee		£750.00			£750.00	£0.00	£750.00	OS
Variation of Licence		£867.00	3.4%	£29.50	£896.50	£0.00	£896.50	OS
Transfer Fee		£796.06	3.4%	£27.04	£823.10	£0.00	£823.10	OS
Application for Reinstatement		£796.06	3.4%	£27.04	£823.10	£0.00	£823.10	OS
Betting Premises (Other)								
Application Fee for Provisional Statement		£953.70	3.4%	£32.40	£986.10	£0.00	£986.10	OS
Licence for Provisional Statement Premises		£858.00	3.4%	£29.20	£887.20	£0.00	£887.20	OS
Application Fee New Premises		£953.70	3.4%	£32.40	£986.10	£0.00	£986.10	OS
Annual Fee		£600.00			£600.00	£0.00	£600.00	OS
Variation of Licence		£953.70	3.4%	£32.40	£986.10	£0.00	£986.10	OS
Transfer Fee		£826.10	3.4%	£28.10	£854.20	£0.00	£854.20	OS
Application for Reinstatement		£826.10	3.4%	£28.10	£854.20	£0.00	£854.20	OS
Betting Premises (Tracks)								
Application Fee for Provisional Statement		£953.70	3.4%	£32.40	£986.10	£0.00	£986.10	OS
Licence for Provisional Statement Premises		£858.00	3.4%	£29.20	£887.20	£0.00	£887.20	OS
Application Fee New Premises		£953.70	3.4%	£32.40	£986.10	£0.00	£986.10	OS
Annual Fee		£750.00	3.4%	£25.50	£775.50	£0.00	£775.50	OS
Variation of Licence		£953.70	3.4%	£32.40	£986.10	£0.00	£986.10	OS
Transfer Fee		£796.06	3.4%	£27.04	£823.10	£0.00	£823.10	OS
Application for Reinstatement		£796.06	3.4%	£27.04	£823.10	£0.00	£796.06	OS

Prosperous Communities Committee

Licensing - Gambling Act

	2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
	£	%	£	£	£	£	
Miscellaneous							
Change of Circumstances	£49.82	0.4%	£0.18	£50.00	£0.00	£50.00	OS
Fee for Copy of a Licence Under the Gambling Act 2005	£24.00	3.4%	£0.80	£24.80	£0.00	£24.80	OS
Temporary Usage License	£377.30	3.4%	£12.80	£390.10	£0.00	£390.10	OS
Unlicensed FEC's & Prize gaming Permits (10 year duration)							
New Gaming Machine Permit (no annual fee)	£300.00			£300.00	£0.00	£300.00	OS
Renewal	£300.00			£300.00	£0.00	£300.00	OS
Change of name on permit	£25.00			£25.00	£0.00	£25.00	OS
Copy of permit	£15.00			£15.00	£0.00	£15.00	OS
New Prize Gaming Permit (no annual fee)	£300.00			£300.00	£0.00	£300.00	OS
Renewal	£300.00			£300.00	£0.00	£300.00	OS
Change of name on permit	£25.00			£25.00	£0.00	£25.00	OS
Copy of permit	£15.00			£15.00	£0.00	£15.00	OS
Club Gaming Permit & Club Machine Permit (10 year duration)							
New grant Club Gaming Permit	£200.00			£200.00	£0.00	£200.00	OS
New grant Club Gaming Permit with Club Premises Certificate (fast track)	£100.00			£100.00	£0.00	£100.00	OS
Renewal	£200.00			£200.00	£0.00	£200.00	OS
Renewal of Club Gaming Permit with Club Premises Certificate (fast track)	£100.00			£100.00	£0.00	£100.00	OS

Annual Fee		£20.00	150.0%	£30.00	£50.00	£0.00	£50.00	OS
Variation		£100.00			£100.00	£0.00	£100.00	OS
Copy of permit		£15.00			£15.00	£0.00	£15.00	OS
Lotteries								
Society Lottery - New		£40.00			£40.00	£0.00	£40.00	OS
Society Lottery - Renewal		£20.00			£20.00	£0.00	£20.00	OS
Machines in Alcohol Licensed premises - 3 or more machines								
New		£150.00			£150.00	£0.00	£150.00	OS
Annual Fee		£50.00			£50.00	£0.00	£50.00	OS
Transfer		£25.00			£25.00	£0.00	£25.00	OS
Variation		£100.00			£100.00	£0.00	£100.00	OS
Change of name on permit		£25.00			£25.00	£0.00	£25.00	OS
Copy of gaming machine permit		£15.00			£15.00	£0.00	£15.00	OS
Gambling Machine Permit - Up to 2 Machines	One-off fee	£50.00			£50.00	£0.00	£50.00	OS

Prosperous Communities Committee

Licensing

		2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Taxi Licensing (Including Horse Drawn Omnibus)								
Driver's License Application (3Yr)	New/Renewal	£156.00	3.4%	£5.00	£161.00	£0.00	£161.00	OS
Knowledge Test Fee	New or Lapsed Driver Licenses	£28.00	17.9%	£5.00	£33.00	£0.00	£33.00	OS
Knowledge Test Fee	Retest	£28.00	17.9%	£5.00	£33.00	£0.00	£33.00	OS
DBS Check	On New or Renewal	£44.00			£44.00	£0.00	£44.00	OS
DBS Admin Fee*	On New or Renewal	£10.00			£10.00	£2.00	£12.00	S
	**This fee is controlled by LCC and subject to change*							
Vehicle License	New	£249.00			£249.00	£0.00	£249.00	OS
Vehicle License	Renewal	£249.00			£249.00	£0.00	£249.00	OS
Replacement Plate	Plate Only	£27.00	3.4%	£1.00	£28.00	£0.00	£28.00	OS
Replacement Plate	Plate and Bracket	£36.00	3.4%	£1.00	£37.00	£0.00	£37.00	OS
Private Hire Operators Licence (5Yr)		£210.00			£210.00	£0.00	£210.00	OS
Transfer of Ownership of Taxi/Private Hire Vehicle License		£25.00	3.4%	£1.00	£26.00	£0.00	£26.00	OS
Alcohol and Entertainment Licenses		Charges set by Licensing Act 2003						
New Premise Licence								
Category A		£100.00			£100.00	£0.00	£100.00	OS
Category B		£190.00			£190.00	£0.00	£190.00	OS
Category C		£315.00			£315.00	£0.00	£315.00	OS
Category D		£450.00			£450.00	£0.00	£450.00	OS
Category E		£635.00			£635.00	£0.00	£635.00	OS
Large scale application >4999 (minimum fee applies)		£1,000.00			£1,000.00	£0.00	£1,000.00	OS
Variation of Premises Licence		£100 - £635			£100 - £635	£0.00	£100 - £635	OS
Change of DPS or Disapplication of DPS		£23.00			£23.00	£0.00	£23.00	OS
Annual fee demand								
Category A		£70.00			£70.00	£0.00	£70.00	OS
Category B		£180.00			£180.00	£0.00	£180.00	OS
Category C		£295.00			£295.00	£0.00	£295.00	OS
Category D		£320.00			£320.00	£0.00	£320.00	OS
Category E		£350.00			£350.00	£0.00	£350.00	OS
Large scale annual fee >4999 (minimum fee applies)		£500.00			£500.00	£0.00	£500.00	OS
Minor Variation		£89.00			£89.00	£0.00	£89.00	OS
Provisional Statement		£195.00			£195.00	£0.00	£195.00	OS
Register of Interest		£21.00			£21.00	£0.00	£21.00	OS
Copy of Licence		£10.50			£10.50	£0.00	£10.50	OS
Club Premises Certificate - New		£100 - £635			£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Variation		£100 - £635			£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Minor Variation		£89.00			£89.00	£0.00	£89.00	OS

Personal Licence - New		£37.00			£37.00	£0.00	£37.00	OS
Personal Licence - Change of name /address		£10.50			£10.50	£0.00	£10.50	OS
Personal Licence - Copy of Licence (card part, paper part or both)		£10.50			£10.50	£0.00	£10.50	OS
Transfer of Premises Licence		£23.00			£23.00	£0.00	£23.00	OS
Temporary Event Notice		£21.00			£21.00	£0.00	£21.00	OS
Skin Piercing	Premises registration	£174.00	3.4%	£6.00	£180.00	£0.00	£180.00	OS
	Personal registration	£45.00	3.4%	£2.00	£47.00	£0.00	£47.00	OS
Street Trading Consents		£170.00	3.4%	£6.00	£176.00	£0.00	£176.00	OS
Copy of Any License Not Covered by the Licensing Act 2003 or Gambling Act 2005		£25.00	3.4%	£1.00	£26.00	£0.00	£26.00	OS

Prosperous Communities Committee

Licensing

		2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Scrap Metal								
New/Renewal Collectors fee - 3 yr	Admin/processing of application (part A)	£98.00	3.4%	£3.00	£101.00	£0.00	£101.00	OS
	Document inspection - year 1 (part B)	£35.00	3.4%	£1.00	£36.00	£0.00	£36.00	OS
	Document inspection - year 2 (part B)	£37.00	3.4%	£1.00	£38.00	£0.00	£38.00	OS
	Document inspection - year 3 (part B)	£37.00	3.4%	£1.00	£38.00	£0.00	£38.00	OS
Change of details, name / address		£104.00	3.4%	£4.00	£108.00	£0.00	£108.00	OS
New/Renewal Site fee - 3 yr	Admin/processing of application + initial inspection	£383.00	3.4%	£13.00	£396.00	£0.00	£396.00	OS
	Follow up inspection - year 1	£241.00	3.4%	£8.00	£249.00	£0.00	£249.00	OS
	Annual inspection - year 2	£481.00	-46.6%	-£224.00	£257.00	£0.00	£257.00	OS
	Annual inspection - year 3	£241.00	3.4%	£8.00	£249.00	£0.00	£249.00	OS
Change of site manager		£73.00	3.4%	£2.00	£75.00	£0.00	£75.00	OS
Sex Shop Licences and Sexual Entertainment Venues	Initial application (part A)	£1,825.00	3.4%	£62.00	£1,887.00	£0.00	£1,887.00	OS
	compliance check (part B)	£125.00	3.4%	£4.00	£129.00	£0.00	£129.00	OS
	Renewal (part A)	£298.00	3.4%	£10.00	£308.00	£0.00	£308.00	OS
	compliance check (part B)	£125.00	3.4%	£4.00	£129.00	£0.00	£129.00	OS
	Transfer fee	£395.00	3.4%	£13.00	£408.00	£0.00	£408.00	OS

* 'To comply with legal requirements relevant licence fees are now made up of two parts. Part A is payable upon application, and Part B is only payable if the licence is granted and must be paid prior to the licence being issued. Applicants may, if they wish, pay both parts together at the time of the application but are under no obligation to do so. If an applicant does pay both parts of the fee at the time of the application and the licence is subsequently refused Part B will be refunded.

Prosperous Communities Committee

Land Charges

		2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Access to data	Access to information not held on public registers (includes £5 admin fee)	£20.20	3.4%	£0.80	£21.00	£0.00	£21.00	OS
	Cancellation Fee	£5.40	3.4%	£0.10	£5.50	£0.00	£5.50	OS
LLC1:	Any one part of the register	£6.60	3.4%	£0.40	£7.00	£0.00	£7.00	OS
	Whole of the register	£20.20	3.4%	£0.80	£21.00	£0.00	£21.00	OS
	Per additional parcel (maximum of £16)	£1.20	3.4%	-£0.20	£1.00	£0.00	£1.00	OS
CON 29R	One parcel	£64.60	3.4%	£2.40	£67.00	£13.40	£80.40	S
	Each additional parcel	£14.30	3.4%	£0.70	£15.00	£3.00	£18.00	S

	Lincolnshire County Council Fee *	£21.00	3.4%	£0.50	£21.50	£4.30	£25.80	S
CON 29O								
submitted with CON29R or LLC1	Each printed enquiry	£16.00	3.4%	£0.50	£16.50	£3.30	£19.80	S
submitted on its own	Each printed enquiry	£16.00	3.4%	£0.50	£16.50	£3.30	£19.80	S
Administration Fee		£11.40	3.4%	£0.60	£12.00	£2.40	£14.40	S
Additional Enquiries	Per additional enquiry	£27.60	3.4%	£0.90	£28.50	£5.70	£34.20	S
Filing a definitive certificate of the Lands Tribunal		£2.70	3.4%	£0.30	£3.00	£0.00	£3.00	OS
Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to these rules)	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

Prosperous Communities Committee

Cemeteries

		2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Exclusive Rights of Burial in Earthen Graves								
Single Grave not exceeding 9' x 4'		£575.00	3.4%	£19.50	£594.50	£0.00	£594.50	OS
Grave not exceeding 9' x 4' for double/triple interments		£805.00	3.4%	£27.50	£832.50	£0.00	£832.50	OS
Cremated remains only grave not exceeding 4' 6" x 4'		£345.00	3.4%	£11.50	£356.50	£0.00	£356.50	OS
Exclusive Right of Burial single (50 years)		£287.50	3.4%	£10.00	£297.50	£0.00	£297.50	OS
Exclusive Right of Burial double (50 years)		£402.50	3.4%	£13.50	£416.00	£0.00	£416.00	OS
Exclusive Right of Burial triple (50 years)		£450.00	3.4%	£15.50	£465.50	£0.00	£465.50	OS
Exclusive Right of Burial double (99 years)		£805.00	3.4%	£27.50	£832.50	£0.00	£832.50	OS
Exclusive Right of Burial triple (99 years)		£900.00	3.4%	£30.50	£930.50	£0.00	£930.50	OS
Cremated remains only - Exclusive Right of Burial child up to 12 years		£100.00			£100.00	£0.00	£100.00	OS
Exhumation								
Body		£500.00	3.4%	£17.00	£517.00	£0.00	£517.00	OS
Cremated remains		£250.00	3.4%	£8.50	£258.50	£0.00	£258.50	OS
Monuments, Gravestones, Tablets & Monumental Inscriptions (Permission to erect)								
The right to erect or place on a grave or vault	A headstone not exceeding 3 feet in height	£99.00	3.4%	£3.50	£102.50	£0.00	£102.50	OS
	A vase or tablet not exceeding 12 inches in height by 12 inches in width at the head of the grave	£66.00	3.4%	£2.00	£68.00	£0.00	£68.00	OS
	For each inscription after the first	£41.00	3.4%	£1.50	£42.50	£0.00	£42.50	OS
	Headstone over 3ft but under 4ft	£250.00	3.4%	£8.50	£258.50	£0.00	£258.50	OS
	Flat stone (not exceeding 12" x 18")	£102.00	3.4%	£3.50	£105.50	£0.00	£105.50	OS
	vase (up to 12" in height) (fixed)	£92.00	3.4%	£3.00	£95.00	£0.00	£95.00	OS
	Plaque (not exceeding 12" x 6")(fixed)	£92.00	3.4%	£3.00	£95.00	£0.00	£95.00	OS
	Memorial figurine (over 12" but under 24" fixed)	£110.00	3.4%	£3.50	£113.50	£0.00	£113.50	OS
Cremation	Headstone up to 18 inches	£115.00	3.4%	£4.00	£119.00	£0.00	£119.00	OS
	Headstone 18 inches to 3ft	£138.00	3.4%	£4.50	£142.50	£0.00	£142.50	OS
	Flat stone (not exceeding 12" x 12")	£92.00	3.4%	£3.00	£95.00	£0.00	£95.00	OS
	small vase (up to 6" in height)(fixed)	£50.00	3.4%	£1.50	£51.50	£0.00	£51.50	OS
	Plaque (not exceeding 8" x 4")(fixed)	£50.00	3.4%	£1.50	£51.50	£0.00	£51.50	OS
	Memorial figurine (not exceeding 12" fixed)	£92.00	3.4%	£3.00	£95.00	£0.00	£95.00	OS
Registration Fees								
Per certified copy of a certificate of grant of exclusive right of burial		£66.00	3.4%	£2.00	£68.00	£0.00	£68.00	OS
Per certified copy of entry in Register of Burials		£66.00	3.4%	£2.00	£68.00	£0.00	£68.00	OS
Copies of Certificates								
Permission to plant memorial tree		£75.00	3.4%	£2.50	£77.50	£0.00	£77.50	OS
Permission to install memorial seat		£75.00	3.4%	£2.50	£77.50	£0.00	£77.50	OS

Burial grounds at Market Rasen & Springthorpe

Prosperous Communities Committee

Operational Services

		2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Garden Waste and Additional Blue Sacks	Per 5 sacks or stickers	£8.25	3.4%	£0.30	£8.55	£0.00	£8.55	OS
	Postage & packaging of 5 sacks	£2.05	3.4%	£0.10	£2.15	£0.00	£2.15	OS
	Per 20 Stickers	£0.60	3.4%	£0.05	£0.65	£0.00	£0.65	OS
Garden Waste Wheeled Bin (Annual charge)	Collection of 1st bin	£35.00			£35.00	£0.00	£35.00	OS
Garden Waste Wheeled Bin (Annual charge)	Collection of 2nd and subsequent bins	£35.00			£35.00	£0.00	£35.00	OS
Wheeled Bin Replacement (supply & delivery)	Residual	£33.00			£33.00	£0.00	£33.00	OS
	Garden Waste 2nd and subsequent bins	£15.00			£15.00	£0.00	£15.00	OS
	Blue recycling	£33.00			£33.00	£0.00	£33.00	OS
Wheeled Bins for New Properties (supply & delivery)	Residual	£33.00			£33.00	£0.00	£33.00	OS
	Garden Waste 2nd and subsequent bins	£15.00			£15.00	£0.00	£15.00	OS
	Blue recycling	£33.00			£33.00	£0.00	£33.00	OS
Bulky Household Waste Collections	Collection articles worth up to 6 points	£30.00	3.4%	£1.00	£31.00	£0.00	£31.00	OS
	Additional articles worth 1 point collected at the same time	£4.00	3.4%	£0.00	£4.00	£0.00	£4.00	OS
Collection and Disposal of Fridges and Freezers from Commercial Premises		£86.00			£86.00	£0.00	£86.00	OS
Collection of Clinical Waste		£0.00			£0.00	£0.00	£0.00	OS

FEES AND CHARGES REPORT

APPENDIX 1 – ELECTORAL SERVICES

1. Service Description

Electoral Service has a limited number of Fees and Charges namely;

- Sales of electoral registers
- Inspection of Return of Declaration of Election Expenses

The charges are set by section 110 of the Representation of the People Regulations 2001.

2. Prior years analysis, current financial year projections

Income achieved	2016-17	2017-18	2018-19
Letters confirming electors register	-60	-96	0
Supply of computer data	-22	0	0
Other Sales	-3,256	-2,455	-1,745
Total Income	**-3,338**	**-2,551**	**-1,745**

Budget	**-4,000**	**-4,000**	**-4,000**

The income within this service area is non controllable, the figures for 2018-19 are an estimate only based on previous years actuals. No increases have been proposed for these fees and charges from Central Government at this time.

3. Pricing

The statutory charges are set to recover costs.

4. Understanding Customers and Markets

The majority of the income realised by the service comes from the sharing of electoral registers with primarily credit rating companies. We have 4 main customers who have repeat orders for the information year on year.

5. Proposed Charging

The charges for Electoral Services are Statutory Fixed and remain unchanged from 2016/17 at this time, we will update accordingly if any amendments are made.

6. Recommendation

Members are asked to approve charges for 2019-20 as detailed below;

Policy and Resources Committee

Central & Democratic Services

Statutory fees are set by section 110 of the Representation of the People Regulations 2001.

		2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Electoral Services (Statutory):								
Copy of "old" electoral registers		£50.00			£50.00	£0.00	£50.00	OS
Sales of Electoral Registers		£10.00			£10.00	£0.00	£10.00	OS
- Per thousand names or part		£5.00			£5.00	£0.00	£5.00	OS
Supply of Computer Data		£20.00			£20.00	£0.00	£20.00	OS
- Per thousand names of part		£1.50			£1.50	£0.00	£1.50	OS
- Concession (minimum fee £30.00)		£1.80			£1.80	£0.00	£1.80	OS
Address/Elector labels	- Per thousand names or part	£25.00			£25.00	£0.00	£25.00	OS
	- Concession	£12.00			£12.00	£0.00	£12.00	OS
Inspection of Return of Declaration of Election Expenses		£1.50			£1.50	£0.00	£1.50	OS
Copy of a Return of Declaration of Election Expenses	- Per side	£0.20			£0.20	£0.00	£0.20	OS

FEES AND CHARGES REPORT

APPENDIX 2 – PROPERTY NAME CHANGES

Property Name Changes (Corporate Governance, System Development)

1. Service description

The function of street naming and numbering (SNN) now sits alongside the Local Land and Property Gazetteer Custodian within the System Development Team. The SNN function is a statutory service and the Council is responsible for naming or renaming the streets, allocating postal numbers and requests to change house names. The only part of this function which can be charged on a cost recoverable basis is the request for house names.

2. Prior years analysis, current financial year projections

The SNN function is dependent on the local plan, market demand and developers viability in addition to the economy, cost and availability of skilled workers.

The table below illustrates the actual income received 2016-17 and 2017-18 and an estimate for 2018-19.

Income achieved	2016-17	2017-18	2018-19
Royal Mail	-476	-446	-440
House name changes	-1,470	-1,491	-1,481
Total Income	**-1,946**	**-1,937**	**-1,921**
Budget	**-1,300**	**-1,300**	**-1,300**

3. Pricing

Although SNN fees currently exceeds the set budget figure each year, there is nothing we can do to ensure continued income. If a customer wishes to add a name plate to their house and not apply for the change to be formalised, we cannot enforce the customer to comply. However if the change is only applied by the customer the LLPG, statutory consultees and the Royal Mail will not be informed of this informal change.

4. Understanding Customers and Markets

Other Lincolnshire authorities' charges as at 2015 are as follows: Data used when fee for 3 years set:

Name of authority	Cost per renaming of property	Cost per renaming of street
BOSTON	Not known	Not known
ELDC	No Charge	No Charge
LINCOLN CITY	£64.00	£-
NORTH KESTEVEN	£25.00	£150.00
SOUTH KESTEVEN	No charge	No Charge
SOUTH HOLLAND	No charge	No Charge
WEST LINDSEY	£63.00	£-

The renaming of streets is a very rare occurrence, and over the last 5 years we have only received two requests, neither of which gained the necessary two thirds of resident's agreement.

5. Proposed Charges

The proposed charge is for £70.00, the fee will be frozen until 2021-22.

6. Recommendation

Members are requested to recommend to Council that fees have RPI applied and are now £70.00.

Policy and Resources Committee				Central & Democratic Services			
	2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
	£	% Type	or £	£	£	£	
Property Name Changes:							
Naming or renaming of a registered property	£68.00	3.40%		£70.00	£0.00	£70.00	OS

FEES AND CHARGES REPORT

APPENDIX 3 – REVENUE SERVICES

1. Service description

Revenue Service has a limited number of Fees and Charges namely;

- Court Costs added to Council Tax Accounts
- Court Costs added to NNDR Accounts

It is the Council's duty to collect all instalments as they become due.

The Council's recovery policy has been prepared in compliance with current legislation but we try to be responsive to individual circumstances.

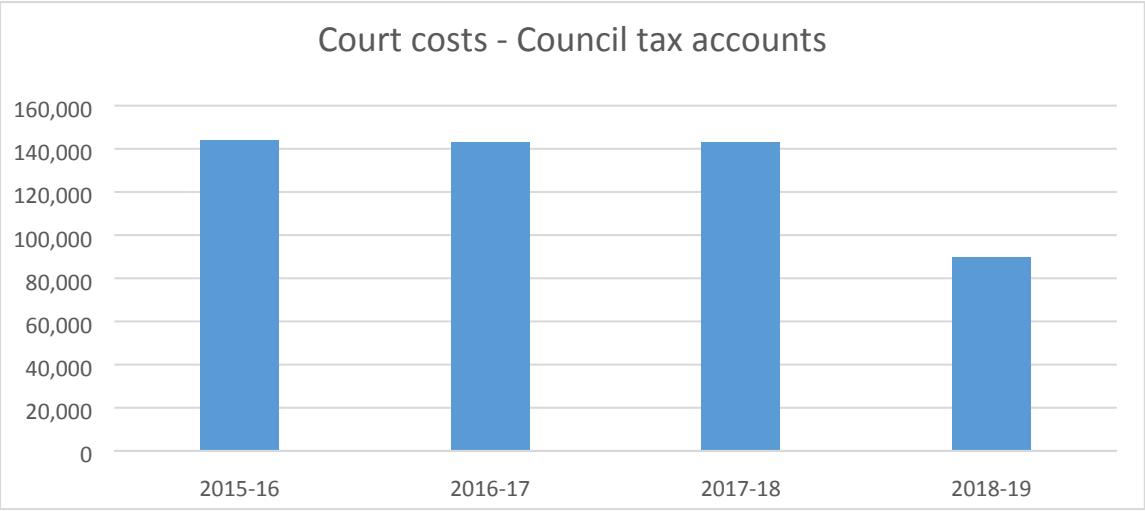
Recovery procedures and the Court timetable for Council Tax is agreed in advance and ensures that all taxpayers are treated fairly and objectively.

If an account holder receives a summons it is because they have not ensured that we have received payments in accordance with notices that have been sent (e.g. the Demand and Reminder Notices).

The Council can ask the Magistrates to issue a 'liability order' if a debtor owes unpaid Council Tax and this is a legal demand for payment. The account holder is allowed to go to the court and give reasons for not paying if they wish and the Council is entitled to request costs be ordered against any payment defaulters to go towards the cost of collection of the debt.

2. Prior years analysis, current financial year projections

Court Costs added to council tax accounts are collected by West Lindsey District Council



Court Costs added to NNDR accounts is collected by City of Lincoln on our behalf.

3. Pricing

Court costs are fixed annually with the Courts. In 2018/19 the initial Cost of Summons was Council Tax £75 and NNDR £85.

The Council is required to calculate the cost of Summons for Council Tax to ensure the amount charged is reasonable and transparent for court. In July 2018 the Ministry of Justice reduced the charge of the Court due to legislation changes to £0.50 from £3.00, this along with other efficiencies has resulted in a reduction in costs to £70.01. The fee of £75.00 was therefore no longer reasonable and a reduction is required in 2018/19 (with immediate effect) and 2019/20 of £5.00, resulting in a new charge of £70.00. The reduction in 2018/19 has been approved at the Corporate Policy and Resources in the quarter 2 monitoring report.

The same impact is applied to NNDR resulting in a reduction of £2.50 from £85.00 to £82.50.

4. Understanding Customers and Markets

If an account holder receives a summons it is because they have not ensured that we have received payments in accordance with notices that have been sent (e.g. the Demand and Reminder Notices).

5. Proposed Charging

The court costs added to Council Tax accounts and NNDR accounts are both Statutory Fixed. The charges are set in March and are not yet published. For 2019/20 a permanent reduction will be required for both Council Tax and NNDR Court Costs, as detailed above.

6. Recommendation

Members are asked to approve charges for 2019-20 to Council.

Policy and Resources Committee							Revenue Services	
		2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Revenues *								
Court costs added to Council Tax accounts.		£70.00			£70.00	£0.00	£70.00	OS
Court costs added to NNDR accounts.		£82.50			£82.50	£0.00	£82.50	OS

*Charges agreed with Magistrates

FEES AND CHARGES REPORT

APPENDIX 4 - CAR PARKS

1. Service Description

Car parks are operated by the council in Gainsborough and Market Rasen.

New tariffs were introduced for both Gainsborough and Market Rasen. It was decided that Market Rasen's charges would be set at 50% of Gainsborough's, to reflect the improved offer of the larger settlement.

As part of the overall review of parking it was also decided to install new ticket machines in both towns and link these to a data collection system to inform future decisions, including setting new tariffs and understanding demand. The system also allows remote monitoring of the machines serviceability, amount of cash held and number of tickets remaining.

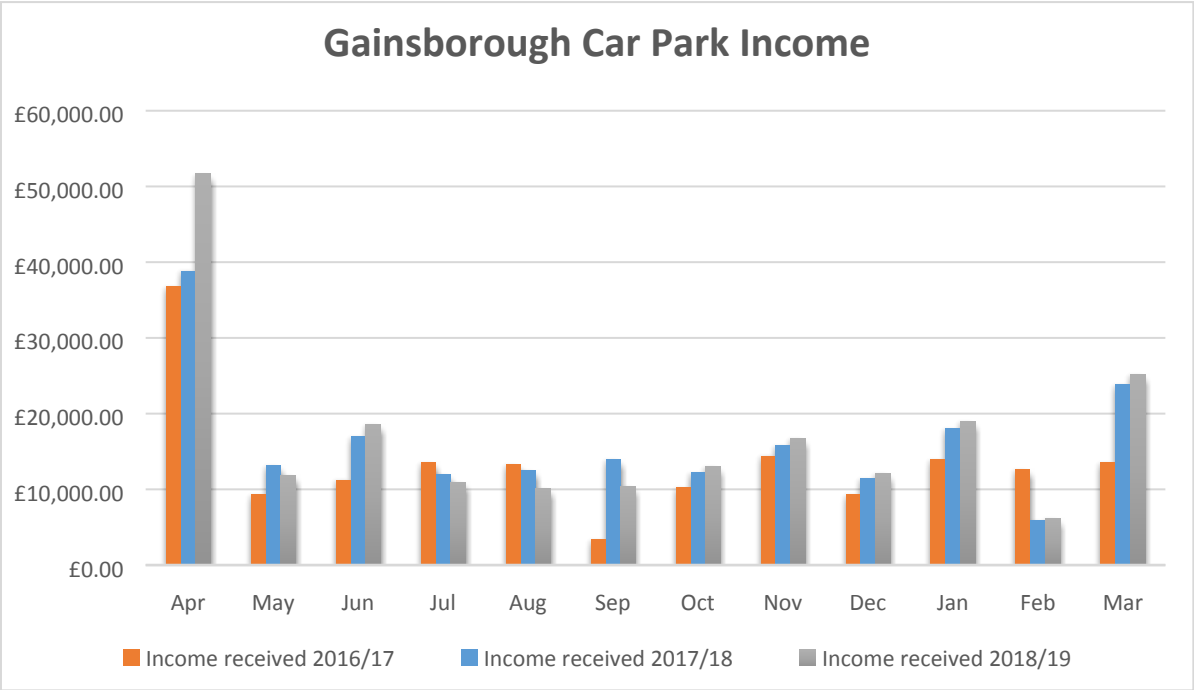
2. Prior years analysis, current financial year projections

The new system was implemented in February 2017 which records the name of the car park used, payments made, volumes of customers split over the chargeable rates. These volumes are been used to plan any future changes to policy and pricing.

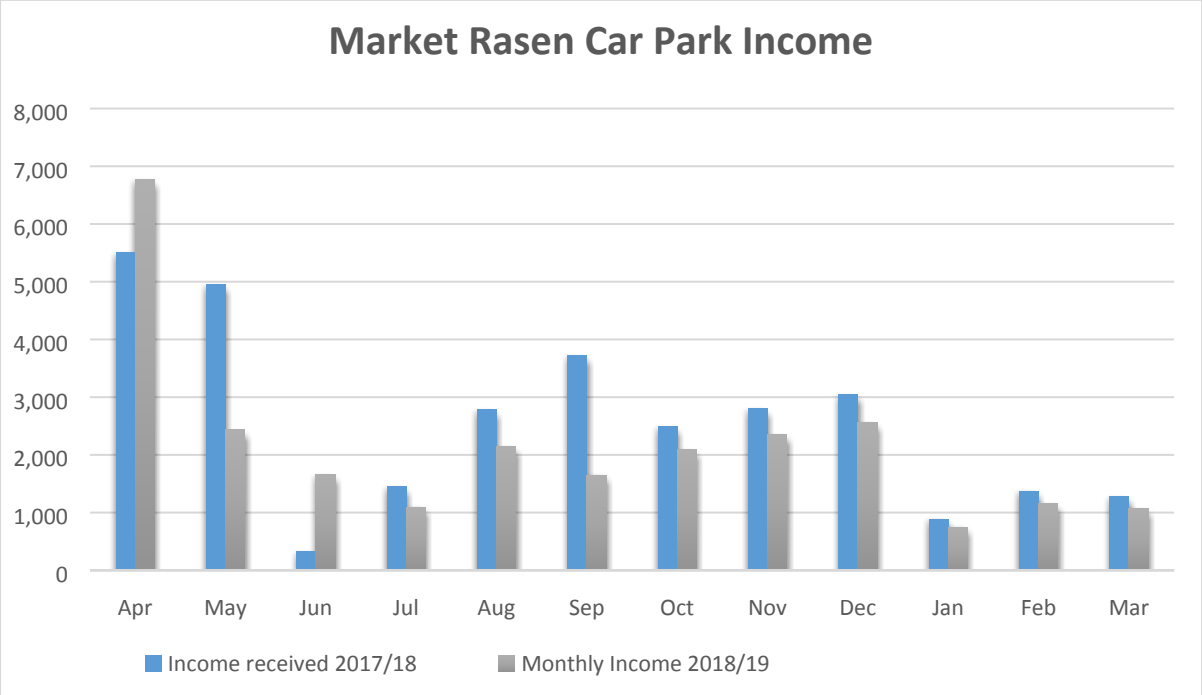
Current proposals for rates estimated to be at zero costs to WLDC, rates for permit holders are increasing but gains offset by the free parking offers.

The tables below illustrate:

Gainsborough combined income (Carparks + Permits) 2016/17, 2017/18 and 2018/19 actuals to September, estimates to year end.



Market Rasen combined income (Carparks + Permits) 2017/18 and 2018/19 actuals to September, estimates to year end.



The table below highlights actual income achieved collectively over the carparks over the last three financial years (estimated for 2018/19)

	Total	Budget	Under/(over)
*Income received 2016/17	161,631	235,900	74,269
Income received 2017/18	225,135	262,700	37,565
Income received 2018/19	231,273	301,900	70,627

**Gainsborough Only - No charges for Market Rasen*

3. Pricing

The car parking function is dependent on market demand and developers viability in addition to the economy and cost.

Current Fees have covered the costs of running the car parks in addition to funding any capital charges in relation to investment in car parks over the current Medium Financial Plan.

Recent benchmarking arrived at the conclusion that car park fees are in the mid-range except for parking permits where our fees are considerably lower, with both Gainsborough and Market Rasen Car Parking both having a 2 year staged uplift to reach the target level which is capped at 45% and 50% respectively of daily tariffs.

The bus station allocated stand charges will be increased by RPI, currently 3.4%.

4. Understanding Customers and Markets

The new machines installed in Gainsborough in August 2016 and installed in Market Rasen in February 2017, support a data collection system which will provide excellent information on usage going forward and are a key tool in assessing future fees and charges.

This financial year has seen an increase in permit sales with a similar fall in pay and display tickets. The impact of the demolition of the multi-storey car park has also had an impact on availability of spaces within Gainsborough Town Centre. There has been some relief to this impact by securing an additional 50 car parking spaces via a lease with Tesco. These are being utilised by permit holders.

5. Proposed Charges

Charges for Market Rasen have been considered by members of the Prosperous Communities Committee at their meeting on 22 October 2018 and are recommended for implementation.

- Retain first 2 hours free
- Increase the charge for annual season tickets (parking permits) over a two year period.

There is no change to the Gainsborough Car Park charges. These have already been considered and approved as part of the Gainsborough Car Parking Strategy in 2017. 2019/20 will be the second year of a 2 year uplift in annual season tickets.

6. Recommendation

Members are asked to approve charges for the 2019-2020 financial year as detailed below.

Prosperous Communities Committee

Car Parks & Bus Station

		2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Car Parks								
Gainsborough not including Roseway	0-1 hours	£0.00			£0.00	£0.00	£0.00	S
	1-2 hours	£0.92			£0.92	£0.18	£1.10	S
	2-3 hours	£1.33			£1.33	£0.27	£1.60	S
	3-4 hours	£1.67			£1.67	£0.33	£2.00	S
	4-6 hours	£2.75			£2.75	£0.55	£3.30	S
	6+ hours	£3.25			£3.25	£0.65	£3.90	S
Roseway only	0-1 hours	£0.00			£0.00	£0.00	£0.00	S
	1-2 hours	£1.15			£1.15	£0.23	£1.40	S
	2-3 hours	£1.66			£1.66	£0.33	£2.00	S
	3-4 hours	£2.09			£2.09	£0.42	£2.50	S
Market Rasen	0-1 hours	£0.00			£0.00	£0.00	£0.00	S
	1-2 hours	£0.00			£0.00	£0.00	£0.00	S
	2-3 hours	£0.67			£0.67	£0.13	£0.80	S
	3-4 hours	£0.83			£0.83	£0.17	£1.00	S
	4-6 hours	£1.42			£1.42	£0.28	£1.70	S
	6+ hours	£1.67			£1.67	£0.33	£2.00	S
Annual Season Tickets								
Gainsborough only	Mon-Sat	£360.00	41.7%	£150.00	£510.00	£102.00	£612.00	S
	Mon-Sat (If paid by monthly DD)	£300.00	46.7%	£140.00	£440.00	£88.00	£528.00	S
	Mon-Fri	£290.00	48.3%	£140.00	£430.00	£86.00	£516.00	S
	Mon-Fri (If paid by monthly DD)	£240.00	45.8%	£110.00	£350.00	£70.00	£420.00	S
Market Rasen Only	Mon-Sat	£88.68	103.0%	£91.32	£180.00	£36.00	£216.00	S
	Mon-Sat (If paid by monthly DD)	£76.68	95.6%	£73.32	£150.00	£30.00	£180.00	S
	Mon-Fri	£75.43	92.2%	£69.57	£145.00	£29.00	£174.00	S
	Mon-Fri (If paid by monthly DD)	£62.18	93.0%	£57.82	£120.00	£24.00	£144.00	S
Penalty Charge Notice								
Higher Rate		£70.00			£70.00	£0.00	£70.00	OS
Higher rate discounted if paid within 14 days		£35.00			£35.00	£0.00	£35.00	OS
Lower Rate		£50.00			£50.00	£0.00	£50.00	OS
Lower rate discounted if paid within 14 days		£25.00			£25.00	£0.00	£25.00	OS

Penalty Charge Notices have replaced the Excess Charge Notice.
The Traffic Management Act 2004 has introduced differential Penalty Charge Notices.
Notices are categorised as 'Higher' or 'Lower' dependent on the severity of the parking infringement.
Higher penalties are payable at £70 and lower penalties at £50. These categories are as determined in National Guidance.

Electric Vehicle Charging								
Roseway car park (2 charging bays)	charge per kWh	£0.25			£0.25	£0.05	£0.30	S
Bus Station								
Allocated stand	Per quarter for first stand	£288.65	3.4%	£9.85	£298.50	£0.00	£298.50	X
	Per quarter for second stand	£177.10	3.4%	£6.40	£183.50	£0.00	£183.50	X
Registered Casual Users Per Quarter		£54.05	3.4%	£1.95	£56.00	£0.00	£56.00	X

FEES AND CHARGES REPORT

APPENDIX 5 - CEMETERY SERVICES

1. Service Description

West Lindsey District Council currently maintains 2 open cemeteries – Legsby Road, Market Rasen and School Lane, Springthorpe.

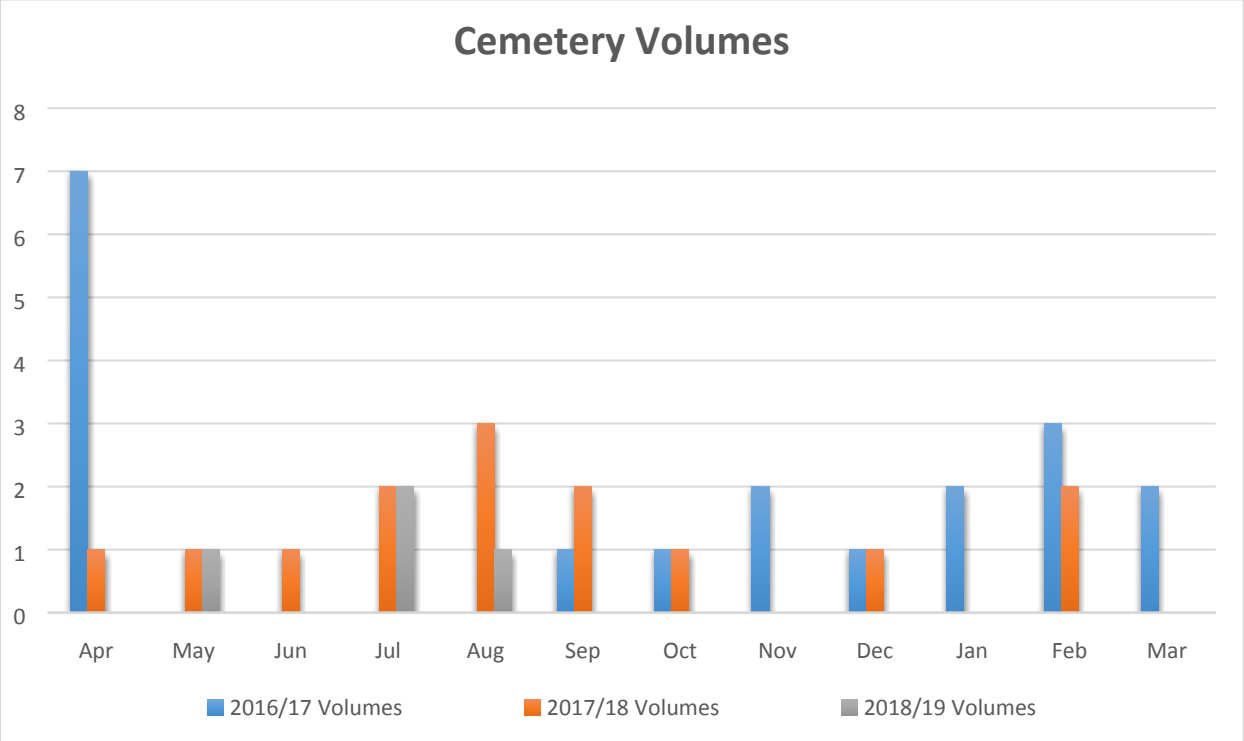
Costs for maintaining the grounds at these sites have been steadily increasing, but the income received from the sites is small and therefore the council heavily subsidise these areas.

There are two service charges applied to the cemeteries:

- Exclusive Right of Burial (EROB) – allocation of grave space for period of 99 years
- Memorials and inscriptions – permission for erection of memorial or adding of inscription to existing memorial

2. Prior years analysis – Current financial years estimates

These are small local cemeteries and the number of burials is very low. The table below illustrates volumes for 2016-17, 2017-18 and actuals to September 2018.



3. Pricing

Recent benchmarking shows the fees set for this services are now more in alignment with other areas. The 2018-19 approved increase was the final step towards the charges set by other Councils. The 2019-20 proposal is to increase fees by RPI rounded to the nearest 50p apart from Exclusive right of Burial child up to 12 years which we have frozen at £100.

4. Understanding Customers and Markets

The table below shows the last 3 financial year volumes data for burials for West Lindsey District Council and volumes to 31st August for the current year. There has been a decrease in numbers over the last financial year.

The service is one that is linked to the demographics of the area and the space available.

Financail Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
2015/16	0	0	5	0	2	3	1	0	1	2	3	5	**22**
2016/17	7	0	0	0	0	1	1	2	1	2	3	2	**19**
2017/18	1	1	1	2	3	2	1	0	1	0	2	0	**14**
2018/19	0	1	0	2	1								**4**

5. Proposed Charges

The proposed charges are outlined in the table below.

6. Recommendation

Members are reminded of the charges approved for the 2018-2019 financial year as detailed below.

Prosperous Communities Committee								Cemeteries
		2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Exclusive Rights of Burial in Earthen Graves								
Single Grave not exceeding 9' x 4'		£575.00	3.4%		£594.50	£0.00	£594.50	OS
Grave not exceeding 9' x 4' for double/triple interments		£805.00	3.4%		£832.50	£0.00	£832.50	OS
Cremated remains only grave not exceeding 4' 6" x 4'		£345.00	3.4%		£356.50	£0.00	£356.50	OS
Exclusive Right of Burial single (50 years)		£287.50	3.4%		£297.50	£0.00	£297.50	OS
Exclusive Right of Burial double (50 years)		£402.50	3.4%		£416.00	£0.00	£416.00	OS
Exclusive Right of Burial triple (50 years)		£450.00	3.4%		£465.50	£0.00	£465.50	OS
Exclusive Right of Burial double (99 years)		£805.00	3.4%		£832.50	£0.00	£832.50	OS
Exclusive Right of Burial triple (99 years)		£900.00	3.4%		£930.50	£0.00	£930.50	OS
Cremated remains only - Exclusive Right of Burial child up to 12 years		£100.00			£100.00	£0.00	£100.00	OS
Exhumation								
Body		£500.00	3.4%		£517.00	£0.00	£517.00	OS
Cremated remains		£250.00	3.4%		£258.50	£0.00	£258.50	OS
Monuments, Gravestones, Tablets & Monumental Inscriptions (Permission to erect)								
The right to erect or place on a grave or vault	A headstone not exceeding 3 feet in height	£99.00	3.4%		£102.50	£0.00	£102.50	OS
	A vase or tablet not exceeding 12 inches in height by 12 inches in width at the head of the grave	£66.00	3.4%		£68.00	£0.00	£68.00	OS
	For each inscription after the first	£41.00	3.4%		£42.50	£0.00	£42.50	OS
	Headstone over 3ft but under 4ft	£250.00	3.4%		£258.50	£0.00	£258.50	OS
	Flat stone (not exceeding 12" x 18")	£102.00	3.4%		£105.50	£0.00	£105.50	OS
	vase (up to 12" in height) (fixed)	£92.00	3.4%		£95.00	£0.00	£95.00	OS
	Plaque (not exceeding 12" x 6")(fixed)	£92.00	3.4%		£95.00	£0.00	£95.00	OS
	Memorial figurine (over 12" but under 24" fixed)	£110.00	3.4%		£113.50	£0.00	£113.50	OS
Cremation	Headstone up to 18 inches	£115.00	3.4%		£119.00	£0.00	£119.00	OS
	Headstone 18 inches to 3ft	£138.00	3.4%		£142.50	£0.00	£142.50	OS
	Flat stone (not exceeding 12" x 12")	£92.00	3.4%		£95.00	£0.00	£95.00	OS
	small vase (up to 6" in height)(fixed)	£50.00	3.4%		£51.50	£0.00	£51.50	OS
	Plaque (not exceeding 8" x 4")(fixed)	£50.00	3.4%		£51.50	£0.00	£51.50	OS
	Memorial figurine (not exceeding 12" fixed)	£92.00	3.4%		£95.00	£0.00	£95.00	OS
Registration Fees								
Per certified copy of a certificate of grant of exclusive right of burial		£66.00	3.4%		£68.00	£0.00	£68.00	OS
Per certified copy of entry in Register of Burials		£66.00	3.4%		£68.00	£0.00	£68.00	OS
Copies of Certificates								
Permission to plant memorial tree		£75.00	3.4%		£77.50	£0.00	£77.50	OS
Permission to install memorial seat		£75.00	3.4%		£77.50	£0.00	£77.50	OS
Burial grounds at Market Rasen & Springthorpe								

FEES AND CHARGES REPORT

APPENDIX 6 - ENVIRONMENT SERVICES

1. Description of service

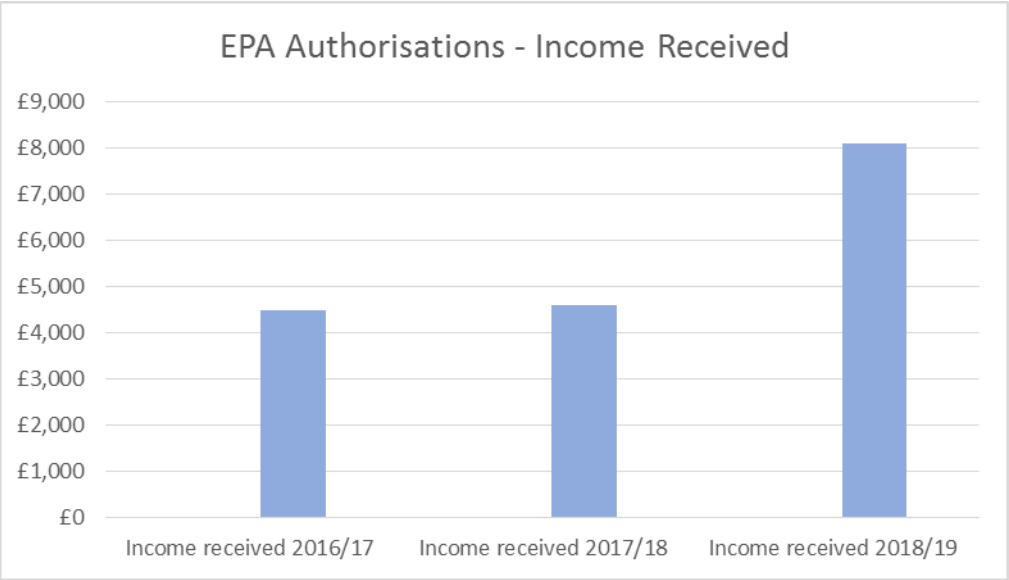
The Environmental Regulatory Service has a number of Fees and Charges namely;

- **Statutory Fees**
  - Environmental Services – Part B installations & Mobile plant and solvent emission activities.
  - Environmental Services – Part A (2) installations & small waste incineration plant.
  - Private water Supply Work – all fees are set as a maximum charge.
  - Request for Information

- **Non Statutory Fees**
  - Health Certificate
  - Food Advisory service
  - Food Hygiene Re-inspection

2. Prior years analysis, current financial year projections

The graph below demonstrates the total income received by the service for statutory fees over the last 3 years. All years reflects actual income, received in May each year.



Statutory Fees are set at a maximum and cannot be increased.

All works are charged the actual time taken up to the maximum. In the last 12 months the maximum fee set by statute has been sufficient to cover costs.

Private Water Supply Work – a statutory flat fee was charged up to 2018/19, however from 2019/20 this has been changed to a maximum hourly charge, and therefore appears as a reduction in the fees and charges schedule. The impact on the budget will be reviewed during 2019/20.

Non Statutory:

Non Statutory Income generated for 2017/18 totalled £6,900 (including health certificates).

3. Pricing

Statutory Fees

These charges are all set by DEFRA. The charges for 2019/20 will be set in January 2019 and the schedule of charges will be updated to reflect any changes.

All works undertaken are charged on a case by case basis, costed on the actual time taken up to a maximum charge that is set by statute. In the last 12 months the maximum fee set by statute has been sufficient to cover costs.

Non statutory Fees

These remain in line with 2018/19 and are based on full cost recovery.

4. Understanding Customers and Markets

The majority of fees and charges are statutory and set by the Government and therefore there is limited scope to reflect market conditions.

Where development takes place or industry grows there is scope for the customer base to increase. Proactive work in regards to the identification of premises where fees may be charged is ongoing.

5. Proposed Charges

Statutory charges will be applied in accordance with legislation. Statutory charges are set by DEFRA and 2019/20 rates are not released until February 2019. The fees and charges schedule will be updated to reflect any changes at that time.

Non statutory amendments:

Private Water Supply Work – Due to new legislation the costs for Private Water Supply Work have been changed from a set fee to a maximum hourly rate which has been calculated to achieve full cost recovery of officer time.

Diary Refill – Costs reduced from £15 to £6 to reflect the true cost.

Updated hygiene score sticker – fee has been removed as the request for this service are minimal and it is not deemed necessary to charge for it.

6. Recommendation

Members are requested to recommend to Council the charges for 2019/20 as set out below.

Prosperous Communities Committee | **Environment Services Local Air Pollution**

All charges are set by DEFRA		2018/19 £	Proposed Increase % Type	or £	2019/20 £	VAT Amount £	2019/20 Charge Inc. VAT £	VAT Rate
Application Fee								
- Standard Process		£1,650.00			£1,650.00	£0.00	£1,650.00	OS
- Additional fee for operating without a permit		£1,137.00			£1,137.00	£0.00	£1,137.00	OS
- Reduced fee activities		£155.00			£155.00	£0.00	£155.00	OS
- Reduced fee activities: Additional Fee for operating without a permit		£68.00			£68.00	£0.00	£68.00	OS
- Mobile Screening and crushing plant		£1,579.00			£1,579.00	£0.00	£1,579.00	OS
- For the third to seventh applications		£943.00			£943.00	£0.00	£943.00	OS
- For the eighth and subsequent applications		£477.00			£477.00	£0.00	£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	£772.00			£772.00	£0.00	£772.00	OS
	Medium	£1,161.00			£1,161.00	£0.00	£1,161.00	OS
	High	£1,747.00			£1,747.00	£0.00	£1,747.00	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	£79.00			£79.00	£0.00	£79.00	OS
	Medium	£158.00			£158.00	£0.00	£158.00	OS
	High	£237.00			£237.00	£0.00	£237.00	OS
- PVR I & II Combined	Low	£113.00			£113.00	£0.00	£113.00	OS
	Medium	£226.00			£226.00	£0.00	£226.00	OS
	High	£341.00			£341.00	£0.00	£341.00	OS
- Vehicle refinishers	Low	£228.00			£228.00	£0.00	£228.00	OS
	Medium	£365.00			£365.00	£0.00	£365.00	OS
	High	£548.00			£548.00	£0.00	£548.00	OS
- Odorisation of natural gas	Low	£76.00			£76.00	£0.00	£76.00	OS
	Medium	£151.00			£151.00	£0.00	£151.00	OS
	High	£227.00			£227.00	£0.00	£227.00	OS
- Mobile Screening and crushing plant 1st to 2nd Permits	Low	£626.00			£626.00	£0.00	£626.00	OS
	Medium	£1,034.00			£1,034.00	£0.00	£1,034.00	OS
	High	£1,551.00			£1,551.00	£0.00	£1,551.00	OS
- Mobile Screening and crushing plant 3rd to 7th Permits	Low	£385.00			£385.00	£0.00	£385.00	OS
	Medium	£617.00			£617.00	£0.00	£617.00	OS
	High	£924.00			£924.00	£0.00	£924.00	OS
- Mobile Screening and crushing plant 8th and Subsequent permits	Low	£198.00			£198.00	£0.00	£198.00	OS
	Medium	£314.00			£314.00	£0.00	£314.00	OS
	High	£473.00			£473.00	£0.00	£473.00	OS
Where a part B installation is subject to reporting under the E-PRTR regulation an additional charge of £99 applies.								
Transfer and Surrender								
- Transfer		£162.00			£162.00	£0.00	£162.00	OS
- Partial transfer		£476.00			£476.00	£0.00	£476.00	OS
- New operator at low risk reduced fee		£75.00			£75.00	£0.00	£75.00	OS
- Reduced fee activities: Partial transfer		£45.00			£45.00	£0.00	£45.00	OS
Substantial Change								
- Standard Process		£1,005.00			£1,005.00	£0.00	£1,005.00	OS
- Standard process where the substantial change results in a new PPC activity		£1,579.00			£1,579.00	£0.00	£1,579.00	OS
- Reduced fee activities		£98.00			£98.00	£0.00	£98.00	OS
Subsistence charges can be paid in four equal instalments at an additional cost of £38 p.a.								

Prosperous Communities Committee

Environment Services Local Air Pollution continued

All charges are set by DEFRA		2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Request for Information / Document Disclosure where Charging is Permitted	Minimum per request plus cost of materials	£72.00			£72.00	£0.00	£72.00	OS
	Thereafter per hour	£42.00			£42.00	£0.00	£42.00	OS
Health Certificates		£52.00			£52.00	£0.00	£52.00	OS
Food Premises Register	Per page	£3.00			£3.00	£0.00	£3.00	OS
SFBB Pack	(including diary)	£10.00			£10.00	£0.00	£10.00	OS
Diary Refill		£15.00		-£9.00	£6.00	£0.00	£6.00	OS
* Private Water Supply Work	Cost Recovery - Mileage (Per Mile)			£0.40	£0.40	£0.00	£0.40	OS
	*Risk assessment - Maximum Hourly Charge	£500.00		-£458.53	£41.47	£0.00	£41.47	OS
	*Sampling (each visit) - Maximum Hourly Charge	£100.00		-£58.53	£41.47	£0.00	£41.47	OS
	*Investigation - Maximum Hourly Charge	£100.00		-£58.53	£41.47	£0.00	£41.47	OS
	*Granting an authorisation (each authorisation) - Maximum Hourly Charge	£100.00		-£62.73	£37.27	£0.00	£37.27	OS
	Analysing a sample:-							
	Full Laboratory Costs	£25.00			as per laboratory costs	£0.00	£0.00	OS
	Full Courier Charges	£100.00			as per laboratory costs	£0.00	£0.00	OS
Food Advisory	Charge for a visit (up to a maximum 2 hours contact tin	£130.00			£130.00	£0.00	£130.00	OS
	Charge for additional hours	£42.00			£42.00	£0.00	£42.00	OS
Food Hygiene Rating Scheme	Re-inspections	£160.00			£160.00	£0.00	£160.00	OS
Health Act 2006	Smoking in a smoke free place	£50.00			£50.00	£0.00	£50.00	OS
	Failure to display no smoking sign	£200.00			£200.00	£0.00	£200.00	OS

* Private Water Supply Work 19/20 moved from a flat fee to a maximum hourly rate.

FEES AND CHARGES REPORT

APPENDIX 7 – FIXED PENALTY NOTICES

Community Safety

1. Service Description

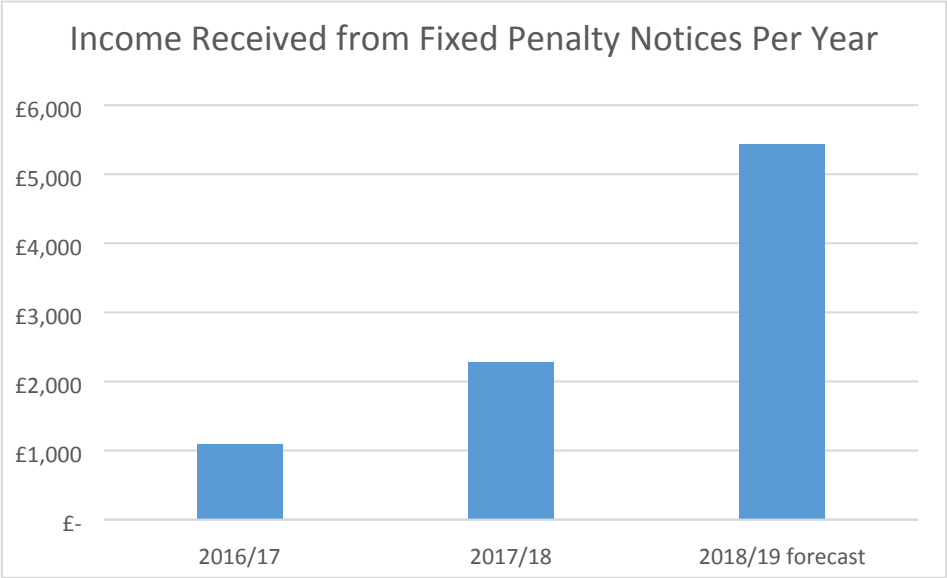
Fixed Penalty Notices (FPNs) are used to tackle specific problems associated with enviro- crime and anti-social behaviour. These charges are in the main set by statute and where appropriate set locally by the Council.

These charges are levied at a rate relevant to the specific incident and are used as an immediate deterrent to reduce the number of incidents in specific areas.

The vast majority of the fees are statutory and set by central government with a range between minimum and maximum full penalties.

2. Prior years analysis, current financial year projections

The graph below illustrates the levels of income achieved in previous financial years. As you can see this is a very low volume/income service with the majority of charges being statutory. Any variations in fees within our control would not generate a material surplus/loss within this area. The Income for 2018/19 is also actuals, there is no expectation to receive further income this financial year.



3. Pricing

The maximum charge allowed, as set by Government, for failure to comply with a waste receptacles notice has been increased.

Understanding Customers and Markets

The approach taken in regards to enviro-crime specifically is currently under review and with it the use of Fixed Penalty Notices for enforcement. It is likely that the Council will enhance its use of Fixed Penalty Notices over the coming months to tackle specific areas where these incidents occur on a regular basis.

4. Proposed Charges

The charging schedule sets out where fees are set by statute and where fees are set by the Council. It is proposed that the fees set by the Council remain the same as post analysis they are deemed to cover the costs that are incurred within the service.

Statutory charges will be applied in accordance with legislation.

5. Recommendation

Members are requested to recommend to Council the charges for 2019/20 as set out below.

Prosperous Communities Committee

Fixed Penalty Notices

		2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Depositing Litter	Fee set by Government - payable within 14 days of issue	£75.00			£75.00	£0.00	£75.00	OS
	Fee set by Government - discounted if paid within 10 days	£50.00			£50.00	£0.00	£50.00	OS
Failure to produce Waste Documents	Fee set by Government - payable within 14 days of issue	£300.00			£300.00	£0.00	£300.00	OS
Failure to produce Authority to Transport Waste	Fee set by Government - payable within 14 days of issue	£300.00			£300.00	£0.00	£300.00	OS
Unauthorised Distribution of Free Printed Matter	Fee set by Government - payable within 14 days of issue	£75.00			£75.00	£0.00	£75.00	OS
Failure to comply with a **Domestic** Waste Receptacles Notice	Fee set by Government - payable within 14 days of issue	£75.00		£25.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£60.00		£15.00	£75.00	£0.00	£75.00	OS
Failure to comply with an **Industrial and Commercial** Waste Receptacles Notice	Fee set by Government - payable within 14 days of issue	£100.00			£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00			£75.00	£0.00	£75.00	OS
Abandoning a Vehicle	Fee set by Government - payable within 14 days of issue	£200.00			£200.00	£0.00	£200.00	OS
Nuisance Parking	Fee set by Government - payable within 14 days of issue	£100.00			£100.00	£0.00	£100.00	OS
Anti Social Behaviour Crime and Policing Act 2014 - Community Protection Notice	Fee set by Government - payable within 14 days of issue	£100.00			£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00			£75.00	£0.00	£75.00	OS
Anti Social Behaviour Crime and Policing Act 2014 - Public Space Protection Order	Fee set by Government - payable within 14 days of issue	£100.00			£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00			£75.00	£0.00	£75.00	OS
Fly tipping	Fee set by Government - payable within 14 days of issue	£400.00			£400.00	£0.00	£400.00	OS
High Hedge Fee	Fee set locally	£307.20			£307.20	£0.00	£307.20	OS
Fee for abandoned shopping trolleys	Fee set locally (maximum charge)	£100.00			£100.00	£0.00	£100.00	OS

FEES AND CHARGES REPORT

APPENDIX 8 - LAND CHARGES SERVICES

1. Service Description

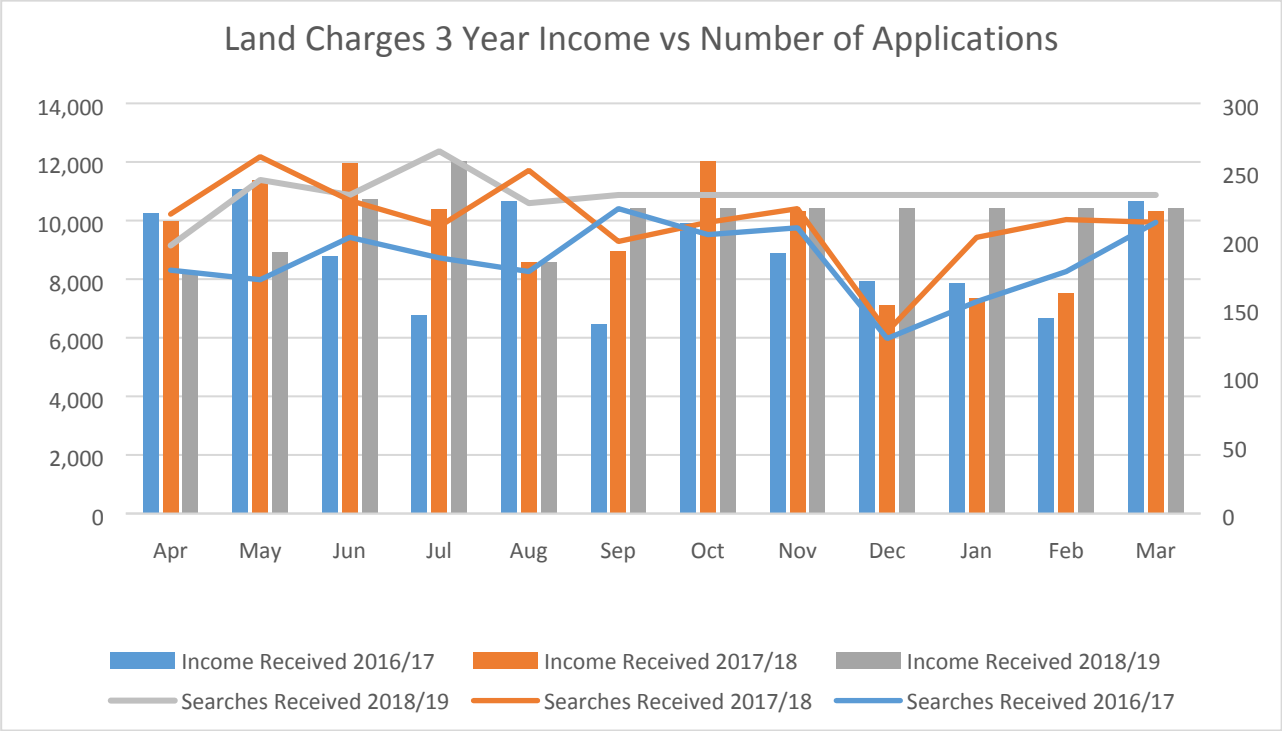
The provision of a public register in the Local Land Charges service is a statutory requirement that provides an income to the authority on a cost recovery basis. The service is a key part of the wider conveyancing process used to buy, sell re-mortgage etc. land and property within England and Wales.

Standard information is requested by conveyancers. This is split into two parts, information that is held within the register (statutory element) and information which forms part of the CON29, which makes reference to the contract that the Law Society and Local Authorities work under when requesting and providing this information.

There is a proposal within the new Infrastructure Act, to centralise the statutory element of the Local Land Charges search and make Land Registry responsible for administering the register. The Local Authority will retain liability and responsibility for information provided from the register.

2. Prior years analysis, current financial year projections

The graph below illustrates the volumes of searches over the last three financial years (please note 2018-19 is an estimate) and the levels of income achieved month by month.



Total income received previous three financial years against budget (2018-19 estimated)

	Total	Budget	Under/(over)
Income received 2016/17	105,938	125,000	19,062
Income received 2017/18	115,905	117,400	1,495
Income received 2018/19	111,800	121,500	9,700

3. Pricing

The service has proposed an increase of 3.4% across all fees and charges within the service area.

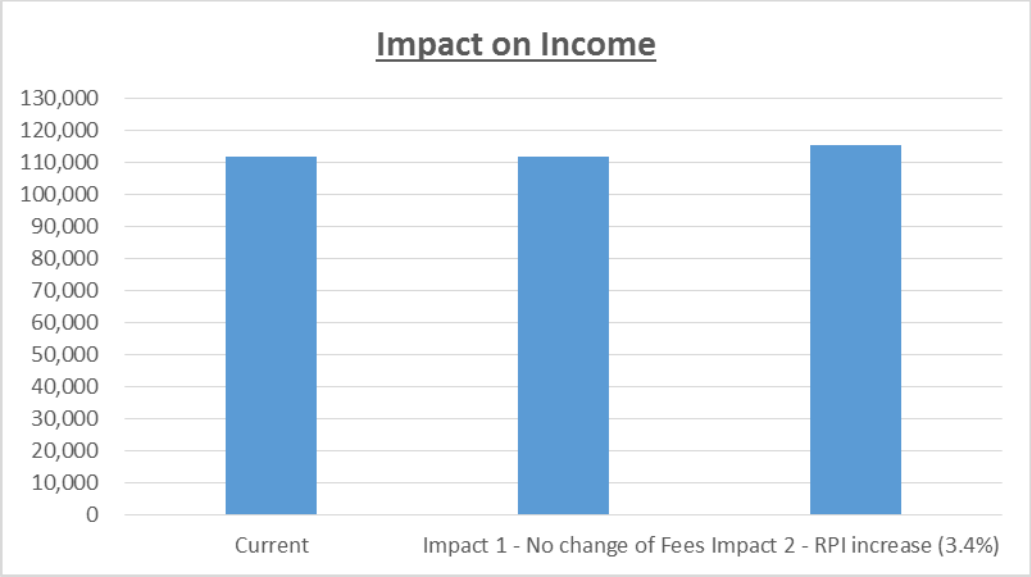
Impact on income of options for fees and charges

Current	111,800
Impact 1 - No change of Fees	111,800
Impact 2 - RPI increase (3.4%)	115,601

Based on 18/19 estimate.

Procedures and processes have had a review for Land Charges in 2018/19 but further improvements are still required to provide a better more improved service to our customers so an in depth review will be undertaken in 2019/20 ready for setting fees in 2020/21.

Therefore we are proposing to only increase fees by RPI for 2019/20.



4. Understanding Customers and Markets

The Local Land Charges service (LLC), over the years has achieved a reputation across the district as being a quality and accurate service. This reputation has been built, primarily, by one person, who has led the service with professionalism, attention to detail and a huge, in depth knowledge of this statutory provision.

A core group of customers have remained loyal to the service because of this, however there has been no formal attempt by the service to increase its market share due to the lack of resilience in service due to the antiquated process and procedures created by the paper based systems.

5. Proposed Charges

For non-statutory charges the Land Charges Service proposes to apply an increase equivalent to RPI (3.4%).

6. Recommendation

Members are requested to recommend to Council the charges for 2019/20 as illustrated below with further work to be undertaken prior to 2020/21 fee setting.

Prosperous Communities Committee

Land Charges

		2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Access to data	Access to information not held on public registers (includes £5 admin fee)	£20.20	3.40%		£21.00	£0.00	£21.00	OS
	Cancellation Fee	£5.40	3.40%		£5.50	£0.00	£5.50	OS
LLC1:	Any one part of the register	£6.60	3.40%		£7.00	£0.00	£7.00	OS
	Whole of the register	£20.20	3.40%		£21.00	£0.00	£21.00	OS
	Per additional parcel (maximum of £16)	£1.20	3.40%		£1.00	£0.00	£1.00	OS
CON 29R	One parcel	£64.60	3.40%		£67.00	£13.40	£80.40	S
	Each additional parcel	£14.30	3.40%		£15.00	£3.00	£18.00	S
	Lincolnshire County Council Fee *	£21.00	3.40%		£21.50	£4.30	£25.80	S
CON 29O								
submitted with CON29R or LLC1	Each printed enquiry	£16.00	3.40%		£16.50	£3.30	£19.80	S
submitted on its own	Each printed enquiry	£16.00	3.40%		£16.50	£3.30	£19.80	S
Administration Fee		£11.40	3.40%		£12.00	£2.40	£14.40	S
Additional Enquiries	Per additional enquiry	£27.60	3.40%		£28.50	£5.70	£34.20	S
Filing a definitive certificate of the Lands Tribunal		£2.70	3.40%		£3.00	£0.00	£3.00	OS
Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to these rules)		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

FEES AND CHARGES REPORT

APPENDIX 9 - LICENSING SERVICES

1. Service description

The Licensing service processes many different types of licences, (the majority of which but not all) incur a fee for the service we provide and can be broken down into the following categories;

- Licensing Fees – which are statutory set fees dependent upon type of application, the details of which are known by the Team Manager each year. The majority of these are derived from alcohol, entertainment and late night refreshment, all of which are governed by the Licensing Act 2003. It is important to note that the mandatory fees applied under this legislation have not been amended since the regime commenced in 2005 and in some cases we cannot recover our costs. Typically fees within this category are set for the sale of alcohol and entertainment in pubs, clubs, off-licences and supermarkets.

- Licensing Fees – which are totally discretionary gives us the opportunity to set the fees accordingly to recover the costs incurred. Typically fees within this category are set for dog breeding, boarding, pet shops, riding establishments, sex establishments and scrap metal etc.

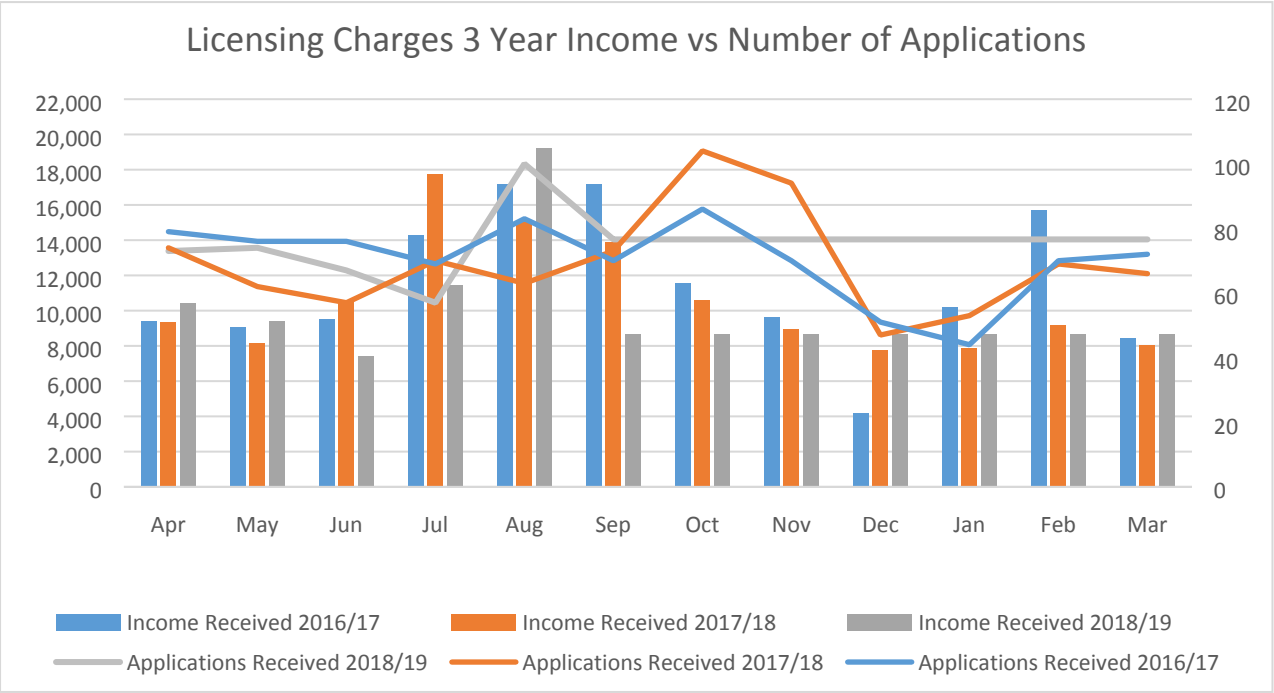
- Licensing Fees – which are partially discretionary which allows us to set the fees to recover costs, however the fees we set are limited to prevent going beyond a statutory ceiling. Typically fees within this category are set for betting shops, betting tracks, bingo and adult gaming premises etc. all of which are governed by the Gambling Act 2005.

- There are also a number of applications that we process whereby we are prevented from setting any fee, such as house to house collections, street collections and some caravan site licences.

Whilst some of the fees are partially statutory charges the authority has the flexibility to set the fee up to a maximum. As with other service areas we are required to comply with the relevant regulations when compiling the fees and must be ready to justify the levels.

2. Prior years analysis, current financial year projections

The graph below illustrates income received v applications received over the last three years (please note that Sept 18 to Mar 19 is a forecast). A full Analysis of fees and charges has been undertaken with a view to achieving full cost recovery. Some fees are limited as they have a price ceiling that we can't go over.



The table below highlights actual income achieved against budget for the last three financial years (estimated for 2018/19).

	Total	Budget	Under/(over)
Income received 2016/17	136,215	131,300	(4,915)
Income received 2017/18	126,811	111,800	(15,011)
Income received 2018/19	120,500	118,500	(2,000)

Many of the fees within the Licensing service are statutory or statutory with a ceiling range as to what we can charge.

3. Pricing

There has been one reduction in Fees charged for the year.

The reduction relates to the scrap metal New/Renewal site fee for the year 2 annual inspection costs, which have been halved.

An inflationary increase has been applied of 3.4% for all non-statutory fees that WLDC have the powers to set.

New legislation came into force with effect from 01 October 2018 which governs Animal Welfare. The legislation is referred to as the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. The new legislation aims to control Dog Breeding, Hiring of Horses, Sale of Animals, and Animal Boarding which includes Dog Day Care and the Exhibition and Training of Animals. Operators will now be inspected and awarded a STAR rating and granted a licence ranging

from 1 to 3 years depending on their risk rating. The previous legislation which governed some of these activities will either be amended or repealed.

Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018											
Previously licensable activity			**Current fee**		**New activity name**			**Proposed fee**			
			Part A					**Part A**	**Part B**		
Dog Breeding		New	£82.00	plus vet fee	**Dog Breeding**		New	£228.00	£102.00	plus vet fee	
		Renewal	£228.00				Renewal	£228.00	£102.00	no vet fee	
Riding Establishment		New/Renewal	£82.00	plus vet fee	**Hiring of Horses**		New/Renewal	£228.00	£102.00	plus vet fee	
Pet Shop		New/Renewal	£182.00		**Sale of Animals**		New/Renewal	£182.00	£102.00	no vet fee	
Home Boarding		New/Renewal	£151.00		**Home Boarding**		New/Renewal	£151.00	£102.00	no vet fee	
Animal Boarding	Cats or dogs	New	£82.00	plus vet fee	**Animal Boarding**	Cats or dogs	New/Renewal	£228.00	£102.00	no vet fee	
	Cats or dogs	Renewal	£228.00								
	Cats and dogs (dual)	New	£82.00	plus vet fee		Cats and dogs (dual)	New/Renewal	£269.00	£102.00	no vet fee	
	Cats and dogs (dual)	Renewal	£269.00								
					Dog Day Care		New/Renewal	£151.00	£102.00	no vet fee	
					Exhibition of Animals		New/Renewal	£151.00	£102.00	no vet fee	
					Appeals to be re-rated				£63.00	per hour or part of	
					Variation to the licence				£63.00	per hour or part of	

The table below illustrates the impact on income of the RPI increase:

Current	120,500
Impact 1 - No change of Fees	120,500
Impact 2 - RPI increase (3.4%)	124,597

4. Understanding Customers and Markets

The service has not carried out any customer satisfaction surveys relative to fee setting. 98% of licence applications are processed within the agreed timescales, the majority of which are from the statutory regime, which in turn have their own set turnaround times which we have to comply with, therefore it is highly unlikely that there is any scope for applicants to pay more for a faster turnaround.

5. Proposed Charges

Statutory charges will be applied in accordance with legislation.

For other charges the Licensing Service proposes to apply inflationary increases of 3.4%.

6. Recommendation

Members are requested to recommend to Council the charges for 2019/20 as illustrated below;

Prosperous Communities Committee

Licensing - Gambling Act

	2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
	£	% Type	or £	£	£	£	
Bingo Premises Licence							
Application Fee for Provisional Statement	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Licence for Provisional Statement Premises	£859.10	3.40%		£888.30	£0.00	£888.30	OS
Application Fee New Premises	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Annual Fee	£796.06	3.40%		£823.10	£0.00	£823.10	OS
Variation of Licence	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Transfer Fee	£826.10	3.40%		£854.20	£0.00	£854.20	OS
Application for Reinstatement	£826.10	3.40%		£854.20	£0.00	£854.20	OS
Adult Gaming Centre							
Application Fee for Provisional Statement	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Licence for Provisional Statement Premises	£859.10	3.40%		£888.30	£0.00	£888.30	OS
Application Fee New Premises	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Annual Fee	£826.10	3.40%		£854.20	£0.00	£854.20	OS
Variation of Licence	£867.00	3.40%		£896.50	£0.00	£896.50	OS
Transfer Fee	£826.10	3.40%		£854.20	£0.00	£854.20	OS
Application for Reinstatement	£826.10	3.40%		£854.20	£0.00	£854.20	OS
Family Entertainment Centre							
Application Fee for Provisional Statement	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Licence for Provisional Statement Premises	£858.00	3.40%		£887.20	£0.00	£887.20	OS
Application Fee New Premises	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Annual Fee	£750.00			£750.00	£0.00	£750.00	OS
Variation of Licence	£867.00	3.40%		£896.50	£0.00	£896.50	OS
Transfer Fee	£796.06	3.40%		£823.10	£0.00	£823.10	OS
Application for Reinstatement	£796.06	3.40%		£823.10	£0.00	£823.10	OS
Betting Premises (Other)							
Application Fee for Provisional Statement	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Licence for Provisional Statement Premises	£858.00	3.40%		£887.20	£0.00	£887.20	OS
Application Fee New Premises	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Annual Fee	£600.00			£600.00	£0.00	£600.00	OS
Variation of Licence	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Transfer Fee	£826.10	3.40%		£854.20	£0.00	£854.20	OS
Application for Reinstatement	£826.10	3.40%		£854.20	£0.00	£854.20	OS
Betting Premises (Tracks)							
Application Fee for Provisional Statement	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Licence for Provisional Statement Premises	£858.00	3.40%		£887.20	£0.00	£887.20	OS
Application Fee New Premises	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Annual Fee	£750.00	3.40%		£775.50	£0.00	£775.50	OS
Variation of Licence	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Transfer Fee	£796.06	3.40%		£823.10	£0.00	£823.10	OS
Application for Reinstatement	£796.06	3.40%		£823.10	£0.00	£796.06	OS

Prosperous Communities Committee

Licensing - Gambling Act

		2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Miscellaneous								
Change of Circumstances		£49.82		£0.18	£50.00	£0.00	£50.00	OS
Fee for Copy of a Licence Under the Gambling Act 2005		£24.00	3.40%		£24.80	£0.00	£24.80	OS
Temporary Usage License		£377.30	3.40%		£390.10	£0.00	£390.10	OS
Unlicensed FEC's & Prize gaming Permits (10 year duration)								
New Gaming Machine Permit (no annual fee)		£300.00			£300.00	£0.00	£300.00	OS
Renewal		£300.00			£300.00	£0.00	£300.00	OS
Change of name on permit		£25.00			£25.00	£0.00	£25.00	OS
Copy of permit		£15.00			£15.00	£0.00	£15.00	OS
New Prize Gaming Permit (no annual fee)		£300.00			£300.00	£0.00	£300.00	OS
Renewal		£300.00			£300.00	£0.00	£300.00	OS
Change of name on permit		£25.00			£25.00	£0.00	£25.00	OS
Copy of permit		£15.00			£15.00	£0.00	£15.00	OS
Club Gaming Permit & Club Machine Permit (10 year duration)								
New grant Club Gaming Permit		£200.00			£200.00	£0.00	£200.00	OS
New grant Club Gaming Permit with Club Premises Certificate (fast track)		£100.00			£100.00	£0.00	£100.00	OS
Renewal		£200.00			£200.00	£0.00	£200.00	OS
Renewal of Club Gaming Permit with Club Premises Certificate (fast track)		£100.00			£100.00	£0.00	£100.00	OS
Annual Fee		£20.00		£30.00	£50.00	£0.00	£50.00	OS
Variation		£100.00			£100.00	£0.00	£100.00	OS
Copy of permit		£15.00			£15.00	£0.00	£15.00	OS
Lotteries								
Society Lottery - New		£40.00			£40.00	£0.00	£40.00	OS
Society Lottery - Renewal		£20.00			£20.00	£0.00	£20.00	OS
Machines in Alcohol Licensed premises - 3 or more machines								
New		£150.00			£150.00	£0.00	£150.00	OS
Annual Fee		£50.00			£50.00	£0.00	£50.00	OS
Transfer		£25.00			£25.00	£0.00	£25.00	OS
Variation		£100.00			£100.00	£0.00	£100.00	OS
Change of name on permit		£25.00			£25.00	£0.00	£25.00	OS
Copy of gaming machine permit		£15.00			£15.00	£0.00	£15.00	OS
Gambling Machine Permit - Up to 2 Machines	One-off fee	£50.00			£50.00	£0.00	£50.00	OS

Prosperous Communities Committee

Licensing

		2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Taxi Licensing (Including Horse Drawn Omnibus)								
Driver's License Application (3Yr)	New/Renewal	£156.00	3.40%		£161.00	£0.00	£161.00	OS
Knowledge Test Fee	New or Lapsed Driver Licenses	£28.00		£5.00	£33.00	£0.00	£33.00	OS
Knowledge Test Fee	Retest	£28.00		£5.00	£33.00	£0.00	£33.00	OS
DBS Check	On New or Renewal	£44.00			£44.00	£0.00	£44.00	OS
DBS Admin Fee*	On New or Renewal	£10.00			£10.00	£2.00	£12.00	S
	**This fee is controlled by LCC and subject to change*							
Vehicle License	New	£249.00			£249.00	£0.00	£249.00	OS
Vehicle License	Renewal	£249.00			£249.00	£0.00	£249.00	OS
Replacement Plate	Plate Only	£27.00	3.40%		£28.00	£0.00	£28.00	OS
Replacement Plate	Plate and Bracket	£36.00	3.40%		£37.00	£0.00	£37.00	OS
Private Hire Operators Licence (5Yr)		£210.00			£210.00	£0.00	£210.00	OS
Transfer of Ownership of Taxi/Private Hire Vehicle License		£25.00	3.40%		£26.00	£0.00	£26.00	OS
Alcohol and Entertainment Licenses		Charges set by Licensing Act 2003						
New Premise Licence								
Category A		£100.00			£100.00	£0.00	£100.00	OS
Category B		£190.00			£190.00	£0.00	£190.00	OS
Category C		£315.00			£315.00	£0.00	£315.00	OS
Category D		£450.00			£450.00	£0.00	£450.00	OS
Category E		£635.00			£635.00	£0.00	£635.00	OS
Large scale application >4999 (minimum fee applies)		£1,000.00			£1,000.00	£0.00	£1,000.00	OS
Variation of Premises Licence		£100 - £635			£100 - £635	£0.00	£100 - £635	OS
Change of DPS or Disapplication of DPS		£23.00			£23.00	£0.00	£23.00	OS
Annual fee demand								
Category A		£70.00			£70.00	£0.00	£70.00	OS
Category B		£180.00			£180.00	£0.00	£180.00	OS
Category C		£295.00			£295.00	£0.00	£295.00	OS
Category D		£320.00			£320.00	£0.00	£320.00	OS
Category E		£350.00			£350.00	£0.00	£350.00	OS
Large scale annual fee >4999 (minimum fee applies)		£500.00			£500.00	£0.00	£500.00	OS
Minor Variation		£89.00			£89.00	£0.00	£89.00	OS
Provisional Statement		£195.00			£195.00	£0.00	£195.00	OS
Register of Interest		£21.00			£21.00	£0.00	£21.00	OS
Copy of Licence		£10.50			£10.50	£0.00	£10.50	OS
Club Premises Certificate - New		£100 - £635			£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Variation		£100 - £635			£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Minor Variation		£89.00			£89.00	£0.00	£89.00	OS
Personal Licence - New		£37.00			£37.00	£0.00	£37.00	OS
Personal Licence - Change of name /address		£10.50			£10.50	£0.00	£10.50	OS
Personal Licence - Copy of Licence (card part, paper part or both)		£10.50			£10.50	£0.00	£10.50	OS
Transfer of Premises Licence		£23.00			£23.00	£0.00	£23.00	OS
Temporary Event Notice		£21.00			£21.00	£0.00	£21.00	OS
Skin Piercing	Premises registration	£174.00	3.40%		£180.00	£0.00	£180.00	OS
	Personal registration	£45.00	3.40%		£47.00	£0.00	£47.00	OS
Street Trading Consents		£170.00	3.40%		£176.00	£0.00	£176.00	OS
Copy of Any License Not Covered by the Licensing Act 2003 or Gambling Act 2005		£25.00	3.40%		£26.00	£0.00	£26.00	OS

Prosperous Communities Committee | **Licensing**

		2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Sale of Animals	New (Part A)	£182.00			£182.00	£0.00	£182.00	OS
	New (Part B)	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS
	Renewal (Part A)	£182.00			£182.00	£0.00	£182.00	OS
	Renewal (Part B)	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS
Animal Boarding Establishments	Cats or Dogs - New (Part A)	£82.00	178.0%	£146.00	£228.00	£0.00	£228.00	OS
	Cats or Dogs - New (Part B)	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS
(Excludes vet fees payable direct to vet)	Cats or Dogs - Renewal (Part A)	£228.00			£228.00	£0.00	£228.00	OS
	Cats or Dogs - Renewal (Part B)	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS
	Dual Usage - New - Admin Fee Only (Part A)	£82.00	228.0%	£187.00	£269.00	£0.00	£269.00	OS
	Dual Usage - New - Admin Fee Only (Part B)	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS
	Dual Usage - Renewal (Part A)	£269.00			£269.00	£0.00	£269.00	OS
	Dual Usage - Renewal (Part B)	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS
	Home Boarding - New (Part A)	£151.00			£151.00	£0.00	£151.00	OS
	Home Boarding - New (Part B)	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS
	Home Boarding - Renewal (Part A)	£151.00			£151.00	£0.00	£151.00	OS
	Home Boarding - Renewal (Part B)	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS
Hiring of Horses	Admin Cost - New or Renewal (Part A) + vet fee	£82.00	178.0%	£146.00	£228.00	£0.00	£228.00	OS
	Admin Cost - New or Renewal (Part B) + vet fee	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS
Dog Breeding	New (part A) + vet fee	£82.00	178.0%	£146.00	£228.00	£0.00	£228.00	OS
	New (part B)	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS
	Renewal (Part A)	£228.00			£228.00	£0.00	£228.00	OS
	Renewal (Part B)	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS
Dog Day Care	New or Renewal (Part A)	£0.00	100.0%	£151.00	£151.00	£0.00	£151.00	OS
	New or Renewal (Part B)	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS
Exhibition Of Animals	New or Renewal (Part A)	£0.00	100.0%	£151.00	£151.00	£0.00	£151.00	OS
	New or Renewal (Part B)	£0.00	100.0%	£102.00	£102.00	£0.00	£102.00	OS
Appeals to be re-rated	per hour or part of	£0.00	100.0%	£63.00	£63.00	£0.00	£63.00	OS
Variation to the licence	per hour or part of	£0.00	100.0%	£63.00	£63.00	£0.00	£63.00	OS
Dangerous Wild Animals (Excluding vet fees)	Vets fees plus admin costs of	£145.00	3.4%	£5.00	£150.00	£0.00	£150.00	OS
Zoos (Excluding vet fees) - payable at 4 yr initial applicatio	Vets fees plus admin costs of	£363.00	3.4%	£12.00	£375.00	£0.00	£375.00	OS
Zoos (Excluding vet fees) - payable at 6 yr intervals	Vets fees plus admin costs of	£517.00	3.4%	£18.00	£535.00	£0.00	£535.00	OS
Zoos Annual Inspection	Officer hourly rate	£61.00	3.4%	£2.00	£63.00	£0.00	£63.00	OS

Prosperous Communities Committee

Licensing

		2018/19	Proposed Increase/decrease		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Scrap Metal								
New/Renewal Collectors fee - 3 yr	Admin/processing of application (part A)	£98.00	3.4%	£3.00	£101.00	£0.00	£101.00	OS
	Document inspection - year 1 (part B)	£35.00	3.4%	£1.00	£36.00	£0.00	£36.00	OS
	Document inspection - year 2 (part B)	£37.00	3.4%	£1.00	£38.00	£0.00	£38.00	OS
	Document inspection - year 3 (part B)	£37.00	3.4%	£1.00	£38.00	£0.00	£38.00	OS
Change of details, name / address		£104.00	3.4%	£4.00	£108.00	£0.00	£108.00	OS
New/Renewal Site fee - 3 yr	Admin/processing of application + initial inspection	£383.00	3.4%	£13.00	£396.00	£0.00	£396.00	OS
	Follow up inspection - year 1	£241.00	3.4%	£8.00	£249.00	£0.00	£249.00	OS
	Annual inspection - year 2	£481.00	-46.6%	-£224.00	£257.00	£0.00	£257.00	OS
	Annual inspection - year 3	£241.00	3.4%	£8.00	£249.00	£0.00	£249.00	OS
Change of site manager		£73.00	3.4%	£2.00	£75.00	£0.00	£75.00	OS
Sex Shop Licences and Sexual Entertainment Venues	Initial application (part A)	£1,825.00	3.4%	£62.00	£1,887.00	£0.00	£1,887.00	OS
	compliance check (part B)	£125.00	3.4%	£4.00	£129.00	£0.00	£129.00	OS
	Renewal (part A)	£298.00	3.4%	£10.00	£308.00	£0.00	£308.00	OS
	compliance check (part B)	£125.00	3.4%	£4.00	£129.00	£0.00	£129.00	OS
	Transfer fee	£395.00	3.4%	£13.00	£408.00	£0.00	£408.00	OS

* 'To comply with legal requirements relevant licence fees are now made up of two parts. Part A is payable upon application, and Part B is only payable if the licence is granted and must be paid prior to the licence being issued. Applicants may, if they wish, pay both parts together at the time of the application but are under no obligation to do so. If an applicant does pay both parts of the fee at the time of the application and the licence is subsequently refused Part B will be refunded.

FEES AND CHARGES REPORT

APPENDIX 10 – GAINSBOROUGH MARKET

1. Service description

Gainsborough general market takes place every Tuesday and Saturday, with stalls located in the Market Place and Silver Street.

The market function is part of Operational Services and is managed on a day to day basis by the Street Cleansing Team Manager.

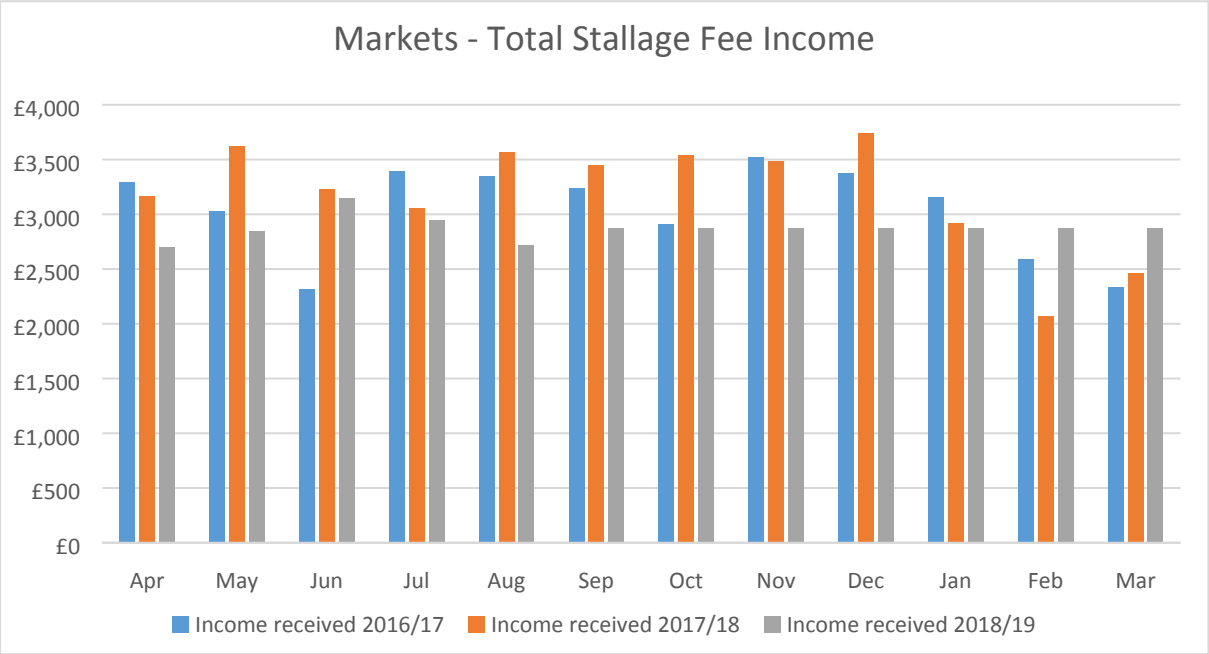
Traders pay their stall fees by monthly invoice and there is no longer a cash collection of rents on market days, however a new electronic method is currently being introduced.

Gainsborough market is a key feature of the town and helps to attract footfall to support the wider shopping area, particularly on a Tuesday. However, consistent with the national picture, Gainsborough market has been in decline in recent years due to changing retail habits. Financial pressures have placed further strain on the resources needed to manage and develop the market.

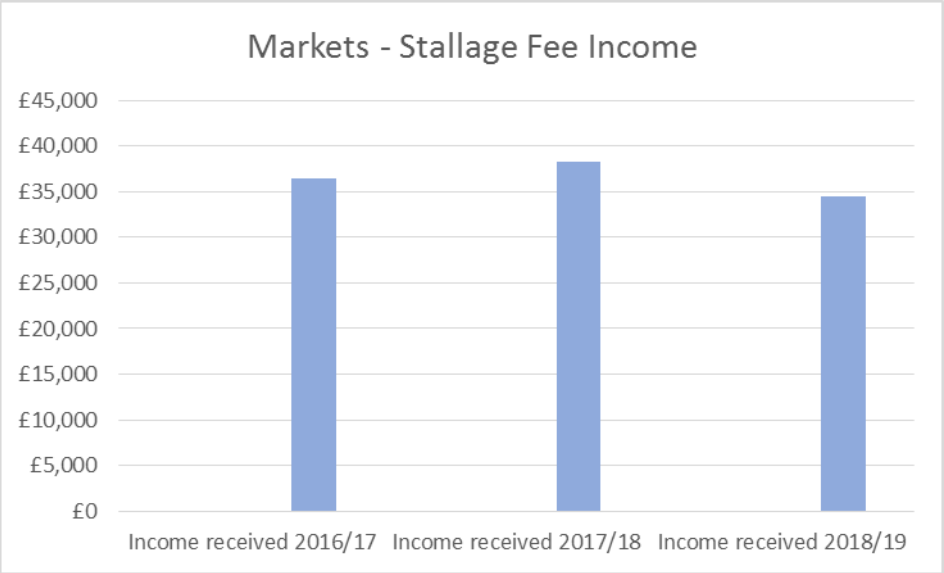
The market is now subject to review and future delivery options are currently being considered by the Council's Prosperous Communities Committee.

2. Prior years analysis, current financial year projections

The graph below illustrates the actual income that has been received over the last three financial year split over months. 2018/19 figures are actuals April to August, with estimates to year end.



Total income received year on year is illustrated below, 2018/19 figures are actuals April to August, with estimates for September to March. (There was impact on income from the adverse weather conditions of 2016/17 with a number of markets being cancelled).



3. Pricing

As outlined above, current trader payment arrangements are via monthly invoice and there is no longer a cash collection of rents on market days. Registered Traders are entitled to 4 weeks annual leave per year, which is deducted from their monthly invoice total.

As the service is currently under review we are not proposing any amendments to fees and charges. If as part of the review the fees and charges are revised we will pick these amendments up and implement the changes.

4. Understanding Customers and Markets

The market has capacity for 91 number of stalls, current levels of occupancy fall significantly short of this level. The number of traders has reduced over the past 3 years and function is currently the subject of an in-depth review by the Prosperous Communities Committee. The aim of this review is to deliver a more efficient and effective service and a range of future delivery options are being considered. It is likely that consultation and further engagement with staff, traders and wider stakeholders will be required as part of this process.

5. Proposed Charges

In light of this ongoing review and given the current decline in numbers, it is proposed to freeze the market stall fees for 2019/20.

6. Recommendation

Members are requested to recommend to Council the charges for 2019/20 as illustrated below;

Prosperous Communities Committee — **Markets**

	2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
	£	% Type	or £	£	£	£	
Gainsborough Market							
Tuesday Market							
Registered Trader							
1 stall	£16.00			£16.00	£0.00	£16.00	X
2 stalls	£27.00			£27.00	£0.00	£27.00	X
3 stalls	£35.00			£35.00	£0.00	£35.00	X
4 stalls	£43.00			£43.00	£0.00	£43.00	X
5 stalls	£51.00			£51.00	£0.00	£51.00	X
Casual Trader							
1 stall	£17.50			£17.50	£0.00	£17.50	X
2 stalls	£35.00			£35.00	£0.00	£35.00	X
3 stalls	£52.50			£52.50	£0.00	£52.50	X
4 stalls	£70.00			£70.00	£0.00	£70.00	X
5 stalls	£87.50			£87.50	£0.00	£87.50	X
Saturday Market							
Registered Trader							
1 stall	£10.00			£10.00	£0.00	£10.00	X
2 stalls	£20.00			£20.00	£0.00	£20.00	X
3 stalls	£25.00			£25.00	£0.00	£25.00	X
4 stalls	£30.00			£30.00	£0.00	£30.00	X
5 stalls	£35.00			£35.00	£0.00	£35.00	X
Casual Trader							
1 stall	£16.50			£16.50	£0.00	£16.50	X
2 stalls	£33.00			£33.00	£0.00	£33.00	X
3 stalls	£49.50			£49.50	£0.00	£49.50	X
4 stalls	£66.00			£66.00	£0.00	£66.00	X
5 stalls	£82.50			£82.50	£0.00	£82.50	X

All new traders offered £7.50 per stall on Saturday for a maximum of 6 months
The 6 month period will be cumulative and will be calculated on a rolling basis for each trader
Once a trader has had 6 months discount no further discounts will be given irrespective of time gap between trading

Other Units (Vending Vans, Trailers etc.)							
Tuesday Market							
Registered Trader	£23.50			£23.50	£0.00	£23.50	X
Casual Trader	£25.50			£25.50	£0.00	£25.50	X
Saturday Market							
Registered Trader	£15.00			£15.00	£0.00	£15.00	X
Casual Trader	£20.00			£20.00	£0.00	£20.00	X

FEES AND CHARGES REPORT

APPENDIX 11 - PLANNING AND DEVELOPMENT SERVICES

1. Service description

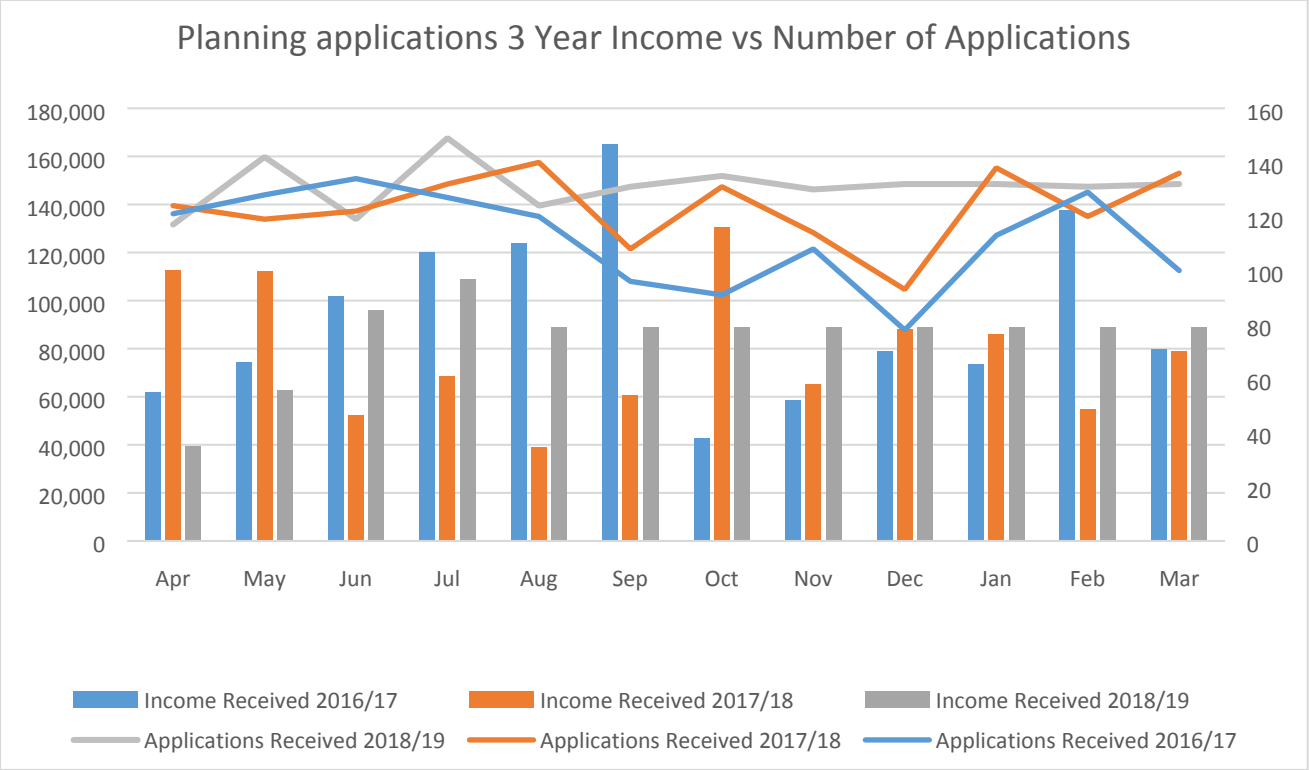
The Planning and Development service has a number of Fees and Charges namely:

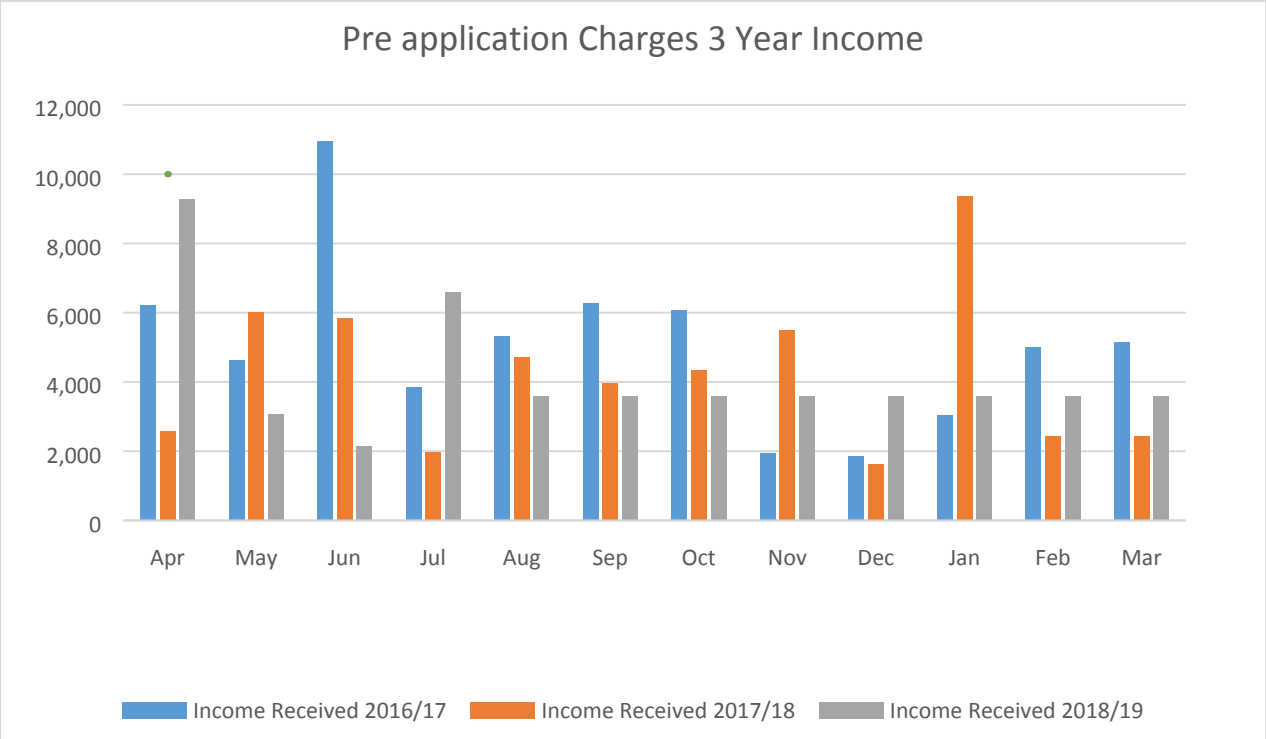
- Planning Application Fees – Statutory set fees by Central Government that are dependent upon type of application. An announcement was made within the Chancellor's Autumn Statement 2017, to increasing planning fees by 20% which was reflected in the approved fees and charges for Planning Services 2018/19. The profession are currently lobbying for local fee setting where costs exceed charge levels.

- Pre Application Advice – enhanced service to improve customer experience and reduce time spent on invalid applications by identifying potential issues prior to plan submission. Fees for this service can be set locally by WLDC.

2. Prior years analysis, current financial year projections

The graphs below illustrate the levels of income achieved (please note that August 18 to March 19 is a forecast) and the volumes of applications for both Planning applications and Pre Application advice.





3. Price

The tables below illustrate the level of income achieved in these areas against budget. Actuals have been used for 2016-17, 2017-18 and an estimate for 2018/19.

	Total	Budget	Under/(over)
Income received 2016/17	1,117,169	836,200	(280,969)
Income received 2017/18	948,609	903,300	(45,309)
Income received 2018/19	942,600	1,130,600	188,000

As the Planning Applications Fees are statutory set we are unable to do any impact analysis

	Total	Budget	Under/(over)
Income received 2016/17	60,399	54,000	(6,399)
Income received 2017/18	50,886	55,200	4,314
Income received 2018/19	59,200	57,200	(2,000)

The intention for the fees charged for Pre Application advice is to increase them by 3.4%, based on the estimated income for 2018/19 this would generate additional income of £2,054.

Current	60,399
Impact 1 - No change of Fees	60,399
Impact 2 - RPI increase (3.4%)	62,453

For the second consecutive year, in 2018/19 the Planning service is forecast to cover its costs and bring in more income to WLDC than the cost of providing the service despite the revised fee income forecast.

During the current financial year there has been a continued focus on reducing overhead service costs. A key part of this has been eliminating the high level of reliance on agency support staff, plus achieving additional savings through changing the method of advertising planning applications and in delivery of the technical support services.

4. Understanding Customers and Markets

During the current financial year the strategic growth agenda has focused on developing key relationships with land owners and developers to restore confidence in the local housing market. Working with partners such at the HCA, the Council has sought to gain a much improved understanding of the local viability pressures that have impacted upon delivery in the past and coupled with this the Council is investing heavily in regeneration and commercial projects. At service level this has involved officers working closely with all of these partners to make sure that the Planning service is fit for purpose and reflects modern industry development needs. On a smaller scale the number of complaints has substantially fallen throughout the year and the focus on improving performance for our customers has ensured that the service has developed with a much sounder understanding of their needs. It is important that successes such as the restored confidence in our pre-application advice service are not undermined by unnecessarily high increases or that we lose our share of this service to the private sector, which is why only the RPI is proposed.

5. Proposed Charges

Statutory charges will be applied in accordance with legislation.

For non-statutory charges the Planning Service proposes to apply an increase equivalent to RPI.

New charges have been added to the fees and charges template relating to the request for written confirmation of compliance with conditions. These charges came in in 2008. For non-material amendments these came in in about 2009. The permission in principle fee was introduced in 2017. Therefore, they are currently being charged in the current year.

6. Recommendation

Members are asked to approve charges for 2019/20 as illustrated below;

The Planning Service are seeking to set ambitious targets but don’t want to frame the service in an unrealistic light as they are not in direct control of the way the development system may evolve over the next few years and the impact of significant factors that will directly affect the development industry, not least the effects of Brexit, are not yet quantifiable.

Prosperous Communities Committee

Pre Application Advice

		2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Development								
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)		£75.00	3.40%		£78.00	£15.60	£93.60	S
Non-residential changes of use including siting of caravans for sites under 1 ha or buildings under 1,000 m^2 (gross)		£161.00	3.40%		£166.00	£33.20	£199.20	S
Non-residential changes of use including siting of caravans for sites of 1 ha or above or buildings of 1,000 m^2 or above (gross)		£281.00	3.40%		£291.00	£58.20	£349.20	S
Development of 1-9 dwellings including changes of use to residential								
	1st dwelling	£193.00	3.40%		£200.00	£40.00	£240.00	S
	Additional dwellings	£107.00	3.40%		£111.00	£22.20	£133.20	S
Development of 10-49 dwellings including changes								
	10th dwelling	£1,165.00	3.40%		£1,205.00	£241.00	£1,446.00	S
	Additional dwellings	£57.00	3.40%		£59.00	£11.80	£70.80	S
Development of 50 or more dwellings								
	minimum fee	£3,492.00	3.40%		£3,611.00	£722.20	£4,333.20	S
With additional fee subject to negotiation dependant on complexity of proposal. Encouragement to adopt a Planning Performance Agreement.								
Non-residential development where no floor space is created.		£103.00	3.40%		£107.00	£21.40	£128.40	S
Non-residential development up to 499 m^2 floor		£141.00	3.40%		£146.00	£29.20	£175.20	S
Non-residential development between 500 and 999 m^2 floor area, or between 0.51ha and 1.0 ha.								
	For 500 m^2 or 0.51ha	£213.00	3.40%		£220.00	£44.00	£264.00	S
	Each additional 100 m^2 or 0.1 ha	£107.00	3.40%		£111.00	£22.20	£133.20	S
Non-residential development between 1,000 and 4,999 m^2 floor area, or between 1.1ha and 2.0ha.								
	For 1,000 m^2 or 1.1ha	£730.00	3.40%		£755.00	£151.00	£906.00	S
	Each additional 100 m^2 or 0.1 ha	£54.00	3.40%		£56.00	£11.20	£67.20	S
Non-residential development of 5,000 m^2 or more or 2.1ha or more.								
	Minimum fee	£2,972.00	3.40%		£3,073.00	£614.60	£3,687.60	S
With additional fee subject to negotiation dependant on complexity of proposal. Encouragement to adopt a Planning Performance Agreement.								
Variation or removal of condition.		£75.00	3.40%		£78.00	£15.60	£93.60	S
Advertisements		£75.00	3.40%		£78.00	£15.60	£93.60	S
Non-householder listed building consent		£146.00	3.40%		£151.00	£30.20	£181.20	S
Additional site visit		£128.00	3.40%		£132.00	£26.40	£158.40	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.
2. Agricultural development and telecommunications are not included as they have their own national notification procedures which dictate whether there is an pre-application process fee or not.
3. Cross boundary pre-application fees will be based upon the amount of development in each authority (if a dwelling straddles the boundary, the authority with the majority its floor space will receive the fee for that dwelling).

Prosperous Communities Committee

Planning Applications Continued

		2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Changes of Use								
A building to more than one dwelling	no. of dwellings 50 or less	£462.00			£462.00	£0.00	£462.00	OS
	more than 50 dwellings, £22,859 and an additional £138 for each dwelling in excess of 50 dwellings subject to maximum in total of £300,000	£138.00			£138.00	£0.00	£138.00	OS
Use of land for deposit of refuse or waste materials or deposit of material remaining after mineral extraction. Use of land for storage of minerals in the	Each 0.1 ha of the site area, where the site does not exceed 15 ha	£234.00			£234.00	£0.00	£234.00	OS
	Where the site exceeds 15 ha £34,934 and an additional £138 for each 0.1 ha in excess of 15ha subject to a maximum in total of £78,000	£138.00			£138.00	£0.00	£138.00	OS
Other material change of use of building or land		£462.00			£462.00	£0.00	£462.00	OS
No Buildings Created								
Ancillary to a dwelling		£206.00			£206.00	£0.00	£206.00	OS
Car parks, service roads, accesses at existing developments		£234.00			£234.00	£0.00	£234.00	OS
Exploratory drilling for oil/gas	Site area not exceeding 7.5 ha (per 0.1 ha)	£508.00			£508.00	£0.00	£508.00	OS
	Where the site exceeds 7.5 ha £38,070 and an additional £151 for each 0.1 ha in excess of 7.5 ha subject to a maximum in total of £300,000	£151.00			£151.00	£0.00	£151.00	OS
Other Operations - Minerals Working	Site area not exceeding 15 ha (per 0.1 ha)	£234.00			£234.00	£0.00	£234.00	OS
	Where the site exceeds 15 ha £34,934 and an additional £138 for each 0.1 ha in excess of 15 ha subject to a maximum in total of £78,000	£138.00			£138.00	£0.00	£138.00	OS
	In any other case £234 for each 0.1 ha of the site, subject to a maximum of £2,028	£234.00			£234.00	£0.00	£234.00	OS
Advertisements								
Relating to the business on the premises		£132.00			£132.00	£0.00	£132.00	OS
Advance direction signs to a business		£132.00			£132.00	£0.00	£132.00	OS
Other advertisements		£462.00			£462.00	£0.00	£462.00	OS
Prior Notifications and Approvals								
Agriculture, forestry or demolition proposals		£96.00			£96.00	£0.00	£96.00	OS
Telecommunications		£462.00			£462.00	£0.00	£462.00	OS
Proposed change of use to state funded school or		£96.00			£96.00	£0.00	£96.00	OS
Proposed change of use of agricultural building to a flexible use within shops, financial and professional services, restaurants and cafes, business, storage		£96.00			£96.00	£0.00	£96.00	OS
Proposed change of use of a building from office use to a dwelling house		£96.00			£96.00	£0.00	£96.00	OS
Proposed change of use of agricultural building to a dwelling house where there are no associated		£96.00			£96.00	£0.00	£96.00	OS
Proposed change of use of agricultural building to a dwelling house and associated building operations		£206.00			£206.00	£0.00	£206.00	OS
Proposed change of use of a building from retail or mixed use retail and residential use to a dwelling house where there are no associated building		£206.00			£206.00	£0.00	£206.00	OS
Proposed change of use of a building from retail or mixed use retail and residential use to a dwelling		£206.00			£206.00	£0.00	£206.00	OS
Permitted development rights removed (Article 4)		£96.00			£96.00	£0.00	£96.00	OS
Other Applications								
Renewal of temporary permission		£0.00	The equivalent planning application fee					OS
Variation or removal of a condition		£234.00			£234.00	£0.00	£234.00	OS
Non-Profit making club, society, organisation or trust, providing sports or recreational facilities		£462.00			£462.00	£0.00	£462.00	OS
Lawful Development Certificates - Existing Developm	For 50 or fewer dwellings	£462.00			£462.00	£0.00	£462.00	OS
	For more than 50 dwellings, £22,859 and £138 for each dwelling over 50 up to a total maximum of £300,000	£138.00			£138.00	£0.00	£138.00	OS
Lawful Development Certificates - Proposed Development		Half the equivalent application fee						OS
Request for written confirmation of compliance with	alterations or extensions to existing dwellings	£34.00			£34.00	£0.00	£34.00	OS
Request for written confirmation of compliance with	In all other areas	£116.00			£116.00	£0.00	£116.00	OS
Non-material amendment	Householder application	£34.00			£34.00	£0.00	£34.00	OS
Non-material amendment	In all other areas	£234.00			£234.00	£0.00	£234.00	OS
Permission in Principle	per 0.1 ha	£402.00			£402.00	£0.00	£402.00	OS

FEES AND CHARGES REPORT

APPENDIX 12 - HOUSING AND COMMUNITIES

1. Description of Service

Housing and Communities has a number of Fees and Charges namely;

- Housing Enforcement Charges
- Mobile Homes
- Selective Licensing

Housing Enforcement Charges

The Housing Act makes provision for the Council to recover its costs when carrying out certain enforcement functions. This is generally in relation to the serving of notices and the carrying out of works in default. A more proactive approach to enforcement is resulting in more cases where charges can be applied, therefore there is more potential to recover certain costs.

The Council can also now issue Civil Penalties for certain housing offences and the income derived from these is ring fenced to resource further private sector housing work.

Mobile Home Fees

The annual inspection of mobile home sites ceased during 2018/19. The decision to cease the annual inspection is based on the resources required to carry out inspections and the level of income that is received. It is not felt, that given the minimal income that is achieved that it is an effective use of officer time.

This does not remove any obligations from the Council in regards to taking any formal enforcement action.

Should the number of sites increase to an amount where the inspections are viable the decision to inspect annually can be revisited.

The Council can also charge for any enforcement work related to these sites and recover its costs accordingly.

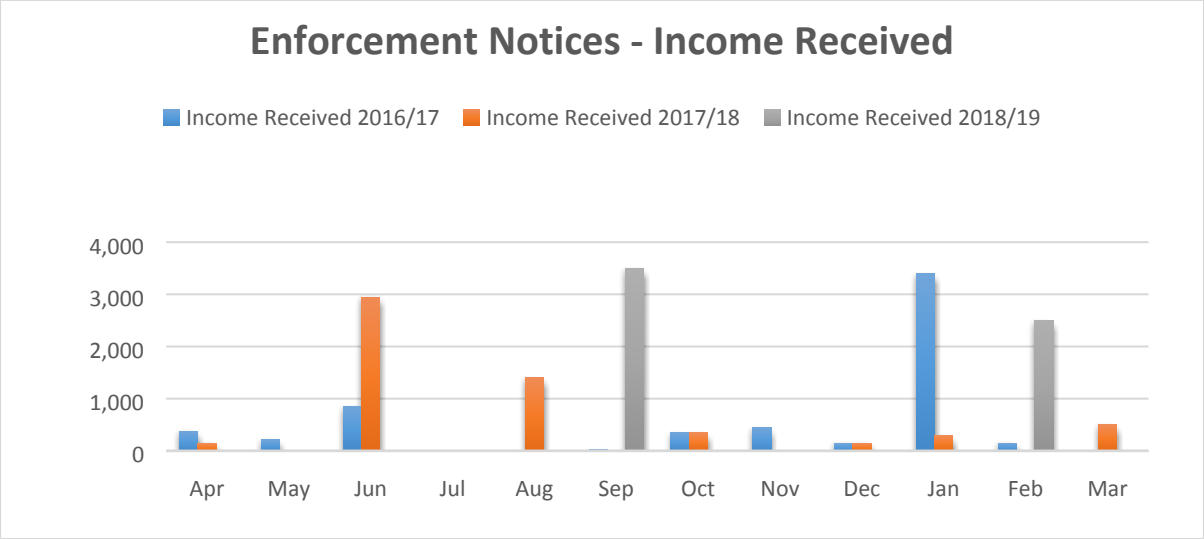
Selective Licensing

This is a new fee that the Council introduced in 2016 for properties in the private rented sector that fall within the designated selective licensing area. This fee is set for a 5 year period at £375 and will not be changed for the duration of the scheme.

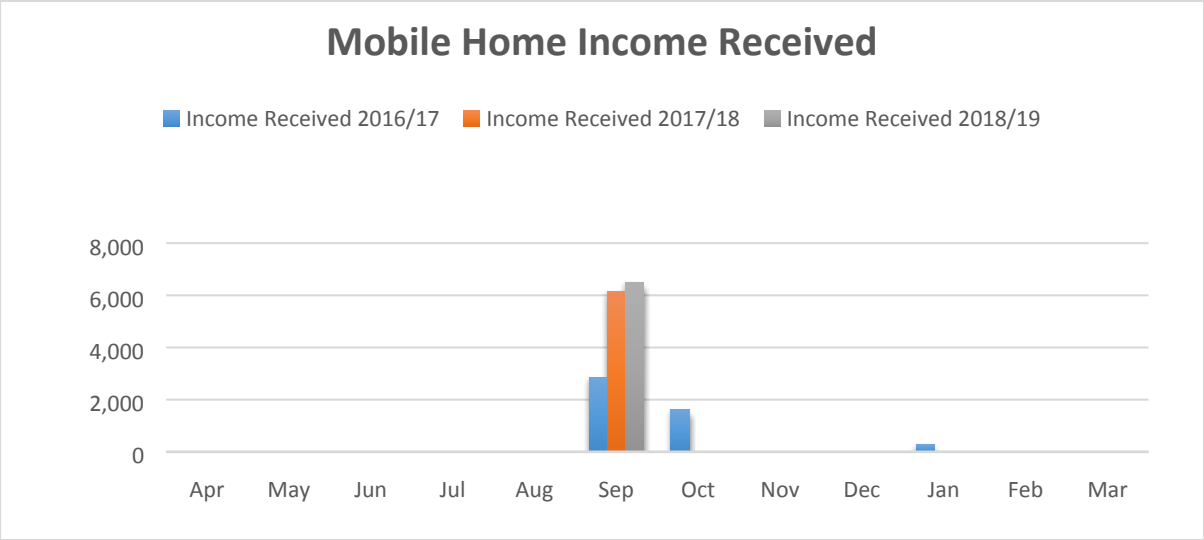
Any enforcement work related to selective licensing will be charged as per the housing enforcement charges schedule previously detailed.

2. Prior years analysis

The table below illustrates Income achieved 2016/17, 2017/18 and actuals for 2018/19 to date for Enforcement.



The table below illustrates Income achieved 2016/17, 2017/18 and actuals for 2018/19 to date for Mobile Homes.



Total income achieved is also illustrated below

	2016-17	2017-18	2018-19
Enforcement Actuals	5,968	5,800	5,991
Mobile Homes Actuals	4,776	6,152	6,483
Totals	**10,744**	**11,952**	**12,474**

3. Pricing

Housing Enforcement Charges only represent a small element of the Housing and Communities Service.

The costing for each element has been calculated based on a proportionate hourly rate for staff time with absorption of overheads and additional costs.

4. Understanding Customers and Markets

Housing Enforcement Charges

The scope for increasing income within housing enforcement charges is limited. Charges can only be applied in set situations and our policy approach is to resolve matters reasonably and cooperatively. Charges are only applied when formal notices are served which is usually only as a last resort measure.

A proposal is currently being prepared for Management Team to request some additional resources in regards to civil penalties, which will be self-financing.

Mobile Home Fees

Any new sites that receive planning permission are added to the fees and charges schedule as per the planning application.

Selective Licensing

The legislation for selective licensing is very prescriptive in regards to fees and charges therefore the current scheme is in line with this. Should any other schemes be considered in the future the fees will be reviewed accordingly.

5. Proposed Charges

Housing Enforcement Charges

It is proposed to reduce the standard enforcement fee within housing by £50 from £300 to £250. This fee more accurately reflects the average time taken by officers to investigate and deal with cases where notices are served and fees can be applied. This fee is also in line with other local authorities from Lincolnshire and the East Midlands as per a recent benchmarking exercise carried out within the service.

It is proposed that the fee for Mandatory HMO Licence Application is increased from £450 to £800 as per new legislation and this will be in line with other authorities.
It is essential the Council recovers its costs in relation to this type of work, which is brought about in the main by landlords who do not meet their legal obligations under the Housing Act.

Mobile Home Fees

We recommend no increase in this area. The costs incurred are fully recovered and our fees are set in the upper quartile of our geographic neighbours.

As above, the annual site inspection fee has been removed from the fees and charges schedule.

Selective Licensing

These fees are agreed and set for a 5 year period until 2021 in line with the legislation.

6. Recommendation

Members are asked to approve charges for the next year as detailed below;

Housing Enforcement Charges:
Members are requested to recommend to Council the fees for 2019/20.

Mobile Home Fees:
Members are requested to recommend to Council the maintained fees for 2019/20.

Prosperous Communities Committee					Mobile Homes			
		2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Mobile Homes Act 2013								
Issue of a New Licence		£300.00			£300.00	£0.00	£300.00	OS
Deposit of Site Rules		£30.00			£30.00	£0.00	£30.00	OS
Transfer and Alteration of a Licence		£100.00			£100.00	£0.00	£100.00	OS

Prosperous Communities Committee					Strategic Housing			
		2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Housing Enforcement Charges								
Mandatory HMO Licence Application	Up to 5 units / bedrooms	£450.00		£350.00	£800.00	£0.00	£800.00	OS
	Per additional unit	£10.00		£40.00	£50.00	£0.00	£50.00	OS
	Maximum charge - n/a							
Mandatory HMO Licence Renewal	Up to 5 units / bedrooms	£450.00		£250.00	£700.00	£0.00	£700.00	OS
	Per additional unit	£10.00		£40.00	£50.00	£0.00	£50.00	OS
	Maximum charge - n/a							
Hazard Awareness Notice	None					£0.00	£0.00	OS
Improvement Notice	For one hazard	£300.00		-£50.00	£250.00	£0.00	£250.00	OS
	Per additional hazard	£50.00		-£25.00	£25.00	£0.00	£25.00	OS
Maximum Charge				£450.00	£450.00			
Emergency Remedial Action Notice (plus work - see below)	Cost of works plus hourly rate of officer time	£300.00			Cost of works plus officer time to execute and arrange	£0.00	£0.00	OS
	Officer time charged at £30 per hour							
Prohibition Order	For one hazard	£300.00		-£50.00	£250.00	£0.00	£250.00	OS
	Per additional hazard	£50.00		-£25.00	£25.00	£0.00	£25.00	OS
	Maximum Charge				£450.00	£0.00	£450.00	OS
Emergency Prohibition Order	For one hazard	£300.00			£300.00	£0.00	£300.00	OS
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS
	Maximum Charge				£450.00	£0.00	£450.00	OS
Demolition Order	For one hazard	£300.00			£300.00	£0.00	£300.00	OS
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS
	Maximum Charge				£600.00	£0.00	£600.00	OS
Immigration Procedure Inspection	Per inspection	£100.00		-£35.00	£65.00	£0.00	£65.00	OS
Mobile Homes Act 2013 – Compliance Notice	Hourly rate of relevant officers with on costs plus work in default costs of works							OS
Mobile Homes Act 2014 – Emergency Remedial Action Notice	Hourly rate of relevant officers with on costs plus work in default cost of works							OS
Penalty Charge Notice (Smoke and Carbon Monoxide Alarm (England) Regulations 2015)	Up to £5,000							OS
Notice of Intent (Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014)	Up to £5,000							OS
Works In Default of any Legislation or Emergency Remedial Action	Base charge	Cost of work plus hourly rate of officer with on costs						OS
Selective Licensing	WLDC Scheme Fee	£375.00			£375.00	£0.00	£375.00	OS
	Co-Regulated Scheme (WLDC Fee)	£120.00			£120.00	£0.00	£120.00	OS
Housing and Planning Act - Civil Penalties	up to £30,000							

FEES AND CHARGES REPORT

APPENDIX 13 – WASTE SERVICES

1. Service Description

Waste services offers a range of much needed services to the local community including the collection of standard household and green waste collection, bulky and clinical waste collections and mechanical road sweeping.

In addition to these services private road sweeping and collection of bulky items such as fridges and freezers from commercial premises.

Fees and Charges have increased in line with inflation for a number of years.

1a) Price on Application

Commercial Waste and Private Road Sweeping – Propose to remove all fees and charges with prices now on application, this is due to the variety of requirements of customers. A pricing model has been developed for both service areas to assist officers in developing a price range, based on the individual requirements and specifications of the customer.

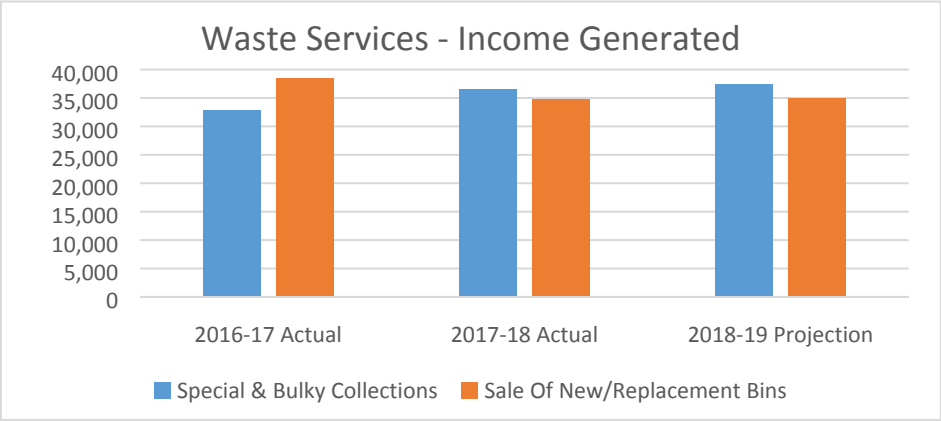
1b) Green Waste Service

A charge for the collection of Garden Waste was implemented with effect from 1st April 2018. A review of the charge for this service will be the subject of a separate report to Committee. If as part of the review the fees and charges are revised we will pick these amendments up and implement the changes.

2. Prior years analysis, current financial year projections

Waste Services are provided to the local residents of West Lindsey and do not have to compete with other councils or private businesses for their main customer base.

The graph below shows the actual income achieved for the previous 2 financial years plus an estimate for 2018-19.



3. Pricing

Fees for Waste sacks have been broken down for ease over the types and also the make-up of costs to assist in making purchases an easier process. Fees have been increased by inflation at 3.4% and rounded up to the nearest 5p for ease.

Fees for bulky household collections have also been increased by inflation, and rounded up to the nearest £1.

Replacement wheeled bins have not been increased as the current fee covers the cost of purchase and delivery.

4. Understanding Customers and Markets

Waste services as mentioned above offers a much needed service within the local community. Charges have had inflationary increases in previous years, these increases have been accepted by the users of the service as it is in line with previous years. An inflationary increase has been applied to waste sack charges.

As stated at (1b) the charge for Green Waste service is subject to a separate report to Committee, and any amendments arising from that process will be picked and amended in the fees and charges schedule.

Replacement wheeled bins have not been increased as the current fee covers the cost of purchase and delivery.

5. Proposed Charges

The proposed charges for 2019-20 are illustrated below.

6. Recommendation

Members are requested to approve the charges for the 2019-20 financial year as detailed below.

Prosperous Communities Committee

Operational Services

		2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Garden Waste and Additional Blue Sacks	Per 5 sacks or stickers	£8.25	3.40%		£8.55	£0.00	£8.55	OS
	Postage & packaging of 5 sacks	£2.05	3.40%		£2.15	£0.00	£2.15	OS
	Per 20 Stickers	£0.60	3.40%		£0.65	£0.00	£0.65	OS
Garden Waste Wheeled Bin (Annual charge)	Collection of 1st bin	£35.00			£35.00	£0.00	£35.00	OS
Garden Waste Wheeled Bin (Annual charge)	Collection of 2nd and subsequent bins	£35.00			£35.00	£0.00	£35.00	OS
Wheeled Bin Replacement (supply & delivery)	Residual, garden waste (each bin)	£33.00			£33.00	£0.00	£33.00	OS
	Blue recycling	£33.00			£33.00	£0.00	£33.00	OS
Wheeled Bins for New Properties (supply & delivery)	Residual, garden waste (each bin)	£33.00			£33.00	£0.00	£33.00	OS
	Blue recycling	£33.00			£33.00	£0.00	£33.00	OS
Bulky Household Waste Collections	Collection articles worth up to 6 points	£30.00	3.40%		£31.00	£0.00	£31.00	OS
	Additional articles worth 1 point collected at the same time	£4.00	3.40%		£4.00	£0.00	£4.00	OS
Collection and Disposal of Fridges and Freezers from Commercial Premises		£86.00			£86.00	£0.00	£86.00	OS
Collection of Clinical Waste		£0.00			£0.00	£0.00	£0.00	OS

Corporate Policy & Resources Committee Work Plan

Purpose:
This report provides a summary of reports that are due on the Forward Plan over the next 12 months for the Corporate Policy & Resources Committee.

Recommendation:
1. That members note the schedule of reports.

13/12/2018	**Write Offs**	Alison McCulloch	This report details debts which are irrecoverable
	Review of Discipline at Work Procedure	Emma Redwood	To review and update the discipline at work procedure
	Garden Waste Review	Ady Selby	A report on the first year of charging for Garden waste, as requested by CPR committee in December 2017. To also include information as requested by C&I cttee in Feb 2018.
	Council Tax Support Scheme	Alison McCulloch	For Council to agree the Local Council Tax Support Scheme for West Lindsey DC for 2019/20.
	P&D Period 2 Report 2018/19	Mark Sturgess	To consider the Progress and Delivery report for period 2 2018/19
	ICT and Digital Strategy - 6 monthly update	Michelle Carrington	At their meeting on 14 June 2018, members requested a half yearly update on the ICT and Digital Strategy.

	5-7 Market Place, Gainsborough	Marie Jackson	Agreement to draw funds on renovation of building to make fit-for-purpose. Discussion of Stage Two will occur at September's Portfolio Board
	Managing Staff During Disruptions at Work	Emma Redwood	To provide procedure for how to manage staff during disruptions at work, adverse weather, business continuity issues.
	Budget consultation report for 2019/20	Ian Knowles	To feedback to members on the results from the budget consultation for 2019/20 and proposals for 2020/21 consultation.
	Roses Sports Ground	Karen Whitfield	Members agree to a sub-lease of Roses Sports Ground by Gainsborough Town Council to the Trinity Foundation
	Review of Ear-Marked Reserves	Caroline Capon	Review of current Ear-Marked reserves to establish current and future requirements and close those no longer required
10/01/2019	**Gainsborough Town Centre Townscape Heritage App**	Wendy Osgodby	To provide an update on the application to the Heritage Lottery Fund for Townscape Heritage funding for Gainsborough Town Centre, thereby obtaining formal commitment and financial support.

	Caistor Southdale Development	Karen Whitfield	To agree development of Caistor Southdale site to include new GP surgery and homes in conjunction with Lace Housing
	GDPR Implementation Update	Steve Anderson	To provide an update on the current status of the council's GDPR implementation
	Council Tax Surplus and Council Tax Base 2019/20	Tracey Bircumshaw	The report sets out the declaration of the estimated surplus on the Council's Collection Fund relating to Council Tax at the end of March 2019 and how it is shared amongst the constituent precepting bodies. It also sets out the Council tax base calculation for 2019/20. The tax base is a key component in calculating both the budget requirement and the council tax charge.
07/02/2019	**Review of Recruitment & Selection Policy**	Emma Redwood	Review of the recruitment and selection policy
	Budget and Treasury Monitoring 3	Tracey Bircumshaw	To set out the revenue, capital and treasury management activity from Period 3
	Base Budget 19/20	Tracey Bircumshaw	To set the budget for 2019/20
	Medium Term Financial Plan/Executive Business Plan	Tracey Bircumshaw	The MTFP for 19/20 and Executive Business Plan
11/04/2019	**Budget and Treasury Monitoring 4**	Tracey Bircumshaw	To set out the revenue, capital and treasury management activity from Period 4
	P&D Period 3 Report 2018/19	Mark Sturgess	To consider the Progress and Delivery report for period 3 of 2018/19

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