

Guildhall Gainsborough
Lincolnshire DN21 2NA

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AGENDA

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

**Corporate Policy and Resources Committee
Thursday, 11th November, 2021 at 6.30 pm
Council Chamber - The Guildhall**

PLEASE NOTE DUE TO CAPACITY LIMITS WITHIN THE GUILDHALL THE PUBLIC VIEWING GALLERY IS CURRENTLY SUSPENDED

**This Meeting will be available to watch live via:
<https://west-lindsey.publici.tv/core/portal/home>**

Members:

- Councillor Mrs Anne Welburn (Chairman)
- Councillor Jeff Summers (Vice-Chairman)
- Councillor Owen Bierley
- Councillor Matthew Boles
- Councillor Stephen Bunney
- Councillor Michael Devine
- Councillor Ian Fleetwood
- Councillor Paul Howitt-Cowan
- Councillor John McNeill
- Councillor Mrs Mandy Snee
- Councillor Trevor Young
- (Vacancy)

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 23 September 2021 (PAGES 4 - 13)

- ii) For Noting

Joint Staff Consultative Committee meeting on 7 October 2021 (PAGES 14 - 17)

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**

There are no outstanding matters arising.

6. **Public Reports for Approval:**

- i) Recommendation from Prosperous Communities Committee re: Free Parking for Christmas Markets (PAGES 18 - 21)
- ii) Bridging resource Nationally Strategic Infrastructure Project NSIP (PAGES 22 - 29)
- iii) Annual Infrastructure Funding Statement (PAGES 30 - 46)
- iv) Recommendation from Prosperous Communities Committee re: Selective Licensing - Future Options and Proposals (PAGES 47 - 56)
- v) Progress and Delivery Quarter 2, 2021-22 (PAGES 57 - 89)
- vi) Budget and Treasury Monitoring - Qtr 2 2021/2022 (PAGES 90 - 136)
- vii) Mid Year Treasury Report 2021-22 (PAGES 137 - 158)
- viii) Budget Consultation Responses (PAGES 159 - 189)
- ix) Recommendation from Prosperous Communities Committee re: Review of Bulky Waste Charges (PAGES 190 - 203)
- x) Recommendation from Prosperous Communities Committee re: Green Garden Waste charges 2022/23 (PAGES 204 - 210)
- xi) Proposed Fees and Charges 2022/2023 - including those recommended by the Prosperous Communities Committee (PAGES 211 - 336)
- xii) Committee Work Plan (PAGES 337 - 341)

7. 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 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.

8. Exempt Reports

- i) Selective Licensing - exempt appendix relating to (PAGES 342 - 349)
Phases 2 and 3 Procurement Information
- ii) Proposed Fees and Charges 2022/23 - exempt (PAGES 350 - 363)
appendices relating to CCTV, Building Control and
Trade Waste

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Wednesday, 3 November 2021

Agenda Item 3a

Corporate Policy and Resources Committee- 23 September 2021
Subject to Call-in. Call-in will expire at 5pm on

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Corporate Policy and Resources Committee held in the Council Chamber - The Guildhall on 23 September 2021 commencing at 6.30 pm.

Present:

Councillor Mrs Anne Welburn (Chairman)
Councillor Jeff Summers (Vice-Chairman)

Councillor Owen Bierley
Councillor Stephen Bunney
Councillor Michael Devine
Councillor Ian Fleetwood
Councillor John McNeill
Councillor Trevor Young
Councillor Roger Patterson
Councillor Mrs Lesley Rollings

In Attendance:

Tracey Bircumshaw	Assistant Director of Finance and Property Services and Section 151 Officer
Sally Grindrod-Smith	Assistant Director of Planning and Regeneration
Ady Selby	Assistant Director of Commercial and Operational Services
Diane Krochmal	Assistant Director Homes and Communities
Emma Redwood	Assistant Director People and Democratic Services
Wendy Osgodby	Senior Growth Strategy & Projects Officer
Sarah Elvin	Housing Communities Project Officer
Katie Storr	Democratic Services & Elections Team Manager (Interim)
Ele Snow	Democratic and Civic Officer

Apologies:

Councillor Matthew Boles
Councillor Paul Howitt-Cowan
Councillor Giles McNeill
Councillor Mrs Mandy Snee

Membership:

Councillor R. Patterson sat as substitute for Councillor G. McNeill
Councillor L. Rollings sat as substitute for Councillor M. Snee

22 PUBLIC PARTICIPATION PERIOD

There was no public participation.

23 MINUTES OF PREVIOUS MEETING/S

The minutes of the meeting of the Corporate Policy and Resources Committee held on 22

July 2021 were approved as a correct record.

24 DECLARATIONS OF INTEREST

There were no declarations of interest.

25 MATTERS ARISING SCHEDULE

The matters arising schedule, setting out the position of previously agreed actions, as at 15 September 2021 was **NOTED**.

26 S106 CAPITAL PROGRAMME

The Committee gave consideration to a report from the Homes, Health and Wellbeing Team Manager seeking approval for the capital budgets for four projects to be funded from S106 affordable housing contributions held by the council. The process of securing S106 contributions was explained, as was the process for establishing infrastructure needs within the Local Plan. It was explained that the Council was receiving an increasing amount of S106 commuted sums in lieu of on-site delivery of affordable housing, which was reflective of the challenging and changing environment in relation to affordable housing delivery generally.

It had been recognised that a more structured approach to the use of this money needed to be established to ensure transparency and provide a clear process for all registered affordable housing providers to access funding. Work had been undertaken to establish a procedure, which included an application form and grant funding agreement (GFA). This allowed a full and robust assessment of the proposal, ensuring that the proposal accorded with the requirements of the S106 in which the funding was secured from, alongside establishing why the funding was necessary, that the proposal met West Lindsey's Corporate Priorities and most importantly how the proposal would meet the evidenced housing needs of West Lindsey. This process also incorporated the financial due diligence necessary for the application to progress and gave key detail about the project seeking funding.

Members heard that the Council held £3,905,123.87 of S106 contributions, of which £3,771,594.73 was required to be spent on the delivery of affordable housing, £2,500.00 for Public Open Space and £131,029.14 held for health on behalf of NHS. Affordable housing off site contributions received through S106 agreements were to be allocated and spent by the council to deliver affordable housing across the district.

The proposal for consideration by the Committee requested a Capital Budget and approval to spend for the Affordable Housing Programme of new schemes totalling £268,250, and approval to spend existing budgets within the Capital Programme of £1,600,000 for the schemes set out in the report.

The Committee thanked the Homes, Health and Wellbeing Team Manager for the detail contained within her report and recognised the changing nature of the work involved.

Members enquired as to whether the council had any influence on where the NHS allocated money could be spent in the district and it was explained that the council held the money for the NHS but had no input on how it was spent.

There was discussion amongst Committee Members regarding the importance of involving Ward Members in conversations as to where or how S106 money may be spent in their wards. There was widespread agreement that, whilst there may be limitations on how the money could be spent, should Members have any suggestions, it would be worthwhile to speak with Officers to ascertain whether they were possible. Likewise, it was recognised that it was essential that Officers liaised with Ward Members where there were suggested projects in their wards.

The Chairman thanked the Homes, Health and Wellbeing Team Manager once again, and, having been proposed and seconded, took the vote. It was unanimously

RESOLVED that

- a) new capital budgets and expenditure of £268,250 (£42,000 P3, Rough Sleeper Accommodation Programme (RSAP) and £226,250 Ongo, Stow Park Road Marton), funded from S106 contributions, be approved; and
- b) expenditure of £1,600,000 and amendments to the existing capital schemes be approved; those being: £100,000 LEAP, Supported accommodation project; amendment from 10 properties to be purchased to 7 and £1,500,000 Lace Housing; extra Care Housing was being delivered by Lace at Linelands Nettleham, to be amended to Prebend Lane, Welton,.

27 MARKET STREET RENEWAL LTD

Members heard from the Assistant Director People and Democratic Services (interim) with a report detailing the current position of Market Street Renewal Ltd and seeking to agree an extension to the shareholder agreement.

It was explained that Market Street Renewal Ltd was established in 2017 with a WLDC shareholder loan of £250,000 followed by a further advance in 2018 of £125,000. Dransfield Properties Ltd made equal shareholder loans. The shareholder agreement would have been in place for 5 years in March 2022. Three retail units and four residential units on Market Street in Gainsborough made up the property portfolio of Market Street Renewal Ltd. The properties were now let and the company received a regular income from the investment.

Since the inception of the shareholder agreement a total of £24,500 had been paid back to each shareholder plus interest. Due to market conditions the three retail and four residential properties were subject to an overall downward valuation of £135,333 in 2020, making the original business plan aspiration of sale within the first five years unviable. The report set out the cash flow assumptions and business plan forecast for the period to September 2026.

Based on the appraisal of the current position and forecast income, Market Street Renewal Ltd were seeking approval from the shareholders to extend the existing shareholder agreement for a further five years to March 2027.

Members acknowledged the volatility in the property market and the impact of outside events. Having been moved and seconded, it was

RESOLVED that

- a) the updated business plan for Market Street Renewal Limited be noted; and
- b) a 5-year extension to the terms of the shareholder agreement with effect from 22nd March 2022, be approved.

28 EMERGENCY PLANNING AND BUSINESS CONTINUITY POLICY

The Committee gave consideration to a report presented by the Assistant Director of Commercial and Operational Services, to update Members on Emergency and Business Continuity Plans and to propose annual training in Emergency Planning for Members. It was explained that the aim of Emergency Planning and Business Continuity arrangements was to ensure that the council's response to an emergency, major incident or disruption was co-ordinated, focused and effective, minimising the impact on employees, Elected Members, customers, partners, service providers, assets and reputation. The WLDC Emergency Plan had been developed to ensure that the Council was able to respond to both internal business continuity challenges as well as to external emergencies requiring a multi-agency response under the Civil Contingencies Act 2004. It would be applicable to external and internal emergencies or disruptive events.

Members heard that Officers were involved in table-top exercises to test resilience as well as using a multi-agency approach to ensure plans and contingency measures were robust. Those Committee Members who had attended the earlier session on Emergency Planning expressed their thanks for the session and recommended to others as a worthwhile session. It was suggested that, whilst being agreed at the Committee, it could be referred to the Member Development Group for inclusion in their schedules.

There was discussion regarding events in the district that had required the implementation of the Emergency and Business Continuity Plan, specifically local instances of severe flooding, and it was recognised that cross-agency working was essential to manage a swift response. The Assistant Director of Commercial and Operational Services highlighted the mutual aid agreement that further supported cross-agency working.

With no further discussion, and having been moved and seconded, it was unanimously

RESOLVED that

- a) the Emergency and Business Continuity Plan be accepted; and
- b) the annual Member training programme for Emergency Planning be approved.

29 CULTURAL STRATEGY

The Committee heard from the Assistant Director of Planning and Regeneration regarding the development of a Cultural Strategy for West Lindsey. She explained that it was considered by the Prosperous Communities Committee on 14 September where five themes of work to develop West Lindsey's cultural offer, positioning and activity were agreed. The work streams were:

- Events
- Strategic Relationships
- National Portfolio Organisation Status
- Investment in the Trinity Arts Centre
- Role of Culture in Placemaking

Members were now being asked to give approval to spend against the allocation of £250,000 agreed in previous committees. There were three key areas of spend identified. Firstly in the creation of a band 8 fixed term resource for 24 months. The budget also made provision for IT equipment. This new role would lead the marketing and co-ordination of events across the district, developing a central 'tool' for residents and businesses to advertise and seek information about events and cultural activities.

The second area of spend suggested was around the council seeking to secure National Portfolio Organisation Status. In order to be able to tap into long term sustainable funding for culture, an organisation must be an NOP. External support was needed to understand the challenges faced to achieve this and what it might mean for the district.

It was also explained that National Lottery Heritage had a funding programme for the redevelopment and regeneration of Heritage assets, with funds of up to £5million being awarded to successful bidders. It was proposed that up to £62,000 was used to develop a bid for capital investment, activities and events, with support being sought from the Committee for the bid for funds to be submitted once the work had been undertaken. It was stated that this was a rolling programme with the funder taking applications and reviewing them once per quarter.

There was widespread support amongst Members for the development of the Cultural Strategy, although there were concerns expressed that sports development was not included, despite both sports and the arts having gone into decline. This was acknowledged to be a nationwide concern.

In response to a question as to how 'culture' was to be defined, Members were directed to section 2.4 of the associated report where the following paragraph from the Local Government Association was quoted:

"Culture is who we are. It is our heritage and future. It is how we live our lives and express our identities. It is art, music, film fashion, design, even gaming. But it is much more; it is what defines us and how we are changing'."

Following further discussion regarding leisure provision across the district, with Members being assured there was work underway outside of the Cultural Strategy which would seek to address those concerns, the Chairman called the vote, the paper having been moved and

seconded in earlier discussions. It was

RESOLVED that

- a) approval be given to spend, from the Cultural Strategy Reserve, £85,000 for new fixed term officer capacity and £25,000 to develop our approach to securing National Portfolio Organisation status; and
- b) approval be given to spend £62,000 of the Cultural Strategy Reserve to be used to develop a bid for capital investment, activities and events at the Trinity Arts Centre; and
- c) the submission of a bid for up to £5m of funding from the National Lottery Heritage Fund be supported.

30 MARKET RASEN HISTORIC BUILDING GRANT SCHEME

The Committee gave consideration to a report from the Senior Growth Strategy and Projects Officer seeking approval for the Market Rasen Historic Building Grant scheme and agreement to proceed to delivery. Through the course of a presentation, Members were advised that TDR Heritage Limited had been appointed to the project, having extensive experience and having delivered similar projects across the country including the successful bid to the National Lottery Heritage Fund for Gainsborough's Townscape Heritage Scheme. A steering group had been set up created from a selected group of experts, specialists within heritage led schemes, along with representatives from the Town and District Councils.

It was explained that a condition survey had been completed by TDR Heritage Ltd for all 69 properties in Market Rasen town centre to provide baseline data in preparation for extending the scheme and potential funding opportunities. The survey was carried out in line with Historic England guidance and for each building, there was a detailed report which included a description of the building, its historic value, summary of condition and a summary of the work required. Owing to the estimated cost of all identified work to be completed, a priority zone had been established, within which nine buildings had been identified as high priority. The level of grant funding available would be 80% for repair and 90% for reinstatement, with the remaining funding to be met by the building owners. Grants would be awarded on a first come first served basis. It was anticipated that the successful roll-out of the first phase of the scheme would also lead to future funding opportunities.

There was widespread support for the proposal, with Members echoing the comments made at the Prosperous Communities Committee. In response to a question regarding the 80/20 grant fund split, it was explained that there had not yet been direct conversations with property owners and, should there be need to amend the figures, that could be reviewed.

With Members again expressing their support for the project and their hope that it be successful, the paper was moved, seconded and with a unanimous vote it was

RESOLVED that

- a) £200k be approved to spend on the Market Rasen Historic Building Grant

scheme, and in doing so, the principles of this previous funding allocation, as set out in the report of 19 July 2018 to the Corporate Policy & Resources Committee, be rescinded; and

- b) a further £10,000 to be drawn down from General Fund Balances for technical support be approved.

31 COMMITTEE WORK PLAN

The Committee gave consideration to the work plan for upcoming meetings. The Committee heard from the Assistant Director for Planning and Regeneration that there was an urgent item to be added to the agenda for the November meeting, regarding the protocols surrounding Nationally Significant Infrastructure Projects (NSIPs). Councillors had been provided with details of proposals to date however the report would further explain the process of dealing with NSIPs and the role of the Council throughout.

Members discussed elements of, not only the proposals, but also the involvement of the Council, and it was agreed that there were numerous questions that would need to be answered. The Assistant Director for Planning and Regeneration assured Members that there would be open communication and the proposed report in November would aim to address some of those concerns.

With no further comments, the work plan was **DULY NOTED**.

Note: Councillor L. Rollings left the Chamber at 8.07pm and returned at 8.09pm.

32 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.

Note: The meeting adjourned at 8.11pm for a comfort break and reconvened at 8.18pm

33 5-7 MARKET PLACE GAINSBOROUGH

Members gave consideration to a report seeking additional capital funding for the refurbishment of 5 – 7 Market Place, Gainsborough. The Assistant Director, Finance, Business Support and Property Services, and Section 151 Officer, detailed the difficulties faced with regard to building supplies as well as the need for the project to be delivered as per original scheme, meaning costs were above expectations and figures were still to be finalised. In view of this, she requested that Members consider the need for a contingency budget in order to avoid a funding gap for the project.

There was considerable disquiet amongst some Members of the Committee regarding the cost of works and questioning the original decision to purchase the building in 2013. It was highlighted that the original decision from eight years previous was not suitable for discussion at this meeting. There was significant discussion regarding the ongoing costs of the project.

A Member of the Committee expressed his support for the regeneration work and, whilst acknowledging the increased costs, highlighted it was in part due to national issues following the pandemic. In addition, it was a listed building and as such, required careful renovation. He moved the recommendation of the report and proposed an additional recommendation, to approve a 10% contingency budget to mitigate unknown increases.

Further discussion ensued, with Members of the Committee commenting on the detail of the original purchase of the building and whether there were viable alternatives to current proposals. During the course of the debate, the existing and proposed additional recommendation were seconded.

As discussions became increasingly heated, with a Member of the Committee declining to remain quiet when requested to do so, the Chairman stood in place, indicating the room must be silent. As Members of the Committee continued to speak, the Monitoring Officer was requested to read aloud the relevant Standing Orders from the Constitution. The following Standing Orders were read to the Committee:

Part V Rules of Procedure:

- 18.2 When the Chairman stands during a debate, any Member speaking at the time must stop. The meeting must be silent.
- 18.3 If a Member persistently disregards the ruling of the Chairman by behaving improperly or offensively or deliberately obstructs business, the Chairman may move that the Member be not heard further. If seconded, the motion will be voted on without discussion.
- 18.4 If the Member continues to behave improperly after such a motion is carried, the Chairman may move that either the member leaves the meeting or that the meeting is adjourned for a specific period. If seconded, the motion will be voted on without discussion.

Having brought the meeting to order, the Chairman proceeded to take the vote for the proposed additional recommendation, namely, to approve a 10% contingency budget to mitigate unknown increases.

A request for a recorded vote was made and duly seconded by a further Member.

On being put to the vote, votes were cast in the following manner:

For: Councillors Bierley, Devine, Fleetwood, J McNeill, Patterson, Summers and Welburn (7)

Against: Councillors Rollings and Young (2)

Abstentions: Councillor Bunney (1)

With a total of 7 votes in favour, 2 votes against and 1 abstention, it was **RESOLVED** that the additional recommendation be **ACCEPTED**.

The Chairman then called the vote on the recommendations. A request for a recorded vote was made and duly seconded.

On being put to the vote, votes were cast in the following manner:

For: Councillors Bierley, Devine, Fleetwood, J McNeill, Patterson, Summers and Welburn (7)

Against: Councillors Rollings and Young (2)

Abstentions: Councillor Bunney (1)

With a total of 7 votes in favour, 2 votes against and 1 abstention, it was

RESOLVED that

- a) the increase of the capital budget of £538,500 up to £595,000 to convert the current building at 5-7 Market Place, Gainsborough into three flats and a ground floor commercial unit be agreed; this scheme is to be funded from the Capital Receipts net of any grant awards received; and
- b) a 10% contingency budget to mitigate unknown increases be approved

34 OPERATIONAL SERVICES HGV DRIVER SHORTAGE

The Committee heard from the Assistant Director Commercial and Operations with a report to update Members on the potential impact on front line services of the current national shortage of HGV Drivers and to propose a pay increase to bring drivers' pay in line with neighbouring authorities. He brought attention to the financial details in the report and noted that, contrary to the information detailed there, the total costs to the council would be less than indicated in the report.

Members wished to express their thanks to all waste services operatives for their hard work throughout the pandemic and for continuing to provide a full service through difficult circumstances. The importance of retaining drivers was recognised, as well as the potential impact of losing qualified drivers to the private sector. Whilst the benefits of working for a Local Authority were considerable, such as hours of working, paid leave and pension contributions, there was disparity of salary levels even in comparison to other councils in the county.

Members were supportive of the options for offering apprenticeships, recognising that not only was it important to train the next generation of drivers but also ensure progression opportunities throughout the service.

Having been proposed and seconded, the Chairman took the vote and it was unanimously

RESOLVED that

- a) Option 3 of the report, to increase drivers pay by the proposed amount, offer a £500 loyalty bonus for all current HGV drivers and a £500 training and recruitment incentive, be approved; and
- b) the use of the General Fund Balance to fund the Market Factor Enhancements for Refuse Drivers be approved; and
- c) officers be commissioned to investigate the possibility of employing driver apprentices, working up to a qualification to include a HGV licence.

The meeting concluded at 9.08 pm.

Chairman

Agenda Item 3b

JOINT STAFF CONSULTATIVE COMMITTEE – Thursday, 7 October 2021

WEST LINDSEY DISTRICT COUNCIL

MINUTES of a Meeting of the Joint Staff Consultative Committee held in the Ms Teams on Thursday, 7 October 2021 commencing at 4.00 pm.

Members: Councillor David Cotton (Chairman)
Councillor Matthew Boles
Councillor Mrs Jessie Milne

**Representatives of
Union members:**

**Representatives of
Non-union staff:** Rachel Parkin
Amy Potts

In attendance: Emma Redwood, Assistant Director People and
Democratic Services
Robert Gilliot, Waste and Recycling Team Manager

Apologies: James Deacon (Vice Chairman)

13 MEMBERS' DECLARATION OF INTEREST

There were no declarations made.

14 MINUTES

RESOLVED that the minutes of the meeting of the Joint Staff Consultative Committee held on Thursday, 1 July 2021 be approved as a correct record.

15 MATTERS ARISING SCHEDULE

There were no outstanding matters arising.

16 NEW DEPOT FACILITY UPDATE

The Waste and Recycling Team Manager updated the Committee with a slide presentation of the new depot at Caenby Corner. The application for the site licence was underway in readiness for early November. Furniture had been delivered, water and internet (fibre optic) were being connected, and the solar generated electricity was shortly to be plugged in. The pond was full due to recent heavy rain. The washbay area was currently being concreted and road lining was being put on the car parking spaces. There

had, however, been a last minute build issue with water pipes being laid.

An induction pack would be issued to staff regarding the do's/don'ts for health and safety when on site. Members of the Joint Staff Consultative Committee would be invited to look around the completed site in due course.

One Member enquired if a decision had been made about the old depot. The Change and Projects Officer advised that this was on the agenda for consideration at the next Land Property and Growth Board meeting.

With no further comments, the information shared by the Waste and Recycling Team Manager was **DULY NOTED**.

17 **FOR INFORMATION ONLY - DRIVERS' PAY**

The Committee heard from the Waste and Recycling Team Manager, who referred to recent national press coverage concerning the shortage of HGV drivers since Brexit. Companies were offering drivers more money plus bonuses to sign up. As a result, two of WLDC drivers had left our employ for higher wages and benefits, and agency drivers had been used as replacements. There was a high risk of losing more of our drivers; accordingly, a paper was taken to Corporate Policy and Resources Committee on 23 September 2021, asking for approval for a supplement and loyalty bonus for drivers who continued to work for us (for review at the end of 3 years). This had been unanimously approved at Committee, and a letter had been forwarded to all drivers advising them of the supplement and bonus. There were incentives for staff to train for a Class 2 licence to enhance and progress their careers.

The Assistant Director of People and Democratic Services requested that an update be provided to the March 2022 meeting of the Joint Staff Consultative Committee regarding the impact of the loss of more drivers / any training that had taken place.

Details of the paper and the decision at the Corporate Policy and Resources Committee were **NOTED**.

18 **UPDATE ON SICKNESS ABSENCE TO DATE 2021-22**

The Assistant Director of People and Democratic Services advised that sickness for April / May 2021 had started off low, but June / July / August had seen an increase. Significant absence was due to long-term medical conditions, such as cancer, as well as bereavement, and some planned surgical operations had finally been undertaken. There were a number of long-term absences which were inflating the figures.

It was explained that September 2021 absence sat at 0.55/FTE. September saw children go back to school, and staff were still working from home.

Cases of Covid-19 in staff were increasing, along with increased numbers of Covid-19 in families.

The sickness absence levels to date, were **DULY NOTED**.

19 **UPDATE ON THE NATIONAL PAY AWARD**

The Committee heard from the Assistant Director for People and Democratic Services (Interim) that the final offer from the National Joint Council (NJC) for a national pay increase had been lifted from 1.5% to 1.75%. However, this had been rejected by the Unions, having originally asked for 10%, and there were plans for Unison to ballot their members for strike action.

With no final outcome, the Assistant Director of People and Democratic Services confirmed she would provide an update at the next Committee meeting in November 2021.

Details of the update were therefore **NOTED**.

20 **GENDER PAY REPORT 2019-20**

The Committee gave consideration to the Gender Pay Report for March 2020. Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, West Lindsey District Council was required by law to publish an annual gender pay gap report. The Assistant Director of People and Democratic Services explained the report provided a snapshot as of 31 March 2020. The report for 2019 had not been published as a result of the pandemic however the data had been included in the current report for information.

It was explained that, due to Waste Services, there was a tendency within the Council for there to be more men at the lower end of the pay scale, whilst there were also a number of women currently in senior roles. This led to an average gender pay gap of -2.55%. It was highlighted that within the Council, pay was not based on whether a person was male or female.

The report would be published on the Council's website and reported to www.gov.uk. The contents of the report were therefore **DULY NOTED**.

21 **WORK PLAN**

The Assistant Director of People and Democratic Services undertook to populate the Work Plan with the driver information and continue reporting on sickness absence.

With no comments from Members of the Committee, the Work Plan as at 29 September 2021 was **NOTED**.

22 **TO NOTE THE DATE OF THE NEXT MEETING**

The date and time of the next meeting of the Joint Staff Consultative Committee to be held on Thursday, 18 November 2021, was **NOTED**.

The meeting closed at 4.32 pm.

Chairman

Agenda Item 6a



**Corporate Policy &
Resources Committee**

**Thursday, 11 November
2021**

Subject: Free Parking for Christmas Markets

Report by:	Assistant Director of Finance and Property Services and Section 151 Officer
Contact Officer:	David Kirkup david.kirkup@west-lindsey.gov.uk
Purpose / Summary:	To consider the request for free parking in council car parks to support Christmas events in both Gainsborough and Market Rasen

RECOMMENDATION(S):

- 1. That the Corporate Policy and Resources Committee accepts the recommendation from the Prosperous Communities Committee and approves free car parking on 11 December (Gainsborough) and 4 December (Market Rasen) when Christmas Events are to be held.**

IMPLICATIONS

Legal:

There is a legal order which allows the council to charge for and enforce parking in its car parks. However, the council is at liberty to suspend charging should members decide it is appropriate to do so

Financial : FIN92/22/TJB

By approving the requests, it is likely that the resultant loss of income will be circa £800 - £1,000 which would need to be met from the General Fund.

The Gainsborough Christmas Event will generate additional income from stall rents as more stallholders are anticipated, however this will reduce the existing markets subsidy.

Staffing :

There will be some officer time taken up in the administration of suspending charging and promoting the free parking offer, but this would be absorbed during normal working hours

Equality and Diversity including Human Rights :

This report does not contain any proposal which may have any inequitable effects

Data Protection Implications :

N/A

Climate Related Risks and Opportunities:

Approving the requests for free parking may encourage additional visitors and consequentially car usage within the town centre on these dates, increasing CO2 levels. Furthermore, there is increasing pressure on the council from public transport providers to increase parking tariffs and reduce the number of parking spaces, to encourage modal shift towards public transport

Section 17 Crime and Disorder Considerations:

N/A

Health Implications:

N/A

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

Wherever possible please provide a hyperlink to the background paper/s
If a document is confidential and not for public viewing it should not be listed.

Risk Assessment :**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 council operate pay and display car parks in Gainsborough (7) and Market Rasen (3). Parking fees apply to the car parks Mon – Sat, 8am – 6pm.
- 1.2 The council are holding a Christmas market on Saturday 11th & Sunday 12th December. This will include stalls in Marshalls Yard, Market Street and the market place. It is proposed that WLDC waive parking charges in its car parks on Saturday 11th December.
- 1.3 Market Rasen Town Council will be holding its Christmas event on the evening of Friday 3rd December and on Saturday 4th December. This is also Small Business Saturday. Cllr Bierley has passed on a request from local traders that charges for parking in WLDC car parks in Market Rasen be waived on Saturday 4th December

2 Financial Implications

- 2.1 The income received in Gainsborough car parks on the second Saturday in December 2019 was £667 excluding VAT. Assuming that visitors are not deterred by the continuing risks to health from the pandemic, in view of the fact that there will be an event taking place, it is likely that visitor numbers would be higher. It would not be unreasonable to expect a 25% increase in numbers, based on observation of turnout during previous year's similar events meaning that the loss in income could be in the range between £667 to £834.
- 2.2 The income received at Market Rasen on the first Saturday in December 2019 was £125 excluding VAT. Using the same rationale as above, the loss in income could be in the range between £125 to £156

3 Recommendation from Prosperous Communities Committee

- 3.1 At the Prosperous Communities Committee of 2 November 2021, Members were asked to consider requests for free parking at both Christmas markets in Gainsborough on 11 December 2021 and Market Rasen on 4 December 2021. Members voted to support these requests and as such recommend to the Corporate Policy and Resources Committee for approval.

Agenda Item 6b



**Corporate Policy and
Resources**

**Thursday 11th November
2021**

Subject: The resourcing of Nationally Significant Infrastructure Projects

Report by:	Assistant Director of Planning and Regeneration
Contact Officer:	Sally Grindrod-Smith Assistant Director of Planning and Regeneration sally.grindrod-smith@west-lindsey.gov.uk
Purpose / Summary:	To set out the early resourcing position for the management of Nationally Significant Infrastructure Projects (NSIP) through the Development Consent Order process.

RECOMMENDATION(S):

1. Corporate Policy and Resources Committee approve the allocation and spend of up to £50,000 from the General Fund Balance, to deliver the necessary resourcing requirements of the current Nationally Significant Infrastructure Projects as a bridging resource whilst Planning Performance Agreements are signed to resource the Development Consent Order process.

IMPLICATIONS

Legal: Legal Services Lincolnshire have been appointed to work on this project and a draft Planning Performance Agreement (PPA) for each development is being worked up urgently.

(N.B.) Where there are legal implications the report **MUST** be seen by the MO

Financial : FIN/119/22/TJB

The resourcing to support the NSIP is likely to be required in advance of any funding provision. It is therefore proposed that the General Fund working balance be utilised as bridging funding of upto £50,000 for this purpose and any funding received will be transferred into the General Fund Balance.

It is considered that this amount will be adequate to cashflow these costs prior to the funds being confirmed within the PPA.

Staffing : The Planning Performance Agreement will include funding to WLDC to provide additional resource to be used for additional capacity to ensure a timely and effective service during the Development Consent Order process.

(N.B.) Where there are staffing implications the report **MUST** have a HR Ref

Equality and Diversity including Human Rights : In the fullness of time the assessment of these proposals will consider the needs of different groups within our communities.

NB: Please explain how you have considered the policy's impact on different groups (for example: young people, elderly, ethnic minorities, LGBT community, rural residents, disabled, others).

Data Protection Implications : The Technical Administration role will be responsible for meeting the Council's data protection requirements. This will include logging and redacting all appropriate public responses to the proposals prior to publication. The advice and guidance of the Data Protection Officer will be sought throughout the process.

Climate Related Risks and Opportunities: The principle of the three Nationally Significant Infrastructure Projects is the development of large scale solar farms for the generation of renewable energy. The very nature of the potential production capacity at well over 49.9 mw per projects makes the development proposal an NSIP.

The Secretary of State for Business, Energy and Industrial Strategy will take the final decision on the Development Consent Order. West Lindsey District Council as Host Authority will be responsible for setting out the risks, opportunities and impacts of the applications.

Section 17 Crime and Disorder Considerations: None

Health Implications:

Any health-related impacts and benefits will be considered as part of the Development Consent Order process.

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

Wherever possible please provide a hyperlink to the background paper/s
If a document is confidential and not for public viewing it should not be listed.

Risk Assessment :

Each of the developers proposing the projects have commenced discussions with the authority regarding the development of an appropriate Planning Performance Agreement (PPA). This is the mechanism through which the local authority can secure resources to support the work required.

There is a risk that spend could be made from the allocation proposed within this paper and then the PPA is not agreed or the development does not progress.

It is considered that this risk is low due to the fact that the developers have progressed to a point where they have option agreements in place with land owners and the National Grid access secured subject to development consent being granted.

To mitigate the risk of expending the bridging funds prior to signing of the PPA, this work is being progressed as a matter of urgency.

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 Council have recently been made aware of three Nationally Significant Infrastructure Projects where West Lindsey District Council will perform the role of host authority in the Development Consent Order process.
- 1.2 The Planning Act 2008 introduced the Development Consent Order process to streamline decision making process for nationally significant major infrastructure projects with the aim of making the process fair and faster for communities and applicants alike.
- 1.3 Instead of making an application for planning permission to the Local Planning Authority under the Town & Country Planning Act, the applicant instead applies for a Development Consent Order (DCO) directly to the Government. The application will be considered by the Government's Planning Inspectorate, who will make a recommendation to the relevant Secretary of State who then makes the final decision. So for a renewable energy scheme of over 50MW, this would be determined by the Secretary of State for Business, Energy and Industrial Strategy.
- 1.4 There are six stages of the National Infrastructure Planning process. These are:
 1. **Pre-application:** Before submitting an application, potential applicants have a statutory duty to carry out consultation on their proposals.
 2. **Acceptance:** When the applicant submits an application for development consent the Planning Inspectorate, on behalf of the Secretary of State, must decide whether or not the application meets the standard required to be accepted for examination.
 3. **Pre-examination:** This stage allows Interested Parties (including members of the public) to register and make a representation to the Planning Inspectorate on the proposals.
 4. **Examination:** The Planning Inspectorate has up to six months to carry out the examination. The Planning Inspectorate will consider all important and relevant matters with questions posed and answered through a hearing or series of hearings.
 5. **Recommendation and Decision:** Within 3 months of the examination closing, The Planning Inspectorate prepares a report on the application for consideration by the relevant Secretary of State who then decides whether to grant or refuse development consent.
 6. **Post Decision:** Once a decision has been issued by the Secretary of State there is a six week period where this can be challenged.
- 1.5 West Lindsey District Council is a host authority for the three current NSIP proposals for solar farm development. The role of host authority is set out in the Planning Act 2008. Participation is not obligatory but is strongly advised by the Planning Inspectorate. The local authority has the opportunity to provide an important local perspective at the pre-application stage, in addition to the views expressed directly to the developer by local residents, groups and businesses. The Local

Authority will also take part in, and make representations at the Inquiry. Local authorities will also become responsible for discharging many of the requirements (akin to planning conditions) if development consent is granted. Local authorities are also likely to have a role in monitoring and enforcing many of the DCO provisions and requirements.

2. Planning Performance Agreement

- 2.1 As Development Consent Orders are considered directly by the Planning Inspectorate the Local Planning Authority does not receive a planning fee.

For each of the NSIP projects the Developer has recognised that the scope and nature of it's proposals, and that by being an NSIP, it places additional demand for resources upon WLDC. The Developers are willing to provide some financial support to WLDC to enable the local authority to participate fully in the Development Consent Order process.

- 2.2 We have instructed Legal Services Lincolnshire to begin the preparation of the Planning Performance Agreements (PPA) for each of the NSIP proposals.

- 2.3 The purpose of the Planning Performance Agreement is to provide a project management framework for the parties to work together in handling the DCO process. A PPA may also provide a basis for any voluntary contributions which the applicant has offered to pay to assist with the abnormal costs associated with such developments. We expect that the PPA will:

- Facilitate WLDC in securing appropriate internal and external resources to ensure that we effectively and efficiently undertake the activities required as part of the NSIP process;
- Enable WLDC to engage with the Developers in a way that meets the necessary timetable requirements as set out in the PPA
- Provide a clear and transparent mechanism to enable the developer to provide financial support as is required by WLDC
- Identify the project teams for both WLDC and the Developer
- Agree measurable performance indicators for both parties

- 2.4 For each of the proposals we are awaiting detailed project timetables however each developer have indicated that the formal pre application consultation is planned for early 2022. It is therefore anticipated that work on the applications will be required imminently.

3. Resource Requirements

3.1 As host authority WLDC will be required to work on the following elements of the DCO process:

- Statement of Community Consultation response
- Draft preliminary Environmental Impact Report response
- Planning Performance Agreement
- S106 Planning Obligations
- Environmental Statement ongoing dialogue
- Adequacy of Consultation Response
- Local Impact report and Development Consent Order including draft requirements
- Statement of Common Ground
- Examination Participation including written representation submissions
- Discharge of requirements and monitoring

3.2 In order to support the DCO process WLDC will need to provide officer capacity early in the process, both in respect of at least one suitably qualified and experienced Planning Officer, together with technical administration support. There will also be capacity required from our legal team. It will be necessary to seek funds from the Developers to cover this work.

3.3 We also envisage that external technical specialists in the following subjects, as a minimum, will be required.

- Environmental Impact Assessment and Regulatory Overview
- Land and visual impact assessment
- Geology, hydrology and hydrogeology
- Ecology and ornithology
- Traffic and Transport
- Noise
- Culture and heritage
- Socio economics
- Air quality and climate
- Glint, glare and aviation
- Agricultural land impacts

3.4 Officers from across Central Lincolnshire, together with colleagues from Boston and Bassetlaw, where other similar NSIP proposals are coming forward, have come together to work collaboratively on securing the necessary technical specialisms for this work.

3.5 It is unprecedented for WLDC to have received three NSIP proposals in quick succession. Although timescales for the proposals are beginning to emerge, and high levels details of the proposals have been made public, the process has not yet formally commenced.

- 3.6 Due to the scale and nature of the proposals it is likely to take some time to agree the necessary Planning Performance Agreements and access the financial support that will be required.
- 3.7 It is therefore deemed necessary to put in place an NSIP resource which will allow WLDC to make the necessary officer arrangements, fund the services of Legal Services Lincolnshire and commence the procurement of the technical specialists.
- 3.8 It is expected that these costs are reclaimed from the respective developers once the PPA is in place. Hence this is sought as a resource to bridge the gap between now and the signing of the PPAs.
- 3.9 The level of resource that will be required across the three NSIPs in this bridging period is not clear and will be determined by the length of time it will take to agree the PPAs. The developer timescales will also impact on when the resources will be required. It is therefore suggested that an NSIP project bridging resource of £50,000 is made available and will be subject to regular review through the budget monitoring process.

4. Recommendation

- 4.1 Corporate Policy and Resources Committee approve the allocation and spend of up to £50,000 from the General Fund Balance, to deliver the necessary resourcing requirements of the current Nationally Significant Infrastructure Projects as a bridging resource whilst Planning Performance Agreements are signed to resource the Development Consent Order process.

Agenda Item 6c



**Corporate Policy &
Resources Committee**

**Thursday 11th November
2021**

Subject: Annual Infrastructure Funding Statement

Report by: Assistant Director of Planning and Regeneration

Contact Officer: Rachael Hughes
Head of Policy and Strategy

rachael.hughes@west-lindsey.gov.uk

Purpose / Summary: To provide a summary of financial contributions the Council has secured through section 106 agreements and Community Infrastructure Levy receipts, collectively known as developer contributions, from new developments for the provision of infrastructure and affordable housing within the financial period 2020/21.

RECOMMENDATION(S):

- 1. Members accept the content of the Infrastructure Funding Statement, found in appendix 1 of this report, for publication by 31 December 2021.**
- 2. Members resolve to receive future versions, for information only, through the Members Newsletter.**

IMPLICATIONS

Legal:

The Council has a statutory duty to prepare an Infrastructure Funding Statement further to the Community Infrastructure Levy (Amendment) (England) (No.2) Regulations 2019 annually between 2nd to 31st December. The recommendations in this report comply with this statutory duty.

Financial :**FIN REF: FIN/96/22/JA/MT**

There are no specific financial implications for this report as the report presents details of transactional activities in relation to S106 and CIL monies secured, collected and spent as detailed within the financial ledger.

However monies held are invested as part of our Treasury Management function and will generate a small return.

Full details are contained within Appendix 1.

S106 Summary

	2019/20 CF (£)	Additions 2020/21 (£)	Internal Interest (£)	Spent 2020/21 (£)	2020/21 CF (£)
Affordable Housing	£1,898,157.21	£1,889,835.11	£431.40	£16,828.99	£3,771,594.73
Health	£18,636	£27,232	0	0	£45,868
Public Open Space	£2,500	0	0	0	£2,500
S106 Maintenance	£6,000	0	0	£8,000	-£8,000
Total	£1,925,293	£1,917,067	£431	£24,829	£3,817,963

CIL Summary

	Total Income	Parish Council Collected	WLDC Admin	LCC portion (held in line with MOU)
2018/19	£94,720.00	£14,903.70	£4,736.00	£68,818.14
2019/20	£33,693.06	£5,224.56	£1,684.65	£26,783.85
2020/21	£127,089.64	£25,833.34	£6,165.30	£101,353.16
Total	£255,502.70	£45,961.60	£12,585.95	£196,955.15

Staffing :

N/A

Equality and Diversity including Human Rights :

The collection and subsequent delivery of projects in connection with developer contributions is non-discriminating and is undertaken in line with the CIL Regulations 2010 (as amended) and aligned with evidence based Council wide priorities.

Data Protection Implications :

All information provided within the report is publically available either by request or on the Planning Register.

Climate Related Risks and Opportunities:

As the Infrastructure Funding Statement is a retrospective view on spend against priorities from the previous financial year, there are no immediate risk of conflicting opportunities relating to climate change.

Section 17 Crime and Disorder Considerations:

N/A

Health Implications:

As the Infrastructure Funding Statement is a retrospective view on spend against priorities from the previous financial year, there are no direct health implications derived from this report, however some monies are held for the benefit of the NHS.

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

IFS 2019/20 - <https://www.west-lindsey.gov.uk/my-services/planning-and-building/community-infrastructure-levy-cil/>

S106 Capital Programme Paper 23.09.21 - <https://democracy.west-lindsey.gov.uk/documents/g2918/Public%20reports%20pack%2023rd-Sep-2021%2018.30%20Corporate%20Policy%20and%20Resources%20Committee.pdf?T=10>

Risk Assessment :

N/A

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 Infrastructure Funding Statement (IFS) has been brought to committee for information only, this is because whilst the statement doesn't necessarily show anything different to that presented in West Lindsey's financial statements, it does draw the information together in one place and provides members and the public an opportunity to view developer contribution transactions in one specific report promoting greater transparency and understanding of a complex area of work.
- 1.2 It is a requirement of the Community Infrastructure Regulations 2010 (as amended) that each Local Authority publish their IFS for the previous financial year prior to the 31st Dec. As such the Infrastructure Funding Statement for 2020/21 can be found at appendix 1 of this report. .
- 1.3 The IFS also details future spending priorities on infrastructure and affordable housing in line with up-to-date or emerging Local Plan policies. This provides clarity and transparency for communities and developers on the infrastructure and affordable housing that is expected to be delivered. It also provides a useful link back to previous decisions made by members in relation to the Capital Programme and the spending of s106 monies on new housing delivery projects (approved at the last Corporate Policy & Resource committee).
- 1.4 Finally, the IFS provides a summary of what new monies have been secured through s106 agreements and as such may be available for future projects.
- 1.5 The IFS does not include any details in relation to s106 monies for highway improvements or education, this is because LCC is almost always a signatory on s106 agreements and as such monies are paid directly to Lincolnshire County Council (LCC). LCC, under the regulations are also required to produce an IFS, which is also currently underway. A link to this completed document will be provided on the West Lindsey website so that the two documents can be read simultaneously by interested parties.

2. Background

- 2.1 The Community Infrastructure Levy (CIL) is one of the primary mechanisms for collecting financial contributions from new developments, specifically residential and convenience retail over 100m² (supermarkets) to help fund the provision of infrastructure required to support growth within the District.
- 2.2 The Council started charging CIL on all new residential developments receiving planning permission from the 22nd January 2018. The extent of applicable charges by use and geography is set out within the Council's adopted Charging Schedule (www.west-lindsey.gov.uk/CIL).

- 2.3 In addition to CIL, the Council continues to secure affordable housing, site specific infrastructure items, NHS and primary school contributions through the use of legal agreements under Section 106 (S106) of the Town and Country Planning Act 1990 (as amended).
- 2.4 Previously, charging authorities were required to report annually on how much CIL had been received, and how it has been spent; this was known as the Regulation 62 statement.
- 2.5 Regulation 62 reports have been presented to this committee as part of the annual finance report and have detailed CIL monies collected and redistributed. This information remains part of this reporting mechanism. Additionally regulation 123(4) required charging authorities to set out a list of projects or types of infrastructure intended to be funded by CIL.
- 2.6 However, there were a number of issues found in this approach including the level of detail presented by authorities as well as procedural difficulties in relation to delivering infrastructure. As such, the regulations were updated.
- 2.7 As a result, changes to the Regulations implemented through the Community Infrastructure Levy (Amendment) (England) (No.2) Regulations 2019 (which came into force on 1 September 2019), each calendar year (between 2nd Dec – 31st Dec) the Council must publish an Infrastructure Funding Statement (IFS) detailing what they have received and spent through CIL and other developer contributions such as s106 agreements, as well as include information for the following year on funding priorities.

3. Summary

- 3.1 Due to a change in regulations, it is a requirement for Local Authorities that collect and spend monies from Developer Contributions to publish an Infrastructure Funding Statement on or before 31st December for the preceding financial year.
- 3.2 An Infrastructure Funding Statement must contain:
- A report relating to the previous financial year on the Community Infrastructure Levy, Section 106 planning obligations and where appropriate any Section 278 highways agreements. (In a two tier authority information on s278 highway agreements will be detailed within the county council's IFS.
 - A report on the infrastructure projects or types of infrastructure that the authority intends to fund wholly or partially by the levy (excluding the neighbourhood portion).
- 3.3 West Lindsey District Council's IFS for financial year 2020/21 is attached as an appendix to this report and provides an overview of developer contributions for this period and the previous year for context, meeting the requirement of the regulations.

4. Recommendation

- 4.1 Members accept the content of the Infrastructure Funding Statement, found in appendix 1 of this report, for publication by 31 December 2021.
- 4.2 Members resolve to receive future versions, for information only, through the Members Newsletter.

1. Introduction - About this statement

This Infrastructure Funding Statement published by West Lindsey District Council is for the financial period 2020/21. The report provides a summary of financial contributions the Council has secured through section 106 agreements and Community Infrastructure Levy receipts, collectively known as developer contributions, from new developments for the provision of infrastructure and affordable housing within the financial period 2020/21.

The information included in the report will be updated annually and published on the Council's website. This will ensure the most up to date information on the amount of developer contributions received by the Council from new developments, in addition to information on where these monies have been spent is readily available to members of the public and other interested parties.

The report does not include information on the infrastructure delivered on site as part of new developments in the District nor does it include information on developer contributions paid directly to other infrastructure delivery partners such as Lincolnshire County Council. Details of these contributions can be found within Lincolnshire County Council's own Infrastructure Funding Statement.

Please note that data on developer contributions is imperfect because it represents estimates at a given point in time, and can be subject to change. However, the data reported within this document is the most robust available at the time of publication.

2. Key headlines from the statement

West Lindsey District Council community infrastructure levy (CIL)

- £20,128.00 of the neighbourhood portion has been split between 11 Parish Council's within the financial year 2020/21 to be spent on Local Infrastructure.
- CIL receipts, circa £196,955 is available to spend on infrastructure, specifically within this plan period, the Lincoln Eastern Bypass and Secondary Education.

Table 1: High level summary of CIL balances

	Total Income	Parish Council Collected	WLDC Admin	LCC portion (held in line with MOU)
2018/19	£94,720.00	£14,903.70	£4,736.00	£68,818.14
2019/20	£33,693.06	£5,224.56	£1,684.65	£26,783.85
2020/21	£127,089.64	£25,833.34	£6,165.30	£101,353.16
Total	£255,502.70	£45,961.60	£12,585.95	£196,955.15

West Lindsey District Council Section 106 agreements (S106)

- £1,890,266.51 has been received from developments in 2020/21 for the purpose of enabling affordable housing within the District.
- During 2020/21 WLDC has received contributions towards NHS facilities of £27,232.

Table 2: High level summary of s106 balances

	2019/20 CF (£)	Additions 2020/21 (£)	Internal Interest (£)	Spent 2020/21 (£)	2020/21 CF (£)
Affordable Housing	£1,898,157.21	£1,889,835.11	£431.40	£16,828.99	£3,771,594.73
Health	£18,636	£27,232	0	0	£45,868
Public Open Space	£2,500	0	0	0	£2,500
S106 Maintenance	£6,000	0	0	£8,000	-£8,000
Total	£1,925,293	£1,917,067	£431	£24,829	£3,817,963

3. Community infrastructure levy & section 106 agreements

CIL is a tariff-based charge on the development of new floor space (per square metre) in the District. The money can be used to fund a wide range of infrastructure, during the Local Plan period, CIL receipts are currently earmarked to support the provision of the Lincoln Eastern Bypass, in line with the Memorandum of Understanding agreed by Members in 2010.

S106 agreements are used to mitigate the impacts of development and ensure that West Lindsey's infrastructure needs, as part of Central Lincolnshire's Local Plan policy requirements, are fully met.

S106 obligations include:

- Site-specific financial contributions - these are secured and must be used for defined purposes; for instance, the provision of education facilities, traffic and transport/highways related works, open space provision and affordable housing contributions (where accepted in lieu of on-site provision).
- Provision of on-site affordable housing; and
- Non-financial obligations, including requirements such as employment and skills strategies, construction management plans and travel plans.

4. Community infrastructure levy – collection and expenditure

West Lindsey income 2020/21

The amount of CIL payable depends on where the development is located within the District and the type of development. The West Lindsey CIL charging schedule and map of the charging zones are available to view on our website at: www.west-lindsey.gov.uk/CIL

The tables below provides a breakdown of CIL receipts within the financial year 2020/21. It is difficult to predict trends in terms of income with only three years' worth of data. This is because there is usually significant time lag between the adoption of CIL and establishing an income trend. This is very often due to the larger applications delivering on site now, having received planning permission prior to the adoption of CIL. Large sites which have received planning permission within the last couple of years, will still be working through the implementation of the permission and so should start to deliver within the next couple of years. What is clear is that the income trajectory is following an upward trend, which is consistent with that of charging authorities that have previously adopted CIL.

West Lindsey continues to receive a high proportion of 'self-build' exemptions, remaining in the region of 25%, which creates the same level of administration but generates no levy.

Table 3: Total CIL Income

Year	£
2020/21	£127,089.64

West Lindsey CIL expenditure

£6,165.30 was retained in 2020/21 by the authority to contribute towards the authorities CIL administration costs, in line with the CIL Regulations 2010 (as amended).

Neighbourhood CIL

Councils have a duty to pass on a proportion of CIL receipts to local neighbourhoods (this is known as the neighbourhood portion). The neighbourhood portion is capped at 15% (but rises to 25% in areas where a neighbourhood plan has been adopted).

The neighbourhood portion of the levy must be spent on the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on an area.

During 2020/21 we have collected £25,833.34 of CIL funding for the purpose of funding local neighbourhood projects (see table 4 below).

Table 4

Name of local council	CIL amount	Planning Reference
Bardney	£708.62	141207
Market Rasen	£480.94	137695
North Kelsey	£2,221.35	140238
Stow	£267.19	137530
Gainsborough	£206.90	140706
Greetwell	£644.20	141320
Bishop Norton	£979.94	140650
Nettleton	£1,236.29	139043
Owmby by Spital	£225.09	140505
South Kelsey & Moortown	£209.04	140591
Scothern	£2,852.20	138337

Infrastructure Funding Statements look at financial years, however payment of the Neighbourhood portion takes place twice a year; on or before the 28th April and on or before 28th October, therefore the amounts collected in a financial year may not directly reconcile with the neighbourhood portion paid. For example this year £10,031.76 of the neighbourhood portion was paid over to local councils within the financial year with £15,802 being held over year end and paid in April 2021, in line with the Regulations.

Non-parished areas

Despite West Lindsey District Council having a large number of Parish Councils. There are areas of the District which do not have a Parish or Town Council. These areas are usually rural areas with a limited number of houses and as such are unlikely to see much development. However there are some instances where development may come forward and CIL may be collected.

In these instances the CIL Regulations 2010 (as amended) require the CIL Charging Authority to retain the monies. Monies collected from non-parished areas must be spent on

infrastructure projects, however there is no time limit within the Regulations as to how long monies may be held. For the period of 2020/21 which this IFS covers, West Lindsey District Council, as the CIL charging authority, holds £1,055 collected in connection with a development in Goltho.

This money and other monies collected from non-parished areas will be held until such time that there is a sufficient quantity to scope and deliver a suitable infrastructure project.

To align with the Council's Corporate Objectives around people and place, specifically wellbeing and infrastructure and the Council's goal to reduce carbon emissions across the district by 2050, it is proposed that monies will be used to deliver projects which improve walking and cycling provision across West Lindsey. Because this money is likely to originate from rural communities it is intended that the project should be, in the first instance focussed on infrastructure to support rural communities. Once the quantity of funds collected from development located in non-parished areas allow, a project will be developed and taken through the appropriate governance process for approval.

Currently there is not enough money to deliver a project and as such further work will be undertaken to scope this approach and establish a framework for delivery, which can be implemented once a sufficient amount of money has been collected.

The budget line for non-parished areas will continue to be reported on through the Infrastructure Funding Statement, annual budget reviews, as well future project development.

5. Section 106 collection and expenditure: 2020/21

The Central Lincolnshire Local Plan, adopted in April 2017 sets out our priorities in relation to planning obligations in the context of negotiations on planning applications. These priorities include the provision of infrastructure and affordable housing.

Further detail on the implementation of this approach is set out in the Developer Contributions Supplementary Planning Document. This document outlines the range and nature of planning obligations to be sought depending on the type of development and how they are calculated in the District and Central Lincolnshire as a whole.

These documents can be viewed on our shared Central Lincolnshire website at:

www.central-lincs.org.uk/local-plan

Section 106 agreements completed in 2020/21

*It is important to note that contributions requested for education and highways are made by Lincolnshire County Council, based on their own evidence and data. The Local Planning Authority has no jurisdiction over when contributions are requested nor which infrastructure projects identified for funding.

Table 5: Developments with notable S106 financial contributions signed in the last financial year 2020/21 included below.

Flare reference	Application site	Type of agreement	Type	Contribution/requirement	Restrictions on spend
124663	The Swale, Corringham Road	DoV S106	Affordable Housing	8 units on site	N/A

139994	Thurlby Road, Gainsborough	S106	Full Affordable Housing scheme	Secure Affordable Housing in perpetuity	N/A
140099	Stallingborough Road, Keelby	DoV S106	Public Open Space	Provision & management on site	N/A
			Affordable Housing	20% provision on site	N/A
140717	Land south of the Belt Road, Gainsborough	DoV S106	Affordable Housing	25% AH provision on site	
			Education	£224,914 (approx.)	Extend Castle Wood Academy from 0.5FE to 1.5FE incl. 4a additional classrooms & ancillary facilities 5yrs from date of final payment
			Public Open Space	Provision & management on site	
			NHS	£34,000 (approx)	Gainsborough Doctors Practices
W65/566/95	Minster Fields/Wolsey Way Lincoln	DoV S106	Affordable Housing	£1.5mil	To provide Affordable Housing within the District of West Lindsey
141843	Rear of 72 Scothern Road, Dunholme	DoV s106	Affordable Housing	Commuted sum in lieu of on site Shared Ownership AH £159,831	None
138733	Middlefield Lane, Gainsborough	S106	Education	£55,282	Queen Elizabeth High School
			NHS	£60,087	John Coupland Hospital
			Public Open Space	£134,792	Aisby Walk Park
			Highways	£5000 Travel Plan	Travel Plan

			Affordable Housing	£112,393	To provide Affordable Housing within the District of West Lindsey
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Relevant documentation for all planning applications can be viewed online on our planning portal at: www.west-lindsey.gov.uk/planning

Section 106 financial contributions received

In 2020/21, a total of £1,917,067.11 was received in s106 contributions. Table 7 shows the breakdown of contributions received in 2019/20.

Table 6: s106 contributions collected

S106 amounts collected in 2019/20	Reference Number	S106 purpose	Restrictions on spend as defined in s106	Payback
£194,444.69	137918 Scothern	Affordable Housing	Affordable Housing within a 5mile radius of the site	Within 5yrs of receipt of final payment
£1,500,000	120310 Minster Fields, Lincoln	Affordable Housing	Affordable Housing within the District of West Lindsey	None
£61,597.32	132090 Cherry Willingham	Affordable Housing	Affordable Housing within the District of West Lindsey	Within 10yrs of receipt of final payment
£133,793.10	127782 Caistor	Affordable Housing	Affordable Housing within the District of West Lindsey	Within 5yrs of receipt of final payment
£ 27,232	136785 Dunholme	NHS	For the purposes of an additional 20 parking spaces at Welton Family Health Centre	None

Section 106 spending

As Lincolnshire is a two tier authority, any monies secured for highways or education in s106 agreements are paid directly to Lincolnshire County Council. Details of receipts and spend can therefore be found in County Council's own Infrastructure Funding Statement.

There has been only a small amount of expenditure of s106 monies in this year, relating primarily to the settlement of two historic s106 agreements where monies were due to parish councils for in relation to open space maintenance. These payments of £6,000 and £2,000 were made to Fenton and Marton & Gate Burton Parish Councils respectively. There are a number of affordable housing projects currently being worked on, as part of the Council's wider Capital Programme, which are likely to result in expenditure within the financial year 2021/22. Within 2020/21 a small amount of funding was collected on behalf of the NHS. This again will be used to support a project identified by the NHS which aligns with the requirements of the s106 agreement.

Current s106 balances

As a result of the expenditure set out above, the current s106 balances held are as follows:

- Total current balance £3,817,962.73, which includes monies earmarked for the NHS
- Of that balance 48% is formally earmarked for specific affordable housing projects. To ensure full transparency, all direct spend by West Lindsey District Council, for the purposes of enabling Affordable Housing schemes will be detailed within the Council's future Capital Programme, following comprehensive project development and due diligence.
- £1.9m remains available for allocation for future affordable housing schemes to be allocated towards affordable housing schemes in 2021/22 and beyond, all of which will need to meet the specific requirements as defined within s106 agreement schedules relating to each site.

6. Future expenditure and priorities

CIL

As detailed above currently all CIL collected throughout the Local Plan period is earmarked for the delivery of the Lincoln Eastern Bypass and Secondary Education, and is prioritised as such. If this arrangement changes, decisions on future infrastructure priorities will be established and agreed through appropriate governance mechanism to ensure transparency and equity.

In terms of predicting the level and timing of future CIL funding it will depend on the nature and scale of development, the number of implemented planning permissions, build out rates and the phasing of development. As such due to the uncertainty over forecasting, the amount of CIL funding will be based on the total receipts collected from the previous financial year and any unspent receipts from previous financial years.

S106

S106 funding in all cases must be spent in accordance with the terms of the legal agreement (as part of the planning application process). The heads of terms can include a clause to spend the S106 contribution between five and ten years of the agreement. S106 funding is more closely tied to the phasing of development set out in the terms of the legal agreement. S106 income varies on a site-by-site basis depending on a range of factors, such as the viability of development, location and other site-specific considerations. This makes it difficult to forecast future S106 income and expenditure. However, all future S106 expenditure is reported through Capital Budget Setting and the delivery of those projects will be reported on through future Infrastructure Funding Statements.

Much like CIL any future spend from S106 will only be based on commuted sums collected from the previous financial year and any unspent commuted sums from previous financial years. As such, this approach may result in s106 commuted sums being retained over a number of years creating enough reserves to deliver/enable strategic affordable housing projects at scale in line with corporate priorities.

Delivering additional affordable housing through S106 funding is challenging in West Lindsey. This is because West Lindsey is not a stockholding authority and as such relies on external partners to deliver the affordable housing across the District. Whilst the Council has clear priorities to deliver housing which meets evidenced needs, very often projects arise in the guise of opportunities presented by Registered Providers based on their programmes of work.

Nonetheless, the options detailed below, align with housing needs evidence and remain a focus for future S106 spend:

- Use area restricted S106 funding to purchase open market housing to deliver additional affordable rental units in those areas
- Use S106 funding to convert market housing into First Homes
- Use S106 funding to purchase open market housing to deliver additional affordable rental units areas of evidenced high need
- Purchase empty or problematic properties and convert them into affordable housing

All projects which align with these priorities will be assessed as part of the established application process for S106 monies, ratification of the project will be sought via the s106 Capital Spend Programme and be subject to a grant funding agreement between the Council and the delivery partners.

7. Conclusions

West Lindsey District Council is committed to working with the local community and other stakeholders to ensure that planning contributions are used in a fair and transparent way to maximise the benefits and opportunities arising from development, such as new affordable homes and key infrastructure provision.

As part of West Lindsey's commitment to continuous service improvement the planning and delivery of CIL and S106 income and expenditure remains under review to ensure the allocation and negotiation process is robust and appropriate facilitating coordinated delivery to meet identified need and corporate policies.



**Corporate Policy and
Resources**

**Thursday 11th November
2021**

Subject: Selective Licensing - Future Options and Proposals

Report by:	Assistant Director - Change Management and Regulatory Services
Contact Officer:	Andy Gray Housing and Enforcement Manager andy.gray@west-lindsey.gov.uk
Purpose / Summary:	To seek approval, of funding based on the feasibility information, to consult on future proposals for Selective Licensing in West Lindsey.

RECOMMENDATION(S):

Committee are asked to:

- a) Approve a budget and at risk funding of £122.9k to deliver phase 2 and 3 of the Selective Licensing Scheme as recommended by the Prosperous Communities Committee on 2nd November 2021.
- b) Approve the use of the £84.2k of general fund balance for the phase 2 consultation costs should a selective licensing scheme not progress.
- c) A further report be received once the outcome of the consultation is known, and a Scheme be agreed, for the purpose of setting the Selective Licensing Fee.

IMPLICATIONS

Legal:

The Housing Act 2004 requires Local Housing Authorities to licence mandatory licensable HMOs, and allows the licensing of other HMOs or privately rented housing. This licensing can come in the form of Mandatory Licensing (mainly HMOs), Additional Licensing or Selective Licensing.

The legal framework for the Selective Licensing is found in Part 3 (Sections 79 to 100) of the Housing Act 2004. Alongside this, The Selective Licensing of Houses (Additional Conditions) (England) Order 2015 sets out additional conditions for the purposes of a designation under Section 80.

A selective licensing designation may be made if the area to which it relates satisfies one or more of the following conditions.

The area is one experiencing:

- Low housing demand (or is likely to become such an area)
- A significant and persistent problem caused by anti-social behaviour
- Poor property conditions
- High levels of migration
- High level of deprivation
- High levels of crime

This paper refers only to Selective Licensing. The Housing Act 2004 allows Local Authorities to introduce licensing for privately rented properties accommodating single households. It is intended to address the impact that poorly managed rented properties can have on the local environment and to improve housing conditions.

Part 3 of the Act sets out the scheme for licensing private rented properties in a Local Authority area. A Local Housing Authority can designate the whole or any part(s) of its area as being subject to Selective Licensing.

Where a Selective Licensing designation is made it applies to all Part 3 houses which may be houses or flats as defined by Sections 79 and 99 of the Act, which are privately rented properties in the area, subject to certain exemptions for example Registered Providers (formerly known as Housing Associations), or HMOs which are required to be licensed under Part 2 of the Act through an Additional Licensing Scheme.

Financial : FIN/120/22/TJB

The scheme will require an upfront investment of £165.6k however, £38.7k funding is currently available in the revenue budget for this scheme. The remaining £126.9k will be met from the General Fund initially, but will be offset by future income created by the scheme, and thereby replenishing the General Fund Balance.

If, after consultation, it is determined that no scheme should go ahead at all, then the Council will have incurred costs relating to the designation and consultation work which totals £122.9k. With the £38.7k of funding available in the revenue budget, £84.2k will be met from the General Fund Balance.

If the Council agrees to commence with a scheme and submits a designation to the Secretary of State, alongside an independent designation for Gainsborough SWW, that is then not successful, it will be able to recover the costs of the full designation work from the first designation for the SWW.

Initially the scheme will be run with existing staff and covered by the revenue cost already built into the Medium Term Financial plan. Additional resources will then be added as the scheme develops prior to designation and applications are initially received.

The detailed financial information and assumptions are detailed at Section 3 of the report and reflect additional costs and income levels and does not include the cost of resources already within our establishment which would be attributed to this scheme.

The fee of £675 is based on total cost recovery but will be subject of a future report to set the Selective Licensing Fee once the scheme details are known. The fee level may also be subject to change as a result of the consultation.

Staffing :

There are no immediate staffing implications. The final proposals will detail the specific staffing requirements needed to deliver any scheme. The existing staff resource will be utilised to deliver the consultation elements of the scheme.

Specifically in relation to the consultation, there will be a demand on this work area in the short term during the consultation period to cover the coordination of the consultation activity.

Equality and Diversity including Human Rights :

An Equality Impact Assessment has been undertaken for the consultation specifically. This will be developed further should the scheme be delivered to then include any implications for the actual licensing delivery.

West Lindsey has inequalities between relative affluent areas and those considered deprived. The scheme should help those that are more disadvantaged through ensuring proper tenancy arrangements are in place. The elimination of overcrowding and poor energy efficiency of properties within the private rented sector will help improve health outcomes.

Data Protection Implications :

No implications at this stage.

Climate Related Risks and Opportunities :

The improvement of property conditions can have a direct impact upon CO2 emissions and fuel poverty. A licensing scheme is one tool available to bring about improvements to property conditions and where these are achieved it will contribute to the broader climate agenda that the Council is working towards.

Section 17 Crime and Disorder Considerations :

Whilst only one of the proposed designations will be based on the anti-social behaviour criteria, selective licensing provides a tool to manage ASB related issues within the private rented sector.

An increased number of property inspections, combined with additional presence in the designated areas enables the Council to focus on the highest risk issues, which are usually then linked to properties where ASB and crime have been concerns.

As has been demonstrated by the Council's previous scheme, there is a link between unlicensed properties and criminal landlords, which can be better targeted utilising the proposed approach.

Health Implications:

The improvement of property conditions is well documented as having a positive impact on the health of occupants. A licensing scheme provides a more wholesale method for bringing about these improvements and places additional regulatory requirements on its landlords.

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

Selective Licensing in the Private Rented Sector: A Guide for Local Authorities
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/418551/150327_Guidance_on_selective_licensing_applications_FINAL_updated_isbn.pdf

Prosperous Communities Committee, 16th March 2021 – Item 56. Approval of further work to be undertaken on future options for Selective Licensing [Agenda for Prosperous Communities Committee on Tuesday, 16th March, 2021, 6.30 pm | West Lindsey District Council \(west-lindsey.gov.uk\)](#)

Risk Assessment :

The main risks are in relation to:

- There is currently not sufficient and demonstrable strategic alignment to Satisfy the MHCLG criteria, should consent need to be sought.
- Data in relation to ASB and Crime has not been as conclusive for wards other than in Gainsborough South West Ward.
- A two designation approach may result in only a scheme being delivered in the Gainsborough South West Ward.
- The financial modelling seeks to cover scheme costs based on delivery of a scheme in the Gainsborough South West Ward only.
- Application processing times (subject to CRM) will need to reduce in order to ensure that the scheme can be delivered within the proposed fee.

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 This paper sets out proposals for the consideration of a further selective licensing scheme in West Lindsey, following on from the initial scheme in Gainsborough South West Ward that ended in July 2021.
- 1.2 On the 2nd of November 2021 Prosperous Communities Committee approved that the Council will commence consultation on its proposals to deliver a selective licensing scheme across a total of 5 wards within the district. These wards being Gainsborough South West Ward; Gainsborough North; Wold View; Hemswell and Market Rasen.
- 1.3 Prosperous Communities Committee also approved that the report be referred to Corporate Policy and Resources Committee to seek a decision in relation to the financial commitment of £126, 921 needed to deliver phases 2 and 3 of the scheme.
- 1.4 The full report and appendices considered by Prosperous Communities Committee can be found here [Agenda for Prosperous Communities Committee on Tuesday, 2nd November, 2021, 6.30 pm | West Lindsey District Council \(west-lindsey.gov.uk\)](https://www.west-lindsey.gov.uk/agenda/2021/11/02/Agenda%20for%20Prosperous%20Communities%20Committee%20on%20Tuesday%2C%202nd%20November%2C%202021%2C%206.30%20pm%20%7C%20West%20Lindsey%20District%20Council%20(west-lindsey.gov.uk))

2 Prosperous Communities Committee Decision

- 2.1 The preferred designation option selected by Prosperous Communities Committee, which will be considered within the consultation is option 1, shown in the table below:

	Wards	Implementation	% of the PRS	No of PRS	Criteria	Benefits	Issues
Option 1	5 wards Designation 1 followed by designation 2	Phased approach: designation 1 can be agreed locally (<20%) designation 2 must go to MHCLG	48.54%	4,392	Poor property conditions ASB (1) Deprivation (1)	Allows the first sub-20% to be implemented to start dealing with issues in the ward with most challenges The designation areas are all wards so easy to understand	Designation 2 needs approval by MHCLG There needs to be a short gap being designating the two areas
Option 2	5 wards + New Toft (Designations 1+ 2 + 3)	All designations agreed at the same time and must all go to MHCLG	49.17%	4,449	Poor property conditions	All possible areas are covered and schemes start at the same time	Delays in the approval by MHCLG Mix of areas - wards and villages may cause questions A lot of extra work for only 57 properties
Option 3	5 wards + New Toft (Designations 1+ 2 + 3)	Phased approach: designation 1 can be agreed locally (<20%) then designations 2 and 3 must go to MHCLG together	49.17%	4,449	Poor property conditions ASB (1) Deprivation (1)	Allows the first sub-20% to be implemented to start dealing with issues in the ward with most challenges All possible areas are covered	Delays in the approval by MHCLG Schemes start at different times Mixes different designation area types (e.g. wards and village)
Option 4	5 wards Designations 1 + 2 together	Designations 1 and 2 can be agreed at the same time and must all go to MHCLG	48.54%	4,392	Poor property conditions ASB (1) Deprivation (1)	All qualifying wards are covered by the scheme	New Toft is not included Delays in the approval by MHCLG means a large gap in coverage of Gains SW

- 2.2 The Council Cadence Innova to deliver the initial work on whether a selective licensing scheme is feasible based on the data and information available. As a result a full report has been provided by Cadence and is within the link for the Prosperous Communities Committee paper.

3 Financial Information

3.1 A detailed financial model has been developed, which sets out scenarios and options in relation to the different designations. This model has considered all of the relevant costs associated with processing a licence and has been informed by the work undertaken within the previous scheme, alongside information from other similar schemes. The financial model covers both designations and works on the assumption that designation 1 needs to break even, regardless of whether designation 2 is delivered. The key information to note in relation to the financial model is as follows:

- The licence fee is proposed to be £675 (previously licensed landlords will be charged the same fee as paid in the previous scheme of £375).
- 15% early bird reduction (£573.75) in first 3 months for new applicants in each designation. Assumed 40% of applicants will access this.
- 85% of applications are required in order to break even.
- An inspection rate of 50% of properties is proposed.
- Provision has been made within the FTEs for an additional 0.5 FTE ASB officer and 0.5 FTE Data Analyst spread across both designations.
- The use of Civica (Flare), will need to be made more efficient in terms of the licensing processes. This work has started to be undertaken by officers and is achievable. This process has not been identified to be developed in CRM so will be implemented in Flare first building on the processes used for the first scheme. As the new CRM system comes online consideration will be given to where any further efficiencies can be made.

3.2 The feasibility work also makes the following recommendations:

- That efficiencies will need to be realised (e.g. within the Civica system or by improvements to the process) to be able to deliver the service within the realistic FTE levels.
- If 85% of possible applications are received and a 25% improvement of processing time can be made it provides some flexibility within the scheme in regards to the staffing resource available.
- The number of FTEs required does not take into account the existing resource. Additional FTEs will need to be employed on a flexible basis to deliver the different aspects of the scheme.

3.3 The overall scheme costs are outlined within the table below. The figures within the table are based on the estimates made for the scheme currently and may be subject to change depending on the outcome of the consultation or through further refinement of the scheme.

Breakdown of estimated PRSL costs*

5 Year Running Costs	Designation 1 (est. 1,489 licences)	Designation 2 (est. 2,244 licences)	Designation 1 & 2 (est. 3,733 licences)
Staffing Costs	£384,194	£677,465	£1,061,659
Other Running Costs	£475,971	£615,170	£1,091,140
Consultation + Marketing	£18,000	£27,000	£45,000
Total Costs	£878,165	£1,319,635	£2,197,799
Estimated Income	£890,517	£1,341,875	£2,232,392
Recovery	£12,352	£19,740	£32,092
Recovery %	1%	2%	1%

*Based on a variable team year on year and 85% of current application processing time (a reduction of 15% from original processing time)

3.4 The key points for Committee to note are as follows:

- Designation 1 will be mitigated by the efficiencies within processing and in securing more than 85% of applications. Both of these are likely to happen.
- The limited surplus shown within designation 2 and designations 1 and 2 will be used as a contingency or allocated to the relevant work areas during the scheme. For example, this could be for additional staff or for additional systems development.
- The upfront costs of £126, 921 (see below) are accounted for within the delivery of designation 1. If no designation proceeds then there is a financial risk to the Council as this will not be recoverable.

3.5 As the overall cost of the scheme is based on the income that will be derived from it, there is a requirement for the Council to make available funding to initiate its development subject to approval.

3.6 There is £38,700 already available within the revenue budget to contribute towards this work. Therefore Corporate Policy and Resources Committee are asked to agree that a further budget of £126,921 be made available in to enable completion of the designation and submission elements of the project.

- The designation element of the work will cost £122, 860
- The submission element of the work will cost £42,761

3.7 If, after the approved consultation, it is determined that no scheme should go ahead at all, then the Council will have incurred costs relating to the designation and consultation work which totals £122.9k. With the £38.7k of funding available in the revenue budget, £84.2k will be met

from the General Fund Balance. The remaining amount approved for the submission element would not be required.

- 3.8 Detailed information relating to the content of phases 2 and 3 can be found in appendix 1. The submission element of the work will only be funded should the Council agree to proceed with a designation following on from the consultation and subsequent committee report. The specific details of what is being procured are available, but will be marked private and confidential for the purpose of both committees.

4 Summary

- 4.1 Based on the clear evidential case, Prosperous Communities Committee have approved that the Council should consult upon proposals for making a selective licensing designation for the Gainsborough South West Ward along with four of the districts other wards, being Gainsborough North; Wold View; Hemswell and Market Rasen.
- 4.2 In order to do this, Corporate Policy and Resources Committee are asked to agree that phase 2 and 3 of the work are undertaken and approve the relevant spend in relation to this, noting the risks of any scheme not being approved.

END



**Corporate Policy and
Resources Committee**

**Thursday, 11 November
2021**

Subject: Progress and Delivery Quarter 2, 2021-22

Report by:	Assistant Director – Change Management & Regulatory Services
Contact Officer:	Ellen King Strategy and Policy Officer – Corporate Strategy and Business Planning Ellen.King@west-lindsey.gov.uk
Purpose / Summary:	To present the Council's performance against an agreed set of key performance indicators for quarter two (July – September), 2021-22.

RECOMMENDATION(S):

1. To assess the performance of the Council's services through agreed performance measures and indicate areas where improvements should be made, having regard to the remedial measures set out in the report.
2. To approve the deletion of key performance indicator EN04 "% of licensed properties in the Gainsborough South-West Ward" as the cessation of the Selective Licensing Scheme in July 2021 means it is no longer possible to collect data for this performance measure. EN04 will be replaced with a new measure to monitor wider activity relating to Selective Licensing as part of the annual review of the Council's Progress and Delivery measures that is currently underway.

IMPLICATIONS

Legal:

There are no legal implications as a result of this report

Financial : FIN/106/22/MT/SL

There are no financial implications arising from this report. The financial performance measures are reconciled to service performance reported through the quarterly budget monitoring process, which is reported alongside this report.

Staffing :

There are no staffing implications as a result of this report

Equality and Diversity including Human Rights :

NB: Please explain how you have considered the policy's impact on different groups (for example: young people, elderly, ethnic minorities, LGBT community, rural residents, disabled, others).

Data Protection Implications : N/A

Climate Related Risks and Opportunities: N/A

Section 17 Crime and Disorder Considerations: N/A

Health Implications: N/A

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

*Wherever possible please provide a hyperlink to the background paper/s
If a document is confidential and not for public viewing it should not be listed.*

Risk Assessment :

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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



Progress and Delivery Report

Quarter Two (Jul-Sep) 2021/22

Executive Summary

Introduction

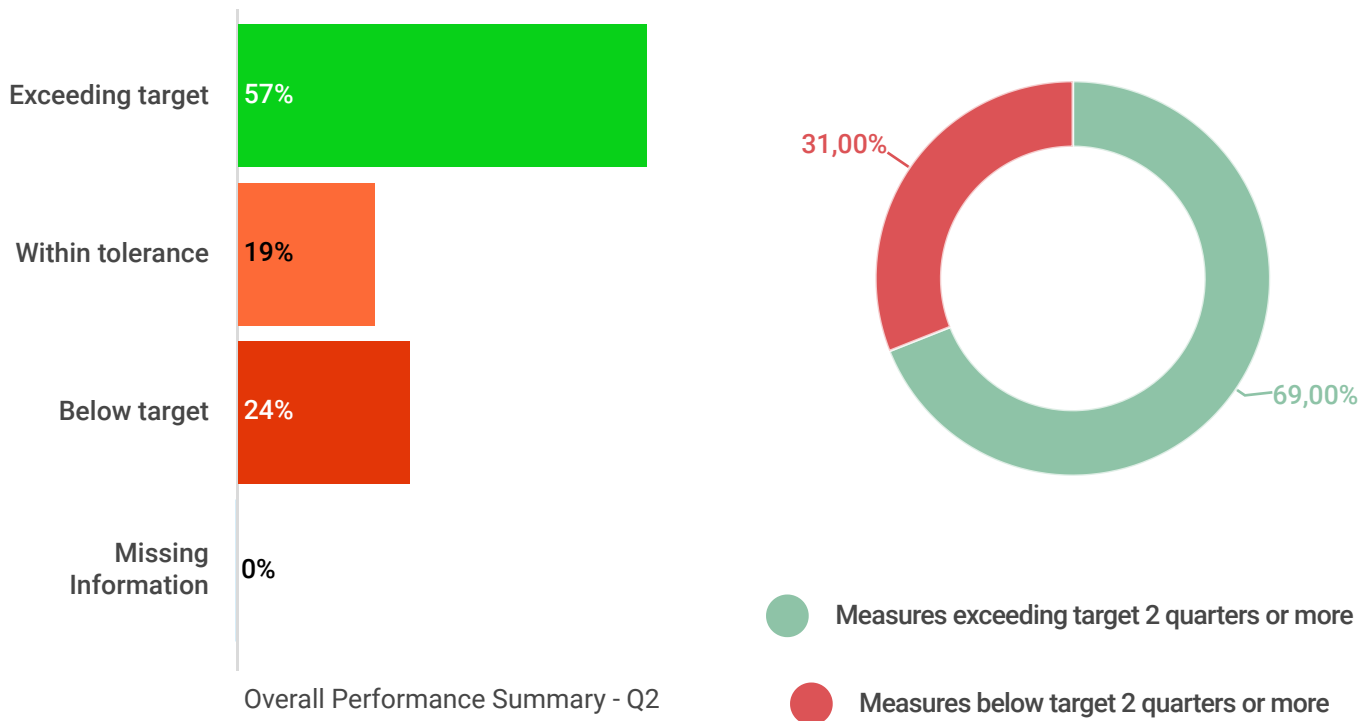
This report presents a detailed summary of Council performance for quarter two, (July - September) of 2021-2022. In line with the Council's senior structure, performance information in this report is grouped by portfolio and is based on the performance measures and targets approved by Corporate Policy and Resources Committee in January 2021. Each section of the report begins with an overall summary of portfolio performance, including measures which have been above or below target for at least two consecutive quarters. This is followed by a one page performance summary for each service within that portfolio. Key information includes performance by exception (above or below target) and narrative relating to service activity for the quarter. Where performance is below target, additional information has been included to explain: why this is the case, what remedial action is being taken to improve performance and when performance is expected to be back on track. Where new performance measures have been introduced, in line with standard practice, targets are not assigned for the first 12 months. Instead, performance data will be included in all P&D reports for 2021/22 in order that members have appropriate data to agree targets for 2022/23. Such new measures are highlighted within the relevant section of the report.

During Quarter three, the Performance and Programmes Team are working with key stakeholders, including a Progress and Delivery Member Working Group, to review all of the Council's Progress and Delivery measures and targets ready for 2022/23. The results of this review will be presented back to Corporate Policy and Resources Committee on 13th January 2022 for approval. Separately, it is recommended that one of the Council's key performance indicators within the Enforcement service, "percentage of licensed properties within the Gainsborough South-West ward (EN04) be removed. The Selective Licensing scheme came to a close in July 2021, therefore it will not be possible to collect data for this measure going forward. Prosperous Communities Committee will consider revised proposals in November and the results of this will be fed into the annual review of P&D measures that is currently underway, resulting in a proposed new indicator that measures Licensing Scheme activity across the district as a whole.

The Impact of COVID-19 on Council Performance

The Coronavirus pandemic continues to impact on Council performance. As of 19th July 2021, all COVID restrictions were lifted in England though the impact of the pandemic on some Council services remains. Where this is the case, the narrative of the report will be used to explain what the continuing impact is, what mitigating actions are in place and when business as usual is expected to return. This will allow progress to be tracked as the Council progresses from COVID response to COVID recovery, subject to any changes in national legislation.

Overall Summary of Council Performance - Quarter 2
























Quarter Two Performance by Portfolio

Portfolio	No of measures *	Measures exceeding target	Measures within tolerance	Measures below target	Missing Info
Corporate Health	10	8	1	1	0
Finance and Property	1	1	0	0	0
Homes and Communities	12	5	2	5	0
Operational and Commercial	19	10	4	5	0
People and Democratic Services	2	0	1	1	0
Planning and Regeneration	4	4	0	0	0
Change Management and Regulatory Services	20	11	5	4	0

* Includes only those performance measures for which a target has been assigned.

Corporate Health

- **CH02 - Customer satisfaction** has decreased slightly compared to the same period last year. Where satisfaction was recorded as low, this relates to customers not receiving a timely response, or the level of service they expected, or a customer is not in agreement with a planning decision. Any significant comments received have been fed back to the relevant service areas for consideration and action where appropriate. A total of 47 complaints were received during quarter two, a reduction of 30% on the same period last year. Conversely, the number of compliments has increased to 265 which represents a 56% increase on the same period last year.
- **CH05 - Call volumes** have reduced by over 2,000 calls compared to the same period last year. A six monthly review will be undertaken to try to establish what is impacting the low level of performance. At present, this measure relates to all calls received by the Council, rather than just those to the main switchboard number where call handling rates are higher. This measure is being reviewed as part of the annual P&D review and as part of the review of the Customer Experience Strategy (both currently underway) to ensure additional data can be provided relating to email handling and response times.

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
CH01 - Time taken to pay invoices	10 days	14 days	9.6 days		
CH02 - Average Customer satisfaction rating out of 5 stars	3.9 stars	3.5 stars	3.5 stars		
CH03 - % of complaints where the Council is deemed at fault	32%	45%	15%		
CH04 - Average number of days to resolve a complaint	7 days	21 days	9 days		
CH05 - % of calls answered within 21 seconds	73%	85%	66%		
CH06 - Average number of staff sickness absence days per FTE	0.69 days	0.6 days	0.62 days		
CH07 - Recorded Health and Safety incidents	10	NTS	12	...	
CH08 - Server and system availability	100%	98%	100%		
CH09 - Data breaches resulting in action by the Information Commissioner's Office	0	0	0		
CH10 - % of Freedom of Information (Fol) requests processed in the statutory time limit	100%	100%	100%		
CH11 - Number of subsequent challenges to Fol requests	0	0	0		

Finance & Property Performance Summary

Services included:

- Property and Assets



Measures where performance is above target for at least two consecutive quarters

KPI	Q1 (2021/22)	Target	Q2 (2021/22)	Perf
PA04 - Rental Portfolio Voids	10%	12%	7%	<div></div>

Measures where performance is below target for at least two consecutive quarters

There are no measures where performance is below target for two consecutive quarters.

Property and Assets

- At £48,209 rental income from car parks continues to improve and is up by 92% on the same period last year.
- At £155,084 income from received assets is down 18% compared to the same point last year due to loss of rent from the sale of housing stock.
- PA04 - Rental portfolio voids remain low with interest in the commercial property market still high.

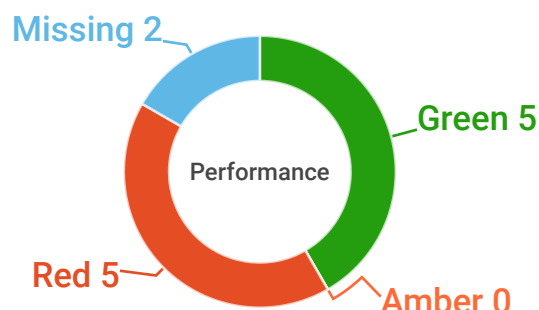
Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
PA04 - Rental portfolio voids	10%	12%	7%	<div></div>	<div></div>

Homes & Communities Performance Summary

Services included:

- Home Choices
- Homes, Health and Wellbeing
- Communities



Measures where performance is above target for at least two consecutive quarters













KPI	Q1 (2021/22)	Target	Q2 (2021/22)	Perf
HC02 - Number of households in temporary accommodation	5	5	5	■
HC03 - Number of households housed from the Housing Register	63	12	49	■
HC07 - Homeless Prevention	65	48	61	■
HC08 - Homeless Relief	21	14	22	■
HSG03 - Long-term empty properties as a % of all housing stock	1%	2%	1%	■

Measures where performance is below target for at least two consecutive periods

KPI	Q1 (2021/22)	Target	Q2 (2021/22)	Perf
HC04 - Number of households in B&B accommodation	33	0	33	■
HC05 - Number of nights spent in B&B accommodation	489	0	349	■
HSG01 - Average number of days from DFG referral to completion	201 days	120 days	173 days	■
HSG04 - Number of long-term empty properties brought back into use	0	25	0	■

Home Choices

- HC02 - It is still necessary for us to be judged for the number of bed and breakfast nights so that we are held accountable for why we have to use this form of accommodation. A bigger review of temporary and interim accommodation is currently in the initial stages to try and bring the number of households in bed and breakfast closer to 0.
- HC03, HC04 and HC05 - The beginning of September meant a plan was introduced to reduce B&B stay and produce consistent exit plans for persons within other temporary accommodation. Increased monitoring of cases should help to reduce B&B stay but also work with our partner Framework to reduce complex cases holding up spaces in the leased accommodation. This involves tasking Framework officers with duties and also ensuring that if rules are broken, then warnings or eviction notices are served promptly. It has been found that persons within temporary accommodation have breached their licence conditions causing issues within temporary accommodation but have not been given warnings. Persons in B&B accommodation will now be given an agreement to sign outlining acceptable and unacceptable behaviours which should help frame their expectations of the council when providing temporary accommodation. Several complex cases were waiting for assessments from adult social care and then once assessed officers were stuck waiting for support to be provided and for alternative accommodation to be sourced. Those cases who have been in temporary accommodation for more than 3 months are due to limited assistance from other agencies which means the supported accommodation is deemed too low needs which puts pressure on Home Choices at an already pressurised time. The Team Manager is meeting with a representative from LPFT to try and work out a pathway on how we can work together better and more streamlined to minimise time spent in all temporary and interim accommodation.
- HC06 - Officers are working hard to ensure applications are processed in a timely manner. Whilst we are reliant on registered providers for properties we are ensuring people are registered for them promptly.
- HC07 and HC08 - A combination of staff leave, long term sickness and increase of cases resulted in a lot of "fire fighting" for officers which meant less outcomes were achieved during the month of August. In September the Team manager returned from maternity leave which has assisted the team with understanding their capacity and identifying the priorities to be focused on with each case. The senior officer meets with supported housing providers to try and move cases on into other accommodation but due to their increasing needs of alcohol, drug abuse, mental health and previous offending this is very difficult to find other accommodation providers who will accept this.

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
HC02 - Number of households in temporary accommodation	8	5	5		
HC04 - Number of households in B&B accommodation	N/A	0	33		N/A
HC05 - Number of nights spent in B&B accommodation	280		349		
HC06 - Number of households who have been housed from the Housing Register	48	19	49		
HC07 - Homeless Prevention	44	48	61		
HC08 - Homeless Relief	39	14	22		
HC09 - Homeless prevention cases as a % of total approaches	N/A	65%	51%		N/A

Homes, Health and Wellbeing






- HSG01 - The number of days taken to complete Disabled Facilities Grant (DFG) applications is continuing to steadily decrease. There have been 56 grants completed year to date. In addition, the team are starting to collate information regarding the different types of adaptations, the associated time-scales and the outcomes of those grants on people in terms of being able to remain living independently within their home.

A report taken to Overview and Scrutiny committee in September highlighted the issues currently being faced when delivering DFG's which included the availability of both contractors and materials, rising costs, changes in OT capacity and experience along with some other areas where improvements can be made such as procurement of works. It was agreed by committee that although WLDC are doing all they can to deliver the best service possible, an internal review of the process could help to highlight any areas where timescales can be improved.

There are also a number of measures that have already been implemented which include the appointment of a Strategic Lead for Lincolnshire who will be focusing on embedding DFG's as part of a system wide approach, the updating of the way in which DFG's are recorded to ensure that accurate information can be fed back to committee, better feedback from customers so outcomes can be monitored and reported along with other changes which have and will continue to have an impact on the delivery of the service. The internal review has been started and is due to be completed by the end of March 2021 with a view to implement any suggested changes in the new financial year.

- HSG04 - At 499 for quarter two, the overall number of long term empty homes remains low and equates to just 1% of the district's total housing stock. There are no longer any policy interventions for this work area, however, the focus for P3 and the Viable Housing Solution in Gainsborough is to look at bringing empty properties back into use ahead of purchasing on the open market. The new Homes, Health and Wellbeing team have started to target some properties that have high levels of council tax debt to do some intensive work to try to bring these properties back into use. The Council also works with other housing providers to acquire empty properties that can be brought back into use to meet a specific housing need. Complaints in regards to the worst empty properties are still being dealt with reactively using the Council's existing powers. Compulsory Purchase Orders in regards to specific empty properties are in the process of being pursued. It is not believed that at this stage any further interventions are needed to address this.

Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
HSG01 - Average number of days from DFG referral to completion	196 days	120 days	173 days		
HSG03 - Long-term empty properties as a % of all housing stock in the district	N/A	2%	1%		N/A
HSG04 - Long-term empty properties brought back into use	2	25	0		

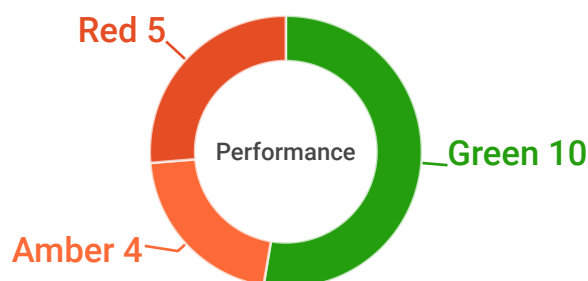
Communities

- CCTV - Initial phases of the Safer Streets programme are completed with over 30 CCTV locations upgraded and new AI servers installed. The work will continue with the next phases seeing new locations added in Gainsborough.
- Community Grants - During Q2 we are seeing an increase in grant activity as more projects get underway following pandemic lockdown periods. To date this financial year the Councillor Initiative Fund has made 46 awards totalling £12,268.91 and the Match Funding Grant has made 7 awards totalling £36,445.07.
- Open and Green Spaces - Lincolnshire County Council's bid to the Treescapes Fund has been successful and WLDC are expected to receive an allocation of approximately 500 to 600 trees. These will be for planting on WLDC owned green spaces and woodlands near Gainsborough.
- Hemswell Cliff - During Q2 Hemswell Cliff Parish Council has agreed to adopt playparks in the village currently maintained by the Hemswell Resident Management Company. This follows work by WLDC providing the managed estate service and Hemswell Resident Management Company providing the financial investment to make various repairs bringing them up to an adoptable standard.
- Community Broadband - During Q2 we have continued to support communities with accessing voucher schemes for infrastructure improvements. Community Broadband Champion meetings continue to be hosted by WLDC and regular liaison is taking place between key partners such as LCC and broadband providers.
- Employment and Skills - Kickstart Scheme for WLDC has started during Q2 with all agreements confirmed with Lincoln College and DWP. A total of 5 vacancies within WLDC have been provided through this scheme helping to support employment of young people. A jobs fair event is currently being planned working with DWP due to take place in Q3.

Operational & Commercial Performance Summary

Services included:

- Building Control
- Contracts Management
- Crematorium
- Garden Waste
- Leisure Contract
- Trinity Arts Centre
- Operational Services
- Street Cleansing
- Markets



Measures where performance is above target for at least two consecutive quarters

KPI	Q1 (2021/22)	Target	Q2 (2021/22)	Perf
GW01 - Number of bins sold	27,643	25,197	28,289	■
GW02 - Subscription take-up	58.8%	56%	60.3%	■
GW04 - Missed garden waste collections	0.1%	0.2%	0.1%	■
SC03 - The number of volunteer litter picks supported by the Council	29	18	18	■
SC04 - % of reported fly-tipping cases removed within target time	97%	90%	98%	■
WC03 - Amount of residual waste collected per household	41.21kg	45kg	41.16kg	■

Measures where performance is below target for at least two consecutive quarters

KPI	Q1 (2021/22)	Target	Q2 (2021/22)	Perf
LE102a - Gainsborough Leisure Centre usage	63,072	78,750	67,302	■
LEI05 - Number of outreach users	0	293	0	■
MKT03 - Average number of paid for market stalls - Tuesday	31	37	33	■
TAC03 - Average spend per head on secondary sales	£0.12	£2.30	£1.49	■

Building Control



All KPIs within this service area are performing within expected tolerance levels.

- Whilst income has stayed ahead of expected levels throughout quarter two, market share fell slightly during August due to an increase in competitor applications. September saw a fall in the Council's own applications, which is usual for this time of year when the construction industry begins to slow down towards the end of the year. Despite this, at 74% the Council's market share remains within agreed tolerance levels.

Crematorium

- Targets are not assigned for LFC01 / 02, with performance instead monitored against the direction of travel. LFC03 is a new measure introduced for 2021/22. As is standard practice, targets are not assigned for new measures, with performance included in all P&D reports for 2021/22 in order that members have the appropriate baseline data to agree a target for 2022/23.
- The easing of restrictions has seen the chapel back to accommodating full capacity, increasing the footfall significantly. Although face coverings are not mandatory, staff continue to wear facemasks and observe social distancing in order to ensure the chapel is as COVID safe as possible for staff and visitors.
- The service's reputation is slowly growing as the number of users is constantly increasing, Funeral Directors are advising that many families are now actively requesting to use Lea Fields, rather than waiting using the service as the preferred choice of Funeral Directors.
- Lea Fields was lucky enough to become a finalist at the recent Association of Public Service Excellence (APSE) awards; and although the service didn't win this year, it is still a privilege to have reached the finalist stage having won the award last year.
- The team have now appointed two Kickstart placements, who are due to start in October. The aim is to offer training to facilitate them to complete a recognised cremation certification course within their six month placement which will benefit them greatly in gaining future employment. The team is currently in the process of recruiting a fourth, full time member of our team which will increase the service's resilience as we approach a busier period.







Crematorium Performance Measures

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
LFC01 - Income received	£80,038	N/A	£122,672.30	N/A	⬆
LFC02 - Number of services held	112	N/A	154	N/A	⬆
LFC03 - % of total cremations that are direct funerals	N/A	N/A

Garden Waste

- Please note that the garden waste service is based on a calendar year rather than the civic or financial year as per other Council services.
- GW02 - New subscriptions continue , with 362 new subscriptions during quarter two which is a 2% increase on the same period last year. Website subscription continues to be the customer's preferred method of choice for signing up to the service and the team will continue to promote this for the 2022 season.
- GW03 - Missed Bins have been monitored closely with any issues identified and resolved quickly.

Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
GW01 - Number of bins sold	27,145	25,197	28,289		
GW02 - Subscription Take-Up	58.3%	56%	60.3%		
GW03 - Missed garden waste collections	0.07%	0.2%	0.1%		





Contracts Management



All KPIs within this service area are performing within expected tolerance levels.

Leisure Contract





- This area has a number of new performance indicators for 2021/22 (LEI02b, LEI03a and b, and LEI04). As is standard practice, targets are not assigned for new measures, with performance included in all P&D reports for 2021/22 in order that members can agree targets for 2022/23 based on appropriate baseline data.
- LEI02 - With restrictions being lifted both centres are now fully open. Leisure providers SLM are working hard to build up the centres, increase the membership and develop more activities for all age groups. In addition to the main activities (gym, swim and dance classes) the following are underway: Easy Line/Senior Circuits (over 50s). Walking Cricket which is currently averaging 12 participants per week. Walking Netball, which is currently averaging 8 participants per week. After school sports activity delivery at Hemswell Cliff Primary School. Badminton sessions with Gainsborough Disability Network. A weekly Parkinson's group which runs once per week in the Active Seniors Hub. SIT Fitness, which is a twice weekly seated exercise class in Active Seniors Hub. And finally, a partnership with Market Rasen Primary School for use of the facilities at Market Rasen Leisure Centre three times per week.
- The participation levels at both leisure centres are currently resulting in a small surplus on operational costs. The Council is therefore no longer providing financial support for operational costs. However; the level of activity required to meet the management fee has yet to be achieved, with any unpaid amounts supported from the Sales Fees and Charges Covid Grant and ongoing recovery over the life of the contract.
- LEI05 / 06 - SLM are working with the VCS to develop a 'Social Wellbeing Programme' which will incorporate a range of suitable activities to address the common social and wellbeing needs of clients through a referral process. They will utilise the Active Seniors Hub at the West Lindsey Centre to run consultations, courses, workshops and events. In addition, SLM's partnership with One You Lincolnshire has been re-started to provide an integrated health scheme which offers services for exercise, weight management, mental health, smoking and alcohol reduction. At the present time, SLM do not have a fully qualified GP Exercise Instructor, although this position is currently out to advert and two staff are currently undertaking course and it is hoped that the scheme will be fully resourced by the end of quarter three.
- Areas for future planning include developing girls football at Market Rasen, creating a junior cricket provision and working with the VCS to explore a return to care homes, and offering a young mums' soft play morning for vulnerable or isolated young parents.

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
LEI01 - Customer satisfaction with leisure events and facilities	99%	75%	97%		
LEI02a - Leisure Facilities Usage - Gainsborough	36,000	78,750	67,302		
LEI02b - Leisure Facilities Usage - Market Rasen	4,882	N/A	10,965	N/A	
LEI03a - Number of individual users - Gainsborough	N/A	N/A	7,826	N/A	N/A
LEI03b - Number of individual users - Market Rasen	N/A	N/A	1,415	N/A	N/A
LEI04 - Number of users visiting the Leisure Centres at least three times per week	N/A	N/A	4,637	N/A	N/A
LEI05 - Total number of outreach users	0	293	0		
LEI06 - Number of users referred through the Health Lifestyle Scheme		N/A	294	N/A	

Trinity Arts Centre

- TAC05 and TAC06 are new performance measures for 2021/22. As is standard practice, new measures are not allocated targets with performance included in all P&D reports for 2021/22 in order that Members can agree targets for 2022/22 based on baseline data.
- TAC04 / 05 - For the first part of quarter two (June and part of July), the centre was only operating to accommodate community groups and engagement activities. In August, the Centre presented four performances of a free play, two of which were performed in Market Rasen and two were performed in Gainsborough. Mid September saw TAC present its first live indoor production to a paying audience; The Retro Rock Show with further community productions following soon after.
- Consumer confidence remains low but most productions are performing better than expected in the given climate. It appears the introduction of ticket insurance has helped boost ticket purchases.
- TAC06 - With September being the start of a new academic year, TAC had the most hires it has ever had with the centre now operating seven days a week from 9m until 9pm. The impact TAC has on the local community is very tangible and the new decoration and services are being received very well by users of the centre.
- At present, TAC is combating a temporary staffing crisis operating more hours than there are staff available. This is due to staff sickness, and a shortage of returning casual staff who have secured permanent employment elsewhere. Currently the Centre Manager and the Technical Manager are stepping up to make sure business is maintained and the centre remains open for community use.



Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
TAC03 - Average spend per head on secondary sales	£0	£2.30	£1.49		
TAC04 - Audience figures	0	234	340		
TAC05 - Total number of performances and screenings held	N/A	N/A	8	N/A	N/A
TAC06 - Total number of engagement activities held	N/A	N/A	109	N/A	N/A

Markets

- During quarter two all traders have been able to return to the market. The Tuesday market has seen a take up of 433 paid for stalls and the Saturday market has seen a take up of 155 paid for stalls in total.
- Stall rents were reintroduced in June 2021, which has generated £8,534 in income during quarter two. Officers are currently working on a Market Traders Grant scheme to help support traders on the general market and farmers market following the impact of the pandemic. The scheme, which will be available to traders from January 2022, will effectively allow traders to claim back any rents paid throughout 2021/22.
- A further support package has been agreed with Marshalls Yard until April 2022, which will deliver two events to run alongside the General Market. The Gainsborough Food Festival was held over the weekend of 31 July/1 Aug, this was a two day event and was held in the town centre and on Market Street, the event was well received / supported and helped support the local community, shops, charities and the Gainsborough Market.
- For quarter two, there has been an average of 12 traders per month attending the Farmers Market, however some traders are still cautious as a result of the pandemic and are yet to return. The Gainsborough Farmers Market has been relocated to the Town Centre on an interim basis to help with social distancing.
- Consultants Quarterbridge are currently undertaking a market review looking at options for the delivery of markets throughout the district in Gainsborough, Market Rasen and Casitor. Phase one of the review has now been completed, with phases two and three due to be completed in the autumn of 2021.

Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
MKT02 - Average number of paid for market stalls - Saturday	15	14	12		
MKT03 - Average number of paid for market stalls - Tuesday	29	37	33		

Street Cleansing

- SC03 - The service continues to have strong links with communities and the relaxation of restrictions meant that the Great British Spring Clean was able to go ahead as planned in June. The number of volunteer litter picks being supported by the Council has steadily decreased during this financial year. This is a result of community groups and residents retaining the equipment provided meaning that they don't have further need for assistance from the Council. With the majority of community groups now having the equipment they need to continue their litter picks, this performance indicator is likely to become redundant by the end of 2021/22.
- SC04 - There has been a decrease of fly-tipping incidents during quarter two, with 348 instances recorded compared to 451 in quarter one. Period two has seen a decrease in the number of fly tipping incidents recorded, there were 348 instances of fly tipping in period two against 451 for period one, a 22.83% decrease. Compared to the same period last year, there has been a 58.8% reduction in fly-tipping incidents although levels remain high compared to pre-pandemic levels. Household Waste Recycling Centres (HWRCs) are now fully reopen and operating as normal.

Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
SC03 - Number of volunteer litter picks supported by the Council	23	18	18	<div></div>	<div></div>
SC04 - % of fly-tipping removed within the service level agreement	99%	90%	98%	<div></div>	<div></div>

Waste Services

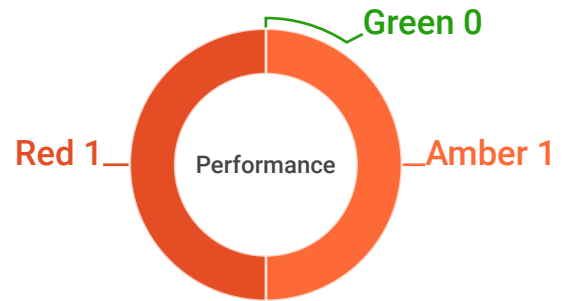
- WC02 - The recycling rate is exceeding target as a result of the increase in garden waste subscriptions. Contamination rates of mixed dry-recycling (MDR) continues to increase and is currently over 30%. The Council is working with the Lincolnshire waste partnership to be able to offer a more comprehensive recycling collection service and to reduce the amount of contamination within the recycling stream. A new county wide MDR mix has been agreed and a full paper and card collection has been rolled out in Boston & North Kesteven which has already resulted in a significant decrease in contamination levels. The Council is currently in the process of taking a paper to full Council regarding a roll-out of paper and card collection in West Lindsey. In addition, the Lincolnshire Waste Partnership is currently in talks with the Department for Environment, Food and Rural Affairs regarding a roll-out of food waste collections before the 2023 deadline, although the pandemic is likely to lead to delays in this timeline.

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
WC02 - Recycling Rate	50%	50%	54%	<div></div>	<div></div>
WC03 - Amount of residual waste collected per household	42.58kg	45kg	41.16kg	<div></div>	<div></div>
WC04 - Missed black and blue bin collections	76	380	315	<div></div>	<div></div>

People and Democratic Services

Services included:

- Democratic Services



Measures where performance is above target for at least two consecutive quarters



There are no measures where performance is below target for two consecutive quarters.

Measures where performance is below target for at least two consecutive quarters





There are no measures where performance is below target for two consecutive quarters.

Democratic Services

- DS02 - Attendance at training events was lower than the target for the reporting period. Three sessions were held; all of which were non-mandatory.

Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
DS02 - Attendance at Member training events	51%	45%	25%		

Planning & Regeneration Performance Summary

Services included:

- Development Management



Measures where performance is above target for at least two consecutive quarters

KPI	Q1 (2021/22)	Target	Q2 (2021/22)	Perf
DM04 - % of major planning applications determined on-time	100%	90%	100%	Green
DM05 - % of non-major planning applications determined on-time	100%	80%	100%	Green
DM06 - % of major planning appeals allowed	0%	8%	0%	Green
DM07 - % of non-major planning appeals allowed	0%	8%	4%	Green

Measures where performance is below target for at least two consecutive quarters



There are no measures where performance is below target for two consecutive quarters.

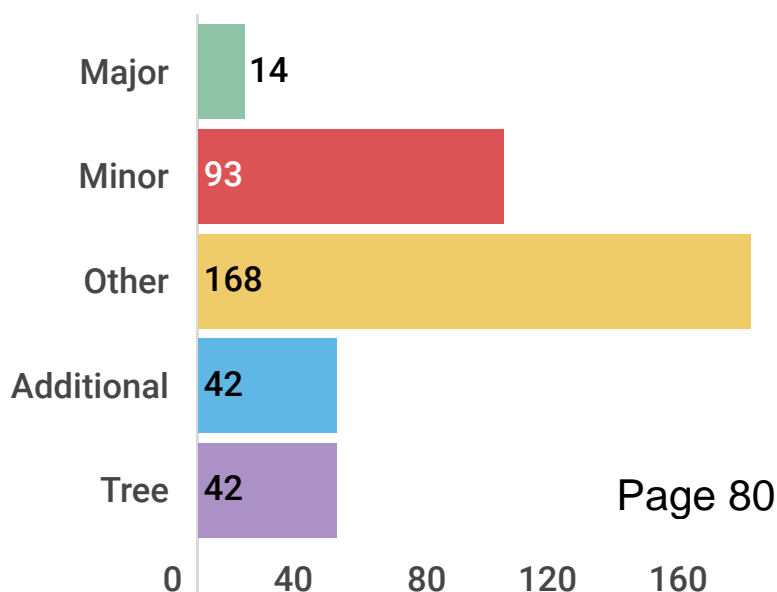
Development Management

- A total of 435 planning applications were received during quarter two and, while this is an 8% decrease on quarter one, the number of applications remains high and is a 2% increase on the same period last year. The service is currently averaging just under five major planning applications per month for 2021/22 so far.
- Planning application fee income (£252,612) and pre-application fee income (£24,202) have brought £276,814 income in total during quarter two. This is a 28% increase on quarter one, despite receiving fewer applications, and is reflective of some of the larger applications bringing in higher fees. Income is 25% higher than the same period last year, demonstrating strong performance in this area.
- Of the nine major development applications determined in quarter two, all were determined in time. Two-thirds of those determinations were made within the statutory 13 week time period without requiring an extension of time.
- The service also determined 100% of non-major applications (232 out of 232) 'in time'. Of these, 70% were determined within the statutory 8 week period.
- A total of 8 appeal decisions against non-major decisions were received during quarter two, of which five were dismissed. This means that allowed appeals account for 4% of all reportable non-major decisions during the quarter. Allowed appeals account for 2% of overall non-major decisions made in 2021/22 so far.

Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
DM04 - % of major planning applications determined on-time	100%	90%	100%	■	⌵
DM05 - % of non-major planning applications determined on-time	99%	80%	100%	■	⌶
DM06 - % of major planning appeals allowed	N/A	8%	0%	■	N/A
DM07 - % of non-major planning appeals allowed	N/A	8%	4%	■	N/A

Breakdown of Planning Applications by Type for Quarter Two



A total of 435 planning applications were received during quarter two. Of these:

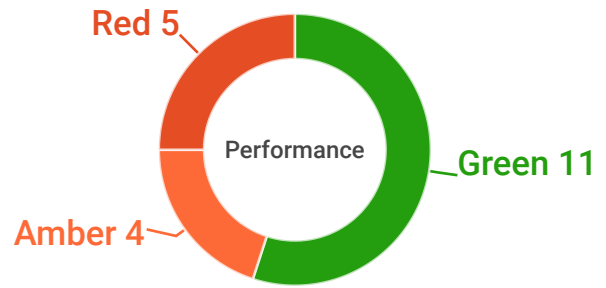
- 14 were major applications
- 93 were minor applications
- 160 were other applications
- 168 were additional applications
- 42 were tree applications

Change Management & Regulatory Services

Performance Summary

Services included:

- Council Tax and NNDR
- Enforcement
- Housing Benefit and Council Tax Support
- ICT
- Local Land Charges
- Licensing
- Regulatory Services
- Systems Development







Measures where performance is above target for at least two consecutive quarters

KPI	Q1 (2021/22)	Target	Q2 (2021/22)	Perf
CT02 - No of properties on the Council Tax base per FTE	5,515	5,000	5,456	■
CT03 - Council Tax in-year collection rate	28.73%	55.43%	55.72%	■
EN04 - % of licensed properties in the Gainsborough South-West Ward	97%	90%	98%	■
EN05 - % housing enforcement cases closed within 6 months	85%	75%	100%	■
LI04 - % of licensing applications processed within target time	100%	96%	100%	■
RG02 - % of registered food premises rated 3* or above	98%	96%	98%	■
RG05 - % of environmental protection cases closed within 6 months	99%	75%	98%	■
SYS01 - LLPG Standard	Gold	National Standard	Gold	■
SYS03 - % of Systems Development requests processed within target time	96%	80%	100%	■

Regulatory Services & Change Management

Performance Summary Continued







Measures where performance is below target for at least two consecutive quarters

KPI	Q1 (2021/22)	Target	Q2 (2021/22)	Perf
CT04 - NNDR in-year collection rate	30.2%	56.2%	53.7%	
EN03 - Number of community safety requests closed following compliance	33	60	30	
RG03 - % of FSA scheduled inspections completed on time	2%	98%	13%	
RG04 - Number of environmental protection requests received	280	125	332	

Council Tax and NNDR

- CT03 - Recovery action has continued throughout quarter two with liability Court hearings continuing to be held every month remotely. A recovery timetable is in place through to the end of the financial year which enables the team to take action in respect of non-payment of council tax.
- A council tax hardship fund was able to be established again this year using the surplus balance carried forward from last year and a new Government grant for 2021/22. This has enabled the Council to provide £111,003.95 in financial support to 194 council tax account holders who have and are still suffering from financial hardship as a result of the pandemic.
- A single person discount (SPD) review has also taken place during quarter two. A total of 1,963 review forms were issued and the status of 1,553 number of accounts has been confirmed. 410 customers have either advised us of another person over the age of 18 living with them or have not returned their review form resulting in the SPD being cancelled. This review is still in its latter stages and full details will be confirmed during quarter three.
- CT04 - NNDR collection rate has been below target for the first half of the year due to the award of Emergency Relief Payments as detailed in the quarter one P&D report. This is beginning to show signs of improvement as instalments become due and are either paid or recovery action is able to be taken to secure payment. The Council continues to work with businesses to ensure they receive all the reliefs to which they are entitled.



Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
CT02 - Number of properties on the Council Tax base per FTE	5,533	5,000	5,456		
CT03 - Council Tax in-year collection rate	55.43%	55.43%	55.72%		
CT04 - NNDR in-year collection rate	56.2%	56.2%	53.7%		

Housing Benefit and Council Tax Support

- BEN03 - Processing times during improved in July despite the service receiving 40 more new claims than in June which affected overall performance for the quarter (though this is still better than target). As a result of the July increase in claims, the team were diverted to make sure all new claims were acknowledged and contact made for further information from the customer if necessary.
- As of September, the team remains one staff member short, in addition to covering colleagues who continue to work on Test and Trace Support Payments which has proved erratic and unpredictable throughout July and August. Now that the summer holiday season has ended, the team have been able to improve processing times and have taken on claim reviews based on a risk score provided by the Department for Work & Pensions.
- Housing Benefit claims are still being lost to the Universal Credit system with 148 Housing Benefit claims lost and 98 Council Tax Support claims closed since April 2021. As a result, the cost per live claim has risen from £5.52 in quarter one to £5.98 in quarter two through performance remains within agreed tolerance levels for this indicator.







Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
BEN03 - End to end processing times	3.8 days	5 days	4.5 days		

Enforcement

- EN03 - The number of Planning Enforcement reports received continues to exceed the Council's ability to respond. Additional resources are in place and the number of cases opened this year (183) does exceed the number closed (178) with an average of one case per day being closed. However, cases are also being opened at a rate of one per day which has resulted in some of the time delays for closure of cases and time taken to provide an initial response. For comparison, in 2020/21 a total of 206 cases were closed; by the end of quarter two this year, 178 cases have been closed with six months of the year remaining. Likewise, 183 cases have been opened this year so far compared to a total of 287 in 2020/2021. There is no suggestion that the rate of reporting will decrease for the remaining six months of the year. The aim of reducing the caseload to under 100 by December 2021 is still being worked towards, however if the rate of reporting continues at its current levels it is unlikely that this will be achieved. A review of longer term cases has been undertaken and one officer is being asked to focus on these and progress them, therefore lower risk cases are not being prioritised in the same manner, which in turn has led to complaints regarding quality of service, which in turn take up additional officer time. The temporary agency resource is in place until March 2022 and is likely to be needed beyond this.
- EN04 - Within the Housing Standards work area the Selective Licensing scheme came to a close in July, therefore no figures for licensed premises in the Gainsborough South-West ward will be available beyond this time. Prosperous Communities Committee will consider revised proposals in November and the results of this will be fed into the annual review of P&D measures that is currently underway. It is recommended that EN04 is removed from the current set of P&D indicators for the remainder of 2021/22 as it is no longer possible to collect data for this measure.
- EN05 - The level of housing standards reports received is increasing back to pre-pandemic levels with access to properties no longer limited. It is unclear whether this will be an ongoing backlog and the volumes of reports for quarters two and three will help to inform this.

Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
EN03 - Number of community safety cases closed following compliance	21	60	30		
EN04 - % of licensed properties within the Gainsborough South-West ward	92%	90%	98%		
EN05 - % of housing enforcement cases that are closed within six months	68%	75%	100%		

ICT

- IT01 - The demand in this quarter was at its highest level for 12 months and comes on top of of the data centre project and work to improve the remote working capacity. The interventions and analysis that are in place will improve logged requests from early next year.
- IT02 - The average hours to close a ticket increased due to a number of older complex tickets being resolved and closed.

ICT Performance Measures

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
IT01 - Number of helpdesk requests received	289	N/A	771	N/A	N/A
IT02 - Average number of hours taken to action a helpdesk request	17 hrs, 2 mins	N/A	28 hrs, 8 mins	N/A	⬇
IT03 - Number of change management requests received	244	N/A	313	N/A	N/A
IT04 - Number of change management requests completed	81	N/A	104	N/A	N/A

Systems Development

- Proactive monitoring of systems ensures targets are met. LLPG Standard is measured nationality against 9 set criteria, so the service needs to ensure each criteria is managed and provides accurate information.


Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
SYS01 - LLPG Standard	Gold	National Standard	Gold	■	⬆
SYS04 - % of Systems Development requests completed within target time	93%	80%	100%	■	⬆

Local Land Charges

- LC06 - this is a new measure for 2021/22. As is standard practice, targets are not assigned to new measures for the first year, with performance included in all P&D reports for 2021/22 in order that members have the relevant baseline data to agree a target in 2022/23.
- It has continued to be a high period of demand with a continued higher than average number of searches being received. A total of 942 searches were received during quarter two, compared to 920 at the same time last year with both of these figures remaining significantly higher than pre-pandemic levels.
- LC05 - Despite continued high demand, improvement put in place as a result of a service recovery plan and a recent Together 24 service review (as detailed in the quarter one P&D report) have led to significant improvements in performance for the time taken to process a search. Searches took an average of 4.7 days to complete during quarter two which represents a 77% improvement compared to the same period last year. Improvements to the service have resulted in fewer calls to customer services which has allowed the Land Charges team to take back handling of their calls whilst at the same time still being able to focus on processing searches.
- The team has taken the opportunity over the last three months to provide additional training to the permanent staff in the team in order to build resilience going forward. Workloads will continue to be monitored alongside the implementation of the new Local Land Charges system. During quarter two, 100% of the 942 searches received were processed within the target time of 10 days.



Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
LC04 - Market Share	N/A	40%	34%		N/A
LC05 - average number of days to process a search	21.3 days	10 days	4.7 days		
LC06 - % of searches processed within target time	N/A	N/A	100%	N/A	N/A

Licensing

- The licensing service is on target in terms of the expected income and there does not appear to be any downturn in relation to recovery from Covid. At £50,551, the income from quarter two has exceeded the income from quarter one and the more complex inspection work that was delayed due to the pandemic is now starting to commence with the income reflecting this.
- Likewise, the number of applications received has increased in quarter two with a total of 251 for quarter two compared to 157 in quarter one . The focus within the work area is on the processing of applications to ensure that this recovery can continue. There is an ongoing issue in regards to resources within the work area and steps are being taken as part of a Together 24 service review currently underway in this service to ensure that a revised way of working and structure review can be put in place.









Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
LI04 - % of licensing applications processed within target time	100%	96%	100%		

Regulatory Services

- RG03 - The number of food hygiene inspections is gradually increasing as the volume of covid related complaints and responsibilities reduces. There is still a general resource challenge in relation to meeting the target number of inspections in the Food Standards Agency recovery plan and steps are being taken to ensure that additional resources are in place to achieve this. The challenge has been exacerbated by the vacancies referred to below, which have meant the focus of some officer work has been diverted to the areas where there are current vacancies. A further report detailing and updating the current position is going to Management Team and then Regulatory Committee in the coming months and additional resources are likely to be needed in the short term to ensure the Council's obligations are met.
- RG04 - Within the environmental protection work area there is an ongoing issue with two staff vacancies, whereby recruiting two qualified Environmental Health Officers has not proved successful on two occasions. Plans are being developed to revise these posts in order to advertise them again successfully. The ongoing demand has had to be met via the existing minimal officer resource, utilising officers from other work areas to assist as needed. Payment of overtime has occurred and agency staff options have also been in place for a period of time. Generally the demand within the work area remains consistent and the number of requests received in the year to date is beyond the previous years averages, with only one month seeing less than 100 requests for service. The focus within the work area is to address the resourcing issues as soon as possible.

Performance exceptions

KPI	Q2 (2020/21)	Target	Q2 (2021/22)	Perf	DoT
RG02 - % of registered food premises rated at 3* or above	98%	96%	98%		
RG03 - % of food safety inspections completed	1%	98%	13%		
RG04 - Number of environmental protection requests received	272	125	332		
RG05 - % of environmental protection requests closed within 6 months	99%	75%	98%		

Agenda Item 6f



**Corporate Policy and
Resources**

**Thursday, 11 November
2021**

**Subject: Budget and Treasury Monitoring - Quarter 2 2021/2022
(1st April 2021 to 30th September 2021)**

Report by:

Assistant Director, Finance, Business and
Property Services

Contact Officer:

Sue Leversedge
Business Support Team Leader

sue.leversedge@west-lindsey.gov.uk

Purpose / Summary:

This report sets out the revenue, capital and
treasury management activity from 1 April 2021
to 30 September 2021.

RECOMMENDATION(S):

REVENUE

- a) Members accept the forecast out-turn position of a £0.017m net contribution to reserves as at 30th September 2021 (see Section 2) relating to business as usual activity.
- b) Members approve the use of Earmarked Reserves (2.4.1).
- c) Members accept the use of Earmarked Reserves during the quarter approved by the Chief Finance Officer using Delegated powers (2.4.2), and the contributions to Earmarked Reserves (2.4.4).
- d) Members accept the use of Earmarked Reserves during the quarter approved by Prosperous Communities Committee under delegated powers (2.4.3).
- e) Members approve the amendment to the fees and charges schedules (2.3.2), to be effective immediately and recommend to Council any new Fees and Charges be implemented immediately.

CAPITAL

- f) Members accept the current projected Capital Outturn as detailed in 3.1.1.
- g) Members approve the Capital Budget amendments as detailed in 3.2.

TREASURY

- h) Members accept the report, the treasury activity and the prudential indicators.

IMPLICATIONS

Legal: None arising as a result in this report.

REVENUE

The draft revenue forecast out-turn position for 2021/2022 is currently reflecting a net contribution to reserves of £0.017m relating to business as usual activity as at 30th September 2021.

When then considering the impact of Covid-19 we are currently forecasting that the Covid Support Grants received from Government (£1.029m) will cover the additional costs and loss of income forecast for the financial year.

In addition, an Earmarked Reserve of £0.5m was approved through the MTFP for 2021/2022 as a contingency for the ongoing impacts of the pandemic on the Councils finances, and the position will continue to be monitored throughout the year.

The summary of forecast Covid financial implications are contained within the report at 2.2.7.

Summary of Out-turn Position 2021/2022		
	£ 000	
FORECAST OUTTURN AS AT 30.09.21	(198)	BEFORE CARRY FORWARDS
CARRY FORWARDS : BASE BUDGET-APPROVED IN YEAR	9	ALREADY APPROVED
CARRY FORWARDS : USE OF EARMARKED RESERVES	137	ALREADY APPROVED
SUB-TOTAL:	(52)	
SERVICE CARRY FORWARD REQUESTS	35	Pending Approval by Management Team 28.03.22
NET CONTRIBUTION (TO) / FROM GENERAL FUND BALANCES:	(17)	

The items with significant variances are contained within this report at 2.1 and 2.2.

CAPITAL

The anticipated capital out-turn position 2021/2022 is £8.755m. This is a variance of £2.576m on the approved budget. The required amendments to the Capital Programme are detailed at 3.2.

TREASURY

The Treasury Management activities during the reporting period are disclosed in the body of this report. Total external borrowing is currently £20m; however, additional borrowing will be required this financial year.

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

Average investments for the period (Jun-Sep) was £21.286m, which achieved an average rate of interest of 0.754% (Apr-May was 20.217m, 0.86%).

Staffing: Salary budgets for 2021/2022 were set based on an estimated 0% pay award. The actual pay award for the year is yet to be confirmed, with the latest employer offer being 1.75%. This offer has not been accepted by the Unions and they are currently balloting members for industrial action.

The salary costs included in this report are based on this increase being applied for the year.

There is an estimated 0.02% (£0.003m) surplus for the year against original employee budgets as a result of staff turnover.

This is after the 2% (£0.183m) Vacancy Factor included within the 2021/2022 Budget, which was applied to salary budgets for posts which are on our organisational establishment (basic pay, superannuation and national insurance).

Without the vacancy factor, there would be a 1.47% surplus across all employee budgets.

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

Data Protection Implications: None arising as a result of this report.

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

Section 17 Crime and Disorder Considerations: None arising as a result of this report.

Health Implications: None arising as a result of this report.

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

Risk Assessment: This forecasts is based on known pressures and savings at this time. There is a risk that this will differ to those realised at the year end. Any surpluses will be considered and transferred to the General Fund Balance and any deficits will require funding from the General Fund Balance.

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

- 'Business as Usual' Revenue Forecast Out-Turn (after carry forwards) - Contribution £0.017m. (0.12% of Net Revenue Budget – see 2.1 for details of significant variances).
- There is no forecast pressure above Covid-19 Support Grants from Government and contingency funds held within Earmarked Reserves at this time (see 2.2.7 for details).

CAPITAL

- Capital Forecast Out-Turn £8.755m, a variance of £2.576m against current budget £11.331m and include the following requests;

Members are asked to approve;

- Anticipated re-phasing of schemes to/from future years of £2.319m (see section 3.2.1).
- To increase the budget for the Disabled Facilities Fund by £0.080m. This is due to additional grant funding having been made available for 2021/2022.
- A capital budget of £0.026m funded from Maintenance of Facilities Reserve for the refurbishment of Richmond Lodge.
- Creation of a budget for Property Flood Resilience of £0.034m funded from external grant.
- £0.397m of Capital Funding no longer required as detailed in 3.2.2
- The revised capital budget of £8.755m.

TREASURY MANAGEMENT

- Treasury Management Report and monitoring:
- Investments held as at 30 September 2021 were:
 - Average investment interest rate for June to September was 0.754%.
 - Total Investments at the end of Quarter 2 was £20.5m.

borrowing analysis:

Investment Movements	P1 £'000	Qtr. 2 £'000
Investments B/fwd (at 31.03.2021 incl. bank)	16,872	16,376
Add/(Less) Capital expenditure	(499)	(3,255)
Add/(Less) PWLB/Other LA Borrowing in year	0	0
Add/(Less) Net Revenue Expenditure	(2,604)	(2,018)
Add/(Less) Net Collection Fund Movement (Ctax/NNDR)	13,631	27,246
Add/(Less) Working Capital Movement	(11,024)	(17,747)
Investments c/fwd (at 30.09.2021)	16,376	20,602

Our prudential borrowing position reflects actual borrowing undertaken from the Public Works Loans Board/Other Local Authorities and the amount of internal borrowing required to meet the actual costs of borrowing up to the 30 September 2021.

	P1 £'000	Qtr. 2 £'000
Prudential Borrowing		
Total External Borrowing (PWLB) and Other Local Authorities	16,500	16,500
Internal Borrowing	3,500	3,500
	18,832	20,198
Total Prudential Borrowing at 30.09.2021	38,832	40,198

REVENUE BUDGET MONITORING QUARTER 2
(1st April 2021 to 30th September 2021)
Forecast Outturn for 2021/2022

2. The Revenue Budget forecast for 'business as usual' out-turn currently stands at a net contribution to reserves of £0.017m as detailed in the table below.

This is after taking account of £0.181m of revenue budget carry forwards. The details of which are provided at Appendix 4.

Details of headline variances by Cluster can be found below at 2.1 and 2.2.

Details of the Covid-19 financial implications can be found at 2.2.7.

SERVICE CLUSTER	2021/2022			
	Original Budget	Revised Budget	Forecast Outturn	Outturn Variance
	£	£	£	£
Our People	1,529,000	2,126,300	1,947,927	(178,373)
Our Place	3,778,100	4,559,200	4,640,214	81,014
Our Council	6,372,700	6,883,000	6,795,409	(87,591)
Controllable Total	11,679,800	13,568,500	13,383,550	(184,950)
Corporate Accounting:				
Interest Receivable	(124,600)	(124,600)	(190,500)	(65,900)
Interest Payable	377,700	377,700	377,700	0
Investment Income	(1,434,900)	(1,434,900)	(1,434,900)	0
Precepts and Levies	2,574,700	2,574,700	2,572,300	(2,400)
Movement in Reserves:				
To / (From) General Fund	(1,943,700)	(3,399,000)	(3,399,000)	0
Use of Specific Reserves	(3,011,800)	(2,532,900)	(2,532,900)	0
Contribution to Specific Reserves	4,719,000	4,719,000	4,719,000	0
Repayment of Borrowing	442,900	442,900	442,900	0
Net Revenue Expenditure	13,279,100	14,191,400	13,938,150	(253,250)
Funding Total	(13,279,100)	(14,191,400)	(14,135,731)	55,669
NET SUBSIDY FROM / (CONTRIBUTION) TO RESERVES FOR THE YEAR	0	0	(197,581)	(197,581)

Carry Forwards - approved in year	8,500
Carry Forwards - approved at year end	35,000
Carry Forwards - use of Earmarked Reserves	137,100
Net Contribution (To) / From General	(16,981)

2.1 The significant movements being;

Cluster	EXPENDITURE	Total £000	Direction of Travel
	BUDGET UNDERSPENDS		
	Salary (savings) / pressure. Includes 2% vacancy factor £183k. Includes estimated 1.75% pay award.	(£3)	↓
Our Council	Corporate Contingency budget not required.	(£20)	New
	PRESSURES		
Our Council	Software Licence Fee nationwide increase.	£52	↔
Our Council	Telephony costs - continued compliant connection to the Voter Registration Process and the DWP Benefits system.	£12	New
	Various forecast outturn variances <£10k	£48	↓
		£89	

Cluster	INCOME	Total £000	Direction of Travel
	BUDGETED INCOME EXCEEDED		
Corporate Accounting-Interest Received	Interest Receivable.	(£66)	↓
Our Council	Green Waste service income target exceeded - service subscriptions £46k, new bins £18k	(£64)	↑
Our Place	Planning Pre Application advice income forecast above budget for the year.	(£22)	New
Our Place	Shopping Trolley reclaimed income.	(£37)	↑
	BUDGETED INCOME NOT ACHIEVED		
Funding	Government Grants - Localised Council Tax Support administration subsidy grant.	£56	↔
Our Place	Property Services - Transfer of Housing Stock to P3	£27	New
		(£106)	

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TOTAL VARIANCE	(£17)

2.2 Significant items (>£10k) of note by Cluster:

2.2.1 Interest & Investment Income

- (£0.066m) - Interest receivable on investments is forecast to be £0.066m above budget for the year.

2.2.2 Our Council

- £0.009m - approved carry forwards into 2022/2023 (see Appendix 4 for details).
- £0.017m - There is a pressure on trade waste income due to the cancellation of a contract during the year. The service continues to grow and identify new customers; therefore, this forecast pressure might reduce over the remainder of the year. The final pressure will be offset by the use of the Commercial Contingency budget at year-end, if required.
- (£0.064m) - Income from Green Waste service received above budget for the year to date. £0.046m is from service subscriptions, and £0.018m from the sale of new bins.
- (£0.020m) – being the balance of a corporate contingency budget which is not required.
- £0.052m - Pressure for software licenses. This is the result of a nationally agreed framework and an increase in the number of licensed users. The ICT Team will over the next year look to reduce these costs by converting some users to an alternative license model, and by reviewing the applications used and suggesting alternative approaches to reduce costs.
- £0.012m – Pressure for telephony costs. To ensure the continued compliant connection to the Voter Registration Process and DWP Benefits system. The Council has engaged in a procurement exercise with a reduced requirement to try to reduce further costs.

2.2.3 Our People

- £0.137m - approved carry forwards into 2022/2023 (see Appendix 4 for details).

2.2.4 Our Place

- £0.035m - carry forwards into 2022/2023, pending approval at year-end (see Appendix 4 for details).
- £0.006m - There is a pressure on market fee income due to charges being suspended for April and May in support of traders in their financial recovery from Covid-19 impacts. Charges were reinstated from 1st June 2021. This pressure will be offset by the use of the Commercial Contingency budget.
- £0.027m – the transfer of housing stock to P3 has realised a net pressure for the year.
- (£0.022m) – the forecast income for planning pre-application advice is expected to be greater than budget, based on activity for this period.

- (£0.037m) of income has been received to date for the Shopping Trolley scheme. This scheme was not introduced to generate income but to help keep communities free of abandoned shopping trolleys, and we anticipate the number of reclaimed trolleys to reduce as supermarkets take action.

2.2.5 Funding

£0.056m reduction in funding against the budget. The budget was set at an estimated value of £0.159m. The final settlement was announced in March 2021 as £0.103m.

2.2.6 Establishment

A 2% vacancy factor against salary budgets was approved for 2021/2022 through the MTFP, which equates to a reduction of £0.183m.

Salary budgets for 2021/2022 were set based on an estimated 0% pay award. The actual pay award for the year is yet to be confirmed, with the latest employer offer being 1.75%. The salary costs included in this report are based on this increase being applied for the year.

Current vacancy levels after costs of interim staffing resources is forecast to achieve a further £0.003m budget underspend for the year; this represents 0.02% of the overall employee revised budget. This is detailed by cluster as follows:

Cluster	Sum of variance £
Our Council	(203,600)
Our People	(32,560)
Our Place	50,223
2% Vacancy Factor	183,400
Grand Total	(2,537)

2.2.7 Financial Implications of Covid-19

We are monitoring the ongoing financial implications of the Covid-19 pandemic and will update Members regularly.

We are currently forecasting that the Covid Support Grants received from Government (£1.029m) will cover the additional costs and loss of income forecast for the financial year.

In addition, an Earmarked Reserve of £0.5m was approved through the MTFP for 2021/2022 as a contingency for the ongoing impacts on the pandemic on the Councils finances, and the position will continue to be monitored throughout the year.

The tables below present the forecast financial impact of Covid-19 on the Council for 2021/2022.

Full Year 2021/2022 Financial Summary	£000
Total Covid-19 pressure to date	789
LA Covid Support Grant 20/21 - Balance Remaining Held in Earmarked Reserves	(434)
LA Covid Support Grant 21/22	(510)
Additional grant for loss of income (estimate)	(85)
Earmarked Reserve Approved 21/22 MTFP	(500)
Net Covid-19 Allocation Balance Remaining	(740)

(1,029)

Covid-19 Pressures	2021/22 Actuals £000
Loss of income due to service closures / changes - services covered by Sales, Fees and Charges Compensation Grant for the period Apr - Jun 2021 (Qtr 1)	162
Loss of income due to service closures / changes	323
Cost Pressures - Covid costs funded from Support Grant *	437
Other Income Received to Support Services	(12)
Savings	(121)
Total Pressures	789

* Cost Pressures - Covid costs funded from Support Grant	£000
Additional Resources - agency, backfilling, overtime	228
Health & Wellbeing - Leisure Management contractor support	56
Economic Development - additional resources for project development.	40
ICT Team - member laptop refresh (capital)	36
Theatre - cost of equipment to comply with Covid regulations	18
ICT Team - member laptop refresh (revenue)	17
Elections - additional postal vote application costs, risk assessments of polling stations	16
Democratic Representation - hire of premises and equipment to hold meetings	15
Other costs <£10k	11
	437

2.3 Fees and Charges

2.3.1 £2.516m has been received in Fees and Charges up to the end of the period against a budget for the period of £2.561m, a shortfall to date of £0.045m. However, the forecast for the year is a surplus of £0.041m.

The most significant areas of additional income forecast for the year being:

- Garden Waste subscriptions £0.046m
- Garden Waste sale of new bins £0.018m
- Planning pre-application advice £0.022m

The significant areas of forecast income losses due to the ongoing impact of Covid-19, which are included in the claim against the Local Government Income Compensation Scheme for Lost Sales, Fees and Charges, are:

- Car Park income (season tickets and parking fees) £0.081m
- Trinity Arts Centre box office takings £0.074m
- Local Tax Collection – Court Costs Recovered £0.87m

2.3.2 Amendment to Fees and Charges Schedule

a. Crematorium

Prosperous Communities Committee				Crematorium			
2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate	
£	%	£	£	£	£		
Extra work (Pro tribute)	£17.50	0.0%	£0.00	£17.50	£3.50	£21.00	S

Obitus now offer our customers additional work for deviating from the standard product on tributes and this incurs an additional fee for the extra work.

'Extra work' - for adding video to the Pro tribute, any revisions, or any major departure from their standard product.

This extra work incurs a cost from Obitus of £15.00 + VAT, the RRP from Obitus is £17.50 + VAT to our customers.

b. Cemeteries

Prosperous Communities Committee				Cemeteries				
2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate		
£	%	£	£	£	£			
Cost for interment of a person who had been a West Lindsey resident at the time of their death								
Single Grave not exceeding 9' x 4' (99 years) (B) For the interment of a West Lindsey resident	£637.00	3.9%	£25.00	£662.00	£0.00	£662.00 OS		
Double Grave not exceeding 9' x 4' (99 years) (B) For the interment of a West Lindsey resident	£892.00	3.9%	£35.00	£927.00	£0.00	£927.00 OS		
Single Grave not exceeding 9' x 4' (50 years) (B) for the interment of a West Lindsey resident	£319.00	3.9%	£12.50	£331.50	£0.00	£331.50 OS		
Double Grave not exceeding 9' x 4' (50 years) (B) for the interment of a West Lindsey resident	£445.50	3.9%	£17.50	£463.00	£0.00	£463.00 OS		
Cremated remains only grave not exceeding 4' 6" x 4' For the interment of a West Lindsey resident	£382.00	3.9%	£15.00	£397.00	£0.00	£397.00 OS		
Cremated remains only grave not exceeding 4' 6" x 4' (C) (3 to 17 years) For the interment of a West Lindsey resident **	£103.00	3.9%	£4.00	£107.00	£0.00	£107.00 OS		
Single grave (3 to 17 years) for the interment of a West Lindsey resident **	£172.00	0.0%	£0.00	£172.00	£0.00	£172.00 OS		
Cost for interment of a person who had not been a West Lindsey resident at the time of their death								
Single Grave not exceeding 9' x 4' (99 years) (B) For the interment of a Non West Lindsey resident	£1 274.00	3.9%	£49.50	£1 323.50	£0.00	£1 323.50 OS		
Double Grave not exceeding 9' x 4' (99 years) (B) For the interment of a Non West Lindsey resident	£1 784.00	3.9%	£69.50	£1 853.50	£0.00	£1 853.50 OS		
Single Grave not exceeding 9' x 4' (50 years) (B) for the interment of a Non West Lindsey resident	£638.00	3.9%	£25.00	£663.00	£0.00	£663.00 OS		
Double Grave not exceeding 9' x 4' (50 years) (B) for the interment of a Non West Lindsey resident	£891.00	3.9%	£34.50	£925.50	£0.00	£925.50 OS		
Cremated remains only grave not exceeding 4' 6" x 4' For the interment of a West Lindsey Non resident	£764.00	3.9%	£30.00	£794.00	£0.00	£794.00 OS		
Cremated remains only grave not exceeding 4' 6" x 4' (C) (3 to 17 years) For the interment of a Non West Lindsey resident **	£103.00	3.9%	£4.00	£107.00	£0.00	£107.00 OS		
Single grave (3 to 17 years) for the interment of a Non West Lindsey resident **	£172.00	0.0%	£0.00	£172.00	£0.00	£172.00 OS		

** There will be no charge up to 3 years

** There will be no charge up to 3 years

- The fees for cemeteries and burials relating to interments for persons who have not been a resident of West Lindsey, at the time of their death, will be doubled as per the fee schedule. There will be a discretionary aspect to this, for example, in cases where someone was a resident and was moved to a care home outside of the district. A guidance note will be placed onto the website with the fees to outline the position on this.

The reason for this is to ensure that there is adequate space with the West Lindsey managed cemeteries of Market Rasen and Springthorpe to meet the demands over future years.

The current fee schedule did not include a single grave for age 3 to 17, only for cremated remains. The fee has been added into the schedule for completeness.

Please note that fees relating to the age group 3 to 17 are set at the same rate for both residents and non-residents of West Lindsey. There is no charge up to age 3.

c. Strategic Housing

Prosperous Communities Committee				Strategic Housing			
2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate	
£	%	£	£	£	£		
Financial Penalty - Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020				up to £30,000			OS

There is now provision within legislation to issue a financial penalty to landlords for failing to meet the required electrical standards.

d. Mobile Homes

Prosperous Communities Committee				Mobile Homes			
2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate	
£	%	£	£	£	£		
Mobile Homes Act 2013							
Caravan Site - Fit & Proper Person				Oneoff license	£243.00	0.0%	£0.00
					£243.00	£0.00	£243.00 OS

Under Mobile Homes (Requirement for Manager of Site to be fit and proper person (England) Regulations 2020), the Council is required to assess whether a residential or mixed use caravan site manager (relevant person) is fit and proper. This requires a fee to be paid and it is proposed that this fee is £243. This fee amount is based on the determination made for vehicle (taxi) drivers' license and will be reviewed within the fees and charges process for the following year. This fee is required to come into effect immediately.

2.4 2021/2022 Use of and Contribution to Reserves

2.4.1 Use of Reserves – Member Approval Required

The following use of Earmarked Reserves is greater than £0.05m and requires the approval of Corporate Policy and Resources committee:

- £0.219m from Unapplied Grants reserve. Release of balance of Council Tax Hardship Grant into service.
- £0.126m from Unapplied Grants reserve. Release of balance of National Leisure Recovery Grant into service.

2.4.2 Use of Reserves – Delegated Decision

The Chief Finance Officer has used delegated powers to approve the use of earmarked reserves up to £0.05m.

- £0.02m from Environmental and Climate Change reserve. APSE climate change consultancy costs.
- £0.006m from Local Development Order (LDO) reserve. Shortfall in grant funding achieved in year for LDO officer.
- £0.006m from Finance Budget Risks reserve. To meet the forecast shortfall in the interest payable on borrowing budget.

- £0.046m from General Fund Balances. A bequest was made to the Council in 2020/2021, which will be applied to the Lea Fields Crematorium remembrance garden project (Capital). In honor of this generous donation, we will dedicate a fitting memorial in our new Garden of Remembrance, which is a communal area to be enjoyed by visitors to sit and reflect.

2.4.3 Use of Reserves – Delegation by Prosperous Communities Committee

- £0.02m from Community Grant Scheme reserve. West Lindsey Platinum Jubilee Community Fund.

2.4.4 Contributions to Reserves

- £0.013m Contribution to the Vehicle Replacement Reserve. Sale of two obsolete waste services vehicles.

2.5 Grants

As at 1st April 2021 we had an amount of £0.885m 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. The forecast balance as at 31st March 2022 is £0.379m (including the use of earmarked reserves detailed at 2.4.1).

2.5.1 Successful Grant Bids and New Grant determinations

The following grants have been received/awarded during this period:

Grant Issued By	Name of Grant	£
Department for Levelling Up, Housing and Communities	Additional Restrictions Grant (ARG)	1,646,022
Department for Levelling Up, Housing and Communities	New Home Bonus	359,571
Department for Levelling Up, Housing and Communities	Rural Service Delivery	248,835
Dept Business, Energy & Industrial Strategy	Local Authority Delivery (LAD2)	246,910
Home Office	PCC Safer Streets Fund	171,681
Department for Levelling Up, Housing and Communities	CTAX Hardship Grants	158,801
Lincolnshire County Council	Outbreak & Prevention	118,224
Department for Levelling Up, Housing and Communities	Local Council Tax Support	102,763
Department for Levelling Up, Housing and Communities	Covid- Test and Trace Grants - Main Scheme	85,313
Misc local authorities	PA Consulting Work	81,431
Home Office	PCC Safer Streets Fund	71,100
Department for Levelling Up, Housing and Communities	Lower Tiers Services Grant	42,920
Department for Levelling Up, Housing and Communities	Rent in Advance	34,000
Department for Levelling Up, Housing and Communities	DCLG Stat Domestic A	31,785
Arts Council	Cultural Recovery Grant	19,669
Lincolnshire County Council	Covid Local Support	14,500
Department for Levelling Up, Housing and Communities	Emergency Planning	9,500
Department for Work and Pensions	DWP System Upgrades	8,897
Heritage Lottery	Townscape Heritage (THI)	8,232
Department for Work and Pensions	Kickstart Grant	3,011
Department for Levelling Up, Housing and Communities	Rough Sleepers Initiative	2,793
Lincolnshire County Council	Winter Grant Payments (Test & Trace)	2,500
Department for Levelling Up, Housing and Communities	Mobile Homes	568
Department for Levelling Up, Housing and Communities	New Burdens Funding	445
		3,469,470

The recent award of £34,000 of grant funding from the DLUHC for the Rent in Advance scheme will be spent in line with the grant conditions and will be used to support low-income earners in rent arrears – helping to prevent homelessness and support families get back on their feet. Support payments will be determined on a case by case basis, and paid directly to landlords.

Other Items for information

2.6 Planning Appeals

In Quarter 2 2021/2022 there were 9 appeals determined – 3 allowed and 6 dismissed.

There is 1 live application for costs.

Period	Number of Appeals	Allowed	Dismissed
June	1	0	1
July	2	1	1
August	1	1	0
September	5	1	4
Total for Quarter 2	9	3	6

2.7 Aged Debt Summary – Sundry Debtors Aged Debt Summary Quarter 2 Monitoring Report

At the end of September 2021, there was a total of £0.21m outstanding debt in the system over 90 days. The majority of this debt was over 150 days old and mainly comprised of:

- Environmental Protection & Licensing £0.057m – the debt recovery process is under way for all debt over 90 days, payment plans are being put in place where possible.
- Housing £0.052m – the majority of which are in the process of debt recovery, or a payment plan is being implemented.
- Housing Benefits overpayments £0.036m the majority of which will look to be recovered through ongoing entitlement or where appropriate on agreed repayment schedules.

The level of outstanding debt for the same period 2020/2021 is provided below for information.

2020/2021 Total £	Month	90 – 119 days £	120 – 149 days £	150+ days £	2021/2022 Total £
227,938	Quarter 1 - ending May 2021	8,813	8,120	163,504	180,437
370,266	Quarter 2 - ending Sept 2021	47,871	3,217	158,630	209,718

2.8 Changes to the Organisation Structure

- **Our Council - Lea Fields Crematorium**

An additional crematorium officer has been approved to meet future demands and growth expectations. This has incurred a pressure of £0.012m in 2021/2022, but future years' costs will be offset by an increase in projected income.

- **Our Council / Our Place – Waste Management Team Structure Review**

The Together 24 Review recommended restructuring the team as phase 2 of the roll out of the Business Plan; however recent retirements and leavers have resulted in the proposals being brought forward. The review has resulted in a saving of £0.033m in 2021/2022, with ongoing savings of £0.046m.

- **Our People – Homes Health and Wellbeing Structure**

A review of the team has resulted in a saving of £0.016m in 2021/2022, with ongoing savings of £0.033m.

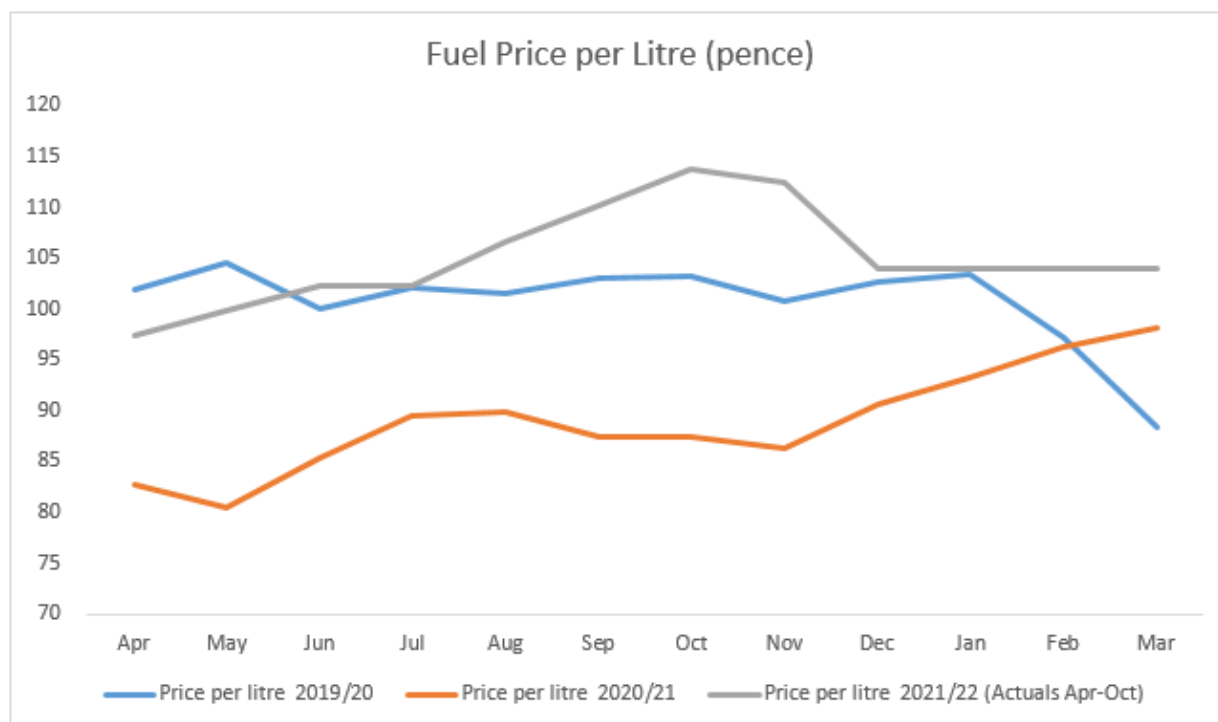
- **Our Place – Pollution Control**

A review of the team resulted in the increase of two Environmental Protection Officer posts from band 8 to band 9. Both posts are vacant as at October 2021 resulting in a forecast saving of £0.01m in 2021/2022. This saving is to be moved to reserves to contribute towards the additional cost in 2022/2022, 2023/2024 and part 2024/2025. From 2025/2026 there will be a pressure of £0.007m pa.

2.9 Fuel

2.9.1 The chart below show the actual price paid per litre of fuel, in pence, during 2019/2020 and 2020/2021. The prices shown for 2021/2022 are actuals to date, for the period April to October 2021, and estimated rates for the remainder of the financial year.

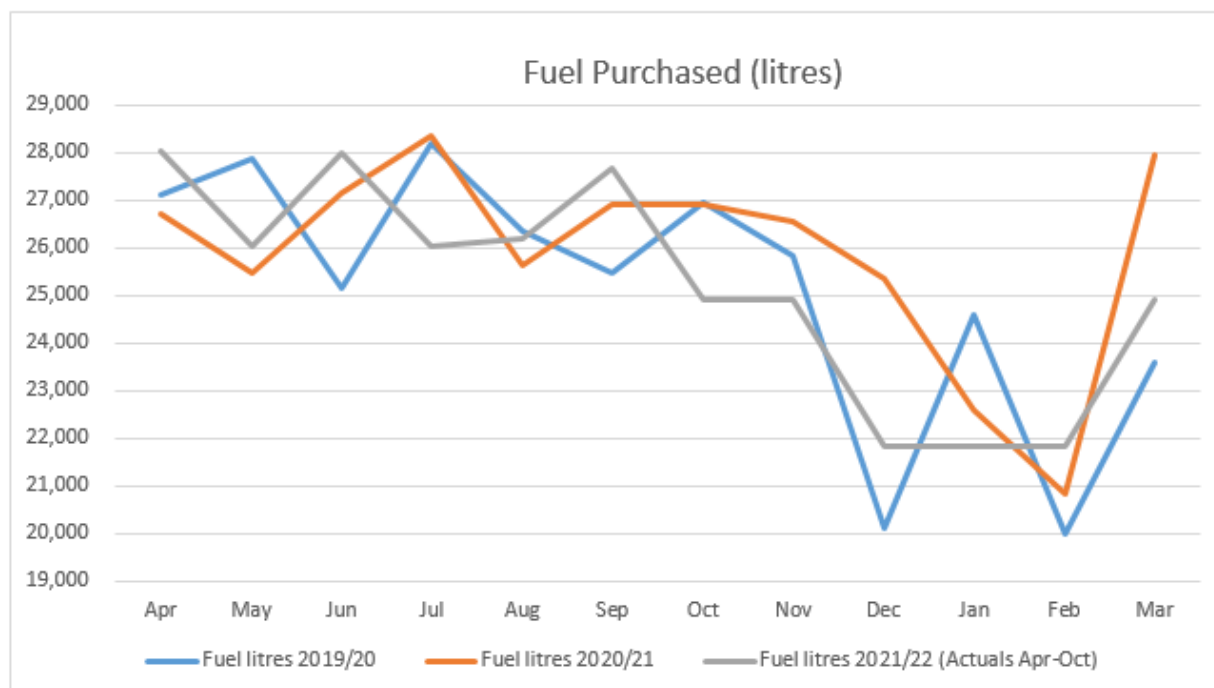
During the period from September to the end of November a combination of fuel cards and fuel from the existing depot site tanks have been used, to deplete the stock held in the tanks, pending the transfer to the new site. It is anticipated that the fuel tank at the new depot site will be available for use from the 1st December 2021.



2.9.2 The chart below show the actual fuel purchased, in litres, during 2019/2020 and 2020/2021. The volumes shown for 2021/2022 are actuals to date, for the period April to October 2021, and estimated rates for the remainder of the financial year.

for the period April to October 2021, and estimated consumption for the remainder of the financial year.

There is a drop in fuel purchased December to February, which reflects the pause in Garden Waste collections.



3.1 CAPITAL BUDGET MONITORING – Quarter 2

3.1.1 The Capital Budget forecast out-turn for schemes approved to spend (includes Stage 3 and BAU) totals £7.855m against a revised budget of £8.197m. Reasons for variations are detailed below. Pipeline Schemes (Pre Stage 1, Stage 1 and Stage 2) are expected to spend £0.900m (subject to formal approval). This gives an overall total spend of £8.755m as detailed in the table below.

Capital Investment Programme 2021/2022

Corporate Priority / Scheme	Actuals to 30/09/2021	Original Budget 2021/2022	Revised Budget 2021/2022	Forecast Outturn 2021/2022	Over / (Underspend)	Carry Forward Requests/ Drawbacks
	£	£	£	£	£	£
Total Capital Programme Gross Expenditure - Stage 3 and BAU	3,012,437	4,434,745	8,197,057	7,855,088	27,644	(369,613)
Stage 2	0	3,092,000	1,150,000	700,400	0	(449,600)
Stage 1	0	1,500,000	1,584,250	84,250	0	(1,500,000)
Pre-Stage 1	0	369,800	399,800	115,500	(284,300)	0
Total Capital Programme Gross Expenditure	3,012,437	9,396,545	11,331,107	8,755,238	(256,656)	(2,319,213)

3.1.2 The capital programme spend to date is £3.012m against a revised budget of £11.331m. Expenditure is forecast to be £8.755m resulting in an £2.576m variance. The variance consists of:

- £2.319m which is planned to be rephased. Of this £0.010m is to be brought forward from 22/23 with £2.329m to be slipped to future financial years.

- There are net projected underspends of £0.257m, the most significant item being £0.284m relating to the Trinity Arts Centre Improvement Projects where the current scheme has now closed and will be redesigned in line with the NHLF bid.

Subject to Committee approval, the capital programme will be reduced in this financial year to reflect the amendments with £8.755m being the new Revised Budget for future monitoring purposes.

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

Capital Investment Programme 2021/22

Corporate Priority / Scheme	Stage (1 April 2021)	Stage	Actuals to 30/09/2021	Original Budget 2021/22	Revised Budget 2021/22	Forecast Outturn 2021/22	Over/ (Underspend)	Carry Forward Requests/ Drawbacks	Comments
			£	£	£	£	£	£	
Vulnerable Groups & Communities									
Extra Care Provision Scheme	Stage 1	Stage 1	0	1,500,000	1,500,000	0	0	(1,500,000)	Scheme to commence in 22/23 to be finalised in 24/25
LEAP - Supported Accommodation	-	Stage 3	0	0	100,000	20,000	0	(80,000)	Scheme approved Sept 2021 it is anticipated this will be finalised in 22/23
Property Flood Resilience	-	Stage 3	24,749	0	0	34,200	34,200	0	Claims submitted in 21/22 - these will be funded from external grant - the claim will be made once all applications have been received.
Health and Wellbeing									
Disabled Facilities Grants	BAU	BAU	398,521	857,714	897,240	977,140	79,900	0	Additional grant received in year assume this will all be spent
Private Sector Renewal	Stage 3	Stage 3	30,000	98,547	43,842	43,842	0	0	
Market Rasen Leisure Centre	Stage 4	Stage 4	(435)	0	0	0	0	0	
Economy									
Market Rasen 3 year vision	Stage 3	Stage 3	0	200,000	50,000	50,000	0	0	
Hemswell Masterplan - Public Realm Improvements	Stage 2	Stage 2	0	0	50,000	50,000	0	0	
Crematorium	Stage 4	Stage 4	(7,330)	0	0	0	0	0	
Crematorium Phase 2	Stage 3	Stage 3	7,162	154,000	154,000	154,000	0	0	
Gainsborough Heritage Regeneration - THI	Stage 2	Stage 2	0	402,000	500,000	50,400		(449,600)	There has been a delay in applications due to Covid - slip budget to 22/23
Gainsborough Shop Front Improvement Scheme	Stage 3	Stage 3	0	70,000	57,713	5,300		(52,413)	Slip to 22/23
5-7 Market Place - Redevelopment	Stage 3	Stage 3	607	342,300	337,200	250,000		(87,200)	Slippage to 22/23 - £27,800 relates to THI Grant funded element.
Trinity Arts Centre Improvement Projects	Pre-Stage 1	Pre-Stage 1	0	279,800	304,800	20,500	(284,300)	0	A new NLHF bid is in the process of been submitted and will therefore result in a new scheme been deisgned resulting in the closure of this scheme.
Gainsborough Growth - Grant for development (Cinema)	Stage 2	Stage 2	0	2,390,000	500,000	500,000	0	0	
Riverside Walk Acquisition	Stage 3	Stage 3	98,650	0	415,000	415,000	0	0	
Saxilby Industrial Units	Stage 4	Stage 4	(15,000)	0	0	0	0	0	
The Sun Inn - Capital Grant	Stage 3	Stage 3	0	0	32,856	0	(32,856)	0	Extension to scheme ended 31.8.21
Hemswell Cliff Investment for Growth	Stage 2	Stage 2	0	100,000	100,000	100,000	0	0	
Public Safety & Environment									
Vehicle Replacement Programme	BAU	BAU	347,560	438,400	438,400	438,400	0	0	
Depot Review	Stage 3	Stage 3	1,745,318	1,650,000	2,467,607	2,467,607	0	0	
CCTV Expansion	Stage 3	Stage 3	82,076	0	199,265	199,265	0	0	

Capital Investment Programme 2021/2022

Corporate Priority / Scheme	Stage (1 April 2021)	Stage	Actuals to 30/09/2021	Original Budget 2021/22	Revised Budget 2021/22	Forecast Outturn 2021/22	Over/ (Underspend)	Carry Forward Requests/ Drawbacks	Comments
			£	£	£	£	£	£	
Housing Growth									
Unlocking Housing - Living over the Shop	Stage 3	Stage 3	0	0	100,000	30,400	(69,600)	0	residual grant required to be repaid to GLLEP
Housing Infrastructure (Southern SUE)	Stage 3	Stage 3	0	218,784	2,193,784	2,193,784	0	0	
Finances									
Financial Management System	Stage 3	Stage 3	99,830	145,000	198,150	198,150	0	0	
Capital Enhancements to Council Owned Assets	BAU	BAU	27,982	50,000	50,000	76,000	26,000	0	Due to refurbishment of Richmond Lodge this will be financed from capital enhancements to council owned assets reserves which has sufficient funds.
Carbon Efficiency	Stage 3	Stage 3	0	210,000	210,000	50,000	0	(160,000)	Scheme under review to be commenced in 22/23
Richmond House Conservatory	Stage 3	Stage 3	0	0	20,000	20,000	0	0	
Customer									
Telephony (incl. Contact Centre)	Pre-Stage 1	Pre-Stage 1	0	20,000	20,000	20,000	0	0	
Income Management	Stage 1	Stage 1	0	0	48,650	48,650	0	0	
GD Secure Payment Software	Stage 3	Stage 3	0	0	12,000	12,000	0	0	
Customer Relationship Management System	Stage 3	Stage 3	0	0	10,000	20,000	0	10,000	slipped in Q1 - a clawback from 22/23 is required
Staff & Members									
ERP Systems (Phase 2)	Stage 2	Stage 2	0	200,000	0	0	0	0	
Document management system	Pre-Stage 1	Pre-Stage 1	0	70,000	75,000	75,000	0	0	
Storage Refresh	Stage 3	Stage 3	172,747	0	210,000	200,000	(10,000)	0	scheme complete
Additional Laptop Provision for Covid Virtual Working	Stage 1	Stage 1	0	0	35,600	35,600	0	0	
Total Capital Programme Gross Expenditure			3,012,437	9,396,545	11,331,107	8,755,238	(256,656)	(2,319,213)	

3.2 Capital Programme Update 2021/2022

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

Approval to carry forward £2.329m from 2021/2022 to future years are requested for the following schemes.

- Extra Care Provision scheme to commence 22/23 – (£1.5m total, £0.750m to 22/23 and 0.750m to 23/24)
- LEAP Supported Accommodation - (£0.080m)
- Gainsborough Heritage Regeneration THI – (£0.450m)
- Gainsborough Shop Front Improvement Scheme – (£0.052m)
- 5-7 Market Place Redevelopment – (£0.087m)
- Carbon Efficiency – (£0.160m)

Approval to bring forward funding £0.010m from 2022/2023 to 2021/2022 for the following scheme:

- Customer Relationship Management Programme – approval to bring forward £0.010m

3.2.2 £0.397m of the current capital programme has been assessed as not needed or no longer required for capital purposes, however two schemes require an increase of £0.14m resulting in a net underspend of £0.257m.

The Underspend of £0.397m is made up of the following amounts:

- Trinity Arts Improvement Projects scheme no longer progressing in its current form there will be a new bid made to NLHF - £0.284m
- The Sun Inn – Capital Grant - the scheme was extended until 31.08.2021 and is now closed - £0.033m.
- Unlocking Housing Living Over the Shop – residual grant to be repaid to the GLLEP - £0.070m
- Storage Refresh – this scheme is now complete- £0.010m

The overspend of £0.140m is made up of the following:

- DFG – additional grant has been received in 2021/2022 and approval is sort to increase the budget by this amount which is expected to be fully spent - £0.080m.
- Property Flood Resilience – Grant funded scheme where applications have continued – the increase in this budget will be fully financed from Grant Funding - £0.034m
- Capital Enhancements to Council Owned Assets – Richmond Lodge became vacant during 2020/2021 and requires a full refurbishment to bring the property up to the Decent Homes Standard – this will be financed from the Maintenance of

Facilities Reserve - £0.026m.

- 3.2.3 Following on from a report approved at this committee in September the schemes below have been adjusted to reflect the use of the grant funding for 5-7 Market Place Refurbishment.

5-7 Market Place Refurbishment – Increase in budget of £0.162m funded from the following schemes:

Gainsborough Shop Front Improvement Scheme – £0.015m

Gainsborough Heritage Regeneration THI - £0.072m

Unlocking Housing Living over the Shop - £0.075m.

Commercial Investment Properties 2021/2022

- 3.2.4 The Council has no plans to invest in any more properties during 2021/2022.

3.3 Acquisitions, Disposals and Capital Receipts

- 3.3.1 The Council has not made any asset acquisitions during Quarter 2.

- 3.3.2 The Council has not made any asset disposals during Quarter 2.

- 3.3.3 Capital Receipts - The total value of capital receipts at the end of Quarter 2 total £0.132m relating to;
- £0.88m from the Housing Stock Transfer Agreement share of Right to Buy receipts.
 - £0.020m Loan repayments.
 - £0.024m for the Council's share of the proceeds of two plots of land.

4. TREASURY MONITORING – PERIOD 2 (Jul - Sept)

The Treasury Management Strategy Statement (TMSS) for 2021/2022, which includes the Annual Investment Strategy, was approved by the Council on 01 March 2021. It sets out the Council's investment priorities as being:

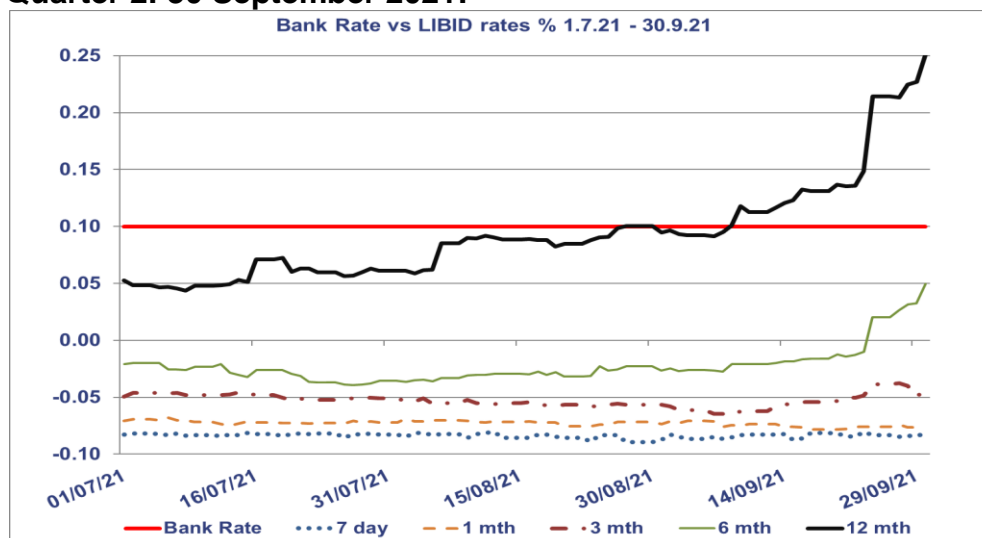
- Security of capital;
- Liquidity; and
- Yield.

The Council will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity. In the current economic climate it is considered appropriate to keep investments short term to cover cash flow needs, but also to seek out value available in periods up to 12 months with highly credit rated financial institutions, using our suggested creditworthiness approach, including a minimum sovereign credit rating and Credit Default Swap (CDS) overlay information.

4.1 Officers can confirm that there have been no breaches of Prudential Indicators as detailed at 4.7 below.

4.2 Interest received (Jul-Sep) has been in excess of the 7 day average libid (-0.08%) with an average yield of 0.754% (including CCLA) and 0.095% (excluding CCLA). It is now impossible to earn the level of interest rates commonly seen in previous decades as all short-term money market investment rates have only risen weakly since the Bank Rate was cut to 0.10% in March 2020. Given this environment and the fact that Bank Rate may only rise marginally, or not at all, before the second half of 2023, investment returns are expected to remain low. The Council budgeted to receive £0.090m of investment income, the forecast outturn is now £0.154m.

Quarter 2: 30 September 2021:



	Bank Rate	7 day	1 mth	3 mth	6 mth	12 mth
High	0.10	-0.08	-0.07	-0.04	0.05	0.25
High Date	01/07/2021	23/09/2021	08/07/2021	27/09/2021	30/09/2021	30/09/2021
Low	0.10	-0.09	-0.08	-0.07	-0.04	0.04
Low Date	01/07/2021	27/08/2021	17/09/2021	08/09/2021	27/07/2021	08/07/2021
Average	0.10	-0.08	-0.07	-0.05	-0.02	0.09
Spread	0.00	0.01	0.01	0.03	0.09	0.21

4.3 Interest Rate Forecasts

The Council's treasury advisor, Link Group, have provided the following forecasts on 29 September 2021:

Link Group Interest Rate View		29.9.21									
		Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24
BANK RATE		0.10	0.10	0.25	0.25	0.25	0.25	0.50	0.50	0.50	0.75
3 month ave earnings		0.10	0.10	0.20	0.20	0.30	0.40	0.50	0.50	0.60	0.70
6 month ave earnings		0.20	0.20	0.30	0.30	0.40	0.50	0.60	0.60	0.70	0.80
12 month ave earnings		0.30	0.40	0.50	0.50	0.50	0.60	0.70	0.80	0.90	1.00
5 yr PWLB		1.40	1.40	1.50	1.50	1.60	1.60	1.60	1.70	1.70	1.70
10 yr PWLB		1.80	1.80	1.90	1.90	2.00	2.00	2.00	2.10	2.10	2.10
25 yr PWLB		2.20	2.20	2.30	2.30	2.40	2.40	2.40	2.50	2.50	2.60
50 yr PWLB		2.00	2.00	2.10	2.20	2.20	2.20	2.20	2.30	2.30	2.40

Link Asset Services detailed economic commentary on developments during quarter ended 30 September 2021 is included in Appendix 1.

Appendix 2 details Link Asset Services detailed commentary on Interest Rate Forecasts (as at end Sept)

Appendix 3 details the Approved countries for investments as at 30 September 2021.

4.4 Investment in Local Authority Property Fund (CCLA)

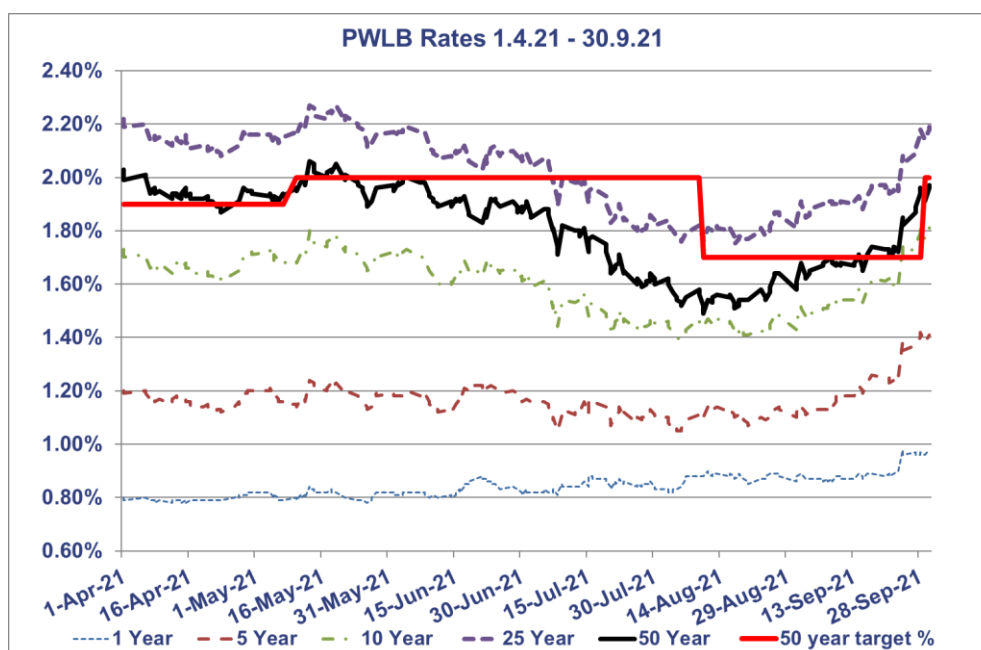
The total the Council has invested now stands at £3m (of an approved £4m). Interest is receivable on a quarterly basis with Q2 due during October.

4.5 New External Borrowing

No new borrowing was undertaken in the second quarter of the financial year.

The Council's total external borrowing stands at £20m.

It is anticipated that further borrowing will be undertaken during this financial year and that borrowing at the end of 2021/2022 will be £25m.



	1 Year	5 Year	10 Year	25 Year	50 Year
Low	0.78%	1.05%	1.39%	1.75%	1.49%
Date	08/04/2021	08/07/2021	05/08/2021	17/08/2021	10/08/2021
High	0.98%	1.42%	1.81%	2.27%	2.06%
Date	24/09/2021	28/09/2021	28/09/2021	13/05/2021	13/05/2021
Average	0.84%	1.16%	1.60%	2.02%	1.81%
Spread	0.20%	0.37%	0.42%	0.52%	0.57%

4.6 Borrowing in advance of need

The Council has not borrowed in advance of need during the period ending 31 September 2021.

4.7 Compliance with Treasury and Prudential Limits

It is statutory duty for the Council to determine and keep under review the affordable borrowing limits. The Council's approved Treasury and Prudential Indicators (affordability limits) are included in the approved Treasury Management Strategy (TMS).

During the financial year to date the Council has operated within these treasury and prudential indicators and in compliance with the Council's Treasury Management Practices.

The prudential and treasury Indicators are shown below and take into account the revisions to the Capital Programme as detailed in section 3 of this report.

	Original £'000	P1 £'000	Q2 £'000
Treasury Indicators			
Authorised limit for external debt	45,000	45,000	45,000
Operational boundary for external debt	40,062	32,500	30,000
External Debt	31,000	27,500	25,000
Long term Leases	0	0	0
Investments	(12,133)	(12,645)	(17,689)
Net Borrowing	18,867	14,855	7,311
Prudential Indicators			
Capital Expenditure	9,396	10,930	8,755
Capital Financing Requirement (CFR)*	41,340	40,101	40,088
<i>Of Which Commercial Property</i>	22,999	20,585	20,585
Annual change in CFR*	1,278	1,575	1,562
External Debt	31,000	27,500	25,000
Under/(over)borrowing	10,340	12,601	15,088
Ratio of financing costs to net revenue stream*	7.12%	8.40%	7.98%
Incremental impact of capital investment decisions:			
Increase/(Reduction) in Council Tax (band change per annum)	£0.00	(£0.15)	£2.27

- 4.8** The Monthly Investment Review report for September is attached below;



West Lindsey District Council

Monthly Investment Analysis Review

September 2021

Monthly Economic Summary

General Economy

The Flash (i.e. provisional) UK Manufacturing PMI dropped to 56.3 in September from 60.3 in August, somewhat lower than market forecasts of 59.0. Although it signalled the weakest pace of expansion in the sector since February, due to supply chain delays, slower new order growth and rising material and labour shortages, the survey remained at levels historically consistent with robust economic growth. Similarly, the Flash Services PMI eased to 54.6 in September from 55.0 in August, also pointing to the slowest growth in the services sector in seven months. Notably, respondents reported that input price inflation accelerated amid reports of higher wage costs, product shortages and increased transportation costs - and that companies raised their own charges at the fastest pace since the series began in 1996. As a result of the falls in both indices, the Flash Composite PMI (which incorporates both sectors), eased to 54.1 in September, from 54.8 in August. Mirroring these developments, the Construction PMI (which is released one month behind), also fell to 55.2 in August from 58.7 in July and below market expectations of 56.9 as a restricted supply of materials, labour and transport began to weigh on overall activity. Input cost inflation, meanwhile, accelerated to the second-fastest rate in the 24-year history of the survey.

The combination of supply chain delays, slower order growth and rising material and labour shortages noted in the PMI surveys may also have weighed on GDP, which expanded by just 0.1% m/m in July compared to forecasts of a 0.7% rise. However, upward revisions to previous releases meant that the economic output was now forecast to be around 1% less than prior to the pandemic compared to 2% previously. Product and labour shortages may also have contributed to the 0.1% m/m decline in exports in July, which caused the UK trade deficit to widen to £3.1 billion compared to £2.5 billion in June.

Unemployment data, meanwhile, also confirmed the tightening of the labour market reported in the PMI surveys. Employment rose by 183,000 in the three months to July, which was the largest rise since January 2020 - and occurred despite firms having to start paying 10% of the wages of their furloughed workers. A fall of 86,000 in unemployed workers, meanwhile, allowed the unemployment rate to ease to 4.6% in July from 4.7% in June. More timely data revealed that PAYE employment increased by a further 241,000 during August, suggesting that labour market strength may continue - although the end of the furlough scheme in September represents a future source of uncertainty. The rise in vacancies to a record 1,034,000, 249,000 above their pre-pandemic level, suggests that labour shortages intensified during August. Against this backdrop, average earnings growth (excluding bonuses) eased to 6.8% y/y in the three months to July compared to 7.3% y/y in the three months to June as compositional and base effects began to fade. However, the Monetary Policy Committee (MPC) noted this month private sector regular pay growth had been around 4%, after accounting for these factors.

UK inflation, as measured by the Consumer Price Index, increased to 3.2% y/y in August from 2% in July and above market forecasts of 2.9%. However, base effects - including last year's Eat Out to Help Out scheme (which artificially depressed prices) - accounted for the majority of the rise. That said, the MPC noted at this month's policy meeting that the scheduled rise in utility prices and further base effects will likely contribute to inflation rising to slightly above 4% later in the year. Against this backdrop, the Committee judged that its existing monetary policy remained appropriate. However, the MPC also noted that some developments since the August Monetary Policy Report appeared to have strengthened the case for a modest tightening of monetary policy. As a result, Gilt yields rose as month-

Judging by the 0.9% m/m fall in August retail sales, the stalling of the UK's economic recovery in July highlighted by the GDP data has likely continued. However, some of the fall may also be explained by households changing their spending patterns following the expiration of lockdown. As a result, retail sales are now unchanged compared to a year ago. The prospect of looming energy price rises, food costs and tax rises, meanwhile, saw the GfK Consumer Confidence index decline to -13 in September from -8 in August. The UK's public sector net borrowing (excluding public sector banks) was estimated to have been £20.5 billion in August - the second-highest August borrowing since monthly records began in 1993 - but £5.5 billion less than in August 2020. Although public sector net borrowing was estimated to have been £93.8 billion in the financial year-to-August 2021, this is £88.9 billion less than in the same period last year and £31.9 billion below that forecast by the OBR.

In the US, non-farm payrolls rose 235,000 in August, the lowest in 7 months and well below forecasts of 750,000 as a surge in COVID-19 infections may have discouraged companies from hiring and workers from actively looking for a job. Nevertheless, the gain saw the unemployment rate fall to 5.2% from 5.4% in July. The US economy, meanwhile, was confirmed to have grown at a 6.7% annualised rate in Q2 compared to the first estimate of 6.3%. Against this backdrop, the Federal Reserve forecast at its September policy meeting that core inflation would remain above 2% until 2023. As a result, the central bank judged that "a moderation in the pace of asset purchases may soon be warranted" and increased their median interest rate projections to 0.3% in 2022 (from 0.1% previously) and 1% in 2023 (from 0.6%).

As in the US, Q2 growth in the Eurozone was also revised higher during the month, to 2.2% q/q from 2% previously. Inflation, meanwhile, was confirmed at 3% y/y in August compared to 2.2% in July and its highest since November 2011. However, the ECB judged at its policy meeting that most of this year's increase in inflation will prove temporary. As expected, the central bank left rates unchanged and, in light of the bloc's recovery, elected to plan PEPP purchases at a "moderately lower pace...than in the previous two quarters."

Housing

Nationwide reported that house price growth eased to 10% y/y this month compared to 11% y/y in August. On the month, prices rose 0.1%. The Halifax survey, meanwhile, confirmed that prices rose 7.1% y/y and 0.7% m/m in August. According to the Nationwide, house prices are now around 13% higher than when the pandemic began.

Currency

The prospect of above target inflation and anaemic economic growth saw Sterling fall against both the US Dollar and the Euro this month.

September	Start	End	High	Low
GBP/USD	\$1.3786	\$1.3484	\$1.3872	\$1.3425
GBP/EUR	€1.1630	€1.1635	€1.1727	€1.1558

Forecast

In light of the hawkish nature of the minutes from September's MPC meeting, Link Group has revised its forecast for Bank Rate to bring forward its first rate rise to June 2022.

Bank Rate	Now	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24
Link Group	0.10%	0.10%	0.10%	0.25%	0.25%	0.25%	0.25%	0.50%	0.50%	0.50%	0.75%
Capital Economics	0.10%	0.10%	0.10%	0.25%	0.25%	0.25%	0.50%	0.50%	0.50%	0.50%	-

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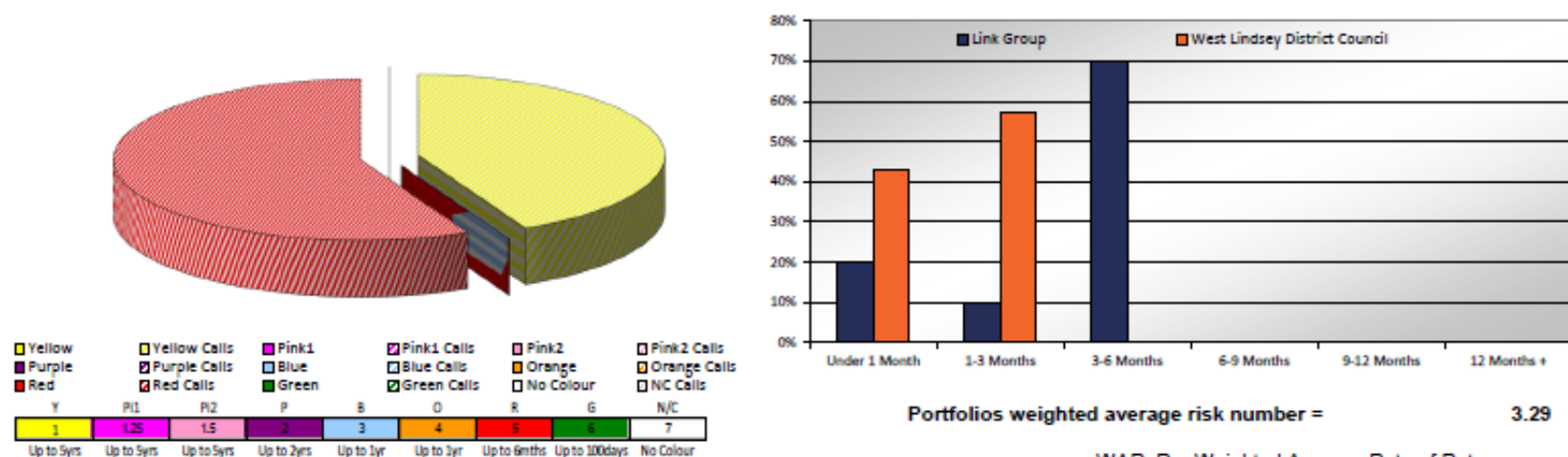
Current Investment List

Borrower	Principal (£)	Interest Rate	Start Date	Maturity Date	Lowest LT / Fund Rating	Historic Risk of Default
MMF Aberdeen Standard Investments	7,500,000	0.01%		MMF	AAAm	
Lloyds Bank Plc (RFB)	5,000,000	0.03%		Call32	A+	0.004%
Santander UK PLC	5,000,000	0.30%		Call35	A	0.005%
Borrower - Funds	Principal (£)	Interest Rate	Start Date	Maturity Date		
OCLA-LAPF	3,000,000	11.60%				
Total Investments	£20,500,000	1.78%				
Total Investments - excluding Funds	£17,500,000	0.10%				0.004%
Total Investments - Funds Only	£3,000,000	11.60%				

Note: An historic risk of default is only provided if a counterparty has a counterparty credit rating and is not provided for an MMF or USDBF, for which the rating agencies provide a fund rating. The portfolio's historic risk of default therefore measures the historic risk of default attached only to those investments for which a counterparty has a counterparty credit rating and also does not include investments which are not rated.

West Lindsey District Council

Portfolio Composition by Link Group's Suggested Lending Criteria



Y	P11	P12	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

	% 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	42.86%	£7,500,000	100.00%	£7,500,000	42.86%	0.01%	0	0	0	0
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	57.14%	£10,000,000	100.00%	£10,000,000	57.14%	0.17%	34	34	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%	£17,500,000	100.00%	£17,500,000	100.00%	0.10%	19	19	0	0

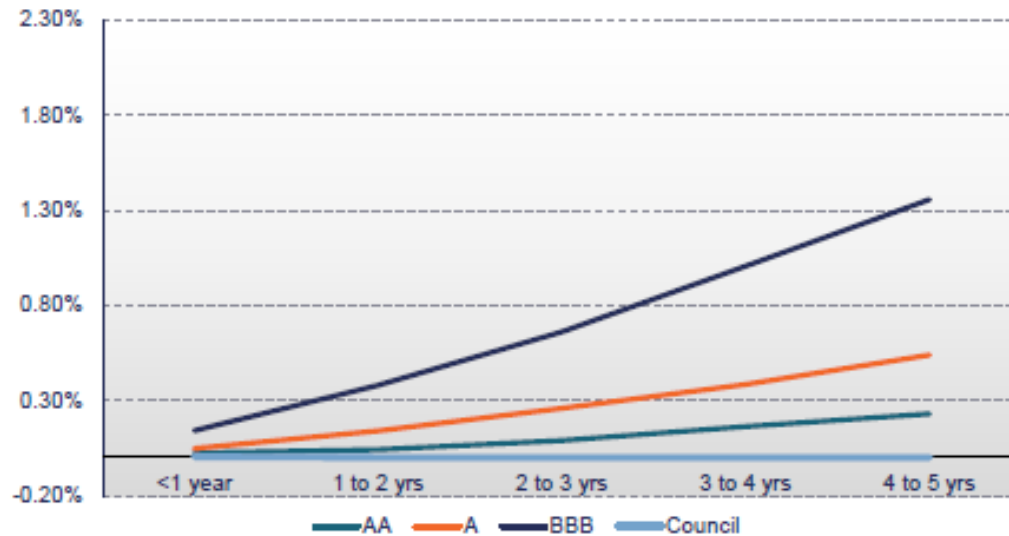
WARoR = Weighted Average Rate of Return
WAM = Weighted Average Time to Maturity

Excluding Calls/MMFs/USDBFs

West Lindsey District Council

Investment Risk and Rating Exposure

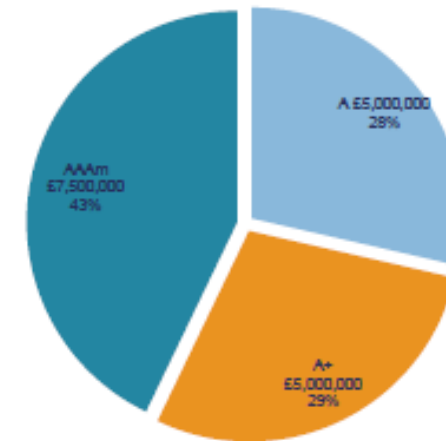
Investment Risk Vs. Rating Categories



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%	0.08%	0.16%	0.23%
A	0.05%	0.14%	0.26%	0.38%	0.54%
BBB	0.14%	0.38%	0.66%	1.01%	1.36%
Council	0.00%	0.00%	0.00%	0.00%	0.00%

Rating Exposure



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.

Note: An historic risk of default is only provided if a counterparty has a counterparty credit rating and is not provided for an MMF or USDBF, for which the rating agencies provide a fund rating. The portfolio's historic risk of default therefore measures the historic risk of default attached only to those investments for which a counterparty has a counterparty credit rating and also does not include investments which are not rated.

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Monthly Credit Rating Changes FITCH

Date	Update Number	Institution	Country	Rating Action
24/09/2021	1844	Deutsche Bank AG	Germany	The Long Term Rating was upgraded to 'BBB+' from 'BBB'. At the same time, the Viability Rating was upgraded to 'bbb+' from 'bbb'
24/09/2021	1845	BNP Paribas	France	The Outlook on the Long Term Rating was changed to Stable from Negative.
24/09/2021	1846	Belgium Sovereign Rating	Belgium	The Outlook on the Sovereign Rating was changed to Stable from Negative.

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Monthly Credit Rating Changes MOODY'S

Date	Update Number	Institution	Country	Rating Action
				There were no rating changes to report.

West Lindsey District Council

Monthly Credit Rating Changes S&P

Date	Update Number	Institution	Country	Rating Action
				There were no rating changes to report.

Whilst Link Group makes every effort to ensure that all the information it provides is accurate and complete, it does not guarantee the correctness or the due receipt of such information and will not be held responsible for any errors therein or omissions arising there from. All information supplied by Link Group should only be used as a factor to assist in the making of a business decision and should not be used as a sole basis for any decision. The Client should not regard the advice or information as a substitute for the exercise by the Client of its own judgement.

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APPENDIX 1: Economics update

During the quarter ended 30th September 2021:

There was only a 0.1% m/m rise in GDP in July as rising virus cases and product/labour shortages stalled the recovery;

- There were signs that activity failed to pick up momentum in August and September as shortages worsened;*
- Virus restrictions were lifted in full and the ending of the furlough scheme;*
- There was a sharp acceleration in CPI inflation to a nine-year high of 3.2% in August;*
- and strong gains in gilt yields, while sterling weakened and the FTSE 100 made little headway.*

The economic recovery stalled in Q3, despite the full lifting of COVID-19 restrictions on activity. The 0.1% m/m gain in GDP in July was much weaker than the 1.0% m/m increase in June and left the economy 1.0% below its February 2020 pre-pandemic level. Services output was particularly weak, falling by 0.3% m/m. In part, this was due to a rise in consumer caution prompted by the uptick in COVID-19 cases.

But the bigger drag on output in July came from product and labour shortages. Manufacturing and construction output were held back by shortages of semiconductors and construction materials, respectively. In addition, the acute labour shortages caused by the so-called 'pingdemic', which meant that 1.1 million people were asked by the NHS App or Test & Trace system to self-isolate at its peak in mid-July, may have knocked between 0.5%-1.0% off the level of GDP in one month.

Despite the easing of the 'pingdemic' since July, recent business surveys have indicated that **product and labour shortages have continued to drag on activity.** For example, the IHS Markit/CIPS composite activity PMI slipped from 59.2 in July to 54.1 in September, with survey respondents highlighting difficulties hiring workers and acquiring materials.

And there are signs that consumer confidence has taken a knock. Retail sales volumes fell by 0.9% m/m in August, which was the fourth consecutive month of declines. There is little sign that this fall in retail spending was offset by rises in spending elsewhere. The Bank of England CHAPS data show the value of consumer spending on electronic cards has stagnated in recent months, while consumer credit rose by a tepid £0.4bn in August, compared to the average monthly increase of £1.2bn in the two years before the pandemic. Meanwhile, households are refraining from dipping into the large stock of savings amassed during the pandemic. Cash in households' bank accounts picked up by £9.1bn in August, which was well above the average monthly increase of £4.7bn in the year before the pandemic. Given that these data refer to the period before the recent energy crisis and petrol shortages, we would not be surprised if households became even more cautious in September.

Meanwhile, the government seems intent on unwinding fiscal stimulus. Public finances data for August revealed that the government's financial position isn't as bad as the Office for Budget Responsibility predicted back in March. But any windfall looks set to be used to reduce borrowing at a faster pace, rather than provide any extra support to the economy. Indeed, the £12bn rise in annual spending on social care announced in September is set to be fully funded by the new health and social care levy.

Trade flows have picked up following the easing of Brexit trade frictions, but the rebound in imports has outpaced that of exports. In fact, export values *declined* by 0.1% m/m in July – compared to growth of 1.1% in import values, which may at least in part be attributable to the UK's product and labour shortages. Total trade flows remain well below pre-crisis levels, with export values to the EU, excluding erratics, 4.4% below their December level in July, while imports were 16.4% below. Given that Brexit trade frictions will take a while to clear fully, we don't anticipate trade with the EU to recover to pre-virus levels soon.

Putting all this together, **we expect GDP growth petered out in Q3. In levels terms, we have pencilled in the economy hovering around 1.0% below its February 2020 peak for the next few months.** Indeed, our CE BICS indicator supports our view that the economy failed to make much headway over the quarter.

We now expect the economy to return to its pre-virus level by January, which is a few months later than we previously thought. For one thing, the end of summer has brought an uptick in new COVID-19 infections. Although these are yet to translate into more hospitalisations, this could be a headwind for consumer-facing services if households become more cautious. For another, the combined effect of September's petrol shortages, higher household energy bills, and the ending of the furlough scheme threaten to depress (non-fuel) consumption.

Consumer price inflation jumped from 2.0% in July to a nine-year high of 3.2% in August and is on track to reach 4.5% by the end of this year. Base effects linked to the sharp fall in prices in August 2020, mainly driven by the Eat Out to Help Out restaurant discount scheme, accounted for around 0.9 percentage points (ppt) of the 1.2 ppt rise. But there were signs that a pick-up in underlying price pressures accounted for the remaining 0.3 ppt, which was driven by inflation in hotels, new and second-hand cars and food. The jump in inflation in August came alongside further signs that cost pressures are still building earlier in the price pipeline. The prices balances of the IHS Markit/CIPS composite PMI rose sharply, suggesting that shortages are increasingly feeding through to higher prices. Meanwhile, manufacturing input producer price inflation (PPI) picked up from 10.4% in July to 11.0% in August and output PPI rose from 5.2% to 6.0%.

The labour market has continued to tighten. Data for July and August brought signs that labour market slack is declining fast, even as firms began to pay 10% of the wages of furloughed workers. LFS employment rose by 183,000 in the three months to July – the largest rise in employment since January 2020 – and the ILO unemployment rate nudged down from 4.7% in June to 4.6%.

Vacancies soared above 1m for the first time on record and were 27.5% above their pre-crisis level in July, suggesting that labour shortages have worsened. Meanwhile, underlying annual pay growth is estimated to have risen from a range of 3.5%-4.9% in June to 3.6%-5.1% in July. **While we expect the expiry of the furlough scheme at the end of September to ease some labour shortages, it may not be enough to plug all the gaps in the labour market.**

The Bank of England shares our view that the near-term surge in inflation is likely to prove temporary, but the minutes of September's Monetary Policy Committee (MPC) meeting indicated that it is becoming increasingly worried about the inflation outlook. What's more, the Bank appears less concerned about the faltering economic recovery than we had thought. Instead, the minutes, together with recent comments from Governor Andrew Bailey, emphasised the large weight that the Bank places on inflation expectations and other 'second-round' effects in determining the appropriate stance of monetary policy. On this count, public and market-based measures of inflation expectations have picked up in recent months, with the latter rising especially sharply. We suspect the rise in inflation expectations was the key factor prompting the hawkish shift by the MPC at its September meeting. This, together with the fact that underlying wage growth has risen faster than we anticipated, has **led us to bring forward our forecast for the first interest rate hike from 2023 to May 2022.** But, given that we still think that the pandemic will reduce the UK's supply potential by less than is widely assumed, we expect the pace of tightening thereafter to be slower than most expect.

Investors have also brought forward their expectations of monetary tightening, which – combined with the rise in inflation expectations – has boosted gilt yields. In fact, the 10-year gilt yield has surged to above 1.00% in recent days, which is its highest level since mid-2019. We expect the 10-year yield to remain more-or-less where it is until the end of this year, and to reach 1.25% and 1.50% by end-2021 and end-2022, respectively.

By contrast, sterling and the FTSE 100 have continued to flounder as investors have increasingly discounted the murkier outlook for GDP growth. After a fairly strong start in July, the FTSE 100 struggled to make much headway over the remainder of Q3. We still expect the favourable valuation and composition of the FTSE 100 should help it to make up some ground on the S&P 500 over the rest of 2021, but the faltering domestic recovery adds to the downside risks to this view.

In the US, inflation fell from 5.4% in July to 5.3% in August amid the fading of reopening inflation and the spread of the Delta COVID-19 variant. The FOMC hinted in its September meeting that it would announce a taper to its quantitative easing programme in November and some Fed officials shifted forward their expectations of the first rate hike. Our view is that inflation in the US will prove more persistent than in the UK, underpinning our forecast for the Fed to undertake a more aggressive tightening cycle than the Bank of England from 2023. **That's why we expect Treasury yields to rise by more than gilt yields** and suggests that the risks to our forecast for sterling to rise to \$1.40 by end-2023 are to the downside.

Meanwhile, the UK's slowing recovery suggests **the scope for the pound to rise against the euro is limited**. We have pencilled in sterling remaining broadly where it is currently, at €1.16, until end-2023.

In the euro-zone, the recovery appears to be continuing at pace and there is little sign that the spread of the Delta COVID-19 variant or supply shortages are significantly hampering activity. Meanwhile, flash HICP inflation rose to 3.4% in September, and we suspect that it will pick up to 4.0% later this year. But it should drop back sharply in 2022, which is why we expect the ECB to continue with its ultra-loose monetary policy.

APPENDIX 2: Interest Rate Forecast

Forecasts for Bank Rate

Bank Rate is not expected to go up fast after the initial rate rise as the supply potential of the economy has not generally taken a major hit during the pandemic, so should be able to cope well with meeting demand without causing inflation to remain elevated in the medium-term, or to inhibit inflation from falling back towards the MPC's 2% target after the surge to around 4% towards the end of 2021. Three increases in Bank rate are forecast in the period to March 2024, ending at 0.75%. However, these forecasts may well need changing within a relatively short time frame for the following reasons: -

- There are increasing grounds for viewing the economic recovery as running out of steam during the summer and now into the autumn. This could lead into stagflation which would create a dilemma for the MPC as to which way to face.
- Will some current key supply shortages e.g., petrol and diesel, spill over into causing economic activity in some sectors to take a significant hit?
- Rising gas and electricity prices in October and next April and increases in other prices caused by supply shortages and increases in taxation next April, are already going to deflate consumer spending power without the MPC having to take any action on Bank Rate to cool inflation. Then we have the Government's upcoming budget in October, which could also end up in reducing consumer spending power.
- On the other hand, consumers are sitting on around £200bn of excess savings left over from the pandemic so when will they spend this sum, in part or in total?
- There are 1.6 million people coming off furlough at the end of September; how many of those will not have jobs on 1st October and will, therefore, be available to fill labour shortages in many sectors of the economy? So, supply shortages which have been driving up both wages and costs, could reduce significantly within the next six months or so and alleviate the MPC's current concerns.
- There is a risk that there could be further nasty surprises on the Covid front, on top of the flu season this winter, which could depress economic activity.

In summary, with the high level of uncertainty prevailing on several different fronts, it is likely that these forecasts will need to be revised again soon - in line with what the new news is.

It also needs to be borne in mind that Bank Rate being cut to 0.10% was an emergency measure to deal with the Covid crisis hitting the UK in March 2020. At any time, the MPC could decide to simply take away that final emergency cut from 0.25% to 0.10% on the grounds of it no longer being warranted and as a step forward in the return to normalisation. In addition, any Bank Rate under 1% is both highly unusual and highly supportive of economic growth.

Forecasts for PWLB rates and gilt and treasury yields

The current PWLB rates are set as margins over gilt yields as follows: -.

- **PWLB Standard Rate** is gilt plus 100 basis points (G+100bps)
- **PWLB Certainty Rate** is gilt plus 80 basis points (G+80bps)
- **PWLB HRA Standard Rate** is gilt plus 100 basis points (G+100bps)
- **PWLB HRA Certainty Rate** is gilt plus 80bps (G+80bps)
- **Local Infrastructure Rate** is gilt plus 60bps (G+60bps)

Gilt yields. Since the start of 2021, we have seen a lot of volatility in gilt yields, and hence PWLB rates. During September, gilt yields from 5 – 50 years have steadily risen and rose further after the hawkish tone of the MPC's minutes last week. Our forecasts show a steady, but slow, rise in both Bank Rate and gilt yields during the forecast period to March 2024.

While monetary policy in the UK will have a major impact on gilt yields, there is also a need to consider the potential impact that rising treasury yields in America could have on gilt yields. **As an average since 2011, there has been a 75% correlation between movements in US 10 year treasury yields and UK 10 year gilt yields. This is a significant UPWARD RISK exposure to our forecasts for longer term PWLB rates. However, gilt yields and treasury yields do not always move in unison.**

US treasury yields. During the first part of the year, US President Biden's, and the Democratic party's, determination to push through a \$1.9trn (equivalent to 8.8% of GDP) fiscal boost for the US economy as a recovery package from the Covid pandemic was what unsettled financial markets. However, this was in addition to the \$900bn support package already passed in December 2020. This was then followed by additional Democratic ambition to spend further huge sums on infrastructure and an American families plan over the next decade which are caught up in Democrat / Republican haggling. Financial markets were alarmed that all this stimulus was happening at a time when: -

1. A fast vaccination programme has enabled a rapid opening up of the economy.
2. The economy has been growing strongly during 2021.
3. It started from a position of little spare capacity due to less severe lockdown measures than in many other countries.
4. And the Fed was still providing stimulus through monthly QE purchases.

These factors could cause an excess of demand in the economy which could then unleash strong inflationary pressures. This could then force the Fed to take much earlier action to start increasing the Fed rate from near zero, despite their stated policy being to target average inflation. It is notable that in the September Fed meeting, Fed members again moved forward their expectation of when the first increases in the Fed rate will occur. In addition, shortages of workers appear to be stoking underlying wage inflationary pressures which are likely to feed through into CPI inflation. A run of stronger jobs growth figures could be enough to meet the threshold set by the Fed of “substantial further progress towards maximum employment” for a first increase in the Fed rate.

A further concern in financial markets is when will the Fed end QE purchases of treasuries and how will they gradually wind them down. These purchases are currently acting as a downward pressure on treasury yields. In his late August speech at the Jackson Hole conference, Fed Chair Powell implied that the central bank plans to start tapering its asset purchases before the end of this year. But the plan is conditional on continued improvement in the labour market, which the August employment report suggests is proceeding more slowly than the Fed anticipated. That may mean that any announcement of tapering is pushed back, possibly even into early 2022.

As the US financial markets are, by far, the biggest financial markets in the world, any upward trend in treasury yields will invariably impact and influence financial markets in other countries. Inflationary pressures and erosion of surplus economic capacity look much stronger in the US compared to those in the UK, which would suggest that Fed rate increases are likely to be faster and stronger than Bank Rate increases in the UK. Nonetheless, any upward pressure on treasury yields could put upward pressure on UK gilt yields too.

There are also possible **DOWNSIDE RISKS** from the huge sums of cash that the UK populace have saved during the pandemic; when savings accounts earn little interest, it is likely that some of this cash mountain could end up being invested in bonds and so push up demand for bonds and support their prices i.e., this would help to keep their yields down. How this will interplay with the Bank of England eventually getting round to not reinvesting maturing gilts and then later selling gilts, will be interesting to keep an eye on.

Significant risks to the forecasts

- COVID vaccines do not work to combat new mutations and/or new vaccines take longer than anticipated to be developed for successful implementation.
- The pandemic causes major long-term scarring of the economy.
- The Government implements an austerity programme that suppresses GDP growth.
- The MPC tightens monetary policy too early – by raising Bank Rate or unwinding QE.
- The MPC tightens monetary policy too late to ward off building inflationary pressures.

- Major stock markets e.g. in the US, become increasingly judged as being over-valued and susceptible to major price corrections. Central banks become increasingly exposed to the “moral hazard” risks of having to buy shares and corporate bonds to reduce the impact of major financial market sell-offs on the general economy.
- Geo-political risks are widespread e.g. German general election in September 2021 produces an unstable minority government and a void in high-profile leadership in the EU when Angela Merkel steps down as Chancellor of Germany; on-going global power influence struggles between Russia/China/US.

The balance of risks to the UK economy: -

- The overall balance of risks to economic growth in the UK is now to the downside, including residual risks from Covid and its variants - both domestically and their potential effects worldwide.

The balance of risks to medium to long term PWLB rates: -

- There is a balance of upside risks to forecasts for medium to long term PWLB rates.

A new era – a fundamental shift in central bank monetary policy

One of the key results of the pandemic has been a fundamental rethinking and shift in monetary policy by major central banks like the Fed, the Bank of England and the ECB, to tolerate a higher level of inflation than in the previous two decades when inflation was the prime target to bear down on so as to stop it going above a target rate. There is now also a greater emphasis on other targets for monetary policy than just inflation, especially on ‘achieving broad and inclusive “maximum” employment in its entirety’ in the US before consideration would be given to increasing rates.

- The Fed in America has gone furthest in adopting a monetary policy based on a clear goal of allowing the inflation target to be symmetrical, (rather than a ceiling to keep under), so that inflation averages out the dips down and surges above the target rate, over an unspecified period of time.
- The Bank of England has also amended its target for monetary policy so that inflation should be ‘sustainably over 2%’ and the ECB now has a similar policy.
- **For local authorities, this means that investment interest rates and very short term PWLB rates will not be rising as quickly or as high as in previous decades when the economy recovers from a downturn and the recovery eventually runs out of spare capacity to fuel continuing expansion.**
- Labour market liberalisation since the 1970s has helped to break the wage-price spirals that fuelled high levels of inflation and has now set inflation on a lower path which makes this shift in monetary policy practicable. In addition, recent changes in flexible employment practices, the rise of the gig economy and technological changes, will all help to lower inflationary pressures.
- Governments will also be concerned to see interest rates stay lower as every rise in central rates will add to the cost of vastly expanded levels

of national debt; (in the UK this is £21bn for each 1% rise in rates). On the other hand, higher levels of inflation will help to erode the real value of total public debt.

APPENDIX 3: Approved countries for investments as at 30th September 2021

Based on lowest available rating

AAA

- Australia
- Denmark
- Germany
- Luxembourg
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland

AA+

- Canada
- Finland
- U.S.A.

AA

- Abu Dhabi (UAE)
- France

AA-

- Belgium
- Hong Kong
- Qatar
- **U.K.**

APPENDIX 4

REVENUE CARRY FORWARDS – BASE BUDGETS ALREADY APPROVED

Budget underspends to be carried forward into 2022/2023, which have been approved during the year are provided below for information only.

The following carry forwards are base budgets which have been approved previously by Management Team or Committee.

- Please note the figures quoted are as forecast as at September 2021 out-turn monitoring. The final carry forward figures will reflect the actual outturn position at year-end.

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BASE BUDGET C/FWDS APPROVED IN YEAR			Sept 21	Purpose of Carry Forward
Committee	Cluster	Business Unit	£ 000	
Prosperous Communities	Our Council	Land Charges	9	Land charges project - 2 year software £8.5k to be cfwd to 22/23 ICT Board 27.07.21 FIN/55/22. Horizon is a land charges specific system which is being used for the two years until the CRM system can be developed. The contract starts on 1st November. The costs per annum is £8,500. However there is a requirement for training in the first year which is £1,700.
TOTAL			9	

APPENDIX 4

REVENUE CARRY FORWARDS – USE OF EARMARKED RESERVES

Budget underspends to be carried forward into 2022/2023, which have been approved during the year are provided below for information only.

The following carry forwards are approved use of Earmarked Reserves where the project spend has slipped into future years.

- Please note the figures quoted are as forecast as at September 2021 out-turn monitoring. The final carry forward figures will reflect the actual outturn position at year-end.

USE OF EARMARKED RESERVES			Sept 21	Purpose of Carry Forward
Committee	Cluster	Business Unit	£ 000	
Prosperous Communities	Our People	General Grants etc	36	Members Local Grants - Balance to be cfwd (£144k over 4 years 19/20 - 22/23)
Prosperous Communities	Our People	General Grants etc	101	Community Grants - Balance to be cfwd (£500k over 5 years 18/19 to 22/23)
TOTAL			137	

APPENDIX 4

REVENUE CARRY FORWARDS – PENDING APPROVAL BY MANAGEMENT TEAM AT YEAR-END

Bids for budget underspends to be carried forward into 2022/2023, which require Management Team approval are as follow.

- Please note the figures quoted are as forecast as at September 2021 out-turn monitoring. The final carry forward figures will reflect the actual outturn position at year-end.

BASE BUDGET C/FWDS PENDING APPROVAL BY MT			Sept 21	
Committee	Cluster	Business Unit	£ 000	Purpose of Carry Forward
Prosperous Communities	Our Place	Cemeteries and Churchyards	25	Cemetery wall repairs £20k for cemetery walls, £5k for tree works.
Prosperous Communities	Our Place	Cemeteries and Churchyards	10	Memorial testing - £7k for works scheduled for Summer 2022, £3k towards tree works.
TOTAL			35	



**Corporate Policy and
Resources**

**Thursday, 11 November
2021**

Subject: Mid-Year Treasury Management Report 2021-22

Report by:	Assistant Director of Finance and Property Services and Section 151 Officer
Contact Officer:	Caroline Capon Corporate Finance Team Leader caroline.capon@west-lindsey.gov.uk
Purpose / Summary:	This report provides the Mid-Year update for Treasury Management Indicators in accordance with the Local Government Act 2003

RECOMMENDATION(S):

The Corporate Policy and Resources Committee is asked to recommend the following to Full Council:

- **Note the report, the treasury activity and recommend approval of any changes to the prudential indicators.**

IMPLICATIONS

Legal: This report complies with the requirement of the Local Government Act 2003

Financial : FIN/112b/22

There are no financial implications as a direct result of this report

Staffing : None arising as a result of this report

(N.B.) Where there are staffing implications the report **MUST** have a HR Ref

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

Data Protection Implications : None arising as a result of this report

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

Section 17 Crime and Disorder Considerations: This is a monitoring report only

Health Implications: This is a monitoring report only

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

CIPFA Code of Treasury Management Practice 2017

CIPFA The Prudential Code

Local Government Act 2003

Located in the Finance Department

Risk Assessment :

The Mid Year Treasury Management Report reviews our assessment of Treasury Risks

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 mid-year report has been prepared in compliance with the Chartered Institute of Public Finance and Accountancy's (CIPFA's) Code of Practice on Treasury Management, and covers the following:

- An economic update for the first part of the 2021/22 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 2021/22;
- A review of the Council's borrowing strategy for 2021/22;
- A review of compliance with Treasury and Prudential Limits for 2021/22.

- 1.1 Covid-19 continues to have an adverse effect on the economy. The Bank Base rate has remained at 0.1%.
- 1.2 There have been no changes to the Treasury Management Strategy Statement and Annual Investment Strategy.
- 1.3 The forecast out-turn for Capital Expenditure is £8.755m against a current budget of £11.331m. The budget will be revised to £8.755m at Corporate Policy and Resources committee 11 November 2021 with a request of £2.319m to be re-phased over future financial years. The remaining £0.257m is an underspend and is no longer required.
- 1.4 The Council is projected to have £17.689m invested by the year end having generated £0.154m in investment Interest. The return on investments is significantly lower than in previous years due to the impact of Covid-19 on the economy.
- 1.5 It is anticipated that total external borrowing will be £25m by the year end.
- 1.6 An assumption has been made in the prudential indicators that a further voluntary revenue provision will be made in 2021/22 in respect of borrowing for investment properties of £0.374m

2. Background

2.1 Capital Strategy

In December 2017, CIPFA issued revised Prudential and Treasury Management Codes. These require all local authorities to prepare a Capital Strategy which is to provide the following:

- a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services;
- an overview of how the associated risk is managed;

- the implications for future financial sustainability.

2.2 Treasury Management

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.”

2.3 Key Changes to the Treasury and Capital Strategies

There are no changes to report to this committee

3. Economics and Interest Rates

MPC meeting 24.9.21

- The Monetary Policy Committee (MPC) voted unanimously to leave Bank Rate unchanged at 0.10% and made no changes to its programme of quantitative easing purchases due to finish by the end of this year at a total of £895bn; two MPC members voted to stop the last £35bn of purchases as they were concerned that this would add to inflationary pressures.
- There was a major shift in the tone of the MPC's minutes at this meeting from the previous meeting in August which had majored on indicating that some tightening in monetary policy was now on the horizon, but also not wanting to stifle economic recovery by too early an increase in Bank Rate. In his press conference after the August MPC meeting, Governor Andrew Bailey said, “the challenge of avoiding a steep rise in unemployment has been replaced by that of ensuring a flow of labour into jobs” and that “the Committee will be monitoring closely the incoming evidence regarding developments in the labour market, and particularly unemployment, wider measures of slack, and underlying wage pressures.” In other words, it was flagging up a potential danger that labour shortages could push up wage growth by more than it expects and that, as a result, CPI inflation would stay above the 2% target for longer. It also discounted sharp increases in monthly

inflation figures in the pipeline in late 2021 which were largely propelled by events a year ago e.g., the cut in VAT in August 2020 for the hospitality industry, and by temporary shortages which would eventually work their way out of the system: in other words, **the MPC had been prepared to look through a temporary spike in inflation.**

- So, in August the country was just put on alert. However, this time the MPC's words indicated there had been a marked increase in concern that more recent increases in prices, particularly the increases in gas and electricity prices in October and due again next April, are, indeed, likely to lead to **faster and higher inflation expectations and underlying wage growth, which would in turn increase the risk that price pressures would prove more persistent next year than previously expected. Indeed, to emphasise its concern about inflationary pressures, the MPC pointedly chose to reaffirm its commitment to the 2% inflation target in its statement;** this suggested that it was now willing to look through the flagging economic recovery during the summer to prioritise bringing inflation down next year. This is a reversal of its priorities in August and a long way from words at earlier MPC meetings which indicated a willingness to look through inflation overshooting the target for limited periods to ensure that inflation was 'sustainably over 2%'. Indeed, whereas in August the MPC's focus was on getting through a winter of temporarily high energy prices and supply shortages, believing that inflation would return to just under the 2% target after reaching a high around 4% in late 2021, now its primary concern is that underlying price pressures in the economy are likely to get embedded over the next year and elevate future inflation to stay significantly above its 2% target and for longer.
- Financial markets are now pricing in a first increase in Bank Rate from 0.10% to 0.25% in February 2022, but this looks ambitious as the MPC has stated that it wants to see what happens to the economy, and particularly to employment once furlough ends at the end of September. At the MPC's meeting in February it will only have available the employment figures for November: to get a clearer picture of employment trends, it would need to wait until the May meeting when it would have data up until February. At its May meeting, it will also have a clearer understanding of the likely peak of inflation.
- **The MPC's forward guidance on its intended monetary policy** on raising Bank Rate versus selling (quantitative easing) holdings of bonds is as follows: -
 1. Placing the focus on raising Bank Rate as "the active instrument in most circumstances".
 2. Raising Bank Rate to 0.50% before starting on reducing its holdings.
 3. Once Bank Rate is at 0.50% it would stop reinvesting maturing gilts.
 4. Once Bank Rate had risen to at least 1%, it would start selling its holdings.
- **COVID-19 vaccines.** These have been the game changer which have enormously boosted confidence that **life in the UK could largely return to normal during the summer** after a third wave of the virus threatened to overwhelm hospitals in the spring. With the household saving rate having been exceptionally high since the first lockdown in March 2020, there is

plenty of pent-up demand and purchasing power stored up for services in hard hit sectors like restaurants, travel and hotels. The big question is whether mutations of the virus could develop which render current vaccines ineffective, as opposed to how quickly vaccines can be modified to deal with them and enhanced testing programmes be implemented to contain their spread.

The full economic report is attached at Appendix A and includes information on world economies.

3.1 Interest Rate Forecasts

The Council's treasury advisor, Link Group, has provided the current following forecasts on 29 September 2021.

Link Group Interest Rate View		29.9.21									
		Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24
BANK RATE		0.10	0.10	0.25	0.25	0.25	0.25	0.50	0.50	0.50	0.75
3 month ave eamings		0.10	0.10	0.20	0.20	0.30	0.40	0.50	0.50	0.60	0.70
6 month ave eamings		0.20	0.20	0.30	0.30	0.40	0.50	0.60	0.60	0.70	0.80
12 month ave eamings		0.30	0.40	0.50	0.50	0.50	0.60	0.70	0.80	0.90	1.00
5 yr PWLB		1.40	1.40	1.50	1.50	1.60	1.60	1.60	1.70	1.70	1.70
10 yr PWLB		1.80	1.80	1.90	1.90	2.00	2.00	2.00	2.10	2.10	2.10
25 yr PWLB		2.20	2.20	2.30	2.30	2.40	2.40	2.40	2.50	2.50	2.60
50 yr PWLB		2.00	2.00	2.10	2.20	2.20	2.20	2.20	2.30	2.30	2.40

Additional notes by Link on this forecast table: -

- LIBOR and LIBID rates will cease from the end of 2021. Work is currently progressing to replace LIBOR with a rate based on SONIA (Sterling Overnight Index Average). In the meantime, our forecasts are based on expected average earnings by local authorities for 3 to 12 months.
- Our forecasts for average earnings are averages i.e., rates offered by individual banks may differ significantly from these averages, reflecting their different needs for borrowing short term cash at any one point in time.

The coronavirus outbreak has done huge economic damage to the UK and to economies around the world. After the Bank of England took emergency action in March 2020 to cut Bank Rate to 0.10%, it left Bank Rate unchanged at its subsequent meetings.

As shown in the forecast table above, one increase in Bank Rate from 0.10% to 0.25% has now been included in quarter 2 of 2022/23, a second increase to 0.50% in quarter 2 of 23/24 and a third one to 0.75% in quarter 4 of 23/24.

Significant risks to the forecasts

- COVID vaccines do not work to combat new mutations and/or new vaccines take longer than anticipated to be developed for successful implementation.
- The pandemic causes major long-term scarring of the economy.

- The Government implements an austerity programme that suppresses GDP growth.
- The MPC tightens monetary policy too early – by raising Bank Rate or unwinding QE.
- The MPC tightens monetary policy too late to ward off building inflationary pressures.
- Major stock markets e.g. in the US, become increasingly judged as being over-valued and susceptible to major price corrections. Central banks become increasingly exposed to the “moral hazard” risks of having to buy shares and corporate bonds to reduce the impact of major financial market sell-offs on the general economy.
- Geo-political risks are widespread e.g. German general election in September 2021 produces an unstable coalition or minority government and a void in high-profile leadership in the EU when Angela Merkel steps down as Chancellor of Germany; on-going global power influence struggles between Russia/China/US.

The balance of risks to the UK economy: -

The overall balance of risks to economic growth in the UK is now to the downside, including residual risks from Covid and its variants - both domestically and their potential effects worldwide.

Forecasts for Bank Rate

Bank Rate is not expected to go up fast after the initial rate rise as the supply potential of the economy has not generally taken a major hit during the pandemic, so should be able to cope well with meeting demand without causing inflation to remain elevated in the medium-term, or to inhibit inflation from falling back towards the MPC's 2% target after the surge to around 4% towards the end of 2021. Three increases in Bank rate are forecast in the period to March 2024, ending at 0.75%. However, these forecasts may well need changing within a relatively short time frame for the following reasons: -

- There are increasing grounds for viewing the economic recovery as running out of steam during the summer and now into the autumn. This could lead into stagflation which would create a dilemma for the MPC as to which way to face.
- Will some current key supply shortages e.g., petrol and diesel, spill over into causing economic activity in some sectors to take a significant hit?
- Rising gas and electricity prices in October and next April and increases in other prices caused by supply shortages and increases in taxation next April, are already going to deflate consumer spending power without the MPC having to take any action on Bank Rate to cool inflation. Then we have the Government's upcoming budget in October, which could also end up in reducing consumer spending power.
- On the other hand, consumers are sitting on around £200bn of excess savings left over from the pandemic so when will they spend this sum, in part or in total?

- There are 1.6 million people coming off furlough at the end of September; how many of those will not have jobs on 1st October and will, therefore, be available to fill labour shortages in many sectors of the economy? So, supply shortages which have been driving up both wages and costs, could reduce significantly within the next six months or so and alleviate the MPC's current concerns.
- There is a risk that there could be further nasty surprises on the Covid front, on top of the flu season this winter, which could depress economic activity.

In summary, with the high level of uncertainty prevailing on several different fronts, it is likely that these forecasts will need to be revised again soon - in line with what the new news is.

It also needs to be borne in mind that Bank Rate being cut to 0.10% was an emergency measure to deal with the Covid crisis hitting the UK in March 2020. At any time, the MPC could decide to simply take away that final emergency cut from 0.25% to 0.10% on the grounds of it no longer being warranted and as a step forward in the return to normalisation. In addition, any Bank Rate under 1% is both highly unusual and highly supportive of economic growth.

Forecasts for PWLB rates and gilt and treasury yields

As the interest forecast table for PWLB certainty rates above shows, there is likely to be a steady rise over the forecast period, with some degree of uplift due to rising treasury yields in the US.

There is likely to be **exceptional volatility and unpredictability in respect of gilt yields and PWLB rates** due to the following factors: -

- How strongly will changes in gilt yields be correlated to changes in US treasury yields?
- Will the Fed take action to counter increasing treasury yields if they rise beyond a yet unspecified level?
- Would the MPC act to counter increasing gilt yields if they rise beyond a yet unspecified level?
- How strong will inflationary pressures turn out to be in both the US and the UK and so impact treasury and gilt yields?
- How will central banks implement their new average or sustainable level inflation monetary policies?
- How well will central banks manage the withdrawal of QE purchases of their national bonds i.e., without causing a panic reaction in financial markets as happened in the "taper tantrums" in the US in 2013?
- Will exceptional volatility be focused on the short or long-end of the yield curve, or both?

The forecasts are also predicated on an assumption that there is no break-up of the Eurozone or EU within our forecasting period, despite the major challenges that are looming up, and that there are no major ructions in international relations, especially between the US and China / North Korea and Iran, which have a major impact on international trade and world GDP growth.

Gilt and treasury yields

Since the start of 2021, there has been a lot of volatility in gilt yields, and hence PWLB rates. During the first part of the year, US President Biden's, and the Democratic party's determination to push through a \$1.9trn (equivalent to 8.8% of GDP) fiscal boost for the US economy as a recovery package from the Covid pandemic was what unsettled financial markets. However, this was in addition to the \$900bn support package already passed in December 2020 under President Trump. This was then followed by additional Democratic ambition to spend further huge sums on infrastructure and an American families plan over the next decade which are caught up in Democrat / Republican haggling. Financial markets were alarmed that all this stimulus, which is much bigger than in other western economies, was happening at a time in the US when:

1. A fast vaccination programme has enabled a rapid opening up of the economy.
2. The economy had already been growing strongly during 2021.
3. It started from a position of little spare capacity due to less severe lockdown measures than in many other countries. A combination of shortage of labour and supply bottle necks is likely to stoke inflationary pressures more in the US than in other countries.
4. And the Fed was still providing monetary stimulus through monthly QE purchases.

These factors could cause an excess of demand in the economy which could then unleash stronger and more sustained inflationary pressures in the US than in other western countries. This could then force the Fed to take much earlier action to start tapering monthly QE purchases and/or increasing the Fed rate from near zero, despite their stated policy being to target average inflation. It is notable that some Fed members have moved forward their expectation of when the first increases in the Fed rate will occur in recent Fed meetings.

In addition, more recently, shortages of workers appear to be stoking underlying wage inflationary pressures which are likely to feed through into CPI inflation. A run of strong monthly jobs growth figures could be enough to meet the threshold set by the Fed of "substantial further progress towards the goal of reaching full employment". However, the weak growth in August, (announced 3.9.21), has spiked anticipation that tapering of monthly QE purchases could start by the end of 2021. These purchases are currently acting as downward pressure on treasury yields. As the US financial markets are, by far, the biggest financial markets in the world, any trend upwards in the US will invariably impact and influence financial markets in other countries. However, during June and July, longer term yields fell sharply; even the large non-farm payroll increase in the first week of August seemed to cause the markets little concern, which is somewhat puzzling, particularly in the context of the concerns of many commentators that inflation may not be as transitory as the Fed is expecting it to be. Indeed, inflation pressures and erosion of surplus economic capacity look much stronger in the US than in the UK. As an average since 2011, there has been a 75% correlation between movements in 10 year treasury yields and 10 year gilt yields. This is a significant UPWARD RISK exposure to our forecasts for longer term PWLB rates. However, gilt yields and treasury yields do not always move in unison.

There are also possible **DOWNSIDE RISKS** from the huge sums of cash that the UK populace have saved during the pandemic; when savings accounts earn little interest, it is likely that some of this cash mountain could end up being invested in bonds and so push up demand for bonds and support their prices i.e., this would help to keep their yields down. How this will interplay with the Bank of England eventually getting round to not reinvesting maturing gilts and then later selling gilts, will be interesting to keep an eye on.

The balance of risks to medium to long term PWLB rates: -

- There is a balance of upside risks to forecasts for medium to long term PWLB rates.

A new era – a fundamental shift in central bank monetary policy

One of the key results of the pandemic has been a fundamental rethinking and shift in monetary policy by major central banks like the Fed, the Bank of England and the ECB, to tolerate a higher level of inflation than in the previous two decades when inflation was the prime target to bear down on so as to stop it going above a target rate. There is now also a greater emphasis on other targets for monetary policy than just inflation, especially on ‘achieving broad and inclusive “maximum” employment in its entirety’ in the US before consideration would be given to increasing rates.

- The Fed in America has gone furthest in adopting a monetary policy based on a clear goal of allowing the inflation target to be symmetrical, (rather than a ceiling to keep under), so that inflation averages out the dips down and surges above the target rate, over an unspecified period of time.
- The Bank of England has also amended its target for monetary policy so that inflation should be ‘sustainably over 2%’ and the ECB now has a similar policy.
- **For local authorities, this means that investment interest rates and very short term PWLB rates will not be rising as quickly or as high as in previous decades when the economy recovers from a downturn and the recovery eventually runs out of spare capacity to fuel continuing expansion.**
- Labour market liberalisation since the 1970s has helped to break the wage-price spirals that fuelled high levels of inflation and has now set inflation on a lower path which makes this shift in monetary policy practicable. In addition, recent changes in flexible employment practices, the rise of the gig economy and technological changes, will all help to lower inflationary pressures.
- Governments will also be concerned to see interest rates stay lower as every rise in central rates will add to the cost of vastly expanded levels of national debt; (in the UK this is £21bn for each 1% rise in rates). On the other hand, higher levels of inflation will help to erode the real value of total public debt.

3.4 Treasury Management Strategy Statement and Annual Investment Strategy update

The Treasury Management Strategy Statement (TMSS) for 2021/22, which includes the Annual Investment Strategy, was approved by the Council on 1 March 2021.

The underlying TMSS approved previously requires revision in the light of economic and operational movements during the year. The proposed changes and supporting detail for the changes are set out below:

Prudential Indicator 2021/22	Original £'000	Revised Prudential Indicator £'000
Authorised Limit	45,000	45,000
Operational Boundary	40,062	30,000
External Debt	31,000	25,000
Investments	(12,133)	(17,689)
Net Borrowing	18,867	7,311
Capital Financing Requirement	41,340	40,088

4. 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;
- Compliance with the limits in place for borrowing activity.

4.1 Prudential Indicator for Capital Expenditure

This Table shows the revised estimates for capital expenditure and the changes since the capital programme was agreed at the budget. It 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 charges for the repayment of debt (the Minimum Revenue Provision). This direct borrowing may also be supplemented by maturing debt and other treasury requirements.

Capital Expenditure by Cluster £'000	2021/22 Original Estimate £'000	2021/22 Revised Estimate £'000
Our People	2,456	1,075
Our Places	6,245	6,925
Our Council	695	755
Total capital expenditure	9,396	8,755
Financed by:		
Capital receipts	542	166
Capital grants	2,860	4,124
Revenue	4,251	1,616
S106	0	435
Total Financing	7,653	6,341
Borrowing need	1,743	2,414

4.2 Changes to the Prudential Indicators for the Capital Financing Requirement (CFR)

The table below shows the CFR, which is the underlying external need to incur borrowing for a capital purpose. It also shows the expected debt position over the period, which is termed the Operational Boundary.

During the half year ended 30 September 2021, the Council has operated within the treasury and prudential indicators set out in the Council's Treasury Management Strategy. The Assistant Director, Finance, Business Support and Property Services (S151) reports that no difficulties are envisaged for the current or future years in complying with prudential indicators.

	2021/22 Original Estimate £'000	2021/22 Revised Estimate £'000
Prudential Indicators		
Capital Expenditure	9,396	8,755
Capital Financing Requirement (CFR)	41,340	40,088
Of Which Commercial Property	22,999	20,585
Annual Change in CFR	1,278	1,562
In year Borrowing Requirement	31,000	25,000
Under/(Over) Borrowing	10,340	15,088
Ratio of financing costs to net revenue stream	7.12%	7.98%
Incremental impact of capital investment decisions		
Increase/ Reduction(-) in Council Tax (band change per annum)	£0.00	£2.27

Please note the above prudential indicators assume a further voluntary revenue provision will be made in 2021/22 of £0.374m in respect of borrowing for investment properties.

4.3 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 2021/22 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

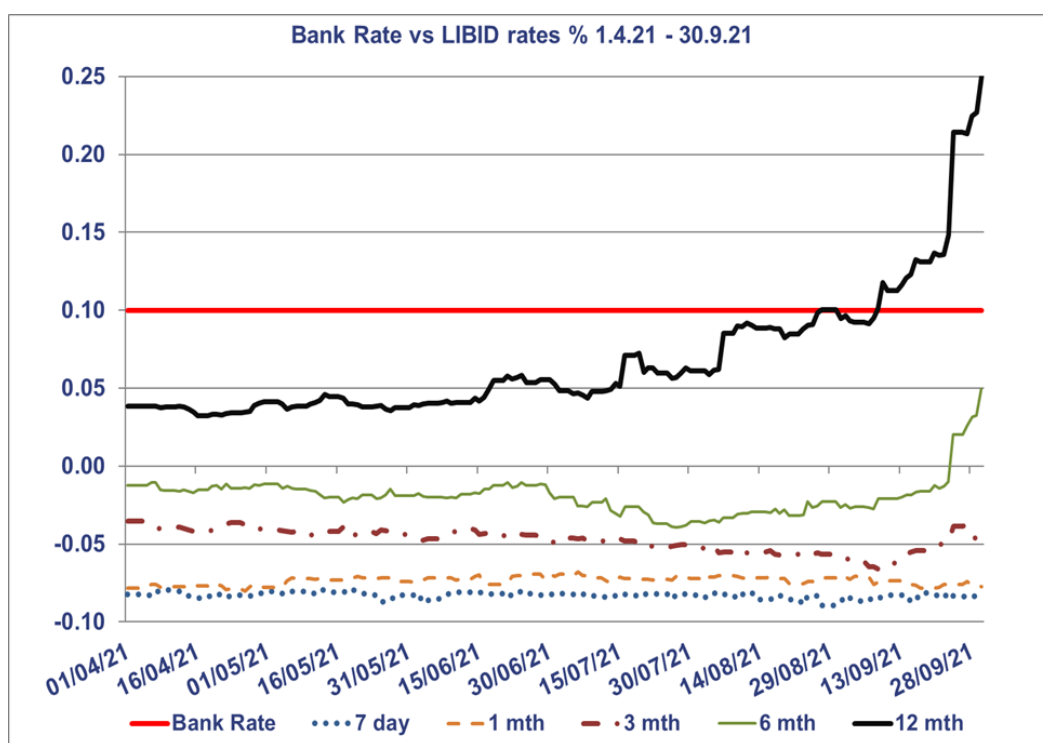
the statutory limit determined under section 3 (1) of the Local Government Act 2003.

5. Investment Portfolio 2020/21

In accordance with the CIPFA Treasury Management Code of Practice, 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. In the current economic climate it is considered appropriate to keep investments short term to cover cash flow needs.

As shown by the interest rate forecasts in section 3.2, it is now impossible to earn the level of interest rates commonly seen in previous decades as all short-term money market investment rates have only risen weakly since Bank Rate was cut to 0.10% in March 2020 until the MPC meeting on 24th September 2021 when 6 and 12 month rates rose in anticipation of Bank Rate going up in 2022. Given this environment and the fact that Bank Rate may only rise marginally, or not at all, before mid-2023, investment returns are expected to remain low.

The Council held £20.500m of investments as at 30 September 2021 (£16.820m at 31 March 2021). The annualised investment rate for the first six months of the year is 0.771% against a benchmark 7 day libid of -0.08%. The weighted average interest rate is 0.778%. The yield reflects the £3m investment in the Local Authority Property Fund.



The Council's budgeted investment return for 2021/22 is £0.090m, and performance for the year is forecast to be £0.064m above budget at £0.154m, this is mainly due to retaining investments in the Property Fund.

The Assistant Director, Finance, Business Support and Property Services (S151) confirms that the approved limits within the Annual Investment Strategy were not breached during the first six months of 2021/22.

5.1 Investment Counterparty criteria

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

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

6. Borrowing

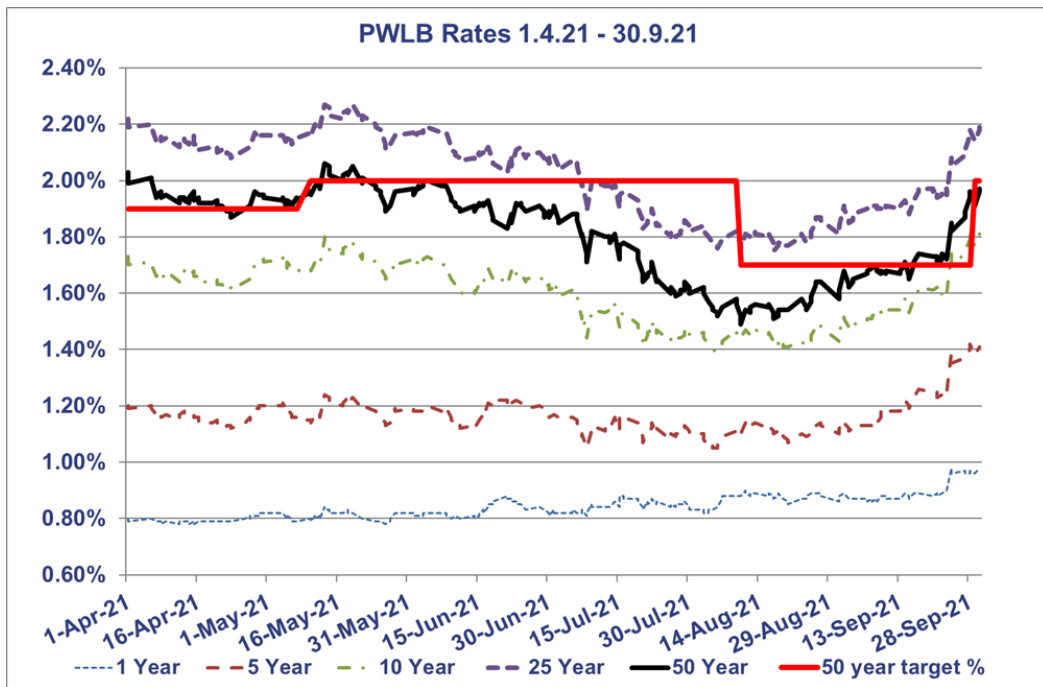
The Council's capital financing requirement (CFR) for 2021/22 is £40.088m. The CFR denotes the Council's underlying need to borrow for capital purposes. If the CFR is positive the Council may borrow from the PWLB or the market (external borrowing) or from internal balances on a temporary basis (internal borrowing). The balance of external and internal borrowing is generally driven by market conditions.

Due to the overall financial position and the underlying need to borrow for capital purposes (the capital financing requirement - CFR), no new external borrowing was undertaken in the first six months of the financial year. External borrowing remains at £20m. This is a prudent and cost effective approach in the current economic climate but will require ongoing monitoring in the event that upside risk to gilt yields prevails.

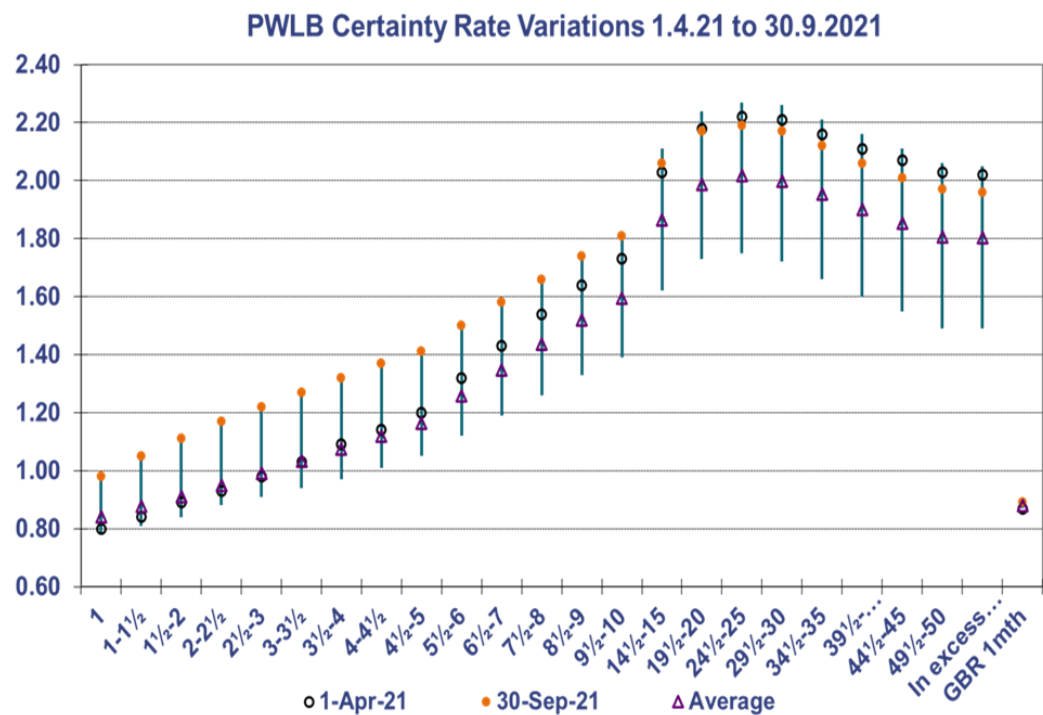
INTERNAL BORROWING: The Council forecasts that by the end of the this financial year it will have cumulatively £15,867m of internal borrowing

It is anticipated that further external borrowing of £8.5m will be undertaken during this financial year, of which £3.5m is to refinance existing debt due to mature in January 2022.

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
Low	0.78%	1.05%	1.39%	1.75%	1.49%
Date	08/04/2021	08/07/2021	05/08/2021	17/08/2021	10/08/2021
High	0.98%	1.42%	1.81%	2.27%	2.06%
Date	24/09/2021	28/09/2021	28/09/2021	13/05/2021	13/05/2021
Average	0.84%	1.16%	1.60%	2.02%	1.81%
Spread	0.20%	0.37%	0.42%	0.52%	0.57%



Appendix A: Economics update

MPC meeting 24.9.21

- The Monetary Policy Committee (MPC) voted unanimously to leave Bank Rate unchanged at 0.10% and made no changes to its programme of quantitative easing purchases due to finish by the end of this year at a total of £895bn; two MPC members voted to stop the last £35bn of purchases as they were concerned that this would add to inflationary pressures.
- There was a major shift in the tone of the MPC's minutes at this meeting from the previous meeting in August which had majored on indicating that some tightening in monetary policy was now on the horizon, but also not wanting to stifle economic recovery by too early an increase in Bank Rate. In his press conference after the August MPC meeting, Governor Andrew Bailey said, "the challenge of avoiding a steep rise in unemployment has been replaced by that of ensuring a flow of labour into jobs" and that "the Committee will be monitoring closely the incoming evidence regarding developments in the labour market, and particularly unemployment, wider measures of slack, and underlying wage pressures." In other words, it was flagging up a potential danger that labour shortages could push up wage growth by more than it expects and that, as a result, CPI inflation would stay above the 2% target for longer. It also discounted sharp increases in monthly inflation figures in the pipeline in late 2021 which were largely propelled by events a year ago e.g., the cut in VAT in August 2020 for the hospitality industry, and by temporary shortages which would eventually work their way out of the system: in other words, **the MPC had been prepared to look through a temporary spike in inflation.**
- So, in August the country was just put on alert. However, this time the MPC's words indicated there had been a marked increase in concern that more recent increases in prices, particularly the increases in gas and electricity prices in October and due again next April, are, indeed, likely to lead to **faster and higher inflation expectations and underlying wage growth, which would in turn increase the risk that price pressures would prove more persistent next year than previously expected. Indeed, to emphasise its concern about inflationary pressures, the MPC pointedly chose to reaffirm its commitment to the 2% inflation target in its statement;** this suggested that it was now willing to look through the flagging economic recovery during the summer to prioritise bringing inflation down next year. This is a reversal of its priorities in August and a long way from words at earlier MPC meetings which indicated a willingness to look through inflation overshooting the target for limited periods to ensure that inflation was 'sustainably over 2%'. Indeed, whereas in August the MPC's focus was on getting through a winter of temporarily high energy prices and supply shortages, believing that inflation would return to just under the 2% target after reaching a high around 4% in late 2021, now its primary concern is that underlying price pressures in the economy are likely to get embedded over the next year and elevate future inflation to stay significantly above its 2% target and for longer.

- Financial markets are now pricing in a first increase in Bank Rate from 0.10% to 0.25% in February 2022, but this looks ambitious as the MPC has stated that it wants to see what happens to the economy, and particularly to employment once furlough ends at the end of September. At the MPC's meeting in February it will only have available the employment figures for November: to get a clearer picture of employment trends, it would need to wait until the May meeting when it would have data up until February. At its May meeting, it will also have a clearer understanding of the likely peak of inflation.
- **The MPC's forward guidance on its intended monetary policy** on raising Bank Rate versus selling (quantitative easing) holdings of bonds is as follows: -
 5. Placing the focus on raising Bank Rate as "the active instrument in most circumstances".
 6. Raising Bank Rate to 0.50% before starting on reducing its holdings.
 7. Once Bank Rate is at 0.50% it would stop reinvesting maturing gilts.
 8. Once Bank Rate had risen to at least 1%, it would start selling its holdings.
- **COVID-19 vaccines.** These have been the game changer which have enormously boosted confidence that **life in the UK could largely return to normal during the summer** after a third wave of the virus threatened to overwhelm hospitals in the spring. With the household saving rate having been exceptionally high since the first lockdown in March 2020, there is plenty of pent-up demand and purchasing power stored up for services in hard hit sectors like restaurants, travel and hotels. The big question is whether mutations of the virus could develop which render current vaccines ineffective, as opposed to how quickly vaccines can be modified to deal with them and enhanced testing programmes be implemented to contain their spread.

US. See comments below on US treasury yields.

EU. The slow roll out of vaccines initially delayed economic recovery in early 2021 but the vaccination rate has picked up sharply since then. After a contraction in GDP of -0.3% in Q1, Q2 came in with strong growth of 2%, which is likely to continue into Q3, though some countries more dependent on tourism may struggle. Recent sharp increases in gas and electricity prices have increased overall inflationary pressures but the ECB is likely to see these as being only transitory after an initial burst through to around 4%, so is unlikely to be raising rates for a considerable time.

German general election. With the CDU/CSU and SPD both having won around 24-26% of the vote in the September general election, the composition of Germany's next coalition government may not be agreed by the end of 2021. An SPD-led coalition would probably pursue a slightly less restrictive fiscal policy, but any change of direction from a CDU/CSU led coalition government is likely to be small. However, with Angela Merkel standing down as Chancellor as soon as a coalition is formed, there will be a hole in overall EU leadership which will be difficult to fill.

China. After a concerted effort to get on top of the virus outbreak in Q1 2020, economic recovery was strong in the rest of the year; this enabled China to recover all the initial contraction. During 2020, policy makers both quashed the virus and implemented a programme of monetary and fiscal support that was particularly effective at stimulating short-term growth. At the same time, China's economy benefited from the shift towards online spending by consumers in developed markets. These factors helped to explain its comparative outperformance compared to western economies during 2020 and earlier in 2021. However, the pace of economic growth has now fallen back after this initial surge of recovery from the pandemic and China is now struggling to contain the spread of the Delta variant through sharp local lockdowns - which will also depress economic growth. There are also questions as to how effective Chinese vaccines are proving. In addition, recent regulatory actions motivated by a political agenda to channel activities into officially approved directions, are also likely to reduce the dynamism and long-term growth of the Chinese economy.

Japan. 2021 has been a patchy year in combating Covid. However, after a slow start, nearly 50% of the population are now vaccinated and Covid case numbers are falling. After a weak Q3 there is likely to be a strong recovery in Q4. The Bank of Japan is continuing its very loose monetary policy but with little prospect of getting inflation back above 1% towards its target of 2%, any time soon: indeed, inflation was negative in July. New Prime Minister Kishida has promised a large fiscal stimulus package after the November general election – which his party is likely to win.

World growth. World growth was in recession in 2020 but recovered during 2021 until starting to lose momentum more recently. Inflation has been rising due to increases in gas and electricity prices, shipping costs and supply shortages, although these should subside during 2022. It is likely that we are heading into a period where there will be a reversal of **world globalisation** and a decoupling of western countries from dependence on China to supply products, and vice versa. This is likely to reduce world growth rates from those in prior decades.

Supply shortages. The pandemic and extreme weather events have been highly disruptive of extended worldwide supply chains. At the current time there are major queues of ships unable to unload their goods at ports in New York, California and China. Such issues have led to mis-distribution of shipping containers around the world and have contributed to a huge increase in the cost of shipping. Combined with a shortage of semi-conductors, these issues have had a disruptive impact on production in many countries. Many western countries are also hitting up against a difficulty in filling job vacancies. It is expected that these issues will be gradually sorted out, but they are currently contributing to a spike upwards in inflation and shortages of materials and goods on shelves.

APPENDIX B: Approved countries for investments as at 30 September 2021

Based on lowest available rating

AAA

- Australia
- Denmark
- Germany
- Luxembourg
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland

AA+

- Canada
- Finland
- U.S.A.

AA

- Abu Dhabi (UAE)
- France

AA-

- Belgium
- Hong Kong
- Qatar
- **U.K.**



**Corporate Policy and
Resources Committee**

**Thursday, 11 November
2021**

Subject: Budget Consultation Responses

Report by:	Assistant Director of Finance and Property Services and Section 151 Officer
Contact Officer:	Tracey Bircumshaw Assistant Director of Finance and Property Services and Section 151 Officer tracey.bircumshaw@west-lindsey.gov.uk
Purpose / Summary:	To present a summary of the responses to the Budget Consultation for 2022/23

RECOMMENDATION(S):

- 1. That Members accept the results of the Budget Consultation and consider the results and comments as part of the budget setting process 2022/23**

IMPLICATIONS

Legal:

The Local Government Finance Act 1992 requires that business rates payers are consulted on the budget proposals for expenditure (including Capital Expenditure) within the following year budget.

Financial :

There are none from this report

Staffing :

None from this report

Equality and Diversity including Human Rights :

Whilst there are none specifically from this report, impact assessments are carried out for policies associated with the delivery of services.

Data Protection Implications :

None from this report

Climate Related Risks and Opportunities:

Whilst there are none specifically from this report, the consultation did include views on climate initiatives.

Section 17 Crime and Disorder Considerations:

None from this report

Health Implications:

W

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

None .

Risk Assessment :

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. Executive Summary

The budget consultation is an annual consultation exercise to seek the views of residents and businesses on the Councils budget proposals, the key messages in responses are detailed below. The full report is attached at Appendix 1.

1.1 Response

Response rates this year (513) were not as high as last year (708) with a return rate of 30%. It is unclear why this may be the case, however this may be due to the amount of people now going back into work.

1.2 Corporate Plan Priorities

90% believed that these should still be the key priorities of the council.

1.3 Valued Services

95% of those who responded feel that operational services is an important service. This was the highest percent out of all the services mentioned.

1.4 Investment

Respondents gave a lot of examples for how we might invest for the benefit of our communities. Whilst ranking the priority of how we should make investment decisions an economic return was highest ranked.

1.5 Council Tax

These figures show the favoured option is a 3% increase with 32% of the votes and nearly two thirds of the respondents said that the council should not have the ability to determine the level of council tax without a referendum.

1.6 Fees and Charges

Nearly two thirds of respondents felt that we should only increase fees by inflation this year and then review again next year.

1.7 Green Waste Subscriptions

An inflationary increase only was the most popular option for the Green Waste subscriptions. The most popular charge was £40 from a range of £0-£90. Two thirds of respondents did not agree to additional collections.

Further support and any other comments

Other comments received mostly are around the changes to tips during covid, extra support needed for the young and elderly and the focus on how difficult everyone is finding it financially at the moment.

Next Steps

The following actions will be undertaken and recommended for the 2022 budget consultation:

- To continue with the use of a video/leaflet which helps put the same message across.
- Continue to undertake the consultation and ensure the message is spread across as many residents as is possible.
- Investigate the reasons for low return rate.
- Consider methods of engaging the wider public and businesses

BUDGET CONSULTATION 2021

Consultation Report

October 2021

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1 Introduction

1.1 Background and introduction

With reduced grants from central government, it is critical that we direct our resources in a way that benefits our communities and meets their needs and priorities.

Each year a consultation is undertaken on the following year's budget prior to it being set. Although there is no legal requirement to undertake this we have a legal requirement under the Local Government Act 1992 section 65 to consult ratepayers who are persons or bodies appearing to be representative of persons subject to non-domestic rates within the district and must be about the authority's proposals for expenditure.

This report summarises the views of residents that completed the survey which was distributed both online and through paper methods. West Lindsey residents, Parish Councillors, West Lindsey District Council Members and West Lindsey businesses were invited through either a direct invite, word of mouth or by visiting the website.

The objectives of this engagement were to:

- Raise awareness of the financial challenges
- Seek views on current priorities
- Identify further support the respondents felt WLDC could provide following on from the Covid-19 pandemic.

1.2 Methods

To undertake this work we usually undertake multiple routes to consult with our stakeholders. Due to the Covid-19 pandemic again this year we have been unable to use methods such as the events. Therefore the consultation was undertaken using an online survey and a paper survey and through having stalls within the Markets at Gainsborough and Caistor (Market Rasen unfortunately did not go ahead due to weather) to gather the responses. These were supported by an online video to explain the current situation for the council.

Video/Leaflet

Following on from feedback from last years budget consultation the decision was made to continue with an online video which helps give more people the same message. This is the third year that a video has been used and the feedback is positive that it helps respondents understand the situation and ensure they all get the same message. This video was used through social media but also supported by a leaflet which was distributed with the surveys and available online.

Surveys

All 1587 members of the West Lindsey Citizen Panel received a copy of the survey. This was split with 1027 being sent via email and 560 by post. As a district which is rural and has some broadband issues there are a number of residents who are on the West Lindsey Citizen Panel who receive a paper copy of each survey. Both versions of the survey had the same content and a copy of the survey distributed can be found at Appendix A.

1.3 Response

All current members of the Citizens' Panel were sent an invite as well as Parish Councils and Parish Meetings and West Lindsey District Council Councillors. Public events were held in Gainsborough and Caistor (Market Rasen having been cancelled due to weather). The survey had 513 responses compared to 708 during 2020. This is however closer to the normal level of responses for this consultation. The breakdown of these responses are:

	Survey
Citizen Panel Member	440
Resident	507
Town or Parish Councillor	3
West Lindsey Councillor	1
Business	2

Table 1: Breakdown of respondents

Please note that respondents were able to mark more than one of these boxes and therefore could be responding as both a Citizen Panel member and a resident of West Lindsey.

Out of these responses 257 were received electronically, 234 were postal and 22 were from copies of the questionnaire handed out at the Market events (14 (28%) Gainsborough, 8 (14%) Caistor).

The total responses each year have been:

Year	Responses
2021	513
2020	708
2019	595
2018	409
2017	368

Table 2: Yearly response numbers

1.4 Respondent data

Respondents were asked at the end of the survey to answer some equality questions. These were not compulsory but 469 respondents did give a response and these have been broken down into gender, age, disability, ethnicity, faith/religion and sexuality.

Gender

Out of the 469 who took part, 53.9% of those are Male and 45% are Female and 1.1% preferred not to say.

Age

To take part in the consultation it is requested that they need to be 16 or over. Age data is available for the 469 members who took part and the ages are grouped as:

Age range	Percent
16-25	0.4%
26-35	1.9%
36-45	3.6%
46-55	8.8%
56-65	22.5%
66-75	39.8%
76+	22.1%
Prefer not to say	0.9%

Table 3: Age ranges

Disability

Out of those who took part, 13.2% of those classify themselves as being disabled and 83.3% do not. 3.4% preferred not to say.

Ethnicity

The majority of respondents class themselves as White British, Irish or other with 96.6%. All other ethnic groups had responses but the percentage is 1% or under for each. This included Black or Black British, Asian or Asian British, Arab or Middle Eastern, Chinese, Mixed Race and other. 1.5% prefer not to say.

Religion/Faith/Belief

Which the Christian religion came up with the majority of responses with 67.2%, the no religion option had 27.4%. The other religions which came in under 1% were Muslim, Buddhist, Hindu and Jewish while other faith had 2.6% and prefer not to say had 2.8%.

Sexuality

The majority of responses came from heterosexual respondents with 93.4%, while those who classed themselves as Lesbian/Gay were 0.6% and Bisexual with 0%. Other was 0.6% and prefer not to say came in at 5.4%.

2 Results

2.1 Corporate Plan Priorities

Last year the respondents to the Budget consultation told up that the top five key corporate objectives were:

Economy – to ensure that economic regeneration in West Lindsey is sustainable and benefits all of our communities.

Finances – to remain financially sustainable.

Public Safety and Environment – to create a safer, cleaner district in which to live, work and socialise.

Customer – to put the customer at the centre of everything we do.

Vulnerable groups and Communities – to create strong and self-reliant communities and promote positive life choices for disadvantaged residents.

This year we asked that after taking into account the recent Covid-19 pandemic if they agreed that these services should continue to be our key priorities. Out of the responses, 90% believed that these should still be the key priorities. Only 1.4% believed no and 8.6% stated partially. The comments on other priorities were suggested as:

- Climate emergency
- Rubbish
- Road Surfaces
- Transport
- Health care/health and well-being
- Anti-social behaviour

2.2 Valued Services

The Council delivers both statutory and non-statutory services for the benefit of our residents, businesses and communities.

We asked the respondents how important the following services were to them.

The results were:

Service	Important	Neither important nor unimportant	Unimportant
Neighbourhood Plans	64.6%	27.9%	7.4%
Community Safety measures	82.1%	13.5%	4.4%
Enforcement activity	81.8%	13.4%	4.8%
Economic Growth	84.5%	11.6%	3.9%
Affordable Housing	67.5%	22.2%	10.3%
Culture (Arts, Heritage and Sport)	51.3%	31%	17.7%
Operational Services (Waste and Street Cleansing)	95%	3%	2%
Environmental Services	87.5%	10.5%	2%
Planning	69%	23.8%	7.2%
Housing (other including Benefits)	55%	32.3%	12.8%

Table 4: Valued Services

These results show that our services are all considered important with Operational Services being of greater importance than any of the others.

2.3 Investment

Our corporate priorities and activity to support delivery are outlined in the Executive Business Plan which was summarised in the information leaflet. This leaflet was available online and sent out with paper copies of the survey. We asked respondents to outline any suggestions they could see which would benefit our communities. These suggestions were grouped into the following sections:

Regeneration and job creation:

- More bus routes
- Fund CBT licences for those on Job Seekers
- Invest in properties in WL
- Encouragement of small businesses
- Cinema in Market Square
- Invest in green infrastructure
- More apprenticeships
- Encourage small start ups
- Encourage more large stores in Gainsborough
- Business grants to be available past the first year of trading
- Improve transport links
- More developers to build more facilities on new estates
- Broadband for all
- Regeneration spread across the District
- More facilities for Young people
- Help with re-training
- Reduce shop rents

Housing – new housing, maximising existing housing and social housing:

- Rent caps
- Convert empty buildings into flats/businesses
- Improve existing housing stock
- More social housing needed
- New housing to be future proofed (climate change)
- More neighbourhood plans
- Real affordable housing
- Create new villages
- No housing on Flood plains
- Improve health facilities
- Rebuild Council housing stock

Cultural – Heritage, arts, leisure and sport:

- More heritage events
- More swimming pools (separate to schools)
- Sport and social clubs for teenagers
- Marina needed
- Free classes for weight loss
- Community Arts projects
- More cycle-ways
- Indoor Bowls

Environmental – Climate reduction, recycling and enforcement:

- More on fly-tipping
- Information on recycling
- New builds to be sustainable
- Open the tip more
- Park and ride
- Higher car parking fees
- Greater enforcement of Planning
- Address issues such as flood
- More bins in district
- More dog bins

Other suggestions:

- Put street lights back on
- More Police on the street
- Improve transport
- Use Partnerships more
- Abolish District councils
- Reduce Parish councils
- Those running businesses at home should not pay business rates as well as Council Tax
- More litter picking
- Mental Health support
- Central notice board in town for use by local businesses

Following on from this we asked how the respondents would prioritise investment decisions (1 being highest priority):

Investment decision:	1	2	3	4	5	6
A commercial return	33.7%	23.4%	21%	11.7%	6%	4.2%
An environmental return	28.9%	22.4%	20.9%	12.4%	7.3%	8.1%
An economic return	40.4%	28%	15.7%	7.4%	5.6%	2.8%
A social return	30.1%	26.3%	17.4%	12.3%	8.3%	5.7%
Deliver efficiencies	27%	25.8%	18.3%	7.9%	16.1%	4.9%
Meet corporate priorities	15.3%	17.9%	25.5%	11.2%	9.6%	20.6%

Table 5: Prioritised investment decisions

To look at these figures the following table shows the mean figures for these investment decisions to show how these could be prioritised. The lower the number the higher the priority.

Investment decision:	Mean figure
A commercial return	2.46
An environmental return	2.71
An economic return	2.18
A social return	2.59
Deliver efficiencies	2.75
Meet corporate priorities	3.44

Table 6: Mean figure for investment decision

These results show that the respondents would prefer West Lindsey to look at an economic return (creation of jobs and business growth) being the highest priority with a commercial return (generation of income) coming second.

Comments were also made in regard to this section:

- Investment in low-carbon housing within rural hubs

- Prioritise the population and the environment
- Climate Change is nonsense
- Off load what you can to County and Parish councils
- Stop using consultancy
- Fund essential services and then see what is left
- This is all very challenging
- Good governance needed

2.4 Council Tax

The results relating to the level of council tax were as follows:

Option	Results	Last years total
0% change	78 (15.2%)	144 (20.3%)
1% increase	120 (23.4%)	161 (22.7%)
2% increase	135 (26.3%)	177 (25%)
3% increase	164 (32%)	208 (29.4%)
No response	16 (3.1%)	18 (2.5%)
Total	513	708

Table 7: Council Tax data

These figures show the favourite option is a 3% increase. This can also be seen in figure 1.

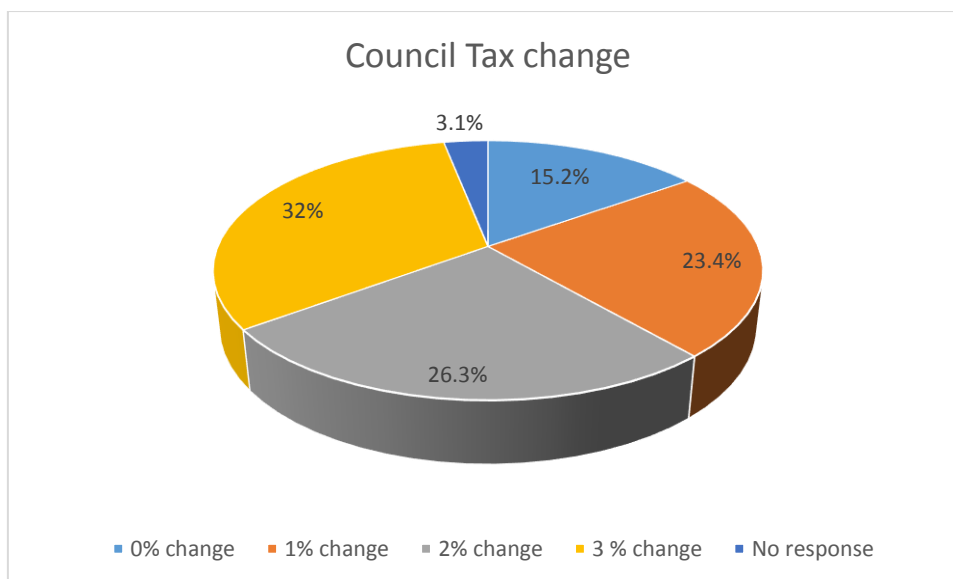


Figure 1: Council Tax change

Following on from this we asked if respondents thought that local councils should have the ability to determine council Tax without the need for a referendum if the level was above the Governments Cap.

Option	Results
Yes	37.9%
No	62.1%

Table 8: Council Tax data

The following comments were also made in regard to this section:

- Wages are not increasing
- Council Tax already too high
- Rural communities not getting much for the same amount of Council tax charged
- Cap salaries
- CT rises but the services aren't improving
- Need a fairer system of collecting
- With so many new houses being built you shouldn't need to increase council tax
- Council Tax needs reviewing to stop people cheating

2.5 Fees and Charges

Our fees and charges have seen a reduction of over £800k during the covid-19 pandemic. Our policy is set to ensure total cost recovery, but it will however take

time for our fees to reach pre-covid levels. We therefore asked respondents their views on the following options for 2022/23.

Increase fees to take into account the current demand projections	13.2%
Increase fees to assumed recovery demand projections with pricing increased in stages over a 2 year period	25.8%
Increase fees by inflation only and review next year	61%

Table 9: Fees and charges options

From these results it can be seen that more than half of the respondents opted for the increase in fees to be by inflation only and to be reviewed next year.

To further this data we asked what comments they wished to make and the following was highlighted:

- Don't raise anything in the current climate
- There should be a reduction option
- Use reserves instead of putting up charges
- Don't charge the less able

2.6 Green Waste subscriptions

The Council has charged £35 for this annual subscription which includes 18 collections per annum for the past 3 years. The actual cost of running the service is now in excess of this on a cost recovery basis.

The respondents were given 3 options and asked which they felt would be best for West Lindsey.

To increase subscriptions annually to recover total cost of the service	27%
To fix the fee for the next 2 years taking into account future cost projections	30.5%
Inflationary increase only	42.3%

Table 10: Green waste options

Garden waste charges throughout Lincolnshire are set between £35-£52 with between 18-26 collections per annum included. Respondents were asked what the optimum charge would be that they are willing to pay:

331 figures were supplied by respondents with these ranging from no charge to £90. The figures were as follows:

Cost	Number
£0	11
£2	1
£20	2
£35	73
£35.50	1
£36	4
£36.50	1
£37	10
£37.50	1
£38	6
£40	134
£42	2
£45	41
£50	30
£52	8
£60	5
£90	1

Table 11: Maximum possible charge

The most popular charge was £40

If more collections were added it was noted that these would increase the charge by £2 per collection. Respondents were asked if they would agree to more collections being added:

Option	Results
Yes	36.3%
No	63.7%

Table 12: Extra collections

Following on from this we asked how many collections they would like to see added and the when they would like to see these collections:

Option	Results
1	47.8%
2	30.9%
3	21.2%

Table 13: number of extra collections

Option	Results
November	59%
December	17.7%
January	11.5%
February	18.4%
March	59.7%

Table 14: Months for extra collections

Whilst 63.7% of respondents do not agree to additional collections, should additional collections be implemented then November or March were the most popular choice.

2.7 Further support and any other comments

Respondents were asked if there is any further support that they feel the council should be providing due to the Covid pandemic. The comments were:

- Support communities
- Stop blaming Covid
- Ensure the elderly are cared for
- More opportunities needed for children
- Start a back to work scheme
- The council have done an excellent job
- Waste sites have been a pain
- Grants for places of worship
- Council Tax rebate, rent payment extensions
- Business support
- Need better broadband
- More community engagement needed
- Debt counselling
- Help for those with Long covid

At the end of the survey there was an option for respondents to add any additional comments. The summary of comments received are:

- Stop homeworking as it is not VFM

- Cut the amount of Committee meetings
- Chase up unpaid accounts
- Reduce the salaries of the highest paid employees
- Stop using consultants
- Things go up but don't use Covid as the excuse
- Remember West Lindsey is more than Gainsborough
- Thank you for the opportunity

There were a number of comments which focused on the responsibilities under other organisations such as Lincolnshire County Council and Lincolnshire Police which included:

- Social care needs more support
- Pot holes to be focused on
- Why is public transport in villages so poor
- More police needed
- Put street lights back on
-

3. Conclusions

3.1 Response

Response rates this year (513) were not as high as last year (708) with a return rate of 30%. It is unclear why this may be the case, however this may be due to the amount of people now going back into work.

3.2 Corporate Plan Priorities

90% believed that these should still be the key priorities of the council.

3.3 Valued Services

95% of those who responded feel that operational services is an important service. This was the highest percent out of all the services mentioned.

3.4 Investment

Respondents gave a lot of examples for how we might invest for the benefit of our communities. Whilst ranking the priority of how we should make investment decisions an economic return was highest ranked.

3.5 Council Tax

These figures show the favoured option is a 3% increase with 32% of the votes and nearly two thirds of the respondents said that the council should not have the ability to determine the level of council tax without a referendum.

3.6 Fees and Charges

Nearly two thirds of respondents felt that we should only increase fees by inflation this year and then review again next year.

3.7 Green Waste Subscriptions

An inflationary increase only was the most popular option for the Green Waste subscriptions. The most popular charge was £40 from a range of £0-£90. Two thirds of respondents did not agree to additional collections.

3.8 Further support and Any other comments

Other comments received mostly are around the changes to tips during covid, extra support needed for the young and elderly and the focus on how difficult everyone is finding it financially at the moment.

3.9 Next Steps

The following actions are recommended for 2022 budget consultation:

- To continue with the use of video/leaflet which helps put the same message across
- Continue to undertake the consultation and ensure the message is spread across as many residents as is possible
- Investigate the reason for the low return
- Consider methods of engaging the wider public and businesses

4 Appendices

Appendix A: Questionnaire



West Lindsey District Council Budget Consultation 2021

HELPFUL HINTS FOR COMPLETING THIS QUESTIONNAIRE

- Please read each question carefully. In most cases you will only have to tick one box but please read the questions carefully as sometimes you will need to tick more than one box, or write in a response.
- Once you have finished please take a minute to check you have answered all the questions that you should have answered.
- If you have any questions about this survey please email the Engagement Team on engagement@west-lindsey.gov.uk.

Please insert your name or Citizen Panel reference:

Are you responding as:

- ☐ a citizen panel member
☐ a resident
☐ a Parish or Town Councillor
☐ a WLDC Councillor
☐ on behalf of a business

Corporate Plan Priorities

1. Last year you told us that the top five key corporate objectives were;
- Economy* - to ensure that economic regeneration in West Lindsey is sustainable and benefits all of our communities.
Finances - to remain financially sustainable.
Public Safety and Environment - to create a safer, cleaner district in which to live, work and socialise.
Customer - to put the customer at the centre of everything we do.
Vulnerable Groups and Communities - to create strong and self-reliant communities and promote positive life choices for disadvantaged residents.

Taking into account the recent Covid-19 pandemic do you agree that these services should continue to be our key priorities? **Please tick one box only**

- ☐ Yes
☐ No
☐ Partially

2. If you ticked partially or no, what should be our priorities?

Valued Services

3. In ensuring we align resources to the delivery of our Corporate Plan objectives, our Executive Business Plan details the actions we will take to deliver these initiatives. We are committed to supporting our communities by spending a net £3.7 million annually on our Place initiatives. How important are the following factors to you?

	Very important 5	4	Neither important nor unimportant 3	2	Unimportant 1
Neighbourhood Plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Safety measures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enforcement activity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Economic Growth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Affordable Housing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Investment

4. Our corporate priorities and activity to support delivery are contained in the Executive Business Plan which have been summarised within the information leaflet. Are there any suggestions where you see investment should be made to benefit our communities? Please list within the relevant categories:

Regeneration and job creation	<input type="text"/>
Housing - new housing, maximising existing housing, social housing	<input type="text"/>
Cultural - Heritage, arts, leisure, sport	<input type="text"/>
Environmental - Climate reduction, recycling, enforcement	<input type="text"/>

5. If you have any suggestions which do not fit into these categories, please detail below:

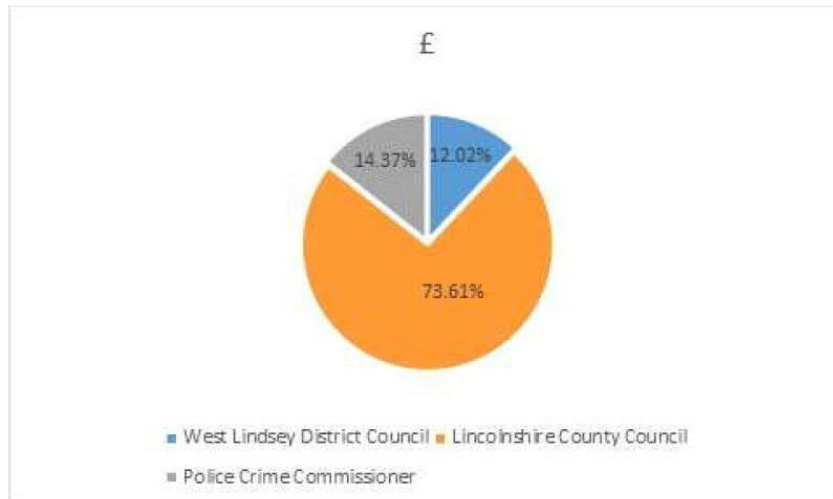
6. How would you prioritise investment decisions? **Please rank in order from 1-6 (1 being highest priority)**

	1	2	3	4	5	6
A commercial return - provides additional ongoing net revenues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
An environmental return - provides a reduction in CO2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
An economical return - provides job creation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A social return - improves health and wellbeing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Investments which deliver efficiencies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Investments which meet the corporate priorities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Any comments on these priority rankings:

Council Tax

Local Councils, the Police and Fire Authorities fund their services through government grant, fees and charges, Business Rates and Council Tax. There is one council tax bill for each domestic dwelling whether it is a house, flat, mobile home or houseboat. We collect the council tax on behalf of Lincolnshire County Council, the Police and Crime Commissioner and Parish and Town Councils. West Lindsey District Council share of your overall Council Tax is 12.02% (excluding Parish/Town Council Precepts) and funds around 50% of our overall budget.



8. With annual increases in costs of around 3%, what level of council tax increase would you support for 2022/23? **Please tick one box only**
- ☐ 0% change - A 0% change would give West Lindsey a total level of council tax income of £6.711m.
- ☐ 1% increase - A 1% increase would mean a 4 pence per week increase for a band D property on the West Lindsey proportion of council tax and would give West Lindsey a total level of council tax income of £6.778m.
- ☐ 2% increase - A 2% increase would mean a 8 pence per week increase for a band D property on the West Lindsey proportion of council tax and would give West Lindsey a total level of council tax income of £6.845m.
- ☐ 3% increase - A 3% increase would mean a 12 pence per week increase for a band D property on the West Lindsey proportion of council tax and would give West Lindsey a total level of council tax income of £6.912m.
9. Do you think that local councils should have the ability to determine Council Tax without the need for a referendum if above the Governments Cap? **Please tick one box only**
- ☐ Yes
- ☐ No
10. Any comments you wish to make around the level of Council Tax:
-

Fees and Charges

11. Our fees and charges have seen a reduction of over £700k during the covid-19 pandemic. Our policy is to set fees and charges to ensure total cost recovery, but it will however take time for our fees to reach pre-covid levels. We would therefore welcome your views on the following options for 2022/23. **Please tick one box only**
- ☐ Increase fees to take into account the current demand projections
- ☐ Increase fees to assumed recovery demand projections with pricing increased in stages over a 2 year period
- ☐ Increase fees by inflation only
12. Any comments you wish to make regarding the fees and charges options:

Green Waste Subscriptions

13. The Council has charged £35 for this subscription which includes 18 collections per annum for the past 3 years. The actual cost of running the service is now in excess of this on a cost recovery basis. Which of the following options do you feel is the best for West Lindsey? **Please tick one box only**
- ☐ To increase subscriptions annually to recover total cost of the service
- ☐ To fix the fee for the next 2 years taking into account future cost projections
- ☐ Inflationary increase only
14. Garden waste charges throughout Lincolnshire are set between £35-£52 with between 18-26 collections per annum included. What is your optimum charge you would be willing to pay?

15. If more collections are requested this would increase the WLDC subscription charge by £2 per collection. Would you agree to more collections being added? **Please tick one box only**
- ☐ Yes
- ☐ No
16. How many collections would you like to see added? **Please tick one box only**
- ☐ 1
- ☐ 2
- ☐ 3
17. When would you like to see these additional collections? **Please tick all that apply**
- ☐ November
- ☐ December
- ☐ January
- ☐ February
- ☐ March

Further support

18. Is there any further support that you feel the Council should be providing due to the Covid Pandemic?

19. Any other comments you wish to make regarding this consultation:

Equalities questionnaire

By answering the equalities questions you will help us to understand how different groups of people from different areas feel about the budget consultation. All responses are anonymised and you do not have to answer these to take part in the budget consultation.

20. Are you willing to answer these questions?

- ☐ Yes
☐ No - If you answer no you will be take straight to the end of this consultation

21. Are you?

- ☐ Male
☐ Female
☐ Transgender
☐ Prefer not to say

22. Do you consider yourself disabled?

- ☐ Yes
☐ No
☐ Prefer not to say

23. What age are you?

- ☐ 16-25
☐ 26-35
☐ 36-45
☐ 46-55
☐ 56-65
☐ 66-75
☐ 76 or over
☐ Prefer not to say

24. Which of these ethnic groups do you consider you belong?
- ☐ White - British, Irish or other
 - ☐ Black or Black British - Caribbean, African or other
 - ☐ Asian or Asian British - Indian, Pakistani, Bangladeshi or other
 - ☐ Arab/Middle Eastern
 - ☐ Chinese
 - ☐ Mixed Race
 - ☐ Other
 - ☐ Prefer not to say
25. Which of the following best describes your faith/religion/belief?
- ☐ No religion
 - ☐ Christian (all denominations)
 - ☐ Muslim
 - ☐ Buddhist
 - ☐ Sikh
 - ☐ Hindu
 - ☐ Jewish
 - ☐ Other faith
 - ☐ Prefer not to say
26. Which of the following statements best describes your sexuality?
- ☐ Heterosexual/Straight
 - ☐ Lesbian/Gay
 - ☐ Bisexual
 - ☐ Other
 - ☐ Prefer not to say

Thank you very much for your time completing this questionnaire.
Please click submit to ensure we receive your responses. You will then be taken to our website.

**If you would like a copy of this document in large print, audio, Braille or in another language:
Please telephone 01427 676676 or email
customer.services@west-lindsey.gov.uk**



West Lindsey District Council
Guildhall, Marshall's Yard
Gainsborough
Lincolnshire, DN21 2NA

Agenda Item 6i



**Corporate Policy and
Resources Committee**

**Thursday 11 November
2021**

Subject: Review of Bulky Waste Charges

Report by:

Ady Selby

Contact Officer:

Ady Selby
Assistant Director of Commercial and Operational
Services

ady.selby@west-lindsey.gov.uk

Purpose / Summary:

For Corporate Policy and Resources Committee
to consider a resolution made by Prosperous
Communities Committee on 2 November 2021,
regarding charges for the Bulky Waste collection
service.

RECOMMENDATION(S):

That Corporate Policy & Resources Committee resolve to continue with current pricing schedule, plus inflation, for bulky waste collections, as recommended by Prosperous Communities Committee on 2 November 2021.

IMPLICATIONS

Legal: The Council has a statutory duty as a Waste Collection Authority under Part II, Sec 45, Environmental Protection Act 1990 to make bulky waste collections from householders where requested. However a charge can be made to cover collection costs.

Financial : FIN/103/22/MT/SSc

The recommendation of this report is to continue with the current bulky waste charge of £33 for 6 points. This will have no effect on the MTFP.

Maintaining the fee level at £33 would result in a widening of the gap between income generated and total cost recovery (TCR), as service costs increase (staff, transport). However, controllable costs of the service are recovered, and the Fees Charges and Concessions policy states that fees may be set to help the Council in achieving its objectives by Influencing service users' behaviour, i.e. by encouraging the public to dispose of waste responsibly.

The fee set also complies with the principles of the Fees Charges and Concessions Policy (2.2) in that it is a mechanism for managing demand, as to reduce the fee would likely result in an increase in demand which could not be met with existing resources, and therefore have a negative impact on the reputation of the Council if requests for collections cannot be met within reasonable timeframes.

Other options proposed were to offer a free service or reduce the price of collection. Both these options would require an extra crew and vehicle to respond to expected demand. The revenue costs would increase by £57k per annum. Initial capital costs would be £70k for the vehicle and a further £70k every 5 years. Along with the extra costs would be the reduction or loss of up to £43.5k income generated each year.

Staffing : Should the charging policy for bulky waste change to reduce the cost to the customer, thereby increasing demand, it would be likely additional operatives and driver(s) would be required.

Equality and Diversity including Human Rights :

There would be no impact from a change in policy on specific groups, as long as the charges remained the same for all residents. An EIA has previously been carried on bulky waste collection charges and this has been updated to reflect the policy options in this report. If policy changes are made the recommendation of the EIA is that further work should be carried out to understand potential impacts and an EIA update conducted before the report goes to committee. The updated EIA is at Appendix 1.

Data Protection Implications : No new implications, all data dealt with by Operational Services is handled in line with the Council's Data Protection Policies.

Climate Related Risks and Opportunities : Any strategy which would encourage increased levels of household waste would have negative environmental impacts. Also, the report identifies that any increase in demand may result in the need for another vehicle to be procured and operated, this would result in additional carbon emissions

Section 17 Crime and Disorder Considerations : The evidence presented in the report suggests there is no strong link between charging for waste services and increased fly-tipping.

Health Implications: None associated with this report

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

Wherever possible please provide a hyperlink to the background paper/s
If a document is confidential and not for public viewing it should not be listed.

Risk Assessment :

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

xx

Key Decision:

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

Yes

x

No

☐

Executive Summary

Having considered the evidence presented in this report Prosperous Communities Committee, at its meeting on 2 November 2021, has resolved to recommend to Corporate Policy and Resources Committee to retain the current charge for bulky waste collections, plus an annual inflationary increase.

This paper will consider the impact of reducing the cost, or providing a free service, for bulky waste collections.

The report concludes that, whilst any reduction in charge may be popular with residents, there would be significant negative environmental and financial outcomes.

The strategy of reducing the service charge would seek to reduce the level of fly-tipping endured within the District. However, there is little evidence this would be achieved and evidence is presented within the report which refers to a case study where free collections were reintroduced, but there was no reduction in fly-tipping.

Any reduction in the price of the service would also compromise the recent move towards a 'user-pays' principle.

The report identifies the following options:

- 1. Introduce a free service**
- 2. Reduce the charge**
- 3. Introduce a buy one collection, get one free schedule**
- 4. Continue with the current charge plus inflation**

1 Introduction

- 1.1 The Council has a statutory duty as a Waste Collection Authority under Part II, Sec 45, Environmental Protection Act 1990, to make bulky waste collections from householders where requested. However, a charge can be levied to cover collection costs.
- 1.2 Members resolved to introduce a £10 charge for each bulky waste collection in 2011/12, this was subsequently doubled to £20 the following year. Since then, the price has risen each year with inflation and is currently set at a minimum charge of £33.
- 1.3 There is regular discussion about whether charging for some elements of waste collections results in increased levels of fly-tipping. This has become especially topical given the dramatic increase in levels of fly-tipping throughout the Covid pandemic.
- 1.4 There is also an ongoing discussion about whether reducing the cost of collections, offering a first collection free or providing a 'buy one, get one free' level of service may incentivise residents to dispose of items more responsibly. Residents and Members occasionally refer to the Saturday 'static' services which were in place a number of years ago.
- 1.5 These options will be discussed in the main body of the report.

2 Reasons for charging

- 2.1 There were a number of reasons why a charge was introduced, these are summarised below:
 - Charging encourages bulky items to be disposed at Household Waste Recycling Centres, where material will be more effectively sorted for recycling and reuse.
 - Residents within West Lindsey who currently do not use the bulky waste collection service, but manage their waste in a more sustainable way, previously subsidised the service through their council tax. The charges have helped provide a more efficient and fairer service, where the user of the service pays.
 - Charges have a positive impact on Councils' recycling rate by reducing overall tonnage of household waste collected and encouraging reuse.
 - Charities and social enterprises are benefiting through more donations of furniture and other items and more cooperative working with West Lindsey.
 - Residents of West Lindsey benefit as the charges promote exchange and reuse of goods.

- Charging saw a reduction in levels of household waste produced.
- The charge is helping to heighten awareness of householder responsibility for their waste.

3. Local and National charges and trends

- 3.1 The latest national statistics available are from 2018/19, they highlighted that 307 out of 327 collection authorities charge for collections of bulky waste. Just 15 provide a free service, with 12 providing no service at all.
- 3.2 Table 1 below shows the current situation with charging across Lincolnshire. Whilst there are minor differences, most authorities charge roughly the same price for bulky waste collections.
- 3.3 The exception to this is in the City of Lincoln Council area, they provide a free service to pensioners, those on benefits and disabled residents, subject to a limit on the amount of collections. There is no service available to all other householders.

Table 1 Charging for bulky waste in Lincolnshire authorities

Authority	Price	Other Information
North Kesteven	£30	Up to three items
BBC	£26	Three items
East Lindsey	£35	Four items
South Kesteven	£30	Three items
South Holland	£30	Three items
CoLC	Free	For those on benefits, pensioners, etc, subject to conditions. Otherwise no collection available
West Lindsey	£33	Six points

4. Current performance

- 4.1 In the 2020/21 financial year there were 1,986 bulky waste collection requests, 146 of these were repeat customers.

- 4.2 The budgeted income for the 'Supplementary Services' cost centre in 2020/21 was £75.6k, this includes income for bulky collections, plus new and replacement wheeled bins.
- 4.3 The cost of providing the services in the cost centre totalled £161.3k last year. This includes the cost of bulky waste collections, delivering wheeled bins and making free collections of clinical waste.
- 4.4 The service is popular and almost always at capacity, in general residents wait around 2-3 weeks for a collection.

5. Saturday 'Static' service

- 5.1 A number of years ago, the Council provided a Saturday morning 'static' service, this involved parking refuse collection vehicles on car parks in villages around the District and inviting residents to bring their waste to the lorries for disposal.
- 5.2 These services were funded by Lincolnshire County Council as the Waste Disposal Authority (WDA), in recognition that West Lindsey residents did not enjoy the recommended access to local Household Waste Recycling Centres (HWRC).
- 5.3 This changed in March 2011, when The Rasens HWRC opened in Middle Rasen and the Saturday static services were suspended.
- 5.4 It is highly unlikely that the WDA would agree to restarting these services as allowing free, unrestricted access to waste disposal services does not synergise with the objectives of either the Waste Hierarchy or the Joint Municipal Wastes Management Strategy for Lincolnshire.

6. Fly-tipping

- 6.1 There is regular debate about whether providing a free or subsidised bulky waste collection service would reduce levels of fly-tipping.
- 6.2 Table 2 below portrays levels of fly-tipping in West Lindsey over a number of years. Rates are dynamic, however there was a dramatic increase in 2020/21. This phenomenon is in line with national trends, there are a number of reasons for the dramatic increase, including;
 - People spending more time at home throughout the Covid pandemic, taking the opportunity to clear waste or improve properties, possibly using unscrupulous waste disposal suppliers.
 - People spending more time walking or cycling around their local environment and reporting fly-tipping more readily.
 - HWRC's being closed or having restricted access.

Table 2 Rates of fly-tipping in West Lindsey

	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Total (fly tips per year)	674	1056	1475	991	803	1197	957	2925

- 6.3 Analysis of the fly-tipped material collected shows that less than 50% of fly-tips consist of items which could be collected by the bulky waste service. The rest is other material including building waste, tyres, asbestos, etc.

OPTIONS

7. Option 1 Offer a free service

- 7.1 Offering a free service would be popular with residents.
- 7.2 As highlighted above, offering free, unlimited waste collections does not align with the objectives of either the Waste Hierarchy or the Joint Municipal Wastes Management Strategy for Lincolnshire.
- 7.3. There would likely be a high increase in demand. When a charge was introduced, service requests dropped by 50%. Presuming this trend was reversed and acknowledging the current vehicle is at capacity, there would be a need for a further vehicle and staff to ensure requests would be collected in a timely manner. The projected cost of this would be £57k on going costs for extra vehicle maintenance, driver and labourer, plus an initial capital outlay of approximately £70k for another vehicle.
- 7.4 There would be a loss of current income of £43.5k in 2022/23.
- 7.5 There would likely be an impact on charitable organisations as it would become easier for residents to dispose of items through the Council's free service, rather than seeking routes which encourage reuse or recycling.
- 7.6 There would be increased demand on the Customer Services team as a predicted circa 2,000 new service requests would be incoming.
- 7.7 When a charge was first introduced, there was not a dramatic rise in fly-tipping. Therefore, it is questionable whether introducing a free service would result in a decrease in fly-tipping. An in-depth BBC report from 2018 found no link between charging for services and fly-tipping. The report also cites an example at Croydon Council who re-introduced a free service, but did not benefit from any reduction in fly-tipping.

<https://www.bbc.co.uk/news/uk-46364689>

8. Option 2 Reduce the price of collections

- 8.1 Reducing the cost of bulky waste collections would be popular with service users.
- 8.2 The impact of this strategy would be similar to making free collections. It would be likely demand would increase, more resources required and less material would be directed to the charitable sector.

9. Option 3 Buy one, get one free

- 9.1 The Council values its regular and repeat customers. A buy one collection, get one free strategy would recognise and reward those customers.
- 9.2 However, this strategy would not be in line with the principles of the service. There is already an incentive in the pricing methodology for residents to dispose of more items at the time of the initial collection. Facilitating a second, free collection may encourage residents to dispose of items they may have otherwise have reused or donated to charity
- 9.3 Returning for repeat collections would not produce positive environmental outcomes, at a time when work is progressing with the Council's Carbon Plan.
- 9.4 Based on current usage, the Council would need to provide a minimum of 146 free collections and a maximum of 1,986 free collections. This would have a significant impact on the resource needed to service the function, in addition there would be a new financial burden.

10. Option 4 Continue with current charge plus inflation

- 10.1 Continuing with the current charge may not be popular with residents seeking to dispose of bulky items.
- 10.2 It would however, provide a solution for residents when considering potential disposal routes for bulky items. Residents would continue to be referred to charitable organisations, or other more environmentally friendly disposal routes, thereby promoting reuse or recycling of items.
- 10.3 The charge would remain consistent with other Lincolnshire authorities.

Section: Operational Services	Names of those undertaking assessment: Ady Selby, Rob Gilliot, Steve Leary, Elaine Bilton	
Name of Policy to be assessed: Bulky Waste charging policy	Date of Assessment: 8 October 2021	Is this a new or existing policy? Existing Policy. Review of charging options
Policy aims		
What is the purpose of the policy or function? What outcomes are required?		
Purpose of bulky waste collection:		
To provide a cost effective bulky waste collection service to West Lindsey residents in compliance with the Councils' statutory duty as a Waste Collection Authority under Part II, Sec 45, Environmental Protection Act 1990.		
Purpose of charges review		
Members wished to explore options. First principle is to ensure a consistent, non-discriminatory, cost effective service delivery and approach for collection of bulky household waste for all residents of West Lindsey. The review considers current charges and the possibility of offering free collections, free 2 nd bulky waste collections to all residents who have already paid in the calendar year, or reduced price collections. These options are considered against 'as is.'		
Purpose of fees and charges policy		
When reviewing any charges, Officers should refer to this. 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 and the setting of new and reviewing of existing charges, our approach to cost recovery and income generation from fees and charges and eligibility for concessions.		
The Council needs a framework for the setting of fees and charges for services provided by West Lindsey District Council.		
Outcomes required from the corporate fees charges and concessions policy are to ensure:		
<ul style="list-style-type: none"> • That fees and charges are applied in a fair and consistent manner across all Council services; • The reasons for applying fees and charges are fully explored and understood; • Tariffs, rates and the scope of charges are regularly reviewed and updated to ensure they are fit for purpose. 		
Outcomes required from review of bulky waste charges		
<ul style="list-style-type: none"> • To ensure continued provision of a unified, non-discriminatory, cost effective waste collection service across the whole of West Lindsey. • Heighten awareness of householder responsibility for their waste. • Positive impact on Councils' recycling rate by diversion of waste from disposal to recycling centres. Reduced tonnage of controlled waste collected by the Council ultimately leading to a reduction in the tonnage of controlled waste going to EFW 		

- To investigate the potential effects of charging policy changes on Council budgets
- To investigate the potential effects of charging policy on flytipping rates
- To investigate reputational impact of charging policy changes
- To benchmark charging policy against other local authorities

Who is intended to benefit from the policy?

Under current policy:

- Residents within West Lindsey who don't use the bulky waste collection service, but manage their waste in a more sustainable way, currently don't subsidise the service through their council tax. The charges help provide a more efficient and cost effective and fairer service.
- West Lindsey District Council by reducing tonnage of controlled waste collected for disposal at landfill.
- Positive impact on Councils' recycling rate by reducing overall tonnage of household waste collected.
- Charities and social enterprises benefit through more donations of furniture and other items and more cooperative working with West Lindsey.
- Residents of West Lindsey benefit as the charges will promote the exchange and reuse of goods
- Customer Services through clear guidance, and knowledge empowerment.
- Businesses, as the charges are designed not to be anti-competitive or designed to keep genuine competitors out of the collection market.

The initial review has suggested that any move away from a controllable cost recovery model could have negative impacts in all of these areas, whilst a move to total cost recovery (all staff / vehicle costs etc) may bring negative externalities if it pushes prices to unaffordable levels.

Who are the main stakeholders in relation to the policy?

- Residents
- Businesses
- Councillors
- Waste Disposal Authority
- Charities and social enterprises
- Staff

Does the policy contribute to the achievement of the Council's Equality and Diversity Policy? Can any aspects of the policy contribute to inequality?

Yes, under current policy WLDC are providing a service to those who would prefer not to use other disposal methods or do not have easy access to a household recycling centre (HWRC). The policy contributes to equality objectives because some disabilities may reduce an

individual's ability to drive or lift items into a vehicle, so limiting the ability to use HWRC's. The current charging policy is towards the lower end of the scale when compared to those charged by other LA's.

Although full cost recovery is the customary approach when setting charges, this is not felt to be appropriate in this case and the keeping proposed amount charged static (against increasing collection costs) reflects the potential impact on vulnerable customers and seeks not to price the service out of their reach.

Bulky waste collections are available to all West Lindsey residents. Inequality might be considered to occur if reduced collection charges result in all residents subsidising collection of bulky waste through their Council Tax, whilst only a minority of residents take up the service each year. Under a 'free' or reduced charging policy, the direct cost to the Council in providing a bulky waste would increase and revenue decrease (see financial appraisal) It would likely increase the Councils' tonnage of un-recycled waste collected and associated disposal charges for LCC. There is also an inequality in that charities may find it hard to compete for some items against a Council that will collect and dispose of them for no direct charge.

Bulky waste is collected from an accessible place outside individual properties. Disabled residents arrange for waste to be placed in an accessible place and special circumstances and individual needs can be considered. It is not considered that price of collections disproportionately affect accessibility to the service for this group.

Evidence

What are the existing sources of evidence and mechanisms for gathering data?

The Council have for many years operated a bulky waste collection service. The Council has a clear understanding over the issues that are facing residents. These have already been identified in earlier EIA's. Because impact assessments have previously been carried out, sources of evidence have been identified and data gathered in areas where it was felt specific attention was needed.

Examples include customers registered on the assisted collections list, Sharps collections list. Please see individual EIA's for detail. Other data include:

- Bulky waste requests logged on CRM and recorded on Flare
- Requests checked and 'closed off' to ensure completion
- Tonnages diverted from disposal recorded via 3rd party recycling credits
- General feedback and comments, compliments, complaints logged
- Customer Satisfaction with bulky waste previously recorded via surveys

Is there any evidence, or other reason to believe, that there is a higher or lower level of participation or uptake among different groups?

The policies apply equally to all users as the service is provided to all across the district. Households that are closer to HWRC's may be more likely to use them rather than the bulky waste collection service.

Is there any evidence that different groups have different needs, experiences,

issues and priorities in relation to the particular policy or function?

No evidence. However, the elderly / infirm / disabled may well need assistance in moving their bulky waste items to the designated collection point. Therefore it is not unreasonable to assume that they have different needs and priorities in relation to using the service.

Those persons who do not have English as a first language may find difficulty in understanding the written information that is provided to residents.

Is there any informal feedback from managers, staff or voluntary organisations?

The bulky waste collection service has been running for many years throughout the District. A charge has been levied since 2011/12.

The bulky waste collection service is generally a popular one and there have been few complaints. A charge is felt necessary to maintain the level of service and control demand

Informal feedback also comes from the bulky waste collection crews who provide feedback on those that may be struggling to use the service correctly. Evidence is logged via collection sheets.

What further evidence is needed to understand the impact upon equality?

None at this stage. Further work may be needed to understand effects if a free or subsidised collection service is to be recommended.

Impact**Does the data show different impact upon different groups? What existing evidence is there for this?**

Race	No	Gender	No	Age	No
Religion	No	Disability	No	Sexual Orientation	No

Do these differences amount to an adverse impact?

Not currently

Future actions:

Reuse charities / exchange forums and HWRCs to be publicised through WLDC comms channels following MT decision. Review of bulky waste website pages and booking procedures

Signed: Adrian Selby

Date: 8 October 2021

Agenda Item 6j



**Corporate Policy and
Resources Committee**

**Thursday 11 November
2021**

Subject: Garden Waste Subscription Service

Report by:	Assistant Director of Commercial and Operational Services
Contact Officer:	Ady Selby Assistant Director of Commercial and Operational Services ady.selby@west-lindsey.gov.uk
Purpose / Summary:	For Corporate Policy and Resources Committee to resolve to increase the annual charge for the Garden Waste Collection service, as recommended by Prosperous Communities Committee

RECOMMENDATION(S): For Corporate Policy and Resources Committee to increase the subscription for receipt of the Garden Waste collection service to £39 per bin per year, for the 2022/23 financial year and £39 per bin per year for the 2023/24 financial year as recommended by Prosperous Communities committee on 2 November 2021.

IMPLICATIONS

Legal: None

Financial : FIN/100/22/SSc/MT

This report is looking at the options for Green Garden Waste service charges for 2022/2023 and 2023/2024.

The options listed below are based on potential income generation against estimated costs.

The service charge options proposed are £35, £38, £39 and £40, fixed for both years. The pressure and surplus figures in the table below shows the forecast net position across the two years 2022/2023 and 2023/2024.

If there was no change to the current service charge the forecast pressure for the Council is £177k.

	Service Charge	Pressure / (Surplus)
*	£35	£177k
**	£38	£35k
***	£39	£11k
****	£40	(£13k)

* Assumes increase in bin sales increases at 2% pa

** Assumes increase in bin sales at 2% but loses 1% due to price increase

*** Assumes increase in bin sales at 2% but loss of 2% due to price increase

**** Assumes increase in bin sales at 2% but loss of 3% due to price increase

Staffing : There are no staffing implications involved with this report

Equality and Diversity including Human Rights :

A full Equalities Impact Assessment was developed when a subscription based service was introduced.

Data Protection Implications : All data relating to the service is processed in line with the Council's Data Protection Policy

Climate Related Risks and Opportunities : Amending the price of the annual subscription may result in changing demand meaning a change to vehicle movements, however the impact of this is likely to be minimal.

Section 17 Crime and Disorder Considerations : None for this report

Health Implications: None for this report

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

Wherever possible please provide a hyperlink to the background paper/s
If a document is confidential and not for public viewing it should not be listed.

Risk Assessment :

Failure to amend the cost of subscription to achieve cost recovery may result in reputational impact, as residents who don't subscribe claiming they part-subsidise it.

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

☐

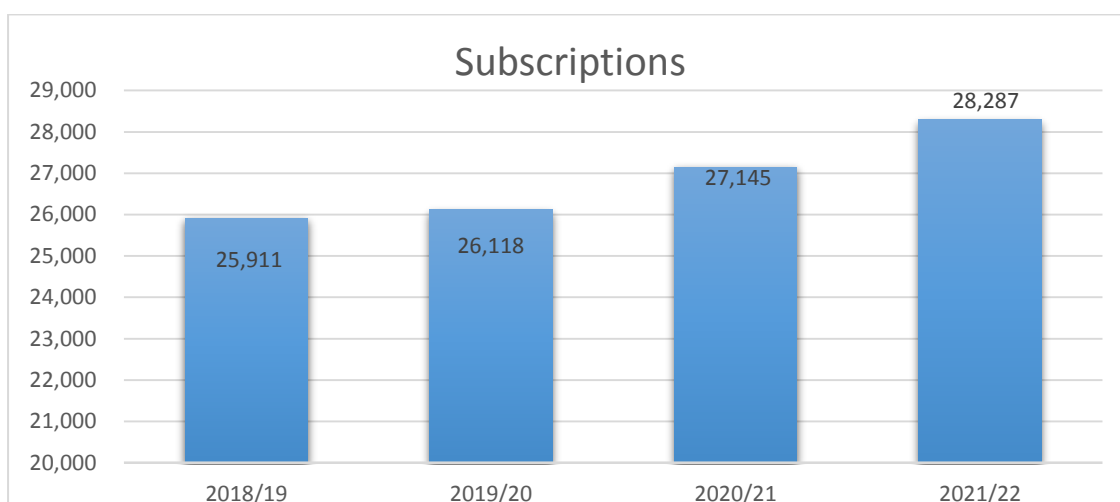
1. Introduction

- 1.1 At its meeting on 2 November 2021, Prosperous Communities Committee received a report regarding the annual subscription charge for receipt of the Garden Waste collection service. Having considered the evidence presented, the Committee resolved to recommend to Corporate Policy and Resources Committee that the annual subscription be increased to £39 per bin, per year for both the 2022/23 and 2023/24 financial years.
- 1.2 In December 2017, Prosperous Communities Committee resolved to introduce a subscription-based garden waste service from 1 April 2018, the service had previously been free for residents who could receive it.
- 1.3 The decision to introduce a charge was taken in order that a user-pays ethos was implemented and that the function should seek to fully recover its costs. Failure to do this would mean that residents who didn't subscribe to the service would be indirectly funding it through their council tax payments.
- 1.4 The service has continued to grow year on year, with high levels of satisfaction.
- 1.5 The subscription cost has remained at £35 per annum, per bin since the charge was implemented.
- 1.6 The cost of delivering the service has continued to increase since the subscription was introduced, continuing with the current charge of £35 per annum would mean the service would not recover its costs in future years.
- 1.7 It is therefore timely that Members consider options for setting the subscription rate in coming years.

2. Performance

- 2.1 Table 1 below portrays the number of subscriptions achieved in the four years since a subscription charge was implemented. It can be seen that the rate increased by an average of 793 new subscriptions per year.

Table 1 Number of subscriptions per year



2.2 Table 2 below shows the current rate of subscription at other local authorities in Greater Lincolnshire, these are current year rates and each individual authority may have plans to increase charges for next year.

2.3 The average annual subscription in Greater Lincolnshire is £40 for 19.8 collections per annum.

Table 2 Subscription rates across Greater Lincolnshire

Authority	Subscription cost 1st Bin	Subscription cost for additional bins	Number of collections
WLDC	£35	£35	18
South Kesteven	£39 if paid online or Direct Debit £44 if paid off line	£19.50 if paid online or Direct Debit £22 if paid off line	26
North Lincs	140l free 240l £39	–	24
North Kesteven	£35	£17	24
East Lindsey	£40	£40	21
City of Lincoln	£39	£15	26
North East Lincs	£36	£36	22 (April - March no collections from 13 Dec - 4 Feb)
South Holland	£52	£30	24
Boston Borough	£45	£20	20 (April - March no collections end Nov - end Feb)

2.4 West Lindsey has the lowest number of collections per annum in Greater Lincolnshire. Winter collections were suspended a number of years ago following a report to Members identifying the low tonnages collected and the high carbon impact of winter collections. A consultation process undertaken before the subscription was first introduced identified that, given the choice; residents would rather have fewer collections for a lower annual subscription.

2.5 It is therefore proposed that the number of annual collections remains at eighteen.

3. Cost of Service

- 3.1 The cost of providing the service has increased year on year, to the point where the function will fail to recover its costs unless the subscription is increased.
- 3.2 Most significantly, annual pay rises have impacted the cost of operating the service. More recently, an extra pay award and retention bonus has been introduced for HGV drivers, in an attempt to protect the services from the national driver shortage.
- 3.3 These issues, combined with increasing fleet costs, including vehicle supply and fuel, plus a contribution to the cost of the new Depot at Caenby Corner, mean the cost of service in 2022/23 will be £1,092k and in 2023/24 will be £1,125k.
- 3.4 Table 3 below portrays the options available to Members regarding the price of the annual subscription. It should be noted that it is very difficult to accurately foresee actual subscription levels, they are reliant on uncontrollable external factors including the weather, residents working from home and caring about their home environment more, also the availability of Household Waste Recycling Centres.
- 3.5 Given the information in Table 3, in order to achieve the closest possible cost recovery model, officers recommend raising the subscription to £39 per bin, per annum, fixed for two years.

Table 3 Options for future subscription levels and projected impact on cost of service

Cost	Projected income 2022/23	Projected income 2023/24	Total income 2022/24	Projected cost of service 2022/24	(Surplus)/Pressure
£35*	£1,009,846	£1,030,043	£2,039,889	£2,217,100	£177,211
£38**	£1,085,549	£1,096,297	£2,181,845	£2,217,100	£35,255
£39***	£1,103,193	£1,103,193	£2,206,386	£2,217,100	£10,714
£40****	£1,120,495	£1,109,616	£2,230,111	£2,217,100	£(13,011)

* Assumes increase in bin sales increases at c2%pa

** Assumes increase in bin sales at 2% but loses 1% due to price increase

*** Assumes increase in bin sales at 2% but loss of 2% due to price increase

**** Assumes increase in bin sales at 2% but loss of 3% due to price increase

4. Other issues

- 4.1 The Government is currently consulting on a future Environment Bill. Within the Bill are a number of proposals which, the Government considers, could harmonise waste collection methodologies, resulting in higher quantities and quality of material collected for recycling.
- 4.2 One proposal is to require collection authorities to provide free collections of garden waste for all households from 2024. Whilst most local authorities oppose this proposal on environmental and financial grounds, it remains possible that they could be required to deliver this free service.
- 4.3 Whilst the Government have stipulated they will compensate authorities for lost income, it is likely this will be at a maximum of 80% through New Burdens Funding.
- 4.4 The Council should therefore be prepared to lose significant income in coming years, should the proposal become enshrined in legislation.

5. Communications Plan

- 5.1 Operational Services will work with the Communications Team in order to produce a Communications Plan to adequately inform residents of the reasons for any increase in subscription levels.



Corporate Policy &
Resources

Thursday, 11th November
2021

Subject: Proposed Fees and Charges 2022/2023

Report by:	Assistant Director, Finance, Business and Property Services (Section 151 Officer)
Contact Officer:	Sue Leversedge Business Support Team Leader sue.leversedge@west-lindsey.gov.uk
Purpose / Summary:	Propose Fees and Charges to take effect from 1 April 2022.

1. 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 – 18.

IMPLICATIONS

Legal:

Where fees and charges are set by legislation at national statutory rates, these will be applied as notified.

Financial : FIN/98/22/CPR/SL

The 2022/2023 fees and charges are explained in the body of this report. The budgetary implications of any amendments to fees and the forecast level of demand for each service, together with introducing new charges will be built into the Council's revenue budget.

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 a minimal benefit for the Medium Term Financial Plan (MTFP).

There is an increase in income of £20.7k in 2022/2023, rising to £154.8k in 2026/2027 because of the amendments to fees proposed within this report, and the projected demand for services.

Where inflation has been applied to fees and charges at 3.9% in 2021/2022 (June 2021 RPI), it is proposed that inflation is assumed to be 2% for future year budgets within the MTFP.

Details of the proposed amendments in each service area are contained within the report at Section 4.

The cumulative impact on the MTFP of the fees and charges review is:

Increase in Contribution pa £	Year	Cumulative Increase in Contribution £
(20,700)	2022/23	(20,700)
(9,700)	2023/24	(30,400)
(72,000)	2024/25	(102,400)
(1,500)	2025/26	(103,900)
(50,900)	2026/27	(154,800)

There is an increase of £60.1k in 2024/2025 for Lea Fields Crematorium income as demand and capacity is forecast to increase to this level and then plateau from 2025/2026.

There is an increase of £45k in 2026/2027 to reflect forecast demand for planning fee applications.

Fees and charges will be kept under review throughout the year. If necessary changes are identified during the financial year, these will be reported directly to the Corporate Policy and Resources Committee for approval as appropriate, and to be recommended to Council.

Staffing none arising because of this report.

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

Data Protection Implications: None arising as a result of this report.

Climate Related Risks and Opportunities :

None arising as a result of this report.

Section 17 Crime and Disorder Considerations :

CCTV service charges are set to encourage take up of the service to increase public safety in the district and reduce anti-social behaviour.

Fixed Penalty Notices are fees set by the Government to enable Local Authorities to take action against anti-social behaviour.

Health Implications: None arising as a result of this report.

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

None.

Risk Assessment :

There is a risk that an increase in fees and charges may impact on the usage of the service resulting in budget pressures.

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 Introduction

- 1.1 This report and appendices set out the proposed fees and charges for 2022/2023.
- 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 Objectives, 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 fees set by statute.
- 1.6 The budget consultation event 2022/2023 reported that nearly two thirds of respondents felt that we should only increase fees by inflation for 2022/23, to be reviewed again for 2023/2024.
- 1.7 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 – 18.

2 Fees and Charges Policy and Process

- 2.1 The review of fees for 2022/2023 has been undertaken through a robust exercise including determining total service cost, determining a pricing level to ensure full cost recovery, then considering benchmarking data and market conditions to determine an appropriate charge.
- 2.2 Consideration has been taken of the potential implications of Covid-19 recovery on chargeable services. The budgetary implications contained within this report relate to any proposed amendments to fees, and the expected demand for services over the period of the Medium Term Financial Plan.
- 2.3 Team Managers have worked with their Finance Business Partner in undertaking this review, and consulted with the Assistant Director for each service area prior to submitting the final proposals for approval.

- 2.4 The review has in the main tried to consider the full cost recovery constraints. However, the process has been influenced to a degree by issues where the Council considers, through the benchmarking exercise, that the charge proposed is fair and reasonable for the service being provided.
- 2.5 The greatest risk/concern for Managers is receiving challenges to the level of fees and charges set. There is sound justification to support the proposed fees and, where the fees proposed do not reflect the full cost of providing the service, there is a sound basis for the decision based on the Managers' understanding of the commercial environment.
- 2.6 Where fees have been reviewed, having a greater regard to benchmarking data where such data is available, we have tried to ensure that they are at a level whereby they do not vary substantially when compared to other local authorities in the surrounding area.
- 2.7 In areas where the Council experiences external competition, again we have tried to ensure that the rates remain competitive and value for money. It would not be prudent to risk pricing ourselves out of the market just to satisfy an aspiration to achieve a set increase in fee income. It is not believed that the proposed fees will price ourselves out of the market but it is vital to allow Managers some flexibility on fees when trying to secure business, without breaching any regulations.
- 2.8 Given the general belief that our proposed fees and charges are fair and reasonable the significant risks to fee income are not with fee levels themselves but with the achievable volumes and delivering against business plans.
- 2.9 The fees and charges will be subject to continuous monitoring during the year either to implement changes during the year if required, or to feed into the following years Medium Term Financial Plan.

3 Fees and Charges Review

- 3.1 Of the 617 fees and charges reviewed, 41% are statutory and 59% are non-statutory. In terms of 2021/2022 forecast outturn this equates to:

	2021/22 Forecast £	
Statutory	1,146,100	31%
Non-Statutory	2,522,300	69%
Total	3,668,400	100%

Statutory / Statutory Range Fees

- 3.2 Of the 255 statutory fees and charges set by Central Government;
- 79% have experienced no change in the level of fees

19% seeing an increase in fees chargeable
2% have decreased

- 3.3 The increases in fees and charges for statutory services sit within;
- Revenues in relation to court costs applied
 - Licences issued under the Gambling Act
 - Fixed Penalty Notices – depositing litter
 - Planning for public path orders
 - Environmental Services - Private water supply work (maximum hourly charge)
- 3.4 The decreased fees are in relation to:
- two lines within the Planning Applications schedule for ‘new dwellinghouses’
 - Anti-Social Behaviour Crime and Policing Act 2014 –
 - Community Protection Order
 - Community Protection Notice

Non-Statutory

- 3.5 Of the 364 non-statutory fees and charges;
- 41% have experienced no change
57% have increased the fees chargeable
2% are new fees for 2022/2023
- 3.6 Of those 206 (57%) non-statutory fees and charges which have increased, this equates to an average of £10.00 in monetary terms (net of VAT), or 4.7% in terms of percentage increase applied. In many cases this is due to inflation being applied at 3.9%, and then adjusted for roundings.
- 3.7 The following services are currently provided with prices on application;
- Trinity Arts Centre (except room/theatre hire)
 - Trade waste services
 - Private street cleansing work
 - CCTV services

This is due to the variety of requirements of customers. Pricing models have been developed to assist officers in developing a price range, based on the individual requirements and specifications of the customer.

- 3.8 The following fees and charges are to be submitted to Corporate Policy and Resources Committee for approval as part of the ‘Budget and Treasury Monitoring – Quarter 2 2021/2022’ report, to be applied in this financial year. They are included here for completeness and subject to approval on the 11th November 2021;

1. Crematorium

- Extra Work (Pro Tribute), £21.00 including VAT, for both 2021/22 and 2022/23.

2. Cemeteries

- Single Grave (3 to 17 years), £172.00 for both 2021/22 and 2022/23. No charge up to age 3.
- New rates for non-resident interments – see schedule contained in Appendix 5 for details.
- Please note the fee is set at the same level for residents and non-residents in relation to interment of 3 to 17 year olds, and there is no charge up to age 3.

3. Strategic Housing

- Financial Penalty – Electrical Safety Standards in the Private Rented Sector – up to £30,000 for both 2021/22 and 2022/23.

- 3.9 The proposed fees and charges will apply from 1st April 2022, unless there are other constraints preventing this, in which case the operative date will be as soon as practicable after 1st April.

The following appendices provide the detail and analysis of pricing and demand and the proposed charges, and are summarised by service area below:

4. SUMMARY OF PROPOSED FEES AND CHARGES BY SERVICE AREA – CORPORATE POLICY AND RESOURCES COMMITTEE

4.1 Appendix 1: Electoral Services

The rates are statutory and set by Central Government.

The wording in the schedules has been updated to make them more user friendly.

It is proposed to delete the fee charging for 'copy of a return of declaration of election expenses' which is currently set at £0.20 per side of A4, this fee is not a statutory requirement and there have been no requests for a number of years.

There are no proposed changes for 2022/2023 as statutory charges have not changed.

There is no impact on the MTFP.

4.2 Appendix 2: Street Naming and Numbering

Inflation at 3.9% is proposed to be applied for 2022/2023, rounded to the next whole pound. The service was introduced in 2019/2020 and the pricing

structure will be reviewed for 2023/2024 when there is three full years of data for analysis of demand, and to assess cost recovery.

The proposed increase, plus the forecast demand for the service based on trends to date will increase the income for this service in 2022/2023 by £19.1k.

4.3 Appendix 3: Revenue Services

The Council is required to calculate the cost of summons (Court Costs) to ensure the amount charged is reasonable and transparent for court.

The full cost of summons (Court Costs) for Council Tax is £73.44, it is therefore reasonable to increase the charge from £72.50 to £73.50.

The cost of summons for NNDR will remain at £85.00.

The court costs are added to Council Tax and NNDR accounts and are both Statutory Fixed. The charges are set in March and are not yet published, however it is assumed that the proposed fee increase will be accepted.

There is no impact on the MTFP.

5. SUMMARY OF PROPOSED FEES AND CHARGES BY SERVICE AREA – RECOMMENDED BY PROPSEROUS COMMUNITIES COMMITTEE

5.1 Appendix 4: Car Parks

Fees were set in accordance with the Car Park Strategy, effective from 1st April 2018.

A revised Car Park Strategy is due to be presented to Committee later this year, and it is proposed not to amend the parking fees at this time, pending the outcome of that review.

There is no impact on the MTFP.

5.2 Appendix 5: Cemeteries

Recent benchmarking shows the fees set for this service are now in alignment with neighbouring councils. The 2019/2020 approved increase was the final step towards aligning with the charges set by other councils. With effect from 2022/2023 the proposal is to increase fees by inflation at 3.9%, rounded to the nearest 50p.

There is no impact on the MTFP in 2022/2023, due to the minimal budget for the service area.

5.3 Appendix 6: Environment Services

This schedule consists mainly of statutory fees set at the maximum level. The charges for 2022/2023 are expected to be reviewed in February 2022 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.

Of those fees which are non-statutory, inflation at 3.9% increase has been proposed, to bring into line with benchmarking data.

One non-statutory fees increase relates to High Hedge complaints. Currently the fees is set at £325. A cost recovery exercise has taken place and a more appropriate fee would be £595. Current benchmarking suggests this increase is in line with what other Authorities charge.

There is a minimal increase in income of £0.1k for this service in 2022/2023.

5.4 Appendix 7: Fixed Penalty Notices

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 largely 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.

There is one non-statutory fees which relates to High hedge complaints. Currently the fees is set at £325. A cost recovery exercise has taken place and a more appropriate fee would be £595. Current bench marking suggests this increase is in line with what other authorities charge.

There is a minimal increase in income of £0.5k for this service in 2022/2023.

5.5 Appendix 8: Land Charges

The service has proposed an increase of inflation at 3.9% across all fees and charges within the service area. The resulting charges are consistent with benchmarking data for neighbouring Authorities.

In the previous year we had applied a 6% increase to all fees or 50 pence.

LLC1 fee of £24.00 per search will stop once Land Registry take over the declaration of registrations. This is anticipated to be before end March 2022. This is forecast to create a net pressure of £38,700 in 2022/2023, reducing to £16,800 in 2026/2027.

The service plan is to recover the loss of income by increasing market share, but this will take time.

Due to the expected cessation of the LLC1 fee, there is a decrease in income of £38.7k for this service in 2022/2023.

5.6 Appendix 9: Licensing

The majority of the charges are statutory, or a statutory-range where the maximum amount is charged.

Inflationary increase of 3.9% has been applied for all non-statutory fees that WLDC have the powers to set unless the statutory maximum has been reached. The proposed increases have been applied with a view to achieving total cost recovery, and to be consistent with charges being applied by neighbouring Authorities.

There is a minimal increase in income of £2.3k for this service in 2022/2023.

5.7 Appendix 10: Markets

It is proposed that charges are frozen at the current rate to support the trader and the town centre, pending the service review later in the year.

There is no impact on the MTFP.

5.8 Appendix 11: Planning

As the planning application fees are statutory set we are unable to do any impact analysis.

The proposal is for the pre-application advice fees to be increased by 3.9% equivalent to inflation and rounded to the nearest £, except for a couple of fees which are detailed in Appendix 11 (Section 6).

There has been a continued focus on reducing overhead service costs through more efficient practices. Planning files are now digital / online, and measures are in place to reduce the demand for site visits.

The Planning Service are seeking to set ambitious targets but do not want to frame the service in an unrealistic light as significant change to the Planning system is proposed by the Government over the forthcoming years.

There is a minimal increase in income of £2.6k for this service in 2022/2023; however, in 2026/2027 the planning fee income increases by £45k to reflect expected demand.

5.9 Appendix 12: Strategic Housing

It is proposed to apply inflation at 3.9% to the current years' fee. Except for Mandatory HMO Licences which have been rounded to whole pounds.

New Fees

There is now provision within legislation to issue a financial penalty to landlords for failing to meet the required electrical standards.

There is a minimal increase in income of £0.4k for this service in 2022/2023.

5.10 Appendix 13: Trinity Arts Centre

Theatre rehearsal and duty manager fees to increase by inflation at 3.9%.

Room hire to increase by 6%, with the proposed fee set at a rate, which is competitive against local offerings.

Film charges have been benchmarked against Kinema in the Woods. We propose to increase the tickets prices by 50p per ticket. Adults £6.50 and Concessions £5.50.

All other fees & charges generated by the centre are Price on Application (POA) to assist officers in developing a price range, based on the individual requirements and specifications of the customer.

New fees

During the period of closure, the centre management went about improving the facilities. Included in this was the relocation of the cleaners' storeroom, which gave way for a new hireable space. This room has been redesigned to act as a small meeting/gallery space and is named after the building's architect: Thomas Johnson. This new room presents a new charge and will contribute to the variety of offerings at Trinity for those seeking to use spaces for different means.

There is an increase in income of £6.8k for this service in 2022/2023.

5.11 Appendix 14: Crematorium

Direct cremations maximise staff time and use of equipment that may otherwise not be utilised at less favourable times during the day. Other Crematoriums have reduced their Direct Cremations service fees by as much as £100 to try to increase their market share. Direct Cremations play an important part of our service and running cost efficiency, to remain competitive we are proposing to only increase this fee by £1.50 (0.3%) and round the charge to £465.

Cremation services have been increased by 2.5% rather than inflation at 3.9%. This decision has been made to ensure we stay competitive with other Cremation providers. This is especially important as we are still establishing ourselves in the market.

Secondary spends, which can be considered a luxury item, have been increased by inflation at 3.9%.

Strewing/scattering of cremated remains in our Garden of Remembrance from another crematorium has been frozen at the current rate of £55. As we have not been able to allow any scattering of remains we feel it would be wrong to increase this price as we begin to be able to offer this service. It is important to try and attract these customers as we look to embed Lea Fields Crematorium in the local community, this could lead to families choosing Lea Fields for future services taking place at our crematorium, it will also encourage memorial sales for loved ones scattered here.

There is an increase in income of £27.6k for this service in 2022/2023; however, in 2024/2025 the planning fee income increases by £60.1k to reflect expected demand.

5.12 Appendix 15: Communities

In light of the implementation of the fee for the Defibrillator Maintenance Scheme being effective from September 2020, it is proposed that the fee is maintained at the current level of £100 (incl. VAT) for 2022/2023.

An analysis of cost recovery and service take up will inform a review of the fee for the year 2023/2024.

There is no impact on the MTFP at this point, as income generated from the maintenance scheme will be utilised to purchase the required equipment.

5.13 Appendix 16: CCTV Service (Commercially Sensitive*)

Charges are Price on Application but analysis of income generation is provided within the Appendix for information.

5.14 Appendix 17: Building Control (Commercially Sensitive*)

Charges are based on a cost recovery basis but are considered commercially sensitive.

5.15 Appendix 18: Trade Waste (Commercially Sensitive*)

Charges are Price on Application but analysis of income generation is provided within the Appendix for information.

**The Proper Officer has determined in preparing Appendices 16, 17 & 18 that paragraph 3 should apply. The view of 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.

APPENDIX A – Fees and Charges 2022/2023

Corporate Policy & Resources Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Policy and Resources Committee

Statutory fees are set by section 110 of the Representation of the People Regulations 2001.

Central & Democratic Services

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

Electoral Services (Statutory):

Printed Format

Sale of Full Register/ Notice of Alteration/ Postal Vote Return Report (following an election)	£10.00	0.0%	£0.00	£10.00	£0.00	£10.00	OS
- Per thousand names or part	£5.00	0.0%	£0.00	£5.00	£0.00	£5.00	OS
Supply of Overseas Register	£10.00	0.0%	£0.00	£10.00	£0.00	£10.00	OS
- Per hundred names or part	£5.00	0.0%	£0.00	£5.00	£0.00	£5.00	OS

Data Format

Sale of Full Register/ Notice of Alteration/ Postal Vote Return Report (following an election)	£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS
- Per thousand names or part	£1.50	0.0%	£0.00	£1.50	£0.00	£1.50	OS
Supply of Overseas Register	£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS
- Per hundred names or part	£1.50	0.0%	£0.00	£1.50	£0.00	£1.50	OS

Policy and Resources Committee

Central & Democratic Services

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

Street Naming and Numbering:

Naming or renaming of a registered property	£73.00	4.1%	£3.00	£76.00	£0.00	£76.00	OS
Renaming an existing street at resident request, per property	£258.00	3.9%	£10.00	£268.00	£0.00	£268.00	OS
Renumbering an existing street at resident request, per property	£52.00	3.8%	£2.00	£54.00	£0.00	£54.00	OS
Naming a new street	£103.00	3.9%	£4.00	£107.00	£0.00	£107.00	OS
Naming of additional streets on the same application	£31.00	3.2%	£1.00	£32.00	£0.00	£32.00	OS
Numbering new development (plots 1-10), per plot	£31.00	3.2%	£1.00	£32.00	£0.00	£32.00	OS
Numbering new development (plots 11+), per plot	£21.00	4.8%	£1.00	£22.00	£0.00	£22.00	OS
Numbering a block of flats, per block	£103.00	3.9%	£4.00	£107.00	£0.00	£107.00	OS
Renumbering due to change in layout plan by developer (plots 1-10), per plot	£21.00	4.8%	£1.00	£22.00	£0.00	£22.00	OS
Renumbering due to change in layout plan by developer (plots 11+), per plot	£16.00	6.3%	£1.00	£17.00	£0.00	£17.00	OS
Confirmation of address details	£52.00	3.8%	£2.00	£54.00	£0.00	£54.00	OS

APPENDIX A – Fees and Charges 2022/2023
Corporate Policy & Resources Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Policy and Resources Committee					Revenue Services			
2021/22		Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate	
£	%	£		£	£	£		
Revenues *								
Court costs added to Council Tax accounts.		£72.50	1.4%	£1.00	£73.50	£0.00	£73.50 OS	
Court costs added to NNDR accounts.		£85.00	0.0%	£0.00	£85.00	£0.00	£85.00 OS	
* Charges agreed with Magistrates								

APPENDIX B – Fees and Charges 2022/2023

Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

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Prosperous Communities Committee					Car Parks				
		2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate	
		£	%	£	£	£	£		
Car Parks									
Gainsborough not including Roseway	0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S	
	1-2 hours	£0.92	0.0%	£0.00	£0.92	£0.18	£1.10	S	
	2-3 hours	£1.33	0.0%	£0.00	£1.33	£0.27	£1.60	S	
	3-4 hours	£1.67	0.0%	£0.00	£1.67	£0.33	£2.00	S	
	4-6 hours	£2.75	0.0%	£0.00	£2.75	£0.55	£3.30	S	
	6+ hours	£3.25	0.0%	£0.00	£3.25	£0.65	£3.90	S	
Roseway only	0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S	
	1-2 hours	£1.17	0.0%	£0.00	£1.17	£0.23	£1.40	S	
	2-3 hours	£1.66	0.0%	£0.00	£1.66	£0.33	£2.00	S	
	3-4 hours	£2.08	0.0%	£0.00	£2.08	£0.42	£2.50	S	
	Travelodge permit	£5.42	0.0%	£0.00	£5.42	£1.08	£6.50	S	
Market Rasen	0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S	
	1-2 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S	
	2-3 hours	£0.67	0.0%	£0.00	£0.67	£0.13	£0.80	S	
	3-4 hours	£0.83	0.0%	£0.00	£0.83	£0.17	£1.00	S	
	4-6 hours	£1.42	0.0%	£0.00	£1.42	£0.28	£1.70	S	
	6+ hours	£1.67	0.0%	£0.00	£1.67	£0.33	£2.00	S	
Annual Season Tickets									
Gainsborough only	Mon-Sat	£510.00	0.0%	£0.00	£510.00	£102.00	£612.00	S	
	Mon-Sat (If paid by monthly DD)	£440.00	0.0%	£0.00	£440.00	£88.00	£528.00	S	
	Mon-Fri	£430.00	0.0%	£0.00	£430.00	£86.00	£516.00	S	
	Mon-Fri (If paid by monthly DD)	£350.00	0.0%	£0.00	£350.00	£70.00	£420.00	S	
Market Rasen Only	Mon-Sat	£255.00	0.0%	£0.00	£255.00	£51.00	£306.00	S	
	Mon-Sat (If paid by monthly DD)	£220.00	0.0%	£0.00	£220.00	£44.00	£264.00	S	
	Mon-Fri	£215.00	0.0%	£0.00	£215.00	£43.00	£258.00	S	
	Mon-Fri (If paid by monthly DD)	£175.00	0.0%	£0.00	£175.00	£35.00	£210.00	S	
Penalty Charge Notice									
Higher Rate		£70.00	0.0%	£0.00	£70.00	£0.00	£70.00	OS	
Higher rate discounted if paid within 14 days		£35.00	0.0%	£0.00	£35.00	£0.00	£35.00	OS	
Lower Rate		£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS	
Lower rate discounted if paid within 14 days		£25.00	0.0%	£0.00	£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	charge per kWh	£0.25	0.0%	£0.00	£0.25	£0.05	£0.30	S	

APPENDIX B – Fees and Charges 2022/2023

Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

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Prosperous Communities Committee			Cemeteries				
	2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
	£	%	£	£	£	£	
Cost for interment of a person who had been a West Lindsey resident at the time of their death							
Single Grave not exceeding 9' x 4' (99 years) (B) For the interment of a West Lindsey resident	£637.00	3.9%	£25.00	£662.00	£0.00	£662.00	OS
Double Grave not exceeding 9' x 4' (99 years) (B) For the interment of a West Lindsey resident	£892.00	3.9%	£35.00	£927.00	£0.00	£927.00	OS
Single Grave not exceeding 9' x 4' (50 years) (B) for the interment of a West Lindsey resident	£319.00	3.9%	£12.50	£331.50	£0.00	£331.50	OS
Double Grave not exceeding 9' x 4' (50 years) (B) for the interment of a West Lindsey resident	£445.50	3.9%	£17.50	£463.00	£0.00	£463.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' For the interment of a West Lindsey resident	£382.00	3.9%	£15.00	£397.00	£0.00	£397.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' (C) (3 to 17 years) For the interment of a West Lindsey resident **	£103.00	3.9%	£4.00	£107.00	£0.00	£107.00	OS
Single grave (3 to 17 years) for the interment of a West Lindsey resident **	£172.00	0.0%	£0.00	£172.00	£0.00	£172.00	OS
Cost for interment of a person who had not been a West Lindsey resident at the time of their death							
Single Grave not exceeding 9' x 4' (99 years) (B) For the interment of a Non West Lindsey resident	£1,274.00	3.9%	£49.50	£1,323.50	£0.00	£1,323.50	OS
Double Grave not exceeding 9' x 4' (99 years) (B) For the interment of a Non West Lindsey resident	£1,784.00	3.9%	£69.50	£1,853.50	£0.00	£1,853.50	OS
Single Grave not exceeding 9' x 4' (50 years) (B) for the interment of a Non West Lindsey resident	£638.00	3.9%	£25.00	£663.00	£0.00	£663.00	OS
Double Grave not exceeding 9' x 4' (50 years) (B) for the interment of a Non West Lindsey resident	£891.00	3.9%	£34.50	£925.50	£0.00	£925.50	OS
Cremated remains only grave not exceeding 4' 6" x 4' For the interment of a West Lindsey Non resident	£764.00	3.9%	£30.00	£794.00	£0.00	£794.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' (C) (3 to 17 years) For the interment of a Non West Lindsey resident **	£103.00	3.9%	£4.00	£107.00	£0.00	£107.00	OS
Single grave (3 to 17 years) for the interment of a Non West Lindsey resident **	£172.00	0.0%	£0.00	£172.00	£0.00	£172.00	OS
Exhumation:							
Body *	£553.50	3.9%	£21.50	£575.00	£0.00	£575.00	OS
Cremated remains *	£277.00	3.9%	£11.00	£288.00	£0.00	£288.00	OS
* There will be an additional cost - Public Health Exhumation of £1000							
** There will be no charge up to 3 years							
Monuments, Gravestones, Tablets & Monumental Inscriptions (Permission to erect) (Includes initial inscription)							
Headstone up to 18 inches (C)	£127.50	3.9%	£5.00	£132.50	£0.00	£132.50	OS
Headstone 18 inches to 3ft (B)	£152.50	3.9%	£6.00	£158.50	£0.00	£158.50	OS
Headstone over 3ft but under 4ft (B)	£277.00	4.0%	£11.00	£288.00	£0.00	£288.00	OS
Small vase (up to 6 inches) (B) (C)	£55.00	3.6%	£2.00	£57.00	£0.00	£57.00	OS
Vase (6 inches to 1ft) (B) (C)	£102.00	3.9%	£4.00	£106.00	£0.00	£106.00	OS
Plaque (not exceeding 8" x 4" (fixed)) (B) (C)	£55.00	3.6%	£2.00	£57.00	£0.00	£57.00	OS
Plaque (not exceeding 12" x 6" (fixed)) (B) (C)	£102.00	3.9%	£4.00	£106.00	£0.00	£106.00	OS
Flat stone (not exceeding 12" x 12") (B) (C)	£102.00	3.9%	£4.00	£106.00	£0.00	£106.00	OS
Flat stone (not exceeding 12" x 18") (B) (C)	£113.00	4.0%	£4.50	£117.50	£0.00	£117.50	OS
Memorial figurine (not exceeding 12" (fixed)) (B) (C)	£102.00	3.9%	£4.00	£106.00	£0.00	£106.00	OS
Memorial figurine (12" up to 24" (fixed)) (B) (C)	£121.50	3.7%	£4.50	£126.00	£0.00	£126.00	OS
For each inscription after the first	£45.50	4.4%	£2.00	£47.50	£0.00	£47.50	OS

APPENDIX B – Fees and Charges 2022/2023

Prosperous Communities Committee Schedules

Note: VAT rates

S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Registration Fees

Per certified copy of a certificate of grant of exclusive Right of Burial		£72.50	4.1%	£3.00	£75.50	£0.00	£75.50	OS
Per certified copy of entry in Register of Burials		£72.50	4.1%	£3.00	£75.50	£0.00	£75.50	OS

Copies of Certificates

Permission to plant memorial tree		£83.00	3.6%	£3.00	£86.00	£0.00	£86.00	OS
Permission to install memorial seat		£83.00	3.6%	£3.00	£86.00	£0.00	£86.00	OS

NB. Burial grounds are at Market Rasen & Springthorpe

APPENDIX B – Fees and Charges 2022/2023

Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

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Prosperous Communities Committee

Environment Services Local Air Pollution

All charges are set by DEFRA

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

Application Fee							
- Standard Process		£1,650.00	0.0%	£0.00	£1,650.00	£0.00	£1,650.00 OS
- Reduced fee activities		£155.00	0.0%	£0.00	£155.00	£0.00	£155.00 OS
PVR I and PVR II activities		£257.00	0.0%	£0.00	£257.00	£0.00	£257.00 OS
Vehicle refinishers, & Parts 2, 3, 4 reduced fee activity		£362.00	0.0%	£0.00	£362.00	£0.00	£362.00 OS
- Mobile Screening and crushing plant		£1,650.00	0.0%	£0.00	£1,650.00	£0.00	£1,650.00 OS
- For the third to seventh applications		£985.00	0.0%	£0.00	£985.00	£0.00	£985.00 OS
- For the eighth and subsequent applications		£498.00	0.0%	£0.00	£498.00	£0.00	£498.00 OS
An additional charge of £297 applies to the above where the permit is for a combined part B and waste installation.							
Late Application Fee Schedule B reduce fee activity		£71.00	0.0%	£0.00	£71.00	£0.00	£71.00 OS
Late Application for other Part B activity or any other solvent emission		£1,188.00	0.0%	£0.00	£1,188.00	£0.00	£1,188.00 OS
Late Application for Mobile Plant		£1,188.00	0.0%	£0.00	£1,188.00	£0.00	£1,188.00 OS
Late Application Fee Schedule B Vehicle refinishers or any other Part B		£279.00	0.0%	£0.00	£279.00	£0.00	£279.00 OS
Annual Subsistence Fee -Standard Process	Low	£772.00	0.0%	£0.00	£772.00	£0.00	£772.00 OS
	Medium	£1,161.00	0.0%	£0.00	£1,161.00	£0.00	£1,161.00 OS
	High	£1,747.00	0.0%	£0.00	£1,747.00	£0.00	£1,747.00 OS
An additional charge of £104 for Low, £156 for Medium and £207 for High applies to the above where the permit is for a combined part B and waste installation.							
- Reduced fee activities	Low	£79.00	0.0%	£0.00	£79.00	£0.00	£79.00 OS
	Medium	£158.00	0.0%	£0.00	£158.00	£0.00	£158.00 OS
	High	£237.00	0.0%	£0.00	£237.00	£0.00	£237.00 OS
- PVR I & II Combined	Low	£113.00	0.0%	£0.00	£113.00	£0.00	£113.00 OS
	Medium	£226.00	0.0%	£0.00	£226.00	£0.00	£226.00 OS
	High	£341.00	0.0%	£0.00	£341.00	£0.00	£341.00 OS
- Vehicle refinishers	Low	£228.00	0.0%	£0.00	£228.00	£0.00	£228.00 OS
	Medium	£365.00	0.0%	£0.00	£365.00	£0.00	£365.00 OS
	High	£548.00	0.0%	£0.00	£548.00	£0.00	£548.00 OS
- Mobile Screening and crushing plant 1st to 2nd Permits	Low	£626.00	0.0%	£0.00	£626.00	£0.00	£626.00 OS
	Medium	£1,034.00	0.0%	£0.00	£1,034.00	£0.00	£1,034.00 OS
	High	£1,551.00	0.0%	£0.00	£1,551.00	£0.00	£1,551.00 OS
- Mobile Screening and crushing plant 3rd to 7th Permits	Low	£385.00	0.0%	£0.00	£385.00	£0.00	£385.00 OS
	Medium	£617.00	0.0%	£0.00	£617.00	£0.00	£617.00 OS
	High	£924.00	0.0%	£0.00	£924.00	£0.00	£924.00 OS
- Mobile Screening and crushing plant 8th and Subsequent permits	Low	£198.00	0.0%	£0.00	£198.00	£0.00	£198.00 OS
	Medium	£314.00	0.0%	£0.00	£314.00	£0.00	£314.00 OS
	High	£473.00	0.0%	£0.00	£473.00	£0.00	£473.00 OS

APPENDIX B – Fees and Charges 2022/2023

Prosperous Communities Committee Schedules

Note: VAT rates

S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Environment Services Local Air Pollution continued

All charges are set by DEFRA

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

Application Fee for Part A(2) Activity

For Each Part A(2)		£3,363.00	0.0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
SWIP (Small Waste Incineration Plant Installation		£3,363.00	0.0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
Mobile Small Waste Incineration Plant		£3,363.00	0.0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
Late Fee Application Part A(2)		£1,188.00	0.0%	£0.00	£1,188.00	£0.00	£1,188.00	OS
Variation of Part A(2) Permit		£1,368.00	0.0%	£0.00	£1,368.00	£0.00	£1,368.00	OS
Subsistence Charge for Part A(2)	Low	£1,343.00	0.0%	£0.00	£1,343.00	£0.00	£1,343.00	OS
	Medium	£1,507.00	0.0%	£0.00	£1,507.00	£0.00	£1,507.00	OS
	High	£2,230.00	0.0%	£0.00	£2,230.00	£0.00	£2,230.00	OS

Where a part B installation is subject to reporting under the E-PRTR regulation an additional charge of £104 applies.

Transfer and Surrender

Transfer Schedule B Part B Reduced Fee Activity	Total Transfer	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS
Transfer Schedule B Part B Reduced Fee Activity	Partial Transfer	£47.00	0.0%	£0.00	£47.00	£0.00	£47.00	OS
Transfer Schedule B Part B Any Other Part B or Solvent Emission Activity	Total Transfer	£169.00	0.0%	£0.00	£169.00	£0.00	£169.00	OS
Transfer Schedule B Part B Any Other Part B or Solvent Emission Activity	Partial Transfer	£497.00	0.0%	£0.00	£497.00	£0.00	£497.00	OS
Joint Application to Transfer Part B Mobile Plant		£53.00	0.0%	£0.00	£53.00	£0.00	£53.00	OS
Surrender Part B Permit		£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS
Part A(2) Total Transfer		£235.00	0.0%	£0.00	£235.00	£0.00	£235.00	OS
Part A(2) Partial Transfer		£698.00	0.0%	£0.00	£698.00	£0.00	£698.00	OS
Part A(2) Surrender Permit		£698.00	0.0%	£0.00	£698.00	£0.00	£698.00	OS
Part A (2) where the substantial change results in SWIP		£3,363.00	0.0%	£0.00	£3,363.00	£0.00	£3,363.00	OS

Substantial Change

Reduce Fee Activity		£102.00	0.0%	£0.00	£102.00	£0.00	£102.00	OS
Other Part B or Solvent Emission Activity		£1,050.00	0.0%	£0.00	£1,050.00	£0.00	£1,050.00	OS
- Standard process where the substantial change results in a new PPC activity		£1,650.00	0.0%	£0.00	£1,650.00	£0.00	£1,650.00	OS
- New operator at low risk reduced fee		£78.00	0.0%	£0.00	£78.00	£0.00	£78.00	OS
Subsistence charges can be paid in four equal instalments at an additional cost of £38 p.a.								
Reduced Subsistence Charge		£52.00	0.0%	£0.00	£52.00	£0.00	£52.00	OS
Late Fee Payment of Subsistence Fees		£52.00	0.0%	£0.00	£52.00	£0.00	£52.00	OS

APPENDIX B – Fees and Charges 2022/2023

Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

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Prosperous Communities Committee		Environment Services Local Air Pollution						
		2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
** Statutory charges are set by DEFRA								
**Request for Information / Document Disclosure where Charging is Permitted	Minimum per request plus cost of materials	£78.00	0.0%	£0.00	£78.00	£0.00	£78.00	OS
	Thereafter per hour	£46.00	0.0%	£0.00	£46.00	£0.00	£46.00	OS
Health Certificates		£57.00	3.5%	£2.00	£59.00	£0.00	£59.00	OS
Food Premises Register	Per page	£3.00	0.0%	£0.00	£3.00	£0.00	£3.00	OS
SFBB Pack	(including diary)	£11.00	0.0%	£0.00	£11.00	£2.20	£13.20	S
Diary Refill		£6.18	3.9%	£0.24	£6.42	£1.28	£7.71	S
Private Water Supply Work	Cost Recovery - Mileage (Per Mile)	£0.40	0.0%	£0.00	£0.40	£0.00	£0.40	OS
	Risk assessment - Maximum Hourly Charge	£43.58	7.1%	£3.10	£46.68	£0.00	£46.68	OS
	Sampling (each visit) - Maximum Hourly Charge	£43.58	7.1%	£3.10	£46.68	£0.00	£46.68	OS
	Investigation - Maximum Hourly Charge	£43.58	7.1%	£3.10	£46.68	£0.00	£46.68	OS
	Granting an authorisation (each authorisation) - Maximum Hourly Charge	£38.39	8.1%	£3.11	£41.49	£0.00	£41.49	OS
	Analysing a sample:-							
	Full Laboratory Costs	as per laboratory costs			as per laboratory costs	£0.00	£0.00	OS
	Full Courier Charges	as per laboratory costs			as per laboratory costs	£0.00	£0.00	OS
Public Health Exhumation		£0.00			£1,000.00	£0.00	£1,000.00	OS
Food Advisory	Charge for a visit (up to a maximum 2 hours contact time)	£138.00	3.6%	£5.00	£143.00	£28.60	£171.60	S
	Charge for additional hours	£44.00	4.5%	£2.00	£46.00	£9.20	£55.20	S
Food Hygiene Rating Scheme	Re-inspections	£170.00	4.1%	£7.00	£177.00	£0.00	£177.00	OS
	Additional inspections (outside routine plan)	£0.00			£177.00	£0.00	£177.00	OS
** Health Act 2006	Smoking in a smoke free place	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS
	Failure to display no smoking sign	£200.00	0.0%	£0.00	£200.00	£0.00	£200.00	OS

* Private Water Supply Work 19/20 moved from a flat fee to a maximum hourly rate.

APPENDIX B – Fees and Charges 2022/2023

Prosperous Communities Committee Schedules

Note: VAT rates

S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Fixed Penalty Notices

		2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Depositing Litter	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	£50.00	50.0%	£25.00	£75.00	£0.00	£75.00	OS
Failure to produce Waste Documents	Fee set by Government - payable within 14 days of issue	£300.00	0.0%	£0.00	£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	0.0%	£0.00	£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	0.0%	£0.00	£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	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£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	0.0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Abandoning a Vehicle	Fee set by Government - payable within 14 days of issue	£200.00	0.0%	£0.00	£200.00	£0.00	£200.00	OS
Nuisance Parking	Fee set by Government - payable within 14 days of issue	£100.00	0.0%	£0.00	£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	£103.00	-2.9%	£3.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£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	£103.00	-2.9%	£3.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Flytipping	Fee set by Government - payable within 14 days of issue	£400.00	0.0%	£0.00	£400.00	£0.00	£400.00	OS
High Hedge Fee	Fee set locally	£325.00	83.1%	£270.00	£595.00	£0.00	£595.00	OS
Fee for abandoned shopping trolleys	Fee set locally (maximum charge)	£103.00	-2.9%	£3.00	£100.00	£0.00	£100.00	OS

APPENDIX B – Fees and Charges 2022/2023

Prosperous Communities Committee Schedules

Note: VAT rates

S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

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Prosperous Communities Committee

Land Charges

		2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Access to data	Access to information not held on public registers (includes £5 admin fee)	£24.00	3.9%	£0.94	£24.94	£0.00	£24.94	OS
	Cancellation Fee	£6.50	3.9%	£0.25	£6.75	£0.00	£6.75	OS
LLC1:	Any one part of the register	£8.00	3.9%	£0.31	£8.31	£0.00	£8.31	OS
	Whole of the register	£24.00	3.9%	£0.94	£24.94	£0.00	£24.94	OS
	Per additional parcel (maximum of £16)	£1.50	33.0%	£0.50	£2.00	£0.00	£2.00	OS
CON 29R	One parcel	£75.50	3.9%	£2.94	£78.44	£15.69	£94.13	S
	Each additional parcel	£17.00	3.9%	£0.66	£17.66	£3.53	£21.20	S
	Lincolnshire County Council Fee	£23.10	3.9%	£0.90	£24.00	£4.80	£28.80	S
CON 29O								
	submitted with CON29R or LLC1	£18.50	3.9%	£0.72	£19.22	£3.84	£23.07	S
	submitted on its own	£18.50	3.9%	£0.72	£19.22	£3.84	£23.07	S
	Administration Fee	£13.50	3.9%	£0.53	£14.03	£2.81	£16.83	S
Additional Enquiries *	Per additional enquiry	£32.00	3.9%	£1.25	£33.25	£6.65	£39.90	S/O
Filing a definitive certificate of the Lands Tribunal		£3.50	14.4%	£0.50	£4.00	£0.00	£4.00	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)								S

* The VAT treatment of this supply will follow the treatment of the initial search (eg if CON29 it will be taxable, but if LLC1 it will be outside the scope)

APPENDIX B – Fees and Charges 2022/2023

Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee				Licensing - Gambling Act				
	2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate	
	£	%	£	£	£	£		
Bingo Premises Licence								
Application Fee for Provisional Statement	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Licence for Provisional Statement Premises	£969.80	3.9%	£37.80	£1,007.60	£0.00	£1,007.60	OS	
Application Fee New Premises	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Annual Fee	£898.70	3.9%	£35.00	£933.70	£0.00	£933.70	OS	
Variation of Licence	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Transfer Fee	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS	
Application for Reinstatement	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS	
Adult Gaming Centre								
Application Fee for Provisional Statement	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Licence for Provisional Statement Premises	£969.80	3.9%	£37.80	£1,007.60	£0.00	£1,007.60	OS	
Application Fee New Premises	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Annual Fee	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS	
Variation of Licence	£978.80	3.9%	£38.20	£1,017.00	£0.00	£1,017.00	OS	
Transfer Fee	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS	
Application for Reinstatement	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS	
Family Entertainment Centre								
Application Fee for Provisional Statement	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Licence for Provisional Statement Premises	£941.20	0.9%	£8.80	£950.00	£0.00	£950.00	OS	
Application Fee New Premises	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Annual Fee	£750.00	0.0%	£0.00	£750.00	£0.00	£750.00	OS	
Variation of Licence	£978.80	2.2%	£21.20	£1,000.00	£0.00	£1,000.00	OS	
Transfer Fee	£898.70	3.9%	£35.00	£933.70	£0.00	£933.70	OS	
Application for Reinstatement	£898.70	3.9%	£35.00	£933.70	£0.00	£933.70	OS	
Betting Premises (Other)								
Application Fee for Provisional Statement	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Licence for Provisional Statement Premises	£968.60	3.9%	£37.80	£1,006.40	£0.00	£1,006.40	OS	
Application Fee New Premises	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Annual Fee	£600.00	0.0%	£0.00	£600.00	£0.00	£600.00	OS	
Variation of Licence	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Transfer Fee	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS	
Application for Reinstatement	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS	
Betting Premises (Tracks)								
Application Fee for Provisional Statement	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Licence for Provisional Statement Premises	£941.20	0.9%	£8.80	£950.00	£0.00	£950.00	OS	
Application Fee New Premises	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Annual Fee	£846.70	3.9%	£33.00	£879.70	£0.00	£879.70	OS	
Variation of Licence	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS	
Transfer Fee	£898.70	3.9%	£35.00	£933.70	£0.00	£933.70	OS	
Application for Reinstatement	£898.70	3.9%	£35.00	£933.70	£0.00	£933.70	OS	

APPENDIX B – Fees and Charges 2022/2023

Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

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Prosperous Communities Committee

Licensing - Gambling Act (contd)

		2021/22		Proposed Increase / (Decrease)		2022/23		VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£		£		£	£	
Miscellaneous										
Change of Circumstances		£50.00	0.0%	£0.00		£50.00		£0.00	£50.00	OS
Fee for Copy of a Licence Under the Gambling Act 2005		£25.00	0.0%	£0.00		£25.00		£0.00	£25.00	OS
Temporary Usage License		£401.80	3.9%	£15.70		£417.50		£0.00	£417.50	OS
Unlicensed FEC's & Prize gaming Permits (10 year duration)										
New Gaming Machine Permit (no annual fee)		£300.00	0.0%	£0.00		£300.00		£0.00	£300.00	OS
Renewal		£300.00	0.0%	£0.00		£300.00		£0.00	£300.00	OS
Change of name on permit		£25.00	0.0%	£0.00		£25.00		£0.00	£25.00	OS
Copy of permit		£15.00	0.0%	£0.00		£15.00		£0.00	£15.00	OS
New Prize Gaming Permit (no annual fee)		£300.00	0.0%	£0.00		£300.00		£0.00	£300.00	OS
Renewal		£300.00	0.0%	£0.00		£300.00		£0.00	£300.00	OS
Change of name on permit		£25.00	0.0%	£0.00		£25.00		£0.00	£25.00	OS
Copy of permit		£15.00	0.0%	£0.00		£15.00		£0.00	£15.00	OS
Club Gaming Permit & Club Machine Permit (10 year duration)										
New grant Club Gaming Permit		£200.00	0.0%	£0.00		£200.00		£0.00	£200.00	OS
New grant Club Gaming Permit with Club Premises Certificate (fast track)		£100.00	0.0%	£0.00		£100.00		£0.00	£100.00	OS
Renewal		£200.00	0.0%	£0.00		£200.00		£0.00	£200.00	OS
Renewal of Club Gaming Permit with Club Premises Certificate (fast track)		£100.00	0.0%	£0.00		£100.00		£0.00	£100.00	OS
Annual Fee		£50.00	0.0%	£0.00		£50.00		£0.00	£50.00	OS
Variation		£100.00	0.0%	£0.00		£100.00		£0.00	£100.00	OS
Copy of permit		£15.00	0.0%	£0.00		£15.00		£0.00	£15.00	OS
Lotteries										
Society Lottery - New		£40.00	0.0%	£0.00		£40.00		£0.00	£40.00	OS
Society Lottery - Renewal		£20.00	0.0%	£0.00		£20.00		£0.00	£20.00	OS
Machines in Alcohol Licensed premises - 3 or more machines										
New		£150.00	0.0%	£0.00		£150.00		£0.00	£150.00	OS
Annual Fee		£50.00	0.0%	£0.00		£50.00		£0.00	£50.00	OS
Transfer		£25.00	0.0%	£0.00		£25.00		£0.00	£25.00	OS
Variation		£100.00	0.0%	£0.00		£100.00		£0.00	£100.00	OS
Change of name on permit		£25.00	0.0%	£0.00		£25.00		£0.00	£25.00	OS
Copy of gaming machine permit		£15.00	0.0%	£0.00		£15.00		£0.00	£15.00	OS
Gambling Machine Permit - Up to 2 Machines	One-off fee	£50.00	0.0%	£0.00		£50.00		£0.00	£50.00	OS

One-off fee

APPENDIX B – Fees and Charges 2022/2023

Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

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Prosperous Communities Committee		Licensing						
		2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Taxi Licensing (Including Horse Drawn Omnibus)								
Driver's License Application (3Yr)	New/Renewal	£181.00	3.9%	£7.00	£188.00	£0.00	£188.00	OS
Knowledge Test Fee Including ID check	New Driver Licenses includes Right to licence checks	£37.00	2.7%	£1.00	£38.00	£0.00	£38.00	OS
Knowledge Test Fee - Resit	New Driver Licenses	£35.00	2.9%	£1.00	£36.00	£0.00	£36.00	OS
DBS Check	On New or Renewal	£44.00	0.0%	£0.00	£44.00	£0.00	£44.00	OS
DBS Admin Fee*	On New or Renewal	£10.00	0.0%	£0.00	£10.00	£0.00	£10.00	OS
*This fee is controlled by City of Lincoln Council and subject to change								
Vehicle License	New	£256.00	3.9%	£10.00	£266.00	£0.00	£266.00	OS
Vehicle License	Renewal	£256.00	3.9%	£10.00	£266.00	£0.00	£266.00	OS
Replacement Plate ADD cost of materials	Plate only (does not include cost of plate)	£30.00	3.3%	£1.00	£31.00	£0.00	£31.00	OS
Replacement Plate & Bracket ADD cost of materials	Plate and Bracket (does not include cost of plate & bracket)	£39.00	5.1%	£2.00	£41.00	£0.00	£41.00	OS
Private Hire Operators Licence (5Yr)		£223.00	4.0%	£9.00	£232.00	£0.00	£232.00	OS
Transfer of Ownership of Taxi/Private Hire Vehicle		£29.00	3.4%	£1.00	£30.00	£0.00	£30.00	OS
Alcohol and Entertainment Licenses		Charges set by Licensing Act 2003						
New Premise Licence								
Category A		£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Category B		£190.00	0.0%	£0.00	£190.00	£0.00	£190.00	OS
Category C		£315.00	0.0%	£0.00	£315.00	£0.00	£315.00	OS
Category D		£450.00	0.0%	£0.00	£450.00	£0.00	£450.00	OS
Category E		£635.00	0.0%	£0.00	£635.00	£0.00	£635.00	OS
Large scale application >4999 (minimum fee applies)		£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Variation of Premises Licence		£100 - £635	0.0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Change of DPS or Disapplication of DPS		£23.00	0.0%	£0.00	£23.00	£0.00	£23.00	OS
Annual fee demand								
Category A		£70.00	0.0%	£0.00	£70.00	£0.00	£70.00	OS
Category B		£180.00	0.0%	£0.00	£180.00	£0.00	£180.00	OS
Category C		£295.00	0.0%	£0.00	£295.00	£0.00	£295.00	OS
Category D		£320.00	0.0%	£0.00	£320.00	£0.00	£320.00	OS
Category E		£350.00	0.0%	£0.00	£350.00	£0.00	£350.00	OS
Large scale annual fee >4999 (minimum fee applies)		£500.00	0.0%	£0.00	£500.00	£0.00	£500.00	OS
Minor Variation		£89.00	0.0%	£0.00	£89.00	£0.00	£89.00	OS
Provisional Statement		£195.00	0.0%	£0.00	£195.00	£0.00	£195.00	OS
Register of Interest		£21.00	0.0%	£0.00	£21.00	£0.00	£21.00	OS
Copy of Licence		£10.50	0.0%	£0.00	£10.50	£0.00	£10.50	OS
Club Premises Certificate - New		£100 - £635	0.0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Variation		£100 - £635	0.0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Minor Variation		£89.00	0.0%	£0.00	£89.00	£0.00	£89.00	OS
Personal Licence - New		£37.00	0.0%	£0.00	£37.00	£0.00	£37.00	OS
Personal Licence - Change of name /address		£10.50	0.0%	£0.00	£10.50	£0.00	£10.50	OS
Personal Licence - Copy of Licence (card part, paper part or both)		£10.50	0.0%	£0.00	£10.50	£0.00	£10.50	OS
Transfer of Premises Licence		£23.00	0.0%	£0.00	£23.00	£0.00	£23.00	OS
Temporary Event Notice		£21.00	0.0%	£0.00	£21.00	£0.00	£21.00	OS
Skin Piercing	Premises registration	£191.00	3.7%	£7.00	£198.00	£0.00	£198.00	OS
	Personal registration	£53.00	3.8%	£2.00	£55.00	£0.00	£55.00	OS
Street Trading Consents		£198.00	4.0%	£8.00	£206.00	£0.00	£206.00	OS
Copy of Any License Not Covered by the Licensing Act 2003 or Gambling Act 2005		£27.00	3.7%	£1.00	£28.00	£0.00	£28.00	OS

APPENDIX B – Fees and Charges 2022/2023

Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

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Prosperous Communities Committee		Licensing (contd)						
		2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Sale of Animals	New (Part A)	£205.00	3.9%	£8.00	£213.00	£0.00	£213.00	OS
	New (Part B)	£111.00	3.6%	£4.00	£115.00	£0.00	£115.00	OS
	Renewal (Part A)	£199.00	4.0%	£8.00	£207.00	£0.00	£207.00	OS
	Renewal (Part B)	£108.00	3.7%	£4.00	£112.00	£0.00	£112.00	OS
Animal Boarding Establishments (Excludes vet fees payable direct to vet)	Cats or Dogs - New (Part A)	£257.00	3.9%	£10.00	£267.00	£0.00	£267.00	OS
	Cats or Dogs - New (Part B)	£111.00	3.6%	£4.00	£115.00	£0.00	£115.00	OS
	Cats or Dogs - Renewal (Part A)	£249.00	4.0%	£10.00	£259.00	£0.00	£259.00	OS
	Cats or Dogs - Renewal (Part B)	£108.00	3.7%	£4.00	£112.00	£0.00	£112.00	OS
	Cats and Dogs (Dual) - New (Part A)	£302.00	4.0%	£12.00	£314.00	£0.00	£314.00	OS
	Cats and Dogs (Dual) - New (Part B)	£111.00	3.6%	£4.00	£115.00	£0.00	£115.00	OS
	Cats and Dogs (Dual) - Renewal (Part A)	£294.00	3.7%	£11.00	£305.00	£0.00	£305.00	OS
	Cats and Dogs (Dual) - Renewal (Part B)	£108.00	3.7%	£4.00	£112.00	£0.00	£112.00	OS
	Home Boarding - New (Part A)	£170.00	4.1%	£7.00	£177.00	£0.00	£177.00	OS
	Home Boarding - New (Part B)	£111.00	3.6%	£4.00	£115.00	£0.00	£115.00	OS
	Home Boarding - Renewal (Part A)	£165.00	3.6%	£6.00	£171.00	£0.00	£171.00	OS
	Home Boarding - Renewal (Part B)	£108.00	3.7%	£4.00	£112.00	£0.00	£112.00	OS
	New or Renewal (Part A) + vet fee	£257.00	3.9%	£10.00	£267.00	£0.00	£267.00	OS
	New or Renewal (Part B) + vet fee	£114.00	3.5%	£4.00	£118.00	£0.00	£118.00	OS
Dog Breeding	New (part A) + vet fee	£257.00	3.9%	£10.00	£267.00	£0.00	£267.00	OS
	New (part B)	£114.00	3.5%	£4.00	£118.00	£0.00	£118.00	OS
	Renewal (Part A)	£249.00	4.0%	£10.00	£259.00	£0.00	£259.00	OS
	Renewal (Part B)	£114.00	3.5%	£4.00	£118.00	£0.00	£118.00	OS
Dog Day Care	New (Part A)	£170.00	4.1%	£7.00	£177.00	£0.00	£177.00	OS
	New (Part B)	£114.00	3.5%	£4.00	£118.00	£0.00	£118.00	OS
Dog Day Care	Renewal (Part A)	£165.00	3.6%	£6.00	£171.00	£0.00	£171.00	OS
	Renewal (Part B)	£108.00	3.7%	£4.00	£112.00	£0.00	£112.00	OS
Exhibition Of Animals	New or Renewal (Part A)	£170.00	4.1%	£7.00	£177.00	£0.00	£177.00	OS
Application to be re-rated	per hour or part of	£65.00	4.6%	£3.00	£68.00	£0.00	£68.00	OS
Variation to the licence	per hour or part of	£65.00	4.6%	£3.00	£68.00	£0.00	£68.00	OS
Dangerous Wild Animals (Excluding vet fees)	Vets fees plus admin costs of	£169.00	4.1%	£7.00	£176.00	£0.00	£176.00	OS
Zoos (Excluding vet fees) - 4 yr. initial application	Application fee plus Vets fees plus admin/costs inc initial inspection and informal visits	£738.00	3.9%	£29.00	£767.00	£0.00	£767.00	OS
Zoos (Excluding vet fees) - 6 yr. licence	Application fee plus Vets fees plus admin/costs inc initial inspection and informal visits	£1,803.00	3.9%	£70.00	£1,873.00	£0.00	£1,873.00	OS
Scrap Metal								
New/Renewal Collectors fee - 3 yr.	Admin/processing of application (part A)	£113.00	3.5%	£4.00	£117.00	£0.00	£117.00	OS
	Document inspection - year 1 (part B)	£40.00	5.0%	£2.00	£42.00	£0.00	£42.00	OS
	Document inspection - year 2 (part B)	£42.00	4.8%	£2.00	£44.00	£0.00	£44.00	OS
	Document inspection - year 3 (part B)	£42.00	4.8%	£2.00	£44.00	£0.00	£44.00	OS
Change of details, name / address		£42.00	4.8%	£2.00	£44.00	£0.00	£44.00	OS
New/Renewal Site fee - 3 yr.	Part A Admin of application includes initial yr. 1 inspection by 2 officers	£432.00	3.9%	£17.00	£449.00	£0.00	£449.00	OS

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	Part B Follow up compliance inspection by 2 officers - year 1	£271.00	4.1%	£11.00	£282.00	£0.00	£282.00	OS
	Part B Follow up compliance inspection - year 2 by 2 officers	£281.00	3.9%	£11.00	£292.00	£0.00	£292.00	OS
Change of site manager		£41.00	4.9%	£2.00	£43.00	£0.00	£43.00	OS
Sex Shop Licences and Sexual Entertainment Venues	Initial application (part A)	£1,887.00	3.9%	£74.00	£1,961.00	£0.00	£1,961.00	OS
	compliance check (part B)	£141.00	3.5%	£5.00	£146.00	£0.00	£146.00	OS
	Renewal (part A)	£336.00	3.9%	£13.00	£349.00	£0.00	£349.00	OS
	compliance check (part B)	£141.00	3.5%	£5.00	£146.00	£0.00	£146.00	OS
	Transfer fee	£234.00	3.8%	£9.00	£243.00	£0.00	£243.00	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.

APPENDIX B – Fees and Charges 2022/2023

Prosperous Communities Committee Schedules

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Prosperous Communities Committee					Markets							
					2021/22		Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
					£	%	£	£	£	£		
Gainsborough Market												
Tuesday Market												
Registered Trader												
1 stall					£16.00	0.0%	£0.00	£16.00	£0.00	£16.00	OS	
2 stalls					£27.00	0.0%	£0.00	£27.00	£0.00	£27.00	OS	
3 stalls					£35.00	0.0%	£0.00	£35.00	£0.00	£35.00	OS	
4 stalls					£43.00	0.0%	£0.00	£43.00	£0.00	£43.00	OS	
5 stalls					£51.00	0.0%	£0.00	£51.00	£0.00	£51.00	OS	
Casual Trader												
1 stall					£17.50	0.0%	£0.00	£17.50	£0.00	£17.50	OS	
2 stalls					£35.00	0.0%	£0.00	£35.00	£0.00	£35.00	OS	
3 stalls					£52.50	0.0%	£0.00	£52.50	£0.00	£52.50	OS	
4 stalls					£70.00	0.0%	£0.00	£70.00	£0.00	£70.00	OS	
5 stalls					£87.50	0.0%	£0.00	£87.50	£0.00	£87.50	OS	
Saturday Market												
Registered Trader												
1 stall					£10.00	0.0%	£0.00	£10.00	£0.00	£10.00	OS	
2 stalls					£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS	
3 stalls					£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS	
4 stalls					£30.00	0.0%	£0.00	£30.00	£0.00	£30.00	OS	
5 stalls					£35.00	0.0%	£0.00	£35.00	£0.00	£35.00	OS	
Casual Trader												
1 stall					£16.50	0.0%	£0.00	£16.50	£0.00	£16.50	OS	
2 stalls					£33.00	0.0%	£0.00	£33.00	£0.00	£33.00	OS	
3 stalls					£49.50	0.0%	£0.00	£49.50	£0.00	£49.50	OS	
4 stalls					£66.00	0.0%	£0.00	£66.00	£0.00	£66.00	OS	
5 stalls					£82.50	0.0%	£0.00	£82.50	£0.00	£82.50	OS	
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	0.0%	£0.00	£23.50	£0.00	£23.50	OS	
Casual Trader					£25.50	0.0%	£0.00	£25.50	£0.00	£25.50	OS	
Saturday Market												
Registered Trader					£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS	
Casual Trader					£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS	

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Prosperous Communities Committee Schedules

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Prosperous Communities Committee		Pre Application Advice						
		2021/22 Excl. VAT	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Development								
Householder development - do I need planning permission?		£25.00	33.4%	£8.34	£33.33	£6.67	£40.00	S
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)		£85.00	3.9%	£3.33	£88.33	£17.67	£106.00	S
Non-residential changes of use including siting of caravans for sites under 1 ha or buildings under 1,000 m2 (gross)		£181.67	4.1%	£7.49	£189.16	£37.83	£227.00	S
Non-residential changes of use including siting of caravans for sites of 1 ha or above or buildings of 1,000 m2 or above (gross)		£318.33	3.9%	£12.50	£330.83	£66.17	£397.00	S
Development of 1-9 dwellings including changes of use to residential	1st dwelling	£219.16	3.8%	£8.34	£227.50	£45.50	£273.00	S
	Additional dwellings	£121.67	4.1%	£5.00	£126.67	£25.33	£152.00	S
Development of 10-49 dwellings including changes of use to residential	10th dwelling	£1,315.83	3.8%	£50.00	£1,365.83	£273.17	£1,639.00	S
	Additional dwellings	£65.00	3.8%	£2.50	£67.50	£13.50	£81.00	S
Development of 50 or more dwellings	minimum fee	£3,942.50	3.8%	£150.00	£4,092.50	£818.50	£4,911.00	S
	additional fee subject to complexity of proposal	negotiable						
Non-residential development where no floor space is created.		£116.67	4.3%	£5.00	£121.67	£24.33	£146.00	S
Non-residential development up to 499 m2 floor area, or 0.5 ha site area		£159.17	4.2%	£6.67	£165.83	£33.17	£199.00	S
Non-residential development between 500 and 999 m2 floor area, or between 0.51ha and 1.0 ha.	For 500 m2 or 0.51ha	£240.84	3.8%	£9.16	£250.00	£50.00	£300.00	S
	Each additional 100 m2 or 0.1 ha	£121.67	4.1%	£5.00	£126.67	£25.33	£152.00	S
Non-residential development between 1,000 and 4,999 m2 floor area, or between 1.1ha and 2.0ha.	For 1,000 m2 or 1.1ha	£825.00	3.8%	£31.67	£856.67	£171.33	£1,028.00	S
	Each additional 100 m2 or 0.1 ha	£61.67	4.0%	£2.50	£64.16	£12.83	£77.00	S
Non-residential development of 5,000 m2 or more or 2.1ha or more.	Minimum fee	£3,355.00	3.8%	£127.50	£3,482.50	£696.50	£4,179.00	S
	additional fee subject to complexity of proposal	negotiable						
Variation or removal of condition.		£85.00	3.9%	£3.33	£88.33	£17.67	£106.00	S
Advertisements		£85.00	3.9%	£3.33	£88.33	£17.67	£106.00	S
Non-householder listed building consent		£165.84	4.0%	£6.67	£172.50	£34.50	£207.00	S
Additional site visit		£144.17	4.0%	£5.83	£150.00	£30.00	£180.00	S
Hazardous Substances		variable			£83.33	£16.67	£100.00	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

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Prosperous Communities Committee Schedules

Note: VAT rates

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Prosperous Communities Committee		Planning						
		2021/22 Excl. VAT	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Paper copies of plans, drawings and documents	per side of A4	£0.25	0.0%	£0.00	£0.25	£0.00	£0.25	OS
	per side of A3	£0.55	0.0%	£0.00	£0.55	£0.00	£0.55	OS
	per side A2, A1, A0	£6.50	0.0%	£0.00	£6.50	£0.00	£6.50	OS
Requests for Planning Information		£61.67	4.1%	£2.50	£64.17	£12.83	£77.00	S
Entry onto Self-Build and Custom-Build Housing Register		£52.00	0.0%	£0.00	£52.00	£0.00	£52.00	OS
Public Path Orders, i.e. Diversion Orders	Minimum charge	£558.00	3.9%	£22.00	£580.00	£0.00	£580.00	OS
	Maximum charge	£1,671.00	3.8%	£64.00	£1,735.00	£0.00	£1,735.00	OS

APPENDIX B – Fees and Charges 2022/2023

Prosperous Communities Committee Schedules

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Prosperous Communities Committee		Planning Applications						
		2021/22 Excl. VAT	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Outline Applications								
Site area	Every 0.1 ha where the site does not exceed 2.5 ha	£462.00	0.0%	£0.00	£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	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent)								
Alterations/extensions to dwellinghouses, including works within boundaries	Where the application relates to a single dwellinghouse (or	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
	Where the application relates to 2 or more dwellinghouses (or two or more flats)	£407.00	0.0%	£0.00	£407.00	£0.00	£407.00	OS
New dwellinghouses	Where number of new dwellinghouses is not more than 50	£462.00	-27.7%	-£128.00	£334.00	£0.00	£334.00	OS
	Where the number of dwellinghouses exceeds 50, £22,859 and an additional £138 for each dwelling in excess of 50 subject to a maximum in total of £300,000	£138.00	-27.5%	-£38.00	£100.00	£0.00	£100.00	OS
Erection of building (not dwellinghouses, agricultural, glasshouses, plant nor machinery)	No increase in gross floor space or no more than 40m ²	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
	More than 40m ² but no more than 75m ²	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 75m ² but no more than 3,750m ² . £462 for each 75m ² or part thereof	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 3,750m ² , £22,859 and an additional £138 for each 75m ² in excess of 3,750m ² up to a maximum of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Erection/alterations/replacement of plant and machinery	Where site area does not exceed 5 ha; per 0.1 ha	£462.00	0.0%	£0.00	£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 to a maximum of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
The erection of buildings (on land used for agriculture for agricultural purposes)	Not more than 465 m ² gross floor space created	£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	More than 465m ² but no more than 540m ²	£462.00	0.0%	£0.00	£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	More than 540m ² but not more than 4,215m ² . £462 for the first 540 m ² then £462 per additional 75 m ² (or part thereof) in excess of 540m ²	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 4,215 m ² , £22,859 and an additional £138 for each 75 m ² in excess of 4,215 m ² up to a maximum of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Erection of glasshouses (on land used for the purposes of agriculture)	Not more than 465 m ² gross floor space created	£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	More than 465 m ² gross floor space created	£2,580.00	0.0%	£0.00	£2,580.00	£0.00	£2,580.00	OS

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Prosperous Communities Committee		Planning Applications Continued						
		2021/22 Excl. VAT	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Applications other than Building Works								
Car parks, service roads or other accesses	For existing uses	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
Other Operations (not coming within any of the above categories)	Any site area. £234 for each 0.1 ha (or part thereof) up to a maximum of £2,028	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
Lawful Development Certificate								
	Existing use or operation	Same as Full						OS
	Existing use or operation - lawful not to comply with any condition or limitation	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
	Proposed use or operation	Half the normal planning fee						OS
Prior Approval								
Larger home extensions		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Agricultural and Forestry buildings & operations		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Demolition of buildings		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Communications (previously referred to as 'Telecommunications Code Systems Operators')		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Business (Use Class B1), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2a) or Assembly and Leisure (Use Class D2) to a State Funded School or Registered Nursery		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School or Registered Nursery		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible use within Shops (Use Class A1), Financial and Professional services (Use Class A2), Restaurants and Cafes (Use Class A3), Business (Use Class B1), Storage or Distribution (Use Class B8), Hotels (Use Class C1), or Assembly or Leisure (Use Class D2)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Offices (Use Class B1a) Use to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS

APPENDIX B – Fees and Charges 2022/2023

Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

	if it includes building operations in connection with the change of use	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Change of use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loans Shops, Launderette; or a mixed use combining one of these uses and use as a dwellinghouse to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Change of use of a building and any land within its curtilage from Light Industrial (Use Class B1c) to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos (Sui Generis Uses) to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Change of Use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Use A3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Change of Use of a building from Shops (use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Use Class D2)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Installation, Alterations or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Erection, extension, or alteration of a university building		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Construction of new dwellinghouses	Not more than 50 Dwellinghouses	£334.00	0.0%	£0.00	£334.00	£0.00	£334.00	OS
	more than 50 dwellinghouses	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS

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Reserved Matters								
Application for approval of reserved matters following outline approval		Full fee due or if full fee already paid then £462 due						OS
Approval/Variation/discharge of condition								
Removal or variation of a condition following grant of planning permission		£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
Discharge of condition(s) - Approval of details and/or confirmation that one of more planning conditions have	Householder Permissions	£34.00	0.0%	£0.00	£34.00	£0.00	£34.00	OS
	All other permissions	£116.00	0.0%	£0.00	£116.00	£0.00	£116.00	OS
Change of Use of a building to use as one or more separate dwellinghouses, or other cases								
	no. of dwellings 50 or less	£462.00	0.0%	£0.00	£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 up to a maximum of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Other Changes of Use of a building or land		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
Advertising								
Relating to the business on the premises		£132.00	0.0%	£0.00	£132.00	£0.00	£132.00	OS
Advance signs which are not situated on or visible from the site, directing the public to a business		£132.00	0.0%	£0.00	£132.00	£0.00	£132.00	OS
Other advertisements		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
Application for a Non-material Amendment Following a Grant of Planning Permission								
Applications in respect of householder developments		£34.00	0.0%	£0.00	£34.00	£0.00	£34.00	OS
Applications in respect of other developments		£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
Application for Permission in Principle								
Site Area	per 0.1 ha (or part thereof)	£402.00	0.0%	£0.00	£402.00	£0.00	£402.00	OS
Concessions								
Non-Profit making club, society, organisation or trust, providing sports or recreational facilities		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS

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Prosperous Communities Committee

Community Infrastructure Levy (CIL)

2021/22 Excl. VAT	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

CIL Charging Schedule - residential charging zones (charge per m²)

Zone 1 Lincoln Strategy Area (LSA)	no. of dwellings 50 or less	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Zone 2 Non Lincoln Strategy Area	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	£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS
Zone 3 North East Quadrant Sustainable Urban Extension	Each 0.1 ha of the site area, where the site does not exceed 15 ha	£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS
Zone 4 Gainsborough West (as shown shaded green on the charging schedule map of Gainsborough)	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	0.0%	£0.00	£138.00	£0.00	£138.00	OS
£0 charge for apartments across all zones								

CIL Charging Schedule - commercial charging zones (applicable to whole district) (charge per m²)

Convenience Retail *	£40.00	0.0%	£0.00	£40.00	£0.00	£40.00	OS
All Other Uses **	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS

* Convenience retail is defined as everyday items including food, drink and non-durable household goods

** All other uses and the £0 rate include comparison retail and retail warehousing

*** CIL charges subject to indexation

No change is permitted to the CIL charging schedule without a full examination by The Planning Inspectorate

APPENDIX B – Fees and Charges 2022/2023

Prosperous Communities Committee Schedules

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Prosperous Communities Committee			Strategic Housing					
		2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Housing Enforcement Charges								
Mandatory HMO Licence Application	Up to 5 units / bedrooms	£849.75	0.1%	£0.25	£850.00	£0.00	£850.00	OS
	Per additional unit	£51.50	1.0%	£0.50	£52.00	£0.00	£52.00	OS
	Maximum charge - n/a							
Mandatory HMO Licence Renewal	Up to 5 units / bedrooms	£721.00	0.0%	£0.00	£721.00	£0.00	£721.00	OS
	Per additional unit	£51.50	1.0%	£0.50	£52.00	£0.00	£52.00	OS
	Maximum charge - n/a							
Hazard Awareness Notice	None	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS
Improvement Notice	For one hazard	£360.50	3.9%	£14.06	£374.56	£0.00	£374.56	OS
Emergency Remedial Action Notice (plus work - see below)	Cost of works plus hourly rate of officer time	Cost of works plus officer time to execute and arrange			Cost of works plus officer time to execute and arrange	£0.00	£0.00	OS
	Officer time charged at £39 per hour							
Prohibition Order		£360.50	0.0%	£0.00	£360.50	£0.00	£360.50	OS
Emergency Prohibition Order		£360.50	3.9%	£14.06	£374.56	£0.00	£374.56	OS
Demolition Order		£360.50	3.9%	£14.06	£374.56	£0.00	£350.00	OS
Immigration Procedure Inspection	Per inspection	£72.10	3.9%	£2.81	£74.91	£14.98	£89.89	S
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
Monetary penalty (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
Financial Penalty - Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020	up to £30,000							OS
Works In Default of any Legislation or Emergency Remedial Action *	Base charge							OS
Enforcement of the Domestic Minimum Level of Energy Efficiency (under the Energy Efficiency (Private Rented Property)(England and Wales) Regulations 2015, as amended)	up to £5,000							OS
Housing and Planning Act - Civil Penalties	up to £30,000							

* Outside the scope of VAT unless the owner agrees in which case VAT is chargeable at the standard rate.

APPENDIX B – Fees and Charges 2022/2023

Prosperous Communities Committee Schedules

Note: VAT rates

S	Standard Rate 20%
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Prosperous Communities Committee			Mobile Homes					
2021/22		Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate	
£	%	£		£	£	£		
Mobile Homes Act 2013								
Caravan Site - Fit & Proper Person	Oneoff license	£243.00	0.0%	£0.00	£243.00	£0.00	£243.00 OS	
Issue of a New Licence		£309.00	3.9%	£12.05	£321.05	£0.00	£321.05 OS	
Deposit of Site Rules		£31.00	3.2%	£1.00	£32.00	£0.00	£32.00 OS	
Transfer and Alteration of a Licence		£103.00	3.9%	£4.02	£107.02	£0.00	£107.02 OS	

APPENDIX B – Fees and Charges 2022/2023

Prosperous Communities Committee Schedules

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Prosperous Communities Committee

Trinity Arts Centre

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

Theatre (rehearsal) (Mon-Thurs)	per hour	£56.50	3.5%	£2.00	£58.50	£11.70	£70.20	S/X
Theatre (rehearsal) (Mon-Thurs)	per half day	£185.50	3.8%	£7.00	£192.50	£38.50	£231.00	S/X
Theatre (rehearsal) (Mon-Thurs)	per full day	£288.50	4.0%	£11.50	£300.00	£60.00	£360.00	S/X
Theatre (rehearsal) (Fri-Sun)	per hour	£56.50	3.5%	£2.00	£58.50	£11.70	£70.20	S/X
Theatre (rehearsal) (Fri-Sun)	per half day	£222.50	3.8%	£8.50	£231.00	£46.20	£277.20	S/X
Theatre (rehearsal) (Fri-Sun)	per full day	£350.00	3.9%	£13.50	£363.50	£72.70	£436.20	S/X
Theatre (performance) (Mon-Thurs)	per hour	£67.00	3.7%	£2.50	£69.50	£13.90	£83.40	S/X
Theatre (performance) (Mon-Thurs)	per half day	£237.00	3.8%	£9.00	£246.00	£49.20	£295.20	S/X
Theatre (performance) (Mon-Thurs)	per full day	£386.50	3.9%	£15.00	£401.50	£80.30	£481.80	S/X
Theatre (performance) (Fri-Sun)	per hour	£67.00	3.7%	£2.50	£69.50	£13.90	£83.40	S/X
Theatre (performance) (Fri-Sun)	per half day	£283.50	3.9%	£11.00	£294.50	£58.90	£353.40	S/X
Theatre (performance) (Fri-Sun)	per full day	£463.50	3.9%	£18.00	£481.50	£96.30	£577.80	S/X
Room hire(Mon-Sat) (educational/charity)	per hour	£13.50	7.4%	£1.00	£14.50	£2.90	£17.40	X
Room hire(Mon-Sat)	per hour	£20.50	4.9%	£1.00	£21.50	£4.30	£25.80	X
Room hire(Mon-Sat)	per half day	£68.00	5.9%	£4.00	£72.00	£14.40	£86.40	X
Room Hire (Mon-Sat)	per full day	£119.50	5.9%	£7.00	£126.50	£25.30	£151.80	X
Thomas Johnson Room (Mon-Sat) (educational/charity)	per hour	£0.00			£8.50	£0.00	£8.50	X
Thomas Johnson Room(Mon-Sat)	per hour	£0.00			£12.50	£0.00	£12.50	X
Thomas Johnson Room(Mon-Sat)	per half day	£0.00			£55.00	£0.00	£55.00	X
Thomas Johnson Room(Mon-Sat)	per full day	£0.00			£65.00	£0.00	£65.00	X
Duty Manager/Technician	per hour	£13.50	3.7%	£0.50	£14.00	£2.80	£16.80	S
Booking Fee (face to face / phone)		£1.00	0.0%	£0.00	£1.00	£0.20	£1.20	S
Ticket insurance per ticket	£2 incl VAT	£1.67	0.0%	£0.00	£1.67	£0.33	£2.00	S
Film showings - adult		£5.00	8.4%	£0.42	£5.42	£1.08	£6.50	S
Film showings - concessionary **		£4.17	10.2%	£0.43	£4.59	£0.92	£5.51	S
Film showings - TAC member	10% discount on eligible tickets							

Box office commission for community production hire agreements is 10%

Box office commission for professional production hire agreements is 15%

* VAT is chargeable at the standard rate on room hire with additional services such as sound engineers, box office etc. Room only with no additional services provided in Exempt for VAT.

** concessionary prices eligibility are school children, those on income support, senior citizens, students, those on disability allowance, Military id card and Blue light card

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Prosperous Communities Committee Schedules

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APPENDIX B – Fees and Charges 2022/2023

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Prosperous Communities Committee		Crematorium							
		2021/22		Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	£	
Cremation		£829.00	2.5%	£21.00	£850.00	£0.00	£850.00	X	
Early start (09:00 & 09:45)		£669.50	2.5%	£16.50	£686.00	£0.00	£686.00	X	
Direct Cremation (no attendance 08:45)		£463.50	0.3%	£1.50	£465.00	£0.00	£465.00	X	
Body parts/slides and blocks		£77.50	2.6%	£2.00	£79.50	£0.00	£79.50	X	
Saturday service (with discussion with Manager)		£1,161.00	2.5%	£29.00	£1,190.00	£0.00	£1,190.00	X	
Late cancellation fee (cancellations within 72 hours of service)		£113.50	2.6%	£3.00	£116.50	£0.00	£116.50	X	
Chapel fee (extension 20 minutes)		£180.50	2.5%	£4.50	£185.00	£0.00	£185.00	X	
Chapel fee (extension 40 minutes)		£232.00	2.6%	£6.00	£238.00	£0.00	£238.00	X	
Memorial Service (45mins)		£232.00	2.5%	£5.80	£237.80	£1.00	£238.80	X	
Strewing/scattering of cremated remains from elsewhere		£55.00	0.0%	£0.00	£55.00	£0.00	£55.00	X	
Witnessed scattering		£20.00	5.0%	£1.00	£21.00	£0.00	£21.00	X	
The Farewell Service	A 10 minute service, for 6 mourners, 1 piece of music played on repeat. No minister.	£515.00	2.5%	£13.00	£528.00	£0.00	£528.00	X	
Webcast recording		£40.00	3.8%	£1.50	£41.50	£8.30	£49.80	S	
Webcast recording (available for 28 days and download)		£45.00	4.4%	£2.00	£47.00	£9.40	£56.40	S	
DVD recording (1st copy)		£50.00	4.0%	£2.00	£52.00	£10.40	£62.40	S	
DVD recording (each subsequent copy)		£25.00	4.0%	£1.00	£26.00	£5.20	£31.20	S	
Visual tribute (1 photograph)		£15.00	3.3%	£0.50	£15.50	£3.10	£18.60	S	
Visual tribute (2-25 photographs)	Slideshow played on a loop throughout service	£40.00	3.8%	£1.50	£41.50	£8.30	£49.80	S	
Pro Visual tribute (2-25 photographs)	Professionally edited slideshow	£66.67	4.2%	£2.83	£69.50	£13.90	£83.40	S	
Visual tribute (for additional 25 photos)	Both standard and professionally edited slideshow	£25.83	4.5%	£1.17	£27.00	£5.40	£32.40	S	
Video tribute (up to 5 minutes)		£35.00	4.3%	£1.50	£36.50	£7.30	£43.80	S	
DVD containing the tribute (1st copy)		£25.00	4.0%	£1.00	£26.00	£5.20	£31.20	S	
DVD containing the tribute (each subsequent copy)		£20.00	5.0%	£1.00	£21.00	£4.20	£25.20	S	
Extra work (Pro tribute)		£17.50	0.0%	£0.00	£17.50	£3.50	£21.00	S	
Downloadable copy of Visual Tribute		£10.00	5.0%	£0.50	£10.50	£2.10	£12.60	S	
Book of Remembrance (2 lines)		£75.00	4.0%	£3.00	£78.00	£15.60	£93.60	S	
Book of Remembrance (each additional line) (to a maximum of 8 lines)		£8.33	2.0%	£0.17	£8.50	£1.70	£10.20	S	
Book of Remembrance (illustrations)	plus Admin Fee £10-£30 dependent on requirements	POA			£0.00	POA	POA	S	
Miniature book (leather - 2 lines)		£90.00	3.9%	£3.50	£93.50	£18.70	£112.20	S	
Miniature book (leather - 5 lines)		£110.00	4.1%	£4.50	£114.50	£22.90	£137.40	S	
Miniature book (leather - 8 lines)		£120.00	3.8%	£4.50	£124.50	£24.90	£149.40	S	
Memorial card (2 lines)		£40.00	3.8%	£1.50	£41.50	£8.30	£49.80	S	
Memorial card (5 lines)		£60.00	4.2%	£2.50	£62.50	£12.50	£75.00	S	
Memorial card (8 lines)		£70.00	3.6%	£2.50	£72.50	£14.50	£87.00	S	
Additional inscription to existing books and cards		£18.33	3.7%	£0.67	£19.00	£3.80	£22.80	S	

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Temporary deposit of Cremated remains per month after initial month	£10.00	5.0%	£0.50	£10.50	£2.10	£12.60	S
Sanctum 2000 vault (leased for 10 years) including up to 80 letters **	£791.67	6.0%	£47.83	£839.50	£167.90	£1,007.40	S
Sanctum 2000 vault - per letter above 80	£1.75	14.3%	£0.25	£2.00	£0.40	£2.40	S
Barbican memorial (space lease for 5 years) **	£192.50	6.0%	£11.50	£204.00	£40.80	£244.80	S
Mulberry Tree - per leaf, space leased for 5 years **	£137.50	4.2%	£5.83	£143.33	£28.67	£172.00	S

* If a casket is sold as part of a funeral package it will be exempt from VAT; if supplied on its own it will be standard rated

** Sanctum 2000 vault/Barbican memorial/Mulberry tree - additional artwork/photo plaque can be provided - POA (plus Admin Fee £10-£30 dependent on requirements)

*** When a Mulberry leaf, Barbican plaque or Sanctum vault is purchased there will be a 10% discount applied to any book of remembrance purchase.

Prosperous Communities Committee

Communities

	2021/22		Proposed Increase / (Decrease)		2022/23		VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
	£	%	£		£		£	£	
Defibrillator maintenance service (annual charge)	£83.33	0.0%	£0.00		£83.33		£16.67	£100.00	S

FEES AND CHARGES REPORT

APPENDIX 1 – ELECTORAL SERVICES

1. Service Description

Electoral Service has a limited number of statutory Fees and Charges for sales of electoral registers. The charges are set by sections 110 & Regulation 10(3) of the Representation of the People Regulations 2001.

2. Prior years analysis, current financial year projections

The table below illustrates the actual income received 2019/2020 and 2020/2021 and a forecast for 2021/2022.

Income achieved	2019-20 (£)	2020-21 (£)	2021-22 Forecast (£)
Other Sales	(1,738)	(1,944)	(1,500)
Total Income	(1,738)	(1,944)	(1,500)

Budget	(1,800)	(1,800)	(1,500)
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3. COVID-19 Impact

As evidenced in the prior year analysis, the pandemic has had no effect on the sales of electoral registers. Our forecast reflects the assumption that there will no future impact on demand due to COVID-19.

4. Pricing

The statutory charges are set to recover costs.

5. Understanding Customers and Markets

The majority of the income realised by the service comes from the sharing of electoral registers with credit rating companies. We have five main customers who have repeat orders for the information year on year.

6. Proposed Charging

The wording in the schedules has been updated to make them more user friendly. We propose to delete the fee charging for 'copy of a return of declaration of election expenses' which is currently set at £0.20 per side of A4, this fee is not a statutory requirement and there have been no requests for a number of years.

7. Impact on Medium Term Financial Plan (MTFP)

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
Proposed Budget - Sales Of Electoral Registers	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
Impact on MTFP 2022/23 Pressure/ (Saving)	-	-	-	-	-

8. Recommendation

Members are asked to approve charges for 2022/2023 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.

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

Electoral Services (Statutory):

Printed Format

Sale of Full Register/ Notice of Alteration/ Postal Vote Return Report (following an election)		£10.00	0.0%	£0.00	£10.00	£0.00	£10.00	OS
- Per thousand names or part		£5.00	0.0%	£0.00	£5.00	£0.00	£5.00	OS
Supply of Overseas Register		£10.00	0.0%	£0.00	£10.00	£0.00	£10.00	OS
- Per hundred names or part		£5.00	0.0%	£0.00	£5.00	£0.00	£5.00	OS

Data Format

Sale of Full Register/ Notice of Alteration/ Postal Vote Return Report (following an election)		£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS
- Per thousand names or part		£1.50	0.0%	£0.00	£1.50	£0.00	£1.50	OS
Supply of Overseas Register		£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS
- Per hundred names or part		£1.50	0.0%	£0.00	£1.50	£0.00	£1.50	OS

FEES AND CHARGES REPORT

APPENDIX 2 – STREET NAMING AND NUMBERING

1. Service description

The function of Street Naming and Numbering (SNN) 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.

2. Prior years analysis, current financial year projections

The SNN function is dependent on the delivery of local plan growth, market demand and developers viability in addition to the economy, cost and availability of skilled workers.

The table below illustrates the actual income received 2019/2020, 2020/2021 and the forecast for 2021/2022.

	2019-20 (£)	2020-21 (£)	2021-22 (£) forecast	2022-23 (£) forecast
Income Achieved	(19,079)	(31,115)	(25,000)	(29,300)
Total	(19,079)	(31,115)	(25,000)	(29,300)

Royal Mail are invoiced each year for providing certain address information whilst exercising our statutory street naming and numbering function. The Royal Mail own the postcode, but West Lindsey own the postal name, postal number, street and locality information.

3. COVID-19 Impact

From March 2020 through to August 2020, building work has reduced on sites because of the Covid situation. Therefore, the request for numbering properties and naming streets has not been as high as would be expected under non-pandemic conditions, which will have a negative effect on the income. Once lockdown eased, requests started to filter through again.

4. Pricing

Although SNN fee income currently exceeds the set budget figure each year, the Council has no influence to ensure continued income at this level. If a customer wishes to add a nameplate 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.

Likewise, the remaining chargeable elements of the SNN process is something we have no control over. This is mainly down to new developments commencing building works.

5. Understanding Customers and Markets

Our customers are individuals building their own homes, or new occupiers wanting to rename an existing home. We also have developers and builders who want street names and postal addresses during the course of construction. Occasionally we are approached by parish councils or a group of individuals to rename their street. This requires two-thirds agreement, and as such, this rarely happens.

6. Proposed Charging

Members are asked to approve an increase to fees by inflation (3.9%) rounded to the next whole £. The service was introduced in 2019/2020 and the pricing structure will be reviewed for 2023/2024 when there is three full years of data for analysis of demand.

7. Impact on Medium Term Financial Plan (MTFP)

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(10,200)	(10,500)	(10,700)	(10,900)	(10,900)
Proposed Budget - Street Naming and Numbering	(29,300)	(30,300)	(31,100)	(32,100)	(33,000)
Impact on MTFP 2022/23 Pressure/ (Saving)	(19,100)	(19,800)	(20,400)	(21,200)	(22,100)

8. Recommendation

The proposed charges shown below be set for 2022/2023.

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

Street Naming and Numbering:

Naming or renaming of a registered property	£73.00	4.1%	£3.00	£76.00	£0.00	£76.00	OS
Renaming an existing street at resident request, per	£258.00	3.9%	£10.00	£268.00	£0.00	£268.00	OS
Renumbering an existing street at resident request, per property	£52.00	3.8%	£2.00	£54.00	£0.00	£54.00	OS
Naming a new street	£103.00	3.9%	£4.00	£107.00	£0.00	£107.00	OS
Naming of additional streets on the same application	£31.00	3.2%	£1.00	£32.00	£0.00	£32.00	OS
Numbering new development (plots 1-10), per plot	£31.00	3.2%	£1.00	£32.00	£0.00	£32.00	OS
Numbering new development (plots 11+), per plot	£21.00	4.8%	£1.00	£22.00	£0.00	£22.00	OS
Numbering a block of flats, per block	£103.00	3.9%	£4.00	£107.00	£0.00	£107.00	OS
Renumbering due to change in layout plan by developer (plots 1-10), per plot	£21.00	4.8%	£1.00	£22.00	£0.00	£22.00	OS
Renumbering due to change in layout plan by developer (plots 11+), per plot	£16.00	6.3%	£1.00	£17.00	£0.00	£17.00	OS
Confirmation of address details	£52.00	3.8%	£2.00	£54.00	£0.00	£54.00	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.

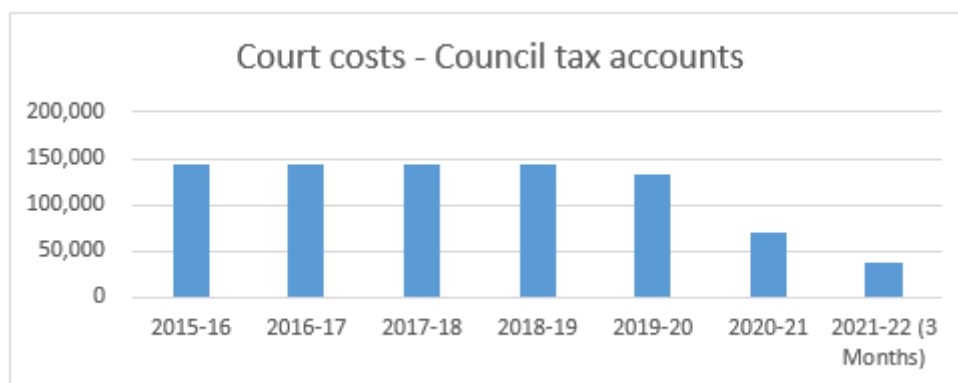
If an account holder receives a summons it is because they have not ensured that we have received payments in accordance with notices that have been sent (e.g. the Demand and Reminder Notices).

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 are collected by City of Lincoln on our behalf.



Collection rates lower in 2020/2021 due to Covid-19 Pandemic and halt on debt recovery.



3. COVID Impact

Due to Covid-19, the Council was only able to issue summonses for one month in January 2021 in respect of 2020/2021 arrears. However, for 2021/2022 normal recovery action has resumed and reminders and summonses have been issued during the first four months of the financial year. The Magistrates Court has allocated courts for non-payment of council tax through to September 2021 and it is anticipated they will allocated further court time throughout the rest of the financial year shortly. Collection rates continue to be maintained during 2021/2022.

4. Pricing

The council is required to calculate the cost of summons (Court Costs) to ensure the amount charged is reasonable and transparent for court.

The full cost of summons (Court Costs) for Council Tax is £73.44, it is therefore reasonable to increase the charge to £73.50 from £72.50.

The cost of summons for NNDR will remain at £85.00.

5. 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).

6. Proposed Charging

The court costs are added to Council Tax and NNDR accounts and are both Statutory Fixed. The charges are set in March and are not yet published, however it is assumed that the proposed fee increase will be accepted.

7. Impact on Medium Term Financial Plan (MTFP)

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(162,000)	(164,000)	(164,000)	(164,000)	(164,000)
Proposed Budget - Summons & Committal Costs Recovered	(162,000)	(164,000)	(164,000)	(164,000)	(164,000)
Impact on MTFP 2022/23 Pressure/ (Saving)	-	-	-	-	-

8. Recommendation

Members are asked to approve charges for 2022/2023 to Council as per the below:

Policy and Resources Committee

Revenue Services

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

Revenues *

Court costs added to Council Tax accounts.	£72.50	1.4%	£1.00	£73.50	£0.00	£73.50	OS
Court costs added to NNDR accounts.	£85.00	0.0%	£0.00	£85.00	£0.00	£85.00	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 Pay & Display (P&D) and permit tariffs were introduced for both Gainsborough and Market Rasen during 2018/2019 and 2019/2020, as part of the car parking strategy approved by Corporate Policy & Resources committee on 27th July 2017. It was decided that Market Rasen's charges would be set at 50% of Gainsborough's, to reflect the increased offer of the larger town.

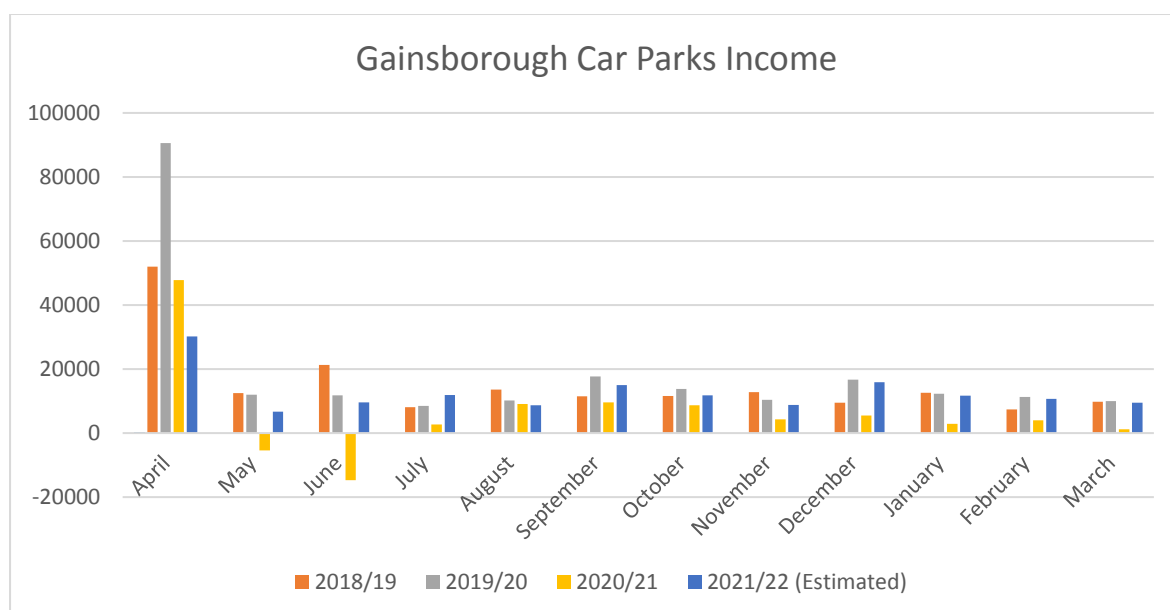
The purpose of the strategy was to review and update the car parking provision to ensure that the supply of car parking responds to current and future demand, and is aligned to the regeneration programme of Gainsborough.

Prior to this, it had been 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.

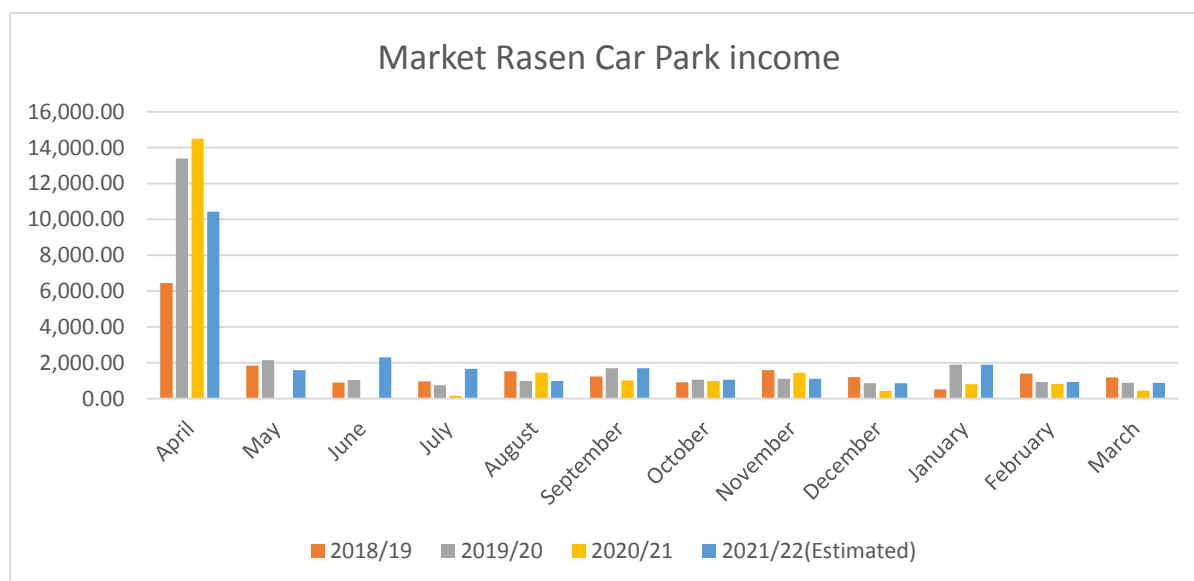
2. Prior years analysis, current financial year projections

The graphs below illustrate:

Gainsborough combined income (car parks & permits) 2018/2019, 2019/2020, 2020/2021 and 2021/2022 actuals to July with estimates to year-end.



Market Rasen combined income (carparks & permits) 2018/2019, 2019/2020, 2020/2021 and 2020/2021 actuals to July, estimates to year-end.



The table below highlights actual income achieved collectively across the car parks over the last three financial years (estimated for 2020/2021).

	Total	Budget	Under/(over)
Income received 2018/2019	202,114	301,900	99,786
Income received 2019/2020	252,009	262,000	9,991
Income received 2020/2021	97,722	267,900	170,178
Income received 2021/2022 estimated	175,822	267,900	92,078

3. COVID Impact

We continue to recover from the COVID 19 pandemic, and the car parking charges which were suspended from 01/04/2020 until 01/07/2020. Income during July and August 2020 was 64% of those taken during the same period in 2019. In comparison the income levels currently for June 2021 when compared to June 2019 are 88% and July 2021 to July 2019 are 95%. The income received from the car parks will rely on the resilience of the High Street, however the latest statistics show that peoples shopping habits do not seem to be permanently altered –it is proposed that for 2022/2023 income will be back to the level received during 2019/2020.

Permit charges were also suspended for the same period resulting in lost income of £55k in 2020/2021. As of 27/07/2021 we are 77 Gainsborough permits below our baseline prior to reintroduction of charging and have increased our Market Rasen permits by 4, for 2021/2022 the estimated pressure is £51k. The budget for 2022/2023 is set to remain at £99,500 and to be reassessed as part of the carpark strategy.

The graph below illustrates that Market Rasen permit sales has increased by 6% and that Gainsborough has dropped by 40% since the re-introduction of charges.

Permit Reductions Insight

As of 01/06/2020 (pre-charges being reinstated)	Permits Sold
Market Rasen	69
Gainsborough	192
As of 27/07/2021	
Market Rasen	73
Gainsborough	115

When the pandemic hit in 2020 we saw a shift from the traditional ways of work to working from home.

After analysing the different demand for parking permits in both towns it is recognised as Gainsborough having a greater demand for 5 day (Monday-Friday) permits & Market Rasen having a greater demand for 6 day (Monday-Saturday) Permits. Sunday parking is free.

This illustrates that most permits in Gainsborough are purchased by workers for the standard working week including our own staff where as in Market Rasen more permits are bought by residents to park all week.

As we suspended charging for the first 3 months of the pandemic this had an added benefit to help assist residents & workers in both towns as the shift to working from home took place & lockdown rules came in to force.

4. Pricing

The car parking function is dependent on market demand in addition to the economy and cost.

Below are tables that benchmark our parking tariffs and annual parking permit prices to neighbouring districts. This shows us to be within the mid-range for our long stay parking, short stay parking and annual permit prices (excludes Market Rasen where prices are lower due to the reduced offering). This shows that we are keeping up with current parking trends where at least one district has come under scrutiny recently due to not raising prices over a number of years and then having proposed increases of up to 650% to bring their car park charges in line with neighbouring areas. Marshall's Yard's charges are also attached to the bottom of the short stay car park comparison for analysis.

	Short Stay				Long Stay	
Location	1 Hour	2 Hour	3 Hour	4 Hour	All Day	Season ticket Price
Gainsborough	Free	£1.40	£2.00	£2.50	£3.90	£528.00
North Kesteven	£0.70	£1.00	£1.40	N/A	£5.20	£400 upwards
South Kesteven	£1.10	£1.80	£2.40	£4.00	£4.00	£510.00
East Lindsey (Louth)	£1.00	£1.50	N/A	£2.00	£3.00	£250.00
Bassetlaw	£0.50	£1.00	£2.00	N/A	£4.00	£643.50
Marshalls Yard	N/A	£0.50	N/A	£1.00		

5. 1 Hour Free Parking (2 hours Market Rasen) Analysis

Below is a chart which displays the loss of income due to the 1 hour free in Gainsborough at a price of £0.60 and 2 hours in Market Rasen at a price of £0.50.

Market Rasen 2 hours free		
	Dates	Amount
Before 2 hour free was introduced	01/01/2017 - 31/12/2017	£8,014.50
Once 2 hour free was introduced	01/09/2018 - 31/08/2019	£42,475.50
1 hour free Cost FY 2019	01/04/2019 - 31/03/2020	£44,072.00
1 hour free Cost FY 2020	01/04/2020 - 31/03/2021	£20,891.00

The difference in costings is due to increased footfall once 1 & 2 hour free parking was introduced

Gainsborough 1 hour free		
	Dates	Amount
Before 2 hour free was introduced	01/01/2017 - 31/12/2017	£23,433.00
Once 2 hour free was introduced	01/09/2018 - 31/08/2019	£103,182.00
1 hour free Cost FY 2019	01/04/2019 - 31/03/2020	£121,439.00
1 hour free Cost FY 2020	01/04/2020 - 31/03/2021	£64,962.00

6. RingGo Cost Charges

The graph below shows the cost that RingGo charge to the customer and the Council, The Convenience charge off sets the Service Charge, and the Text Message requested by RingGo users charge is off set by the Service Charge (per Text message requested by RingGo users). RingGo pay the user (WLDC) the money received and take back £0.20 after VAT. The only charge we incur for RingGo is the card processing Fee which is 3.5% that works out a maximum cost of £0.14 per a full day ticket on the current tariff (Gainsborough). On balance of this, the cost is offset by the following factors: prices of the ticket cost, the wear and tear of the machine and the cash collections that will not be needed if RingGo is used.

	Amount	Retained by COBALT?	Retained by the USER?	Payable by	Indexed
Core Parking Fee	varies	N	Y	RingGo Users	N
Convenience Charge (initial booking)	£0.20 (incl VAT)	N	Y	RingGo Users	N
Convenience Charge (extension of a booking)	£0.20 (incl VAT)	N	Y	RingGo Users	N
Service Charge (initial booking)	£0.167 (excl VAT)	Y	N	The USER	N
Service Charge (extension of a booking)	£0.167 (excl VAT)	Y	N	The USER	N
Txt msgs requested by RingGo Users	£0.10 (incl VAT)	N	Y	RingGo Users	N
Service Charge (per txt msg requested by RingGo Users)	£0.083 (excl VAT)	Y	N	The USER	N
Initial setup of Zones	£0	Y	N	The USER	N
Changes to parking tariff, per Zone	£0	Y	N	The USER	Y
Card Processing Fee	3.5%	Y	N	The USER	N

7. Understanding Customers and Markets

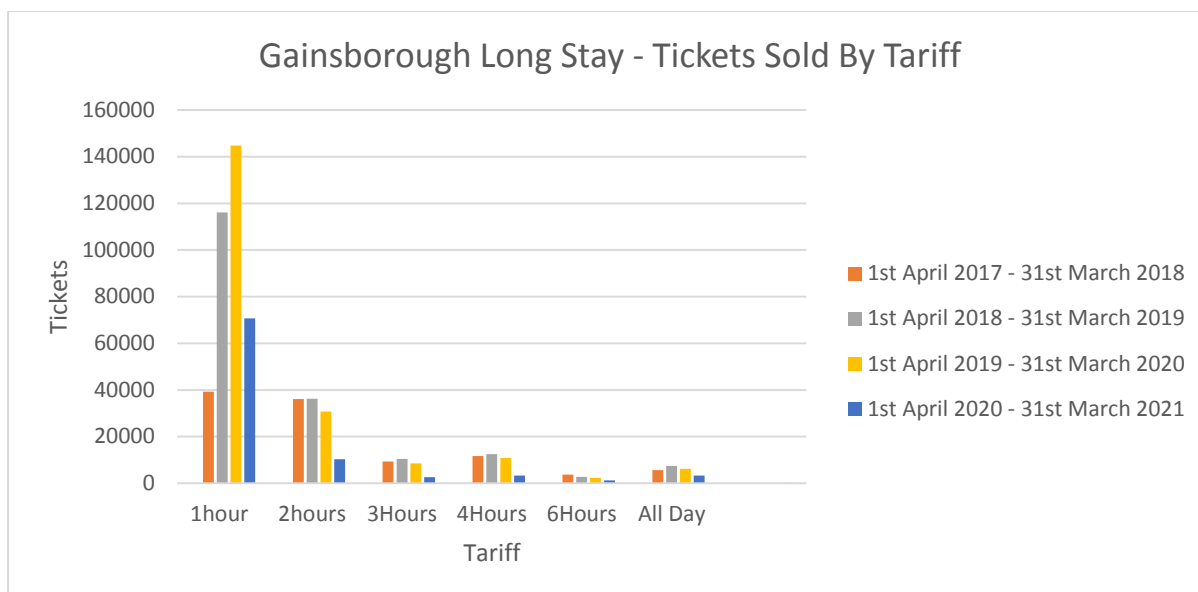
The new machines installed in Gainsborough in August 2016 and installed in Market Rasen in February 2017, support a data collection system which provides information on usage and are a key tool in assessing future fees and charges.

A recommendation of the strategy was a change to the Pay & Display tariff, replacing the 'free parking after 3pm' tariff with a 'free first hour at any time'. This was introduced in Gainsborough with effect from 1 April 18 following a consultation exercise where it was overwhelmingly preferred. As regards to Market Rasen a free first 2 hours policy was adopted in December 17 following a campaign by local businesses.

Information from the ticket machines shows that income has increased as a result of the completion of work at Roseway car park. Over the period April 20 to April 21 of the total number of tickets sold 77% of those in Gainsborough were free tickets (i.e. for 1 hour only). For the period April 2019 to March 2020 this figure was 72% and Apr 18 to Mar 19 this figure was 63%.

In Market Rasen the figure was higher at 87% for the period April 20 to March 21 compared to 86% for the period April 19 to March 20.

This can be seen in the graph below which shows the number of tickets sold for all Gainsborough car parks with the exception of Roseway as this is the sole short stay car park with a different tariff. The number of 1 hour tickets has increased considerably over a 3 year period, year 4 has been affected by Covid-19 and reduced tickets sold at all levels and especially when the free first hour policy was introduced.



8. Proposed Charging

It is proposed that the pay and display tariffs for both Gainsborough and Market Rasen are left unchanged with effect from 1st April 2022.

The Car Park Strategy Report is due to be presented to Committee later this year, and it is proposed not to amend the parking fees at this time, pending the outcome of that review.

For information; if the council were to increase the car parking tariffs the costs to do so which include the following would cost circa £2,550; Legal fees, advertising, signage and a machine software update.

If a 3% or 10% rise in the pay and display tariffs for both Gainsborough and Market Rasen, as long as demand stayed the same the Council would see an increase of income of £4,600 or £13,000, both options would cover the costs involved in the implementation of the increase.

9. Impact on Medium Term Financial Plan (MTFP)

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(302,100)	(302,100)	(302,100)	(302,100)	(302,100)
Proposed Budget - Car Parks Season Tickets	(99,500)	(99,500)	(99,500)	(99,500)	(99,500)
Proposed Budget - Car Parks Parking Fees	(168,400)	(168,400)	(168,400)	(168,400)	(168,400)
Proposed Budget - Car Parks Other Income	(200)	(200)	(200)	(200)	(200)
Proposed Budget - Cival Parking Enforcement Fines	(34,000)	(34,000)	(34,000)	(34,000)	(34,000)
Impact on MTFP 2022/23 Pressure/ (Saving)	-	-	-	-	-

10. Recommendation

Members are asked to approve charges for the 2022/2023 financial year as detailed in the schedule below, but with consideration that these may be amended as a result of the Car Park Strategy Report due to be presented to Committee later this year.

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

Car Parks

Gainsborough not including Roseway	0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S
	1-2 hours	£0.92	0.0%	£0.00	£0.92	£0.18	£1.10	S
	2-3 hours	£1.33	0.0%	£0.00	£1.33	£0.27	£1.60	S
	3-4 hours	£1.67	0.0%	£0.00	£1.67	£0.33	£2.00	S
	4-6 hours	£2.75	0.0%	£0.00	£2.75	£0.55	£3.30	S
	6+ hours	£3.25	0.0%	£0.00	£3.25	£0.65	£3.90	S
Roseway only	0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S
	1-2 hours	£1.17	0.0%	£0.00	£1.17	£0.23	£1.40	S
	2-3 hours	£1.66	0.0%	£0.00	£1.66	£0.33	£2.00	S
	3-4 hours	£2.08	0.0%	£0.00	£2.08	£0.42	£2.50	S
	Travelodge permit	£5.42	0.0%	£0.00	£5.42	£1.08	£6.50	S
Market Rasen	0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S
	1-2 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S
	2-3 hours	£0.67	0.0%	£0.00	£0.67	£0.13	£0.80	S
	3-4 hours	£0.83	0.0%	£0.00	£0.83	£0.17	£1.00	S
	4-6 hours	£1.42	0.0%	£0.00	£1.42	£0.28	£1.70	S
	6+ hours	£1.67	0.0%	£0.00	£1.67	£0.33	£2.00	S
Annual Season Tickets								
Gainsborough only	Mon-Sat	£510.00	0.0%	£0.00	£510.00	£102.00	£612.00	S
	Mon-Sat (If paid by monthly DD)	£440.00	0.0%	£0.00	£440.00	£88.00	£528.00	S
	Mon-Fri	£430.00	0.0%	£0.00	£430.00	£86.00	£516.00	S
	Mon-Fri (If paid by monthly DD)	£350.00	0.0%	£0.00	£350.00	£70.00	£420.00	S
Market Rasen Only	Mon-Sat	£255.00	0.0%	£0.00	£255.00	£51.00	£306.00	S
	Mon-Sat (If paid by monthly DD)	£220.00	0.0%	£0.00	£220.00	£44.00	£264.00	S
	Mon-Fri	£215.00	0.0%	£0.00	£215.00	£43.00	£258.00	S
	Mon-Fri (If paid by monthly DD)	£175.00	0.0%	£0.00	£175.00	£35.00	£210.00	S

Penalty Charge Notice

Higher Rate	£70.00	0.0%	£0.00	£70.00	£0.00	£70.00	OS
Higher rate discounted if paid within 14 days	£35.00	0.0%	£0.00	£35.00	£0.00	£35.00	OS
Lower Rate	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS
Lower rate discounted if paid within 14 days	£25.00	0.0%	£0.00	£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	charge per kWh	£0.25	0.0%	£0.00	£0.25	£0.05	£0.30	S
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FEES AND CHARGES REPORT

APPENDIX 5 – CEMETERIES

1. Service Description

West Lindsey District Council currently maintains 2 open cemeteries – Legsby Road, Market Rasen and School Lane, Springthorpe.

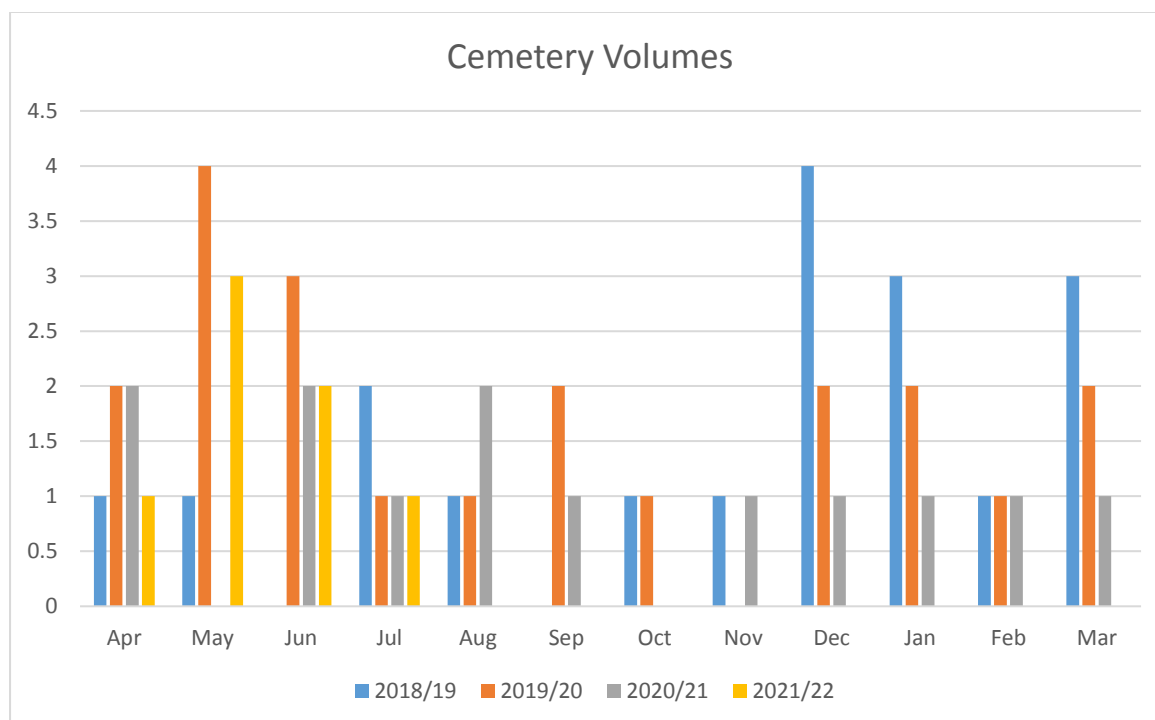
Costs for maintaining the grounds at these sites have been steadily increasing, but the income received from the sites is small and therefore the council heavily subsidises the service. In 2020/2021 the net cost was £84,742.

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 year projections

The Cemetery service is demand driven and cannot be influenced. The table below illustrates volumes for 2018/2019, 2019/2020, 2020/2021 and actuals to Mid July 2021.



3. COVID Impact

There has been no impact on the service or income levels as a direct result of Covid-19.

4. Pricing

Recent benchmarking shows the fees set for this service are now more in alignment with neighbouring councils. The 2019/2020 approved increase was the final step towards the charges set by other councils. With effect from 2022-23 the proposal is to increase fees by inflation at 3.9%, rounded to the nearest 50p.

5. Understanding Customers and Markets

The table below shows the last 3 financial year volumes data for burials for West Lindsey District Council and volumes Mid July for the current year. There has been a small decline in numbers over the last financial year.

The service is one that is linked to the demographics of the area and the space available.

Financial Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
2018/19	1	1	0	2	1	0	1	1	4	3	1	3	18
2019/20	2	4	3	1	1	2	1	0	2	2	1	2	21
2020/21	2	0	2	1	2	1	0	1	1	1	1	1	13
2021/22	1	3	2	1									7

6. Proposed Charging

The proposed charges are outlined in the table below. The significant amendment to note is that a new fee schedule for non-West Lindsey residents has been introduced which doubles the standard charge in place for residents. This change has been introduced to bring the fee schedule in line with other areas and to ensure that space within these cemeteries remains focussed on local provision. This approach is common for other cemetery fees in similar areas.

There will be a discretionary aspect to this, for example, in cases where someone was a resident and was moved to a care home outside of the district. A guidance note will be placed onto the website with the fees to outline the position on this.

7. Impact on Medium Term Financial Plan (MTFP)

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(6,400)	(6,500)	(6,600)	(6,700)	(6,700)
Proposed Budget - Cemeteries Burial Rights	(5,300)	(5,500)	(5,600)	(5,700)	(5,700)
Proposed Budget - Cemeteries Leased Memorials	(1,100)	(1,100)	(1,100)	(1,100)	(1,100)
Impact on MTFP 2022/23 Pressure/ (Saving)	-	(100)	(100)	(100)	(100)

8. Recommendation

Members are requested to recommend to Council the charges for the 2022/2023 as detailed in the schedule below.

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

Cost for interment of a person who had been a West Lindsey resident at the time of their death

Single Grave not exceeding 9' x 4' (99 years) (B) For the interment of a West Lindsey resident	£637.00	3.9%	£25.00	£662.00	£0.00	£662.00	OS
Double Grave not exceeding 9' x 4' (99 years) (B) For the interment of a West Lindsey resident	£892.00	3.9%	£35.00	£927.00	£0.00	£927.00	OS
Single Grave not exceeding 9' x 4' (50 years) (B) for the interment of a West Lindsey resident	£319.00	3.9%	£12.50	£331.50	£0.00	£331.50	OS
Double Grave not exceeding 9' x 4' (50 years) (B) for the interment of a West Lindsey resident	£445.50	3.9%	£17.50	£463.00	£0.00	£463.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' For the interment of a West Lindsey resident	£382.00	3.9%	£15.00	£397.00	£0.00	£397.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' (C) (3 to 17 years) For the interment of a West Lindsey resident **	£103.00	3.9%	£4.00	£107.00	£0.00	£107.00	OS
Single grave (3 to 17 years) for the interment of a West Lindsey resident **	£172.00	0.0%	£0.00	£172.00	£0.00	£172.00	OS

Cost for interment of a person who had not been a West Lindsey resident at the time of their death

Single Grave not exceeding 9' x 4' (99 years) (B) For the interment of a Non West Lindsey resident	£1,274.00	3.9%	£49.50	£1,323.50	£0.00	£1,323.50	OS
Double Grave not exceeding 9' x 4' (99 years) (B) For the interment of a Non West Lindsey resident	£1,784.00	3.9%	£69.50	£1,853.50	£0.00	£1,853.50	OS
Single Grave not exceeding 9' x 4' (50 years) (B) for the interment of a Non West Lindsey resident	£638.00	3.9%	£25.00	£663.00	£0.00	£663.00	OS
Double Grave not exceeding 9' x 4' (50 years) (B) for the interment of a Non West Lindsey resident	£891.00	3.9%	£34.50	£925.50	£0.00	£925.50	OS
Cremated remains only grave not exceeding 4' 6" x 4' For the interment of a West Lindsey Non resident	£764.00	3.9%	£30.00	£794.00	£0.00	£794.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' (C) (3 to 17 years) For the interment of a Non West Lindsey resident **	£103.00	3.9%	£4.00	£107.00	£0.00	£107.00	OS
Single grave (3 to 17 years) for the interment of a Non West Lindsey resident **	£172.00	0.0%	£0.00	£172.00	£0.00	£172.00	OS

Exhumation:

Body *	£553.50	3.9%	£21.50	£575.00	£0.00	£575.00	OS
Cremated remains *	£277.00	3.9%	£11.00	£288.00	£0.00	£288.00	OS

* There will be an additional cost - Public Health Exhumation of £1000

** There will be no charge up to 3 years

Monuments, Gravestones, Tablets & Monumental Inscriptions (Permission to erect) (Includes initial inscription)

Headstone up to 18 inches (C)	£127.50	3.9%	£5.00	£132.50	£0.00	£132.50	OS
Headstone 18 inches to 3ft (B)	£152.50	3.9%	£6.00	£158.50	£0.00	£158.50	OS
Headstone over 3ft but under 4ft (B)	£277.00	4.0%	£11.00	£288.00	£0.00	£288.00	OS
Small vase (up to 6 inches) (B) (C)	£55.00	3.6%	£2.00	£57.00	£0.00	£57.00	OS
Vase (6 inches to 1ft) (B) (C)	£102.00	3.9%	£4.00	£106.00	£0.00	£106.00	OS
Plaque (not exceeding 8" x 4" (fixed)) (B) (C)	£55.00	3.6%	£2.00	£57.00	£0.00	£57.00	OS
Plaque (not exceeding 12" x 6" (fixed)) (B) (C)	£102.00	3.9%	£4.00	£106.00	£0.00	£106.00	OS
Flat stone (not exceeding 12" x 12") (B) (C)	£102.00	3.9%	£4.00	£106.00	£0.00	£106.00	OS
Flat stone (not exceeding 12" x 18") (B) (C)	£113.00	4.0%	£4.50	£117.50	£0.00	£117.50	OS
Memorial figurine (not exceeding 12" (fixed)) (B) (C)	£102.00	3.9%	£4.00	£106.00	£0.00	£106.00	OS
Memorial figurine (12" up to 24" (fixed)) (B) (C)	£121.50	3.7%	£4.50	£126.00	£0.00	£126.00	OS
For each inscription after the first	£45.50	4.4%	£2.00	£47.50	£0.00	£47.50	OS

Registration Fees

Per certified copy of a certificate of grant of exclusive Right of Burial	£72.50	4.1%	£3.00	£75.50	£0.00	£75.50	OS
Per certified copy of entry in Register of Burials	£72.50	4.1%	£3.00	£75.50	£0.00	£75.50	OS

Copies of Certificates

Permission to plant memorial tree	£83.00	3.6%	£3.00	£86.00	£0.00	£86.00	OS
Permission to install memorial seat	£83.00	3.6%	£3.00	£86.00	£0.00	£86.00	OS

NB. Burial grounds are at Market Rasen & Springthorpe

FEES AND CHARGES REPORT

APPENDIX 6 - ENVIRONMENT SERVICES

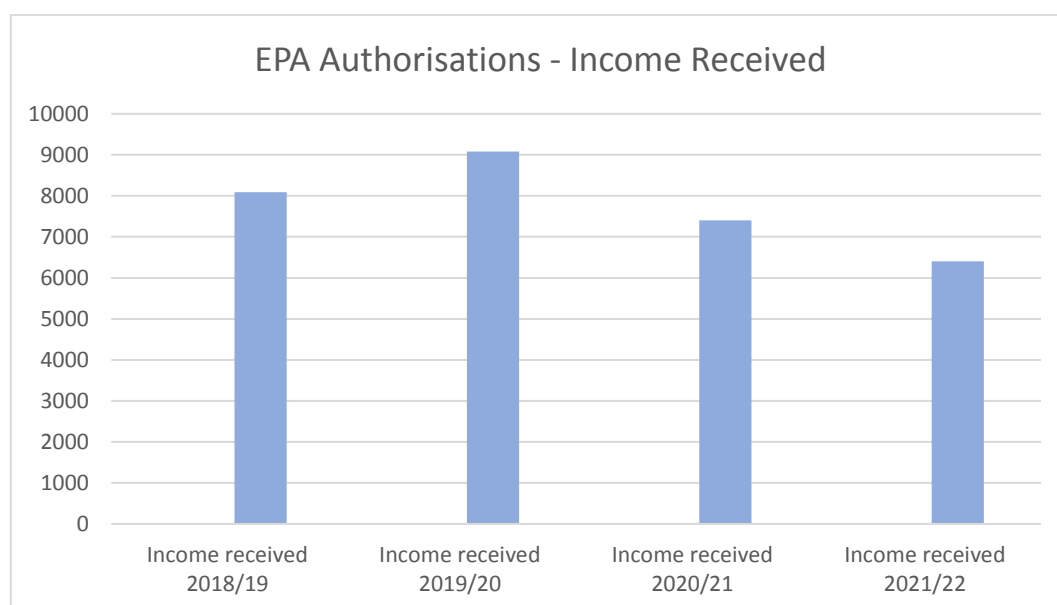
1. Service Description

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 Environmental Protection Act (EPA) Authorisations over the last 3 years and year to do as at mid July 2021.



Statutory Fees are set at a maximum and cannot be increased.

All works are charged the actual time taken up to the maximum cost that can be recovered. In the last 12 months, the maximum fee set by statute has been sufficient to cover costs.

Private Water Supply Work – This legislation does allow for total cost recovery, therefore the fees charged reflect the actual cost of providing this service.

Non-Statutory:

Non Statutory Income generated for 2020/2021 totalled £1,557 (including health certificates). Included within this area is the provision for food hygiene re-visits which were introduced in 2018/2019 and are proposed to continue into future years.

3. COVID impact

The Food and Health, and Safety work areas have been significantly impacted by the Covid situation. Food inspections have not taken place and as a result there has been no scope to offer re inspections that can be charged for. Alongside this the relevant officers have been focussed on Covid advice and enforcement, and not on specific food business work. Work is being undertaken to consider how this returns to normal, but is guided by the Government's position on Covid.

Other environmental type services have not stalled during this period and we continue to charge as usual for work relating to private water supplies and permitting.

4. Pricing

Statutory Fees

These charges are all set by DEFRA. The charges for 2022/2023 will be reviewed in February 2022 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

An inflationary increase of 3.9% has been applied for all non-statutory fees as appropriate, to bring into line with available benchmarking data.

5. 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.

6. Proposed Charging

Statutory charges will be applied in accordance with legislation. Statutory charges are set by DEFRA and 2022/2023 rates are not released until February 2022. The fees and charges schedule will be updated to reflect any changes at that time.

Non-statutory amendments:

Non-statutory charges have been increased by between 3.9% where appropriate to reflect inflation, and to bring into line with benchmarking data.

New Fees

Public Health Exhumation (£1,000) – where an exhumation is required within the District, it is a requirement for an Environmental Health Officer to be present and oversee and advise on arrangements. This fee recovers the cost for the Council to do this. West Lindsey District Council has been required to carry out this duty three times in the past two years, and usually occurs where a family wish for a body to be moved to a different area. There has never been a set fee agreed previously, and this regularises that.

Additional inspections (outside routine plan) (£170) - Based on the re inspection fee, this reflects the potential for food businesses not falling within the scope of the Food Hygiene Rating Scheme to request a food hygiene inspection where this is outside the routine planned inspection programme

7. Impact on Medium Term Financial Plan (MTFP)

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(13,400)	(13,500)	(13,600)	(13,700)	(13,700)
Proposed Budget - EPA Authorisations	(6,500)	(6,500)	(6,500)	(6,500)	(6,500)
Proposed Budget - Food Safety Health Certificates	(700)	(700)	(700)	(700)	(700)
Proposed Budget - Food Safety Other Income	(6,300)	(6,400)	(6,500)	(6,600)	(6,600)
Impact on MTFP 2022/23 Pressure/ (Saving)	(100)	(100)	(100)	(100)	(100)

8. Recommendation

Members are requested to recommend to Council the charges for 2022/2023 as set out in the schedule below.

Prosperous Communities Committee

Environment Services Local Air Pollution

All charges are set by DEFRA

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
	£	%	£	£	£	
Application Fee						
- Standard Process	£1,650.00	0.0%	£0.00	£1,650.00	£0.00	OS
- Reduced fee activities	£155.00	0.0%	£0.00	£155.00	£0.00	OS
PVR I and PVR II activities	£257.00	0.0%	£0.00	£257.00	£0.00	OS
Vehicle refinishers, & Parts 2, 3, 4 reduced fee activity	£362.00	0.0%	£0.00	£362.00	£0.00	OS
- Mobile Screening and crushing plant	£1,650.00	0.0%	£0.00	£1,650.00	£0.00	OS
- For the third to seventh applications	£985.00	0.0%	£0.00	£985.00	£0.00	OS
- For the eighth and subsequent applications	£498.00	0.0%	£0.00	£498.00	£0.00	OS
An additional charge of £297 applies to the above where the permit is for a combined part B and waste installation.						
Late Application Fee Schedule B reduce fee activity	£71.00	0.0%	£0.00	£71.00	£0.00	OS
Late Application for other Part B activity or any other solvent emission	£1,188.00	0.0%	£0.00	£1,188.00	£0.00	OS
Late Application for Mobile Plant	£1,188.00	0.0%	£0.00	£1,188.00	£0.00	OS
Late Application Fee Schedule B Vehicle refinishers or any other Part B	£279.00	0.0%	£0.00	£279.00	£0.00	OS
Annual Subsistence Fee -Standard Process						
Low	£772.00	0.0%	£0.00	£772.00	£0.00	OS
Medium	£1,161.00	0.0%	£0.00	£1,161.00	£0.00	OS
High	£1,747.00	0.0%	£0.00	£1,747.00	£0.00	OS
An additional charge of £104 for Low, £156 for Medium and £207 for High applies to the above where the permit is for a combined part B and waste installation.						
- Reduced fee activities						
Low	£79.00	0.0%	£0.00	£79.00	£0.00	OS
Medium	£158.00	0.0%	£0.00	£158.00	£0.00	OS
High	£237.00	0.0%	£0.00	£237.00	£0.00	OS
- PVR I & II Combined						
Low	£113.00	0.0%	£0.00	£113.00	£0.00	OS
Medium	£226.00	0.0%	£0.00	£226.00	£0.00	OS
High	£341.00	0.0%	£0.00	£341.00	£0.00	OS
- Vehicle refinishers						
Low	£228.00	0.0%	£0.00	£228.00	£0.00	OS
Medium	£365.00	0.0%	£0.00	£365.00	£0.00	OS
High	£548.00	0.0%	£0.00	£548.00	£0.00	OS
- Mobile Screening and crushing plant 1st to 2nd Permits						
Low	£626.00	0.0%	£0.00	£626.00	£0.00	OS
Medium	£1,034.00	0.0%	£0.00	£1,034.00	£0.00	OS
High	£1,551.00	0.0%	£0.00	£1,551.00	£0.00	OS
- Mobile Screening and crushing plant 3rd to 7th Permits						
Low	£385.00	0.0%	£0.00	£385.00	£0.00	OS
Medium	£617.00	0.0%	£0.00	£617.00	£0.00	OS
High	£924.00	0.0%	£0.00	£924.00	£0.00	OS
- Mobile Screening and crushing plant 8th and Subsequent permits						
Low	£198.00	0.0%	£0.00	£198.00	£0.00	OS
Medium	£314.00	0.0%	£0.00	£314.00	£0.00	OS
High	£473.00	0.0%	£0.00	£473.00	£0.00	OS

All charges are set by DEFRA

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

Application Fee for Part A(2) Activity

For Each Part A(2)		£3,363.00	0.0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
SWIP (Small Waste Incineration Plant Installation		£3,363.00	0.0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
Mobile Small Waste Incineration Plant		£3,363.00	0.0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
Late Fee Application Part A(2)		£1,188.00	0.0%	£0.00	£1,188.00	£0.00	£1,188.00	OS
Variation of Part A(2) Permit		£1,368.00	0.0%	£0.00	£1,368.00	£0.00	£1,368.00	OS
Subsistence Charge for Part A(2)	Low	£1,343.00	0.0%	£0.00	£1,343.00	£0.00	£1,343.00	OS
	Medium	£1,507.00	0.0%	£0.00	£1,507.00	£0.00	£1,507.00	OS
	High	£2,230.00	0.0%	£0.00	£2,230.00	£0.00	£2,230.00	OS

Where a part B installation is subject to reporting under the E-PRTR regulation an additional charge of £104 applies.

Transfer and Surrender

Transfer Schedule B Part B Reduced Fee Activity	Total Transfer	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS
Transfer Schedule B Part B Reduced Fee Activity	Partial Transfer	£47.00	0.0%	£0.00	£47.00	£0.00	£47.00	OS
Transfer Schedule B Part B Any Other Part B or Solvent Emission Activity	Total Transfer	£169.00	0.0%	£0.00	£169.00	£0.00	£169.00	OS
Transfer Schedule B Part B Any Other Part B or Solvent Emission Activity	Partial Transfer	£497.00	0.0%	£0.00	£497.00	£0.00	£497.00	OS
Joint Application to Transfer Part B Mobile Plant		£53.00	0.0%	£0.00	£53.00	£0.00	£53.00	OS
Surrender Part B Permit		£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS
Part A(2) Total Transfer		£235.00	0.0%	£0.00	£235.00	£0.00	£235.00	OS
Part A(2) Partial Transfer		£698.00	0.0%	£0.00	£698.00	£0.00	£698.00	OS
Party A(2) Surrender Permit		£698.00	0.0%	£0.00	£698.00	£0.00	£698.00	OS
Part A (2) where the substantial change results in SWIP		£3,363.00	0.0%	£0.00	£3,363.00	£0.00	£3,363.00	OS

Substantial Change

Reduce Fee Activity		£102.00	0.0%	£0.00	£102.00	£0.00	£102.00	OS
Other Part B or Solvent Emission Activity		£1,050.00	0.0%	£0.00	£1,050.00	£0.00	£1,050.00	OS
- Standard process where the substantial change results in a new PPC activity		£1,650.00	0.0%	£0.00	£1,650.00	£0.00	£1,650.00	OS
- New operator at low risk reduced fee		£78.00	0.0%	£0.00	£78.00	£0.00	£78.00	OS
Subsistence charges can be paid in four equal instalments at an additional cost of £38 p.a.								
Reduced Subsistence Charge		£52.00	0.0%	£0.00	£52.00	£0.00	£52.00	OS
Late Fee Payment of Subsistence Fees		£52.00	0.0%	£0.00	£52.00	£0.00	£52.00	OS

**** Statutory charges are set by DEFRA**

		2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
**Request for Information / Document Disclosure where Charging is Permitted	Minimum per request plus cost of materials	£78.00	0.0%	£0.00	£78.00	£0.00	£78.00	OS
	Thereafter per hour	£46.00	0.0%	£0.00	£46.00	£0.00	£46.00	OS
Health Certificates		£57.00	3.5%	£2.00	£59.00	£0.00	£59.00	OS
Food Premises Register	Per page	£3.00	0.0%	£0.00	£3.00	£0.00	£3.00	OS
SFBB Pack	(including diary)	£11.00	0.0%	£0.00	£11.00	£2.20	£13.20	S
Diary Refill		£6.18	3.9%	£0.24	£6.42	£1.28	£7.71	S
Private Water Supply Work	Cost Recovery - Mileage (Per Mile)	£0.40	0.0%	£0.00	£0.40	£0.00	£0.40	OS
	Risk assessment - Maximum Hourly Charge	£43.58	7.1%	£3.10	£46.68	£0.00	£46.68	OS
	Sampling (each visit) - Maximum Hourly Charge	£43.58	7.1%	£3.10	£46.68	£0.00	£46.68	OS
	Investigation - Maximum Hourly Charge	£43.58	7.1%	£3.10	£46.68	£0.00	£46.68	OS
	Granting an authorisation (each authorisation) - Maximum Hourly Charge	£38.39	8.1%	£3.11	£41.49	£0.00	£41.49	OS
	Analysing a sample -							
	Full Laboratory Costs	as per laboratory costs			as per laboratory costs	£0.00	£0.00	OS
	Full Courier Charges	as per laboratory costs			as per laboratory costs	£0.00	£0.00	OS
Public Health Exhumation		£0.00			£1,000.00	£0.00	£1,000.00	OS
Food Advisory	Charge for a visit (up to a maximum 2 hours contact time)	£138.00	3.6%	£5.00	£143.00	£28.60	£171.60	S
	Charge for additional hours	£44.00	4.5%	£2.00	£46.00	£9.20	£55.20	S
Food Hygiene Rating Scheme	Re-inspections	£170.00	4.1%	£7.00	£177.00	£0.00	£177.00	OS
	Additional inspections (outside routine plan)	£0.00			£177.00	£0.00	£177.00	OS
** Health Act 2006	Smoking in a smoke free place	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS
	Failure to display no smoking sign	£200.00	0.0%	£0.00	£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

1. Service Description

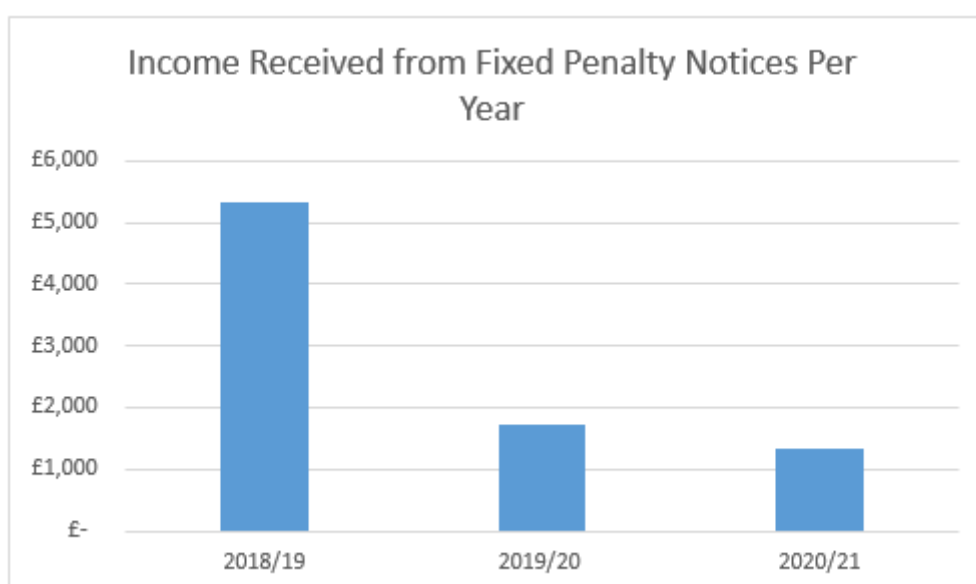
Fixed Penalty Notices (FPNs) are used to tackle specific problems associated with enviro- crime and anti-social behaviour. These charges are in the main set by statute and where appropriate set locally by the Council.

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 low volume/income service with the majority of charges being statutory. Any variations in fees within our control would not generate a material surplus/deficit within this area.



3. COVID Impact

A large proportion of the fixed penalty notices that would usually be issued ceased during the initial lockdown. This reduction continued even when restrictions were

eased as officers were redeployed to focus on Covid related matters. Progress has been made to issue a number of fly tipping related FPNs, however work in relation to early presentation of waste has been scaled back accordingly. As a result the overall income expected for this year is likely to be reduced.

The Council will continue to utilise the £400 fixed penalty for fly-tipping offences as it is deemed more cost effective than the issuing of court proceedings for low-level offences.

4. Pricing

The maximum charge allowed, as set by Government, for failure to comply with a waste receptacles notice has been increased to the maximum penalty of £100. The penalty for dropping litter has also been increased to £100.

5. 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. During 2018/2019, the Council enhanced its use of fixed penalty notices mainly in relation to the early presentation of waste with the Councils bagged collection areas.

6. Proposed Charging

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 largely 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.

One non-statutory fees increase relates to High Hedge complaints. Currently the fees is set at £325. A cost recovery exercise has taken place and a more appropriate fee would be £595. Current benchmarking suggests this increase is in line with what other Authorities charge.

7. Impact on Medium Term Financial Plan (MTFP)

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(2,200)	(2,200)	(2,200)	(2,200)	(2,200)
Proposed Budget - EPA Litter Fines	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
Proposed Budget - Other Income	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)
Impact on MTFP 2022/23 Pressure/ (Saving)	(500)	(500)	(500)	(500)	(500)

8. Recommendation

Members are requested to recommend to Council the charges for 2022/2023 as set out in the schedule below.

Prosperous Communities Committee

Fixed Penalty Notices

		2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Depositing Litter	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	£50.00	50.0%	£25.00	£75.00	£0.00	£75.00	OS
Failure to produce Waste Documents	Fee set by Government - payable within 14 days of issue	£300.00	0.0%	£0.00	£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	0.0%	£0.00	£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	0.0%	£0.00	£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	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£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	0.0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Abandoning a Vehicle	Fee set by Government - payable within 14 days of issue	£200.00	0.0%	£0.00	£200.00	£0.00	£200.00	OS
Nuisance Parking	Fee set by Government - payable within 14 days of issue	£100.00	0.0%	£0.00	£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	£103.00	-2.9%	£3.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£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	£103.00	-2.9%	£3.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Flytipping	Fee set by Government - payable within 14 days of issue	£400.00	0.0%	£0.00	£400.00	£0.00	£400.00	OS
High Hedge Fee	Fee set locally	£325.00	83.1%	£270.00	£595.00	£0.00	£595.00	OS
Fee for abandoned shopping trolleys	Fee set locally (maximum charge)	£103.00	-2.9%	£3.00	£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.

Conveyancers request standard information. This is split into two parts, information that is held within the register (statutory element) and information that forms part of the CON29, which refers 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 table below illustrates the volumes of searches over the last three financial years (please note 2021/2022 is an estimate) and the levels of income achieved month by month.

	2018/19	2019/20	2020/21	2021/22
Searches Received	2,681	2,489	3,095	3,053
Income Received	£103,000	£93,000	£108,000	£116,000

Total income received previous three financial years against budget (2021/2022 Estimated)

	Total	Budget	Under/(over)
Income received 2017/18	£115,905	£117,400	£1,495
Income received 2018/19	£103,441	£121,500	£18,059
Income received 2019/20	£92,974	£125,600	£32,626
Income received 2020/21	£108,803	£98,700	£(10,103)
Income received 2021/22 Forecast	£116,800	£116,800	£0

3. COVID Impact

Due to the pandemic, we were unable to provide a face-to-face service for personal search companies, therefore we have had to undertake the searches that these companies usually do themselves. This has put on immense pressure on the team of additional workload that cannot be charged for under these current circumstances. This along with an increase in searches generally led to our turnaround times increasing dramatically over the last few months as we were undertaking work we normally wouldn't do (this currently equates to 1 persons full time hours). Agency staff have been employed to help to clear the backlog.

4. Pricing

The service has proposed an increase of inflation at 3.9% across all fees and charges within the service area. The resulting charges are consistent with benchmarking data for neighbouring Authorities.

In the previous year we had applied a 6% increase on all fees or 50 pence.

LLC1 fee of £24.00 per search will stop once Land Registry take over the declaration of registrations. This is anticipated to be before end March 2022. This is forecast to create a pressure of £38,700 in 2022/2023, reducing to £16,800 in 2026/2027.

5. Understanding Customers and Markets

Our average market share in the last 4 years is 38%, and currently this year's share is at 38%. We are looking to increase the market share by 10% over the next 3 years.

In order to forecast the income for the next 10 years we have taken the average searches for the last 4 years, which is 2,714 as the basis for our calculation. We have applied the increase in market share for the next 3 years only. The fees used to calculate the income is based on CON 29R one parcel rate. Next year we propose to increase this rate by 3.9% from £75.50 to £78.44 (excl. VAT). For the following years' a 2% increase has been applied.

The income forecast has been compared to the MTFP budget agreed in March 2021. From April 2022 it is assumed that we will no longer receive the LLC1 income as we will no longer perform these searches, the Land Registry will deal with the declaration of registrations from this date. element of searches.

The chart below shows the forecasted budget using the CON29 element only.

Year	Forecast Income	Budget as per MTFP agreed March 2021	Variance over/(under)	Market Share
2022/23	80,400	93,400	(13,000)	38%
2023/24	92,800	95,300	(2,500)	43%
2024/25	105,500	97,200	8,300	48%
2025/26	107,500	99,100	8,400	48%
2026/27	109,500	99,100	10,400	48%
2027/28	111,400	99,100	12,300	48%
2028/29	113,400	99,100	14,300	48%
2029/30	115,300	99,100	16,200	48%
2030/31	117,900	99,100	18,800	48%
2031/32	120,500	99,100	21,400	48%

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. With the implementation of a new computer system this is something the team will work towards with emphasis on increasing income and market share.

6. Proposed Charges

For non-statutory charges the Land Charges Service proposes to apply an increase of inflation current rate is 3.9%.

7. Impact on Medium Term Financial Plan (MTFP)

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(119,100)	(121,500)	(123,900)	(126,300)	(126,300)
Proposed Budget - Search Fee Income (Non VAT)	(80,400)	(92,800)	(105,500)	(107,500)	(109,500)
Impact on MTFP 2022/23 Pressure/ (Saving)	38,700	28,700	18,400	18,800	16,800

8. Recommendation

Members are requested to recommend to Council the charges for 2022/2023 as illustrated in the schedule below.

Prosperous Communities Committee

Land Charges

		2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Access to data	Access to information not held on public registers (includes £5 admin fee)	£24.00	3.9%	£0.94	£24.94	£0.00	£24.94	OS
	Cancellation Fee	£6.50	3.9%	£0.25	£6.75	£0.00	£6.75	OS
LLC1:	Any one part of the register	£8.00	3.9%	£0.31	£8.31	£0.00	£8.31	OS
	Whole of the register	£24.00	3.9%	£0.94	£24.94	£0.00	£24.94	OS
	Per additional parcel (maximum of £16)	£1.50	33.0%	£0.50	£2.00	£0.00	£2.00	OS
CON 29R	One parcel	£75.50	3.9%	£2.94	£78.44	£15.69	£94.13	S
	Each additional parcel	£17.00	3.9%	£0.66	£17.66	£3.53	£21.20	S
	Lincolnshire County Council Fee	£23.10	3.9%	£0.90	£24.00	£4.80	£28.80	S
CON 29O								
submitted with CON29R or LLC1	Each printed enquiry	£18.50	3.9%	£0.72	£19.22	£3.84	£23.07	S
submitted on its own	Each printed enquiry	£18.50	3.9%	£0.72	£19.22	£3.84	£23.07	S
Administration Fee		£13.50	3.9%	£0.53	£14.03	£2.81	£16.83	S
Additional Enquiries *	Per additional enquiry	£32.00	3.9%	£1.25	£33.25	£6.65	£39.90	S/O
Filing a definitive certificate of the Lands Tribunal		£3.50	14.4%	£0.50	£4.00	£0.00	£4.00	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)								S

* The VAT treatment of this supply will follow the treatment of the initial search (eg if CON29 it will be taxable, but if LLC1 it will be outside the scope)

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:

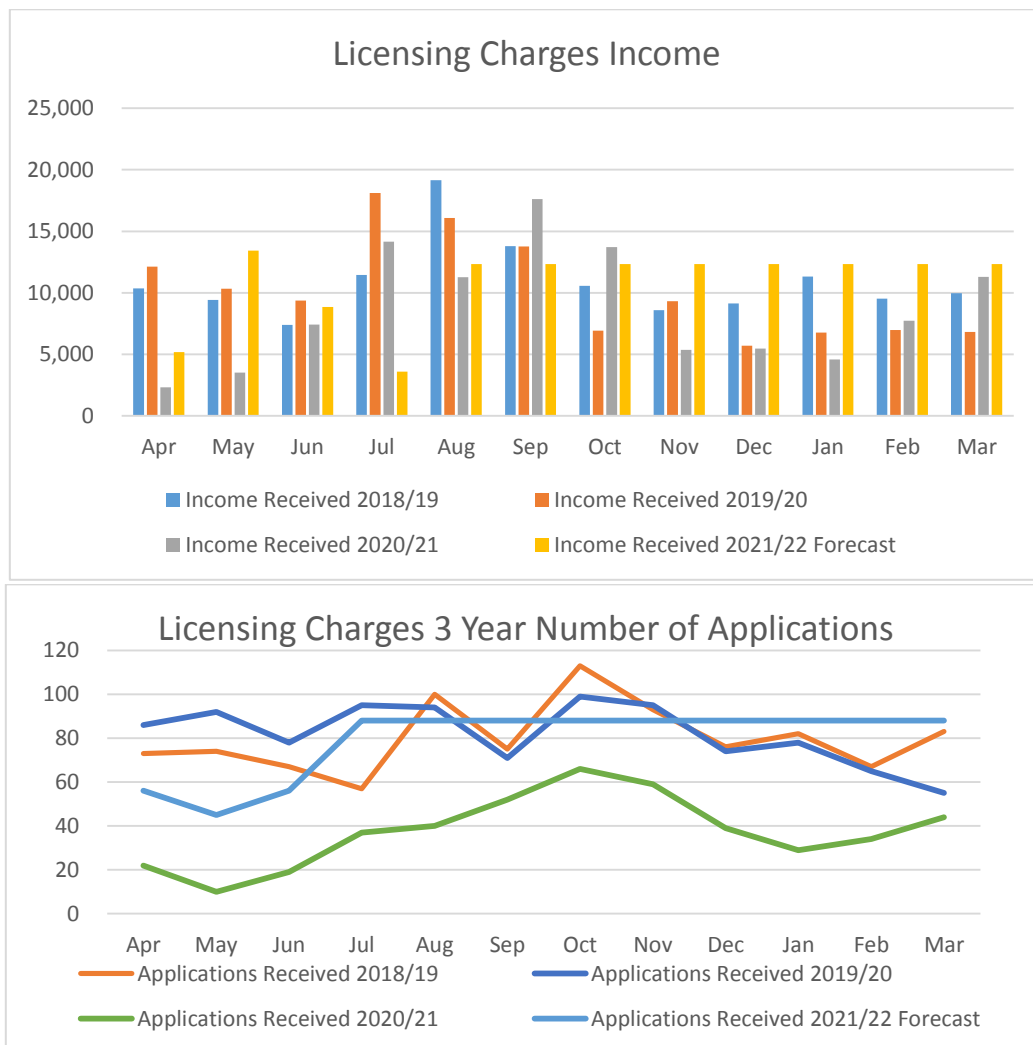
- Licensing Fees – which are statutory set fees dependent upon type of application, the details of which are known by the Team Manager each year. The majority of these are derived from alcohol, entertainment and late night refreshment, all of which are governed by the Licensing Act 2003. It is important 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 of fees which are approved. Licensing income cannot be used to subsidise other areas of work which the council undertakes and once any fees have been set there is always the potential risk that these can be challenged through the courts.

2. Prior years analysis, current financial year projections

The graph below illustrates income received compared to applications received over the last three years and a forecast for the current year. 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 cannot breach.

	2018/19	2019/20	2020/21	2021/22
Applications Received	960	982	451	949
Income Received	£131k	£122k	£105k	£130k



The table below highlights actual income achieved against budget for the last three financial years and a forecast for 2021/2022. Many of the fees within the Licensing service are statutory, or statutory with a ceiling range as to what we can charge.

	Total	Budget	Under/ (Over)
Income Received 2018/19	130,629	118,700	(11,929)
Income Received 2019/20	122,316	118,700	(3,616)
Income Received 2020/21	104,475	104,000	(475)
Income Received 2021/22 Forecast	129,700	129,700	0

3. COVID Impact

Many of the businesses that pay fees and charges within this work area have been significantly affected by the pandemic. In the main the income has not decreased in a manner which was first feared as there have been no concessions made within the licensing fees by Government during this period. There may be a need to review this position for the following year, when the full impact of the pandemic is understood.

4. Pricing

Inflationary increase of 3.9% has been applied for all non-statutory fees that WLDC have the powers to set unless the statutory maximum has been reached. The proposed increases have been applied with a view to achieving total cost recovery, and to be consistent with charges being applied by neighbouring Authorities.

5. 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.

6. Proposed Charging

Statutory charges will be applied in accordance with legislation.

For other charges the Licensing Service proposes to apply an inflationary increases of 3.9%. Total cost recovery has been achieved in most areas where others area. The rest have recovered controllable overheads as a minimum.

7. Impact on Medium Term Financial Plan (MTFP)

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(132,100)	(134,800)	(136,000)	(137,200)	(137,200)
Proposed Budget - Licences - Animal Welfare	(16,400)	(16,400)	(16,700)	(17,000)	(17,000)
Proposed Budget - Licences - Tattoos & Ear Piercing	(1,300)	(1,300)	(1,300)	(1,300)	(1,300)
Proposed Budget - Licences - Riding Establishments	(1,400)	(1,400)	(1,400)	(1,400)	(1,400)
Proposed Budget - Licences - Gambling	(7,300)	(7,400)	(7,500)	(7,700)	(7,700)
Proposed Budget - Hackney Carriage Licences	(40,800)	(40,900)	(41,700)	(42,500)	(42,600)
Proposed Budget - Street Trading Licences	(700)	(700)	(700)	(700)	(700)
Proposed Budget - Small Lotteries Licences	(2,500)	(2,600)	(2,600)	(2,600)	(2,600)
Proposed Budget - Liquor Licences	(64,000)	(65,400)	(65,400)	(65,400)	(65,400)
Impact on MTFP 2022/23 Pressure/ (Saving)	(2,300)	(1,300)	(1,300)	(1,400)	(1,500)

8. Recommendation

Members are requested to recommend to Council the charges for 2022/2023 as illustrated in the schedules below:

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

Bingo Premises Licence

Application Fee for Provisional Statement	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Licence for Provisional Statement Premises	£969.80	3.9%	£37.80	£1,007.60	£0.00	£1,007.60	OS
Application Fee New Premises	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Annual Fee	£898.70	3.9%	£35.00	£933.70	£0.00	£933.70	OS
Variation of Licence	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Transfer Fee	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS
Application for Reinstatement	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS

Adult Gaming Centre

Application Fee for Provisional Statement	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Licence for Provisional Statement Premises	£969.80	3.9%	£37.80	£1,007.60	£0.00	£1,007.60	OS
Application Fee New Premises	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Annual Fee	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS
Variation of Licence	£978.80	3.9%	£38.20	£1,017.00	£0.00	£1,017.00	OS
Transfer Fee	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS
Application for Reinstatement	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS

Family Entertainment Centre

Application Fee for Provisional Statement	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Licence for Provisional Statement Premises	£941.20	0.9%	£8.80	£950.00	£0.00	£950.00	OS
Application Fee New Premises	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Annual Fee	£750.00	0.0%	£0.00	£750.00	£0.00	£750.00	OS
Variation of Licence	£978.80	2.2%	£21.20	£1,000.00	£0.00	£1,000.00	OS
Transfer Fee	£898.70	3.9%	£35.00	£933.70	£0.00	£933.70	OS
Application for Reinstatement	£898.70	3.9%	£35.00	£933.70	£0.00	£933.70	OS

Betting Premises (Other)

Application Fee for Provisional Statement	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Licence for Provisional Statement Premises	£968.60	3.9%	£37.80	£1,006.40	£0.00	£1,006.40	OS
Application Fee New Premises	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Annual Fee	£600.00	0.0%	£0.00	£600.00	£0.00	£600.00	OS
Variation of Licence	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Transfer Fee	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS
Application for Reinstatement	£932.60	3.9%	£36.40	£969.00	£0.00	£969.00	OS

Betting Premises (Tracks)

Application Fee for Provisional Statement	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Licence for Provisional Statement Premises	£941.20	0.9%	£8.80	£950.00	£0.00	£950.00	OS
Application Fee New Premises	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Annual Fee	£846.70	3.9%	£33.00	£879.70	£0.00	£879.70	OS
Variation of Licence	£1,076.60	3.9%	£42.00	£1,118.60	£0.00	£1,118.60	OS
Transfer Fee	£898.70	3.9%	£35.00	£933.70	£0.00	£933.70	OS
Application for Reinstatement	£898.70	3.9%	£35.00	£933.70	£0.00	£933.70	OS

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

Miscellaneous

Change of Circumstances	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS
Fee for Copy of a Licence Under the Gambling Act 2005	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Temporary Usage License	£401.80	3.9%	£15.70	£417.50	£0.00	£417.50	OS

Unlicensed FEC's & Prize gaming Permits (10 year duration)

New Gaming Machine Permit (no annual fee)	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS
Renewal	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS
Change of name on permit	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of permit	£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS
New Prize Gaming Permit (no annual fee)	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS
Renewal	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS
Change of name on permit	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of permit	£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS

Club Gaming Permit & Club Machine Permit (10 year duration)

New grant Club Gaming Permit	£200.00	0.0%	£0.00	£200.00	£0.00	£200.00	OS
New grant Club Gaming Permit with Club Premises Certificate (fast track)	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Renewal	£200.00	0.0%	£0.00	£200.00	£0.00	£200.00	OS
Renewal of Club Gaming Permit with Club Premises Certificate (fast track)	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Annual Fee	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS
Variation	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Copy of permit	£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS

Lotteries

Society Lottery - New	£40.00	0.0%	£0.00	£40.00	£0.00	£40.00	OS
Society Lottery - Renewal	£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS

Machines in Alcohol Licensed premises - 3 or more machines

New	£150.00	0.0%	£0.00	£150.00	£0.00	£150.00	OS
Annual Fee	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS
Transfer	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Variation	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Change of name on permit	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of gaming machine permit	£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS
Gambling Machine Permit - Up to 2 Machines	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS

One-off fee

		2021/22		Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£		£	£	£	
Taxi Licensing (Including Horse Drawn Omnibus)									
Driver's License Application (3Yr)	New/Renewal	£181.00	3.9%	£7.00		£188.00	£0.00	£188.00	OS
Knowledge Test Fee Including ID check	New Driver Licenses includes Right to licence checks	£37.00	2.7%	£1.00		£38.00	£0.00	£38.00	OS
Knowledge Test Fee - Resit	New Driver Licenses	£35.00	2.9%	£1.00		£36.00	£0.00	£36.00	OS
DBS Check	On New or Renewal	£44.00	0.0%	£0.00		£44.00	£0.00	£44.00	OS
DBS Admin Fee*	On New or Renewal	£10.00	0.0%	£0.00		£10.00	£0.00	£10.00	OS
	*This fee is controlled by City of Lincoln Council and subject to change								
Vehicle License	New	£256.00	3.9%	£10.00		£266.00	£0.00	£266.00	OS
Vehicle License	Renewal	£256.00	3.9%	£10.00		£266.00	£0.00	£266.00	OS
Replacement Plate ADD cost of materials	Plate only (does not include cost of plate)	£30.00	3.3%	£1.00		£31.00	£0.00	£31.00	OS
Replacement Plate & Bracket ADD cost of materials	Plate and Bracket (does not include cost of plate & bracket)	£39.00	5.1%	£2.00		£41.00	£0.00	£41.00	OS
Private Hire Operators Licence (5Yr)		£223.00	4.0%	£9.00		£232.00	£0.00	£232.00	OS
Transfer of Ownership of Taxi/Private Hire Vehicle		£29.00	3.4%	£1.00		£30.00	£0.00	£30.00	OS
Alcohol and Entertainment Licenses									
Charges set by Licensing Act 2003									
New Premise Licence									
Category A		£100.00	0.0%	£0.00		£100.00	£0.00	£100.00	OS
Category B		£190.00	0.0%	£0.00		£190.00	£0.00	£190.00	OS
Category C		£315.00	0.0%	£0.00		£315.00	£0.00	£315.00	OS
Category D		£450.00	0.0%	£0.00		£450.00	£0.00	£450.00	OS
Category E		£635.00	0.0%	£0.00		£635.00	£0.00	£635.00	OS
Large scale application >4999 (minimum fee applies)		£1,000.00	0.0%	£0.00		£1,000.00	£0.00	£1,000.00	OS
Variation of Premises Licence		£100 - £635	0.0%	£0.00		£100 - £635	£0.00	£100 - £635	OS
Change of DPS or Disapplication of DPS		£23.00	0.0%	£0.00		£23.00	£0.00	£23.00	OS
Annual fee demand									
Category A		£70.00	0.0%	£0.00		£70.00	£0.00	£70.00	OS
Category B		£180.00	0.0%	£0.00		£180.00	£0.00	£180.00	OS
Category C		£295.00	0.0%	£0.00		£295.00	£0.00	£295.00	OS
Category D		£320.00	0.0%	£0.00		£320.00	£0.00	£320.00	OS
Category E		£350.00	0.0%	£0.00		£350.00	£0.00	£350.00	OS
Large scale annual fee >4999 (minimum fee applies)		£500.00	0.0%	£0.00		£500.00	£0.00	£500.00	OS
Minor Variation		£89.00	0.0%	£0.00		£89.00	£0.00	£89.00	OS
Provisional Statement		£195.00	0.0%	£0.00		£195.00	£0.00	£195.00	OS
Register of Interest		£21.00	0.0%	£0.00		£21.00	£0.00	£21.00	OS
Copy of Licence		£10.50	0.0%	£0.00		£10.50	£0.00	£10.50	OS
Club Premises Certificate - New		£100 - £635	0.0%	£0.00		£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Variation		£100 - £635	0.0%	£0.00		£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Minor Variation		£89.00	0.0%	£0.00		£89.00	£0.00	£89.00	OS
Personal Licence - New		£37.00	0.0%	£0.00		£37.00	£0.00	£37.00	OS
Personal Licence - Change of name /address		£10.50	0.0%	£0.00		£10.50	£0.00	£10.50	OS
Personal Licence - Copy of Licence (card part, paper part or both)		£10.50	0.0%	£0.00		£10.50	£0.00	£10.50	OS
Transfer of Premises Licence		£23.00	0.0%	£0.00		£23.00	£0.00	£23.00	OS
Temporary Event Notice		£21.00	0.0%	£0.00		£21.00	£0.00	£21.00	OS
Skin Piercing	Premises registration	£191.00	3.7%	£7.00		£198.00	£0.00	£198.00	OS
	Personal registration	£53.00	3.8%	£2.00		£55.00	£0.00	£55.00	OS
Street Trading Consents		£198.00	4.0%	£8.00		£206.00	£0.00	£206.00	OS
Copy of Any License Not Covered by the Licensing Act 2003 or Gambling Act 2005		£27.00	3.7%	£1.00		£28.00	£0.00	£28.00	OS

		2021/22			Proposed Increase / (Decrease)			2022/23		VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	%	£	£	£			
Sale of Animals	New (Part A)	£205.00	3.9%	£8.00	£213.00		£0.00	£213.00	OS			
	New (Part B)	£111.00	3.6%	£4.00	£115.00		£0.00	£115.00	OS			
	Renewal (Part A)	£199.00	4.0%	£8.00	£207.00		£0.00	£207.00	OS			
	Renewal (Part B)	£108.00	3.7%	£4.00	£112.00		£0.00	£112.00	OS			
Animal Boarding Establishments (Excludes vet fees payable direct to vet)	Cats or Dogs - New (Part A)	£257.00	3.9%	£10.00	£267.00		£0.00	£267.00	OS			
	Cats or Dogs - New (Part B)	£111.00	3.6%	£4.00	£115.00		£0.00	£115.00	OS			
	Cats or Dogs - Renewal (Part A)	£249.00	4.0%	£10.00	£259.00		£0.00	£259.00	OS			
	Cats or Dogs - Renewal (Part B)	£108.00	3.7%	£4.00	£112.00		£0.00	£112.00	OS			
	Cats and Dogs (Dual) - New (Part A)	£302.00	4.0%	£12.00	£314.00		£0.00	£314.00	OS			
	Cats and Dogs (Dual) - New (Part B)	£111.00	3.6%	£4.00	£115.00		£0.00	£115.00	OS			
	Cats and Dogs (Dual) - Renewal (Part A)	£294.00	3.7%	£11.00	£305.00		£0.00	£305.00	OS			
	Cats and Dogs (Dual) - Renewal (Part B)	£108.00	3.7%	£4.00	£112.00		£0.00	£112.00	OS			
	Home Boarding - New (Part A)	£170.00	4.1%	£7.00	£177.00		£0.00	£177.00	OS			
	Home Boarding - New (Part B)	£111.00	3.6%	£4.00	£115.00		£0.00	£115.00	OS			
	Home Boarding - Renewal (Part A)	£165.00	3.6%	£6.00	£171.00		£0.00	£171.00	OS			
	Home Boarding - Renewal (Part B)	£108.00	3.7%	£4.00	£112.00		£0.00	£112.00	OS			
	New or Renewal (Part A) + vet fee	£257.00	3.9%	£10.00	£267.00		£0.00	£267.00	OS			
	New or Renewal (Part B) + vet fee	£114.00	3.5%	£4.00	£118.00		£0.00	£118.00	OS			
Dog Breeding	New (part A) + vet fee	£257.00	3.9%	£10.00	£267.00		£0.00	£267.00	OS			
	New (part B)	£114.00	3.5%	£4.00	£118.00		£0.00	£118.00	OS			
	Renewal (Part A)	£249.00	4.0%	£10.00	£259.00		£0.00	£259.00	OS			
Dog Day Care	Renewal (Part B)	£114.00	3.5%	£4.00	£118.00		£0.00	£118.00	OS			
	New (Part A)	£170.00	4.1%	£7.00	£177.00		£0.00	£177.00	OS			
	New (Part B)	£114.00	3.5%	£4.00	£118.00		£0.00	£118.00	OS			
Dog Day Care	Renewal (Part A)	£165.00	3.6%	£6.00	£171.00		£0.00	£171.00	OS			
	Renewal (Part B)	£108.00	3.7%	£4.00	£112.00		£0.00	£112.00	OS			
	New or Renewal (Part A)	£170.00	4.1%	£7.00	£177.00		£0.00	£177.00	OS			
Exhibition Of Animals	per hour or part of	£65.00	4.6%	£3.00	£68.00		£0.00	£68.00	OS			
Variation to the licence	per hour or part of	£65.00	4.6%	£3.00	£68.00		£0.00	£68.00	OS			
Dangerous Wild Animals (Excluding vet fees)	Vets fees plus admin costs of	£169.00	4.1%	£7.00	£176.00		£0.00	£176.00	OS			
Zoos (Excluding vet fees) - 4 yr. initial application	Application fee plus Vets fees plus admin/costs inc initial inspection and informal visits	£738.00	3.9%	£29.00	£767.00		£0.00	£767.00	OS			
Zoos (Excluding vet fees) - 6 yr. licence	Application fee plus Vets fees plus admin/costs inc initial inspection and informal visits	£1,803.00	3.9%	£70.00	£1,873.00		£0.00	£1,873.00	OS			
Scrap Metal												
New/Renewal Collectors fee - 3 yr.	Admin/processing of application (part A)	£113.00	3.5%	£4.00	£117.00		£0.00	£117.00	OS			
	Document inspection - year 1 (part B)	£40.00	5.0%	£2.00	£42.00		£0.00	£42.00	OS			
	Document inspection - year 2 (part B)	£42.00	4.8%	£2.00	£44.00		£0.00	£44.00	OS			
	Document inspection - year 3 (part B)	£42.00	4.8%	£2.00	£44.00		£0.00	£44.00	OS			
Change of details, name / address		£42.00	4.8%	£2.00	£44.00		£0.00	£44.00	OS			
New/Renewal Site fee - 3 yr.	Part A Admin of application includes initial yr. 1 inspection by 2 officers	£432.00	3.9%	£17.00	£449.00		£0.00	£449.00	OS			
	Part B Follow up compliance inspection by 2 officers - year 1	£271.00	4.1%	£11.00	£282.00		£0.00	£282.00	OS			
	Part B Follow up compliance inspection - year 2 by 2 officers	£281.00	3.9%	£11.00	£292.00		£0.00	£292.00	OS			
Change of site manager		£41.00	4.9%	£2.00	£43.00		£0.00	£43.00	OS			
Sex Shop Licences and Sexual Entertainment Venues	Initial application (part A)	£1,887.00	3.9%	£74.00	£1,961.00		£0.00	£1,961.00	OS			
	compliance check (part B)	£141.00	3.5%	£5.00	£146.00		£0.00	£146.00	OS			
	Renewal (part A)	£336.00	3.9%	£13.00	£349.00		£0.00	£349.00	OS			
	compliance check (part B)	£141.00	3.5%	£5.00	£146.00		£0.00	£146.00	OS			
	Transfer fee	£234.00	3.8%	£9.00	£243.00		£0.00	£243.00	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.

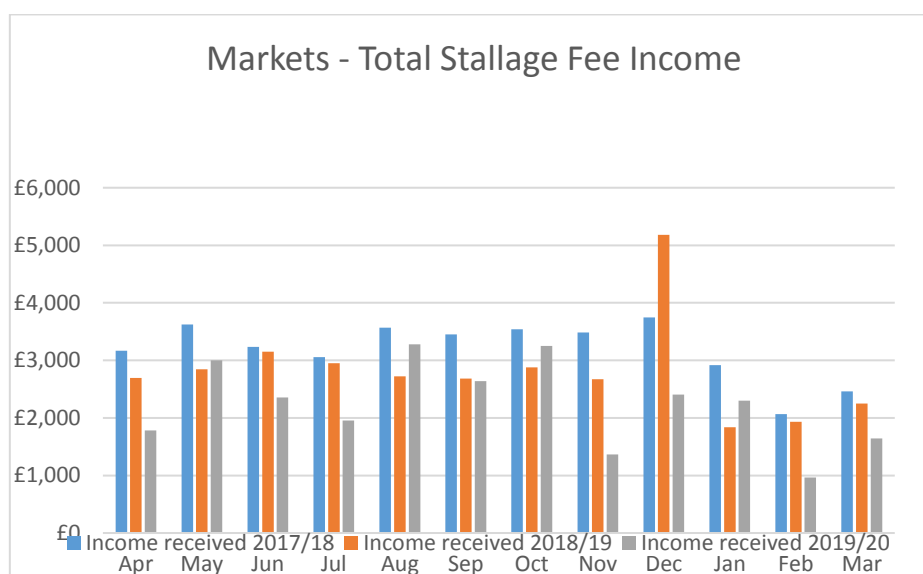
Traders pay their stall fees mostly by card payments; however we do still have a minority paying with cash/cheques.

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 to be considered by the Council's Prosperous Communities Committee later in the financial year.

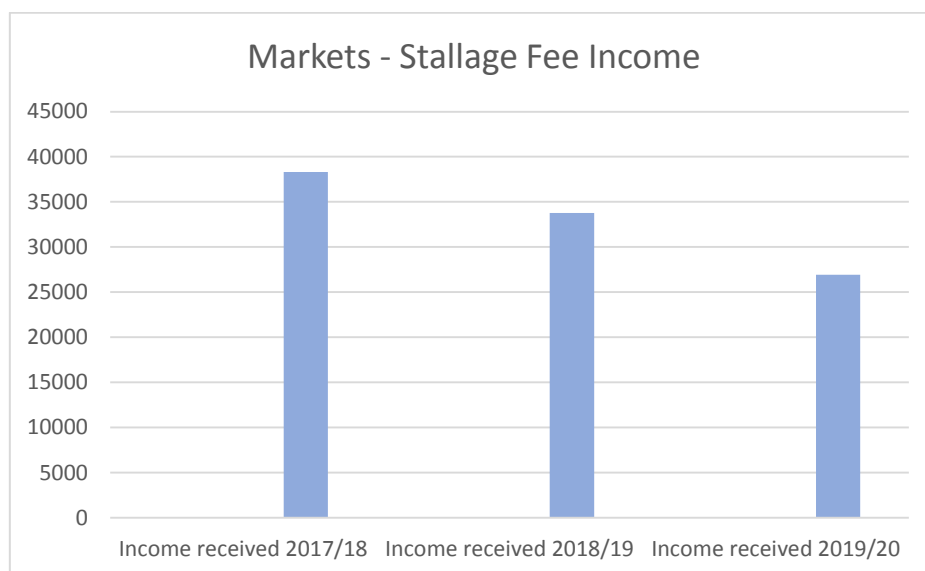
2. Prior years analysis, current financial year projections

The graph below illustrates the actual income that has been received over the last three financial years, split over months. There is no income for 2020/2021 as Members agreed free market rents until 31st May 2021 due to Covid-19.



Total income received year-on-year is illustrated below, there is no income for 2020/2021 as Members agreed free market rents until 31st May 2021 due to Covid-19.

As the table shows income has been gradually reducing since 2017/2018.



3. COVID Impact

Covid-19 has had a severe impact on the Market. From March 23rd 2020 to June 1st 2020 the Market was closed in-line with Government guidelines, with the exception of food / pet stalls. Markets were able to reopen in June 2020 in-line with Government guidelines, and amendments were made to the layout of the Market to make the Market Covid-19 safe.

To help support our traders and the town centre to aid recovery Members agreed no rents would be charged for 2020/2021.

4. Pricing

As the service is currently under review, we are not proposing any amendments to fees and charges at this point.

5. Understanding customers and Markets

The Market has capacity for 91 stalls. Current levels of occupancy fall significantly short of this level. The number of traders has reduced over the past 3 years. A thorough review is currently underway and will be delivered to Members in the autumn.

6. Proposed Charging

It is proposed that charges are frozen at the current rate to support the trader and the town centre, pending the service review later in the year.

7. Impact on Medium Term Financial Plan (MTFP)

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(35,000)	(35,000)	(35,000)	(35,000)	(35,000)
Proposed Budget - Markets Stallage Fees	(35,000)	(35,000)	(35,000)	(35,000)	(35,000)
Impact on MTFP 2022/23 Pressure/ (Saving)	-	-	-	-	-

8. Recommendation

Members are requested to recommend to Council the charges for 2022/2023 as illustrated in the schedule below;

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

Gainsborough Market**Tuesday Market****Registered Trader**

1 stall	£16.00	0.0%	£0.00	£16.00	£0.00	£16.00	OS
2 stalls	£27.00	0.0%	£0.00	£27.00	£0.00	£27.00	OS
3 stalls	£35.00	0.0%	£0.00	£35.00	£0.00	£35.00	OS
4 stalls	£43.00	0.0%	£0.00	£43.00	£0.00	£43.00	OS
5 stalls	£51.00	0.0%	£0.00	£51.00	£0.00	£51.00	OS

Casual Trader

1 stall	£17.50	0.0%	£0.00	£17.50	£0.00	£17.50	OS
2 stalls	£35.00	0.0%	£0.00	£35.00	£0.00	£35.00	OS
3 stalls	£52.50	0.0%	£0.00	£52.50	£0.00	£52.50	OS
4 stalls	£70.00	0.0%	£0.00	£70.00	£0.00	£70.00	OS
5 stalls	£87.50	0.0%	£0.00	£87.50	£0.00	£87.50	OS

Saturday Market**Registered Trader**

1 stall	£10.00	0.0%	£0.00	£10.00	£0.00	£10.00	OS
2 stalls	£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS
3 stalls	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
4 stalls	£30.00	0.0%	£0.00	£30.00	£0.00	£30.00	OS
5 stalls	£35.00	0.0%	£0.00	£35.00	£0.00	£35.00	OS

Casual Trader

1 stall	£16.50	0.0%	£0.00	£16.50	£0.00	£16.50	OS
2 stalls	£33.00	0.0%	£0.00	£33.00	£0.00	£33.00	OS
3 stalls	£49.50	0.0%	£0.00	£49.50	£0.00	£49.50	OS
4 stalls	£66.00	0.0%	£0.00	£66.00	£0.00	£66.00	OS
5 stalls	£82.50	0.0%	£0.00	£82.50	£0.00	£82.50	OS

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	0.0%	£0.00	£23.50	£0.00	£23.50	OS
Casual Trader	£25.50	0.0%	£0.00	£25.50	£0.00	£25.50	OS

Saturday Market

Registered Trader	£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS
Casual Trader	£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS

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. The Government's Planning White Paper¹, released in August 2020, proposed that *"Planning fees should continue to be set on a national basis and cover at least the full cost of processing the application type based on clear national benchmarking. This should involve the greater regulation of discretionary pre-application charging to ensure it is fair and proportionate."*
- Pre application advice – an optional, enhanced service to encourage early engagement, improve customer experience and reduce time spent on invalid applications by identifying potential issues prior to plan submission. Pre-application engagement and "front-loading" is actively encouraged by national planning policy. Fees for this service can be set locally by WLDC. It may be noted that The Government White Paper does propose *"greater regulation of discretionary pre-application charging to ensure it is fair and proportionate."*

WLDC adopted Community Infrastructure Levy (CIL) at Council on 13 November 2017. The implementation of CIL took place on 22 January 2018 which means that any qualifying planning decision made after this point is subject to a CIL charge. As a result, CIL is charged on the majority of all new buildings to ensure that development contributes towards the infrastructure needed to support growth in West Lindsey.

2. Prior years analysis, current financial year projections

The tables below illustrate the levels of income received 2019/2020 and 2020/2021 and an estimate for 2021/2022.

Income achieved	2019/2020 (£)	2020/2021 (£)	2021/2022 forecast (£)
Pre-application fees	(73,701)	(58,777)	(67,700)
Total Income	(73,701)	(58,777)	(67,700)

Budget	(59,100)	(62,100)	(67,700)
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¹ Paragraph 5.18, Planning for the Future (MHCLG), August 2020.

Income achieved	2019/2020 (£)	2020/2021 (£)	2021/2022 forecast (£)
Planning fees	(948,519)	(1,029,421)	(900,000)
Total Income	(948,519)	(1,029,421)	(900,000)

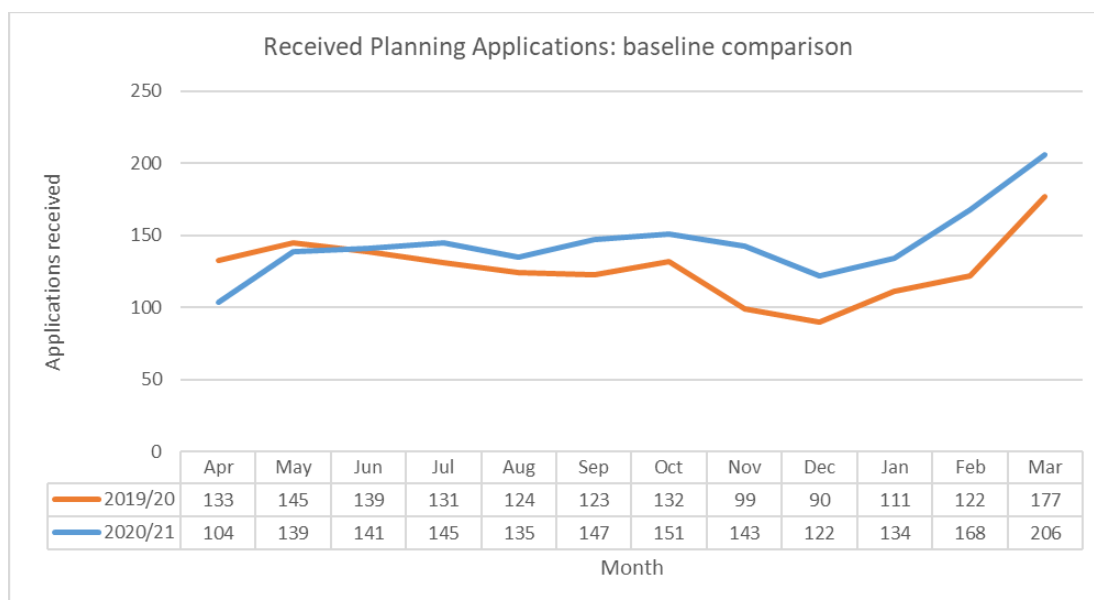
Budget	(960,100)	(937,500)	(900,000)
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CIL contributions are excluded from figures in the table. For a full CIL summary please refer to the infrastructure funding statement published on West Lindsey District Council's website at <https://www.west-lindsey.gov.uk/my-services/planning-and-building/community-infrastructure-levy-cil/>

3. COVID Impact

The Government's position has been that planning is important for the economic recovery, and that planning decisions must continue to be processed within the statutory time periods (8/13wks), with extensions of time to be encouraged where necessary.

After an initial reduction in application numbers when the pandemic commenced, from July 2020 afterwards we saw an increase in application numbers consistently above the previous year.



Whilst this includes an increase in householder and non-major developments, we received 53 major applications – an average of over 4 per month.

4. Price

As the planning applications fees are statutory set we are unable to do any impact analysis.

The proposal is for the pre-application advice fees to be increased by 3.9% equivalent to inflation and rounded to the nearest £, except for a couple of fees which are detailed in Appendix 11 (Section 6).

There has been a continued focus on reducing overhead service costs through more efficient practices. Planning files are now digital / online, and measures are in place to reduce the demand for site visits.

5. Understanding Customers and Markets

During the current financial year, the strategic growth agenda has continued to focus on developing key relationships with landowners and developers to restore confidence in the local housing market. Working with partners such as 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 the service level this requires an effective and engaged Development Management service working closely with all of these partners to make sure that the Planning service is fit for purpose and reflects modern industry development needs.

The focus on improving performance for our customers has ensured that the service has developed with a much sounder understanding of their needs. For instance, the service introduced a simplified “Do I need planning permission?” enquiry for the benefit of customers in 2019. 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 a fee increase based on inflation only is proposed.

6. Proposed Charges

Statutory charges will be applied in accordance with legislation. Two statutory fees for ‘Householder applications’ and ‘Request for conformation that planning conditions have been complied with’ have been deleted as they are covered elsewhere within the statutory fee schedule. The Government has introduced some new statutory fees for developments undertaken via the Government’s Permitted Development Order.

For non-statutory charges the Planning Service proposes to apply an increase equivalent to inflation at 3.9% and rounded to the nearest £ to move towards total cost recovery. This applies to all pre-application fees except for the following:

‘Household developer – Do I need Planning Permission’ is proposed to increase by 33.35% in line with benchmarking data with comparable local authorities. This brings the fee (incl. VAT) up to £40, which is in line with North East Lincs who currently charge £42.

‘Entry onto the Self-Build and Customer-Build Housing Register’ is set to only recover costs and is currently set at the correct fee so no change is proposed for 2022/2023.

‘Paper copies of plans, drawings and documents’ is charged per page between £0.25 and £6.50 depending on paper size. This fee was increased last year and an increase for printing costs two years in a row would be deemed as excessive, so it is proposed to not increase these for 2022/2023.

‘Decision Notices, Consents, Determinations’ Tree Preservation Orders’ have previously been charged per item, these are available digitally for free so there is little demand for them. We are proposing to delete this fee and any requests for printed documents to be covered within the ‘Paper copies of plans, drawings and documents’. Similarly the fee for ‘Information on planning records’ is proposed to be deleted and covered within the fee mentioned above.

Previously **‘Hazardous Substances’** pre-application advice was a variable fee, we have proposed a set fee of £100 for 2022/2023 to achieve total cost recovery and give the applicant certainty as to what they will be charged, as well as better align with the statutory fee for applying for Hazardous Substances Consent.

Some of wording and formatting throughout the schedules has been updated to make them easier to read and understand.

The proposed changes for pre-application fees are not anticipated to decrease demand and are forecast to achieve between an additional £1,200 and £3,500 p/a compared to the 2021/2022 MTFP.

CIL charges were proposed by WLDC prior to adoption and were subject to consultation. As part of this process, they were subject to a public examination by an independent person, namely a Government Inspector from The Planning Inspectorate. These were then formally adopted by Council. As such these rates cannot be subject to change without a full inspection by a similar independent person.

The Planning Service are seeking to set ambitious targets but do not want to frame the service in an unrealistic light as significant change to the Planning system is proposed by the Government over the forthcoming years.

7. Impact on Medium Term Financial Plan (MTFP)

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(1,014,100)	(1,060,500)	(1,046,900)	(1,033,300)	(1,033,300)
Proposed Budget - Pre Application Fees	(71,700)	(71,800)	(74,000)	(76,200)	(78,500)
Proposed Budget - Application Fees	(945,000)	(990,000)	(975,000)	(960,000)	(1,005,000)
Impact on MTFP 2022/23 Pressure/ (Saving)	(2,600)	(1,300)	(2,100)	(2,900)	(50,200)

8. Recommendation

Members are asked to approve charges for 2022/2023 as illustrated in the schedule below.

2021/22 Excl. VAT	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

Development

Householder development - do I need planning permission?		£25.00	33.4%	£8.34	£33.33	£6.67	£40.00	S
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)		£85.00	3.9%	£3.33	£88.33	£17.67	£106.00	S
Non-residential changes of use including siting of caravans for sites under 1 ha or buildings under 1,000 m2 (gross)		£181.67	4.1%	£7.49	£189.16	£37.83	£227.00	S
Non-residential changes of use including siting of caravans for sites of 1 ha or above or buildings of 1,000 m2 or above (gross)		£318.33	3.9%	£12.50	£330.83	£66.17	£397.00	S
Development of 1-9 dwellings including changes of use to residential	1st dwelling	£219.16	3.8%	£8.34	£227.50	£45.50	£273.00	S
	Additional dwellings	£121.67	4.1%	£5.00	£126.67	£25.33	£152.00	S
Development of 10-49 dwellings including changes of use to residential	10th dwelling	£1,315.83	3.8%	£50.00	£1,365.83	£273.17	£1,639.00	S
	Additional dwellings	£65.00	3.8%	£2.50	£67.50	£13.50	£81.00	S
Development of 50 or more dwellings	minimum fee	£3,942.50	3.8%	£150.00	£4,092.50	£818.50	£4,911.00	S
	additional fee subject to complexity of proposal	negotiable						
Non-residential development where no floor space is created.		£116.67	4.3%	£5.00	£121.67	£24.33	£146.00	S
Non-residential development up to 499 m2 floor area, or 0.5 ha site area		£159.17	4.2%	£6.67	£165.83	£33.17	£199.00	S
Non-residential development between 500 and 999 m2 floor area, or between 0.51ha and 1.0 ha.	For 500 m2 or 0.51ha	£240.84	3.8%	£9.16	£250.00	£50.00	£300.00	S
	Each additional 100 m2 or 0.1 ha	£121.67	4.1%	£5.00	£126.67	£25.33	£152.00	S
Non-residential development between 1,000 and 4,999 m2 floor area, or between 1.1ha and 2.0ha.	For 1,000 m2 or 1.1ha	£825.00	3.8%	£31.67	£856.67	£171.33	£1,028.00	S
	Each additional 100 m2 or 0.1 ha	£61.67	4.0%	£2.50	£64.16	£12.83	£77.00	S
Non-residential development of 5,000 m2 or more or 2.1ha or more.	Minimum fee	£3,355.00	3.8%	£127.50	£3,482.50	£696.50	£4,179.00	S
	additional fee subject to complexity of proposal	negotiable						
Variation or removal of condition.		£85.00	3.9%	£3.33	£88.33	£17.67	£106.00	S
Advertisements		£85.00	3.9%	£3.33	£88.33	£17.67	£106.00	S
Non-householder listed building consent		£165.84	4.0%	£6.67	£172.50	£34.50	£207.00	S
Additional site visit		£144.17	4.0%	£5.83	£150.00	£30.00	£180.00	S
Hazardous Substances		variable			£83.33	£16.67	£100.00	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

		2021/22 Excl. VAT	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
		£	%	£	£	£	£	
Paper copies of plans, drawings and documents	per side of A4	£0.25	0.0%	£0.00	£0.25	£0.00	£0.25	OS
	per side of A3	£0.55	0.0%	£0.00	£0.55	£0.00	£0.55	OS
	per side A2, A1, A0	£6.50	0.0%	£0.00	£6.50	£0.00	£6.50	OS
Requests for Planning Information		£61.67	4.1%	£2.50	£64.17	£12.83	£77.00	S
Entry onto Self-Build and Custom-Build Housing Register		£52.00	0.0%	£0.00	£52.00	£0.00	£52.00	OS
Public Path Orders, i.e. Diversion Orders	Minimum charge	£558.00	3.9%	£22.00	£580.00	£0.00	£580.00	OS
	Maximum charge	£1,671.00	3.8%	£64.00	£1,735.00	£0.00	£1,735.00	OS

2021/22 Excl. VAT	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

Outline Applications								
Site area	Every 0.1 ha where the site does not exceed 2.5 ha	£462.00	0.0%	£0.00	£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	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent)								
Alterations/extensions to dwellinghouses, including works within boundaries	Where the application relates to a single dwellinghouse (or	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
	Where the application relates to 2 or more dwellinghouses (or two or more flats)	£407.00	0.0%	£0.00	£407.00	£0.00	£407.00	OS
New dwellinghouses	Where number of new dwellinghouses is not more than 50	£462.00	-27.7%	-£128.00	£334.00	£0.00	£334.00	OS
	Where the number of dwellinghouses exceeds 50, £22,859 and an additional £138 for each dwelling in excess of 50 subject to a maximum in total of £300,000	£138.00	-27.5%	-£38.00	£100.00	£0.00	£100.00	OS
Erection of building (not dwellinghouses, agricultural, glasshouses, plant nor machinery)	No increase in gross floor space or no more than 40m ²	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
	More than 40m ² but no more than 75m ²	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 75m ² but no more than 3,750m ² . £462 for each 75m ² or part thereof	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 3,750m ² , £22,859 and an additional £138 for each 75m ² in excess of 3,750m ² up to a maximum of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Erection/alterations/replacement of plant and machinery	Where site area does not exceed 5 ha; per 0.1 ha	£462.00	0.0%	£0.00	£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 to a maximum of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
The erection of buildings (on land used for agriculture for agricultural purposes)	Not more than 465 m ² gross floor space created	£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	More than 465m ² but no more than 540m ²	£462.00	0.0%	£0.00	£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	More than 540m ² but not more than 4,215m ² . £462 for the first 540 m ² then £462 per additional 75 m ² (or part thereof) in excess of 540m ²	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 4,215 m ² , £22,859 and an additional £138 for each 75 m ² in excess of 4,215 m ² up to a maximum of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Erection of glasshouses (on land used for the purposes of agriculture)	Not more than 465 m ² gross floor space created	£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	More than 465 m ² gross floor space created	£2,580.00	0.0%	£0.00	£2,580.00	£0.00	£2,580.00	OS

2021/22 Excl. VAT	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

Applications other than Building Works

Car parks, service roads or other accesses	For existing uses	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
Other Operations (not coming within any of the above categories)	Any site area. £234 for each 0.1 ha (or part thereof) up to a maximum of £2,028	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS

Lawful Development Certificate

	Existing use or operation	Same as Full						OS
	Existing use or operation - lawful not to comply with any condition or limitation	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
	Proposed use or operation	Half the normal planning fee						OS

Prior Approval

Larger home extensions		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Agricultural and Forestry buildings & operations		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Demolition of buildings		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Communications (previously referred to as 'Telecommunications Code Systems Operators')		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Business (Use Class B1), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2a) or Assembly and Leisure (Use Class D2) to a State Funded School or Registered Nursery		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School or Registered Nursery		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible use within Shops (Use Class A1), Financial and Professional services (Use Class A2), Restaurants and Cafes (Use Class A3), Business (Use Class B1), Storage or Distribution (Use Class B8), Hotels (Use Class C1), or Assembly or Leisure (Use Class D2)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Offices (Use Class B1a) Use to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS

	if it includes building operations in connection with the change of use	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Change of use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loans Shops, Launderette; or a mixed use combining one of these uses and use as a dwellinghouse to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Change of use of a building and any land within its curtilage from Light Industrial (Use Class B1c) to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos (Sui Generis Uses) to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Change of Use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Use A3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Change of Use of a building from Shops (use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Use Class D2)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Installation, Alterations or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Erection, extension, or alteration of a university building		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Construction of new dwellinghouses	Not more than 50 Dwellinghouses	£334.00	0.0%	£0.00	£334.00	£0.00	£334.00	OS
	more than 50 dwellinghouses	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS

Reserved Matters								
Application for approval of reserved matters following outline approval		Full fee due or if full fee already paid then £462 due						OS
Approval/Variation/discharge of condition								
Removal or variation of a condition following grant of planning permission		£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
Discharge of condition(s) - Approval of details and/or confirmation that one of more planning conditions have	Householder Permissions	£34.00	0.0%	£0.00	£34.00	£0.00	£34.00	OS
	All other permissions	£116.00	0.0%	£0.00	£116.00	£0.00	£116.00	OS
Change of Use of a building to use as one or more separate dwellinghouses, or other cases								
	no. of dwellings 50 or less	£462.00	0.0%	£0.00	£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 up to a maximum of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Other Changes of Use of a building or land		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
Advertising								
Relating to the business on the premises		£132.00	0.0%	£0.00	£132.00	£0.00	£132.00	OS
Advance signs which are not situated on or visible from the site, directing the public to a business		£132.00	0.0%	£0.00	£132.00	£0.00	£132.00	OS
Other advertisements		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
Application for a Non-material Amendment Following a Grant of Planning Permission								
Applications in respect of householder developments		£34.00	0.0%	£0.00	£34.00	£0.00	£34.00	OS
Applications in respect of other developments		£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
Application for Permission in Principle								
Site Area	per 0.1 ha (or part thereof)	£402.00	0.0%	£0.00	£402.00	£0.00	£402.00	OS
Concessions								
Non-Profit making club, society, organisation or trust, providing sports or recreational facilities		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS

2021/22 Excl. VAT	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

CIL Charging Schedule - residential charging zones (charge per m²)

Zone 1 Lincoln Strategy Area (LSA)	no. of dwellings 50 or less	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Zone 2 Non Lincoln Strategy Area	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	£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS
Zone 3 North East Quadrant Sustainable Urban Extension	Each 0.1 ha of the site area, where the site does not exceed 15 ha	£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS
Zone 4 Gainsborough West (as shown shaded green on the charging schedule map of Gainsborough)	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	0.0%	£0.00	£138.00	£0.00	£138.00	OS
£0 charge for apartments across all zones								

CIL Charging Schedule - commercial charging zones (applicable to whole district) (charge per m²)

Convenience Retail *	£40.00	0.0%	£0.00	£40.00	£0.00	£40.00	OS
All Other Uses **	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS

* Convenience retail is defined as everyday items including food, drink and non-durable household goods

** All other uses and the £0 rate include comparison retail and retail warehousing

*** CIL charges subject to indexation

No change is permitted to the CIL charging schedule without a full examination by The Planning Inspectorate

FEES AND CHARGES REPORT

APPENDIX 12 – STRATEGIC HOUSING

1. Service Description

Housing and Communities has a number of Fees and Charges namely;

- Housing Enforcement Charges
- 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.

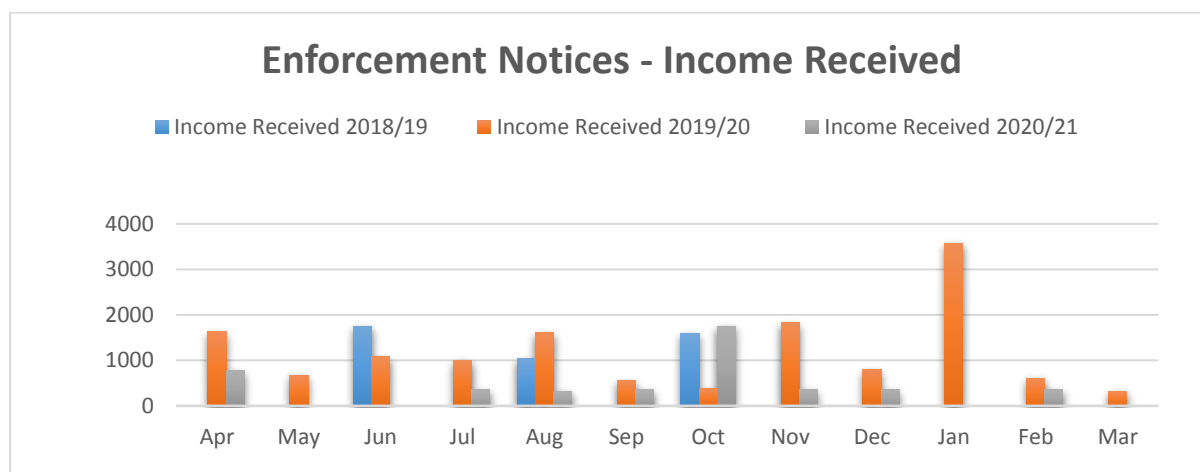
Selective Licensing

The Council's existing scheme ended on the 18th July 2021.

A feasibility exercise is underway in relation to whether a new scheme will be designated and any revised fee for this will be go through the necessary approvals.

2. Prior years analysis, current financial year projections

The table below illustrates income achieved 2018/19, 2019/20 and 2020/21.



	2018/19	2019/20	2020/21
Enforcement Actuals	4,376	14,044	4,600

3. COVID Impact

Covid has had a significant impact on the ability to serve notices in the housing enforcement work area. This is due to the reduction in the number of face-to-face inspections during the pandemic. Whilst these inspections are slowly returning to normal it is clear that it will take some time to return to the pre pandemic levels.

Alongside this the ability to serve a civil penalty for additional offences has been impacted.

4. 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.

5. 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.

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.

6. Proposed Charging

Housing Enforcement Charges

It is proposed to apply inflation at 3.9% to the current years' fee. Except for Mandatory HMO Licences these have just been rounded to whole pounds.

New Fees

There is now provision within legislation to issue a financial penalty to landlords for failing to meet the required electrical standards.

7. Impact on Medium Term Financial Plan (MTFP)

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(44,800)	(45,600)	(46,600)	(47,600)	(47,600)
Proposed Budget - Housing Standards Fees & Charges	(7,500)	(7,700)	(7,900)	(8,100)	(8,100)
Proposed Budget - Housing Standards Other Income	(37,700)	(38,900)	(39,700)	(40,500)	(40,500)
Impact on MTFP 2022/23 Pressure/ (Saving)	(400)	(1,000)	(1,000)	(1,000)	(1,000)

8. Recommendation

Members are requested to recommend to Council the charges for 2022/2023 as set out in the schedule below.

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

Housing Enforcement Charges								
Mandatory HMO Licence Application	Up to 5 units / bedrooms	£849.75	0.1%	£0.25	£850.00	£0.00	£850.00	OS
	Per additional unit	£51.50	1.0%	£0.50	£52.00	£0.00	£52.00	OS
	Maximum charge - n/a							
Mandatory HMO Licence Renewal	Up to 5 units / bedrooms	£721.00	0.0%	£0.00	£721.00	£0.00	£721.00	OS
	Per additional unit	£51.50	1.0%	£0.50	£52.00	£0.00	£52.00	OS
	Maximum charge - n/a							
Hazard Awareness Notice	None	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS
Improvement Notice	For one hazard	£360.50	3.9%	£14.06	£374.56	£0.00	£374.56	OS
Emergency Remedial Action Notice (plus work - see below)	Cost of works plus hourly rate of officer time	Cost of works plus officer time to execute and arrange			Cost of works plus officer time to execute and arrange	£0.00	£0.00	OS
	Officer time charged at £39 per hour							
Prohibition Order		£360.50	0.0%	£0.00	£360.50	£0.00	£360.50	OS
Emergency Prohibition Order		£360.50	3.9%	£14.06	£374.56	£0.00	£374.56	OS
Demolition Order		£360.50	3.9%	£14.06	£374.56	£0.00	£350.00	OS
Immigration Procedure Inspection	Per inspection	£72.10	3.9%	£2.81	£74.91	£14.98	£89.89	S
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
Monetary penalty (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
Financial Penalty - Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020	up to £30,000							OS
Works In Default of any Legislation or Emergency Remedial Action *	Base charge							OS
Enforcement of the Domestic Minimum Level of Energy Efficiency (under the Energy Efficiency (Private Rented Property)(England and Wales) Regulations 2015, as amended)	up to £5,000							OS
Housing and Planning Act - Civil Penalties	up to £30,000							

* Outside the scope of VAT unless the owner agrees in which case VAT is chargeable at the standard rate.

Prosperous Communities Committee

Mobile Homes

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

Mobile Homes Act 2013

Caravan Site - Fit & Proper Person	Oneoff license	£243.00	0.0%	£0.00	£243.00	£0.00	£243.00	OS
Issue of a New Licence		£309.00	3.9%	£12.05	£321.05	£0.00	£321.05	OS
Deposit of Site Rules		£31.00	3.2%	£1.00	£32.00	£0.00	£32.00	OS
Transfer and Alteration of a Licence		£103.00	3.9%	£4.02	£107.02	£0.00	£107.02	OS

FEES AND CHARGES REPORT

APPENDIX 13 – TRINITY ARTS CENTRE (TAC)

1. Service Description

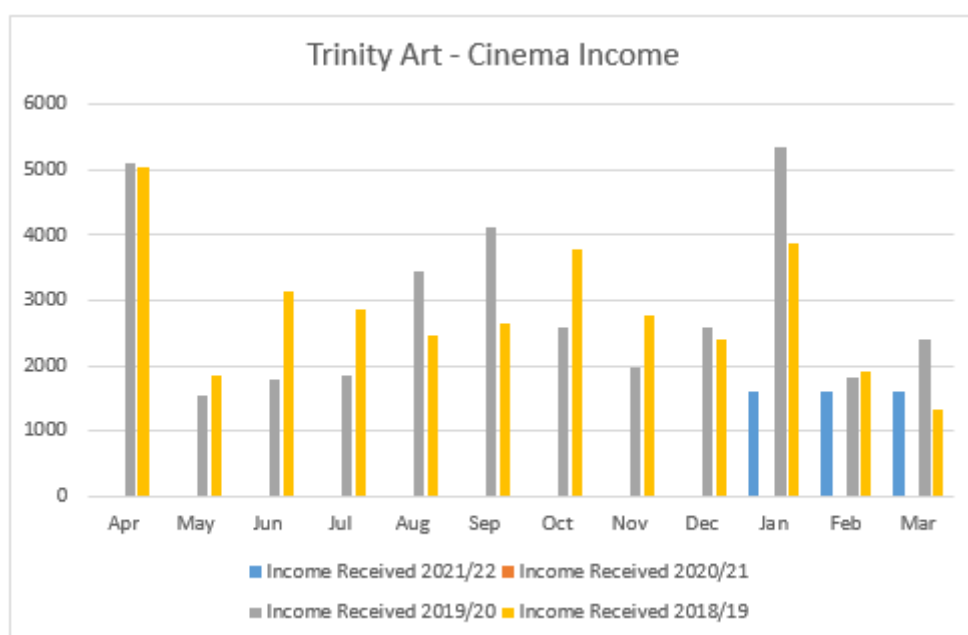
Trinity Arts Centre (TAC) is operated by West Lindsey District Council and is widely used by local and touring professional companies who stage shows at the centre. Alongside this, the venue maintains an active and full roster of community group activities across its secondary spaces and the main auditorium doubles up as a one screen cinema when not in use as a live entertainment space.

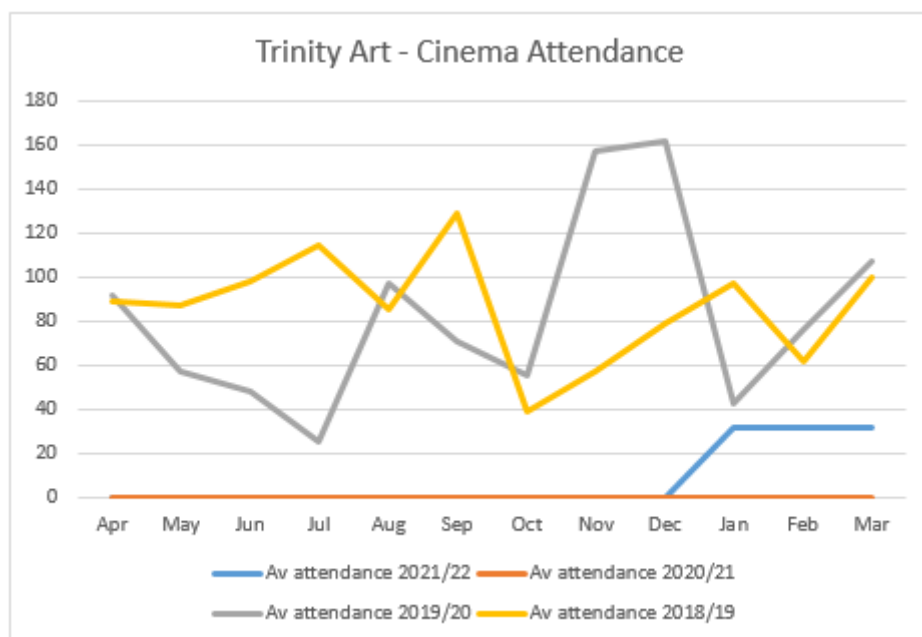
The venue is acutely managed and staffed by a small team of industry professionals who in recent years have increased the programme on offer, reduced annual subsidies and transitioned the venue to a more commercially viable operation whilst maintaining strong community links.

2. Prior years analysis, current financial year projections

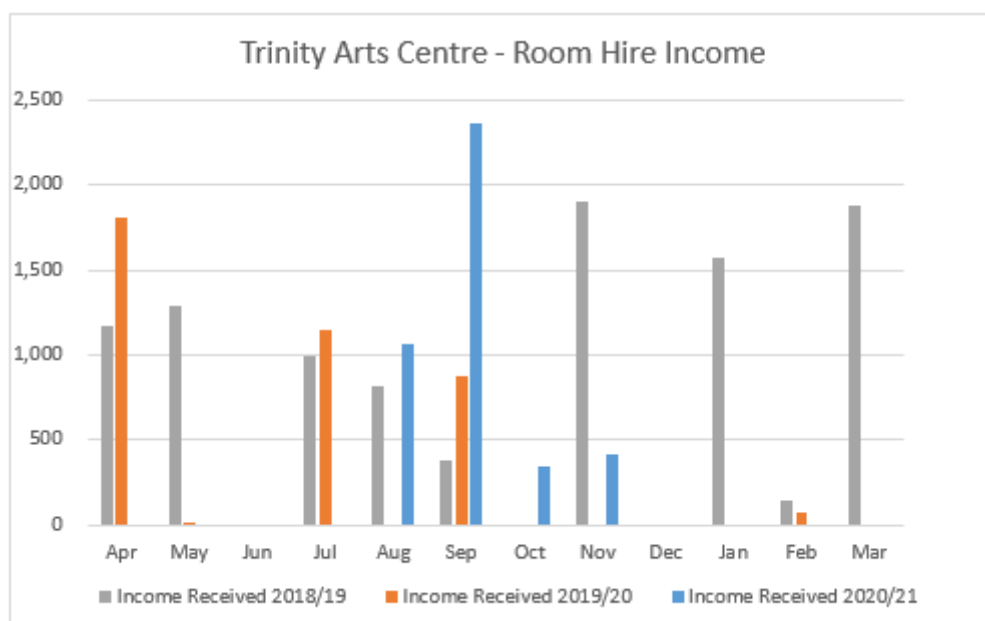
Historically cinema has offered TAC the most cost effective and simple of operations and is easily something the centre could have maximised on as an additional income as the centre already has the technology to support multiple screens. However, in light of a new cinema being established in the town centre, a significant change of identity is required in order to establish the centre as a live event space.

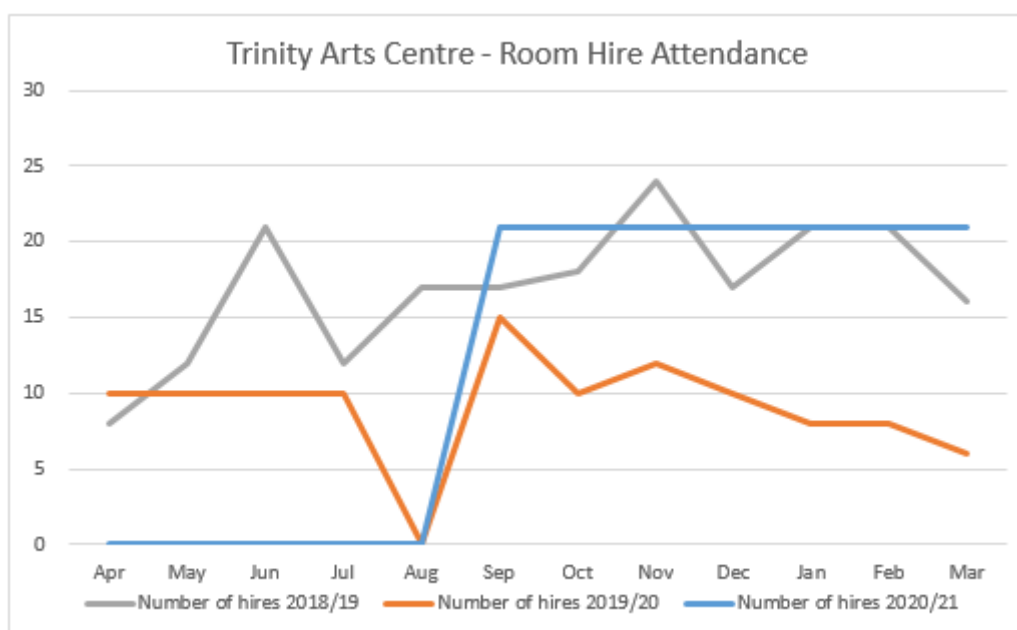
The graphs below shows cinema income and average attendance over the past 3 years. There was no film income in 2020/2021. Film showing will not start until January 2022.





Since the hire fee changes fully took place with effect from 1 April 2019, the centre has retained its original customers and gained extra. Space hire income for 2020/2021 was £4,175.





3. COVID Impact

A public event carries with it a significant cost. In normal times, we cover these costs adequately, however with consumer confidence at an all-time low right across the industry, this will prove a challenge in the short term.

Box Office sales have halted due to there being no clear indication as to when venues are allowed to reopen, and this will remain the case until the government provide clear guidance on the matter. Most patrons have requested refunds on their tickets. Scheduling to date has been based on assumptions, and whilst at the start of lockdown, the programme was rescheduled for the autumn, now we are closer to the autumn season, it's looking likely that it will get rescheduled again. This, for obvious reasons, can cause problems for our customers.

Reopening with performances/films is also heavily governed by what is available. When the government announced cinemas could reopen on 4th July, cinemas across the country filled their programme with old and in some cases nostalgic titles, however, their opening date was quickly pushed back when they realised that no new releases would be available and people were not booking tickets.

The centre has been limited by the government restrictions however it has benefited from a £35,000 emergency grant from Arts Council England.

In addition, an award of £196,690 has been secured from the treasury's Cultural Recovery Fund. The allocation comes from a fund of £500m put aside to assist culturally significant organisations who were financially viable pre-Covid to weather the storm of Covid-19 for the remainder of this financial year.

4. Pricing

A review of the hire fees took place when the new manager started, with a new fee structure implemented from October 2018. The increase in hire fees didn't fully come into operation until 1 April 2019 however as it was appropriate to honour advance bookings at the original price. Previous years fees did not cover the true cost of running an event meaning the centre was operating at a loss. Therefore, a more realistic charging structure was developed ensuring costs were adequately covered whilst maintaining a competitive edge with neighbouring theatres.

Demand

As we recover from the pandemic we will introduce events gradually. April 2022 to July 2022 we will have 2 events a week. September 2023 onwards we are looking to achieve and average 4.5 events a week.

Below is a table comparing the forecast income for 2022/2023 to 2031/2032 against the budget agreed in the MTFP approved in March 2021. The assumption is that fees and charges will increase by 2.5% year on year.

	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Events forecast	205,600	265,200	271,800	278,600	285,600	292,700	300,000	307,500	315,200	323,100
Box office takings	135,800	135,800	135,800	135,800	135,800	135,800	135,800	135,800	135,800	135,800
	69,800	129,400	136,000	142,800	149,800	156,900	164,200	171,700	179,400	187,300

We have 7 groups hiring our rooms on a regular basis for 31hrs a week. The number of weeks a year varies between the different groups, as some only use the room hire for school term. We are forecasting that we maintain this level of room hire.

Below is a table comparing the forecast income from 2022/2023 to 2031/2032 against the budget agreed in the MTFP approved in March 2021. The assumption is that fees and charges will increase by 2.5% year on year.

	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Hire of room forecast	20,500	21,000	21,500	22,000	22,600	23,200	23,800	24,400	25,000	25,600
MTFP Hire of rooms	13,700	14,000	14,300	14,600	14,600	14,600	14,600	14,600	14,600	14,600
	6,800	7,000	7,200	7,400	8,000	8,600	9,200	9,800	10,400	11,000

5. Understanding Customers and Markets

People associate TAC as being a cinema more often than a theatre for live performances. Over the years the promotion of Trinity has been more closely linked to its cinema operation than it has with its live performance programme. However, in light of a new cinema being built in the town centre, a significant change of identity is required in order to establish the centre as a live event space.

In 2021, Trinity Arts Centre adopted a new a more intuitive box office system which improves customer communication and reporting. The system will give the team

unrivalled access to key data that can be used to inform future decision making. Improved flows also make the customer experience more enjoyable.

6. Proposed Charges

Theatre rehearsal and duty manager charge to increase by inflation at 3.9%.

Room hire to increase by 6%.

Film charges have been benchmarked against Kinema in the Woods. We propose to increase the tickets prices by 50p per ticket. Adults £6.50 and Concessions £5.50.

The proposed charges for the room/theatre hire and cinema are outlined in the table below.

All other fees & charges generated by the centre are Price on Application (POA) to assist officers in developing a price range, based on the individual requirements and specifications of the customer.

New fees

During the period of closure, the centre management went about improving the facilities. Included in this was the relocation of the cleaners' storeroom, which gave way for a new hireable space. This room has been redesigned to act as a small meeting/gallery space and is named after the building's architect: Thomas Johnson. This new room presents a new charge and will contribute to the variety of offerings at Trinity for those seeking to use spaces for different means.

6. Impact on Medium Term Financial Plan (MTFP)

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(13,700)	(14,000)	(14,300)	(14,600)	(14,600)
Proposed Budget - Venue Hire	(20,500)	(21,000)	(21,500)	(22,000)	(22,600)
Impact on MTFP 2022/23 Pressure/ (Saving)	(6,800)	(7,000)	(7,200)	(7,400)	(8,000)

7. Recommendation

Members are asked to approve charges for the 2022/2023 financial year as detailed in the schedule below.

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

* Theatre (rehearsal) (Mon-Thurs)	per hour	£56.50	3.5%	£2.00	£58.50	£11.70	£70.20	S/X
* Theatre (rehearsal) (Mon-Thurs)	per half day	£185.50	3.8%	£7.00	£192.50	£38.50	£231.00	S/X
* Theatre (rehearsal) (Mon-Thurs)	per full day	£288.50	4.0%	£11.50	£300.00	£60.00	£360.00	S/X
* Theatre (rehearsal) (Fri-Sun)	per hour	£56.50	3.5%	£2.00	£58.50	£11.70	£70.20	S/X
* Theatre (rehearsal) (Fri-Sun)	per half day	£222.50	3.8%	£8.50	£231.00	£46.20	£277.20	S/X
* Theatre (rehearsal) (Fri-Sun)	per full day	£350.00	3.9%	£13.50	£363.50	£72.70	£436.20	S/X
* Theatre (performance) (Mon-Thurs)	per hour	£67.00	3.7%	£2.50	£69.50	£13.90	£83.40	S/X
* Theatre (performance) (Mon-Thurs)	per half day	£237.00	3.8%	£9.00	£246.00	£49.20	£295.20	S/X
* Theatre (performance) (Mon-Thurs)	per full day	£388.50	3.9%	£15.00	£401.50	£80.30	£481.80	S/X
* Theatre (performance) (Fri-Sun)	per hour	£67.00	3.7%	£2.50	£69.50	£13.90	£83.40	S/X
* Theatre (performance) (Fri-Sun)	per half day	£283.50	3.9%	£11.00	£294.50	£58.90	£353.40	S/X
* Theatre (performance) (Fri-Sun)	per full day	£463.50	3.9%	£18.00	£481.50	£96.30	£577.80	S/X
Room hire(Mon-Sat) (educational/charity)	per hour	£13.50	7.4%	£1.00	£14.50	£2.90	£17.40	X
Room hire(Mon-Sat)	per hour	£20.50	4.9%	£1.00	£21.50	£4.30	£25.80	X
Room hire(Mon-Sat)	per half day	£68.00	5.9%	£4.00	£72.00	£14.40	£86.40	X
Room Hire (Mon-Sat)	per full day	£119.50	5.9%	£7.00	£126.50	£25.30	£151.80	X
Thomas Johnson Room (Mon-Sat) (educational/charity)	per hour	£0.00			£8.50	£0.00	£8.50	X
Thomas Johnson Room(Mon-Sat)	per hour	£0.00			£12.50	£0.00	£12.50	X
Thomas Johnson Room(Mon-Sat)	per half day	£0.00			£55.00	£0.00	£55.00	X
Thomas Johnson Room(Mon-Sat)	per full day	£0.00			£65.00	£0.00	£65.00	X
Duty Manager/Technician	per hour	£13.50	3.7%	£0.50	£14.00	£2.80	£16.80	S
Booking Fee (face to face / phone)		£1.00	0.0%	£0.00	£1.00	£0.20	£1.20	S
Ticket insurance per ticket	£2 incl VAT	£1.67	0.0%	£0.00	£1.67	£0.33	£2.00	S
Film showings - adult		£5.00	8.4%	£0.42	£5.42	£1.08	£6.50	S
Film showings - concessionary **		£4.17	10.2%	£0.43	£4.59	£0.92	£5.51	S
Film showings - TAC member	10% discount on eligible tickets							

Box office commission for community production hire agreements is 10%

Box office commission for professional production hire agreements is 15%

* VAT is chargeable at the standard rate on room hire with additional services such as sound engineers, box office etc. Room only with no additional services provided in Exempt for VAT.

** concessionary prices eligibility are school children, those on income support, senior citizens, students, those on disability allowance, Military id card and Blue light card

FEES AND CHARGES REPORT

APPENDIX 14 –LEA FIELDS CREMATORIUM

1. Service description

Lea Fields crematorium offers an excellent bereavement service and facility for West Lindsey residents, and the wider area, in line with the Bereavement Strategy and in accordance with all relevant legislation, policies and procedures.

Lea Fields delivers cost effective operations, compassionate cremations and a supportive after care service.

There is also the opportunity for family and friends to lease memorials, for loved ones who have died as a way of coping with the overwhelming grief felt after a death.

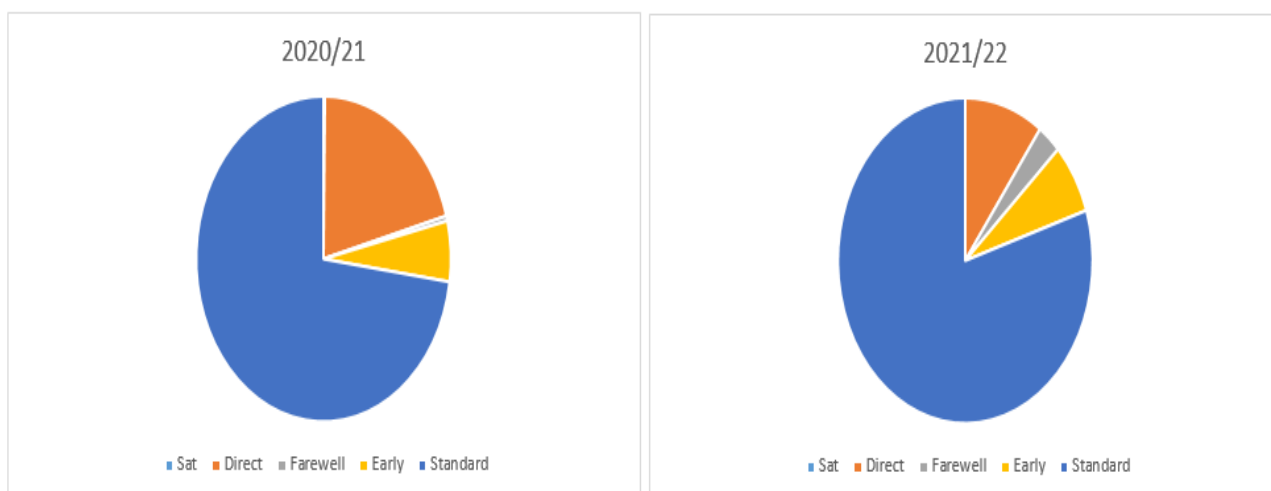
2. Prior years analysis, current financial year projections

Since the first service on 3rd February 2020 to 23rd July 2021 the Crematorium has performed 823 services and have served 39 different Funeral Director companies. Lea Fields continue to receive positive feedback form both funeral directors and families.

The table below shows the actuals cremations figures for 2019/2020, 2020/2021 and the forecast 2021/2022 figures. In 2019/2020 the service was only operational for two months.

Year	2019/20 Actuals	2020/21 Actuals	2021/22 Forecast
Number of Cremations	73	598	530
Income from Cremation	£55,150	£431,552	£409,073

The pie chart below shows the actual percentage split of the cremation service types provided from 2020/2021 and 2021/2022. Direct services were in higher demand in 2021/2022 as restrictions were imposed on numbers being allowed to attend a funeral in line with the Covid-19 regulations and also as a result of a neighbouring Crematorium having technical issues resulting in Lea Fields providing Direct Services on their behalf for two weeks.



3. COVID Impact

The facility has been popular with Funeral Directors and families for cremations and funerals, but has not received the expected footfall essential for raising the profile of Lea Fields Crematorium and to what Lea Fields Crematorium has on offer.

Secondary spend purchases on memorialisation have not been as lucrative due to COVID-19 virus and the restrictions this has imposed. The strewing area landscaping is yet to be completed however once the strewing areas are usable, any remains scattered on site will generate memorial interest and encourage visitors.

4. Pricing

Lea Fields Crematorium pricing is benchmarked against competing facilities in Lincoln, North Lincolnshire (Scunthorpe), and Doncaster. We also included benchmarking for Babworth Crematorium (Westerleigh group) and Barnby Moor Crematorium (Memoria group), which are privately owned crematoria forming part of a larger network of crematoria.

In 2021 Lincoln Crematorium reduced their 'Direct Cremation' fee by £100 and North Lincolnshire introduced 'Layered service' approach. Lea Fields has remained competitive despite our competitors' reactions.

Whilst the pricing remains competitive, the fees and charges also protect the profit margin to ensure the facility remains viable. Secondary spend on items not directly related to the funeral are considered a luxury item.

Income generation through memorial sales is an important element of service provision. This is handled with sensitivity and tactfully to ensure that low-income families have affordable memorial options.

Demand

A 5-year forecast has been carried out. Moving forward it is suggest that market demand will shift in the type of services preferred. Direct Cremations are predicted to increase as a preferred choice from 10% to 16%. Standard services will inevitably fall as a result of families choosing directs in favour of attending a service. This will have an impact of the forecast income as Direct services (£465) fees are 45% lower than a Standard Service (£850).

The forecast is lower than the budgets agreed in the 2021/2022 MTFP in March 2021. This is as a result of the change in market choice and remaining competitive with our local competitors.

Table below show the forecast based on the market against the current budgets agreed. This is bases on the fees proposed for 2022/23 and 2% increase for each following year.

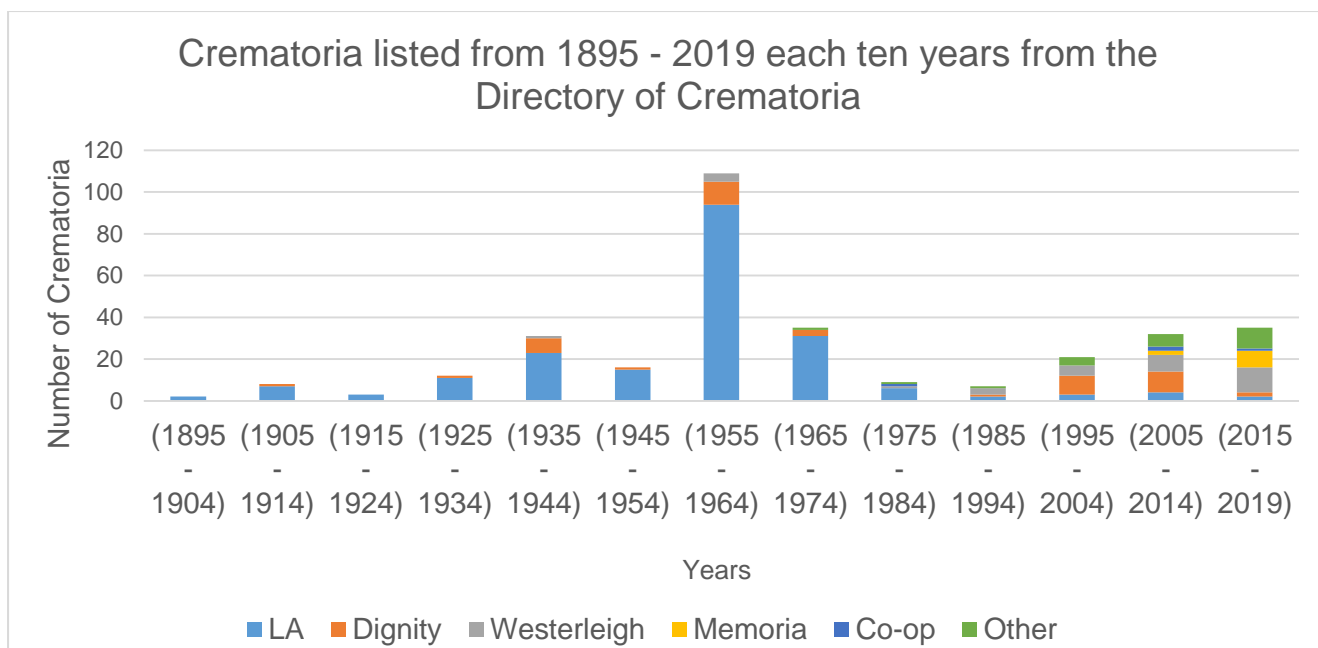
	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Forecast	409,100	429,000	473,000	534,100	576,000	601,400
MTFP at agreed March 2021	471,500	517,800	561,400	562,300	562,300	562,300
Variance	(62,400)	(88,800)	(88,400)	(28,200)	13,700	39,100

Below show the changes in the percentage of the demand expected.

Income	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Saturday	0%	0%	0%	0%	0%	0%
Direct	10%	7%	16%	16%	16%	16%
Farewell	3%	3%	3%	3%	3%	3%
Early	7%	4%	6%	6%	6%	6%
Standard	80%	86%	75%	75%	75%	75%
TOTAL FORECAST	100%	100%	100%	100%	100%	100%

5. Understanding Customers and Markets

Local Authority operated crematoria no longer have the monopoly in the crematoria industry. Since the late 1970's private investors have invested in this area, marketed well, and becoming profitable. Lea Fields compete with the private investors in this highly competitive and fast-changing environment, seeking new information and inviting innovation to ensure a sustainable business model.



Customer expectations continue to rise in the bereavement industry and is constantly evolving, driven by greater choice. Whilst ensuring that Lea Fields remains true to the West Lindsey District Council ethos, we also understand and appreciate that change is essential for survival in this highly competitive and fast-changing environment.

6. Proposed Charges

The proposed charges are outlined in the table below.

Direct cremations maximise staff time and use of equipment that may otherwise not be utilised at less favourable times during the day. Other Crematoriums have reduced their Direct Cremations service fees by as much as £100 to try to increase their market share. Direct Cremations play an important part of our service and running cost efficiency, to remain competitive we are proposing to only increase this fee by £1.50 (0.3%) and round the charge to £465.

Cremation services have been increased by 2.5% rather than inflation at 3.9%. This decision has been made to ensure we stay competitive with other Cremation providers. This is especially important as we are still establishing ourselves in the market.

Secondary spends, ie memorials, which can be considered a luxury item, have been increased by inflation at 3.9%.

Sanctum Vault and Barbican Memorials have been increased by 6%. This is to reflect the increased shipping costs of granite.

Strewing/scattering of cremated remains in our Garden of Remembrance from another crematorium has been frozen at the current rate of £55. As we have not been able to allow any scattering of remains we feel it would be wrong to increase this price as we begin to be able to offer this service. It is important to try to attract these customers as we look to embed Lea Fields Crematorium in the local community, this could lead to families choosing Lea Fields for future services taking place at our crematorium, it will also encourage memorial sales for loved ones scattered here.

7. Impact on Medium Term Financial Plan (MTFP)

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(549,000)	(593,000)	(594,300)	(594,700)	(594,700)
Proposed Budget - Leased Memorials	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)
Proposed Budget - Book of Remembrance	(2,700)	(2,700)	(2,700)	(2,700)	(2,700)
Proposed Budget - Chapel Tributes	(15,600)	(15,600)	(15,600)	(15,600)	(15,600)
Proposed Budget - Chapel	(11,200)	(11,600)	(12,000)	(12,400)	(12,400)
Proposed Budget - Cremations	(544,600)	(588,600)	(649,600)	(649,600)	(649,600)
Impact on MTFP 2022/23 Pressure/ (Saving)	(27,600)	(28,000)	(88,100)	(88,100)	(88,100)

8. Recommendation

Members are requested to recommend to Council the charges for 2022/2023 as illustrated in the schedule below

Prosperous Communities Committee

Crematorium

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

Cremation			£829.00	2.5%	£21.00	£850.00	£0.00	£850.00	X
Early start (09:00 & 09:45)			£669.50	2.5%	£16.50	£686.00	£0.00	£686.00	X
Direct Cremation (no attendance 08:45)			£463.50	0.3%	£1.50	£465.00	£0.00	£465.00	X
Body parts/slides and blocks			£77.50	2.6%	£2.00	£79.50	£0.00	£79.50	X
Saturday service (with discussion with Manager)			£1,161.00	2.5%	£29.00	£1,190.00	£0.00	£1,190.00	X
Late cancellation fee (cancellations within 72 hours of service)			£113.50	2.6%	£3.00	£116.50	£0.00	£116.50	X
Chapel fee (extension 20 minutes)			£180.50	2.5%	£4.50	£185.00	£0.00	£185.00	X
Chapel fee (extension 40 minutes)			£232.00	2.6%	£6.00	£238.00	£0.00	£238.00	X
Memorial Service (45mins)			£232.00	2.5%	£5.80	£237.80	£1.00	£238.80	X
Strewing/scattering of cremated remains from elsewhere			£55.00	0.0%	£0.00	£55.00	£0.00	£55.00	X
Witnessed scattering			£20.00	5.0%	£1.00	£21.00	£0.00	£21.00	X
The Farewell Service	A 10 minute service, for 6 mourners, 1 piece of music played on repeat. No minister.		£515.00	2.5%	£13.00	£528.00	£0.00	£528.00	X
Webcast recording			£40.00	3.8%	£1.50	£41.50	£8.30	£49.80	S
Webcast recording (available for 28 days and download)			£45.00	4.4%	£2.00	£47.00	£9.40	£56.40	S
DVD recording (1st copy)			£50.00	4.0%	£2.00	£52.00	£10.40	£62.40	S
DVD recording (each subsequent copy)			£25.00	4.0%	£1.00	£26.00	£5.20	£31.20	S
Visual tribute (1 photograph)			£15.00	3.3%	£0.50	£15.50	£3.10	£18.60	S
Visual tribute (2-25 photographs)	Slideshow played on a loop throughout service		£40.00	3.8%	£1.50	£41.50	£8.30	£49.80	S
Pro Visual tribute (2-25 photographs)	Professionally edited slideshow		£66.67	4.2%	£2.83	£69.50	£13.90	£83.40	S
Visual tribute (for additional 25 photos)	Both standard and professionally edited slideshow		£25.83	4.5%	£1.17	£27.00	£5.40	£32.40	S
Video tribute (up to 5 minutes)			£35.00	4.3%	£1.50	£36.50	£7.30	£43.80	S
DVD containing the tribute (1st copy)			£25.00	4.0%	£1.00	£26.00	£5.20	£31.20	S
DVD containing the tribute (each subsequent copy)			£20.00	5.0%	£1.00	£21.00	£4.20	£25.20	S
Extra work (Pro tribute)			£17.50	0.0%	£0.00	£17.50	£3.50	£21.00	S
Downloadable copy of Visual Tribute			£10.00	5.0%	£0.50	£10.50	£2.10	£12.60	S
Book of Remembrance (2 lines)			£75.00	4.0%	£3.00	£78.00	£15.60	£93.60	S
Book of Remembrance (each additional line) (to a maximum of 8 lines)			£8.33	2.0%	£0.17	£8.50	£1.70	£10.20	S
Book of Remembrance (illustrations)	plus Admin Fee £10-£30 dependent on requirements		POA			£0.00	POA	POA	S
Miniature book (leather - 2 lines)			£90.00	3.9%	£3.50	£93.50	£18.70	£112.20	S
Miniature book (leather - 5 lines)			£110.00	4.1%	£4.50	£114.50	£22.90	£137.40	S
Miniature book (leather - 8 lines)			£120.00	3.8%	£4.50	£124.50	£24.90	£149.40	S
Memorial card (2 lines)			£40.00	3.8%	£1.50	£41.50	£8.30	£49.80	S
Memorial card (5 lines)			£60.00	4.2%	£2.50	£62.50	£12.50	£75.00	S
Memorial card (8 lines)			£70.00	3.6%	£2.50	£72.50	£14.50	£87.00	S
Additional inscription to existing books and cards			£18.33	3.7%	£0.67	£19.00	£3.80	£22.80	S

	Floral design (available for 5 and 8 lines only)		£40.00	3.8%	£1.50	£41.50	£8.30	£49.80	S
	Caskets *		£45.00	4.4%	£2.00	£47.00	£9.40	£56.40	S
	Temporary deposit of Cremated remains per month after initial month		£10.00	5.0%	£0.50	£10.50	£2.10	£12.60	S
***	Sanctum 2000 vault (leased for 10 years) including up to 80 letters **		£791.67	6.0%	£47.83	£839.50	£167.90	£1,007.40	S
***	Sanctum 2000 vault - per letter above 80		£1.75	14.3%	£0.25	£2.00	£0.40	£2.40	S
***	Barbican memorial (space lease for 5 years) **		£192.50	6.0%	£11.50	£204.00	£40.80	£244.80	S
***	Mulberry Tree - per leaf, space leased for 5 years **		£137.50	4.2%	£5.83	£143.33	£28.67	£172.00	S

* If a casket is sold as part of a funeral package it will be exempt from VAT; if supplied on its own it will be standard rated

** Sanctum 2000 vault/Barbican memorial/Mulberry tree - additional artwork/photo plaque can be provided - POA (plus Admin Fee £10-£30 dependent on requirements)

*** When a Mulberry leaf, Barbican plaque or Sanctum vault is purchased there will be a 10% discount applied to any book of remembrance purchase.

FEES AND CHARGES REPORT

APPENDIX 15 – COMMUNITIES:DEFIBRILLATOR MEMBERSHIP SCHEME

1. Service description

Automated External Defibrillators (AED's) are portable devices that can be used on someone having a cardiac arrest. They check the heart rhythm and send an electric shock to the heart to try and restore a normal rhythm. They have been in wide use for many years and form part of the standard equipment that paramedics, ambulances and first responders carry. In the event of someone suffering a cardiac arrest, the time it takes to administer aid is critical.

Having access to a nearby AED can greatly reduce the amount of time it takes to administer lifesaving support. They give the best possible chance for someone to survive until medical services arrive.

All AED's contain consumable parts that need replacing either when used or expired.

Council approved the introduction of the Membership Scheme and fee on the 9th September 2020, for immediate implementation. The scheme enables AED's to be deployable for longer and reduce the likelihood of an AED not being deployable.

For a set annual fee of £100 (incl. VAT) per device, each guardian would receive:

- Replacement battery and pads when activated.
- Replacement battery and pads when expired.
- Online reporting tool.
- Out of hours contact.
- Annual check.
- Access for First Aid Roadshows around the District.

The need for new AED installations has decreased, but some locations in the district still justify a newly installed device due to reduced coverage. The criteria for a new installation remains the same as previously agreed at PCC (30.01.2018 Continuation of Community Grants).

Criteria:

- Constituted organisations, Parish/Town Councils, charities, social enterprises, schools and faith based organisations are eligible;
- Organisations must match fund £400 towards any new defibrillator awarded;
- The Communities Team will review all applications on an on-going basis.

2. Prior years analysis, current financial year projections

The introduction of the Defibrillator Membership Scheme was approved by Council 07.09.20 and there are currently 34 defibrillators (29 customers) signed up to the service, as at 4th October 2021.

Cost recovery will be monitored through monthly budget monitoring. There are currently 91 defibrillators in the community, if 68 (75%) were to sign up to the scheme this would result in a small surplus of approximately £350 pa. With the nature of deployments, this is difficult to predict. However, as the scheme develops, annual data will be available for deployments ensuring financial predictions can be more accurate.

It is now automatic for any new installation to be signed up to the Membership Scheme. Eight of the current Memberships are from older installations, and nine memberships are included as part of a new installation.

Marketing of the scheme is underway and all communities with AED's have been informed of the service. This was delayed due to COVID-19.

Membership Information as at 4th October 2021	
Max. Market Capacity	100-120
No. of installed AED's	91
Membership Required for Total Cost Recovery (TCR)	68
% Membership Required for TCR	75%
Current Membership -Number of Defibrillators	34
% of Installed AED's	37%
Income Achieved 2021/2022 *	£2,236.02
Annual Membership Fee (net of VAT)	£ 83.33

* As at 4th October 2022 - 8 defibrillators full year, 26 defibrillators joined during the year.

3. Impact of Covid-19

Installations continued throughout restrictions in a COVID safe manner.

However, the Membership Scheme has been significantly impacted by the supply chain for consumable parts. Many parts are exported from USA/Canada, with lead times being over 3 months due to either COVID-19 or Brexit. This has meant advertising of the scheme has been restricted. AED's in the district that were not deployable were prioritised.

As we moved into July 2021, the supply chain improved, but is still restrictive. As restrictions ease and deliveries have further guarantees, advertising the scheme can

be wider as we have the capacity to deliver the service. The reputational damage would have been significant if we offered the service, whilst still having limited stock and being unable to ensure we met customer demands.

4. Pricing

The fee has been set on the basis of cost recovery being achieved if 75% of communities with defibrillators (i.e. 68 out of the 91 communities who currently have a defibrillator) signed up to the scheme.

The scheme has only been running for less than a year, and the data we have is still a small sample size. A maintained price of £100 (incl. VAT) would provide continuity for our communities and align to all current literature.

Cost recovery analysis will be undertaken as the scheme develops over 2022/2023, and will inform the fees and charges review for this service for 2023/2024.

A match funding contribution of £400 towards any new installation will remain until the end of 2022/2023 where this be reviewed alongside the Community Grants Programme.

5. Understanding Customers and Markets

The market has capacity for approximately 100-120 defibrillators, of which 91 communities currently have defibrillators installed by West Lindsey District Council.

All new installations are automatically signed up to the annual maintenance scheme. However, new installations have reduced compared to previous years because of the difficulty in finding new, suitable locations.

To achieve total cost recovery a take up of 75% of the current 91 defibrillators installed is required (68). The projections for the scheme is to achieve this level by 2026/2027. This target is reflected in the budget implications detailed at section 7.

6. Proposed Charges

In light of the implementation of the fee being effective from September 2020, it is proposed that the fee is maintained at the current level of £100 (incl. VAT) for 2022/2023.

An analysis of cost recovery and service take up will inform a review of the fee for the year 2023/2024.

7. Impact on Medium Term Financial Plan (MTFP)

There was a £10k pa budget allocated to the Defibrillator Scheme up to the end of 2022/2023 from the Community Grant Scheme earmarked reserve, which includes £2.5k for equipment maintenance.

There is also a base budget of £2k pa to cover the cost of maintaining defibrillators attached to West Lindsey District Council buildings i.e.

- Lea Fields Crematorium
- Trinity Arts Centre
- Guildhall
- Caenby Corner Depot

From 2023/2024 any income generated from the maintenance scheme will be utilised to purchase equipment to facilitate the maintenance of the defibrillators which are signed up to the scheme.

	22/23	23/24	24/25	25/26	26/27
Current Budget in MTFP	4,500	2,000	2,000	2,000	2,000
Proposed Budget - Equipment Maintenance	7,900	6,000	6,600	7,200	7,700
Proposed Budget - Defib Maintenance Scheme Income	(3,400)	(4,000)	(4,600)	(5,200)	(5,700)
Impact on MTFP 2022/23 Pressure / (Saving)	0	0	0	0	0

Projected Scheme Subscription (68 to achieve TCR)	41	48	55	62	69
Projected Scheme Subscription (75% to achieve TCR)	60%	71%	81%	91%	101%

8. Recommendation

Members are requested to recommend to Council the charges for 2022/2023 as illustrated in the schedule below.

Prosperous Communities Committee				Communities			
2021/22	Proposed Increase / (Decrease)	2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate		
£	%	£	£	£	£		
Defibrillator maintenance service (annual charge)		£83.33	0.0%	£0.00	£83.33	£16.67	£100.00 S

CP&R Work Plan as at 3 November 2021

Purpose:

This report provides a summary of reports due at upcoming meetings for the remainder of the civic year.

Recommendation:

1. That members note the contents of the report.

Date	Title	Lead Officer	Purpose of the report	Date First Published
11 NOVEMBER 2021				
24 Jan 2022	Mid Year Treasury Report 2021-22	Caroline Capon, Corporate Finance Team Leader	Review of Prudential indicators	22 January 2021
11 Nov 2021	Budget and Treasury Monitoring - Qtr 2 2021/2022	Sue Leversedge, Business Support Team Leader	this report sets out the revenue, capital and treasury management activity from 1 April 2021 to 30 September 2021	15 September 2021
11 Nov 2021	Proposed Fees and Charges 2022/2023	Sue Leversedge, Business Support Team Leader	proposed fees and charges effective from 1st April 2022	15 September 2021
11 Nov 2021	Annual Infrastructure Funding Statement	Rachael Hughes, Development Contributions Officer	The Infrastructure Funding Statement provides a summary of financial contributions the Council has secured through section 106 agreements and Community Infrastructure Levy receipts, collectively known as developer contributions, from new developments for the provision of infrastructure and affordable housing within the financial period 2020/21.	15 September 2021
11 Nov 2021	Progress and Delivery Quarter 2, 2021-22	Ellen King, Senior Performance Officer	This report presents performance against the Council's key performance indicators for quarter two (July - September), 2021-22.	24 March 2021

11 Nov 2021	Selective Licensing - Future Options and Proposals	Andy Gray, Housing and Enforcement Manager	To provide Councillors with information on the options available in relation to a future Selective Licensing Scheme and seek approval to consult upon these.	15 September 2021
11 Nov 2021	Budget Consultation Responses	Tracey Bircumshaw, Assistant Director of Finance and Property Services and Section 151 Officer	To provide members with the results of the Budget Consultation.	
11 Nov 2021	Free Parking for Christmas Markets	David Kirkup	To consider the requests to waive charges in council car parks to support events	
11 Nov 2021	Bridging resource Nationally Strategic Infrastructure Project NSIP	Sally Grindrod-Smith, Assistant Director of Planning and Regeneration	Financial resource to fulfill obligations in respect of WLDC's role in the NSIP process	
11 Nov 2021	GGW charges 2022/23	Ady Selby, Assistant Director of Commercial and Operational Services	GGW charges	
16 DECEMBER 2021				
24 Jan 2022	Local Council Tax Support Scheme 2022/23	Angela Matthews, Benefits Manager, Alison McCulloch, Revenues Manager	Local Council Tax Support Scheme 2022/23	09 June 2021
16 Dec 2021	Council Tax, Business Rates and Sundry Debtor Write Offs 2021/22	Alison McCulloch, Revenues Manager	Write offs over £2,500 relating to council tax, business rates and sundry debtor accounts	13 July 2021
11 Nov 2021	Information Classification and Handling Policy	John Bingham, Assistant Data Protection and Freedom of Information	The purpose of this document is to define the policies and standards that will be applied to maintain the	

Page 339	11 Nov 2021	Information Governance Policy	Officer John Bingham, Assistant Data Protection and Freedom of Information Officer	confidentiality, integrity and availability of the information systems supporting the business functions of the council. information is a vital asset that the organisation is reliant on, both for the provision and for the efficient management of services and resources. It is essential that there is a robust information governance management framework and policies to ensure that information is effectively managed and that the risks of loss of information confidentiality, integrity and availability are reduced.	
	11 Nov 2021	Mid Year Review of the Medium Term Financial Plan	Tracey Bircumshaw, Assistant Director of Finance and Property Services and Section 151 Officer	To provide a mid year update of the Medium Term Financial Plan, taking into account known pressures/savings.	
	31 Nov 2021	Saxilby Footbridge Refurbishment	Gary Reeve, Property & Assets Manager	Business Case to consider refurbishment of Saxilby Footbridge	15 September 2021
	16 Dec 2021	Market Rasen Leisure Centre, Swimming Pool Business Case	Tracey Bircumshaw, Assistant Director of Finance and Property Services and Section 151 Officer	To feedback to members the business case for a swimming pool at Market Rasen Leisure Centre.	
	16 Dec 2021	Additional resource for Levelling Up Fund	Elaine Poon, Local Development Order and Major Projects Officer	Seeking for additional resource to prepare for Levelling Up Funding bid prior to funding announcement	
13 JANUARY 2022					
	13 Jan 2022	Progress and Delivery Measures and Targets 2022-23	Ellen King, Senior Performance Officer	This report presents for approval the Council's proposed performance measures, and corresponding targets	24 March 2021

			for 2022-23.	
23 Sep 2021	Replacement of Income Management System	Lyn Marlow, Customer Strategy and Services Manager	Current contract arrangement for Income Management system (cash receipting) come to an end March 2022. This report is to outline preferred option for its replacement for the next 3 years	15 September 2021
13 Jan 2022	Review of Whistleblowing Policy	Emma Redwood, Assistant Director People and Democratic Services	To review the Whistleblowing Policy taking into account G&A committee recommendations June 2021	13 July 2021
13 Jan 2022	Purchase of former Lindsey Centre	Elaine Poon, Local Development Order and Major Projects Officer	Potential purchase of former Lindsey Centre	15 September 2021
13 Jan 2022	Voluntary & Community Sector Strategy	Grant White, Enterprising Communities Manager	To approve recommendations from Prosperous Communities Committee on community funding budgets and spend.	15 September 2021
00 FEBRUARY 2022				
7 Mar 2022	Executive Business Plan and Medium Term Financial Plan 2022/23	Tracey Bircumshaw, Assistant Director of Finance and Property Services and Section 151 Officer	To present the Executive Business Plan, Budget 2022/23 and the Medium Term Financial Plan 2022/23-2026/27	22 January 2021
10 Feb 2022	Budget and Treasury Monitoring - Qtr 3 2021/2022	Sue Leversedge, Business Support Team Leader	this report sets out the revenue, capital and treasury management activity from 1 April to 31 December 2021	15 September 2021
10 Feb 2022	Corporate Policy and Resources Committee Draft Budget 2022/2023 and estimates to 2026/2027	Sue Leversedge, Business Support Team Leader	The report sets out details of the overall Draft Revenue Budget 2022/23 including that of this Committee and those recommended by the Prosperous Communities Committee for the period 2022/23, and estimates to 2026/27 to be included in the Medium Term	15 September 2021

Financial Plan.

10 Feb 2022	Committee Timetable 2021-2022	Katie Storr, Democratic Services & Elections Team Manager (Interim)	To follow the format of previous years	24 March 2021
10 Feb 2022	Budget and Treasury Monitoring - Period 3 2021/22	Sue Leversedge, Business Support Team Leader	this report sets out the revenue, capital and treasury management activity from 1 April 2021 to 30 September 2021	09 June 2021
4 Apr 2022	Annual Treasury Report	Caroline Capon, Corporate Finance Team Leader	Annual Treasury Report for 2021/22	13 July 2021
10 Feb 2022	Hemswell Cliff Managed Estate Contract	Shayleen Towns, Senior Community Action Officer	WLDC contract to manage a private estate at Hemswell Cliff is a 5 year contract 1 July 2018 to 31 March 2023. This report is ask members to consider a further 5 years from 1 April 2023.	09 June 2021
14 APRIL 2022				
14 Apr 2022	Lindsey Centre update	Sally Grindrod-Smith, Assistant Director of Planning and Regeneration, Elaine Poon, Local Development Order and Major Projects Officer	An update on the leisure scheme following the concurrent committee meeting on 11 June 2019	24 March 2021
14 Apr 2022	Budget and Treasury Monitoring - Qtr 4 2021/2022	Sue Leversedge, Business Support Team Leader	This report sets out the revenue, capital and treasury management activity from 1 April 2021 to 31 March 2022.	15 September 2021
14 Apr 2022	Parking Strategy	David Kirkup	The parking management service is renewing its parking strategy. This report will submit the strategy to members for information and approval	

Agenda Item 8a

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

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Agenda Item 8b

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

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