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SOUTHEND-ON-SEA BOROUGH COUNCIL**

**Cabinet**

**Date: Thursday, 11th February, 2016**

**Time: 2.00 pm**

**Place: Committee Room 1 - Civic Suite**

**Contact: Colin Gamble**

**Email: [committeesection@southend.gov.uk](mailto:committeesection@southend.gov.uk)**

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# Southend-on-Sea Borough Council

Report of Corporate Director for Corporate Services  
and Corporate Director for People

to  
**Cabinet**

on  
**11 February 2016**

Agenda  
Item No.

Report prepared by: Ian Ambrose  
Group Manager, Financial Management

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**Draft Housing Revenue Account Budget 2016/17 and Rent Setting  
Policy and Resources Scrutiny Committee  
Executive Councillor: Councillor David Norman  
*A Part 1 Public Agenda Item***

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## **1 Purpose of Report**

This report sets out the Housing Revenue Account (HRA) budget for 2016/17, together with the information necessary to set a balanced budget as required by legislation.

**This report has been drafted before new legislation, and associated regulations, proposed through the Welfare Reform and Work Bill affecting the rent levels for social housing and the Housing and Planning Bill imposing enforced sale of high value voids or an equivalent financial levy has been finalised, and therefore the assumptions made within this report may need substantial updating once the Government's proposals are made clear.**

## **2 Recommendation**

Cabinet are asked to recommend to Council

- 2.1 A rent reduction of 1% on General Needs tenancies, as required by the Welfare Reform and Work Bill;
- 2.2 A zero % rent increase on Sheltered Accommodation tenancies;
- 2.3 An average rent increase of 3.39% on shared ownership properties;
- 2.4 An increase in hostel rents to the appropriate Local Housing Allowance rate, less 10% plus £60, as allowed by national guidance;
- 2.5 That the proposed rent changes in 2.1, 2.2, 2.3 and 2.4 be effective from 4 April 2016;

- 2.6 The increases in other charges as set out in section 5;
- 2.7 Note the management fee proposed by South Essex Homes, as set out in section 6;
- 2.8 That from 1 April 2016, South Essex Homes be charged with setting and recovering service, heating and water charges directly, on a cost recovery only basis, and their management fee be reduced accordingly;
- 2.9 The appropriations to the Repairs Contract Pensions earmarked reserve and the HRA Capital Investment earmarked reserve, as set out in section 8;
- 2.10 Subject to 2.1 through to 2.9 above, the HRA budget as set out in Appendix 1;
- 2.11 That a report be brought back to Cabinet in the autumn on the HRA Medium Term Financial Strategy and Plan, as set out in section 9; and
- 2.12 The value of the Council's capital allowance for 2016/17 be declared as £34.073M, as determined in accordance with regulation 16 of the Local Authorities (Capital Finance and Accounting) (England) Regulations.

### **3 Background**

- 3.1 The Housing Revenue Account (HRA) is the statutory "landlord" account for the authority. For Southend therefore this expresses in financial terms the level of housing service provided within agreed policy guidelines.
- 3.2 The Council is obliged by law to set rents and other charges at a level to avoid a deficit on the HRA balance (i.e. the legal minimum balance at any time during the financial year must be greater than zero). This report proposes an HRA budget that avoids a deficit balance.
- 3.3 The estimates have been prepared alongside South Essex Homes, and incorporate their proposed management fee.
- 3.4 Summary estimates for the HRA are at Appendix 1.

### **4 Rent Increase**

#### **General Needs Properties**

- 4.1 The average weekly rent charged on HRA General Needs tenancies is currently £90.17.
- 4.2 Under changes introduced by the Government in the proposed Welfare Reform and Work Act, the Council is obliged to reduce social housing tenancy rents by 1%. This applies to both formula and affordable rents. This reverses the announcement made in the last year of the Coalition Government that rents would increase by CPI plus 1% for the next ten years, and the basis for

planning the current HRA Medium Term Financial Forecast (MTFF). The Council will be able to continue with its policy to move rents to formula level on change of tenancy, although the formula rent will similarly need to fall by 1% as well. As currently written, the proposed Act obliges the rent reduction to apply to both general needs and sheltered accommodation, although there is provision for classes of accommodation to be exempted from the requirement through regulation. As yet no draft regulations have been published, although It is understood that sheltered accommodation is to be exempt for 2016/17.

- 4.3 The rent reduction requirement does not apply to rents on shared ownership properties or temporary accommodation.
- 4.4 The 1% reduction in rent for General Needs tenancies will see the average rent fall to £89.27.

### **Sheltered Accommodation**

- 4.5 The average weekly rent charged on HRA Sheltered Accommodation tenancies is currently £77.53.
- 4.6 It was announced in a House of Commons debate on 27 January 2016 that the Government is minded to exempt “specialist” housing, which includes sheltered units, from the required 1% rent reduction for one year, so as to provide time to study the financial viability of this sector of housing. The Council therefore has the option to consider whether to continue with its current course of a rent reduction across the board, or revert to a normal CPI + 1% rent rise for the sheltered units. The CPI percentage used for rent rises is the previous September. That CPI rate was -0.1%, therefore the permissible rise for Sheltered Accommodation is 0.9%.
- 4.7 Given the lateness of the announcement, the views of Group Leaders were sought. Some were in favour of increasing rents by the permissible amount, others that the 1% reduction be implemented. It is recommended that a middle road is therefore followed, and that rent levels be kept the same for 2016/17.

### **Shared Ownership Properties**

- 4.8 The rents for the Council’s 14 shared ownership properties have traditionally been set on the same basis as a full Council dwelling, pro-rata’d to the Council’s ownership. As these properties are not covered by the Government’s reduction policy, it is recommended that these rents continue to increase as would be normal by CPI +1%, plus a move towards final convergence. Across the 14 properties, the Council’s ownership ranges from 10% up to 75%. On average rents would increase by 3.39%, although individual rent rises will vary depending upon how near to rent convergence a particular rent is.

## **Hostels**

- 4.9 Similarly rents in the Council's hostels have traditionally been set with reference to formula rents for Council Dwellings, notwithstanding that the hostels are let as temporary accommodation. As these temporary tenancies are not subject to the Government's rent reduction policy, it provides an opportunity to review and potentially charge higher rent levels in recognition of the additional costs associated with managing temporary accommodation. There is a national formula which is applied to managing temporary accommodation of the Local Housing Allowance rate, minus 10% plus £60 per week, equivalent to about £160 per week, compared to the current average charge for a room of £69. This level will be deemed to be inclusive of relevant service charges. This higher level of rent for temporary accommodation is fully admissible for Housing Benefit. It is recommended that this new approach to temporary accommodation rents be adopted.

## **Other Matters**

- 4.10 Notwithstanding the welfare reforms being brought in by the government, those whose rent is currently met through housing benefit should continue to receive the same degree of financial assistance. Clearly where rents are being reduced, any associated housing benefit will reduce pound for pound, leaving the tenant no better or worse off.
- 4.11 Members are however reminded that a proportion of tenants will be impacted by other welfare reforms regardless of the rent rise. Where working age tenants are in under occupation of their home, any housing benefit payable will be reduced by 14% for one extra bedroom or 25% for two or more extra bedrooms. The other major change that may affect some tenants is the imposition of the lower benefit cap, which would limit the totality of all benefits to a maximum of £20,000 per year (currently £23,000). Where total benefits, including housing benefit, exceed the cap, the housing benefit will have to be reduced to bring the total package back down to £20,000.
- 4.12 The effective date of any increase will be 4 April 2016, being the first Monday of the new rent year.

## **5 Other Fees and Charges**

- 5.1 The HRA benefits from a number of income streams other than dwelling rents, the majority of which are set by the Council and therefore need a resolution for any increases.

## **Garages**

- 5.2 Standard garages are currently charged at £10.80 per week for tenants (£12.96 being £10.80 plus VAT for non-tenants). It is recommended that these charges be increased to £11.00 per week for tenants (£13.20, being £11.00 plus VAT for non-tenants), being a 2% rise, being consistent with the standard approach taken across the Council's fees and charges. All variants on a standard garage will receive a proportionate increase.

## **Service and Water Charges**

- 5.3 2010/11 saw the completion of the current round of service charge unpooling from the main rent. This was the process where previous “all-in” rent payment was split between the rent element and the service charge element. The reduced rental payment then resumed its convergence path with the formula rent. There are no proposals as part of this budget to unpool further costs from the main dwelling rental, although the situation will continue to be monitored for any new unpooling opportunities. There is therefore only the need to consider the uplift of the existing service charges currently levied. Over the past year, there has been a detailed review of the cost-recovery of service charges, which has confirmed that the overall income derived covers the cost of provision. It is therefore only necessary to recommend an average 1% inflationary increase in service charges. As service charges are based on actual costs for each block, individual charges could change by more or less than the average rise. This will enable service charges to be kept in line with the cost of providing the service. Service charges are generally covered by housing benefit where applicable.
- 5.4 Water charges are collected by the Council on behalf of Essex and Suffolk Water, with the actual cost being passed on to the tenant. The Council receives a commission payment from the water company for providing this service.

## **Heating Charges**

- 5.5 Heating charges for sheltered housing tenants are monitored on a scheme by scheme basis, with the aim that each scheme broadly covers its costs. Following consultation last year, the basis of charge is now calculated using actual costs for each scheme based on the previous year.
- 5.6 Based on costs associated with heating, it is proposed that there is an average 1% decrease in heating charges in 2016/17. The actual charge for 2016/17 will be the actual costs associated with each scheme.

## **Careline**

- 5.7 Careline is an important service provided to more vulnerable tenants and non-tenants alike, enabling them to feel secure in their own homes and reassured that help, if needed, is at hand. The Council, alongside South Essex Homes, are keen to ensure that while remaining a robust and reliable service; it is provided in the most cost effective way.
- 5.8 The service is currently estimated to be operating at a loss. To bring the service back into a breakeven situation, it is estimated to require a 20% increase, taking the weekly cost of the provision of the equipment and monitor service from £2.42 to £2.90 and the monitor only service from £1.35 to £1.60. Although these increased charges are justifiable, and will still be below the average charged for these services across Essex, it is considered that a single increase of this magnitude may discourage vulnerable clients from using the service, which in time has the potential to increase costs elsewhere. It is therefore recommended that the service be restored to breakeven in a phased basis, with the equipment and monitor service increasing to £2.60 and the monitor only service increasing

to £1.50. Many of the recipients receive this service free of charge, with the Council picking up the cost through Supporting People.

## 6 Management Fee to South Essex Homes

6.1 A management fee bid by the Board of South Essex Homes has been received by the Director for People, which following negotiations has been agreed.

6.2 The fee is normally made up of two principal elements; the core management fee which covers the day to day cost of running the service and an administration fee levied on the decent homes programme. The proposed fee has been set mindful of the financial pressures within the HRA. The bid is summarised in the table below.

	<b>2015/16 Budget £000</b>	<b>2016/17 Forecast £000</b>
Core Management Fee	9,264	9,264
Inflationary Pressures		153
Less:		
Savings Target		(120)
Inflation Absorbed		(88)
<b>Total Management Fee</b>	<b>9,264</b>	<b>9,209</b>

6.3 The inflationary pressures for South Essex Homes are in respect of primarily employee related increased costs.

6.4 A significant proportion of income to the HRA comes from service, heating and water charges. The income comes directly into the HRA, with the costs of providing these services being incurred by South Essex Homes and therefore included within the management fee.

6.5 It is beholden on South Essex Homes and the Council to ensure that service charges are reasonable, and as near as possible are set on a cost recovery basis. This process is however hampered by a mismatch of responsibilities and lack of clarity; South Essex Homes provide the service, the Council collects income. Therefore from time to time reviews are carried out.

6.6 Given that South Essex Homes have full details of their costs associated with the provision of chargeable services, it is recommended that South Essex Homes sets and recovers the charges directly on a cost recovery basis, albeit ratified by the Council as part of the introduction of the new management agreement from 1 April 2016, with the management fee being reduced accordingly. South Essex Homes have been consulted on this proposal and are in agreement with it. This will cover service charges, water charges and heating charges. As Careline at present is operating below breakeven, it is considered that it is premature to transfer this income stream too.



- 6.7 This change will see £3,641,000 income flow directly to South Essex Homes, with the headline management fee reduced by the same amount.
- 6.8 Separately the savings plans for the General Fund include a proposed new charge of £50,000 into the HRA by way of the transfer of a function to be delivered by South Essex Homes (PE7). The total Management Fee for 2016/17 will therefore be as follows:

	<b>2016/17 Forecast £000</b>
Core Management Fee	9,209
Less Service Charge Income Transferred	(3,641)
Add PE7 Allocation Service	50
<b>Management Fee</b>	<b>5,618</b>

## **7 Enforced sale of Voids**

- 7.1 Members will recall that the proposed Housing and Planning Act will be the statutory route through which the Government will introduce a duty on councils to consider selling high value vacant social housing when it becomes vacant. The Bill has changed the understanding of the nature of the scheme, in that it empowers the Secretary of State to require an upfront payment from the Council calculated by reference to the market value of their "high value" housing stock, rather than just paying over the proceeds of the actual sales, raising the possibility that should insufficient properties be sold, the HRA will have to fund the levy through other resources.
- 7.2 There has been a data gathering exercise carried out by the Department for Communities and Local Government which closed 24 December 2015 that is anticipated to form the basis for any proposed levy, but as yet there is no indication as to the likely amount. At the time of writing this report, it is not therefore possible to predict the resource implications of any levy arrangement. A verbal update will be given at Cabinet.

## **8 Options to Balance the HRA**

- 8.1 The draft Housing Revenue Account Revenue budget for 2016/17 was considered by Cabinet on 19 January 2016. It was referred to Policy and Resources Scrutiny Committee on 28 January 2016 for detailed Member consideration.
- 8.2 The draft budget considered has been updated for the latest position on rent income and on interest payments following the appropriation of Queensway garages and parking areas to the General Fund. The HRA has been rebalanced through increasing the proposed appropriation to reserves.

- 8.3 The HRA budget has been constructed using realistic estimates wherever possible, however as indicated through the report there are a number of areas where legislation is pending that has the potential to significantly alter the proposed budget.
- 8.4 The budget, based on the recommendations above, is shown at Appendix 1. That budget shows an operating surplus of £4.081M. On that basis the HRA is clearly in balance and Members could choose to take no other action. However that surplus is less than it otherwise would have been had the Government not required the Council to reduce rents, and therefore the HRA has less resource for future investment into its stock than it otherwise would have done. Members will also recall that the reduction in rents is an on-going obligation for the next four years, by which time it will be reducing available resources by nearly £4M per year, and is predicted to move the HRA into deficit.
- 8.5 There is also the currently unknown impact of the enforced sale of voids regime.
- 8.6 Clearly action will need to be planned through the HRA medium term financial strategy. However as an immediate action, work has been jointly undertaken by South Essex Homes and the Council to identify a proposed reduction in the repairs budget of £500,000. This reduction will not compromise any health and safety work, instead it will target primarily contingent items. Should there be urgent or emergency works that cannot be contained within the reduced budget, then there would need to be a call on reserves.
- 8.7 Separately the savings plans for the General Fund include a proposed new charge of £50,000 into the HRA relating to the allocations policy (PE7) and £68,000 for the management of HRA related Aids and Adaptations (PE5).
- 8.8 These two changes bring the total operating surplus to £4.463M. Of this amount, £2.176M will be used to fund previously agreed revenue contributions to capital in relation to the new build at Shoeburyness and for the Queensway project, leaving £2.287M of the surplus unused. £60,000 of this will be diverted to the Repairs Contract Pensions Reserve under the five year arrangement put in place when the repairs contract was last let. Then rather than just take the residual £2.227M surplus to the HRA balances, it is recommended that it be taken to the HRA Capital Investment Reserve where any revenue surpluses are being accumulated for use in support of future capital investment.
- 8.9 General HRA balances will still remain above the target of £3M at £3.502M.

## **9 HRA Medium Term Financial Plan and Strategy**

- 9.1 It would be normal practice to set out the HRA Medium Term Financial Plan and Strategy as part of this budget setting report. However Members will appreciate the large degree of uncertainty there currently is around the future of the HRA given that two major pieces of legislation affecting the finances of the HRA are still passing through Parliament. Both pieces of draft legislation also allow for regulations to be issued by the Secretary of State, and as yet there has been no consultation on the content of those regulations. It is

therefore considered premature to draw up a HRA Medium Term Financial Plan and Strategy at this stage.

9.2 Clearly though there is a need to develop a new business plan for the HRA that reflects the new environment within which it needs to operate. To that end work is underway to identify

- The impact of the Welfare Reform and Work Bill and the associated regulations once issued, that deal with the required reduction in rents and Pay to Stay;
- The impact of the Housing and Planning Bill, and the associated regulations once issued, that deal with the enforced sale of high value stock and fixed life tenancies;
- An up to date 30 year business plan for capital investment, repairs and maintenance;
- A reassessment of the HRA depreciation policy, looking at realistic component life cycles, and reflective of the need to reinvest back into the stock;
- Required efficiency targets for South Essex Homes;
- Any proposals arising from the Sheltered Housing review; and
- The impact of Better Queensway.

9.3 It is proposed that the HRA Medium Term Financial Plan and Strategy be brought back to Cabinet in autumn 2016 to inform the debate on the 2017/18 and later years HRA budgets.

## **10 Capital Allowance**

10.1 The HRA capital programme is reported elsewhere on this agenda. This proposes an indicative programme of works over the next 4 years totalling £34.073M. At the same time, capital receipts generated by the sale of HRA assets continue to be subject to pooling arrangements with up to 75% of proceeds being paid over to government. The Council can take action to preserve the full value of its non right to buy capital receipts however by declaring a capital allowance under regulation 16 of the Local Authorities (Capital Finance And Accounting) (England) Regulations. This equates to the value of investment back into affordable housing, and as such is equal to the value of the HRA capital programme.

## **11 Other Options**

Options available to Members are set out throughout the report, particularly in relation to the proposed rent rise.

## **12 Reasons for Recommendations**

Part of the process of maintaining a balanced budget for the HRA is to consider and set any rent rise (and associated increases in other income streams). Full Council need to approve the HRA budget prior to the start of the financial year.

## **13 Corporate Implications**

### **13.1 Contribution to Council's Vision & Critical Priorities**

The recommendations in this report contribute directly to the Council's corporate priority to enable well-planned quality housing and developments that meet the needs and expectations of all of Southend's residents.

### **13.2 Financial Implications**

As set out in the report

### **13.3 Legal Implications**

None at this stage

### **13.4 People Implications**

None at this stage

### **13.5 Property Implications**

The recommendations in this report assist in the proper management of the Council's housing stock

### **13.6 Consultation**

The proposals contained in this report were considered by Policy & Resources Scrutiny Committee on 28 January 2016. The Committee made observations about the level of the proposed rent rise for shared ownership properties, but otherwise offered no comment on the HRA Budget.

Subsequently Group Leaders were consulted on the rent rise for sheltered accommodation, given the lateness of notice that these properties are to be exempt from the statutory 1% reduction in rent. There was a split of views, with some recommending an increase in rents, some recommending a reduction.

Appropriate notice of proposed increases in rents and charges has been factored into the timetable for implementing the recommendations of this report.

### **13.7 Equalities Impact Assessment**

None at this stage

### **13.8 Risk Assessment**

The financial risks associated with these proposals have been considered throughout this report, and in particular have been factored into the development of the self-financing business plan, and will be incorporated into the report on the robustness of the budget and the reserves policy to be presented to the March Cabinet.

13.9 Value for Money  
The proposals within this report are consistent with the Council's plans to continue to improve value for money within the services it offers.

13.10 Community Safety Implications  
None at this stage

13.11 Environmental Impact  
None at this stage

## **14 Background Papers**

Cabinet Report – Financial Pressures facing the HRA – 10 November 2015

## **15 Appendices**

Appendix 1 - HRA Budget 2016/17

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## HRA Budget 2016/17

## Appendix 1

	2015/16 Estimate £000	2015/16 Revised £000	2016/17 Original £000	Service Charge Switch	Growth / (Savings)	2016/17 Original £000
Employees	279	279	276			276
Premises (excluding repairs)	673	733	702			702
Repairs	5,236	5,236	5,236		(500)	4,736
Supplies and Services	66	66	67			67
Management Fee	9,264	9,264	9,209	(3,641)	50 PE7	5,618
MATS	956	956	980		68 PE5	1,048
Provision for Bad Debts	361	361	372			372
Depreciation	7,176	7,075	7,310			7,310
Interest and Debt Management Charges	3,447	3,606	3,559			3,559
<b>Total Expenditure</b>	<b>27,458</b>	<b>27,576</b>	<b>27,711</b>	<b>(3,641)</b>	<b>(382)</b>	<b>23,688</b>
Fees and Charges	(3,789)	(3,949)	(4,144)	3,641		(503)
Dwelling Rents	(25,941)	(26,244)	(25,705)			(25,705)
Other Rents	(936)	(933)	(940)			(940)
Other	(227)	(242)	(263)			(263)
Interest	(90)	(150)	(210)			(210)
Recharged to Capital	(530)	(530)	(530)			(530)
<b>Total Income</b>	<b>(31,513)</b>	<b>(32,048)</b>	<b>(31,792)</b>	<b>3,641</b>	<b>0</b>	<b>(28,151)</b>
<b>Net Operating Surplus</b>	<b>(4,055)</b>	<b>(4,472)</b>	<b>(4,081)</b>	<b>0</b>	<b>(382)</b>	<b>(4,463)</b>
Revenue Contribution to Capital Outlay	1,334	94	2,176			2,176
Appropriation to Earmarked Reserves	2,721	4,378	1,905	0	382	2,287
<b>(Surplus) or Deficit in Year</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General HRA Balance</b>						
Opening Balance	3,502	3,502	3,502			3,502
Used to meet Deficit	0	0	0			0
<b>Closing Balance</b>	<b>3,502</b>	<b>3,502</b>	<b>3,502</b>			<b>3,502</b>
<b>Earmarked Reserves</b>						
Opening Balance	9,656	9,656	14,034			14,034
Appropriation to Earmarked Reserves	2,721	4,378	1,905			2,287
<b>Closing Balance</b>	<b>12,377</b>	<b>14,034</b>	<b>15,939</b>			<b>16,321</b>
<b>Total HRA Revenue Balances</b>	<b>15,879</b>	<b>17,536</b>	<b>19,441</b>			<b>19,823</b>
<b>Major Repairs Allowance (Capital)</b>						
Opening Balance	6,873	6,873	6,454			6,454
Depreciation Arising	7,176	7,075	7,310			7,310
Used to Fund Capital Expenditure	(7,000)	(7,494)	(7,320)			(7,320)
<b>Closing Balance</b>	<b>7,049</b>	<b>6,454</b>	<b>6,444</b>			<b>6,444</b>

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# Southend-on-Sea Borough Council

Agenda  
Item No.

Report of Corporate Management Team  
to  
**Cabinet**  
on  
**11 February 2016**

Report prepared by: Joe Chesterton  
Head of Finance and Resources

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## Capital Programme 2016/17 to 2019/20

All Scrutiny Committees

Executive Councillor: Councillor Woodley

*A Part 1 Public Agenda Item*

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### 1. Purpose of Report

- 1.1 The purpose of this report is for Members to consider a proposed programme of capital projects for 2016/17 to 2019/20 that can be submitted to Council for approval.

### 2. Recommendation

That the Cabinet recommend to Council that it:

- 2.1 Note the current approved Programme for 2016/17 to 2018/19 of £129.6m (Appendix 1);
- 2.2 Approve the changes to the approved Programme as set out in Appendix 2;
- 2.3 Consider and approve the proposed new schemes and additions to the Capital Programme for 2016/17 to 2019/20 totalling £52.7m of which £44.7m is for the General Fund and £8.0m for the Housing Revenue Account (Appendices 6 and 7);
- 2.4 Note that the proposed new schemes and additions (Appendices 6 and 7) and other adjustments (Appendix 2) will result in a proposed capital programme of £188.1m for 2016/17 to 2019/20 (Appendix 8);
- 2.5 Note that, of the total programme of £188.1m for the period 2016/17 to 2019/20, the level of external funding supporting this programme is £65.0m (paragraph 9.1);
- 2.6 Note that a final review has been undertaken on the 2015/16 projected outturn and that the results have been included in this report;

## **2.7 Approve the proposed Capital Programme for 2015/16 to 2019/20 (Appendix 8).**

### **3. Background**

- 3.1 The Council is required to review its capital spending plans each year and set a Capital Programme. A key consideration when setting the programme is the projected level of available capital resources.
- 3.2 A variety of resources are available to local authorities to fund capital investment. The primary one is borrowing and the Council has to borrow in order to fund any additional commitments that are not funded from external sources. The Medium Term Financial Strategy has set aside revenue funding to enable the Council to fund borrowing over the period from 2016/17 to 2019/20. The purpose of this funding is to complement other sources of funding, such as external grants, to enable the Council to deliver an ambitious capital programme that supports its objectives.
- 3.3 A second source of funding is capital receipts which arise from the sale of assets such as surplus land and the sale of council dwellings. The Council's approach to property disposals is geared to reflect members' requests to ensure that, wherever possible, assets are used to generate revenue, with freehold disposals being a last option. This recognises the Council's increasing revenue pressures but the impact of this approach is that a much lower level of capital receipts is delivered.
- 3.4 A third source of funding is capital grants, or external funding, issued by Government departments and agencies, which are often allocated on a competitive bidding basis for specified purposes. Many of these require local authorities to make a financial commitment through match funding and to the on-going running costs of the schemes.
- 3.5 Capital expenditure is defined as expenditure incurred on the enhancement, acquisition or creation of assets needed to provide services, such as houses, schools, vehicles etc. This is in contrast to revenue expenditure which is spending on the day to day running costs of services such as employee costs and supplies and services. Capital grants, borrowing and capital receipts can only be spent on capital items and cannot be used to support the revenue budget. However, it should be noted that revenue funding can be used to support capital expenditure.
- 3.6 Under the Local Government Act 2003 each authority can determine how much it can borrow within prudential limits (unsupported borrowing). The Government does have powers to limit the aggregate sum for authorities for national economic reasons, or for an individual authority.
- 3.7 Unsupported borrowing is not specifically financed by capital grant and no longer as a separate stream in the Government revenue grant. However, the Council has full discretion on how it allocates its main Government grant funding. Therefore, any unsupported borrowing undertaken is financed from the total available resources to the Council from both Government grant and Council Tax.

## 4. Capital Programme Planning

4.1 An important part of planning is for the Council to have a Capital Strategy and Corporate Asset Management Strategy in place. In addition, there are other service capital plans that are required by Government departments and they need to link clearly to the overall Capital Strategy and Corporate Asset Management Strategy.

4.2 The authority's Capital Strategy is updated on an annual basis and is approved alongside the Capital Programme. A review of the Capital Strategy has been undertaken and this is attached at Appendix 9.

4.3 The Capital Strategy is an over-arching policy document which relates to investment in services and describes how the deployment and redistribution of capital resources contributes to the achievement of corporate goals. The overarching objectives for the Capital Strategy are as follows:

- Successfully deliver a Capital Programme which is consistent with the Council's key priorities;
- Maximising external funding to support the delivery of the Capital Programme consistent with the Council's key priorities, both from the private sector and through Government grant funding;
- Maximising the utilisation of the Council's assets by:
  - Ensuring that all investment properties are making sufficient returns;
  - Ensuring that non-profitable investment properties and assets surplus to requirements are disposed of as efficiently as possible;
  - Monitoring the utilisation of assets on a regular basis.

4.4 The Capital Strategy and the Corporate Asset Management Strategy are integral to the Council's future capital investment planning process. The Capital Strategy links policies and priorities to capital investment and provides a framework for the operational work of asset management. The Corporate Asset Management Strategy, which covers all of the Council's assets, provides essential information in determining capital investment needs.

4.5 The Corporate Asset Management Strategy was comprehensively reviewed and updated for the period 2015 – 2025 and was approved at the Cabinet meeting in September 2015. The amendments to the plan included:

- Revisions to give the Corporate Asset Management Strategy a high level strategic focus to enable flexibility over the plan period and to reinforce the current Vision and Strategic Aims that all the Council's assets are corporately held and managed strategically to:
  - Support efficient and effective service delivery;
  - Support regeneration and development and enable the Council to achieve its objectives;
  - Rationalise, develop and improve the portfolio to underpin the capital programme and revenue budget through development, income generation, property acquisition and disposals;

- Actively support co-location and integration with other public-sector partners.

4.6 In addition, each year the Council agrees a Treasury Management Strategy and prudential borrowing indicators that includes identifying how planned capital investment is to be funded. This Strategy and indicators are included in a separate report elsewhere on this agenda.

4.7 The formulation of the 2016/17 to 2019/20 Capital Programme has taken account of the Council's Capital Strategy and Corporate Asset Management Strategy and consequently capital schemes are assessed and approved on the basis of this strategy.

## **5 Capital Accounting Arrangements**

5.1 The enabling legislation for the current capital regime is set out in the Local Government Act 2003 which came into force on the 1 April 2004. Since this date, authorities have been empowered with greater freedoms to borrow than under the previous system, providing they can meet the revenue costs of the borrowing and the running costs of the resultant capital scheme.

The capital system provides for an integrated approach to capital investment decision making with an authority having to take account of the following when setting its prudential indicators:

- Affordability;
- its asset management plans;
- the implications of external borrowing;
- Value for money through options appraisal and its strategic plans.

The aim is to bring together revenue and capital resources to meet service delivery objectives.

5.2 Instead of the use of credit approvals under the previous capital control system, the current system places reliance on a series of prudential indicators that must be determined by each local authority for the forthcoming year and the following two years. These indicators assist Council's in determining an appropriate level of borrowing and to provide benchmarks against which they can monitor their borrowing levels.

5.3 In simple terms the Council is now able to borrow at whatever levels it feels are necessary so long as any borrowing is prudent, affordable and sustainable.

5.4 The prudential guidelines require the Council to set out various indicators on its capital plans, investments and projected Council Tax increases.

5.5 New capital expenditure plans proposed in Appendices 6 and 7 along with previously approved capital investment plans, require the Council to externally borrow approximately £49m (£30m net of invest to save schemes) over the period 2016/17 to 2019/20. This level of borrowing is driven by the capital programme.

## **6. Capital Programme 2015/16 to 2018/19 - Movements**

- 6.1 The Council's current agreed capital programme for 2015/16 to 2018/19 is attached as Appendix 1 and totals £179.4m.
- 6.2 Movements and proposed new schemes and additions since the agreement of the revised programme at Cabinet in November 2015 have an overall effect of increasing the capital programme by nearly £48m to £227.3m for the period 2015/16 to 2019/20 and are set out in Appendix 2, with more detail in Appendices 3 to 7.

## **7. Spending Plans 2016/17 to 2019/20**

The proposed new schemes and additions to the Capital Programme for 2016/17 to 2019/20 of £52.7m are set out in Appendix 6, with the details of each scheme and its funding explained in Appendix 7.

The key areas of investment and funding for the Council are identified in the sections below.

### **7.1 Education**

- 7.1.1 In January 2015 the Government confirmed the Education Maintenance Capital allocations, Basic Needs Grant and Devolved Formula Capital (DFC) for 2015/16 and gave an indication that the same level of grant would be available for 2016/17 and 2017/18, subject to downwards adjustments as more schools convert to academy status.

The grant funding was confirmed as follows:

- £2.18 million of basic need funding to provide school places to be paid over three years from 2015/16 to 2017/18 with £1.14 million paid in 2017/18;
- £1.97 million of Maintenance Capital to support the needs of the schools we maintain and for the Sure Start children's centres;
- £0.335 million of Devolved Formula Capital for schools;

- 7.1.2 All of these allocations will be delivered as capital grant. A further announcement of updated grant awards is expected in late February 2016.

- 7.1.3 The education capital programme for 2016/17 onwards will continue to be dominated by the need to provide more school places to cope with the rising pupil numbers.

- 7.1.4 £5.76 million of Basic Need projects that were given funding approval in 2013/14 are almost complete. The outstanding schools are St Helen's Primary School and St Mary's Primary School.

- 7.1.5 The focus on additional places will mean that expenditure on condition schemes will again be limited, with approximately £1.2 million being allocated in 2016/17 to new high priority condition items at schools and children's

centres, which if not done could result in a closure. The replacement of boilers, curtain walling and rewiring continues to dominate.

- 7.1.6 Following the three year indicative funding award, the Heads Asset Management Group agreed a draft three year maintenance programme to allow schools to plan ahead. The full list of possible maintenance projects could extend the overall programme by a further £3.5 million and the longer these projects are not addressed, the greater the risk of having to undertake emergency projects during the year.
- 7.1.7 Government funding is not ringfenced and Southend, like many other authorities, will be spending more on Basic Need than the awarded grant.
- 7.1.8 The devolved formula capital allocations to schools are expected to continue into future years at the lower level set in 2012/13. This will continue to put pressure on any central programme with schools unable to address larger condition issues.
- 7.1.9 The income received from Central Government for maintenance will continue to reduce in relation to the increase in the number of academies. Academies are able to bid into a central pot directly to the Department for Education (DfE) for capital funding. However, the Basic Need funding to Councils does include expansion at academies and the Government would expect the Council to fund capital works for any new academy arising from a Basic Need requirement.
- 7.1.10 A proposed addition to the education capital programme is a scheme of £8,000,000 to ensure the Council meets its duty to provide sufficient school places from September 2017 and 2018. The scheme includes £3million for the conversion of PROCAT and Wentworth. The rest of the scheme would include partial expansion of an existing school(s) to meet rising year 7 numbers and subsequent years would be part of a wider expansion programme. Corporate funding is required to meet any shortfall in Education Funding Agency grant for basic need. This scheme is in addition to the £10,000,000 budget already in the approved capital programme, funded from corporate borrowing.

## **7.2 Housing**

- 7.2.1 As part of the HRA Land Review project it was agreed that officers should investigate a phased approach to the housing development on Council owned land. The project is currently underway and planning permission was received in April for the proposed sites. The plan is to construct 18 housing units within the Shoeburyness ward with an anticipated start date in early 2016 with a total budget of £2,808,000.
- 7.2.2 The Housing Revenue Account (HRA) capital programme for the 2016/17 financial year is £10,273,000 which comprises mainly Decent Homes work to the Council's housing stock including kitchen and bathroom modernisations together with health and safety works. This also includes a budget of £2,608,000 for the construction of new housing on HRA land as included above and £345,000 for some remodelling works to sheltered housing schemes.

- 7.2.3 The sheltered housing review has been commissioned and the outcome of the review will be available during 2016/17. The resulting programme of works will inform the future capital programme.
- 7.2.4 The overall capital programme for the next four financial years 2016/17 to 2019/20 includes a commitment of at least £7.5 million each year for major repairs and Decent Homes work to the Council's housing stock.

### 7.3 Highways and Transportation

- 7.3.1 The expenditure will be delivered mainly by fully un-ringfenced capital grants.
- 7.3.2 The settlement is as follows:

	2016/17 £'000	2017/18 £'000
Integrated Transport	1,401	1,401
'Needs Based' Highways Capital Maintenance Block	1,277	1,238

In addition, for the financial years 2018/19 – 2020/21 the following indicative allocations have been announced:

	2018/19 £'000	2019/20 £'000	2020/21 £'000
Integrated Transport	1,401	1,401	1,401
'Needs Based' Highways Capital Maintenance Block	1,121	1,121	1,121

- 7.3.3 The allocations for the Integrated Transport Block (ITB) 2018/19 to 2020/21 are indicative and are subject to review. The Department for Transport intend to refresh the data in April 2017 and then announce confirmed allocations.
- 7.3.4 Following the Autumn Statement 2015, the Government have confirmed the indicative Local Growth Fund allocations that were made through Growth Deals and that Local Enterprise Partnerships will continue to receive core funding from Central Government matched by local areas. A further £100m per year will be available for the Accessibility Fund, £80m of which will be for revenue.
- 7.3.5 The Government has also set up a 'Challenge Fund' for local authorities to bid for major highways maintenance projects that could include bridges, carriageways, footways, drainage and street lighting. The Council was successful in bidding in the first round for the street lighting LED project. There will be a second round of funding through this route in 2017/18. This forms part of the incentivising capital maintenance projects based upon 'banding'. The additional amount within the formula element for the maintenance block could be between £70k and £77k for 2016/17 and £70k and £116k for 2017/18.
- 7.3.6 The Government also announced £475m of new funding to support construction of large transport projects, a £250m pothole action fund, £300m for cycling and continued funding of Bikeability.

7.3.7 To allow the full delivery of the 2016/17 Local Transport Plan (LTP) programme, the full spend is proposed to be met 100% by capital grant.

- Typical schemes are presented in the context of four 'Actions' as set out in the Local Transport Plan (LTP3) Implementation Plan: 2015/16 – 2020/21.
- The recommended allocation to the 'Actions' is set out in Appendix 5a. The Director for Place will progress a prioritised list of schemes for both Integrated Transport and Highways Maintenance in consultation with the Portfolio Holder for Public Protection, Waste and Transport and the Head of Finance and Resources. This includes a list of schemes developed by the Traffic and Parking Working Party and Members requests.
- The prioritisation process is set out in Diagram 1 of the Implementation Plan. In addition, maintenance schemes will be progressed using the latest information from the Gaist Asset Management work.
- As in previous years, there is flexibility to allocate funding between the two blocks and the LTP actions.

## 7.4 Other Services

7.4.1 In respect of the other proposed general fund schemes these are to be funded through borrowing, grants and from earmarked reserves and the required relevant borrowing costs have been factored into the Medium Term Financial Strategy.

7.4.2 The other proposed general fund schemes encompass the following key themes:

- Reconstruction and enhancement of the Library car park;
- Redevelopment of the Civic Centre East car park;
- A budget provision to grow a commercial property investment portfolio;
- A budget provision to acquire Queensway commercial properties as opportunities arise as part of the Better Queensway regeneration project;
- Cemeteries and crematorium infrastructure and income generation schemes;
- Upgrade and modernisation of the ICT core infrastructure;
- ICT schemes in support of business transformation;
- Refurbishment of the Council's core property stock to deliver a planned condition programme;
- Non-structural condition works on the pier;
- Reinstatement and stabilisation works to the Belton Hills steps;
- A gateway review for the new museum;
- Energy efficiency and solar PV projects.



## 8. Capital Programme 2015/16 to 2019/20

- 8.1 The Council's proposed capital programme for 2015/16 to 2019/20 is attached as Appendix 8, which includes all of the adjustments identified in the other appendices.
- 8.2 The proposed capital programme represents a significant investment of £188m on the part of the Council in the Southend area over the 4 year period 2016/17 to 2019/20 and the projected investment in 2016/17 alone amounts to over £73m (General Fund £63m and Housing Revenue Account £10m).

## 9. Funding the capital programme

- 9.1 The proposed capital programme presented in this report is currently fully funded and has been prepared based on the level of borrowing the Council can support, notified capital grants, prudent assumptions over the level of other grants and the timing and valuation of capital receipts (from the sale of existing surplus Council assets) that will be realised.

The proposed funding for the programme is as follows:

Type of funding:	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m	Total £m
External funding – capital grant	17.7	17.4	14.0	12.8	<b>61.9</b>
External funding – third party contributions	2.4	0.6	0.1	-	<b>3.1</b>
Capital Receipts	2.1	0.9	1.0	-	<b>4.0</b>
Major Repairs Reserve (Housing Revenue Account)	7.3	7.5	7.8	8.0	<b>30.6</b>
General Fund earmarked reserves/Revenue contributions	8.7	0.2	0.1	-	<b>9.0</b>
Borrowing (external and internal)	35.2*	27.3	11.4	5.6	<b>79.5</b>
	<b>73.4</b>	<b>53.9</b>	<b>34.4</b>	<b>26.4</b>	<b>188.1</b>

\* This relates to both internal and external borrowing. In respect of 2016/17 external borrowing is estimated to be in the order of £24 million (of which £10 million relates to invest to save schemes).

- 9.2 The financing of the capital programme will continue to be supported where possible by the generation of capital receipts from the sale of surplus Council assets. Since 2011, the Council's approach to property disposals has been geared to reflect members' requests to ensure that, wherever possible, assets are used to generate revenue, with freehold disposals being a last option. This recognises the Council's increasing revenue pressures whilst still delivering a modest programme of capital receipts. The impact of this approach is that a much lower level of capital receipts is delivered meaning a greater reliance on borrowing and external funding to fund the Capital Programme.

- 9.3 When the Council enters into Prudential Borrowing to fund Capital expenditure, there is a revenue impact and therefore an increase to the Councils budget requirement. As an indicative guide to the revenue consequence, there is a cost of approximately £80k for every £1m borrowed or if £8m is borrowed this would equate to an increase in Council Tax of around 1%.
- 9.4 The full impact of borrowing costs associated with the funding of the proposed programme has been included in the Council's current financial planning for 2016/17 to 2019/20. The 2016/17 revenue budget elsewhere on this agenda incorporates the required borrowing costs budget requirement for 2016/17.
- 9.5 In summary, it is the Chief Financial Officer's view that the 2016/17 to 2019/20 proposed Capital Programme is Prudent, Affordable and Sustainable.

## **10. Other Options**

- 10.1 The proposed Capital Programme is compiled from a number of individual projects, any of which can be agreed or rejected independently of the other projects.

## **11. Reasons for Recommendations**

- 11.1 The proposed Capital Programme is compiled from a number of individual projects which either contribute to the delivery of the Councils objectives and priorities or enhances the Councils infrastructure.

## **12. Corporate Implications**

- 12.1 Contribution to Council's Vision & Corporate Priorities

The projects directly contribute to the delivery and achievement of the Councils Corporate Priorities.

- 12.2 Financial Implications

As set out in the report.

- 12.3 Legal Implications

None at this stage.

- 12.4 People Implications

None at this stage.

- 12.5 Property Implications

The Capital Strategy and Corporate Asset Management Strategy (CAMS) sets out the approach to disposals that will affect the Council's property holdings,

assets and liabilities. The Strategy and CAMS reflect the implications of the agreed Capital Programme.

## 12.6 Consultation

The draft budget approved at Cabinet on 19 January 2016 has been presented to all three Scrutiny Committees and the Business Sector Consultation and Voluntary Sector Consultation meetings. The feedback from each of these scrutiny bodies is as follows:

- Place Scrutiny Committee offered no comments on the draft Capital Programme 2016/17 to 2019/20 or the proposed new schemes and additions contained therein, in respect of their areas of responsibility;
- People Scrutiny Committee sought clarification on a few of the capital programme items in respect of their areas of responsibility namely:
  - how Adult Social Care capital schemes are financed;
  - the total expenditure and the profile of spend for the Local Authority Trading Company;
- Policy and Resources Scrutiny Committee sought clarification on a few of the capital programme items in respect of their areas of responsibility namely:
  - Borrowing levels with the overall capital programme;
- The Business Sector consultation meeting either offered no comments on the draft Capital Programme 2016/17 to 2019/20 or the proposed new schemes and additions contained therein, in respect of their areas of responsibility;
- The Voluntary Sector consultation meeting either offered no comments on the draft Capital Programme 2016/17 to 2019/20 or the proposed new schemes and additions contained therein, in respect of their areas of responsibility;

## 12.7 Equalities and Diversity Implications

Assessments have been carried out for all capital investment proposals where appropriate.

## 12.8 Risk Assessment

All capital projects are delivered using best practice project management tools as appropriate. This requires a full risk assessment and management review to be carried out.

The programme includes an appropriate sum within each project to cover build risk and claims.

## 12.9 Value for Money

All projects are required to follow and adhere to procurement guidance issued by the Council. They must also comply with procedure rules for entering into and managing contracts with suppliers.

#### 12.10 Community Safety Implications

Assessments have been carried out for all capital investment proposals where appropriate.

#### 12.11 Environmental Impact

Assessments have been carried out for all capital investment proposals where appropriate.

### 13. Background Papers

#### 13.1 Corporate Asset Management Strategy 2015-2025:

[http://www.southend.gov.uk/downloads/file/2074/corporate\\_asset\\_management\\_strategy\\_2015-2025](http://www.southend.gov.uk/downloads/file/2074/corporate_asset_management_strategy_2015-2025)

### 14. Appendices

Appendix 1 – Approved Capital Programme November 2015

Appendix 2 – Changes to Approved Capital Programme

Appendix 3 – Virements Between Approved Schemes

Appendix 4 – Re-profiles Between Years

Appendix 5 – New External Funding

Appendix 5a – LTP3 – Capital Actions and Allocations

Appendix 5b – Highways Capital Programme 2016/17

Appendix 6 – Proposed New Schemes and Additions to the Capital Programme

Appendix 7 – Proposed New Schemes and Additions - descriptions

Appendix 8 – Amended Capital Programme 2016/17 to 2019/20 (2015/16 shown for information)

Appendix 9 – Capital Strategy 2016/17 to 2019/20

Scheme	Project code	2015/16 Budget £000	2016/17 Budget £000	2017/18 Budget £000	2018/19 & later years Budget £000	Total Current Budget £000
<b>Corporate Services</b>						
Accommodation Strategy	C10072	189				189
	<b>Total Accomodation Strategy - main</b>	<b>189</b>				<b>189</b>
CCTV relocation & equipment upgrade	C10527	1				1
	<b>Total Accomodation Strategy - CCTV</b>	<b>1</b>				<b>1</b>
Tickfield - Creating Capacity	C10687	84				84
	<b>Total Tickfield</b>	<b>84</b>				<b>84</b>
38 Satanita Road - Priority works	C10597	15				15
93-99 Southchurch Road - exit costs	C10706	338				338
Accommodation Review - Queensway House	C10511	10				10
Airport Business Park	C10261	556	6,405	4,101		11,062
Brunel Road Redevelopment	C10208		50			50
Capital Allocation to Discharge EEDA agreement	C10656		164			164
East Beach Café Project	C10644	32				32
East Street Cottages	C10674	30				30
Focus House Demolition	C10630	160				160
New Beach Huts Phase 2	C10631		109			109
Pier Arches Remedial works	C10604	6				6
Pier Arches toilets - waterproofing solution	C10734	71				71
Pier North End roof repairs	C10600	9				9
Porters Civic House and Cottage	C10571	13				13
Porters Civic House - Repairs to Building	C10657	3				3
Seaways Development Enabling Works	C10643		760			760
The Leas Ventilation equipment trench	C10733	25				25
Toilet Refurbishment Thorpe Hall Avenue	C10703	190				190
Urgent Works To Property	C10181	12				12
Victoria Avenue Improvements	C10632	40	3,940	4,000		7,980
	<b>Total Asset Management</b>	<b>1,510</b>	<b>11,428</b>	<b>8,101</b>		<b>21,039</b>
Cremator Hearth Replacement	C10677		22	12		34
Crematorium Re-Quip (Mercury)	C10055		16			16
Essential Crematorium/Cemetery Equipment	C10572	10	175			185
Mandatory Works to Cremators	C10573	41				41
New Burial Ground	C10054	279	2,000			2,279
West Chapel Pipe Organ - refurbishment	C10678	30				30
	<b>Total Cemeteries &amp; Crematorium</b>	<b>360</b>	<b>2,213</b>	<b>12</b>		<b>2,585</b>

<b>Scheme</b>	<b>Project code</b>	<b>2015/16 Budget £000</b>	<b>2016/17 Budget £000</b>	<b>2017/18 Budget £000</b>	<b>2018/19 &amp; later years Budget £000</b>	<b>Total Current Budget £000</b>
Agresso Enterprise Resource Planning (ERP) system	C10238	73				73
Citizen Account phase 2	C10574	58				58
DEFRA Inspire III	C10640	8				8
ICT Capita One Enhancements/Developments	C10633	56	32			88
ICT Core Infrastructure	C10575	1,420				1,420
ICT Enterprise Agreement	C10636	46	354	200		600
ICT E-Procurement Solution	C10635		82	29		111
ICT Reprovision of Carefirst	C10637	603	1,605			2,208
ICT Rolling Replacement Programme	C10576	171	200	200		571
IT Human Resources Case Management System	C10679	20				20
Libraries Wireless Project	C10663	8	17			25
Library RFID	C10117	18				18
Pier and Foreshore ICT Improvement Programme	C10698	155	25			180
Replacement and Enhancement to Cash Receipting System	C10578	17	15			32
Software Licencing	C10426	256	250	250		756
Vehicle Tracking and Performance System	C10579	9				9
Wireless Borough/City Deal	C10580	27	371			398
	<b>Total ICT Programme</b>	<b>2,945</b>	<b>2,951</b>	<b>679</b>		<b>6,575</b>
Priority Works	C10121	299	978	988		2,265
	<b>Total Priority Works</b>	<b>99</b>	<b>978</b>	<b>988</b>		<b>2,265</b>
	<b>Total Department for Corporate Services</b>	<b>5,188</b>	<b>17,570</b>	<b>9,780</b>		<b>32,738</b>

Scheme	Project code	2015/16 Budget £000	2016/17 Budget £000	2017/18 Budget £000	2018/19 & later years Budget £000	Total Current Budget £000
<b>Department for People</b>						
Community Capacity	C10526	420	269			689
Dementia Friendly Environments	C10598	44				44
Mental Health Funding Stream	C10184	75				75
Priory House - Condition Works	C10693	225				225
Transforming Care Housing	C10689	165				165
LATC - Delaware and Priory	C10621	100	500	1,400		2,000
<b>Total Adult Social Care</b>		<b>1,029</b>	<b>769</b>	<b>1,400</b>		<b>3,198</b>
Disabled Facilities - Adults	C10145	900	1,344			2,244
Empty Dwelling Management	C10020	60	413	75		548
PSH Works in Default - Enforcement Work	C10503	58	140	50		248
Private Sector Renewal	C10146	500	744			1,244
Warmer Healthy Homes Expenditure	C10255	88				88
<b>Total General Fund Housing</b>		<b>1,606</b>	<b>2,641</b>	<b>125</b>		<b>4,372</b>
AHDC Short Breaks for Disabled Children	C10282	4	64			68
Kingsdown Phase 2	C10032	22				22
New Primary School (Hinguar)	C10030	15				15
<b>Total Children &amp; Learning Other Schemes</b>		<b>41</b>	<b>64</b>			<b>105</b>

Scheme	Project code	2015/16 Budget £000	2016/17 Budget £000	2017/18 Budget £000	2018/19 & later years Budget £000	Total Current Budget £000
Blenheim Curtain Walling	C10646	137				137
Bournes Green Junior Boiler	New			135		135
Bournes Green Junior Pipe Works	C10528	5				5
Bournes Green Junior Roof	New		168			168
Chalkwell Infants Hall/Kitchen Windows	New			23		23
Chalkwell Infants Main Building Windows	New			45		45
Chalkwell Infants Roof	New			12		12
Chase High Boilers	C10529	10				10
Earls Hall Amalgamation	C10735	100				100
Earls Hall Ducts and Pipework	C10711	23	56	68		147
Earls Hall Underpinning	C10712	25				25
Edwards Hall Roofs	C10713	110	58			168
Earls Hall Roof Drainage	New		28			28
Fairways Fire Alarm	New			42		42
Friars Boilers	New		196			196
Friars Curtain Walling	C10532	20				20
Friars Fire Systems Replacement	C10647	71	35			106
Future condition projects	C10024	154	162	142		458
Futures College Roof	C10648	23				23
Futures Heating and Pipe Ducts	C10714		292	168		460
Futures Rewire	New			84		84
Hamstel Juniors Fire Systems (H&S)	C10534		28			28
Hamstel Infants Windows	New			40		40
Hamstel Junior Windows	New		84	84		168
Kingsdown Fire System Upgrade	New		34			34
Kingsdown Roof Fire Breaks (H&S)	C10536	17				17
Leigh North Street Amalgamation	C10736	60				60
Prince Avenue Fire Systems and Rewire	C10650	202	36			238
Porters Grange Boilers	New			140		140
Richmond Roof	New			17		17
Temple Sutton Underpinning	C10716	45				45
Thorpedene Boiler	C10717	135				135
Thorpedene Water Tanks	C10540	11				11
West Leigh Infant Roofs	C10718	23	34			57
West Leigh Junior Gables	C10720	62				62
<b>Total Condition Schemes</b>		<b>1,233</b>	<b>1,211</b>	<b>1,000</b>		<b>3,444</b>



<b>Scheme</b>	<b>Project code</b>	<b>2015/16 Budget £000</b>	<b>2016/17 Budget £000</b>	<b>2017/18 Budget £000</b>	<b>2018/19 &amp; later years Budget £000</b>	<b>Total Current Budget £000</b>
Devolved Formula Capital	C10014	310				310
<b>Total Devolved Formula Capital</b>		<b>310</b>				<b>310</b>
Basic Need Future Demand	C10641	214				214
Darlinghurst Hall	C10530	209				209
Expansion of 2 yr old Childcare Places	C10558	121				121
Hamstel Infant & Juniors Places	C10116	1,476				1,476
Milton Hall Primary Places	C10036	4				4
Porters Grange Primary Places	C10119	76				76
School Improvement and Provision of School Places	C10475		5,000	5,000		10,000
Sacred Heart Primary School	C10620	1,540				1,540
St Helens to FE	C10618	1,500	1,070			2,570
St Marys East	C10617	1,572				1,572
Thorpe Greenways Infant/Junior School	C10619	1,312				1,312
<b>Total Primary School Places</b>		<b>8,024</b>	<b>6,070</b>	<b>5,000</b>		<b>19,094</b>
<b>Total Department for People</b>		<b>12,243</b>	<b>10,755</b>	<b>7,525</b>		<b>30,523</b>

<b>Scheme</b>	<b>Project code</b>	<b>2015/16 Budget £000</b>	<b>2016/17 Budget £000</b>	<b>2017/18 Budget £000</b>	<b>2018/19 &amp; later years Budget £000</b>	<b>Total Current Budget £000</b>
<b>Department for Place</b>						
ASO Machinery Purchase	C10731	18				18
Belfairs Farm Buildings - condition surveys and costings	C10704	10				10
Belfairs Golf Course - Drainage	C10552	15				15
Belfairs Swim Centre H & S	C10623	717				717
Belfairs Woodland Centre Project	C10502	58				58
Bridges in Priory Park - Health & Safety	C10659	40				40
Chalkwell Park and Priory Park Tennis Courts	C10682	180				180
Chase Sports & Fitness Centre - Fire Alarm	C10732	30				30
Cliffs Pavilion - External Works above Maritime Room	C10695	200				200
Cliffs Pavilion - Refurbishmen of passenger lift	C10692	62				62
Cliffs Pavilion - Replacement floor in auditorium	C10670	60				60
Cliffs Pavilion undercroft piping replacement – urgent works	C10722	90				90
Elmer Sq Project - Library	C10019	411				411
Energy Improvements in Culture Property Assets	C10565	169				169
FPG	C10488	5				5
Hard Surface Path Improvements	C10566	174				174
Library Review	C10624	521	260			781
Milton Gardens - Childrens Multi-Play Unit	C10728	10				10
Palace Theatre fire exit installation – urgent works	C10723	30				30
Palace Theatre - Replacement of External Windows	C10725	60				60
Palace Theatre - Replacement of roof over smoke hood	C10705	15				15
Parks Land Drainage - Blenheim Park	C10680	105				105
Parks Land Drainage - Southchurch Park	C10681	75				75
Parks Sports Pitch Drainage	C10694	85				85
Priory Park Water Main	C10625	100				100
Prittwell Prince Museum	C10043			38		38
Prittwell Prince Storage	C10696	200				200
Pump Priming Budget	C10044			333		333

Scheme	Project code	2015/16 Budget £000	2016/17 Budget £000	2017/18 Budget £000	2018/19 & later years Budget £000	Total Current Budget £000
Southchurch Park Bowls Pavillion	C10739	95				95
Southchurch Park Lake	C10077	3				3
Southchurch Park Lighting	C10591	9				9
Southend Leisure & Tennis Centre - Refurbishment of Lift	C10627	21				21
War Memorials within the Borough	C10569	87				87
<b>Total Culture</b>		<b>3,655</b>	<b>631</b>			<b>4,286</b>
City Deal - Incubation Centre	C10668	80				80
Coastal Communities Fund	C10658	377	948			1,325
Pier Hill Lifts - Emergency Maintenance	C10551	9				9
Pier Hill Lifts Replacement	C10737	315				315
Prince George Extension Works	C10038	1,243				1,243
Property Refurbishment Programme	C10626	369	300	300		969
Southend Pier - Condition Works	C10697	600	500	500	1,050	2,650
<b>Total Enterprise, Tourism &amp; Regeneration</b>		<b>2,993</b>	<b>1,748</b>	<b>800</b>	<b>1,050</b>	<b>6,591</b>
Cliff Stabilisation - Clifton Drive	C10683	847				847
Coastal Defence (Shoebury Common Sea Defence Scheme)	C10011	105		4,320		4,425
Coastal Defence - Storm Damage	C10660	42				42
Flooding - Repairs and Renewals	C10707	600				600
Two Tree Island - Slipway	C10654	139				139
<b>Total Coastal Defence</b>		<b>1,733</b>		<b>4,320</b>		<b>6,053</b>
Cinder Path	C10115	348	487			835
Highways Planned Maintenance Investment	C10029	552	502	502		1,556
Queensway - Ground Penetrating Radar	NEW	200				
Street Lighting Renewal	C10061	3,947	6,905	2,485		13,337
<b>Total Highways &amp; Infrastructure</b>		<b>5,047</b>	<b>7,894</b>	<b>2,987</b>		<b>15,728</b>
Car Parks Upgrade	C10151	550				550
<b>Total Parking Management</b>		<b>550</b>				<b>550</b>

Scheme	Project code	2015/16 Budget £000	2016/17 Budget £000	2017/18 Budget £000	2018/19 & later years Budget £000	Total Current Budget £000
S106 Airport 0901960 Fulm	C10274	7	4			11
S106 Audley Court 0200874 Ful	C10276	10				10
S106 - College London Rd	C10203	50				50
S106 Ajax Works 0300130ful	C10199	1	1	1	3	6
S106 Elm Gate 1000655FULM	C10666	7	125			132
S106 279 Fairfax Drive 1101349FULM	C10691		75			75
S106 Former College 1000225FUL	C10207	11				11
S106 Garrison 0000777 Deposit	C10690	21				21
S106 Garrison Park Store	C10188	1				1
S106 High Works Shoe Garrison	C10213	6				6
S106 Land North Of Ambleside	C10201	2				2
S106 Lifstan Way 0000273 Out	C10269	4	4	4	72	84
S106 910 London Road 0901899 ful	C10479	1				1
S106 Manchester Drive 10/01584/FULM	C10491	1				1
S106 North Rd & Salisbury Ave 1200056	C10605	2				2
S106 Nth Sbury Rd 0301504out	C10205	438	648			1,086
S106 7-9 Pembury Road 0902326FULM	C10264	9				9
S106 53 Pavilion Dr 0701870OUTM	C10652		143			143
S106 Premier Inn 1300835FULM	C10653	15				15
S106 87 Rectory Gr 1101018FULM	C10581		155			155
S106 Seec 0200500ful	C10073		104			104
S106 21 Station Rd 0401552 FUL	C10277	12				12
S106 Sunlight Ldry 1400411FULM	C10686	16				16
S106 285 Sutton Rd 1001190FULM	C10218	66	15			81
S106 Univ H-Way0401561ful	C10196	46				46
S106 199-207 West Road 0501108OUT	C10582	12				12
S38/S278 Airport 0901960 Fulm	C10275	111				111
S78 Bellway Homes 14/00943/fulm	C10730	15				15
S38 Foot/Cycleway at Garrison	C10191	4				4
S38 Fossetts Farm Bridleway	C10193	116				116
S38 Garrison NBP Road Supp Fee	C10267	34				34
S38 Inspection Magazine Rd	C10190	5				5
<b>Total S106 &amp; S38 Agreements</b>		<b>1,023</b>	<b>1,274</b>	<b>5</b>	<b>75</b>	<b>2,377</b>

Scheme	Project code	2015/16 Budget £000	2016/17 Budget £000	2017/18 Budget £000	2018/19 & later years Budget £000	Total Current Budget £000
LTP (Integrated Transport block) - Bridge Strengthening	C10512	400	380	370	350	1,500
LTP (Integrated Transport block) - Better Sustainable Transport	C10384	400	400	400	400	1,600
LTP (Integrated Transport block) - Better Networks	C10671	400	400	400	400	1,600
LTP (Integrated Transport block) - Traffic Management Schemes	C10513	400	400	400	400	1,600
LTP (Integrated Transport block) - Network Management	C10470	201	201	201	201	804
LTP - Maintenance	C10076	993	847	868	621	3,329
LTP - Maintenance - Street Lighting	C10708		50		150	200
<b>Total Local Transport Plan</b>		<b>2,794</b>	<b>2,678</b>	<b>2,639</b>	<b>2,522</b>	<b>10,633</b>
Local Growth Fund - A127 Growth Corridor	C10699	1,515	4,300	1,680	10,560	18,055
Local Growth Fund - Local Sustainable Transport Fund	C10700	800	200			1,000
Local Growth Fund - Southend Central Area Action Plan (SCAAP) Growth Point (Non-Transport)	C10701	120	120	1,400	4,340	5,980
Local Growth Fund - Southend Central Area Action Plan (SCAAP) Growth Point (Transport)	C10702		1,000	2,000	4,000	7,000
<b>Total Local Growth Fund</b>		<b>2,435</b>	<b>5,620</b>	<b>5,080</b>	<b>18,900</b>	<b>32,035</b>
A127 Junction Improvements	C10553	696	171			867
HCA Progress Road	C10254	20				20
Southend Transport Model	C10058	62	30			92
Victoria Gateway - Design Review	C10609	6				6
<b>Total Transport</b>		<b>784</b>	<b>201</b>			<b>985</b>
Short Street Depot	C10570	591				591
Waste Transfer Station	C10467	6				6
<b>Total Waste</b>		<b>597</b>				<b>597</b>
Beecroft and Central Museum Energy Project	C10738	1,092				1,092
Civic Centre Boilers - Low Loss Header	C10676	36				36
Eastwood Schools Energy Project	C10740	219				219
LED Lighting - Civic Centre Underground Car Park	C10662	19				19
Southend Adult Community College Energy Project	C10664	552				552
Temple Sutton School Energy Project	C10665	934				934
<b>Total Energy Saving</b>		<b>2,852</b>				<b>2,852</b>
<b>Total Department for Place</b>		<b>24,463</b>	<b>20,046</b>	<b>15,831</b>	<b>22,547</b>	<b>82,687</b>
<b>Total General Fund Capital Schemes</b>		<b>41,894</b>	<b>48,371</b>	<b>33,136</b>	<b>22,547</b>	<b>145,948</b>

Scheme	Project code	2015/16 Budget £000	2016/17 Budget £000	2017/18 Budget £000	2018/19 & later years Budget £000	Total Current Budget £000
<b>Housing Revenue Account (HRA)</b>						
Bathroom Refurbishment	C10161	380				380
Central Heating	C10162	492				492
Common Areas Improvement	C10168	2,660	220			2,880
Environmental - H&S works	C10163	1,314	100			1,414
Kitchen Refurbishments	C10164	691				691
Rewiring	C10165	80				80
Roofs	C10166	1,090				1,090
Windows and Doors	C10167	250				250
Efdf - Whole Home Energy Project	C10160	37				37
Future Programme (MRA & Decent Homes)	C10298		7,000	7,500	7,800	22,300
	<b>Total Decent Homes Programme</b>	<b>6,994</b>	<b>7,320</b>	<b>7,500</b>	<b>7,800</b>	<b>29,614</b>
HRA Disabled Adaptations - Major Adaptations	C10015	450				450
HRA Disabled Adaptations - Minor Adaptations	C10257	50				50
	<b>Total Council House Adaptions</b>	<b>500</b>				<b>500</b>
Sheltered Housing DDA works	C10177		345			345
	<b>Total Sheltered Housing Remodelling</b>		<b>345</b>			<b>345</b>
S106 New Build 32 Byron Avenue	C10584	12				12
S106 HRA Land Review	C10685	66				66
	<b>Total S106 Funded HRA Projects</b>	<b>78</b>				<b>78</b>
New Build 32 Byron Avenue - RTB funded	C10595	4				4
	<b>Total RTB Funded HRA Projects</b>	<b>4</b>				<b>4</b>
Construction of New Housing on HRA Land	C10684	134	2,608			2,742
Strategic acquisition of tower block leaseholds	C10614	135				135
	<b>Total Other HRA</b>	<b>269</b>	<b>2,608</b>			<b>2,877</b>
	<b>Total HRA Capital Schemes</b>	<b>7,845</b>	<b>10,273</b>	<b>7,500</b>	<b>7,800</b>	<b>33,418</b>
<b>TOTAL PROPOSED CAPITAL PROGRAMME</b>		<b>49,739</b>	<b>58,644</b>	<b>40,636</b>	<b>30,347</b>	<b>179,366</b>

Total Capital Programme 2016/17 to 2018/19 and later years: 129,627

**SUMMARY OF CHANGES TO THE CAPITAL PROGRAMME**

Scheme/Event	Department	2015/16 Budget £000	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	Total Budget (all years) £000
<b>Approved Capital Programme - November Cabinet (Appendix 1)</b>		<b>49,739</b>	<b>58,644</b>	<b>40,636</b>	<b>30,347</b>	<b>0</b>	<b>179,366</b>
<b>Proposed changes:</b>							
Qweensway leaseholder properties - approved at September Cabinet	HRA		500				500
Victoria Avenue Improvements	Corporate Services	(33)	(3,940)	(4,000)			(7,973)
38 Satanita Road - Urgent Works	Corporate Services	(2)					(2)
93-99 Southchurch Road - Exit Costs	Corporate Services	(10)					(10)
Southchurch Park Bowls Pavilion	Place	(75)					(75)
Prittlewell Prince Storage	Place	(20)					(20)
S106 279 Fairfax Drive	Place		(75)				(75)
S106 285 Sutton Rd	Place	(44)					(44)
Virements (see Appendix 3)	Various	0	0	0	0	0	0
Budget re-profiles (see Appendix 4)	Various	(10,573)	7,722	1,951	(9,990)	10,890	0
New external funding (see Appendix 5)	Various	155	229	0	0	2,522	2,906
Proposed Additions (see Appendices 6 and 7)	Various	0	10,370	15,310	14,065	12,955	52,700
<b>Current Programme - following amendments</b>		<b>39,137</b>	<b>73,450</b>	<b>53,897</b>	<b>34,422</b>	<b>26,367</b>	<b>227,273</b>

**Total budget for 2016/17 to 2019/20:**

**188,136**

Note

Brackets indicate a reduction in budget

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**RE-PROFILES AND AMENDMENTS**

**Appendix 4**

Scheme/Event	Department	Code	Code Description	2015/16 Budget £000	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	Total Budget (all years) £000
Asset Management	Corporate Services	C10674	East Street Cottages	(20)	20				0
	Corporate Services	C10643	Seaways Development Enabling Works		(560)	560			0
ICT Capital Programme	Corporate Services	C10663	Library Wireless Project	17	(17)				0
	Corporate Services	C10633	ICT - Capita One Enhancements/Developments	7	(7)				0
	Corporate Services	C10636	ICT Enterprise Agreement	1	(1)				0
	Corporate Services	C10635	ICT E-Procurement Solution	6	(6)				0
	Corporate Services	C10679	IT Human Resources Case Management System	(20)	20				0
	Corporate Services	C10580	Wireless Borough/City Deal	15	(15)				0
	Corporate Services	C10637	ICT Reprovision of Carefirst	(257)	(425)	682			0
	Cemeteries & Crematorium	Corporate Services	C10054	New Burial Ground	(209)	(1,880)	2,089		
Adult and Social Care	People	C10621	LATC - Delaware and Priory	(65)	65	(900)	900		0
	People	C10598	Dementia Friendly Environments	(20)	20				0
	People	C10184	Mental Health Funding	(75)	75				0
	People	C10693	Priory House - Condition Works	(136)	136				0
	People	C10526	Community Capacity	(300)	300				0
General Fund Housing	People	C10146	Private Sector Renewal	(440)	440				0
	People	C10145	Disabled Facilities	100	(100)				0
	People	C10020	Empty Dwelling Managements	(17)	17				0
	People	C10503	PSH Works in Default - Enforcement Work	(29)	29				0
	People	C10689	Transforming Care Housing	(165)	165				0
	People	C10255	Warmer Healthy Homes	(13)	13				0
Education Capital Programme	People	C10116	Hamstel Infant & Juniors Places	(200)	200				0
	People	C10617	St Marys East	(250)	250				0
Energy Saving Schemes	Place	C10738	Beecroft and Central Museum Energy Project	(936)	936				0
	Place	C10676	Civic Centre Boilers - Low Loss Header	(18)	18				0
	Place	C10664	Southend Adult Community College Energy Project	(122)	122				0
	Place	C10665	Temple Sutton School Energy Project	(224)	224				0
	Place	C10740	Eastwood Schools Energy Project	(59)	59				0

**RE-PROFILES AND AMENDMENTS**

**Appendix 4**

Scheme/Event	Department	Code	Code Description	2015/16 Budget £000	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	Total Budget (all years) £000
Cuture Capital Programme	Place	C10565	Energy Improvements in Culture Property Assets	(144)	144				0
	Place	C10739	Southchurch Park Bowls Pavilion	(20)	20				0
	Place	C10722	Cliffs Pavilion Undercroft Piping	(71)	71				0
	Place	C10566	Hard Surface Path Improvements	(60)	60				0
	Place	C10624	Library Review	(200)	200				0
	Place	C10723	Palace Theatre Fire Exit	(29)	29				0
	Place	C10725	Palace Theatre Windows	(59)	59				0
	Place	C10625	Priory Park Water Main	(47)	47				0
	Place	C10696	Prittlewell Prince Storage	(145)	145				0
	Place	C10569	War Memorials	(32)	32				0
Southend Pier	Place	C10038	Prince George Extension Works	(1,043)	1,043				0
	Place	C10737	Pier Hill Lift Replacement	(310)	310				0
	Place	C10697	Southend Pier - Condition Works	(600)	600		(550)	550	0
Local Growth Fund	Place	C10699	Local Growth Fund - A127 Growth Corridor	(515)	515		(6,120)	6,120	0
	Place	C10701	Local Growth Fund - Southend Central Area Action Plan (SCAAP) Growth Point (Non-Transport)	(35)	515	(480)	(2,220)	2,220	0
	Place	C10702	Local Growth Fund - Southend Central Area Action Plan (SCAAP) Growth Point (Transport)				(2,000)	2,000	0
Enterprise, Tourism and Regeneration Schems	Place	C10668	City Deal - Incubation Centre	(65)	65				0
	Place	C10658	Three Shells Lagoon	(350)	350				0
S106 Capital Programme	Place	C10196	S106 Univ H-Way	(42)	42				0
	Place	C10653	S106 Premier Inn	(1)	1				0
	Place	C10276	S106 Audley Court	(10)	10				0
	Place	C10205	S106 Nth Sbury Rd	(374)	374				0
	Place	C10207	S106 Former College	(11)	11				0
	Place	C10201	S106 Land North Of Ambleside	(2)	2				0
	Place	C10213	S106 High Works Shoe Garrison	(2)	2				0
	Place	C10188	S106 Garrison Park Store	(1)	1				0
	Place	C10690	S106 Garrison	(1)	1				0
	Place	C10269	S106 Lifstan Way	(3)	3				0
	Place	C10582	S106 199-207 West Road	(12)	12				0
	Place	C10277	S106 21 Station Road	(12)	12				0
	Place	C10264	S106 7-9 Pembury Rd	(9)	9				0
	Place	C10686	S106 Sunlight Ldry	(14)	14				0

**RE-PROFILES AND AMENDMENTS**

**Appendix 4**

Scheme/Event	Department	Code	Code Description	2015/16 Budget £000	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	Total Budget (all years) £000
S38 Capital Programme	Place	C10193	S38 Fossetts (const&maint fee)	(115)	115				0
	Place	C10191	S38 Garrison foot/cycle sup fee	(4)	4				0
	Place	C10190	S38 Garrison Mag Rd sup fee	(5)	5				0
	Place	C10267	S38 Garrison NBP Road Supp Fee	(34)	34				0
	Place	C10275	S38/S278 Airport	(102)	102				0
Parking Capital Programme	Place	C10151	Car Parks Upgrade	(150)	150				0
Street Lighting Programme	Place	C10061	Street Lighting Renwal	(1,605)	1,605				0
	Place	C10115	Cinder Path	(338)	338				0
Highways Capital Programme	Place	C10553	A127 - Kent Elms/Bell/Tesco - Junction Improvements	(300)	300				0
	Place	C10512	LTP (Integrated Transport Block) - Bridge Strengthening	(47)	47				0
	Place	C10513	LTP (Integrated Transport Block) - Traffic Management Schemes	(150)	150				0
	Place	C10011	Coastal Defence (Shoebury Common Sea Defence Scheme)	(45)	45				0
	Place	C10058	Southend Transport Model	(30)	30				0
				<b>(10,573)</b>	<b>7,722</b>	<b>1,951</b>	<b>(9,990)</b>	<b>10,890</b>	<b>0</b>

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**SCHEMES FINANCED BY NEW EXTERNAL FUNDING**

**Appendix 5**

Scheme/Event	Department	Project Code	Project Description	2015/16 Budget £000	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	Total Budget (all years) £000
S106 Capital Programme	Place	C10741	S106 Dairy Crest 1400340AMDT		202				202
	Place	C10727	S106 Avenue Works 1401968AMDT		27				27
LTP Capital Programme	Place	C10512	LTP (Integrated Transport block) - Bridge Strengthening					350	350
	Place	C10384	LTP (Integrated Transport block) - Better Sustainable Transport					400	400
	Place	C10671	LTP (Integrated Transport block) - Better Networks					400	400
	Place	C10513	LTP (Integrated Transport block) - Traffic Management Schemes					400	400
	Place	C10470	LTP (Integrated Transport block) - Network Management					201	201
	Place	C10076	LTP - Maintenance					621	621
	Place	C10708	LTP - Maintenance - Street Lighting					150	150
Culture Capital Programme	Place	C10019	Elmer Square Project - The Forum	125					125
	Place	C10696	Prittlevell Prince Storage	30					30
				<b>155</b>	<b>229</b>	<b>0</b>	<b>0</b>	<b>2,522</b>	<b>2,906</b>

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<b>Actions - Capital LTP3 - Allocations</b>			
<b>C - Better Partnerships, Engagement and Sponsorship to support Greater Efficiencies in Funding and Delivery - all schemes to be developed in partnership</b>			
<b>Year / Schemes</b>	<b>A - Better Sustainable Transport and Mobility Management</b>	<b>B - Better Networks and Traffic Management Schemes</b>	<b>D - Better Operation of Traffic Control, Information and Communications Systems</b>
<b>Proposed allocation for 2016/17</b>			
Better Sustainable Transport and Mobility Management	400		
Better Networks and Traffic Management Schemes		800	
Better Operation of Traffic Control, Information and Communication System			201
<b>Total Integrated Transport Block *</b>		<b>1,401</b>	
Footway Maintenance Schemes		167	
Carriageway Maintenance Schemes		680	
Lighting Maintenance Programme		50	
Bridge Strengthening		380	
<b>Total Maintenance Block #</b>		<b>1,277</b>	
<b>Proposed allocation for 2017/18</b>			
Better Sustainable Transport and Mobility Management	400		
Better Networks and Traffic Management Schemes		800	
Better Operation of Traffic Control, Information and Communication System			201
<b>Total Integrated Transport Block *</b>		<b>1,401</b>	
Footway Maintenance Schemes		145	
Carriageway Maintenance Schemes		723	
Lighting Maintenance Programme		0	
Bridge Strengthening		370	
<b>Total Maintenance Block #</b>		<b>1,238</b>	
<b>Proposed Indicative allocation for 2018/19</b>			
Better Sustainable Transport and Mobility Management	400		
Better Networks and Traffic Management Schemes		800	
Better Operation of Traffic Control, Information and Communication System			201
<b>Total Integrated Transport Block *</b>		<b>1,401</b>	
Footway Maintenance Schemes		141	
Carriageway Maintenance Schemes		480	
Lighting Maintenance Programme		150	
Bridge Strengthening		350	
<b>Total Maintenance Block #</b>		<b>1,121</b>	
<b>Proposed Indicative allocation for 2019/20</b>			
Better Sustainable Transport and Mobility Management	400		
Better Networks and Traffic Management Schemes		800	
Better Operation of Traffic Control, Information and Communication System			201
<b>Total Integrated Transport Block *</b>		<b>1,401</b>	
Footway Maintenance Schemes		141	
Carriageway Maintenance Schemes		480	
Lighting Maintenance Programme		150	
Bridge Strengthening		350	
<b>Total Maintenance Block #</b>		<b>1,121</b>	
<b>Proposed Indicative allocation for 2020/21</b>			
Better Sustainable Transport and Mobility Management	400		
Better Networks and Traffic Management Schemes		800	
Better Operation of Traffic Control, Information and Communication System			201
<b>Total Integrated Transport Block</b>		<b>1,401</b>	
Footway Maintenance Schemes		141	
Carriageway Maintenance Schemes		480	
Lighting Maintenance Programme		150	
Bridge Strengthening		350	
<b>Total Maintenance Block</b>		<b>1,121</b>	
<b>Total Integrated Transport Block</b>		<b>7,005</b>	
<b>Total Maintenance Block</b>		<b>5,878</b>	
<b>Total all Local transport Block funding</b>		<b>12,883</b>	

**Total Integrated Transport Block \***

These figures can be seen on Page 9 of Appendix 8 - 'LTP - Integrated Transport' scheme

**Total Maintenance Block #**

These figures can be seen on Page 9 of Appendix 8 - 'LTP - Maintenance' scheme

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APPENDIX 5b

BREAKDOWN OF SCHEMES AND FUNDING -2016/17

Details			Funding Source (000's)						
Scheme	Officer	Scheme Details	LTP/Maintenance Grant	LEP (LGF)	Council Capital - C/FWD from 2015/16.	Dft Challenge Fund	Green Investment Bank (GIB)	Capital -SBC	Combined Totals

LTP3 - Better Sustainable Transport and Mobility Management [ACTION A] C10384 £400k

Cycle Routes - Network Improvements	Paul H	Improvements to cycle network /facilities.	100						100
Cycle Parking	Neil H	Cycle Parking at Various locations	20						20
Electric charging points	Davinia F	To install additional points at locations to be agreed.	30						30
Bus stop / taxi infrastructure upgrades	Davinia F / Graeme N	Bus Stop & Taxi Rank infrastructure improvements.	80						80
Improvements to Public Right of Ways	Sue G	Pedestrian/Cycle signage upgrade	100						100
Better Queensway	Neil H	Design work for scheme	20						20
SCAAP Transport	Neil H	Development of design to support LGF 16/17	50						50
<b>TOTAL AVAILABLE</b>			<b>400</b>	<b>-</b>	<b>-</b>			<b>-</b>	<b>400</b>

LPT3 - Traffic Management Schemes (C10513) £550k (includes £150k carry over from 2015/16) [ACTION B]

TROs, and General signage(declutter) and Schemes and Road Safety	Cheryl H	Part of the Capital programme of traffic, road safety and parking work schemes for 2016/17	100						100
Schemes and Road Safety	Cheryl H	Part of the Capital programme of traffic, road safety and parking work schemes for 2016/17	300						300
Parking Schemes	Cheryl H	Part of the Capital programme of traffic, road safety and parking work schemes for 2016/17	150						150
<b>TOTAL AVAILABLE</b>			<b>550</b>		<b>-</b>			<b>-</b>	<b>550</b>

LPT3 - Better Networks (C10671) £400k [ACTION B]

Safety Cameras	Richard B	Safety cameras conversion to Digital	30						30
Traffic signals operational efficiency improvements	Richard B	Improvements to traffic signals and updates to 'older systems'. Including upgrades of pedestrian signal heads.	220						220
JAAP Transport	Neil H	Development of design of transport schemes to support the JAAP	150						150
<b>TOTAL AVAILABLE</b>			<b>400</b>						<b>400</b>

LPT3 Better Operation of Traffic control, Information and communication Systems £201k [ACTION D]

AVL system joint with ECC and Thurrock	Graeme N	Replacement bus real time and vehicle location system.	100						100
Pedestrian Crossing Upgrades	Richard B	Pedestrian crossing upgrade to nearside indication	93						93
Traveline	Graeme N	Contribution to bus data system, providing data to support public transport information system.	8						8
<b>TOTAL AVAILABLE</b>			<b>201</b>	<b>-</b>	<b>-</b>			<b>-</b>	<b>201</b>

**LTP3 FOOTWAY MAINTENANCE**

Footway Maintenance	Zulfi A	Footway repairs as listed below:	167							167
		Footpath Danescroft to Elmsleigh Drive								
		Flamboro Close								
		Thorpe Hall Ave Thorpe Southchurch to Broadclyst								
		Durham Rd St Lukes								
		Samuels Drive Southchurch								
		Chelmsford Ave Victoria								
		Kennilworth Gdns southside Southbourne Gr to Mountdale								
<b>TOTAL AVAILABLE</b>			<b>167</b>	-	-			-		<b>167</b>

**LTP CARRIAGEWAY MAINTENANCE**

Highways Maintenance	Zulfi A	Carriageway resurfacing: see list below	680							680
		Eastern Esplanade								
		Tankeville Rd south section								
		A13 from Boundary to Queensway R/A (PARTS)								
		Westbourne Grove (southbourne to Tintern)								
		Clatterfield Gdns								
		Western Rd Vernon to Hadleigh								
		Hillcrest Rd/Toledo Rd Kursall								
		Prittlewell Chase								
		The Fairway Belfairs								
<b>TOTAL AVAILABLE</b>			<b>680</b>	-	-			-		<b>680</b>

LTP STREET LIGHTING									
Street Lighting upgrade	Paul G	Street Lighting Improvements	50						50
<b>TOTAL AVAILABLE</b>			<b>50</b>	-	-			-	<b>50</b>
LED PROJECT (includes £1.605M c/fwd from 2015/16)									
LED PROJECT	Richard B	Various locations				2,291	6,219		8,510
<b>TOTAL AVAILABLE</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>2,291</b>	<b>6,219</b>	<b>-</b>	<b>8,510</b>
LTP BRIDGES (includes £47k c/fwd from 2015/16)									
Bridges Maintenance	Richard A	Various locations	427						427
<b>TOTAL AVAILABLE</b>			<b>427</b>	<b>-</b>	<b>-</b>			<b>-</b>	<b>427</b>
Flood Defence									
Flood Defence	Richard A	completion of report				45			45
<b>TOTAL AVAILABLE</b>			<b>-</b>	<b>-</b>	<b>45</b>			<b>-</b>	<b>45</b>
Cliff Stabilisation									
Cliff Slip Investigation	Richard A	Cliff Slip						380	380
<b>TOTAL AVAILABLE</b>			<b>-</b>	<b>-</b>	<b>-</b>			<b>380</b>	<b>380</b>
COUNCIL CAPITAL PLANNED MAINTENANCE - C10029									
Footways	Zulfi A	various sites to be agreed						251	251
Carriageways	Zulfi A	various sites to be agreed						251	251
<b>TOTAL AVAILABLE</b>			<b>-</b>	<b>-</b>				<b>502</b>	<b>502</b>
COUNCIL CAPITAL Highway & Footway Improvements									
Highways & Footways	Zulfi A	various sites to be agreed						1,000	1,000
<b>TOTAL AVAILABLE</b>			<b>-</b>	<b>-</b>				<b>1,000</b>	<b>1,000</b>
COUNCIL CAPITAL Car Park Infrastructure improvements									
Car Parks	Zulfi A	Car Park infrastructure improvements to be agreed						200	200
<b>TOTAL AVAILABLE</b>			<b>-</b>	<b>-</b>				<b>200</b>	<b>200</b>
Car Parks Upgrades (includes £150k carry forward from 2015/16)									
Car Parks upgrades		Car parks to be agreed						150	150
<b>TOTAL AVAILABLE</b>			<b>-</b>	<b>-</b>				<b>150</b>	<b>150</b>

OTHER TRANSPORT									
Cinder Path improvement	Neil H/Richard A	Widening to create improved footway and new cycle track between Chalkwell and Old Leigh in partnership with Network Rail and Sustrans. (C10115)			338			487	825
A127 Tesco Roundabout junction improvement	Karen G	Tesco Roundabout completion work			300			171	471
Southend Transport Model	Paul M	Continuing the Southend Multi Model Work (C10058)			60				60
A127 Kent Elms	Karen G	Scheme Development		3,800	515			100	4,415
A127 Bell Jcn	Karen G	Scheme Development						100	100
Public Transport Infrastructure Projects (TGSE/LSTF)	Davinia / Graeme N	Various schemes to be agreed		200					200
GAIST Highways Assest Management	Neil H	Asset MGM Project						80	80
A127 Major Schemes	Karen G	A127 Major Schemes Highway Maintenance		300					300
SCAAP	Paul M	Development & start of implementing scheme		1,000					1,000
<b>TOTAL AVAILABLE</b>				<b>5,300</b>	<b>1,213</b>			<b>938</b>	<b>7,451</b>
<b>CUMULATIVE TOTALS</b>			<b>2,875</b>	<b>5,300</b>	<b>1,258</b>	<b>2,291</b>	<b>6,219</b>	<b>3,170</b>	<b>21,113</b>

**PROPOSED NEW SCHEMES AND ADDITIONS TO THE CAPITAL PROGRAMME**

**Appendix 6**

Scheme/Event	Department	Code	Code Description	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	Total Budget (all years) £000
Core ICT Infrastructure	Corporate Services	C10576	Rolling Replacement Programme			200	200	400
		C10426	Software Licencing	70	70	320	320	780
		New	GCSx Mail Update	25				25
		New	Websense Replacement	30				30
		New	Barracuda Replacement	30				30
		New	Mobile Device End Point Protection Replacement	45	45			90
		New	Wireless Access Point Upgrade	30				30
<b>Total Core ICT Infrastructure</b>				<b>230</b>	<b>115</b>	<b>520</b>	<b>520</b>	<b>1,385</b>
Corporate ICT Business Transformation	Corporate Services	New	Digitisation of Paper Records		150			150
		New	Web Development	30				30
		New	Replacement of Remote Working Solution	100				100
		New	Health and Social Care Enablement Project	100				100
<b>Total Corporate ICT Business Transformation</b>				<b>230</b>	<b>150</b>	<b>-</b>	<b>-</b>	<b>380</b>
Departmental ICT Business Transformation	Corporate Services	New	Place - Business Transformation in End to End Reporting	500	200			700
		New	Place - Culture and Enterprise and Tourism - EPOS System	30				30
		New	Place - Culture and Enterprise and Tourism - Events Booking System	50				50
		New	Place - Culture - Hardware in Libraries	50				50
		New	Place - Enterprise, Regeneration and Tourism - Upgrade of Pier Network Infrastructure	50				50
		New	Public Health - MyHealthTools	80				80
		New	Public Health - Sentrion: Advanced Health Analysis	50				50
<b>Total Departmental ICT Business Transformation</b>				<b>810</b>	<b>200</b>	<b>-</b>	<b>-</b>	<b>1,010</b>

**PROPOSED NEW SCHEMES AND ADDITIONS TO THE CAPITAL PROGRAMME**

**Appendix 6**

Scheme/Event	Department	Code	Code Description	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	Total Budget (all years) £000
Non-ICT Schemes	Corporate Services	C10121	Priority Works	(500)	(500)	500	500	0
		New	Commercial Property Investment	2,000	2,000	2,000		6,000
		New	Queensway - Commercial Property	500	500			1,000
		New	Better Queensway - Regeneration	500				500
		New	Mercury Emissions Testing Equipment	20				20
		New	Cremated Remains Plots	90				90
		New	Pergola Walk Memorial Scheme	370				370
		New	Cemetery Lodge and Crematorium Connection to Mains Sewer	70				70
		New	Library Car Park Reconstruction and Enhancement	50	4,000	1,150		5,200
		New	Civic East Car Park Redevelopment	100	500	4,000	1,100	5,700
		<b>Total Non-ICT Schemes</b>				<b>3,200</b>	<b>6,500</b>	<b>7,650</b>
<b>Total Corporate Services</b>				<b>4,470</b>	<b>6,965</b>	<b>8,170</b>	<b>2,120</b>	<b>21,725</b>
Education Capital Programme	People	New	Secondary School Places Provision	1,000	4,000	3,000		8,000
<b>Total People</b>				<b>1,000</b>	<b>4,000</b>	<b>3,000</b>	<b>0</b>	<b>8,000</b>



**PROPOSED NEW SCHEMES AND ADDITIONS TO THE CAPITAL PROGRAMME**

**Appendix 6**

Scheme/Event	Department	Code	Code Description	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	Total Budget (all years) £000	
Highways Schemes	Place	New	Carriageways and Footways Improvements	1,000	1,000	1,000	1,000	4,000	
	Place	New	Car Parks Infrastructure Improvements	200	200			400	
Cliff Slip Investigation Works	Place	New	Highways Asset Management Project	80				80	
	Place	New	Cliff Slip Investigation Works	380				380	
Property Refurbishment	Place	C10626	Property Refurbishment	200	200	500	500	1,400	
Pier Condition Works	Place	C10697	Pier Condition Works		410	635	935	1,980	
Three Shells Lagoon	Place	C10658	Three Shells Lagoon	600		-		600	
Belton Hills Steps	Place	New	Belton Hills Steps	100	400	600	400	1,500	
Culture Schemes	Place	New	Central Museum Works		150	100		250	
	Place	New	"Make Southend Sparkle" Initiative	10	10	10		30	
	Place	New	New Museum - Gateway Review	750	750			1,500	
	Place	New	Replacement of Play Equipment	50	50	50		150	
	Place	New	Playground Gates	130				130	
	Place	New	Palace Theatre - Air Handling Units	25	215			240	
	Place	New	Southend Leisure & Tennis Centre - Air Handling Units	20	355			375	
	Energy Saving Schemes	Place	New	Southchurch Park Tow Path	20	230			250
		Place	New	Energy Efficiency Projects	375	375			750
		Place	New	Solar PV Projects	960				960
<b>Total Place</b>			<b>4,900</b>	<b>4,345</b>	<b>2,895</b>	<b>2,835</b>	<b>14,975</b>		
HRA Schemes	HRA	New	HRA Future Programme				8,000	8,000	
<b>Total HRA</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>8,000.00</b>	<b>8,000</b>		
<b>New schemes/additions as per Appendix 7:</b>				<b>10,370</b>	<b>15,310</b>	<b>14,065</b>	<b>12,955</b>	<b>52,700</b>	

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**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

**GENERAL FUND**

**DEPARTMENT FOR CORPORATE SERVICES**

**A – CORE ICT INFRASTRUCTURE - £1,385,000**

**C1 Rolling Replacement Programme - £400,000**

**16/17 - £0**

**17/18 - £0**

**18/19 - £200,000**

**19/20 - £200,000**

This scheme is to replace desktops and laptops with appropriate equipment and technology to meet the on-going needs of the business and in turn the citizen. New operating systems and software demand new platforms to function and this rolling replacement meets this challenge.

*This scheme is to be funded from corporate borrowing.*

**C2 Software Licencing - £780,000**

**16/17 - £70,000**

**17/18 - £70,000**

**18/19 - £320,000**

**19/20 - £320,000**

This scheme is to maintain the on-going software licences required to deliver corporate wide systems, without which the Council would not be entitled to use all proprietary applications.

*This scheme is to be funded from corporate borrowing.*

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

**C3 GCSx Mail Upgrade - £25,000**

**16/17 - £25,000**

**17/18 - £0**

**18/19 - £0**

**19/20 - £0**

The GCSx (Government Connect Secure Exchange) are secure mailboxes used by 500 staff within the Council for secure communication to/from central Government. This scheme is to replace and upgrade the existing infrastructure to ensure service continues and is resilient for staff.

*This scheme is to be funded from the earmarked capital reserve.*

**C4 Websense Replacement - £30,000**

**16/17 - £30,000**

**17/18 - £0**

**18/19 - £0**

**19/20 - £0**

This scheme is to re-tender and upgrade the Council's web content filtering software as the existing solution is not resilient, there has been much technological improvement in this type of software and the market has not been tested for several years.

*This scheme is to be funded from the earmarked capital reserve.*

**C5 Barracuda Replacement - £30,000**

**16/17 - £30,000**

**17/18 - £0**

**18/19 - £0**

**19/20 - £0**

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

This scheme is to re-tender and upgrade the Council's e-mail filtering software as the existing solution is not resilient, there has been much technological improvement in this type of software and the market has not been tested for several years. A combined solution with the web content filtering software will be investigated to ensure best value for money.

*This scheme is to be funded from the earmarked capital reserve.*

**C6 Mobile Device End Point Protection Replacement - £90,000**

**16/17 - £45,000**

**17/18 - £45,000**

**18/19 - £0**

**19/20 - £0**

This scheme is to re-evaluate the Council's anti-virus software to ensure end-point protection is provided for modern and mobile ways of working.

*This scheme is to be funded from the earmarked capital reserve.*

**C7 Wireless Access Point Upgrade - £30,000**

**16/17 - £30,000**

**17/18 - £0**

**18/19 - £0**

**19/20 - £0**

This scheme is to replace the wireless access points to ensure wireless connectivity continues to provide the Council with flexibility within its workforce to hot-desk and to enable new devices to connect to these wireless access points.

*This scheme is to be funded from the earmarked capital reserve.*

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

**B – CORPORATE ICT BUSINESS TRANSFORMATION - £380,000**

**C8 Digitisation of Paper Records - £150,000**

**16/17 - £0**

**17/18 - £150,000**

**18/19 - £0**

**19/20 - £0**

This scheme is to digitise remaining paper records in highways, regulatory services, human resources and housing. This will free up space and further enable mobile and flexible working.

*This scheme is to be funded from the earmarked capital reserve.*

**C9 Web Development - £30,000**

**16/17 - £30,000**

**17/18 - £0**

**18/19 - £0**

**19/20 - £0**

This scheme is to further develop the website to benefit our customers.

*This scheme is to be funded from the earmarked capital reserve.*

**C10 Replacement of Remote Working Solution - £100,000**

**16/17 - £100,000**

**17/18 - £0**

**18/19 - £0**

**19/20 - £0**

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

This scheme is to replace or upgrade the current remote working software as it is coming to the end of its life in terms of support and maintenance and needs upgrading to a supported version that enables staff to work efficiently and productively in today's multi-device environment.

*This scheme is to be funded from the earmarked capital reserve.*

**C11 Health and Social Care Enablement Project - £100,000**

**16/17 - £100,000**

**17/18 - £0**

**18/19 - £0**

**19/20 - £0**

This scheme is to enable the Council's network to deliver N3 services to allow services such as SystemOne to be delivered over the Council's network and CareFirst to be delivered over the local NHS network to enable cross-site working and joint delivery of services. It will include additional infrastructure and hardware to enable full connectivity via wireless and wired means across all floors. There are currently two existing N3 links on legacy speeds, unable to support modern working and an upgrade to a modern line throughout the building will enable better integration with Health and better use and co-location with partners and allow the flexibility needed to maximise rental income from third-party staff locating to the Civic Campus. It is estimated that £25,000 of additional revenue budget would be needed to pay for the upgraded line.

*This scheme is to be funded from the earmarked capital reserve.*

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

**C – DEPARTMENTAL ICT BUSINESS TRANSFORMATION - £1,010,000**

**C12 Place – Business Transformation in End to End Reporting - £700,000**

**16/17 - £500,000**

**17/18 - £200,000**

**18/19 - £0**

**19/20 - £0**

This scheme relates to a programme of work with the Department for Place leading to a stepped improvement in the highways asset management function:

- ensuring an 'end to end' review of 'report it' and 'apply for it' processes across waste, public protection, highways and parking management services delivering channel shift improvements and service efficiencies better exploiting the contribution of the Council's website and Citizens Account portal;
- ensuring the improvements in customer service offered via the new waste management contract are optimised;
- ensuring the Council can identify, collate, record and maintain details of highways assets for operational and strategic purposes attaining band 3 status in the national programme maximising Local Transport Plan grant and additional Challenge Fund bidding opportunities.

Further work is being undertaken on the total funding required for this project.

*This scheme is to be funded from corporate borrowing.*

**C13 Place – Culture and Enterprise and Tourism - EPOS System - £30,000**

**16/17 - £30,000**

**17/18 - £0**

**18/19 - £0**

**19/20 - £0**



**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

This scheme is to implement an Electronic Point of Sale system to improve the Council's ability to take payments and to reduce manual processes.

*This scheme is to be funded from the earmarked capital reserve.*

**C14 Place – Culture and Enterprise and Tourism – Events Booking System - £50,000**

**16/17 - £50,000**

**17/18 - £0**

**18/19 - £0**

**19/20 - £0**

This scheme is to implement an events booking system as bookings cannot currently be managed electronically putting pressure on the Customer Services Centre and back offices.

*This scheme is to be funded from the earmarked capital reserve.*

**C15 Place – Culture – Hardware in Libraries - £50,000**

**16/17 - £50,000**

**17/18 - £0**

**18/19 - £0**

**19/20 - £0**

This scheme is to replace the ICT hardware in the libraries with appropriate equipment to meet the on-going needs of the business and in turn the citizen

*This scheme is to be funded from the earmarked capital reserve.*

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

**C16 Place – Enterprise, Regeneration and Tourism – Upgrade of Pier Network Infrastructure - £50,000**

**16/17 - £50,000**

**17/18 - £0**

**18/19 - £0**

**19/20 - £0**

This scheme is to upgrade the pier network infrastructure as currently there is a single connection that is several years old, is unreliable and does not enable the installation of wireless at the far end of the pier in the pavilion and café.

*This scheme is to be funded from the earmarked capital reserve.*

**C17 Public Health – MyHealthTools - £80,000**

**16/17 - £80,000**

**17/18 - £0**

**18/19 - £0**

**19/20 - £0**

This scheme is to procure and use the MyHealthTools on-line services to provide self-care and self-management options to residents with long term conditions. Annual support and maintenance costs would be approximately £21,000 per annum and would be funded by the existing Public Health budget.

*This scheme is to be funded from contributions from the public health budget.*

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

**C18 Public Health – Sentrion: Advanced Health Analysis - £50,000**

**16/17 - £50,000**

**17/18 - £0**

**18/19 - £0**

**19/20 - £0**

This scheme is to utilise ‘big data’ technology with proven clinical data analysts to inform and identify Public Health Strategy and targeting of services for vulnerable residents. Annual support and maintenance costs would be approximately £21,000 per annum and remote hosting costs would be approximately £13,000 per annum and would be funded from the existing Public Health budget.

*This scheme is to be funded from contributions from the public health budget.*

**D – NON ICT SCHEMES - £18,950,000**

**C19 Priority Works - £0**

**16/17 - £(500,000)\***

**17/18 - £(500,000)\***

**18/19 - £500,000**

**19/20 - £500,000**

*\* A bracket denotes a reduction in budget.*

This scheme is to ensure a £500,000 budget in this area is available for the start of each financial year to deal with any priority works that may arise during the year. In previous years a £1million budget has been approved each year but given the nature of the priority works in previous years and the inclusion of the Property Refurbishment capital bid of £1,400,000 later in this document, this budget is to be reduced to £500,000 each year.

*This scheme is to be funded from corporate borrowing after utilising any unspent budget from this scheme from the previous financial year.*

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

**C20 Commercial Property Investment - £6,000,000**

**16/17 - £2,000,000**

**17/18 - £2,000,000**

**18/19 - £2,000,000**

**19/20 - £0**

The Commercial Property Investment Strategy was approved as part of the Corporate Asset Management Strategy 2015-2025 at Cabinet on 22<sup>nd</sup> September 2015. In accordance with that, this scheme is to grow an investment portfolio to enable the Council to secure and maintain long-term growing income streams and capital appreciation. The portfolio will require active management in terms of acquisition, management and disposal decisions. Decisions will need to be made commercially and often quickly and efficiently.

This is a budget provision and the profile across years and whether it will be spent in full will depend on the number and size of appropriate and cost effective opportunities that arise.

*This scheme is to be funded from corporate borrowing with the rental incomes at least covering the financing costs.*

**C21 Queensway – Commercial Property - £1,000,000**

**16/17 - £500,000**

**17/18 - £500,000**

**18/19 - £0**

**19/20 - £0**

This scheme is to enable the Council to take advantage of any opportunities to acquire commercial properties, or interests in properties along Southchurch Road if they come to the market or become otherwise available. Acquisition would be subject to the usual value for money processes and authorised by the Chief Finance Officer in consultation with the Leader.

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

This is a budget provision and the profile across years and whether it will be spent in full will depend on the number and value of appropriate and cost effective opportunities to acquire properties that arise.

*This scheme is to be funded from corporate borrowing.*

**C22 Better Queensway - Regeneration - £500,000**

**16/17 - £500,000**

**17/18 - £0**

**18/19 - £0**

**19/20 - £0**

This scheme is provide the project team budget and associated studies and works to enable this regeneration project to actively progress.

*This scheme is to be funded from corporate borrowing.*

**C23 Mercury Emissions Testing Equipment - £20,000**

**16/17 - £20,000**

**17/18 - £0**

**18/19 - £0**

**19/20 - £0**

This scheme is to comply with statutory obligations in respect of mercury emissions measurement resulting from the cremation process.

*This scheme is to be funded from the earmarked capital reserve.*

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

**C24 Cremated Remains Plots - £90,000**

**16/17 - £90,000**

**17/18 - £0**

**18/19 - £0**

**19/20 - £0**

This scheme is to install 197 pre-made mini graves, plus vase blocks and metal flower holders, each to hold two interments of cremated remains. The aim is to extend the offer in Sutton Road Cemetery, to use available space less quickly and to generate additional income of £314,000 over the next ten years from the extra interments and the exclusive rights of burial. The income for the 16/17 year is estimated at £55,000.

*This scheme is to be funded from revenue contributions.*

**C25 Pergola Walk Memorial Scheme - £370,000**

**16/17 - £370,000**

**17/18 - £0**

**18/19 - £0**

**19/20 - £0**

This scheme is to replace the aged and dangerous Pergola Walk at the Crematorium with a new modern offering with the provision of 312 above ground interment units and 2,812 memorials within the supporting structure. The aim is to improve the crematorium grounds and provide a memorial scheme offer to generate estimated new income of £1.4million over the next five years, with £115,000 of this income estimated for the 16/17 year.

*This scheme is to be funded from corporate borrowing with the financing costs to be covered by the income generated.*

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

**C26 Cemetery Lodge and Crematorium Connection to Mains Sewer - £70,000**

**16/17 - £70,000**

**17/18 - £0**

**18/19 - £0**

**19/20 - £0**

This scheme is for works to link into the main sewer system for both the cemetery Lodge and the crematorium which are currently both connected to a cesspool. The current costs of emptying the cesspool would be saved but there would be waste rates to be paid, giving a net saving of £15,000 per annum.

*This scheme is to be funded from the earmarked capital reserve.*

**C27 Library Car Park Reconstruction and Enhancement - £5,200,000**

**16/17 - £50,000**

**17/18 - £4,000,000**

**18/19 - £1,150,000**

**19/20 - £0**

This scheme is for the demolition of the existing car park and construction of a new one. The car park is approaching the end of its design life and instead of building a new one on a 'like for like' basis, this scheme will increase capacity from 165 spaces to between 335 and 410 spaces subject to a final decision on the number of levels. If the option of 335 spaces (one level lower) is chosen then £1,200,000 could be removed from this scheme. It is anticipated that the spaces would be mainly for staff car parking but it is estimated that additional income of £40,000 per annum would be generated from the additional level.

*This scheme is to be funded by corporate borrowing, the financing costs of £500,000 of this borrowing to be covered by the income generated.*

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

**C28 Civic East Car Park Redevelopment - £5,700,000**

**16/17 - £100,000**

**17/18 - £500,000**

**18/19 - £4,000,000**

**19/20 - £1,100,000**

This scheme is for the planning and development of a housing scheme on East Car Park to optimise the land for redevelopment following on from the redevelopment of the College Site. The scheme is expected to generate rental and council tax income from 52 sites with the additional infrastructure and service costs associated with housing. However this is subject to a detailed feasibility study which may influence the number of units which can be delivered and/or the final build cost.

*This scheme is to be funded from corporate borrowing with the financing costs to be covered by the income generated.*

**Sub-Total Department for Corporate Services**

**£21,725,000**



**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

**DEPARTMENT FOR PEOPLE**

**C29 Secondary School Places Provision - £8,000,000**

**16/17 - £1,000,000**

**17/18 - £4,000,000**

**18/19 - £3,000,000**

**19/20 - £0**

This scheme is to ensure the Council meets its duty to provide sufficient school places from September 2017 and 2018. The scheme includes £3million for the conversion of PROCAT and Wentworth. The rest of the scheme would include partial expansion of an existing school(s) to meet rising year 7 numbers and subsequent years would be part of a wider expansion programme. Corporate funding is required to meet any shortfall in Education Funding Agency grant for basic need. This scheme is in addition to the £10,000,000 budget already in the approved capital programme, funded from corporate borrowing.

*This scheme's additional investment is estimated to be funded from Government grant but is subject to final Government capital funding announcements.*

**Sub-Total Department for People**

**£8,000,000**

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

**DEPARTMENT FOR PLACE**

**C30 Carriageways and Footways Improvements - £4,000,000**

**16/17 - £1,000,000**

**17/18 - £1,000,000**

**18/19 - £1,000,000**

**19/20 - £1,000,000**

This scheme is to invest in the highways infrastructure to reduce long term structural maintenance and improve public safety. The works are based on priorities identified by the outcome of the asset management condition survey. This is in addition to the budget of £2.8million already in the approved capital programme funded by the Local Transport Plan grant.

*This scheme's additional investment is to be funded from corporate borrowing.*

**C31 Car Parks Infrastructure Improvements - £400,000**

**16/17 - £200,000**

**17/18 - £200,000**

**18/19 - £0**

**19/20 - £0**

This scheme is to improve car park surfacing, structures and signage and to replace pay and display machines in order to maximise capacity and usage and to improve customer service. The scheme will be to rationalise and upgrade pay and display equipment across all car parks, surface improvements at East Beach, lighting upgrades at Belton Gardens, layout alterations to improve accessibility and security and communication links with the CCTV service at University Square, communication link improvements with the CCTV service at Tylers Avenue and surface upgrading at Rayleigh Road.

*This scheme is to be funded from corporate borrowing.*

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

**C32 Highways Asset Management Project - £80,000**

**16/17 - £80,000**

**17/18 - £0**

**18/19 - £0**

**19/20 - £0**

This scheme is for the continuation of the provision of specialist technical support to assist with the introduction and implementation of a Highways Asset Management Strategy in order to achieve and maintain a Band 3 Authority status with the Department for Transport (DfT). The Council needs to do this in order to maximise the funding it is eligible for from DfT for highways maintenance.

*This scheme is to be funded from the earmarked capital reserve.*

**C33 Cliff Slip Investigation Works - £380,000**

**16/17 - £380,000**

**17/18 - £0**

**18/19 - £0**

**19/20 - £0**

This scheme is for the installation of monitoring equipment and for ground investigation to develop a programme of works for Cliff Parade to mitigate further failures.

*This scheme is to be funded from corporate borrowing.*

**C34 Property Refurbishment - £1,400,000**

**16/17 - £200,000**

**17/18 - £200,000**

**18/19 - £500,000**

**19/20 - £500,000**

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

This scheme is for the delivery of a planned condition programme across the Council's core property stock to ensure properties remain safe, fit for purpose and meet the operational requirements of the services delivered from them whilst minimising closure periods due to property related issues. The properties include museums, theatres, shelters and leisure centres. This is in addition to the £969,000 budget already in the approved capital programme (£369,000 in 15/16, £300,000 in 16/17 and £300,000 in 17/18) funded from corporate borrowing.

*This scheme's additional investment is to be funded from corporate borrowing.*

**C35 Pier Condition Works - £1,980,000**

**16/17 - £0**

**17/18 - £410,000**

**18/19 - £635,000**

**19/20 - £935,000**

This scheme is for the delivery of a planned approach to addressing non-structural condition works on the pier such as decking, lamp columns, electrics, shelters and the pier head toilets, thereby reducing the requirement for urgent and/or reactive condition works. This is in addition to the £2,650,000 budget already in the approved capital programme (£600,000 in 15/16, £500,000 in 16/17, £500,000 in 17/18 and £1,050,000 in 2018/19 and later years).

*This scheme's additional investment is to be funded from corporate borrowing.*

**C36 Three Shells Lagoon - £600,000**

**16/17 - £600,000**

**17/18 - £0**

**18/19 - £0**

**19/20 - £0**

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

This scheme is to form a lagoon, erect a single storey toilet block and undertake associated landscaping in accordance with the planning application. Any revenue implications of this scheme are to be met within the existing budget. This is in addition to the £1,325,000 budget already in the approved capital programme (£1,048,000 funded by grant and £277,000 funded by borrowing). This is due to increased construction costs and the demolition and rebuild of the jetty for the Alexander Yacht Club following a recent structural survey. If the project is not delivered the Coastal Communities Funding would need to be returned.

*This scheme's additional investment is to be funded from corporate borrowing.*

**C37 Belton Hills Steps - £1,500,000**

**16/17 - £100,000**

**17/18 - £400,000**

**18/19 - £600,000**

**19/20 - £400,000**

This scheme is to undertake reinstatement and stabilisation works to the Belton Hills steps following ground movement.

*This scheme is to be funded from corporate borrowing.*

**C38 Central Museum Works - £250,000**

**16/17 - £0**

**17/18 - £150,000**

**18/19 - £100,000**

**19/20 - £0**

This scheme is to install a lift to enable people with mobility issues to access the first floor, and the consequential reorganisation of the building. These works will ensure that the necessary DDA requirements are met.

*This scheme is to be funded from corporate borrowing.*

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

**C39 “Make Southend Sparkle” Initiative - £30,000**

**16/17 - £10,000**

**17/18 - £10,000**

**18/19 - £10,000**

**19/20 - £0**

This scheme is to fund additional tree planting and other works identified by the introduction of a campaign to help encourage residents and businesses to take pride in the town.

*This scheme is to be funded from the earmarked capital reserve.*

**C40 New Museum – Gateway Review - £1,500,000**

**16/17 - £750,000**

**17/18 - £750,000**

**18/19 - £0**

**19/20 - £0**

This scheme is to progress the project to completion of the technical design and procurement stage. The gateway review would then consider a phased approach and funding of the construction of the car park and building based upon the cost report that will be produced.

*This scheme is to be funded from corporate borrowing.*

**C41 Replacement of Play Equipment - £150,000**

**16/17 - £50,000**

**17/18 - £50,000**

**18/19 - £50,000**

**19/20 - £0**

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

This scheme is for a programme of replacement play equipment to ensure the continued availability of the play areas and the safety of users is met.

*This scheme is to be funded from the earmarked capital reserve.*

**C42 Playground Gates - £130,000**

**16/17 - £130,000**

**17/18 - £0**

**18/19 - £0**

**19/20 - £0**

This scheme is for the replacement of 86 playground gates within the borough's play areas to enable compliance with health and safety recommendations.

*This scheme is to be funded from the earmarked capital reserve.*

**C43 Palace Theatre – Air Handling Units - £240,000**

**16/17 - £25,000**

**17/18 - £215,000**

**18/19 - £0**

**19/20 - £0**

This scheme is to replace the compressors within the air handling unit following a change in the regulations relating to gasses used to re-fill units.

*This scheme is to be funded from corporate borrowing.*

**C44 Southend Leisure & Tennis Centre – Air Handling Units - £375,000**

**16/17 - £20,000**

**17/18 - £355,000**

**18/19 - £0**

**19/20 - £0**

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

This scheme is to replace the compressors within the air handling unit following a change in the regulations relating to gasses used to re-fill units.

*This scheme is to be funded from corporate borrowing.*

**C45 Southchurch Park Tow Path - £250,000**

**16/17 - £20,000**

**17/18 - £230,000**

**18/19 - £0**

**19/20 - £0**

This scheme is to reinstate areas of the tow path which have eroded and caused the surface to collapse, to provide safe access to the waterside and recreational activities around the park lake.

*This scheme is to be funded from corporate borrowing.*

**C46 Energy Efficiency Projects - £750,000**

**16/17 - £375,000**

**17/18 - £375,000**

**18/19 - £0**

**19/20 - £0**

This scheme is to establish a budget to facilitate multiple, short timeframe, small scale projects valued between £5k - £75k using energy efficiency measures to improve and upgrade facilities. Projects would need to meet pre-agreed criteria and approved by the Corporate Delivery Board. There would also need to be appropriate governance arrangements put in place and sufficient due diligence undertaken before schemes are progressed.

The energy efficiency projects already in the approved capital programme are: LED street lighting (£13,500k), LED lighting for Civic Centre Underground Car Park (£19k), Civic Centre Insulation (£145k), Civic Centre Boilers – Low Loss Header (£38k), Southend Adult Community College Energy Project (£588k), Temple Sutton School Energy Project (£1,137k),



**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

Pier Hill Lift Replacement Project (solar on roof) (£315k), Beecroft and Central Museum Energy Project (£1,092k). The total of these agreed schemes is £16,834k.

*The works element of the proposed schemes are to be funded from corporate borrowing via interest free loans from Salix (an independent, not for profit company, funded by the Department for Energy and Climate Change) and the fees elements are to be funded by revenue contributions generated by energy efficiency savings.*

**C47 Solar PV Projects - £960,000**

**16/17 - £960,000**

**17/18 - £0**

**18/19 - £0**

**19/20 - £0**

This scheme is to install solar PV panels on the roofs of Southend Hospital, Garons Leisure Centre and the Cliffs Pavilion. The local operators would be charged for energy consumed at a lower rate than their grid electricity providing them with a saving whilst the Council would generate an income from the energy charges, from a Feed-in Tariff (FiT) for all units generated and an export Tariff for any energy not consumed on site. This proposal is based on the expected drop in solar PV volume in the market immediately after the FiT changes contained in the government consultation. Energy savings are estimated at £100,000 per annum, with £50,000 in the first year.

*This scheme is to be funded from corporate borrowing with the revenues generated more than covering the financing costs.*

**Sub-Total Department for Place**

**£14,975,000**

**TOTAL CAPITAL SCHEMES - GENERAL FUND**

**£44,700,000**

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

**HOUSING REVENUE ACCOUNT**

**C48 HRA Future Programme - £8,000,000**

**16/17 - £0**

**17/18 - £0**

**18/19 - £0**

**19/20 - £8,000,000**

The investment relates to

- the continuance of completing the Decent Homes programme to bring the housing stock to decency levels;
- energy efficiency and health & safety works;

*This scheme is to be wholly funded through the HRA by the Major Repairs Allowance.*

**TOTAL CAPITAL SCHEMES – HOUSING REVENUE ACCOUNT    £8,000,000**

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

The annual profile of this total investment would be as follows;

Year	General Fund £'000	Housing Revenue Account £'000	Total £'000
2016/17	10,370	0	10,370
2017/18	15,310	0	15,310
2018/19	14,065	0	14,065
2019/20	4,955	8,000	12,955
<b>TOTAL</b>	<b>44,700</b>	<b>8,000</b>	<b>52,700</b>

The annual funding for this total investment would be as follows;

Year	General Fund Borrowing £'000	General Fund Borrowing where financing costs to be met from savings/income generation £'000	General Fund External Funding £'000	General Fund Existing Funding £'000	Housing Revenue Account Self-Funded £'000	Total £'000
2016/17	4,415	3,755	1,000	1,200	0	10,370
2017/18	7,680	3,325	4,000	305	0	15,310
2018/19	5,005	6,000	3,000	60	0	14,065
2019/20	3,855	1,100	0	0	8,000	12,955
<b>TOTAL</b>	<b>20,955</b>	<b>14,180</b>	<b>8,000</b>	<b>1,565</b>	<b>8,000</b>	<b>52,700</b>

\* Capital receipts or revenue contributions to capital including from earmarked reserves

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

The funding by total cost of scheme would be as follows;

No.	Scheme name	General Fund Borrowing £'000	General Fund Borrowing where financing costs to be met from savings/income generation £'000	General Fund External Funding £'000	General Fund Existing Funding £'000	Housing Revenue Account Self-Funded £'000	Total £'000
C1	Rolling Replacement Programme	400	0	0	0	0	400
C2	Software Licencing	780	0	0	0	0	780
C3	GCSx Mail Upgrade	0	0	0	25	0	25
C4	Websense Replacement	0	0	0	30	0	30
C5	Barracuda Replacement	0	0	0	30	0	30
C6	Mobile Device End Point Protection Replacement	0	0	0	90	0	90
C7	Wireless Access Point Upgrade	0	0	0	30	0	30
	<b>A - Core ICT Infrastructure Total</b>	<b>1,180</b>	<b>0</b>	<b>0</b>	<b>205</b>	<b>0</b>	<b>1,385</b>
C8	Digitisation of Paper Records	0	0	0	150	0	150
C9	Web Development	0	0	0	30	0	30
C10	Replacement of Remote Working Solution	0	0	0	100	0	100
C11	Health and Social Care Enablement Project	0	0	0	100	0	100
	<b>B - Corporate ICT Business Transformation Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>380</b>	<b>0</b>	<b>380</b>

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

No.	Scheme name	General Fund Borrowing  £'000	General Fund Borrowing where financing costs to be met from savings/income generation  £'000	General Fund External Funding  £'000	General Fund Existing Funding  £'000	Housing Revenue Account Self-Funded  £'000	Total  £'000
C12	Place – Business Transformation in End to End Reporting	700	0	0	0	0	700
C13	Place – Culture and Enterprise and Tourism - EPOS system	0	0	0	30	0	30
C14	Place – Culture and Enterprise and Tourism – Events Booking System	0	0	0	50	0	50
C15	Place – Culture – Hardware in Libraries	0	0	0	50	0	50
C16	Place – Enterprise, Regeneration and Tourism – Upgrade of Pier Network Infrastructure	0	0	0	50	0	50
C17	Public Health – MyHealthTools	0	0	0	80	0	80
C18	Public Health – Sentrian: Advanced Health Analysis	0	0	0	50	0	50
	<b>C - Departmental ICT Business Transformation Total</b>	<b>700</b>	<b>0</b>	<b>0</b>	<b>310</b>	<b>0</b>	<b>1,010</b>

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

No.	Scheme name	General Fund Borrowing £'000	General Fund Borrowing where financing costs to be met from savings/income generation £'000	General Fund External Funding £'000	General Fund Existing Funding £'000	Housing Revenue Account Self-Funded £'000	Total £'000
C19	Priority Works	0	0	0	0	0	0
C20	Commercial Property Investment	0	6,000	0	0	0	6,000
C21	Queensway – Commercial Property	1,000	0	0	0	0	1,000
C22	Better Queensway - Regeneration	500	0	0	0	0	500
C23	Mercury Emissions Testing Equipment	0	0	0	20	0	20
C24	Cremated Remains Plots	0	0	0	90	0	90
C25	Pergola Walk Memorial Scheme	0	370	0	0	0	370
C26	Cemetery Lodge and Crematorium Connection to Mains Sewer	0	0	0	70	0	70
C27	Library Car Park Reconstruction and Enhancement	4,700	500	0	0	0	5,200
C28	Civic East Car Park Redevelopment	0	5,700	0	0	0	5,700
	<b>D – Non ICT Schemes Total</b>	<b>6,200</b>	<b>12,570</b>	<b>0</b>	<b>180</b>	<b>0</b>	<b>18,950</b>
	<b>Department for Corporate Services Total:</b>	<b>8,080</b>	<b>12,570</b>	<b>0</b>	<b>1,075</b>	<b>0</b>	<b>21,725</b>

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

No.	Scheme name	General Fund Borrowing £'000	General Fund Borrowing where financing costs to be met from savings/income generation £'000	General Fund External Funding £'000	General Fund Existing Funding £'000	Housing Revenue Account Self-Funded £'000	Total £'000
C29	Secondary School Places Provision	0	0	8,000	0	0	8,000
	<b>Department for People Total:</b>	<b>0</b>	<b>0</b>	<b>8,000</b>	<b>0</b>	<b>0</b>	<b>8,000</b>
C30	Carriageways and Footways Improvements	4,000	0	0	0	0	4,000
C31	Car Parks Infrastructure Improvements	400	0	0	0	0	400
C32	Highways Asset Management Project	0	0	0	80	0	80
C33	Cliff Slip Investigation Works	380	0	0	0	0	380
C34	Property Refurbishment	1,400	0	0	0	0	1,400
C35	Pier Condition Works	1,980	0	0	0	0	1,980
C36	Three Shells Lagoon	600	0	0	0	0	600
C37	Belton Hills Steps	1,500	0	0	0	0	1,500
C38	Central Museum Works	250	0	0	0	0	250

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2016/17 to 2019/20**

No.	Scheme name	General Fund Borrowing £'000	General Fund Borrowing where financing costs to be met from savings/income generation £'000	General Fund External Funding £'000	General Fund Existing Funding £'000	Housing Revenue Account Self-Funded £'000	Total £'000
C39	"Make Southend Sparkle" Initiative	0	0	0	30	0	30
C40	New Museum – Gateway Review	1,500	0	0	0	0	1,500
C41	Replacement of Play Equipment	0	0	0	150	0	150
C42	Playground Gates	0	0	0	130	0	130
C43	Palace Theatre – Air Handling Units	240	0	0	0	0	240
C44	Southend Leisure & Tennis Centre – Air Handling Units	375	0	0	0	0	375
C45	Southchurch Park Tow Path	250	0	0	0	0	250
C46	Energy Efficiency Projects	0	650	0	100	0	750
C47	Solar PV Projects	0	960	0	0	0	960
	<b>Department for Place Total:</b>	<b>12,875</b>	<b>1,610</b>	<b>0</b>	<b>490</b>	<b>0</b>	<b>14,975</b>
	<b>General Fund Total:</b>	<b>20,955</b>	<b>14,180</b>	<b>8,000</b>	<b>1,565</b>	<b>0</b>	<b>44,700</b>
C48	HRA Future Programme	0	0	0	0	8,000	8,000
	<b>HRA Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,000</b>	<b>8,000</b>
	<b>TOTAL</b>	<b>20,955</b>	<b>14,180</b>	<b>8,000</b>	<b>1,565</b>	<b>8,000</b>	<b>52,700</b>



Scheme	Project code	2015/16 Budget £000	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	Total Current Budget £000
<b>Corporate Services</b>							
Accommodation Strategy	C10072	189					189
	<b>Total Accomodation Strategy - main</b>	<b>189</b>					<b>189</b>
CCTV relocation & equipment upgrade	C10527	1					1
	<b>Total Accomodation Strategy - CCTV</b>	<b>1</b>					<b>1</b>
Tickfield - Creating Capacity	C10687	84					84
	<b>Total Tickfield</b>	<b>84</b>					<b>84</b>
38 Satanita Road - Priority works	C10597	13					13
93-99 Southchurch Road - exit costs	C10706	328					328
Accommodation Review - Queensway House	C10511	10					10
Airport Business Park	C10261	556	6,405	4,101			11,062
Better Queensway - Regeneration	NEW		500				500
Brunel Road Redevelopment	C10208		50				50
Capital Allocation to Discharge EEDA agreement	C10656		164				164
Civic East Car Park Redevelopment	NEW		100	500	4,000	1,100	5,700
Commercial Property Investment	NEW		2,000	2,000	2,000		6,000
East Beach Café Project	C10644	32					32
East Street Cottages	C10674	10	20				30
Focus House Demolition	C10630	160					160
Library Car Park Reconstruction and Enhancement	NEW		50	4,000	1,150		5,200
New Beach Huts Phase 2	C10631		109				109
Park View Suite - Drainage Works	C10742	3					3
Pier Arches Pier Enhancement Scheme	C10743	10					10
Pier Arches Remedial works	C10604	6					6
Pier Arches toilets - waterproofing solution	C10734	71					71
Pier North End roof repairs	C10600	9					9
Porters Civic House and Cottage	C10571	13					13
Porters Civic House - Repairs to Building	C10657	3					3
Seaways Development Enabling Works	C10643		200	560			760
Toilet Refurbishment Thorpe Hall Avenue	C10703	190					190
Urgent Works To Property	C10181	15					15
Victoria Avenue Improvements	C10632	7					7
	<b>Total Asset Management</b>	<b>1,436</b>	<b>9,598</b>	<b>11,161</b>	<b>7,150</b>	<b>1,100</b>	<b>30,445</b>
Queensway - Commercial Property	NEW		500	500			1,000
Queensway - Ground Penetrating Radar	NEW	200					200
	<b>Total Queensway</b>	<b>200</b>	<b>500</b>	<b>500</b>			<b>1,200</b>

Scheme	Project code	2015/16 Budget £000	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	Total Current Budget £000
Cemetery Lodge and Crematorium Connection to Mains Sewer	NEW		70				70
Cremator Hearth Replacement	C10677		22	12			34
Crematorium Re-Quip (Mercury)	C10055		16				16
Essential Crematorium/Cemetery Equipment	C10572	20	175				195
Mandatory Works to Cremators	C10573	41					41
Mercury Emissions Testing Equipment	NEW		20				20
Cremated Remains Plots	NEW		90				90
New Burial Ground	C10054	60	120	2,089			2,269
Pergola Walk Memorial Scheme	NEW		370				370
West Chapel Pipe Organ - refurbishment	C10678	30					30
<b>Total Cemeteries &amp; Crematorium</b>		<b>151</b>	<b>883</b>	<b>2,101</b>			<b>3,135</b>
Agresso Enterprise Resource Planning (ERP) system	C10238	73					73
Barracuda Replacement	NEW		30				30
Citizen Account phase 2	C10574	58					58
DEFRA Inspire III	C10640	8					8
Digitisation of Paper Records	NEW			150			150
GCSx Mail Update	NEW		25				25
Health and Social Care Enablement Project	NEW		100				100
ICT Capita One Enhancements/Developments	C10633	63	25				88
ICT Core Infrastructure	C10575	1,420					1,420
ICT Enterprise Agreement	C10636	47	353	200			600
ICT E-Procurement Solution	C10635	6	76	29			111
ICT Reprovision of Carefirst	C10637	346	1,180	682			2,208
ICT Rolling Replacement Programme	C10576	171	200	200	200	200	971
IT Human Resources Case Management System	C10679		20				20
Libraries Wireless Project	C10663	25					25
Library RFID	C10117	18					18
Mobile Device End Point Protection Replacement	NEW		45	45			90
Pier and Foreshore ICT Improvement Programme	C10698	155	25				180

Scheme	Project code	2015/16 Budget £000	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	Total Current Budget £000
Place - Business Transformation in End to End Reporting	NEW		500	200			700
Place - Culture - Hardware in Libraries	NEW		50				50
Place - Culture and Enterprise and Tourism - EPOS System	NEW		30				30
Place - Culture and Enterprise and Tourism - Events Booking System	NEW		50				50
Place - Enterprise, Regeneration and Tourism - Upgrade of Pier Network Infrastructure	NEW		50				50
Public Health - MyHealthTools	NEW		80				80
Public Health - Sentrian: Advanced Health Analysis	NEW		50				50
Replacement and Enhancement to Cash Receipting System	C10578	17	15				32
Replacement of Remote Working Solution	NEW		100				100
Software Licencing	C10426	256	320	320	320	320	1,536
Vehicle Tracking and Performance System	C10579	9					9
Web Development	NEW		30				30
Websense Replacement	NEW		30				30
Wireless Access Point Upgrade	NEW		30				30
Wireless Borough/City Deal	C10580	42	356				398
	<b>Total ICT Programme</b>	<b>2,714</b>	<b>3,770</b>	<b>1,826</b>	<b>520</b>	<b>520</b>	<b>9,350</b>
Priority Works	C10121	83	478	488	500	500	2,049
	<b>Total Priority Works</b>	<b>83</b>	<b>478</b>	<b>488</b>	<b>500</b>	<b>500</b>	<b>2,049</b>
	<b>Total Department for Corporate Services</b>	<b>4,858</b>	<b>15,229</b>	<b>16,076</b>	<b>8,170</b>	<b>2,120</b>	<b>46,453</b>

Scheme	Project code	2015/16 Budget £000	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	Total Current Budget £000
<b>Department for People</b>							
Community Capacity	C10526	120	569				689
Dementia Friendly Environments	C10598	24	20				44
Mental Health Funding Stream	C10184		75				75
Priory House - Condition Works	C10693	89	136				225
Transforming Care Housing	C10689		165				165
LATC - Delaware and Priory	C10621	35	565	500	900		2,000
<b>Total Adult Social Care</b>		<b>268</b>	<b>1,530</b>	<b>500</b>	<b>900</b>		<b>3,198</b>
Disabled Facilities - Adults	C10145	1,000	1,244				2,244
Empty Dwelling Management	C10020	43	430	75			548
PSH Works in Default - Enforcement Work	C10503	29	169	50			248
Private Sector Renewal	C10146	60	1,184				1,244
Warmer Healthy Homes Expenditure	C10255	75	13				88
<b>Total General Fund Housing</b>		<b>1,207</b>	<b>3,040</b>	<b>125</b>			<b>4,372</b>
AHDC Short Breaks for Disabled Children	C10282	4	64				68
Kingsdown Phase 2	C10032	22					22
New Primary School (Hinguar)	C10030	15					15
<b>Total Children &amp; Learning Other Schemes</b>		<b>41</b>	<b>64</b>				<b>105</b>
Blenheim Curtain Walling	C10646	137					137
Bournes Green Junior Boiler	New			135			135
Bournes Green Junior Pipe Works	C10528	5					5
Bournes Green Junior Roof	New		168				168
Chalkwell Infants Hall/Kitchen Windows	New			23			23
Chalkwell Infants Main Building Windows	New			45			45
Chalkwell Infants Roof	New			12			12
Chase High Boilers	C10529	10					10
Earls Hall Amalgamation	C10735	100					100
Earls Hall Ducts and Pipework	C10711	23	56	68			147
Earls Hall Underpinning	C10712	25					25
Edwards Hall Roofs	C10713	110	58				168
Earls Hall Roof Drainage	New		28				28
Fairways Fire Alarm	New			42			42
Friars Boilers	New		196				196
Friars Curtain Walling	C10532	20					20

Scheme	Project code	2015/16 Budget £000	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	Total Current Budget £000
Friars Fire Systems Replacement	C10647	71	35				106
Future condition projects	C10024	154	162	142			458
Futures College Roof	C10648	23					23
Futures Heating and Pipe Ducts	C10714		292	168			460
Futures Rewire	New			84			84
Hamstel Juniors Fire Systems (H&S)	C10534		28				28
Hamstel Infants Windows	New			40			40
Hamstel Junior Windows	New		84	84			168
Kingsdown Fire System Upgrade	New		34				34
Kingsdown Roof Fire Breaks (H&S)	C10536	17					17
Leigh North Street Amalgamation	C10736	60					60
Prince Avenue Fire Systems and Rewire	C10650	202	36				238
Porters Grange Boilers	New			140			140
Richmond Roof	New			17			17
Temple Sutton Underpinning	C10716	45					45
Thorpedene Boiler	C10717	135					135
Thorpedene Water Tanks	C10540	11					11
West Leigh Infant Roofs	C10718	23	34				57
West Leigh Junior Gables	C10720	62					62
	<b>Total Condition Schemes</b>	<b>1,233</b>	<b>1,211</b>	<b>1,000</b>			<b>3,444</b>
Devolved Formula Capital	C10014	310					310
	<b>Total Devolved Formula Capital</b>	<b>310</b>					<b>310</b>
Basic Need Future Demand	C10641	214					214
Darlinghurst Hall	C10530	209					209
Expansion of 2 yr old Childcare Places	C10558	121					121
Hamstel Infant & Juniors Places	C10116	1,276	200				1,476
Milton Hall Primary Places	C10036	4					4
Porters Grange Primary Places	C10119	76					76
School Improvement and Provision of School Places	C10475		6,000	9,000	3,000		18,000
Sacred Heart Primary School	C10620	1,540					1,540
St Helens to FE	C10618	1,500	1,070				2,570
St Marys East	C10617	1,322	250				1,572
Thorpe Greenways Infant/Junior School	C10619	1,312					1,312
	<b>Total Primary School Places</b>	<b>7,574</b>	<b>7,520</b>	<b>9,000</b>	<b>3,000</b>		<b>27,094</b>
	<b>Total Department for People</b>	<b>10,633</b>	<b>13,365</b>	<b>10,625</b>	<b>3,900</b>		<b>38,523</b>

<b>Scheme</b>	<b>Project code</b>	<b>2015/16 Budget £000</b>	<b>2016/17 Budget £000</b>	<b>2017/18 Budget £000</b>	<b>2018/19 Budget £000</b>	<b>2019/20 Budget £000</b>	<b>Total Current Budget £000</b>
<b>Department for Place</b>							
ASO Machinery Purchase	C10731	18					18
Belfairs Farm Buildings - condition surveys and costings	C10704	10					10
Belfairs Golf Course - Drainage	C10552	15					15
Belfairs Swim Centre H & S	C10623	717					717
Belfairs Woodland Centre Project	C10502	58					58
Belton Hills Steps	NEW		100	400	600	400	1,500
Bridges in Priory Park - Health & Safety	C10659	40					40
Central Museum Works	New			150	100		250
Chalkwell Park and Priory Park Tennis Courts	C10682	180					180
Chase Sports & Fitness Centre - Fire Alarm	C10732	30					30
Cliffs Pavilion - External Works above Maritime Room	C10695	200					200
Cliffs Pavilion - Refurbishmen of passenger lift	C10692	62					62
Cliffs Pavilion - Replacement floor in auditorium	C10670	60					60
Cliffs Pavilion undercroft piping replacement – urgent works	C10722	19	71				90
Elmer Sq Project - Library	C10019	536					536
Energy Improvements in Culture Property Assets	C10565	25	144				169
FPG	C10488	5					5
Hard Surface Path Improvements	C10566	114	60				174
Library Review	C10624	321	460				781
"Make Southend Sparkle" Initiative	New		10	10	10		30
Milton Gardens - Childrens Multi-Play Unit	C10728	10					10
New Museum - Gateway Review	New		750	750			1,500
Palace Theatre - Air Handling Units	New		25	215			240
Palace Theatre fire exit installation – urgent works	C10723	1	29				30
Palace Theatre - Replacement of External Windows	C10725	1	59				60
Palace Theatre - Replacement of roof over smoke hood	C10705	15					15
Parks Land Drainage - Belfairs Park	C10680	95					95
Parks Land Drainage - Southchurch Park	C10681	65					65
Parks land drainage - Blenheim Park	C10694	105					105
Playground Gates	New		130				130
Priory Park Water Main	C10625	53	47				100
Prittlewell Prince Museum	C10043		38				38
Prittlewell Prince Storage	C10696	65	145				210
Pump Priming Budget	C10044		333				333

Scheme	Project code	2015/16 Budget £000	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	Total Current Budget £000
Replacement of Play Equipment	New		50	50	50		150
Southchurch Park Bowls Pavillion	C10739		20				20
Southchurch Park Lake	C10077	3					3
Southchurch Park Lighting	C10591	9					9
Southchurch Park Tow Path	New		20	230			250
Southend Leisure & Tennis Centre - Air Handling Units	New		20	355			375
Southend Leisure & Tennis Centre - Refurbishment of Lift	C10627	21					21
War Memorials within the Borough	C10569	55	32				87
<b>Total Culture</b>		<b>2,908</b>	<b>2,543</b>	<b>2,160</b>	<b>760</b>	<b>400</b>	<b>8,771</b>
City Deal - Incubation Centre	C10668	15	65				80
Three Shells Lagoon	C10658	27	1,898				1,925
Pier Hill Lifts - Emergency Maintenance	C10551	9					9
Pier Hill Lifts Replacement	C10737	5	310				315
Prince George Extension Works	C10038	200	1,043				1,243
Property Refurbishment Programme	C10626	369	500	500	500	500	2,369
Southend Pier - Condition Works	C10697		1,100	910	1,135	1,485	4,630
<b>Total Enterprise, Tourism &amp; Regeneration</b>		<b>625</b>	<b>4,916</b>	<b>1,410</b>	<b>1,635</b>	<b>1,985</b>	<b>10,571</b>
Cliff Slip Investigation Works	NEW		380				380
Cliff Stabilisation - Clifton Drive	C10683	872					872
Coastal Defence (Shoebury Common Sea Defence Scheme)	C10011	60	45	4,320			4,425
Coastal Defence - Storm Damage	C10660	42					42
Flooding - Repairs and Renewals	C10707	600					600
Two Tree Island - Slipway	C10654	139					139
<b>Total Coastal Defence and Foreshore</b>		<b>1,713</b>	<b>425</b>	<b>4,320</b>			<b>6,458</b>
Carriageways and Footways Improvements	NEW		1,000	1,000	1,000	1,000	4,000
Cinder Path	C10115	10	825				835
Gaist Highways Asset Management Project	NEW		80				80
Highways Planned Maintenance Investment	C10029	552	502	502			1,556
Street Lighting Renewal	C10061	2,342	8,510	2,485			13,337
<b>Total Highways &amp; Infrastructure</b>		<b>2,904</b>	<b>10,917</b>	<b>3,987</b>	<b>1,000</b>	<b>1,000</b>	<b>19,808</b>
Car Park Infrastructure Improvements	NEW		200	200			400
Car Parks Upgrade	C10151	400	150				550
<b>Total Parking Management</b>		<b>400</b>	<b>350</b>	<b>200</b>			<b>950</b>

Scheme	Project code	2015/16 Budget £000	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	Total Current Budget £000
S106 Airport 0901960 Fulm	C10274	7	4				11
S106 Audley Court 0200874 Ful	C10276		10				10
S106 Avenue Works 1401968AMDT	C10727		27				27
S106 - College London Rd	C10203	50					50
S106 Ajax Works 0300130ful	C10199	1	1	1	3		6
S106 Dairy Crest 1400340AMDT	C10741		202				202
S106 Elm Gate 1000655FULM	C10666	7	125				132
S106 Former College 1000225FUL	C10207		11				11
S106 Garrison 0000777 Deposit	C10690	20	1				21
S106 Garrison Park Store	C10188		1				1
S106 High Works Shoe Garrison	C10213	4	2				6
S106 Land North Of Ambleside	C10201		2				2
S106 Lifstan Way 0000273 Out	C10269	1	7	4	72		84
S106 910 London Road 0901899 ful	C10479	1					1
S106 Manchester Drive 10/01584/FULM	C10491	1					1
S106 North Rd & Salisbury Ave 1200056	C10605	2					2
S106 Nth Sbury Rd 0301504out	C10205	64	1,022				1,086
S106 7-9 Pembury Road 0902326FULM	C10264		9				9
S106 53 Pavilion Dr 0701870OUTM	C10652		143				143
S106 Premier Inn 1300835FULM	C10653	14	1				15
S106 87 Rectory Gr 1101018FULM	C10581		155				155
S106 Seec 0200500ful	C10073		104				104
S106 21 Station Rd 0401552 FUL	C10277		12				12
S106 Sunlight Ldry 1400411FULM	C10686	2	14				16
S106 285 Sutton Rd 1001190FULM	C10218	22	15				37
S106 Univ H-Way0401561ful	C10196	4	42				46
S106 199-207 West Road 0501108OUT	C10582		12				12
S38/S278 Airport 0901960 Fulm	C10275	9	102				111
S78 Bellway Homes 14/00943/fulm	C10730	15					15
S38 Foot/Cycleway at Garrison	C10191		4				4
S38 Fossetts Farm Bridleway	C10193	1	115				116
S38 Garrison NBP Road Supp Fee	C10267		34				34
S38 Inspection Magazine Rd	C10190		5				5
<b>Total S106 &amp; S38 Agreements</b>		<b>225</b>	<b>2,182</b>	<b>5</b>	<b>75</b>		<b>2,487</b>



<b>Scheme</b>	<b>Project code</b>	<b>2015/16 Budget £000</b>	<b>2016/17 Budget £000</b>	<b>2017/18 Budget £000</b>	<b>2018/19 Budget £000</b>	<b>2019/20 Budget £000</b>	<b>Total Current Budget £000</b>
LTP (Integrated Transport block) - Bridge Strengthening	C10512	353	427	370	350	350	1,850
LTP (Integrated Transport block) - Better Sustainable Transport	C10384	400	400	400	400	400	2,000
LTP (Integrated Transport block) - Better Networks	C10671	400	400	400	400	400	2,000
LTP (Integrated Transport block) - Traffic Management Schemes	C10513	250	550	400	400	400	2,000
LTP (Integrated Transport block) - Network Management	C10470	201	201	201	201	201	1,005
LTP - Maintenance	C10076	993	847	868	621	621	3,950
LTP - Maintenance - Street Lighting	C10708		50		150	150	350
<b>Total Local Transport Plan</b>		<b>2,597</b>	<b>2,875</b>	<b>2,639</b>	<b>2,522</b>	<b>2,522</b>	<b>13,155</b>
Local Growth Fund - A127 Growth Corridor	C10699	1,000	4,815	1,680	4,440	6,120	18,055
Local Growth Fund - Local Sustainable Transport Fund	C10700	800	200				1,000
Local Growth Fund - Southend Central Area Action Plan (SCAAP) Growth Point (Non-Transport)	C10701	85	635	920	2,120	2,220	5,980
Local Growth Fund - Southend Central Area Action Plan (SCAAP) Growth Point (Transport)	C10702		1,000	2,000	2,000	2,000	7,000
<b>Total Local Growth Fund</b>		<b>1,885</b>	<b>6,650</b>	<b>4,600</b>	<b>8,560</b>	<b>10,340</b>	<b>32,035</b>
A127 Junction Improvements	C10553	396	471				867
HCA Progress Road	C10254	20					20
Southend Transport Model	C10058	32	60				92
Victoria Gateway - Design Review	C10609	6					6
<b>Total Transport</b>		<b>454</b>	<b>531</b>				<b>985</b>
Short Street Depot	C10570	591					591
Waste Transfer Station	C10467	6					6
<b>Total Waste</b>		<b>597</b>					<b>597</b>
Beecroft and Central Museum Energy Project	C10738	156	936				1,092
Civic Centre Boilers - Low Loss Header	C10676	18	18				36
Eastwood Schools Energy Project	C10740	160	59				219
Energy Efficiency Projects	New		375	375			750
LED Lighting - Civic Centre Underground Car Park	C10662	19					19
Solar PV Projects	New		960				960
Southend Adult Community College Energy Project	C10664	430	122				552
Temple Sutton School Energy Project	C10665	710	224				934
<b>Total Energy Saving</b>		<b>1,493</b>	<b>2,694</b>	<b>375</b>			<b>4,562</b>
<b>Total Department for Place</b>		<b>15,801</b>	<b>34,083</b>	<b>19,696</b>	<b>14,552</b>	<b>16,247</b>	<b>100,379</b>
<b>Total General Fund Capital Schemes</b>		<b>31,292</b>	<b>62,677</b>	<b>46,397</b>	<b>26,622</b>	<b>18,367</b>	<b>185,355</b>

Scheme	Project code	2015/16 Budget £000	2016/17 Budget £000	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	Total Current Budget £000
<b>Housing Revenue Account (HRA)</b>							
Bathroom Refurbishment	C10161	380					380
Central Heating	C10162	492					492
Common Areas Improvement	C10168	2,660	220				2,880
Environmental - H&S works	C10163	1,314	100				1,414
Kitchen Refurbishments	C10164	691					691
Rewiring	C10165	80					80
Roofs	C10166	1,090					1,090
Windows and Doors	C10167	250					250
Efdf - Whole Home Energy Project	C10160	37					37
Future Programme (MRA & Decent Homes)	C10298		7,000	7,500	7,800	8,000	30,300
	<b>Total Decent Homes Programme</b>	<b>6,994</b>	<b>7,320</b>	<b>7,500</b>	<b>7,800</b>	<b>8,000</b>	<b>37,614</b>
HRA Disabled Adaptations - Major Adaptations	C10015	450					450
HRA Disabled Adaptations - Minor Adaptations	C10257	50					50
	<b>Total Council House Adaptions</b>	<b>500</b>					<b>500</b>
Sheltered Housing DDA works	C10177		345				345
	<b>Total Sheltered Housing Remodelling</b>		<b>345</b>				<b>345</b>
S106 New Build 32 Byron Avenue	C10584	12					12
S106 HRA Land Review	C10685	66					66
	<b>Total S106 Funded HRA Projects</b>	<b>78</b>					<b>78</b>
New Build 32 Byron Avenue - RTB funded	C10595	4					4
	<b>Total RTB Funded HRA Projects</b>	<b>4</b>					<b>4</b>
Construction of New Housing on HRA Land	C10684	134	2,608				2,742
Strategic acquisition of tower block leaseholds	C10614	135	500				635
	<b>Total Other HRA</b>	<b>269</b>	<b>3,108</b>				<b>3,377</b>
	<b>Total HRA Capital Schemes</b>	<b>7,845</b>	<b>10,773</b>	<b>7,500</b>	<b>7,800</b>	<b>8,000</b>	<b>41,918</b>
<b>TOTAL PROPOSED CAPITAL PROGRAMME</b>		<b>39,137</b>	<b>73,450</b>	<b>53,897</b>	<b>34,422</b>	<b>26,367</b>	<b>227,273</b>

**Total Capital Programme 2016/17 to 2019/20: 188,136**

# **Capital Strategy**

**2016/17 – 2019/20**

**February 2016**

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# **Southend Borough Council**

## **Capital Strategy**

### **1 Introduction**

The Capital Strategy is a key document for the Council. It sets out the processes and policies relating to capital expenditure and includes reference to other key documents of the authority which influence capital investment.

### **2 Council Objectives**

The Council has agreed a number of corporate aims, priorities and objectives which guide its work. These are set out in the Corporate Plan. Capital Investment Projects must be in line with these overall objectives as well as individual Service aims and objectives. The following processes are designed to ensure this happens.

### **3 Developing Service Priorities**

#### **3.1 Analysis of need**

The need for a capital scheme may be identified by a Service through one or more of the following processes. They can also arise from the need to respond to government initiatives.

- Services annually prepare Service Plans for the improvement of their areas; these must identify any capital investment needed to meet future service demands. This should be the main method of identifying and planning for service's capital requirements;
- The Corporate Asset Management Strategy (completed by Property Services alongside Service Departments) and the Education and Schools Asset Management Plans highlight deficiencies in the condition, suitability and sufficiency of the Council's existing building stock and identify future areas of need;
- The Local Transport Plan is a comprehensive strategy looking at the roads and infrastructure needs of the Council;

- The Performance Management System may identify problem areas where capital investment is needed in order to improve service delivery and meet key performance targets;
- Reviews and External Inspections may also identify areas that need capital investment.

These plans and review outcomes must be considered by Portfolio Holders and their Chief Officers. Service delivery requirements will need to be identified, and analysed in terms of future revenue budget needs and also capital funding.

From this analysis of need, Portfolio Holders must identify their key capital priorities for the next 3 – 5 years by the end of summer each year. Once services have identified their list of key capital priorities, possible sources of funding can then be considered for each of the capital schemes. Each project will be considered in terms of revenue funding to cover the operational running costs of the asset and any borrowing repayment costs, and also how the asset will be funded in terms of capital expenditure.

### **3.2 Strategic Capital Process**

In autumn, managers should present the agreed list of key capital projects for their Service to the Capital Strategy and Asset Management Group and then to Capital Board. At this point in time, Members are presented with a description of the scheme and the service delivery demands that the project will meet. At this stage funding details are often unavailable, as Government funding allocations are announced later in the year. The presentations inform Members of the key projects to be completed over the next three to five years.

Payments for capital schemes often occur over many years, depending on the size and complexity of the project. Therefore, estimated payment patterns are calculated for each project so that the expected capital expenditure per year is known. This is called a cash flow projection or budget profiling.

The approval of a rolling five year capital programme assists the council in a number of ways. It assists Service Managers, allowing them to develop longer term capital plans for service delivery.

It allows greater flexibility in planning work loads and more certainty for preparation work for future schemes. It will also allow greater integration of the revenue budget and capital programme. It also matches the time requirement for scheme planning and implementation since capital schemes have a considerable initial development phase.

These overall capital programme totals are then reported to Cabinet Members as part of the annual budget process, who then make recommendations on the overall capital programme.

The Cabinet receive the Capital Programme in draft in January each year, then updated in February each year and in turn make their recommendations to full Council.

Once the Council has approved the capital programme, then expenditure can be committed against these approved schemes subject to the terms and conditions of funding.

Whether capital projects are funded from grant, capital allocations, contributions or borrowing, the revenue costs must be able to be met from existing revenue budgets or identified (and underwritten) savings or income streams.

Following approval by Council the capital programme is then monitored on a monthly basis.

#### **4 Detailed Capital Process**

The following officer process is the detailed way of supporting the strategic process above.

Service Managers should produce a list of potential schemes for the capital programme. As part of this process option appraisals should be completed by the service, to determine the most cost effective and best service delivery options.

By submitting the project the Service manager is agreeing to fund all operational and running costs of the scheme and to find any necessary capital resources to fund the scheme or make the Cabinet aware of the full requirement of the use of corporate resources.

As part of the feasibility study an assessment of the maintenance costs per annum averaged over the whole life of the asset should be calculated. As a minimum this will be based on the RICS (Royal Institute of Chartered Surveyors) recommended benchmark figure prevailing at the time.

As part of setting the capital programme for new schemes and additions a Gateway Review process will operate for major, complex and strategic projects. This will operate in the following four stages:

##### **Stage One – Project Initiation**

- the initial scheme submitted would be to enable the preparation of the initial project brief;

- at the culmination of this stage a detailed Gateway Review would be undertaken to sign off the direction of travel, noting the project risks and the initial projection of investment required to realise the project;

### **Stage Two – Project Development**

- approval would be sought to proceed to the next stage with resource allocated to enable the project to be taken forward to a fully developed design;
- at the culmination of this stage a detailed Gateway Review would be undertaken to sign off the direction of travel, noting the project risks and the projection of investment required to realise the project;

### **Stage Three – Project Implementation**

- approval would be sought to proceed to the next stage with resource allocated to take the project through the technical design stage to project tendering;
- at the culmination of the tendering stage a review would be undertaken against the approved budget and the investment decision agreed for the appointment of the main contractor;

### **Stage Four – Project Review**

- a final Gateway Review would be undertaken considering whether the project has met its initial objectives and reviewing all lessons learned.

Further resources to progress any of these gateway schemes will need to be approved separately by Cabinet and/or as part of the annual review of the capital programme and would be subject to the relevant resources being available.

## **4.1 Annual Process**

A formalised corporate system for prioritising capital projects has been adopted by the council.

All bids are produced in line with the annual budget timetable with consideration for the financial information contained within the bid. Portfolio Holders must be briefed and understand the service need and the budget consequences, both revenue and capital, of completing the scheme.

The Head of Finance and Resources will then take an overall view on the prudence, affordability and sustainability of the overall borrowing level if all bids are accepted.

Once the Head of Finance and Resources has taken a view of the prudence of the overall borrowing level, the Corporate Management Team will then consider the bids from a corporate priority perspective.



Members approve the overall borrowing levels at the budget meeting in February each year as part of the Treasury Management Report. The taking of loans then becomes an operational decision for the Chief Finance Officer who will decide on the basis of the level of reserves and money market position whether borrowing should be met internally from the Capital Reserve/Capital Receipts or whether to enter into external borrowing.

#### **4.2 In year Opportunities**

It is recognised that the Council needs to retain an element of flexibility within its capital planning processes and that projects may arise outside of the annual timetable and process.

Any Schemes which arise during the year outside the normal budget process will **only** be considered for borrowing or funding from central resources if they meet a key service need and one or more of the following criteria:-

- The location of the property to be purchased will bring added value to the estate;
- The requirement for the asset is an extraordinary service demand which could not be anticipated in the normal planning processes;
- There is a limited time span when the opportunity is available;

If any such schemes arise within a financial year they will be considered by Capital Board and Cabinet respectively for inclusion in the approved programme.

### **5 Funding Strategy and Capital Policies**

This section sets out the policies of the Council in relation to funding Capital Investment.

#### **5.1 Forward Planning**

During the forward budget process members must consider the Council's overall priorities for the next three years and how these link to the Council Plan. These priorities will then be put into the context of revenue and capital budgets, at service level, linking them to service objectives and performance targets.

#### **5.2 External Funding**

Services must seek to maximise external funding wherever possible to support capital schemes. This can be in the form of grants and contributions from outside bodies including central government. However, services must underwrite any cost overruns on externally funded schemes. If services bid for external funding for schemes and say at tender or during construction or procurement, costs

exceed the available funding, then services must fund any shortfall from their existing resources (either revenue or capital).

Prior to submitting bids for grant funding, an assessment of the risk of a contract price increase, associated with market conditions or abnormal building plan demands attached to some grants, must be completed to estimate the likelihood of additional funding being needed.

In respect of match funding bids then the relevant service must fully identify the necessary match funding resources from within existing service budgets. If this is not possible then the appropriate service must raise this for consideration with the Capital Board prior to submitting any bid for funding.

### **5.3 Capital Receipts**

The Head of Finance and Resources will review all of the Council's property annually against the aims and objectives of the Corporate Asset Management Strategy. The general policy is that these capital receipts are then pooled and used to finance future investment according to priorities, although they may be used to repay debt as permitted by the regulations.

A capital receipt is an amount of money exceeding £10,000 which is received from the sale of an asset.

### **5.4 Prudential Borrowing**

Capital projects that cannot be funded from any other source can be funded from 'Prudential Borrowing'. Services must be able to afford the borrowing repayment and interest charges on the loan from existing revenue budgets or the Council must see this as their key priority for the budget process and to be factored into the medium term financial strategy accordingly.

The Head of Finance and Resources will make an assessment on the overall prudence, affordability and sustainability of the total borrowing requested. The impact of this borrowing will be reported in the Treasury Management Strategy alongside the Prudential Indicators required by CIPFA's Prudential Code of Practice for Capital.

The view of the Head of Finance and Resources will be fed into the corporate bidding process so that, should the borrowing levels be unaffordable or not prudent, then the schemes will be prioritised against the available funding from borrowing using the corporate prioritisation system.

The Head of Finance and Resources will also determine whether the borrowing should be from internal resources such as the Capital Reserve or whether to enter into external borrowing.

## **5.5 Revenue Funding**

Services may also use their revenue budgets to fund capital expenditure.

The Head of Service and the Head of Finance and Resources will need to take an overview of their service and which is the most appropriate way of funding their service areas.

## **5.6 Pump Priming and Invest to Save Schemes**

Occasionally projects arise for which services require assistance with meeting the set up costs of projects which may bring long term service delivery improvements and/or cost savings. The initial set up costs may be of a revenue or capital nature. Assistance for these schemes must be considered on an individual basis by the Corporate Management Team and then the Cabinet with consideration to the Council's overall priorities and resources.

For 'invest to save' schemes assistance may be given for initial set up costs, but it is expected that in the longer term these schemes will produce savings and/or additional income that will as a minimum fund any additional operational or borrowing costs. If the additional savings/income does not cover the additional costs incurred, then the Service will be required to fund the gap from their existing budgets (i.e. they will underwrite the savings/income).

## **5.7 Leasing**

Services may enter into finance leasing agreements to fund capital expenditure. However, a full option appraisal and comparison of other funding sources must be made and the Head of Finance and Resources must be certain that leasing provides the best value for money method of funding the scheme.

Under the Prudential Code for capital it is now easier for Council's to enter into finance leasing agreements and these are counted against the overall borrowing levels when looking at the prudence of the authority's borrowing.

## **6 Procurement**

The Council has a Procurement team that ensures they provide value for money and to see where efficiency savings can be achieved. This also covers capital procurement.

It is essential that all procurement activities comply with EU procurement directives and adhere to the relevant requirements stipulated in directives. Guidance on this can be sought from the Procurement team. Procurement must

also comply with the Councils policies and regulations such as Contract Procedural Rules and Financial Regulations.

The main aim is to hold 'value for money' as a key goal in all procurement activity to optimise the combination of cost and quality.

## **7 Efficiency**

Councils may achieve efficiency gains on capital expenditure through:

- Better procurement processes;
- More efficient investment programmes;
- Invest to save projects;
- Asset Optimisation;
- Leasing/Borrowing Strategies;
- Sale of Surplus assets.

## **8 Partnerships and Relationships with other Organisations**

Wherever possible and subject to the usual risk assessments services should look to expand the number of capital schemes which are completed on a partnership basis and continually look for areas where joint projects can be implemented.

## **9 Management Framework**

The governance structure of the Council has a Capital Board that takes a corporate view on the capital programme and investment.

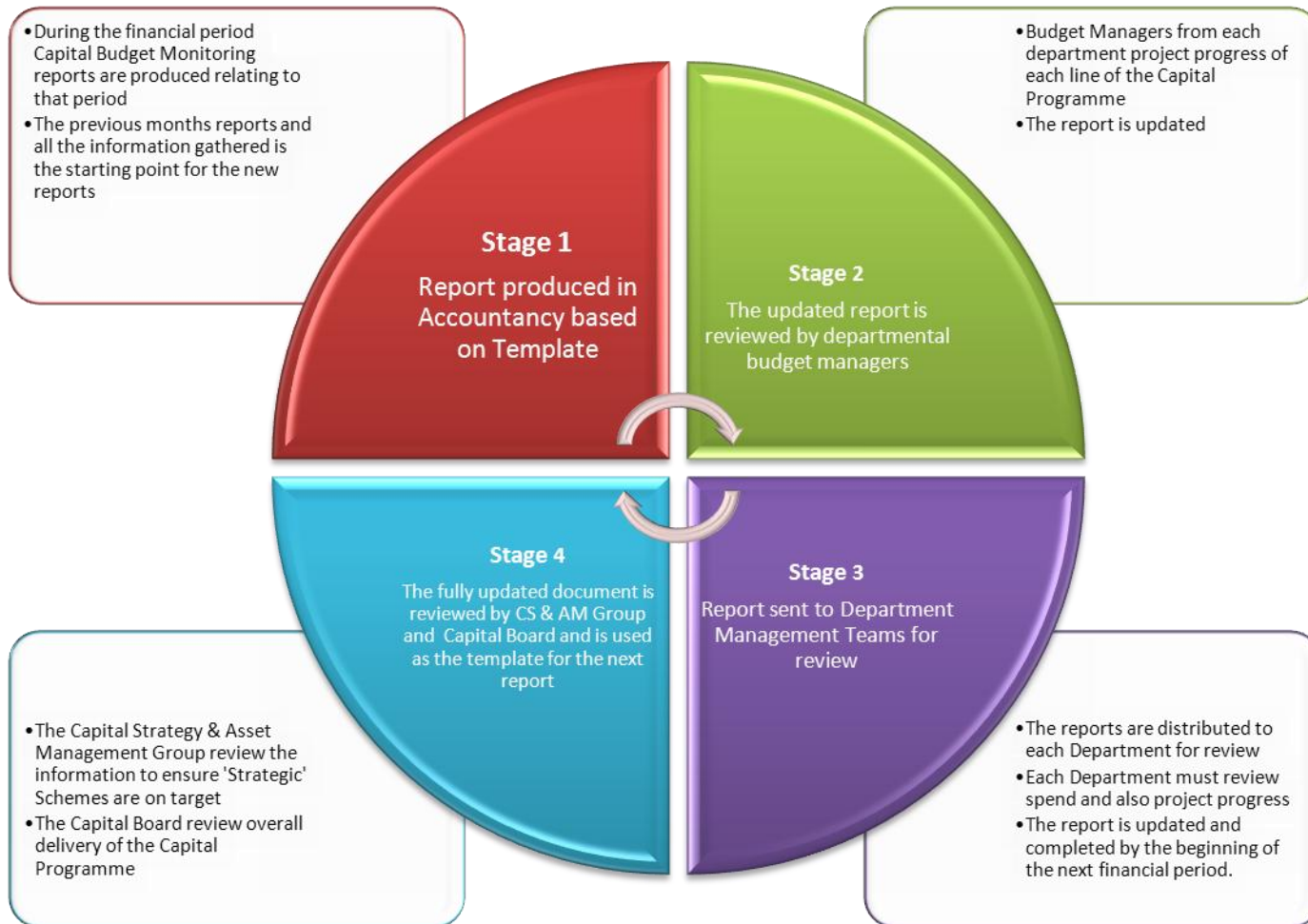
The Capital Board is also in operation to ensure a corporate perspective to the use and allocation of the Council's capital assets, and in planning capital investment. The group receives reports on proposed capital projects and recommends to the Cabinet proposals for the development of the capital programme.

This member group is supported by a cross service officer group, the Capital Strategy and Asset Management Group.

## **10 Managing and Monitoring the Programme**

### **10.1 Framework for management and monitoring of the Capital Programme**

Once detailed capital programmes have been approved by members, the financial spend is monitored on a monthly basis. There is a distinct lifecycle for monitoring which is summarised in the diagram on the next page.



## **10.2 Programme Management Approach**

The 'Programme Management Approach' currently being used focuses on the 'strategic' projects and is based around the Office of Government Commerce (OGC) 'Managing Successful Projects (MSP)' methodology.

Progress of the Capital Programme schemes is reported to the Corporate Delivery and Capital Boards. The focus on monitoring under these arrangements is to consider progress against project milestones, achievement of objectives that match those identified at the start of the project and their alignment to the Council's corporate goals. This is a change of emphasis from focussing solely on financial outcomes.

## **11 Post Scheme Evaluation Reviews**

Post scheme evaluation reviews should be completed by Departments for all schemes over £0.5 million and for strategic capital projects.

Reviews should look at the effectiveness of the whole project in terms of service delivery outcomes, design and construction, financing etc, and identify good practice and lessons to be learnt in delivering future projects.

## **12 Performance Management**

All capital schemes should be completed in order to improve service delivery. Clear measurable outcomes should be developed for each scheme. After the scheme has been completed, services should check if outcomes have been achieved.

## **13 Risk Management**

Risk is the threat that an event or action will adversely affect Southend Borough Council's ability to achieve its objectives and to execute its strategies successfully.

Risk management is the process of identifying risks, evaluating their potential consequences and determining the most effective methods of managing them and/or responding to them. It is both a means of minimising the costs and disruption to the organisation caused by undesired events and of ensuring that staff understand and appreciate the element of risk in all their activities.

The aim is to reduce the frequency of adverse risk events occurring (where possible), minimise the severity of their consequences if they do occur, or to consider whether risk can be transferred to other parties.

To manage risk effectively, the risks associated with each capital project need to be systematically identified, analysed, influenced and monitored.

An assessment of risk should therefore be built into every capital project and major risks recorded in a Risk Register.

## **14 Other Considerations**

Capital Schemes must comply with legislation, such as the Disability Discrimination Act, and also Council policies, Contract Procedure Rules and Financial Regulations. Reference should also be made to other strategies and plans of the Council.

Important Linking Documents for reference are:

- Corporate Plan;
- Corporate Asset Management Strategy;
- Education Asset Management Plan;
- Local Transport Plan;
- Individual Service Plans;
- Procurement Strategy;
- Financial Regulations;
- Contract Procedure Rules.

## **Glossary**

### **Asset Management Plans (AMPs)**

A plan maintained by the authority of the condition and suitability of its buildings, updated regularly and utilised to prioritise future capital programmes.

### **Best Value**

The duty which local authorities owe to their stakeholders to provide relevant, cost effective services.

### **Capital Expenditure**

Expenditure on the acquisition or creation of fixed assets, or expenditure that enhances or adds to the life or value of an existing fixed asset, e.g. land and buildings.

### **Capital Programme**

The authority's plan of capital works for future years, including details on the funding of the programme. Included are the purchase of land and buildings, the construction of new buildings, design fees and the acquisition of vehicles and major items of equipment.

### **Capital Receipts**

Income over £10,000 from the sale of a fixed asset. They can only be used to finance other capital expenditure or repay outstanding debt on assets financed from loans. They cannot be spent on revenue items.

### **Capital Reserve**

An internal fund set up to finance capital expenditure as an alternative to external borrowing.

### **Capital Strategy**

To assist with long-term planning for capital investment the government has encouraged Local Authorities to produce capital strategies. The strategy should provide clear strategic guidance about the Council's capital investment processes and policies.

### **Fixed Assets**

Tangible or intangible assets that yield benefits to the Council for a period of more than one year, e.g. land, buildings, roads, vehicles.

### **Local Transport Plan (LTP)**

A rolling five year plan of local transport strategies for achieving an integrated transport system to tackle the problems of congestion and pollution.

### **Performance Measures**

The process of taking aspects of performance for measurement and comparison.



**Performance Indicators**

Any numerical data or ratios collected and used for the purpose of making initial comparisons of the performance of groups of similar bodies.

**Procurement**

The purchase of goods and services, with a strategy being developed to assist with the definition of quality standards and securing provision of the best possible services for local people for a given price.

**Pump Priming**

The process of assisting with the set up costs of projects which may bring long term service delivery improvements and cost savings.

**Service Plans**

Part of the business planning processes for service departments, ensuring that their objectives meet the overall aims and objectives of the Council, and targets are set for improvements in service delivery.

**Unsupported Borrowing**

Local Authorities can set their own borrowing levels based on their capital need and their ability to pay for the borrowing. The levels will be set by using the indicators and factors set out in the Prudential Code. The borrowing costs are not supported by the Government so services need to ensure they can fund the repayment costs. This borrowing may also be referred to as Prudential Borrowing.

**Useful Life**

The period over which the council will derive benefits from the use of a fixed asset.

February 2016

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# Southend-on-Sea Borough Council

Report of Corporate Director of Corporate Services  
to  
**Cabinet**  
on  
**11 February 2016**

Report prepared by: Joe Chesterton  
Head of Finance and Resources

Agenda  
Item No.

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**Treasury Management and Prudential Indicators – 2016/17**  
**All Scrutiny Committees**  
**Executive Councillor: Councillor Woodley**  
***A Part 1 Public Agenda Item***

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## **1. Purpose of Report**

1.1 To consider the following before recommending them to Council for approval:

- Treasury Management Policy Statement for 2016/17;
- Treasury Management Strategy for 2016/17;
- Annual Investment Strategy for 2016/17;
- Minimum Revenue Provision Policy for 2016/17;
- Prudential indicators required under the Local Government Act 2003.

## **2. Recommendations**

2.1 That the Cabinet recommend to Council that it:

- 2.1.1 Approve the Treasury Management Policy Statement set out in Appendix 1.
- 2.1.2 Approve the Treasury Management Strategy set out in Appendix 2.
- 2.1.3 Approve the Annual Investment Strategy set out in Appendix 3.
- 2.1.4 Approve the Minimum Revenue Provision (MRP) Policy set out in Appendix 5.
- 2.1.5 Approve the prudential indicators set out in Appendix 6.
- 2.1.6 Approve the operational boundary and authorised limits for borrowing for 2016/17 are set at £280m and £290m respectively.

### 3. Background

3.1 In compliance with the CIPFA (Chartered Institute of Public Finance and Accountancy) Treasury Management Code of Practice the Council's Treasury Management Policy comprises the following:

- the Treasury Management Policy Statement;
- the Treasury Management Strategy;
- the Annual Investment Strategy

and these are reviewed annually for approval by Council before the start of each financial year.

3.2 The purpose of the Treasury Management Policy Statement is to set out the scope of the Treasury Management function, the policy on borrowing, debt restructure, investments, delegation and management of risk. The Treasury Management Policy Statement for 2016/17 is attached as **Appendix 1**.

3.3 The purpose of the Treasury Management Strategy is to set out how the budgeted financing costs can be achieved. It covers the prospects for interest rates and the strategy on borrowing and debt restructuring. The Treasury Management Strategy for 2016/17 is attached as **Appendix 2**.

3.4 The purpose of the Annual Investment Strategy is to set out the investment objectives and the policies on the use of external fund managers, on the investment of in-house managed funds and on the use of approved counterparties. The Annual Investment Strategy for 2016/17 is attached as **Appendix 3**.

3.5 Appendices 1, 2 and 3 together form the Treasury Management Policy and are used on a daily basis for the effective running of the treasury management function.

3.6 The policy and strategy documents are written in order to provide officers and advisers with clear boundaries within which to work but as a result they are written using technical language. Treasury management training has been offered to all councillors to aid understanding of the issues and further courses will be available in the future.

3.7 The changes from the 2015/16 Treasury Management Policy are shown in **Appendix 4**.

3.8 The Minimum Revenue Provision (MRP) is an amount to be set aside for the repayment of debt. Each Local Authority has a general duty to charge an amount of MRP to revenue which it considers to be prudent, with responsibility being placed upon the full Council to approve an annual MRP policy statement. The MRP policy statement for 2016/17 is attached as **Appendix 5**.

3.9 Under the Local Government Act 2003 each authority can determine how much it can borrow within prudential limits. The Government does have powers to limit the aggregate for authorities for national economic reasons, or for an individual authority. The majority of capital expenditure will continue to be directly

supported by Government through capital grant, or by Council unsupported borrowing.

- 3.10 The CIPFA Prudential Code for Capital Finance in Local Authorities has been developed to support Local Authorities in taking capital investment decisions and to ensure that these decisions are supported by a framework which ensures prudence, affordability and sustainability. To demonstrate compliance with these objectives each authority is required to produce a set of prudential indicators. These prudential indicators are attached as **Appendix 6**.

#### **4. Other Options**

- 4.1 There are many options available for the operation of the Treasury Management function, with varying degrees of risk associated with them. The Treasury Management Policy set out in this report aims to effectively control risk to within a prudent level, whilst providing optimum performance consistent with that level of risk.

#### **5. Reasons for Recommendations**

- 5.1 Recommendations 2.1.1 to 2.1.3 are to comply with the CIPFA Treasury Management Code of Practice.
- 5.2 Recommendation 2.1.4 is to comply with the Local Authority's general duty to charge an amount of MRP to revenue which it considers to be prudent.
- 5.3 Recommendations 2.1.5 and 2.1.6 are to demonstrate compliance with the CIPFA Prudential Code for Capital Finance in Local Authorities.

#### **6. Corporate Implications**

##### *Contribution to the Council's Vision and Critical Priorities*

- 6.1 The Treasury Management Strategy sets out how the financing costs as part of the Medium Term Financial Plan may be achieved. The Treasury Management policy together with the prudential indicators, acknowledge how effective treasury management will provide support towards the achievement of the Council's Vision and Critical Priorities.

##### *Financial Implications*

- 6.2 The financial implications of the proposed capital programme are considered in the capital and revenue budget reports to Cabinet. Other financial implications are dealt with throughout this report.

##### *Legal Implications*

- 6.3 Compliance with the relevant regulations and codes of practice has been considered throughout this report.

### *People Implications*

6.4 There are no people implications arising from this report.

### *Property Implications*

6.5 There are no property implications arising from this report.

### *Consultation*

6.6 The key treasury management decisions are taken in consultation with our treasury management advisers.

Appendices 1 to 4 were presented to the Audit Committee on 20<sup>th</sup> January 2016 for scrutiny. Audit Committee sought clarification and reassurance on the following areas:

- the movement in the Operational Boundary between 2015/16 and 2016/17;
- the input of our Treasury Management advisers on the performance of the Treasury Management function;
- the reasons for the changes set out in Appendix 4, with agreement to present these in a separate column for clarity;

### *Equalities and Diversity Implications*

6.7 There are no equalities issues arising from this report.

### *Risk Assessment*

6.8 The Treasury Management Policy acknowledges that the successful identification, monitoring and management of risk is fundamental to the effectiveness of its activities.

### *Value for Money*

6.9 Treasury Management activities include the pursuit of optimum performance consistent with effective control of the risks associated with those activities.

### *Community Safety Implications*

6.10 There are no community safety implications arising from this report.

### *Environmental Impact*

6.11 There are no environmental impacts arising from this report.

## **7. Background Papers**

7.1 None

## **8. Appendices**

Appendix 1 – Treasury Management Policy Statement 2016/17

Appendix 2 – Treasury Management Strategy 2016/17

Appendix 3 – Annual Investment Strategy 2016/17

Appendix 4 – Changes from the 2015/16 Treasury Management Policy

Appendix 5 – Minimum Revenue Provision Policy 2016/17

Appendix 6 – Prudential Indicators 2016/17

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## SOUTHEND-ON-SEA BOROUGH COUNCIL

### TREASURY MANAGEMENT POLICY STATEMENT 2016/17

#### **1 Background**

- 1.1 The purpose of this statement is to outline the Council's treasury management policy.
- 1.2 The CIPFA Code of Practice on Treasury Management recommends that Local Authorities:
  - Adopt the CIPFA code
  - Create and maintain both a Treasury Management Policy Statement and suitable Treasury Management practices
  - Appoint an officer to whom Treasury Management is delegated
  - Submit reports regularly
- 1.3 Cabinet approved adoption of the CIPFA code of Practice for Treasury Management at its meeting on 12 February 2002. CIPFA published the revised Code of Practice for Treasury Management on 27 November 2009, the implementation of which was the subject of a report to Audit Committee submitted to its meeting of 13 January 2010.
- 1.4 There is a requirement in the revised code that the treasury management policy should be scrutinised in detail by a specialist committee, before being accepted by the authority, and should be monitored regularly.
- 1.5 The treasury management policy is agreed in advance of the year to which it relates. The policy is then monitored regularly and is updated, as appropriate, to reflect changing circumstances and guidance.
- 1.6 The Council has nominated the Audit Committee to be responsible for ensuring effective scrutiny of the treasury management policy, before approval by full Council as part of the approval of the budget.
- 1.7 The Chief Finance Officer (Section 151 Officer under the Local Government Act 1972) is the person responsible for the treasury management function.
- 1.8 The revised code requires that, as a minimum, reporting should include an annual strategy in advance of the year, a mid-year review and an annual report after its close. The reporting and scrutiny of the strategy and policy are dealt with above. Reports on the activities of the treasury management function will be submitted to Cabinet quarterly. One such report will comprise an annual report for presentation before

31 July of the succeeding year. Another report will be a mid-year review reporting in November of each year.

## **2 Duration of the Policy Statement**

2.1 This Treasury Management Policy Statement covers the 2016/17 financial year.

## **3 Scope of the Treasury Management Function**

3.1 The Council defines its treasury management activities as:

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

3.2 The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the Council.

3.3 The Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving best value in treasury management, and to employing suitable comprehensive performance measurement techniques, within the context of effective risk management.

3.4 The Council acknowledges that responsibility for the effective management and control of risk lies with the authority.

## **4 Use of a treasury management adviser**

4.1 The services of a treasury management adviser, Capita Asset Services, will be used throughout 2016/17 to assist the Council to develop and enhance the performance of the treasury management function.

4.2 The role of this adviser is to provide relevant and timely information and advice on all aspects of treasury management.

4.3 The Council recognises that responsibility for treasury management decisions remains with the authority at all times.

## **5 Funding requirements for the capital programme**

5.1 The following methods of funding have been identified as being available to the Council for use in 2016/17:

- Borrowing;
- Use of capital receipts - from the sale of surplus assets;
- Use of Government Grants – e.g. Local Transport Plan, or the Major Repairs Allowance in the Housing Revenue Account;
- Other external contributions – e.g. Section 106 agreements;.
- Revenue funding – transferred from the Revenue Account

5.2 No additional funding source will be used without the agreement of the Cabinet.

## **6 Limits on external borrowings**

6.1 The Council must set an operational boundary and authorised limit for external debt. The operational boundary is how much external debt the Council plans to take up, and reflects the decision on the amount of debt needed for the Capital Programme for the relevant year. The authorised limit is higher than the operational boundary as it allows sufficient headroom to take account of unusual cash movements.

6.2 The table below shows the operational boundary and authorised limits for borrowing for 2015/16 and 2016/17:

	<b>2015/16 Original £m</b>	<b>2015/16 Revised £m</b>	<b>2016/17 Original £m</b>
Operational boundary	270	260	280
Authorised limit	280	270	290

In accordance with the Prudential Code these limits exclude outstanding debt relating to services transferred from Essex County Council (ECC) on 1 April 1998.

## **7 Policy on sources and types of long term borrowing**

7.1 The Council's long term borrowing (i.e. for more than one year) for 2016/17 will be via any type of loan from the Public Works Loan Board (which is a statutory body whose function is to lend money to local authorities and other prescribed bodies) or from banks, building societies or other financial institutions as appropriate.

7.2 In addition, if it is deemed to be economically advantageous the Section 151 Officer, in consultation with our Treasury Management advisers, can issue bonds to raise funds, either in this council's name or collaboratively with other Local Authorities or via the Local

Government Association (LGA), and either as a private or public placement.

- 7.3 In addition, if it is deemed to be economically advantageous the Section 151 Officer, in consultation with our Treasury Management advisers, can borrow from other Local Authorities.
- 7.4 The PWLB is usually the most economic source available to the Council. Following the Spending Review in October 2010, interest on PWLB loans were increased to 1 per cent above UK government gilts. However, on 1 November 2012 HM Treasury implemented a 'certainty rate' at a discount on that level of 0.2% on loans for those local authorities providing improved information and transparency on their locally-determined long-term borrowing and associated capital spending plans. This Council provided the necessary information and is therefore eligible for this 'certainty rate'.
- 7.5 The Autumn Statement in 2012 announced that the Government would make available a new concessionary public works loan rate to support strategic local capital investment projects. The PWLB project rate at 0.4% below the standard rate (across all loan types and maturities) became available from 1 November 2013. The Government is asking each Local Enterprise Partnership to work with Local Authorities in their area to agree which projects should benefit from the cheaper borrowing rate. HM Treasury has approved Southend's application to borrow at the project rate for specified projects only.
- 7.6 Financing arrangements other than borrowing will be in the form of leases. These will be taken out to finance the purchase or use of assets such as equipment or vehicles.

## **8 Timing of new borrowing**

- 8.1 New borrowing will be undertaken as and when required to finance capital. The Council's Section 151 Officer is authorised to make application for loans during 2016/17 that are deemed appropriate for the long term financing of capital. The amount and timing of these loans will have regard to the Council's cash flow, the PWLB interest rates and the future requirements of the capital programme.

## **9 Debt restructuring policy**

- 9.1 Some of the Council's borrowings are at a higher interest rate than the current rate of borrowing. To redeem these loans before their maturity date (i.e. to redeem them early) the Council would be required to pay a premium (this is like paying to redeem a mortgage early except the amount of the penalty depends on the prevailing rate of interest). New loans could then be taken out at the current rate. The savings to be made by paying interest at a lower rate need to be offset by the

premiums payable before a decision is made as to whether this would be economically advantageous.

- 9.2 Similarly, some of the Council's borrowings can be at a lower interest rate than the current rate of borrowing. To redeem these loans early the Council would receive a discount (this is the opposite of a premium). New loans could then be taken out at the current rate. The discount receivable would need to be offset by the higher rate of interest paid before a decision is made as to whether this would be economically advantageous.
- 9.3 The Council will undertake debt restructuring as and when appropriate opportunities arise. The main objective of a restructure will be to produce reductions in financing costs as part of an overall budget strategy. The advice of our treasury management advisers would be sought. Members would be notified via the quarterly reporting to Cabinet on treasury management activities.

## **10 Investments**

- 10.1 See the Annual Investment Strategy.

## **11 The approved activities of the Treasury Management operation are as follows:**

- Risk management;
- Cash flow management (daily balance and longer term forecasting);
- Investing surplus funds in approved investments;
- Use of brokers for placing investments;
- Investing surplus funds with external fund managers;
- Long term borrowing to fund the capital programme;
- Short term borrowing for cash flow purposes;
- Management of debt (including repayment and rescheduling);
- Capital receipts management;
- Leasing arrangements for the Council (including schools);
- Banking activities;
- Training for members and officers;
- Prevention of money laundering.

## **12 Responsibility for the treasury management function**

- 12.1 Under the constitution the Council's Section 151 officer who is the Chief Finance Officer (currently the Head of Finance and Resources), must take all steps that are considered appropriate for the administration of the financial affairs of the Council. This includes responsibility for the treasury management function.
- 12.2 The table in Annex 1 shows the treasury management activities and the sub-delegated responsibilities from the Chief Finance Officer to others.
- 12.3 Officers are required to explicitly follow policies and procedures.
- 12.4 The training needs of staff and members with treasury management responsibilities are assessed on a regular basis and training is arranged as necessary.

## **13 Risks**

- 13.1 The overriding principle is that it is more important to balance risks than to maximise returns.

### **Credit and Counterparty risk**

- 13.2 This is the risk that the organisation with which we have invested money becomes insolvent and cannot pay us back our investment. A prime objective of treasury management activities is the security of the principal sums invested and this is placed ahead of the investment return.
- 13.3 Accordingly investment activities are limited to the instruments, methods and techniques referred to in the Annual Investment Strategy. The use of limits and a combined matrix of investment criteria using credit ratings reflects a prudent attitude towards organisations with whom funds may be deposited. Investment activities will be limited to those who meet the criteria in this matrix when the investment is placed, with the exception of the part-nationalised banks and the Council's bank, and then limited by other relevant market information.
- 13.4 The policy in respect of those organisations from which the council may borrow, or with whom it may enter into other financing arrangements is set out in this Treasury Management Policy Statement and in the Annual Investment Strategy.

### **Liquidity risk**

- 13.5 This is the risk that there will be insufficient cash available to make payments as they fall due. The Chief Finance Officer will ensure that cash resources are adequate, though not excessive, and that borrowing arrangements are available at all times to enable the Council to achieve its business objectives.

### **Interest Rate risk**

- 13.6 Interest rates will be reviewed as part of the ongoing monitoring arrangements to ensure that, as far as possible, investments are made so as to maintain the return to the Council, whilst retaining a sufficient degree of flexibility to take advantage of unexpected, potentially advantageous changes in the level or structure of interest rates.
- 13.7 Regard will be given to the limits imposed by the treasury management policy, particularly the importance of maintaining the security of the monies invested.

### **Partnership risk**

- 13.8 There are currently no major partnerships involving private borrowing. Some of the Council's costs are met by 'match funding' where other organisations match the funding that the Council contributes. Where this is the case there may be liquidity risk (see 13.5) if the other organisations do not make their contributions when agreed. Our exposure to this risk will be monitored via the revenue and capital budget monitoring processes.

### **Market risk**

- 13.9 Our long term borrowing is mainly through fixed rate maturity loans, whilst our investments are at both fixed and variable rates. To mitigate the risk as far as possible the Council seeks to find the appropriate balance of investments between short and long term and between variable and fixed rate.

### **Refinancing risk**

- 13.10 Our borrowing arrangements are negotiated, structured and documented, and the maturity profile of these monies are managed, with a view to obtaining offer terms for renewal or refinancing, if required, which are competitive and as favourable as can reasonably be achieved in the light of market conditions prevailing at the time.

<b>Treasury Management Activity</b>	<b>Delegated to:</b>	<b>In their absence, delegated to:</b>
Production of a Treasury Policy Statement each year for approval by the Cabinet prior to the start of the financial year	Group Manager (Financial Planning & Control)	Financial Accountant (Capital & Treasury Management)
Staffing and organisation of the Treasury Management function	Group Manager (Financial Planning & Control)	Chief Finance Officer
Ensuring that all staff engaged in Treasury Management receive appropriate training	Group Manager (Financial Planning & Control)	Financial Accountant (Capital & Treasury Management)
Ensuring that all members with Treasury Management responsibilities receive appropriate training	Chief Finance Officer	Group Manager (Financial Planning & Control)
Advising the Council’s Monitoring Officer when necessary	Chief Finance Officer	Deputy Section 151 Officer
Decisions on long term borrowing	Chief Finance Officer	Deputy Section 151 Officer
Decisions on the restructuring of the Council’s debt	Chief Finance Officer	Deputy Section 151 Officer
Taking out new loans/repayment of loans with the PWLB	Group Manager (Financial Planning & Control)	Chief Finance Officer/ Deputy Section 151 Officer
Maintaining adequate and effective cash flow forecasting records to support the decision to lend or borrow	Designated Accounting Technician/Financial Accountant	Any other designated Accounting Technician/Financial Accountant



<b>Treasury Management Activity</b>	<b>Delegated to:</b>	<b>In their absence, delegated to:</b>
Proposals on placing overnight monies with the Council's bank or in short/long term investments	Financial Accountant (Capital & Treasury Management)	Designated Accounting Technician/Financial Accountant
Approval of short/long term investments	Chief Finance Officer	Director of Corporate Services/Deputy Section 151 Officer
Placing money in investments once approval has been obtained – other than with the Council's bank	Financial Accountant (Capital & Treasury Management)/ other designated Finance Business Partner/ Senior Finance Business Partner	Group Manager (Financial Planning & Control)
Contact for correspondence with external fund managers	Financial Accountant (Capital & Treasury Management)	Other designated Accounting Technician/Finance Business Partner
Placing with or recalling monies from external fund managers	Chief Finance Officer	Deputy Section 151 Officer
Entering into lease agreements	Chief Finance Officer	Deputy Section 151 Officer
Key contact with the Council's treasury management advisers	Group Manager (Financial Planning & Control)	Financial Accountant (Capital & Treasury Management)
Monitoring of actual against budget for debt charges, interest earnings and debt management expenses	Designated Accounting Technician/Financial Accountant	Any other designated Accounting Technician/Financial Accountant
Monitoring of performance; average interest rates earned and paid etc.	Designated Accounting Technician/Financial Accountant	Any other designated Accounting Technician/Financial Accountant
Monthly report to section 151 officer detailing performance and any non-compliance with the Treasury Management Policy	Financial Accountant (Capital & Treasury Management)	Designated Accounting Technician/Financial Accountant

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**SOUTHEND-ON-SEA BOROUGH COUNCIL**  
**TREASURY MANAGEMENT STRATEGY 2016/17**

**1. Introduction**

- 1.1 The Treasury Management Strategy is written in compliance with the CIPFA Treasury Management Code of Practice requirement to review and report policy and strategy before the start of the year. This has been revised following publication of the revised Code of Practice.
- 1.2 The Treasury Management Strategy sets out how the financing costs may be achieved. It needs to be regularly monitored and modified in the light of changing external and internal circumstances.
- 1.3 The objective of the strategy is to optimise the income generated by surplus cash and minimise borrowing costs, consistent with a low level of risk, maintaining capital sums and maintaining liquidity.

**2. The Council's Budget**

- 2.1 The budget includes provision for the financing costs of the Council's Capital Programme, including interest on external borrowings. Offsetting this, the Council will earn interest by temporarily investing its surplus cash, which includes unapplied and set-aside capital receipts. These budgets depend on many factors, not least the Council's level of revenue and capital budgets, use of reserves, methods of funding the budget requirement, interest rates, cash flow and the Council's view of risk.
- 2.2 The Council can be both a lender and borrower at the same time as it seeks to invest short-term surpluses and fund longer-term capital investment. The timing of the taking of borrowing is important to secure the most advantageous interest rates.
- 2.3 The net budget for financing costs and interest earned on balances is £15.8m in 2016/17.

**3. The Council's Cash Surplus and Cash Flow**

- 3.1 It is projected that surplus cash balances will average £85m (of which £60m is illiquid and of that £35m is managed by fund managers) during 2016/17 based on information currently available and historical spending patterns.

#### **4. Interest Earnings (excluding property funds)**

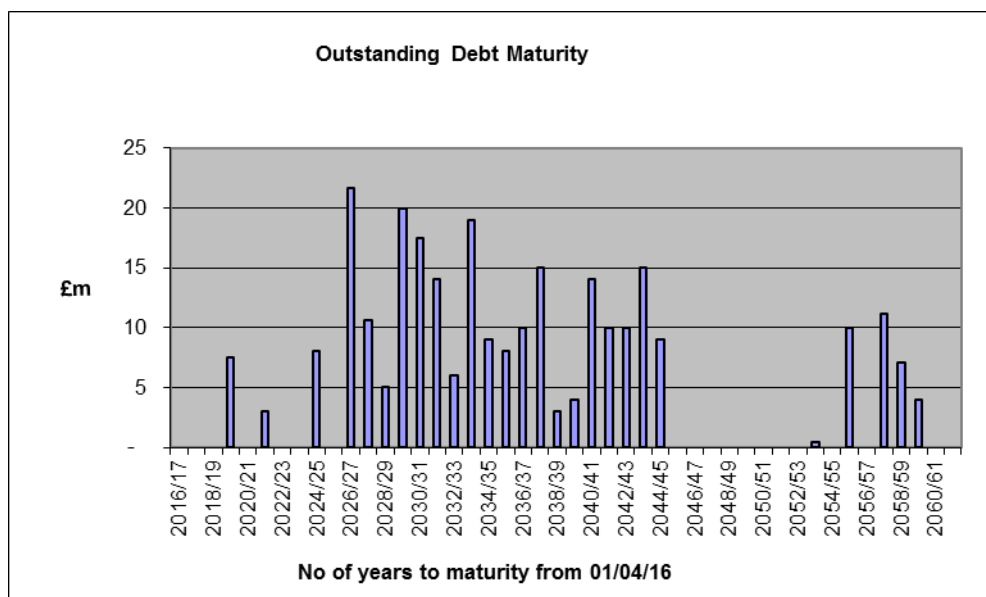
- 4.1 At the date of this report, the Bank of England base rate was 0.50%. Based on economic forecasts it is very difficult to predict the timing of any increase in interest rates, however it has been assumed that during 2016/17 the bank base rate will increase to possibly 0.75% to 1.0%. The average interest earned by the Council on its in-house lending is likely to be 0.86% but this does depend on market conditions.
- 4.2 Sensitivity analysis shows that a difference of 0.5% in interest rates would make a difference of £376k in external interest earned and a difference of £1m in average balances would make a difference of £9k in interest earned in a full year. This risk is reflected in the annual review of the robustness of estimates for the Council Budget undertaken by the Head of Finance and Resources.

#### **5. Long Term Borrowing**

- 5.1 There is no Central Government funding to support borrowing by the Council to fund capital projects. Under the Prudential Code the cost of any additional borrowing has to be financed by the Council.
- 5.2 The funding available to support capital investment is based on an assumption that the Council will undertake borrowing in 2016/17 of £24m, £10m of which relates to invest to save schemes. The revenue impact of this borrowing is funded in the Revenue Budget proposals. As an indicative guide to this revenue impact, there is a cost of approximately £80k for every £1m borrowed.
- 5.3 The Capital Financing Requirement (CFR) is the council's theoretical need to borrow but the Section 151 Officer can manage the council's actual borrowing position by either:
- 1 - borrowing to the CFR;
  - 2 - choosing to use temporary cash flow funds instead of borrowing (internal borrowing) or;
  - 3 - borrowing for future increases in the CFR (borrowing in advance of need)
- The Council is likely to begin 2016/17 in the second of the above scenarios. However, as the 2016/17 financial year progresses a combination of scenarios 1, 2 and 3 will be considered, as appropriate.
- 5.4 This authority will only borrow in advance of need where there is a clear justification for doing so and will only do so for the current capital programme or to finance future debt maturities.
- 5.5 So far in 2015/16 no new PWLB loans have been taken out.

- 5.6 At the meeting of Cabinet on 23rd June 2015 the LED Street Lighting and Illuminated Street Furniture Replacement Project was approved which was to be partly funded by 25 year reducing balance 'invest to save' finance from the Green Investment Bank (GIB). The balance outstanding at 31 December 2015 was £1.66m.
- 5.7 The Council's current outstanding loans for both General Fund and Housing Revenue Account, (estimated as at 31 March 2016) which will need to be repaid:
- |  |              |
|--|--------------|
| • Southend-on-Sea Borough Council - GF<br>(of which £3m relates to invest to save schemes) | £ 153m       |
| • Southend-on-Sea Borough Council – HRA  | <u>£ 78m</u> |
|  | £ 231m       |
| • ECC transferred debt   | £ 13.1m      |
- 5.8 New loans in 2016/2017 are estimated at:
- |   |       |
|---|-------|
| • Southend-on-Sea Borough Council - GF<br>(of which £10m relates to invest to save schemes) | £ 24m |
| • Southend-on-Sea Borough Council - HRA   | £ 0m  |
| • ECC transferred debt  | £ 0m  |
- 5.9 Repayments in 2016/2017 are estimated at:
- |   |        |
|---|--------|
| • Southend-on-Sea Borough Council - GF  | £ 0m   |
| • Southend-on-Sea Borough Council - HRA | £ 0m   |
| • ECC transferred debt                  | £ 0.6m |
- 5.10 Recalculation of borrowing pools following transfer of assets financed by borrowing from HRA to GF:
- |   |        |
|---|--------|
| • Southend-on-Sea Borough Council - GF  | £ 1m   |
| • Southend-on-Sea Borough Council - HRA | £ (1)m |
- 5.11 The Council's current outstanding loans for both General Fund and Housing Revenue Account, (estimated as at 31 March 2017) which will need to be repaid:
- |   |              |
|---|--------------|
| • Southend-on-Sea Borough Council - GF<br>(of which £13m relates to invest to save schemes) | £ 178m       |
| • Southend-on-Sea Borough Council – HRA   | <u>£ 77m</u> |
|   | £ 255m       |
| • ECC transferred debt  | £ 12.5m      |
- 5.12 Outstanding debt relating to services transferred from Essex County Council (ECC) on 1 April 1998, remains under the management of ECC. Southend Borough Council reimburses the debt costs incurred by the County.

- 5.13 The graph below shows the repayment profile of the Council's PWLB borrowings if all new loans are included to reflect the funding of the proposed capital programme and the refinancing of debt.



It shows the gaps in the repayment profile and that there is no one year where the loan maturities are excessive.

The next maturity date of any PWLB debt redemption is September 2019 and is for a sum of £7m (General Fund: £5m, Housing Revenue Account (HRA): £2m).

- 5.14 The potential for the early redemption of high interest loans is reviewed periodically, however the interest savings from the repayment of these loans is usually offset by the premiums that must be paid on their redemption and it has not yet been advantageous for the Council to discharge these loans prematurely. This followed advice in 2015 from our treasury management advisers which demonstrated the excessive cost to the Council of any debt restructuring. Further advice from our treasury management advisers will be sought at the appropriate time about the potential for restructuring of debt and the timing of such a restructure.
- 5.15 Long term borrowing will normally be taken from the Public Works Loan Board (PWLB) since this is usually the most economic source available to the Council. If other sources are thought to be more advantageous and are permitted under the relevant legislation they will be considered.
- 5.16 As at 29 January 2016 rates of borrowing (from the PWLB) were between 3.14% and 3.20% for loans between 20 and 30 years (these rates exclude the certainty rate discount of 0.2%). During 2016/17 the investment and borrowing interest rates will be kept under review and the further use of capital balances will be considered in lieu of new borrowing where this is advantageous.

5.17 Where it is considered appropriate to take out new borrowing, regard will be given to the existing repayment profile (see 5.13 above) and the need for a spread of maturity dates to ensure that a significant value of loans do not mature at the same time. Loans are taken out for a range of periods in order that the Council continues to balance its debt profile over the longer term and so is not unduly exposed to the prevailing interest rates at the time of the possible debt replacement.

## **6. Monitoring and Review Arrangements**

6.1 During 2016/17, within 7 working days of each month end, the Section 151 Officer receives a report detailing performance and any non-compliance with the treasury management policy. He will either approve the report or raise the necessary queries to satisfy himself in relation to:

- (i) all transactions being properly authorised
- (ii) all transactions being with approved counterparties
- (iii) all transactions being in accordance with the Council's approved policy
- (iv) monitoring of security and liquidity (i.e. spread of investments by long term credit rating, financial sector, country, maturity profile)
- (v) in-house investment performance against 7 day LIBID
- (vi) investment performance against benchmark for external fund managers for the relevant period

6.2 In addition to the monthly reports:

- (i) monitoring reports will be included in the regular Performance Monitoring report
- (ii) any changes affecting the treasury management strategy will be reported to Audit Committee for scrutiny and Cabinet for recommending to Council for approval.

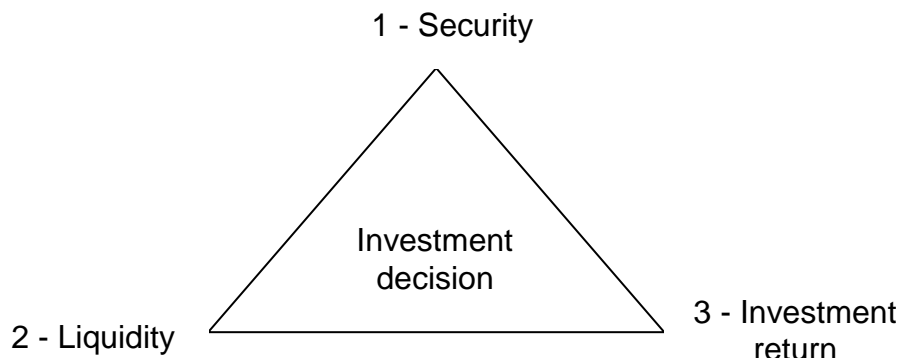
6.3 Benchmarking that considers security and liquidity will be achieved by appropriate comparisons with relevant statistical data.

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**SOUTHEND-ON-SEA BOROUGH COUNCIL****REVISED ANNUAL INVESTMENT STRATEGY 2016/17****1 Investment Objectives**

- 1.1 To secure the principal sums invested
- 1.2 To maintain liquidity (i.e. adequate cash resources)
- 1.3 To optimise the income generated by surplus cash in a way that is consistent with a prudent level of risk
- 1.4 Security and liquidity are placed ahead of the investment return. This is shown in the diagram below:

**2 Policy on use of external fund managers**

- 2.1 The Council currently uses one fund manager, Aberdeen Asset Management. The fund is estimated to have an average of £23m in 2016/17. This money is placed with the fund manager to invest on our behalf, to use their knowledge and experience with a balance of monies that is, under normal circumstances, not required for day to day cash flow purposes.
- 2.2 Withdrawals may be made during 2016/17 so that a proportion of the council's debt can be repaid or the monies invested as part of the in-house managed funds. Conversely, monies may be placed with the existing and/or a new fund manager during 2016/17 to take full advantage of the knowledge and experience of fund managers in making investment decisions. As to whether monies are deposited or withdrawn, the reason and timing of the decision will have regard to the council's cash flow, relevant interest rates and advice from our treasury management advisers.
- 2.3 In consultation with our treasury management advisers and if appropriate the Section 151 officer will appoint one or more new fund managers in 2016/17 to enable investment of monies.

- 2.4 During 2016/17, if appropriate, the Section 151 officer will approve the placing of monies in Property Funds and will approve the direct investment in property. Any resulting updates to the capital programme would be submitted to Cabinet for approval.

### **3 Policy on investment of in-house managed funds**

- 3.1 The remaining funds will be managed in-house with the investment period and amounts being determined by the daily cash flow requirements of the Council. Cash flow forecasts will be produced in order to inform in-house investment decisions.
- 3.2 This authority has accepted the risk of placing funds with financial institutions, rather than solely with the UK government Debt Management Office. However, the risk is minimised by this Annual Investment Strategy, which restricts the types of investment, the counterparties used and the limits for these counterparties.
- 3.3 Guidance from the Communities and Local Government (CLG) department recommends that specified and non-specified investments are identified in the Investment Strategies of local authorities. Specified investments have relatively high security and liquidity, with high credit quality and a maturity of no more than a year. Non-specified investments are investments that do not fall into this category. The types of in-house investment and whether they are specified or non-specified are set out in Annex A.
- 3.4 During 2016/17 the Section 151 officer will, if appropriate, approve the placing of monies in deposit accounts, fixed term deposits or certificates of sterling cash deposits up to five years, subject to the proposed banks and building societies satisfying the investment criteria in a combined matrix of credit ratings, and having regard to other market information available at the time.
- 3.5 During 2016/17 the Section 151 officer will, if appropriate, approve the placing of monies in Money Market Funds, term repurchase arrangements, Treasury bills, with other Local Authorities or the Debt Management Office.
- 3.6 Where credit ratings are used to assess credit risk, they will be checked when an investment is taken out to ensure that investment satisfies the criteria in this Investment Strategy. Our treasury management advisers provide alerts when credit ratings are changed by the three main rating agencies. If the credit ratings of an institution or investment no longer satisfy the criteria the monies will be withdrawn as soon as possible. This would depend on the maturity date or notice period.
- 3.7 During 2016/17 the Section 151 officer will, if appropriate, approve the short term borrowing of monies from other Local Authorities or the PWLB in order to manage the cash flow and maintain liquidity.
- 3.8 Fixed term deposits may be made directly with the banks and building societies or through the use of a broker. Monies will be placed with other

Local Authorities through the use of a broker. Investments in Certificates of Deposit and Treasury bills will be made through the use of a custodian account. The Council acknowledges that it retains responsibility for all investment decisions made whether they are made on its behalf or not.

- 3.9 When investing in-house managed funds, the following are considered; the type of investment, the individual counterparty, the amount that can be invested, the method of placement of monies. These are summarised in Annex A.
- 3.10 The services of our treasury management adviser, Capita Asset Services, will be used throughout 2016/17 to provide advice as well as credit rating and other market information regarding counterparties and types of investment. However, the Council recognises that responsibility for investment decisions remains with the authority at all times.

#### **4 Investment Criteria for Funds Managed In-house**

- 4.1 All financial institutions considered for investment will be assessed for credit worthiness against a combined matrix of pre determined criteria using available credit ratings. Credit ratings are assessments by professional organisations of an entity's ability to punctually service and repay debt obligations. Credit ratings are used by investors as indications of the likelihood of getting their money back in accordance with the terms on which they invested.
- 4.2 The credit rating components used in the matrices comprise:
- Short term ratings;
  - Long term ratings.

Ratings provided by all three credit rating agencies will be consulted and a counterparty will be considered for investment if it meets the ratings criteria of at least one of the agencies.

- 4.3 The short term rating covers obligations which have an original maturity not exceeding one year. The short-term rating places greater emphasis on the liquidity necessary to meet financial commitments. All three credit rating agencies provide short term ratings. The ratings are expressed from F1+ (highest credit rating) through to D (highest default risk) for Fitch, from A-1+ (highest credit rating) through to D (highest default risk) for Standard and Poors, and from P-1 (highest credit rating) through to NP (highest default risk) for Moody's.
- 4.4 The long term ratings generally cover periods in excess of one year. Due to the larger time horizon over which the rating is determined, the emphasis shifts to the assessment of the ongoing stability of the institution's prospective financial condition. All three credit rating agencies provide long term ratings. The ratings are expressed from AAA (highest credit rating) through to D (highest default risk) for Fitch and Standard and Poors and from AAA (highest credit rating) through to C (highest default risk) for Moody's.

4.5 In order to balance the objective of securing the maximum level of return on investments with a prudent level of risk a matrix of criteria will be adopted as a starting point to determine the acceptability of a potential investment.

4.6 These matrices are set out below:

If the short and long term ratings meet the following criteria from a minimum of one of the ratings agencies:

**For Lending of up to 6 months to Banks and Building societies:**

	Fitch	S&P	Moody's
Short term rating minimum	F1	A-1	P-1
Long term rating minimum	A-	A-	A3

**For Lending of up to 12 months to Banks and Building societies:**

	Fitch	S&P	Moody's
Short term rating minimum	F1	A-1	P-1
Long term rating minimum	A	A	A2

**For Lending of up to 3 years to Banks and Building societies:**

	Fitch	S&P	Moody's
Short term rating minimum	F1	A-1	P-1
Long term rating minimum	AA-	AA-	Aa3

**For Lending of up to 5 years to Banks and Building societies:**

	Fitch	S&P	Moody's
Short term rating minimum	F1+	A-1+	P-1
Long term rating minimum	AA+	AA+	Aa1

4.7 An example of the use of this credit ratings matrix as at 29 January 2016 is shown below (the long and short term ratings are Fitch, then Standard and Poors, then Moodys).

<b>Financial Institution</b>	<b>Long Term Rating</b>	<b>Short Term Rating</b>	<b>Maximum length of investment</b>
The Bank of New York Mellon	AA AA- Aa1	F1+ A-1+ P-1	5 years
Royal Bank of Canada	AA AA- Aa3	F1+ A-1+ P-1	3 years
Lloyds Bank Plc	A+ A A1	F1 A-1 P-1	12 months
National Westminster Bank Plc	BBB+ BBB+ A3	F2 A-2 P-2	Initially fails investment criteria

4.8 The Council's treasury management advisers, Capita Asset Services, will continually review the appropriateness of our investment criteria and continue to develop a best practise counterparty list. The latest advice has now been incorporated in this Strategy, which is set out below.

4.9 The individual ratings for some banks and building societies are low which means that they do not meet the criteria in our credit ratings matrix. However, this does not take account of part nationalised bank. This bank can be included in the counterparty list if it continues to be part nationalised or it meets the criteria of our credit ratings matrix or the criteria in paragraph 4.10. An example of the institutions meeting the criteria for the UK will therefore include:

- Bank of Scotland Plc
- Lloyds Bank Plc
- The Royal Bank of Scotland Plc
- National Westminster Bank Plc
- Barclays Bank Plc
- HSBC Bank Plc
- Nationwide Building Society
- Santander UK Plc

For example, National Westminster Bank Plc fails the investment criteria of the credit ratings matrix but is a part nationalised bank and would therefore be added back to the counterparty list. Counterparties that are manually added back to the list will have a maximum length of investment of two years. Amendments to the counterparty list can happen at any point in time.

- 4.10 In addition, for practical purposes the Council's bank will form part of the counterparty list, whether or not it meets the criteria in our credit ratings matrix.
- 4.11 Regard will be given to forward looking rating warnings (i.e. rating watches and outlooks) provided by our treasury management advisers.
- 4.12 The current advice from the Audit Commission is not to rely solely on the credit rating agencies and the Council recognises that ratings should not be the sole determinant of the quality of an institution. So regard will also be given to market information such as the financial press, and officers will engage with their advisers to maintain a monitor on market pricing (such as share and 'credit default swap' prices) and other such information pertaining to the banking sector. Where available credit information, other than credit ratings has been used, this will be documented when the investment decision is made.
- 4.13 Consideration will also be given to Capita Asset Services' rating methodology approach, where counterparties are put into bands of risk. These reflect the differences in credit quality of suggested duration and counterparties are assigned a risk number/colour.
- 4.14 The achievement of an appropriate balance between short-term and longer-term deposits will be driven by the credit quality of counterparties, the council's cash flow requirements, and the need to achieve optimum performance from our investments consistent with effective management of risk.

## 5 Investment Limits for Funds Managed In-house

- 5.1 The ratings agencies produce a credit rating for each country, called a sovereign rating. The ratings are expressed from AAA (highest) to D (lowest). The following limits have been set for an investment with a bank or building society whose parent company is registered in a country with a sovereign rating from Fitch and S&P of AAA or AA+ or a sovereign rating from Moody's of Aaa or Aa1. Sovereign ratings provided by all three credit rating agencies will be consulted and the lowest rating will be taken.

<b>Country Sovereign Rating</b>	<b>Limit* All except UK (£ million)</b>
AAA/Aaa	20
AA+/Aa1	5
Lower than AA+/Aa1	0

\* These limits relate to the principal sums invested and do not include any accrued interest on that principal.

- 5.2 These limits will also apply to supranationals (international organisations whereby member states transcend national boundaries or interests to share in the decision-making and vote on issues pertaining to the wider grouping). An example of a supranational is the European Investment Bank.

- 5.3 Fitch have downgraded the UK's sovereign rating to AA+. Therefore, to ensure the continued use of UK institutions that fall within our investment criteria, the country sovereign rating limits exclude the UK. The limit will therefore remain at £20 million for all counterparties where the parent company is registered in the UK.
- 5.4 Where the parent company of a bank is not registered in a country with a sovereign rating from Fitch and S&P of AAA or AA+ or a sovereign rating from Moody's of Aaa or Aa1 but that bank's UK operations are ring-fenced to the UK (as is the case for Santander UK), if these banks are included in the counterparty list they will have a counterparty limit of £20 million.
- 5.5 £20 million is 4.8% of the authority's estimated 2015/2016 gross revenue expenditure of £418m. £5m is slightly more than 1% of the estimated gross revenue expenditure.
- 5.6 To minimise counterparty risk, the limit on any investment with a bank or building society (with the exception of the Council's bank which is currently Barclays Bank) will be determined in the following way:
- consider the country in which the parent company of the bank or building society is registered
  - use the sovereign rating of that country to apply the limits above
  - consider the cumulative balance of funds already held in various investment products with that bank or building society
  - consider the cumulative balance of funds already held in various investment products for any related group of financial institutions
  - determine the remaining amount that can be placed with that bank or building society

For example, the limit on an investment with Lloyds Bank Plc would be determined in the following way:

<b>Steps to determine limit:</b> <i>(for illustrative purposes only and not an indication of actual investments)</i>	<b>Remaining limit available at each stage:</b>
Lloyds Bank Plc is part of the Lloyds Banking Group which is registered in the UK	£20 million
£4 million already placed in an instant access account with Lloyds Bank Plc	£16 million
£5 million already placed in a fixed term deposit with Lloyds Bank Plc	£11 million
£6 million already placed in a notice account with Bank of Scotland Plc (part of the Lloyds Banking Group)	£5 million
Therefore the maximum investment would be £5 million	

- 5.7 The Council's bank is the exception to these investment limits however, and under normal circumstances our intention would be to comply with a counterparty limit of £30 million, to enable the efficient and effective management of the Council's cashflow.
- 5.8 The limit on deposits in Money Market Funds will be £20 million with any one AAAM rated (or equivalent) liquidity fund. These work in the same way as a deposit account but the money in the overall fund is invested in a number of counterparties, therefore spreading the counterparty risk.
- 5.9 There are products being developed that are similar to, but not the same as Money Market Funds, such as 'term repurchase arrangements'. The risk associated with these funds is somewhere between a fixed term deposit and a Money Market Fund. The Section 151 officer will approve the placing of monies in these types of fund up to a maximum of £20 million per fund, if deemed appropriate and in consultation with our treasury management advisers.
- 5.10 Given the prevailing financial market conditions, financial institutions will inevitably devise various investment products to offer enhanced returns. The Council's Section 151 Officer will consider these in consultation with our treasury management advisers and will approve the placing of monies in such investment products with appropriate limits, only after the options and their associated risks have been fully analysed by the treasury management team and our treasury management advisers.
- 5.11 To maximise flexibility, there is no limit on deposits with the UK Government (e.g. Debt Management Office, HM Treasury bills). These deposits will have a maximum duration of 6 months.
- 5.12 The limit on deposits with other Local Authorities will be £40 million which is 9.6% of the authority's estimated 2015/2016 gross revenue expenditure of £418m. These deposits will have a maximum duration of 5 years.

## **6 Fund Managers investment criteria**

- 6.1 Investments undertaken by external fund managers on behalf of the Council can only be placed in certain types of investment as permitted under the Local Government Act. The types of investment, counterparties and limits used by each fund manager are set out in their Investment Management Agreement.
- 6.2 The Council's Section 151 Officer is authorised to amend these Investment Management Agreements as appropriate to reflect the needs of the Council, after fully considering the options and their associated risk and in consultation with the Council's treasury management advisers. Subject to the relevant due diligence being undertaken, the Investment Management Agreements could include investment in asset classes such as gilts, corporate bonds, property or equities, or investment in a mixed asset fund.
- 6.3 The limit on deposits in Property Funds will be £20 million with any one fund that passes the selection process.



Type of Investment	Individual Counterparty	Limit	Method of placement	Specified/non-specified
Deposit accounts	Bank or building society that meets the criteria of our combined matrix of credit ratings, or one of the part nationalised banks or building society	Per bank or building society, based on country sovereign rating	Directly or through a broker	Specified (if 1 year or less), Non-specified (if more than 1 year)
Fixed term deposits			Directly or through a broker	
Certificates of sterling cash deposits			Custodian account	
Money Market Funds	AAAm rated* (or equivalent) liquidity fund	Per fund	Directly or via an on-line site for managing money market funds	Specified
Property Funds	Via selection process	Per fund	Directly or through a broker	Non-specified (more than 1 year)
Term repurchase arrangements	AAAf/S1 rated <sup>#</sup>	Per fund	Directly	Specified (if 1 year or less), Non-specified (if more than 1 year)
Other Local Authorities	Depends on which Local Authorities want to borrow money at that time	For total invested with other Local Authorities	Through a broker	Specified (if 1 year or less), Non-specified (if more than 1 year)
Debt Management Office	UK Government	For total invested with UK Government	Directly	Specified
Treasury Bills			Custodian account	

\* A fund with a principal stability rating of 'AAAm' (or equivalent) has an extremely strong capacity to maintain stability and to limit exposure to losses of the principal sums invested due to credit, market and/or liquidity risks.

<sup>#</sup> A fund with a credit quality rating of 'AAAf' has a portfolio holding that provides extremely strong protection against losses from credit defaults. A fund with a volatility rating of S1 possesses low sensitivity to changing market conditions.

This table is subject to change as new products are added as deemed appropriate – see paragraph 5.9.

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## SOUTHEND-ON-SEA BOROUGH COUNCIL

## CHANGES FROM THE REVISED 2015/16 TREASURY MANAGEMENT POLICY

Change	Appendix	Paragraph	Reason for the change
Financial Accountant/Group Accountant changed to Finance Business Partner/Senior Finance Business Partner.	1	Annex 1	To reflect changes in job titles.
The paragraph on new fund managers has been updated as follows: <i>'In consultation with our treasury management advisers and if appropriate the Section 151 officer will appoint one or more new fund managers in 2016/17 to enable investment of monies.'</i>	3	2.3	To provide greater flexibility of the strategy.
The following paragraph has been moved from section 3 to section 2: <i>'During 2016/17, if appropriate, the Section 151 officer will approve the placing of monies in Property Funds and will approve the direct investment in property. Any resulting updates to the capital programme would be submitted to Cabinet for approval.'</i>	3	2.4	To ensure the paragraph is in the correct section of the strategy.
For Fund Manager Investment, the following sentence has been added: <i>'Subject to the relevant due diligence being undertaken, the Investment Management Agreements could include investment in asset classes such as gilts, corporate bonds, property or equities, or investment in a mixed asset fund.'</i>	3	6.2	To provide greater flexibility of the strategy.

<p>The following paragraph has been moved from section 5 to section 6:</p> <p><i>'The limit on deposits in Property Funds will be £20 million with any one fund that passes the selection process.'</i></p>	3	6.3	To ensure the paragraph is in the correct section of the strategy.
<p>For Money Market Funds the words <i>'(or equivalent)'</i> have been added to the individual counterparty column. AAAM is a rating from the Standard &amp; Poors, this change is to allow the equivalent ratings from the other two main credit rating agencies (Fitch and Moodys) to be used if appropriate.</p>	3	Annex A	To provide greater flexibility of the strategy.

**SOUTHEND-ON-SEA BOROUGH COUNCIL**  
**MINIUMUM REVENUE PROVISION POLICY 2016/17**

**1 Background**

- 1.1 The Minimum Revenue Provision (MRP) is an amount to be set aside for the repayment of debt. In previous years the amount of the charge had been defined by statute.
- 1.2 The Chartered Institute of Public Finance & Accounting (CIPFA) defines MRP as the 'minimum amount which must be charged to an authority's revenue account each year and set aside as a provision for credit liabilities, as required by the Local Government & Housing Act 1989'.
- 1.3 Under previous regulations all MRP was a 4% charge in respect of the amount of non-HRA Capital Financing Requirement (CFR). The CFR represents the cumulative amount of borrowing that has been incurred to pay for the Council's capital assets less amounts that have been set aside for the repayment of debt over the years. The MRP charge for any one financial year is applied to the CFR calculated as at the end of the previous financial year.

**2 Changes to MRP regulations**

- 2.1 Under the new regulations the detailed rules have been replaced with a general duty for a local authority to make an MRP charge to revenue which it considers to be prudent. Responsibility has also been placed upon the full Council to approve an annual MRP policy statement.
- 2.2 Under the 2003 regulations there were five options a local authority could adopt as a method for calculating their MRP;

Option 1 – The regulatory method; applying the statutory formula set out in the 2003 regulations

Option 2 – CFR Method: multiplying the CFR at the end of the preceding financial year by 4%

Option 3a – Equal instalment method; amortising expenditure equally over an estimated useful life

Option3b – Annuity method; takes account of the time value of money

Option 4 – Depreciation method; charges to revenue based on depreciation calculation

- 2.3 The new regulations for MRP applied from the financial year 2007/08 whereby option 1 at this point was revoked. A policy statement regarding the 2016/17 year should be approved before 31st March 2016.
- 2.4 It is recommended that Southend-on-Sea Borough Council continues with its current policy that has been in operation since 2007/08 of:
- Supported Borrowing – Option 2 CFR method  
Unsupported Borrowing – Option 3a – Equal Instalment method
- 2.5 Under the regulations capital receipts may be used to repay the principal of any amount borrowed.
- 2.6 The Department of Communities and Local Government guidance on MRP specifies that MRP would not have to be charged until the asset came into service and would begin in the financial year following the one in which the asset became operational.

### **3 Duration of the Policy Statement**

- 3.1 This Minimum Revenue Provision Statement covers the 2016/17 financial year.

### **4 Minimum Revenue Provision Policy**

- 4.1 The amount of MRP chargeable for 2016/17 will be applied at 4% to all:
- Capital expenditure incurred in the years before the start of this new approach
  - New capital expenditure financed by supported borrowing that causes an increase in the CFR up to 31<sup>st</sup> March 2016.
- 4.2 The amount of MRP chargeable for 2016/17 will be applied in equal annual instalments to any:
- Capital expenditure financed by long term unsupported borrowing (also referred to as Prudential Borrowing) that causes an increase in the CFR up to 31<sup>st</sup> March 2016.

The period over which it will be charged will be assessed on a basis which most reasonably reflects the anticipated period of benefit that arises from the expenditure.

- 4.3 No MRP for 2016/17 will be applied to:
- 4.3.1 Capital expenditure financed by unsupported borrowing that causes an increase in the CFR up to 31<sup>st</sup> March 2016 but has

been taken out in the short term to bridge the timing difference between anticipated and actual capital receipts.

It is anticipated that capital receipts will be received to repay this borrowing. Therefore no MRP charge is required as there is already a prudent provision for repayment.

4.3.2 Capital expenditure financed by borrowing that causes an increase in the CFR up to 31<sup>st</sup> March 2016 due to a transfer of assets between the GF and HRA where due to the nature of the transfer it is anticipated that capital receipts will be received to repay this borrowing. Therefore no MRP charge is required as there is already a prudent provision for repayment.

4.3.3 Capital expenditure financed by unsupported borrowing that causes an increase in the CFR up to 31<sup>st</sup> March 2016 but has been taken out in the short term to bridge the timing difference between the expenditure being incurred and the budgeted revenue contribution to capital outlay being applied.

It is anticipated that revenue contributions will be received to repay this borrowing. Therefore no MRP charge is required as there is already a prudent provision for repayment.

4.3.4 Capital expenditure financed by unsupported borrowing that causes an increase in the CFR up to 31<sup>st</sup> March 2016 but has been taken out in the short term to bridge the timing gap while grant conditions are being met and therefore the grant being applied to capital expenditure under International Financial Reporting Standards (IFRS).

It is anticipated that the grant conditions will be met therefore no MRP charge is required as there is already a prudent provision for repayment.

4.4 The amount of MRP chargeable for 2016/17 relating to finance leases will be such that the combined impact of the finance charge and MRP is equal to the estimated rentals payable for the year.

4.5 The amount of MRP chargeable for 2016/17 relating to capital expenditure financed by unsupported borrowing that has been taken out to finance invest to save schemes will either be applied in equal annual instalments or be matched to the repayment profile of the loan, as appropriate.

4.6 If capital receipts are utilised to repay debt in year, the value of MRP chargeable will be reduced by the value of the receipts utilised.

4.7 MRP will only be charged in the year following the asset becoming operational.

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## **SOUTHEND-ON-SEA BOROUGH COUNCIL PRUDENTIAL INDICATORS 2016/2017**

### **1 Introduction**

- 1.1 The Prudential Code is the key element in the system of capital finance that was introduced from 1 April 2004 as set out in the Local Government Act 2003.
- 1.2 Individual authorities are responsible for deciding the level of their affordable borrowing, having regard to the CIPFA code, (which has legislative backing). Prudential limits apply to all borrowing, qualifying credit arrangements (e.g. some forms of lease) and other long term liabilities – whether supported by Government or entirely self financed. The system is designed to encourage authorities that need, and can afford, to borrow for capital investment to do so.

### **2 CIPFA Prudential Code for Capital Finance in Local Authorities**

- 2.1 The Code has been developed to support Local Authorities in taking capital investment decisions and to ensure that these decisions are supported by a framework which ensures prudence, affordability and sustainability. The rationale behind these concepts is set out in the code.
- 2.2 To demonstrate compliance with these objectives of prudence, affordability and sustainability each local authority is required to produce a set of prudential indicators. These indicators are designed to support and record local decision making and are not for comparison with other authorities. The setting and revising of these indicators must be approved by Cabinet and Council.

### **3 Prudential Indicators**

#### *3.1 Adoption of the CIPFA Code of Practice*

- 3.1.1 Cabinet approved adoption of the CIPFA Code of Practice for Treasury Management in the Public Services at its meeting on 12 February 2002.

### 3.2 Interest rate exposure

3.2.1 Southend-on-Sea Borough Council currently has the majority of its borrowings at fixed rate and usually has a mixture of fixed and variable rate investments. The following table shows the difference between the estimated interest payable on borrowing and the estimated interest receivable on investments:

	<b>Estimate 2016/17 £000</b>	<b>Estimate 2017/18 £000</b>	<b>Estimate 2018/19 £000</b>
Interest payable on borrowing	10,902	11,657	12,135
Interest receivable on investments	(1,116)	(1,428)	(1,686)
<b>Net interest</b>	<b>9,786</b>	<b>10,229</b>	<b>10,449</b>

3.2.2 The following table shows the upper and lower limits on variable interest rate exposures for our investments, expressed as a percentage of the total sums invested:

<b>Variable interest rate investments</b>	<b>Estimate 2016/17</b>	<b>Estimate 2017/18</b>	<b>Estimate 2018/19</b>
Upper limit on sums invested	100%	100%	100%
Lower limit on sums invested	10%	10%	10%

3.2.3 The main risk is that variable rates will fall and thus increase the net interest cost to the Council. However, it is more important to secure the principal sums invested than to optimise income generation. Given the current financial market conditions investment terms will be kept short to reduce counterparty risk.

3.2.4 The upper and lower limits have been set after taking account of the following considerations; Use will be made of call accounts because they provide instant access or notice accounts and these are at variable rates. Fixed interest investments tend to be for longer investment periods than the variable rate investments, however, fixed interest investments placed with other Local Authorities keep counterparty risk low and more use could be made of these.

### 3.3 *Maturity Structure of Borrowing during 2016/17*

3.3.1 The table below shows the limits within which the Council delegates its length of borrowing decisions to the Head of Finance and Resources/Section 151 Officer in 2016/17.

	<b>Upper limit %</b>	<b>Lower limit %</b>	<b>Estimated outstanding debt maturity at 31<sup>st</sup> March 2017 %</b>
Under 12 months	20	0	0
12 months and within 24 months	30	0	0
24 months and within 5 years	40	0	4
5 years and within 10 years	60	0	12
10 years and within 20 years	100	15	48
20 years and within 30 years	100	10	23
30 years and above	80	5	13

3.3.2 The percentages in each category for the upper and lower limits do not add up to 100% as they do not represent an actual allocation.

3.3.3 The actual maturities of new borrowing will be decided taking account of the maturities of existing loans and the interest rates for the various maturity periods available at the time.

### 3.4 *Operational Boundary and Authorised Limit 2016/17 to 2018/19*

3.4.1 The Council must set an operational boundary and authorised limit for external debt. The operational boundary is how much external debt the Council plans to take up, and reflects the decision on the amount of debt needed for the Capital Programme for the relevant year. The authorised limit is higher than the operational boundary as it allows sufficient headroom to take account of unusual cash movements. If at any time during the year, it is likely that this limit will be breached it will be reported to members as soon as possible and the Leader advised immediately.

	<b>Estimate 2016/17 £m</b>	<b>Estimate 2017/18 £m</b>	<b>Estimate 2018/19 £m</b>
Operational boundary	280	300	305
Authorised limit	290	310	315

### 3.5 *Estimate of the Capital Financing Requirement*

3.5.1 Each year, the Council finances the capital programme by a number of means, one of which is borrowing. The capital financing requirement represents the cumulative amount of borrowing that has been incurred to pay for the Council's

capital assets, less amounts that have been set aside for the repayment of debt over the years (i.e. Minimum Revenue Provision and Reserved Capital Receipts).

3.5.2 The estimates for the capital financing requirement are:

	<b>Estimate 2016/17 £000</b>	<b>Estimate 2017/18 £000</b>	<b>Estimate 2018/19 £000</b>
General Fund	211,712	231,438	235,647
Housing Revenue Account	98,740	98,740	98,740
<b>Total</b>	<b>310,452</b>	<b>330,178</b>	<b>334,387</b>

3.5.3 The Council is only allowed to borrow long term to support its capital programme. It is not allowed to borrow long term to support its revenue budget.

3.5.4 Under the Prudential Code, net external borrowing must not exceed the total of the capital financing requirement for the previous year, plus any additional amounts for the current year and the next financial year. This means that net external borrowing cannot exceed £310.452m at 31 March 2016, £330.178m at 31 March 2017 and £334.387m at 31 March 2018.

3.6 *Housing Revenue Account Limit on Indebtedness*

3.6.1 The Council is required to report the level of the limit imposed (or subsequently amended) at the time of the implementation of self-financing by the Department for Communities and Local Government. This is to be compared to the Housing Revenue Account capital financing requirement.

	<b>Estimate 2016/17 £000</b>	<b>Estimate 2017/18 £000</b>	<b>Estimate 2018/19 £000</b>
Limit on Indebtedness	102,159	102,159	102,159
Capital Financing Requirement	98,740	98,740	98,740
<b>Headroom</b>	<b>3,419</b>	<b>3,419</b>	<b>3,419</b>

3.6.2 Net external debt is long term external debt (i.e. PWLB loans taken out), short term borrowing from other Local Authorities and credit arrangements relating to finance leases, netted down by the amount of investments held. The estimates for the net external debt are:

	<b>Estimate 2016/17 £000</b>	<b>Estimate 2017/18 £000</b>	<b>Estimate 2018/19 £000</b>
External debt	275,636	295,483	300,423
Investments	(90,207)	(90,472)	(90,741)
<b>Net external debt</b>	<b>185,429</b>	<b>205,011</b>	<b>209,682</b>

### 3.7 *The Ratio of Financing Costs to Net Revenue Stream*

3.7.1 This indicator records what total net capital financing costs will be as a percentage of the net revenue stream.

3.7.2 Net capital financing costs are the revenue cost of financing the debt (the interest payments and the amount set aside annually to repay debt) less interest earned on investments. This is an important indicator because it shows how much of the Council's revenue resources are 'tied up' in fixed capital financing costs. Setting and reviewing this, means that the Council can ensure that its capital financing costs do not become too large a part of the revenue budget, compared to the cost of running services.

	<b>Estimate 2016/17 %</b>	<b>Estimate 2017/18 %</b>	<b>Estimate 2018/19 %</b>
General Fund	12.70	13.76	14.63
Housing Revenue Account	38.05	34.08	34.78

### 3.8 *The Incremental Impact of New Capital Investment on the Council Tax/Average Weekly Housing Rents*

3.8.1 This is a key indicator of affordability and shows estimates of the incremental impact of the new capital investment decisions on the Council Tax (i.e. on a Band D property) and weekly housing rents.

	<b>Estimate 2016/17 £</b>	<b>Estimate 2017/18 £</b>	<b>Estimate 2018/19 £</b>
Council tax at band D	5.22	13.82	16.85
Housing rent implications per week	0	0	0

3.8.2 However, the housing rents are set using a formula produced by Government that does not take into account the costs incurred in capital investment. So, although the above housing rents indicator is a key indicator of affordability it does not mean that housing rents will actually rise by this amount over and above the Government's guideline figure.

### 3.9 *Estimates of Capital Expenditure to be Incurred*

3.9.1 This is an estimate of the total amount of investment planned over the period. Not all investment necessarily has an effect on the Council Tax. Government supported borrowing, schemes funded by grant or by capital receipts mean that the effect on the Council Tax is greatly reduced.

	<b>Estimate 2016/17 £000</b>	<b>Estimate 2017/18 £000</b>	<b>Estimate 2018/19 £000</b>
General Fund	62,677	46,397	26,622
Housing Revenue Account	10,773	7,500	7,800
<b>Total</b>	<b>73,450</b>	<b>53,897</b>	<b>34,422</b>

### 3.10 *Total Principal Sums Invested for Periods Longer than 364 Days*

- 3.10.1 A large part of Southend-on-Sea Borough Council's investments are managed by external fund managers. However, a working cash balance is also managed internally within the Council. Part of this cash balance is utilised to smooth out the day to day movements on the cash flow. It is not therefore the intention that this part of the balance would ever be invested for more than 364 days. The rest of the cash balance is invested to achieve the optimum returns consistent with the effective control of risk.
- 3.10.2 This indicator sets a prudential limit for principal sums invested for periods longer than 364 days. The following limits are for principal sums invested in-house:

	<b>Estimate 2016/17 £m</b>	<b>Estimate 2017/18 £m</b>	<b>Estimate 2018/19 £m</b>
Limits on the total principal sum invested to final maturities beyond the period end	25	25	25

## 4 **Application of indicators**

- 4.1 These Prudential indicators demonstrate compliance with the objectives of prudence, affordability and sustainability and therefore influence the Treasury Management Policy and the financing of the capital programme.

# Southend-on-Sea Borough Council

## Report of Corporate Management Team

to  
**Cabinet**  
on  
**11 February 2016**

Report prepared by: Ian Ambrose  
Group Manager, Financial Management

Agenda  
Item No.

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**Fees & Charges 2016/17**  
**All Scrutiny Committees**  
**Executive Councillor: Councillor Ron Woodley**  
***A Part 1 Public Agenda Item***

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### **1 Purpose of Report**

To consider the detailed fees and charges for services in 2016/17 included in the budget proposals for 2016/17.

### **2 Recommendation**

That the Cabinet recommend that the proposed fees & charges for each Department as contained within the body of this report and the appendices be approved by Council.

### **3 Background**

- 3.1 Income from fees and charges are an important part of the Council's overall financial strategy and assist in the overall balancing of the budget. Clearly the scope to increase fees or charges is determined by a number of factors, of which the most important are: strategic desirability, government direction, elasticity of demand for services, and impact on service users. There is no prescribed increase in individual fees and charges, although the medium term financial strategy assumes a 2% increase in net income collected (yield) from general price increases. Some proposed savings are also predicated on discreet increases over and above the assumed 2% increase in yield or new charges, and have been included within the schedules.
- 3.2 Where fees are subject to VAT, the rate of 20% has been incorporated into these proposals.

3.3 In addition some charges made by the Council are set by statute and therefore they are not at the discretion of the Council; these are clearly marked in the attached charges.

## **4 Proposals for 2016/17**

4.1 Proposals for fees and charges for 2016/17 are set out in the Appendices to this report.

Appendix 1 – Department for People

Appendix 2 – Department for Place

Appendix 3 – Department for Corporate Services

4.2 The proposed charges presented to Cabinet in January have been updated in light of the consultation with the Scrutiny Committees and the Business Sector. In addition there are revised proposals for Bowls and Licensing of external tables and chairs.

## **5 Other Options**

No other options were considered. This report merely brings together the proposals for fees and charges, be they statutory or discretionary.

## **6 Reasons for Recommendations**

Part of the process of maintaining a balanced budget includes a requirement to consider the contribution that fees and charges make towards that aim. This report is in fulfilment of that requirement.

## **7 Corporate Implications**

7.1 Contribution to Council's Vision & Critical Priorities

The budget strategy is an integral part of the Council's Corporate Service and Resources Planning Framework.

7.2 Financial Implications

As set out in the body of the report. In addition the additional income yield has been factored into the proposed 2016/17 budget

7.3 Legal Implications

None at this stage

7.4 People Implications

None at this stage

7.5 Property Implications

None at this stage



## 7.6 Consultation

The proposals contained in this report have been considered by the Scrutiny Committees and the Business Sector consultation meeting.

- Place Scrutiny Committee made observations about the proposed increases in car parking charges and requested the inclusion of the Waste Collection charges set by the Council's contractor, but otherwise offered no comments on the draft fees and charges for 2016/17 in respect of their areas of responsibility;
- People Scrutiny Committee sought clarification about charges for Meals on Wheels and Adult Social Care Transport, but otherwise offered no comments on the draft fees and charges for 2016/17 in respect of their areas of responsibility;
- Policy and Resources Scrutiny Committee sought clarification about the proposed bereavement charges but otherwise offered no comments on the draft fees and charges for 2016/17 in respect of their areas of responsibility;
- The Business Sector Consultation meeting offered no comments on the draft fees and charges for 2016/17.

Wherever required public consultation will commence in time to ensure that the new fee structures can be in place for the start of the new financial year.

## 7.7 Equalities Impact Assessment

None at this stage

## 7.8 Risk Assessment

The key risks are:

Elasticity of demand for some services may mean that increases in fees & charges lead to a fall in income collected.

Some residents/service users may not be able to afford increases, so that the impact may fall disproportionately on those on low incomes.

Assumptions about increases for those items that are not set by the Council may not be correct.

## 7.9 Value for Money

In order to deliver value for money it is essential that the Council gets the right balance between charging for services and funding services from Council Tax.

## 7.10 Community Safety Implications

None at this stage

## 7.11 Environmental Impact

None at this stage

## **8 Background Papers**

None

## **9 Appendices**

Appendix 1 – Department for People

Appendix 2 – Department for Place

Appendix 3 – Department for Corporate Services

# **FEES AND CHARGES**

**2016/17**

Description of Service		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
1	Charge per day Meals on Wheels (main course and pudding)	4.80		4.80	see note below		
2	Charge per day for lunch at day centres - main course	2.60		2.60	2.70		2.70
3	Charge per day for lunch at day centres - pudding	1.00		1.00	1.00		1.00
4	Charge for tea/snacks at day centres	0.50		0.50	0.50		0.50
5	Maximum charge to user per week for home care/daycare	Full Cost of Service			Full Cost of Service		
6	Forecast average unit cost of all home care per hour	14.10		14.10	14.10		14.10
7	Maximum charge per session (day) for day service	Full Cost of Service			Full Cost of Service		
8	Transport	2.00		2.00	2.05		2.05
9	Minimum client contrib for OP long stay res care per week	126.40		126.40	128.90		128.90
10	Minimum charge for adult long stay res care per week 18-24	65.45		65.45	66.75		66.75
11	Minimum charge for adult long stay res care per week 25-59	80.65		80.65	82.30		82.30
12	Administration Fee for Deferred Payment Scheme	485.00		485.00	495.00		495.00

The meals on wheels contract is currently being retendered. The Council aims for the service to breakeven.

Description of Service		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
	<b>Charges to Landlords</b>						
1	Mandatory Licence of House in Multiple Occupation - up to 6 lettings	750.00		750.00	850.00		850.00
2	Mandatory Licence of House in Multiple Occupation - each additional letting	50.00		50.00	50.00		50.00
3	Improvement Notice	500.00		500.00	500.00		500.00
4	Energy Performance Certificate Enforcement	200.00		200.00	200.00		200.00
5	Immigration Inspection - initial visit	160.00		160.00	160.00		160.00
6	Immigration Inspection - each subsequent visit	60.00		60.00	60.00		60.00
7	Hazard Awareness Notice	500.00		500.00	500.00		500.00
8	Prohibition Order	500.00		500.00	500.00		500.00
9	Emergency Prohibition Order	500.00		500.00	500.00		500.00
10	Remedial Action Notice	500.00		500.00	500.00		500.00
11	Emergency Remedial Action Notice	500.00		500.00	500.00		500.00
12	Demolition Order	500.00		500.00	500.00		500.00
13	Clearance Area	500.00		500.00	500.00		500.00
14	Interim Management Order	1,200.00		1,200.00	1,200.00		1,200.00
15	Each additional unit above 6 units	50.00		50.00	50.00		50.00
16	Final Management Order	1,200.00		1,200.00	1,200.00		1,200.00
17	Each additional unit above 6 units	50.00		50.00	50.00		50.00
18	Interim Empty Dwelling Management Order	800.00		800.00	800.00		800.00
19	Final Empty Dwelling Management Order	800.00		800.00	800.00		800.00
20	Works in Default undertaken	30% of cost of works in default		30% of cost of works in default			
21	Court of Protection Assistance (charged per hour)	15.00		15.00	35.00		35.00
22	Monetary Penalty for failure to join an Ombudsman Scheme under the Redress Schemes for Lettings Agency and Property Management Work (England) Order 2014				Up to £5,000		Up to £5,000
23	Monetary Penalty for failure to comply with requirement to install smoke or carbon monoxide alarms under The Smoke and Carbon Monoxide Alarm (England) Regulations 2015				Up to £5,000		Up to £5,000
24	Interest charged by PSH on outstanding fees	Statutory Interest (8%) + Base Rate		Statutory Interest (8%) + Base Rate			

		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge		Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£			£	£
	<b>ATHLETICS</b>							
1	Southend Athletics Club - season (2 evenings & Sunday a.m.)	2,996.00		2,996.00		3,056.00		3,056.00
2	SLTC (Monday - Friday half day)	112.50	22.50	135.00		115.00	23.00	138.00
3	SLTC (Monday - Friday evening)	87.50	17.50	105.00		89.17	17.83	107.00
4	SLTC (Weekend, half day rate)	172.50	34.50	207.00		175.83	35.17	211.00
5	SLTC (Per Hour up to Max 2 hours)	28.92	5.78	34.70		29.50	5.90	35.40
6	SLTC (Monday - Friday 1 Hour)	23.00	4.60	27.60		23.50	4.70	28.20
7	SLTC - Flood lights (per hour)	17.92	3.58	21.50		18.33	3.67	22.00
8	SLTC – Equipment (hurdles, high jump, pole vault)	37.42	7.48	44.90		38.33	7.67	46.00
9	SLTC - Pit Area, Hurdles, Misc. (Charges Per Area)	6.42	1.28	7.70		6.58	1.32	7.90
10	SLTC - Casual Adult	3.00	0.60	3.60		3.08	0.62	3.70
11	SLTC - Casual Junior & Concession	1.33	0.27	1.60		1.42	0.28	1.70
	<b>BOWLS (PARKS)</b>							
12	Season Ticket 7 day Resident	123.92	24.78	148.70		130.00	26.00	156.00
13	Season Ticket 7 day Resident - Advantage Card C	62.00	12.40	74.40		65.00	13.00	78.00
14	Season Ticket 7 day Resident Senior (born before 1 April 1952)	79.83	15.97	95.80		83.83	16.77	100.60
15	Season Ticket 7 day Resident Senior (born before 1 April 1952) Advantage Card C	39.92	7.98	47.90		41.92	8.38	50.30
16	Season Ticket Non Resident	147.00	29.40	176.40		154.17	30.83	185.00
17	Season Ticket Non Resident (born before 1 April 1952)	112.42	22.48	134.90		118.33	23.67	142.00
	<b>50% discount for first time season ticket holder</b>							
18	Season Ticket 7 day Resident					65.00	13.00	78.00
19	Season Ticket 7 day Resident - Advantage Card C					32.50	6.50	39.00
20	Season Ticket 7 day Resident Senior (born before 1 April 1952)					41.92	8.38	50.30
21	Season Ticket 7 day Resident Senior (born before 1 April 1952) Advantage Card C					20.96	4.19	25.15
22	Season Ticket Non Resident					77.08	15.42	92.50
23	Season Ticket Non Resident (born before 1 April 1952)					59.17	11.83	71.00

		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge		Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£			£	£
	<b>Other Bowls Charges</b>							
24	Cadet Season Ticket Resident 16 & under	24.08	4.82	28.90		24.58	4.92	29.50
19	Cadet Season Ticket Resident 16 & under - Advantage Card C	11.58	2.32	13.90		11.83	2.37	14.20
20	Cadet Season Ticket Non Resident 16 & under	35.00	7.00	42.00		35.83	7.17	43.00
21	Per Hour (per person)	3.58	0.72	4.30		3.75	0.75	4.50
22	Per Hour (per person)-Advantage Card AB	3.25	0.65	3.90		3.33	0.67	4.00
23	Per Hour (per person)-Advantage Card C	1.83	0.37	2.20		2.08	0.42	2.50
24	Per Hour 16 and Under (per person)	0.83	0.17	1.00		0.92	0.18	1.10
25	Per Hour 16 and Under (per person) Advantage Card AB	0.83	0.17	1.00		0.92	0.18	1.10
26	Per Hour 16 and Under (per person) Advantage Card C	0.42	0.08	0.50		0.50	0.10	0.60
27	Two Hour Game (Per Person)	6.67	1.33	8.00		6.83	1.37	8.20
28	Two Hour Game (Per Person)- Advantage Card AB	6.00	1.20	7.20		6.25	1.25	7.50
29	Two Hour Game (Per Person)- Advantage Card C	3.33	0.67	4.00		3.42	0.68	4.10
30	Rink hire - Visiting Club (2 hour maximum)	15.00	3.00	18.00		15.33	3.07	18.40
31	County Matches - Visiting Club - No charge							
32	Member of visiting club (per game) <b>(collected by host club)</b>	3.00	0.60	3.60		3.08	0.62	3.70
33	Annual license fee per bowling green (22 weeks)	5,100.00		5,100.00		5,202.00		5,202.00
	<b>CRICKET</b>					-		
34	Cat A (season every Saturday/Sunday)	3,176.00		3,176.00		3,240.00		3,240.00
35	Cat A (season every Saturday/Sunday) with Council pavilion	3,913.00		3,913.00		3,991.00		3,991.00
36	Cat B (season every Saturday/Sunday)	2,012.00		2,012.00		2,052.00		2,052.00
37	Cat A (season every weekday - 1 day)	2,558.00		2,558.00		2,609.00		2,609.00
38	Cat A (season every weekday - 1 day) with Council pavilion	2,680.00		2,680.00		2,734.00		2,734.00
39	CAT B (season every weekday - 1 day)	1,356.00		1,356.00		1,384.00		1,384.00
40	Cat A (season every weekday - 1 evening)	1,322.00		1,322.00		1,384.00		1,384.00
41	Cat A (season every weekday - 1 evening) with Council Pavilion	1,367.00		1,367.00		1,394.50		1,394.50
42	Cat B (season every weekday - 1 evening)	885.00		885.00		903.00		903.00
43	Cat A (casual all day - 11.00 a.m.)	159.17	31.83	191.00		162.50	32.50	195.00
44	Cat A (casual all day - 11.00 a.m.) with Council pavilion	167.50	33.50	201.00		170.83	34.17	205.00
45	Cat B (casual all day - 11 a.m.)	125.83	25.17	151.00		128.33	25.67	154.00
46	Cat A (casual half day - 2.00 p.m.)	121.67	24.33	146.00		124.17	24.83	149.00
47	Cat A (casual half day - 2.00 p.m.) with Council pavilion	125.83	25.17	151.00		128.33	25.67	154.00

		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge		Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£			£	£
48	Cat B (casual half day - 2.00 p.m.)	84.17	16.83	101.00		85.83	17.17	103.00
49	Cat A (casual evening - 6.00 p.m.)	60.83	12.17	73.00		62.50	12.50	75.00
50	Cat A (casual evening - 6.00 p.m.) with Council pavilion	66.67	13.33	80.00		68.00	13.60	81.60
51	Cat B (casual evening - 6.00 p.m.)	42.50	8.50	51.00		43.33	8.67	52.00
52	Cat A (casual Sunday & Bank Holiday afternoon)	159.17	31.83	191.00		162.50	32.50	195.00
53	Cat A (casual Sunday & Bank Holiday afternoon) with Council	167.50	33.50	201.00		170.83	34.17	205.00
54	Cat B (casual Sunday & Bank Holiday afternoon)	135.00	27.00	162.00		137.50	27.50	165.00
55	Cat A (casual Sunday & Bank Holiday all day)	205.00	41.00	246.00		209.17	41.83	251.00
56	Cat A (casual Sunday & Bank Holiday all day) with Council pavilion	214.17	42.83	257.00		128.33	25.67	154.00
57	Cat B (casual Sunday & Bank Holiday all day)	167.50	33.50	201.00		170.83	34.17	205.00
58	Cricket Pitch junior practice (half day)	23.33	4.67	28.00		24.17	4.83	29.00
59	Cat A (Sunday a.m. youth on Saturday wicket)	33.33	6.67	40.00		34.17	6.83	41.00
60	Cat B (Sunday a.m. youth on Saturday wicket)	27.50	5.50	33.00		28.33	5.67	34.00
61	Chalkwell Park artificial wicket (casual)	26.67	5.33	32.00		27.50	5.50	33.00
62	Artificial wicket (season)	1,886.00		1,886.00		1,924.00		1,924.00
	<b>GOLF</b>							
63	18 Holes (Monday-Friday)	15.00	3.00	18.00		15.00	3.00	18.00
64	18 Holes (Monday-Friday) Advantage Card AB	13.50	2.70	16.20		13.50	2.70	16.20
65	18 Holes (Monday-Friday) Advantage Card C	12.00	2.40	14.40		12.00	2.40	14.40
66	Twilight (Monday - Friday) 9 holes	7.50	1.50	9.00		7.50	1.50	9.00
67	18 Holes (Saturday, Sunday & Bank Holidays)	20.83	4.17	25.00		18.33	3.67	22.00
68	18 Holes (Saturday, Sunday & Bank Holidays)-Advantage Card AB	18.75	3.75	22.50		16.50	3.30	19.80
69	18 Holes (Saturday, Sunday & Bank Holidays)-Advantage Card C	16.67	3.33	20.00		13.33	2.67	16.00
70	Twilight (Saturday, Sunday & Bank Holidays) 9 Holes	10.00	2.00	12.00		9.17	1.83	11.00
71	18 Holes (Monday-Friday Senior)	10.00	2.00	12.00		10.00	2.00	12.00
72	18 Holes (Monday-Friday 18 and Under)	8.33	1.67	10.00		8.33	1.67	10.00
73	18 Holes (Monday-Friday Senior) Advantage Card AB	9.00	1.80	10.80		9.00	1.80	10.80
74	18 Holes (Monday-Friday 18 and Under) Advantage Card AB	7.50	1.50	9.00		7.50	1.50	9.00
75	18 Holes (Monday-Friday Senior) Advantage Card C	8.00	1.60	9.60		8.00	1.60	9.60
76	18 Holes (Monday-Friday 18 and Under) Advantage Card C	6.67	1.33	8.00		6.67	1.33	8.00
77	Twilight 9 Holes (Monday-Friday Senior)	7.50	1.50	9.00		7.50	1.50	9.00
78	Twilight 9 Holes (Monday-Friday 18 and Under)	7.50	1.50	9.00		7.50	1.50	9.00
79	Off Peak (Monday-Friday)	11.67	2.33	14.00		11.67	2.33	14.00



		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge		Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£			£	£
80	Off Peak (Saturday, Sunday & Bank Holidays)	16.67	3.33	20.00		16.67	3.33	20.00
81	Off Peak (Monday - Friday, Senior/ 18 and Under)	7.92	1.58	9.50		7.92	1.58	9.50
82	Lesson Ticket	1.42	0.28	1.70		1.67	0.33	2.00
83	Lesson Ticket (Golf Foundation Under 18)	0.67	0.13	0.80		0.83	0.17	1.00
84	Lesson Ticket (Golf Foundation Under 18)-Advantage Card AB	0.58	0.12	0.70		0.67	0.13	0.80
85	Lesson Ticket (Golf Foundation Under 18)-Advantage Card C	0.42	0.08	0.50		0.50	0.10	0.60
86	Practice Ticket	1.75	0.35	2.10		2.08	0.42	2.50
87	Season Ticket 7 Day Resident	595.00	119.00	714.00		595.00	119.00	714.00
88	Season Ticket 7 Day Resident Advantage Card C	523.33	104.67	628.00		523.33	104.67	628.00
89	Season Ticket 7 Day Non-Resident	653.33	130.67	784.00		653.33	130.67	784.00
90	Season Ticket 5 Day Resident before 5.00 pm Senior (born before 1 April 1952)	297.50	59.50	357.00		297.50	59.50	357.00
91	Season Ticket 5 Day Resident before 5.00 pm Senior (born before 1 April 1952) -Advantage Card C	255.00	51.00	306.00		255.00	51.00	306.00
92	Season Ticket 5 Day Non-Resident before 5.00 pm Senior (born before 1 April 1952)	382.50	76.50	459.00		382.50	76.50	459.00
93	Season Ticket 5 Day Resident	402.50	80.50	483.00		402.50	80.50	483.00
94	Season Ticket 5 Day Resident Advantage Card C	358.33	71.67	430.00		358.33	71.67	430.00
95	Season Ticket 5 Day Non-Resident	447.50	89.50	537.00		447.50	89.50	537.00
96	Season Ticket Student Under 18's	71.67	14.33	86.00		71.67	14.33	86.00
97	Locker Rent (per annum)	10.83	2.17	13.00		11.25	2.25	13.50
98	Block Booking for 2 hours	116.67	23.33	140.00		119.17	23.83	143.00
99	Block Booking (home clubs) for 2 hours	40.00	8.00	48.00		40.83	8.17	49.00
100	Tee Reservation (Annual School Championship)	14.17	2.83	17.00		14.58	2.92	17.50
101	Pitch & Putt (per round) Adult	2.50	0.50	3.00		2.58	0.52	3.10
102	Pitch & Putt (per round) Adult Advantage Card AB	2.25	0.45	2.70		2.33	0.47	2.80
103	Pitch & Putt (per round) Adult Advantage Card C	2.00	0.40	2.40		2.08	0.42	2.50
104	Pitch & Putt (per round) Child	1.67	0.33	2.00		1.67	0.33	2.00
105	Pitch & Putt (per round) Child Advantage Card AB	1.50	0.30	1.80		1.50	0.30	1.80
106	Pitch & Putt (per round) Child Advantage Card C	1.33	0.27	1.60		1.33	0.27	1.60

		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge		Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£			£	£
	<b>RUGBY</b>							
107	Cat A (Season - Warners/Westbarrow)	2,845.00		2,845.00		2,902.00		2,902.00
108	Cat A (casual)	100.83	20.17	121.00		102.92	20.58	123.50
109	Under 13's – Under 19's on 'Senior Pitch' Sunday Season	1,050.00		1,050.00		1,071.00		1,071.00
110	Under 13's – Under 19's on 'Senior Pitch' Sunday Casual	37.50	7.50	45.00		38.33	7.67	46.00
111	Mini Rugby – on Senior Pitches	194.00		194.00		165.00		165.00
	<b>FOOTBALL</b>							
112	Cat A (season 28 weeks - weekday)	1,677.00		1,677.00		1,711.00		1,711.00
113	Cat B (season 28 weeks - weekday)	1,082.00		1,082.00		1,104.00		1,104.00
114	Cat C (season 28 weeks - weekday)	1,012.00		1,012.00		1,032.00		1,032.00
115	Cat A (season 28 weeks - Saturday/Sunday)	1,972.00		1,972.00		2,011.00		2,011.00
116	Cat B (season 28 weeks - Saturday/Sunday)	1,329.00		1,329.00		1,356.00		1,356.00
117	Cat C (season 28 weeks - Saturday/Sunday)	1,109.00		1,109.00		1,131.00		1,131.00
118	Cat A (casual)	90.83	18.17	109.00		92.50	18.50	111.00
119	Cat B (casual)	54.17	10.83	65.00		55.42	11.08	66.50
120	Cat C (casual)	41.67	8.33	50.00		42.50	8.50	51.00
121	Youth Commemoration/Jones Memorial Grounds (season - under 18)	689.00		689.00		703.00		703.00
122	Youth Commemoration/Jones Memorial Grounds (casual- under 18)	34.17	6.83	41.00		35.00	7.00	42.00
123	Youth Commemoration/Jones Memorial Grounds (season - under 16)	629.00		629.00		642.00		642.00
124	Youth Commemoration/Jones Memorial Grounds (casual- under 16)	25.00	5.00	30.00		25.50	5.10	30.60
125	Youth Commemoration/Jones Memorial Grounds (season - under 11)	318.00		318.00		325.00		325.00
126	Youth Commemoration/Jones Memorial Grounds (casual - under 11)	12.08	2.42	14.50		12.50	2.50	15.00
127	Southchurch Park Arena ( Southend Manor) Season and training	5,067.00		5,067.00		5,169.00		5,169.00
128	Mini soccer (season 28 weeks)	318.00		318.00		325.00		325.00
129	Casual	12.08	2.42	14.50		12.50	2.50	15.00
	<b>SYNTHETIC PITCH- WARNERS PARK</b>							
130	Pitch per hour	48.33	9.67	58.00		49.17	9.83	59.00
131	Floodlighting per hour	10.83	2.17	13.00		11.25	2.25	13.50

		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge		Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£			£	£
	<b>TENNIS (Outdoor Courts Priory and Chalkwell)</b>							
136	Annual Pass per household	22.92	4.58	27.50		23.33	4.67	28.00
137	Annual Pass per household Advantage Card A,B,C	20.83	4.17	25.00		21.25	4.25	25.50
	<b>PARK OR SITE EVENT HIRE</b>							
138	Charity and Community Small	62.00		62.00		64.00		64.00
139	Charity and Community Medium	87.00		87.00		89.00		89.00
140	Charity and Community Large	123.00		123.00		125.00		125.00
141	Commercial Small	281.00		281.00		287.00		287.00
142	Commercial Medium	561.00		561.00		572.00		572.00
143	Commercial Large	1,122.00		1,122.00		1,144.50		1,144.50
144	Standpipe for Small Event	18.00		18.00		19.00		19.00
145	Standpipe for Medium Event	36.00		36.00		37.00		37.00
146	Standpipe for Large Event	58.00		58.00		59.00		59.00
	<b>OTHER EVENTS</b>							
147	Bandstand -Priory Park 2 hour performance and 2 hour set up fee	102.00		102.00		104.00		104.00
148	Outdoor Fitness Classes Annual Permit	153.00		153.00		156.00		156.00
149	Partnership events with the council free of charge							
	<b>MISCELLANEOUS</b>							
150	Key deposit (refundable)	10.00		10.00		10.00		10.00
151	Donated Trees	153.00		153.00		156.00		156.00
152	Plaque for Donated Item	128.00		128.00		131.00		131.00
153	Plaque for Donated Items - Advantage Card ABC	116.00		116.00		118.00		118.00
154	Donated Wooden Seats & Plaques	793.00		793.00		809.00		809.00
155	Donated Wooden Seats & Plaques Advantage Card ABC	714.00		714.00		729.00		729.00
156	Donated Metal Seats & Plaques	909.00		909.00		927.00		927.00
157	Donated Metal Seats & Plaques Advantage Card ABC	818.00		818.00		834.00		834.00
158	Donated Seats – Cliffs Gardens & Prittlewell Square	1,005.00		1,005.00		1,025.00		1,025.00
159	Donated Seats – Cliffs Gardens & Prittlewell Square Advantage Card ABC	905.00		905.00		923.00		923.00
158	Donated Seat and Plaque - Rustic Bench	1,200.00		1,200.00		1,224.00		1,224.00
159	Donated Seat and Plaque - Rustic Bench Advantage Card ABC	1,090.00		1,090.00		1,112.00		1,112.00

		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge		Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£			£	£
	<b>SPONSORED ITEMS</b>							
160	Play equipment, sculpture, flower beds, shrubs, specimen tree planting - by negotiation							
	<b>ADVANTAGE CARDS</b>							
161	Advantage Card: Resident Adult Category A	4.17	0.83	5.00		4.17	0.83	5.00
162	Resident Under 17/Senior (born before 1 April 1952)/Student Category B	2.50	0.50	3.00		2.50	0.50	3.00
163	Resident Adult Low Income Category C	0.83	0.17	1.00		0.83	0.17	1.00
164	Resident Under 17/Senior (born before 1 April 1952)/Student Low Income Category C	0.83	0.17	1.00		0.83	0.17	1.00
165	Family (1 adult, all children) Category A	7.50	1.50	9.00		7.50	1.50	9.00
166	Family (2 adults, all children) Category A	10.00	2.00	12.00		10.00	2.00	12.00
	<b>ACCESS GATES</b>							
167	Access Gate Licence (5 years) for gate from private property onto	35.00		35.00		36.00		36.00
	<b>ALLOTMENTS</b>							
168	Per 5.5m <sup>2</sup> (rod) (plus water recharged at current rates)	4.00		4.00		4.00		4.00
169	Per 5.5m <sup>2</sup> (rod) (plus water recharged at current rates) – Senior (born before 1 April 1952)	2.00		2.00		2.00		2.00
170	Per 5.5m <sup>2</sup> (rod) (plus water recharged at current rates) – Advantage Card C	2.00		2.00		2.00		2.00
171	Per 5.5m <sup>2</sup> (rod) (plus water recharged at current rates) – Under 18	2.00		2.00		2.00		2.00
172	Edwards Hall Leisure Garden (plus water recharged at current rates) – Allotments	32.00		32.00		32.00		32.00
173	Edwards Hall Leisure Garden – Allotments (plus water recharged at current rates) - Senior (born before 1 April 1952)	16.00		16.00		16.00		16.00
174	Edwards Hall Leisure Garden - Allotments (plus water recharged at current rates) - Advantage Card C	16.00		16.00		16.00		16.00
175	Edwards Hall Leisure Garden - Allotments (plus water recharged at current rates) - under 18	16.00		16.00		16.00		16.00
	<b>FLORISTRY</b>							
176	All Arrangements							

Each order based on current market price of cut flowers at time of sale.

		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge		Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£			£	£
	<b>MUSEUM – SERVICE FEES</b>							
	<b>Venue Hire - Priory &amp; Southchurch</b>							
180	Commercial Organisation per 4 hour session (6pm – 10pm)	450.00		450.00		459.00		459.00
181	Voluntary Sector / Charity per 4 hour session (6pm – 10pm)	400.00		400.00		408.00		408.00
182	Additional Hour 10pm - 11:30pm	150.00		150.00		153.00		153.00
183	Central Museum and Beecroft Art Gallery - Weekdays cultural, educational & charitable purposes, per hour (or part)	20.00		20.00		21.00		21.00
184	One Mayoral Charity Function Per Annum – Free of Charge.							
	<b>Weddings/Civic Ceremonies (Southchurch Hall)</b>							
185	Tues, Wed, Thur	375.00		375.00		385.00		385.00
186	Saturdays	550.00		550.00		560.00		560.00
	<b>Weddings/Civil Ceremonies (Priory)</b>							
187	Tues, Wed, Thur before 18:00 hrs	950.00		950.00		975.00		975.00
188	Tues, Wed, Thur 18:00 to 22:00 hrs	1,200.00		1,200.00		1,250.00		1,250.00
189	Friday & Saturday before 18:00 hrs	1,200.00		1,200.00		1,250.00		1,250.00
190	Friday & Saturday 18:00 to 22:00 hrs	2,000.00		2,000.00		2,050.00		2,050.00
190	Deposit	150.00		150.00		50.00		50.00
	<b>Beecroft Art Gallery Fees</b>							
191	Lecture Theatre ( <i>Commercial organisations and Public Meetings held by Political Parties – per hour</i> )	40.00		40.00		40.80		40.80
192	Lecture Theatre ( <i>Other organisations and Non-Public Meetings of Political Parties – per hour</i> )	25.00		25.00		25.50		25.50
193	Private View	75.00		75.00		76.50		76.50
194	Sale of works commission (30%)							
195	Open exhibition entry fee, 1 work	6.00		6.00		6.10		6.10
196	Open exhibition entry fee, 2 works	11.00		11.00		11.20		11.20
197	Open exhibition entry fee, 3 works	15.00		15.00		15.30		15.30
	<b>Planaterium Fees</b>							
198	Single Adult	3.83	0.77	4.60		4.17	0.83	5.00
199	Single Child/OAP	3.00	0.60	3.60		3.33	0.67	4.00
200	Family Ticket (2 adults & 3 children)	12.92	2.58	15.50		13.33	2.67	16.00
201	Groups (10 or more) Adult	3.33	0.67	4.00		3.42	0.68	4.10
202	Groups (10 or more) Child	2.42	0.48	2.90		2.50	0.50	3.00
203	Evening Booking Surcharge (for groups)	17.92	3.58	21.50				

		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge		Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£			£	£
	<b>Other Charges</b>							
204	General Admissions - Free			No Charge		No Charge		
205	Special exhibitions & events (including Sundays)			Market Rate		Market Rate		
	<b>Education Fees</b>							
206	School group single session or planetarium per child	2.90		2.90		3.00		3.00
207	School group two session per child ( 1 handling activity & Planetarium)	3.90		3.90		4.00		4.00
208	School group three session per child (1 handling activity, Planetarium & Walk)	4.80		4.80		4.90		4.90
209	School loans, per 3 boxes per month			Market Rate		Market Rate		
210	School Outreach -Single Session per child plus travelling fee - £20	2.90		2.90		3.00		3.00
211	School Outreach - Two session per child plus travelling fee -£20	3.90		3.90		4.00		4.00
212	School Outreach -Three session per child plus travelling fee - £20	4.80		4.80		4.90		4.90
	<b>CHARGES FOR PHOTOGRAPHY</b>							
213	Computer Database photos (SID) printouts – per image			Market Rate		Market Rate		
214	A4 printout from SID – per image on photographic paper			Market Rate		Market Rate		
215	Scanned images on CD from originals – per image			Market Rate		Market Rate		
	<b>PHOTOGRAPHIC REPRODUCTION CHARGES- COMMERCIAL</b>							
216	For book jackets/covers			Market Rate		Market Rate		
217	For book/magazine illustrations			Market Rate		Market Rate		
	<b>Cliff Lift Return Journey</b>							
218	Adult	0.83	0.17	1.00		0.83	0.17	1.00
219	Child / Concession	0.42	0.08	0.50		0.42	0.08	0.50
220	Family Ticket (5 people, min 1 child)	2.08	0.42	2.50		2.08	0.42	2.50
	<b>LIBRARY SERVICE FEES</b>							
	<b>Reservations – each item reserved on adult ticket</b>							
221	Charge for obtaining items not on ELAN and not suitable for purchase	2.70		2.70		2.80		2.80
	<b>Charges for searches by staff: Time spent reporting the results of a search will be charged in addition to time spent searching.</b>							
222	<b>General Enquiries</b>	21.25	4.25	25.50		21.25	4.25	25.50
223	<b>Family History,Census &amp; Parish Register Enquiries - Charges equivalent to those made by ERO - Chelmsford</b>							

		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge		Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£			£	£
	<b>Fines – Books, Compact Discs and Cassettes</b>							
224	Charge for each day issuing library is open	0.15		0.15		0.15		0.15
225	Maximum Charge for each loan (a renewal is a new loan)	6.00		6.00		6.00		6.00
	<b>Recorded Sound</b>							
226	Music: Compact Disc hire (3 week loan)	1.10		1.10		1.10		1.10
227	Audio Books: Adults: 1 or 2 cassettes/CD's (3 week loan)	1.10		1.10		1.10		1.10
228	Adults: 3 to 7 cassettes/CD's (3 week loan)	1.60		1.60		1.60		1.60
229	Adults: 8 or more cassettes/CD's (3 week loan)	1.60		1.60		1.60		1.60
230	All spoken word for children Free of Charge							
231	Language Courses: Single item for 3 weeks	1.10		1.10		1.10		1.10
232	Multiple sets for 12 weeks	3.10		3.10		3.10		3.10
	<b>DVD</b>							
233	Feature Films Hire (DVD1): Each item/week	2.50		2.50		2.50		2.50
234	Overdue: Item/week	2.50		2.50		2.50		2.50
235	Maximum charge (10 weeks)	31.00		31.00		31.00		31.00
236	Children's Fiction Video Hire (DVDC):							
237	Each item/week	2.00		2.00		2.00		2.00
238	Overdue: Item/week	2.00		2.00		2.00		2.00
239	Maximum charge (10 weeks)	25.00		25.00		25.00		25.00
240	Non-Fiction Video Hire (DVD2):							
241	Each item/week	2.00		2.00		2.00		2.00
242	Overdue: Item/week	2.00		2.00		2.00		2.00
243	Maximum charge (10 weeks)	25.00		25.00		25.00		25.00
	<b>CD-ROM</b>							
244	CD-ROM Hire: Each item/3 weeks	2.10		2.10		2.10		2.10
	<b>Music Sets and Play Sets( Essex CC Charges)</b>							
245	Music Set hire per 4 weeks (or part of 4 weeks)							
246	Vocal scores (per score)	0.50		0.50		0.50		0.50
247	Sheets – per set	3.00		3.00		3.00		3.00
248	Chamber Music (3 or more parts)	3.00		3.00		3.00		3.00
249	Orchestral set	6.00		6.00		6.00		6.00
250	Play sets hire (3 – 15 copies)	2.50		2.50		2.50		2.50

		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge		Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£			£	£
	<b>Damaged or Lost Items = Admin Fee plus Replacement Cost (If no replacement cost can be found, cost will be determined by Group Manager)</b>							
251	Admin fee	3.10		3.10		3.20		3.20
252	<b>Photocopies</b>					Market Rate		
	<b>Fax</b>							
252	Outgoing: First page: UK & Europe	1.67	0.33	2.00		1.75	0.35	2.10
253	Additional page	0.83	0.17	1.00		0.87	0.17	1.04
254	First page: rest of world	2.50	0.50	3.00		2.63	0.53	3.16
255	Additional page	1.25	0.25	1.50		1.31	0.26	1.57
256	Faxes to ships	12.50	2.50	15.00		13.13	2.63	15.76
257	Incoming: Each	0.83	0.17	1.00		0.87	0.17	1.04
258	Admin charge where 'Free fax' numbers are used	1.75	0.35	2.10		1.84	0.37	2.21
259	<b>Print-Outs and disc copies</b>					Market Rate		
	<b>Premises Hire</b>							
	<i>Commercial organisations and Public Meetings held by Political Parties – per hour</i>							
259	Meetings Room	40.00		40.00		40.80		40.80
	<i>Other organisations and Non-Public Meetings of Political Parties – per hour</i>							
260	Meetings Room	19.50		19.50		20.00		20.00
	<i>Ancillary Equipment (where available) – per hour</i>							
261	Cine/Slide/OHP Projector	5.50	1.10	6.60		5.67	1.13	6.80
262	Carousel Projector/Back Projector	5.50	1.10	6.60		5.67	1.13	6.80
263	Compact Disc/Cassette Machines	5.50	1.10	6.60		5.67	1.13	6.80
264	TV/Video	5.50	1.10	6.60		5.67	1.13	6.80
265	PC Projector	15.50	3.10	18.60		15.83	3.17	19.00
	<b>Foyer</b>							
266	Table and 2 chairs for consultations (inc Council Departments)/clinics etc. per day or part	21.50		21.50		22.00		22.00
	<i>Display board and table by ground floor exhibition area</i>							
267	Artists and other profit making organisations per week	26.50		26.50		27.10		27.10
268	Charities - (non profit making) per week	12.00		12.00		12.20		12.20
269	Strategic Partners on mutual projects - Free							



		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge		Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£			£	£
	<b>Displays – per week</b>							
296	Up to 75 sq. m	24.50		24.50		25.00		25.00
297	Over 75 sq.m	43.00		43.00		44.00		44.00
	<b>Exhibitions</b>							
298	Display screens: Deposit	140.00		140.00		143.00		143.00
299	Weekly hire per set	80.00		80.00		81.60		81.60
300	Display cases or shop window displays- By Agreement							
	<b>Exhibition Space:</b>							
	<i>Exhibition of works or crafts by individual artists and craftsmen – min period of hire: 1 week - 30% or standard fee</i>							
301	Standard Fee: Forum – ½ area	40.00		40.00		40.80		40.80
302	Standard Fee: Forum – ¾ area	70.00		70.00		71.40		71.40
303	Forum – whole area	105.00		105.00		107.00		107.00
304	Other Libraries	30.00		30.00		30.60		30.60
305	Private Views: First 2 hours	75.00		75.00		76.50		76.50
306	Subsequent hours – per hour	26.50		26.50		27.00		27.00
	<b>Internet</b>							
307	First hour Free (additional 1 hour for jobseekers if no paying customers waiting)							
308	Subsequent hours – per hour	1.25	0.25	1.50		1.25	0.25	1.50
	<b>Talks</b>							
309	Community groups	12.00		12.00		15.00		15.00
	<b>FOCAL POINT GALLERY</b>							
	<b>Education Fees</b>							
310	Art Classes					7.00		7.00
312	Art Classes (10 sessions)					63.00		63.00
313	Art Classes Siblings					5.00		5.00
314	Art Classes Advantage Card holders					5.00		5.00

Description of Service		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
<b>Pier Charges</b>							
Advantage Card discounts apply. Details are available at point of sale.							
<b>Pier Royal Pavillion</b>							
1	Full day hire - Mon to Wed (hire includes rail tickets for all of your group)	1,000.00	-	1,000.00	1,000.00	-	1,000.00
2	Full day hire - Thur to Sun (hire includes rail tickets for all of your group)	2,500.00	-	2,500.00	2,500.00	-	2,500.00
<b>Artists Studio</b>							
3	Mon - Wed during normal pier hours	100.00	-	100.00	100.00	-	100.00
4	Thur - Sun during normal pier hours	250.00	-	250.00	250.00	-	250.00
All internal bookings for Royal Pavilion - Details on request							
<b>Pier train return</b>							
6	Adult	3.58	0.72	4.30	3.75	0.75	4.50
7	Child / concession	1.83	0.37	2.20	2.08	0.42	2.50
8	Family (5 people min two children)	9.17	1.83	11.00	9.58	1.92	11.50
<b>Walk and ride</b>							
9	Adult	3.17	0.63	3.80	3.33	0.67	4.00
10	Child / concession	1.67	0.33	2.00	1.83	0.37	2.20
11	Family	8.33	1.67	10.00	8.75	1.75	10.50
12	Walk both ways (winter) All Tickets	0.83	0.17	1.00	0.83	0.17	1.00
13	Walk both ways (summer) Adult	1.67	0.33	2.00	1.67	0.33	2.00
14	Walk both ways (summer) Child / Concession	0.83	0.17	1.00	0.83	0.17	1.00
<b>All day rate</b>							
Return as many times on the day train / walk							
15	Adult	5.00	1.00	6.00	5.42	1.08	6.50
16	Concession	2.50	0.50	3.00	2.75	0.55	3.30
17	Family	12.50	2.50	15.00	13.33	2.67	16.00
<b>Joining visiting ship</b>							
18	As above rates with 20% discount						
19	Inclusive add on to theatre performance	2.08	0.42	2.50	2.50	0.50	3.00
<b>Pier Fishing</b>							
20	Adult	5.00	1.00	6.00	5.42	1.08	6.50
21	Child / concession	3.33	0.67	4.00	3.75	0.75	4.50
22	Any age one way only (licensed angling boat)	2.17	0.43	2.60	2.50	0.50	3.00
<b>Pier fishing season tickets</b>							
23	Adult day	58.33	11.67	70.00	66.67	13.33	80.00
24	Concession day	29.17	5.83	35.00	33.33	6.67	40.00
25	Adult night	50.00	10.00	60.00	54.17	10.83	65.00
26	Concession night	25.00	5.00	30.00	29.17	5.83	35.00
27	Adult Anytime	100.00	20.00	120.00	116.67	23.33	140.00
28	Concession anytime	50.00	10.00	60.00	58.33	11.67	70.00

Description of Service		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
	<b>Pier season tickets (daytime only)</b>						
33	Adult	58.33	11.67	70.00	66.67	13.33	80.00
34	Concession	29.17	5.83	35.00	33.33	6.67	40.00
	<b>Pier head berthing</b>						
	<b>Private craft</b>						
35	Up to 40 ft (12.2M)	16.67	3.33	20.00	20.83	4.17	25.00
36	Up to 50 ft (15.2M)	33.33	6.67	40.00	37.50	7.50	45.00
37	Over 50 ft (15.2M)	66.67	13.33	80.00	70.83	14.17	85.00
	<b>Licensed passenger vessels</b>						
38	Capacity 1-49 passengers (per visit)	33.33	6.67	40.00	37.50	7.50	45.00
39	50+ passengers (per visit)	66.67	13.33	80.00	70.83	14.17	85.00
40	Angling vessel embarking or disembarking passengers (per occasion)	41.67	8.33	50.00	45.83	9.17	55.00
41	Annual License for licensed angling vessel	83.33	16.67	100.00	87.50	17.50	105.00
	<b>Foreshore charges</b>						
	<b>moorings</b>						
42	Two tree island	183.33	36.67	220.00	191.67	38.33	230.00
43	Two tree (waterman)	108.33	21.67	130.00	112.50	22.50	135.00
44	PLA Two tree	283.33	56.67	340.00	291.67	58.33	350.00
45	PLA two tree (waterman)	204.17	40.83	245.00	212.50	42.50	255.00
46	Hadleigh Ray	200.00	40.00	240.00	208.33	41.67	250.00
47	Hadleigh Ray (waterman)	125.00	25.00	150.00	133.33	26.67	160.00
48	Other location	83.33	16.67	100.00	87.50	17.50	105.00
49	Other (waterman)	58.33	11.67	70.00	62.50	12.50	75.00
50	Running moorings	66.67	13.33	80.00	70.83	14.17	85.00
51	Dinghy racks	29.17	5.83	35.00	33.33	6.67	40.00
52	Two tree island lockers	41.67	8.33	50.00	45.83	9.17	55.00
	<b>Other foreshore charges</b>						
53	Motor boat / PWC casual launching	29.17	5.83	35.00	29.17	5.83	35.00
54	Sailing / rowing / casual launch	12.50	2.50	15.00	12.50	2.50	15.00
55	Fine for non-payment of launching fees	60.00		60.00	50.00	10.00	60.00

Description of Service		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
	<b>Season tickets - launching</b>						
56	Motor boat/ PWC	141.67	28.33	170.00	150.00	30.00	180.00
57	Club member motor boat	104.17	20.83	125.00	108.33	21.67	130.00
58	Sailing / rowing boat	83.33	16.67	100.00	87.50	17.50	105.00
59	Combined launching and storage	133.33	26.67	160.00	141.67	28.33	170.00
60	Boat wreck removal	Individual price on application					
61	Use of crane at Two Tree (per boat)	16.67	3.33	20.00	20.83	4.17	25.00
64	Boatman's license	37.50	7.50	45.00	41.67	8.33	50.00
65	Boat licence - up to 12 passengers	37.50	7.50	45.00	41.67	8.33	50.00
66	Boat equipment inspection	58.33	11.67	70.00	62.50	12.50	75.00
67	Test fee, boatman's license (1st class) including consultant fee	83.33	16.67	100.00	100.00	20.00	120.00
	<b>Berthing at Leigh Wharfs</b>						
68	First day free. Per day or part day thereafter	15.00	3.00	18.00	16.67	3.33	20.00
69	Per day or part after 10 days	50.00	10.00	60.00	50.00	10.00	60.00
	<b>Use of Leigh Wharfs for lifting boats</b>						
70	Charge per occasion	150.00	30.00	180.00	150.00	30.00	180.00
	<b>Beach changing huts Chalkwell Beach</b>						
71	Summer licence (May to September)	208.33	41.67	250.00	216.67	43.33	260.00
72	Winter licence (October to Mar)	125.00	25.00	150.00	133.33	26.67	160.00
73	Weekly licence	54.17	10.83	65.00	54.17	10.83	65.00
	<b>Bait digging licence</b>						
74	Adult	20.83	4.17	25.00	20.83	4.17	25.00
75	Child / OAP	12.50	1.67	10.00	12.50	2.50	15.00
	<b>Event Space - use of beach areas</b>						
76	Commercial small	275.00		275.00	280.50		280.50
77	Commercial Medium	550.00		550.00	561.00		561.00
78	Commercial Large	1,100.00		1,100.00	1,122.00		1,122.00
79	Charity and Community Small	60.00		60.00	61.20		61.20
80	Charity and Community Medium	85.00		85.00	86.70		86.70
81	Charity and Community Large	120.00		120.00	122.40		122.40

Description of Service		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
	<b>Southend town centre charges</b>						
82	Commercial events	270.00		270.00	270.00		270.00
83	Mon - Fri (per day)	535.00		535.00	535.00		535.00
84	Sat / Sunday (per day)	1,285.00		1,285.00	1,285.00		1,285.00
85	Weekly charge (Mon - Sun)	1,070.00		1,070.00	1,070.00		1,070.00
	Thurs - Sun inclusive						
86	Charities and Community Organisations (events only)	270.00		270.00	270.00		270.00
87	Mon - Sun - Victoria Circus / Gateway / Royal Square / City Beach	Free		Free	Free		Free
88	Mon - Sun - Lloyds Bank (Charity Street Collections ONLY)	55.00		55.00	55.00		55.00
	Mon - Sun - All other areas (Contact Business Support for more information)						
	Price subject to discussion regarding nature of event (£100 to £1,000)						
89	Market Pitch Fee (per 3m x 3m pitch, per day)	30.00		30.00	30.00		30.00
	<b>Tourism charges</b>						
90	Filming and photography	66.67	13.33	80.00	66.67	13.33	80.00
91	Admin (payable by all except student film makers)	100.00	20.00	120.00	100.00	20.00	120.00
92	Location fee - commercial - per hour or part thereof	50.00	10.00	60.00	50.00	10.00	60.00
93	Location fee - non commercial - per hour or part thereof						

Description of Service		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
	<b>Food Certification</b>						
1	Food Export Certificate	66.00		66.00	66.00		66.00
2	Food Surrender Certificate	61.00		61.00	61.00		61.00
3	Collect/Dispose Unfit Food (per hour)	66.00		66.00	66.00		66.00
	<b>Environmental Protection</b>						
4	<b>Environmental Regulation of Industrial Processes (Local Air Pollution Control)</b>	All Statutory Fees Published on Defra Website: <a href="https://www.gov.uk/government/publications/environmental-regulation-of-industrial-plant-fees-and-charges">https://www.gov.uk/government/publications/environmental-regulation-of-industrial-plant-fees-and-charges</a>					
5	Pre-Application Planning - Expert Acoustic Advice (cost per hour)				75.50		75.50
6	Contaminated Land Enquiry	110.00		110.00	120.00		120.00
	<b>Dog Warden Service</b>						
7	Initial Animal Warden fee (includes prescribed fee/collection/transport/initial kennelling/microchipping)	72.00		72.00	72.00		72.00
8	Plus Kennelling charge for each additional day or part day	12.00		12.00	12.00		12.00
9	Microchipping Fee (if done by Animal Warden)	18.00		18.00	18.00		18.00
10	If dog collected before first night kennelling (Prescribed fee + Transport / microchip)	35.00		35.00	35.00		35.00
	<b>Trading Standards</b>						
11	<b>All Services (per hour)</b>	75.50		75.50	75.50		75.50
	<b>Poisons Act</b>						
12	Initial registration	40.00		40.00	40.00		40.00
13	Re-registration	22.00		22.00	22.00		22.00
14	Change in details	15.00		15.00	15.00		15.00
	<b>Petroleum</b>						
15	Not exceeding 2,500 litres (for 1 Year - additional charges apply for 2/3 Years)	42.00		42.00	42.00		42.00
16	Exceeding 2,500 litres but not exceeding 50,000 litres (for 1 Year - additional charges apply for 2/3 Years)	58.00		58.00	58.00		58.00
17	Exceeding 50,000 litres (for 1 Year - additional charges apply for 2/3 Years)	120.00		120.00	120.00		120.00
18	Transfer of Certificate	8.00		8.00	8.00		8.00
19	Research on plans of disused sites			-			

	Description of Service	Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
	<b>Explosives</b>						
20	Initial Licence of premises for keeping of explosives (1 Year new Licence - additional fees apply for 2-5 years)	105.00		105.00	105.00		105.00
21	Renewal of Licence (1 Year new Licence - additional fees apply for 2-5 years)	52.00		52.00	52.00		52.00
22	Variation of Licence (amend name or address of site). Other variations at reasonable cost of work done by Licensing Service.	35.00		35.00	35.00		35.00
23	Transfer or replacmenet of Licence document	35.00		35.00	35.00		35.00
24	Licence to sell explosives all year round	500.00		500.00	500.00		500.00
	<b>Sex Establishments</b>						
25	Application fee (non refundable) * + £1500 if it goes to Formal Hearing	1,350.00		1,350.00	1,350.00		1,350.00
26	Annual Licence Renewal* + £1500 if it goes to Formal Hearing	1,000.00		1,000.00	1,000.00		1,000.00
	<b>Hackney Carriage and Private Hire Licence Fees</b>						
	<b>Vehicles Hackney Carriage</b>						
27	1 Year	280.00		280.00	280.00		280.00
28	From 4-8 Months	192.00		192.00	192.00		192.00
29	Under 4 Months	100.00		100.00	100.00		100.00
30	(Replacement Vehicle Fee)	46.00		46.00	46.00		46.00
	<b>Vehicles Private Hire</b>						
31	1 Year	247.00		247.00	247.00		247.00
32	From 4-8 Months	176.00		176.00	176.00		176.00
33	Under 4 Months	87.00		87.00	87.00		87.00
34	(Replacement Vehicle Fee)	46.00		46.00	46.00		46.00
	<b>Drivers</b>						
35	Licence Fee on First Application and Knowledge Test: 3 Years	350.00		350.00	350.00		350.00
36	Licence Fee on First Application and Knowledge Test: 1-2 Years	306.00		306.00	306.00		306.00
37	Licence Fee on First Application and Knowledge Test: Under 1 Year	277.00		277.00	277.00		277.00
38	Dual Hackney Carriage & Private Hire Licence additional licence fee	53.00		53.00	53.00		53.00
39	Enhanced DVLA Records for check for applicants for Hackney Carriage and Private Hire Drivers Licences	7.50		7.50	7.50		7.50
40	Licence Renewal Fee	243.00		243.00	243.00		243.00
	<b>Private Hire Operators</b>						
41	5 Years	1,022.00		1,022.00	1,022.00		1,022.00
42	Between 2 & 3 yrs	859.00		859.00	859.00		859.00
43	Less than 2 Years	688.00		688.00	688.00		688.00
44	If only 3 or less Private Hire Vehicles Licensed an operator may opt for 1 year	93.00		93.00	93.00		93.00

Description of Service		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
<b>Replacements</b>							
45	Driver's Badge	15.00		15.00	15.00		15.00
46	Licence Plate	15.00		15.00	15.00		15.00
47	Plate Holder	15.00		15.00	15.00		15.00
48	Internal Disc	15.00		15.00	15.00		15.00
<b>Registers</b>							
49	Hackney Carriage Register of Licensees	31.00		31.00	32.00		32.00
50	Private Hire Register of Licensees	31.00		31.00	32.00		32.00
51	Administration fee for in year license transfer	12.00		12.00	13.00		13.00
<b>Safety &amp; Licensing</b>							
52	Skin Piercing Registration	118.00		118.00	118.00		118.00
53	Tattoo convention - venue charge	368.00		368.00	368.00		368.00
54	Tattoo convention - individual registration	27.00		27.00	27.00		27.00
55	Massage Establishments - Licence	118.00		118.00	118.00		118.00
56	Massage Establishments - Renewal	100.00		100.00	100.00		100.00
<b>Tables and Chairs</b>							
<b>Annual Licensing Fee</b>							
57	1 table	200.00		200.00	160.00		160.00
58	2 tables	400.00		400.00	320.00		320.00
59	3 tables	600.00		600.00	480.00		480.00
60	4 tables	800.00		800.00	640.00		640.00
61	5 tables	1,000.00		1,000.00	800.00		800.00
62	6 tables	1,200.00		1,200.00	960.00		960.00
63	7 tables	1,400.00		1,400.00	1,120.00		1,120.00
64	8 tables	1,600.00		1,600.00	1,280.00		1,280.00
65	9 tables	1,800.00		1,800.00	1,440.00		1,440.00
66	10+ tables	2,000.00		2,000.00	1,600.00		1,600.00



Description of Service		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
<b>Seasonal Licensing Fee (April to September)</b>							
67	1 table				120.00		120.00
68	2 tables				240.00		240.00
69	3 tables				360.00		360.00
70	4 tables				480.00		480.00
71	5 tables				600.00		600.00
72	6 tables				720.00		720.00
73	7 tables				840.00		840.00
74	8 tables				960.00		960.00
75	9 tables				1,080.00		1,080.00
76	10+ tables				1,200.00		1,200.00
<b>Animal Licensing</b>							
77	Boarding Establishment – Initial Grant; Renewal or Transfer	248.00		248.00	248.00		248.00
78	Breeding of Dogs - Initial Grant; Renewal or Transfer	248.00		248.00	248.00		248.00
79	Pet Shops - Initial Grant	170.00		170.00	170.00		170.00
80	Pet Shops - Renewal or Transfer	86.00		86.00	86.00		86.00
81	Dangerous Wild Animals – Initial Grant	423.00		423.00	423.00		423.00
82	Dangerous Wild Animals – Renewal at existing premise	368.00		368.00	368.00		368.00
83	Riding Establishments - Initial Grant; Renewal or Transfer	822.00		822.00	822.00		822.00
84	Zoo (3-6 yearly by instalments) - Initial Grant; Renewal	865.00		865.00	865.00		865.00
85	Animal Home Boarding initial grant	131.00		131.00	131.00		131.00
86	Animal Home Boarding renewal	77.00		77.00	77.00		77.00
87	Performing animals licence	153.00		153.00	153.00		153.00
<b>Access to CCTV Footage</b>							
88	Insurance Company evidential requests	100.00	20.00	120.00	110.00	22.00	132.00
<b>Scrap Metal Dealers</b>							
89	Scrap Metal site - New	375.00		375.00	375.00		375.00
90	Scrap Metal site - Renewal	224.00		224.00	224.00		224.00
91	Scrap Metal site - Variation	113.00		113.00	113.00		113.00
92	Additional Scrap Metal site (per site)	50.00		50.00	50.00		50.00
93	Scrap Metal Collector- New	227.00		227.00	227.00		227.00
94	Scrap Metal Collector- Renewal	176.00		176.00	176.00		176.00
95	Scrap Metal Collector- Variation	76.00		76.00	76.00		76.00
96	Copy Licence	22.00		22.00	22.00		22.00

Description of Service		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
	The following waste collection charges are set and levied by the Council's Waste Collection Contractor. They are set out here for information purposes only.						
	<b>Garden Waste</b>						
97	Garden Waste Sacks (roll of 10 sacks)	6.05		6.05	6.20		6.20
98	240 litre Garden waste bin (to purchase, one off cost)	26.40		26.40	27.75		27.75
99	52 week garden waste permit (annual payment by direct debit)	N/A		N/A	41.50		41.50
100	52 week garden waste permit (payment by cheque/card)	48.70		48.70	49.80		49.80
	<b>Bulky Waste</b>						
101	1st individual bulky item	7.50		7.50	7.50		7.50
102	2nd individual bulky item	5.00		5.00	5.00		5.00
103	3rd individual bulky item	5.00		5.00	5.00		5.00
104	4th individual bulky item	5.00		5.00	5.00		5.00
105	5th individual bulky item	5.00		5.00	5.00		5.00
	Combined items:						
106	Three piece suite	17.50		17.50	17.50		17.50
107	Dining Table and 6 chairs	17.50		17.50	17.50		17.50
	Max 5 items booked at any one time, other materials or more than 5 items - quotation needed						

## Licensing Act 2003 (statutory fees)

**Applications for new premises licences and club premises certificates, variations, and annual fees**

The licence fees payable for Premises Licences and Club Premises Certificates are based upon the rateable value in the local non-domestic rating list for the time being in force. The fees payable are set in Bands, depending upon the rateable value, in accordance with the table below.

In addition to the main fees payable upon application, an annual charge is also payable on the anniversary of the date of the original grant. The relevant fee must also be submitted in respect of variation applications.

In the case of applications relating to premises in the course of construction, they are assigned to Band C. In the case of premises without a rateable value, they are assigned to Band A.

<b>Rateable Value Bands</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Licence or Club Premises Certificate Application Fee £	100	190	315	450	635
Variation Application Fee £	100	190	315	450	635
Annual Fee £	70	180	295	320	350

<b>Rateable Value</b>	<b>Band</b>
No rateable value to £4,300	A
£4,301 to £33,000	B
£33,001 to £87,000	C
£87,001 to £125,000	D
£125,001 and above	E

A multiplier applied to premises in bands D and E where they are exclusively or primarily used for carrying on the premises the supply of alcohol for consumption on the premises:-

<b>Band</b>	<b>D (x 2)</b>	<b>E (x 3)</b>
Licence at Club Premises Certificate application fee £	900	1905
Variation Fee £	900	1905
Annual Fee £	640	1050

The above multipliers do not apply to premises for which Club Premises Certificates are applicable.

**Applications for variation of conditions applicable to a Premises Licence or a Club Premises Certificate during the transition stage (between 7<sup>th</sup> February 2005 and 6<sup>th</sup> August 2005)**

In the case of variations to premises licences, where the variation relates in any way to the provision of alcohol, the following variation fees shall be payable where the application is made at the same time as the application for an initial grant of the premises licence.

<b>Rateable value bands</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Variation Fee £	20	60	80	100	120

No variation fee is payable during transition stage for variations of club premises certificates, where such applications are made at the same time as the application for the initial grant of the Club Premises Certificate.

**Exceptionally Large Events**

Where the maximum number of persons to be allowed on the premises at the same time is more than 5,000, an additional fee is payable, in accordance with table below.

<b>Number in attendance at any one time</b>	<b>Additional fee for application</b>	<b>Subsequent annual fee</b>
5,000 to 9,999	£1,000	£500
10,000 to 14,999	£2,000	£1,000
15,000 to 19,999	£4,000	£2,000
20,000 to 29,999	£8,000	£4,000
30,000 to 39,999	£16,000	£8,000
40,000 to 49,999	£24,000	£12,000
50,000 to 59,999	£32,000	£16,000
60,000 to 69,999	£40,000	£20,000
70,000 to 79,999	£48,000	£24,000
80,000 to 89,999	£56,000	£28,000
90,000 and over	£64,000	£32,000

## Exemptions

Certain exemptions to fees apply in the case applications for premises, club premises certificates, annual fees for such premises, and related variation applications.

The exemptions cover Regulated Entertainment only, and relate to:-

- a) Educational institutions comprising schools and colleges (in specified circumstances), and
- b) Premises which form part of a church hall, chapel hall or other similar building or a village hall, parish hall or community hall or other similar building.

## Gambling Act

### Table of Fees for Licensed Premises 2016/17

Licensed Premises Type	Application Fee for non-conversion provisional statement premises (i.e. premises already having provisional statement)	Non-Conversion Application Fee	First Annual Fee for Premises Licence	Annual Fee
Converted Casino Premises Licence (Existing Casino)	N/A	N/A	£2,670.00	£2,670.00
Small Casino Premises Licence	£2,670.00	£7,120.00	£4,450.00	£4,450.00
Large Casino Premises Licence	£4,450.00	£8,900.00	£8,900.00	£8,900.00
Regional Casino Premises Licence	£7,120.00	£13,350.00	£13,350.00	£13,350.00
Bingo Premises Licence	£1,068.00	£3,115.00	£890.00	£890.00
Adult Gaming Centre Premises Licence	£1,068.00	£1,780.00	£890.00	£890.00
Betting Premises (Track) Licence	£845.50	£2,225.00	£890.00	£890.00
Family Entertainment Centre Premises Licence	£845.50	£1,780.00	£667.50	£667.50
Betting Premises (Other) Licence (ie Betting Shops)	£1,068.00	£2,670.00	£534.00	£534.00

Licensed Premises Type	Application Fee to Vary Licence	Application Fee to Transfer Licence	Application Fee for Re-Instatement of Licence	Application Fee for Provisional Statement
Converted Casino Premises Licence (Existing Casino)	£2,000.00	£1,201.50	£1,201.50	N/A
Small Casino Premises Licence	£3,526.00	£1,602.00	£1,602.00	£7,120.00
Large Casino Premises Licence	£4,450.00	£1,913.50	£1,913.50	£8,900.00
Regional Casino Premises Licence	£6,675.00	£5,785.00	£5,785.00	£13,350.00
Bingo Premises Licence	£1,324.32	£1,068.00	£1,068.00	£3,115.00
Adult Gaming Centre Premises Licence	£890.00	£1,068.00	£1,068.00	£1,780.00
Betting Premises (Track) Licence	£1,112.50	£845.50	£845.50	£1,900.00
Family Entertainment Centre Premises Licence	£890.00	£845.50	£845.50	£1,900.00
Betting Premises (Other) Licence (ie Betting Shops)	£1,335.00	£1,068.00	£1,068.00	£2,670.00

Note: Application for change of circumstances to be charged at £50.00 and application for copy of licence to be charged at £25.00 for all classes of premises.

Table of Fees 2016/17 Permits etc.

Permit Type	Application Fee	Renewal Fee	Annual Fee	Transition Application fee	Variation Fee	Change of Name	Transfer Fee	Copy of Permit
Family Entertainment Centre Gaming Machine Permit	£300	£300 (Ten Yearly Renewal)	N/A	£100	N/A	£25	N/A	£15
Prize Gaming Permit	£300	£300 (Ten Yearly Renewal)	N/A	£100	N/A	£25	N/A	£15
Club Gaming Permit & Gaming Machine Permit	£200 (£100 for holder of Club Premises Certificate or existing part 2/part 3 Operator)	£200 (£100 where holder of Club Premises) (Ten Yearly Renewal)	£50	N/A	£100	N/A	N/A	£15
Alcohol Licensed Premises Gaming Machine Permit	£150	N/A	£50	£100	£100	£25	£25	£15
Alcohol Licensed Premises - £50 - notification fee only (for authorisation of up to 2 machines)								

## Personal Licences, Temporary Events and Other Fees

The following fees are payable:-

	2015/16	2016/17
Application for a grant or renewal of personal licence	£37.00	£37.00
Temporary event notice	£21.00	£21.00
Supply of copy of licence or summary, following loss, theft, etc.	£10.50	£10.50
Application for a provisional statement where premises being built, etc.	£315.00	£315.00
Notification of change of name or address of premises licence holder	£10.50	£10.50
Application to vary licence to specify individual as premises supervisor	£23.00	£23.00
Application for transfer of premises licence	£23.00	£23.00
Interim authority notice following death etc. of licence holder	£23.00	£23.00
Supply of copy of club premises certificate or summary, following loss, theft	£10.50	£10.50
Notification of change of name or alteration of rules of club	£10.50	£10.50
Change of relevant registered address of club	£10.50	£10.50
Supply of copy of temporary event notice, following loss, theft, etc.	£10.50	£10.50
Supply of copy of personal licence, following loss, theft, etc.	£10.50	£10.50
Fee to accompany notification of change of name or address of personal licence holder	£10.50	£10.50
Fee to accompany notice from freeholder etc. requesting to be notified of licensing matters	£21.00	£21.00



## PARKING CHARGES

### RATIONALE

The proposed increase in charges are designed to encourage short term on street parking and long term parking in car parks and increase tourists activities along the seafront

### PARKING OPERATION NOTES

Christmas Parking	To provide free parking in all Council car parks after 1600hrs on Thursdays and all day on Sundays in December.
Seafront Parking	To provide free parking after 6pm along Seafront, covering Fairhead Green, Seaway and Western esplanade. Revise tariffs to commence charging from 9am to 6pm daily.
Bank Holidays	Car parks and on street parking bays are operational on bank holidays and fees apply except Christmas Day and Good Friday.

Current charges will remain in car parks with

\*  
Electric Cars Free Parking in Council car parks

PARKING CHARGES	Time	Current Tariff (£s)	Proposed Tariff (£s)
<b>Zone A - Town Centre *</b>			
<b>On Street Bays (0900-1800) Daily</b>			
	30 mins	1.00	1.00
	1 hour	1.70	1.70
	2 hours	3.30	3.30
	3 hrs	5.00	5.00
	4 hrs	6.50	6.50
	5 hrs	8.30	8.30
	6 hrs	10.00	10.00
	7 hrs	11.50	11.50
	8 hrs	13.20	13.20
	8+ hrs	14.20	14.20

Zone H - Hospital Area *	Time	Current Tariff (£s)	Proposed Tariff (£s)
<b>On Street Bays (0930-1630 Monday to Friday</b>			
	2 hours	2.10	2.10
	4 hours	2.80	2.80

Leigh Marshes & Belton Way On Street Bays *	Time	Current Tariff (£s)	Proposed Tariff (£s)
Monday to Friday - Midnight until 1000		4.00	4.00
Monday to Friday - 1000 until Midnight		Free	Free
Weekends and Bank Holidays - all day		1.00	1.00

<b>Zone A- Town Centre Car Parks (0900-1800) Daily, unless otherwise specified) *</b>		<b>Current Tariff (£s)</b>	<b>Proposed Tariff (£s)</b>
Alexandra Street	1 hour	1.10	1.10
Clarence Road	2 hours	1.90	1.90
Essex St	3 hrs	2.70	2.70
Short Street	4 hrs	4.70	4.70
Warrior Square	5 hrs	5.70	5.70
London Road (North)	6 hrs	7.00	7.00
York Road	7 + hrs	11.00	11.00
University Square (24hrs)			
Tyler's Avenue (24hrs)			
Civic Centre North & Underground (not weekdays)			
	1 hour	1.00	1.00
	2 hours	1.60	1.60
	3 hrs	2.40	2.40
	4 hrs	4.10	4.10
	5 hrs	5.10	5.10
	6 hrs	6.10	6.10
	7 + hrs	10.20	10.20
Libraries			
	1 hour	1.00	1.00
	2 hours	1.80	1.80
	3 hrs	2.50	2.50
	4 hrs	4.30	4.30
	5 hrs	5.40	5.40
	6 hrs	6.40	6.40
	7 + hrs	10.50	10.50

<b>Zone B</b>	<b>Current Tariff (£s)</b>	<b>Proposed Tariff (£s)</b>
Baxter Street (permits only)	900.00	1,000.00

<b>Zone C *</b>	<b>Time</b>	<b>Current Tariff (£s)</b>	<b>Proposed Tariff (£s)</b>
Ilfracombe Avenue	30 mins	0.20	0.20
North Road	1 hour	0.50	0.50
Hamlet Court Road	2 hours	1.70	1.70
Elm Road	3 hrs	2.20	2.20
North Street	4 hrs	2.50	2.50
Ceylon Road	5 hrs	4.40	4.40
Thorpe Bay Broadway (max 3hrs)	6 hrs	5.40	5.40
	7+ hrs	10.50	10.50

<b>Zone D *</b>	<b>Time</b>	<b>Current Tariff (£s)</b>	<b>Proposed Tariff (£s)</b>
Seafront On Street bays (0900-1800 unless specified otherwise) including:			
Eastern Esplanade	1 hour	1.20	1.20
	2 hrs	2.30	2.30
	3 hrs	3.90	3.90
	4 hrs	4.60	4.60
	5 hrs	5.70	5.70
	6 hrs	7.00	7.00
	7+ hrs	11.00	11.00
Chalkwell Esplanade Thorpe Esplanade	1 hour	1.00	1.00
	2 hrs	2.10	2.10
	3 hrs	3.40	3.40
	4 hrs	4.30	4.30
	5 hrs	5.40	5.40
	6 hrs	6.50	6.50
	7+ hrs	12.00	12.00
Belton Bridge	1 hr	1.10	1.10
	2 hrs	2.30	2.30
	3 hrs	3.40	3.40
	4 hrs	4.60	4.60
	5 hrs	5.70	5.70
	6 hrs	6.90	6.90
	7+ hrs	11.00	11.00
<b>Seafront Off Street (0900-1800hrs unless specified otherwise) *</b>			
Belton Gardens- North & South Leigh Foundry Victoria Wharf	1 hour	1.10	1.10
	2 hours	2.10	2.10
	3 hrs	3.00	3.00
	4 hrs	4.80	4.80
	5 hrs	6.00	6.00
	6 hrs	7.40	7.40
	7+ hrs	9.00	9.00
Shorefield Road (0900-2100) East Beach Shoebury Common	1 hour	1.00	1.00
	2 hours	2.00	2.00
	3 hrs	2.80	2.80
	4 hrs	4.50	4.50
	5 hrs	5.60	5.60
	6 hrs	7.00	7.00
	7+ hrs	8.50	8.50

<b>Central Seafront (0900-1800hrs)</b>	<b>Time</b>	<b>Current Tariff (£s)</b>	<b>Proposed Tariff (£s)</b>
Fairheads Green	1 hour	1.20	1.60
Western Esplanade- all	2 hours	2.20	2.90
Seaway	3 hrs	3.20	4.20
	4 hrs	5.00	6.60
	5 hrs	6.30	8.30
	6 hrs	7.70	10.20
	7+ hrs	9.60	12.70
Seaway (24 hours)	Coaches	17.00	22.40
	Lorries	20.00	26.40

<b>Season Tickets, Permits and Miscellaneous Charges</b>	<b>Current Tariff (£s)</b>	<b>Proposed Tariff (£s)</b>
Residents Zone A Annual (on-street charging)	90.00	100.00
Residents Zone A 2 year (on-street charging)	160.00	180.00
Carers/Health Care Special Comprehensive (named car park)	90.00	90.00
Suspensions (Administration Cost) for upto 7 days and for each subsequent renewals	25.00	30.00
Suspensions of on street & car park bays (per day per bay) - Zone A	20.00	20.00
Suspensions of on street & car park bays (per day per bay) -All other areas	15.00	15.00
Dispensations (on waiting/limited waiting restrictions) for allowing vehicle parking for upto 7 days	30.00	30.00
Replacement of permit due to vehicle changes	5.00	5.00
Lost Permits	25.00	30.00
Special Comprehensive - All car parks Borough Wide Annual	850.00	1,100.00
Special Comprehensive Borough Wide Quarter	280.00	300.00
Special Comprehensive Borough Wide Monthly	100.00	110.00
Comprehensive Borough Wide Except Zone A Town Centre Annual	700.00	900.00
Comprehensive Borough Wide Except Zone A Town Centre Quarter	230.00	240.00
Comprehensive Borough Wide Except Zone A Town Centre Monthly	80.00	85.00
Annual permit (Zone A- Town Centre)	750.00	900.00
Quarterly permit (Zone A only)	250.00	280.00
Seafront Annual - Residents	175.00	200.00
Seafront annual - Non residents of the area		900.00
Seafront Seasonal - 1st May - 30th September	130.00	150.00
Seafront Monthly	40.00	50.00

<b>Season Tickets, Permits and Miscellaneous Charges (Cont.)</b>	<b>Current Tariff (£s)</b>	<b>Proposed Tariff (£s)</b>
Ad Hoc Annual Permits ( single car parks in Town Centre)	350.00	400.00
Ad Hoc Annual Permits ( single car parks in District Car Parks)	250.00	300.00

<b>Residents Permits and Visitor Vouchers *</b>	<b>Current Tariff (£s)</b>	<b>Proposed Tariff (£s)</b>
Colchester Road, Hospital, Milton, Victoria, Beresford Road		
1st & 2nd Permit	15.00	15.00
3rd Permit	30.00	30.00
4th Permit	50.00	50.00
Visitor Vouchers- All area per book of 20	5.00	5.00

<b>Discretionary Permits</b>	<b>Proposed Tariff (£s)</b>
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Charitable Organisation

Registered Charities may receive up to 5 free permits on application (subject to justifying the need). Then up to 5 further permits at a discount of 50% (subject to demonstrating measures to promote sustainable travel choices). The location of parking to which the permits apply will be at the discretion of the Council.

Description of Service		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
<b>Highways &amp; Traffic Management Services</b>							
1	Apparatus on the highway (crane, cherrypicker etc)	180.00		180.00	180.00		180.00
2	Vehicle access onto pedestrian zone			-	15.00		15.00
<b>Builders Skips on the Public Highway</b>							
3	Skip Company Operators Licence - application registration	55.00		55.00	60.00		60.00
4	Consideration of an application for permission to deposit a skip				15.00		15.00
5	Skip Licence - for occupation of the highway up to 21 days	35.00		35.00	35.00		35.00
	Licence extentions - a new licence is required for skips needed longer than 21 days						
6	Recovery of expenses to remove or reposition a skip	140.00		140.00	cost + 20%		cost + 20%
7	Fixed Penalty Notice - deposit of a skip without permission/contravention of a licence				100.00		100.00
8	Fixed Penalty Notice - discounted amount if payment is made within 15 days				75.00		75.00
<b>Scaffolding or Other Structure on or over the Public Highway</b>							
9	Consideration of an application for a licence to erect or retain scaffolding or other structure				15.00		15.00
10	Licence - for occupation of the highway up to 21 days	180.00		180.00	180.00		180.00
11	Deposit - per m2 (minimum deposit £300.00)				50.00		50.00
12	Fixed Penalty Notice - for offences relating to the erection or retention of scaffolding or other structure				500.00		500.00
13	Fixed Penalty Notice - discounted amount if payment is made within 15 days				300.00		300.00
<b>Hoarding or Fence on the Public Highway</b>							
14	Consideration of an application to erect hoarding or fencing	180.00		180.00	15.00		15.00
15	Licence - for occupation of the highway up to 21 days				180.00		180.00
16	Deposit - per m2 (minimum deposit £300.00)				50.00		50.00
17	Site Inspections to monitor compliance - per inspection (minimum of one inspection)				50.00		50.00
<b>Deposit of Building Materials &amp; Making Excavations in Streets</b>							
18	Consideration of an application for consent				15.00		15.00
19	Temporary disturbance permit - for occupation of highway up to 28 days	180.00		180.00	180.00		180.00
20	Deposit - per m2 (minimum deposit £300.00)				50.00		50.00
21	Permit extensions - a new permit is required if works are to exceed 28 days						
<b>Permanent Vehicular Crossing</b>							
22	Application fee - includes initial site assessment	125.00		125.00	125.00		125.00
23	Application fee incorporating exceptional circumstances - including initial site assessment	175.00		175.00	175.00		175.00
24	Costs to construct a crossing are based on current SBC Contractor schedule of rates, quotations to be issued upon application approval				variable		variable
25	Inspection fee during construction	75.00		75.00	75.00		75.00
26	Application to become an approved PVX contractor	95.00		95.00	100.00		100.00

	Description of Service	Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
	<b>New Roads &amp; Street Works Act</b>						
27	section 50 - Street works Licence	245.00		245.00	245.00		245.00
28	section 75 - Inspection fee	65.00		65.00	65.00		65.00
	<b>Parking &amp; Penalty Charge Notices</b>						
29	High rate	70.00		70.00	70.00		70.00
30	Lower rate	50.00		50.00	50.00		50.00
31	Higher rate if paid within 2 weeks( 14 days) of issue of PCN - 50% reeuction	35.00		35.00	35.00		35.00
32	Lower rate if paid within 2 weeks ( 14 days) of issue of PCN - 50% reduction	25.00		25.00	25.00		25.00
	<b>Note: A reminder " Notice" issued after 28 days</b>						
33	If not paid within 4 weeks ( 28 days)of reminder/notice - 50% increase	90.00		90.00	90.00		90.00
34	If not paid within 6 weeks ( 42 days)of reminder/notice - debt is registered at court (+£5)	95.00		95.00	95.00		95.00
35	If not paid within a further 3 weeks ( 21 days) of debt registration warrant issued to baliffs(baliffs costs to be added)	95.00		95.00	95.00		95.00
	<b>Traffic Regulation Orders and Road Signs &amp; Lines</b>						
36	Temporary Traffic Orders - where no advertismment necessary	441.67	88.33	530.00	470.00	94.00	564.00
37	Temporary Traffic Orders - where advertismment necessary	2,166.67	433.33	2,600.00	2,166.67	433.33	2,600.00
38	Traffic Regulation Orders amendments	2,208.33	441.67	2,650.00	2,208.33	441.67	2,650.00
39	White " H" bar marking at vehicular accesses (cost)						
40	White " H" bar marking at vehicular accesses (Admin fee)	95.83	19.17	115.00	95.83	19.17	115.00
41	Private destination signs (cost)						
42	Private destination signs (Admin Fee)	45.83	9.17	55.00	50.00	10.00	60.00
43	Temporary traffic signal design and approval (cost)						
44	Temporary traffic signal design and approval (Admin Fee)	91.67	18.33	110.00	95.00	19.00	114.00
45	Attendance by Traffic Signal Engineer to inspect/turn on-off signals for approved purposes(cost)						
46	Attendance by Traffic Signal Engineer to inspect/turn on-off signals for approved purposes per visit	91.67	18.33	110.00	93.33	18.67	112.00
47	Neighbourhood Watch Signs	45.00	9.00	54.00	45.00	9.00	54.00
48	Highway Boundary Searches (in relation to buying/selling or developments)	50.00	10.00	60.00	55.00	11.00	66.00
49	Traffic Regulation Orders - copies / extracts	40.00	8.00	48.00	45.00	9.00	54.00
50	Provision of Road Casualty Data - per street per 500m length	91.67	18.33	110.00	95.00	19.00	114.00
51	Supply of Technical Survey data	91.67	18.33	110.00	95.00	19.00	114.00
52	Approval for temporary direction signage	50.00	10.00	60.00	55.00	11.00	66.00
	<b>Highways Supervision &amp; Agreements</b>						
53	New Street Agreement (Section 38) - 10% of the value of the works						

Description of Service		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
<b>Road Safety</b>							
54	Road Safety Promotional-at cost						At cost
55	Cycle Training- at cost. (£10 payment in advance for childrens holiday course and adult training)						At cost
<b>Public Rights of Way</b>							
56	Stopping up and diversion of Public Rights of Way - non refundable fee	208.33	41.67	250.00	220.00	44.00	264.00
57	Progression of work to stop up / divert Public Right of Way or highway, including the cost of advertising	2,125.00	425.00	2,550.00	2,170.00	434.00	2,604.00
<b>Highways Records</b>							
58	Highway Boundary Searches - £56 was the agreed increased fee for 2012-13	65.00		65.00	70.00		70.00
<b>Naming / Numbering for new properties</b>							
59	Up to 5	100.00		100.00	105.00		105.00
60	6 - 20	300.00		300.00	310.00		310.00
61	21 - 50	500.00		500.00	515.00		515.00
62	51 and over	700.00		700.00	720.00		720.00
63	Addressing unregistered properties (each)	25.00		25.00	25.00		25.00
64	Provision of street name plates (each)	450.00		450.00	470.00		470.00
<b>East of England Common Permit Scheme</b>							
65	Major and standard works on a traffic sensitive street Category 3 and 4 (charges are per day)	750.00		750.00	750.00		750.00
66	Major and standard works on a non- traffic sensitive street Category 3 and 4 (charges are per day)	250.00		250.00	250.00		250.00
67	Minor and immediate works on a traffic sensitive street Category 3 and 4 (charges are per day)	250.00		250.00	250.00		250.00
68	Minor and immediate works on a non- traffic sensitive street Category 3 and 4 (charges are per day)	100.00		100.00	100.00		100.00
69	The penalty fee is £500 if paid within 36 days for working without a permit.	500.00		500.00	500.00		500.00
70	The penalty fee is £300 if paid within 28 days for working without a permit.	300.00		300.00	300.00		300.00
71	For breaching a condition of a permit the fee is £120 if paid within 36 days	120.00		120.00	120.00		120.00
72	For breaching a condition of a permit the fee is £80 if paid within 28 days	80.00		80.00	80.00		80.00
	Permit as per schedule						
73	Permit variations on category 0, 1 and 2 streets and category 3 and 4 streets that are traffic sensitive	45.00		45.00	45.00		45.00
74	Permit variations for all activities on category 3 and 4 non traffic sensitive streets	35.00		35.00	35.00		35.00



Description of Service		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
	<b>Travel Centre</b>						
75	Departure charges	0.35		0.35	0.36	-	0.36
	<b>Traffic Information and Modelling</b>						
76	Traffic Flow Data per request	230.00		230.00	235.00		235.00
77	Use of the Southend Transport Models (cost on application to be agreed, generally SBC consultant's fee plus 20%)						

Description of Service		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
	<b>Planning &amp; Building Regulation Document History requests (including Tree Preservation Orders)</b>						
Note	Only the owner or owners representative are permitted to view plans or associated documents deposited under Building Regulations						
Note	Requests relating to planning files do not incur VAT						
1	To retrieve and view a file that is stored on-site	6.00		6.00	6.00		6.00
2	To retrieve and view a file that is stored off-site	21.50		21.50	22.00		22.00
3	Written responses to Solicitors, Developers or Insurers (in addition to the retrieval fee)	32.50	6.50	39.00	33.33	6.67	40.00
4	To copy an A4 (297 x 210 mm) document (in addition to the retrieval fee)	7.50	1.50	9.00	7.50	1.50	9.00
5	To copy an A3 (297 x 420 mm) document (in addition to the retrieval fee)	8.00	1.60	9.60	8.33	1.67	10.00
6	To copy an A2 (420 x 594 mm) document (in addition to the retrieval fee)	8.50	1.70	10.20	8.33	1.67	10.00
7	To copy an A1 (594 x 841 mm) document (in addition to the retrieval fee)	9.00	1.80	10.80	9.17	1.83	11.00
8	To copy an A0 (841 x 1189 mm) document (in addition to the retrieval fee)	9.50	1.90	11.40	10.00	2.00	12.00
	<b>PLANNING FEES</b>						
9	Majority set by statute (see separate table)						
10	Hyperlink to Planning Application and related fees ↓						
11	<a href="http://www.southend.gov.uk/downloads/485/planning_applications">http://www.southend.gov.uk/downloads/485/planning_applications</a>						
	<b>Pre-application advice - LARGE SCALE MAJOR</b>						
12	Written advice (Not applicable for this type of development)						
13	Meeting plus written advice	1,166.67	233.33	1,400.00	1,190.00	238.00	1,428.00
14	Follow up meeting plus written advice	625.00	125.00	750.00	637.50	127.50	765.00
	<b>Pre-application advice - SMALL SCALE MAJOR</b>						
15	Written advice	333.33	66.67	400.00	340.00	68.00	408.00
16	Meeting plus written advice	958.33	191.67	1,150.00	977.50	195.50	1,173.00
17	Follow up meeting plus written advice	250.00	50.00	300.00	255.00	51.00	306.00
	<b>Pre-application advice - MINOR</b>						
18	Written advice	166.67	33.33	200.00	170.00	34.00	204.00
19	Meeting plus written advice	500.00	100.00	600.00	510.00	102.00	612.00
20	Follow up meeting plus written advice	166.67	33.33	200.00	170.00	34.00	204.00
21	Advice to agents regarding extension/alterations to dwellings	212.50	42.50	255.00	216.67	43.33	260.00
22	<b>Pre-application advice for members of the public wishing to extend/alter their own</b>						
23	Duty Planner	Free		Free	FREE		Free
24	Written Advice	75.00		75.00	76.50		76.50

Description of Service		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
<b>Micellaneous Fees</b>							
25	Copy of Tree Preservation Order	17.00		17.00	17.30		17.30
26	Inspection of compliance with Enforcement Notice	129.17	25.83	155.00	131.67	26.33	158.00
27	Adopted Local Development Framework Documents (per document)	25.00		25.00	26.00		26.00
33	Compliance with S106 Agreement Requests	75.00		75.00	77.00		77.00
<b>High Hedge Complaints</b>							
34	Application fee	350.00		350.00	357.00		357.00
35	Application fee (concessions only)	250.00		250.00	255.00		255.00
<b>SUDS Approval Body Applications</b>							
36	Suds Application (Major Developments) under 0.5ha	350.00		350.00	357.00		357.00
37	Suds Application (Major Developments) 0.5ha - 0.99ha	600.00		600.00	612.00		612.00
38	Suds Application (Major Developments) 1ha +	900.00		900.00	918.00		918.00

Building Regulations		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
	<b>New Dwellings</b>						
1	<b>Plan Charge</b>	Houses/Bungalows < 300sqm (1 Plot)	147.00	29.40	176.40	150.00	180.00
2		Houses/Bungalows < 300sqm (2 Plots)	220.50	44.10	264.60	225.00	270.00
3		Houses/Bungalows < 300sqm (3 Plots)	294.00	58.80	352.80	300.00	360.00
4		Houses/Bungalows < 300sqm (4 Plots)	367.50	73.50	441.00	375.00	450.00
5		Houses/Bungalows < 300sqm (5 Plots)	441.00	88.20	529.20	450.00	540.00
6	<b>Inspection Charge</b>	Houses/Bungalows < 300sqm (1 Plot)	441.00	88.20	529.20	450.00	540.00
7		Houses/Bungalows < 300sqm (2 Plots)	661.50	132.30	793.80	675.00	810.00
8		Houses/Bungalows < 300sqm (3 Plots)	882.00	176.40	1,058.40	900.00	1,080.00
9		Houses/Bungalows < 300sqm (4 Plots)	1,102.50	220.50	1,323.00	1,124.17	1,349.00
10		Houses/Bungalows < 300sqm (5 Plots)	1,323.00	264.60	1,587.60	1,349.17	1,619.00
11	<b>Building Notice</b>	Houses/Bungalows < 300sqm (1 Plot)	612.50	122.50	735.00	625.00	750.00
12		Houses/Bungalows < 300sqm (2 Plots)	931.00	186.20	1,117.20	950.00	1,140.00
13		Houses/Bungalows < 300sqm (3 Plots)	1,200.50	240.10	1,440.60	1,224.17	1,469.00
14		Houses/Bungalows < 300sqm (4 Plots)	1,519.00	303.80	1,822.80	1,549.17	1,859.00
15		Houses/Bungalows < 300sqm (5 Plots)	1,813.00	362.60	2,175.60	1,849.17	2,219.00
16	<b>Regularisation</b>	Houses/Bungalows < 300sqm (1 Plot)	Individually determined			Individually determined	
17		Houses/Bungalows < 300sqm (2 Plots)	Individually determined			Individually determined	
18		Houses/Bungalows < 300sqm (3 Plots)	Individually determined			Individually determined	
19		Houses/Bungalows < 300sqm (4 Plots)	Individually determined			Individually determined	
20		Houses/Bungalows < 300sqm (5 Plots)	Individually determined			Individually determined	
21	<b>Plan Charge</b>	1 Flat < 300sqm	122.50	24.50	147.00	125.00	150.00
22		2 Flats < 300sqm	196.00	39.20	235.20	200.00	240.00
23		3 Flats < 300sqm	245.00	49.00	294.00	250.00	300.00
24		4 Flats < 300sqm	294.00	58.80	352.80	300.00	360.00
25		5 Flats < 300sqm	367.50	73.50	441.00	375.00	450.00
26	<b>Inspection Charge</b>	1 Flat < 300sqm	367.50	73.50	441.00	375.00	450.00
27		2 Flats < 300sqm	588.00	117.60	705.60	600.00	720.00
28		3 Flats < 300sqm	735.00	147.00	882.00	750.00	900.00
29		4 Flats < 300sqm	931.00	186.20	1,117.20	950.00	1,140.00
30		5 Flats < 300sqm	1,102.50	220.50	1,323.00	1,124.17	1,349.00
31	<b>Building Notice</b>	1 Flat < 300sqm	514.50	102.90	617.40	525.00	630.00
32		2 Flats < 300sqm	759.50	151.90	911.40	775.00	930.00
33		3 Flats < 300sqm	1,004.50	200.90	1,205.40	1,025.00	1,230.00
34		4 Flats < 300sqm	1,249.50	249.90	1,499.40	1,274.17	1,529.00
35		5 Flats < 300sqm	1,519.00	303.80	1,822.80	1,549.17	1,859.00
36	<b>Regularisation</b>	1 Flat < 300sqm	Individually determined			Individually determined	
37		2 Flats < 300sqm	Individually determined			Individually determined	
38		3 Flats < 300sqm	Individually determined			Individually determined	
39		4 Flats < 300sqm	Individually determined			Individually determined	
40		5 Flats < 300sqm	Individually determined			Individually determined	

	Building Regulations		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
41	<b>EW1</b>	Notifiable electrical work (where applicable)	220.50	44.10	264.60	225.00	45.00	270.00
		<b>Work to a single dwelling</b>						
42	<b>Plan Charge</b>	1 storey extension not exceeding 40sqm	98.00	19.60	117.60	100.00	20.00	120.00
43		1 storey extension 40 - 100sqm	147.00	29.40	176.40	150.00	30.00	180.00
44		2/3 storey extension not exceeding 40sqm	147.00	29.40	176.40	150.00	30.00	180.00
45		2/3 extension 40 - 100 sqm	147.00	29.40	176.40	150.00	30.00	180.00
46		Garage/store etc not exceeding 100sqm	73.50	14.70	88.20	75.00	15.00	90.00
47		Detached non-habitable domestic building not exc 50sqm	98.00	19.60	117.60	100.00	20.00	120.00
48	<b>Inspection Charge</b>	1 storey extension not exceeding 40sqm	367.50	73.50	441.00	375.00	75.00	450.00
49		1 storey extension 40 - 100sqm	416.50	83.30	499.80	425.00	85.00	510.00
50		2/3 storey extension not exceeding 40sqm	416.50	83.30	499.80	425.00	85.00	510.00
51		2/3 extension 40 - 100 sqm	465.50	93.10	558.60	475.00	95.00	570.00
52		Garage/store etc not exceeding 100sqm	220.50	44.10	264.60	225.00	45.00	270.00
53		Detached non-habitable domestic building not exc 50sqm	294.00	58.80	352.80	300.00	60.00	360.00
54	<b>Building Notice</b>	1 storey extension not exceeding 40sqm	490.00	98.00	588.00	500.00	100.00	600.00
55		1 storey extension 40 - 100sqm	588.00	117.60	705.60	600.00	120.00	720.00
56		2/3 storey extension not exceeding 40sqm	588.00	117.60	705.60	600.00	120.00	720.00
57		2/3 extension 40 - 100 sqm	637.00	127.40	764.40	650.00	130.00	780.00
58		Garage/store etc not exceeding 100sqm	318.50	63.70	382.20	325.00	65.00	390.00
59		Detached non-habitable domestic building not exc 50sqm	416.50	83.30	499.80	425.00	85.00	510.00
60	<b>Regularisation</b>	1 storey extension not exceeding 40sqm	Individually determined			Individually determined		
61		1 storey extension 40 - 100sqm	Individually determined			Individually determined		
62		2/3 storey extension not exceeding 40sqm	Individually determined			Individually determined		
63		2/3 extension 40 - 100 sqm	Individually determined			Individually determined		
64		Garage/store etc not exceeding 100sqm	Individually determined			Individually determined		
65		Detached non-habitable domestic building not exc 50sqm	Individually determined			Individually determined		
66	<b>Plan Charge</b>	Rooms in roof	122.50	24.50	147.00	125.00	25.00	150.00
67		Garage conversions	73.50	14.70	88.20	75.00	15.00	90.00
68	<b>Inspection Charge</b>	Rooms in roof	392.00	78.40	470.40	400.00	80.00	480.00
69		Garage conversions	171.50	34.30	205.80	175.00	35.00	210.00
70	<b>Building Notice</b>	Rooms in roof	539.00	107.80	646.80	550.00	110.00	660.00
71		Garage conversions	269.50	53.90	323.40	275.00	55.00	330.00
72	<b>Regularisation</b>	Rooms in roof	Individually determined			Individually determined		
73		Garage conversions	Individually determined			Individually determined		
74	<b>Plan Charge</b>	Re-roof etc	73.50	14.70	88.20	75.00	15.00	90.00
75		Window replacement	73.50	14.70	88.20	75.00	15.00	90.00
76		work not exceeding £5000	73.50	14.70	88.20	75.00	15.00	90.00
77		Work £5,000 - £25,000	98.00	19.60	117.60	100.00	20.00	120.00
78		Work £25,000 - £100,000	98.00	19.60	117.60	100.00	20.00	120.00

Building Regulations		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
79	Inspection Charge	Re-roof etc	98.00	19.60	117.60	100.00	120.00
80		Window replacement	98.00	19.60	117.60	100.00	120.00
81		Work not exceeding £5000	98.00	19.60	117.60	100.00	120.00
82		Work £5,000 - £25,000	196.00	39.20	235.20	200.00	240.00
83		Work £25,000 - £100,000	392.00	78.40	470.40	400.00	480.00
84	Building Notice	Re-roof etc	171.50	34.30	205.80	175.00	210.00
85		Replacement Windows	171.50	34.30	205.80	175.00	210.00
86		work not exceeding £5000	171.50	34.30	205.80	175.00	210.00
87		Work £5,000 - £25,000	318.50	63.70	382.20	325.00	390.00
88		Work £25,000 - £100,000	514.50	102.90	617.40	525.00	630.00
89	Regularisation	Re-roof etc	Individually determined		Individually determined		
90		Window replacement	Individually determined		Individually determined		
91		work not exceeding £5000	Individually determined		Individually determined		
92		Work £5,000 - £25,000	Individually determined		Individually determined		
93		Work £25,000 - £100,000	Individually determined		Individually determined		
94	EW1	Notifiable Electrical work (in addition to the above, where applicable)	220.50	44.10	264.60	225.00	270.00
		<b>All other Non-Domestic Work</b>					
95	Plan Charge	1 storey extension not exceeding 40sqm	147.00	29.40	176.40	150.00	180.00
96		1 storey extension 40 - 100sqm	171.50	34.30	205.80	175.00	210.00
97		2/3 storey extension not exceeding 40sqm	147.00	29.40	176.40	150.00	180.00
98		2/3 extension 40 - 100 sqm	196.00	39.20	235.20	200.00	240.00
99	Inspection Charge	1 storey extension not exceeding 40sqm	392.00	78.40	470.40	400.00	480.00
100		1 storey extension 40 - 100sqm	465.50	93.10	558.60	475.00	570.00
101		2/3 storey extension not exceeding 40sqm	441.00	88.20	529.20	450.00	540.00
102		2/3 extension 40 - 100 sqm	490.00	98.00	588.00	500.00	600.00
103	Regularisation	1 storey extension not exceeding 40sqm	Individually determined		Individually determined		
104		1 storey extension 40 - 100sqm	Individually determined		Individually determined		
105		2/3 storey extension not exceeding 40sqm	Individually determined		Individually determined		
106		2/3 extension 40 - 100 sqm	Individually determined		Individually determined		
107	Plan Charge	Work not exceeding £5000	122.50	24.50	147.00	125.00	150.00
108		Replacement Windows	122.50	24.50	147.00	125.00	150.00
109		Renewable Energy Systems	122.50	24.50	147.00	125.00	150.00
110		Shopfront	122.50	24.50	147.00	125.00	150.00
111	Inspection Charge	Work not exceeding £5000	122.50	24.50	147.00	125.00	150.00
112		Replacement Windows	122.50	24.50	147.00	125.00	150.00
113		Renewable Energy Systems	122.50	24.50	147.00	125.00	150.00
114		Shopfront	122.50	24.50	147.00	125.00	150.00
115	Regularisation	Work not exceeding £5000	Individually determined		Individually determined		
116		Replacement Windows	Individually determined		Individually determined		
117		Renewable Energy Systems	Individually determined		Individually determined		
118		Shopfront	Individually determined		Individually determined		

	Building Regulations		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
119	Plan Charge	Work £5000 - £25,000	122.50	24.50	147.00	125.00	25.00	150.00
120		Replacement Windows (large)	122.50	24.50	147.00	125.00	25.00	150.00
121		Renovation of thermal elements	122.50	24.50	147.00	125.00	25.00	150.00
122		Storage Platforms	122.50	24.50	147.00	125.00	25.00	150.00
123	Inspection Charge	Work £5000 - £25,000	220.50	44.10	264.60	225.00	45.00	270.00
124		Replacement Windows (large)	220.50	44.10	264.60	225.00	45.00	270.00
125		Renovation of thermal elements	220.50	44.10	264.60	225.00	45.00	270.00
126		Storage Platforms	220.50	44.10	264.60	225.00	45.00	270.00
127	Regularisation	Work £5000 - £25,000	Individually determined			Individually determined		
128		Replacement Windows (large)	Individually determined			Individually determined		
129		Renovation of thermal elements	Individually determined			Individually determined		
130		Storage Platforms	Individually determined			Individually determined		
131	Plan Charge	Work £25,000 - £100,000	147.00	29.40	176.40	150.00	30.00	180.00
132		Fit out work	147.00	29.40	176.40	150.00	30.00	180.00
133	Inspection Charge	Work £25,000 - £100,000	441.00	88.20	529.20	450.00	90.00	540.00
134		Fit out work	441.00	88.20	529.20	450.00	90.00	540.00
135	Regularisation	Work £25,000 - £100,000	Individually determined			Individually determined		
136		Fit out work	Individually determined			Individually determined		

Charges for work not included on this schedule will be individually assessed by contacting the Building Control Section on 01702 215345 or [buildingcontrol@southend.gov.uk](mailto:buildingcontrol@southend.gov.uk)

Description of Service		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
<b>CEMETERIES &amp; CREMATORIUM</b>							
<b>BURIAL FEES</b>							
<b>Private Grave Space First division, if available (100 years)</b>							
1	Exclusive Rights of Burial including Registration Resident	1,495.00		1,495.00	1,555.00		1,555.00
2	Exclusive Rights of Burial including Registration Non Resident	2,505.00		2,505.00	2,605.00		2,605.00
<b>Interment fee including excavation all depths</b>							
3	A person whose age at time of death exceeds 16 years Resident	750.00		750.00	780.00		780.00
4	A Person whose age at time of death exceeds 16 Non Resident	1,200.00		1,200.00	1,250.00		1,250.00
5	A Child whose age at time of death exceeds 5 years but did not exceed 16 years 16 years						
6	An NVF, Stillborn child or child not exceeding 5 years at time of death						
7	Re-open Brick Grave or vault Internment fee	765.00		765.00	780.00		780.00
<b>Private Grave Space - Traditional 50 years</b>							
8	Exclusive Rights of Burial, Including Registration in traditional Grave Resident	2,035.00		2,035.00	2,120.00		2,120.00
9	Exclusive Rights of Burial including Registration in traditional Grave Non Resident	3,425.00		3,425.00	3,560.00		3,560.00
<b>Interment fee including excavation all depths</b>							
10	A person whose age at time of death exceeds 16 years Resident	750.00		750.00	780.00		780.00
11	A Person whose age at time of death exceeds 16 Non Resident	1,200.00		1,200.00	1,250.00		1,250.00
12	A Child whose age at time of death exceeds 5 years but did not exceed 16 years 16 years						
13	An NVF, Stillborn child or child not exceeding 5 years at time of death						
<b>Private Grave Space- second division and (third division, Leigh Cemetery) including 100, 75 and 50 years grave spaces</b>							
14	Exclusive Right of Burial including Registration Resident	765.00		765.00	780.00		780.00
15	Exclusive Right of Burial including Registration Non Resident	1,275.00		1,275.00	1,325.00		1,325.00
<b>Interment fee including excavation all depths</b>							
16	A person whose age at time of death exceeds 16 years Resident	750.00		750.00	780.00		780.00
17	A person whose age at time of death exceeds 16 Non Resident	1,200.00		1,200.00	1,250.00		1,250.00
18	A Child whose age at time of death exceeds 5 years but did not exceed 16 years			-			-
19	An NVF, Stillborn child or child not exceeding 5 years at time of death			-			-
20	Re-open Brick Grave or vault Internment fee	765.00		765.00	780.00		780.00
<b>Interment Jewish Cemetery Stock Road</b>							
<b>Interment fee including excavation for one interment only</b>							
21	5.0' All graves (Fee calculated at 1.25 x the current interment fee for grave in Sutton Road Cemetery)	960.00		960.00	980.00		980.00
<b>Private Grave Space - Children's (50 years)</b>							
22	Exclusive Right of Burial Including Registration	600.00		600.00	610.00		610.00
<b>Interment fee including excavation all depths 5.0' only</b>							
23	A Child whose age at time of death exceeded 5 years but did not exceed 16 years 16 years						
24	An NVF, Stillborn child or child not exceeding 5 years at time of death						



Description of Service		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
<b>Cremated Ashes Grave Space</b>							
25	Exclusive Right of Burial including Registration Resident	515.00		515.00	535.00		535.00
26	Exclusive Right of Burial including Registration Non Resident	870.00		870.00	905.00		905.00
<i>Interment fee including excavation all depths</i>							
27	A person whose age at time of death exceeds 16 years Resident	190.00		190.00	200.00		200.00
28	A person whose age at time of death exceeds 16 years Non Resident	295.00		295.00	310.00		310.00
29	A child whose age at the time of death exceeded 5 years but did not exceed 16 years						
30	An NVF stillborn child or child not exceeding 5 years at time of death						
<b>Public Graves (Rights of Burial not purchased)</b>							
31	A person whose age at time of death exceeds 16 years	560.00		560.00	570.00		570.00
32	A child whose age at the time of death exceeded 5 years but did not exceed 16 years	N/C		N/C	N/C		N/C
33	A stillborn child or child not exceeding 5 years at time of death	N/C		N/C	N/C		N/C
<b>Removal/Replacement of Monuments on Graves to be re-opened</b>							
34	Headstone only, or equivalent on lawn graves	N/C		N/C	N/C		N/C
35	Tablet on cremated remains grave or other memorial which can be lifted by hand	N/C		N/C	N/C		N/C
36	Headstone on traditional grave not exceeding 5.00' in height	105.00		105.00	110.00		110.00
37	Headstone and kerbs or equivalent not exceeding 5.00' in height	175.00		175.00			
<b>Monuments/Memorial Rights</b>							
38	Headstone or similar without kerbing not exceeding 3.0' in overall height	235.00		235.00	200.00	40.00	240.00
39	Headstone or similar exceeding 3.0' in overall height (non lawn sections only) per additional ft or part ft	70.00		70.00	58.33	11.67	70.00
40	Inscribed Book, Scroll, Tablet or vase not exceeding 20" in height when erected as only memorial marking grave	135.00		135.00	116.67	23.33	140.00
41	Cremated Remains Grave: Tablet/Vase	135.00		135.00	116.67	23.33	140.00
42	Additional Inscription (unless added within 6 months of original grant of memorial rights then no charge)	105.00		105.00	91.67	18.33	110.00
43	Concession charge for Public Grave: Headstone or additional inscription	70.00		70.00	58.33	11.67	70.00
<b>Surcharge - except interment of cremated Remains</b>							
44	Surcharge for all burials at 2.15 pm	35.00		35.00	35.00		35.00
45	Surcharge for all burials at 2.45 pm	65.00		65.00	65.00		65.00
46	Surcharge for all burials at 3.15 pm	105.00		105.00	110.00		110.00
<b>Exhumation Charges</b>							
47	Per coffin exhumed, including excavation	AT COST		AT COST	AT COST		AT COST
48	Plus per coffin exhumed and re-interred in same cemetery	AT COST		AT COST	AT COST		AT COST
49	Per container of cremated remains	215.00		215.00	220.00		220.00

Description of Service		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
<b>Miscellaneous Charges (Cemeteries)</b>							
50	Use of Cemetery Church or Chapel for burial or memorial service	95.00		95.00	100.00		100.00
51	Use of organist	60.00		60.00	65.00		65.00
52	Extension of burial rights for 25 years once expired	380.00		380.00	390.00		390.00
53	Registration transfer of Grant of Right of Burial	65.00		65.00	70.00		70.00
54	Certificate of Burial	35.00		35.00	40.00		40.00
55	Certificate of Ownership of Burial Rights	35.00		35.00	40.00		40.00
56	Every Search (other than for identification of Grave)	20.00		20.00	20.00		20.00
<b>Memorials</b>							
57	4' Memorial Seat and Bronze Plaque	855.00		855.00	870.00	174.00	1,044.00
58	5' Memorial Seat and Bronze Plaque	885.00		885.00	905.00	181.00	1,086.00
59	6' Memorial Seat and Bronze Plaque	1,030.00		1,030.00	1,050.00	210.00	1,260.00
60	Plus 25 year lease for all memorial seats	590.00		590.00	720.00		720.00
61	Replacement Bronze Plaques (6"x 2")	180.00		180.00	154.17	30.83	185.00
62	Additional characters	5.00		5.00	4.17	0.83	5.00
63	Memorial Tree and Bronze Plaque (6"x4")	160.00		160.00	141.67	28.33	170.00
64	Memorial Tree lease period for 5 years	250.00		250.00	255.00		255.00
65	Memorial Tree lease period for 10 years	485.00		485.00	495.00		495.00
66	Memorial Tree lease renewal for 5 years	265.00		265.00	270.00		270.00
67	Memorial Shrub and Bronze Plaque (6"x4")	160.00		160.00	166.67	33.33	200.00
68	Memorial Shrub lease period for 5 years	215.00		215.00	220.00		220.00
69	Memorial Shrub lease period for 10 years	415.00		415.00	425.00		425.00
70	Memorial Shrub lease renewal for 5 years	215.00		215.00	220.00		220.00
71	Replacement Bronze Plaques (6"x 2")	160.00		160.00	137.50	27.50	165.00
72	Replacement Bronze Plaques (7"x 5")	225.00		225.00	191.67	38.33	230.00
73	Replacement Bronze Plaque with Photo (8"x4")	310.00		310.00	262.50	52.50	315.00
74	Additional Characters	5.00		5.00	4.17	0.83	5.00
<b>Grave Maintenance charges</b>							
75	upkeep per grave space 1 year	90.00		90.00	95.00		95.00
76	Planting (must be accompanied by upkeep Contract) Spring only	70.00		70.00	75.00		75.00
77	Spring and Autumn	95.00		95.00	100.00		100.00
78	Waterwashing Memorials Traditional Graves One one year	110.00		110.00	115.00		115.00
79	Lawn Headstones and Cremated Remains Tablets	75.00		75.00	80.00		80.00
80	Initial Clean - Cremated remains Grave	75.00		75.00	80.00		80.00
81	Initial Clean - Lawn Graves	130.00		130.00	135.00		135.00
82	Initial Clean - Traditional Graves	215.00		215.00	220.00		220.00
83	Moulding - per grave	50.00		50.00	50.00		50.00
84	Turfing/Seeding - per grave	50.00		50.00	50.00		50.00

**CORPORATE SERVICES -  
BEREAVEMENT SERVICES**

**FEES AND CHARGES 2016/17**

**APPENDIX 3**

Description of Service		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
	<i>Levelling Memorials/Monuments</i>						
85	Cremated Remains	40.00		40.00	40.00		40.00
86	Lawn Headstones	110.00		110.00	115.00		115.00
87	Lawn Headstone on a traditional grave	110.00		110.00	115.00		115.00
88	Monument over 5.0' in height, or a vault	AT COST		AT COST	AT COST		AT COST
	<b>CREMATORIUM</b>						
	CREMATION FEES						
89	Cremation Fee incl of environmental charge	710.00		710.00	740.00		740.00
90	<b>Committal Gold</b> A person whose age at the time of death exceeds 16 years Cremation only. <b>Family attending ( No service, organist or music, incl of enviromental charge)</b>	580.00		580.00	605.00		605.00
91	<b>Committal Silver</b> A person whose age at the time of death exceeds 16 years cremation only <b>No Family attending (No Service, organist or Music, incl environmental charge)</b>	350.00		350.00	365.00		365.00
92	A child whose age at the time of death exceeded 5 years but did not exceed 16 years	N/C		N/C	N/C		N/C
93	NVF, Stillborn child or child not exceeding 5 years at the time of death	N/C		N/C	N/C		N/C
94	Body Parts	170.00		170.00	175.00		175.00
	<b>Miscellaneous Charges</b>						
95	Use of Chapel for Memorial Service	175.00		175.00	180.00		180.00
96	Metal Urn - Adult	50.00		50.00	50.00		50.00
97	Metal Urn or Poly Urn - Child						
98	Additional Poly Urn	30.00		30.00	30.00		30.00
99	Biodegradable urn (For use in Crematorium Garden of Remembrance	70.00		70.00	70.00		70.00
100	Web Cast (Cremation Service)	83.33	16.67	100.00	87.50	17.50	105.00
101	DVD Recording (Web broadcast)	62.50	12.50	75.00	66.67	13.33	80.00
102	CD Recording (Cremation Service)	50.00	10.00	60.00	54.17	10.83	65.00
103	Storage cremated remains beyond 1 month- per month or part month	25.00	5.00	30.00	29.17	5.83	35.00
104	For 6 months	75.00	15.00	90.00	79.17	15.83	95.00
105	For 12 Months	129.17	25.83	155.00	133.33	26.67	160.00
106	Interment of cremated remains in Garden of Remeberance where cremation took place at another crematorium	105.00		105.00	110.00		110.00
	Interment of cremated remains in Garden of Remeberance where cremation took place at Southend Crematorium if returned after 1 year	105.00		105.00	110.00		110.00
107	Saturday interment of cremated remains (Maximum of 4 interments PM only ) in Garden of Remeberance	65.00		65.00	70.00		70.00
108	Additional or replacement Certified copy of cremation certificate	20.00		20.00	20.00		20.00
109	Use of Organ				10.00		10.00

Description of Service		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
	<b>Commemorative Fees (incl VAT)</b>						
	<b>Book of Remembrance</b>						
110	2 line inscription				91.67	18.33	110.00
111	5 line inscription				137.50	27.50	165.00
112	5 line inscription with Floral Motif				245.83	49.17	295.00
113	5 line inscription with Service Badge / Crest				254.17	50.83	305.00
114	8 line inscription				183.33	36.67	220.00
115	8 line inscription with Floral Motif				300.00	60.00	360.00
116	8 line inscription with Service Badge / Crest				308.33	61.67	370.00
117	8 line inscription with Coat of Arms				329.17	65.83	395.00
	<b>Remembrance Card</b>						
118	2 line inscription	62.50	12.50	75.00	66.67	13.33	80.00
119	5 line inscription	79.17	15.83	95.00	83.33	16.67	100.00
120	5 line inscription with Floral Motif				191.67	38.33	230.00
121	5 line inscription with Service Badge / Crest				200.00	40.00	240.00
122	8 line inscription	100.00	20.00	120.00	104.17	20.83	125.00
123	8 line inscription with Floral Motif				220.83	44.17	265.00
124	8 line inscription with Service Badge / Crest				229.17	45.83	275.00
125	8 line inscription with Coat of Arms				250.00	50.00	300.00
	<b>Miniature Book of Remembrance</b>						
126	2 line inscription	87.50	17.50	105.00	91.67	18.33	110.00
127	5 line inscription	108.33	21.67	130.00	112.50	22.50	135.00
128	5 line inscription with Floral Motif				220.83	44.17	265.00
129	5 line inscription with Service Badge / Crest				229.17	45.83	275.00
130	8 line inscription	125.00	25.00	150.00	129.17	25.83	155.00
131	8 line inscription with Floral Motif				245.83	49.17	295.00
132	8 line inscription with Service Badge / Crest				254.17	50.83	305.00
133	8 line inscription with Coat of Arms				275.00	55.00	330.00
134	Additional lines: per line	16.67	3.33	20.00	20.83	4.17	25.00
	<b>Leaves of life</b>						
135	Engraved Leaf Small for 12 months	41.67	8.33	50.00	41.67	8.33	50.00
136	Engraved Leaf Large for 12 months	62.50	12.50	75.00	62.50	12.50	75.00
136	Renewal of display for 1 year period Small	45.00		45.00	41.67	8.33	50.00
137	Renewal of display for 1 year period Large	70.00		70.00	58.33	11.67	70.00
	<b>Memorial panels- 2 or 3 line panel displayed</b>						
138	Memorial panel	62.50	12.50	75.00	66.67	13.33	80.00
139	5 year display lease	185.00		185.00	190.00		190.00
140	10 year display lease	350.00		350.00	360.00		360.00
141	Renewal of display for 5 year period	185.00		185.00	190.00		190.00
142	Re Gild Letter	4.17	0.83	5.00	4.17	0.83	5.00

Description of Service		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
<b>Memorial Pergola Tablets</b>							
143	Pergola Tablet	195.83	39.17	235.00	200.00	40.00	240.00
144	5 year display lease	185.00		185.00	190.00		190.00
145	10 years display lease	350.00		350.00	360.00		360.00
<b>Pavillion Plaques (Children)</b>							
147	Bronze plaque flag style	87.50	17.50	105.00	91.67	18.33	110.00
148	plus 10 year lease	90.00		90.00	95.00		95.00
149	5 year renewal	80.00		80.00	85.00		85.00
<b>Memorial Trees and Shrubs</b>							
150	Memorial Tree and Bronze Plaque (6"x4")	133.33	26.67	160.00	141.67	28.33	170.00
151	Memorial Tree lease period for 5 years	250.00		250.00	255.00		255.00
152	Memorial Tree lease period for 10 years	485.00		485.00	495.00		495.00
153	Memorial Tree lease renewal for 5 years	265.00		265.00	270.00		270.00
154	Memorial Shrub and Bronze Plaque (6"x4")	133.33	26.67	160.00	141.67	28.33	170.00
155	Memorial Shrub lease period for 5 years	215.00		215.00	220.00		220.00
156	Memorial Shrub lease period for 10 years	415.00		415.00	425.00		425.00
157	Memorial Shrub lease renewal for 5 years	215.00		215.00	220.00		220.00
158	Replacement Bronze Plaques (6"x 2")	133.33	26.67	160.00	137.50	27.50	165.00
159	Replacement Bronze Plaques (7"x 5")	187.50	37.50	225.00	191.67	38.33	230.00
160	Replacement Bronze Plaque with Photo (8"x4")	258.33	51.67	310.00	262.50	52.50	315.00
161	Additional Characters	4.17	0.83	5.00	4.17	0.83	5.00
162	Standard Rose replacement Bronze Plaque (4"x 6")	150.00	30.00	180.00	154.17	30.83	185.00
163	Additional Characters	4.17	0.83	5.00	4.17	0.83	5.00
164	4' Memorial Seat and Bronze Plaque	712.50	142.50	855.00	870.00	174.00	1,044.00
165	5' Memorial Seat and Bronze Plaque	737.50	147.50	885.00	905.00	181.00	1,086.00
166	6' Memorial Seat and Bronze Plaque	858.33	171.67	1,030.00	1,050.00	210.00	1,260.00
167	Plus 25 year lease for all memorial seats	590.00		590.00	720.00		720.00
168	Replacement Bronze Plaques (6"x 2")	150.00	30.00	180.00	154.17	30.83	185.00
169	Additional characters	4.17	0.83	5.00	4.17	0.83	5.00
<b>Memorial Rockeries</b>							
170	Lease 15 years	1,245.00		1,245.00	1,270.00		1,270.00
171	Bronze Plaque (6" x 4")	133.33	26.67	160.00	137.50	27.50	165.00
172	Bronze Plaque (7"x5")	187.50	37.50	225.00	191.67	38.33	230.00

Description of Service		Proposed Net Charge 2015/16	VAT (20.00%)	Proposed Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20.00%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
<b>REGISTRATION SERVICE</b>		No increase by GRO			No increase by GRO		
From the General Register Office, Office of National Statistics, Statutory Fees SET BY THE GRO							
<b>Cost of Certificates</b>							
From Registrar who registered Birth, Death or Marriage:							
1	Standard Certificate (at time of registration)	4.00		4.00	4.00		4.00
2	Short Birth Certificate (at time of registration) (One short certificate issued free of charge at time of registering birth)	4.00		4.00	4.00		4.00
3		7.00		7.00	7.00		7.00
From the Superintendent Registrar:							
4	Standard Certificate	10.00		10.00	10.00		10.00
5	Short Birth Certificate	10.00		10.00	10.00		10.00
6	Same Day Priority Service (order by 2pm)	27.50		27.50	27.50		27.50
7	Next Day Service (order by 2pm)	18.00		18.00	18.00		18.00
<b>General Register Office:</b>							
8	Full certificate with GRO index reference supplied	9.25		9.25	9.25		9.25
9	Full certificate without GRO index reference supplied	9.25		9.25	9.25		9.25
10	Additional full certificate issued at same time	9.25		9.25	9.25		9.25
Priority Service 24 hour service excluding weekends and Bank Holidays							
11	Full certificate with GRO index reference supplied	23.40		23.40	23.40		23.40
12	Full certificate without GRO index reference supplied	23.40		23.40	23.40		23.40
13	Additional full certificate issued at same time	23.40		23.40	23.40		23.40
<b>MARRIAGE &amp; Civil Partnership Ceremonies</b>							
Southend Register Office Approved Premises in Borough of Southend & Essex							
14	Notice Fee per person *	35.00		35.00	35.00		35.00
15	Copy Marriage Certificate at time of registration	4.00		4.00	4.00		4.00
16	Copy Marriage Certificate before register closes	7.00		7.00	7.00		7.00
17	Registrar – attending outside office to be given notice of marriage of a house-bound	46.00		46.00	46.00		46.00
18	Registrar – attending outside office to be given notice of marriage of a detained person	67.00		67.00	67.00		67.00
19	Superintendent Registrar - attending outside office to be given notice of marriage of a house-bound	46.00		46.00	46.00		46.00
20	Superintendent Registrar - attending outside office to be given notice of marriage of a detained person	67.00		67.00	67.00		67.00
21	Superintendent Registrar - Entering a notice of marriage in a Marriage Notice Book	35.00		35.00	35.00		35.00
22	Superintendent Registrar – Attending a marriage at the residence of a house-bound	82.00		82.00	82.00		82.00
23	Superintendent Registrar – Attending a marriage at the residence of a detained person	93.00		93.00	93.00		93.00
24	Entering a notice of marriage by Registrar General's Licence in a Marriage Notice Book (not paid to Council)	3.00		3.00	3.00		3.00
25	Attending a marriage by Registrar General's licence (not paid to Council)	15.00		15.00	15.00		15.00
26	Registrar – attending a marriage at the Register Office <b>MONDAY - WEDNESDAY ONLY</b>	45.00		45.00	45.00		45.00
27	Registrar - Attending a marriage at a registered building	84.00		84.00	84.00		84.00

Description of Service		Proposed Net Charge 2015/16	VAT (20.00%)	Proposed Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20.00%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
28	Registrar - Attending a marriage at the residence of a house-bound	79.00		79.00	79.00		79.00
29	Registrar - Attending a marriage at the residence of a detained person	86.00		86.00	86.00		86.00
<b>CIVIL PARTNERSHIPS</b>							
<b>Certificates</b> - Certified copy issued by registration authority							
30	At time of registration	4.00		4.00	4.00		4.00
31	After time of registration	10.00		10.00	10.00		10.00
For a certified extract issued by a registration authority							
32	At the time of registration	4.00		4.00	4.00		4.00
33	After the time of registration	10.00		10.00	10.00		10.00
34	<b>Notices</b> – Attestation by an authorised person of the necessary declaration	35.00		35.00	35.00		35.00
35	Signing by the civil partnership registrar of the civil partnership schedule <b>MONDAY -WEDNESDAY ONLY</b>	45.00		45.00	45.00		45.00
36	Attendance of an authorised person at a place other than one provided by the registration authority, for attesting the necessary declaration for house-bound	46.00		46.00	46.00		46.00
37	Attendance of an authorised person at a place other than one provided by the registration authority, for attesting the necessary declaration for a detained person	67.00		67.00	67.00		67.00
38	On giving notice to a registration authority under the Civil Partnership (Registration Abroad and Certificates) Order 2005, article 17(2) (certified impediment)	35.00		35.00	35.00		35.00
39	<b>Registration</b> – Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for house-bound	79.00		79.00	79.00		79.00
40	<b>Registration</b> – Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for detained person	86.00		86.00	86.00		86.00
41	Registrar – certification of a place of meeting for religious worship	28.00		28.00	28.00		28.00
42	Registration of a building for the solemnisation of marriages	120.00		120.00	120.00		120.00
<b>CITIZENSHIP CEREMONIES</b>							
Application							
43	Standard Group Ceremony	80.00		80.00	80.00		80.00
44	Individual Ceremony	135.00		135.00	135.00		135.00
<b>Note: Fees specified by the Registration of Births, Deaths &amp; Marriages (Fees) Order 1999 (SI 1999/3311) except for * the Registration of Births, Deaths &amp; Marriages (Fees) (Amendment) Order 2000 (SI 2000/3165)</b>							
<b>MARRIAGE &amp; Civil Partnership Ceremonies</b>							
<b>NON STATUTORY FEES, SET BY LOCAL AUTHORITY</b>							
Civic Centre Approved Premises Registrars Fees							
<b>(Jubilee Room)</b>							
45	Weekdays - Monday - Thursday	200.00		200.00	205.00		205.00
46	Weekdays - Fridays	230.00		230.00	235.00		235.00
47	Saturday	260.00		260.00	265.00		265.00
48	Sunday & Bank Holiday	330.00		350.00	360.00		360.00

Description of Service		Proposed Net Charge 2015/16	VAT (20.00%)	Proposed Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20.00%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
<b>Approved Premises</b>							
49	Weekdays	350.00		380.00	390.00		390.00
50	Saturday	400.00		410.00	420.00		420.00
51	Sunday & Bank Holidays	450.00		470.00	480.00		480.00
<b>Extended Hours Weddings (External Approved Premises Only)</b>							
52	6pm - 9pm Weekdays	405.00		420.00	430.00		430.00
53	6pm - 9pm Saturdays	560.00		600.00	615.00		615.00
54	6pm - 9pm Sundays and Bank Holidays	615.00		650.00	665.00		665.00
<b>Victoria Room</b>							
54	Weekdays Monday-Thursday)	120.00		130.00	135.00		135.00
55	Weekday Friday	180.00		200.00	205.00		205.00
56	Saturday	245.00		245.00	250.00		250.00
57	Sunday & Bank Holiday	400.00		400.00	410.00		410.00
<b>NAMING CEREMONIES/RE-AFFIRMATION OF VOWS/COMMITMENT all inclusive &amp; inclusive of VAT</b>							
Approved & Private Premises in Borough of Southend							
58	Celebrant Fee – weekday - including ceremony pack @ £50 + VAT Pack only vatable element	220.00	10.00	230.00	225.00	10.00	235.00
59	Saturday pack element only vatable	250.00	10.00	260.00	255.00	10.00	265.00
60	Sunday & Bank Holidays pack element only vatable	290.00	10.00	300.00	295.00	10.00	305.00
61	<b>Civic Centre Approved Premises (Jubilee Room) including room hire &amp; ceremony pack @ £50 + VAT Pack only vatable element</b>						
62	Monday-Thursday	370.00	10.00	380.00	380.00	10.00	390.00
63	Fridays	440.00	10.00	450.00	450.00	10.00	460.00
64	Saturdays	490.00	10.00	500.00	500.00	10.00	510.00
65	Sunday & Bank Holidays	640.00	10.00	650.00	655.00	10.00	665.00
	<b>Civic Centre Approved Premises (DecommissionedRoom) including room hire &amp; ceremony pack @ £50 + VAT Pack only vatable</b>						
66	Monday - Thursday	290.00	10.00	300.00	295.00	10.00	305.00
67	Fridays	390.00	10.00	400.00	400.00	10.00	410.00
68	Saturdays	440.00	10.00	450.00	450.00	10.00	460.00
69	Sundays & Bank Holidays	590.00	10.00	600.00	600.00	10.00	610.00
<b>Individual Citizenship Ceremonies</b>							
70	Staff Attendance – Approved Premises (weekday)	380.00		380.00	390.00		390.00
71	Jubilee Room (Monday - Thursday) - includes room hire	420.00		420.00	430.00		430.00
72	Decommissioned Room (Monday - Thursday) - includes room hire	250.00		250.00	255.00		255.00
73	Register Office ( Monday - Wednesday only)	135.00		135.00	140.00		140.00
<b>NATIONALITY CHECKING SERVICE * fees inclusive of VAT</b>							
74	Adult who submits a single application pays one fee	58.33	11.67	70.00	58.33	11.67	70.00
76	Children under the age of 18	25.00	5.00	30.00	25.00	5.00	30.00



Description of Service		Proposed Net Charge 2015/16	VAT (20.00%)	Proposed Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20.00%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
<b>CIVIL FUNERALS * fees inclusive of VAT</b>							
77	Funeral Package includes order of service 30 pack without image	133.33	26.67	160.00	150.00	30.00	180.00
78	Pre Booking, before death	91.67	18.33	110.00	95.83	19.17	115.00
79	Memorial Service	95.83	19.17	115.00	100.00	20.00	120.00
80	Interment of Ashes	58.33	11.67	70.00	58.33	11.67	70.00
<b>ONLINE CERTIFICATE APPLICATIONS</b>							
81	Copy Certificates posted out (before register closes)*	8.50		8.50	8.50		8.50
82	Copy Certificates posted out - Recorded Delivery (before register closes)*	9.25		9.25	9.25		9.25
83	Copy Certificates Collected (before register closes) *	7.00		7.00	7.00		7.00
84	Copy Certificate Collected ( after register closed)*	10.00		10.00	10.00		10.00
85	Copy Certificate Posted Out ( after register closed)*	11.50		11.50	12.00		12.00
86	Copy Certificate Posted Out recorded delivery ( after register closed)*	12.25		12.25	13.00		13.00
87	Same Day Copy Certificate	27.50		27.50	30.00		30.00
88	Next Day Certificate	18.00		18.00	20.00		20.00
89	* dependant upon GRO fee rates						
<b>PREMISES LICENSE FEES</b>							
90	Approved Premises Inspection Fee	1,600.00		1,600.00	1,700.00		1,700.00
91	Additional Room during License Period	500.00		500.00	510.00		510.00
92	Approved Premises Application – decision Review	550.00		550.00	560.00		560.00
93	Private Premise Health & Safety Inspection	55.00		55.00	60.00		60.00
<b>ROOM HIRE</b>							
94	<b>Victoria Room (weekday)</b>	100.00		100.00	100.00		100.00
95	Decommissioned Room (Saturday)	160.00		160.00	165.00		165.00
96	Decommissioned Room (Sunday/Bank Holiday)	245.00		245.00	250.00		250.00
<b>Jubilee Room</b>							
97	Jubilee Room (weekday)	180.00		180.00	185.00		185.00
98	Jubilee Room (Saturday)	250.00		250.00	255.00		255.00
99	Jubilee Room (Sunday/Bank Holiday)	320.00		320.00	330.00		330.00
100	<b>The Courtyard</b>			Price on Application			Price on Application
<b>Memorial Cards, Birth Announcements, Ceremony Invitations</b> additional pages may incur increase in cost, will depend on quantity							
Including envelopes with image and personalised							
101	15 card pack	23.33	4.67	28.00	25.00	5.00	30.00
102	Up to 30 cards	40.00	8.00	48.00	41.67	8.33	50.00
103	Up to 50 cards	50.00	10.00	60.00	50.00	10.00	60.00
104	Without image						
105	15 card pack	20.83	4.17	25.00	20.83	4.17	25.00
106	Up to 30 cards	35.00	7.00	42.00	37.50	7.50	45.00
107	Up to 50 cards	45.00	9.00	54.00	45.83	9.17	55.00

Description of Service		Proposed Net Charge 2015/16	VAT (20.00%)	Proposed Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20.00%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
<b>Save The Date/Reply Cards A6 Postcards</b>							
With personalised image							
108	15 card pack	8.33	1.67	10.00	8.33	1.67	10.00
109	Up to 30 cards	15.83	3.17	19.00	16.67	3.33	20.00
110	Up to 50 cards	20.83	4.17	25.00	20.83	4.17	25.00
Without image							
111	15 card pack	5.83	1.17	7.00	8.33	1.67	10.00
112	Up to 30 cards	11.67	2.33	14.00	12.50	2.50	15.00
113	Up to 50 cards	16.67	3.33	20.00	16.67	3.33	20.00
<b>Order of Service – up to 50 copies</b>							
With personalised image							
114	15 card pack	20.83	4.17	25.00	21.67	4.33	26.00
115	50 card pack	50.00	10.00	60.00	50.00	10.00	60.00
Without personalised image							
116	15 card pack	16.67	3.33	20.00	16.67	3.33	20.00
117	50 card pack	45.00	9.00	54.00	45.83	9.17	55.00
118	Commemorative Birth, Marriage and Civil Partnership Certificates – each	7.08	1.42	8.50	8.33	1.67	10.00
<b>ADVERTISING + VAT</b>							
119	Option 3	400.00	80.00	480.00	408.33	81.67	490.00
120	Option 4	450.00	90.00	540.00	458.33	91.67	550.00
121	Option 5 Fulfilment Service	320.00	64.00	384.00	329.17	65.83	395.00
122	Option 6 Registration Folder - ½ page advert full colour	420.00	84.00	504.00	429.17	85.83	515.00
123	Option 7 Promotional Events - Fulfilment Service	50.00	10.00	60.00	50.00	10.00	60.00
124	Brochure Advertising						
<b>SUNDRY SALES</b>							
<i>These prices will vary dependent upon types purchased</i>							
125	Confetti	1.50		1.50	2.00		2.00
126	Various Nationality Gifts						
<b>ALL APPOINTMENTS - BOOKINGS/AMENDMENTS/CANCELLATION FEES</b>							
127	In the event that the customer makes changes to a booking the following fees will apply						
128	For a ceremony ( <b>does not apply to Marriages &amp; Civil Partnerships in the Register Office</b> ) a £50 payment is required which is part of the overall fee. If it is subsequently cancelled with :-	50.00		50.00	55.00		55.00
129	six months or more notice - full refund (less a £20 administration fee)	50.00		50.00	55.00		55.00
130	three to six months notice - 50% refund (less a £20 administration fee)	50.00		50.00	55.00		55.00
131	less than three months notice - or failure to cancel - no refund	50.00		50.00	55.00		55.00
132	should the whole fee for the Registration Staff attendance have been paid then the above applies to the whole fee not just the booking fee element.	50.00		50.00	55.00		55.00
133	Amendment of date of ceremony - £20 administration fee	20.00		20.00	25.00		25.00
<b>NATIONALITY CHECKING SERVICE - booking fee</b>							
134	Whole fee is paid in advance ( between £65 - £115) if appointment is cancelled within 24 hours (working days) whole fee is non refundable.						
135	For cancellation over 7 days in advance of appointment whole fee is refunded.						

Description of Service		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/176	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
	<b>Fleet Hire Charges - VAT Chargeable in addition on external hire</b>						
1	Small Van Full Day	30.00		30.00	35.00		35.00
2	Small Van Half Day	15.00		15.00	20.00		20.00
3	Small Van Cost Per Mile	0.30		0.30	0.40		0.40
4	Large Van Full Day	35.00		35.00	40.00		40.00
5	Large Van Half Day	20.00		20.00	25.00		25.00
6	Large Van Cost Per Mile	0.35		0.35	0.50		0.50
7	Open Back Tipper Full Day/Crew Cab	50.00		50.00	55.00		55.00
8	Open Back Tipper Half Day/ Crew Cab	25.00		25.00	30.00		30.00
9	Minibus (up to 16 seater) Full Day	60.00		60.00	65.00		65.00
10	Minibus (up to 16 seater) Half Day	30.00		30.00	35.00		35.00
11	Minibus Cost Per Mile	0.30		0.30	0.60		0.60
12	Driving Assessment for small vehicle	50.00		50.00	POA		POA
13	Training & test for minibus - internal staff and LA Schools only	90.00		90.00	POA		POA
14	Above with Passenger Transport vehicle	100.00		100.00	POA		POA
15							
16	LA Schools (only) Fleet Management service per year	1,000.00		1,000.00	1,100.00		1,100.00
17	LA Schools not buying fleet management - Advice/works per hour	30.00		30.00	35.00		35.00
	<b>Fuel Charges</b>						
	Variable Cost Plus 5 % Currently 1.07 pence per litre						
18	Charge Per Litre	To charge 5% on top of the cost price of the diesel. Diesel cost price will vary dependent upon diesel prices throughout the year.					
	<b>Parental Contribution (Post 16 Transport)</b>						
19	Parental Contribution	£470.00 or total cost whichever is greater			£500.00 or total cost whichever is greater		
	<b>Dial-A-Ride Charges</b>						
20	Single 0 - 1 miles	3.10		3.10	3.20		3.20
21	Single 1 - 4 miles	3.60		3.60	3.70		3.70
22	Single 4 - 6 miles	4.60		4.60	4.70		4.70
23	Single 6 miles plus	5.60		5.60	5.70		5.70
24	Single Additional Escort To Travel	3.10		3.10	3.20		3.20
25	Return 0 - 1 miles	5.60		5.60	6.40		6.40
26	Return 1 - 4 miles	7.20		7.20	7.40		7.40
27	Return 4 - 6 miles	9.20		9.20	9.40		9.40
28	Return 6 miles plus	11.20		11.20	11.40		11.40
29	Return Additional Escort To Travel	5.10		5.10	5.20		5.20
30	Registration/Membership Fee	10.00		10.00	12.00		12.00

Description of Service		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/176	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
	<b>Room Bookings commence at 08:00</b>						
34	Medium – 18 seater (Room 2 ) <b>Registered Charity</b> Half Day	32.00		32.00	37.00		37.00
35	Medium – 18 seater (Rooms 2) <b>Registered Charity</b> Full Day	65.00		65.00	70.00		70.00
36	Medium – 18 seater (Rooms 2) <b>Not for profit organisations</b> Half Day	42.50		42.50	50.00		50.00
37	Medium – 18 seater (Rooms 2) <b>Not for profit organisations</b> Full Day	85.00		85.00	90.00		90.00
38	Medium – 18 seater (Rooms 2) <b>Commercial Organisations</b> Half Day	130.00		130.00	150.00		150.00
39	Medium – 18 seater (Rooms 2) <b>Commercial Organisations</b> Full Day	250.00		250.00	280.00		280.00
40	Medium – 18 seater (Rooms 2) <b>Partner Organisations</b> Half Day	21.50		21.50	25.00		25.00
41	Medium – 18 seater (Rooms 2) <b>Partner Organisations</b> Full Day	42.50		42.50	45.00		45.00
42	Medium Large – 28 seater (Room 7) <b>Registered Charity</b> Half Day	42.50		42.50	45.00		45.00
43	Medium Large – 28 seater (Room 7) <b>Registered Charity</b> Full Day	85.00		85.00	90.00		90.00
44	Medium Large – 28 seater (Room 7) <b>Not for profit organisations</b> Half Day	70.00		70.00	80.00		80.00
45	Medium Large – 28 seater (Room 7) <b>Not for profit organisations</b> Full Day	137.50		137.50	150.00		150.00
46	Medium Large – 28 seater (Room 7) <b>Commercial Organisations</b> Half Day	195.50		195.50	225.00		225.00
47	Medium Large – 28 seater (Room 7) <b>Commercial Organisations</b> Full Day	380.00		380.00	420.00		420.00
48	Medium Large – 28 seater (Room 7) <b>Partner Organisations</b> Half Day	37.50		37.50	45.00		45.00
49	Medium Large – 28 seater (Room 7) <b>Partner Organisations</b> Full Day	72.50		72.50	80.00		80.00
50	Large – 44 seater (Room 3, 4 & 5) <b>Registered Charity</b> Half Day	52.50		52.50	60.00		60.00
51	Large – 44 seater (Room 3, 4 & 5) <b>Registered Charity</b> Full Day	105.00		105.00	110.00		110.00
52	Large – 44 seater (Room 3, 4 & 5) <b>Not for profit organisations</b> Half Day	80.00		80.00	95.00		95.00
53	Large – 44 seater (Room 3, 4 & 5) <b>Not for profit organisations</b> Full Day	165.00		165.00	180.00		180.00
54	Large – 44 seater (Room 3, 4 & 5) <b>Commercial Organisations</b> Half Day	200.00		200.00	230.00		230.00
55	Large – 44 seater (Room 3, 4 & 5) <b>Commercial Organisations</b> Full Day	390.00		390.00	440.00		440.00
56	Large – 44 seater (Room 3, 4 & 5) <b>Partner Organisations</b> Half Day	42.50		42.50	50.00		50.00
57	Large – 44 seater (Room 3, 4 & 5) <b>Partner Organisations</b> Full Day	85.00		85.00	90.00		90.00
58	Extra Large – 65 seater (Room 1) <b>Registered Charity</b> Half Day	80.00		80.00	90.00		90.00
59	Extra Large – 65 seater (Room 1) <b>Registered Charity</b> Full Day	165.00		165.00	170.00		170.00
60	Extra Large – 65 seater (Room 1) <b>Not for profit organisations</b> Half Day	115.00		115.00	135.00		135.00
61	Extra Large – 65 seater (Room 1) <b>Not for profit organisations</b> Full Day	230.00		230.00	260.00		260.00
62	Extra Large – 65 seater (Room 1) <b>Commercial Organisations</b> Half Day	210.00		210.00	245.00		245.00
63	Extra Large – 65 seater (Room 1) <b>Commercial Organisations</b> Full Day	420.00		420.00	450.00		450.00
64	Extra Large – 65 seater (Room 1) <b>Partner Organisations</b> Half Day	57.50		57.50	70.00		70.00
65	Extra Large – 65 seater (Room 1) <b>Partner Organisations</b> Full Day	115.00		115.00	130.00		130.00
74	Extra Large – 60 seater (Room 6) <b>Registered Charity</b> Half Day	105.00		105.00	120.00		120.00
75	Extra Large – 60 seater (Room 6) <b>Registered Charity</b> Full Day	205.00		205.00	230.00		230.00
76	Extra Large – 60 seater (Room 6) <b>Not for profit organisations</b> Half Day	165.00		165.00	190.00		190.00
77	Extra Large – 60 seater (Room 6) <b>Not for profit organisations</b> Full Day	310.00		310.00	360.00		360.00
78	Extra Large – 60 seater (Room 6) <b>Commercial Organisations</b> Half Day	260.00		260.00	300.00		300.00
79	Extra Large – 60 seater (Room 6) <b>Commercial Organisations</b> Full Day	515.00		515.00	580.00		580.00
80	Extra Large – 60 seater (Room 6) <b>Partner Organisations</b> Half Day	85.00		85.00	100.00		100.00
81	Extra Large – 60 seater (Room 6) <b>Partner Organisations</b> Full Day	170.00		170.00	190.00		190.00

	Description of Service	Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/176	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
82	Small - 14 seater (Room 7) <b>Registered Charity</b> Half Day				30.00		30.00
83	Small - 14 seater (Room 7) <b>Registered Charity</b> Full Day				60.00		60.00
84	Small - 14 seater (Room 7) <b>Not for profit Organisations</b> Half Day				40.00		40.00
85	Small - 14 seater (Room 7) <b>Not for profit Organisations</b> Full Day				70.00		70.00
86	Small - 14 seater (Room 7) <b>Commercial Organisations</b> Half Day				90.00		90.00
87	Small - 14 seater (Room 7) <b>Commercial Organisations</b> Full Day				170.00		170.00
88	Small - 14 seater (Room 7) <b>Partner Organisations</b> Half Day				40.00		40.00
89	Small - 14 seater (Room 7) <b>Partner Organisations</b> Full Day				30.00		30.00
90	Council Chamber – 250 seater <b>Registered Charity</b> Half Day	170.00		170.00	190.00		190.00
91	Council Chamber – 250 seater <b>Registered Charity</b> Full Day	300.00		300.00	340.00		340.00
92	Council Chamber – 250 seater <b>Not for profit organisations</b> Half Day	270.00		270.00	310.00		310.00
93	Council Chamber – 250 seater <b>Not for profit organisations</b> Full Day	450.00		450.00	480.00		480.00
94	Council Chamber – 250 seater <b>Commercial Organisations</b> Half Day	450.00		450.00	520.00		520.00
95	Council Chamber – 250 seater <b>Commercial Organisations</b> Full Day	750.00		750.00	820.00		820.00
96	Council Chamber – 250 seater <b>Partner Organisations</b> Half Day	137.50		137.50	160.00		160.00
97	Council Chamber – 250 seater <b>Partner Organisations</b> Full Day	230.00		230.00	260.00		260.00
98	Council Chamber – Use of Webcasting Facilities				POA		POA
99	Hire of Microphones and System				POA		POA
100	Hire of equipment: TV's				20.00		20.00
101	Flip chart pens and paper				8.33	1.67	10.00
102	Multimedia/LCD Projector				20.00		20.00
103	Foyer Ground and First Floor – Half Day	27.50		27.50	30.00		30.00
104	Foyer Ground and First Floor – Full Day	52.50		52.50	60.00		60.00
105	Stand (10% of takings where selling or £35 fee where promoting)				POA		POA
106	Charter Restaurant - Price on application dependant upon package. Minimum charge £350 per hire						
107	Courtyard Café - Price on application dependant upon package. Minimum charge £200 per hire				POA		POA
	<b>PORTERS</b>						
108	Porters Tours - per person	5.00		5.00	6.00		6.00
109	Porters <b>Registered Charity</b> Half Day (inc set up and break down time)	60.00		60.00	70.00		70.00
110	Porters <b>Registered Charity</b> Full Day (inc set up and break down time)	110.00		110.00	120.00		120.00
111	Porters <b>Not for profit organisations</b> Half Day (inc set up and break down time)	85.00		85.00	90.00		90.00
112	Porters <b>Not for profit organisations</b> Full Day (inc set up and break down time)	160.00		160.00	170.00		170.00
113	Porters Monday - Wednesday <b>Commercial Organisations</b> (inc ceremonies) Half Day (inc set up and break down time)	650.00		650.00	700.00		700.00
114	Porters Monday - Wednesday <b>Commercial Organisations</b> (inc ceremonies) Full Day (inc set up and break down time)	1,120.00		1,120.00	1,200.00		1,200.00
115	Porters Extended Ceremony Hours Monday - Wednesday <b>New Offer</b>	710.00		710.00	720.00		720.00
116	Porters Thursdays, Fridays, Saturdays, Sundays <b>Commercial Organisations</b> (inc ceremonies) Half Days (inc set up and break down time)	750.00		750.00	800.00		800.00
117	Porters Thursdays, Fridays, Saturdays, Sundays <b>Commercial Organisations</b> (inc ceremonies and reception) Full Day (inc set up and break down time)	1,325.00		1,325.00	1,500.00		1,500.00

Description of Service		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/176	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
118	Porters Extended Ceremony Hours Thursday, Friday, Saturdays, Sundays <b>New Offer</b>	820.00		820.00	850.00		850.00
119	Porters <b>Partner Organisations</b> Half Day (inc set up and break down time)	415.00		415.00	420.00		420.00
120	Porters <b>Partner Organisations</b> Full Day (inc set up and break down time)	825.00		825.00	830.00		830.00
121	Porters <b>Staff</b> ( inc private parties) Half Day (inc set up and break down time)	325.00		325.00	330.00		330.00
122	Porters <b>Staff</b> ( inc private parties, <b>ceremonies &amp; receptions</b> ) Full Day (inc set up and break down time)	650.00		650.00	700.00		700.00
123	Porters Staff extended ceremony hours <b>New Offer</b>	355.00		355.00	360.00		360.00
110	Floral Arrangements						
Set By Parks							
111	Waitress service for canapés	66.67	13.33	80.00	70.83	14.17	85.00
	<b>Corkage - per bottle inc waitress service</b>						
112	Wine, Champagne, Cava, Pre-mixed Bucks Fizz (Porters)	4.17	0.83	5.00	4.17	0.83	5.00
113	Bottled Beer (Porters)	1.25	0.25	1.50	1.25	0.25	1.50
114	Soft Drinks - Lemonade, Cola, Fruit Juice etc (Porters)	1.25	0.25	1.50	1.25	0.25	1.50
115	Pimms ( inc lemonade) (Porters)	6.00	1.20	7.20	6.00	1.20	7.20
116	Tea & Coffee - per cup ( Porters)	0.83	0.17	1.00	0.83	0.17	1.00

Description of Service		Net Charge 2015/16	VAT (20%)	Gross 2015/16 Charge	Proposed Net Charge 2016/17	VAT (20%)	Proposed Gross 2016/17 Charge
		£	£	£	£	£	£
1	Standard Search (forms LLC1 and Con29'R')(VAT on Con29'R' only)	105.00		105.00	105.00	14.00	119.00
2	Official Search (form LLC1 only)	35.00		35.00	35.00		35.00
3	Local Enquiries (form Con29'R' only)	70.00		70.00	70.00	14.00	84.00
4	Additional Parcels of Land (Standard Search) per parcel	15.00		15.00	15.00		15.00
5	Local Enquiries (form CON29'O') per question	15.00		15.00	15.00	3.00	18.00
6	Personal Search No Charge	0.00		0.00	0.00		0.00
7	Extra Parcel Fee LLC1 per parcel	5.00		5.00	5.00		5.00
8	Extra Parcel Fee CON29 per parcel	10.00		10.00	10.00	2.00	12.00

HMRC have ruled that the CON29 search is VATable at standard rate. At the time of printing this agenda, the date of implementation is not known.

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