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SOUTHEND-ON-SEA BOROUGH COUNCIL**

**Cabinet**

**Date: Tuesday, 13th February, 2018  
Time: 2.00 pm  
Place: Committee Room 1 - Civic Suite**

**Contact: Colin Gamble  
Email: [colingamble@southend.gov.uk](mailto:colingamble@southend.gov.uk)**

**AGENDA**

- 1 Apologies for Absence**
- 2 Declarations of Interest**
- 3 Housing Revenue Account Budget 2018/19 and Rent Setting**
- 4 Capital Programme 2018/19 to 2021/22**
- 5 Treasury Management and Prudential Indicators 2018/19**
- 6 Fees and Charges 2018/19**
- 7 General Fund Revenue Budget 2018/19**

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# Southend-on-Sea Borough Council

Report of Deputy Chief Executive - People  
and Director for Finance and Resources

to  
**Cabinet**  
on  
**13 February 2018**

Agenda  
Item No.

Report prepared by: Ian Ambrose  
Group Manager, Financial Management

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**Housing Revenue Account Budget 2018/19 and Rent Setting  
Policy and Resources Scrutiny Committee  
Executive Councillor: Councillor Mark Flewitt  
*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 2018/19, together with the information necessary to set a balanced budget as required by legislation.

## **2 Recommendation**

Cabinet are asked to recommend to Council

- 2.1 A rent reduction of 1% on secure tenancies, as required by the Welfare Reform and Work Act 2016;
- 2.2 An average rent increase of 6.04% on shared ownership properties;
- 2.3 That the proposed rent changes in 2.1 and 2.2 be effective from 2 April 2018;
- 2.4 The increases in other charges as set out in section 5;
- 2.5 The proposed management fee and the proposed changes in service charges and heating charges by South Essex Homes, as set out in section 6;
- 2.6 The appropriations to HRA earmarked reserves, as set out in section 9;
- 2.7 Subject to 2.1 through to 2.6 above, the HRA budget as set out in Appendix 1;
- 2.8 That the HRA Medium Term Financial Plan as set out in section 10 and Appendices 2 and 3 to the report be noted; and

- 2.9 The value of the Council's capital allowance for 2018/19 be declared as £23.197M, 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 Levels**

- 4.1 The average weekly rent charged on HRA secure general needs tenancies is currently £89.00 and for sheltered accommodation £77.15.
- 4.2 Under changes introduced by the Government in the Welfare Reform and Work Act 2016, the Council continues to be obliged to reduce secure tenancy rents by 1%. This applies to both formula and affordable rents. 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.
- 4.3 Where a property is let at affordable rent, that rent will also be required to fall by 1%. Currently the Council has 14 properties subject to affordable rent. All new properties brought into the HRA will be at affordable rent levels.
- 4.4 The rent reduction requirement does not apply to rents on shared ownership properties or temporary accommodation.
- 4.5 The rents for the Council's 13 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 September CPI +1%, plus a move towards final convergence. Across the 13 properties, the Council's ownership ranges from 10% up to 75%. On average rents would increase by 6.04%, although individual rent rises will vary depending upon how near to rent convergence a particular rent is.
- 4.6 Rents in the Council's hostels are set with reference to the national formula which is applied to managing temporary accommodation of the Local Housing Allowance (LHA) rate, minus 10% plus £60 per week, equivalent to £164.87.

This charge is inclusive of service charges, but is subject to additional charges for heating and water. These temporary tenancies are not subject to the Government's rent reduction policy.

- 4.7 The government has however frozen LHA rates for the remainder of the parliament, so there is no practical scope to increase hostel rents, and none is proposed.
- 4.8 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.
- 4.9 Members are however reminded that a proportion of tenants will be impacted by other welfare reforms regardless of the decrease in rent. 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. Some tenants may also be affected by the benefit cap, which limits the totality of all benefits to a maximum of £20,000 per year for a couple or a single person with children. 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. Single people with no dependent children are capped at £13,400.
- 4.10 The effective date of any change in rent will be 2 April 2018, 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 £11.20 per week for tenants (£13.44 being £11.20 plus VAT for non-tenants). It is recommended that these charges be increased to £11.40 per week for tenants (£13.68, being £11.40 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.

### **Water Charges**

- 5.3 The Council collects the water rates on behalf of Northumbrian Water Company (trading locally as Essex & Suffolk Water) in respect of all unmetered Council houses and remits this to the water company in full including void properties. The Council is compensated separately by the water company for collecting these water rates including a void loss allowance. The Council renewed this arrangement with Northumbrian Water Company with effect from 1 April 2017.

## Careline

- 5.4 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 whilst remaining a robust and reliable service, Careline is provided in the most cost effective way.
- 5.5 Careline is provided by South Essex Homes, with the cost included within the management fee. Separately, those eligible to be charged are billed. Negotiations have taken place to transfer the Careline business formally to the company. This will not only secure the current service arrangements for the Council's sheltered tenants, but also allow South Essex Homes to fully exploit the commercial potential to sell the service to other users and areas. The transfer will be budget neutral on the HRA.

## 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 Deputy Chief Executive - People, which following negotiations has been agreed. The proposed fee has been set mindful of the financial pressures within the HRA. The bid is summarised in the table below.

	<b>2017/18 Budget £000</b>	<b>2017/18 Forecast £000</b>
Management Fee	5,827	5,827
Care Line Adjustment		(316)
Inflationary Pressures		100
Less:		
Inflation Absorbed		(79)
<b>Total Management Fee</b>	<b>5,827</b>	<b>5,532</b>

- 6.2 The inflationary pressures for South Essex Homes are in respect of primarily employee related increased costs.
- 6.3 South Essex Homes have also requested one-off financial support of £47,000 to ensure compliance with new legislation around General Data Protection Regulations, including data cleansing, training and embedding new data protection practices.
- 6.4 Following decisions made as part of last budget setting, South Essex Homes also receive a significant proportion of their income from service and heating charges levied directly on tenants and leaseholder. It is beholden on South Essex Homes and the Council to ensure that service charges to tenants are reasonable, and as near as possible are set on a cost recovery basis. South Essex Homes has therefore proposed increases in these charges as set out below for Members endorsement.

## **Service Charges (SEH Charge)**

- 6.5 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. There are no proposals as part of this budget to unpool further costs from the main dwelling rental. 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. South Essex Homes are therefore only recommending an average 3.7% 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.

## **Heating Charges (SEH Charge)**

- 6.6 Heating charges for sheltered housing and hostel tenants are monitored on a scheme by scheme basis, with the aim that each scheme broadly covers its costs.
- 6.7 Based on costs associated with heating, South Essex Homes are proposing that there is an average 3.3% reduction in heating charges in 2018/19. The actual charge for 2018/19 will be the actual costs associated with each scheme.

## **7 Higher Value Voids**

- 7.1 Members will recall that the Housing and Planning Act 2016 introduced a duty on councils to consider selling higher value vacant social housing when it becomes vacant. The Act also empowers the Secretary of State to require an upfront levy payment from the Council, to fund the extension of the Right to Buy to Housing Association tenants. That levy will be calculated by reference to the market value of the Council's "higher 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 As part of the Government's autumn budget proposals, there was confirmation that a £200 million large-scale regional pilot of the Right to Buy for housing association tenants in the Midlands will proceed. It is assumed that this relates to a previous announcement, for which the government has found its own direct funding. It is understood that as a result there will be no levy imposed on the HRA by Government in 2018/19. The possibility remains however that there could be a levy in future years as the ability remains on the statute books.

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

- 8.1 The HRA budget has been constructed using realistic estimates wherever possible, however as indicated in the report there are a number of areas where legislation is pending that has the potential to significantly alter the proposed budget.
- 8.2 Since the draft budget was presented to Cabinet on 18 January, the following changes have been made;
- The revised budget 2017/18 has been updated for the latest information arising from budget monitoring; and
  - The 2018/19 budget has been updated for the latest forecast of interest costs, adding an additional £146,000 of cost, offset by an equal and opposite reduction in the amount appropriated to earmarked reserves.
- 8.3 The updated budget, based on the recommendations above, is shown at Appendix 1. The budget shows an operating surplus of £4.547M. On that basis the HRA is clearly in balance and Members can 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. Had the Government not forced reductions in secure tenancy rental levels, the surplus would have been some £2.700M higher. Members will also recall that the reduction in rents is an on-going obligation for 2019/20 as well, by which time it will be reducing otherwise available resources by an estimated £3.300M per year.
- 8.4 £1.925M of the 2018/19 surplus will fund a revenue contribution towards the completion of the current new build programme; with the remaining £2.622M being appropriated to earmarked reserves.
- 8.5 General HRA balances will still remain above the target of £3M at £3.502M.

## **9 Appropriations to Earmarked Reserves**

- 9.1 The main reason why the HRA continues to generate significant surpluses, despite on-going reductions in rental income, is the fact that an accounting review of the way depreciation is calculated on the housing stock was undertaken with the view to better reflect the economic value “consumed” each year. This approach has both lowered the value of depreciation payable and made it more stable year on year. Under accounting rules for the HRA, depreciation charges get transferred into the Major Repairs Reserve - a capital resource to fund amongst other things future decent homes expenditure.
- 9.2 The revised depreciation charge is below the amount assumed to be transferred to the major repairs reserve in the 30 year HRA business plan. Whilst additional amounts could be voluntarily transferred into the major repairs reserve to match the business plan, this would reduce future flexibility as the revenue surplus would convert into capital funds, with the consequential restrictions on future use.



9.3 The need to reinvest into the existing housing stock in future years is measured and quantified through the stock condition survey. A comprehensive stock condition survey was last undertaken in 2006, and has since been updated annually through surveys of void properties. There is merit as the Council refreshes its housing strategy to undertaking a more detailed survey again and officers are reviewing this with South Essex Homes. In the meantime it is proposed that the revenue earmarked reserve for HRA Capital Investment be split between major repairs and new investment, with the major repairs element reflecting the difference between the amount being transferred to the capital Major Repairs Reserve via depreciation and that assumed to be transferred in the business plan, so as to ensure that sufficient resources (both capital and revenue) are being set aside for the future maintenance of the current stock. It will also then clearly demonstrate the level of reserves available for new investment.

9.4 It is therefore recommended that the £2.622M residual surplus be appropriated to HRA earmarked reserves as follows

- £60,000 to the Repairs Contract Pensions Reserve under the five year arrangement put in place when the repairs contract was last let;
- £1,519,000 to the Major Repairs Reserve; and
- £1,043,000 to the Capital Investment Reserve.

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

10.1 The HRA Medium Term Financial Plan is shown at Appendix 2. The forward forecast of the HRA is based on a general assumption of an underlying 2.0% CPI, consistent with the Bank of England's latest forecasts.

10.2 For expenditure, the variations from the 2% assumption are:

- Insurance costs, where a 5% allowance has been made
- Provision for Bad & Doubtful Debts, where in recognition of the heightened risks of rent arrears arising from the governments welfare reforms, especially now that universal credit is being rolled out in Southend, a 2% allowance on rent roll has been made
- South Essex Homes management fee, where a real terms increase of £50,000 per annum is provided for, before efficiency savings
- Depreciation and Interest Charges are based on the underlying business plan and treasury management strategy. The plan allows for borrowings to rollover on maturity.

10.3 For income, it is assumed that rent will decrease by 1% in 2019/20, as required by legislation, with a return to CPI only increases thereafter. Other income rises will be limited to an assumption of 2%, in line with the Council's MTFS assumptions for the General Fund. The recharge to capital varies in line with the agreed HRA capital programme.

10.4 Members will be aware of the proposed regeneration of Queensway. The HRA MTFS assumes this to be broadly revenue neutral at this stage, on the basis

that lost rental income will be largely offset by a reduced need for management and maintenance. Some basic allowance has been made for a net loss in future years. Clearly much will depend on the final nature of the redevelopment proposal, including how any decant process works. The MTFs will be updated once a better understanding of the timing of any impact is known.

- 10.5 The Medium Term Financial Strategy demonstrates that the HRA is currently financially robust. Each year of the HRA MTFs an operational surplus is forecast, which will be appropriated to HRA earmarked reserves. HRA reserves are shown at Appendix 3.
- 10.6 The Council is embarking on a significant refresh of its Housing Strategy and the establishment of a shared vision for Housing. Clearly the HRA is only part of the housing landscape in Southend, and its assets and resources have some government imposed constraints over their use. However it does represent a significant lever at the Council's disposal to respond to increasing pressures around homelessness and challenges relating to a shortage of suitable affordable housing. As such the HRA MTFs will continue to be developed as the new Housing Strategy emerges and detailed proposals surface.
- 10.7 However what cannot be modelled is the impact of any higher value voids levy that the government may choose to impose in future years. It is not possible to estimate the level of any levy given that the government is still running the extension of right to buy to housing association tenants as a pilot, and are funding the consequences from their own resources rather than a levy on Councils' HRAs. Should the levy be implemented in future years, clearly it will have a detrimental impact on the finances of the HRA.

## **11 Capital Allowance**

- 11.1 The HRA capital programme is reported elsewhere on this agenda. This proposes an indicative programme of works over the next 4 years totalling £23.197M. 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.

## **12 Other Options**

- 12.1 Given the statutory nature of the required reduction in rents, Members have limited scope to alter the budget.

### **13 Reasons for Recommendations**

Part of the process of maintaining a balanced budget for the HRA is to consider and set a 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.

### **14 Corporate Implications**

#### **14.1 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.

#### **14.2 Financial Implications**

As set out in the report

#### **14.3 Legal Implications**

None at this stage

#### **14.4 People Implications**

None at this stage

#### **14.5 Property Implications**

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

#### **14.6 Consultation**

The proposals contained in this report have been considered by the Policy and Resources Scrutiny Committee, which sought clarification about the use of HRA resources to provide assistance with homelessness.

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

#### **14.7 Equalities Impact Assessment**

None at this stage

#### **14.8 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 is incorporated into the

report on the robustness of the budget and the reserves policy presented elsewhere on this agenda.

14.9 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.

14.10 Community Safety Implications

None at this stage

14.11 Environmental Impact

None at this stage

**15 Background Papers**

None

**16 Appendices**

Appendix 1 – HRA Budget 2018/19

Appendix 2 – HRA Medium Term Financial Plan 2018/19 to 2021/22

Appendix 3 – HRA Reserves 2018/19 to 2021/22

## HRA Budget 2018/19

## Appendix 1

	2017/18 Original £000	2017/18 Revised £000	2018/19 Budget £000
Employees	215	221	210
Premises (excluding repairs)	732	760	790
Repairs	4,831	4,831	4,930
Higher Value Voids Levy	0	0	0
Supplies and Services	68	68	69
Management Fee	5,827	5,827	5,579
MATS	1,124	1,124	1,146
Provision for Bad Debts	383	383	394
Depreciation	7,553	6,053	6,284
Interest and Debt Management Charges	3,461	3,521	3,515
<b>Total Expenditure</b>	<b>24,194</b>	<b>22,788</b>	<b>22,917</b>
Fees and Charges	(392)	(435)	(349)
Dwelling Rents	(25,400)	(25,750)	(24,900)
Other Rents	(1,273)	(1,273)	(1,372)
Other	(277)	(377)	(27)
Interest	(135)	(157)	(250)
Recharged to Capital	(459)	(401)	(566)
<b>Total Income</b>	<b>(27,936)</b>	<b>(28,393)</b>	<b>(27,464)</b>
<b>Net Operating Expenditure</b>	<b>(3,742)</b>	<b>(5,605)</b>	<b>(4,547)</b>
RCCO	350	189	1,925
Potential Impact of Queensway	0	0	0
Appropriation to Earmarked Reserves	3,392	5,416	2,622
<b>(Surplus) or Deficit in Year</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General HRA Balance</b>			
Opening Balance	3,502	3,502	3,502
Used to meet Deficit	0	0	0
<b>Closing Balance</b>	<b>3,502</b>	<b>3,502</b>	<b>3,502</b>

## HRA Medium Term Financial Plan 2018/19 to 2021/22

## Appendix 2

	2018/19 Budget £000	2019/20 Forecast £000	2020/21 Forecast £000	2022/22 Forecast £000
Employees	210	206	206	206
Premises (excluding repairs)	790	822	855	890
Repairs	4,930	5,029	5,130	5,233
Higher Value Voids Levy	0 ?	?	?	?
Supplies and Services	69	69	70	71
Management Fee	5,579	5,582	5,632	5,682
MATS	1,146	1,169	1,192	1,216
Provision for Bad Debts	394	455	526	531
Depreciation	6,284	6,449	7,562	7,677
Interest and Debt Management Charges	3,515	3,448	3,414	3,444
<b>Total Expenditure</b>	<b>22,917</b>	<b>23,229</b>	<b>24,587</b>	<b>24,950</b>
Fees and Charges	(349)	(352)	(359)	(366)
Dwelling Rents	(24,900)	(24,651)	(24,898)	(25,147)
Other Rents	(1,372)	(1,368)	(1,385)	(1,402)
Other	(27)	(27)	(27)	(27)
Interest	(250)	(251)	(251)	(251)
Recharged to Capital	(566)	(459)	(459)	(459)
<b>Total Income</b>	<b>(27,464)</b>	<b>(27,108)</b>	<b>(27,379)</b>	<b>(27,652)</b>
<b>Net Operating Expenditure</b>	<b>(4,547)</b>	<b>(3,879)</b>	<b>(2,792)</b>	<b>(2,702)</b>
RCCO	1,925	0	0	0
Potential Impact of Queensway	0	200	200	200
Appropriation to Earmarked Reserves	2,622	3,679	2,592	2,502
<b>(Surplus) or Deficit in Year</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>

**HRA Medium Term Financial Plan  
2018/19 to 2021/22  
Reserves**

**Appendix 3**

	<b>2018/19 Budget £000</b>	<b>2019/20 Forecast £000</b>	<b>2020/21 Forecast £000</b>	<b>2022/22 Forecast £000</b>
<b>Earmarked Reserves (Revenue)</b>				
Opening Balance	28,245	30,867	34,546	37,138
Appropriation to Earmarked Reserves	2,622	3,679	2,592	2,502
<b>Closing Balance</b>	<b>30,867</b>	<b>34,546</b>	<b>37,138</b>	<b>39,640</b>
 <b>Being</b>				
<i>Repairs Contract Pensions</i>	520	580	640	700
<i>Major Repairs</i>	6,763	8,376	9,143	10,071
<i>Capital Investment</i>	23,584	25,590	27,355	28,869
	<b>30,867</b>	<b>34,546</b>	<b>37,138</b>	<b>39,640</b>
 <b>Major Repairs Allowance (Capital)</b>				
Opening Balance	5,567	5,936	4,455	5,817
Depreciation Arising	6,284	6,449	7,562	7,677
Used to Fund Capital Expenditure	(5,915)	(7,930)	(6,200)	(6,200)
<b>Closing Balance</b>	<b>5,936</b>	<b>4,455</b>	<b>5,817</b>	<b>7,294</b>

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# Southend-on-Sea Borough Council

Agenda  
Item No.

Report of Corporate Management Team  
to  
**Cabinet**  
on  
**13 February 2018**

Report prepared by: Joe Chesterton  
Director of Finance and Resources

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**Capital Programme 2018/19 to 2021/22**  
**All Scrutiny Committees**  
**Executive Councillor: Councillor Lamb**  
***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 schemes and their funding for 2018/19 to 2021/22 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 2018/19 to 2020/21 of £166.5m (Appendix 1);**
- 2.2 Approve the changes to the approved Programme (Appendix 2);**
- 2.3 Consider and approve the proposed new schemes and additions to the Capital Programme for 2018/19 to 2019/20 totalling £20.1m (Appendices 6 and 7);**
- 2.4 Consider and approve the proposed scheme subject to external funding approval for the period 2018/19 to 2021/22 totalling £19.0m (Appendices 2 and 7);**
- 2.5 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 £192.0m for 2018/19 to 2021/22 (Appendix 8);**
- 2.6 Note that, of the total programme of £192.0m for the period 2018/19 to 2021/22, the level of external funding supporting this programme is £75.0m (paragraph 9.1);**

- 2.7 Note that a final review has been undertaken on the 2017/18 projected outturn and that the results have been included in this report;**
- 2.8 Approve the proposed Capital Programme for 2017/18 to 2021/22 (Appendix 8);**
- 2.9 Approve the Capital Strategy for 2018/19 to 2021/22 (Appendix 9).**

### **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 2018/19 to 2021/22. 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 revenue Government grant funding. Therefore, any unsupported borrowing undertaken is financed from the total available revenue resources to the Council from Council Tax, Business Rates and Government Grant.

#### **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 Chartered Institute of Public Finance & Accountancy (CIPFA) Prudential Code for Capital Finance was updated in December 2017. The revised Code requires authorities to look at capital expenditure and investment plans in the light of overall organisational strategy and resources and ensure that decisions are being made with sufficient regard to the long term financing implications and potential risks to the authority. Effective financial planning, option appraisal and governance processes are essential in achieving a prudential approach to capital expenditure, investment and debt.

4.3 The Capital Strategy gives a high level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services along with an overview of how associated risk is managed and the implications for future financial sustainability. The overarching objectives for the Capital Strategy are as follows:

- Demonstrating that capital expenditure and investment decisions take account of stewardship, value for money, prudence, sustainability and affordability;
- 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 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.

4.5 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.

4.6 The Corporate Asset Management Strategy (CAMS) was comprehensively reviewed and updated for the period 2015 – 2025 and was approved at the Cabinet meeting in September 2015 to provide high-level strategic focus to enable flexibility over the plan period and to reinforce the current Vision and Strategic Aims of the CAMS 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.

4.7 The CAMS also includes a property investment strategy with its own set of governance to enable investment opportunity decisions to be taken quickly against a pre-agreed set of investment performance criteria such as and including lot size, yield, property type, lease terms and covenant strength. The first acquisition under this was made during 2017-18.

4.8 The CAMS also supports the Council's high priority major projects such as, and including Better Queensway, Airport Business Park, Care and Learning Disability re-provision.

4.9 It is now appropriate that some further updates are made as follows:

- Departmental terminology and governance changes to reflect the current structure of the Council;
- To update the schedule of charges relating to property transactions;
- To reflect the revised CIPFA Treasury Management Prudential Code updates;
- To monitor the Government's position on Commercial Property Investment;
- To update the Property Metrics section with 2015-16 and 2016-17 activity;
- To ensure that the framework is in place to move forward with recommendations arising from the space utilisation study currently underway, including facilitating the co-location of the Clinical Commissioning Group and other partners to improve collaboration, share costs and generate income;

- To clearly and more appropriately distribute responsibility for particular assets (e.g. footpaths, non-adopted roads, water-courses) to ensure these are managed efficiently in the most appropriate section of the business.

4.10 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.

4.11 The formulation of the 2018/19 to 2021/22 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.

4.12 It is the Chief Finance Officer's view that the capital programme resulting from the Capital Strategy is affordable and the risks associated with it are manageable.

## **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 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 borrowing limits.

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 £73m (£51m net of invest to save schemes) over the period 2018/19 to 2021/22. £70m of this level of borrowing is driven by the capital programme over the period 2018/19 to 2021/22, £3m is to start to reverse the under-borrowed position against CFR.

## **6. Capital Programme 2017/18 to 2020/21 - Movements**

6.1 The Council's current agreed capital programme for 2017/18 to 2020/21 is attached as Appendix 1 and totals £233.1m.

6.2 Movements and proposed new schemes and additions since the agreement of the revised programme at Cabinet in November 2017 have an overall effect of increasing the capital programme by £23.2m to £256.3m for the period 2017/18 to 2021/22 and are set out in Appendix 2, with more detail in Appendices 3 to 7.

## **7. Spending Plans 2018/19 to 2021/22**

7.1 The proposed new schemes and additions to the Capital Programme for 2018/19 to 2021/22 of £20.1m are set out in Appendix 6, with the details of each scheme and its funding explained in Appendix 7. In preparing these proposals consideration has been given to the following key criteria:

- Maintain the essential infrastructure of the organisation;
- Essential Health and Safety works;
- Essential rolling programmes;
- Are wholly financed by external/internal funding;
- Match funded investment for regeneration projects;
- Outcome of feasibility studies for Pier and New Museum;
- Are invest to save borrowing schemes.

Additionally, consideration has been given to:

- Revenue impact of the proposals on the Medium Term Financial Plan;
- Borrowing position of the Council;
- Whether schemes are profiled to the appropriate financial year;
- Recognition of the future vision of the authority;
- Recognition of the ability to prioritise and refocus following the recent transformation overview;
- Recognition of the capacity in the organisation to deliver such a programme.

As part of this year's budget process consideration has also been given to a new wider strategic approach to the formulation of the capital programme which has resulted in:

- Identifying essential capital investment for 2018/19 and 2019/20 only;
- Utilising feasibility studies where needed;
- Adopting a gateway approach review for larger strategic schemes to enter the programme at the required time;

- The ability to enter items into the capital programme in a managed way through firstly the annual budget round and secondly when the programme is reviewed mid-year and consequently the November Cabinet cycle;
- Being mindful of the current level of the programme in relation to capacity to deliver, the relevant financing of schemes and any other running costs.

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

## 7.2 Education

7.2.1 In February 2017 the Government confirmed the Education Maintenance Capital allocations and Devolved Formula Capital (DFC) for 2017/18 and gave an indication that a similar level of grant would be available for 2018/19, subject to downwards adjustments as more schools convert to academy status. Basic Need Grant was confirmed for the three years 2017/18 to 2019/20.

The grant funding was confirmed as follows:

- £0.849 million of basic need funding to provide school places to be paid in 2017/18 with indicative sums of £4.83million to be paid in 2018/19 and £3.82 million in 2019/20.
- £0.944 million of Maintenance Capital (2017/18) to support the needs of the schools we maintain and for the Sure Start children's centres;
- £0.173 million of Devolved Formula Capital for schools (2017/18);

7.2.2 All of these allocations will be delivered as capital grant.

7.2.3 The Government is due to confirm in February 2018 the 2018/19 grant figures and issue indicative grant figures for the years 2019/20 and 2020/21. If these figures are available in time they will be reported to Cabinet on 13 February 2018.

7.2.4 The education capital programme for 2017/18 onwards will continue to be dominated by the need to provide more school places to cope with the current high pupil numbers, as the demand moves from the primary sector to the secondary schools.

7.2.5 The Basic Need Grant awarded to Local Authorities includes expansion at academies. The Government also expected all Local Authorities to fund capital works for any new academy arising from a Basic Need requirement unless the new school is funded directly from Central Government.

7.2.6 The Secondary School Expansion Programme is now moving forward. Expansions have been agreed with the eight non-selective schools. One school is in the construction stage and a second is awaiting planning permission. The remaining six are in various stages of feasibility and planning. The Primary School future demand will continue to be monitored closely.

7.2.7 Government funding is not ring fenced and Southend, like many other authorities, will be spending more on Basic Need than the awarded grant.

- 7.2.8 Once the 2018/19 maintenance grant has been published officers will produce a draft condition programme. It is hoped, as in previous years, future years indicative amounts will also be included to allow a multi-year programme to be set that will allow schools to plan ahead.



- 7.2.9 The income received from Central Government for maintenance only covers maintained schools and 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 for capital funding.
- 7.2.10 Although the maintenance grant will decrease as more schools convert to academy status the education condition programme will continue to address high priority condition items at schools and children's centres, which if not done could result in a closure as far as funds allow. The replacement of boilers, curtain walling and rewiring continues to dominate the investment programme.

### 7.3 Housing

- 7.3.1 The housing scheme for Phase 2 of new Council housing is progressing well. The tender for the overall build contractor was extended until January 2018 and an appointment is expected to be made in April.
- 7.3.2 The Housing Revenue Account (HRA) capital programme for the 2017/18 financial year is £6,555,000 which comprises mainly Decent Homes work to the Council's housing stock including kitchen and bathroom modernisations, together with improvements to the common areas. This also includes a budget of £370,000 for the construction of new housing on HRA land as included above (with the remainder in the 2018/19 financial year) and £565,000 for disabled adaptations works.
- 7.3.3 The overall capital programme for the next three financial years 2018/19 to 2020/21 includes a commitment of over £20 million for major repairs and Decent Homes work to the Council's housing stock.

### 7.4 Highways and Transportation

- 7.4.1 The expenditure will be delivered mainly by fully un-ringfenced capital grants.
- 7.4.2 The indicative settlement is as follows:

	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

- 7.4.3 The allocations for the Integrated Transport Block (ITB) 2018/19 to 2020/21 are indicative and are awaiting confirmation from the Department for Transport (DfT).
- 7.4.4 Pothole Funding of £250 million was announced in the Budget 2015. This funding is allocated by formula shared by Local Highways Authorities between 2016/17 and 2020/21 based on the road length for which each authority is responsible. The allocated sum to Southend Borough Council is £65k per year until 2020/21.

7.4.5 To allow the full delivery of the 2017/18 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 to 2020/21.
- The recommended allocation to the 'Actions' is set out in Appendix 5a for the years 2018/19 to 2020/21. Appendix 5b shows the complete set of schemes for Transport and Highways for 2018/19, funded by Government grant, third party contributions and Council funding. The Deputy Chief Executive 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 Director of Finance and Resources. A list of capital schemes developed by the Traffic and Parking Working Party and Members requests will come from part of this funding stream.
- 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.

## 7.5 Other Services

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

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

- A budget provision to grow a commercial property investment portfolio;
- Fire improvement works across the corporate property estate;
- Refurbishment of the Council's core property stock to deliver a planned condition programme;
- Essential refurbishment and renovation works to theatres, parks, leisure centres and other leisure assets;
- Upgrade and modernisation of the ICT core infrastructure;
- ICT schemes in support of business transformation;
- The continuation of the Better Queensway project through the next phase of development;
- Implementation of security measures in line with current threat levels.

## **8. Capital Programme 2017/18 to 2021/22**

8.1 The Council's proposed capital programme for 2017/18 to 2021/22 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 £192m on the part of the Council in the Southend area over the four year period 2018/19 to 2021/22 and the projected investment in 2018/19 alone amounts to over £92m (General Fund £83m and Housing Revenue Account £9m). Key areas of new and continued investment in 2018/19 and later years include:

- Library Car Park Reconstruction and Enhancement;
- Re-development of Delaware and Priory Residential Care homes and the Viking Day Centre;
- Secondary School Expansion Programme;
- Airport Business Park;
- Digital Strategy and ICT infrastructure;
- Council and Private Housing stock;
- Highways infrastructure and Transport works;
- A127 works;
- Energy efficiency schemes;
- Essential Pier works;
- Coastal Defence and foreshore;
- Essential works for Leisure, Parks, Libraries, Theatres and Museums;
- Better Queensway.

8.3 In addition, the proposed scheme subject to external funding approval for the period 2018/19 to 2021/22 amounts to nearly £19m, relating to the Forum II.

8.4 Consideration is also being given to a scheme to introduce measures to prohibit footway and grass verges parking across the borough to improve highway safety, reduce obstructions to pedestrians, reduce maintenance costs and prevent footway damage. Further exploratory work is being undertaken on the appropriate powers that would need to be available to undertake those works. In the meantime £250,000 has been earmarked in the capital reserve and if the appropriate powers are available then this scheme will be introduced into the Capital Programme accordingly.

## **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, the amount of revenue available to support capital budgets and the timing and valuation of capital receipts (from the sale of existing surplus Council assets) that will be realised.

The proposed estimated funding for the programme is as follows:

<b>Type of funding:</b>	<b>2018/19 £m</b>	<b>2019/20 £m</b>	<b>2020/21 £m</b>	<b>Total £m</b>
External funding – capital grant	35.7	26.5	10.1	<b>72.3</b>
External funding – third party contributions	2.5	0.2	-	<b>2.7</b>
Capital Receipts	4.3	-	-	<b>4.3</b>
Major Repairs Reserve (Housing Revenue Account)	5.9	7.9	6.2	<b>20.0</b>
Earmarked reserves/ Revenue Contributions	7.0	1.4	-	<b>8.4</b>
Borrowing – Main Schemes <sup>(1)</sup>	31.8	28.8	4.5	<b>65.1</b>
Borrowing – Invest to Save <sup>(1)</sup>	5.3	9.1	4.8	<b>19.2</b>
<b>Total</b>	<b>92.5</b>	<b>73.9</b>	<b>25.6</b>	<b>192.0</b>

Note 1 - this relates to both internal and external borrowing

The estimated amounts of internal and external borrowing are shown in the table below:

<b>Borrowing to fund capital schemes</b>	<b>2018/19 £m</b>	<b>2019/20 £m</b>	<b>2020/21 £m</b>	<b>Total £m</b>
Internal borrowing	0	10.9	3.3	<b>14.2</b>
External borrowing	37.1	27.0	6.0	<b>70.1</b>
<b>Total borrowing</b>	<b>37.1</b>	<b>37.9</b>	<b>9.3</b>	<b>84.3</b>

- 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 Council's budget requirement. As an indicative guide to the revenue consequence, there is a cost of approximately £70k for every £1m borrowed or if £10m is borrowed this would equate to an increase in Council Tax of around 1%.
- 9.4 The full impact of financing costs associated with the funding of the proposed programme has been included in the Council's current financial planning for 2018/19 to 2021/22. The 2018/19 revenue budget elsewhere on this agenda incorporates the required financing costs budget requirement for 2018/19.
- 9.5 The other revenue implications of the proposed new schemes and additions to the Capital Programme are set out in the table at the end of Appendix 7. In summary these are:

- Commercial Property Investment – the rental Incomes to at least cover the financing costs;
- Children’s Residential Provision – placement savings of £80,000 p.a. from 2019/20 from a combination of children’s residential care, part time placement and respite placements;
- Income Management System – increase in annual support and maintenance costs of £20,000 p.a. from 2019/20;
- New Artists Studios – rental income form the project for Beecroft Art Trust, which will first repay the capital reserve investment from the Council;
- Manor Road Cliff Stabilisation – £5,000 p.a. saving in footway maintenance;
- Flood Prevention Works - £10,000 p.a. maintenance costs for the pumping station.

9.6 In summary, it is the Chief Financial Officer’s view that the 2018/19 to 2021/22 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 Capital Strategy and CAMS reflect the implications of the agreed Capital Programme.

## 12.6 Consultation

The draft budget approved at Cabinet on 18 January 2018 has been presented to all three Scrutiny Committees and the Business and Voluntary Sector Consultation meeting. The feedback from each of these scrutiny bodies is as follows:

- Place Scrutiny Committee sought clarification on a number of the capital programme items in respect of their areas of responsibility, namely the following proposed new schemes:
  - C19 – New Artist's Studios in regard to the cost;
  - C22 – Improve Footway Condition around Highway Trees in regard to prioritisation;
  - C23 – Manor Road Cliff Stabilisation in regard to the precise location;
  - C24 – Parking Strategy in regard to the timing of the production of the strategy;
  - C25 Coach Parking in regard to its management;
  - C27 – Flood Prevention Works in regard to location and match funding;
  - C30 – Security Measures in regard to their nature;
  - C32 – Forum II in regard to location and landscaping.
- People Scrutiny Committee sought clarification on a few of the capital programme items in respect of their areas of responsibility, namely the proposed new scheme C3 – Send Module/Liquid Logic on its scope and why it is being introduced now. Additionally, clarification was sought on the proposed new scheme C4 – Residential Care provision – why will this provide value and the related risks about providing this service.
- Policy and Resources Scrutiny Committee offered no comments on the draft Capital Programme 2018/19 to 2021/22 or the proposed new schemes and additions contained therein, in respect of their areas of responsibility;
- The Business and Voluntary Sector consultation meeting offered no comments on the draft Capital Programme 2018/19 to 2021/22 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 2017

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 2018/19

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

Appendix 7 – Proposed New Schemes and Additions - descriptions

Appendix 8 – Amended Capital Programme 2018/19 to 2021/22 (2017/18 shown for information)

Appendix 9 – Capital Strategy 2018/19 to 2021/22

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Scheme	Project code	Directorate	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
<b>Department of the Chief Executive</b>							
Seaways - HCA Condition Funding	C10656			170			170
Civic East Car Park Redevelopment	C10748					4,840	4,840
Chalkwell Esplanade Toilets Roof Repairs	C10862		2				2
Commercial Property Investment	C10749		5,250				5,250
Darlows Green former WCs demolition	C10919		5	40			45
Delaware House Plumbing works	C10920		12				12
Demolition of Leigh Cliffs Public Toilets	C10853		3				3
East Beach Café Project	C10644		32				32
Herbert Grove Security	C10854		160				160
Land Acquisition	C10913		7,500		2,000		9,500
Library Car Park Reconstruction and Enhancement	C10750		125	4,100	1,775		6,000
New Beach Huts Phase 2	C10631		120				120
Pier Arches toilets - waterproofing solution	C10734			30			30
Porters Civic House and Cottage	C10571	Support Services	9				9
South Essex College	C10908		3,500				3,500
Queensway - Commercial Property	C10751			500	400		900
Ropers Farm Cottages - water supply	C10840		79				79
Seaways Development Enabling Works	C10643		16				16
Urgent Works To Property	C10181	Support Services	26				26
Acquisition of Leased Asset	C10928		19				19
	<b>Total Asset Management</b>		<b>16,858</b>	<b>4,840</b>	<b>4,175</b>	<b>4,840</b>	<b>30,713</b>
Channel Shift	C10757		301	265			566
	<b>Total Transformation</b>		<b>301</b>	<b>265</b>			<b>566</b>
Essential Crematorium/Cemetery Equipment	C10572		48				48
New Burial Ground	C10054	Support Services	5				5
Pergola Walk Memorial Scheme	C10755		288				288
Replacement Boiler at Southend Crematorium	C10866		130				130
Sutton Road Cemetery Road Repairs	C10911		21				21
	<b>Total Cemeteries &amp; Crematorium</b>		<b>492</b>				<b>492</b>
Priority Works	C10121	Support Services	283	500	500	500	1,783
	<b>Total Priority Works</b>		<b>283</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>1,783</b>
	<b>Total Department of the Chief Executive</b>		<b>17,934</b>	<b>5,605</b>	<b>4,675</b>	<b>5,340</b>	<b>33,554</b>

Scheme	Project code	Directorate	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
<b>Department for People</b>							
Community Capacity	C10526	Adult & Com Servs	450				450
Dementia Friendly Environments	C10598		27				27
Learning Management System	C10929		70	50			120
Mental Health Funding Stream	C10184			36			36
Transforming Care Housing	C10689			163			163
LATC - Delaware and Priory	C10621	Children & Learning	150	5,094	6,300		11,544
<b>Total Adult Social Care</b>			<b>697</b>	<b>5,343</b>	<b>6,300</b>		<b>12,340</b>
Disabled Facilities Grant	C10145	Adult & Com Servs	1,500	1,353			2,853
Empty Dwelling Management	C10020	Adult & Com Servs		357			357
PSH Works in Default - Enforcement Work	C10503	Adult & Com Servs		138			138
Private Sector Renewal	C10146	Adult & Com Servs	10	615	450		1,075
<b>Total General Fund Housing</b>			<b>1,510</b>	<b>2,463</b>	<b>450</b>		<b>4,423</b>
S106 3 Acacia Drive 1401434FULM - affordable housing	C10857			177			177
S106 Essex House 1600116DOV - affordable housing	C10852			320			320
<b>Total Housing S106 Agreements</b>				<b>497</b>			<b>497</b>
AHDC Short Breaks for Disabled Children	C10282	Children & Learning		64			64
<b>Total Children &amp; Learning Other Schemes</b>				<b>64</b>			<b>64</b>
S106 3-5 High Street - Education	C10916			9			9
S106 Albany Court 1500369AMDT - education	C10841			44			44
S106 Bellway Prittlebrook - education	C10724	Enterprise, Tourism & Env		623			623
S106 Former Balmoral 1400914FULM – education	C10860			22			22
<b>Total Education S106 Agreements</b>				<b>698</b>			<b>698</b>
Bournes Green Junior Boiler	C10868		135				135
Chalkwell Infants Main Building Windows	C10870		80				80
Earls Hall Ducts and Pipework	C10711		68				68
Edwards Hall Roofs	C10713		23				23
Fairways Fire Alarm	C10872		42				42
Future condition projects	C10024	Children & Learning	129				129
Futures Heating and Pipe Ducts	C10714		68				68
Leigh Northy Street Windows (H&S)	C10907		42				42
Richmond Roof	C10873		17				17
St Nicholas Roof	C10924		100				100
<b>Total Condition Schemes</b>			<b>704</b>				<b>704</b>

Scheme	Project code	Directorate	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
Devolved Formula Capital	C10014	Children & Learning	173				173
<b>Total Devolved Formula Capital</b>			<b>173</b>				<b>173</b>
Small Friends Expansion	C10863		60				60
Friars Primary School	C10864		332				332
Edwards Hall	C10865		144				144
<b>Total Early Years</b>			<b>536</b>				<b>536</b>
Expansion of 2 yr old Childcare Places	C10558		65				65
School Improvement and Provision of School Places	C10475	Children & Learning	5,589	12,695	8,579	3,425	30,288
SEN Improvement and Provision of School Places	C10910		74				74
<b>Total Primary and Secondary School Places</b>			<b>5,728</b>	<b>12,695</b>	<b>8,579</b>	<b>3,425</b>	<b>30,427</b>
<b>Total Department for People</b>			<b>9,348</b>	<b>21,760</b>	<b>15,329</b>	<b>3,425</b>	<b>49,862</b>

Scheme	Project code	Directorate	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000	
<b>Department for Place</b>								
Belfairs Swim Centre	C10623	Adult & Com Servs	3	40			43	
Belfairs Woodland Centre Project	C10502		15				15	
Chase Sports & Fitness Centre - Fire Alarm	C10732		4				4	
Chase Sports and Fitness Centre - Lighting Fitting Replacement	C10875		70				70	
Southchurch Park Bowls Pavillion	C10739			20			20	
Southend Cliffs - Replacement of Handrails	C10881		45				45	
Southend Leisure and Tennis Centre - Building Management System (BMS) Control	C10882		100				100	
Wheeled Sports Facility Central Southend Area	New			25	225		250	
<b>Total Leisure</b>				<b>237</b>	<b>85</b>	<b>225</b>		<b>547</b>
Chalkwell Park and Priory Park Tennis Courts	C10682			52				52
Hard Surface Path Improvements	C10566		13				13	
Playground Gates	C10779		64	64			128	
Replacement and Upgrade of Parks Furniture	C10879		30	30	30	30	120	
Replacement of Play Equipment	C10780		57	50			107	
Sidmouth Park - Replacement of Play Equipment	C10880		75				75	
Southchurch Park Tow Path	C10781		200	50			250	
<b>Total Parks</b>			<b>491</b>	<b>194</b>	<b>30</b>	<b>30</b>	<b>745</b>	
Leigh Library Gardens - urgent works	C10925		25				25	
Library Review	C10624		30	156			186	
<b>Total Libraries</b>			<b>55</b>	<b>156</b>			<b>211</b>	
Cliffs Pavilion - External Refurbishment works	C10876		70	250			320	
Palace Theatre - Air Handling Units	C10782		13	220			233	
Palace Theatre Boilers Replacement	C10877		125				125	
Palace Theatre - Replacement of Asbestos Stage Safety Curtain	C10878		25	75			100	
Palace Theatre - Replacement of External Windows	C10725		2				2	
<b>Total Theatres</b>			<b>235</b>	<b>545</b>			<b>780</b>	
Central Museum Works	C10867		30	220			250	
New Museum - Gateway Review	C10776		750	750			1,500	
Prittlewell Prince Research	C10043	Adult & Com Servs		38			38	
Prittlewell Prince Storage	C10696			35			35	
<b>Total Museums</b>			<b>780</b>	<b>1,043</b>			<b>1,823</b>	

Scheme	Project code	Directorate	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
ASO Machinery Purchase	C10731		4				4
Belton Hills Steps	C10777		30	1,467			1,497
Energy Improvements in Culture Property Assets	C10565		55	55			110
"Make Southend Sparkle" Initiative	C10778		10	10			20
Property Refurbishment Programme	C10626		310	500	500		1,310
Pump Priming Budget	C10044	Adult & Com Servs	5	328			333
War Memorials within the Borough	C10569		4				4
	<b>Total Other Culture</b>		<b>418</b>	<b>2,360</b>	<b>500</b>		<b>3,278</b>
S106 23/04/2015 Hinguar and Saxon - public art contribution	C10845		18				18
S106 Ajax Works 0300130ful - landscaping maintenance	C10199	Enterprise, Tourism & Env	3	3			6
S106 Albany Court 1500369AMDT - public art contribution	C10846		26				26
S106 Avenue Works 1401968AMDT - Public Art	C10801			15			15
S106 Former Balmoral 1400914FULM – public art contribution	C10861			1			1
S106 Bellway Prittlebrook 1400943FULM - Local play facilities	C10804		15				15
S106 Former College 1000225FUL - Tree Replacement	C10207	Enterprise, Tourism & Env	11				11
S106 Garrison 0000777 Deposit - information boards	C10811		2				2
S106 Garrison 0000777 Deposit - Junior Play Area maintenance	C10812		10				10
S106 Garrison 0000777 Deposit - Toddler Play Area maintenance	C10815		6				6
S106 Garrison Park Store	C10188	Enterprise, Tourism & Env	1				1
S106 Lifstan Way 0000273 Out - Open Space Maintenance	C10269		10	72			82
S106 North Shoebury Road 0301504out - Public Art	C10819		74				74
S106 North Shoebury Road 0301504out - Shoebury Park Enhancement	C10205	Enterprise, Tourism & Env	72				72
S106 North Shoebury Road 0301504out - Shoebury Park Maintenance	C10820		39	33	231		303
S106 Sunlight Ldry 1400411FULM - Public Art	C10821		14				14
	<b>Total Culture S106 Agreements</b>		<b>301</b>	<b>124</b>	<b>231</b>		<b>656</b>

Scheme	Project code	Directorate	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
Barracuda Replacement	C10756		30				30
DEFRA Inspire III	C10640		4				4
Digitisation of Paper Records	C10896		1	45			46
ICT Priority Works	C10767			100			100
ICT - Core Application and Database Migration	C10895			75			75
ICT Capita One Enhancements/Developments	C10633		7				7
ICT - Childrens and Adults Social Care - Development of the Liquid Logic Case Management System	C10637		1,433	260			1,693
ICT Core Infrastructure	C10575		180				180
ICT - Central Government IT Security Compliance	C10898		35	115			150
ICT - Intelligence Hub	C10904		67	450			517
ICT - Digitally Enable the Council Offices	C10897		80	40			120
ICT Enterprise Agreement	C10636		280	280	280		840
ICT - Mobile Working and Enterprise Mobility	C10899		40	45			85
ICT - Phones Migration and Re-Tender	C10900			80			80
ICT Rolling Replacement Programme	C10576		200	200	200		600
ICT Southend and Schools Network Migration	C10912		20				20
ICT - Southend Network Monitoring Equipment	C10901		40	20			60
ICT - Upgrade of Capacity of Internet	C10902		150				150
ICT - Upgrade of Enterprise Resource Planning (ERP) System	C10903		75				75
Mobile Device End Point Protection Replacement	C10768			90			90
Place - Culture - Hardware in Libraries	C10764		9				9
Place - Culture and Enterprise and Tourism - EPOS System	C10758		30				30
Replacement and Enhancement to Cash Receipting System	C10578			18			18
Software Licencing	C10426	Support Services	349	320	320		989
Websense Replacement	C10770		30				30
Wireless Borough/City Deal	C10580		8	335			343
	<b>Total ICT Programme</b>		<b>3,068</b>	<b>2,473</b>	<b>800</b>		<b>6,341</b>
Airport Business Park (including Local Growth Fund)	C10261	Support Services	6,117	11,653	10,191	3,237	31,198
City Deal - Incubation Centre	C10668		34				34
Better Queensway - Regeneration	C10747		628	575			1,203
Queensway - Ground Penetrating Radar	C10745		9				9
Resorts Assets	C10883		50				50
	<b>Total Enterprise, Tourism &amp; Regeneration</b>		<b>6,838</b>	<b>12,228</b>	<b>10,191</b>	<b>3,237</b>	<b>32,494</b>
Pier Hill Lifts Tower Leaks	C10856		1				1
Southend Pier - Bearing Refurbishment (Phase One)	C10885		500	500			1,000
Southend Pier - Condition Works Engineers	C10697		825	792	967		2,584
Southend Pier - Condition Works Surveyors	C10918		230	343	518		1,091
Southend Pier - Pier Entrance Enhancement	C10887		150	150			300
Southend Pier - Pier View Gallery	C10855		198				198
Southend Pier - Pier Pavilion Platform Detailed Design (Gateway Review One)	C10884		125	125			250
Southend Pier - Prince George Extension (Phase Two)	C10905		200	1,689	750		2,639
Southend Pier - Structural Works	NEW					500	500
Southend Pier - Timber Outer Pier Head	C10886		250	5,250	2,500		8,000
	<b>Total Southend Pier</b>		<b>2,479</b>	<b>8,849</b>	<b>4,735</b>	<b>500</b>	<b>16,563</b>

Scheme	Project code	Directorate	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
Cliff Slip Investigation Works	C10784		30	246			276
Coastal Defence (Shoebury Common Sea Defence Scheme)	C10011	Enterprise, Tourism & Env	50	200	3,795	200	4,245
Improving Resilience of the Borough to Flooding from Extreme Weather Events	C10888		125	125			250
Southend Highway Flood Reduction and Resilience Improvement Scheme	C10921			565			565
Southend Shoreline Strategy	C10843	Enterprise, Tourism & Env	72				72
<b>Total Coastal Defence and Foreshore</b>			<b>277</b>	<b>1,136</b>	<b>3,795</b>	<b>200</b>	<b>5,408</b>
Carriageways and Footways Improvements	C10786		1,007	1,000	1,000		3,007
Cinder Path	C10115	Enterprise, Tourism & Env		100	702		802
Gaist Highways Asset Management Project	C10785		20				20
Highways Maintenance - Potholes	C10588		102	65	65	65	297
Highways Planned Maintenance Investment	C10029	Enterprise, Tourism & Env	682				682
National Productivity Investment Fund	C10889		459				459
Prittlebrook Greenway - Undermining	C10923		75				75
Street Lighting Renewal	C10061	Enterprise, Tourism & Env	4,014				4,014
<b>Total Highways &amp; Infrastructure</b>			<b>6,359</b>	<b>1,165</b>	<b>1,767</b>	<b>65</b>	<b>9,356</b>
S106 22-23 The Leas 0700820FULM - bus service contribution	C10832		43				43
S106 Former Coll 0801062FULM - Transport Contribution	C10203	Enterprise, Tourism & Env	8				8
S106 Essex House 1500521FULM - bus stop improvement	C10793		3				3
S106 Premier Inn 1300835FULM - Bus Stop Improvement	C10653		5				5
S106 Former College 1500803BC4M - parking survey contribution	C10893		10				10
S106 285 Sutton Rd 1100087FULM - Highway Works	C10796		15				15
S106 Avenue Works 1401968AMDT - cycleway improvement	C10727		1				1
S106 Bellway Prittlebrook 1400943FULM - TRO Contribution	C10808		5				5
S106 High Works Shoe Garrison	C10213	Enterprise, Tourism & Env	2				2
S106 Albany Court 1500369AMDT - signage contribution	C10842		10				10
S106 Hinguar 1401672BC4M - highway contribution	C10851		5				5
S106 North Road and Salisbury Ave 1200056 - Highway Works Contribution	C10816		2				2
S106 Sunlight Ldry 1400411FULM - Highway Works	C10686		2				2
S106 Texsol Kenway 1500468FULM - highway	C10849		13				13
S106 Texsol Kenway 1500468FULM – public realm contribution	C10858		14				14
S106 Seec 0200500ful - Highway Works	C10073	Enterprise, Tourism & Env	104				104
S106 Univ H-Way0401561ful	C10196	Enterprise, Tourism & Env	4				4
<b>Total Highways S106 Agreements</b>			<b>246</b>				<b>246</b>
Car Park Infrastructure Improvements	C10787		304				304
Car Parks Upgrade	C10151	Enterprise, Tourism & Env	33				33
Improved Car Park Signage and Guidance Systems	C10890	Enterprise, Tourism & Env	155	305	25		485
<b>Total Parking Management</b>			<b>492</b>	<b>305</b>	<b>25</b>		<b>822</b>
S38/S278 Airport 0901960 Fulm	C10275	Enterprise, Tourism & Env	20	80			100
S38 Bellway Homes 14/00943/fulm	C10746		7	78			85
S38 Old Hinguar School	C10859		7				7
S78 Bellway Homes 14/00943/fulm	C10730		7	3			10
S38 Fossetts Farm Bridleway	C10193	Enterprise, Tourism & Env	20	64			84
S38 Garrison NBP Road Supp Fee	C10267	Enterprise, Tourism & Env	9				9
S38 Inspection Magazine Rd	C10190	Enterprise, Tourism & Env	5				5
<b>Total S38, S278 &amp; S78 Agreements</b>			<b>75</b>	<b>225</b>			<b>300</b>

Scheme	Project code	Directorate	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
LTP (Integrated Transport block) - Bridge Strengthening	C10512	Enterprise, Tourism & Env	171	821	350	350	1,692
LTP (Integrated Transport block) - Better Sustainable Transport	C10384	Enterprise, Tourism & Env	200	600	400	400	1,600
LTP (Integrated Transport block) - Better Networks	C10671		163	664	400	400	1,627
LTP (Integrated Transport block) - Traffic Management Schemes	C10513	Enterprise, Tourism & Env	475	400	400	400	1,675
LTP (Integrated Transport block) - Traffic Control Systems	C10470	Enterprise, Tourism & Env	70	332	201	201	804
LTP - Maintenance	C10076	Enterprise, Tourism & Env	619	831	621	621	2,692
LTP - Maintenance - Street Lighting	C10708			150	150	150	450
<b>Total Local Transport Plan</b>			<b>1,698</b>	<b>3,798</b>	<b>2,522</b>	<b>2,522</b>	<b>10,540</b>
Local Growth Fund - A127 Growth Corridor	C10699		1,657	6,060	3,120	3,000	13,837
Local Growth Fund - Southend Central Area Action Plan (SCAAP) Growth Point (Non-Transport)	C10701			500	1,000	4,480	5,980
Local Growth Fund - Southend Central Area Action Plan (SCAAP) Growth Point (Transport)	C10702		1,925	2,275	2,000		6,200
<b>Total Local Growth Fund</b>			<b>3,582</b>	<b>8,835</b>	<b>6,120</b>	<b>7,480</b>	<b>26,017</b>
A127 Junction Improvements	C10553	Enterprise, Tourism & Env	102	300			402
HCA Progress Road	C10254		18				18
Southend Transport Model	C10058	Enterprise, Tourism & Env	30	40			70
Travel Centre - Bus Service Provision in the Town Centre	C10892	Enterprise, Tourism & Env	50				50
<b>Total Transport</b>			<b>200</b>	<b>340</b>			<b>540</b>
CCTV Equipment Renewal	C10894	Enterprise, Tourism & Env	20	400			420
<b>Total Community Safety</b>			<b>20</b>	<b>400</b>			<b>420</b>
S106 Audley Court 0200874 Ful - CCTV	C10276			10			10
S106 Garrison 0000777 Depot - CCTV	C10810			1			1
<b>Total Community Safety S106 Agreements</b>				<b>11</b>			<b>11</b>
Beecroft and Central Museum Energy Project	C10738		270				270
Civic Centre Boilers - Low Loss Header	C10676		20				20
Civic Centre CHP/Lifts Feasibility	C10930		5				5
Civic Centre Lifts Regeneration	C10931		33				33
Energy Efficiency Projects	C10788		33	765			798
LED Lighting - Civic Centre Underground Car Park	C10662		19				19
Old Beecroft Ground Source Heat Pump Feasibility	C10932		15				15
Pier Energy Efficiency Scheme	C10933		64				64
Solar PV Projects	C10789		35	924			959
Schools and Council Buildings Solar PV	C10740		106	214			320
<b>Total Energy Saving</b>			<b>600</b>	<b>1,903</b>			<b>2,503</b>
<b>Total Department for Place</b>			<b>28,451</b>	<b>46,175</b>	<b>30,941</b>	<b>14,034</b>	<b>119,601</b>
<b>Total General Fund Capital Schemes</b>			<b>55,733</b>	<b>73,540</b>	<b>50,945</b>	<b>22,799</b>	<b>203,017</b>



Scheme	Project code	Directorate	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
<b>Housing Revenue Account (HRA)</b>							
Bathroom Refurbishment	C10161	Housing Revenue Account	140	8			148
Central Heating	C10162	Housing Revenue Account	500	644			1,144
Common Areas Improvement	C10168	Housing Revenue Account	3,200	1,000			4,200
Environmental - H&S works	C10163	Housing Revenue Account	750	1,070			1,820
Kitchen Refurbishments	C10164	Housing Revenue Account	170	149			319
Rewiring	C10165	Housing Revenue Account	963				963
Roofs	C10166	Housing Revenue Account	450	316			766
Windows and Doors	C10167	Housing Revenue Account	530				530
Future Programme (MRA & Decent Homes)	C10298	Housing Revenue Account		3,170	6,200	6,200	15,570
	<b>Total Decent Homes Programme</b>		<b>6,703</b>	<b>6,357</b>	<b>6,200</b>	<b>6,200</b>	<b>25,460</b>
HRA Disabled Adaptations - Major Adaptations	C10015	Housing Revenue Account	515				515
HRA Disabled Adaptations - Minor Adaptations	C10257	Housing Revenue Account	50				50
	<b>Total Council House Adaptions</b>		<b>565</b>				<b>565</b>
Sheltered Housing DDA works	C10177	Housing Revenue Account	345				345
	<b>Total Sheltered Housing Remodelling</b>		<b>345</b>				<b>345</b>
S106 HRA Land Review	C10685		3,047				3,047
	<b>Total S106 Funded HRA Projects</b>		<b>3,047</b>				<b>3,047</b>
Construction of New Housing on HRA Land	C10684		65				65
Acquisition of leasehold property	C10909		115				115
Acquisition of tower block leaseholds - Queensway	C10614			500			500
	<b>Total Other HRA</b>		<b>180</b>	<b>500</b>			<b>680</b>
	<b>Total HRA Capital Schemes</b>		<b>10,840</b>	<b>6,857</b>	<b>6,200</b>	<b>6,200</b>	<b>30,097</b>
<b>TOTAL PROPOSED CAPITAL PROGRAMME</b>			<b>66,573</b>	<b>80,397</b>	<b>57,145</b>	<b>28,999</b>	<b>233,114</b>

**Total Capital Programme 2018/19 to 2020/21 166,541**

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**SUMMARY OF CHANGES TO THE CAPITAL PROGRAMME**

Appendix 2

Scheme/Event	Department	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Budget (all years) £000
<b>Approved Capital Programme - November Cabinet (Appendix 1)</b>		<b>66,573</b>	<b>80,397</b>	<b>57,145</b>	<b>28,999</b>	<b>0</b>	<b>233,114</b>
<b>Proposed changes:</b>							
Acquisition of Leased Asset	Chief Executive	(4)					(4)
Channel Shift	Chief Executive	75					75
Place - Culture and Enterprise and Tourism - EPOS System	Place	14					14
Virements (see Appendix 3)	Various	0	0	0	0	0	0
Budget re-profiles (see Appendix 4)	Various	(2,343)	(3,581)	9,349	(3,425)	0	0
New external funding (see Appendix 5)	Various	9	1,798	1,235	0	0	3,042
Proposed Additions (see Appendices 6 and 7)	Various	0	13,870	6,220	0	0	20,090
<b>Proposed Programme - following amendments</b>		<b>64,324</b>	<b>92,484</b>	<b>73,949</b>	<b>25,574</b>	<b>0</b>	<b>256,331</b>

**Total budget for 2018/19 to 2021/22: 192,007**

General Fund Scheme Subject to Approval	Department	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Budget (all years) £000
Forum II – SBC Match Funding to LGF	Place		500	1,000	13,500	3,950	18,950
		<b>0</b>	<b>500</b>	<b>1,000</b>	<b>13,500</b>	<b>3,950</b>	<b>18,950</b>

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**RE-PROFILES AND AMENDMENTS**

**Appendix 4**

Scheme/Event	Department	Code	Code Description	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Budget (all years) £000
Asset Management Capital Programme	Chief Executive	C10750	Library Car Park Reconstruction and Enhancement	(25)	25				0
	Chief Executive	C10749	Commercial Property Investment	7,250	(7,250)				0
Cemeteries and Crematorium Capital Programme	Chief Executive	C10866	Replacement Boiler at Southend Crematorium	(130)	130				0
	People	C10475	School Improvement and Provision of School Places	(1,166)	2,161	2,430	(3,425)		0
Schools Capital Programme	People	C10024	Future condition projects	(50)	50				0
	People	C10714	Futures Heating and pipe ducts	(68)	68				0
	People	C10864	Friars Primary School	(332)	332				0
	People	C10713	Edward Hall Roofs	(23)	23				0
ICT Capital Programme	Place	C10900	ICT - Phones Migration and Re-Tender	30	(30)				0
Enterprise, Tourism and Regeneration Capital Programme	Place	C10261	Airport Business Park	(3,000)	3,000				0
	Place	C10668	City Deal - Incubation Centre	(26)	26				0
Southend Pier Capital Programme	Place	C10905	Southend Pier - Prince George Extension (phase 2)		(939)	939			0
	Place	C10886	Southend Pier - Timber Outer Pier Head		(4,250)	4,250			0
Highways Capital Programme	Place	C10553	A127 Junction Improvements	(64)	64				0
	Place	C10076	LTP - Maintenance	210	(210)				0
	Place	C10923	Prittlebrook Greenway - Undermining	(75)	75				0
	Place	C10699	Local Growth Fund - A127 Growth Corridor	240	(240)				0
	Place	C10254	HCA Progress Road	(18)	18				0
	Place	C10779	Playground Gates	(59)	59				0
	Place	C10882	Southend Leisure and Tennis Centre - Building Management System (BMS) Control	(50)	50				0
	Place	C10623	Belfairs Swim Centre	(2)	2				0
Culture Capital Programme	Place	C10881	Southend Cliffs - Replacement of Handrails	(30)	30				0
	Place	C10624	Library Review	(20)	20				0
	Place	C10879	Replacement and Upgrade of Parks Furniture	(25)	25				0
	Place	C10867	Central Museum Works	(29)	29				0
	Place	C10777	Belton Hills Steps	(15)	15				0
	Place	C10682	Chalkwell Park and Priory Park Tennis Courts	(13)	13				0
	Place	C10880	Sidmouth Park - Replacement of Play Equipment	(60)	60				0
	Place	C10781	Southchurch Park Tow Path	(187)	187				0

**RE-PROFILES AND AMENDMENTS**

**Appendix 4**

Scheme/Event	Department	Code	Code Description	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Budget (all years) £000
S106/S38 Capital Programme	Place	C10804	S106 Bellway Prittlebrook 1400943FULM - Local play facilities	(15)	15				0
	Place	C10820	S106 North Shoebury Road 0301504out - Shoebury Park Maintenance	(12)	12				0
	Place	C10193	S38 Fossetts Farm Bridleway	20	(20)				0
	Place	C10846	S106 Albany Court 1500369AMDT - public art contribution	(23)	23				0
	Place	C10811	S106 Garrison 0000777 Deposit - information boards	(2)	2				0
	Place	C10188	S106 Garrison Park Store	(1)	1				0
	Place	C10205	S106 North Shoebury Road 0301504out - Shoebury Park Enhancement	(59)	59				0
	Place	C10821	S106 Sunlight Ldry 1400411FULM - Public Art	(14)	14				0
Energy Schemes Capital Programme	Place	C10738	Beecroft and Central Museum Energy Project	(10)	10				0
	Place	C10676	Civic Centre Boilers - Low Loss Header	(20)	20				0
	Place	C10788	Energy Efficiency Projects	(30)	30				0
	Place	C10662	LED Lighting - Civic Centre Underground Car Park	(19)	19				0
	Place	C10740	Schools and Council Buildings Solar PV	(103)	103				0
	Place	C10789	Solar PV Projects	(33)	33				0
HRA Capital Programme	HRA	C10685	HRA land review	(2,742)	2,742				0
	HRA	C10614	Acquisition of tower block leaseholds - Queensway	90	(90)				0
	HRA	C10177	Sheltered Housing DDA works	(345)	345				0
	HRA	C10298	Future Programme (MRA & Decent Homes)		(1,730)	1,730			0
	HRA	C10168	Common Areas Improvement	(1,288)	1,288				0
				<b>(2,343)</b>	<b>(3,581)</b>	<b>9,349</b>	<b>(3,425)</b>	<b>0</b>	<b>0</b>



**SCHEMES FINANCED BY NEW EXTERNAL FUNDING**

**Appendix 5**

Scheme/Event	Department	Project Code	Project Description	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Budget (all years) £000
Adult Social Care Capital Programme	People	C10526	Community Capacity		400				400
Schools Capital Programme	People	C10024	Future Condition Projects		650				650
	People	C10014	Devolved Formula Capital		127				127
Highways Capital Programme	Place	C10889	National Productivity Investment Fund		515	1,235			1,750
	Place	C10889	National Productivity Investment Fund - CIL match funding		100				100
Community Infrastructure Levy Capital Programme	Place	C10936	CIL Ward NA – Chalkwell – Landscaping on Chalkwell	2					2
	Place	C10937	CIL Ward NA – Kursaal – Annual community event at Southchurch Hall	1					1
	Place	C10938	CIL Ward NA – Milton – Milton Park improvements		5				5
	Place	C10939	CIL Ward NA – Milton – Street signs	2					2
	Place	C10940	CIL Ward NA – Milton – Park Street replacement bollards	3					3
	Place	C10941	CIL Ward NA – St Laurence – Sign-Up (road sign cleaning)	1					1
	Place	C10942	CIL Ward NA – St Lukes – Cluny Sq Park improvements (5 a side goals/seating)			1			1
				<b>9</b>	<b>1,798</b>	<b>1,235</b>	<b>0</b>	<b>0</b>	<b>3,042</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>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		630	
Lighting Maintenance Programme		150	
Bridge Strengthening		200	
<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		196	
Carriageway Maintenance Schemes		600	
Lighting Maintenance Programme		50	
Bridge Strengthening		275	
<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		191	
Carriageway Maintenance Schemes		580	
Lighting Maintenance Programme		50	
Bridge Strengthening		300	
<b>Total Maintenance Block</b>		<b>1,121</b>	

<b>Total Integrated Transport Block</b>		<b>4,203</b>	
<b>Total Maintenance Block</b>		<b>3,363</b>	
<b>Total all Local transport Block funding</b>		<b>7,566</b>	

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**APPENDIX 5b**

**BREAKDOWN OF SCHEMES AND FUNDING 2018/19**

Details		Funding Source (000's)									
Scheme	Scheme Details	LTP/Maintenance Grant	Local Growth Fund	Council Capital - C/FWD from 2017/18.	National Productivity Investment Fund	DfT Challenge Fund / CIF II Funding	Capital -SBC	Environment Agency	Anglian Water Services	CIL	Combined Totals

**LTP3 - Better Sustainable Transport and Mobility Management (C10384) £600k (includes £200k c/fwd from 2017/18) [ACTION A]**

Cycle Hub	Cycle Hub new build	75									75
Electric charging points	To install additional points at locations to be agreed.	65									65
Bus stop infrastructure upgrades	Bus Stop infrastructure improvements.	75									75
NPIF - TRIPS	highway modifications. See 'Other Transport Schemes' below for further funding	385									385
<b>TOTAL AVAILABLE</b>		<b>600</b>									<b>600</b>

**LTP3 - Traffic Management Schemes (C10513) £400k [ACTION B]**

TROs, and General signage(declutter) and Schemes and Road Safety	Part of the Capital programme of traffic, road safety and parking work schemes for 2017/18	200									200
	Part of the Capital programme of traffic, road safety and parking work schemes for 2017/18	200									200
<b>TOTAL AVAILABLE</b>		<b>400</b>									<b>400</b>

**LTP3 - Better Networks (C10671) £664k (includes £264k c/fwd from 2017/18) [ACTION B]**

Traffic signals operational efficiency improvements	Controller Changes various sites across Borough	140									140
Street Lighting conversions	Conversions to CMS at various sites and complete final works to upgrades	177									177
Drainage Highway Resilience Improvements	Resilience Improvements to flooding 'hot-spots' around the highway network	100									100
Cycleway Upgrades	Upgrade the Cycleway network as various locations to be agreed	150									150
Royston Avenue Verge Hardening	Verge Hardening to improve bus service reliability	97									97
<b>TOTAL AVAILABLE</b>		<b>664</b>									<b>664</b>

**LTP3 Better Operation of Traffic control, Information and communication Systems (C10470) £332k (includes £131k c/fwd from 2017/18) [ACTION D]**

AVL system	Upgrades to bus real time information signage.	100									100
Travel Centre review & Signage Information	Review Travel Centre operations and renew Bus stop flags across the Borough	227									227
Traveline	Contribution to bus data system, providing data to support public transport information system.	5									5
<b>TOTAL AVAILABLE</b>		<b>332</b>									<b>332</b>

**BREAKDOWN OF SCHEMES AND FUNDING 2018/19**

Details		Funding Source (000's)									
Scheme	Scheme Details	LTP/Maintenance Grant	Local Growth Fund	Council Capital - C/FWD from 2017/18.	National Productivity Investment Fund	DfT Challenge Fund / CIF II Funding	Capital -SBC	Environment Agency	Anglian Water Services	CIL	Combined Totals

**LTP3 FOOTWAY MAINTENANCE**

Footway Maintenance	Various locations to be agreed	141									141
<b>TOTAL AVAILABLE</b>		<b>141</b>									<b>141</b>

**LTP CARRIAGEWAY MAINTENANCE**

Highways Maintenance	Carriageway resurfacing at locations to be agreed	630									630
<b>TOTAL AVAILABLE</b>		<b>630</b>									<b>630</b>

**DfT LOCAL MAINTENANCE - POTHOLE FUND**

Pothole Repairs	Various locations	65									65
<b>TOTAL AVAILABLE</b>		<b>65</b>									<b>65</b>

**LTP STREET LIGHTS MAINTENANCE PROGRAMME**

Street Lighting	Continuation of Street light upgrades.	150									150
<b>TOTAL AVAILABLE</b>		<b>150</b>									<b>150</b>

**LTP BRIDGES (includes £471K c/fwd from 21017/18)**

Bridges Maintenance	Various locations	671									671
<b>TOTAL AVAILABLE</b>		<b>671</b>									<b>671</b>

**Flood Defence**

Flood Reduction	Flood Reduction & Resilience Improvement Scheme					565					565
Coastal Defence	Development of Strategy			200							200
Prittlebrook Greenway	Undermining works			75							75
Flood Prevention works	Surface Water/Flooding Attenuation - Seaways						250	550	325		1,125
Improving Resilience to Flooding	Significantly reduce the effect of extreme rainfall within the Borough and plan for medium and long term.			125							125
<b>TOTAL AVAILABLE</b>				<b>400</b>		<b>565</b>	<b>250</b>	<b>550</b>	<b>325</b>		<b>2,090</b>

**Cliff Stabilisation**

Cliff Slip Investigation	Cliff Slip			246							246
Manor Road Cliff Stabilisation	Stabilisation works						100				100
<b>TOTAL AVAILABLE</b>				<b>246</b>			<b>100</b>				<b>346</b>

**BREAKDOWN OF SCHEMES AND FUNDING 2018/19**

Details		Funding Source (000's)									
Scheme	Scheme Details	LTP/Maintenance Grant	Local Growth Fund	Council Capital - C/FWD from 2017/18.	National Productivity Investment Fund	DfT Challenge Fund / CIF II Funding	Capital -SBC	Environment Agency	Anglian Water Services	CIL	Combined Totals
<b>COUNCIL CAPITAL Highway &amp; Footway Improvements</b>											
Highways & Footways	various sites to be agreed						1,000				1,000
Improve Footway Condition	Improve Pedestrian Safety around Highway Trees						150				150
<b>TOTAL AVAILABLE</b>							<b>1,150</b>				<b>1,150</b>

**COUNCIL CAPITAL Car Park Infrastructure improvements**

Coach Parking	Parking access feasibility and options for coach parking and drop-off facilities						250				250
<b>TOTAL AVAILABLE</b>							<b>250</b>				<b>250</b>

**OTHER TRANSPORT SCHEMES**

Cinder Path improvement	Widening to create improved footway and new cycle track between Chalkwell and Old Leigh in partnership with Network Rail and Sustrans. (C10115)			75			25				100
NPIF - TRIPS	Improving access to town centre, Travel Centre and rail stations through highway modifications. See C10384 for further funding				515					100	615
Southend Transport Model	Continuing the Southend Multi Model Work (C10058)			40							40
A127 Kent Elms	Scheme Development			120							120
A127 Bell Jcn	Scheme Development		4,300	400							4,700
A127 Major Schemes	A127 Major Schemes Highway Maintenance		1,000								1,000
A127 Tesco Roundabout junction improvement	Tesco Roundabout completion work			364							364
Progress Road	Progress Road					18					18
Improve VMS system	Develop and Improve VMS car park signage and new signage especially for other seafront car parks.			120			185				305
Parking Strategy	Develop and improve car park signage for the whole Borough and look at potential park and rides sites						200				200
SCAAP	Development & start of implementing scheme		2,275								2,275
<b>TOTAL AVAILABLE</b>			<b>7,575</b>	<b>1,119</b>	<b>515</b>	<b>18</b>	<b>410</b>			<b>100</b>	<b>9,737</b>
<b>CUMULATIVE TOTALS</b>		<b>3,653</b>	<b>7,575</b>	<b>1,765</b>	<b>515</b>	<b>583</b>	<b>2,160</b>	<b>550</b>	<b>325</b>	<b>100</b>	<b>17,226</b>

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

Appendix 6

Scheme/Event	Department	Code	Code Description	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Budget (all years) £000
Asset Management	Chief Executive Chief Executive	C10749 New	Commercial Property Investment Belfairs Park Restaurant/Golf Club Preventative Works	7,250 190	2,750			10,000 190
<b>Total Chief Executive</b>				<b>7,440</b>	<b>2,750</b>	<b>0</b>	<b>0</b>	<b>10,190</b>
Children and Learning Other	People People	New New	SEND Module and Integration with Liquid Logic Children's Residential Care Provision	120 300	100			120 400
<b>Total People</b>				<b>420</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>520</b>
ICT Core Infrastructure	Place	New	ICT – Cyber Security/Public Services Network	40	40			80
	Place	New	ICT – Wide Area Network Enhancements	120				120
	Place	C10576	ICT – Rolling Replacement Programme	50	50			100
	Place	C10426	ICT – Software Licencing	80	80			160
	Place	C10636	ICT – Enterprise Agreement	65	65			130
Corporate ICT Business Transformation	Place	New	ICT – Health and Social Care – GovRoam	20				20
Departmental ICT Business Transformation	Place	New	Income Management System	220				220
Theatres	Place	New	Cliffs Pavilion – Boiler Flues	10	115			125
	Place	New	Cliffs Pavilion – Auditorium Air Handling Unit	25	90			115
	Place	New	Cliffs Pavilion – Chiller	5	170			175
Parks and Leisure Centres	Place	New	Shoeburyness Leisure Centre – Building Management System	85				85
	Place	New	Joint Theatres and Leisure Centres – Asbestos Investigation	115				115
	Place	New	Parks Feasibility and Options Appraisals	100				100
Other Leisure Assets	Place	New	Allotments Water Supply Upgrade	100	110			210
	Place	New	New Artist Studios	875				875
Property	Place	New	Fire Improvement Works	500	500			1,000
	Place	C10626	Property Refurbishment	250	250			500

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

Appendix 6

Scheme/Event	Department	Code	Code Description	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Budget (all years) £000
Highways	Place	New	Improve Footway Condition Around Highway Trees	150	200			350
	Place	New	Manor Road Cliff Stabilisation	100	225			325
	Place	New	Parking Strategy	200				200
	Place	New	Coach Parking	250				250
	Place	New	Shoebury Common Regeneration	300				300
	Place	New	Flood Prevention Works	1,125	1,125			2,250
Other Place Schemes	Place	New	Housing Infrastructure Feasibility	250				250
	Place	C10747	Better Queensway	400	350			750
	Place	New	Security Measures	500				500
	Place	New	Real Time Air Quality Measurement - Feasibility	75				75
<b>Total Place</b>			<b>6,010</b>	<b>3,370</b>	<b>0</b>	<b>0</b>	<b>9,380</b>	
<b>Total General Fund</b>			<b>13,870</b>	<b>6,220</b>	<b>0</b>	<b>0</b>	<b>20,090</b>	
<b>New schemes/additions as per Appendix 7:</b>				<b>13,870</b>	<b>6,220</b>	<b>0</b>	<b>0</b>	<b>20,090</b>

General Fund Scheme Subject to External Funding Approval:				2018/19	2019/20	2020/21	2021/22	Total Budget (all years)
Scheme/Event	Department	Code	Code Description	Budget £000	Budget £000	Budget £000	Budget £000	£000
Libraries	Place	New	Forum II – SBC Match Funding to LGF	500	1,000	13,500	3,950	18,950
<b>Total Local Growth Fund</b>				<b>500</b>	<b>1,000</b>	<b>13,500</b>	<b>3,950</b>	<b>18,950</b>

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2018/19 to 2019/20**

**GENERAL FUND**

**DEPARTMENT OF THE CHIEF EXECUTIVE**

**C1 Commercial Property Investment - £10,000,000**

**18/19 - £7,250,000**

**19/20 - £2,750,000**

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 continue to grow an investment portfolio to enable the Council to secure and maintain long-term growing income streams and capital appreciation, whilst also securing housing for temporary accommodation. 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.

*Funding:*

*Capital - corporate borrowing;*

*Revenue – the rental incomes from the commercial investment to at least cover the financing costs and the housing for temporary accommodation to reduce costs.*

**C2 Belfairs Park Restaurant/Golf Club Preventative Works- £190,000**

**18/19 - £190,000**

This scheme is for works to the external and common parts of the building to prevent continued deterioration as detailed in the condition schedule

*Funding:*

*Capital - capital reserve;*

*Revenue – by investing in the property and by providing preventative maintenance this will save further repair costs in the future.*

**Sub-Total Department of the Chief Executive**

**£10,190,000**

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2018/19 to 2019/20**

**DEPARTMENT FOR PEOPLE**

**C3 SEND Module and Integration with Liquid Logic - £120,000**

**18/19 - £120,000**

This scheme is to purchase and implement the LiquidLogic SEND module. This will allow better streamlined processes, improve clients' case links across the internal workforce and integration with LiquidLogic for social care and early help. This scheme is in addition to the £2,995,000 budget already in the approved capital programme since 2016/17, funded by £370,000 from reserves, £400,000 from external funding, with the rest funded from corporate borrowing.

*Funding:*

*Capital – corporate borrowing;*

*Revenue – cost of £17,500 p.a. for annual support and maintenance, which will be funded by the People Department's existing budget.*

**C4 Children's Residential Care Provision - £400,000**

**18/19 - £300,000**

**19/20 - £100,000**

This scheme is to increase the level of Residential Care provision in Southend to reduce the number of high cost out of borough placements and to offer the option of respite/interim care provision to reduce the need for long term placements. This project would ask for bidders to offer a solution, not only in terms of care provision but also in terms of improved outcomes for vulnerable children. It is anticipated that this provision would be run by an external provider.

*Funding:*

*Capital – corporate borrowing;*

*Revenue – placement savings of £80,000 p.a. from 2019/20 from a combination of children's residential care, part time placements and respite placements.*

**Sub-Total Department for People**

**£520,000**

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2018/19 to 2019/20**

**DEPARTMENT FOR PLACE**

**A – CORE ICT INFRASTRUCTURE - £590,000**

**C5 ICT – Cyber Security/Public Services Network Compliance - £80,000**

**18/19 - £40,000**

**19/20 - £40,000**

This scheme is to fund Cyber Security solutions following a recommendation from Internal Audit and for meeting the on-going obligation to ensure that patches are always up to date and all prescribed security standards are adhered to. This scheme also covers mandatory system and server upgrades.

*Funding:*

*Capital – corporate borrowing;*

*Revenue – none.*

**C6 ICT – Wide Area Network Enhancements- £120,000**

**18/19 - £120,000**

This scheme is for Wide Area Network (WAN) amendments and enhancements to enable the Council to recover its data within a four hour window in the event of a disaster and to comply with Public Sector Network (PSN) standards.

*Funding:*

*Capital – corporate borrowing;*

*Revenue – none.*

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2018/19 to 2019/20**

**C7 ICT – Rolling Replacement Programme - £100,000**

**18/19 - £50,000**

**19/20 - £50,000**

This scheme is to replace desktop PC's 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 in addition to the £200,000 p.a budget already in the approved capital programme until 2019/20, funded from corporate borrowing.

*Funding:*

*Capital – corporate borrowing;*

*Revenue – none.*

**C8 ICT – Software Licencing - £160,000**

**18/19 - £80,000**

**19/20 - £80,000**

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 in addition to the £320,000 p.a budget already in the approved capital programme until 2019/20, funded from corporate borrowing.

*Funding:*

*Capital – corporate borrowing;*

*Revenue – none.*

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2018/19 to 2019/20**

**C9 ICT – Enterprise Agreement - £130,000**

**18/19 - £65,000**

**19/20 - £65,000**

This scheme is to provide adequate licensing for charges with the use of our Server, Database, Desktop and Applications software and the adoption of Windows 10 and Office 365 across the Council's estate.

This scheme is in addition to the £280,000 p.a budget already in the approved capital programme until 2019/20, funded from corporate borrowing.

*Funding:*

*Capital – corporate borrowing;*

*Revenue – none.*

**B – CORPORATE ICT BUSINESS TRANSFORMATION - £20,000**

**C10 ICT – Health and Social Care – GovRoam - £20,000**

**18/19 - £20,000**

This scheme is to enable mobile working by workers across the entire health and social care estate as captured in the GovRoam agenda. The set up costs are anticipated at £20,000 with a £10,000 p.a. software licence cost, which would be met by the software licencing budget.

*Funding:*

*Capital – capital reserve;*

*Revenue – none.*

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2018/19 to 2019/20**

**C – DEPARTMENTAL ICT BUSINESS TRANSFORMATION - £220,000**

**C11 Income Management System - £220,000**

**18/19 - £220,000**

This scheme is to purchase and implement the Income Manager module of the existing Agresso ERP system to replace the current income management system as the contract is coming to the end of its extension period. This will enable integration with the existing modules and improve efficiency.

*Funding:*

*Capital – Agresso reserve;*

*Revenue – Increase in annual support and maintenance costs of £20,000 p.a. from 2019/20.*

**D – THEATRES - £415,000**

**C12 Cliffs Pavilion – Boiler Flues - £125,000**

**18/19 - £10,000**

**19/20 - £115,000**

This scheme is to initially scope and then carry out works on the boiler flues which are buried in the floor and run towards the auditorium. There are health and safety concerns about escaping gases into the auditorium and lift shaft. The design works would be in 2018/19 and the programme of works thereafter and this may involve planning application.

*Funding:*

*Capital – corporate borrowing;*

*Revenue – none.*



**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2018/19 to 2019/20**

**C13 Cliffs Pavilion – Auditorium Air Handling Unit - £115,000**

**18/19 - £25,000**

**19/20 - £90,000**

This scheme is refurbish the outgoing unit and duct extract over the stage as the original equipment has been in operation since the 1960s and is beginning to fail. The equipment is behind the stage area and will require a crane to take the unit out, take it away for refurbishment and to put it back in.

*Funding:*

*Capital – corporate borrowing;*

*Revenue – none.*

**C14 Cliffs Pavilion – Chiller - £175,000**

**18/19 - £5,000**

**19/20 - £170,000**

This scheme is to undertake an initial end of life study of the chiller and then to replace it. This will involve the use of cranes to get the equipment out.

*Funding:*

*Capital – corporate borrowing;*

*Revenue –none.*

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2018/19 to 2019/20**

**E – PARKS AND LEISURE CENTRES - £300,000**

**C15 Shoeburyness Leisure Centre – Building Management System - £85,000**

**18/19 - £85,000**

This scheme is for the replacement of the Building Management System as the original system is still in place and the replacement components are unavailable now. If the system fails it would be an issue for the operation of the centre. Replacing the BMS will improve moisture levels and the comfort of the service users in the building as well as being more energy efficient.

*Funding:*

*Capital – corporate borrowing;*

*Revenue – none.*

**C16 Joint Theatres and Leisure Centres – Asbestos Investigation - £115,000**

**18/19 - £115,000**

This scheme is for the investigation work to identify the presence of asbestos, this is an intrusive survey and needs to be done in preparation for any work to be undertaken. The Council has a legal duty to manage and maintain asbestos based materials within its buildings on a regular basis. To meet this requirement asbestos surveys are carried out annually.

*Funding:*

*Capital – corporate borrowing;*

*Revenue – none.*

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2018/19 to 2019/20**

**C17 Parks Feasibility and Options Appraisals - £100,000**

**18/19 - £100,000**

This scheme is to undertake feasibility studies and options appraisals for the following:

- a) Renovation works to the Priory Park yard to protect the Council's machinery, tools and equipment and to make the buildings fit for purpose. The works will also help improve energy efficiency, improve the vandal resistance of buildings, increase security and protect staff from antisocial behaviour.
- b) To provide suitable secure safe storage for essential machinery and equipment used for maintenance and to provide staff facilities within Belfairs Park.

*Funding:*

*Capital – corporate borrowing;*

*Revenue – none.*

**F – OTHER LEISURE ASSETS - £1,085,000**

**C18 Allotments Water Supply Upgrade - £210,000**

**18/19 - £100,000**

**19/20 - £110,000**

This scheme is to upgrade water supplies at all allotment sites to address issues with leaks due to old pipe work and to ensure that all irrigation points meet current water regulations. The project would also look to install leak stop devices to reduce water loss.

*Funding:*

*Capital – corporate borrowing;*

*Revenue – by completing upgrade works this will save further repair costs in the future.*

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2018/19 to 2019/20**

**C19 New Artist Studios - £875,000**

**18/19 - £875,000**

This scheme is to convert the former Beecroft Art Gallery building (Station Rd, Westcliff) to 20 artist studios for rent. This building is owned by the Beecroft Art Trust.

*Funding:*

*Capital – external grant funding - £495,000 from Arts Council England, £50,000 from Foyle Foundation and £30,000 from Garfield Weston, capital reserve - £300,000;*

*Revenue – rental income from the project for Beecroft Art Trust, which will first repay the capital reserve investment from the Council.*

**G – PROPERTY - £1,500,000**

**C20 Fire Improvement Works – £1,000,000**

**18/19 - £500,000**

**19/20 - £500,000**

This scheme is for the implementation of fire safety and associated compliance works across the Council's corporate property estate arising as a result of any changes to building regulations and/or other standards or update fire risk assessments.

*Funding:*

*Capital – corporate borrowing;*

*Revenue – none.*

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2018/19 to 2019/20**

**C21 Property Refurbishment - £500,000**

**18/19 - £250,000**

**19/20 - £250,000**

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. This scheme is in addition to the £500,000 p.a budget already in the approved capital programme until 2019/20, funded from corporate borrowing

*Funding:*

*Capital – corporate borrowing;*

*Revenue – by completing refurbishment works this will save further repair costs in the future.*

**H – HIGHWAYS - £3,675,000**

**C22 Improve Footway Condition Around Highway Trees - £350,000**

**18/19 - £150,000**

**19/20 - £200,000**

This scheme is to improve the condition of footways around the existing highway trees and ensure effective remedial works after the removal of highway trees. This will contribute to revenue savings for highways works.

*Funding:*

*Capital – corporate borrowing;*

*Revenue – this investment programme will help reduce the competing pressures on the maintenance budget.*

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2018/19 to 2019/20**

**C23 Manor Road Cliff Stabilisation - £325,000**

**18/19 - £100,000**

**19/20 - £225,000**

This scheme is for the stabilisation of an area of incipient cliff slip and the protection of the public footway and coastal highway and support of private properties. It will include the construction of cliff stability measures, including concrete piling, the replacement of failed material with fresh geologically stable material and measures to control surface water run-off and prevent cascading over surface of cliff.

*Funding:*

*Capital – corporate borrowing;*

*Revenue – £5,000 p.a. saving in footway maintenance.*

**C24 Parking Strategy - £200,000**

**18/19 - £200,000**

This scheme is to develop and improve the car park signage for the whole Borough and introducing new signage especially for the seafront car parks and potential park and ride sites.

This scheme is in addition to the £485,000 budget already in the approved capital programme profiled across the years 2017/18 to 2019/20, funded from corporate borrowing.

*Funding:*

*Capital – corporate borrowing;*

*Revenue – none.*

**C25 Coach Parking - £250,000**

**18/19 - £250,000**

This scheme is to enable coach parking and drop-off facilities to accommodate visitors to the sea front and manage traffic flows at peak periods.

*Funding:*

*Capital – corporate borrowing;*

*Revenue – none*

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2018/19 to 2019/20**

**C26 Shoebury Common Regeneration - £300,000**

**18/19 - £300,000**

This scheme is to undertake improvements to Shoebury Common in line with the results of the public consultation on recreational activities. In particular, to install a children's play area, a new path network, new parks furniture and fitness equipment. Also to remove hedging and replace with a shin rail, works to the existing car park surface and entrance and to landscape and replant the area.

*Funding:*

*Capital – corporate borrowing;*

*Revenue – annual maintenance costs to be met from existing budgets.*

**C27 Flood Prevention Works - £2,250,000**

**18/19 - £1,125,000**

**19/20 - £1,125,000**

This scheme is for surface water and flooding attenuation works on the seafront. Detailed flood modelling has identified that the severe flooding experienced in recent years in the Central Seafront area has several components: overland surface flow from Queensway; surcharging trunk sewers passing below the car-park; and surface run-off from the extensive impervious surface of the car-park itself. A major contribution to attenuation of the flooding would be provided by works in the car-park: underground tanks within the site and bunding (raising a small embankment) at the north boundary of the site in conjunction with efficient gully provision to collect surface water.

This scheme is also for a pumping station with associated tank storage to maintain capacity in the trunk sewers around Hartington Road. By pumping them out against high tides this would also have significant impact on the flood risk of the area.

*Funding:*

*Capital – the surface water and flooding attenuation project would attract Environment Agency Flood Defence Grant in Aid (25-30% expected) and Anglian Water Services would also be prepared to contribute towards the project (20-25% expected) – rest as corporate borrowing (50%); For the pumping station works £250,000 contributions would be expected from the Environment Agency and Anglian Water Services, £750,000 funded from corporate borrowing;*

*Revenue – £10,000 p.a. maintenance costs for the pumping station.*

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2018/19 to 2019/20**

**I – OTHER PLACE SCHEMES - £1,575,000**

**C28 Housing Infrastructure Feasibility - £250,000**

**18/19 - £250,000**

This scheme is to scope and understand the infrastructure necessary, together with associated costs, risks and dependencies, so as to enable future housing delivery against housing targets. This will include working with other South Essex Councils to take a joined up approach to housing, infrastructure and economic growth along the corridor.

*Funding:*

*Capital – corporate borrowing;*

*Revenue – none*

**C29 Better Queensway - £750,000**

**18/19 - £400,000**

**19/20 - £350,000**

This scheme is for the continuation of the Better Queensway project through the next phase of development. This sum is in addition to the £1,203,000 budget already in the approved capital programme as £628,000 in 2017/18 and £575,000 in 2018/19, funded from corporate borrowing.

*Funding:*

*Capital – capital reserve*

*Revenue – none.*

**C30 Security Measures - £500,000**

**18/19 - £500,000**

This scheme is for the implementation of security measures along identified areas of risk (focusing on the seafront area) in line with current threat levels in accordance with a recently commenced security survey.

*Funding:*

*Capital – corporate borrowing;*

*Revenue – none.*



**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2018/19 to 2019/20**

**C31 Real Time Air Quality Measurement - Feasibility - £75,000**

**18/19 - £75,000**

This scheme is to investigate and trial how a real time system to measure Air Quality (AQ) in Southend could be established using low cost sensors. A desk/literature study into health impacts from AQ will be commissioned from Essex University.

Subject to the success of the feasibility, sensors would be deployed into specific areas to provide calibration. A real time AQ map would then be developed.

*Funding:*

*Capital – capital reserve;*

*Revenue – none.*

<b><u>Sub-Total Department for Place</u></b>	<b><u>£9,380,000</u></b>
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<b><u>TOTAL CAPITAL SCHEMES - GENERAL FUND</u></b>	<b><u>£20,090,000</u></b>
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**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2018/19 to 2019/20**

**SCHEME SUBJECT TO EXTERNAL FUNDING APPROVAL**

**C32 Forum II – SBC Match Funding to LGF – £18,950,000**

**18/19 - £500,000**

**19/20 - £1,000,000**

**20/21 - £13,500,000**

**21/22 - £3,950,000**

This scheme is for the second phase development of the Forum in partnership with South Essex College. This is to deliver education, cultural and business space so as to increase the opportunity to engage with digital, cultural and creative industries. This is dependent on securing Local Growth Fund monies and on planning consent.

*Funding:*

*Capital – £6,000,000 Government Funding, £10,250,000 external contributions, £2,700,000 corporate borrowing;*

*Revenue – costs will be apportioned between the South Essex College and the Council in line with the occupation of the building but will not impact until the 2021/22 revenue budget.*

**Sub-Total Schemes Subject to External Funding approval      £18,950,000**

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2018/19 to 2019/20**

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

Year	General Fund £000	Schemes Subject to External Funding Approval £000
2018/19	13,870	500
2019/20	6,220	1,000
2020/21	-	13,500
2021/22	-	3,950
<b>TOTAL</b>	<b>20,090</b>	<b>18,950</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 <sup>(1)</sup> £000	Total £000	Schemes Subject to External Funding Approval	
						Borrowing £000	External Funding £000
2018/19	3,965	7,250	1,450	1,205	13,870	-	500
2019/20	3,120	2,750	-	350	6,220	-	1,000
2020/21	-	-	-	-	-	1,500	12,000
2021/22	-	-	-	-	-	1,200	2,750
<b>TOTAL</b>	<b>7,085</b>	<b>10,000</b>	<b>1,450</b>	<b>1,555</b>	<b>20,090</b>	<b>2,700</b>	<b>16,250</b>

Note 1- Capital receipts or revenue contributions to capital including from earmarked reserves

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2018/19 to 2019/20**

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

No.	Scheme name	Capital						Revenue per annum			
		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 <sup>(1)</sup> £000	Housing Revenue Account Self-Funded £000	Total £000	Corporate Financing Costs £000	Additional Budget for Service Costs £000	Service Savings / Income Generation £000	Total £000
C1	Commercial Property Investment	0	10,000	0	0	0	10,000	700	0	(700)	0
C2	Belfairs Park Resaurant/Golf Club Preventative Works	0	0	0	190	0	190	0	0	0	0
	<b>Department of the Chief Executive Total</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>190</b>	<b>0</b>	<b>10,190</b>	<b>700</b>	<b>0</b>	<b>(700)</b>	<b>0</b>
C3	SEND Module and Integration with Liquid Logic	120	0	0	0	0	120	8	0	0	8
C4	Children's Residential Care Provision	400	0	0	0	0	400	28	0	(80)	(52)
	<b>Department for People Total</b>	<b>520</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>520</b>	<b>36</b>	<b>0</b>	<b>(80)</b>	<b>(44)</b>

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2018/19 to 2019/20**

No.	Scheme name	Capital						Revenue per annum			
		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 <sup>(1)</sup> £000	Housing Revenue Account Self-Funded £000	Total £000	Corporate Financing Costs £000	Additional Budget for Service Costs £000	Service Savings / Income Generation £000	Total £000
C5	ICT – Cyber Security/Public Services Network Compliance	80	0	0	0	0	80	6	0	0	6
C6	ICT – Wide Area Network Enhancements	120	0	0	0	0	120	8	0	0	8
C7	ICT – Rolling Replacement Programme	100	0	0	0	0	100	7	0	0	7
C8	ICT – Software Licencing	160	0	0	0	0	160	11	0	0	11
C9	ICT – Enterprise Agreement	130	0	0	0	0	130	9	0	0	9
	<b>A - Core ICT Infrastructure Total</b>	<b>590</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>590</b>	<b>41</b>	<b>0</b>	<b>0</b>	<b>41</b>
C10	ICT – Health and Social Care –	0	0	0	20	0	20	0	0	0	0

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2018/19 to 2019/20**

No.	Scheme name	Capital						Revenue per annum			
		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 <sup>(1)</sup> £000	Housing Revenue Account Self-Funded £000	Total £000	Corporate Financing Costs £000	Additional Budget for Service Costs £000	Service Savings / Income Generation £000	Total £000
	GovRoam										
	<b>B - Corporate ICT Business Transformation Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
C11	Income Management System	0	0	0	220	0	220	0	20	0	20
	<b>C - Departmental ICT Business Transformation Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>220</b>	<b>0</b>	<b>220</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>20</b>
C12	Cliffs Pavilion – Boiler Flues	125	0	0	0	0	125	9	0	0	9
C13	Cliffs Pavilion – Auditorium Air Handling Unit	115	0	0	0	0	115	8	0	0	8
C14	Cliffs Pavilion – Chiller	175	0	0	0	0	175	12	0	0	12

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2018/19 to 2019/20**

No.	Scheme name	Capital						Revenue per annum			
		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 <sup>(1)</sup> £000	Housing Revenue Account Self-Funded £000	Total £000	Corporate Financing Costs £000	Additional Budget for Service Costs £000	Service Savings / Income Generation £000	Total £000
	<b>D - Theatres Total</b>	<b>415</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>415</b>	<b>29</b>	<b>0</b>	<b>0</b>	<b>29</b>
C15	Shoeburyness Leisure Centre – Building Management System	85	0	0	0	0	85	6	0	0	6
C16	Joint Theatres and Leisure Centres – Asbestos Investigation	115	0	0	0	0	115	8	0	0	8
C17	Parks Feasibility and Options Appraisals	100	0	0	0	0	100	7	0	0	7
	<b>E - Parks and Leisure Centres Total</b>	<b>300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>21</b>
C18	Allotments Water Supply Upgrade	210	0	0	0	0	210	15	0	0	15
C19	New Artist Studios	0	0	575	300	0	875	0	0	(300)	(300)
	<b>F - Other Leisure Assets Total</b>	<b>210</b>	<b>0</b>	<b>575</b>	<b>300</b>	<b>0</b>	<b>1,085</b>	<b>15</b>	<b>0</b>	<b>(300)</b>	<b>(285)</b>

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2018/19 to 2019/20**

No.	Scheme name	Capital						Revenue per annum			
		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 <sup>(1)</sup> £000	Housing Revenue Account Self-Funded £000	Total £000	Corporate Financing Costs £000	Additional Budget for Service Costs £000	Service Savings / Income Generation £000	Total £000
C20	Fire Improvement Works	1,000	0	0	0	0	1,000	70	0	0	70
C21	Property Refurbishment	500	0	0	0	0	500	35	0	0	35
	<b>G - Property Total</b>	<b>1,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>105</b>	<b>0</b>	<b>0</b>	<b>105</b>
C22	Improve Footway Condition Around Highway Trees	350	0	0	0	0	350	25	0	0	25
C23	Manor Road Cliff Stabilisation	325	0	0	0	0	325	23	0	(5)	18
C24	Parking Strategy	200	0	0	0	0	200	14	0	0	14
C25	Coach Parking	250	0	0	0	0	250	18	0	0	18
C26	Shoebury Common Regeneration	300	0	0	0	0	300	21	0	0	21
C27	Flood Prevention Works	1,375	0	875	0	0	2,250	96	10	0	106
	<b>H - Highways Total</b>	<b>2,800</b>	<b>0</b>	<b>875</b>	<b>0</b>	<b>0</b>	<b>3,675</b>	<b>196</b>	<b>10</b>	<b>(5)</b>	<b>201</b>



**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2018/19 to 2019/20**

No.	Scheme name	Capital						Revenue per annum			
		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 <sup>(1)</sup> £000	Housing Revenue Account Self-Funded £000	Total £000	Corporate Financing Costs £000	Additional Budget for Service Costs £000	Service Savings / Income Generation £000	Total £000
C28	Housing Infrastructure Feasibility	250	0	0	0	0	250	18	0	0	18
C29	Better Queensway	0	0	0	750	0	750	0	0	0	0
C30	Security Measures	500	0	0	0	0	500	35	0	0	35
C31	Real Time Air Quality Measurement - Feasibility	0	0	0	75	0	75	0	0	0	0
	<b>I - Other Place Schemes Total</b>	<b>750</b>	<b>0</b>	<b>0</b>	<b>825</b>	<b>0</b>	<b>1,575</b>	<b>53</b>	<b>0</b>	<b>0</b>	<b>53</b>
	<b>Department for Place Total</b>	<b>6,565</b>	<b>0</b>	<b>1,450</b>	<b>1,365</b>	<b>0</b>	<b>9,380</b>	<b>460</b>	<b>30</b>	<b>(305)</b>	<b>185</b>
	<b>General Fund Total:</b>	<b>7,085</b>	<b>10,000</b>	<b>1,450</b>	<b>1,555</b>	<b>0</b>	<b>20,090</b>	<b>1,196</b>	<b>30</b>	<b>(1,085)</b>	<b>141</b>

**CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS**  
**2018/19 to 2019/20**

No.	Scheme name	Capital						Revenue per annum			
		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 <sup>(1)</sup> £000	Housing Revenue Account Self-Funded £000	Total £000	Corporate Financing Costs £000	Additional Budget for Service Costs £000	Service Savings / Income Generation £000	Total £000
C32	Forum II – SBC Match Funding to LGF	2,700	0	16,250	0	0	18,950	189	0	0	189
	<b>Schemes Subject to External Funding Approval Total</b>	<b>2,700</b>	<b>0</b>	<b>16,250</b>	<b>0</b>	<b>0</b>	<b>18,950</b>	<b>189</b>	<b>0</b>	<b>0</b>	<b>189</b>

Scheme	Project code	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Current Budget £000
<b>Department of the Chief Executive</b>							
62 Avenue Road - demolition	C10922	50					50
Belfairs Park Restaurant/Golf Club Preventative Works	New		190				190
Civic East Car Park Redevelopment	C10748				4,840		4,840
Chalkwell Esplanade Toilets Roof Repairs	C10862	2					2
Commercial Property Investment	C10749	12,500		2,750			15,250
Darlows Green former WCs demolition	C10919	5	40				45
Delaware House Plumbing works	C10920	12					12
Demolition of Leigh Cliffs Public Toilets	C10853	7					7
East Beach Café Project	C10644	32					32
Footway Resurfacing Biscay	C10927	12					12
Herbert Grove Security	C10854	160					160
Land Acquisition	C10913	7,500		2,000			9,500
Library Car Park Reconstruction and Enhancement	C10750	100	4,125	1,775			6,000
New Beach Huts Phase 2	C10631	120					120
Pier Arches toilets - waterproofing solution	C10734		30				30
Porters Civic House and Cottage	C10571	9					9
South Essex College	C10908	3,500					3,500
Queensway - Commercial Property	C10751		500	400			900
Ropers Farm Cottages - water supply	C10840	79					79
Seaways Development Enabling Works	C10643	16					16
Seaways - HCA Condition Funding	C10656		170				170
Urgent Works To Property	C10181	26					26
Acquisition of Leased Asset	C10928	15					15
	<b>Total Asset Management</b>	<b>24,145</b>	<b>5,055</b>	<b>6,925</b>	<b>4,840</b>		<b>40,965</b>
Channel Shift	C10757	376	265				641
	<b>Total Transformation</b>	<b>376</b>	<b>265</b>				<b>641</b>
Essential Crematorium/Cemetery Equipment	C10572	48					48
New Burial Ground	C10054	5					5
Pergola Walk Memorial Scheme	C10755	288					288
Replacement Boiler at Southend Crematorium	C10866		130				130
Sutton Road Cemetery Road Repairs	C10911	21					21
	<b>Total Cemeteries &amp; Crematorium</b>	<b>362</b>	<b>130</b>				<b>492</b>
Priority Works	C10121	157	500	500	500		1,657
	<b>Total Priority Works</b>	<b>157</b>	<b>500</b>	<b>500</b>	<b>500</b>		<b>1,657</b>
	<b>Total Department of the Chief Executive</b>	<b>25,040</b>	<b>5,950</b>	<b>7,425</b>	<b>5,340</b>		<b>43,755</b>

Scheme	Project code	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Current Budget £000
<b>Department for People</b>							
Community Capacity	C10526	450					450
Dementia Friendly Environments	C10598	27					27
Learning Management System	C10929	70	50				120
Mental Health Funding Stream	C10184		36				36
Transforming Care Housing	C10689		163				163
LATC - Delaware and Priory	C10621	150	5,094	6,300			11,544
<b>Total Adult Social Care</b>		<b>697</b>	<b>5,343</b>	<b>6,300</b>			<b>12,340</b>
Disabled Facilities Grant	C10145	1,500	1,353				2,853
Empty Dwelling Management	C10020		357				357
PSH Works in Default - Enforcement Work	C10503		138				138
Private Sector Renewal	C10146	10	615	450			1,075
<b>Total General Fund Housing</b>		<b>1,510</b>	<b>2,463</b>	<b>450</b>			<b>4,423</b>
S106 3 Acacia Drive 1401434FULM - affordable housing	C10857		177				177
S106 Essex House 1600116DOV - affordable housing	C10852		320				320
<b>Total Housing S106 Agreements</b>			<b>497</b>				<b>497</b>
AHDC Short Breaks for Disabled Children	C10282		64				64
Children's Residential Care Provision	New		300	100			400
SEND Module and Integration with Liquid Logic	New		120				120
<b>Total Children &amp; Learning Other Schemes</b>			<b>484</b>	<b>100</b>			<b>584</b>
S106 3-5 High Street - Education	C10916		9				9
S106 Albany Court 1500369AMDT - education	C10841		44				44
S106 Bellway Prittlebrook - education	C10724		623				623
S106 Former Balmoral 1400914FULM – education	C10860		22				22
<b>Total Education S106 Agreements</b>			<b>698</b>				<b>698</b>
Bournes Green Junior Boiler	C10868	135					135
Chalkwell Infants Main Building Windows	C10870	80					80
Earls Hall Ducts and Pipework	C10711	68					68
Fairways Fire Alarm	C10872	42					42
Future condition projects	C10024	79	723				802
Futures Heating and Pipe Ducts	C10714		68				68
Leigh Northy Street Windows (H&S)	C10907	42					42
Richmond Roof	C10873	17					17
St Nicholas Roof	C10924	100					100
<b>Total Condition Schemes</b>		<b>563</b>	<b>791</b>				<b>1,354</b>

Scheme	Project code	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Current Budget £000
Devolved Formula Capital	C10014	173	127				300
<b>Total Devolved Formula Capital</b>		<b>173</b>	<b>127</b>				<b>300</b>
Small Friends Expansion	C10863	60					60
Friars Primary School	C10864		332				332
Edwards Hall	C10865	144					144
<b>Total Early Years</b>		<b>204</b>	<b>332</b>				<b>536</b>
Expansion of 2 yr old Childcare Places	C10558	65					65
School Improvement and Provision of School Places	C10475	4,423	14,856	11,009			30,288
SEN Improvement and Provision of School Places	C10910	74					74
<b>Total Primary and Secondary School Places</b>		<b>4,562</b>	<b>14,856</b>	<b>11,009</b>			<b>30,427</b>
<b>Total Department for People</b>		<b>7,709</b>	<b>25,591</b>	<b>17,859</b>			<b>51,159</b>

Scheme	Project code	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Current Budget £000
<b>Department for Place</b>							
Belfairs Swim Centre	C10623	1	42				43
Belfairs Woodland Centre Project	C10502	15					15
Chase Sports & Fitness Centre - Fire Alarm	C10732	4					4
Chase Sports and Fitness Centre - Lighting Fitting Replacement	C10875	70					70
Shoeburyness Leisure Centre – Building Management	New		85				85
Southchurch Park Bowls Pavillion	C10739		20				20
Southend Cliffs - Replacement of Handrails	C10881	15	30				45
Southend Leisure and Tennis Centre - Building Management System (BMS) Control	C10882	50	50				100
SLTC - Replacement Hammer Cage	C10935	35					35
Wheeled Sports Facility Central Southend Area	New		25	225			250
	<b>Total Leisure</b>	<b>190</b>	<b>252</b>	<b>225</b>			<b>667</b>
Allotments Water Supply Upgrade	New		100	110			210
Chalkwell Park and Priory Park Tennis Courts	C10682	39	13				52
Hard Surface Path Improvements	C10566	13					13
Parks Feasibility and Options Appraisals	New		100				100
Playground Gates	C10779	5	123				128
Replacement and Upgrade of Parks Furniture	C10879	5	55	30	30		120
Replacement of Play Equipment	C10780	57	50				107
Sidmouth Park - Replacement of Play Equipment	C10880	15	60				75
Southchurch Park Tow Path	C10781	13	237				250
	<b>Total Parks</b>	<b>147</b>	<b>738</b>	<b>140</b>	<b>30</b>		<b>1,055</b>
Leigh Library Gardens - urgent works	C10925	25					25
Library Review	C10624	10	176				186
	<b>Total Libraries</b>	<b>35</b>	<b>176</b>				<b>211</b>
Cliffs Pavilion – Auditorium Air Handling Unit	New		25	90			115
Cliffs Pavilion – Boiler Flues	New		10	115			125
Cliffs Pavilion – Chiller	New		5	170			175
Cliffs Pavilion - External Refurbishment works	C10876	70	250				320
Joint Theatres and Leisure Centres – Asbestos	New		115				115
Palace Theatre - Air Handling Units	C10782	13	220				233
Palace Theatre Boilers Replacement	C10877	125					125
Palace Theatre - Replacement of Asbestos Stage Safety Curtain	C10878	25	75				100
Palace Theatre - Replacement of External Windows	C10725	2					2
	<b>Total Theatres</b>	<b>235</b>	<b>700</b>	<b>375</b>			<b>1,310</b>
Central Museum Works	C10867	1	249				250
New Museum - Gateway Review	C10776	750	750				1,500
Prittlewell Prince Research	C10043		38				38
Prittlewell Prince Storage	C10696		35				35
	<b>Total Museums</b>	<b>751</b>	<b>1,072</b>				<b>1,823</b>

Scheme	Project code	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Current Budget £000
New Artist Studios	New		875				875
ASO Machinery Purchase	C10731	4					4
Belton Hills Steps	C10777	15	1,482				1,497
Energy Improvements in Culture Property Assets	C10565	55	55				110
Fire Improvement Works	New		500	500			1,000
"Make Southend Sparkle" Initiative	C10778	10	10				20
Property Refurbishment Programme	C10626	310	750	750			1,810
Pump Priming Budget	C10044	5	328				333
War Memorials within the Borough	C10569	4					4
	<b>Total Other Culture</b>	<b>403</b>	<b>4,000</b>	<b>1,250</b>			<b>5,653</b>
S106 23/04/2015 Hinguar and Saxon - public art contribution	C10845	18					18
S106 Ajax Works 0300130ful - landscaping maintenance	C10199	3	3				6
S106 Albany Court 1500369AMDT - public art contribution	C10846	3	23				26
S106 Avenue Works 1401968AMDT - Public Art	C10801		15				15
S106 Former Balmoral 1400914FULM – public art contribution	C10861		1				1
S106 Bellway Prittlebrook 1400943FULM - Local play facilities	C10804		15				15
S106 Former College 1000225FUL - Tree Replacement	C10207	11					11
S106 Garrison 0000777 Deposit - information boards	C10811		2				2
S106 Garrison 0000777 Deposit - Junior Play Area maintenance	C10812	10					10
S106 Garrison 0000777 Deposit - Toddler Play Area maintenance	C10815	6					6
S106 Garrison Park Store	C10188		1				1
S106 Lifstan Way 0000273 Out - Open Space Maintenance	C10269	10	72				82
S106 North Shoebury Road 0301504out - Public Art	C10819	74					74
S106 North Shoebury Road 0301504out - Shoebury Park Enhancement	C10205	13	59				72
S106 North Shoebury Road 0301504out - Shoebury Park Maintenance	C10820	27	45	231			303
S106 Sunlight Ldry 1400411FULM - Public Art	C10821		14				14
	<b>Total Culture S106 Agreements</b>	<b>175</b>	<b>250</b>	<b>231</b>			<b>656</b>

Scheme	Project code	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Current Budget £000
Barracuda Replacement	C10756	30					30
DEFRA Inspire III	C10640	4					4
Digitisation of Paper Records	C10896	1	45				46
ICT Priority Works	C10767		100				100
ICT - Core Application and Database Migration	C10895		75				75
ICT Capita One Enhancements/Developments	C10633	7					7
ICT - Childrens and Adults Social Care - Development of the Liquid Logic Case Management System	C10637	1,433	660				2,093
ICT Core Infrastructure	C10575	180					180
ICT - Central Government IT Security Compliance	C10898	35	115				150
ICT – Cyber Security/Public Services Network	New		40	40			80
ICT - Intelligence Hub	C10904	67	450				517
ICT - Digitally Enable the Council Offices	C10897	80	40				120
ICT - EDRMS Scanners	C10943	25					25
ICT Enterprise Agreement	C10636	280	345	345			970
ICT – Health and Social Care – GovRoam	New		20				20
ICT - Mobile Working and Enterprise Mobility	C10899	40	45				85
ICT - Phones Migration and Re-Tender	C10900	30	50				80
ICT Rolling Replacement Programme	C10576	200	250	250			700
ICT Southend and Schools Network Migration	C10912	20					20
ICT - Southend Network Monitoring Equipment	C10901	40	20				60
ICT - Upgrade of Capacity of Internet	C10902	150					150
ICT - Upgrade of Enterprise Resource Planning (ERP) System	C10903	75					75
ICT – Wide Area Network Enhancements	New		120				120
Income Management System	New		220				220
Mobile Device End Point Protection Replacement	C10768		90				90
Place - Culture - Hardware in Libraries	C10764	9					9
Place - Culture and Enterprise and Tourism - EPOS System	C10758	44					44
Replacement and Enhancement to Cash Receipting System	C10578		18				18
Software Licencing	C10426	349	400	400			1,149
Websense Replacement	C10770	30					30
Wireless Borough/City Deal	C10580	8	335				343
<b>Total ICT Programme</b>		<b>3,137</b>	<b>3,438</b>	<b>1,035</b>			<b>7,610</b>
Airport Business Park (including Local Growth Fund)	C10261	3,117	14,653	10,191	3,237		31,198
City Deal - Incubation Centre	C10668	8	26				34
Better Queensway - Regeneration	C10747	628	975	350			1,953
Housing Infrastructure Feasibility	New		250				250
Queensway - Ground Penetrating Radar	C10745	9					9
Resorts Assets	C10883	50					50
Shoebury Common Regeneration	New		300				300
<b>Total Enterprise, Tourism &amp; Regeneration</b>		<b>3,812</b>	<b>16,204</b>	<b>10,541</b>	<b>3,237</b>		<b>33,794</b>



Scheme	Project code	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Current Budget £000
Pier Hill Lifts Tower Leaks	C10856	1					1
Southend Pier - Bearing Refurbishment (Phase One)	C10885	500	500				1,000
Southend Pier - Condition Works Engineers	C10697	825	792	967			2,584
Southend Pier - Condition Works Surveyors	C10918	230	343	518			1,091
Southend Pier - Pier Entrance Enhancement	C10887	150	150				300
Southend Pier - Pier View Gallery	C10855	198					198
Southend Pier - Pier Pavilion Platform Detailed Design (Gateway Review One)	C10884	125	125				250
Southend Pier - Prince George Extension (Phase Two)	C10905	200	750	1,689			2,639
Southend Pier - Structural Works	NEW				500		500
Southend Pier - Timber Outer Pier Head	C10886	250	1,000	6,750			8,000
	<b>Total Southend Pier</b>	<b>2,479</b>	<b>3,660</b>	<b>9,924</b>	<b>500</b>		<b>16,563</b>
Cliff Slip Investigation Works	C10784	30	246				276
Coastal Defence (Shoebury Common Sea Defence Scheme)	C10011	50	200	3,795	200		4,245
Improving Resilience of the Borough to Flooding from Extreme Weather Events	C10888	125	125				250
Manor Road Cliff Stabilisation	New		100	225			325
Flood Prevention Works	New		1,125	1,125			2,250
Southend Highway Flood Reduction and Resilience Improvement Scheme	C10921		565				565
Southend Shoreline Strategy	C10843	72					72
	<b>Total Coastal Defence and Foreshore</b>	<b>277</b>	<b>2,361</b>	<b>5,145</b>	<b>200</b>		<b>7,983</b>
Carriageways and Footways Improvements	C10786	1,007	1,000	1,000			3,007
Cinder Path	C10115		100	702			802
Gaist Highways Asset Management Project	C10785	20					20
Highways Maintenance - Potholes	C10588	102	65	65	65		297
Highways Planned Maintenance Investment	C10029	682					682
Improve Footway Condition Around Highway Trees	New		150	200			350
National Productivity Investment Fund	C10889	459	615	1,235			2,309
Prittlebrook Greenway - Undermining	C10923		75				75
Street Lighting Renewal	C10061	4,014					4,014
	<b>Total Highways &amp; Infrastructure</b>	<b>6,284</b>	<b>2,005</b>	<b>3,202</b>	<b>65</b>		<b>11,556</b>

Scheme	Project code	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Current Budget £000
S106 22-23 The Leas 0700820FULM - bus service contribution	C10832	43					43
S106 Former Coll 0801062FULM - Transport Contribution	C10203	8					8
S106 Essex House 1500521FULM - bus stop improvement	C10793	3					3
S106 Premier Inn 1300835FULM - Bus Stop Improvement	C10653	5					5
S106 Former College 1500803BC4M - parking survey contribution	C10893	10					10
S106 285 Sutton Rd 1100087FULM - Highway Works	C10796	15					15
S106 Avenue Works 1401968AMDT - cycleway improvement	C10727	1					1
S106 Bellway Prittlebrook 1400943FULM - TRO Contribution	C10808	5					5
S106 High Works Shoe Garrison	C10213	2					2
S106 Albany Court 1500369AMDT - signage contribution	C10842	10					10
S106 Hinguar 1401672BC4M - highway contribution	C10851	5					5
S106 North Road and Salisbury Ave 1200056 - Highway Works Contribution	C10816	2					2
S106 Sunlight Ldry 1400411FULM - Highway Works	C10686	2					2
S106 Texsol Kenway 1500468FULM - highway	C10849	13					13
S106 Texsol Kenway 1500468FULM – public realm contribution	C10858	14					14
S106 Seec 0200500ful - Highway Works	C10073	104					104
S106 Univ H-Way0401561ful	C10196	4					4
<b>Total Highways S106 Agreements</b>		<b>246</b>					<b>246</b>
Car Park Infrastructure Improvements	C10787	304					304
Car Parks Upgrade	C10151	33					33
Coach Parking	New		250				250
Improved Car Park Signage and Guidance Systems	C10890	155	305	25			485
Parking Strategy	New		200				200
<b>Total Parking Management</b>		<b>492</b>	<b>755</b>	<b>25</b>			<b>1,272</b>
S38/S278 Airport 0901960 Fulm	C10275	20	80				100
S38 Bellway Homes 14/00943/fulm	C10746	7	78				85
S38 Old Hinguar School	C10859	7					7
S78 Bellway Homes 14/00943/fulm	C10730	7	3				10
S38 Fossetts Farm Bridleway	C10193	40	44				84
S38 Garrison NBP Road Supp Fee	C10267	9					9
S38 Inspection Magazine Rd	C10190	5					5
<b>Total S38, S278 &amp; S78 Agreements</b>		<b>95</b>	<b>205</b>				<b>300</b>
CIL Ward NA – Chalkwell – Landscaping on Chalkwell	C10936	2					2
CIL Ward NA – Kursaal – Annual community event at Southchurch Hall	C10937	1					1
CIL Ward NA – Milton – Milton Park improvements	C10938		5				5
CIL Ward NA – Milton – Street signs	C10939	2					2
CIL Ward NA – Milton – Park Street replacement bollards	C10940	3					3
CIL Ward NA – St Laurence – Sign-Up (road sign cleaning)	C10941	1					1
CIL Ward NA – St Lukes – Cluny Sq Park improvements (5 a side goals/seating)	C10942		1				1
<b>Total Community Infrastructure Levy</b>		<b>9</b>	<b>6</b>				<b>15</b>

Scheme	Project code	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Current Budget £000
LTP (Integrated Transport block) - Bridge Strengthening	C10512	171	671	275	300		1,417
LTP (Integrated Transport block) - Better Sustainable Transport	C10384	200	600	400	400		1,600
LTP (Integrated Transport block) - Better Networks	C10671	163	664	400	400		1,627
LTP (Integrated Transport block) - Traffic Management Schemes	C10513	475	400	400	400		1,675
LTP (Integrated Transport block) - Traffic Control Systems	C10470	70	332	201	201		804
LTP - Maintenance	C10076	829	771	796	771		3,167
LTP - Maintenance - Street Lighting	C10708		150	50	50		250
<b>Total Local Transport Plan</b>		<b>1,908</b>	<b>3,588</b>	<b>2,522</b>	<b>2,522</b>		<b>10,540</b>
Local Growth Fund - A127 Growth Corridor	C10699	1,897	5,820	3,120	3,000		13,837
Local Growth Fund - Southend Central Area Action Plan (SCAAP) Growth Point (Non-Transport)	C10701		500	1,000	4,480		5,980
Local Growth Fund - Southend Central Area Action Plan (SCAAP) Growth Point (Transport)	C10702	1,925	2,275	2,000			6,200
<b>Total Local Growth Fund</b>		<b>3,822</b>	<b>8,595</b>	<b>6,120</b>	<b>7,480</b>		<b>26,017</b>
A127 Junction Improvements	C10553	38	364				402
HCA Progress Road	C10254		18				18
Southend Transport Model	C10058	30	40				70
Travel Centre - Bus Service Provision in the Town Centre	C10892	50					50
<b>Total Transport</b>		<b>118</b>	<b>422</b>				<b>540</b>
CCTV Equipment Renewal	C10894	20	400				420
Security Measures	New		500				500
<b>Total Community Safety</b>		<b>20</b>	<b>900</b>				<b>920</b>
S106 Audley Court 0200874 Ful - CCTV	C10276		10				10
S106 Garrison 0000777 Depost - CCTV	C10810		1				1
<b>Total Community Safety S106 Agreements</b>			<b>11</b>				<b>11</b>
Beecroft and Central Museum Energy Project	C10738	260					260
Civic Centre Boilers - Low Loss Header	C10676		20				20
Civic Centre CHP/Lifts Feasibility	C10930	5					5
Civic Centre Lifts Regeneration	C10931	33					33
Energy Efficiency Projects	C10788	3	795				798
Old Beecroft Ground Source Heat Pump Feasibility	C10932	15					15
Pier Energy Efficiency Scheme	C10933	64					64
Real Time Air Quality Measurement - Feasibility	New		75				75
Solar PV Projects	C10789	2	957				959
Schools and Council Buildings Solar PV	C10740	3	346				349
<b>Total Energy Saving</b>		<b>385</b>	<b>2,193</b>				<b>2,578</b>
<b>Total Department for Place</b>		<b>25,020</b>	<b>51,531</b>	<b>40,735</b>	<b>14,034</b>		<b>131,320</b>
<b>Total General Fund Capital Schemes</b>		<b>57,769</b>	<b>83,072</b>	<b>66,019</b>	<b>19,374</b>		<b>226,234</b>

Scheme	Project code	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Current Budget £000
<b>Housing Revenue Account (HRA)</b>							
Bathroom Refurbishment	C10161	140	103				243
Central Heating	C10162	500	929				1,429
Common Areas Improvement	C10168	1,912	1,210				3,122
Environmental - H&S works	C10163	750	1,517				2,267
Kitchen Refurbishments	C10164	170	617				787
Rewiring	C10165	963	59				1,022
Roofs	C10166	450	1,048				1,498
Windows and Doors	C10167	530	432				962
Future Programme (MRA & Decent Homes)	C10298			7,930	6,200		14,130
<b>Total Decent Homes Programme</b>		<b>5,415</b>	<b>5,915</b>	<b>7,930</b>	<b>6,200</b>		<b>25,460</b>
HRA Disabled Adaptations - Major Adaptations	C10015	515					515
HRA Disabled Adaptations - Minor Adaptations	C10257	50					50
<b>Total Council House Adaptions</b>		<b>565</b>					<b>565</b>
Sheltered Housing DDA works	C10177		345				345
<b>Total Sheltered Housing Remodelling</b>			<b>345</b>				<b>345</b>
S106 HRA Land Review	C10685	305	2,742				3,047
<b>Total S106 Funded HRA Projects</b>		<b>305</b>	<b>2,742</b>				<b>3,047</b>
Construction of New Housing on HRA Land	C10684	65					65
Acquisition of leasehold property	C10909	115					115
Acquisition of tower block leaseholds - Queensway	C10614	90	410				500
<b>Total Other HRA</b>		<b>270</b>	<b>410</b>				<b>680</b>
<b>Total HRA Capital Schemes</b>		<b>6,555</b>	<b>9,412</b>	<b>7,930</b>	<b>6,200</b>		<b>30,097</b>
<b>TOTAL PROPOSED CAPITAL PROGRAMME</b>		<b>64,324</b>	<b>92,484</b>	<b>73,949</b>	<b>25,574</b>		<b>256,331</b>

**Total Capital Programme 2018/19 to 2021/22: 192,007**

General Fund Schemes Subject to External Funding Approval	Project code	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Current Budget £000
Forum II – SBC Match Funding to LGF	New		500	1,000	13,500	3,950	18,950
<b>Total Local Growth Fund</b>			<b>500</b>	<b>1,000</b>	<b>13,500</b>	<b>3,950</b>	<b>18,950</b>
<b>Total GF Schemes Subject to External Funding Approval</b>			<b>500</b>	<b>1,000</b>	<b>13,500</b>	<b>3,950</b>	<b>18,950</b>



# **Capital Strategy**

**2018/19 – 2021/22**

**February 2018**

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# **SOUTHEND-ON-SEA BOROUGH COUNCIL**

## **CAPITAL STRATEGY**

### **1 Purpose**

The Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code requires local authorities to produce a capital strategy to demonstrate that capital expenditure and investment decisions are taken in line with service objectives and take account of stewardship, value for money, prudence, sustainability and affordability.

The Capital Strategy is a key document for the Council and forms part of the authority's integrated revenue, capital and balance sheet planning. It provides a high level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services. It also provides an overview of how associated risk is managed and the implications for future financial sustainability. It includes an overview of the governance processes for approval and monitoring of capital expenditure.

### **2 Scope**

This Capital Strategy includes all capital expenditure and capital investment decisions, not only as an individual local authority but also those entered into under group arrangements. It sets out the long term context in which decisions are made with reference to the life of the projects/assets.

### **3 Capital Expenditure**

Capital expenditure is incurred on the acquisition or creation of assets, or expenditure that enhances or adds to the life or value of an existing fixed asset that is needed to provide services. Fixed assets are tangible or intangible assets that yield benefits to the Council generally for a period of more than one year, e.g. land, buildings, roads, vehicles. 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.

The capital programme is the authority's plan of capital works for future years, including details on the funding of the schemes. Included are the projects such as the purchase of land and buildings, the construction of new buildings, design fees and the acquisition of vehicles and major items of equipment. Also included could be service and commercial investments.

## **4 Capital vs. Treasury Management Investments**

Treasury Management investment activity covers those investments which arise from the organisation's cash flows and debt management activity, and ultimately represent balances which need to be invested until the cash is required for use in the course of business.

For Treasury Management investments the security and liquidity of funds are placed ahead of the investment return. The management of associated risk is set out in the Treasury Management Policy and the Annual Investment Strategy.

The CIPFA Treasury Management Code recognises that organisations may make investments for policy reasons outside of normal treasury management activity. These may include service and commercial investments.

## **5 Service and Commercial Investments**

These are investments for policy reasons outside of normal treasury management activity. This may include:

### **Service investments**

These are investments held clearly and explicitly in the course of the provision, and for the purposes, of operational services, including regeneration.

### **Commercial investments**

These are investments taken for mainly financial reasons. These may include:

- investments arising as part of business structures, such as shares and loans in subsidiaries or other outsourcing structures such as IT providers or building services providers;
- investments explicitly taken with the aim of making a financial surplus for the Council.

Commercial investments also include fixed assets which are held primarily for financial benefit, such as investment properties.

Due to the nature of the assets or for valid service reasons, such investments do not always give priority to security and liquidity over yield. In these cases, such a decision will be explicit, with the additional risks set out and the impact on financial sustainability identified and reported.

The Director of Finance and Resources will ensure that the Council has the appropriate legal powers to undertake such investments.

The Director of Finance and Resources will ensure the proportionality of all investments so that the Council does not undertake a level of investing which exposes it to an excessive level of risk compared to its financial resources.



## **6 Due Diligence**

For all capital investments, the appropriate level of due diligence will be undertaken with the extent and depth reflecting the level of additional risk being considered.

Due diligence process and procedures will include:

- effective scrutiny of proposed investments by the relevant committee;
- identification of the risk to both the capital sums invested and the returns;
- understanding the extent and nature of any external underwriting of those risks;
- the potential impact on the financial sustainability of the Council if those risks come to fruition;
- identification of the assets being held for security against debt and any prior charges on those assets;
- where necessary independent and expert advice will be sought.

The Director of Finance and Resources will ensure that members are adequately informed and understand the risk exposures being taken on.

## **7 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.

## **8 The Capital Budget Setting Process**

### **8.1 Key Criteria Set by Members**

For any particular budget setting year, the process starts in the Spring of the preceding year with sessions held with members of the Cabinet to help identify and discuss the key criteria by which proposals will be considered. These may include:

- Maintenance of the essential infrastructure of the organisation;
- Essential Health and Safety works;
- Essential rolling programmes;
- Whether wholly financed by external/internal funding;
- Match funded investment for regeneration projects;

- The outcome of feasibility studies and Gateway Reviews;
- Invest to save schemes.

## **8.2 Identifying the need for Capital Expenditure/Investment**

The need for a capital scheme may be identified by a Service through one or more of the following processes.

- Services annually prepare Service Plans for the improvement of their areas (ensuring that their objectives meet the overall aims and objectives of the Council); 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 and rolling plan of local transport strategies for achieving an integrated transport system to tackle the problems of congestion and pollution, 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;
- The need to respond to Government initiatives and new laws and regulations;
- The need to generate a revenue income to contribute to the funding of services.

These plans and review outcomes must be considered by Portfolio Holders and their Chief Officers and Portfolio Holders must identify their key capital priorities for the relevant service planning period by the end of summer each year.

### **8.3 Deciding which Schemes are to be put forward**

Once the list of key capital priorities has been identified, in preparing capital project proposals consideration should be given to the key criteria identified earlier in the year.

Additionally, consideration should be given to:

#### **Prudence:**

- Recognition of the ability to prioritise and refocus following transformation work;
- Recognition of the capacity in the organisation to deliver such a programme;
- Recognition of the knowledge and skills available and whether these are commensurate with the appetite for risk;
- Recognition of the future vision of the authority;
- The approach to commercial activities including ensuring effective due diligence, expert advice and scrutiny, defining the risk appetite and considerations of proportionality in respect of overall resources;
- The approach to treasury management and the management of risk as set out in the Treasury Management Strategy.

#### **Affordability:**

- Revenue impact of the proposals on the Medium Term Financial Plan;
- The borrowing position of the Council, projections of external debt and the use of internal borrowing to support capital expenditure;
- The authorised limit and operational boundary for the following year;
- Whether schemes are profiled to the appropriate financial year.

#### **Sustainability:**

- A long-term view of capital expenditure plans, where long term is defined by the financing strategy of and risks faced with reference to the life of the project/assets;
- Provision for the repayment of debt over the life of the underlying debt as set out in the Minimum Revenue Provision policy;
- An overview of asset management planning including maintenance requirements and planned disposals.

All bids are produced in line with the appropriate 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.

Possible sources of funding can then be considered for each of the proposed 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.

The proportionality of the proposals as a whole will then be considered in respect of overall resources and longer term sustainability and risk. The Director of Finance and Resources will take an overall view on the prudence, affordability and sustainability of the overall borrowing level if all bids are accepted.

Once the Director 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.

#### **8.4 Prioritisation of Schemes put forward**

A formalised corporate system for prioritising capital projects has been adopted by the Council. This has resulted in:

- Identifying essential capital investment for the next two financial years only;
- Utilising feasibility studies where needed;
- Adopting a Gateway Review approach for larger strategic schemes to enter the programme at the required time;
- The ability to enter items into the capital programme in a managed way through firstly the annual budget round and secondly when the programme is reviewed mid-year and consequently the November Cabinet cycle;
- Being mindful of the current level of the programme in relation to capacity to deliver, the relevant financing of schemes and any other running costs.

This will result in a list of capital project proposals to be considered as part of that year's budget approval process and a 'waiting list' of other capital project proposals that may be put forward for consideration later in the year or as part of the following year's budget approval process.

#### **8.5 Member Approval Process**

In autumn, managers will present the agreed list of key capital projects for their Service to the Corporate Management Team. Then the Administration is presented with a description of the scheme, the service delivery demands that the project will meet and the proposed funding. At this stage funding details are sometimes 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 few years.

Where appropriate schemes will be reported to Members based on the schemes being subject to external funding approval.

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 which is then subject to scrutiny via all the relevant scrutiny committees. Then the Cabinet receive the updated Capital Programme in February each year and in turn make their recommendations to full Council.

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.

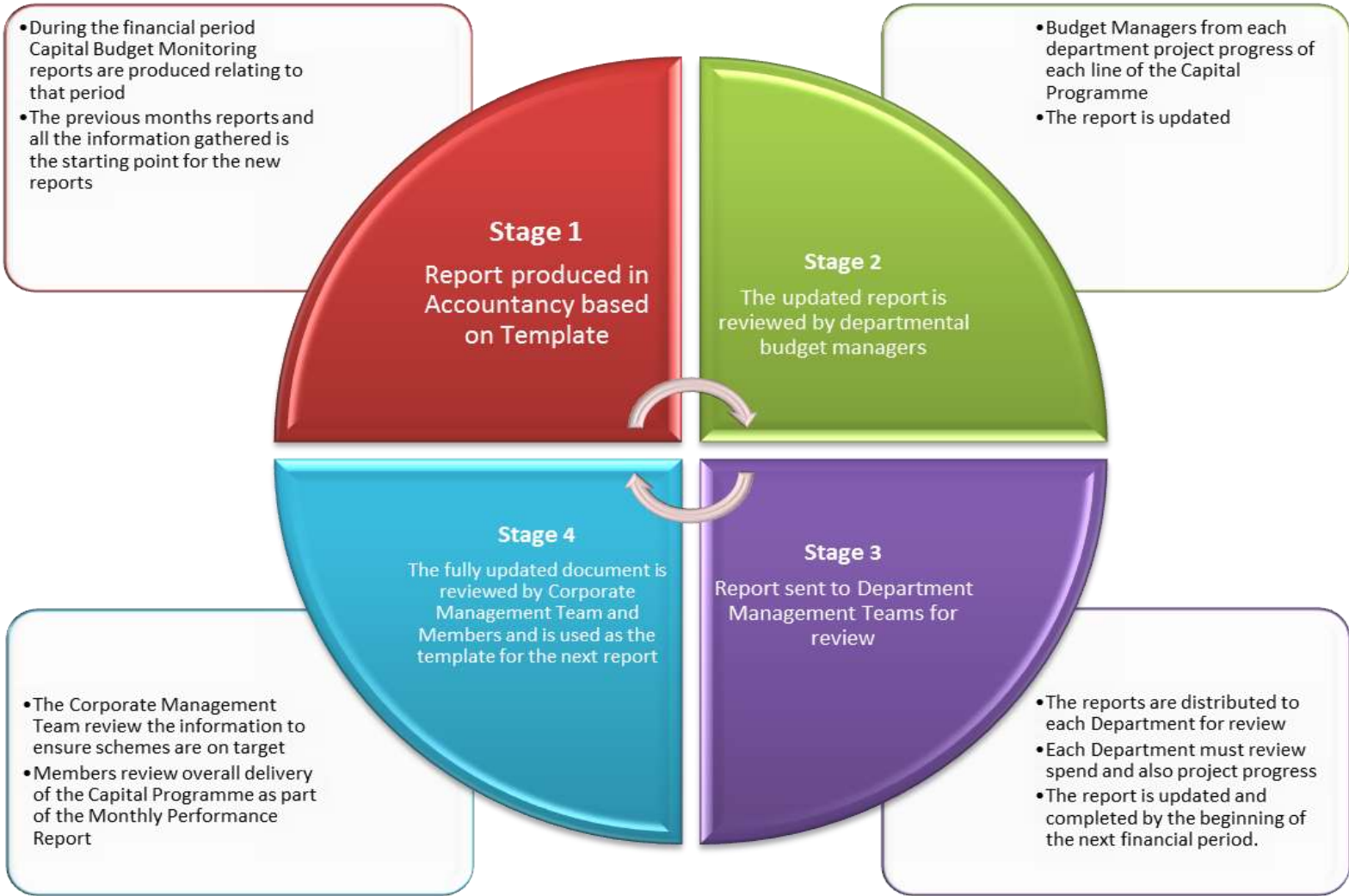
Once the Council has approved the capital programme, then expenditure can be committed against these approved schemes subject to the normal contract procedure rules and the terms and conditions of funding.

Whether capital projects are funded from grant, contributions, capital allocations 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 expenditure is then monitored on a monthly basis.

## **9 Monitoring of the Capital Programme Expenditure**

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 Multi-Year Schemes**

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 length of the planning period should be defined by the financing strategy and the risks faced with reference to the life of the project/assets. For example some schemes may span two or three years (e.g. building an extension to a school) whereas others may be over much longer timeframes (e.g. the 30 year business plan for the HRA decent homes programme).

The approval of a rolling multi-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 workloads 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.

## **11 Options Appraisals, Feasibility Studies and the Gateway Review Process**

As part of the process of producing a list of potential schemes for the capital programme service managers should complete option appraisals 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.

Some projects may require a feasibility study. As part of any 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.

For major, complex and strategic projects, as part of setting the capital programme for new schemes and additions a Gateway Review process will operate. 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.

## **12 In Year Opportunities**

Given the 'waiting list' of other capital project proposals that resulted from the prioritisation process, these can be put forward for entry into the capital programme in a managed way when the programme is reviewed mid-year as part of the November Cabinet cycle. Outside of this timetable a separate Cabinet report would be needed to seek approval at any other meeting in the Cabinet cycle.

Any other schemes which arise during the year will only be considered for borrowing or funding from central resources if they meet a key criteria set out in section 8.1 or 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.

Requests for approval of revisions to the profiling of scheme expenditure across financial years and the movement of budget between schemes (known as a virement) will be considered by Cabinet at the appropriate points during the financial year. These will be at June Cabinet when the capital outturn report is considered, at November Cabinet when the mid-year review of the programme is considered and at the January/February Cabinet meetings when the new capital bids are considered.

### **13 Funding Strategy and Capital Policies**

This section sets out the policies of the Council in relation to funding capital expenditure and investment.

#### **13.1 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 members of the Corporate Management Team and the relevant Portfolio Holder prior to submitting any bid for funding.

## **13.2 Capital Receipts**

A capital receipt is an amount of money exceeding £10,000 which is received from the sale of an asset. They cannot be spent on revenue items.

The Director 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 any capital receipts are then pooled and used to finance future capital expenditure and investment according to priorities, although they may be used to repay outstanding debt on assets financed from loans, as permitted by the regulations.

## **13.3 Revenue Funding**

Services may use their revenue budgets to fund capital expenditure. This may be via the capital reserve which is an internal fund set up to finance capital expenditure as an alternative to external borrowing.

The Director of the service and the Director of Finance and Resources will need to take an overview and decide the most appropriate way of funding their service areas.

## **13.4 Prudential/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.

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 Director of Finance and Resources will make an assessment of 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 for Capital Finance.

The view of the Director 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 Director 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.

### **13.5 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).

### **13.6 Leasing**

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

Under the Prudential Code finance leasing agreements are counted against the overall borrowing levels when looking at the prudence of the authority's borrowing.

## **14 Procurement and Value for Money**

Procurement is 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.

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.

## **15 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.

## **16 Management Framework**

The governance structure of the Council has the Corporate Management Team that takes a corporate and group view on the capital programme and investment.

The Corporate Management Team will also ensure a corporate and group portfolio perspective to the use and allocation of the Council's capital assets and those within its control, and in planning capital investment. The team receives reports on proposed capital projects and recommends to the Cabinet proposals for the development of the capital programme.

## **17 Performance Management**

Clear measurable outcomes should be developed for each capital scheme. After the scheme has been completed, services should check if outcomes have been achieved.

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.

## **18 Risk Management**

Risk is the threat that an event or action will adversely affect the 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.

It is important to identify the appetite for risk by each scheme and for the capital programme as a whole, especially when investing in capital assets held primarily for financial returns. Under the CIPFA Prudential Code these are defined as investments and so the key principle of control of risk and optimising returns consistent with the level of risk applies.

The Director of Finance and Resources will report explicitly on the affordability and risk associated with the Capital Strategy. Where appropriate he will have access to specialised advice to enable him to reach his conclusions.

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

### **18.1 Credit Risk**

This is the risk that the organisation with which we have invested capital monies becomes insolvent and cannot pay us our investment returns or complete the agreed contract. Accordingly, the Council will ensure that robust due diligence procedures cover all external capital investment. Where possible contingency plans will be identified at the outset and enacted when appropriate.

### **18.2 Liquidity Risk**

This is the risk that the timing of any cash inflows from a project will be delayed, for example if other organisations do not make their contributions when agreed. This is also the risk that the cash inflows will be less than expected, for example

due to the effects of inflation, interest rates or exchange rates. Our exposure to this risk will be monitored via the revenue and capital budget monitoring processes. Where possible appropriate interventions will occur as early as possible.

### **18.3 Interest Rate Risk**

This is the risk that interest rates will move in a way that has an adverse effect on the value of capital expenditure or the expected financial returns from a project. Interest rates will be reviewed as part of the on-going monitoring arrangements to identify such adverse effects. As far as possible our exposure to this risk will be mitigated via robust contract terms and when necessary contract re-negotiations.

### **18.4 Exchange Rate Risk**

This is the risk that exchange rates will move in a way that has an adverse effect on the value of capital expenditure or the expected financial returns from a project. Where relevant, exchange rates will be reviewed as part of the on-going monitoring arrangements to identify such adverse effects. As far as possible our exposure to this risk will be mitigated via robust contract terms and when necessary contract re-negotiations.

### **18.5 Inflation Risk**

This is the risk that rates of inflation will move in a way that has an adverse effect on the value of capital expenditure or the expected financial returns from a project. Rates of inflation will be reviewed as part of the on-going monitoring arrangements to identify such adverse effects. As far as possible our exposure to this risk will be mitigated via robust contract terms and when necessary contract re-negotiations.

### **18.6 Legal and Regulatory Risk**

This is the risk that changes in laws or regulation make a capital project more expensive or time consuming to complete, make it no longer cost effective or make it illegal or not advisable to complete. Before entering into capital expenditure or making capital investments, the Council will understand the powers under which the investment is made. Forthcoming changes to relevant laws and regulations will be kept under review and factored into any capital bidding and programme monitoring processes.

## **18.7 Fraud, Error and Corruption**

This is the risk that financial losses will occur due to errors or fraudulent or corrupt activities. Officers involved in any of the processes around capital expenditure or funding are required to follow the Council's policies and procedures. The Council has an on-going programme of 'Doing the Right Thing' through our values, principles and appropriate behaviour. This is supported by the Employee Code of Conduct and detailed policies such as Anti-Fraud and Corruption, Anti Money Laundering, Whistle Blowing and Declaration of Interests.

## **19 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;
- Treasury Management Strategy;
- Minimum Revenue Provision Policy.

February 2018

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# Southend-on-Sea Borough Council

Report of Chief Executive  
to  
Cabinet

on  
13 February 2018

Report prepared by: Joe Chesterton  
Director of Finance and Resources

Agenda  
Item No.

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**Treasury Management and Prudential Indicators – 2018/19**  
**Policy and Resources Scrutiny Committee**  
**Executive Councillor: Councillor Moring**  
***A Part 1 Public Agenda Item***

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## **1. Purpose of Report**

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

- Treasury Management Policy Statement for 2018/19;
- Treasury Management Strategy for 2018/19;
- Annual Investment Strategy for 2018/19;
- Minimum Revenue Provision Policy for 2018/19;
- Prudential indicators required under the Local Government Act 2003.

## **2. Recommendations**

**That the Cabinet recommend to Council that it approve:**

- 2.1 The Treasury Management Policy Statement set out at Appendix 1;**
- 2.2 The Treasury Management Strategy set out at Appendix 2;**
- 2.3 The Annual Investment Strategy set out at Appendix 3;**
- 2.4 The Minimum Revenue Provision (MRP) Policy set out at Appendix 5;**
- 2.5 The prudential indicators set out at Appendix 6;**
- 2.6 The operational boundary and authorised limits for borrowing for 2018/19 are set at £285m and £295m respectively as set out in Appendix 1.**

### 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:

- Treasury Management Policy Statement;
- Treasury Management Strategy;
- 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 2018/19 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 2018/19 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 2018/19 is attached as **Appendix 3**.

3.5 Appendices 1, 2 and 3 together form the Treasury Management Policy and are then used by officers 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 revised 2017/18 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 2018/19 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 to 2.3 are to comply with the CIPFA Treasury Management Code of Practice.
- 5.2 Recommendation 2.4 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 2.5 and 2.6 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 17<sup>th</sup> January 2018 for scrutiny. Audit Committee sought clarification and reassurance on the following areas, which was duly provided by officers:

- whether the Council had experienced any difficulties in accessing borrowing;
- whether there had been any repayments of the Essex County Council transferred debt.

### *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 2018/19

Appendix 2 – Treasury Management Strategy 2018/19

Appendix 3 – Annual Investment Strategy 2018/19

Appendix 4 – Changes from the revised 2017/18 Treasury Management Policy

Appendix 5 – Minimum Revenue Provision Policy 2018/19

Appendix 6 – Prudential Indicators 2018/19

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## SOUTHEND-ON-SEA BOROUGH COUNCIL

### TREASURY MANAGEMENT POLICY STATEMENT 2018/19

#### **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.

1.9 The CIPFA Code of Practice on Treasury Management has again been revised and the latest version is the 2017 Edition published within the last week of December. The key changes are:

- The term “investments” now covers all the financial assets of the organisation, as well as other non-financial assets which the organisation holds primarily for financial returns, such as investment in property portfolios. This may therefore include investments which are not managed as part of normal treasury management and are therefore covered by the Capital Strategy instead.
- The guidance on risk management has been amended to include ensuring that robust due diligence procedures cover all external investment (this has been included in paragraph 13.2 of this document);
- A new risk management consideration has been introduced covering inflation risk management (this has been included in paragraph 13.12 of this document);
- That the Council has reviewed its classification with financial institutions under MiFID II and has set out those organisations with which it is registered as a professional client (this has been included in section 7 of Appendix 3);

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

2.1 This Treasury Management Policy Statement covers the 2018/19 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, Link Asset Services (formerly Capita Asset Services), will be used throughout 2018/19 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 2018/19:

- Borrowing;
- Use of capital receipts - from the sale of surplus assets;
- Use of Government Grants – e.g. Local Growth Fund, or grants from the Department for Education;
- Other external contributions – e.g. Section 106 agreements;
- Revenue funding – e.g. 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 2017/18 and 2018/19:

	<b>2017/18 Original £m</b>	<b>2017/18 Revised £m</b>	<b>2018/19 Original £m</b>
Operational boundary	285	260	285
Authorised limit	295	270	295

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 2018/19 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 In addition, if it is deemed to be economically advantageous the Section 151 Officer, in consultation with our Treasury Management advisers, can borrow for the purposes of financing regeneration and other infrastructure related projects.
- 7.5 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'.
- 7.6 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.

- 7.7 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.
- 7.8 In May 2016 HM Treasury launched a consultation proposing the abolition of the PWLB and the transfer of its functions to another body with the suggestion that this should be the Commissioners of the Treasury. The outcome is that the PWLB is still the statutory body operating within the United Kingdom Debt Management Office which is an Executive Agency of HM Treasury. Therefore all references to PWLB have been kept in the Treasury Management Strategy.

## **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 2018/19 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 Director 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. Accordingly, the Council will ensure that robust due diligence procedures cover all external investment.
- 13.3 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 UK 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.

### **Currency risk**

- 13.11 The Council does not have any foreign currency risk as all investments are in pounds sterling.

### **Inflation risk**

- 13.12 The Council will keep under review the sensitivity of its treasury assets and liabilities to inflation, and will seek to manage the risk accordingly in the context of the whole organisation's inflation exposures.

<b>Treasury Management Activity</b>	<b>Delegated to:</b>	<b>In their absence, delegated to:</b>
Production of a Treasury Policy each year for approval by the Council prior to the start of the financial year	Group Manager (Financial Planning & Control)	Finance Team Leader – 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)	Finance Team Leader – 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/Finance Team Leader	Any other designated Accounting Technician/Finance Team Leader

<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	Finance Team Leader – Capital/ Treasury Management	Designated Accounting Technician/ Finance Team Leader
Approval of short/long term investments	Chief Finance Officer	Deputy Section 151 Officer/Group Manager (Financial Planning & Control)
Placing money in investments once approval has been obtained	Finance Team Leader – Capital/ Treasury Management/ other designated Finance Business Partner/ Senior Finance Business Partner	Group Manager (Financial Planning & Control)
Contact for correspondence with external fund managers	Finance Team Leader – Capital/ Treasury Management	Other designated Accounting Technician/Finance Business Partner
Decisions on 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)	Finance Team Leader – Capital/ Treasury Management
Monitoring of actual against budget for debt charges, interest earnings and debt management expenses	Designated Accounting Technician/ Finance Team Leader	Any other designated Accounting Technician/Finance Team Leader
Monitoring of performance; average interest rates earned and paid etc.	Designated Accounting Technician/Finance Team Leader	Any other designated Accounting Technician/Finance Team Leader
Monthly report to Section 151 officer detailing performance and any non-compliance with the Treasury Management Policy	Finance Team Leader – Capital/ Treasury Management	Designated Accounting Technician/Finance Team Leader



**SOUTHEND-ON-SEA BOROUGH COUNCIL**  
**TREASURY MANAGEMENT STRATEGY 2018/19**

**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 £8.6m in 2018/19.

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

- 3.1 It is projected that surplus cash balances will average £70m (of which £38m is the estimated sum of medium and long term funds managed by external fund managers) during 2018/19 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 change in interest rates, however it has been assumed that during 2018/19 the bank base rate will increase to 0.75%. The average interest earned by the Council on its in-house lending is likely to be 0.65% 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 £160k in external interest earned and a difference of £1m in average balances would make a difference of £7k 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 Director 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 2018/19 of £40m, £16m of which relates to invest to save schemes and £3m is to start to reverse the under-borrowed position against CFR (see paragraph below). 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 £70k 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 2018/19 in the second of the above scenarios. However, as the 2018/19 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 2017/18 no new PWLB loans have been taken out.

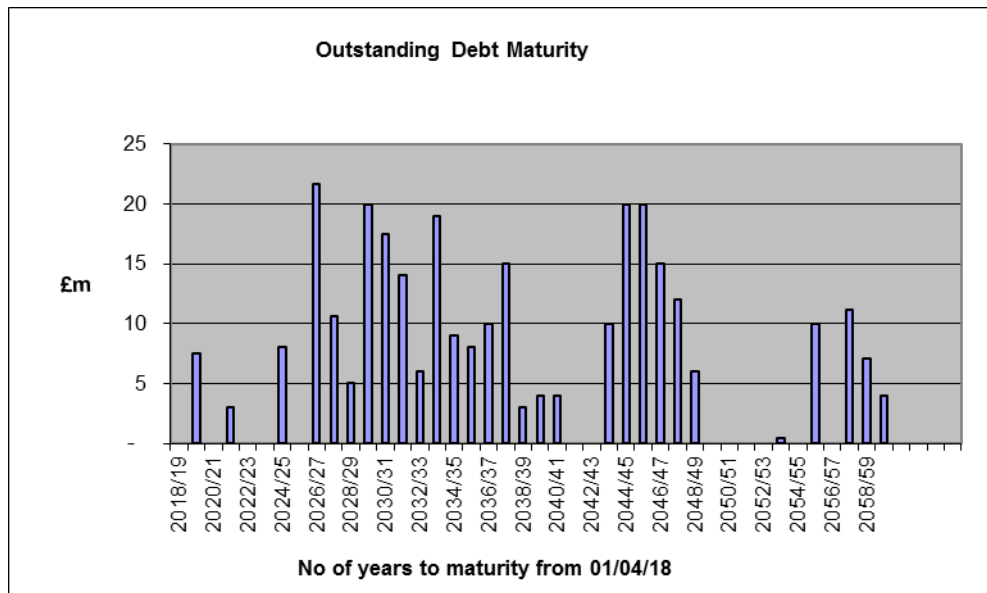
- 5.6 The Council's current outstanding loans for both General Fund and Housing Revenue Account, which will need to be repaid, are set out below:

<b>Southend-on-Sea Borough Council</b>		<b>Main Schemes (£m)</b>	<b>Invest to Save Schemes (£m)</b>	<b>Total (£m)</b>
Opening position as at 31 March 2018	GF	151	9	160
	HRA	77	0	77
	<b>Total</b>			<b>237</b>
New loans in 2018/19	GF	24	16	40
	HRA	0	0	0
	<b>Total</b>			<b>40</b>
Repayments in 2018/19	GF	0	(0.1)	(0.1)
	HRA	0		0
	<b>Total</b>			<b>(0.1)</b>
Closing position as at 31 March 2019	GF	175	25	200
	HRA	77	0	77
	<b>Total</b>			<b>277</b>

- 5.7 Outstanding debt relating to services transferred from Essex County Council (ECC) on 1 April 1998, remains under the management of ECC and is set out below. Southend Borough Council reimburses the debt costs incurred by the County.

<b>ECC transferred debt</b>	<b>Amount (£m)</b>
Opening position as at 31 March 2018	11.9
New loans in 2018/19	0
Repayments in 2018/19	(0.6)
Closing position as at 31 March 2019	11.3

- 5.8 The graph on the next page 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).

- 5.9 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 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.
- 5.10 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.
- 5.11 As at 23 January 2018 rates of borrowing (from the PWLB) were between 2.66% and 2.70% for loans between 20 and 30 years (these rates include the certainty rate discount of 0.2%). During 2018/19 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.
- 5.12 Where it is considered appropriate to take out new borrowing, regard will be given to the existing repayment profile (see 5.8 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 2018/19, within 7 working days of each month end, the Section 151 Officer will receive 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 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.

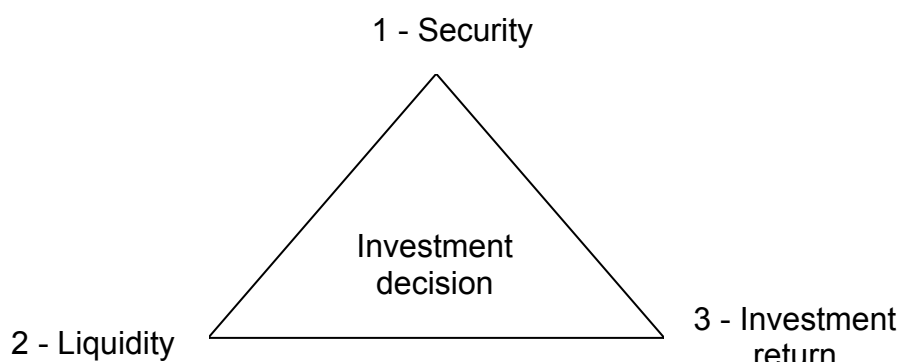
6.3 Benchmarking that considers security and liquidity will be achieved by appropriate comparisons with relevant statistical data.

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**SOUTHEND-ON-SEA BOROUGH COUNCIL**  
**ANNUAL INVESTMENT STRATEGY 2018/19**

**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 has monies placed with five external fund managers to use their knowledge and experience to invest on our behalf the medium and long term funds that are, under normal circumstances, not required for day to day cash flow purposes. These funds are summarised below:

<b>Type of fund</b>	<b>Fund manager</b>	<b>Estimated average balance in 2018/19 (£m)</b>
Property Fund	Lothbury Investment Management Limited	8.3
Property Fund	Rockspring Property Investment Management Limited	8.8
Short Dated Bond Fund	AXA Investment Managers Limited	7.7
Short Dated Bond Fund	Royal London Asset Management	7.8

Enhanced Cash Fund	Payden & Rygel Global Limited	5.1
<b>Total</b>		<b>37.7</b>

- 2.2 Withdrawals may be made during 2018/19 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 2018/19 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 2018/19 to enable investment of monies.
- 2.4 During 2018/19, 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.
- 2.5 During 2018/19, if appropriate, the Section 151 officer will approve the placing of monies in Short Dated Bond Funds or Enhanced Cash Funds.

### **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 Department of Communities and Local Government (DCLG) 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 investment in this strategy and whether they are specified or non-specified are set out in Annex A.
- 3.4 During 2018/19 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 2018/19 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. (The regulations regarding Money Market Funds are changing and when in force all references to Money Market Funds will relate to Low Volatility NAV funds, Constant NAV funds and Variable NAV funds.)
- 3.6 During 2018/19 the Section 151 officer will, if appropriate, approve the investment of monies into Development Companies (either partly or wholly owned by the Council) focused on regeneration and other infrastructure related projects, subject to the necessary due diligence being satisfactorily completed and in consultation with our treasury management advisers. The provision of loan facilities to such companies would count as capital investment in the company and any resulting updates to the capital programme would be submitted to Cabinet for approval.
- 3.7 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.
- 3.8 During 2018/19 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.
- 3.9 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.
- 3.10 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.
- 3.11 The services of our treasury management adviser, Link Asset Services (formerly Capita Asset Services), will be used throughout 2018/19 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	Moodys
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	Moodys
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	Moodys
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	Moodys
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 23 January 2018 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	3 years
Royal Bank of Canada	AA AA- A1	F1+ A-1+ P-1	12 months
Lloyds Bank Plc	A+ A Aa3	F1 A-1 P-1	12 months
National Westminster Bank Plc	BBB+ BBB+ A2	F2 A-2 P-1	Initially fails investment criteria

- 4.8 The Council's treasury management advisers, Link 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 banks (currently The Royal Bank of Scotland Plc and National Westminster Bank Plc). These banks can be included in the counterparty list if they continue to be part nationalised or they meet 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 from the three main credit rating agencies (i.e. rating watches and outlooks) provided by our treasury management advisers.
- 4.12 The current advice from DCLG and CIPFA 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 Link 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 Standard and Poors (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 and S&P have set the UK's sovereign rating at AA and Moodys have set it at AA2. 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 29% of the authority's estimated amount of investments for 2018/19 of £70m. £5m is 7% of the estimated investments. These are upper limits and would only be fully used in exceptional circumstances as, under normal circumstances, diversification is sought to reduce counterparty risk. These limits are deemed appropriate by our Treasury Management advisers.

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 cash flow.

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 57% of the authority's estimated amount of investments for 2018/19 of £70m. These deposits will have a maximum duration of 5 years. This is an upper limit and would only be fully used in exceptional circumstances. The limit is higher than the limit for other counterparties such as banks and other financial institutions due to the lower counterparty risk associated with Local Authorities. These limits are deemed appropriate by our Treasury Management advisers.

## **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 multi asset fund.
- 6.3 The limit on deposits in Property Funds will be £20 million with any one fund that passes the selection process.
- 6.4 The limit on deposits in Short Dated Bond Funds will be £20 million with any one fund that passes the selection process.
- 6.5 The limit on deposits in Enhanced Cash Funds will be £20 million with any one fund that passes the selection process.

## **7 Markets in Financial Instruments Directive (MiFID II)**

- 7.1 MiFID is the framework of European Union legislation for investment intermediaries that provide services to clients around financial instruments such as shares, bonds, units in collective investment schemes and derivatives and the organised trading in such financial instruments.
- 7.2 This was revised by MiFID II to improve the functioning of financial markets in light of the financial crisis and to strengthen investor protection. It recognises that investors have different levels of knowledge, skill and expertise. The application of specific regulatory obligations under MiFID depends on a client's 'regulatory' category.
- 7.3 Local Authorities are categorised as retail clients by default but may 'opt up' to become elective professional clients if certain criteria are satisfied. This Council satisfies the criteria to become an elective professional client and has 'opted up' where appropriate to ensure that it can continue to be eligible to invest in the current range of counterparties and investment products, as some are not available to retail clients.
- 7.4 MiFID II does not cover simple term deposits as it is only focussed on regulated products. This includes our investments in Money Market Funds, enhanced cash funds, short dated bond funds and property funds. The Council is classed as an elective professional client for all its relevant counterparties except for certain Money Market Funds where the fund has confirmed there is no requirement to 'opt up' as the products can continue to be used as a retail client. The Council's designation under MIFID II will be regularly reviewed to ensure it remains appropriate.



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	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)
Short Dated Bond Funds	Via selection process	Per fund	Directly	Non-specified (more than 1 year)
Enhanced Cash Funds	Via selection process	Per fund	Directly	Non-specified (more than 1 year)
Term repurchase arrangements	AAAf/S1 rated#	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.

# 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 2017/18 TREASURY MANAGEMENT POLICY

Appendix	Paragraph	Change	Reason for the change
1	1.9	New paragraph setting out the key revisions to the CIPFA Code of Practice on Treasury Management published in December 2017.	To reflect external changes
1	7.8	Updated paragraph to reflect the latest position on the PWLB as an Executive Agency of HM Treasury.	To reflect external changes
1	13.2	Addition of the sentence 'Accordingly, the Council will ensure that robust due diligence procedures cover all external investment.'	To reflect changes as set out in Appendix 1 Paragraph 1.9
1	13.12	Addition of a paragraph regarding Inflation Risk.	To reflect changes as set out in Appendix 1 Paragraph 1.9
1	Annex 1	All references to 'Financial Accountant (Capital & Treasury Management)' changed to 'Finance Team Leader – Capital/Treasury Management' and all references to 'Financial Accountant' changed to 'Finance Team Leader'.	To reflect a change in the relevant job title.

Appendix	Paragraph	Change	Reason for the change
3	3.5	Update regarding the Money Market Fund regulations and the change of terminology to Low Volatility NAV funds, Constant NAV funds and Variable NAV funds.	To reflect external changes
3	7.1 to 7.4	New section regarding MiFID II.	To reflect changes as set out in Appendix 1 Paragraph 1.9

**SOUTHEND-ON-SEA BOROUGH COUNCIL**  
**MINIUMUM REVENUE PROVISION POLICY 2018/19**

**1 Background**

- 1.1 The Minimum Revenue Provision (MRP) is an amount to be set aside for the repayment of debt. The Council has a general duty to make an MRP charge to revenue which it considers to be prudent. Full Council has the responsibility to approve an annual MRP policy statement.
- 1.2 The MRP Guidance sets out that such policies may be amended at any time, as long as the Council maintains a prudent approach whilst ensuring any changes are sustainable with regard to the revenue budget. The MRP policy adopted should ensure that revenue provision is made over a period broadly similar to which the asset provides a service.
- 1.3 A policy statement regarding a financial year should be approved before the start that financial year. However, the policy can be revised during the year by the full Council.
- 1.4 Under the regulations capital receipts may be used to repay the principal of any amount borrowed.
- 1.5 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.

**2 Duration of the Policy Statement**

- 2.1 This Minimum Revenue Provision Statement covers the 2018/19 financial year.

**3 Minimum Revenue Provision Policy**

- 3.1 For capital expenditure financed by historic supported borrowing:  
  
The amount of MRP chargeable will be calculated on a straight line basis at 2%.

- 3.2 For capital expenditure financed by prudential (unsupported) borrowing from the Public Works Loan Board or from internal borrowing:

The amount of MRP chargeable will be calculated using the annuity method.

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.

The annuity rate which will be applied will be the PWLB rate that most reasonably relates to that financial year.

- 3.3 For capital expenditure financed by prudential (unsupported) borrowing from other financial institutions:

The amount of MRP chargeable will be the amount specified in the repayment schedule of each loan.

- 3.4 No MRP will be applied to:

- 3.4.1 Capital expenditure financed by unsupported borrowing that 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.

- 3.4.2 Capital expenditure financed by borrowing 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.

- 3.4.3 Capital expenditure financed by unsupported borrowing that 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.

- 3.4.4 Capital expenditure financed by unsupported borrowing that 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.

- 3.5 The amount of MRP chargeable 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.
- 3.6 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.
- 3.7 MRP will only be charged in the year following the asset becoming operational.
- 3.8 Any overprovision identified from prior years will be used to offset against the current year's prudent provision, but will not result in a negative charge.

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## **SOUTHEND-ON-SEA BOROUGH COUNCIL PRUDENTIAL INDICATORS 2018/2019**

### **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. 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 Code was updated in December 2017 and requires authorities to look at capital expenditure and investment plans in the light of overall organisational strategy and resources.
- 2.2 Another objective of the Code is that treasury management decisions are taken in accordance with good professional practice and in full understanding of the risks involved and how these risks will be managed to levels that are acceptable to the organisation. The rationale behind these concepts is set out in the code.
- 2.3 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.
- 2.4 In setting or revising its prudential indicators, the local authority is required to have regard to the following matters:
  - service objectives (e.g. strategic planning);
  - stewardship of assets (e.g. asset management planning);
  - value for money (e.g. options appraisal);
  - prudence and sustainability (e.g. risks, whole life costing and implications for external debt);
  - affordability (e.g. implications for long-term resources including the council tax);
  - practicality (e.g. achievability of the forward plan).

### 3 Prudential Indicators for Prudence

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

- 3.1.1 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. Schemes funded by grant, third party contributions or by capital receipts mean that the effect on the Council Tax is greatly reduced.

	<b>Estimate 2018/19 £000</b>	<b>Estimate 2019/20 £000</b>	<b>Estimate 2020/21 £000</b>
General Fund	83,072	66,019	19,374
Housing Revenue Account	9,412	7,930	6,200
<b>Total</b>	<b>92,484</b>	<b>73,949</b>	<b>25,574</b>

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

- 3.2.1 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).

- 3.2.2 The estimates for the capital financing requirement are:

	<b>Estimate 2018/19 £000</b>	<b>Estimate 2019/20 £000</b>	<b>Estimate 2020/21 £000</b>
General Fund	276,244	305,975	311,151
Housing Revenue Account	98,740	98,740	98,740
<b>Total</b>	<b>374,984</b>	<b>404,715</b>	<b>409,891</b>

- 3.2.3 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.

#### 3.3 *Operational Boundary and Authorised Limit 2018/19 to 2020/21*

- 3.3.1 The Council must set an operational boundary and authorised limit for its total gross external debt, separately identifying borrowing from other long-term liabilities. The operational boundary is how much gross 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>Operational boundary</b>	<b>Estimate 2018/19 £000</b>	<b>Estimate 2019/20 £000</b>	<b>Estimate 2020/21 £000</b>
Borrowing	284,500	299,500	304,500
Liabilities outstanding under credit arrangements	500	500	500
<b>Total</b>	<b>285,000</b>	<b>300,000</b>	<b>305,000</b>

<b>Authorised limit</b>	<b>Estimate 2018/19 £000</b>	<b>Estimate 2019/20 £000</b>	<b>Estimate 2020/21 £000</b>
Borrowing	294,500	309,500	314,500
Liabilities outstanding under credit arrangements	500	500	500
<b>Total</b>	<b>295,000</b>	<b>310,000</b>	<b>315,000</b>

### 3.4 *Gross Debt and the Capital Financing Requirement*

3.4.1 Gross 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. The estimates for the external debt are:

	<b>Estimate 2018/19 £000</b>	<b>Estimate 2019/20 £000</b>	<b>Estimate 2020/21 £000</b>
External gross debt	279,780	296,210	302,114

3.4.2 Under the Prudential Code, gross 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 two financial years. This means that gross external borrowing cannot exceed £404.715m at 31 March 2018, £409.891m at 31 March 2019.

## 4 **Prudential Indicators for Affordability**

### 4.1 *Housing Revenue Account Limit on Indebtedness*

4.1.1 The Council is required to consider affordability against ring-fenced resources or separate funds such as the Housing Revenue Account. The table below compares the limit on indebtedness to the Housing Revenue Account capital financing requirement.

	<b>Estimate 2018/19 £000</b>	<b>Estimate 2019/20 £000</b>	<b>Estimate 2020/21 £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>

## 4.2 *Estimates of the Proportion of Financing Costs to Net Revenue Stream*

4.2.1 This indicator records estimated capital financing costs as a percentage of the net revenue stream.

4.2.2 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 2018/19 %</b>	<b>Estimate 2019/20 %</b>	<b>Estimate 2020/21 %</b>
General Fund	6.89	10.80	15.05
Housing Revenue Account	33.83	34.73	38.11

## 5 **Prudential Indicators for Treasury Management**

### 5.1 *Interest rate exposure*

5.1.1 The Council usually 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 2018/19 £000</b>	<b>Estimate 2019/20 £000</b>	<b>Estimate 2020/21 £000</b>
Interest payable on borrowing	11,128	11,758	11,950
Interest receivable on investments	(952)	(1,040)	(1,151)
<b>Net interest</b>	<b>10,176</b>	<b>10,718</b>	<b>10,799</b>

5.1.2 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 2018/19</b>	<b>Estimate 2019/20</b>	<b>Estimate 2020/21</b>
Upper limit on sums invested	100%	100%	100%
Lower limit on sums invested	10%	10%	10%

5.1.3 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.

5.1.4 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.

## 5.2 *Maturity Structure of Borrowing during 2018/19*

5.2.1 The table below shows the limits within which the Council delegates its length of borrowing decisions to the Director of Finance and Resources/Section 151 Officer in 2018/19.

	<b>Upper limit %</b>	<b>Lower limit %</b>	<b>Estimated outstanding debt maturity at 31<sup>st</sup> March 2019 %</b>
Under 12 months	20	0	3
12 months and within 24 months	30	0	0
24 months and within 5 years	40	0	1
5 years and within 10 years	60	0	17
10 years and within 20 years	100	15	44
20 years and within 30 years	100	10	23
30 years and above	80	5	12

5.2.2 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.

5.2.3 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.

## 5.3 *Total Principal Sums Invested for Periods over 365 Days*

5.3.1 A large part of the 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 be invested for more than 365 days. The rest of the cash balance is invested to achieve the optimum returns consistent with the effective control of risk.

5.3.2 This indicator sets a prudential limit for principal sums invested for periods over 365 days. The following limits are for principal sums invested in-house:

	<b>Estimate 2018/19 £m</b>	<b>Estimate 2019/20 £m</b>	<b>Estimate 2020/21 £m</b>
Limits on the total principal sum invested to final maturities beyond the period end	20	20	20

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# Southend-on-Sea Borough Council

## Report of Corporate Management Team

to  
**Cabinet**

on  
**13 February 2018**

Report prepared by: Ian Ambrose  
Group Manager, Financial Management

Agend  
Item No

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**Fees & Charges 2018/19**  
**All Scrutiny Committees**  
**Executive Councillor: Councillor John Lamb**  
***A Part 1 Public Agenda Item***

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### **1 Purpose of Report**

To consider the detailed fees and charges for services in 2018/19 included in the budget proposals for 2018/19.

### **2 Recommendation**

Cabinet are asked to recommend to Council

- 2.1 The proposed fees & charges for each Department as contained within the body of this report and the appendices.

### **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, restructuring existing charges or new charges, and have been included within the schedules.

## 3.2 Members are asked to note

- 3.2.1 Allotments – in setting fees and charges for 2017/18, Council agreed proposals for increase in allotment charges to take effect for 2018/19, given the year-long notice period required before any increase can be made. Those pre-agreed increases will now be put into charge
- 3.2.2 Culture – new charges have been introduced for educational services and room hire at the Forum. Some redundant fees have also been removed.
- 3.2.3 Regulatory – a number of new charges are introduced for various licence renewals, amendments, variations and replacements.
- 3.2.4 Car Parking – there has been a rationalisation of time bands and season ticket options in seafront and central car parks. The proposals have been adjusted following consultation and feedback to retain the one hour payment band at Tylers and York Road car parks, and the one-hour winter payment time band at Seaways car park. The proposed extension of Eastern Esplanade on street parking charges has also been withdrawn.
- 3.2.5 Planning – the majority of planning fees are set by statute. The Government has confirmed its intention to increase these fees by 20% as from 17 January 2018.
- 3.2.6 General – the schedules show both the proposed monetary and percentage increase for each charge. Where a new charge is proposed, this is flagged accordingly.

3.3 Where fees are subject to VAT, the rate of 20% has been incorporated into these proposals.

3.4 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 2018/19

4.1 Proposals for fees and charges for 2018/19 are set out in the Appendices to this report.

Appendix 1 – Department for People

Appendix 2 – Department for Place

Appendix 3 – Department of the Chief Executive

## 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 2018/19 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 and Voluntary Sector consultation meeting.

- Following an announcement by the Portfolio Holder for Transport, Waste and Regulatory Services of a partial reinstatement of the one hour payment band in certain car parks, Place Scrutiny Committee sought clarification and explanation of the removal of the one hour payment band in the remaining town centre car parks. The Committee also asked that Cabinet reconsider the extension of car parking charges along Eastern Esplanade, and the pricing and availability of certain parking permits.
- People Scrutiny sought clarification on the level of transport charges for adults social care and the impact of the policy on children for home to school transport
- Policy and Resources Scrutiny made no observations
- Business and Voluntary Sector raised concerns about the loss of the one hour band and impact on the High Street

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 of the Chief Executive

**DRAFT  
FEES AND CHARGES**

**2018/19**

	Description of Service	Basis of Charge	Net Charge	VAT	Gross 2017/18		Proposed Net	VAT	Proposed	Proposed Increase	
			2017/18	(20%)	Charge		Charge 2018/19	(20%)	Gross 2018/19	Gross Charge	
			£	£	£		£	£	£	£	%
1	Charge per day for lunch at day centres - main course	Third Party	3.00		3.00						
2	Charge per day for lunch at day centres - pudding	Third Party	1.00		1.00						
3	Charge for tea/snacks at day centres	Third Party	0.50		0.50						
4	Maximum charge to user per week for home care/daycare	Discretionary	Full Cost of Service								
5	Forecast average unit cost of all home care per hour	Discretionary	14.10		14.10		14.10		14.10	0.00	0.00%
6	Maximum charge per session (day) for day service	Discretionary	Full Cost of Service								
7	Transport - Return Trip per day	Discretionary	2.00		2.00		4.00		4.00	2.00	100.00%
8	Transport - Multiple Trip per day	Discretionary					5.00		5.00	5.00	NEW
9	Minimum client contrib for OP long stay res care per week	Statutory	131.48		131.48		137.60		137.60	6.12	4.65%
10	Minimum charge for adult long stay res care per week 18-24	Statutory	68.08		68.08		65.55		65.55	(2.53)	-3.72%
11	Minimum charge for adult long stay res care per week 25-59	Statutory	83.95		83.95		80.75		80.75	(3.20)	-3.81%
12	Administration Fee for Deferred Payment Scheme	Discretionary	525.00		525.00		535.00		535.00	10.00	1.90%

**Notes:**

- 1 - 3 1 - 3 Service transferred to Southend Care Ltd  
9 Minimum charge set by DWP - final confirmation awaited  
10 - 11 Please note the minimum charge for adult long stay res care 18-59 was frozen in 16/17 so did not increase in 17/18 and is not expected to increase in 18/19 hence the reduction back to 16/17 charge. This is not confirmed until November 2017.

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
<b>Private Sector Housing Charges</b>										
1	Mandatory Licence of House in Multiple Occupation - up to 6 lettings	Full Cost Recovery	900.00		900.00	920.00		920.00	20.00	2.22%
2	Mandatory Licence of House in Multiple Occupation - each additional letting	Full Cost Recovery	50.00		50.00	50.00		50.00	0.00	0.00%
3	Improvement Notice	Full Cost Recovery	550.00		550.00	560.00		560.00	10.00	1.82%
4	Energy Performance Certificate Enforcement	Full Cost Recovery	200.00		200.00	205.00		205.00	5.00	2.50%
5	Immigration Inspection - initial visit	Discretionary	175.00		175.00	180.00		180.00	5.00	2.86%
6	Immigration Inspection - each subsequent visit	Discretionary	60.00		60.00	60.00		60.00	0.00	0.00%
7	Hazard Awareness Notice	Full Cost Recovery	550.00		550.00	560.00		560.00	10.00	1.82%
8	Prohibition Order	Full Cost Recovery	550.00		550.00	560.00		560.00	10.00	1.82%
9	Emergency Prohibition Order	Full Cost Recovery	550.00		550.00	560.00		560.00	10.00	1.82%
10	Remedial Action Notice	Full Cost Recovery	550.00		550.00	560.00		560.00	10.00	1.82%
11	Emergency Remedial Action Notice	Full Cost Recovery	550.00		550.00	560.00		560.00	10.00	1.82%
12	Demolition Order	Full Cost Recovery	1,000.00		1,000.00	1,025.00		1,025.00	25.00	2.50%
13	Clearance Area	Full Cost Recovery	1,000.00		1,000.00	1,025.00		1,025.00	25.00	2.50%
14	Interim Management Order	Full Cost Recovery	1,250.00		1,250.00	1,275.00		1,275.00	25.00	2.00%
15	Each additional unit above 6 units	Full Cost Recovery	50.00		50.00	50.00		50.00	0.00	0.00%
16	Final Management Order	Full Cost Recovery	1,250.00		1,250.00	1,275.00		1,275.00	25.00	2.00%
17	Each additional unit above 6 units	Full Cost Recovery	50.00		50.00	50.00		50.00	0.00	0.00%
18	Interim Empty Dwelling Management Order	Full Cost Recovery	900.00		900.00	925.00		925.00	25.00	2.78%
19	Final Empty Dwelling Management Order	Full Cost Recovery	900.00		900.00	925.00		925.00	25.00	2.78%
20	Works in Default undertaken	Full Cost Recovery	30% of cost of works in default							
21	Court of Protection Assistance (charged per hour)	Third Party	35.00		35.00	35.00		35.00	0.00	0.00%
22	Monetary Penalty for failure to join an Ombudsman Scheme under the Redress Schemes for Lettings Agency and Property Management Work (England) Order 2014	Statutory	Up to £5,000		Up to £5,000	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	Statutory	Up to £5,000		Up to £5,000	Up to £5,000		Up to £5,000		
24	Interest charged by Private Sector Housing on outstanding fees	Statutory	Statutory Interest (8%) + Base Rate							

Description of Service		Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
		£	£	£	£	£	£	£	%
<b>ALLOTMENTS</b>									
The rents for allotment plots within Southend-on-Sea have not had an increase since 1st April 2012. As set out in the current fees and charges the rent for non-concessions is £4.00 per rod. The Allotments Act and our tenancy agreement, require a years notice to be served outside the growing season on all allotment tenants advising of the changes to rents. All allotment tenants were informed before the 25th March 2017 that Allotment rents are to be change as set out in the table below from 1st April 2018. These changes to the rents will be the first in five years									
1	Per 5.5m <sup>2</sup> (rod) (plus water recharged at current rates)	4.00		4.00	4.50		4.50	0.50	12.50%
2	Per 5.5m <sup>2</sup> (rod) (plus water recharged at current rates) – Senior (State Pensionable Age)	2.00		2.00	2.25		2.25	0.25	12.50%
3	Per 5.5m <sup>2</sup> (rod) (plus water recharged at current rates) – Advantage Card C	2.00		2.00	2.25		2.25	0.25	12.50%
4	Per 5.5m <sup>2</sup> (rod) (plus water recharged at current rates) – Under 18	2.00		2.00	2.25		2.25	0.25	12.50%
5	Edwards Hall Leisure Garden (plus water recharged at current rates)– Allotments	32.00		32.00	36.00		36.00	4.00	12.50%
6	Edwards Hall Leisure Garden – Allotments (plus water recharged at current rates) - Senior (State Pensionable Age)	16.00		16.00	18.00		18.00	2.00	12.50%
7	Edwards Hall Leisure Garden - Allotments (plus water recharged at current rates) - Advantage Card C	16.00		16.00	18.00		18.00	2.00	12.50%
8	Edwards Hall Leisure Garden - Allotments (plus water recharged at current rates ) - under 18	16.00		16.00	18.00		18.00	2.00	12.50%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
<b>ATHLETICS</b>										
1	Southend Athletics Club - season (2 evenings & Sunday a.m.)	Discretionary	3,120.00		3,120.00	3,182.00		3,182.00	62.00	1.99%
2	SLTC (Monday - Friday half day)	Discretionary	116.67	23.33	140.00	119.00	23.80	142.80	2.80	2.00%
3	SLTC (Monday - Friday evening)	Discretionary	90.83	18.17	109.00	92.67	18.53	111.20	2.20	2.02%
4	SLTC (Weekend, half day rate)	Discretionary	179.17	35.83	215.00	182.75	36.55	219.30	4.30	2.00%
5	SLTC (Per Hour up to Max 2 hours)	Discretionary	30.00	6.00	36.00	30.67	6.13	36.80	0.80	2.22%
6	SLTC (Monday - Friday 1 Hour)	Discretionary	24.00	4.80	28.80	24.50	4.90	29.40	0.60	2.08%
7	SLTC - Flood lights (per hour)	Discretionary	18.75	3.75	22.50	19.17	3.83	23.00	0.50	2.22%
8	SLTC – Equipment (hurdles, high jump, pole vault)	Discretionary	39.17	7.83	47.00	39.96	7.99	47.95	0.95	2.02%
9	SLTC - Pit Area, Hurdles, Misc. (Charges Per Area)	Discretionary	6.67	1.33	8.00	6.83	1.37	8.20	0.20	2.50%
10	SLTC - Casual Adult	Discretionary	3.17	0.63	3.80	3.25	0.65	3.90	0.10	2.63%
11	SLTC - Casual Junior & Concession	Discretionary	1.50	0.30	1.80	1.54	0.31	1.85	0.05	2.78%
12	SLTC - School track hire - 1 hour	Discretionary				20.58	4.12	24.70	24.70	<b>NEW</b>
13	SLTC - School track hire - half day rate	Discretionary				61.67	12.33	74.00	74.00	<b>NEW</b>
14	SLTC - School track hire - full day rate	Discretionary				112.83	22.57	135.40	135.40	<b>NEW</b>
<b>BOWLS (PARKS)</b>										
15	Season Ticket 7 day Resident	Discretionary	132.50	26.50	159.00	140.00	28.00	168.00	9.00	5.66%
16	Season Ticket 7 day Resident - Advantage Card C	Discretionary	66.67	13.33	80.00	70.00	14.00	84.00	4.00	5.00%
17	Season Ticket 7 day Resident Senior (State Pensionable Age)	Discretionary	85.83	17.17	103.00	90.00	18.00	108.00	5.00	4.85%
18	Season Ticket 7 day Resident Senior (State Pensionable Age) Advantage Card C	Discretionary	42.50	8.50	51.00	44.58	8.92	53.50	2.50	4.90%
19	Season Ticket Non Resident	Discretionary	154.17	30.83	185.00	162.08	32.42	194.50	9.50	5.14%
20	Season Ticket Non Resident (State Pensionable Age)	Discretionary	118.33	23.67	142.00	124.17	24.83	149.00	7.00	4.93%
<b>50% discount for first time season ticket holder</b>										
21	Season Ticket 7 day Resident	Discretionary	66.67	13.33	80.00	70.00	14.00	84.00	4.00	5.00%
22	Season Ticket 7 day Resident - Advantage Card C	Discretionary	33.33	6.67	40.00	35.00	7.00	42.00	2.00	5.00%
23	Season Ticket 7 day Resident Senior (State Pensionable Age)	Discretionary	42.50	8.50	51.00	44.58	8.92	53.50	2.50	4.90%
24	Season Ticket 7 day Resident Senior (State Pensionable Age) Advantage Card C	Discretionary	21.67	4.33	26.00	22.92	4.58	27.50	1.50	5.77%
25	Season Ticket Non Resident	Discretionary	77.08	15.42	92.50	80.83	16.17	97.00	4.50	4.86%
26	Season Ticket Non Resident (State Pensionable Age)	Discretionary	59.17	11.83	71.00	62.08	12.42	74.50	3.50	4.93%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
<b>Other Bowls Charges</b>										
27	Cadet Season Ticket Resident 16 & under	Discretionary	25.00	5.00	30.00	26.25	5.25	31.50	1.50	5.00%
28	Cadet Season Ticket Resident 16 & under - Advantage Card C	Discretionary	12.08	2.42	14.50	12.67	2.53	15.20	0.70	4.83%
29	Cadet Season Ticket Non Resident 16 & under	Discretionary	35.83	7.17	43.00	37.50	7.50	45.00	2.00	4.65%
30	Per Hour (per person)	Discretionary	3.75	0.75	4.50	3.92	0.78	4.70	0.20	4.44%
31	Per Hour (per person)-Advantage Card AB	Discretionary	3.33	0.67	4.00	3.50	0.70	4.20	0.20	5.00%
32	Per Hour (per person)-Advantage Card C	Discretionary	2.08	0.42	2.50	2.17	0.43	2.60	0.10	3.87%
33	Per Hour 16 and Under (per person)	Discretionary	1.00	0.20	1.20	1.08	0.22	1.30	0.10	8.61%
34	Per Hour 16 and Under (per person) Advantage Card AB	Discretionary	1.00	0.20	1.20	1.08	0.22	1.30	0.10	8.61%
35	Per Hour 16 and Under (per person) Advantage Card C	Discretionary	0.58	0.12	0.70	0.67	0.13	0.80	0.10	14.29%
36	Two Hour Game (Per Person)	Discretionary	7.00	1.40	8.40	7.50	1.50	9.00	0.60	7.14%
37	Two Hour Game (Per Person)- Advantage Card AB	Discretionary	6.42	1.28	7.70	6.67	1.33	8.00	0.30	3.85%
38	Two Hour Game (Per Person)- Advantage Card C	Discretionary	3.50	0.70	4.20	3.75	0.75	4.50	0.30	7.14%
39	Rink hire - Visiting Club (2 hour maximum)	Discretionary	15.67	3.13	18.80	16.25	3.25	19.50	0.70	3.72%
40	County Matches - Visiting Club - No charge	Discretionary								
41	Member of visiting club (per game) (collected by host club)	Discretionary	3.17	0.63	3.80	3.33	0.67	4.00	0.20	5.26%
42	Annual license fee per bowling green (22 weeks)	Discretionary	5,306.00		5,306.00	5,570.00		5,570.00	264.00	4.98%
<b>CRICKET</b>										
43	Cat A (season every Saturday/Sunday)	Discretionary	3,305.00		3,305.00	3,371.00		3,371.00	66.00	2.00%
44	Cat A (season every Saturday/Sunday) with Council pavilion	Discretionary	4,070.00		4,070.00	4,151.00		4,151.00	81.00	1.99%
45	Cat B (season every Saturday/Sunday)	Discretionary	2,093.00		2,093.00	2,135.00		2,135.00	42.00	2.01%
46	Cat A (season every weekday - 1 day)	Discretionary	2,661.00		2,661.00	2,714.00		2,714.00	53.00	1.99%
47	Cat A (season every weekday - 1 day) with Council pavilion	Discretionary	2,789.00		2,789.00	2,845.00		2,845.00	56.00	2.01%
48	CAT B (season every weekday - 1 day)	Discretionary	1,412.00		1,412.00	1,440.00		1,440.00	28.00	1.98%
49	Cat A (season every weekday - 1 evening)	Discretionary	1,412.00		1,412.00	1,440.00		1,440.00	28.00	1.98%
50	Cat A (season every weekday - 1 evening) with Council Pavilion	Discretionary	1,422.00		1,422.00	1,450.50		1,450.50	28.50	2.00%
51	Cat B (season every weekday - 1 evening)	Discretionary	921.00		921.00	939.50		939.50	18.50	2.01%
52	Cat A (casual all day - 11.00 a.m.)	Discretionary	165.83	33.17	199.00	168.75	33.75	202.50	3.50	1.76%
53	Cat A (casual all day - 11.00 a.m.) with Council pavilion	Discretionary	174.17	34.83	209.00	177.50	35.50	213.00	4.00	1.91%
54	Cat B (casual all day - 11 a.m.)	Discretionary	130.83	26.17	157.00	133.33	26.67	160.00	3.00	1.91%
55	Cat A (casual half day - 2.00 p.m.)	Discretionary	126.67	25.33	152.00	129.17	25.83	155.00	3.00	1.97%
56	Cat A (casual half day - 2.00 p.m.) with Council pavilion	Discretionary	130.83	26.17	157.00	133.33	26.67	160.00	3.00	1.91%
57	Cat B (casual half day - 2.00 p.m.)	Discretionary	88.33	17.67	106.00	90.00	18.00	108.00	2.00	1.89%
58	Cat A (casual evening - 6.00 p.m.)	Discretionary	63.75	12.75	76.50	65.00	13.00	78.00	1.50	1.96%
59	Cat A (casual evening - 6.00 p.m.) with Council pavilion	Discretionary	69.17	13.83	83.00	70.83	14.17	85.00	2.00	2.41%
60	Cat B (casual evening - 6.00 p.m.)	Discretionary	44.17	8.83	53.00	45.00	9.00	54.00	1.00	1.89%
61	Cat A (casual Sunday & Bank Holiday afternoon)	Discretionary	165.83	33.17	199.00	169.17	33.83	203.00	4.00	2.01%
62	Cat A (casual Sunday & Bank Holiday afternoon) with Council	Discretionary	174.17	34.83	209.00	177.50	35.50	213.00	4.00	1.91%



Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
63	Cat B (casual Sunday & Bank Holiday afternoon)	Discretionary	140.00	28.00	168.00	142.50	28.50	171.00	3.00	1.79%
64	Cat A (casual Sunday & Bank Holiday all day)	Discretionary	213.33	42.67	256.00	217.50	43.50	261.00	5.00	1.95%
65	Cat A (casual Sunday & Bank Holiday all day) with Council pavilion	Discretionary	130.83	26.17	157.00	133.33	26.67	160.00	3.00	1.91%
66	Cat B (casual Sunday & Bank Holiday all day)	Discretionary	174.17	34.83	209.00	177.50	35.50	213.00	4.00	1.91%
67	Cricket Pitch junior practice (half day)	Discretionary	25.00	5.00	30.00	25.83	5.17	31.00	1.00	3.33%
68	Cat A (Sunday a.m. youth on Saturday wicket)	Discretionary	35.00	7.00	42.00	35.83	7.17	43.00	1.00	2.38%
69	Cat B (Sunday a.m. youth on Saturday wicket)	Discretionary	29.17	5.83	35.00	30.00	6.00	36.00	1.00	2.86%
70	Chalkwell Park artificial wicket (casual)	Discretionary	28.33	5.67	34.00	29.17	5.83	35.00	1.00	2.94%
71	Artificial wicket (season)	Discretionary	1,963.00		1,963.00	2,002.00		2,002.00	39.00	1.99%
<b>GOLF</b>										
72	18 Holes (Monday-Friday)	Discretionary	15.00	3.00	18.00	15.42	3.08	18.50	0.50	2.78%
73	18 Holes (Monday-Friday) Advantage Card AB	Discretionary	13.50	2.70	16.20	14.17	2.83	17.00	0.80	4.94%
74	18 Holes (Monday-Friday) Advantage Card C	Discretionary	12.00	2.40	14.40	12.50	2.50	15.00	0.60	4.17%
75	Twilight (Monday - Friday) 9 holes	Discretionary	7.50	1.50	9.00	8.33	1.67	10.00	1.00	11.11%
76	18 Holes (Saturday, Sunday & Bank Holidays)	Discretionary	18.75	3.75	22.50	19.17	3.83	23.00	0.50	2.22%
77	18 Holes (Saturday, Sunday & Bank Holidays)-Advantage Card AB	Discretionary	16.83	3.37	20.20	17.92	3.58	21.50	1.30	6.44%
78	18 Holes (Saturday, Sunday & Bank Holidays)-Advantage Card C	Discretionary	13.58	2.72	16.30	16.25	3.25	19.50	3.20	19.63%
79	Twilight (Saturday, Sunday & Bank Holidays) 9 Holes	Discretionary	9.33	1.87	11.20	9.58	1.92	11.50	0.30	2.68%
80	18 Holes (Monday-Friday Senior)	Discretionary	10.00	2.00	12.00	10.42	2.08	12.50	0.50	4.17%
81	18 Holes (Monday-Friday 18 and Under)	Discretionary	8.33	1.67	10.00	8.33	1.67	10.00	0.00	0.00%
82	18 Holes (Monday-Friday Senior) Advantage Card AB	Discretionary	9.00	1.80	10.80	9.58	1.92	11.50	0.70	6.48%
83	18 Holes (Monday-Friday 18 and Under) Advantage Card AB	Discretionary	7.50	1.50	9.00	7.50	1.50	9.00	0.00	0.00%
84	18 Holes (Monday-Friday Senior) Advantage Card C	Discretionary	8.00	1.60	9.60	8.33	1.67	10.00	0.40	4.17%
85	18 Holes (Monday-Friday 18 and Under) Advantage Card C	Discretionary	6.67	1.33	8.00	6.67	1.33	8.00	0.00	0.00%
86	Twilight 9 Holes (Monday-Friday Senior)	Discretionary	7.50	1.50	9.00	7.50	1.50	9.00	0.00	0.00%
87	Twilight 9 Holes (Monday-Friday 18 and Under)	Discretionary	7.50	1.50	9.00	7.50	1.50	9.00	0.00	0.00%
88	Off Peak (Monday-Friday)	Discretionary	11.67	2.33	14.00	12.08	2.42	14.50	0.50	3.57%
89	Off Peak (Saturday, Sunday & Bank Holidays)	Discretionary	17.08	3.42	20.50	17.50	3.50	21.00	0.50	2.44%
90	Off Peak (Monday - Friday, Senior/ 18 and Under)	Discretionary	8.08	1.62	9.70	8.33	1.67	10.00	0.30	3.09%
91	Lesson Ticket	Discretionary	1.75	0.35	2.10	1.83	0.37	2.20	0.10	4.76%
92	Lesson Ticket (Golf Foundation Under 18)	Discretionary	0.92	0.18	1.10	1.00	0.20	1.20	0.10	9.09%
93	Lesson Ticket (Golf Foundation Under 18)-Advantage Card AB	Discretionary	0.67	0.13	0.80	0.83	0.17	1.00	0.20	25.00%
94	Lesson Ticket (Golf Foundation Under 18)-Advantage Card C	Discretionary	0.50	0.10	0.60	0.67	0.13	0.80	0.20	33.33%
95	Practice Ticket	Discretionary	2.08	0.42	2.50	2.08	0.42	2.50	0.00	0.00%
96	Season Ticket 7 Day Resident	Discretionary	606.67	121.33	728.00	606.67	121.33	728.00	0.00	0.00%
97	Season Ticket 7 Day Resident Advantage Card C	Discretionary	533.33	106.67	640.00	533.33	106.67	640.00	0.00	0.00%
98	Season Ticket 7 Day Non-Resident	Discretionary	653.33	130.67	784.00	653.33	130.67	784.00	0.00	0.00%

	Description of Service	Basis of Charge	Net Charge	VAT	Gross 2017/18	Proposed Net	VAT	Proposed	Proposed Increase		
			2017/18	(20%)	Charge	Charge 2018/19	(20%)	Gross 2018/19	Gross Charge		
			£	£	£	£	£	£	£	£	%
99	Season Ticket 5 Day Resident before 5.00 pm Senior (State Pensionable Age)	Discretionary	303.33	60.67	364.00	303.33	60.67	364.00	0.00	0.00%	
100	Season Ticket 5 Day Resident before 5.00 pm Senior (State Pensionable Age) -Advantage Card C	Discretionary	260.00	52.00	312.00	260.00	52.00	312.00	0.00	0.00%	
101	Season Ticket 5 Day Non-Resident before 5.00 pm Senior (State Pensionable Age)	Discretionary	382.50	76.50	459.00	382.50	76.50	459.00	0.00	0.00%	
102	Season Ticket 5 Day Resident	Discretionary	410.83	82.17	493.00	410.83	82.17	493.00	0.00	0.00%	
103	Season Ticket 5 Day Resident Advantage Card C	Discretionary	365.83	73.17	439.00	365.83	73.17	439.00	0.00	0.00%	
104	Season Ticket 5 Day Non-Resident	Discretionary	447.50	89.50	537.00	447.50	89.50	537.00	0.00	0.00%	
105	Season Ticket Student Under 18's	Discretionary	73.33	14.67	88.00	73.33	14.67	88.00	0.00	0.00%	
106	Locker Rent (per annum)	Discretionary	11.25	2.25	13.50	25.00	5.00	30.00	16.50	122.22%	
107	Block Booking for 2 hours	Discretionary	121.67	24.33	146.00	121.67	24.33	146.00	0.00	0.00%	
108	Block Booking (home clubs) for 2 hours	Discretionary	41.67	8.33	50.00	41.67	8.33	50.00	0.00	0.00%	
109	Tee Reservation (Annual School Championship)	Discretionary	15.00	3.00	18.00	15.00	3.00	18.00	0.00	0.00%	
110	Pitch & Putt (per round) Adult	Discretionary	2.67	0.53	3.20	2.75	0.55	3.30	0.10	3.12%	
111	Pitch & Putt (per round) Adult Advantage Card AB	Discretionary	2.42	0.48	2.90	2.50	0.50	3.00	0.10	3.45%	
112	Pitch & Putt (per round) Adult Advantage Card C	Discretionary	2.17	0.43	2.60	2.25	0.45	2.70	0.10	3.85%	
113	Pitch & Putt (per round) Child	Discretionary	1.75	0.35	2.10	1.83	0.37	2.20	0.10	4.76%	
114	Pitch & Putt (per round) Child Advantage Card AB	Discretionary	1.58	0.32	1.90	1.67	0.33	2.00	0.10	5.26%	
115	Pitch & Putt (per round) Child Advantage Card C	Discretionary	1.42	0.28	1.70	1.50	0.30	1.80	0.10	5.88%	
	<b>RUGBY</b>										
116	Cat A (Season - Warners/Westbarrow)	Discretionary	2,960.00		2,960.00	3,019.00		3,019.00	59.00	1.99%	
117	Cat A (casual)	Discretionary	105.00	21.00	126.00	107.08	21.42	128.50	2.50	1.98%	
118	Under 13's – Under 19's on 'Senior Pitch' Sunday Season	Discretionary	1,092.00		1,092.00	1,114.00		1,114.00	22.00	2.01%	
119	Under 13's – Under 19's on 'Senior Pitch' Sunday Casual	Discretionary	39.17	7.83	47.00	40.00	8.00	48.00	1.00	2.13%	
120	Mini Rugby – on Senior Pitches	Discretionary	168.00		168.00	171.50		171.50	3.50	2.08%	
	<b>FOOTBALL</b>										
121	Cat A (season 28 weeks - weekday)	Discretionary	1,745.00		1,745.00	1,780.00		1,780.00	35.00	2.01%	
122	Cat B (season 28 weeks - weekday)	Discretionary	1,126.00		1,126.00	1,150.00		1,150.00	24.00	2.13%	
123	Cat C (season 28 weeks - weekday)	Discretionary	1,053.00		1,053.00	1,075.00		1,075.00	22.00	2.09%	
124	Cat A (season 28 weeks - Saturday/Sunday)	Discretionary	2,051.00		2,051.00	2,092.00		2,092.00	41.00	2.00%	
125	Cat B (season 28 weeks - Saturday/Sunday)	Discretionary	1,383.00		1,383.00	1,410.00		1,410.00	27.00	1.95%	
126	Cat C (season 28 weeks - Saturday/Sunday)	Discretionary	1,154.00		1,154.00	1,177.00		1,177.00	23.00	1.99%	
127	Cat A (casual)	Discretionary	94.17	18.83	113.00	96.00	19.20	115.20	2.20	1.95%	
128	Cat B (casual)	Discretionary	56.50	11.30	67.80	57.67	11.53	69.20	1.40	2.06%	
129	Cat C (casual)	Discretionary	43.33	8.67	52.00	45.00	9.00	54.00	2.00	3.85%	
130	Youth Commemoration/Jones Memorial Grounds (season - under 18)	Discretionary	717.00		717.00	731.50		731.50	14.50	2.02%	
131	Youth Commemoration/Jones Memorial Grounds (casual- under 18)	Discretionary	35.67	7.13	42.80	36.42	7.28	43.70	0.90	2.10%	

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
132	Youth Commemoration/Jones Memorial Grounds (season - under 16)	Discretionary	655.00		655.00	668.00		668.00	13.00	1.98%
133	Youth Commemoration/Jones Memorial Grounds (casual- under 16)	Discretionary	26.00	5.20	31.20	26.50	5.30	31.80	0.60	1.92%
134	Youth Commemoration/Jones Memorial Grounds (season - under 11)	Discretionary	332.00		332.00	338.60		338.60	6.60	1.99%
135	Youth Commemoration/Jones Memorial Grounds (casual - under 11)	Discretionary	12.92	2.58	15.50	13.17	2.63	15.80	0.30	1.94%
136	Southchurch Park Arena ( Southend Manor) Season and training	Discretionary	5,272.00		5,272.00	5,377.50		5,377.50	105.50	2.00%
137	Mini soccer (season 28 weeks)	Discretionary	332.00		332.00	338.60		338.60	6.60	1.99%
138	Casual	Discretionary	12.92	2.58	15.50	13.17	2.63	15.80	0.30	1.94%
<b>SYNTHETIC PITCH- WARNERS PARK</b>										
139	Pitch per hour	Discretionary	50.00	10.00	60.00	51.00	10.20	61.20	1.20	2.00%
140	Floodlighting per hour	Discretionary	11.50	2.30	13.80	11.75	2.35	14.10	0.30	2.17%
<b>TENNIS (Outdoor Courts Priory and Chalkwell)</b>										
141	Annual Pass per household	Discretionary	25.00	5.00	30.00	25.00	5.00	30.00	0.00	0.00%
142	Annual Pass per household Advantage Card A,B,C	Discretionary	22.92	4.58	27.50	22.92	4.58	27.50	0.00	0.00%
<b>PARK OR SITE EVENT HIRE</b>										
143	Charity and Community Small	Discretionary	65.00		65.00	65.00		65.00	0.00	0.00%
144	Charity and Community Medium	Discretionary	91.00		91.00	120.00		120.00	29.00	31.87%
145	Charity and Community Large	Discretionary	127.50		127.50	200.00		200.00	72.50	56.86%
146	Commercial Small	Discretionary	293.00		293.00	350.00		350.00	57.00	19.45%
147	Commercial Medium	Discretionary	584.00		584.00	600.00		600.00	16.00	2.74%
148	Commercial Large	Discretionary	1,167.00		1,167.00	1,200.00		1,200.00	33.00	2.83%
149	Standpipe for Small Event	Discretionary	20.00		20.00	25.00		25.00	5.00	25.00%
150	Standpipe for Medium Event	Discretionary	38.00		38.00	43.00		43.00	5.00	13.16%
151	Standpipe for Large Event	Discretionary	60.00		60.00	65.00		65.00	5.00	8.33%
<b>OTHER EVENTS</b>										
152	Bandstand -Priory Park 2 hour performance and 2 hour set up fee	Discretionary	108.00		108.00	110.00		110.00	2.00	1.85%
153	Outdoor Fitness Classes Annual Permit	Discretionary	165.00		165.00	170.00		170.00	5.00	3.03%
154	Partnership events with the Council free of charge	Discretionary								

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
<b>MISCELLANEOUS</b>										
155	Key deposit (refundable)	Discretionary	10.00		10.00	10.00		10.00	0.00	0.00%
156	Donated Trees	Discretionary	159.00		159.00	160.00		160.00	1.00	0.63%
157	Plaque for Donated Item	Discretionary	134.00		134.00	135.00		135.00	1.00	0.75%
158	Plaque for Donated Items - Advantage Card ABC	Discretionary	120.00		120.00	120.00		120.00	0.00	0.00%
159	Donated Wooden Seats & Plaques	Discretionary	825.00		825.00	842.00		842.00	17.00	2.06%
160	Donated Wooden Seats & Plaques Advantage Card ABC	Discretionary	744.00		744.00	760.00		760.00	16.00	2.15%
161	Donated Metal Seats & Plaques	Discretionary	946.00		946.00	965.00		965.00	19.00	2.01%
162	Donated Metal Seats & Plaques Advantage Card ABC	Discretionary	850.00		850.00	870.00		870.00	20.00	2.35%
163	Donated Seats – Cliffs Gardens & Prittlewell Square	Discretionary	1,046.00		1,046.00	1,100.00		1,100.00	54.00	5.16%
164	Donated Seats – Cliffs Gardens & Prittlewell Square Advantage Card ABC	Discretionary	942.00		942.00	1,000.00		1,000.00	58.00	6.16%
158	Donated Seat and Plaque - Rustic Bench	Discretionary	1,249.00		1,249.00	1,275.00		1,275.00	26.00	2.08%
159	Donated Seat and Plaque - Rustic Bench Advantage Card ABC	Discretionary	1,134.00		1,134.00	1,160.00		1,160.00	26.00	2.29%
<b>SPONSORED ITEMS</b>										
160	Play equipment,sculpture,flower beds,shrubs, specimen tree planting - by negotiation	Discretionary								
<b>ADVANTAGE CARDS</b>										
161	Advantage Card: Resident Adult Category A	Discretionary	4.17	0.83	5.00	4.17	0.83	5.00	0.00	0.00%
162	Resident Under 17/Senior (State Pensionable Age)/Student Category B	Discretionary	2.50	0.50	3.00	2.50	0.50	3.00	0.00	0.00%
163	Resident Adult Low Income Category C	Discretionary	0.83	0.17	1.00	0.83	0.17	1.00	0.00	0.00%
164	Resident Under 17/Senior (State Pensionable Age)/Student Low Income Category C	Discretionary	0.83	0.17	1.00	0.83	0.17	1.00	0.00	0.00%
165	Family (1 adult, all children) Category A	Discretionary	7.50	1.50	9.00	7.50	1.50	9.00	0.00	0.00%
166	Family (2 adults, all children) Category A	Discretionary	10.00	2.00	12.00	10.00	2.00	12.00	0.00	0.00%
<b>ACCESS GATES</b>										
167	Access Gate Licence (5 years) for gate from private property onto	Discretionary	37.00		37.00	38.00		38.00	1.00	2.70%
<b>FLORISTRY</b>										
168	All Arrangements	Discretionary								

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

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
<b>MUSEUM – SERVICE FEES</b>										
<b>Venue Hire - Priory &amp; Southchurch</b>										
169	Commercial Organisation per 4 hour session (6pm – 10pm)	Discretionary	500.00		500.00					
170	Daytime charge 9am - 5pm	Discretionary				1,000.00		1,000.00	1,000.00	NEW
171	Voluntary Sector / Charity per 4 hour session (6pm – 10pm)	Discretionary	416.00		416.00					
172	Daytime charge 9am - 5pm	Discretionary				800.00		800.00	800.00	NEW
173	Additional Hour 10pm - 11:30pm	Discretionary	160.00		160.00	160.00		160.00	0.00	0.00%
174	Central Museum and Beecroft Art Gallery - Weekdays cultural, educational & charitable purposes, per hour (or part)	Discretionary	25.00		25.00	30.00		30.00	5.00	20.00%
175	One Mayoral Charity Function Per Annum – Free of Charge.	Discretionary								
<b>Weddings/Civic Ceremonies (Southchurch Hall)</b>										
185	Tues, Wed, Thur	Discretionary	400.00		400.00	400.00		400.00	0.00	0.00%
186	Saturdays	Discretionary	600.00		600.00	600.00		600.00	0.00	0.00%
<b>Weddings/Civil Ceremonies (Priory)</b>										
187	Tues, Wed, Thur before 18:00 hrs	Discretionary	975.00		975.00	975.00		975.00	0.00	0.00%
188	Tues, Wed, Thur 18:00 to 22:00 hrs	Discretionary	1,300.00		1,300.00	1,300.00		1,300.00	0.00	0.00%
189	Friday & Saturday before 18:00 hrs	Discretionary	1,500.00		1,500.00	1,500.00		1,500.00	0.00	0.00%
190	Friday & Saturday 18:00 to 22:00 hrs	Discretionary	2,100.00		2,100.00	2,100.00		2,100.00	0.00	0.00%
190	Deposit	Discretionary	150.00		150.00	150.00		150.00	0.00	0.00%
<b>Beecroft Art Gallery Fees</b>										
191	Lecture Theatre ( <i>Commercial organisations and Public Meetings held by Political Parties – per hour</i> )	Discretionary	42.00		42.00	45.00		45.00	3.00	7.14%
192	Lecture Theatre ( <i>Other organisations and Non-Public Meetings of Political Parties – per hour</i> ) - 30% Discount	Discretionary	26.00		26.00	31.50		31.50	5.50	21.15%
<b>Meeting Rooms</b>										
193	Commercial organisations and Public Meetings held by Political Parties – per hour daytime till 5pm	Discretionary				30.00		30.00	30.00	NEW
194	Other organisations and Non-Public Meetings of Political Parties – per hour daytime till 5pm - 30% Discount	Discretionary				21.00		21.00	21.00	NEW
195	Commercial etc 6pm - 10pm and Sundays	Discretionary				35.00		35.00	35.00	NEW
196	Other organisations etc 6pm -10pm and Sundays	Discretionary				30.00		30.00	30.00	NEW
197	Private View - first 2 hours	Discretionary	77.00		77.00	80.00		80.00	3.00	3.90%
198	Private view - subsequent hours per hour	Discretionary	27.00		27.00	30.00		30.00	3.00	11.11%
199	Sale of works commission (30%)	Discretionary								
200	Open exhibition entry fee, 1 work	Discretionary	7.00		7.00	7.00		7.00	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
201	Open exhibition entry fee, 2 works	Discretionary	12.00		12.00	12.00		12.00	0.00	0.00%
202	Open exhibition entry fee, 3 works	Discretionary	16.00		16.00	16.00		16.00	0.00	0.00%
<b>Planaterium Fees</b>										
203	Single Adult	Discretionary	4.17	0.83	5.00	5.00	1.00	6.00	1.00	20.00%
204	Single Child/OAP	Discretionary	3.33	0.67	4.00	3.50	0.70	4.20	0.20	5.00%
205	Family Ticket (2 adults & 3 children)	Discretionary	13.33	2.67	16.00	15.00	3.00	18.00	2.00	12.50%
206	Groups (10 or more) Adult	Discretionary	3.42	0.68	4.10	4.00	0.80	4.80	0.70	17.07%
207	Groups (10 or more) Child	Discretionary	2.50	0.50	3.00	3.00	0.60	3.60	0.60	20.00%
208	Evening Booking Surcharge (for groups)	Discretionary				21.50	4.30	25.80	25.80	<b>NEW</b>
<b>Other Charges</b>										
209	General Admissions - Free	Discretionary			No Charge			No Charge		
210	Special exhibitions & events (including Sundays)	Discretionary			Market Rate			Market Rate		
211	Historic Buildings and Monuments Records searches	Discretionary				65.00	13.00	78.00	78.00	<b>NEW</b>
212	General Museum Enquiries (in-depth enquiries which requires substantial staff input)	Discretionary	21.25	4.25	25.50	£30 first hour plus £10 each subsequent hour				
<b>Education Fees</b>										
213	School group single session or planetarium - 16 up to 30 children	Discretionary				120.00		120.00	120.00	<b>NEW</b>
214	School group single session or planetarium - up to 15 children	Discretionary				60.00		60.00	60.00	<b>NEW</b>
215	School group two session per child per class up to 30 (1 handling activity & Planetarium)	Discretionary				150.00		150.00	150.00	<b>NEW</b>
216	School group two session per child per class up 15 (1 handling activity & Planetarium)	Discretionary				75.00		75.00	75.00	<b>NEW</b>
217	School group three session per class up to 30 (1 handling activity, Planetarium & Walk)	Discretionary				180.00		180.00	180.00	<b>NEW</b>
218	School group three session per class up to 15 (1 handling activity, Planetarium & Walk)	Discretionary				90.00		90.00	90.00	<b>NEW</b>
219	School loans, per 3 boxes per month	Discretionary			Market Rate			£10.00 for 2 weeks		
220	School Outreach -Single Session up to 30 per class	Discretionary				180.00		180.00	180.00	<b>NEW</b>
221	School Outreach -Single session up to 15 per class	Discretionary				90.00		90.00	90.00	<b>NEW</b>
222	Outreach talks up to an hour, minimum 10people at Museum	Discretionary				250.00		250.00	250.00	<b>NEW</b>
223	Outreach talks up to an hour minimum 10 people at another venue	Discretionary				400.00		400.00	400.00	<b>NEW</b>
224	Seafront Walks	Discretionary				5.00		5.00	5.00	<b>NEW</b>
225	Research/Enquiries re WW1 and WW2 per hour	Discretionary				£30 first hour plus £10 each subsequent hour				

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
<b>CHARGES FOR PHOTOGRAPHY</b>										
224	Computer Database photos (SID) printouts – per image	Discretionary			Market Rate			Market Rate		
225	A4 printout from SID – per image on photographic paper	Discretionary			Market Rate			Market Rate		
226	Scanned images on CD from originals – per image	Discretionary			Market Rate			Market Rate		
<b>PHOTOGRAPHIC REPRODUCTION CHARGES- COMMERCIAL</b>										
227	For book jackets/covers	Discretionary			Market Rate			Market Rate		
228	For book/magazine illustrations	Discretionary			Market Rate			Market Rate		
<b>Cliff Lift Return Journey</b>										
229	Adult - delete	Discretionary	0.83	0.17	1.00					
230	Child / Concession - delete	Discretionary	0.42	0.08	0.50					
231	Family Ticket (5 people, min 1 child) - delete	Discretionary	2.08	0.42	2.50					
230	One journey in either direction	Discretionary				0.50		0.50	0.50	NEW
<b>LIBRARY SERVICE FEES</b>										
<b>Reservations – each item reserved on adult ticket</b>										
231	Reservations – each item reserved on adult ticket by staff	Discretionary	1.00		1.00	1.00		1.00	0.00	0.00%
232	Charge for obtaining items not on ELAN and not suitable for purchase	Discretionary	7.00		7.00	7.00		7.00	0.00	0.00%
233	Items obtained from the British Library	Discretionary	22.00		22.00	22.00		22.00	0.00	0.00%
234	Renewals of British Library Loans	Discretionary	4.75		4.75	4.75		4.75	0.00	0.00%
<b>Charges for searches by staff: Time spent reporting the results of a search will be charged in addition to time spent searching.</b>										
235	<b>General Enquiries</b>	Discretionary	21.25	4.25	25.50	30.00	6.00	36.00	10.50	41.18%
236	<b>Family History, Census &amp; Parish Register Enquiries - Charges equivalent to those made by ERO - Chelmsford</b>	Discretionary								
<b>Fines – Books, Compact Discs and Cassettes</b>										
237	Charge for each day issuing library is open	Discretionary	0.20		0.20	0.20		0.20	0.00	0.00%
238	Maximum Charge for each loan (a renewal is a new loan)	Discretionary	10.00		10.00	10.00		10.00	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
<b>Recorded Sound</b>										
239	Music: Compact Disc hire (3 week loan) Delete - none in stock from 12/2017	Discretionary	1.10		1.10					
240	Audio Books: Adults: 1 or 2 cassettes/CD's (3 week loan)	Discretionary	1.10		1.10	1.10		1.10	0.00	0.00%
241	Adults: 3 CD's and over (3 week loan)	Discretionary	1.60		1.60	1.80		1.80	0.20	12.50%
242	Adults: 8 or more CD's (3 week loan) Delete	Discretionary	1.60		1.60					
243	All spoken word for children Free of Charge	Discretionary								
244	Language Courses: Single item for 3 weeks	Discretionary	1.10		1.10	1.10		1.10	0.00	0.00%
245	Multiple sets for 12 weeks	Discretionary	3.10		3.10	3.10		3.10	0.00	0.00%
<b>DVD</b>										
246	Feature Films Hire (DVD1): Each item/week	Discretionary	2.50		2.50	2.50		2.50	0.00	0.00%
247	Overdue: Item/week	Discretionary	2.50		2.50	2.50		2.50	0.00	0.00%
248	Maximum charge (10 weeks)	Discretionary	31.00		31.00	31.00		31.00	0.00	0.00%
249	Children's Fiction Video Hire (DVDC):	Discretionary								
250	Each item/week	Discretionary	2.00		2.00	2.00		2.00	0.00	0.00%
251	Overdue: Item/week	Discretionary	2.00		2.00	2.00		2.00	0.00	0.00%
252	Maximum charge (10 weeks)	Discretionary	25.00		25.00	25.00		25.00	0.00	0.00%
253	Non-Fiction Video Hire (DVD2):	Discretionary								
254	Each item/week	Discretionary	2.00		2.00	2.00		2.00	0.00	0.00%
255	Overdue: Item/week	Discretionary	2.00		2.00	2.00		2.00	0.00	0.00%
256	Maximum charge (10 weeks)	Discretionary	25.00		25.00	25.00		25.00	0.00	0.00%
<b>CD-ROM</b>										
257	CD-ROM Hire: Each item/3 weeks Delete - no longer in stock	Discretionary	2.10		2.10					
<b>Music Sets and Play Sets( Essex CC Charges)</b>						ECC proposals not yet known for 2018/19				
Music Set hire per 4 weeks (or part of 4 weeks)		Third Party								
258	Vocal scores (per score)	Third Party	0.50		0.50					
259	Sheets – per set	Third Party	3.00		3.00					
260	Chamber Music (3 or more parts)	Third Party	3.00		3.00					
261	Orchestral set	Third Party	6.00		6.00					
262	Play sets hire (3 – 15 copies)	Third Party	2.50		2.50					
263	<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>	Third Party								
264	Admin fee	Third Party	3.55		3.55					
265	Photocopies	Third Party		Market Rate			Market Rate			



Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
	<b>Fax</b>									
266	Outgoing: First page: UK & Europe	Discretionary	1.83	0.37	2.20	2.20	0.44	2.64	0.44	20.00%
267	Additional page	Discretionary	0.92	0.18	1.10	1.10	0.22	1.32	0.22	20.00%
268	First page: rest of world	Discretionary	2.67	0.53	3.20	3.20	0.64	3.84	0.64	20.00%
269	Additional page	Discretionary	1.33	0.27	1.60	1.60	0.32	1.92	0.32	20.00%
270	Faxes to ships	Discretionary	13.33	2.67	16.00	16.00	3.20	19.20	3.20	20.00%
271	Incoming: Each	Discretionary	0.92	0.18	1.10	1.10	0.22	1.32	0.22	20.00%
272	Admin charge where 'Free fax' numbers are used	Discretionary	2.50	0.50	3.00	3.00	0.60	3.60	0.60	20.00%
273	Print-Outs and disc copies	Discretionary			Market Rate			Market Rate		
	<b>Premises Hire</b>									
	<b>Forum - Helliwell Room</b>									
274	Commercial organisations and Public Meetings held by Political Parties – per hour - 30% Discount	Discretionary				45.00		45.00	45.00	NEW
275	Other organisations and Non-Public Meetings of Political Parties – per hour	Discretionary				31.50		31.50	31.50	NEW
	<b>Forum - Deeping Room</b>									
276	Commercial organisations and Public Meetings held by Political Parties – per hour	Discretionary				50.00		50.00	50.00	NEW
277	Other organisations and Non-Public Meetings of Political Parties – per hour - 30% Discount	Discretionary				35.00		35.00	35.00	NEW
	<b>Forum - Combined rooms</b>									
278	Commercial organisations and Public Meetings held by Political Parties – per hour	Discretionary				80.00		80.00	80.00	NEW
279	Other organisations and Non-Public Meetings of Political Parties – per hour - 30% Discount	Discretionary				56.00		56.00	56.00	NEW
	<b>Branch Libraries Meetings Rooms</b>									
280	Commercial organisations and Public Meetings held by Political Parties – per hour daytime till 5pm	Discretionary				20.00		20.00	20.00	NEW
281	Other organisations and Non-Public Meetings of Political Parties – per hour daytime till 5pm - 30% Discount	Discretionary				14.00		14.00	14.00	NEW
282	Commercial organisations and Public Meetings held by Political Parties - 6pm - 10pm and Sundays	Discretionary				25.00		25.00	25.00	NEW
283	Other organisations and Non-Public Meetings of Political Parties – 6pm -10pm and Sundays - 30% Discount	Discretionary				17.50		17.50	17.50	NEW
284	Meetings Room - delete	Discretionary	42.00		42.00					
285	Other organisations and Non-Public Meetings of Political Parties – per hour - Delete	Discretionary								
286	Meetings Room - Delete	Discretionary	21.00		21.00					

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
<b>Ancillary Equipment (where available) – per hour</b>										
287	Cine/Slide/OHP Projector	Discretionary	7.00	1.40	8.40	8.40	1.68	10.08	1.68	20.00%
288	Carousel Projector/Back Projector	Discretionary	7.00	1.40	8.40	8.40	1.68	10.08	1.68	20.00%
289	Compact Disc/Cassette Machines	Discretionary	7.00	1.40	8.40	8.40	1.68	10.08	1.68	20.00%
290	TV/Video	Discretionary	7.00	1.40	8.40	8.40	1.68	10.08	1.68	20.00%
291	PC Projector	Discretionary	20.00	4.00	24.00	8.40	1.68	10.08	(13.92)	-58.00%
<b>Foyer</b>										
292	Table and 2 chairs for consultations(inc Council Departments)/clinics etc.per day or part <i>Display board and table by ground floor exhibition area</i>	Discretionary	25.00		25.00	25.00		25.00	0.00	0.00%
293	Artists and other profit making organisations per week	Discretionary	28.00		28.00	30.00		30.00	2.00	7.14%
294	Charities - (non profit making) per week	Discretionary	12.20		12.20	15.00		15.00	2.80	22.95%
295	Strategic Partners on mutual projects - Free	Discretionary								
<b>Displays – per week</b>										
296	Up to 75 sq. m	Discretionary	25.00		25.00	25.00		25.00	0.00	0.00%
297	Over 75 sq.m	Discretionary	44.00		44.00	45.00		45.00	1.00	2.27%
<b>Exhibitions</b>										
298	Display screens: Deposit	Discretionary	143.00		143.00	145.00		145.00	2.00	1.40%
299	Weekly hire per set	Discretionary	85.00		85.00	85.00		85.00	0.00	0.00%
300	Display cases or shop window displays- By Agreement	Discretionary								
<b>Exhibition Space:</b>										
301	<i>Exhibition of works or crafts by individual artists and craftsmen – min period of hire: 1 week - 30% or standard fee</i>	Discretionary								
302	Standard Fee: Forum – ½ area	Discretionary	42.00		42.00	45.00		45.00	3.00	7.14%
303	Standard Fee: Forum – ⅓ area	Discretionary	75.00		75.00	75.00		75.00	0.00	0.00%
304	Forum – whole area	Discretionary	125.00		125.00	125.00		125.00	0.00	0.00%
305	Other Libraries	Discretionary	35.00		35.00	35.00		35.00	0.00	0.00%
306	Private Views: First 2 hours	Discretionary	77.00		77.00	80.00		80.00	3.00	3.90%
307	Subsequent hours – per hour	Discretionary	30.00		30.00	30.00		30.00	0.00	0.00%
<b>Internet</b>										
308	First hour Free (additional 1 hour for Universal Credit holders if no paying customers waiting)	Discretionary								
309	Subsequent hours – per hour	Discretionary	1.25	0.25	1.50	1.50	0.30	1.80	0.30	20.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
	<b>Talks (Libraries)</b>									
310	Community groups - see separate charge for Museums	Discretionary	15.00		15.00	20.00		20.00	5.00	33.33%
	<b>FOCAL POINT GALLERY</b>									
	<b>Education Fees</b>									
311	Art Classes	Discretionary	7.50		7.50	8.00		8.00	0.50	6.67%
312	Art Classes (10 sessions)	Discretionary	65.00		65.00	70.00		70.00	5.00	7.69%
313	Art Classes Siblings	Discretionary	5.50		5.50	5.75		5.75	0.25	4.55%
314	Art Classes Advantage Card holders	Discretionary	6.75		6.75	7.00		7.00	0.25	3.70%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross 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)	Discretionary	1,200.00		1,200.00	1,225.00		1,225.00	25.00	2.08%
2	Full day hire - Thur to Sun (hire includes rail tickets for all of your group)	Discretionary	2,600.00		2,600.00	2,655.00		2,655.00	55.00	2.12%
<b>Artists Studio</b>										
3	Mon - Wed during normal pier hours	Discretionary	100.00		100.00	105.00		105.00	5.00	5.00%
4	Thur - Sun during normal pier hours	Discretionary	250.00		250.00	260.00		260.00	10.00	4.00%
All internal bookings for Royal Pavilion - Details on request										
5	Pier event application admin charge	Discretionary				20.83	4.17	25.00	25.00	<b>NEW</b>
<b>Pier Entry (Walking Only)</b>										
6	Winter (no concessions)	Discretionary	0.83	0.17	1.00	0.83	0.17	1.00	0.00	0.00%
7	Summer	Discretionary	1.67	0.33	2.00	1.67	0.33	2.00	0.00	0.00%
8	Summer Child / Concessions	Discretionary	0.83	0.17	1.00	0.83	0.17	1.00	0.00	0.00%
<b>Pier Train Single (includes Pier Entry)</b>										
9	Adult	Discretionary	3.75	0.75	4.50	3.92	0.78	4.70	0.20	4.44%
10	Child / concession	Discretionary	1.88	0.37	2.25	1.96	0.39	2.35	0.11	4.68%
11	Family (5 people min two children)	Discretionary	9.38	1.87	11.25	9.75	1.95	11.70	0.46	4.05%
<b>Pier train return</b>										
12	Adult	Discretionary	4.17	0.83	5.00	4.33	0.87	5.20	0.20	4.00%
13	Child / concession	Discretionary	2.08	0.42	2.50	2.17	0.43	2.60	0.10	4.00%
14	Family (5 people min two children)	Discretionary	10.42	2.08	12.50	10.83	2.17	13.00	0.50	4.00%
15	Attendance Support to Families Scattering Ashes	Discretionary	10.00		10.00	10.20		10.20	0.20	2.00%
<b>All day rate</b>										
Return as many times on the day train / walk										
16	Adult	Discretionary	5.83	1.17	7.00	6.00	1.20	7.20	0.20	2.86%
17	Concession	Discretionary	2.92	0.58	3.50	3.00	0.60	3.60	0.10	2.86%
18	Family	Discretionary	15.00	3.00	18.00	15.42	3.08	18.50	0.50	2.78%
<b>Joining visiting ship</b>										
19	As above rates with 20% discount	Discretionary								
20	Inclusive add on to theatre performance	Discretionary	2.50	0.50	3.00					

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
	<b>Pier Fishing</b>									
21	Adult	Discretionary	5.83	1.17	7.00	6.00	1.20	7.20	0.20	2.86%
22	Child / concession	Discretionary	2.92	0.58	3.50	3.00	0.60	3.60	0.10	2.86%
23	Any age one way only (licensed angling boat)	Discretionary	2.92	0.58	3.50	3.00	0.60	3.60	0.10	2.86%
	<b>Pier fishing season tickets</b>									
24	Adult day	Discretionary	70.83	14.17	85.00	72.50	14.50	87.00	2.00	2.35%
25	Concession day	Discretionary	35.42	7.08	42.50	36.25	7.25	43.50	1.00	2.35%
26	Adult night	Discretionary	70.83	14.17	85.00	72.50	14.50	87.00	2.00	2.35%
27	Concession night	Discretionary	35.42	7.08	42.50	36.25	7.25	43.50	1.00	2.35%
28	Adult Anytime	Discretionary	125.00	25.00	150.00	127.50	25.50	153.00	3.00	2.00%
29	Concession anytime	Discretionary	62.50	12.50	75.00	63.75	12.75	76.50	1.50	2.00%
	<b>Pier season tickets (daytime only)</b>									
33	Adult	Discretionary	70.83	14.17	85.00	72.50	14.50	87.00	2.00	2.35%
34	Concession	Discretionary	35.42	7.08	42.50	36.25	7.25	43.50	1.00	2.35%
	<b>Pier head berthing</b>									
	<b>Private craft</b>									
35	Up to 40 ft (12.2M)	Discretionary	20.83	4.17	25.00	21.25	4.25	25.50	0.50	2.00%
36	Up to 50 ft (15.2M)	Discretionary	37.50	7.50	45.00	38.25	7.65	45.90	0.90	2.00%
37	Over 50 ft (15.2M)	Discretionary	70.83	14.17	85.00	72.50	14.50	87.00	2.00	2.35%
	<b>Licensed passenger vessels</b>									
38	Capacity 1-49 passengers (per visit)	Discretionary	37.50	7.50	45.00	38.25	7.65	45.90	0.90	2.00%
39	Capacity 50+ passengers (per visit)	Discretionary	70.83	14.17	85.00	72.50	14.50	87.00	2.00	2.35%
40	Charter vessel embarking or disembarking passengers (per occasion)	Discretionary	45.83	9.17	55.00	47.08	9.42	56.50	1.50	2.73%
41	Annual License for licensed charter vessel	Discretionary	87.50	17.50	105.00	208.33	41.67	250.00	145.00	138.10%
	<b>Foreshore charges</b>									
	<b>moorings</b>									
42	Two Tree Island	Discretionary	191.67	38.33	230.00	200.00	40.00	240.00	10.00	4.35%
43	PLA Two Tree Island	Discretionary	291.67	58.33	350.00	300.00	60.00	360.00	10.00	2.86%
44	Hadleigh Ray	Discretionary	208.33	41.67	250.00	212.50	42.50	255.00	5.00	2.00%
45	Leigh Creek	Discretionary	291.67	58.33	350.00	291.67	58.33	350.00	0.00	0.00%
46	Other Mooring Locations	Discretionary	91.67	18.33	110.00	95.83	19.17	115.00	5.00	4.55%
47	Dinghy racks	Discretionary	33.33	6.67	40.00	35.00	7.00	42.00	2.00	5.00%
48	Two Tree Island lockers	Discretionary	45.83	9.17	55.00	47.50	9.50	57.00	2.00	3.64%

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			£	£	£	£	£	£	£	%
	<b>Other foreshore charges</b>									
49	Motor boat / PWC casual launching	Discretionary	31.67	6.33	38.00	31.67	6.33	38.00	0.00	0.00%
50	Sailing / rowing / casual launch	Discretionary	14.17	2.83	17.00	14.17	2.83	17.00	0.00	0.00%
51	Launch of kayak / canoe / paddle board	Discretionary	3.33	0.67	4.00	3.33	0.67	4.00	0.00	0.00%
52	Fine for non-payment of launching fees	Discretionary	50.00	10.00	60.00	62.50	12.50	75.00	15.00	25.00%
	<b>Season tickets - launching</b>									
53	Motor boat/ PWC	Discretionary	154.17	30.83	185.00	158.33	31.67	190.00	5.00	2.70%
54	Club member motor boat	Discretionary	112.50	22.50	135.00	115.00	23.00	138.00	3.00	2.22%
55	Sailing / rowing boat	Discretionary	91.67	18.33	110.00	95.83	19.17	115.00	5.00	4.55%
56	Combined launching and storage	Discretionary	145.83	29.17	175.00	150.00	30.00	180.00	5.00	2.86%
57	Launch of kayak / canoe / paddle board	Discretionary	25.00	5.00	30.00	25.83	5.17	31.00	1.00	3.33%
58	Boat wreck removal	Discretionary	Individual price on application							
59	Use of crane at Two Tree (per boat)	Discretionary	20.83	4.17	25.00	20.83	4.17	25.00	0.00	0.00%
60	Boatman's license	Discretionary	41.67	8.33	50.00	41.67	8.33	50.00	0.00	0.00%
61	Boat licence - up to 12 passengers	Discretionary	41.67	8.33	50.00	41.67	8.33	50.00	0.00	0.00%
62	Boat equipment inspection	Discretionary	62.50	12.50	75.00	62.50	12.50	75.00	0.00	0.00%
63	Test fee, boatman's license (1st class) including consultant fee	Discretionary	100.00	20.00	120.00	100.00	20.00	120.00	0.00	0.00%
	<b>Berthing at Leigh Wharfs</b>									
68	First day free. Per day or part day thereafter	Discretionary	16.67	3.33	20.00	16.67	3.33	20.00	0.00	0.00%
69	Per day or part after 10 days	Discretionary	50.00	10.00	60.00	50.00	10.00	60.00	0.00	0.00%
	<b>Use of Leigh Wharfs for lifting boats</b>									
70	Charge per occasion	Discretionary	150.00	30.00	180.00	154.17	30.83	185.00	5.00	2.78%
	<b>Beach changing huts Chalkwell Beach</b>									
71	Summer licence (May to September)	Discretionary	225.00	45.00	270.00	230.00	46.00	276.00	6.00	2.22%
72	Winter licence (October to Mar)	Discretionary	141.67	28.33	170.00	145.83	29.17	175.00	5.00	2.94%
73	Weekly licence	Discretionary	55.83	11.17	67.00	57.50	11.50	69.00	2.00	2.99%
	<b>Bait digging licence</b>									
74	Adult	Discretionary	20.83	4.17	25.00	20.83	4.17	25.00	0.00	0.00%
75	Child / OAP	Discretionary	12.50	2.50	15.00	12.50	2.50	15.00	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
	<b>Event Space - use of beach areas</b>									
76	Commercial small	Discretionary	285.00		285.00	291.00		291.00	6.00	2.11%
77	Commercial Medium	Discretionary	565.00		565.00	577.00		577.00	12.00	2.12%
78	Commercial Large	Discretionary	1,150.00		1,150.00	1,175.00		1,175.00	25.00	2.17%
79	Charity and Community Small	Discretionary	62.00		62.00	63.50		63.50	1.50	2.42%
80	Charity and Community Medium	Discretionary	88.00		88.00	90.00		90.00	2.00	2.27%
81	Charity and Community Large	Discretionary	125.00		125.00	128.00		128.00	3.00	2.40%
	<b>Southend Town Centre charges</b>									
82	Commercial events	Discretionary	275.00		275.00	280.50		280.50	5.50	2.00%
83	Mon - Fri (per day)	Discretionary	540.00		540.00	550.00		550.00	10.00	1.85%
84	Sat / Sunday (per day)	Discretionary	1,300.00		1,300.00	1,330.00		1,330.00	30.00	2.31%
85	Weekly charge (Mon - Sun)	Discretionary	1,100.00		1,100.00	1,125.00		1,125.00	25.00	2.27%
	Thurs - Sun inclusive	Discretionary								
86	Charities and Community Organisations (events only)	Discretionary	275.00		275.00	280.00		280.00	5.00	1.82%
87	Mon - Sun - Victoria Circus / Gateway / Royal Square / City Beach	Discretionary				Free				
88	Mon - Sun - Lloyds Bank (Charity Street Collections ONLY)	Discretionary	60.00		60.00	65.00		65.00	5.00	8.33%
	Mon - Sun - All other areas (Contact Business Support for more information)	Discretionary								
	Price subject to discussion regarding nature of event (£100 to £1,000)	Discretionary								
89	Market Pitch Fee (per 3m x 3m pitch, per day)	Discretionary	30.00		30.00	30.60		30.60	0.60	2.00%
	<b>Tourism charges</b>									
	<b>Filming and photography</b>									
90	Admin (payable by all except student film makers)	Discretionary	66.67	13.33	80.00	68.00	13.60	81.60	1.60	2.00%
91	Location fee - commercial - per hour or part thereof	Discretionary	100.00	20.00	120.00	105.00	21.00	126.00	6.00	5.00%
92	Location fee - non commercial - per hour or part thereof	Discretionary	50.00	10.00	60.00	51.00	10.20	61.20	1.20	2.00%
	<b>EVENTS</b>									
93	Application for an event permit	Discretionary	25.00		25.00	26.00		26.00	1.00	4.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
<b>Food Certification</b>										
1	Food Export Certificate	Statutory	70.00		70.00	72.00		72.00	2.00	2.86%
2	Food Surrender Certificate	Statutory	70.00		70.00	72.00		72.00	2.00	2.86%
3	Collect/Dispose Unfit Food (per hour)	Statutory	75.50		75.50	78.00		78.00	2.50	3.31%
<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)	Statutory	75.50		75.50	78.00		78.00	2.50	3.31%
6	Permitted Process enquiry	Discretionary				128.00		128.00	128.00	<b>NEW</b>
7	Contaminated Land Enquiry	Discretionary	125.00		125.00	128.00		128.00	3.00	2.40%
<b>Dog Warden Service</b>										
8	Initial Animal Warden fee (includes prescribed fee/collection/transport/initial kennelling/microchipping)	Full Cost Recovery	72.00		72.00	74.00		74.00	2.00	2.78%
9	Plus Kennelling charge for each additional day or part day	Full Cost Recovery	12.00		12.00	13.00		13.00	1.00	8.33%
10	Microchipping Fee (if done by Animal Warden)	Full Cost Recovery	18.00		18.00	19.00		19.00	1.00	5.56%
11	If dog collected before first night kennelling (Prescribed fee + Transport / microchip)	Full Cost Recovery	35.00		35.00	37.00		37.00	2.00	5.71%
<b>Trading Standards</b>										
12	<b>All Services (per hour)</b>	Discretionary	75.50		75.50	78.00		78.00	2.50	3.31%
13	<b>Regulatory Services</b> - Other service request (per hour)	Discretionary	75.50		75.50	78.00		78.00	2.50	3.31%
<b>Petroleum - Statutory fees</b>										
14	Not exceeding 2,500 litres (for 1 Year - additional charges apply for 2/3 Years)	Statutory	44.00		44.00	44.00		44.00	0.00	0.00%
15	Exceeding 2,500 litres but not exceeding 50,000 litres (for 1 Year - additional charges apply for 2/3 Years)	Statutory	60.00		60.00	60.00		60.00	0.00	0.00%
16	Exceeding 50,000 litres (for 1 Year - additional charges apply for 2/3 Years)	Statutory	125.00		125.00	125.00		125.00	0.00	0.00%
17	Research on plans of disused sites	Statutory	50.00		50.00	50.00		50.00	0.00	0.00%
<b>Explosives - statutory fees</b>										
18	Initial Licence of premises for keeping of explosives (1 Year new Licence - additional fees apply for 2-5 years)	Statutory	109.00		109.00	109.00		109.00	0.00	0.00%
19	Renewal of Licence (1 Year new Licence - additional fees apply for 2-5 years)	Statutory	54.00		54.00	54.00		54.00	0.00	0.00%
20	Variation of Licence (amend name or address of site). Other variations at reasonable cost of work done by Licensing Service.	Statutory	36.00		36.00	36.00		36.00	0.00	0.00%
21	Transfer or replacmenet of Licence document	Statutory	36.00		36.00	36.00		36.00	0.00	0.00%
22	Licence to sell explosives all year round	Statutory	500.00		500.00	500.00		500.00	0.00	0.00%
23	Licence Variation	Statutory				36.00		36.00	0.00	<b>NEW</b>
24	Transfer of licence	Statutory				36.00		36.00	0.00	<b>NEW</b>
25	Replacment documents	Statutory				36.00		36.00	0.00	<b>NEW</b>



Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
<b>Sex Establishments</b>										
26	Application fee (non refundable) * + £1500 if it goes to Formal Hearing	Full Cost Recovery	1,350.00		1,350.00	1,350.00		1,350.00	0.00	0.00%
27	Annual Licence Renewal* + £1500 if it goes to Formal Hearing	Full Cost Recovery	1,000.00		1,000.00	1,020.00		1,020.00	20.00	2.00%
28	Transfer	Full Cost Recovery	1,000.00		1,000.00	1,020.00		1,020.00	20.00	2.00%
29	Variation * + £1500 if it goes to Formal Hearing	Full Cost Recovery				1,020.00		1,020.00	1,020.00	<b>NEW</b>
30	Replacement for lost documents	Full Cost Recovery				25.00		25.00	25.00	<b>NEW</b>
<b>Hackney Carriage and Private Hire Licence Fees</b>										
<b>Vehicles Hackney Carriage</b>										
31	1 Year	Full Cost Recovery	285.00		285.00	285.00		285.00	0.00	0.00%
32	From 4-8 Months	Full Cost Recovery	196.00		196.00	196.00		196.00	0.00	0.00%
33	Under 4 Months	Full Cost Recovery	102.00		102.00	102.00		102.00	0.00	0.00%
34	(Replacement Vehicle Fee)	Full Cost Recovery	48.00		48.00	48.00		48.00	0.00	0.00%
<b>Vehicles Private Hire</b>										
35	1 Year	Full Cost Recovery	252.00		252.00	252.00		252.00	0.00	0.00%
36	From 4-8 Months	Full Cost Recovery	180.00		180.00	180.00		180.00	0.00	0.00%
37	Under 4 Months	Full Cost Recovery	90.00		90.00	90.00		90.00	0.00	0.00%
38	(Replacement Vehicle Fee)	Full Cost Recovery	48.00		48.00	48.00		48.00	0.00	0.00%
<b>Drivers</b>										
39	Licence Fee on First Application and Knowledge Test: 3 Years (50% refund if not successful)	Full Cost Recovery	357.00		357.00	357.00		357.00	0.00	0.00%
40	Licence Fee on First Application and Knowledge Test: 1-2 Years (50% refund if not successful)	Full Cost Recovery	312.00		312.00	312.00		312.00	0.00	0.00%
41	Licence Fee on First Application and Knowledge Test: Under 1 Year (50% refund if not successful)	Full Cost Recovery	282.00		282.00	282.00		282.00	0.00	0.00%
42	Enhanced DVLA Records for check for applicants for Hackney Carriage and Private Hire Drivers Licences	Full Cost Recovery	7.50		7.50	7.50		7.50	0.00	0.00%
43	Licence Renewal Fee	Full Cost Recovery	248.00		248.00	248.00		248.00	0.00	0.00%
44	Hackney Carriage Vehicle Licence Transfer Administration Fee	Full Cost Recovery	50.00		50.00	50.00		50.00	0.00	0.00%
45	Additional DBS check when 1st one has been mislaid by applicant	Full Cost Recovery				44.00		44.00	44.00	<b>NEW</b>
<b>Private Hire Operators</b>										
46	5 Years	Full Cost Recovery	1,045.00		1,045.00	1,045.00		1,045.00	0.00	0.00%
47	Between 2 & 3 yrs	Full Cost Recovery	876.00		876.00	876.00		876.00	0.00	0.00%
48	Less than 2 Years	Full Cost Recovery	702.00		702.00	702.00		702.00	0.00	0.00%
49	If only 3 or less Private Hire Vehicles Licensed an operator may opt for 1 year	Full Cost Recovery	95.00		95.00	95.00		95.00	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
<b>Replacements</b>										
50	Driver's Badge	Full Cost Recovery	16.00		16.00	17.00		17.00	1.00	6.25%
51	Licence Plate	Full Cost Recovery	16.00		16.00	17.00		17.00	1.00	6.25%
52	Plate Holder	Full Cost Recovery	16.00		16.00	17.00		17.00	1.00	6.25%
53	Internal Disc	Full Cost Recovery	16.00		16.00	17.00		17.00	1.00	6.25%
54	Supply of Copy Licence	Full Cost Recovery	10.50		10.50	12.00		12.00	1.50	14.29%
<b>Registers</b>										
55	Hackney Carriage Register of Licensees	Discretionary	34.00		34.00	35.00		35.00	1.00	2.94%
56	Private Hire Register of Licensees	Discretionary	34.00		34.00	35.00		35.00	1.00	2.94%
57	Administration fee for in year license transfer	Full Cost Recovery	15.00		15.00	25.00		25.00	10.00	66.67%
<b>Safety &amp; Licensing</b>										
58	Skin Piercing Registration	Statutory	123.00		123.00	126.00		126.00	3.00	2.44%
59	Tattoo convention - venue charge	Statutory	376.00		376.00	384.00		384.00	8.00	2.13%
60	Tattoo convention - individual registration	Statutory	28.00		28.00	30.00		30.00	2.00	7.14%
61	Massage Establishments - Licence	Statutory	123.00		123.00	126.00		126.00	3.00	2.44%
62	Massage Establishments - Renewal paid prior to renewal period expiry	Statutory	102.00		102.00	104.00		104.00	2.00	1.96%
63	Massage Establishments - Renewal paid after renewal period has expired	Statutory				126.00		126.00	126.00	<b>NEW</b>
<b>Animal Licensing</b>										
64	Boarding Establishment – Initial Grant; Renewal or Transfer	Full Cost Recovery	253.00		253.00	259.00		259.00	6.00	2.37%
65	Breeding of Dogs - Initial Grant; Renewal or Transfer	Full Cost Recovery	253.00		253.00	259.00		259.00	6.00	2.37%
66	Pet Shops - Initial Grant	Full Cost Recovery	174.00		174.00	178.00		178.00	4.00	2.30%
67	Pet Shops - Renewal or Transfer	Full Cost Recovery	88.00		88.00	90.00		90.00	2.00	2.27%
68	Dangerous Wild Animals – Initial Grant	Full Cost Recovery	432.00		432.00	441.00		441.00	9.00	2.08%
69	Dangerous Wild Animals – Renewal at existing premise	Full Cost Recovery	376.00		376.00	385.00		385.00	9.00	2.39%
70	Riding Establishments - Initial Grant; Renewal or Transfer	Full Cost Recovery	838.00		838.00	855.00		855.00	17.00	2.03%
71	Zoo (3-6 yearly by instalments) - Initial Grant; Renewal	Full Cost Recovery	883.00		883.00	901.00		901.00	18.00	2.04%
72	Animal Home Boarding initial grant	Full Cost Recovery	134.00		134.00	137.00		137.00	3.00	2.24%
73	Animal Home Boarding renewal	Full Cost Recovery	79.00		79.00	81.00		81.00	2.00	2.53%
74	Performing animals licence	Full Cost Recovery	156.00		156.00	160.00		160.00	4.00	2.56%
75	Amendment to species list	Full Cost Recovery				50.00		50.00	50.00	<b>NEW</b>
76	Replacemnt of lost documents	Full Cost Recovery				25.00		25.00	25.00	<b>NEW</b>
<b>Access to CCTV Footage</b>										
77	Insurance Company evidential requests	Discretionary	110.00	22.00	132.00	110.00	22.00	132.00	0.00	0.00%
78	CCTV Dark Screen Monitoring (excluding set up costs)	Discretionary	1,200.00		1,200.00	1,200.00		1,200.00	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
<b>Scrap Metal Dealers</b>										
79	Scrap Metal site - New	Full Cost Recovery	420.00		420.00	428.00		428.00	8.00	1.90%
80	Scrap Metal site - Renewal	Full Cost Recovery	329.00		329.00	336.00		336.00	7.00	2.13%
81	Scrap Metal site - Variation	Full Cost Recovery	144.00		144.00	147.00		147.00	3.00	2.08%
82	Additional Scrap Metal site (per site)	Full Cost Recovery	75.00		75.00	77.00		77.00	2.00	2.67%
83	Scrap Metal Collector- New	Full Cost Recovery	293.00		293.00	299.00		299.00	6.00	2.05%
84	Scrap Metal Collector- Renewal	Full Cost Recovery	221.00		221.00	225.00		225.00	4.00	1.81%
85	Scrap Metal Collector- Variation	Full Cost Recovery	112.00		112.00	115.00		115.00	3.00	2.68%
86	Copy Licence	Full Cost Recovery	26.00		26.00	27.00		27.00	1.00	3.85%
87	Certified Copy Licence	Full Cost Recovery	30.00		30.00	35.00		35.00	5.00	16.67%
<b>Energy Services</b>										
88	Energy Project Manager (Day Rate)	Discretionary	1,000.00		1,000.00	600.00		600.00	(400.00)	-40.00%
89	Sustainability Officer (Day Rate)	Discretionary	750.00		750.00	350.00		350.00	(400.00)	-53.33%
90	Energy Implementation Advice (Day Rate)	Discretionary	200.00		200.00	200.00		200.00	0.00	0.00%
<b>Waste Collection</b>										
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>										
91	Garden Waste Sacks (roll of 10 sacks)	Third Party	6.20		6.20	6.39		6.39	0.19	3.00%
92	240 litre Garden waste bin (to purchase, one off cost)	Third Party	27.75		27.75	28.58		28.58	0.83	3.00%
93	52 week garden waste permit (annual payment by direct debit)	Third Party	41.50		41.50	42.75		42.75	1.25	3.00%
94	52 week garden waste permit (payment by cheque/card)	Third Party	49.80		49.80	51.29		51.29	1.49	3.00%
<b>Bulky Waste</b>										
95	1st individual bulky item	Third Party	7.50		7.50	7.73		7.73	0.23	3.00%
96	2nd individual bulky item	Third Party	5.00		5.00	5.15		5.15	0.15	3.00%
97	3rd individual bulky item	Third Party	5.00		5.00	5.15		5.15	0.15	3.00%
98	4th individual bulky item	Third Party	5.00		5.00	5.15		5.15	0.15	3.00%
99	5th individual bulky item	Third Party	5.00		5.00	5.15		5.15	0.15	3.00%
Combined items:										
100	Three piece suite	Third Party	17.50		17.50	18.03		18.03	0.53	3.00%
101	Dining Table and 6 chairs	Third Party	17.50		17.50	18.03		18.03	0.53	3.00%
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 (Full Cost Recovery)

### Table of Fees for Licensed Premises

Licensed Premises Type	Application Fee for non-conversion provisional statement premises (i.e. premises already having provisional statement)	New Application Fee	First Annual Fee for Premises Licence	Annual Fee
Converted Casino Premises Licence (Existing Casino)	N/A	N/A	£2,723.00	£2,723.00
Small Casino Premises Licence	£2,723.00	£7,262.00	£4,540.00	£4,540.00
Large Casino Premises Licence	£4,540.00	£9,078.00	£9,078.00	£9,078.00
Regional Casino Premises Licence	£7,262.00	£13,617.00	£13,617.00	£13,617.00
Bingo Premises Licence	£1,089.00	£3,177.00	£908.00	£908.00
Adult Gaming Centre Premises Licence	£1,089.00	£1,816.00	£908.00	£908.00
Betting Premises (Track) Licence	£862.00	£2,270.00	£908.00	£908.00
Family Entertainment Centre Premises Licence	£862.00	£1,816.00	£681.00	£681.00
Betting Premises (Other) Licence (ie Betting Shops)	£1,089.00	£2,723.00	£545.00	£545.00

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	£1,226.00	£1,226.00	N/A
Small Casino Premises Licence	£3,586.00	£1,634.00	£1,634.00	£7,262.00
Large Casino Premises Licence	£4,540.00	£1,952.00	£1,952.00	£9,078.00
Regional Casino Premises Licence	£6,809.00	£5,901.00	£5,901.00	£13,617.00
Bingo Premises Licence	£1,351.00	£1,090.00	£1,090.00	£3,177.00
Adult Gaming Centre Premises Licence	£908.00	£1,090.00	£1,090.00	£1,816.00
Betting Premises (Track) Licence	£1,135.00	£862.00	£862.00	£1,900.00
Family Entertainment Centre Premises Licence	£908.00	£862.00	£862.00	£1,900.00
Betting Premises (Other) Licence (ie Betting Shops)	£1,362.00	£1,090.00	£1,090.00	£2,723.00

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 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 (Statutory Fees)

The following fees are payable:-

	2017/18	2018/19
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

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
<b>Highways &amp; Traffic Management Services</b>										
1	Apparatus on the highway (crane, cherrypicker etc)		200.00		200.00	200.00		200.00	0.00	0.00%
2	Vehicle access onto pedestrian zone		15.00		15.00	15.00		15.00	0.00	0.00%
<b>Builders Skips on the Public Highway</b>										
3	Skip Company Operators Licence - application registration		60.00		60.00	60.00		60.00	0.00	0.00%
4	Consideration of an application for permission to deposit a skip		15.00		15.00	15.00		15.00	0.00	0.00%
5	Skip Licence - for occupation of the highway up to 21 days	Full Cost Recovery	40.00		40.00	40.00		40.00	0.00	0.00%
6	Licence extensions - a new licence is required for skips needed longer than 21 days									
7	Recovery of expenses to remove or reposition a skip	Full Cost Recovery								
8	Fixed Penalty Notice - deposit of a skip without permission/contravention of a licence	Full Cost Recovery	100.00		100.00	105.00		105.00	5.00	5.00%
9	Fixed Penalty Notice - discounted amount if payment is made within 15 days	Full Cost Recovery	75.00		75.00	75.00		75.00	0.00	0.00%
<b>Scaffolding or Other Structure on or over the Public Highway</b>										
10	Consideration of an application for a licence to erect or retain scaffolding or other structure		20.00		20.00	20.00		20.00	0.00	0.00%
11	Licence - for occupation of the highway up to 21 days	Full Cost Recovery	185.00		185.00	200.00		200.00	15.00	8.11%
12	Deposit - per m2 (minimum deposit £750.00)		50.00		50.00	50.00		50.00	0.00	0.00%
13	Fixed Penalty Notice - for offences relating to the erection or retention of scaffolding or other structure		510.00		510.00	515.00		515.00	5.00	0.98%
14	Fixed Penalty Notice - discounted amount if payment is made within 15 days		306.00		306.00	306.00		306.00	0.00	0.00%
<b>Hoarding or Fence on the Public Highway</b>										
15	Consideration of an application to erect hoarding or fencing	Full Cost Recovery	20.00		20.00	20.00		20.00	0.00	0.00%
16	Licence - for occupation of the highway up to 21 days		185.00		185.00	200.00		200.00	15.00	8.11%
17	Deposit - per m2 (minimum deposit £750.00)									
18	Site Inspections to monitor compliance - per inspection (minimum of one inspection)		50.00		50.00	50.00		50.00	0.00	0.00%
<b>Deposit of Building Materials &amp; Making Excavations in Streets</b>										
19	Consideration of an application for consent		20.00		20.00	20.00		20.00	0.00	0.00%
20	Temporary disturbance permit - for occupation of highway up to 28 days	Full Cost Recovery	200.00		200.00	200.00		200.00	0.00	0.00%
21	Deposit - per m2 (minimum deposit £750.00)		50.00		50.00	50.00		50.00	0.00	0.00%
22	Permit extensions - a new permit is required if works are to exceed 28 days					50.00		50.00	50.00	NEW
23	S171 licence for working on the highway					175.00		175.00	175.00	NEW
24	Section 50 - Street works Licence		245.00		245.00	250.00		250.00	5.00	2.04%
<b>Permanent Vehicular Crossing</b>										
25	Application fee - includes initial site assessment	Full Cost Recovery	125.00		125.00	130.00		130.00	5.00	4.00%
26	Application fee incorporating exceptional circumstances - including initial site assessment		175.00		175.00	180.00		180.00	5.00	2.86%
27	Costs to construct a crossing are based on current SBC Contractor schedule of rates, quotations to be issued upon application approval									
28	Inspection fee during construction		75.00		75.00	80.00		80.00	5.00	6.67%
29	Application to become an approved PVX contractor		100.00		100.00	100.00		100.00	0.00	0.00%
30	Application for Commercial PVX					250.00		250.00	250.00	NEW
<b>Parking &amp; Penalty Charge Notices</b>										
31	High rate	Full Cost Recovery	70.00		70.00	70.00		70.00	0.00	0.00%
32	Lower rate	Full Cost Recovery	50.00		50.00	50.00		50.00	0.00	0.00%
33	Higher rate if paid within 2 weeks( 14 days) of issue of PCN - 50% reduction	Full Cost Recovery	35.00		35.00	35.00		35.00	0.00	0.00%
34	Lower rate if paid within 2 weeks ( 14 days) of issue of PCN - 50% reduction	Full Cost Recovery	25.00		25.00	25.00		25.00	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
<b>Traffic Regulation Orders and Road Signs &amp; Lines</b>										
37	Temporary Traffic Orders - where no advertisement necessary	Full Cost Recovery	485.00	97.00	582.00	485.00	97.00	582.00	0.00	0.00%
38	Temporary Traffic Orders - where advertisement necessary	Full Cost Recovery	2,085.00	417.00	2,502.00	2,085.00	417.00	2,502.00	0.00	0.00%
39	White " H " bar marking at vehicular accesses (cost)	Full Cost Recovery	Cost + £20 Admin Fee							
41	Private destination signs (Admin Fee)	Full Cost Recovery	Cost + £20 Admin Fee							
42	Temporary traffic signal design and approval (cost)	Full Cost Recovery	at cost							
43	Temporary traffic signal design and approval (Admin Fee)	Full Cost Recovery	100.00	20.00	120.00	102.00	20.40	122.40	2.40	2.00%
44	Attendance by Traffic Signal Engineer to inspect/turn on-off signals for approved purposes(cost)	Full Cost Recovery	at cost + 15% Admin							
45	Attendance by Traffic Signal Engineer to inspect/turn on-off signals for approved purposes per visit	Full Cost Recovery	95.83	19.17	115.00	100.00	20.00	120.00	5.00	4.35%
46	Neighbourhood Watch Signs	Full Cost Recovery	Cost + £20 Admin Fee							
47	Traffic Regulation Orders - copies / extracts	Full Cost Recovery	46.00	9.20	55.20	50.00	10.00	60.00	4.80	8.70%
48	Provision of Road Casualty Data - per street per 500m length	Full Cost Recovery	100.00	20.00	120.00	110.00	22.00	132.00	12.00	10.00%
49	Supply of Technical Survey data	Full Cost Recovery	100.00	20.00	120.00	110.00	22.00	132.00	12.00	10.00%
50	Approval for temporary direction signage		60.00	12.00	72.00	70.00	14.00	84.00	12.00	16.67%
<b>Highways Supervision &amp; Agreements</b>										
51	New Street Agreement (Section 38) - 10% of the value of the works	Full Cost Recovery								
<b>Road Safety</b>										
52	Road Safety Promotional-at cost	Full Cost Recovery	At cost							
53	Cycle Training- at various costs, see www.cyclesouthend.co.uk website for details	Full Cost Recovery	At cost							
<b>Public Rights of Way</b>										
54	Stopping up and diversion of Public Rights of Way - non refundable fee	Statutory	225.00	45.00	270.00	225.00	45.00	270.00	0.00	0.00%
55	Progression of work to stop up / divert Public Right of Way or highway, including the cost of advertising	Statutory	2,215.00	443.00	2,658.00	2,550.00	510.00	3,060.00	402.00	15.12%
<b>Highways Records</b>										
56	Highway Boundary Searches - £56 was the agreed increased fee for 2012-13	Statutory	75.00		75.00	80.00		80.00	5.00	6.67%
<b>Naming / Numbering for new properties</b>										
57	Up to 5	Statutory	107.10		107.10	110.00		110.00	2.90	2.71%
58	6 - 20	Statutory	315.00		315.00	320.00		320.00	5.00	1.59%
59	21 - 50	Statutory	525.00		525.00	530.00		530.00	5.00	0.95%
60	51 and over	Statutory	735.00		735.00	745.00		745.00	10.00	1.36%
61	Addressing unregistered properties (each)	Statutory	30.00		30.00	32.00		32.00	2.00	6.67%
62	Provision of street name plates (each)	Full Cost Recovery	480.00		480.00	500.00		500.00	20.00	4.17%
63	Provision of memorial benches	Full Cost Recovery	1,500.00		1,500.00	1,500.00		1,500.00	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
<b>East of England Common Permit Scheme</b>										
64	Major and standard works on a traffic sensitive street Category 3 and 4 (charges are per day)	Statutory	750.00		750.00	750.00		750.00	0.00	0.00%
65	Major and standard works on a non- traffic sensitive street Category 3 and 4 (charges are per day)	Statutory	250.00		250.00	250.00		250.00	0.00	0.00%
66	Minor and immediate works on a traffic sensitive street Category 3 and 4 (charges are per day)	Statutory	250.00		250.00	250.00		250.00	0.00	0.00%
67	Minor and immediate works on a non- traffic sensitive street Category 3 and 4 (charges are per day)	Statutory	100.00		100.00	100.00		100.00	0.00	0.00%
68	The penalty fee is £500 if paid within 36 days for working without a permit.	Statutory	500.00		500.00	500.00		500.00	0.00	0.00%
69	The penalty fee is £300 if paid within 28 days for working without a permit.	Statutory	300.00		300.00	300.00		300.00	0.00	0.00%
70	For breaching a condition of a permit the fee is £120 if paid within 36 days	Statutory	120.00		120.00	120.00		120.00	0.00	0.00%
71	For breaching a condition of a permit the fee is £80 if paid within 28 days	Statutory	80.00		80.00	80.00		80.00	0.00	0.00%
72	Permit as per schedule	Statutory								
73	Permit variations on category 0, 1 and 2 streets and category 3 and 4 streets that are traffic sensitive	Statutory	45.00		45.00	45.00		45.00	0.00	0.00%
74	Permit variations for all activities on category 3 and 4 non traffic sensitive streets	Statutory	35.00		35.00	35.00		35.00	0.00	0.00%
<b>Travel Centre</b>										
75	Departure charges	Discretionary	0.40		0.40	0.41		0.41	0.01	2.50%
<b>Bus Stops</b>										
76	Request for stop suspension		200.00		200.00	200.00		200.00	0.00	0.00%
77	Added stops on request		25.00		25.00	25.00		25.00	0.00	0.00%
<b>Traffic Information and Modelling</b>										
78	Traffic Flow Data per Location	Discretionary	150.00		150.00	160.00		160.00	10.00	6.67%
79	Use of the Southend Transport Models (cost on application to be agreed, generally SBC consultant's fee plus 20%)									

ZONE 1 - CENTRAL SEAFRONT ZONE

FAIRHEAD GREEN CAR PARK

0900 - 1800 Daily

Pay & Display Times	Current Summer Tariff	Current Winter Tariff	Proposals	Summer Tariff	Winter Tariff
Up to 1 hr	£1.60	£1.20	Remove Band		
Up to 2 Hrs	£2.90	£2.20	No change	£2.90	£2.20
Up to 3 hrs	£4.20	£3.20	Remove Band		
Up to 4 hrs	£6.60	£5.00	No change	£6.60	£5.00
Up to 5 hrs	£8.30	£6.30	Remove Band		
Up to 6 hrs	£10.00	£7.70	No change	£10.00	£7.70
7 + hrs	£12.00	£9.60	No change	£12.00	£9.60

SEAWAY CAR PARK

0900 - 1800 Daily

Pay & Display Times	Current Summer Tariff	Current Winter Tariff	Proposals	Summer Tariff	Winter Tariff
Up to 1 hr	£1.60	£1.20	Remove Summer Band		£1.20
Up to 2 Hrs	£2.90	£2.20	No change	£2.90	£2.20
Up to 3 hrs	£4.20	£3.20	Remove Band		
Up to 4 hrs	£6.60	£5.00	No change	£6.60	£5.00
Up to 5 hrs	£8.30	£6.30	Remove Band		
Up to 6 hrs	£10.00	£7.70	No change	£10.00	£7.70
7 + hrs	£12.00	£9.60	No change	£12.00	£9.60

GAS WORKS CAR PARK

0900 - 1800 Daily

Pay & Display Times	Current Summer Tariff	Current Winter Tariff	Proposals	Summer Tariff	Winter Tariff
Up to 1 hr	£1.60	£1.20	Remove Band		
Up to 2 Hrs	£2.90	£2.20	No change	£2.90	£2.20
Up to 3 hrs	£4.20	£3.20	Remove Band		
Up to 4 hrs	£6.60	£5.00	No change	£6.60	£5.00
Up to 5 hrs	£8.30	£6.30	Remove Band		
Up to 6 hrs	£10.00	£7.70	No change	£10.00	£7.70
7 + hrs	£12.00	£9.60	No change	£12.00	£9.60

Season Tickets	Winter Months only	Valid Between	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Winter Season	Valid weekdays only	1/11 - 31/3	£150.00	£150.00	£200.00	£200.00
Quarterly	Remove Option	1/11 - 31/3	£85.00	£155.00		
Monthly	New payment option	1/11 - 31/3			£50.00	£250.00

Maximum Season Ticket allocation	30%
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Season Tickets	Winter months only	Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Winter Season	Valid weekdays only	1/11 - 31/3	£150.00	£150.00	£200.00	£200.00
Quarterly	Remove Option	1/11 - 31/3	£85.00	£155.00		
Monthly	New payment option	1/11 - 31/3			£50.00	£250.00

Maximum Season Ticket allocation	25%
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Season Tickets	Winter months only	Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Winter Season	Valid weekdays only	1/11 - 31/3			£200.00	£200.00
Monthly	New payment option	1/11 - 31/3			£50.00	£250.00

Maximum Season Ticket allocation	30%
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**PLACE - CAR PARKING**

**FEES AND CHARGES 2018/19**

**APPENDIX 2**

WESTERN ESPLANADE ( All sections)

0900 - 1800 Daily

Pay & Display Times	Current Summer Tariff	Current Winter Tariff	Proposals	Summer Tariff	Winter Tariff
Up to 1 hr	£1.60	£1.20	Remove Band		
Up to 2 Hrs	£2.90	£2.20	No change	£2.90	£2.20
Up to 3 hrs	£4.20	£3.20	Remove Band		
Up to 4 hrs	£6.60	£5.00	No change	£6.60	£5.00
Up to 5 hrs	£8.30	£6.30	Remove Band		
Up to 6 hrs	£10.00	£7.70	No change	£10.00	£7.70
7 + hrs	£12.00	£9.60	No change	£12.00	£9.60

Season Tickets	Winter months only	Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Type						
Winter Season	Valid weekdays only	1/11 - 31/3	£150.00	£150.00	£200.00	£200.00
Quarterly	Remove Option	1/11 - 31/3	£85.00	£155.00		
Monthly	New payment option	1/11 - 31/3			£50.00	£250.00

Maximum Season Ticket allocation	25%
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SHOREFIELD ROAD CAR PARK

0900- 2100 Daily

Pay & Display Times	Current Tariff	Proposals	Proposed Tariff
Up to 1 hr	£1.00	Remove Band	
Up to 2 Hrs	£2.00	no change	£2.00
Up to 3 hrs	£2.80	Remove Band	
Up to 4 hrs	£4.50	no change	£4.50
Up to 5 hrs	£5.60	Remove Band	
Up to 6 hrs	£6.60	no change	£6.60
7 + hrs	£8.00	no change	£8.00

Season Tickets	Winter months only	Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Type						
Winter Season	Valid weekdays only	1/11 - 31/3	£150.00	£150.00	£200.00	£200.00
Quarterly	Remove Option	1/11 - 31/3	£85.00	£155.00		
Monthly	New payment option	1/11 - 31/3			£50.00	£250.00

Maximum Season Ticket allocation	10%
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ZONE 2 - TOWN CENTRE ZONE

TYLERS AVENUE CAR PARK

0900-1800 (Monday to Saturday) and 1100 to 1700 Sunday

Pay & Display Times	Current Tariff	Proposals	Proposed Tariff
Up to 1 hr	£1.10	No change	£1.10
Up to 2 Hrs	£1.90	No change	£1.90
Up to 3 hrs	£2.70	Remove Band	
Up to 4 hrs	£4.70	No change	£4.70
Up to 5 hrs	£5.70	Remove Band	
Up to 6 hrs	£6.60	No change	£6.60
7 + hrs	£10.00	No change	£10.00

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	Valid 7 days a week	£400.00	£400.00	£600.00	£600.00
Quarterly	Valid 7 days a week	£115.00	£460.00	£160.00	£640.00
Monthly	Valid 7 days a week	£40.00	£480.00	£60.00	£720.00

Maximum Season Ticket allocation	15%
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WARRIOR SQUARE CAR PARK

0900-1800 (Monday to Saturday) and 1100 to 1700 Sunday

Pay & Display Times	Current Tariff	Proposals	Proposed Tariff
Up to 1 hr	£1.10	Remove Band	
Up to 2 Hrs	£1.90	No change	£1.90
Up to 3 hrs	£2.70	Remove Band	
Up to 4 hrs	£4.70	No change	£4.70
Up to 5 hrs	£5.70	Remove Band	
Up to 6 hrs	£6.60	No change	£6.60
7 + hrs	£10.00	No change	£10.00

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	Valid 7 days a week	£400.00	£400.00	£600.00	£600.00
Quarterly	Valid 7 days a week	£115.00	£460.00	£160.00	£640.00
Monthly	Valid 7 days a week	£40.00	£480.00	£60.00	£720.00

Maximum Season Ticket allocation	30%
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ALEXANDRA STREET CAR PARK

0900-1800 (Monday to Saturday) and 1100 to 1700 Sunday

Pay & Display Times	Current Tariff	Proposals	Proposed Tariff
Up to 1 hr	£1.10	Remove Band	
Up to 2 Hrs	£1.90	No change	£1.90
Up to 3 hrs	£2.70	Remove Band	
Up to 4 hrs	£4.70	No change	£4.70
Up to 5 hrs	£5.70	Remove Band	
Up to 6 hrs	£6.60	No change	£6.60
7 + hrs	£10.00	No change	£10.00

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
N/A					

Maximum Season Ticket allocation	0%
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**PLACE - CAR PARKING**

**FEES AND CHARGES 2018/19**

**APPENDIX 2**

**CLARENCE ROAD CAR PARK**

**0900-1800 (Monday to Saturday) and 1100 to 1700 Sunday**

Pay & Display Times	Current Tariff	Proposals	Proposed Tariff
Up to 1 hr	£1.10	Remove Band	
Up to 2 Hrs	£1.90	No change	£1.90
Up to 3 hrs	£2.70	Remove Band	
Up to 4 hrs	£4.70	No change	£4.70
Up to 5 hrs	£5.70	Remove Band	
Up to 6 hrs	£6.60	No change	£6.60
7 + hrs	£10.00	No change	£10.00

Season Tickets		Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Annual	Valid 7 days a week	All year	£400.00	£400.00	£600.00	£600.00
Quarterly	Valid 7 days a week	All year	£115.00	£460.00	£160.00	£640.00
Monthly	Valid 7 days a week	All year	£40.00	£480.00	£60.00	£720.00

Maximum Season Ticket allocation	4%
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**YORK ROAD**

**0900-1800 (Monday to Saturday) and 1100 to 1700 Sunday**

Pay & Display Times	Current Tariff	Proposals	Proposed Tariff
Up to 1 hr	£1.10	No change	£1.10
Up to 2 Hrs	£1.90	No change	£1.90
Up to 3 hrs	£2.70	Remove band	
Up to 4 hrs	£4.70	No change	£4.70
Up to 5 hrs	£5.70	Remove band	
Up to 6 hrs	£6.60	No change	£6.60
7 + hrs	£10.00	No change	£10.00

Season Tickets		Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Annual	Valid 7 days a week	All year	£400.00	£400.00	£600.00	£600.00
Quarterly	Valid 7 days a week	All year	£115.00	£460.00	£160.00	£640.00
Monthly	Valid 7 days a week	All year	£40.00	£480.00	£60.00	£720.00

Maximum Season Ticket allocation	15%
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**ESSEX STREET CAR PARK**

**0900-1800 (Monday to Saturday) and 1100 to 1700 Sunday**

Pay & Display Times	Current Tariff	Proposals	Proposed Tariff
Up to 1 hr	£1.10	Remove Band	
Up to 2 Hrs	£1.90	No Change	£1.90
Up to 3 hrs	£2.70	Remove Band	
Up to 4 hrs	£4.70	No Change	£4.70
Up to 5 hrs	£5.70	Remove Band	
Up to 6 hrs	£6.60	No Change	£6.60
7 + hrs	£10.00	No Change	£10.00

Season Tickets		Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Annual	Valid 7 days a week	All year	£400.00	£400.00	£600.00	£600.00
Quarterly	Valid 7 days a week	All year	£115.00	£460.00	£160.00	£640.00
Monthly	Valid 7 days a week	All year	£40.00	£480.00	£60.00	£720.00

Maximum Season Ticket allocation	30%
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**PLACE - CAR PARKING**

**FEES AND CHARGES 2018/19**

**APPENDIX 2**

UNIVERSITY SQUARE CAR PARK (Pay By Phone Only)

24 hours Daily

Pay & Display Times	Current Tariff	Proposals	Proposed Tariff
Up to 1 hr	£1.10	Remove Band	
Up to 2 Hrs	£1.90	No Change	£1.90
Up to 3 hrs	£2.70	Remove Band	
Up to 4 hrs	£4.70	No Change	£4.70
Up to 5 hrs	£5.70	Remove Band	
Up to 6 hrs	£6.60	No Change	£6.60
7 + hrs	£10.00	No Change	£10.00

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
<b>Type</b>					
Annual	Valid 7 days a week	£400.00	£400.00	£600.00	£600.00
Quarterly	Valid 7 days a week	£115.00	£460.00	£160.00	£640.00
Monthly	Valid 7 days a week	£40.00	£480.00	£60.00	£720.00

Maximum Season Ticket allocation	50%
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LONDON ROAD (NORTH)

0900-1800 (Monday to Saturday) and 1100 to 1700 Sunday

Pay & Display Times	Current Tariff	Proposals	Proposed Tariff
Up to 1 hr	£1.10	Remove Band	
Up to 2 Hrs	£1.90	No Change	£1.90
Up to 3 hrs	£2.70	Remove Band	
Up to 4 hrs	£4.70	No Change	£4.70
Up to 5 hrs	£5.70	Remove Band	
Up to 6 hrs	£6.60	No Change	£6.60
7 + hrs	£10.00	No Change	£10.00

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
<b>Type</b>					
N/A					

Maximum Season Ticket allocation	0%
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BAXTER AVENUE

0900 - 1800 Daily

Pay & Display			
N/A			

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
<b>Type</b>	<b>Allocated bay numbers</b>				
Annual		£1,000	£1,000	£1,200	£1,200

Maximum Season Ticket allocation	100%
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SHORT STREET

0900-1800 (Monday to Saturday) and 1100 to 1700 Sunday

Pay & Display Times	Current Tariff	Proposals	Proposed Tariff
Up to 1 hr	£1.10	No Change	£1.10
Up to 2 Hrs	£1.90	No Change	£1.90
Up to 3 hrs	£2.70	No Change	£2.70
Up to 4 hrs	£4.70	No Change	£4.70
Up to 5 hrs	£5.70	No Change	£5.70
Up to 6 hrs	£6.60	No Change	£6.60
7 + hrs	£10.00	No Change	£10.00

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
<b>Type</b>					
N/A					

Maximum Season Ticket allocation	0%
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ZONE 2 - TOWN CENTRE ZONE

ON STREET

0900-1800 Daily

Pay & Display	Current Tariff	Proposed Action	Proposed Tariffs
30 mins	£1.00	No change	£1.00
Up to 1 hr	£1.70	No change	£1.70
Up to 2 hrs	£3.30	No change	£3.30
Up to 3 hrs	£5.00	No change	£5.00
Up to 4 hrs	£6.50	No change	£6.50
Up to 5 hrs	£8.30	No change	£8.30
Up to 6 hrs	£10.00	No change	£10.00
Up to 7 hrs	£11.50	No change	£11.50
Up to 8 hrs	£13.20	No change	£13.20
8+ hrs	£14.20	No change	£14.20

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Type		N/A			
Residents Annual		£50	£50	£50	£50

ZONE H - HOSPITAL AREA

0930-1630 DAILY Maximum 4 hours stay

ON STREET

Pay & Display	Current Tariff	Proposed Action	Proposed Tariffs
Up to 2 hrs	£2.10	No change	£2.10
Up to 4 hrs	£2.80	No change	£2.80

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Type		N/A			
On Street - Residents Annual		see other charges section			

LEIGH MARSHES CP & BELTON WAY (West & East) ON STREET

Pay & Display	Current Tariff	Proposed Action	Proposed Tariffs
Monday to Friday - Midnight to 8 am	Free	No change	Free
Monday to Friday - 8 am to 10am	£4.00	No change	£4.00
Monday to Friday 10am to Midnight	Free	No change	Free
Weekends & bank Holidays- 9am to 9pm	£1	No change	£1

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	Valid weekdays only	£200.00	£200.00	£200.00	£200.00
Quarterly	Valid weekdays only	£65.00	£260.00	£65.00	£260.00
Monthly	Valid weekdays only	£25.00	£300.00	£25.00	£300.00
Belton Way - On Street - No permits					
Leigh Marshes CP - Maximum Season Tickets allocation					60%

**PLACE - CAR PARKING**

**FEES AND CHARGES 2018/19**

**APPENDIX 2**

**ZONE 4 - OUTER TOWN CENTRE**

**CIVIC CENTRE COMPLEX 0900-1800**

Pay & Display	Current Tariff	Proposed Action	Proposed Tariffs
Up to 1 hr	£1.00	No change	£1.00
Up to 2 hrs	£1.60	No change	£1.60
Up to 3 hrs	£2.40	No change	£2.40
Up to 4 hrs	£4.10	No change	£4.10
Up to 5 hrs	£5.40	No change	£5.40
Up to 6 hrs	£6.10	No change	£6.10
7+ hrs	£8.00	No change	£8.00
Weekend all day	£3.00	No change	£3.00

**BEECROFT Closing April 2018 to March 2019 0900-1800 DAILY**

Pay & Display	Current Tariff	Proposed Action	Proposed Tariffs
Up to 1 hr	£1.00	No change	£1.00
Up to 2 Hrs	£1.80	No change	£1.80
Up to 3 hrs	£2.50	No change	£2.50
Up to 4 hrs	£4.30	No change	£4.30
Up to 5 hrs	£5.10	No change	£5.10
Up to 6 hrs	£6.40	No change	£6.40
7 + hrs	£8.00	No change	£8.00
Weekend all day	£3.00	No change	£3.00

**ZONE 5 - DISTRICT CAR PARKS**

**NORTH ROAD 0900-1800 ( Monday to Saturday)**

Pay & Display	Current Tariff	Proposed Action	Proposed Tariffs
30 mins	£0.20	No change	£0.20
Up to 1 hr	£0.50	No change	£0.50
Up to 2 hrs	£1.70	No change	£1.70
Up to 3 hrs	£2.20	No change	£2.20
Up to 4 hrs	£2.50	No change	£2.50
Up to 5 hrs	£4.40	No change	£4.40
Up to 6 hrs	£5.40	No change	£5.40
7+ hrs	£8.00	No change	£8.00

Season Tickets	Winter months only	Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Annual	Valid weekend only	All year	£200.00	£200.00	£300.00	£300.00

Maximum Season Tickets allocation	No limit
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Season Tickets	Winter months only	Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Annual	Valid weekend only	All year	£200.00	£200.00	£300.00	£300.00

Maximum Season Tickets allocation	No limit
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Season Tickets		Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Annual		All year	£300.00	£300.00	£300.00	£300.00
Quarterly		All year	£85.00	£340.00	£85.00	£340.00
Monthly		All year	£30.00	£360.00	£30.00	£360.00

Maximum Season Tickets allocation	60%
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**PLACE - CAR PARKING**

**FEES AND CHARGES 2018/19**

**APPENDIX 2**

ILFRACOMBE AVENUE

0900-1800 ( Monday to Saturday)

Pay & Display	Current Tariff	Proposed Action	Proposed Tariffs
30 mins	£0.20	No change	£0.20
Up to 1 hr	£0.50	No change	£0.50
Up to 2 hrs	£1.70	No change	£1.70
Up to 3 hrs	£2.20	No change	£2.20
Up to 4 hrs	£2.50	No change	£2.50
Up to 5 hrs	£4.40	No change	£4.40
Up to 6 hrs	£5.40	No change	£5.40
7+ hrs	£8.00	No change	£8.00

NORTH STREET

0900-1800 ( Monday to Saturday)

Pay & Display	Current Tariff	Proposed Action	Proposed Tariffs
30 mins	£0.20	No change	£0.20
Up to 1 hr	£0.50	No change	£0.50
Up to 2 hrs	£1.70	No change	£1.70
Up to 3 hrs	£2.20	No change	£2.20
Up to 4 hrs	£2.50	No change	£2.50
Up to 5 hrs	£4.40	No change	£4.40
Up to 6 hrs	£5.40	No change	£5.40
7+ hrs	£8.00	No change	£8.00

HAMLET COURT ROAD

0900-1800 ( Monday to Saturday)

Pay & Display	Current Tariff	Proposed Action	Proposed Tariffs
30 mins	£0.20	No change	£0.20
Up to 1 hr	£0.50	No change	£0.50
Up to 2 hrs	£1.70	No change	£1.70
Up to 3 hrs	£2.20	No change	£2.20
Up to 4 hrs	£2.50	No change	£2.50
Up to 5 hrs	£4.40	No change	£4.40
Up to 6 hrs	£5.40	No change	£5.40
7+ hrs	£8.00	No change	£8.00

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	All year	£300.00	£300.00	£300.00	£300.00
Quarterly	All year	£85.00	£340.00	£85.00	£340.00
Monthly	All year	£30.00	£360.00	£30.00	£360.00

Maximum Season Tickets allocation	25%
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Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	All year	£300.00	£300.00	£300.00	£300.00
Quarterly	All year	£85.00	£340.00	£85.00	£340.00
Monthly	All year	£30.00	£360.00	£30.00	£360.00

Maximum Season Tickets allocation	30%
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Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	All year	£300.00	£300.00	£300.00	£300.00
Quarterly	All year	£85.00	£340.00	£85.00	£340.00
Monthly	All year	£30.00	£360.00	£30.00	£360.00

Maximum Season Tickets allocation	50%
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**PLACE - CAR PARKING**

**FEES AND CHARGES 2018/19**

**APPENDIX 2**

ELM ROAD

0900-1800 ( Monday to Saturday)

Pay & Display	Current Tariff	Proposed Action	Proposed Tariffs
30 mins	£0.20	No change	£0.20
Up to 1 hr	£0.50	No change	£0.50
Up to 2 hrs	£1.70	No change	£1.70
Up to 3 hrs	£2.20	No change	£2.20
Up to 4 hrs	£2.50	No change	£2.50
Up to 5 hrs	£4.40	No change	£4.40
Up to 6 hrs	£5.40	No change	£5.40
7+ hrs	£8.00	No change	£8.00

CEYLON ROAD

0900-1800 ( Monday to Saturday)

Pay & Display	Current Tariff	Proposed Action	Proposed Tariffs
30 mins	£0.20	No change	£0.20
Up to 1 hr	£0.50	No change	£0.50
Up to 2 hrs	£1.70	No change	£1.70
Up to 3 hrs	£2.20	No change	£2.20
Up to 4 hrs	£2.50	No change	£2.50
Up to 5 hrs	£4.40	No change	£4.40
Up to 6 hrs	£5.40	No change	£5.40
7+ hrs	£8.00	No change	£8.00

THORPE BAY BROADWAY

0900-1800 ( Monday to Saturday)- 3 hrs maximum

Pay & Display	Current Tariff	Proposed Action	Proposed Tariffs
30 mins	£0.20	No Change	£0.20
Up to 1 hr	£0.50	No Change	£0.50
Up to 2 hrs	£1.70	No Change	£1.70
Up to 3 hrs	£2.20	No Change	£2.20

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Type					
Annual	All year	£300.00	£300.00	£300.00	£300.00
Quarterly	All year	£85.00	£340.00	£85.00	£340.00
Monthly	All year	£30.00	£360.00	£30.00	£360.00

Maximum Season Tickets allocation	30%
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Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Type					
Annual	All year	£300.00	£300.00	£300.00	£300.00
Quarterly	All year	£85.00	£340.00	£85.00	£340.00
Monthly	All year	£30.00	£360.00	£30.00	£360.00

Maximum Season Tickets allocation	30%
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Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Type					
Annual	All year	£300.00	£300.00	£300.00	£300.00
Quarterly	All year	£85.00	£340.00	£85.00	£340.00
Monthly	All year	£30.00	£360.00	£30.00	£360.00

Maximum Season Tickets allocation	10%
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SEAFRONT ON -STREET

EASTERN ESPLANADE

0900-1800 DAILY

0900-1800 DAILY

Pay & Display	Current Tariff	Proposed Action	Proposed tariff
Up to 1 hr	£1.20	No change	£1.20
Up to 2 hrs	£2.30	No change	£2.30
Up to 3 hrs	£3.90	No change	£3.90
Up to 4 hrs	£4.60	No change	£4.60
Up to 5 hrs	£5.70	No change	£5.70
Up to 6 hrs	£7.00	No change	£7.00
7+ hrs	£9.00	No change	£9.00

CHALKWELL ESPLANADE

0900-1800 DAILY

Pay & Display	Current Tariff	Proposed Action	Proposed tariff
Up to 1 hr	£1.00	No change	£1.00
Up to 2 hrs	£2.10	No change	£2.10
Up to 3 hrs	£3.40	No change	£3.40
Up to 4 hrs	£4.30	No change	£4.30
Up to 5 hrs	£5.40	No change	£5.40
Up to 6 hrs	£6.50	No change	£6.50
7+ hrs	£9.00	No change	£9.00

THE LEAS

0900-1800 DAILY

Pay & Display	Current Tariff	Proposed Action	Proposed Tariffs
Up to 1 hr	£1.20	No change	£1.20
Up to 2 Hrs	£2.20	No change	£2.20
Up to 3 hrs	£3.20	No change	£3.20
Up to 4 hrs	£5.00	No change	£5.00
Up to 5 hrs	£6.30	No change	£6.30
Up to 6 hrs	£7.70	No change	£7.70
7 + hrs	£9.00	No change	£9.00

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	Residents	£50.00	£50.00	£50.00	£50.00
Annual	Non Residents				

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	Residents	£50.00	£50.00	£50.00	£50.00
Annual	Non Residents				

Season Tickets	Winter months only	Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Seasonal	Valid weekdays only	1/11 - 31/3	£200.00	£200.00	£200.00	£200.00
Quarterly	Remove Option	1/11 - 31/3	£65.00	£155.00		
Monthly	Valid weekdays only	1/11 - 31/3	£25.00	£125.00	£45.00	£225.00
Residents		All Year	£50.00	£50.00	£100.00	£100.00

Maximum Season Ticket allocation	25%
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## PLACE - CAR PARKING

THORPE ESPLANADE

0900-1800 DAILY

Pay & Display	Current Tariff	Proposed Action	Proposed tariff
Up to 1 hr	£1.00	No change	£1.00
Up to 2 hrs	£2.10	No change	£2.10
Up to 3 hrs	£3.40	No change	£3.40
Up to 4 hrs	£4.30	No change	£4.30
Up to 5 hrs	£5.40	No change	£5.40
Up to 6 hrs	£6.50	No change	£6.50
7+ hrs	£9.00	No change	£9.00

BELTON BRIDGE

0900-1800 DAILY

Pay & Display	Current Tariff	Proposed Action	Proposed tariff
Up to 1 hr	£1.10	No change	£1.10
Up to 2 hrs	£2.30	No change	£2.30
Up to 3 hrs	£3.40	No change	£3.40
Up to 4 hrs	£4.60	No change	£4.60
Up to 5 hrs	£5.70	No change	£5.70
Up to 6 hrs	£6.90	No change	£6.90
7+ hrs	£8.00	No change	£8.00

ZONE 3 - OUTER SEAFRONT

BELTON GARDENS NORTH

0900-1800 DAILY

Pay & Display	Current Tariff	Proposed Action	Proposed Tariffs
Up to 1 hr	£1.10	No change	£1.10
Up to 2 hrs	£2.10	No change	£2.10
Up to 3 hrs	£3.00	No change	£3.00
Up to 4 hrs	£4.80	No change	£4.80
Up to 5 hrs	£6.00	No change	£6.00
Up to 6 hrs	£7.40	No change	£7.40
7+ hrs	£8.00	No change	£8.00

## FEES AND CHARGES 2018/19

## APPENDIX 2

0900-1800 DAILY including section between Warwick Road and Thorpe Hall Avenue

Season Tickets		Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Annual	Residents	All year	£50.00	£50.00	£50.00	£50.00
Annual	Non Residents	N/A				

Season Tickets	Proposed Action	Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
N/A						

Season Tickets		Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Annual	Residents Only	All year	£100.00	£100.00	£100.00	£100.00
Annual	Non Residents	N/A				
Annual	Fishermen	All year	£100.00	£100.00	£200.00	£200.00

**PLACE - CAR PARKING**

**FEES AND CHARGES 2018/19**

**APPENDIX 2**

**BELTON GARDENS SOUTH**

**0900-1800 DAILY**

Pay & Display	Current Tariff	Proposed Action	Proposed Tariffs
Up to 1 hr	£1.10	No change	£1.10
Up to 2 hrs	£2.10	No change	£2.10
Up to 3 hrs	£3.00	No change	£3.00
Up to 4 hrs	£4.80	No change	£4.80
Up to 5 hrs	£6.00	No change	£6.00
Up to 6 hrs	£7.40	No change	£7.40
7+ hrs	£8.00	No change	£8.00

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	Residents Only	£100.00	£100.00	£100.00	£100.00
Annual	Non Residents				
Annual	Fishermen	£100.00	£100.00	£200.00	£200.00

**LEIGH FOUNDRY**

**0900-1800 DAILY**

Pay & Display	Current Tariff	Proposed Action	Proposed Tariffs
Up to 1 hr	£1.10	No change	£1.10
Up to 2 hrs	£2.10	No change	£2.10
Up to 3 hrs	£3.00	No change	£3.00
Up to 4 hrs	£4.80	No change	£4.80
Up to 5 hrs	£6.00	No change	£6.00
Up to 6 hrs	£7.40	No change	£7.40
7+ hrs	£8.00	No change	£8.00

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	Residents Only	£100.00	£100.00	£100.00	£100.00
Annual	Non Residents				
Annual	Fishermen	£100.00	£100.00	£200.00	£200.00

**VICTORIA WHARF**

**0900-1800 DAILY**

Pay & Display	Current Tariff	Proposed Action	Proposed Tariffs
Up to 1 hr	£1.10	No change	£1.10
Up to 2 hrs	£2.10	No change	£2.10
Up to 3 hrs	£3.00	No change	£3.00
Up to 4 hrs	£4.80	No change	£4.80
Up to 5 hrs	£6.00	No change	£6.00
Up to 6 hrs	£7.40	No change	£7.40
7+ hrs	£8.00	No change	£8.00

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	Residents Only	£100.00	£100.00	£100.00	£100.00
Annual	Non Residents				
Annual	Fishermen	£100.00	£100.00	£200.00	£200.00



SHOEBURY COMMON CAR PARK

0900-1800 DAILY

Pay & Display	Current Summer Tariff	Current Winter Tariff	Proposals	Summer Tariff	Winter Tariff
Up to 1 hr	£1.00	£0.70	No change	£1.00	£0.70
Up to 2 hrs	£2.00	£1.70	No change	£2.00	£1.70
Up to 3 hrs	£2.80	£2.40	No change	£2.80	£2.40
Up to 4 hrs	£4.50	£4.00	No change	£4.50	£4.00
Up to 5 hrs	£5.60	£5.00	No change	£5.60	£5.00
Up to 6 hrs	£7.00	£6.00	No change	£7.00	£6.00
7+ hrs	£8.00	£7.00	No change	£8.00	£7.00

THORPE ESPLANADE CAR PARK

0900-1800 DAILY

Pay & Display	Current Summer Tariff	Current Winter Tariff	Proposals	Summer Tariff	Winter Tariff
Up to 1 hr	£1.00	£0.70	No change	£1.00	£0.70
Up to 2 hrs	£1.80	£1.70	No change	£1.80	£1.70
Up to 3 hrs	£2.60	£2.40	No change	£2.60	£2.40
Up to 4 hrs	£4.20	£4.00	No change	£4.20	£4.00
Up to 5 hrs	£5.30	£5.00	No change	£5.30	£5.00
Up to 6 hrs	£6.50	£6.00	No change	£6.50	£6.00
7+ hrs	£8.00	£7.00	No change	£8.00	£7.00

EAST BEACH CAR PARK

0900-1800 DAILY

Pay & Display	Current Summer Tariff	Current Winter Tariff	Proposals	Summer Tariff	Winter Tariff
Up to 1 hr	£1.00	£0.70	No change	£1.00	£0.70
Up to 2 hrs	£2.00	£1.70	No change	£2.00	£1.70
Up to 3 hrs	£2.80	£2.40	No change	£2.80	£2.40
Up to 4 hrs	£4.50	£4.00	No change	£4.50	£4.00
Up to 5 hrs	£5.60	£5.00	No change	£5.60	£5.00
Up to 6 hrs	£7.00	£6.00	No change	£7.00	£6.00
7+ hrs	£8.00	£7.00	No change	£8.00	£7.00

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	Valid weekdays only	£100.00	£100.00	£100.00	£100.00
Quarterly	Valid weekdays only	£30.00	£120.00	£30.00	£120.00
Monthly	Valid weekdays only	£15.00	£180.00	£15.00	£180.00

7 day- annual, quarterly and monthly ticket only for beach hut owners & Kite Surfers at above rates and inclusive of On-Street parking bays

Maximum Season Ticket allocation	100%
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Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	Valid weekdays only	£30.00	£120.00	£30.00	£120.00
Quarterly	Valid weekdays only	£15.00	£180.00	£15.00	£180.00
Monthly	Valid weekdays only	£15.00	£180.00	£15.00	£180.00

7 day- annual, quarterly and monthly ticket only for beach hut & Kite Surfers owners at above rates and inclusive of On-Street parking bays

Maximum Season Ticket allocation	100%
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Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual*	Valid weekdays only	£100.00	£100.00	£100.00	£100.00
Quarterly*	Valid weekdays only	£30.00	£120.00	£30.00	£120.00
Monthly*	Valid weekdays only	£15.00	£180.00	£15.00	£180.00
Annual- Commuters	Valid weekdays only	£100.00	£100.00	£100.00	£100.00

\*7 day- annual, quarterly and monthly ticket only for beach hut owners, Kite Surfers at above rates and inclusive of On-Street parking bays

Maximum Season Ticket allocation	100%
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NESS ROAD

0900-1800 DAILY

Pay & Display	Current Summer Tariff	Current Winter Tariff	Proposals	Summer Tariff	Winter Tariff
Up to 1 hr	£1.00	£0.70	No change	£1.00	£0.70
Up to 2 hrs	£2.00	£1.70	No change	£2.00	£1.70
Up to 3 hrs	£2.80	£2.40	No change	£2.80	£2.40
Up to 4 hrs	£4.00	£3.50	No change	£4.50	£4.00
Up to 5 hrs	£5.00	£4.50	No change	£5.60	£5.00
Up to 6 hrs	£6.00	£5.50	No change	£7.00	£6.00
7+ hrs	£8.00	£7.00	No change	£8.00	£7.00

Includes uncharged bays between No 59 to 144/146 Ness Road

Season Tickets		Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
<b>Type</b>						
Annual	Valid weekdays only	All year	£100.00	£100.00	£100.00	£100.00
Quarterly	Valid weekdays only	All year	£30.00	£120.00	£30.00	£120.00
Monthly	Valid weekdays only	All year	£15.00	£180.00	£15.00	£180.00
7 day- annual, quarterly and monthly ticket only for beach hut owners at above rates and inclusive of On-Street parking bays						
Maximum Season Ticket allocation		100%				

OTHER CHARGES

ALL PARKING MANAGEMENT AND RESIDENTS PARKING SCHEMES

	Current Tariff	Proposed Action	Proposed Tariffs
1st & 2nd Permit	£15.00	No change	£15.00
2nd	£15.00	Increase	£25.00
3rd Permit	£30.00	Increase	£50.00
4th Permit	£50.00	Increase	£75.00
Visitor Vouchers (20)	£5.00	New limit of 100 vouchers per year	£5.00
Business Permits	£250.00	No change	£250.00

## OTHER PERMITS

Description	Current Tariff	Proposed Action	Proposed Tariffs
Charitable Organisation- Up to 5 free permits subject to justifying the need. Then up to another 5 permits subject to Green Travel Plan at 50% discount rate		No Change	
Suspensions (Administration Cost) for up to 7 days and for each subsequent renewals	£30.00	No Change	£30.00
Suspensions of on -street & car park bays (per day per bay) - Seafront & Town centre	£20.00	No Change	£20.00
Suspensions of on -street & car park bays (per day per bay) - All other areas	£15.00	No Change	£15.00
Dispensations (on waiting/limited waiting restrictions) for allowing vehicle parking for up to 7 days	£30.00	No Change	£30.00
Replacement of permit or season ticket due to vehicle changes	£5.00	No Change	£5.00
Replacement of permit or season ticket due loss	£30.00	No Change	£30.00
All Car Parks Borough Wide (excluding Zone 1 from 1/4 to 31/10) - Annual	£1,100.00	Increase Charge	£1,300.00
All Town Centre Car Parks - Annual	£900.00	Increase Charge	£1,100.00
Named Town Centre Car Parks - Annual	£400.00	Increase Charge	£600.00
District Car Parks( All) - Annual	£300.00	No Change	£300.00
Carers/Health Care Specialists ( named car park)	£100.00	No Change	£100.00
Seafront and Town Centre Residents ( to park in pay & display bays in their own street)	£50.00	No Change	£50.00
Carers Permit - Issued to the resident with the vehicle details of their carer- 1 permit only	£15.00	No Change	£15.00
SBC Contracted Carers companies - Non- Vehicle Specific Permits( Residents Parking Area Only)	£35.00	No Change	£35.00
District Nurses - Non Vehicles Specific permits for contracted care companies( delivering service to users in their homes and when in the office based in Harcourt House.( Residents Parking and Pay & display areas- Not the Colchester Road area parking scheme)	£65.00	No Change	£65.00
Phlebotomists- Non vehicles specific permits - Residents bays( excluding those around the Hospital) and any chargeable area	£65.00	No Change	£65.00
Community Physiotherapists- Non vehicles specific permits - Residents bays( excluding those around the Hospital) and any chargeable area	£65.00	No Change	£65.00
New Road Church - Non vehicle specific permits (6no) for Belton Gardens North Car park pursuant to an existing long standing land agreement	Free	No Change	Free
Citizens Advice Bureau - 5 Free permits and further 5 at 50% of the appropriate charge for Seaway Car Park on the charitable needs of the organisation			
RNLI - 2 Free Permits for Seaway Car Park for emergency response and other essential use based on the needs of the organisation in providing emergency services	Free	No Change	Free
St John's Ambulance - 2 Free permits( one for Belton Gardens North and one for Two Tree Island car park) based on the needs of the organisation in providing key emergency services	Free	No Change	Free
Colchester Road Mosque- To sell maximum of 10 books of vouchers every three months at 50% of the price pursuant of an existing agreement	50% of the charge	Extend 10 books purchase from two to every three months	
Hotel/Guest house - 24 hour permit at reduced rate of 50% of the on- street day charge	50% of the day charge	No Change	50% of the day charge
Beach Hut Owners and Kite Surfers permits at £100.00 per year valid at any time in the eastern area of the seafront including car parks.			

## OTHER PROVISIONS

Type	Description
Christmas Parking	To provide free parking in Town Centre Council car parks after 1600hrs on Thursdays and all day on Sundays in December, Christmas Day and Good Friday ( except those with barriers)
Seafront Parking	To provide free parking after 6pm along the seafront; covering Fairhead Green, Seaway, Gas Work Site and Western Esplanade
Small Business Day	Free Parking in District car parks
Electric Cars	Free Parking.
Car Club	Car club vehicles showing a car club parking permit get free parking in designated car club bays, there is a charge for the hire of the vehicles( where available).
Blue Badge Parking	Only residents of the borough to park free in the Council car parks. All non residents to pay the appropriate tariff
District Car Parks	Free Parking on Sundays
Hotels in RPS or PMS Areas	£5 a day for each Guest Permit. Any registered hotel shall be entitled to a maximum daily number of visitor's guest permits equating to the number of guest rooms available minus the number of Parking Spaces provided off street by the Hotel and the number of annual Resident Permits held by the owner

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross 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	Discretionary	7.00		7.00	7.50		7.50	0.50	7.14%
2	To retrieve and view a file that is stored off-site (Building Control 175 - 1987)	Discretionary	23.00		23.00	24.00		24.00	1.00	4.35%
3	Planning History (Search Agents)	Discretionary	7.00		7.00	7.50		7.50	0.50	7.14%
4	Written responses to Solicitors, Developers or Insurers (in addition to the retrieval fee)	Discretionary	34.17	6.83	41.00	35.00	7.00	42.00	1.00	2.44%
5	To copy an A4 (297 x 210 mm) document (in addition to the retrieval fee)	Discretionary	8.33	1.67	10.00	8.75	1.75	10.50	0.50	5.00%
6	To copy an A3 (297 x 420 mm) document (in addition to the retrieval fee)	Discretionary	9.17	1.83	11.00	9.58	1.92	11.50	0.50	4.55%
7	To copy an A2 (420 x 594 mm) document (in addition to the retrieval fee)	Discretionary	9.17	1.83	11.00	9.58	1.92	11.50	0.50	4.55%
8	To copy an A1 (594 x 841 mm) document (in addition to the retrieval fee)	Discretionary	9.58	1.92	11.50	9.58	1.92	11.50	0.00	0.00%
9	To copy an A0 (841 x 1189 mm) document (in addition to the retrieval fee)	Discretionary	10.00	2.00	12.00	10.42	2.08	12.50	0.50	4.17%
	<b>PLANNING FEES</b>									
	Majority set by statute (see separate table)									
	Hyperlink to Planning Application and related fees ↓									
	<a href="http://www.southend.gov.uk/downloads/file/2531/planning_fees_with_effect_31st_january_2017">http://www.southend.gov.uk/downloads/file/2531/planning_fees_with_effect_31st_january_2017</a>									
	<b>Pre-application advice - LARGE SCALE MAJOR</b>									
10	Written advice (Not applicable for this type of development)									
11	Meeting plus written advice	Discretionary	1,214.17	242.83	1,457.00	1,238.33	247.67	1,486.00	29.00	1.99%
12	Follow up meeting plus written advice	Discretionary	650.83	130.17	781.00	664.17	132.83	797.00	16.00	2.05%
	<b>Pre-application advice - SMALL SCALE MAJOR</b>									
13	Written advice	Discretionary	347.50	69.50	417.00	354.17	70.83	425.00	8.00	1.92%
14	Meeting plus written advice	Discretionary	998.33	199.67	1,198.00	1,018.33	203.67	1,222.00	24.00	2.00%
15	Follow up meeting plus written advice	Discretionary	260.00	52.00	312.00	265.00	53.00	318.00	6.00	1.92%
	<b>Pre-application advice - MINOR</b>									
16	Written advice	Discretionary	174.17	34.83	209.00	177.50	35.50	213.00	4.00	1.91%
17	Meeting plus written advice	Discretionary	520.00	104.00	624.00	530.00	106.00	636.00	12.00	1.92%
18	Follow up meeting plus written advice	Discretionary	173.33	34.67	208.00	176.67	35.33	212.00	4.00	1.92%
19	Advice to agents regarding extension/alterations to dwellings	Discretionary	220.83	44.17	265.00	225.00	45.00	270.00	5.00	1.89%
	<b>Pre-application advice for members of the public wishing to extend/alter their own property</b>									
20	Duty Planner	Discretionary				Free				
21	Written Advice	Discretionary	78.00		78.00	80.00		80.00	2.00	2.56%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
<b>Micellaneous Fees</b>										
22	Copy of Tree Preservation Order	Discretionary	18.00		18.00	18.50		18.50	0.50	2.78%
23	Inspection of compliance with Enforcement Notice	Discretionary	135.00	27.00	162.00	137.50	27.50	165.00	3.00	1.85%
24	Adopted Local Development Framework Documents (per document)	Discretionary	26.00		26.00	26.50		26.50	0.50	1.92%
33	Compliance with S106 Agreement Requests	Discretionary	78.00		78.00	80.00		80.00	2.00	2.56%
<b>High Hedge Complaints</b>										
34	Application fee	Discretionary	364.00		364.00	371.00		371.00	7.00	1.92%
35	Application fee (concessions only)	Discretionary	260.00		260.00	265.00		265.00	5.00	1.92%
<b>SUDS Approval Body Applications</b>										
36	Suds Application (Major Developments) under 0.5ha	Discretionary	364.00		364.00	371.00		371.00	7.00	1.92%
37	Suds Application (Major Developments) 0.5ha - 0.99ha	Discretionary	624.00		624.00	636.00		636.00	12.00	1.92%
38	Suds Application (Major Developments) 1ha +	Discretionary	937.00		937.00	956.00		956.00	19.00	2.03%

	Building Regulations	Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge		
									£	%	
	<b>New Dwellings</b>										
1	<b>Plan Charge</b>	Houses/Bungalows < 300sqm (1 Plot)	Full Cost Recovery	157.44	31.49	188.93	157.44	31.49	188.93	0.00	0.00%
2		Houses/Bungalows < 300sqm (2 Plots)	Full Cost Recovery	236.16	47.23	283.39	236.16	47.23	283.39	0.00	0.00%
3		Houses/Bungalows < 300sqm (3 Plots)	Full Cost Recovery	314.87	62.98	377.85	314.87	62.98	377.85	0.00	0.00%
4		Houses/Bungalows < 300sqm (4 Plots)	Full Cost Recovery	393.59	78.72	472.31	393.59	78.72	472.31	0.00	0.00%
5		Houses/Bungalows < 300sqm (5 Plots)	Full Cost Recovery	472.31	94.47	566.78	472.31	94.46	566.77	(0.01)	0.00%
6	<b>Inspection Charge</b>	Houses/Bungalows < 300sqm (1 Plot)	Full Cost Recovery	472.31	94.47	566.78	472.31	94.46	566.77	(0.01)	0.00%
7		Houses/Bungalows < 300sqm (2 Plots)	Full Cost Recovery	708.47	141.69	850.16	708.47	141.69	850.16	0.00	0.00%
8		Houses/Bungalows < 300sqm (3 Plots)	Full Cost Recovery	944.62	188.92	1,133.54	944.62	188.92	1,133.54	0.00	0.00%
9		Houses/Bungalows < 300sqm (4 Plots)	Full Cost Recovery	1,180.78	236.15	1,416.93	1,180.78	236.17	1,416.95	0.02	0.00%
10		Houses/Bungalows < 300sqm (5 Plots)	Full Cost Recovery	1,416.93	283.39	1,700.32	1,416.93	283.39	1,700.32	0.00	0.00%
11	<b>Building Notice</b>	Houses/Bungalows < 300sqm (1 Plot)	Full Cost Recovery	655.99	131.20	787.19	655.99	131.20	787.19	0.00	0.00%
12		Houses/Bungalows < 300sqm (2 Plots)	Full Cost Recovery	997.10	199.42	1,196.52	997.10	199.42	1,196.52	0.00	0.00%
13		Houses/Bungalows < 300sqm (3 Plots)	Full Cost Recovery	1,285.73	257.15	1,542.88	1,285.73	257.15	1,542.88	0.00	0.00%
14		Houses/Bungalows < 300sqm (4 Plots)	Full Cost Recovery	1,626.85	325.37	1,952.22	1,626.85	325.37	1,952.22	0.00	0.00%
15		Houses/Bungalows < 300sqm (5 Plots)	Full Cost Recovery	1,941.72	388.35	2,330.07	1,941.72	388.34	2,330.06	(0.01)	0.00%
16	<b>Regularisation</b>	Houses/Bungalows < 300sqm (1 Plot)	Full Cost Recovery	Individually determined							
17		Houses/Bungalows < 300sqm (2 Plots)	Full Cost Recovery	Individually determined							
18		Houses/Bungalows < 300sqm (3 Plots)	Full Cost Recovery	Individually determined							
19		Houses/Bungalows < 300sqm (4 Plots)	Full Cost Recovery	Individually determined							
20		Houses/Bungalows < 300sqm (5 Plots)	Full Cost Recovery	Individually determined							
21	<b>Plan Charge</b>	1 Flat < 300sqm	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%
22		2 Flats < 300sqm	Full Cost Recovery	209.92	41.98	251.90	209.92	41.98	251.90	0.00	0.00%
23		3 Flats < 300sqm	Full Cost Recovery	262.40	52.48	314.88	262.40	52.48	314.88	0.00	0.00%
24		4 Flats < 300sqm	Full Cost Recovery	314.87	62.98	377.85	314.87	62.98	377.85	0.00	0.00%
25		5 Flats < 300sqm	Full Cost Recovery	393.59	78.72	472.31	393.59	78.72	472.31	0.00	0.00%
26	<b>Inspection Charge</b>	1 Flat < 300sqm	Full Cost Recovery	393.59	78.72	472.31	393.59	78.72	472.31	0.00	0.00%
27		2 Flats < 300sqm	Full Cost Recovery	629.75	125.95	755.70	629.75	125.95	755.70	0.00	0.00%
28		3 Flats < 300sqm	Full Cost Recovery	787.19	157.43	944.62	787.19	157.43	944.62	0.00	0.00%
29		4 Flats < 300sqm	Full Cost Recovery	997.10	199.42	1,196.52	997.10	199.42	1,196.52	0.00	0.00%
30		5 Flats < 300sqm	Full Cost Recovery	1,180.78	236.15	1,416.93	1,180.78	236.15	1,416.93	0.00	0.00%
31	<b>Building Notice</b>	1 Flat < 300sqm	Full Cost Recovery	551.03	110.21	661.24	551.03	110.21	661.24	0.00	0.00%
32		2 Flats < 300sqm	Full Cost Recovery	813.43	162.68	976.11	813.43	162.68	976.11	0.00	0.00%
33		3 Flats < 300sqm	Full Cost Recovery	1,075.82	215.16	1,290.98	1,075.82	215.16	1,290.98	0.00	0.00%
34		4 Flats < 300sqm	Full Cost Recovery	1,338.22	267.64	1,605.86	1,338.22	267.64	1,605.86	0.00	0.00%
35		5 Flats < 300sqm	Full Cost Recovery	1,626.85	325.37	1,952.22	1,626.85	325.37	1,952.22	0.00	0.00%
36	<b>Regularisation</b>	1 Flat < 300sqm	Full Cost Recovery	Individually determined							
37		2 Flats < 300sqm	Full Cost Recovery	Individually determined							
38		3 Flats < 300sqm	Full Cost Recovery	Individually determined							
39		4 Flats < 300sqm	Full Cost Recovery	Individually determined							
40		5 Flats < 300sqm	Full Cost Recovery	Individually determined							

	Building Regulations	Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge			
41	<b>EW1</b>	Notifiable electrical work (where applicable)	Full Cost Recovery	236.16	47.23	283.39	236.16	47.23	283.39	0.00	0.00%	
		<b>Work to a single dwelling</b>										
42	<b>Plan Charge</b>	1 storey extension not exceeding 40sqm	Full Cost Recovery	104.96	20.99	125.95	104.96	20.99	125.95	0.00	0.00%	
43		1 storey extension 40 - 100sqm	Full Cost Recovery	157.44	31.49	188.93	157.44	31.49	188.93	0.00	0.00%	
44		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	157.44	31.49	188.93	157.44	31.49	188.93	0.00	0.00%	
45		2/3 extension 40 - 100 sqm	Full Cost Recovery	157.44	31.49	188.93	157.44	31.49	188.93	0.00	0.00%	
46		Garage/store etc not exceeding 100sqm	Full Cost Recovery	78.72	15.74	94.46	78.72	15.74	94.46	0.00	0.00%	
47		Detached non-habitable domestic building not exc 50sqm	Full Cost Recovery	104.96	20.99	125.95	104.96	20.99	125.95	0.00	0.00%	
48	<b>Inspection Charge</b>	1 storey extension not exceeding 40sqm	Full Cost Recovery	393.59	78.72	472.31	393.59	78.72	472.31	0.00	0.00%	
49		1 storey extension 40 - 100sqm	Full Cost Recovery	446.07	89.22	535.29	446.07	89.22	535.29	0.00	0.00%	
50		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	446.07	89.22	535.29	446.07	89.22	535.29	0.00	0.00%	
51		2/3 extension 40 - 100 sqm	Full Cost Recovery	498.55	99.71	598.26	498.55	99.71	598.26	0.00	0.00%	
52		Garage/store etc not exceeding 100sqm	Full Cost Recovery	236.16	47.23	283.39	236.16	47.23	283.39	0.00	0.00%	
53		Detached non-habitable domestic building not exc 50sqm	Full Cost Recovery	314.87	62.98	377.85	314.87	62.98	377.85	0.00	0.00%	
54	<b>Building Notice</b>	1 storey extension not exceeding 40sqm	Full Cost Recovery	524.79	104.96	629.75	524.79	104.96	629.75	0.00	0.00%	
55		1 storey extension 40 - 100sqm	Full Cost Recovery	629.75	125.95	755.70	629.75	125.95	755.70	0.00	0.00%	
56		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	629.75	125.95	755.70	629.75	125.95	755.70	0.00	0.00%	
57		2/3 extension 40 - 100 sqm	Full Cost Recovery	682.23	136.44	818.67	682.23	136.44	818.67	0.00	0.00%	
58		Garage/store etc not exceeding 100sqm	Full Cost Recovery	341.11	68.23	409.34	341.11	68.23	409.34	0.00	0.00%	
59		Detached non-habitable domestic building not exc 50sqm	Full Cost Recovery	446.07	89.22	535.29	446.07	89.22	535.29	0.00	0.00%	
60	<b>Regularisation</b>	1 storey extension not exceeding 40sqm	Full Cost Recovery	Individually determined								
61		1 storey extension 40 - 100sqm	Full Cost Recovery	Individually determined								
62		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	Individually determined								
63		2/3 extension 40 - 100 sqm	Full Cost Recovery	Individually determined								
64		Garage/store etc not exceeding 100sqm	Full Cost Recovery	Individually determined								
65		Detached non-habitable domestic building not exc 50sqm	Full Cost Recovery	Individually determined								
66	<b>Plan Charge</b>	Rooms in roof	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
67		Garage conversions	Full Cost Recovery	78.72	15.74	94.46	78.72	15.74	94.46	0.00	0.00%	
68	<b>Inspection Charge</b>	Rooms in roof	Full Cost Recovery	419.83	83.97	503.80	419.83	83.97	503.80	0.00	0.00%	
69		Garage conversions	Full Cost Recovery	183.67	36.74	220.41	183.67	36.74	220.41	0.00	0.00%	
70	<b>Building Notice</b>	Rooms in roof	Full Cost Recovery	577.27	115.46	692.73	577.27	115.46	692.73	0.00	0.00%	
71		Garage conversions	Full Cost Recovery	288.63	57.73	346.36	288.63	57.73	346.36	0.00	0.00%	
72	<b>Regularisation</b>	Rooms in roof	Full Cost Recovery	Individually determined								
73		Garage conversions	Full Cost Recovery	Individually determined								
74	<b>Plan Charge</b>	Re-roof etc	Full Cost Recovery	78.72	15.74	94.46	78.72	15.74	94.46	0.00	0.00%	
75		Window replacement	Full Cost Recovery	78.72	15.74	94.46	78.72	15.74	94.46	0.00	0.00%	
76		work not exceeding £5000	Full Cost Recovery	78.72	15.74	94.46	78.72	15.74	94.46	0.00	0.00%	
77		Work £5,000 - £25,000	Full Cost Recovery	104.96	20.99	125.95	104.96	20.99	125.95	0.00	0.00%	
78		Work £25,000 - £100,000	Full Cost Recovery	104.96	20.99	125.95	104.96	20.99	125.95	0.00	0.00%	



	Building Regulations	Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge			
79	Inspection Charge	Re-roof etc	Full Cost Recovery	104.96	20.99	125.95	104.96	20.99	125.95	0.00	0.00%	
80		Window replacement	Full Cost Recovery	104.96	20.99	125.95	104.96	20.99	125.95	0.00	0.00%	
81		Work not exceeding £5000	Full Cost Recovery	104.96	20.99	125.95	104.96	20.99	125.95	0.00	0.00%	
82		Work £5,000 - £25,000	Full Cost Recovery	209.92	41.98	251.90	209.92	41.98	251.90	0.00	0.00%	
83		Work £25,000 - £100,000	Full Cost Recovery	419.83	83.97	503.80	419.83	83.97	503.80	0.00	0.00%	
84	Building Notice	Re-roof etc	Full Cost Recovery	183.67	36.74	220.41	183.67	36.74	220.41	0.00	0.00%	
85		Replacement Windows	Full Cost Recovery	183.67	36.74	220.41	183.67	36.74	220.41	0.00	0.00%	
86		work not exceeding £5000	Full Cost Recovery	183.67	36.74	220.41	183.67	36.74	220.41	0.00	0.00%	
87		Work £5,000 - £25,000	Full Cost Recovery	341.11	68.23	409.34	341.11	68.23	409.34	0.00	0.00%	
88	Work £25,000 - £100,000	Full Cost Recovery	551.03	110.21	661.24	551.03	110.21	661.24	0.00	0.00%		
89	Regularisation	Re-roof etc	Full Cost Recovery	Individually determined								
90		Window replacement	Full Cost Recovery	Individually determined								
91		work not exceeding £5000	Full Cost Recovery	Individually determined								
92		Work £5,000 - £25,000	Full Cost Recovery	Individually determined								
93		Work £25,000 - £100,000	Full Cost Recovery	Individually determined								
	<b>All other Non-Domestic Work</b>											
94	Plan Charge	1 storey extension not exceeding 40sqm	Full Cost Recovery	157.44	31.49	188.93	157.44	31.49	188.93	0.00	0.00%	
95		1 storey extension 40 - 100sqm	Full Cost Recovery	183.67	36.74	220.41	183.67	36.74	220.41	0.00	0.00%	
96		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	157.44	31.49	188.93	157.44	31.49	188.93	0.00	0.00%	
97		2/3 extension 40 - 100 sqm	Full Cost Recovery	209.92	41.98	251.90	209.92	41.98	251.90	0.00	0.00%	
98	Inspection Charge	1 storey extension not exceeding 40sqm	Full Cost Recovery	419.83	83.97	503.80	419.83	83.97	503.80	0.00	0.00%	
99		1 storey extension 40 - 100sqm	Full Cost Recovery	498.55	99.71	598.26	498.55	99.71	598.26	0.00	0.00%	
100		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	472.31	94.47	566.78	472.31	94.47	566.78	0.00	0.00%	
101		2/3 extension 40 - 100 sqm	Full Cost Recovery	524.79	104.96	629.75	524.79	104.96	629.75	0.00	0.00%	
102	Regularisation	1 storey extension not exceeding 40sqm	Full Cost Recovery	Individually determined								
103		1 storey extension 40 - 100sqm	Full Cost Recovery	Individually determined								
104		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	Individually determined								
105		2/3 extension 40 - 100 sqm	Full Cost Recovery	Individually determined								
106	Plan Charge	Work not exceeding £5000	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
107		Replacement Windows	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
108		Renewable Energy Systems	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
109		Shopfront	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
110	Inspection Charge	Work not exceeding £5000	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
111		Replacement Windows	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
112		Renewable Energy Systems	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
113		Shopfront	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
114	Regularisation	Work not exceeding £5000	Full Cost Recovery	Individually determined								
115		Replacement Windows	Full Cost Recovery	Individually determined								
116		Renewable Energy Systems	Full Cost Recovery	Individually determined								
117		Shopfront	Full Cost Recovery	Individually determined								

	Building Regulations	Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge			
118	Plan Charge	Work £5000 - £25,000	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
119		Replacement Windows (large)	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
120		Renovation of thermal elements	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
121		Storage Platforms	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
122	Inspection Charge	Work £5000 - £25,000	Full Cost Recovery	236.16	47.23	283.39	236.16	47.23	283.39	0.00	0.00%	
123		Replacement Windows (large)	Full Cost Recovery	236.16	47.23	283.39	236.16	47.23	283.39	0.00	0.00%	
124		Renovation of thermal elements	Full Cost Recovery	236.16	47.23	283.39	236.16	47.23	283.39	0.00	0.00%	
125		Storage Platforms	Full Cost Recovery	236.16	47.23	283.39	236.16	47.23	283.39	0.00	0.00%	
126	Regularisation	Work £5000 - £25,000	Full Cost Recovery	Individually determined								
127		Replacement Windows (large)	Full Cost Recovery	Individually determined								
128		Renovation of thermal elements	Full Cost Recovery	Individually determined								
129		Storage Platforms	Full Cost Recovery	Individually determined								
130	Plan Charge	Work £25,000 - £100,000	Full Cost Recovery	157.44	31.49	188.93	157.44	31.49	188.93	0.00	0.00%	
131		Fit out work	Full Cost Recovery	157.44	31.49	188.93	157.44	31.49	188.93	0.00	0.00%	
132	Inspection Charge	Work £25,000 - £100,000	Full Cost Recovery	472.31	94.47	566.78	472.31	94.47	566.78	0.00	0.00%	
133		Fit out work	Full Cost Recovery	472.31	94.47	566.78	472.31	94.47	566.78	0.00	0.00%	
134	Regularisation	Work £25,000 - £100,000	Full Cost Recovery	Individually determined								
135		Fit out work	Full Cost Recovery	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	Basis of Charge	Net Charge	VAT	Gross 2017/18	Proposed Net	VAT	Proposed	Proposed Increase	
			2017/18	(20%)	Charge	Charge	(20%)	Gross 2018/19	Gross Charge	£
			£	£	£	£	£	£	£	%
	<b>CEMETERIES &amp; CREMATORIUM</b>									
	<b>BURIAL FEES</b>									
	<b>Private Grave Space - Traditional Grave 50 years</b>									
1	Exclusive Rights of Burial, Including Registration in traditional Grave Resident	Discretionary	2,120.00		2,120.00	2,165.00		2,165.00	45.00	2.12%
2	Exclusive Rights of Burial including Registration in traditional Grave Non Resident	Discretionary	3,560.00		3,560.00	3,630.00		3,630.00	70.00	1.97%
	<b>Private Grave Space- Lawn including 75 and 50 years grave spaces</b>									
3	Exclusive Right of Burial including Registration Resident	Discretionary	780.00		780.00	795.00		795.00	15.00	1.92%
4	Exclusive Right of Burial including Registration Non Resident	Discretionary	1,325.00		1,325.00	1,350.00		1,350.00	25.00	1.89%
	<b>Interment fee including excavation all depths</b>									
5	A person whose age at time of death exceeds 16 years Resident	Discretionary	780.00		780.00	795.00		795.00	15.00	1.92%
6	A person whose age at time of death exceeds 16 Non Resident	Discretionary	1,250.00		1,250.00	1,275.00		1,275.00	25.00	2.00%
7	An NVF, Stillborn child or child not exceeding 16 years of age at time of death	Discretionary				No Charge				
8	Re-open Brick Grave or vault Interment fee	Discretionary	780.00		780.00	795.00		795.00	15.00	1.92%
	<b>Mini Cremated remains Vault</b>									
9	Mini Cremated Remains Vault max 4 internments (Inclusive of 25 Year Exclusive Rights of Burial, and vase block with metal flower holder) Resident	Discretionary	1,240.00		1,240.00	1,265.00		1,265.00	25.00	2.02%
10	Mini Cremated Remains Vault max 4 internments (Inclusive of 25 Year Exclusive Rights of Burial, memorial plaques inscription to include 80 letters and vase block with metal flower holder) Non Resident	Discretionary	1,580.00		1,580.00	1,610.00		1,610.00	30.00	1.90%
	<b>Interment Fee in Cremated remains vault</b>									
11	A person whose age at time of death exceeds 16 years Resident	Discretionary	200.00		200.00	205.00		205.00	5.00	2.50%
12	A person whose age at time of death exceeds 16 years Non Resident	Discretionary	310.00		310.00	315.00		315.00	5.00	1.61%
13	An NVF, Stillborn child or child not exceeding 16 year at the age of death	Discretionary				No Charge				
	<b>Cremated remains Vault memorial Inscription</b>									
14	Plaque Inscription	Discretionary	154.17	30.83	185.00	158.33	31.67	190.00	5.00	2.70%
15	Porcelain photo plaque (7cm x 5cm)	Discretionary	87.50	17.50	105.00	91.67	18.33	110.00	5.00	4.76%
16	Line Drawing	Discretionary				58.33	11.67	70.00	70.00	NEW
17	Coloured Line Drawing	Discretionary				83.33	16.67	100.00	100.00	NEW
18	Military Badge or Crest	Discretionary						Price on Application		
	<b>Private Grave Space - Children`s (50 years)</b>									
19	Exclusive Right of Burial Including Registration	Discretionary	610.00		610.00	620.00		620.00	10.00	1.64%
	<b>Interment fee including excavation all depths 5.0' only</b>									
20	An NVF, Stillborn child or child not exceeding 16 years of age at time of death	Discretionary				No Charge				

	Description of Service	Basis of Charge	Net Charge	VAT	Gross 2017/18	Proposed Net	VAT	Proposed	Proposed Increase	
			2017/18	(20%)	Charge	Charge	(20%)	Gross 2018/19	Gross Charge	£
			£	£	£	£	£	£	£	%
<b>Cremated Ashes Grave Space</b>										
21	Exclusive Right of Burial including Registration Resident	Discretionary	535.00		535.00	545.00		545.00	10.00	1.87%
22	Exclusive Righth of Burial including Registration Non Resident	Discretionary	905.00		905.00	925.00		925.00	20.00	2.21%
<b>Interment fee including excavation all depths</b>										
23	A person whose age at time of death exceeds 16 years Resident	Discretionary	200.00		200.00	205.00		205.00	5.00	2.50%
24	A person whose age at time of death exceeds 16 years Non Resident	Discretionary	310.00		310.00	320.00		320.00	10.00	3.23%
25	An NVF stillborn child or child not exceeding 16 years of age at time of death	Discretionary			No Charge					
<b>Public Graves (Rights of Burial not purchased)</b>										
26	A person whose age at time of death exceeds 16 years	Discretionary	570.00		570.00	580.00		580.00	10.00	1.75%
27	An NVF, stillborn child or child not exceeding 16 years of age at time of death	Discretionary			No Charge					
<b>Removal/Replacement of Monuments on Graves to be re-opened</b>										
28	Headstone only, or equivalent on lawn graves	Discretionary			No Charge					
29	Tablet on cremated remains grave or other memorial which can be lifted by hand	Discretionary			No Charge					
30	Headstone on traditional grave not exceeding 5.00' in height	Discretionary	110.00		110.00	115.00		115.00	5.00	4.55%
31	Headstone and kerbs or equivalent not exceeding 5.00' in height	Discretionary			At Cost					
<b>Monuments/Memorial Rights</b>										
32	Headstone or similar without kerbing not exceeding 3.0' in overall height	Discretionary	204.17	40.83	245.00	208.25	41.65	250.00	5.00	2.04%
33	Headstone or similar exceeding 3.0' in overall height (non lawn sections only) per additional ft or part ft	Discretionary	58.33	11.67	70.00	62.50	12.50	75.00	5.00	7.14%
34	Inscribed Book, Scroll, Tablet or vase not exceeding 20" in height when erected as only memorial marking grave	Discretionary	120.83	24.17	145.00	125.00	25.00	150.00	5.00	3.45%
35	Cremated Remains Grave: Tablet/Vase	Discretionary	120.83	24.17	145.00	125.00	25.00	150.00	5.00	3.45%
36	Additional Inscription (unless added within 6 months of original grant of memorial rights then no charge)	Discretionary	95.83	19.17	115.00	100.00	20.00	120.00	5.00	4.35%
37	Concession charge for Public Grave: Headstone or additional inscription	Discretionary	58.33	11.67	70.00	62.50	12.50	75.00	5.00	7.14%
<b>Surcharge - except interment of cremated Remains ( October to March only)</b>										
38	Surcharge for all burials at 2.15 pm	Discretionary	35.00		35.00	40.00		40.00	5.00	14.29%
39	Surcharge for all burials at 2.45 pm	Discretionary	65.00		65.00	70.00		70.00	5.00	7.69%
40	Surcharge for all burials at 3.15 pm	Discretionary	110.00		110.00	115.00		115.00	5.00	4.55%
<b>Exhumation Charges</b>										
41	Per coffin exhumed, including excavation	Discretionary			At Cost					
42	Plus per coffin exhumed and re-interred in same cemetery	Discretionary			At Cost					
43	Per container of cremated remains	Discretionary	225.00		225.00	230.00		230.00	5.00	2.22%

	Description of Service	Basis of Charge	Net Charge	VAT	Gross 2017/18	Proposed Net	VAT	Proposed	Proposed Increase	
			2017/18	(20%)	Charge	Charge	(20%)	Gross 2018/19	Gross Charge	£
			£	£	£	£	£	£	£	
	<b>Miscellaneous Charges (Cemeteries)</b>									
44	Use of Cemetery Church or Chapel for burial or memorial service	Discretionary	100.00		100.00	105.00		105.00	5.00	5.00%
45	Extension of burial rights for 25 years once expired	Discretionary	400.00		400.00	410.00		410.00	10.00	2.50%
46	Registration transfer of Grant of Right of Burial	Discretionary	70.00		70.00	75.00		75.00	5.00	7.14%
47	Certificate of Burial	Discretionary	40.00		40.00	40.00		40.00	0.00	0.00%
48	Certificate of Ownership of Burial Rights	Discretionary	40.00		40.00	40.00		40.00	0.00	0.00%
49	Every Search (other than for identification of Grave)	Discretionary	20.42	4.08	24.50	20.83	4.17	25.00	0.50	2.04%
	<b>Memorials</b>									
50	4' Memorial Seat and Bronze Plaque	Discretionary	887.50	177.50	1,065.00	908.33	181.67	1,090.00	25.00	2.35%
51	5' Memorial Seat and Bronze Plaque	Discretionary	925.00	185.00	1,110.00	945.83	189.17	1,135.00	25.00	2.25%
52	6' Memorial Seat and Bronze Plaque	Discretionary	1,070.00	214.00	1,284.00	1,091.67	218.33	1,310.00	26.00	2.02%
53	Plus 25 year lease for all memorial seats	Discretionary	735.00		735.00	750.00		750.00	15.00	2.04%
54	Replacement Bronze Plaques (6"x 2")	Discretionary	158.33	31.67	190.00	162.50	32.50	195.00	5.00	2.63%
55	Additional characters	Discretionary	4.17	0.83	5.00	4.17	0.83	5.00	0.00	0.00%
56	Memorial Tree and Bronze Plaque (6"x4")	Discretionary	145.83	29.17	175.00	150.00	30.00	180.00	5.00	2.86%
57	Memorial Tree lease period for 5 years	Discretionary	260.00		260.00	265.00		265.00	5.00	1.92%
58	Memorial Tree lease period for 10 years	Discretionary	505.00		505.00	515.00		515.00	10.00	1.98%
59	Memorial Tree lease renewal for 5 years	Discretionary	275.00		275.00	280.00		280.00	5.00	1.82%
60	Memorial Shrub and Bronze Plaque (6"x4")	Discretionary	170.83	34.17	205.00	175.00	35.00	210.00	5.00	2.44%
61	Memorial Shrub lease period for 5 years	Discretionary	225.00		225.00	230.00		230.00	5.00	2.22%
62	Memorial Shrub lease period for 10 years	Discretionary	435.00		435.00	445.00		445.00	10.00	2.30%
63	Memorial Shrub lease renewal for 5 years	Discretionary	225.00		225.00	230.00		230.00	5.00	2.22%
64	Replacement Bronze Plaques (6"x 2")	Discretionary	141.67	28.33	170.00	145.83	29.17	175.00	5.00	2.94%
65	Replacement Bronze Plaques (7"x 5")	Discretionary	195.83	39.17	235.00	200.00	40.00	240.00	5.00	2.13%
66	Replacement Bronze Plaque with Photo (8"x4")	Discretionary	266.67	53.33	320.00	270.83	54.17	325.00	5.00	1.56%
67	Additional Characters	Discretionary	4.17	0.83	5.00	4.17	0.83	5.00	0.00	0.00%
	<b>Levelling Memorials/Monuments</b>									
68	Cremated Remains	Discretionary	40.00		40.00	45.00		45.00	5.00	12.50%
69	Lawn Headstones	Discretionary	115.00		115.00	120.00		120.00	5.00	4.35%
70	Lawn Headstone on a traditional grave	Discretionary	115.00		115.00	120.00		120.00	5.00	4.35%
71	Monument over 5.0' in height, or a vault	Discretionary				At Cost				

	Description of Service	Basis of Charge	Net Charge	VAT	Gross 2017/18	Proposed Net	VAT	Proposed	Proposed Increase	
			2017/18	(20%)	Charge	Charge	(20%)	Gross 2018/19	Gross Charge	£
			£	£	£	£	£	£	£	%
	<b>CREMATORIUM</b>									
	<b>CREMATION FEES</b>									
72	Cremation Fee incl of environmental charge and medical referee fees	Discretionary	740.00		740.00	765.00		765.00	25.00	3.38%
73	<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>	Discretionary	605.00		605.00	625.00		625.00	20.00	3.31%
74	<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>	Discretionary	365.00		365.00	375.00		375.00	10.00	2.74%
75	An NVF stillborn child or child not exceeding 16 years of age at time of death	Discretionary				No Charge				
76	Body Parts	Discretionary	175.00		175.00	180.00		180.00	5.00	2.86%
	<b>Miscellaneous Charges</b>									
77	Use of Chapel for Memorial Service	Discretionary	185.00		185.00	190.00		190.00	5.00	2.70%
78	Metal Urn - Adult	Discretionary	50.00		50.00	55.00		55.00	5.00	10.00%
79	Metal Urn or Poly Urn - Child	Discretionary				No Charge				
80	Additional Poly Urn	Discretionary	30.00		30.00	35.00		35.00	5.00	16.67%
81	Biodegradable urn (For use in Crematorium Garden of Remembrance	Discretionary	70.00		70.00	75.00		75.00	5.00	7.14%
82	Web Cast (Cremation Service)	Discretionary	91.67	18.33	110.00	95.83	19.17	115.00	5.00	4.55%
83	Visual Recording USB or DVD Format (Cremation Service)	Discretionary	66.67	13.33	80.00	66.67	13.33	80.00	0.00	0.00%
84	Audio Recording USB or CD Format (Cremation Service)	Discretionary	54.17	10.83	65.00	58.33	11.67	70.00	5.00	7.69%
85	Visual Tribute up to 10 photos	Discretionary				45.83	9.17	55.00	55.00	<b>NEW</b>
86	Extra photos	Discretionary				1.25	0.25	1.50	1.50	<b>NEW</b>
87	Single Photo Holding Picture	Discretionary				25.00	5.00	30.00	30.00	<b>NEW</b>
88	Video Tribute up to 3 minutes	Discretionary				20.83	4.17	25.00	25.00	<b>NEW</b>
89	Additional 3 minutes of video	Discretionary				8.33	1.67	10.00	10.00	<b>NEW</b>
90	USB of the Tribute (only)	Discretionary				25.00	5.00	30.00	30.00	<b>NEW</b>
91	Visual Tribute embedded into DVD recording of service	Discretionary				95.83	19.17	115.00	115.00	<b>NEW</b>
92	Storage cremated remains beyond 1 month- per month or part month	Discretionary	25.00	5.00	30.00	25.00	5.00	30.00	0.00	0.00%
93	Interment of cremated remains in Garden of Remembrance where cremation took place at another crematorium	Discretionary	110.00		110.00	115.00		115.00	5.00	4.55%
94	Interment of cremated remains in Garden of Remembrance where cremation took place at Southend Crematorium if returned after 1 year	Discretionary	110.00		110.00	115.00		115.00	5.00	4.55%
95	Saturday interment of cremated remains (Maximum of 4 interments PM only ) in Garden of Remembrance	Discretionary	70.00		70.00	75.00		75.00	5.00	7.14%
96	Additional or replacement Certified copy of cremation certificate	Discretionary	20.00		20.00	20.00		20.00	0.00	0.00%
97	Use of Organ	Discretionary	10.00		10.00	10.00		10.00	0.00	0.00%
98	Surcharge for Services over running upto 10 minutes	Discretionary				120.00		120.00	120.00	<b>NEW</b>
99	Surcharge for Services over running 10 minutes and over	Discretionary				250.00		250.00	250.00	<b>NEW</b>
100	Funeral services cancelled after 10am one working day before reserved time	Discretionary				250.00		250.00	250.00	<b>NEW</b>

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
<b>Commemorative Fees (incl VAT)</b>										
<b>Book of Remembrance</b>										
101	2 line inscription	Discretionary	91.67	18.33	110.00	95.83	19.17	115.00	5.00	4.55%
102	5 line inscription	Discretionary	141.67	28.33	170.00	145.83	29.17	175.00	5.00	2.94%
103	5 line inscription with Floral Motif	Discretionary	250.00	50.00	300.00	254.17	50.83	305.00	5.00	1.67%
104	5 line inscription with Service Badge / Crest	Discretionary	258.33	51.67	310.00	266.67	53.33	320.00	10.00	3.23%
105	8 line inscription	Discretionary	187.50	37.50	225.00	191.67	38.33	230.00	5.00	2.22%
106	8 line inscription with Floral Motif	Discretionary	308.33	61.67	370.00	316.67	63.33	380.00	10.00	2.70%
107	8 line inscription with Service Badge / Crest	Discretionary	316.67	63.33	380.00	325.00	65.00	390.00	10.00	2.63%
108	8 line inscription with Coat of Arms	Discretionary	333.33	66.67	400.00	341.67	68.33	410.00	10.00	2.50%
<b>Remembrance Card</b>										
109	2 line inscription	Discretionary	66.67	13.33	80.00	70.83	14.17	85.00	5.00	6.25%
110	5 line inscription	Discretionary	83.33	16.67	100.00	87.50	17.50	105.00	5.00	5.00%
111	5 line inscription with Floral Motif	Discretionary	195.83	39.17	235.00	200.00	40.00	240.00	5.00	2.13%
112	5 line inscription with Service Badge / Crest	Discretionary	204.17	40.83	245.00	208.33	41.67	250.00	5.00	2.04%
113	8 line inscription	Discretionary	108.33	21.67	130.00	112.50	22.50	135.00	5.00	3.85%
114	8 line inscription with Floral Motif	Discretionary	225.00	45.00	270.00	229.17	45.83	275.00	5.00	1.85%
115	8 line inscription with Service Badge / Crest	Discretionary	233.33	46.67	280.00	237.50	47.50	285.00	5.00	1.79%
116	8 line inscription with Coat of Arms	Discretionary	254.17	50.83	305.00	258.33	51.67	310.00	5.00	1.64%
<b>Miniature Book of Remembrance</b>										
117	2 line inscription	Discretionary	91.67	18.33	110.00	95.83	19.17	115.00	5.00	4.55%
118	5 line inscription	Discretionary	116.67	23.33	140.00	120.83	24.17	145.00	5.00	3.57%
119	5 line inscription with Floral Motif	Discretionary	225.00	45.00	270.00	229.17	45.83	275.00	5.00	1.85%
120	5 line inscription with Service Badge / Crest	Discretionary	233.33	46.67	280.00	237.50	47.50	285.00	5.00	1.79%
121	8 line inscription	Discretionary	133.33	26.67	160.00	137.50	27.50	165.00	5.00	3.13%
122	8 line inscription with Floral Motif	Discretionary	250.00	50.00	300.00	254.17	50.83	305.00	5.00	1.67%
123	8 line inscription with Service Badge / Crest	Discretionary	258.33	51.67	310.00	262.50	52.50	315.00	5.00	1.61%
124	8 line inscription with Coat of Arms	Discretionary	279.17	55.83	335.00	283.33	56.67	340.00	5.00	1.49%
125	Additional lines: per line	Discretionary	20.83	4.17	25.00	20.83	4.17	25.00	0.00	0.00%
<b>Leaves of life</b>										
126	Engraved Leaf Small for 12 months	Third Party	41.67	8.33	50.00	41.67	8.33	50.00	0.00	0.00%
127	Engraved Leaf Large for 12 months	Third Party	62.50	12.50	75.00	62.50	12.50	75.00	0.00	0.00%
127	Renewal of display for 1 year period Small	Third Party	41.67	8.33	50.00	41.67	8.33	50.00	0.00	0.00%
128	Renewal of display for 1 year period Large	Third Party	58.33	11.67	70.00	58.33	11.67	70.00	0.00	0.00%

	Description of Service	Basis of Charge	Net Charge	VAT	Gross 2017/18	Proposed Net	VAT	Proposed	Proposed Increase	
			2017/18	(20%)	Charge	Charge	(20%)	Gross 2018/19	Gross Charge	%
			£	£	£	£	£	£	£	%
	<b>Memorial panels- 2 or 3 line panel displayed</b>									
129	Memorial panel	Discretionary	66.67	13.33	80.00	70.83	14.17	85.00	5.00	6.25%
130	5 year display lease	Discretionary	190.00		190.00	195.00		195.00	5.00	2.63%
131	10 year display lease	Discretionary	360.00		360.00	370.00		370.00	10.00	2.78%
132	Renewal of display for 5 year period	Discretionary	190.00		190.00	195.00		195.00	5.00	2.63%
133	Re Gild Letter	Discretionary	4.17	0.83	5.00	4.17	0.83	5.00	0.00	0.00%
	<b>Memorial Pergola Tablets</b>									
134	Pergola Tablet	Discretionary	204.17	40.83	245.00	208.33	41.67	250.00	5.00	2.04%
135	5 year display lease	Discretionary	195.00		195.00	200.00		200.00	5.00	2.56%
136	10 years display lease	Discretionary	370.00		370.00	380.00		380.00	10.00	2.70%
137	<i>Pavillion Plaques (Children)</i>	Discretionary								
138	Bronze plaque flag style	Discretionary	91.67	18.33	110.00	95.83	19.17	115.00	5.00	4.55%
139	plus 10 year lease	Discretionary	95.00		95.00	100.00		100.00	5.00	5.26%
140	5 year renewal	Discretionary	85.00		85.00	90.00		90.00	5.00	5.88%
	<b>Memorial Trees and Shrubs</b>									
141	Memorial Tree and Bronze Plaque (6"x4")	Discretionary	145.83	29.17	175.00	150.00	30.00	180.00	5.00	2.86%
142	Memorial Tree lease period for 5 years	Discretionary	260.00		260.00	265.00		265.00	5.00	1.92%
143	Memorial Tree lease period for 10 years	Discretionary	505.00		505.00	515.00		515.00	10.00	1.98%
144	Memorial Tree lease renewal for 5 years	Discretionary	275.00		275.00	280.00		280.00	5.00	1.82%
145	Memorial Shrub and Bronze Plaque (6"x4")	Discretionary	170.83	34.17	205.00	175.00	35.00	210.00	5.00	2.44%
146	Memorial Shrub lease period for 5 years	Discretionary	225.00		225.00	230.00		230.00	5.00	2.22%
147	Memorial Shrub lease period for 10 years	Discretionary	435.00		435.00	445.00		445.00	10.00	2.30%
148	Memorial Shrub lease renewal for 5 years	Discretionary	225.00		225.00	230.00		230.00	5.00	2.22%
149	Replacement Bronze Plaques (6"x 2")	Discretionary	141.67	28.33	170.00	145.83	29.17	175.00	5.00	2.94%
150	Replacement Bronze Plaques (7"x 5")	Discretionary	195.83	39.17	235.00	200.00	40.00	240.00	5.00	2.13%
151	Replacement Bronze Plaque with Photo (8"x4")	Discretionary	266.67	53.33	320.00	270.83	54.17	325.00	5.00	1.56%
152	Additional Characters	Discretionary	4.17	0.83	5.00	4.17	0.83	5.00	0.00	0.00%
153	Standard Rose replacement Bronze Plaque (4"x 6")	Discretionary	158.33	31.67	190.00	162.50	32.50	195.00	5.00	2.63%
154	Additional Characters	Discretionary	4.17	0.83	5.00	4.17	0.83	5.00	0.00	0.00%
155	4' Memorial Seat and Bronze Plaque	Discretionary	887.50	177.50	1,065.00	908.33	181.67	1,090.00	25.00	2.35%
156	5' Memorial Seat and Bronze Plaque	Discretionary	925.00	185.00	1,110.00	945.83	189.17	1,135.00	25.00	2.25%
157	6' Memorial Seat and Bronze Plaque	Discretionary	1,070.00	214.00	1,284.00	1,091.67	218.33	1,310.00	26.00	2.02%
158	Plus 25 year lease for all memorial seats	Discretionary	735.00		735.00	750.00		750.00	15.00	2.04%
159	Replacement Bronze Plaques (6"x 2")	Discretionary	158.33	31.67	190.00	162.50	32.50	195.00	5.00	2.63%
160	Additional characters	Discretionary	4.17	0.83	5.00	4.17	0.83	5.00	0.00	0.00%



	Description of Service	Basis of Charge	Net Charge	VAT	Gross 2017/18	Proposed Net	VAT	Proposed	Proposed Increase	
			2017/18	(20%)	Charge	Charge	(20%)	Gross 2018/19	Gross Charge	£
			£	£	£	£	£	£	£	%
	<b>Pergola Walk &amp; Sunken Rose Garden Memorial Scheme</b>									
161	Balustrade creamated remains Niche (incl container and 10 year leases)	Discretionary	1,215.00		1,215.00	1,240.00		1,240.00	25.00	2.06%
162	Balustrade creamated remains Niche (incl container and 15 year leases)	Discretionary	1,400.00		1,400.00	1,430.00		1,430.00	30.00	2.14%
163	Internment fee	Discretionary	110.00		110.00	115.00		115.00	5.00	4.55%
164	Inscription	Discretionary	154.17	30.83	185.00	158.33	31.67	190.00	5.00	2.70%
165	Photo plaque	Discretionary	87.50	17.50	105.00	91.67	18.33	110.00	5.00	4.76%
166	Line Drawing	Discretionary				58.33	11.67	70.00	70.00	NEW
167	Coloured Line Drawing	Discretionary				83.33	16.67	100.00	100.00	NEW
168	Military Badge or Crest	Discretionary				Price on Application				NEW
169	Pillar Post	Discretionary	400.00	80.00	480.00	408.33	81.67	490.00	10.00	2.08%
170	Inscription	Discretionary	154.17	30.83	185.00	158.33	31.67	190.00	5.00	2.70%
171	photo plaque	Discretionary	87.50	17.50	105.00	91.67	18.33	110.00	5.00	4.76%
172	Line Drawing	Discretionary				58.33	11.67	70.00	70.00	NEW
173	Coloured Line Drawing	Discretionary				83.33	16.67	100.00	100.00	NEW
174	Military Badge or Crest	Discretionary				Price on Application				NEW
175	5 year display lease	Discretionary	185.00		185.00	190.00		190.00	5.00	2.70%
176	10 year display lease	Discretionary	370.00		370.00	380.00		380.00	10.00	2.70%
177	Atlas pillar memeorial plaque	Discretionary	45.83	9.17	55.00	45.83	9.17	55.00	0.00	0.00%
178	Inscription	Discretionary	154.17	30.83	185.00	158.33	31.67	190.00	5.00	2.70%
179	photo plaque	Discretionary	87.50	17.50	105.00	91.67	18.33	110.00	5.00	4.76%
180	Line Drawing	Discretionary				58.33	11.67	70.00	70.00	NEW
181	Coloured Line Drawing	Discretionary				83.33	16.67	100.00	100.00	NEW
182	Military Badge or Crest	Discretionary				Price on Application				NEW
183	5 year display lease	Discretionary	185.00		185.00	190.00		190.00	5.00	2.70%
184	10 year display lease	Discretionary	370.00		370.00	380.00		380.00	10.00	2.70%
185	Chapel memorial plaque	Discretionary	117.00	23.40	140.40	120.83	24.17	145.00	4.60	3.28%
186	Inscription	Discretionary	154.17	30.83	185.00	158.33	31.67	190.00	5.00	2.70%
187	photo plaque	Discretionary	87.50	17.50	105.00	91.67	18.33	110.00	5.00	4.76%
188	Line Drawing	Discretionary				58.33	11.67	70.00	70.00	NEW
189	Coloured Line Drawing	Discretionary				83.33	16.67	100.00	100.00	NEW
190	Military Badge or Crest	Discretionary				Price on Application				NEW
191	Book Memorial Plaque	Discretionary	79.17	15.83	95.00	83.33	16.67	100.00	5.00	5.26%
192	Inscription	Discretionary	154.17	30.83	185.00	158.33	31.67	190.00	5.00	2.70%
193	photo plaque	Discretionary	87.50	17.50	105.00	91.67	18.33	110.00	5.00	4.76%
194	Line Drawing	Discretionary				58.33	11.67	70.00	70.00	NEW
195	Coloured Line Drawing	Discretionary				83.33	16.67	100.00	100.00	NEW
196	Military Badge or Crest	Discretionary				Price on Application				NEW
197	Rose Post	Discretionary	125.00	25.00	150.00	129.17	25.83	155.00	5.00	3.33%
198	Inscription	Discretionary	154.17	30.83	185.00	158.33	31.67	190.00	5.00	2.70%
199	photo plaque	Discretionary	87.50	17.50	105.00	91.67	18.33	110.00	5.00	4.76%
200	Line Drawing	Discretionary				58.33	11.67	70.00	70.00	NEW
201	Coloured Line Drawing	Discretionary				83.33	16.67	100.00	100.00	NEW
202	Military Badge or Crest	Discretionary				Price on Application				NEW
	<b>Memorial Rockery</b>									
203	Lease 15 years	Discretionary	1,295.00		1,295.00	1,320.00		1,320.00	25.00	1.93%
204	Bronze Plaque (6" x 4")	Discretionary	141.67	28.33	170.00	145.83	29.17	175.00	5.00	2.94%
205	Bronze Plaque (7"x5")	Discretionary	195.83	39.17	235.00	200.00	40.00	240.00	5.00	2.13%

	Description of Service	Basis of Charge	Net Charge	VAT	Gross 2017/18	Proposed Net	VAT	Proposed	Proposed Increase	
			2017/18	(20%)	Charge	Charge	(20%)	Gross 2018/19	Gross Charge	%
			£	£	£	£	£	£	£	%
	<b>Cremation Urns</b>									
206	Tranquility Brass Urn 3ltr	Discretionary	115.83	23.17	139.00	120.83	24.17	145.00	6.00	4.32%
207	Biodegradable Urn 3ltr	Discretionary	65.83	13.17	79.00	66.67	13.33	80.00	1.00	1.27%
208	Biodegradable Urn 3ltr including tree sapling	Discretionary	82.50	16.50	99.00	83.33	16.67	100.00	1.00	1.01%
209	Biodegradable freshwater Urn (Adult) 3ltr	Discretionary	104.17	20.83	125.00	108.33	21.67	130.00	5.00	4.00%
210	Biodegradable freshwater Urn (Infant) 0.75ltr	Discretionary	57.50	11.50	69.00	58.33	11.67	70.00	1.00	1.45%
211	Biodegradable seawater Urn (Adult) 3ltr	Discretionary	104.17	20.83	125.00	108.33	21.67	130.00	5.00	4.00%
212	Biodegradable seawater Urn (Infant) 0.75ltr	Discretionary	57.50	11.50	69.00	58.33	11.67	70.00	1.00	1.45%
213	Outdoor Angel Urn 8ltr	Discretionary	332.50	66.50	399.00	337.50	67.50	405.00	6.00	1.50%
214	Honesty Urn 2.7ltr	Discretionary	115.83	23.17	139.00	120.83	24.17	145.00	6.00	4.32%
215	Honesty companion Urn Set 2.7ltr	Discretionary	249.17	49.83	299.00	254.17	50.83	305.00	6.00	2.01%
216	Double Urn 6ltr	Discretionary	249.17	49.83	299.00	254.17	50.83	305.00	6.00	2.01%
217	Handcrafted Wooden Urn 4ltr	Discretionary	332.50	66.50	399.00	337.50	67.50	405.00	6.00	1.50%
218	Miniature Keepsake Urns	Discretionary				45.83	9.17	55.00	55.00	<b>NEW</b>
	<b>Commemorative Jewellery</b>									
218	Silver Heart Shape Pendant with Chain	Discretionary	124.17	24.83	149.00	137.50	27.50	165.00	16.00	10.74%
219	Silver Minature Awareness Pendant with Chain	Discretionary	82.50	16.50	99.00	83.33	16.67	100.00	1.00	1.01%
220	Silver Scrolled Drop Pendant with Chain	Discretionary	115.83	23.17	139.00	120.83	24.17	145.00	6.00	4.32%
221	Silver Scrolled Heart Pendant	Discretionary	124.17	24.83	149.00	129.17	25.83	155.00	6.00	4.03%
222	Silver Memorial Bead	Discretionary	82.50	16.50	99.00	83.33	16.67	100.00	1.00	1.01%
223	Double Chamber Keepsake Pendant	Discretionary	124.17	24.83	149.00	129.17	25.83	155.00	6.00	4.03%
224	Double Chamber Bangle	Discretionary	229.16	45.83	274.99	233.33	46.67	280.00	5.01	1.82%
225	Silver and Gold Plate Barrel Cufflinks	Discretionary	124.17	24.83	149.00	129.17	25.83	155.00	6.00	4.03%
226	Geometric Cufflinks	Discretionary	115.83	23.17	139.00	120.83	24.17	145.00	6.00	4.32%
227	Silver Awareness Ribbon Brooch	Discretionary	57.50	11.50	69.00	58.33	11.67	70.00	1.00	1.45%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
<b>REGISTRATION SERVICE</b>		Statutory	No increase by GRO			Under Review by GRO				
From the General Register Office, Office of National Statistics, Statutory Fees SET BY THE GRO * Subject to a potential price increase										
<b>Cost of Certificates</b>										
From Registrar who registered Birth, Death or Marriage:										
1	Standard Certificate (at time of registration)	Statutory	4.00		4.00	4.00		4.00	0.00	0.00%
2	Short Birth Certificate (at time of registration)	Statutory	4.00		4.00	4.00		4.00	0.00	0.00%
3	Issuing Certificate after time of registration	Statutory	7.00		7.00	7.00		7.00	0.00	0.00%
<b>Cost of Copy Certificates</b>										
4	Standard Certificate	Statutory	10.00		10.00	10.00		10.00	0.00	0.00%
5	Short Birth Certificate	Statutory	10.00		10.00	10.00		10.00	0.00	0.00%
6	Forename added within 12 months of birth registration	Statutory	40.00		40.00	40.00		40.00	0.00	0.00%
7	Consideration by Registrar / Superintendent Registrar of a correction application	Statutory	75.00		75.00	75.00		75.00	0.00	0.00%
8	Consideration by the Registrar General of a correction application	Statutory	90.00		90.00	90.00		90.00	0.00	0.00%
9	Same Day Priority Service (order by 2pm)	Discretionary	65.00		65.00	65.00		65.00	0.00	0.00%
10	Next Day Service (order by 2pm)	Discretionary	25.00		25.00	25.00		25.00	0.00	0.00%
11	Postage costs for postal certificates (UK only) Recorded	Discretionary	2.50	0.50	3.00	2.50	0.50	3.00	0.00	0.00%
12	Postage costs for postal certificates (UK only) First Class	Discretionary	1.25	0.25	1.50	1.25	0.25	1.50	0.00	0.00%
<b>MARRIAGE &amp; CIVIL PARTNERSHIP CEREMONIES</b>										
Southend Register Office Approved Premises in Borough of Southend & Essex										
13	Notice Fee per person *	Statutory	35.00		35.00	35.00		35.00	0.00	0.00%
14	On giving notice to a registration authority (Registration Abroad and Certificates) Order 2005, article 17(2) (certified impediment)	Statutory	35.00		35.00	35.00		35.00	0.00	0.00%
15	Registrar - notice of marriage of a house-bound person	Statutory	47.00		47.00	47.00		47.00	0.00	0.00%
16	Registrar – Attending a marriage at the residence of a house-bound person	Statutory	84.00		84.00	84.00		84.00	0.00	0.00%
17	Entering a notice of marriage by Registrar General's Licence for an end of life person (not paid to Council)	Statutory	3.00		3.00	3.00		3.00	0.00	0.00%
18	Attending a marriage by Registrar General's licence for an end of life person (not paid to Council)	Statutory	2.00		2.00	2.00		2.00	0.00	0.00%
19	Issue of Registrar General's licence for an end of life person (not paid to Council)	Statutory	15.00		15.00	15.00		15.00	0.00	0.00%
20	Registrar - Attending at a place of worship	Statutory	86.00		86.00	86.00		86.00	0.00	0.00%
21	Registrar - Attending at the residence of a house-bound person	Statutory	81.00		81.00	81.00		81.00	0.00	0.00%
22	Consideration by a Superintendent Registrar of a divorce/civil partnership dissolution obtained outside of the British Isles	Statutory	50.00		50.00	50.00		50.00	0.00	0.00%
23	Consideration by the Registrar General of a divorce/civil partnership dissolution obtained outside of the British Isles	Statutory	75.00		75.00	75.00		75.00	0.00	0.00%
24	Consideration in reduction of 28 day notice to marry	Statutory	60.00		60.00	60.00		60.00	0.00	0.00%
25	Registrar – certification of a place of meeting for religious worship	Statutory	29.00		29.00	29.00		29.00	0.00	0.00%
26	Registration of a building for the solemnisation of marriages	Statutory	123.00		123.00	123.00		123.00	0.00	0.00%
27	Registration of a building which has previously been registered for the solemnisation of marriages	Statutory	64.00		64.00	64.00		64.00	0.00	0.00%
<b>CITIZENSHIP CEREMONIES</b>										
Application										
28	Standard Group Ceremony	Statutory	80.00		80.00	80.00		80.00	0.00	0.00%
29	Individual Private Ceremony (Victoria Room)	Statutory	150.00		150.00	150.00		150.00	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
<b>Marriage, Civil Partnership, Renewal of Vows &amp; Commitment Ceremonies</b>										
<b>NON STATUTORY FEES, SET BY LOCAL AUTHORITY (price includes registrar attendance, room hire, decorative flowers, certificate and commemorative box)</b>										
<b>Jubilee Room</b>										
30	Weekdays Monday - Friday	Discretionary	420.00		420.00	420.00		420.00	0.00	0.00%
31	Saturday	Discretionary	560.00		560.00	560.00		560.00	0.00	0.00%
<b>Victoria Room</b>										
32	Weekdays Monday - Friday	Discretionary	335.00		335.00	200.00		200.00	(135.00)	-40.30%
33	Saturday	Discretionary	370.00		370.00	280.00		280.00	(90.00)	-24.32%
<b>NAMING CEREMONIES</b>										
<b>NON STATUTORY FEES, SET BY LOCAL AUTHORITY (price includes registrar attendance, room hire, decorative flowers &amp; ceremony pack* VAT charge applies)</b>										
<b>Jubilee Room</b>										
34	Weekdays - Monday - Friday	Discretionary	411.67	8.33	420.00	411.67	8.33	420.00	0.00	0.00%
35	Saturday	Discretionary	551.67	8.33	560.00	551.67	8.33	560.00	0.00	0.00%
<b>Victoria Room</b>										
36	Weekdays Monday-Friday	Discretionary	211.67	8.33	220.00	211.67	8.33	220.00	0.00	0.00%
37	Saturday	Discretionary	271.67	8.33	280.00	271.67	8.33	280.00	0.00	0.00%
<b>APPROVED PREMISES Marriage/Civil Partnership Ceremonies (price includes registrar attendance, certificate &amp; commemorative box)</b>										
38	Monday - Friday	Discretionary	400.00		400.00	450.00		450.00	50.00	12.50%
39	Saturdays	Discretionary	430.00		430.00	500.00		500.00	70.00	16.28%
40	Sundays & Bank Holidays	Discretionary	490.00		490.00	550.00		550.00	60.00	12.24%
41	6pm - 9pm Weekdays	Discretionary	440.00		440.00	550.00		550.00	110.00	25.00%
42	6pm - 9pm Saturdays	Discretionary	630.00		630.00	650.00		650.00	20.00	3.17%
43	6pm - 9pm Sundays and Bank Holidays	Discretionary	680.00		680.00	750.00		750.00	70.00	10.29%
<b>APPROVED PREMISES Renewal of Vows/Commitment Ceremonies (price includes registrar attendance, certificate &amp; commemorative box)</b>										
44	Monday - Friday	Discretionary	280.00		280.00	280.00		280.00	0.00	0.00%
45	Saturdays	Discretionary	310.00		310.00	310.00		310.00	0.00	0.00%
46	Sundays & Bank Holidays	Discretionary	340.00		340.00	340.00		340.00	0.00	0.00%
<b>APPROVED PREMISES NAMING CEREMONIES (price includes registrar attendance &amp; ceremony pack)</b>										
47	Monday - Friday	Discretionary	271.67	8.33	280.00	271.67	8.33	280.00	0.00	0.00%
48	Saturdays	Discretionary	301.67	8.33	310.00	301.67	8.33	310.00	0.00	0.00%
49	Sundays & Bank Holidays	Discretionary	331.67	8.33	340.00	331.67	8.33	340.00	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
<b>Individual Citizenship Ceremonies</b>										
50	Staff Attendance – Approved Premises (Monday - Friday)	Discretionary	400.00		400.00	400.00		400.00	0.00	0.00%
51	Jubilee Room (Monday - Friday) - includes room hire	Discretionary	430.00		430.00	430.00		430.00	0.00	0.00%
52	Victoria Room (Monday - Friday) - includes room hire	Discretionary	260.00		260.00	260.00		260.00	0.00	0.00%
<b>NATIONALITY CHECKING APPOINTMENT * fees inclusive of VAT</b>										
53	Adult who submits a single application pays one fee	Discretionary	70.00	14.00	84.00	70.00	14.00	84.00	0.00	0.00%
54	Children under the age of 18	Discretionary	35.00	7.00	42.00	35.00	7.00	42.00	0.00	0.00%
55	Passport checking service (part of British Citizenship application)	Discretionary	12.50	2.50	15.00	12.50	2.50	15.00	0.00	0.00%
<b>PREMISES LICENSE FEES</b>										
56	Approved Premises Inspection Fee includes health & safety inspection	Discretionary	1,700.00		1,700.00	1,700.00		1,700.00	0.00	0.00%
57	Approved Premises Application – additional room/decision Review	Discretionary	560.00		560.00	560.00		560.00	0.00	0.00%
58	Private Premises Health & Safety Inspection	Discretionary	60.00		60.00	60.00		60.00	0.00	0.00%
<b>SUNDRY SALES</b>										
59	Confetti	Discretionary	2.00		2.00	2.00		2.00	0.00	0.00%
<b>ALL APPOINTMENTS - BOOKINGS/AMENDMENTS/CANCELLATION FEES</b>										
In the event that the customer makes changes to a booking the following fees will apply:										
60	For a ceremony (does not apply to Marriages & Civil Partnerships in the Register Office) a £50 deposit is required which is part of the overall fee. If it is subsequently cancelled with : -	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%
61	- amendment of date of ceremony	Discretionary	25.00		25.00	25.00		25.00	0.00	0.00%
62	- less than two months notice - or failure to cancel - no refund full fee lost	Discretionary								
63	Citizenship/Nationality checking service Amendment of date of ceremony/appointment	Discretionary	25.00		25.00	25.00		25.00	0.00	0.00%
64	Nationality Checking Service non attendance fee (single family)	Discretionary								

Description of Service		Basis of Charge	Net Charge	VAT	Gross 2017/18	Proposed Net	VAT	Proposed	Proposed Increase		
			2017/18	(20%)	Charge	Charge	(20%)	Gross 2018/19	Gross Charge	£	%
			£	£	£	£	£	£	£	£	%
<b>Fleet Hire Charges - VAT Chargeable in addition on external hire</b>											
1	Small Van Full Day	Full Cost Recovery	40.00		40.00	41.00		41.00	1.00	2.50%	
2	Small Van Half Day	Full Cost Recovery	25.00		25.00	26.00		26.00	1.00	4.00%	
3	Small Van Cost Per Mile	Full Cost Recovery	0.45		0.45	0.45		0.45	0.00	0.00%	
4	Large Van Full Day	Full Cost Recovery	56.00		56.00	58.00		58.00	2.00	3.57%	
5	Large Van Half Day	Full Cost Recovery	30.00		30.00	31.00		31.00	1.00	3.33%	
6	Large Van Cost Per Mile	Full Cost Recovery	0.55		0.55	0.55		0.55	0.00	0.00%	
7	Open Back Tipper Full Day/Crew Cab	Full Cost Recovery	60.00		60.00	62.00		62.00	2.00	3.33%	
8	Open Back Tipper Half Day/ Crew Cab	Full Cost Recovery	35.00		35.00	36.00		36.00	1.00	2.86%	
9	Minibus (up to 16 seater) Full Day	Full Cost Recovery	70.00		70.00	72.00		72.00	2.00	2.86%	
10	Minibus (up to 16 seater) Half Day	Full Cost Recovery	40.00		40.00	41.00		41.00	1.00	2.50%	
11	Minibus Cost Per Mile	Full Cost Recovery	0.65		0.65	0.65		0.65	0.00	0.00%	
12	Driving Assessment for small vehicle	Full Cost Recovery				Price on Application					
13	Training & test for minibus - internal staff and LA Schools only	Full Cost Recovery				Price on Application					
14	Above with Passenger Transport vehicle	Full Cost Recovery				Price on Application					
<b>Parental Contribution (Post 16 Transport)</b>											
19	Parental Contribution	Discretionary				£500.00 or total cost whichever is greater					
<b>Dial-A-Ride Charges</b>											
(Dial-a-Ride charges held static pending outcome of procurement exercise)											
Charges inclusive of £1.50 booking fee											
20	Single 0 - 1 miles	Discretionary	3.35		3.35	3.40		3.40	0.05	1.49%	
21	Single 1 - 4 miles	Discretionary	3.90		3.90	4.00		4.00	0.10	2.56%	
22	Single 4 - 6 miles	Discretionary	4.95		4.95	5.10		5.10	0.15	3.03%	
23	Single 6 miles plus	Discretionary	6.00		6.00	6.10		6.10	0.10	1.67%	
24	Single Additional Escort To Travel	Discretionary	2.75		2.75	3.00		3.00	0.25	9.09%	
25	Return 0 - 1 miles	Discretionary	6.70		6.70	6.80		6.80	0.10	1.49%	
26	Return 1 - 4 miles	Discretionary	7.75		7.75	7.90		7.90	0.15	1.94%	
27	Return 4 - 6 miles	Discretionary	9.90		9.90	10.10		10.10	0.20	2.02%	
28	Return 6 miles plus	Discretionary	11.95		11.95	12.20		12.20	0.25	2.09%	
29	Return Additional Escort To Travel	Discretionary	5.45		5.45	6.00		6.00	0.55	10.09%	
30	Registration/Membership Fee	Discretionary	12.50		12.50	12.00		12.00	(0.50)	-4.00%	

	Description of Service	Basis of Charge	Net Charge	VAT	Gross 2017/18	Proposed Net	VAT	Proposed	Proposed Increase	
			2017/18	(20%)	Charge	Charge	(20%)	Gross 2018/19	Gross Charge	
			£	£	£	£	£	£	£	%
	<b>Civic Suite</b>									
	<b>Room Bookings commence at 08:00</b>									
	<b>Extra Large (Council Chamber)</b>									
1	Commercial Half Day (4hrs)	Discretionary	400.00		400.00	400.00		400.00	0.00	0.00%
2	Commercial Full Day (9hrs)	Discretionary	800.00		800.00	800.00		800.00	0.00	0.00%
3	Commercial Hourly (8am - 10pm)	Discretionary	110.00		110.00	110.00		110.00	0.00	0.00%
4	Concessions Half Day (4hrs)	Discretionary	300.00		300.00	300.00		300.00	0.00	0.00%
5	Concessions Full Day (9hrs)	Discretionary	600.00		600.00	600.00		600.00	0.00	0.00%
6	Concessions Hourly (8am - 10pm)	Discretionary	75.00		75.00	75.00		75.00	0.00	0.00%
7	Midweek Evenings (4hrs)	Discretionary	150.00		150.00	150.00		150.00	0.00	0.00%
8	Academic Holidays (Mon - Fri)	Discretionary	300.00		300.00	300.00		300.00	0.00	0.00%
	<b>Large (Committee Room 1, 4a)</b>									
9	Commercial Half Day (4hrs)	Discretionary	180.00		180.00	180.00		180.00	0.00	0.00%
10	Commercial Full Day (9hrs)	Discretionary	360.00		360.00	360.00		360.00	0.00	0.00%
11	Commercial Hourly (8am - 10pm)	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%
12	Concessions Half Day (4hrs)	Discretionary	150.00		150.00	150.00		150.00	0.00	0.00%
13	Concessions Full Day (9hrs)	Discretionary	300.00		300.00	300.00		300.00	0.00	0.00%
14	Concessions Hourly (8am - 10pm)	Discretionary	40.00		40.00	40.00		40.00	0.00	0.00%
15	Midweek Evenings (4hrs)	Discretionary	75.00		75.00	75.00		75.00	0.00	0.00%
16	Academic Holidays (Mon - Fri)	Discretionary	150.00		150.00	150.00		150.00	0.00	0.00%
	<b>Medium Large (Committee Rooms 3,4,5,6)</b>									
17	Commercial Half Day (4hrs)	Discretionary	120.00		120.00	120.00		120.00	0.00	0.00%
18	Commercial Full Day (9hrs)	Discretionary	240.00		240.00	240.00		240.00	0.00	0.00%
19	Commercial Hourly (8am - 10pm)	Discretionary	35.00		35.00	35.00		35.00	0.00	0.00%
20	Concessions Half Day (4hrs)	Discretionary	100.00		100.00	100.00		100.00	0.00	0.00%
21	Concessions Full Day (9hrs)	Discretionary	200.00		200.00	200.00		200.00	0.00	0.00%
22	Concessions Hourly (8am - 10pm)	Discretionary	25.00		25.00	25.00		25.00	0.00	0.00%
23	Midweek Evenings (4hrs)	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%
24	Academic Holidays (Mon - Fri)	Discretionary	100.00		100.00	100.00		100.00	0.00	0.00%
	<b>Regular (Committee Rooms 2,7)</b>									
25	Commercial Half Day (4hrs)	Discretionary	80.00		80.00	80.00		80.00	0.00	0.00%
26	Commercial Full Day (9hrs)	Discretionary	160.00		160.00	160.00		160.00	0.00	0.00%
27	Commercial Hourly (8am - 10pm)	Discretionary	25.00		25.00	25.00		25.00	0.00	0.00%
28	Concessions Half Day (4hrs)	Discretionary	60.00		60.00	60.00		60.00	0.00	0.00%
29	Concessions Full Day (9hrs)	Discretionary	120.00		120.00	120.00		120.00	0.00	0.00%
30	Concessions Hourly (8am - 10pm)	Discretionary	20.00		20.00	20.00		20.00	0.00	0.00%
31	Midweek Evenings (4hrs)	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%
32	Academic Holidays (Mon - Fri)	Discretionary	75.00		75.00	75.00		75.00	0.00	0.00%
	<b>Small (CSC Meeting Rooms)</b>									
33	Commercial Half Day (4hrs)	Discretionary	60.00		60.00	60.00		60.00	0.00	0.00%
34	Commercial Full Day (9hrs)	Discretionary	120.00		120.00	120.00		120.00	0.00	0.00%
35	Commercial Hourly (8am - 10pm)	Discretionary	20.00		20.00	20.00		20.00	0.00	0.00%
36	Concessions Half Day (4hrs)	Discretionary	40.00		40.00	40.00		40.00	0.00	0.00%
37	Concessions Full Day (9hrs)	Discretionary	80.00		80.00	80.00		80.00	0.00	0.00%
38	Concessions Hourly (8am - 10pm)	Discretionary	15.00		15.00	15.00		15.00	0.00	0.00%
39	Midweek Evenings (4hrs)	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%
40	Academic Holidays (Mon - Fri)	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
<b>Table Sales / Stalls (Ground / First Floor Foyer)</b>										
41	Commercial 1 table	Discretionary	25.00		25.00	25.00		25.00	0.00	0.00%
42	Commercial 2 tables	Discretionary	40.00		40.00	40.00		40.00	0.00	0.00%
43	Commercial 3 tables	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%
44	Concession 1 table	Discretionary	5.00		5.00	5.00		5.00	0.00	0.00%
45	Concession 2 tables	Discretionary	10.00		10.00	10.00		10.00	0.00	0.00%
46	Concession 3 tables	Discretionary	15.00		15.00	15.00		15.00	0.00	0.00%
<b>Other related charges (Tickfield &amp; Civic Centre)</b>										
47	Flip chart stand, pens and paper	Discretionary	10.00		10.00	10.00	N/A	10.00	0.00	0.00%
48	Hire of Microphones and System	Discretionary				25.00	5.00	30.00	30.00	NEW
49	LCD TV Screen - Fixed to wall	Discretionary				15.00	3.00	18.00	18.00	NEW
50	Multimedia Projector	Discretionary	20.00	4.00	24.00	25.00	5.00	30.00	6.00	25.00%
51	Laptop Hire (Tickfield only)	Discretionary	20.00	4.00	24.00	25.00	5.00	30.00	6.00	25.00%
52	Council Chamber – Use of Webcasting Facilities	Discretionary	POA		POA	POA		POA		
53	Conference / Spider Phone System	Discretionary	POA		POA	POA		POA		
54	Charter Restaurant - POA dependant upon package. Minimum charge £350 per hire	Discretionary	POA		POA	POA		POA		
55	Courtyard Café - POA dependant upon package. Minimum charge £200 per hire	Discretionary	POA		POA	POA		POA		
<b>TICKFIELD</b>										
<b>Extra Large (Darwin Evolution Room)</b>										
56	Commercial Half Day (4hrs)	Discretionary	240.00		240.00	240.00		250.00	10.00	4.17%
57	Commercial Full Day (9hrs)	Discretionary	480.00		480.00	480.00		500.00	20.00	4.17%
58	Commercial Hourly (8am - 10pm)	Discretionary	65.00		65.00	70.00		70.00	5.00	7.69%
59	Concessions Half Day (4hrs)	Discretionary	200.00		200.00	210.00		210.00	10.00	5.00%
60	Concessions Full Day (9hrs)	Discretionary	400.00		400.00	420.00		420.00	20.00	5.00%
61	Concessions Hourly (8am - 10pm)	Discretionary	50.00		50.00	55.00		55.00	5.00	10.00%
62	Midweek Evenings (4hrs)	Discretionary	100.00		100.00	100.00		100.00	0.00	0.00%
63	Academic Holidays (Mon - Fri)	Discretionary	200.00		200.00	200.00		200.00	0.00	0.00%
<b>Large (Darwin, Johnson, Seacole)</b>										
64	Commercial Half Day (4hrs)	Discretionary	180.00		180.00	190.00		190.00	10.00	5.56%
65	Commercial Full Day (9hrs)	Discretionary	360.00		360.00	380.00		380.00	20.00	5.56%
66	Commercial Hourly (8am - 10pm)	Discretionary	50.00		50.00	55.00		55.00	5.00	10.00%
67	Concessions Half Day (4hrs)	Discretionary	150.00		150.00	160.00		160.00	10.00	6.67%
68	Concessions Full Day (9hrs)	Discretionary	300.00		300.00	320.00		320.00	20.00	6.67%
69	Concessions Hourly (8am - 10pm)	Discretionary	40.00		40.00	45.00		45.00	5.00	12.50%
70	Midweek Evenings (4hrs)	Discretionary	75.00		75.00	75.00		75.00	0.00	0.00%
71	Academic Holidays (Mon - Fri)	Discretionary	150.00		150.00	150.00		150.00	0.00	0.00%
<b>Turing ICT Suite (L)</b>										
72	Commercial Half Day (4hrs)	Discretionary	180.00	36.00	216.00	190.00	38.00	228.00	12.00	5.56%
73	Commercial Full Day (9hrs)	Discretionary	360.00	72.00	432.00	380.00	76.00	456.00	24.00	5.56%
74	Commercial Hourly (8am - 10pm)	Discretionary	50.00	10.00	60.00	55.00	11.00	66.00	6.00	10.00%
75	Concessions Half Day (4hrs)	Discretionary	150.00	30.00	180.00	160.00	32.00	192.00	12.00	6.67%
76	Concessions Full Day (9hrs)	Discretionary	300.00	60.00	360.00	320.00	64.00	384.00	24.00	6.67%
77	Concessions Hourly (8am - 10pm)	Discretionary	40.00	8.00	48.00	45.00	9.00	54.00	6.00	12.50%
78	Midweek Evenings (4hrs)	Discretionary	75.00	15.00	90.00	75.00	15.00	90.00	0.00	0.00%
79	Academic Holidays (Mon - Fri)	Discretionary	150.00	30.00	180.00	150.00	30.00	180.00	0.00	0.00%



Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
<b>Medium (Caxton, Cole, www.ICT Evolution, The Works)</b>										
72	Commercial Half Day (4hrs)	Discretionary	120.00		120.00	130.00		130.00	10.00	8.33%
73	Commercial Full Day (9hrs)	Discretionary	240.00		240.00	260.00		260.00	20.00	8.33%
74	Commercial Hourly (8am - 10pm)	Discretionary	35.00		35.00	40.00		40.00	5.00	14.29%
75	Concessions Half Day (4hrs)	Discretionary	100.00		100.00	110.00		110.00	10.00	10.00%
76	Concessions Full Day (9hrs)	Discretionary	200.00		200.00	220.00		220.00	20.00	10.00%
77	Concessions Hourly (8am - 10pm)	Discretionary	25.00		25.00	30.00		30.00	5.00	20.00%
78	Midweek Evenings (4hrs)	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%
79	Academic Holidays (Mon - Fri)	Discretionary	100.00		100.00	100.00		100.00	0.00	0.00%
<b>Small (Meeting Room 1, 2, www.Meeting Room)</b>										
80	Commercial Half Day (4hrs)	Discretionary	75.00		75.00	75.00		75.00	0.00	0.00%
81	Commercial Full Day (9hrs)	Discretionary	150.00		150.00	150.00		150.00	0.00	0.00%
82	Commercial Hourly (8am - 10pm)	Discretionary	20.00		20.00	20.00		20.00	0.00	0.00%
83	Concessions Half Day (4hrs)	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%
84	Concessions Full Day (9hrs)	Discretionary	100.00		100.00	100.00		100.00	0.00	0.00%
85	Concessions Hourly (8am - 10pm)	Discretionary	15.00		15.00	15.00		15.00	0.00	0.00%
86	Midweek Evenings (4hrs)	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%
87	Academic Holidays (Mon - Fri)	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%
<b>PORTERS</b>										
88	Porters Tours - per person	Discretionary	6.00		6.00	6.00		6.00	0.00	0.00%
89	Porters Registered Charity Half Day (inc set up and break down time)	Discretionary	70.00		70.00	70.00		70.00	0.00	0.00%
90	Porters Registered Charity Full Day (inc set up and break down time)	Discretionary	120.00		120.00	120.00		120.00	0.00	0.00%
91	Porters Not for profit organisations Half Day (inc set up and break down time)	Discretionary	90.00		90.00	90.00		90.00	0.00	0.00%
92	Porters Not for profit organisations Full Day (inc set up and break down time)	Discretionary	170.00		170.00	170.00		170.00	0.00	0.00%
93	Porters Monday - Wednesday Commercial Organisations (inc ceremonies) Half Day (inc set up and break down time)	Discretionary	700.00		700.00	710.00		710.00	10.00	1.43%
94	Porters Monday - Wednesday Commercial Organisations (inc ceremonies) Full Day (inc set up and break down time)	Discretionary	1,200.00		1,200.00	1,220.00		1,220.00	20.00	1.67%
95	Porters Extended Ceremony Hours Monday - Wednesday	Discretionary	720.00		720.00	730.00		730.00	10.00	1.39%
96	Porters Thursdays, Fridays, Saturdays, Sundays Commercial Organisations (inc ceremonies) Half Days (inc set up and break down time)	Discretionary	800.00		800.00	810.00		810.00	10.00	1.25%
97	Porters Thursdays, Fridays, Saturdays, Sundays Commercial Organisations (inc ceremonies and reception) Full Day (inc set up and break down time)	Discretionary	1,500.00		1,500.00	1,530.00		1,530.00	30.00	2.00%
98	Porters Extended Ceremony Hours Thursday, Friday, Saturdays, Sundays	Discretionary	850.00		850.00	860.00		860.00	10.00	1.18%
99	Porters Partner Organisations Half Day (inc set up and break down time)	Discretionary	420.00		420.00	425.00		425.00	5.00	1.19%
100	Porters Partner Organisations Full Day (inc set up and break down time)	Discretionary	830.00		830.00	840.00		840.00	10.00	1.20%
101	Porters Staff (inc private parties) Half Day (inc set up and break down time)	Discretionary	330.00		330.00	335.00		335.00	5.00	1.52%
102	Porters Staff (inc private parties, ceremonies & receptions) Full Day (inc set up and break down time)	Discretionary	700.00		700.00	710.00		710.00	10.00	1.43%
103	Porters Staff extended ceremony hours	Discretionary	360.00		360.00	370.00		370.00	10.00	2.78%
104	Floral Arrangements	Discretionary								
105	Waitress service for canapés	Discretionary	83.33	16.67	100.00	85.00	17.00	102.00	2.00	2.00%
<b>Corkage - per bottle inc waitress service</b>										
106	Wine, Champagne, Cava, Pre-mixed Bucks Fizz (Porters)	Discretionary	4.17	0.83	5.00	4.17	0.83	5.00	0.00	0.00%
107	Bottled Beer (Porters)	Discretionary	1.25	0.25	1.50	1.25	0.25	1.50	0.00	0.00%
108	Soft Drinks - Lemonade, Cola, Fruit Juice etc (Porters)	Discretionary	1.25	0.25	1.50	1.25	0.25	1.50	0.00	0.00%
109	Pimms (inc lemonade) (Porters)	Discretionary	6.00	1.20	7.20	6.00	1.20	7.20	0.00	0.00%
110	Tea & Coffee - per cup (Porters)	Discretionary	0.83	0.17	1.00	0.83	0.17	1.00	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
	<b>Penalties for Non Return of Information (Penalty fees set by Statute)</b>									
	<b>Initial Failure to provide information</b>									
1	Failure to notify the Council that an exemption on a dwelling should have ended	Statutory	70.00		70.00	70.00		70.00	0.00	0.00%
2	Failure to notify the Council that a discount (including single person discount and Local Council Tax Support) should have ended	Statutory	70.00		70.00	70.00		70.00	0.00	0.00%
3	Failure to notify the Council of a change of address or fails to notify the council of a change in the liable party	Statutory	70.00		70.00	70.00		70.00	0.00	0.00%
4	Failure to provide information requested to identify liability	Statutory	70.00		70.00	70.00		70.00	0.00	0.00%
5	Failure to provide information requested after a liability order has been obtained	Statutory	70.00		70.00	70.00		70.00	0.00	0.00%
	<b>Further Failure to provide information</b>									
6	Further failure to supply the requested information (all categories)	Statutory	280.00		280.00	280.00		280.00	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
1	Standard Search (forms LLC1 and Con29'R')(VAT on Con29'R' only)	Full Cost Recovery	105.00	14.00	119.00	105.00	14.00	119.00	0.00	0.00%
2	Official Search (form LLC1 only)	Full Cost Recovery	35.00		35.00	35.00		35.00	0.00	0.00%
3	Local Enquiries (form Con29'R' only)	Full Cost Recovery	70.00	14.00	84.00	70.00	14.00	84.00	0.00	0.00%
4	Additional Parcels of Land (Standard Search) per parcel	Full Cost Recovery	15.00		15.00	15.00		15.00	0.00	0.00%
5	Local Enquiries (form CON29'O') per question	Full Cost Recovery	15.00	3.00	18.00	15.00	3.00	18.00	0.00	0.00%
6	Personal Search No Charge		0.00		0.00	0.00		0.00		
7	Extra Parcel Fee LLC1 per parcel	Full Cost Recovery	5.00		5.00	5.00		5.00	0.00	0.00%
8	Extra Parcel Fee CON29 per parcel	Full Cost Recovery	10.00	2.00	12.00	10.00	2.00	12.00	0.00	0.00%

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# Southend-on-Sea Borough Council

Agenda  
Item No.

Report of Corporate Management Team  
to  
**Cabinet**

On  
**13 February 2018**

Report prepared by: Joe Chesterton  
Director of Finance & Resources

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## General Fund Revenue Budget 2018/19

### All Scrutiny Committees

Executive Councillor: Councillor John Lamb

### *A Part 1 Public Agenda Item*

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#### 1. Purpose of Report

- 1.1 To present a 2018/19 General Fund revenue budget including schools and a proposal for the level of Council Tax for 2018/19.

#### 2. Recommendations

**That the Cabinet recommend to Council that it;**

**In respect of 2017/18;**

- (i) Note the forecast outturn of £123.153 million;**
- (ii) Approve the appropriation of the sums to earmarked reserves totalling £9.868 million, as set out in detail in Appendix 16;**
- (iii) Approve the appropriation of the sums from earmarked reserves totalling £19.069 million, as set out in detail in Appendix 16.**

**In respect of 2018/19 and later years;**

- (iv) Consider and acknowledge the Section 151 Officer's (Director of Finance and Resources) report on the robustness of the proposed budget, the adequacy of the Council's reserves and the Reserves Strategy as set out in Appendix 1;**
- (v) Approve a General Fund net revenue budget for 2018/19 of £122.989 million (Appendix 3) and any required commencement of consultation, statutory or otherwise;**

- (vi) Approve a Council Tax increase of 4.49% for the Southend-on-Sea element of the Council Tax for 2018/19, being 2.99% for general use and 1.5% for Adult Social care;
- (vii) Note that the 2018/19 revenue budget has been prepared on the basis of using £2.5 million from the Collection Fund for the core budget to allow for a smoothing of the budget gap across the next three financial year.
- (viii) Note the position of the Councils preceptors:
- Essex Police – approved Council Tax increase of 7.62%;
  - Essex Fire & Rescue Services – approved Council Tax increase of 2.99%;
  - Leigh-on-Sea Town Council - approved precept increase of 1.96%.
- (ix) Approve that no Special Expenses be charged other than Leigh-on-Sea Town Council precept for 2018/19;
- (x) Approve the appropriation of the sums to earmarked reserves totalling £11.768 million, as set out in Appendix 16;
- (xi) Approve the appropriation of the sums from earmarked reserves totalling £6.894 million, as set out in Appendix 16;
- (xii) Approve the schools’ budget and its relevant distribution as recommended by the Education Board and as set out in Appendix 2;
- (xiii) Approve the on-going investment required of £3.775 million (Appendices 12 and 13) and the General Fund and Public Health savings required of £7.594 million (Appendices 14 and 15) and the subsequent individual service cash limits for 2018/19, as contained in Appendices 3 to 11;
- (xiv) Endorse the direction of travel for 2019/20 and beyond (Section 11);
- (xv) Approve the revised Medium Term Financial Strategy up to 2021/22 (Appendix 17).

That Cabinet;

- (xvi) Delegates authority to the Director of Finance and Resources (S151 Officer) in consultation with the Leader to make the required changes to the Council Budget following the final Local Government Finance settlement and other related Government announcements.

### **3. Council Budget Process**

- 3.1 The Council must set its revenue budget and Council Tax by 11 March of the preceding financial year. If, for whatever reason, the Council cannot agree a budget and Council Tax at Council on 23 February, Members should be aware that it is unlikely that the Council Tax bills could be sent out on time for the 1 April instalment (taking into account the necessary notice period and the time required to print the bills and accompanying leaflet).
- 3.2 It is also good practice to approve the capital programme and fees and charges at the same time as the revenue budget and reports elsewhere on this agenda deal with these matters. It should be noted that the revenue impact of both reports have been factored into the 2018/19 revenue budget proposed in this report.
- 3.3 The Housing Revenue Account (HRA) budget also needs to be agreed in a timely manner to ensure rent levels can be reflected from 1 April of each year. A separate report elsewhere on this agenda deals with Housing Rents, Charges and the HRA budget for 2018/19.
- 3.4 This report presents the proposed 2018/19 General Fund revenue budget of the Cabinet for recommendation to the Council at its meeting on 22 February 2018. It builds on the draft budget approved for consultation by the Cabinet at its meeting on 18 January 2018. It also now provides the latest position on the forecast outturn for 2017/18.
- 3.5 The Director of Finance and Resources' statutory statement on the robustness of the estimates and adequacy of reserves under s25 of the Local Government Act 2003 is included at Appendix 1. It should be considered by the Cabinet before recommending a budget to Council. It must also be considered by the Council before approving the budget and Council Tax.

### **4. Forecast Outturn 2017/18**

- 4.1 The original budget for 2017/18 totalled £123.153 million and was to be met from available government grant and council tax and no use of revenue balances was anticipated.
- 4.2 Members have been supplied with projected outturn information throughout the year, based on forecasts and expectations of the Chief Executive and the Deputy Chief Executives and their Budget Managers, and in light of corrective action that they have identified as being necessary. The latest forecast outturn for 2017/18 amounts to £123.153 million. This forecast outturn includes a net appropriation from earmarked reserves totalling £9.201 million, details of which are shown in Appendix 16.
- 4.3 The reasons behind the year end projected position have been reported to all Members through the monthly budget monitoring process. The actual figure for the end of 2017/18 will be considered as part of the out turn report for 2017/18, which will be presented to the Cabinet in June 2018.

## 5. Budget 2018/19

### Government Funding – Grant and Finance Settlement

- 5.1 Government funding of its main grant (formerly Formula Grant) is now the third ranked provider of funding for the Council's total general fund budget (excluding schools) after Council Tax and Business Rates. As such it represents a vastly reducing factor in determining the Council's revenue budget. The provisional Local Government Finance Settlement for 2018/19 was issued by the Department for Communities and Local Government (DCLG) on 19 December 2017 and this represents the Government's next two year spending plans. The final Local Government Settlement is due to be announced in February 2018, the actual date has not yet been announced at the time of writing this report. Therefore, this report is based upon data in the provisional finance settlement.
- 5.2 The latest Finance Settlement maintains the key changes in the way that Local Government is now financed, which were introduced in April 2013. To recollect for Members the main changes arose from the launch of the Business Rates Retention (BRR) scheme as the principle form of local government funding. In previous years, the settlement announcement provided local authorities with their expected general revenue allocations for the following financial year. The settlement now provides authorities with a combination of provisional Revenue Support Grant (RSG) allocation and confirmation of Business Rates top up grant.
- 5.3 A key change in the 2016/17 settlement was the Government's recognition of the demand and demographic expenditure pressures on Adult Social Care and the ability for Local Authorities to implement an Adult Social Care precept of up to 2% to support the growing expenditure on Council budgets in this area.
- 5.4 The Adult Social Care precept is confirmed to continue, however, last year the Government introduced a flexibility to the precept in that the maximum 6% increase allowed over the three years (2017/18 to 2019/20) can be applied in any of the three years as long as the precept did not exceed an additional 3% in 2017/18 2018/19 and an additional 2% in 2019/20.
- 5.5 Additionally, the 2016/17 settlement introduced a minimum RSG settlement for 4 years up to 2019/20. This was conditional upon the Council submitting an Efficiency Plan by 14 October 2016, which was duly submitted by the due date. DCLG has confirmed acceptance of the Council's efficiency plan and therefore to its entitlement of a guaranteed minimum sum of RSG.
- 5.6 The key points arising from the provisional settlement for Southend-on-Sea Borough Council are:
- (i) The provisional Settlement Funding Assessment (SFA) (a combination of actual RSG and estimated business rates income) for 2018/19 is £44.269 million. This compares to an adjusted SFA of £47.642 million in respect of 2017/18 (a reduction of £3.373 million and equivalent to a 7.1% reduction);



- (ii) The RSG element for 2018/19 within the provisional SFA is £10.318 million. This compares to an adjusted RSG of £14.681 million in respect of 2017/18 (a reduction of £4.363 million and equivalent to a 29.7% reduction);
- (iii) The settlement provides indicative figures for a two year period (2018/19 to 2019/20);
- (iv) Some capital and specific grants are provisional and yet to be announced in full;
- (v) As last year there is no Council Tax freeze grant offered by the Government this year;
- (vi) The 2018/19 referendum limit for Council Tax increases has been announced at a level of 6%, being 3% for expenditure on adult social care and 3% for other expenditure (2017/18 this was set at 5%, being 3% and 2% respectively);
- (vii) A review is to be undertaken of the relative needs and resources of Local Authority's to provide an updated and more responsive distribution methodology of remaining Government funding. The results of the review will be introduced in 2020/21 to coincide with the move to 75% Business Rates Retention in the same year;
- (viii) For 2018/19, funding to support social care and benefit health is being continued through the Better Care Fund (BCF); a pooled budget between the Council and Southend Clinical Commissioning Group (CCG). The settlement for 2017/18 was a two year settlement to enable both the local authority and CCG to better plan future activity. The Council's share of the BCF for 2018/19 is expected to be £5.859 million for revenue services plus £1.406 million for disabled facility grants;
- (ix) In addition, as announced in the 2015 Spending Review, the Council is also due to receive the next tranche of a new "improved" BCF directly through a S31 grant to further assist with the inherent pressures in adult social care. The indicative sum for 2018/19 is £5.429 million;
- (x) Working against the increase in Adult Social Care Precept and Better Care Fund resources, the Government have confirmed the loss of the one-off £828,000 Adult Social Care grant received last year;
- (xi) There was a national revaluation of business rateable values on 1 April 2017. Nationally the revaluation has resulted in a net increase of RV's, although some areas and some business types have seen reductions. The Government intended to change the basis of determining the annual increase in the business rate multiplier in 2020/21 but has now brought this change forward to 2018/19. Essentially this means the multiplier increase is based on the CPI inflation figure rather than the RPI at September each year. The September 2017 CPI was 3.0% rather than the RPI at 3.9%. Local Authority's will be reimbursed the 0.9% difference

through a S31 grant. Therefore, the provisional small business non-domestic rates multiplier has been set at 48.0p (2017/18=46.6p) with the associated non-domestic multiplier has been set at 49.3p (2017/18=47.9p);

- (xii) Non-domestic rates are set nationally by the Government and collected locally by Councils (billing authorities). Under the current arrangements for the localisation of business rates a sum of 50% is returned to Government who then reappportion this sum back to Local Government as part of their main grant settlement. The remaining 50% is retained 49% by the Council and 1% is distributed to the Essex Fire Authority. The Council's actual income from business rates is therefore dependent upon the performance of the local economy, the success of any rating appeals and collection rates. The Police Authority receive their funding separately;
- (xiii) The Government has also announced that they will not proceed with their intention of moving to 100% business rates retention but to now move to 75% business rates retention for Councils for 2020/21. To enable this switch to occur this will see the removal of the Public Health grant and adjustments to the final elements of Revenue Support Grant;
- (xiv) The Public Health service grant allocation for 2018/19 has been notified as £9.462 million (a reduction of £0.25million on 2017/18). Additionally an indicative allocation of £9.212 million has been announced for 2019/20 (a further reduction of £0.25 million on 2018/19);
- (xv) The consultation on the provisional finance settlement ended on 16 January 2018. The actual timing of the final announcement has yet to be announced, but would normally follow shortly after the consultation period has ended. The provisional settlement does refer to February for the final settlement. A verbal update will be given to Cabinet on any further information surrounding the final finance settlement and any implication on the setting of the Budget.

- 5.7 It is very disappointing that the Government has not yet announced a date for the issuance of the final settlement for February, as it does not assist Local Authorities in finalising their budget plans for the forthcoming financial year. In addition, there are other Government announcements yet to be made including the terms for the Better Care Fund for 2018/19 and other relevant regulations.
- 5.8 Normally, the difference in the Government grant allocation between the provisional and final settlement is minimal and is dealt with in the final budget report to Cabinet. However, it is not possible to do that given the timing of when the announcement will be made.
- 5.9 Therefore delegated authority is recommended for the Director of Finance and Resources (S151 Officer) in consultation with the Leader to finalise the Council budget in time for Budget Council on 22 February 2018 once the settlement and other matters are announced.

- 5.10 If there is a difference of Government grant in the final settlement compared to that in the proposed budget then this will be dealt with by an adjustment to earmarked reserves.
- 5.11 The actions taken under this delegation will form part of the final budget report to the Council.

### **Government Funding – Dedicated Schools Grant (DSG)**

- 5.12 2018/19 sees the introduction of the Government's National Funding Formula (NFF) as the methodology for distributing national resources down to each education authority. That methodology sees the introduction of a four block model.
- Schools Block
  - High Needs Block
  - Early Years Block
  - Central School Services Block
- 5.13 The DSG allocation is released in late December, based on information provided through the previous October schools census. However the Early Years allocation is an estimate, as this ultimately is based on actual participation rather than a fixed budgetary amount.
- 5.14 The total DSG for 2018/19 is £147.7 million (latest allocation for 2017/18 = £143.7 million). In practice the final DSG will exclude funding for Academies and is estimated to reduce by at least £90.9 million to £56.8 million.
- 5.15 In addition to funding from the DSG, schools will receive Pupil Premium grant, which will provide £1,320 / £935 of funding per primary/secondary pupil who have been registered for free school meals in any of the past 6 years. These rates are unchanged from 2017/18. Based on estimates the Pupil Premium will provide an additional £7.8 million for schools in Southend-on-Sea (both Maintained and Academy schools).
- 5.16 As a percentage of their total budget, the overall cash funding for schools will see an increase of circa 2.2% due to pupil number growth and the minimum funding guarantees. The change in budget for individual schools will vary depending upon pupil numbers and pupil funding factors such as free school meals registration, with some seeing a larger change than 2.2% and some less.
- 5.17 The Education Board met on 16 January 2018 to consider its final recommendations for a balanced budget and confirmed their position as presented in the draft General Fund Revenue report presented to Cabinet on 28 January 2018. The final agreed position for Schools is as set out in Appendix 2.

### **General Fund Revenue Budget**

- 5.18 This Council budget has been prepared against the background of the Governments' spending plans through various Budget speeches, the Chancellor's Autumn Budget Statement and the Local Government provisional finance settlement. The various Government announcements continue to see the

most substantial contraction of available public sector funding, but particularly in Local Government, for many decades.

- 5.19 In addition, it continues to be based upon the Government's significant funding reform for Local Government that has been the most radical in generations. As a result of both the significant contraction of available funding and the financial reforms there is a consequent need to continue to find a significant level of revenue savings over the next four financial years.
- 5.20 Using portfolio holder input a detailed draft budget has been prepared by senior officers for the Cabinet to put forward that addresses the need for significant savings to be addressed and to set a balanced and robust budget. The various budget consultations have also assisted in informing the compilation of the Council's budget.
- 5.21 The draft General Fund Revenue budget for 2018/19 was considered by Cabinet on 18 January 2018. It was referred to Scrutiny Committees in late January 2018 for detailed Member consideration. The same draft budget was used to brief staff, consult with trade unions, the voluntary sector, the business sector and to brief the local press.
- 5.22 The 2018/19 General Fund revenue base budget requirement before savings and ongoing investments is £128.232 million. Available funding, including Council Tax, Adult Social Care precept, estimated Business Rates and Government grant is £120.489 million. A high level budget summary of the position is set out at Appendix 3. The 2018/19 revenue budgets for each Portfolio are then set out in Appendices 4 to 11 and show the original budget and probable outturn for 2017/18 and the 2018/19 base budget before and after savings and ongoing investments.
- 5.23 The budget identifies a number of ongoing investments being faced by the Council, which need funding and these total £3.775 million. These are set out in detail in Appendices 12 and 13. After applying the required ongoing investments of £3.775 million to the base budget there is a budget gap to find in 2018/19 of £11.518 million through departmental savings, corporate contingencies and earmarked reserves.
- 5.24 Along with all other Local Authorities the Council is facing extreme demand and cost pressure in Adult Social Care and Children spending. The Local Government Association (LGA) estimates that Adult Social Care faces a national funding gap of £1.3 billion by 2019/20 (even with the measures announced in the 2015 Spending Review) based on pressures caused by demography, inflation and the National Living Wage. In addition to this, LGA analysis of "fair price" of care calculations developed by provider organisations suggests that the scale of the immediate challenge could be in the order of at least £1.3 billion. This is the minimum requirement to stabilise the provider market meaning that a total of at least £2.6 billion is needed by the end of the decade.
- 5.25 The Council's budget setting needs to recognise these spending pressures to ensure that a robust budget is set alongside managing the risks of service delivery in these areas.

- 5.26 The Budget ongoing investment proposals recognise these known cost pressures the Council is currently facing. For Adult Social Care spending, a number of the pressures can be financed by the increase in the Adult Social Care Precept. However, Children's cost pressures will need to be financed by the Council Tax. Both areas of required funding have been recognised in the proposed budget. The Adult Social Care and Children cost pressures identified for the 2018/19 proposed budget reflect the realignment of the respective base budgets to ensure there is adequate budget to manage the required service demands and delivery.
- 5.27 Additionally, given the volatile national picture outlined above, it is recommended that within the earmarked reserves that specific reserves are identified to act as a precaution to any further in year demands on Adult Social Care and Children spending. The identification of these reserves form part of the S151 Officers statement on the adequacy of balances and the robustness of the budget at Appendix 1 and included within the Medium Term Financial Strategy at Appendix 17.
- 5.28 In 2017/18, the totality of the £3.375 million Adult Social Care Precept was used to support the Adult Social Care budget, through a combination of service enhancements, meeting cost and demographic pressures and financing the preservation of existing services. It is proposed that, as last year, the £1.135 million increase in the Adult Social Care precept available (bringing the total precept to £4.510 million) will in part support the on-going investment in the Adult Social Care service. The total on-going investment into Adult Social Care is £2.110 million, so it is further proposed to use some of the increase in BCF resources to meet the remaining £0.975 million. In addition the BCF will be used to compensate for the loss of the adult social care grant, bringing the total use of new BCF resources to support the budget to £1.803 million.
- 5.29 The use of a proportion of the BCF in this way will reduce the budget gap of £11.518 million to £9.715 million.
- 5.30 The budget gap is then reduced further by various savings proposals, which total £7.215 million set out fully in departmental order in Appendices 14 and 15.
- 5.31 By agreeing the proposed savings of £7.215 million (excluding Public Health savings of £0.379 million, as these savings are ring fenced against the Public Health grant allocation) the budget gap falls to £2.500 million. Rather than make more savings to balance the budget, it is proposed to use £2.500 million of the collection fund surplus to balance the budget to allow the smoothing of the three year budget gap.
- 5.32 This will result in a balanced draft 2018/19 revenue budget of £122.989 million (2017/18 £123.153 million).
- 5.33 As part of the budget proposals, there are also some one-off investment items that are proposed to be funded for their temporary nature by the use of earmarked reserves. The items of revenue growth are;
- Homelessness - £75,000 for 2018/19. This funding is to explore and research options to help combat and support the prevention of homelessness;

- Ofsted Improvement Plan £150,000 for 2018/19. Arising from the 2016 Ofsted inspection, further time limited resources are required to ensure delivery of the agreed improvement plan;
- Southend and South Essex Visions 2050 - £75,000 pa for 2018/19 and 2019/20. This funding is to support the development of the Southend Vision 2050 and also to contribute to the six authority partnership to develop the South Essex vision 2050;
- Edge of Care - £250,000 for 2019/20. This funding is for continued preventive work to reduce the number of children being taken into care by supporting the family to keep the child safe at home;
- Economic Development - £100,000 for 2019/20. This is to further enable one-off research and staff support for the promotion of the town;
- School Improvement - £200,000 for 2019/20. This funding is to continue school improvement support including support for pupils to attain Grammar School entrance.

5.34 A total of £0.925 million of earmarked reserves are being used to fund the above items of one-off project spending (of which £0.300 million is in 2018/19).

5.35 In addition, a sum of £95,000 from earmarked reserves is being used to transition the saving for Car Parking income (PL1) until the parking strategy is approved in 2018/19 and implemented in 2019/20.

### **Appropriations for 2018/19**

5.36 The presentation of the budget reflects proposed net appropriations to earmarked reserves totalling £4.874 million, including those used to balance the budget, for which separate approval is sought. Full details are shown in Appendix 16.

### **Changes made since Draft Revenue Budget presented to Cabinet 18 January 2018**

5.38 The changes from the draft budget approved by the Cabinet on 18 January 2018 are:

- The allocation of service on-going investment and savings proposals to individual budgets;
- The allocation of the latest position on the Dedicated Schools Grant;
- The allocation of the latest depreciation budgets
- The overall budget has also continued to be amended for minor changes for accuracy.

5.39 All of these changes are cost neutral on the proposed budget.

## **Council Tax 2018/19 and Estimated Collection Fund Balance 2017/18**

- 5.40 The Council Tax Base for 2018/19 was approved by Cabinet on 18 January 2018 at 57,611.55 (equivalent Band D properties).
- 5.41 The estimated balance on the Collection Fund at the end of 2017/18 shows a projected surplus of £2.5 million attributable to the Council and which has been used in calculating the Council Tax, as statutorily required.
- 5.42 The proposed budget assumes a Council Tax increase at 2.99% for general use on the Southend-on-Sea element of the total Council Tax. There are no implications arising from this increase for a Council Tax freeze grant, as the Government has not offered one this year. In addition no referendum limit has been breached.
- 5.43 The Cabinet (and Scrutiny Committees) may wish to bear in mind that a 1% change in Southend-on-Sea Borough Council's element of the Council Tax is £12.69 per annum for a Band D property. This equates to an amount of circa £0.73 million in the revenue budget for each 1% change.
- 5.44 The proposed Council Tax increase of 2.99% will mean a Band D level of £1,244.53 per annum on the Southend-on-Sea element of the Council Tax. This equates to an annual increase of £37.89 and a weekly increase of 73p.
- 5.45 The total Council Tax payable by tax payers consists of Southend-on-Sea Borough Council precept, the Adult Social Care precept and the precepts for Essex Fire & Rescue Services and Essex Police Authority. Where applicable it also includes the Leigh-on-Sea Town Council precept.

### **Precepts**

- 5.46 Leigh-on-Sea Town Council has confirmed its precept for 2018/19 at £411,692 (2017/18 = £401,085). Based on their council tax base of 8779.95, the Town Council element of the total Council Tax bill will increase from £45.99 to £46.89 at Band D, equivalent to an increase of 1.96% from 2017/18. This only applies to the area covered by the Town Council. The final decision was made at a meeting of the Town Council on 16 January 2018.
- 5.47 Essex Fire & Rescue Services and Essex Police through the Police, Fire and Crime Commissioner has by law to set both precepts no later than 1 March 2018 (after consideration by the Essex Police, Fire and Crime Panel on 22 January 2018).
- 5.48 The Police, Fire and Crime Commissioner has agreed the precept position as:
- Essex Police: Band D Council Tax £169.02 (2017/18 £157.05), which is an increase of 7.62%;
  - Essex Fire & Rescue Services: Band D Council Tax £71.10 (2017/18 £69.03), which is an increase of 2.99%.

- 5.49 In addition, the draft budget also assumes the continuation of the Adult Social Care precept a level of 6.5% of the main council tax (an increase of 1.5% over the previous year). The ability to apply this precept was introduced by the Government as part of the 2016/17 Local Government finance settlement. It was introduced to assist with the increasing demand and demographic expenditure pressures from Adult Social Care that Local Government has been experiencing and are continuing to face. The proposed increase of 1.5% equates to an annual increase of £1.135 million (from £59.30 to £78.29) equivalent to a weekly increase of 36p. It is proposed that the Adult Social Care precept be used to support the service for a mixture of existing and new spending, as set out above in Section 5.

## Levies

- 5.50 The Council is required to pay relevant levying bodies, who have all now indicated their levy position for 2018/19. The final levies will be reported on in the Council Tax report for Council on 22 February. The current position for 2018/19 is identified in the table below:-

Levying Body	2017/18	2018/19	Percentage
	Probable	Estimate	increase
	Actual		
	£'000	£'000	%
Kent and Essex Inshore Fisheries and Conservation Authority (Provisional)	21.5	21.5	0.0
Flood Defence – Environment Agency (Provisional)	187.7	194.8	3.8
Coroners Court (Provisional)	370.8	415.2	12.0
<b>Total</b>	<b>580.0</b>	<b>631.5</b>	

The Kent and Essex Inshore Fisheries and Conservation Authority levy is provisional and is proposed at the same level as 2017/18. The Flood defence levy is provisional and the reason for the increase is due mainly to a 4% increase from the Anglian Eastern Regional Flood and Coastal Committee. The Coroners Court levy is provisional and the key reason for the increase in the Coroners court levy is due to an allowance in the budget for the usual increased costs that will be identified when Essex County Council complete their year-end processes.

## 6. Medium Term Financial Strategy (MTFS)

- 6.1 The Medium Term Financial Strategy that was approved in February 2017 was for a four year period up to the financial year 2020/21. It is now in the need of updating as a result of the recent Local Government Finance Settlement, changes to the projections in the current financial planning figures and a review of our service delivery plans and our corporate priorities.
- 6.2 It is good practice to update the rolling MTFS as part of setting the Council budget and Council Tax to ensure our financial planning is fully aligned and integrated.



- 6.3 The updated MTFs for the period 2018/19 to 2021/22 is attached at Appendix 17.
- 6.4 The MTFs shows a projected further budget gap of £16.9 million for the following three financial years as follows:

2019/20	£7.5 million
2020/21	£4.9 million
2021/22	£4.5 million
<b>£16.9 million</b>	

## 7. Staffing implications of 2018/19 budget savings proposals

- 7.1 The saving proposals outlined in this report will delete 6.0 full time equivalent (fte) posts across the Council, of which 5.0 (83%) are currently vacant and with one voluntary redundancy.
- 7.2 Formal redundancy consultation with the recognised Trades Unions has commenced and all staff have been fully briefed on the implications of these proposals.
- 7.3 In addition, within the People Department there is a transformation project called adult social care transformation programme (savings proposal PE6), which has the potential to displace staff. Once the transformation plans are fully scoped, the appropriate formal staff consultation processes for these areas will also take place.
- 7.4 The staffing reductions will be managed in accordance with the Council's policies on Managing Organisational Change and Redundancy.
- 7.5 The Council's Workforce Planning Panel will continue to control recruitment to vacant posts (permanent and temporary) and, wherever possible, staff identified as 'at risk' of redundancy will be redeployed through the Talent Pool. In addition, the Council will be working with other Essex authorities and partners in order to maximise redeployment opportunities across the county region.
- 7.6 Volunteers for redundancy have already been sought in order to minimise the number of compulsory redundancies.
- 7.7 A comprehensive package of support for all staff but particularly those directly affected by these proposals has been put into place. This includes coaching and counselling, as well as practical support with job applications and money management.

## 8. Corporate Priorities

- 8.1 The proposed revenue budget has regard to the Council's 2018/19 Corporate Priorities, which are attached at Appendix 18.

## **9. Budget Consultation**

- 9.1 There is an expectation that local authorities will engage communities in the difficult decisions that will determine what services are delivered by the Council and how.
- 9.2 The Council has undertaken a number of targeted consultations which have focused on service redesign and renewal of contracts for commissioned services to implement previously agreed savings, improve the service offer and help inform budget proposals for 2018/19. Such consultations with service users and wider stakeholders have included those on: Council Tax Reduction Scheme; community commissioning prospectus; services to parents and young people with special educational needs and disabilities; passenger transport review; a skills and labour strategy for Southend; air quality action plan, coastal defences; school admission proposals; training provision for Southend Adult social care providers; pharmaceutical needs assessment; hate incident reporting; CCTV provision; South Essex Active Travel programme as well as the development of the Queensway regeneration project.
- 9.3 Alongside the targeted consultations, Our Town Our Future, a community visioning exercise, that will help shape the development of a vision of the Borough up to 2050, has been taking place throughout 2017.
- 9.4 The overall results and comments from the consultation have continued to help inform the preparation of the 2018/19 revenue budget.
- 9.5 The draft budget approved at Cabinet on 18 January 2018 has been presented to all three Scrutiny Committees and a meeting of the Business and Voluntary Sector. The feedback from each of these scrutiny bodies is as follows;-

Place Scrutiny – the Committee sought clarification as to why there had been movement in a number of specific income lines in respect of their areas of responsibility.

People Scrutiny – clarification was sought on the ASC transformation saving (PE6) with regard to, what will change, the detail for a number of the individual projects and how many staff could be affected.

Policy & Resources - clarification was sought on the progress of last years of one-off resources for commercial opportunities and what projects/services there currently are to deal with homelessness.

Business and Voluntary Sector - clarification was sought on resources for homelessness, support for inward investment, if the budget proposals had any effect on children's centres and methods used for Council Tax collection.

## **10. Equality Impact Assessments (EIA) – Making fair financial decisions**

- 10.1 Each department has produced a departmental equality analysis taking into consideration any equality and cohesion impacts that restructuring their service may have on staff and service users. The results were then challenged by an internal team of officers and then by the Corporate Management Team.
- 10.2 As before the aim will be to protect delivery of key frontline services as well as highlight greater opportunities for collaborative working with partners to deliver services. Staff, Councillors, Trade Unions, Service users and residents were consulted and engaged in the process. These include but were not limited to, Chief Executive briefing sessions, Departmental Management and Team meetings, workshops and resident engagement via the budget consultation process.
- 10.3 Recommendations made in departmental supporting action plans identify how each department will aim to address and mitigate any indirect differential impact on staff and services over the coming year.
- 10.4 An overarching EIA is attached at Appendix 16.

## **11. 2019/20 and Beyond**

- 11.1 In addressing the national economic situation the Government has continued to emphasise the need to look further at a programme of public sector spending restraint and reconfiguration. This was reinforced in the Chancellor's Autumn Budget Statement on 22 November 2017 with further restriction placed on the Government's public spending plans up to 2021 with the commitment to its departmental spending plans set out in the Spending Review 2015. The tightening and reduction of Government funding contributions to local government funding along with the Government's previous changes from April 2013 and the proposed changes for the funding of Local Government, means that the current financial challenges for 2019/20 and beyond will continue. This needs to be seen as part of a continued period of financial retrenchment that Local Government has already encountered and that councils will need to consider a much longer spending reduction programme than previously identified by Central Government and which also links into the impending need for Council's financial self-sustainability.
- 11.2 This report predominantly addresses, as we are required to do, a detailed budget for 2018/19 but it is also appropriate to identify the areas the Council should continue to explore in order to meet the budget constraints of future years and also tailor the services it provides and review its role within national policy and local circumstances. As we develop the Councils vision 2050 and the South Essex vision 2050 we need to be mindful of how we align and prioritise our resources to achieve these visions but also ensure we focus on delivering our required outcomes.

- 11.3 Like all local authorities in England, Southend-on-Sea Borough Council is facing unprecedented financial challenges. The Council has, over a number of years, addressed significant funding gaps whilst also achieving improved efficiency and service delivery. In the current, and forecast, period of national financial stringency the scale of financial contraction is such as to challenge the scale, nature and purpose of the role of the Council.
- 11.4 Traditionally, and particularly over recent years, the nature of Council activity has seen an increase in the level of directly delivered services for the local populace and for local businesses and visitors. Many services have been delivered on a universal basis and free or at limited cost. As funding continues to reduce greater pressure is being placed upon the services provided by the Council and also the way in which these are delivered.
- 11.5 Since the beginning of the national fiscal situation the Council has striven to sustain its full range of services but it is increasingly likely that this approach will be unviable.
- 11.6 The Council will increasingly focus the delivery of its services in a targeted way, concentrating on delivering services to those residents who need the Council's help. The Council will also adopt this as an approach in tailoring the delivery of its many statutory services. To underpin this approach the Council will also reposition its role as one to help the community, its residents and businesses, to take personal control of as many factors affecting their lives as is possible.
- 11.7 The Council will continue to adopt an increasing approach of working, and delivering services, in partnership with other agencies, the voluntary and commercial sectors, and the community itself. As part of this approach the Council will encourage the sustenance of community services in collaboration with the local communities, encouraging community capacity to operate in appropriate circumstances.
- 11.8 The Council will also seek to address critical issues such as equality, disadvantage, lack of attainment and poverty by working with communities themselves, seeking enhanced training and opportunity and by fostering and promoting the local economy and thereby enhancing opportunities for aspiration, attainment, household income and personal achievement.
- 11.9 The Council will also seek to explore innovative income generation opportunities that will assist with increasing the Council's revenue sources to assist with bridging the significant budget gap the Council has to deliver. In addition, there is the intention to look greater at commercial opportunities for services of the Council. Both will assist in supporting the financial self-sustainability of the authority as we move into a period of final withdrawal of central government funding.

- 11.10 Given the financial challenge we have and are to continue to face for a number of years, a continued programme of corporate working will continue with this efficiency drive and to help support the identification of savings for future years. This will allow us to have a programme driving transformational change in the organisation and will allow a clear focus on delivery of the required savings that will be required over this period. A recent corporate transformation review is identifying how the council can work differently and transform services in an efficient manner whilst also delivering key savings for the annual budget.
- 11.11 Over the coming year it will be extremely important to consider future year potential savings proposals in anticipation of delivering tailored services for the community whilst addressing the known budget reductions required from our total budget and reflecting the estimated significant government grant reductions. It is currently anticipated arising from the Autumn Budget Statement in late 2017, that further savings in the order of £17 million will be required from the Council's circa £218 million annual gross budget (after excluding Schools, HRA and Benefits) for the three years 2019/20 to 2021/22.
- 11.12 It is clear that the budget savings presented for 2018/19 cannot be continually repeated in successive years without the Council considering how it delivers services across the borough to avoid duplication of overheads, achieve economic delivery and still provide facilities and services valued by the community.
- 11.13 Whilst looking for further savings in 2019/20 it may be necessary to consider our continued membership of the Local Government Association (LGA) and therefore this report notes the formal position for officers to provide a rolling annual notice to the LGA of our intention to end our membership, given the 1 year notice period required.

## **12. Corporate Implications**

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

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

### **12.2 Financial Implications**

As set out in the body of the report.

### **12.3 Legal Implications**

None at this stage.

### **12.4 People Implications**

The proposed budget will have an impact on staffing levels and the implications are set out in section 9 of this report.

### **12.5 Property Implications**

None

## 12.6 Consultation

Consultation has taken place with the Chief Executive, Deputy Chief Executives and their Directors as part of the budget preparation process who are fully committed to working within the budget proposed. Members are being consulted through Cabinet, Scrutiny and Council.

Consultation with staff and unions will continue throughout the process. Briefings for local businesses and the voluntary sector have been undertaken to give them an opportunity to find out more about what was in the draft budget from the Deputy Leader and Director of Finance and Resources of the Council.

Staff have been kept abreast of progress and opportunities for contributions through personal briefings by the Deputy Chief Executives and Director of Finance and Resources and through written briefings.

## 12.7 Equalities Impact Assessment

Assessments have been carried out for proposed savings in the 2018/19 revenue budget and an overarching EIA is attached as Appendix 19 to this report.

## 12.8 Risk Assessment

The budget proposals have been subject to the Chief Executive, Deputy Chief Executive's and Directors review of risk and robustness. These have informed the Director of Finance & Resources' Section 25 statement of the 2003 Local Government Act on the robustness of estimates and adequacy of reserves as part of this report and the report to Budget Council on 22 February 2018.

## 12.9 Value for Money

The proposals set out in the report reflect the Council's drive to improve value for money and to deliver significant efficiencies in the way it operates.

## 12.10 Community Safety Implications

Assessments have been carried out for all revenue proposals.

## 12.11 Environmental Impact

Assessments have been carried out for all revenue proposals.

## 13. Background Papers

The Local Government Finance Settlement 2018/19, DCLG

Budget working papers held by the Finance & Resources' Accountancy section.

Equality Impact Assessments

## 14. Appendices

Appendix 1	S151 Officer's Statement on adequacy of balances and the robustness of the budget
Appendix 2	Schools Budget 2018/19
Appendix 3	Summary of 2018/19 General Fund Revenue Budget
Appendix 4	2018/19 budget - Leader
Appendix 5	2018/19 budget – Corporate & Community Support Services
Appendix 6	2018/19 budget – Culture, Tourism & the Economy
Appendix 7	2018/19 budget – Transport, Waste & Regulatory Services
Appendix 8	2018/19 budget – Housing, Planning & Sustainability
Appendix 9	2018/19 budget – Children & Learning
Appendix 10	2018/19 budget – Health & Adult Social Care
Appendix 11	2018/19 budget - Technology
Appendix 12	Schedule of Proposed Investments
Appendix 13	Description of Proposed Investments
Appendix 14	Schedule of Proposed Savings
Appendix 15	Description of Proposed Savings
Appendix 16	Appropriations
Appendix 17	Medium Term Financial Strategy
Appendix 18	Corporate Priorities 2018/19
Appendix 19	Equality Analyses supporting budget proposals

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**BUDGET 2018/19****SECTION 151 OFFICER'S STATEMENT ON ADEQUACY OF BALANCES  
AND THE ROBUSTNESS OF THE BUDGET****1. Introduction**

The Chief Financial Officer is required to make a statement on the adequacy of reserves and the robustness of the budget. This is a statutory duty under section 25 of the 2003 Local Government Act which states the following:

- (1) *Where an authority to which section 32 or 43 of the Local Government Finance Act 1992 (billing or major precepting authority) or section 85 of the Greater London Authority Act 1999 (c.29) (Great London Authority) applies is making calculations in accordance with that section, the Chief Finance Officer of the authority must report to it on the following matters-*
  - (a) *The robustness of the estimates made for the purposes of the calculations, and*
  - (b) *The adequacy of the proposed financial reserves.*
- (2) *An authority to which a report under this section is made shall have regard to the report when making decisions about the calculations in connection with which it is made.*

This includes reporting and taking into account:

- The key assumptions in the proposed budget and to give a view on the robustness of those assumptions.
- The key risk areas in the budget and to assess the adequacy of the Council's reserves when reviewing the potential financial impact of these risk areas on the finances of the Council. This should be accompanied by a Reserves Strategy.

This paper has to be considered and approved by full Council as part of the budget approval and Council Tax setting process.

This document concentrates on the General Fund 2018/19, the Housing Revenue Account and Capital Programme, but in addition it also considers key medium term issues faced by the Council.

**2. Assurance Statement of the Council's Section 151 Officer (Head of Finance and Resources)**

The following are the summary assurances and recommendations of the Council's Section 151 Officer (currently the Director of Finance and Resources). They must be read in conjunction with the supporting statement in this Appendix, which together make up the Section 151 Officer's statutory duty to report under Section 25 of the Local Government Act 2003.

1. In relation to the 2018/19 General Fund Revenue budget I have examined the budget proposals and I believe that, whilst the spending and service delivery proposals are challenging, they are nevertheless achievable given the political and management will to implement the changes, good management, and the sound monitoring of performance and budgets. I am satisfied that sufficient management processes exist within the Council to deliver this budget and to identify and deal with any problems which may arise unexpectedly during the year.
2. The key process risks in making the above statement are the comparatively low resources within the Council, compared to other Unitary Authorities, dedicated to providing financial support services and advice to managers, which will need the finance teams to be focused on key risk budgets.
3. My recommendations are also conditional upon:
  - The agreement of the Medium Term Financial Strategy for 2018/19 to 2021/22;
  - A recognition in the medium term planning approach that the level of reserves and corporate risk assessment need to be regularly reviewed in the light of changing circumstances and that it may not be possible to match the two at any single point in time. The Council needs to show a commitment to maintain reserves at a level which provides adequate cover for most identified risks during the planning period. This approach is pragmatic, and shows a clear commitment to prudent contingency planning. It must be noted, however, that the recommended levels of reserves could leave the Council exposed to the very exceptional risks identified in this review and, if those risks crystallise, to reserves being inadequate;
  - Portfolio holders, Chief Executive, Deputy Chief Executives and managers not exceeding their cash limits for 2018/19 (and future years covered by the Medium Term Financial Strategy);

- Taking every opportunity to meet the Reserves Strategy as a first call on windfall underspends;
  - Not considering further calls on reserves other than for those risks that have been identified, those that could not have been reasonably foreseen and that cannot be dealt with through management or policy actions. The exception to this is where the Reserves Strategy (reviewed annually) is met. Even in those circumstances, it is not prudent to finance ongoing spending from one-off reserves. Any excess reserves should be targeted towards business transformation (including redundancies and invest to save), contributions to support capital outlay, Local Government funding changes and Welfare Reform changes.
  - Where there is a draw-down on reserves, which causes the approved Reserves Strategy to be off target, that this is replenished as part of a revised Medium Term Financial Strategy;
  - That the Council has arrangements and resources in place to consider value for money in preparation for future years' budgets.
4. In relation to the adequacy of reserves, I recommend the following Reserves Strategy based on an approach to evidence the requisite level of reserves by internal financial risk assessment. The Reserves Strategy will need to be reviewed annually and adjusted in the light of the prevailing circumstances.
- (i) An absolute minimum level of General Fund reserves of £8 million that is maintained throughout the period between 2018/19 to 2021/22;
  - (ii) An optimal level of reserves of £10 million over the period 2018/19 to 2021/22 to cover the absolute minimum level of reserves, in-year risks, cash flow needs and unforeseen circumstances;
  - (iii) A maximum recommended level of reserves of £12 million for the period 2018/19 to 2021/22 to provide additional resilience to implement the Medium Term Financial Strategy;
  - (iv) A Reserves Strategy to remain within the recommended level of reserves over the relevant period of 2018/19 to 2021/22.

5. The estimated level of unallocated General Fund reserves at 31 March 2018, based on current projections is £11 million depending on the final outturn position. Therefore:
- (i) The absolute minimum level of reserves of £8 million is currently being achieved;
  - (ii) The optimal level of reserves of £10 million criteria is being achieved for 2017/18, if departments spend against budget as currently projected;
  - (iii) The maximum level of reserves of £12 million is not being exceeded;
  - (iv) Reserves should remain within the recommended range of reserves during 2017/18. This is subject to resources set aside for redundancy costs proving adequate and the cash limited budget for 2017/18 being met.
6. These recommendations are made on the basis of:
- (i) The risks identified in the Chief Executive and Deputy Chief Executives reviews of their budgets;
  - (ii) My own enquiries during the development of the current budget;
  - (iii) The resilience required to deliver the Medium Term Financial Strategy;
  - (iv) One-off unallocated reserves not being used to fund new on-going commitments;
  - (v) That the reserves in 2018/19 and the foreseeable future are used only if risks materialise and cannot be contained by management or policy actions.
  - (vi) That where reserves are drawn down, the level of reserves is maintained in line with the latest Medium Term Financial Strategy.
7. There are also serious exceptional risks which, if they crystallise, could significantly impact the Council's reserves and leave its financial standing seriously in question. These include :
- (i) The potential for cliff slips, pier remediation works and any other unforeseen Council owned infrastructure issues;
  - (ii) Waste Management (Disposal) – the Council entered into a contract for long term facilities for waste disposal and also a strategy to comply with targets to reduce the amount of waste

going to landfill. The full financial ongoing impact of the longer term facilities over a 30 year period, which will be costly, is being examined and analysed in terms of delivery and financial impact since a recent review of the contract, culminating in the Council serving notice to terminate;

- (iii) The 16 year Waste Collection and Street Cleansing contract, which has been renegotiated with now includes a requirement for an earlier procurement of this service;
- (iv) The financial implications from the Care Act, other welfare reform changes and other associated Housing legislation;
- (v) The increasing cost and demand pressures for adult and child care;
- (vi) The risk surrounding the non-delivery of savings within the circa £7.2 million savings package for 2018/19;
- (vii) The extreme financial issues for the public sector arising from the prevailing and continuing national and local conditions;
- (viii) The risk of even further significant reductions in Government grant funding, particularly in relation to:
  - Growth and decline in the Council's Tax base and Business Rates base;
  - Business Rates appeals from the 2017 revaluation;
  - Academies funding;
  - The Local Council Tax Support Scheme with reduction in subsidy funding and no protection for caseload increases;
  - Further changes to the way in which Local Government is financed by Government particularly with the introduction of 75% and possibly 100% Business Rates retention;
  - Future Government changes in policy and funding for Local Government, particularly the unknown impact of the fair funding review;
  - The economic impact of the withdrawal of the UK from the European Union;
  - The need to address the Country's ongoing Public Sector Borrowing Requirement (PSBR) and the structural financial deficit.
- (ix) Insurance Claims

8. In relation to the Housing Revenue Account (HRA) in 2018/19 and the medium to long term:
- (i) Given the current status of housing management provision the recommendation is that general reserves be maintained at the target figure of £3m;
  - (ii) A 2018/19 budget has been agreed with South Essex Homes Ltd. to maintain a balanced HRA;
  - (iii) Forward projections for the HRA beyond 2018/19 are being remodelled. In addition, this is linked to the HRA's own Medium Term Financial Strategy for the period 2018/19 to 2021/22.

The current position demonstrates that it is possible to:

- Maintain a balanced HRA throughout that period;
  - Meet current level of capital investment; and
  - Repayment of required debt
- (iv) Recognition is made of the potential for a Levy payment in respect of higher value voids
9. In relation to the General Fund and HRA Capital Programme 2017/18 to 2021/22 (including commitments from previous years and new starts):
- (i) The HRA Capital Programme will need to be contained within the total programme cost;
  - (ii) The General Fund Capital Budget is substantial but is based on the best information available in terms of project costs. What is less certain is the phasing of expenditure;
  - (iii) The key strategic schemes identified in the Capital Programme will be closely monitored in-year;
  - (iv) That the funding identified for the approved Capital Programme is delivered and is prudent, affordable and sustainable.
10. In relation to the medium/long term Capital Programme:
- (i) The delivery of the agreed Capital Strategy and Asset Management Plan is a critical priority to enable the matching of resources to needs and priorities.

### **Assurance**

Given all these factors, I, as the Council's Section 151 Officer, consider the estimates for 2018/19 to be sufficiently robust but challenging for approval by the Council. I am also able to advise the Council that the level of General Fund Reserves is adequate and to recommend a Reserves Strategy which is achievable by 2018/19.

### 3. Supporting Statement

#### a. Processes

Budget estimates are exactly that – estimates of spending and income made at a point in time and which will change as circumstances change. This statement about the robustness of estimates cannot give a 100% guarantee about the budget but gives Members reasonable assurance that the budget has been based on the best available information and assumptions available at the time.

In order to meet the requirement on the robustness of estimates a number of key processes have been put in place, including:

- The issuing of clear guidance to Departments on preparing budgets;
- The development of Council wide risk assessment;
- The use of budget monitoring and its escalation process to identify risks;
- The Council's S151 Officer providing advice throughout the process of budget preparation and budget monitoring;
- The Chief Executive and Deputy Chief Executives review of their budgets and budget sensitivities;
- A review of budget proposals by CMT from June 2017 to February 2018;
- A review of budget proposals by Executive Members from September 2017 to February 2018;
- Enquiries made directly by the Section 151 Officer and Finance Officers

Notwithstanding these arrangements, which are designed to test the budget throughout its various stages of development, considerable reliance is placed on the Chief Executive, Deputy Chief Executives and Directors having proper arrangements in place to identify issues, project costs, service demands, to consider value for money and efficiency, and to implement changes in their service plans. This is supported by appropriately qualified financial staff.

A summary of the key budget assumptions considered by Departments in terms of assessing the robustness of their budgets are shown below;

- The treatment of inflation and interest rates.
- The treatment of demand led pressures.
- The treatment of efficiency savings/productivity gains.
- The financial risks inherent in any significant new funding partnerships, major outsourcing deals or major capital developments.
- The availability of other funds to deal with major contingencies.

- The Department's track record in budget and financial management.
- The Department's capacity to manage in-year budget pressures.

The full key budget assumptions and comments by the Chief Executive and Deputy Chief Executives have been used in constructing the current year's budget.

Corporate and departmental processes will continue to be improved in future years. Particularly over the last few years there has been a continued emphasis on a robust scheme of budget monitoring and additionally the regular review and monitoring of the annual budget savings that was introduced by the current Director of Finance & Resources and will continue in 2018/19.

Additionally, with the continuous development of the ERP system (Agresso) covering both Financial and HR systems this has improved the authority's capacity to monitor the overall budget. Continual improvement in these processes will assist in prevention or earlier identification of issues to be dealt with in the budget and Medium Term Financial Strategy and allow for any in-year rebalancing to be undertaken if required. Nevertheless in preparing such a complex budget, unforeseen issues will arise throughout the year and in future years.

### b. Robustness of Estimates - General Fund Revenue Budget

The 2018/19 budget and service planning process continues the need to link financial resources to corporate priorities and risks. In addition to improving efficiency, there are clearly choices for the Council in this respect:

- To increase financial resources to meet demand and reduce risk; or
- To reduce (where possible) service levels and standards, frequency of service delivery, and eligibility for services.

As part of developing the budget, Members of the administration have considered these options and they are reflected in the proposed budget.

Most notably the Council has had to address major cost increases and pressures as well as corporate priorities including:

- Employee costs (including Employer Pension Contributions and National Insurance Contributions)
- Demographic and cost pressures for Adult and Children Social Care
- The cost of prudential borrowing within the capital programme
- Shortfalls in income and grant income
- Inflation



The factors and risks taken into account in developing the proposed budget and recommendations on reserves are contained in each of the Chief Executive and Deputy Chief Executives proposals surrounding their Departmental budget.

These assumptions will require the forecasts for future years to be reviewed early in each financial year leading to more detailed budgets during the autumn of each financial year.

c. Medium Term Financial Strategy

Over the medium term, the Council needs to deliver its Medium Term Financial Strategy reflecting the continuing impact of the proposed budget and only growth in relation to issues that are unavoidable. Within the extremely tight financial climate over the medium term it is very likely that service improvement and reasonable Council Tax increases, without key service reductions, will only be achieved through improving efficiency, clear prioritisation and new income generation.

d. Adequacy of Reserves – General Fund Revenue Budget

Under the Local Government 2003 Act the Secretary of State has reserve powers to set a minimum level of reserves. The most likely use of this power is where an authority is running down its reserves against the advice of their S151 Officer.

Determining the appropriate levels of reserves is not a precise science or a formula e.g. a percentage of the Council's budget. It is the Council's safety net for risks, unforeseen or other circumstances. The reserves must last the lifetime of the Council unless contributions are made from future years' revenue budgets. The minimum level of balances cannot be judged merely against the current risks facing the council as these can and will change over time.

Determining the appropriate levels of reserves is a professional judgement based on local circumstances including the overall budget size, risks, robustness of budgets, major initiatives being undertaken, budget assumptions, other earmarked reserves and provisions, and the Council's track record in budget management. It is also a professional judgement on the external factors that influence the Council's funding position.

The consequences of not keeping a minimum prudent level of reserves can be serious. In the event of a major problem or a series of events, the Council would run a serious risk of a deficit or of being forced to cut spending during the year in a damaging and arbitrary way.

The recommendation on the prudent level of reserves has been based on the robustness of estimate information and the Corporate Risk Register. In addition, the other strategic operational and financial risks taken into account when recommending the minimum level of unallocated General Fund reserves include:

- There is always some degree of uncertainty over whether the full effects of any economy measures and/or service reductions will be achieved. The Chief Executive and Deputy Chief Executives have been requested to be prudent in their assumptions and that those assumptions, particularly about demand led budgets, will hold true in changing circumstances.
- The Bellwin Scheme Emergency Financial Assistance to Local Authorities provides assistance in the event of an emergency. The Local Authority is able to claim assistance with the cost of dealing with an emergency over and above a threshold set by the Government.
- The risk of major litigation, both current and in the future.
- Risks in the inter-relation between the NHS and Social Service authorities coupled with the responsibilities of Public Health.
- The Local Council Tax Support Scheme with less Government funding and increases in caseload at the Council's own risk
- Issues arising from the final Housing Benefit Subsidy Claim.
- The localisation of Business Rates including the impact of businesses declining in the borough boundaries
- New and impending legislation
- Unplanned volume increases in major demand led budgets, particularly in adult and children's services, learning disabilities, physical and sensory impairment, and housing benefits.
- The need to retain a general contingency to provide for some measure of unforeseen circumstances which may arise. This part of the reserves is not provided for directly but indirectly on the assumption that the financial risks identified will not all crystallise.
- The need to retain reserves for general day-to-day cash flow needs. This is minimal given the level of cash the Council holds at any given time.

Further exceptional risks identified may have a potential and serious call on reserves. The Council is advised to be cautious about these risks and commit to restoring any drawn down reserves in line with the Medium Term Financial Strategy.

In these circumstances, I will require the Council, Cabinet, Chief Executive, Deputy Chief Executives and Directors:

- To remain within their service budget for 2018/19 and within agreed medium term financial strategy targets for future years (2019/20 to 2021/22) with a strict adherence to recovering overspends within future years' financial plan targets.
- Repayment to reserves in line with the Medium Term Financial Strategy should these risks materialise.
- Direct any windfall revenue savings/underspends to reserves should the General Fund Revenue Reserves Strategy require it.

e. Estimated Earmarked General Fund Revenue Reserves

I have reviewed the Council's General Fund earmarked revenue reserves which are estimated to amount to circa. £59.7 million at 1 April 2019. This is compiled of key specific reserves of Insurance at £6.2 million, Welfare Reform and Social Fund at £2.0 million, Adult and Children's Social Care at £3.1 million, Interest Equalisation at £3.6 million, MRP Equalisation at £12.6 million, Waste Management at £4.9 million, Business Transformation at £4.8 million, New Homes Bonus at £4.1 million, Business Rates Retention at £3.0 million, Capital at £2.4 million, Pensions at £5.8 million and Grants at £3.9 million. The remainder is made up of other smaller funds held for specific purposes.

f. Estimated Earmarked Housing Revenue Account Revenue Reserves

I have reviewed the Council's Housing Revenue Account earmarked revenue reserves which are estimated to amount to £30.9 million at 1 April 2019. This is compiled mainly of a Capital Investment reserve of £23.6 million and Major Repairs reserve of £6.8 million.

g. Schools' Balances

Schools' balances, while consolidated into the Council's overall accounts, are a matter for Governing Bodies. Nevertheless, under the Council's Scheme for Financing Schools the Council has a duty to scrutinise whether any school holds surplus balances. Section 4.1 "The right to carry forward surplus balances" identifies that Schools may carry forward from one financial year to the next any surplus/deficit in net expenditure relative to the school's budget share for the year plus/minus any balance brought forward from the previous year.

Any revisions to the Council's Scheme for Financing Schools in respect of balances will be amended in line with the requirements of the Secretary of State for Education with minor amendments agreed by the Schools' Forum.

I am satisfied that the arrangements in place are adequate.

## h. Capital Programme – 2018/19 to 2021/22

### The Capital Budget

Projects, included in the capital programme, were prepared by Directors and managers in line with financial regulations and guidance. All projects were agreed by the relevant member of CMT and Portfolio Holder and are fully funded for their estimated cost.

Projects have been costed at outturn prices with many subject to tender after inclusion in the programme. This may lead to variance in the final costs.

Departments are required to work within the given cash envelope so any under or over provision must be found within these limits.

### Capital Programme Risks

The risk of the Council being unable to fund variations in the programme is minimal mainly due to phasing of projects. The Council is able to freeze parts of the programme throughout the year to ensure spend is within the agreed financial envelope, although this will have service implications.

A further key risk to the capital programme is the ability of the Council to fully deliver it within the agreed timescales.

In relation to the General Fund and HRA Capital Programme specifically for 2018/19 (including commitments from previous years and new starts):

- i) The HRA Capital Programme will need to be contained within total programme cost by delaying or stopping specified schemes.
- (ii) The General Fund Capital Budget is substantial but is based on the best information available in terms of project costs. What is less certain is the phasing of expenditure.
- (iii) The strategic schemes identified in the Capital Programme will be closely monitored in-year.
- (iv) That the funding identified for the approved Capital Programme is delivered and is prudent, affordable and sustainable.

## Appendix 2 - DSG Budget 2018/19

Block	S251 Line	Summary Line	£	£	£	£	£	Comments
			2017/18 DSG Schools Budget *1	2017/18 Forecast Outturn *1	Variance	Proposed Budget for 2018/19	2018/19 Change to 2017/18 Budget	
Schools Block	1.0.1	Maintained - Primary	29,253,192	29,253,192	-	29,375,114	121,922	
	1.0.1	Maintained - Secondary	3,148,269	3,148,269	-	3,079,139	(69,130)	
	1.0.1	Academy Recoupment - Primary	29,305,273	29,285,273	(20,000)	30,646,584	1,341,311	
	1.0.1	Academy Recoupment - Secondary	51,662,877	51,662,877	-	53,120,878	1,458,001	
<b>Schools Block Total</b>			<b>113,369,611</b>	<b>113,349,611</b>	<b>(20,000)</b>	<b>116,221,715</b>	<b>2,852,104</b>	
Early Years	1.0.1	2 year old provision	1,422,015	1,422,015	-	1,422,015	-	
	1.0.1	3 and 4 y/o provision - Universal	6,881,534	6,881,534	-	6,881,534	-	
	1.0.1	3 and 4 y/o provision - Additional	1,081,450	1,081,450	-	1,924,138	842,688	
	1.0.1	Disability Access Fund	43,050	43,050	-	42,435	(615)	
	1.0.1	Early Years Pupil Premium	106,450	106,450	-	106,450	-	
	1.3.1	Central Expenditure on Children under 5	500,000	500,000	-	500,000	-	
<b>Early Years Block Total</b>			<b>10,034,499</b>	<b>10,034,499</b>	<b>-</b>	<b>10,876,572</b>	<b>842,073</b>	Early years - Provisional 2018/19 allocations *2
High Needs	1.0.1	Place Funding - Special Schools	1,047,587	1,047,587	-	120,000	(927,587)	
	1.0.1	Place Funding - Special Schools Recouped	4,252,413	4,252,413	-	5,180,000	927,587	
	1.0.1	Place Funding - PRU	202,521	202,521	-	-	(202,521)	
	1.0.1	Place Funding - PRU Recouped	607,479	607,479	-	810,000	202,521	
	1.0.1	Place Funding - Special Units	200,000	200,000	-	120,000	(80,000)	
	1.0.1	Place Funding - Special Units Recouped	330,000	330,000	-	198,000	(132,000)	Special base *3
	1.0.1	Place Funding - Free School Recouped	367,500	367,500	-	430,000	62,500	
	1.0.1	Place Funding - CCP and FE Recouped	564,000	564,000	-	564,000	-	
<b>Subtotal Place funding</b>			<b>7,571,500</b>	<b>7,571,500</b>	<b>-</b>	<b>7,422,000</b>	<b>(149,500)</b>	
	1.0.1	Special School - flexible place funding	80,000	80,000	-	-	(80,000)	
	1.2.1 / 1.2.2	Special School Top ups	4,287,535	4,332,550	45,015	-	(4,287,535)	
	1.2.1 / 1.2.2	Special Units Top ups	230,432	226,341	(4,091)	-	(230,432)	
	1.2.2	PRU Top ups	326,716	300,000	(26,716)	-	(326,716)	
	1.2.1	EHCP Early years Top ups	44,000	44,000	-	-	(44,000)	
	1.2.1 / 1.2.2	EHCP Inborough Mainstream - Primary Top ups	1,250,000	1,360,000	110,000	-	(1,250,000)	
	1.2.1 / 1.2.2	EHCP Inborough Mainstream - Secondary Top ups	460,000	480,000	20,000	-	(460,000)	
	1.2.2	EHCP Top ups - out of Borough	610,000	600,000	(10,000)	-	(610,000)	
	1.2.2	EHCP Top ups - post 16 providers	560,000	600,000	40,000	-	(560,000)	
	1.2.3	EHCP funding - Independent providers	900,000	1,200,000	300,000	-	(900,000)	
	1.2.4	HN targeted LCHI funding	50,000	50,000	-	-	(50,000)	
	1.2.6	Hospital Education provision	70,800	100,000	29,200	-	(70,800)	
	1.2.7	Individual Tuition service	153,100	153,100	-	-	(153,100)	
	1.2.5	SEN Team - DSG	422,479	422,479	-	-	(422,479)	
	1.2.5	SEN Support Services - special units in schools	214,000	214,000	-	-	(214,000)	
	1.2.8	Behaviour & Reintegration Support (outreach) - DSG	322,000	322,000	-	-	(322,000)	
	1.2.8	Outreach Harbour Development Centre	161,000	161,000	-	-	(161,000)	
	1.2.7	Elective Home Education Costs	8,000	8,000	-	-	(8,000)	
	1.2.7	Commissioned Preventative Pathway AP service	192,000	172,000	(20,000)	-	(192,000)	
		2017/18 High needs SLA unallocated savings target	(130,000)	-	130,000	-	130,000	
<b>Subtotal High Need Non-Place funding</b>			<b>10,212,062</b>	<b>10,825,470</b>	<b>613,408</b>	<b>-</b>	<b>(10,212,062)</b>	
<b>High Need Non-Place funding 2018/19</b>						10,786,999	10,786,999	HN Funding block *4
<b>High Needs Block Total</b>			<b>17,783,562</b>	<b>18,396,970</b>	<b>613,408</b>	<b>18,208,999</b>	<b>425,437</b>	
		2018/19 High Need block targetted cashable saving					(200,000)	
		Final High Needs budget available for distribution to settings/providers in 2018/19					18,008,999	
Centrally Retained	1.1.2	De-delegated - Behaviour Support	75,000	75,000	-	-	(75,000)	
	1.1.7	De-delegated - Licenses Subscriptions	1,245	1,245	-	1,015	(230)	
	1.1.8	De-delegated - Staff costs	9,900	9,900	-	8,070	(1,830)	
	1.4.1	Contribution to combined budgets	941,288	941,288	-	941,288	-	
	1.4.10	Growth Fund	690,000	606,991	(83,009)	690,000	-	
	1.4.13	CLA/MPA License	122,297	122,297	-	122,297	-	
	1.4.2	School Admissions	236,300	236,300	-	236,300	-	
	1.4.3	Servicing of School Forums	18,700	18,700	-	18,700	-	
	1.5.1/1.5.2/1.5.3	ESG Retained	413,217	413,217	-	419,562	6,345	
<b>Centrally Retained Total</b>			<b>2,507,947</b>	<b>2,424,938</b>	<b>(83,009)</b>	<b>2,437,232</b>	<b>(70,715)</b>	Centrally Retained as approved by Education Board 5 December 2017
<b>Grand Total</b>			<b>143,695,619</b>	<b>144,206,018</b>	<b>510,399</b>	<b>147,544,518</b>	<b>4,048,899</b>	
<b>DSG - Funding</b>		Schools Block	(35,408,619)	(35,408,619)	-	(33,653,338)	1,755,281	
		Schools Block - Academy Recoupment	(80,968,150)	(80,968,150)	-	(83,767,462)	(2,799,312)	
		Central Block	-	-	-	(1,738,147)	(1,738,147)	
		Early Years Block (2 year olds)	(1,422,015)	(1,422,015)	-	(1,422,015)	-	
		Early Years Block (3&4 yr olds - Universal)	(6,881,534)	(6,881,534)	-	(6,881,534)	-	
		Early Years Block (3&4 yr olds - Additional)	(1,081,450)	(1,081,450)	-	(1,924,138)	(842,688)	
		Early Years 1617 funding adjustment	-	422,000	422,000	-	-	
		Early Years Disability Access Fund	(43,050)	(43,050)	-	(42,435)	615	
		Early Years Pupil Premium	(106,450)	(106,450)	-	(106,450)	-	
		High Needs Funding Block	(11,662,170)	(11,662,170)	-	(11,026,999)	635,171	HN Funding block *4
		High Needs Recoupment	(6,121,392)	(6,121,392)	-	(7,182,000)	(1,060,608)	
		DSG Brought Forward - to balance	(789)	(789)	-	-	789	
<b>DSG Funding Total</b>			<b>(143,695,619)</b>	<b>(143,273,619)</b>	<b>422,000</b>	<b>(147,744,518)</b>	<b>(4,048,899)</b>	
<b>Net DSG Schools Budget</b>			<b>-</b>	<b>932,399</b>	<b>932,399</b>	<b>(200,000)</b>	<b>-</b>	
		DSG B/FWD Surplus / (Deficit)	325,202	325,202		(607,986)		
		(Issued to Above) / Drawn from above	(789)	(789)		200,000		
		2017/18 Forecast Overspend	-	(932,399)				
		DSG C/Fwd Surplus / (Deficit)	324,413	(607,986)		(407,986)		

\*1 latest 2017/18 budget as advised by DfE in Nov-17, and forecast outturn as presented to the Education Board in Nov-17

\*2 DfE - Early years allocation for 2018/19 is Provisional and based on Jan 17 census data, allocation will be updated based on Jan 18 and Jan 19 Census

\*3 DfE - From April 18 - Mainstream Special base units pupils have now been incorporated as pupils on roll of the school. High Needs from Apr-18 provides additional place funding at £6k per place

\*4 DfE - High Needs block allocation for 2018/19 is still Provisional until DfE have updated the import/export adjustment on the January 17 Census and Feb R06 ILR data

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**SUMMARY OF GENERAL FUND  
REVENUE BUDGET 2018/19**





**SOUTHEND ON SEA BOROUGH COUNCIL ESTIMATE FOR THE  
GENERAL FUND YEAR ENDING 31 MARCH 2019**

**SUMMARY OF GENERAL FUND REVENUE ESTIMATES**

	Appendix	Original Estimate 2017/18	Probable Outturn 2017/18	Original Estimate 2018/19	Budget 2018/19
		£000	£000	£000	£000
<b>Portfolios</b>					
Leader	4	2,387	2,453	2,674	2,594
Corporate & Community Support Services	5	12,056	11,001	11,325	10,876
Culture, Tourism & the Economy	6	12,593	13,012	13,377	13,428
Transport, Waste & Regulatory Services	7	22,394	21,794	23,950	23,215
Housing, Planning & Sustainability	8	5,122	4,942	6,163	6,088
Children & Learning	9	26,237	28,578	32,951	33,556
Health & Adult Social Care	10	38,948	37,911	39,142	37,274
Technology	11	4,383	4,875	5,007	5,010
<b>Sub Total</b>		<b>124,120</b>	<b>124,566</b>	<b>134,589</b>	<b>132,041</b>
Capital Financing Removed		(18,831)	(17,014)	(28,301)	(28,301)
<b>Portfolio Net Expenditure</b>		<b>105,289</b>	<b>107,552</b>	<b>106,288</b>	<b>103,740</b>
Levies		590	590	638	638
Contingency - General		2,088	1,770	2,088	2,088
- Pensions & Apprenticeship Levy		650	400	0	0
- Transformation		1,500	1,500	1,500	1,500
- Benefits		0	300	300	300
- Inflation		990	666	1,828	1,828
Pensions Upfront Funding		7,467	7,467	(3,734)	(3,734)
Financing costs		16,594	7,023	10,862	8,562
<b>Total net expenditure</b>		<b>135,168</b>	<b>127,268</b>	<b>119,770</b>	<b>114,922</b>
Contribution to /(from) earmarked reserves		(12,282)	(5,420)	5,269	4,874
Revenue Contribution to Capital		3,804	4,842	5,058	5,058
Corporate on-going Investments	10 & 11	0	0	3,775	0
Use of Better Care Fund Resources to fund Investments and loss of grant		0	0	(1,803)	0
Proposed Savings	12 & 13	0	0	(7,215)	0
Non Service Specific Grants		(3,537)	(3,537)	(1,865)	(1,865)
<b>Total Budget Requirement</b>		<b>123,153</b>	<b>123,153</b>	<b>122,989</b>	<b>122,989</b>
<b>Met from:</b>					
Revenue Support Grant		14,681			10,318
New Homes Bonus Returned Grant		78			0
Business Rates		20,375			21,924
Business Rates Top up Grant		11,685			12,038
Council Tax		68,678			71,699
Adult Social Care Precept		3,375			4,510
		<b>118,872</b>			<b>120,489</b>
Collection Fund Surplus		500			2,500
		<b>119,372</b>			<b>122,989</b>
Use of Earmarked Reserves		3,781			0
		<b>123,153</b>			<b>122,989</b>



**LEADER**

**REVENUE BUDGET 2018/19**



**SOUTHEND ON SEA BOROUGH COUNCIL  
GENERAL FUND YEAR ENDING 31 MARCH 2019**

**Leader Portfolio**

Objective Summary	2017/18						2018/19					
	Original			Probable Outturn			Before Savings & Investments			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
Corporate Subscriptions	73	0	73	73	0	73	85	0	85	85	0	85
Corporate and Non Distributable Costs	1,764	(180)	1,584	1,719	(180)	1,539	1,999	(184)	1,815	1,919	(184)	1,735
Emergency Planning	85	0	85	85	0	85	82	0	82	82	0	82
Strategy and Performance	645	0	645	756	0	756	692	0	692	692	0	692
<b>Net Expenditure/(Income)</b>	<b>2,567</b>	<b>(180)</b>	<b>2,387</b>	<b>2,633</b>	<b>(180)</b>	<b>2,453</b>	<b>2,858</b>	<b>(184)</b>	<b>2,674</b>	<b>2,778</b>	<b>(184)</b>	<b>2,594</b>

**SOUTHEND ON SEA BOROUGH COUNCIL  
GENERAL FUND YEAR ENDING 31 MARCH 2019**

**Leader Portfolio**

Subjective Summary	2017/18		2018/19	
	Original	Probable Outturn	Before Savings & Investments	Budget
	£000s	£000s	£000s	£000s
<b>Expenditure</b>				
Employees	1,536	1,826	1,819	1,819
Premises	3	3	3	3
Transport	4	8	7	7
Supplies & Services	621	608	633	553
Third Party Payments	190	0	190	190
Transfer Payments	0	0	0	0
Depreciation	8	8	6	6
Special Items	205	180	200	200
<b>Gross Expenditure</b>	<b>2,567</b>	<b>2,633</b>	<b>2,858</b>	<b>2,778</b>
<b>Income</b>				
Government Grants	0	0	0	0
Other Grants & Reimbursements	0	0	0	0
Sales	0	0	0	0
Fees & Charges	0	0	0	0
Rents	0	0	0	0
Interest	0	0	0	0
Investment Asset Revaluation Gain	0	0	0	0
Government Capital Grants	0	0	0	0
Recharges to Housing Revenue Account	(180)	(180)	(184)	(184)
Other Internal Charges	0	0	0	0
<b>Total Income</b>	<b>(180)</b>	<b>(180)</b>	<b>(184)</b>	<b>(184)</b>
<b>Net Expenditure/(Income)</b>	<b>2,387</b>	<b>2,453</b>	<b>2,674</b>	<b>2,594</b>

**CORPORATE AND COMMUNITY SUPPORT SERVICES**

**REVENUE BUDGET 2018/19**

**SOUTHEND ON SEA BOROUGH COUNCIL  
GENERAL FUND YEAR ENDING 31 MARCH 2019**

**Corporate and Community Support Services Portfolio**

Objective Summary	2017/18						2018/19					
	Original			Probable Outturn			Before Savings & Investments			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
Department of the Chief Executive	771	0	771	599	0	599	634	0	634	634	0	634
The Programme Office	0	0	0	0	0	0	0	0	0	0	0	0
Administration & Support	0	0	0	0	0	0	0	0	0	0	0	0
Accountancy	2,071	(352)	1,719	1,982	(348)	1,634	2,131	(295)	1,836	2,131	(295)	1,836
Accounts Payable	126	(5)	121	106	(5)	101	119	(4)	115	119	(4)	115
Accounts Receivable	185	(75)	110	185	(75)	110	190	(77)	113	190	(77)	113
Insurance	155	(245)	(90)	155	(245)	(90)	162	(247)	(85)	162	(247)	(85)
Asset Management	383	(5)	378	404	(16)	388	416	(16)	400	416	(16)	400
Community Centres and Club 60	104	(1)	103	93	(1)	92	93	(1)	92	93	(1)	92
Corporate and Industrial Estates	430	(2,611)	(2,181)	178	(3,061)	(2,883)	177	(2,919)	(2,742)	177	(3,319)	(3,142)
Council Tax Admin	854	(595)	259	1,099	(845)	254	869	(607)	262	869	(607)	262
Non Domestic Rates Collection	165	(305)	(140)	180	(305)	(125)	199	(306)	(107)	199	(306)	(107)
Housing Benefit and Council Tax Benefit Admin	1,990	(1,195)	795	1,778	(1,241)	537	1,711	(1,195)	516	1,801	(1,195)	606
Rent Benefit Payments	98,947	(99,050)	(103)	91,582	(91,685)	(103)	91,582	(91,685)	(103)	91,582	(91,685)	(103)
Internal Audit	835	(188)	647	835	(188)	647	999	(323)	676	999	(323)	676
Buildings Management	2,779	(114)	2,665	2,685	(114)	2,571	2,760	(110)	2,650	2,710	(110)	2,600
Cemeteries and Crematorium	1,263	(2,525)	(1,262)	1,158	(2,434)	(1,276)	1,161	(2,566)	(1,405)	1,161	(2,566)	(1,405)
Customer Services Centre	1,985	(290)	1,695	1,898	(290)	1,608	2,065	(295)	1,770	1,976	(295)	1,681
Dial A Ride Service	122	(19)	103	106	(19)	87	105	(19)	86	105	(19)	86
Registration of Births Deaths and Marriages	329	(371)	(42)	329	(371)	(42)	330	(378)	(48)	330	(378)	(48)
Transport Management	26	0	26	167	0	167	6	0	6	6	0	6
Vehicle Fleet	527	(344)	183	523	(344)	179	550	(344)	206	550	(344)	206



**SOUTHEND ON SEA BOROUGH COUNCIL  
GENERAL FUND YEAR ENDING 31 MARCH 2019**

**Corporate and Community Support Services Portfolio**

Objective Summary	2017/18						2018/19					
	Original			Probable Outturn			Before Savings & Investments			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
Partnership Team	277	0	277	266	0	266	231	0	231	231	0	231
Support To Voluntary Sector	779	0	779	734	0	734	811	0	811	811	0	811
Human Resources	1,745	(497)	1,248	1,833	(505)	1,328	1,815	(505)	1,310	1,815	(505)	1,310
People and Organisational Development	406	(91)	315	430	(115)	315	414	(115)	299	414	(115)	299
Tickfield Training Centre	290	(97)	193	289	(97)	192	370	(156)	214	370	(156)	214
Democratic Services Support	354	0	354	349	0	349	371	0	371	371	0	371
Mayoralty	185	0	185	216	0	216	191	0	191	191	0	191
Member Support	705	0	705	710	0	710	730	0	730	730	0	730
Elections and Electoral Registration	352	0	352	276	0	276	354	0	354	354	0	354
Local Land Charges	192	(297)	(105)	192	(297)	(105)	197	(297)	(100)	197	(297)	(100)
Legal Services	1,170	(243)	927	1,351	(233)	1,118	1,308	(245)	1,063	1,308	(245)	1,063
Corporate Procurement	610	0	610	845	0	845	621	0	621	621	0	621
Property Management and Maintenance	568	(109)	459	411	(109)	302	469	(111)	358	469	(111)	358
<b>Net Expenditure/(Income)</b>	<b>121,680</b>	<b>(109,624)</b>	<b>12,056</b>	<b>113,944</b>	<b>(102,943)</b>	<b>11,001</b>	<b>114,141</b>	<b>(102,816)</b>	<b>11,325</b>	<b>114,092</b>	<b>(103,216)</b>	<b>10,876</b>

**SOUTHEND ON SEA BOROUGH COUNCIL  
GENERAL FUND YEAR ENDING 31 MARCH 2019**

**Corporate and Community Support Services Portfolio**

Subjective Summary	2017/18		2018/19	
	Original	Probable Outturn	Before Savings & Investments	Budget
	£000s	£000s	£000s	£000s
<b>Expenditure</b>				
Employees	14,531	14,520	15,094	14,992
Premises	1,765	1,996	1,847	1,847
Transport	387	387	388	388
Supplies & Services	4,639	5,112	4,886	4,849
Third Party Payments	126	241	213	303
Transfer Payments	98,504	90,639	90,639	90,639
Depreciation	1,728	1,049	1,074	1,074
<b>Gross Expenditure</b>	<b>121,680</b>	<b>113,944</b>	<b>114,141</b>	<b>114,092</b>
<b>Income</b>				
Government Grants	(95,958)	(88,312)	(88,311)	(88,311)
Other Grants & Reimbursements	(4,791)	(4,909)	(4,832)	(4,832)
Sales	(40)	(40)	(5)	(5)
Fees & Charges	(5,447)	(5,818)	(5,958)	(5,958)
Rents	(2,626)	(3,076)	(2,934)	(3,334)
Interest	0	0	0	0
Government Capital Grants	0	0	0	0
Recharges to Housing Revenue Account	(237)	(237)	(242)	(242)
Other Internal Charges	(525)	(551)	(534)	(534)
<b>Total Income</b>	<b>(109,624)</b>	<b>(102,943)</b>	<b>(102,816)</b>	<b>(103,216)</b>
<b>Net Expenditure/(Income)</b>	<b>12,056</b>	<b>11,001</b>	<b>11,325</b>	<b>10,876</b>

**CULTURE, TOURISM AND THE ECONOMY**

**REVENUE BUDGET 2018/19**



**SOUTHEND ON SEA BOROUGH COUNCIL  
GENERAL FUND YEAR ENDING 31 MARCH 2019**

**Culture, Tourism and the Economy Portfolio**

Objective Summary	2017/18						2018/19					
	Original			Probable Outturn			Before Savings & Investments			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
Arts Development	554	(305)	249	532	(262)	270	499	(233)	266	499	(233)	266
Amenity Services Organisation	3,615	(670)	2,945	3,685	(636)	3,049	3,673	(683)	2,990	3,673	(683)	2,990
Culture Management	66	(6)	60	305	(14)	291	146	(6)	140	146	(6)	140
Library Service	3,395	(394)	3,001	3,455	(394)	3,061	3,393	(397)	2,996	3,378	(397)	2,981
Museums And Art Gallery	1,135	(68)	1,067	1,044	(81)	963	1,995	(70)	1,925	1,995	(80)	1,915
Parks And Amenities Management	1,693	(665)	1,028	1,576	(450)	1,126	1,812	(776)	1,036	1,812	(786)	1,026
Sports Development	53	0	53	53	0	53	54	0	54	54	0	54
Sport and Leisure Facilities	615	(304)	311	537	(304)	233	589	(304)	285	589	(304)	285
Southend Theatres	849	(27)	822	714	(27)	687	647	(27)	620	647	(27)	620
Resort Services Pier and Foreshore and Southend Marine Activity Centre	2,689	(884)	1,805	2,865	(934)	1,931	2,828	(902)	1,926	2,828	(957)	1,871
Tourism	136	(18)	118	58	(18)	40	58	(18)	40	58	(18)	40
Economic Development	571	(250)	321	570	(250)	320	929	(578)	351	1,004	(578)	426
Town Centre	210	(59)	151	199	(59)	140	210	(59)	151	206	(59)	147
Better Queensway	0	0	0	44	0	44	0	0	0	0	0	0
Climate Change	106	(43)	63	203	0	203	111	(144)	(33)	111	(144)	(33)
Closed Circuit Television	450	(32)	418	462	(32)	430	479	(33)	446	549	(33)	516
Community Safety	213	(32)	181	203	(32)	171	216	(32)	184	216	(32)	184
<b>Net Expenditure/(Income)</b>	<b>16,350</b>	<b>(3,757)</b>	<b>12,593</b>	<b>16,505</b>	<b>(3,493)</b>	<b>13,012</b>	<b>17,639</b>	<b>(4,262)</b>	<b>13,377</b>	<b>17,765</b>	<b>(4,337)</b>	<b>13,428</b>

**SOUTHEND ON SEA BOROUGH COUNCIL  
GENERAL FUND YEAR ENDING 31 MARCH 2019**

**Culture, Tourism and the Economy Portfolio**

Subjective Summary	2017/18		2018/19	
	Original	Probable Outturn	Before Savings & Investments	Budget
	£000s	£000s	£000s	£000s
<b>Expenditure</b>				
Employees	7,800	7,663	8,392	8,392
Premises	1,775	1,912	1,790	1,790
Transport	519	506	441	441
Supplies & Services	1,662	1,925	1,608	1,674
Third Party Payments	1,103	1,237	1,080	1,140
Transfer Payments	0	0	0	0
Depreciation	3,491	3,262	4,328	4,328
<b>Gross Expenditure</b>	<b>16,350</b>	<b>16,505</b>	<b>17,639</b>	<b>17,765</b>
<b>Income</b>				
Government Grants	0	0	0	0
Other Grants & Reimbursements	(772)	(741)	(1,027)	(1,037)
Sales	(137)	(142)	(138)	(138)
Fees & Charges	(2,777)	(2,539)	(2,932)	(2,987)
Rents	(19)	(19)	(14)	(24)
Interest	0	0	0	0
Government Capital Grants	(52)	(52)	(151)	(151)
Recharges to Housing Revenue Account	0	0	0	0
Other Internal Charges	0	0	0	0
<b>Total Income</b>	<b>(3,757)</b>	<b>(3,493)</b>	<b>(4,262)</b>	<b>(4,337)</b>
<b>Net Expenditure/(Income)</b>	<b>12,593</b>	<b>13,012</b>	<b>13,377</b>	<b>13,428</b>

**TRANSPORT, WASTE and REGULATORY SERVICES**

**REVENUE BUDGET 2018/19**

**SOUTHEND ON SEA BOROUGH COUNCIL  
GENERAL FUND YEAR ENDING 31 MARCH 2019**

**Transport, Waste & Regulatory Services Portfolio**

Objective Summary	2017/18						2018/19					
	Original			Probable Outturn			Before Savings & Investments			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
<b>Transport</b>												
Highways Maintenance	9,830	(2,048)	7,782	9,346	(1,994)	7,352	11,056	(1,708)	9,348	10,956	(1,708)	9,248
Bridges and Structural Engineering	412	0	412	414	0	414	414	0	414	414	0	414
Decriminalised Parking	1,157	(1,666)	(509)	1,324	(1,666)	(342)	1,171	(1,699)	(528)	1,171	(1,699)	(528)
Car Parking Management	1,031	(6,485)	(5,454)	1,298	(6,371)	(5,073)	1,170	(6,617)	(5,447)	1,170	(7,222)	(6,052)
Concessionary Fares	3,217	0	3,217	3,307	0	3,307	3,307	0	3,307	3,307	0	3,307
Passenger Transport	400	(64)	336	506	(49)	457	417	(65)	352	417	(65)	352
Road Safety and School Crossing	234	0	234	206	0	206	229	0	229	229	0	229
Transport Planning	599	(854)	(255)	1,721	(1,869)	(148)	1,672	(1,990)	(318)	1,672	(1,990)	(318)
Traffic and Parking Management	503	(5)	498	667	(5)	662	600	(5)	595	600	(5)	595
<b>Waste and Cleansing</b>												
Public Conveniences	550	0	550	515	0	515	550	0	550	550	0	550
Waste Collection	4,393	0	4,393	4,515	0	4,515	4,695	0	4,695	4,695	0	4,695
Waste Disposal	5,533	0	5,533	4,685	(20)	4,665	5,264	0	5,264	5,264	0	5,264
Street Cleansing	1,381	(7)	1,374	1,360	0	1,360	1,360	0	1,360	1,360	0	1,360
Household Recycling	486	0	486	477	(7)	470	477	(7)	470	477	(7)	470
Environmental Care	386	(4)	382	215	(4)	211	242	(4)	238	242	(4)	238
Waste Management	487	0	487	313	(490)	(177)	296	0	296	296	0	296
<b>Other Services</b>												
Flood and Sea Defence	745	(11)	734	925	(11)	914	811	(11)	800	811	(11)	800
Enterprise Tourism and Environment Central Pool	1,354	0	1,354	1,441	0	1,441	1,451	0	1,451	1,451	0	1,451



**SOUTHEND ON SEA BOROUGH COUNCIL  
GENERAL FUND YEAR ENDING 31 MARCH 2019**

**Transport, Waste & Regulatory Services Portfolio**

Objective Summary	2017/18						2018/19					
	Original			Probable Outturn			Before Savings & Investments			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
<b>Regulatory Services</b>												
Regulatory Business	523	(11)	512	534	1	535	1,012	(11)	1,001	1,012	(14)	998
Regulatory Licensing	304	(433)	(129)	331	(233)	98	556	(442)	114	556	(469)	87
Regulatory Management	227	0	227	152	0	152	(645)	0	(645)	(645)	0	(645)
Regulatory Protection	244	(14)	230	273	(13)	260	417	(13)	404	417	(13)	404
<b>Net Expenditure/(Income)</b>	<b>33,996</b>	<b>(11,602)</b>	<b>22,394</b>	<b>34,525</b>	<b>(12,731)</b>	<b>21,794</b>	<b>36,522</b>	<b>(12,572)</b>	<b>23,950</b>	<b>36,422</b>	<b>(13,207)</b>	<b>23,215</b>

**SOUTHEND ON SEA BOROUGH COUNCIL  
GENERAL FUND YEAR ENDING 31 MARCH 2019**

**Transport, Waste & Regulatory Services Portfolio**

Subjective Summary	2017/18		2018/19	
	Original	Probable Outturn	Before Savings & Investments	Budget
	£000s	£000s	£000s	£000s
<b>Expenditure</b>				
Employees	4,646	5,038	5,200	5,200
Premises	1,166	1,481	1,255	1,250
Transport	99	111	113	113
Supplies & Services	594	903	739	739
Third Party Payments	18,410	18,272	18,933	18,838
Transfer Payments	0	0	0	0
Depreciation	9,081	8,720	10,282	10,282
<b>Gross Expenditure</b>	<b>33,996</b>	<b>34,525</b>	<b>36,522</b>	<b>36,422</b>
<b>Income</b>				
Government Grants	(11)	(1,090)	(1,130)	(1,130)
Other Grants & Reimbursements	(40)	(518)	(40)	(40)
Sales	(4)	(4)	(2)	(2)
Fees & Charges	(9,773)	(9,338)	(9,959)	(10,594)
Rents	(1)	(8)	(9)	(9)
Interest	0	0	0	0
Government Capital Grants	(1,773)	(1,773)	(1,432)	(1,432)
Recharges to Housing Revenue Account	0	0	0	0
Other Internal Charges	0	0	0	0
<b>Total Income</b>	<b>(11,602)</b>	<b>(12,731)</b>	<b>(12,572)</b>	<b>(13,207)</b>
<b>Net Expenditure/(Income)</b>	<b>22,394</b>	<b>21,794</b>	<b>23,950</b>	<b>23,215</b>

**HOUSING, PLANNING and SUSTAINABILITY**

**REVENUE BUDGET 2018/19**



**SOUTHEND ON SEA BOROUGH COUNCIL  
GENERAL FUND YEAR ENDING 31 MARCH 2019**

**Housing, Planning and Sustainability Portfolio**

Objective Summary	2017/18						2018/19					
	Original			Probable Outturn			Before Savings & Investments			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
<b>Housing</b>												
Strategy and Planning for Housing	164	0	164	209	(115)	94	224	(117)	107	224	(117)	107
Private Sector Housing	2,734	(1,056)	1,678	2,772	(971)	1,801	3,830	(1,119)	2,711	3,780	(1,119)	2,661
Housing Needs and Homelessness	822	(534)	288	758	(766)	(8)	919	(658)	261	994	(658)	336
Supporting People	2,508	0	2,508	2,593	0	2,593	2,533	0	2,533	2,433	0	2,433
<b>Planning and Sustainability</b>												
Building Control	400	(410)	(10)	493	(426)	67	443	(440)	3	443	(440)	3
Development Control	862	(603)	259	896	(743)	153	895	(631)	264	895	(631)	264
Regional And Local Town Plan	235	0	235	242	0	242	284	0	284	284	0	284
<b>Net Expenditure/(Income)</b>	<b>7,725</b>	<b>(2,603)</b>	<b>5,122</b>	<b>7,963</b>	<b>(3,021)</b>	<b>4,942</b>	<b>9,128</b>	<b>(2,965)</b>	<b>6,163</b>	<b>9,053</b>	<b>(2,965)</b>	<b>6,088</b>

**SOUTHEND ON SEA BOROUGH COUNCIL  
GENERAL FUND YEAR ENDING 31 MARCH 2019**

**Housing, Planning and Sustainability Portfolio**

Subjective Summary	2017/18		2018/19	
	Original	Probable Outturn	Before Savings & Investments	Budget
	£000s	£000s	£000s	£000s
<b>Expenditure</b>				
Employees	2,657	2,869	2,983	2,983
Premises	3	24	69	69
Transport	26	21	26	26
Supplies & Services	2,783	2,786	2,827	2,677
Third Party Payments	0	8	0	75
Transfer Payments	0	0	0	0
Depreciation	2,256	2,255	3,223	3,223
<b>Gross Expenditure</b>	<b>7,725</b>	<b>7,963</b>	<b>9,128</b>	<b>9,053</b>
<b>Income</b>				
Government Grants	(50)	(232)	(50)	(50)
Other Grants & Reimbursements	(150)	(150)	(150)	(150)
Sales	0	0	0	0
Fees & Charges	(1,080)	(1,201)	(1,139)	(1,139)
Rents	0	0	(75)	(75)
Interest	0	0	0	0
Government Capital Grants	(893)	(894)	(1,001)	(1,001)
Recharges to Housing Revenue Account	(430)	(544)	(550)	(550)
Other Internal Charges	0	0	0	0
<b>Total Income</b>	<b>(2,603)</b>	<b>(3,021)</b>	<b>(2,965)</b>	<b>(2,965)</b>
<b>Net Expenditure/(Income)</b>	<b>5,122</b>	<b>4,942</b>	<b>6,163</b>	<b>6,088</b>

**CHILDREN & LEARNING**  
**REVENUE BUDGET 2018/19**

**SOUTHEND ON SEA BOROUGH COUNCIL  
GENERAL FUND YEAR ENDING 31 MARCH 2019**

**Children & Learning Portfolio**

Objective Summary	2017/18						2018/19					
	Original			Probable Outturn			Before Savings & Investments			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
<b>Childrens Social Care</b>												
Children Fieldwork Services	4,246	(5)	<b>4,241</b>	4,982	0	<b>4,982</b>	4,299	(5)	<b>4,294</b>	4,379	(5)	<b>4,374</b>
Children with Disabilities	1,149	(169)	<b>980</b>	1,232	(487)	<b>745</b>	1,175	(183)	<b>992</b>	1,175	(183)	<b>992</b>
Childrens Specialist Support and Commissioning	2,456	(104)	<b>2,352</b>	3,035	(153)	<b>2,882</b>	2,369	(164)	<b>2,205</b>	2,624	(164)	<b>2,460</b>
Inhouse Fostering and Adoption	4,546	(186)	<b>4,360</b>	5,139	(286)	<b>4,853</b>	4,661	(236)	<b>4,425</b>	4,911	(236)	<b>4,675</b>
Leaving Care Placements and Resources	1,031	(115)	<b>916</b>	1,609	(449)	<b>1,160</b>	1,154	(232)	<b>922</b>	1,104	(232)	<b>872</b>
Private Voluntary Independent Provider Placements	3,475	(120)	<b>3,355</b>	4,202	0	<b>4,202</b>	3,475	(120)	<b>3,355</b>	3,825	(120)	<b>3,705</b>
<b>Youth and Family Support</b>												
Early Help and Family Support	1,534	(1,081)	<b>453</b>	1,992	(1,190)	<b>802</b>	1,723	(1,101)	<b>622</b>	1,723	(1,201)	<b>522</b>
Youth Offending Service	1,906	(632)	<b>1,274</b>	1,772	(554)	<b>1,218</b>	1,894	(632)	<b>1,262</b>	1,894	(632)	<b>1,262</b>
Youth Service	1,067	(403)	<b>664</b>	1,088	(432)	<b>656</b>	1,067	(387)	<b>680</b>	1,067	(437)	<b>630</b>
<b>Education and Schools</b>												
School Support and Education Transport	9,894	(4,376)	<b>5,518</b>	9,073	(4,309)	<b>4,764</b>	22,851	(10,862)	<b>11,989</b>	22,646	(10,872)	<b>11,774</b>
Early Years Development and Child Care Partnership	10,769	(9,562)	<b>1,207</b>	10,828	(9,571)	<b>1,257</b>	12,033	(10,825)	<b>1,208</b>	12,023	(10,825)	<b>1,198</b>
High Needs Educational Funding	15,052	(14,342)	<b>710</b>	15,182	(14,324)	<b>858</b>	11,811	(11,028)	<b>783</b>	11,906	(11,028)	<b>878</b>
Southend Adult Community College	3,393	(3,186)	<b>207</b>	3,385	(3,186)	<b>199</b>	3,400	(3,186)	<b>214</b>	3,400	(3,186)	<b>214</b>
<b>Total Retained</b>	<b>60,518</b>	<b>(34,281)</b>	<b>26,237</b>	<b>63,519</b>	<b>(34,941)</b>	<b>28,578</b>	<b>71,912</b>	<b>(38,961)</b>	<b>32,951</b>	<b>72,677</b>	<b>(39,121)</b>	<b>33,556</b>



**SOUTHEND ON SEA BOROUGH COUNCIL  
GENERAL FUND YEAR ENDING 31 MARCH 2019**

**Children & Learning Portfolio**

Objective Summary	2017/18						2018/19					
	Original			Probable Outturn			Before Savings & Investments			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
<b>Maintained Schools Delegated</b>												
Maintained Schools Delegated Budgets	39,421	(39,421)	0	39,421	(39,421)	0	32,454	(32,454)	0	32,454	(32,454)	0
Pupil Premium	5,289	(5,289)	0	5,429	(5,429)	0	2,906	(2,906)	0	2,906	(2,906)	0
<b>Total Delegated</b>	<b>44,710</b>	<b>(44,710)</b>	<b>0</b>	<b>44,850</b>	<b>(44,850)</b>	<b>0</b>	<b>35,360</b>	<b>(35,360)</b>	<b>0</b>	<b>35,360</b>	<b>(35,360)</b>	<b>0</b>
<b>Net Expenditure/(Income)</b>	<b>105,228</b>	<b>(78,991)</b>	<b>26,237</b>	<b>108,369</b>	<b>(79,791)</b>	<b>28,578</b>	<b>107,272</b>	<b>(74,321)</b>	<b>32,951</b>	<b>108,037</b>	<b>(74,481)</b>	<b>33,556</b>

**SOUTHEND ON SEA BOROUGH COUNCIL  
GENERAL FUND YEAR ENDING 31 MARCH 2019**

**Children & Learning Portfolio**

Subjective Summary	2017/18		2018/19	
	Original	Probable Outturn	Before Savings & Investments	Budget
	£000s	£000s	£000s	£000s
<b>Expenditure</b>				
Employees	14,458	15,610	14,777	15,003
Premises	270	307	315	315
Transport	646	602	553	553
Supplies & Services	20,625	22,013	17,980	17,920
Third Party Payments	13,039	14,403	16,083	16,162
Transfer Payments	50,957	50,961	39,650	40,170
Depreciation	5,233	4,473	17,914	17,914
<b>Gross Expenditure</b>	<b>105,228</b>	<b>108,369</b>	<b>107,272</b>	<b>108,037</b>
<b>Income</b>				
Government Grants	(75,362)	(75,911)	(64,218)	(64,318)
Other Grants & Reimbursements	(765)	(928)	(889)	(939)
Sales	(46)	(119)	(49)	(49)
Fees & Charges	(908)	(862)	(899)	(909)
Rents	0	(61)	(58)	(58)
Interest	0	0	0	0
Government Capital Grants	(1,910)	(1,910)	(8,208)	(8,208)
Recharges to Housing Revenue Account	0	0	0	0
Other Internal Charges	0	0	0	0
<b>Total Income</b>	<b>(78,991)</b>	<b>(79,791)</b>	<b>(74,321)</b>	<b>(74,481)</b>
<b>Net Expenditure/(Income)</b>	<b>26,237</b>	<b>28,578</b>	<b>32,951</b>	<b>33,556</b>

**HEALTH and ADULT SOCIAL CARE**

**REVENUE BUDGET 2018/19**



**SOUTHEND ON SEA BOROUGH COUNCIL  
GENERAL FUND YEAR ENDING 31 MARCH 2019**

**Health and Adult Social Care Portfolio**

Objective Summary	2017/18						2018/19					
	Original			Probable Outturn			Before Savings & Investments			Budget		
	Gross Expenditure	Total Income	Net Expenditure / (Income)	Gross Expenditure	Total Income	Net Expenditure / (Income)	Gross Expenditure	Total Income	Net Expenditure / (Income)	Gross Expenditure	Total Income	Net Expenditure / (Income)
£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
<b>Adult Social Care</b>												
Adult Support Services and Management	224	0	224	288	(63)	225	298	0	298	298	0	298
Commissioning Team	2,120	(346)	1,774	1,798	(148)	1,650	1,826	(184)	1,642	1,776	(184)	1,592
Strategy and Development	1,797	(215)	1,582	2,065	(502)	1,563	2,228	(590)	1,638	2,228	(590)	1,638
People with a Learning Disability	14,383	(1,421)	12,962	14,415	(1,687)	12,728	14,262	(1,422)	12,840	14,427	(1,922)	12,505
People with Mental Health Needs	3,350	(167)	3,183	3,892	(301)	3,591	3,647	(198)	3,449	3,653	(198)	3,455
Older People	28,807	(14,592)	14,215	29,025	(14,677)	14,348	29,408	(15,311)	14,097	29,566	(16,464)	13,102
Other Community Services	2,522	(865)	1,657	4,773	(4,127)	646	6,227	(4,424)	1,803	5,877	(4,574)	1,303
People with a Physical or Sensory Impairment	4,572	(1,211)	3,361	4,487	(1,157)	3,330	4,608	(1,222)	3,386	4,614	(1,222)	3,392
Service Strategy and Regulation	124	(69)	55	124	(69)	55	124	(69)	55	124	(69)	55
<b>Health</b>												
Public Health	6,991	(7,141)	(150)	6,439	(6,810)	(371)	6,323	(6,480)	(157)	6,323	(6,480)	(157)
Drug and Alcohol Action Team	2,313	(2,230)	83	2,428	(2,284)	144	2,270	(2,187)	83	2,270	(2,187)	83
Young Persons Drug and Alcohol Team	267	(265)	2	267	(265)	2	273	(265)	8	273	(265)	8
<b>Net Expenditure/(Income)</b>	<b>67,470</b>	<b>(28,522)</b>	<b>38,948</b>	<b>70,001</b>	<b>(32,090)</b>	<b>37,911</b>	<b>71,494</b>	<b>(32,352)</b>	<b>39,142</b>	<b>71,429</b>	<b>(34,155)</b>	<b>37,274</b>

**SOUTHEND ON SEA BOROUGH COUNCIL  
GENERAL FUND YEAR ENDING 31 MARCH 2019**

**Health and Adult Social Care Portfolio**

Subjective Summary	2017/18		2018/19	
	Original	Probable Outturn	Before Savings & Investments	Budget
	£000s	£000s	£000s	£000s
<b>Expenditure</b>				
Employees	17,271	13,176	13,476	13,426
Premises	451	299	258	258
Transport	493	518	317	317
Supplies & Services	4,447	4,694	3,917	4,067
Third Party Payments	43,686	51,174	53,383	53,218
Transfer Payments	1,000	0	0	0
Depreciation	122	140	143	143
<b>Gross Expenditure</b>	<b>67,470</b>	<b>70,001</b>	<b>71,494</b>	<b>71,429</b>
<b>Income</b>				
Government Grants	(10,123)	(10,151)	(9,873)	(9,873)
Other Grants & Reimbursements	(7,588)	(11,996)	(11,614)	(13,417)
Sales	(20)	0	0	0
Fees & Charges	(10,668)	(9,903)	(10,857)	(10,857)
Rents	(8)	(40)	(8)	(8)
Interest	0	0	0	0
Government Capital Grants	0	0	0	0
Recharges to Housing Revenue Account	(115)	0	0	0
Other Internal Charges	0	0	0	0
<b>Total Income</b>	<b>(28,522)</b>	<b>(32,090)</b>	<b>(32,352)</b>	<b>(34,155)</b>
<b>Net Expenditure/(Income)</b>	<b>38,948</b>	<b>37,911</b>	<b>39,142</b>	<b>37,274</b>

**TECHNOLOGY**  
**REVENUE BUDGET 2018/19**





**SOUTHEND ON SEA BOROUGH COUNCIL  
GENERAL FUND YEAR ENDING 31 MARCH 2019**

**Technology Portfolio**

Objective Summary	2017/18						2018/19					
	Original			Probable Outturn			Before Savings & Investments			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
Information Communications and Technology	5,354	(971)	4,383	6,042	(1,167)	4,875	6,064	(1,057)	5,007	6,193	(1,183)	5,010
<b>Net Expenditure/(Income)</b>	<b>5,354</b>	<b>(971)</b>	<b>4,383</b>	<b>6,042</b>	<b>(1,167)</b>	<b>4,875</b>	<b>6,064</b>	<b>(1,057)</b>	<b>5,007</b>	<b>6,193</b>	<b>(1,183)</b>	<b>5,010</b>

**SOUTHEND ON SEA BOROUGH COUNCIL  
GENERAL FUND YEAR ENDING 31 MARCH 2019**

**Technology Portfolio**

Subjective Summary	2017/18		2018/19	
	Original	Probable Outturn	Before Savings & Investments	Budget
	£000s	£000s	£000s	£000s
<b>Expenditure</b>				
Employees	2,488	2,864	2,638	2,758
Premises	1	1	1	1
Transport	8	8	8	8
Supplies & Services	1,456	1,576	1,484	1,493
Third Party Payments	8	3	0	0
Transfer Payments	0	0	0	0
Depreciation	1,393	1,590	1,933	1,933
<b>Gross Expenditure</b>	<b>5,354</b>	<b>6,042</b>	<b>6,064</b>	<b>6,193</b>
<b>Income</b>				
Government Grants	0	0	0	0
Other Grants & Reimbursements	0	0	0	0
Sales	0	0	0	0
Fees & Charges	(802)	(998)	(886)	(1,012)
Rents	0	0	0	0
Interest	0	0	0	0
Government Capital Grants	0	0	0	0
Recharges to Housing Revenue Account	(117)	(117)	(119)	(119)
Other Internal Charges	(52)	(52)	(52)	(52)
<b>Total Income</b>	<b>(971)</b>	<b>(1,167)</b>	<b>(1,057)</b>	<b>(1,183)</b>
<b>Net Expenditure/(Income)</b>	<b>4,383</b>	<b>4,875</b>	<b>5,007</b>	<b>5,010</b>

**Investment Proposals 2018/19 - All Council Services (excluding schools)**

<b>No.</b>	<b>Proposed Pressures</b>	<b>Chief Executive £'000</b>	<b>People £'000</b>	<b>Place £'000</b>	<b>Proposed Total £'000</b>
11	Housing Benefit/Localised Council Tax Scheme Administration Grant	90			90
<b>Sub-total Chief Executive</b>		<b>90</b>			<b>90</b>
21	Delivering on our statutory duties for learners with SEND		95		95
31	PVI placements and In-house Fostering Care		1,200		1,200
41	Learning Disabilities costs of transitions		500		500
51	Deprivation of Liberty Assessments		150		150
61	Older People Demographics		500		500
71	National Living Wage		960		960
<b>Sub-total People</b>			<b>3,405</b>		<b>3,405</b>
81	Liquid Logic System (application support)			60	60
91	CCTV service			130	130
101	Support and Maintenance Provisions to the Council's New Data Centre			40	40
111	Wide Area Network links for Business Continuity Plan			50	50
<b>Sub-total Place</b>				<b>280</b>	<b>280</b>
<b>Proposed Investments Total 2018/19</b>		<b>90</b>	<b>3,405</b>	<b>280</b>	<b>3,775</b>

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**2018/19 BUDGET INVESTMENT – ALL COUNCIL SERVICES**  
**(EXCLUDING SCHOOLS)**

**DEPARTMENT OF THE CHIEF EXECUTIVE**

**11     Housing Benefit/Localised Council Tax Scheme Administration Grant  
       - £90,000**

This Government grant income provides funding support to the Local Authority for the administrative running of the national Housing Benefit and Localised Council Tax Scheme. The Department for Works and Pensions (DWP) announces annually the Local Authority allocations for the above grant. Nationally the total available for distribution for this overall grant has reduced year on year and the consequent reduction in the Council's annual grant for 2018/19 from the DWP is £90,000.

Given the high risks around the recent introduction of Universal Credit and its implications for benefits staffing in dealing with this new process coupled with the need to ensure that housing benefit subsidy is maximised for administrative delay and local authority error it is important that the grant income reduction is addressed by this investment.

**Sub-total Department of the Chief Executive**

**£90,000**

**2018/19 BUDGET INVESTMENT – ALL COUNCIL SERVICES**  
**(EXCLUDING SCHOOLS)**

**DEPARTMENT FOR PEOPLE**

**2I Delivering on our statutory duties for learners with SEND – £95,000**

The current performance in delivering SEND statutory duties, especially with regard to EHCP timeliness is the focus of rapid improvement by the Council. subject to a rapid improvement plan. The considerable increase in the number of EHCP requests that we are facing is predicted to continue as parents seek support for their children and this investment will ensure that firstly the statutory deadline of transfers of statement to ECHP will be met in full by the deadline of March 2018, and secondly to ensure that we deliver good services to learners and their families going forwards. Currently there are staff employed through the use of the SEND Education Reform Grant (ERG). In March 2018 all LAs face the removal of the ERG which will significantly impact staffing numbers in the SEND teams associated with delivering this vital service. This investment will ensure continued improvement and sustained performance in this area.

**3I PVI placements and In-house Fostering Care - £1,200,000**

This pressure comes from a significant increase in care numbers due to several large sibling groups being brought into care as well as high cost secure placements. Despite improved recruitment of in-house foster carers, we are currently running at around 118% capacity with in house carers. In addition to this there is an additional national capacity problem in respect of PVI fostering provision. Over the past six months external foster placements for older young people are often not found which results in emergency residential placements which increases the cost by on average £2,500 per week and on some occasions much higher.

In addition, there is a shortage of residential placements, which has led to an increase in prices for residential care as demand outstrips supply. Although we have actions in place to prevent overspend and invest in projects such as Edge of Care which supports more children returning home, we require additional investment to meet these nationally driven demand.

**4I Learning Disabilities costs of transitions - £500,000**

There is a requirement for additional budget to fund the transition costs of supporting individuals with a Learning Disability who will reach the age of 18 and meet the eligibility criteria for adult social care interventions. This additional support will consider the person's skills and ambitions and contribute to positive outcomes in their lives. We have seen an increase in the number of individuals being supported over previous years and based on transition from children's and historical trend we estimate an additional

**2018/19 BUDGET INVESTMENT – ALL COUNCIL SERVICES**  
**(EXCLUDING SCHOOLS)**

36 people will require supporting for 2018/19. This finding is based on the council's contribution to these additional 36 individuals and we expect this to be a reasonable estimate of the expenditure that will be required to support these additional clients.

**51 Deprivation of Liberty Assessments - £150,000**

There is a requirement for additional budget to cover the increased demand for the Deprivation of Liberty Safeguards. This follows the 2014 High Court Ruling which considerably widened the applicability of the deprivation of liberty safeguards and increased the number of requests for Best Interest Assessments/S12 psychiatrist assessments and separately, for people living in supported living/extra care housing, to make applications to the Court of Protection. It is a statutory function of the local authority to carry out DOLS assessment within the prescribed timescales. Additional investment is based on historical increases in referrals, which we estimate to continue to increase.

**61 Older People Demographics - £500,000**

There is a requirement for additional budget to cover the increased demand for care for Older People. This is due to the rise in the life expectancy of the residents in Southend who as a consequence remain in their own homes with a domiciliary care package/direct payment which will reduce their social isolation and increase their quality of life. This approach also aligns with the Care Act requirements to consider an individual's wellbeing and prevent, reduce or delay the need for more costly interventions. Supporting people in their own homes is a key priority as well as a more cost effective way in comparison to within a residential environment.

Between 15/16 and 16/17 we have seen a 3.4% increase in the cost of direct payment provision and an 11.7% increase in the cost of community homecare provision. These increases in demand, which coincide with the increasing population of older people in Southend, which continues through 17/18 and 18/19 will put added pressure on community service investment. Over the longer term Southend will experience higher growth of older population than England.

**2018/19 BUDGET INVESTMENT – ALL COUNCIL SERVICES**  
**(EXCLUDING SCHOOLS)**

**71 National Living Wage - £960,000**

There is a requirement for additional investment to cover the forthcoming increase in the cost of care provision due to the increase of the national living wage. The increase in wage costs for care providers will have an impact on the amount paid for care by the Council.

This investment relates to the council's duty to assist vulnerable adults who meet the criteria for social care intervention.

**Sub-total Department for People**

**£3,405,000**

**Adult Social Care Resources will fund the four proposals (4I to 7I) totalling £2,110,000**

**DEPARTMENT FOR PLACE**

**8I Liquid Logic System (application support) - £60,000**

The Application Support team in the ICT service will require a further member of staff at level 9 to provide the required ICT support to the new adults and children care system.

**9I CCTV service - £130,000**

The Council's CCTV service is being both modernised and extended. Currently the support and maintenance agreement on the existing cameras costs £43k pa. but this is estimated to grow to £113k pa. (an increase of £70k) as the cameras are improved in specification and increased in number.

The new CCTV service will also require additional support from ICT. It is estimated that this will be a level 9 role and report within the applications support team.



**2018/19 BUDGET INVESTMENT – ALL COUNCIL SERVICES**  
**(EXCLUDING SCHOOLS)**

**10I Support and Maintenance Provisions to the Council’s New Data Centre - £40,000**

The Council's increasing reliance on data and information systems increases year on year. Growth of data is also increasing at a rapid rate as we do things digitally rather than through paper process.

Contracts to manage and maintain the warranty of computer equipment used have increased in value over the last five years. There is also a need for fix times to be reduced and be available 24x7 365 as opposed to next business day to meet the needs of our reliance on information systems.

**11I Wide Area Network links for Business Continuity Plan - £50,000**

To ensure phones, computers and business systems are readily available, we are using Thurrock's data centre and partner sites to backup data in the event of failure. While new systems have been purchased to enable this to happen, there are ongoing connectivity charges to ensure the sites are connected together and have sufficient bandwidth to take over in the event of site failures. This funding is required to enable the telephony and network connections to be of sufficient size and design to handle the Council's Business Continuity plans.

**Sub-total Department for Place**

**£280,000**

**TOTAL INVESTMENT**

**£3,775,000**

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No.	Proposed Savings	<u>Chief</u>	<u>People</u>	<u>Place</u>	<u>Public Health</u>	<u>Proposed</u>
		<u>Executive</u>				<u>Total</u>
		<u>£'000</u>	<u>£'000</u>	<u>£'000</u>	<u>£'000</u>	<u>£'000</u>
<b>Department of the Chief Executive</b>						
CE1	Asset rental and leases		100			100
CE2	Commercial property income		300			300
CE3	Customer Service staffing		40			40
CE4	Minimum Revenue Provision review		2,100			2,100
CE5	Investment Income		200			200
CE6	Wider Channel shift		90			90
<b>Sub-Total Department of the Chief Executive</b>			<b>2,830</b>			<b>2,830</b>
<b>People</b>						
PE1	Budget efficiencies/Back office reviews		50			50
PE2	Review of placements		150			150
PE3	Troubled families		100			100
PE4	Transport review		50			50
PE5	Education savings		250			250
PE6	Adult Social Care Transformation programme		1,500			1,500
PE7	Utilisation of Better Care Fund/Integrated Health		500			500
PE8	Procurement plan		250			250
PE9	Innovations in Housing		50			50
PE10	Children's services transformation		100			100
PE11	Children's services savings		165			165
<b>Sub-Total People</b>			<b>3,165</b>			<b>3,165</b>

No.	Proposed Savings	Chief	People	Place	Public Health	Proposed
		Executive				Total
		£'000	£'000	£'000	£'000	£'000
<b>Place</b>						
PL1	Car Parking income			700		700
PL2	Cost reductions in Highways Infrastructure			100		100
PL3	Pier income			55		55
PL4	Libraries and museums income			10		10
PL5	Library system license			15		15
PL6	Parks income			10		10
PL7	Business Improvement District (BID)			4		4
PL8	Facilities Management restructure and contract			50		50
PL9	Trade Licence to use Public Highway			15		15
PL10	Street Furniture Concession Licence Income			12		12
PL11	Food Hygiene Rating Scheme Re-assessment			3		3
PL12	Cessation of Silver Number Fallback hire			40		40
PL13	ICT provisions for South Essex Homes (SEH)			20		20
PL14	Occupancy of the Council owned Data Centre by City Fibre			15		15
PL15	Provision of Full Fibre broadband to schools			80		80
PL16	Ducting rental charge			6		6
PL17	Advertising revenue through Public wifi			5		5
PL18	Print Contract Saving			80		80
<b>Sub-Total Place</b>				<b>1,220</b>		<b>1,220</b>
<b>Public Health</b>						
PH1	Sexual Health				67	67
PH2	0-5 Children's Public Health Service				95	95
PH3	Health Improvement Initiatives				44	44
PH4	NHS Health Checks				6	6
PH5	Stop Smoking				20	20
PH6	Back Office Efficiencies				50	50
PH7	Drugs & Alcohol				97	97
<b>Sub-Total Public Health</b>					<b>379</b>	<b>379</b>
<b>Proposed Savings Total 2018/19</b>		<b>2,830</b>	<b>3,165</b>	<b>1,220</b>	<b>379</b>	<b>7,594</b>

**2018/19 BUDGET SAVINGS - ALL COUNCIL SERVICES**  
**(EXCLUDING SCHOOLS)**

**DEPARTMENT OF THE CHIEF EXECUTIVE**

**CE1      Asset rental and leases - £100,000**

The budget has over achieved in recent years through close review and monitoring of rentals and leases and this adjustment allows the budget to be realigned to income being generated.

**CE2      Commercial property income - £300,000**

As a result of a recent commercial acquisition, a resultant annual lease income of £300,000 will be generated in a full year from 2018/19.

**CE3      Customer Service Staffing - £40,000**

No planned restructures generally but an agreed voluntary redundancy in customer services will generate savings of £40k in 2018/19.

**CE4      Minimum Revenue Provision review - £2,100,000**

The Authority is required by statute to make a charge to its General Fund to provide for the repayment of debt resulting from capital expenditure, known as the Minimum Revenue Provision (MRP). Our Treasury Management advisers, Link Asset Services, have undertaken a full review of the historic MRP liability and its implication for the current and future liability.

The revised historic MRP calculations and amendment to the current MRP policy would lead to a one off underspend against the current budget enabling a transfer into earmarked reserves. The amendments to future MRP policy would lead to an on-going budget saving and the sum of £2.1m is the amount our financing charges can be reduced by to meet the criteria of the new MRP policy.

**CE5      Investment Income - £200,000**

Some of the Council's cash balances are invested over the medium and long term with the aim of realising higher yields than short term investments. The price of units can rise and fall and in some quarters the returns are good but in other quarters there may be losses. The interest equalisation reserve is used to meet any temporary losses against the annual investment income budget and the amounts contributed to/from this reserve will depend on the actual annual investment performance against the budget.

The setting of the correct level of budget is therefore important as it should allow for sufficient reserves to be built up in preparation for any temporary losses, but not to build up too high a level. There have been contributions to the interest equalisation reserve in recent years that has given a balance sufficient to allow the increase in the underlying income budget by £200,000 without impacting on the Council's ability to meet temporary losses.

**2018/19 BUDGET SAVINGS - ALL COUNCIL SERVICES**  
**(EXCLUDING SCHOOLS)**

**CE6 Wider Channel shift - £90,000**

The council's channel shift action plan has been refreshed and is underway.

The current phase includes the replacement of the Revenues and Benefits administrative and customer access platform (not the main processing system Northgate) as well as introducing access to the platform for reporting Highways issues.

Savings have been identified for 2018/19 of £80k in the reduction of IT systems maintenance costs and £10k staffing in the contact centre. Further savings from 2019/20 onwards will be identified and verified as the project develops into future phases.

**Sub-Total Department of the Chief Executive**

**£2,830,000**

**2018/19 BUDGET SAVINGS - ALL COUNCIL SERVICES**  
**(EXCLUDING SCHOOLS)**

**DEPARTMENT FOR PEOPLE**

- PE1      Budget efficiencies/Back office reviews - £50,000**  
 Whole system review of the business support and administrative functions to ensure there is a resilient pool of skilled business support staff who can provide the appropriate level of assistance to the whole department in an efficient and effective way.
- PE2      Review of placements - £150,000**  
 Work carried out by the Edge of Care Team will result in more children returning home from care and a reduction in cost of placements.
- PE3      Troubled families - £100,000**  
 This proposal involves a potential increase of additional Payment by Results (PBR) monies for the Troubled Families programme. The Troubled Families agenda s part funded by PBR and it is anticipated that implementation our new action plan will generate additional income over the next two years.
- PE4      Transport review - £50,000**  
 Review of transport services, including policies, eligibility, and charging criteria with potential to deliver various efficiencies.
- PE5      Education savings - £250,000**  
 Savings in 2018/19 will be met through a combination of further efficiencies such as additional targeted income, and a review of the remaining vacant posts held within Learning.
- PE6      Adult Social Care Transformation programme - £1,500,000**  
 The transformation programme will continue to ensure that an asset based approach is adopted. This includes working with the third sector and social work students at the university, mapping assets and continuing with staff training to increase awareness of how we enhance a person's strengths. Other initiatives include High cost care package evaluation around using an enablement approach, re-ablement in a residential environment and continuation of embedding a discharge to assess model.

**2018/19 BUDGET SAVINGS - ALL COUNCIL SERVICES**  
**(EXCLUDING SCHOOLS)**

Details of projects

- Care package evaluation using an enablement approach - £300K
- Review of high cost supported living placements - £100k
- Re-ablement in a residential environment - £100k
- Community Asset based approach/Single Point of Access (SPOA redesign) - £250K
- Asset based approach/robust front door in Learning Disabilities - £200k
- Development of an enablement domiciliary care contract - £200K
- Introduction of Portals via Liquidlogic - £50K
- Use of Innovative equipment to enhance independence - £150K
- Integrated approach to complex cases - £150K

**PE7                    Utilisation of Better Care Fund/Integrated Health - £500,000**

The transformation team will continue to work closely with the CCG, primary care and community health colleagues to support with embedding an integrated locality approach across the borough. Integrated children's service & children's transformation programme and continued working within GP practices.

**PE8                    Procurement plan - £250,000**

Corporate Procurement will deliver efficiencies through contract re-negotiations, re-tendering of services, the expansion of existing frameworks to increase competition and also the re-modelling of services to improve outcomes for vulnerable adults and thus increase their independence.

Contracts identified are;

LD 18 to 64 - £100K

Care Leavers - £50K

Supporting Housing and floating support (formerly Supporting People) contracts - £100K

**PE9                    Innovations in Housing - £50,000**

A major review will be undertaken of the Council's overall approach to housing and this will include a review of the Council's allocation policy and homelessness in light of new legislation. Policies and processes within the Housing service to meet new legislation are also under review, and we expect to achieve savings within staffing of the Housing Group.



**2018/19 BUDGET SAVINGS - ALL COUNCIL SERVICES**  
**(EXCLUDING SCHOOLS)**

<b>PE10</b>	<b>Children's services transformation - £100,000</b> Implementation of strategy for Children's services which will integrate services and deliver transformational change in support of national agendas and local priorities.
<b>PE11</b>	<b>Children's services savings - £165,000</b> Package of various savings within children's services including reduction in agency spend, review of 'staying put' placements for young people over 18 and a review of supervised contact arrangements
<b><u>Sub-Total Department for People</u></b>	<b><u>£3,165,000</u></b>

**2018/19 BUDGET SAVINGS - ALL COUNCIL SERVICES**  
**(EXCLUDING SCHOOLS)**

**DEPARTMENT FOR PLACE**

**PL1 Car Parking income - £700,000**

This proposal results from an independent review of the Council's existing parking charge structure undertaken by external advisers as part of the work they have done on the Parking & Access Strategy. As part of this work parking tariffs, charging bands, differential charging and permits have all been reviewed and compared against neighbouring Councils and comparator seaside resorts. This analysis evidences that with a more targeted approach increased revenue can be generated from this important asset.

The proposed saving is achieved from £550K from parking charges and £150K from permit fees.

**PL2 Cost reductions in Highways Infrastructure - £100,000**

The Council has approved a Highways Infrastructure Asset Management Plan which is based on lifecycle planning. This supports a more proactive approach to maintenance of the highway network enables a reduction in the revenue maintenance budget to be achieved without a significant deterioration in the condition of the highway.

The current combined maintenance budget is £1.295 million and the saving therefore reflects a 7.7% reduction.

It is important to reflect that there are funds contained in the Council's Capital Programme which also support the management and maintenance of the highway network.

**PL3 Pier income - £55,000**

This additional income is achieved by raising the price of the train fares on the Pier by 20p. This retains the pier only entry fee at the current levels having separated them from the trains in current year's budget. This will generate a sum of £25,000 above the required level of 2% in the MTFP.

Additional commercial activity started in 2017 combined with that planned for 2018 is forecast to generate £30,000 p.a.

**PL4 Libraries and museums income- £10,000**

Weddings and other events being better promoted and supported will generate additional income.

**2018/19 BUDGET SAVINGS - ALL COUNCIL SERVICES**  
**(EXCLUDING SCHOOLS)**

- PL5 Library system license - £15,000**  
 The library system supplier has been changed from Essex County Council to South East regional supplier which will deliver an annual revenue saving.
- PL6 Parks income - £10,000**  
 Expanding the successful Make Southend Sparkle project to include roundabout sponsorship and the introduction of advertising in parks.
- PL7 Business Improvement District (BID) - £4,000**  
 Continuing reductions in the grant to the BID through its second term and increased BID contributions towards the BID Manager.
- PL8 Facilities Management restructure and contract - £50,000**  
 This saving is achieved as a result of jointly contracting FM activity with South Essex Homes and by removing a vacant post from the establishment.
- PL9 Trade Licence to use Public Highway – £15,000**  
 It is proposed to licence general trading activity on the public highway to ensure such activity is managed responsibly and without presenting risk or inconvenience to other highway users. This will include business use in terms of displaying goods / products on the highway outside trading premises and will include premises such as green grocers, furniture shops, card shops.
- A new policy will be necessary to define the parameters of the permission.
- PL10 Street Furniture Concession Licence Income - £12,000**  
 As part of the agreement with Intechnology to deploy public Wifi at areas of high footfall around the borough the Council will receive an income for each street furniture duct used. Intechnology will pay SBC £150 pa. for each duct used and approximately 80 items of street furniture will be used.
- PL11 Food Hygiene Rating Scheme Re-assessment – £3,000**  
 This is a new proposal to consider cost recovery for national food hygiene rating scheme re-inspection requests. The Food Standards Agency has recently amended its guidance on the Brand Standard and has assessed the provision to charge for these re-inspections as being compliant with the Localism Act 2011.

**2018/19 BUDGET SAVINGS - ALL COUNCIL SERVICES**  
**(EXCLUDING SCHOOLS)**

- PL12 Cessation of Silver Number Fallback hire – £40,000**  
The Council has kept a bank of DDI telephone numbers to be used in case of emergency. The increased reliability of the Council's data centre / telephone function reduces the reliance of these numbers as well as uptake of mobile phones within the Council. The cessation of these ISDN lines which host these numbers will not impact the silver number range used by the Customers Service Centre.
- PL13 ICT provisions for South Essex Homes (SEH) - £20,000**  
The Council will receive ongoing additional income from the increase in IT services commissioned by SEH.  
This includes the award of the contract for Sheltered Accommodation PC Support which was previously awarded to an external IT company. The contract will be delivered within the existing support arrangements and resources of the Council.
- PL14 Occupancy of the Council owned Data Centre by City Fibre - £15,000**  
The fibre serving the Borough will need to connect to the internet through a local 'Point of Presence' (POP). The Council has provided this facility for City Fibre through its own Data Centre.
- PL15 Provision of Full Fibre broadband to schools - £80,000**  
The full fibre broadband which now also serves 48 of the Boroughs 51 schools is now provided and agreed in the Council's ICT service. This role was formally contracted from Udata (Capita) who adapted and managed BT Open Reach Infrastructure. The fee to each school served by the fibre includes a sum to enable this management by the Council's ICT service. In 2018/19, when the fibre connections will all be up and running the increased income to ICT from all 48 combined for the provision of this service will be £80k.
- PL16 Ducting rental charge - £6,000**  
As part of the full fibre deployment across the Borough, City Fibre will be paying for the right to use SBC owned ducting.

**2018/19 BUDGET SAVINGS - ALL COUNCIL SERVICES**  
**(EXCLUDING SCHOOLS)**

<b>PL17</b>	<b>Advertising revenue through Public wifi - £5,000</b> The public wifi provides an income to its provider Intechnology through advertising. As part of the agreement with the Council Intechnology is contracted to give 25% of its growth revenue derived from advertising to the local authority.
<b>PL18</b>	<b>Print Contract Saving - £80,000</b> This is a residual sum following the re-procurement of print services in the previous financial year. The residual saving is from the whole contract so across all services.
<b><u>Sub-Total Department for Place</u></b>	
	<b><u>£1,220,000</u></b>

**2018/19 BUDGET SAVINGS - ALL COUNCIL SERVICES**  
**(EXCLUDING SCHOOLS)**

**PUBLIC HEALTH**

**PH1 Sexual Health - £67,000**

A review of the integrated sexual health service has been undertaken, following which Essex Partnership University NHS Foundation Trust has produced proposals to deliver a more targeted and efficient service which will also enable savings to be made.

**PH2 0-5 Children's Public Health Service - £95,000**

A review of the 0-5 children's public health service has been undertaken and there is potential through collaborative commissioning across the council and with NHS Southend CCG, to release efficiencies. However, in order to tie in with a wider review of 0-19 health services, the existing contract for 0-5 children's public health service will be extended on the current terms for one year. The associated savings of £95k will be delayed by one year and funded from the Public Health Reserve.

**PH3 Health Improvement Initiatives - £44,000**

Health improvement initiatives will deliver £44k of savings, in most cases projects are continuing with revised outcomes:

- Reducing expenditure on Social Prescribing Service (£20k);
- Dance to Health Project (£10k);
- Dementia Friendly Communities (£4k). This work has been picked up through refreshed SET Dementia Action plan;
- Domestic Abuse Perpetrator Pilot (£10k). This work has been picked up following a successful bid by Southend, Essex & Thurrock DA Joint Commissioning Group to DCLG for funding.

**PH4 NHS Health Checks - £6,000**

A review of activity and budget allocation for NHS Health Checks services has identified efficiencies on the delivery of this mandated service.

**PH5 Stop Smoking - £20,000**

There has been a reduction in smoking prevalence in adults in Southend and more smokers are choosing not to quit through traditional stop smoking services. The four week target has been reduced accordingly enabling savings to be met.

**PH6 Back Office Efficiencies - £50,000**

Further savings are being made through greater efficiencies from back office functions - travel costs, printing, training etc.



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**Appropriations to and from General Fund Earmarked Reserves**

**Appropriations for 2017/8**

Within the forecast outturn figure, there are a number of proposals for appropriations to and from earmarked reserves. The final value of these appropriations will be assessed at year-end and reported as part of the closedown reporting.

**Appropriations to Reserves**

**1. £652,000 to the New Homes Bonus Reserve**

The Council is again in receipt of New Homes Bonus Grant. Rather than rely on it to support the general base budget, it is proposed that a proportion of the monies be used to support one-off projects in future years.

**2. £1,000,000 to the Interest Equalisation Reserve**

The performance of the Council's property investment fund has exceeded expectations. It is proposed that the return over and above budget expectations be transferred to the interest equalisation reserve to fund future volatility in returns without impacting base line services.

**3. £6,036,000 to the MRP Equalisation Reserve**

Following the review of the Council's MRP policy, the amount of MRP that the Council needs to set aside in 2017/18 has dropped significantly below budget. Rather than take this saving to general reserves, it is proposed that it be transferred to the MRP equalisation reserve to fund future increases in MRP without impacting base line services.

**4. £400,000 to the Rents Equalisation Reserve**

The performance of the Council's property rental income has exceeded expectations, not least as the commercial property portfolio is expanded. It is proposed that the return over and above budget expectations be transferred to the rents equalisation reserve to fund future volatility in returns without impacting base line services.

**5. £232,000 to the Elections Reserve**

In line with the purpose that this reserve was set up, given that 2017/18 is a fallow year, £232,000 will be transferred into the reserve in support of the costs of the Borough elections in future years

**6. £1,173,000 to the Adult Social Care Reserve**

Given the ongoing transformation work that adult social care are undertaken, it is proposed that the in-year underspend be transferred to the adult social care reserve to fund future invest to save activity and demand pressures.

**Appropriations to and from General Fund Earmarked Reserves**

**7. £125,000 to the Public Health Reserve**

The public health grant remains ring fenced, and as such any underpend must be held in reserve for future spending commitments.

**8. £250,000 to the Queensway Reserve**

Council provided £250,000 revenue contingency towards the Queensway regeneration project. This has not yet been drawn upon so is being carried forward in the earmarked reserve for future use if required.

**Total Appropriations to Reserves**

**£9,868,000**

**Appropriations to and from General Fund Earmarked Reserves****Appropriations from Reserves****9. £3,167,000 from the Business Transformation Reserve**

To fund a number of one-off investments during 2017/18, plus the use of £1,559,000 to allow the spread of the savings requirement over the MTFS cycle. It also includes the use of £396,000 to allow the anticipated net overspend.

**10. £2,222,000 from the Business Rates Retention Reserve**

To compensate for the anticipated shortfall in business rate income in 2017/18

**11. £75,000 from the Agresso Reserve**

To continue the process of investment in the ERP system, so as to secure the basis for more efficient back office functions

**12. £2,422,000 from the Capital Reserve**

This is to fund the costs associated with a number of capital projects

**13. £200,000 from the Schools Improvement Reserve**

To fund investment into Schools Improvement

**14. £60,000 from the Support People Reserve**

To support the transition of the Support People service to a lower level of base budget, the reserve will underpin some of the contracts pending their renegotiation

**15. £300,000 from the Welfare Reform Reserve**

To fund on-going work around welfare reform and housing benefit subsidy

**16. £350,000 from the Social Fund Reserve**

To fund the on-going work of the Essential Living Fund Team

**17. £595,000 from the Grants Reserve**

In accordance with proper accounting practice, grants received in 2016/17, but not used, were carried forward into 2017/18 via the use of earmarked reserves. This appropriation represents the release of some of those funds to support the grant related expenditure.

**Appropriations to and from General Fund Earmarked Reserves**

**18. £21,000 from the Public Health (DAAT) Reserves**

In accordance with proper accounting practice, public health grant received in 2016/17, but not used, were carried forward into 2017/18 via the use of earmarked reserves. This appropriation represents the release of some of those funds to support public health (DAAT) expenditure.

**19. £270,000 from the Waste Reserve**

This is to equalise the impact of the saving being delivered from the new waste collection contract over its life

**20. £1,500,000 from the Children's Social Care Reserve**

To fund investment into Children's Social Care

**21. £7,467,000 from the Pensions Reserve**

To fund the prepayment of pension deficit contributions and thereby securing savings over the three year actuarial review period

**22. £420,000 from the Special Projects Reserve**

This relates to monies set aside in 2016/17 to fund a number of one-off projects, mostly capital in nature

**Total Appropriations from Reserves**

**£19,069,000**

**Appropriations to and from General Fund Earmarked Reserves**

**Appropriations for 2018/19**

The proposed appropriations to and from earmarked reserves included within the 2018/19 budget are:

**Appropriations to Reserves**

**1. £1,445,000 to the New Homes Bonus Reserve**

The Council is again in receipt of New Homes Bonus Grant. Rather than rely on it to support the general base budget, it is proposed that the monies be used to support one-off projects in future years.

**2. £6,589,000 to the MRP Equalisation Reserve**

Following the review of the Council's MRP policy, the amount of MRP that the Council needs to set aside in 2018/19 has dropped significantly below budget. Rather than take this saving to general reserves, it is proposed that it be transferred to the MRP equalisation reserve to fund future increases in MRP without impacting base line services.

**3. £3,734,000 to the Pensions Reserve**

The Pensions Reserve was used in 2017/18 to fund the pension deficit payment. This appropriation starts the process of rebuilding the Reserve to ensure the flexibility exists to be able to fund a similar arrangement at the next pension revaluation in 2020/21.

**Total Appropriations to Reserves**

**£11,768,000**

**Appropriations to and from General Fund Earmarked Reserves****Appropriations from Reserves****4. £645,000 from the Business Transformation Reserve**

To fund a number of one-off investments during 2018/19.

**5. £238,000 from the Agresso Reserve**

To continue the process of investment in the ERP system, so as to secure the basis for more efficient back office functions

**6. £4,676,000 from the Capital Reserve**

This is to fund the costs associated with a number of capital projects

**7. £35,000 from the Elections Reserve**

In line with the purpose that this reserve was set up, £35,000 will be released in 2018/19 in support of the costs of the Borough elections.

**8. £200,000 from the Schools Improvement Reserve**

To fund investment into Schools Improvement

**9. £400,000 from the Children's Social Care Reserve**

To fund investment into Children's Social Care

**10. £350,000 from the Social Fund Reserve**

To fund the on-going work of the Essential Living Fund Team

**11. £300,000 from the Welfare Reform Reserve**

To fund on-going work around welfare reform and housing benefit subsidy

**12. £50,000 from the Waste Reserve**

This is to equalise the impact of the saving being delivered from the new waste collection contract over its life

**Total Appropriations from Reserves****£6,894,000**



**MEDIUM TERM  
FINANCIAL STRATEGY  
2018/19 to 2021/22**

**February 2018**





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- Annex 3      Medium Term Financial Plan 2018/19 to 2021/22

# **1 Introduction**

## **1.1 Objectives of the MTFS**

The Medium Term Financial Strategy (MTFS) is designed to provide an integrated view of the whole of the Council's finances and outlook. It shows how the Council intends to align its financial resources to the aims and priorities of the Corporate Plan and the resulting Service Plans.

The MTFS is the Council's key financial planning document which informs service and resource planning, and shows how spending is balanced with the available funding. It identifies budget gaps in the medium term and allows the Council time to address them in a considered and planned way.

The MTFS takes into account national and local priorities so that it is realistic and reduces the risk of a significant budget gap occurring late in the budget setting process. It includes revenue and capital net expenditure for the General Fund and the Housing Revenue Account, reserves, financing of capital, treasury management and partnerships. This is to ensure that the Council sets a comprehensive but affordable budget.

The parameters set by the four year planning period of the MTFS are used to inform the development of the budgets for the General Fund, Housing Revenue Account and the capital programme for the first year of that planning period. This is to make sure that, in setting that budget, decisions are not taken that would create problems in future years and that the financial consequences of these decisions are sustainable.

The MTFS seeks to encompass the policies set by members in a way that Chief Officers acknowledge is achievable. It does this by forming an integral part of the Corporate Service and Resources Planning Framework.

The MTFS assists with the setting of a robust budget by taking into account the likely effect of identified budget pressures and risks materialising. It allows the modelling of the effect of different planning assumptions on the budget gap which facilitates decision-making that is affordable and realistic.

## **1.2 Limitations of the MTFS**

The further the MTFS looks to the future, the more uncertainties there are. Spending Review 2015 (SR15) announced in November 2015 set out the Government's spending plans for the remainder of the current Parliament, but also announced another fundamental review in Local Government Funding and Responsibilities. That spending review period ends in 2019/20, with the next review SR19 being planned for some time in 2019. The UK is also due to leave the European Union 29 March 2019, the impact of which is currently unknown.

The review of local government funding continues, although limited information is available as to the likely impact. On issue of the draft financial settlement for 2018/19, the government indicated that business rates would move from 50% local retention

to 75% from 2020/21. Of itself this would be designed to be revenue neutral, in that government would withdraw grants, including any residual Revenue Support Grant and the Public Health Grant, and adjust business rates top up / tariffs to the value of the additional rates retained. The Council will benefit if the business rates base grows faster than government expectations; conversely we will carry more of the risk of the rates base declining. Business rates will of course remain set by central government.

The other strand of the local government funding review is the “Fair Funding Review”. This review will take a fundamental look at how relative needs are calculated between areas and between services. It will also review the income generating capacity of different areas. This will result in a new distribution formula for local government funding due for implementation in 2020/21, most likely with some form of transitional arrangements. The quantum of funding to be distributed will be set by SR19.

This MTFs therefore incorporates the headline numbers from SR15, but until the funding reviews have been finalised there remains an inherent level of uncertainty of the impact on the Council. As such the second half of this MTFs must be viewed very much as provisional thoughts on the potential outcomes from the Local Government Funding review rather than accurate forecasts.

### **1.3 Corporate and financial timetable**

The MTFs forms an integral part of the Corporate Service and Resources Planning Framework. The agreed planning cycle resulting from this framework involves Member and Chief Officer engagement and challenge throughout the process and this is set out below:

During the January to March period preceding the start of the financial year, the budget and policy framework for the new year is set through a suite of documents incorporating the Corporate Plan, the Medium Term Financial Strategy and Plan, the Capital Programme and the annual Revenue Budget. Individual Service Plans sit beneath the overarching Corporate Plan.

During the year, the budgetary plans are monitored on a monthly basis, with rectifying management action being taken to keep spending within the cash limited budgetary envelope. The longer term MTFs and MTFP are kept under review, particularly in light in changing economic and political circumstances. At the same time the Corporate Plan and Service Plans are reviewed through the Monthly Performance Report.

Leading into the next budget round, the MTFs is formally reviewed both for changes to financial circumstances, but also for changes to corporate and service priorities. Through a series of iterations, within the overall constraints of available resources, the financial plans are brought into alignment with the Corporate Plan.

## 2 National Context

### 2.1 Spending Reviews (SRs)

Spending reviews (SRs) are critically important to local authorities because the government decides how much money it will give to local government as a whole via Formula Grant. The process also determines how much money will be given to Government departments, many of whom may then provide separate funding to councils.

Spending reviews are co-ordinated and managed by HM Treasury. The dates and length of spending reviews vary. Comprehensive spending reviews (CSRs) tend to be less frequent. They aim to take a longer term view and usually involve a series of zero-based reviews of public spending.

The last four spending rounds, set spending plans for the following years:

Year	2007 CSR	2010 SR	2013 SR	2015 SR	2019 SR
2007/08					
2008/09	■				
2009/10	■				
2010/11	■				
2011/12		■			
2012/13		■			
2013/14		■			
2014/15		■			
2015/16			■		
2016/17				■	
2017/18				■	
2018/19				■	
2019/20				■	
2020/21					■
2021/22					■

A spending review is anticipated for 2019, but the timing and content cannot be predicted with any certainty. As such, the last two years of this MTFS fall outside of the current spending review, with all the fiscal uncertainty that that therefore brings.

SR15 set out the government's spending plans for 2016/17 to 2019/20. The government has protected a number of core priorities from the spending reductions and these include:

- Spending 2% of Gross Domestic Product (GDP) on defence for the rest of this decade;
- Spending 0.7% of Gross National Income on overseas aid;

- Providing the NHS in England with £10 billion per year more in real terms by 2020/21 than in 2014/15;
- Protecting schools' funding in England in real terms over the Spending Review period;
- Protecting overall police spending in real terms over the Spending Review period; and
- Maintaining funding for the arts, national museums and galleries in cash terms over this Parliament.

Notwithstanding the UK vote to leave the European Union, the change in Prime Minister and the 2017 general election, SR15 remains the most current spending review.

## **2.2 Public Spending and the Economy**

The national economy and global economic climate continue to drive Government policy and decisions on public spending.

### **The Autumn Budget**

The Chancellor of the Exchequer presented his Autumn Budget to the House of Commons on 22 November 2017, his second budget of the year. The Chancellor announced that the government was producing the Budget against the background of preparing for exiting the EU, and, to help ensure a smooth transition, they were setting aside an additional £3 billion for government.

The Chancellor also stated that the level of public sector net borrowing was now forecast to be £49.9bn in 2017/18, reduced from £58.3bn in the March Budget. However, the forecast for the last year of the current Spending Round was for borrowing of £34.7bn, compared to £21.4bn in the March Budget, and, by 2021/22, for £30.1bn, compared to £16.8bn. He stated that borrowing was still forecast at over £20bn in the first year of the next Parliament.

The Chancellor announced initiatives across a number of themes:

- Additional measures to boost productivity, including a £1.7 billion new Transforming Cities Fund through the NPIF, launched in 2016 to improve connectivity and support jobs across England's city regions;
- Measures to increase the numbers of new homes being built and access to homes for the young and first time buyers; and
- £2.8bn of additional funding for the NHS up to 2019/20, with £0.3bn in 2017/18, £1.6bn in 2018/19 and £0.9bn in 2019/20 and additional capital funding of £3.5bn

Key announcements relevant to local government within the Chancellor's Statement are summarised below.

## Business Rates

The government announced a number of changes to business rates. The main changes announced were:

- From April 2018, CPI will be used to uprate the multiplier for business rates, rather than RPI, bringing forward the change already announced from April 2020;
- The business rates revaluation cycle will switch from five years to three years following the next revaluation. This should mean that, following the planned 2022 revaluation, the next revaluation will be in 2025;
- He confirmed that the application for a further London business rates pilot will go ahead for 2018/19; and it was confirmed in the budget papers that *“In addition to the London pilot announced in the Budget, new pilots for 2018-19 will be announced following the Department for Communities and Local Government’s (DCLG) assessment of recent applications to its scheme”*. (Subsequent to the budget, it was announced that the Essex wide bid for pilot status (including Southend-on-Sea) had been unsuccessful).
- There will be an extension of one-year to the £1,000 discount to business rates bills for pubs with a rateable value of less than £100,000 to 2018/19.

The proposal to move to uprating the business rates multiplier by CPI from April 2018 will see a reduction in the rate of increase from 3.9% (September RPI) to 3.0% (CPI rate).

The cost to the government of this change is reflected in the policy costings at £240m in 2018/19 and £530m in 2019/20. In the Budget papers, it states that *“Local government will be fully compensated for the loss of income as a result of these measures”*.

This change should therefore be revenue neutral for local authorities for 2018/19 and 2019/20. However, it is likely that it will result in a lower Baseline Need/NNDR Baseline amount in 2020/21, which, if not compensated for, would reduce local authority resources by £0.5bn per annum. The government has not stated whether local authorities will be provided with s31 grant to compensate for the rate relief reforms; but, on the basis of past decisions, it would be expected that they would do so.

## Other measures announced

**Housing.** The government announced that it wishes to increase the numbers of new homes being built to 300,000 per annum by the middle of the 2020s. A wide breadth of measures were announced to support this objective and these include:

- **Housing Investment:** the government will provide £1.1bn for a new Land Assembly Fund; a further £2.7bn to the competitively allocated Housing Infrastructure Fund (HIF) in England and a further £630m through the NPIF to accelerate the building of homes on small, stalled sites, by funding on-site infrastructure and land remediation. The government has also agreed a housing deal with Oxfordshire, which has agreed to bring forward for adoption a joint statutory spatial plan and commit to a target of 100,000 homes in the county by 2031, in return for a package of government support over the next five years.



- Housing Revenue Account: the government had announced that it will lift Housing Revenue Account borrowing caps for councils in areas of high affordability pressure, so they can build more council homes. Local authorities will be invited to bid for increases in their caps from 2019/20, up to a total of £1bn by the end of 2021/22. The government will monitor how authorities respond to this opportunity, and consider whether any further action is needed.
- Intervention: the government confirmed it has begun the formal process of considering intervention in 15 areas where the local authority has failed to put an up-to-date plan in place and that it will shortly activate powers that will enable it to direct local planning authorities to produce joint statutory plans and undertake an assessment of where they should be used.
- Community Infrastructure Levy: MHCLG will launch a consultation with detailed proposals on reforms to the CIL.
- Housing First pilots: the government will invest £28m in three Housing First pilots in Manchester, Liverpool and the West Midlands, to support rough sleepers with the most complex needs to turn their lives around.

**Other measures.** The government has also announced:

- An extra £42m of Disabled Facilities Grant in 2017/18, taking funding available to £473m;
- An extra £45m for the Pothole Fund in 2017/18;
- A package of measures to support the continued roll out of Universal Credit;
- A national living wage of £7.83 from April 2018.

### **2.3 Value for Money**

Value for money (VFM) defines the relationship between economy, efficiency and effectiveness. A successful VFM approach delivers services at a low cost, with a high productivity and results in successful outcomes.

VFM had a raised profile as part of the Audit Commission's Use of Resources judgement, which formed part of the Comprehensive Area Agreement (CAA). All work on the CAA was stopped immediately following a decision by the Coalition Government in the summer 2011. The requirement for a scored assessment has been removed but auditors still have a continuing statutory responsibility to give a conclusion on whether audited bodies have proper arrangements for securing VFM. The Council's auditors BDO LLP issued an unqualified use of resources opinion for 2016/17, noting that

*"Whilst the Council has identified a significant funding gap, appropriate action is being taken to ensure the matter is addressed and the Council has a track record of achieving its financial plans.*

*Sufficient reserves and balances are available to support the Council's services in the medium term, should there be under performance against savings plans.*

*Therefore we are satisfied that the Council has sufficient reserves available and is undertaking appropriate arrangements to manage the budget gap in a way that will ensure the Council remains financially sustainable over the period of the MTFs."*

Despite this change of emphasis by Government, it is still this Council's vision for improving value for money 'to be recognised as a council that provides value for money by making the best uses of our resources: including people, money, information and physical assets by our residents, employees and stakeholders.' In addition to the auditor conclusion on VFM this will be monitored and challenged by taking part in benchmarking clubs.

## **2.4 Economic situation**

The Council retains the services of Link Asset Services (formally Capita Asset Services) as its Treasury Management advisors. Part of their service is to provide commentary and forecast about the economy.

### **Link Asset Services Commentary (January 2018)**

#### **UK**

The momentum in the UK economy from Q3 seems to have been maintained into Q4 with the Purchasing Manager Indices indicating quarterly growth of 0.4-0.5%. Investment intentions in surveys remain relatively buoyant. Q3 real household spending growth held steady, at levels markedly lower than in 2016, while spending on the high street has been slowing. Growth in spending on services is expected to remain firm at current levels, but private new car registrations continued to decline on an annualised basis. Employment declined in the three months to September but this has not raised any concerns as employment intention measures are still reflective of healthy employment growth. Pay growth is expected to pick up as the employment market could strengthen further. The December CPI figure was in line with forecast at 3.0% year on year, however RPI exceeded its estimate and rose to 4.1% from 3.9% previously. The Monetary Policy Committee has commented that a slow and gradual tightening of policy is under way, with a couple of interest rate increases planned for the next three years. Sterling made gains on the exchanges, helped by the expectation of increases in interest rates and investor optimism over Brexit negotiation prospects.

#### **USA**

The economy has returned the strongest consecutive quarter growth in over three years, following the 3% year on year growth in Q3 and indicators are for further strength ahead. Manufacturing output picked up in October and the ISM manufacturing index points to output growth being sustained. Consumption was more subdued in Q3 but gathered pace in the final quarter of the year. Motor vehicle spending surged in September and was strong again in October. Households do not appear to be under undue pressures with debt levels relative to income being lower than pre-crisis levels and costs of servicing debt still low. Consumer confidence is high and suggestive of increased spending growth. Survey export order indices have slipped in recent months but remain indicative of real export growth improvement, which has been helped by a general increase in global trade. Overall, analysts expect export growth to exceed imports and this means that net trade will offer some support to economic growth. The unemployment rate is at a 17 year low at 4.1%. Core inflation has started to increase, reaching 2.4% on a three month annualised

basis. Underlying price pressures are building, with the depreciation of the Dollar resulting in higher import prices that will in time impact goods price inflation in 2018. Inflationary pressures coupled with stronger economic growth have raised interest rate expectations, with two rate increases now priced in by the end of 2018.

### **Eurozone (EZ)**

There was a slowing of consumer spending growth in Q3, though annual growth was unchanged, but Q4 is expected to be stronger according to surveys. Consumer confidence improved in November, to its highest level since January 2001. This suggests that annual consumption growth could be boosted but the European Commission measure was driven by gains in France, whereas Germany saw just a slight improvement and Italy and Spain fell. Indicators point to industry and services enjoying a healthy period. The manufacturing Purchasing Managers Index improved to its strongest reading since April 2000, consistent with acceleration of production growth to an annual rate of 5%. Recovery in employment has continued with the rate of unemployment easing to 8.8% in October. At 18.6%, youth unemployment is the lowest since December 2008. Services inflation, the main contributor to core inflation, saw a gain in Germany as year on year consumer prices increased by 1.7% in December, while the Eurozone's core CPI rose by 0.9%. There has been a divergence in future interest rate expectations in the EZ and US but despite this, the Euro has strengthened against the Dollar.

### **Asia**

In China indications are that industrial output growth has been slowing. Investment growth is lower, with capital spending contracting but investment has been underpinned by state infrastructure spending. Official consumer confidence readings have been improving since early 2016 but this does not correspond with spending levels. The labour market is healthy with jobs available to job seekers at a new record high. The large firms continue to fare better but there has been improvement in conditions for smaller businesses. There has been a slowing in export and import growth but they remain at healthy levels.

In Japan, there has been a seventh straight quarter of GDP growth with annual growth at recent highs. A decline in consumer spending was offset by stock-building and net trade having a positive impact. Services drove slowing private consumption but this weakness is not likely to continue with incomes growing at a faster pace than spending.

### **Summary and interest rate view**

Brexit dominated the UK and European landscape with negotiations taking their time to make serious progress, though there are positive noises about the prospects. Against this backdrop there will be concerns about the further squeeze on household budgets following the UK rate increase in November. Further interest rate increases are expected over the coming months and years, but the timing of these remains uncertain.

## 2.5 Effect on Local Authority finances

In times of recession and economic retrenchment there are increased demands for local authority services from residents and local businesses. Despite recent encouraging signs at a national macro level, the effects of economic recovery have yet to reach most people and businesses at a local level. This coincides with less, or delayed, income from Council Tax, Business Rates and fees and charges.

The measures being taken by the Government continue to reduce the funding available from Revenue Support Grant and restrict the amount local authorities can raise in Council Tax. To lessen the effect of this, the Government has removed the ring-fencing from most grants so that local authorities can decide how best to apply them to services.

The Government has not offered a freeze grant in 2018/19. There has been a fundamental shift in the Government's view where it assumes local authorities will increase Council Tax by the referendum limit and for social care authorities such as Southend-on-Sea also will raise an additional amount to help fund Adult Social Care. The proposed budget includes both of these council tax increases.

The previous Coalition Government also introduced major changes from 2013/14 that significantly increases the financial risk environment that the Council finds itself in.

- Council Tax Benefit became a localised scheme from 1 April 2013. Central government have handed over full responsibility, but with only 90% of the required funding. The Council has had to therefore introduce a scheme that reduces the benefit payable to working age claimants by 25% (as the Government has insisted that pensioners have their benefits position protected). The Council therefore now carries the financial risk of a growth in claimant numbers, which it will need to fully fund, and the risk of non-collection of the 25% council tax liability charged to working age claimants for the first time.
- Business rates have also been "localised". The Government has not given any local control over the business rate poundage – that is still being set centrally. However as part of the financial settlement, local government retains 50% of money assumed to be raised from local businesses. This is topped up by Revenue Support Grant and "top-up" payments to the full amount of the baseline need. Should actual business rate receipts exceed expectations the additional income is shared with central government. However the converse is also true; subject to certain safety net arrangements, the risk of lower business rate receipts is also shared. Local government funding is therefore now intrinsically linked to the performance of the local (and national) economy.
- 2015/16 saw the introduction of the Better Care Fund between the Council and Southend Clinical Commissioning Group, pooling at least £12.7 million of existing funding streams between the two organisations to develop transformation changes to the delivery of services to older and disabled people. These funds were supplemented by Government in through the Improved Better Care Fund introduced in the Spending Review 2017, in recognition of the pressures on funding for adult social care. The success of this initiative is therefore crucial to not only securing the funding, but also to underpin our ability

to continue to drive necessary efficiency and therefore monetary savings in this area.

- 2015/16 also saw the introduction of the initial measures of the Care Act, principally the introduction of assessments for carers. Additional funding has been received both directly and through the Better Care Fund, which is in the middle range of initial estimates of cost. The direct funding has been rolled into the main revenue support grant. The full introduction of the Care Act has also been suspended for the life of the current Parliament.

The combined effect of the legacy of recession and the deficit reduction measures has been to increase costs, whilst reducing income and funding, leading to large budget gaps to be bridged in each of the next four financial years.

## **3 Hierarchy of Plans**

### **3.1 Community Plan**

The Sustainable Community Strategy (SCS) provided the Vision for Southend as agreed by partners on the Local Strategic Partnership (Southend Together) upto 2017. Work is underway on creating a Southend and South Essex 2050 vision, which will see an inclusive approach to its development including all the previous partners that created the previous Community Plan

### **3.2 Corporate Plan**

The Corporate Plan ensures that the Council's aims and priorities are focused on delivering its Vision for the community and the aspirations set out in the Sustainable Community Strategy. It is the Council's method of communicating to its stakeholders how it will realise its vision and deliver the five corporate aims. It sets out:

- An overview of the Council's long-term Vision, Aims, and Priorities;
- An assessment of 'where we are now';
- A summary of 'where we need to be'; and
- An outline of 'what do we need to do to get to where we need to be'.

The Corporate Plan operates at three levels:

- As a Corporate Plan translating community ambitions – as set out in the Sustainable Community Strategy - in to Council priorities;
- As a Performance Plan, reporting the Council's performance against its priorities and outlining improvement opportunities; and
- As an Annual Report – enabling stakeholders to view service and financial performance of the Council.

Southend's Corporate Plan is a three-year rolling plan and the MTFS is embedded within and integral to it. The priorities and desired outcomes within the Corporate Plan drive the MTFS.

The Corporate Plan is refreshed annually to take account of any changes – for example new challenges, achievements, national and local influences, feedback from inspection reports; and also to assess whether sufficient progress has been made.

### **3.3 Partnerships**

The Council is a key partner of Southend Together, a group of voluntary organisations, public sector agencies, and representatives of local businesses

working to achieve shared goals for the Borough. The Vision and Aims in the Corporate Plan are the council's contribution to the overall Community Vision for Southend.

The Council believes that working in partnership is the best way of identifying and meeting the needs of all its communities. This includes the delivery of services in partnership, for example with the health or law enforcement sectors, the voluntary and community organisations in the town, and with the private sector. The clear direction of travel, set by customer demands, government policy and financial effectiveness, is for increased integration and joint working.

## 4 Corporate Plan

### 4.1 Corporate Vision

The corporate vision of 'Creating a better Southend' sets out the Council's purpose and what it is working to achieve. 'A better Southend' is defined as a place:

- with a strong and cohesive community and attractive environment;
- where people are able to maximise their potential and have an excellent quality of life;
- that is desirable for people to live, learn, work, visit and play in harmony with each other, whatever their differences or backgrounds;
- which celebrates the widest range of cultural activities and benefits from outstanding learning opportunities.

### 4.2 Corporate Aims

The corporate aims cover the main challenges and keep the Council focussed on what is important and connect it with local people's views. They help the council monitor how well it is achieving its plans and help it decide where to allocate available resources. The aims are:

**A Safer Southend** will be somewhere with low crime rates and low fear of crime, where our night time economy is welcoming and anti-social behaviour is uncommon. Our vulnerable people will have independent and meaningful lives within the community. Our environment and roads will be safe.

**A Cleaner Southend** will have streets, parks and outdoor spaces that are clean and inviting. Local people will consume less, recycle more and will be confident that their waste is collected and disposed of well.

**A Healthier Southend** will have high quality healthcare services with reduced health inequalities between residents in different parts of the borough. We will have a thriving healthy schools programme. Good quality housing will support community well-being and vibrant sport, culture and leisure opportunities will contribute towards healthier lifestyles.

**A Prosperous Southend** is where companies invest here because of our good transport networks, attractive environment and excellent skills base. Businesses start-up, develop and expand. Local people can, at any age, have high quality education and learning and fulfilling employment opportunities. Vibrant and varied leisure activities and tourism activities will increase visitor numbers. It also provides a supportive environment for businesses and the local economy during the current economic downturn.

**An Excellent Council** delivers high performing, high quality, value for money services that continuously improve. We listen to our community and design



services which meet their needs. We work well with our key partners to help our communities develop, identify needs and deliver high quality services.

### 4.3 Corporate Priorities

The Corporate Priorities support the aims and vision of the Council along with the objectives of Southend partnerships to improve the quality of life, prosperity and life chances for residents, businesses and wider community. The Council has begun the process of developing a fresh vision for the borough, one that will provide a strong narrative of what Southend could be like by 2050 and one which will be developed closely with stakeholders and the wider community. It is intended that the new vision will be in place by Autumn 2018

<b>Council's Vision</b>	<b>"Creating a better Southend"</b>
<b>Council's 5 Aims</b>	<b>Council's 15 Corporate Priorities</b>
<b>Safe</b>	To: <ul style="list-style-type: none"> <li>• Create a safe environment across the town for residents, workers and visitors.</li> <li>• Work in partnership with Essex Police and other agencies to tackle crime.</li> <li>• Look after and safeguard our children and vulnerable adults.</li> </ul>
<b>Clean</b>	To: <ul style="list-style-type: none"> <li>• Continue to promote the use of green technology and initiatives to benefit the local economy and environment.</li> <li>• Encourage and enforce high standards of environmental stewardship.</li> </ul>
<b>Healthy</b>	To: <ul style="list-style-type: none"> <li>• Actively promote healthy and active lifestyles for all.</li> <li>• Work with the public and private rented sectors to provide good quality housing.</li> <li>• Improve the life chances of our residents, especially our vulnerable children and adults, by working to reduce inequalities and social deprivation across our communities.</li> </ul>
<b>Prosperous</b>	To: <ul style="list-style-type: none"> <li>• Maximise opportunities to enable the planning and development of quality, affordable housing.</li> <li>• Ensure residents have access to high quality education to enable them to be lifelong learners and have fulfilling employment.</li> <li>• Ensure the town is 'open for businesses' and that new, developing and existing enterprise is nurtured and supported.</li> <li>• Ensure continued regeneration of the town through a culture led agenda.</li> </ul>
<b>Excellent</b>	To: <ul style="list-style-type: none"> <li>• Work with and listen to our communities and partners to achieve better outcomes for all.</li> <li>• Enable communities to be self-sufficient and foster pride in the town.</li> <li>• Promote and lead an entrepreneurial, creative and innovative approach to the development of our town.</li> </ul>

## 5 General Fund Services – 2018/19

The Corporate Priorities are reflected in the 2018/19 General Fund budget being recommended to Council at its meeting on 22 February 2018. It includes proposals for savings and efficiencies totalling £7.215 million to balance the budget, these are summarised below by the relevant Department:

- Chief Executive's £2,830,000
- People £3,165,000
- Place £1,220,000

The 2018/19 General Fund budget also includes:

- Ring Fenced Public Health savings of £379,000
- Inflation Allowance of £1,906,000.
- Corporate on-going Investments to reflect cost pressures of £3,775,000.

The proposals for savings and efficiencies for 2018/19 are summarised in Annex 1 and are incorporated into the Medium Term Financial Plan in Annex 3.

## **6 Housing Revenue Account – 2018/19**

The Housing Revenue Account is a ring-fenced account which stands separate from the General Fund, although there are charges between the two funds to reflect Service Level Agreements and corporate support services.

Under the provisions of the Localism Act 2011, the Housing Revenue Account (HRA) became “self-financing” on 1 April 2012: That is in return for the payment of lump sum, funded by borrowing, to HM Treasury, the HRA no longer has to pay negative subsidy each year to the Government. The HRA is the statutory “landlord” account for the authority. The Council is obliged by law to set rents and other charges at a level to avoid a deficit on the HRA balance. Changes to regulations over recent years, notably the introduction of rent restructuring in 2002, mean that the dwelling rent income streams had become largely fixed. The approach in recent years has been to work within the guidelines set by the government. Despite the introduction of “self-financing” for the HRA no longer requiring strict adherence to rent restructuring, the same approach has been continued given that the settlement underpinning self-financing assumed full convergence would be achieved.

The HRA estimates have been prepared alongside South Essex Homes, and incorporate their management fee bid.

Subsequent to the introduction of self-financing, the Government introduced legislation that fundamentally changed the economics of the HRA. The Welfare Reform and Work Act 2016 forces the Council to reduce rents by 1% each year from 2016/17 to 2019/20. Although government signals are that rent rises will be allowed to return to inflation linked increases from 2020/21, the four year enforced reduction in rent levels will leave the HRA generating some £3.3 M less each year than it otherwise would have.

The Government has also introduced the Housing and Planning Act 2016 which contains powers that will potentially force Councils to sell high value voids to compensate housing associations for the Government’s policy to extend the right to buy to these organisations by the imposition of a levy, and will also enforce fixed term tenancies.

However what cannot be modelled is the impact of any higher value voids levy that the government may choose to impose in future years. It is not possible to estimate the level of any levy given that the government is still running the extension of right to buy to housing association tenants as a pilot, and are funding the consequences from their own resources rather than a levy on Councils’ HRAs. Should the levy be implemented in future years, clearly it will have a detrimental impact on the finances of the HRA.

The Medium Term Financial Strategy demonstrates that the HRA is currently financially robust.

## 7 Asset Management Plan

The Corporate Asset Management Strategy (CAMS) sets out the way in which the Council makes decisions on asset related matters and identifies procedures and governance arrangements to monitor and improve the use of its assets to increase efficiency and maximise returns. The plan is reviewed annually alongside the MTFS and updated as appropriate.

The Plan divides all the Council's assets into five investment blocks. These are

- Operational assets – The Council's operational buildings;
- Non-operational assets – The Council' investment portfolio;
- Regeneration assets – Assets acquired or held to support regeneration;
- Surplus Assets – Assets which have no sound case for retention;
- Infrastructure required to deliver the Plan, notably ICT.

Some assets sit within specific policy and legislative frameworks, or are important by virtue of specific features of Southend. These are housing, highways and transport assets, schools and children centres, car parks, listed buildings and designated areas, and the sea defences and cliffs.

The CAMS brings asset-related decision making (on acquisition and disposal) together with the procedures guiding investment through the Capital Programme.

The CAMS was comprehensively reviewed and updated for the period 2015 – 2025 and was approved at the Cabinet meeting in September 2015 to provide high-level strategic focus to enable flexibility over the plan period and to reinforce the current Vision and Strategic Aims of the CAMS 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.

The CAMS also includes a property investment strategy with its own set of governance to enable investment opportunity decisions to be taken quickly against a pre-agreed set of investment performance criteria such as and including lot size, yield, property type, lease terms and covenant strength. The first acquisition under this was made during 2017-18.

The CAMS also supports the Council's high priority major projects such as, and including Better Queensway, Airport Business Park, Care and Learning Disability re-provision.

It is now appropriate that some further updates are made as follows:

- Departmental terminology and governance changes to reflect the current structure of the Council;
- To update the schedule of charges relating to property transactions;
- To reflect the revised CIPFA Treasury Management Prudential Code updates;
- To monitor the Government's position on Commercial Property Investment;
- To update the Property Metrics section with 2015-16 and 2016-17 activity;
- To ensure that the framework is in place to move forward with recommendations arising from the space utilisation study currently underway, including facilitating the co-location of the Clinical Commissioning Group and other partners to improve collaboration, share costs and generate income;
- To clearly and more appropriately distribute responsibility for particular assets (e.g. footpaths, non-adopted roads, water-courses) to ensure these are managed efficiently in the most appropriate section of the business.

## **8 Capital Programme**

### **8.1 Capital Expenditure**

Capital expenditure is incurred on the acquisition or creation of assets, or expenditure that enhances or adds to the life or value of an existing fixed asset that is needed to provide services such as housing, schools and highways. Fixed assets are tangible or intangible assets that yield benefits to the Council generally for a period of more than one year, e.g. land, buildings, roads, vehicles. 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.

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 for authorities for national economic reasons, or for an individual authority.

For the HRA, under the Localism Act 2011, there is an absolute cap on the amount of borrowing that can be undertaken for HRA purposes.

Unsupported borrowing is not specifically financed by either capital grant or no longer as a separate stream in the Government revenue grant. However, the Council has full discretion on how it allocates its main revenue Government grant funding. Therefore, any unsupported borrowing undertaken is financed from the total available revenue resources to the Council from Council Tax, Business Rates and Government Grant.

### **8.2 Capital Strategy**

The Chartered Institute of Public Finance & Accountancy (CIPFA) Prudential Code for Capital Finance was updated in December 2017. The revised Code requires authorities to look at capital expenditure and investment plans in the light of overall organisational strategy and resources and ensure that decisions are being made with sufficient regard to the long term financing implications and potential risks to the authority. Effective financial planning, option appraisal and governance processes are essential in achieving a prudential approach to capital expenditure, investment and debt.

The Capital Strategy gives a high level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services along with an overview of how associated risk is managed and the implications for future financial sustainability. The overarching objectives for the Capital Strategy are as follows:

- Demonstrating that capital expenditure and investment decisions take account of stewardship, value for money, prudence, sustainability and affordability;

- 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.

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 to the Capital Programme Report.

The Capital Strategy now explicitly includes commercial investments including the following:

- investments arising as part of business structures, such as shares and loans in subsidiaries or other outsourcing structures such as IT providers or building services providers;
- investments explicitly taken with the aim of making a financial surplus for the Council.

The Director of Finance and Resources will ensure the following:

- that the Council has the appropriate legal powers to undertake such investments;
- the proportionality of all investments so that the Council does not undertake a level of investing which exposes it to an excessive level of risk compared to its financial resources;
- that members are adequately informed and understand the risk exposures being taken on.

The Capital Strategy includes due diligence processes with the requirement for the appropriate level of due diligence to be undertaken, with the extent and depth reflecting the level of additional risk being considered. There is also an increased emphasis on risk management.

It is the Chief Finance Officer's view that the capital programme resulting from the Capital Strategy is affordable and the risks associated with it are manageable

### 8.3 Spending plans 2017/18 to 2021/22

The Council's proposed capital programme for 2017/18 and future years is summarised below:

	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000	Total Budget £000
Approved Capital Programme (Nov 2017)	66,573	80,397	57,145	28,999	0	233,114
Reprofiles & Amendments	(2,258)	(3,581)	9,349	(3,425)	0	85
New External Funding	9	1,798	1,235	0	0	3,042
Proposed Additional Schemes	0	13,870	6,220	0	0	20,090
<b>Current Proposed Programme</b>	<b>64,324</b>	<b>92,484</b>	<b>73,949</b>	<b>25,574</b>	<b>0</b>	<b>256,331</b>

The following proposed scheme is subject to external funding approval:

	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000	Total Budget £000
<b>Forum II – SBC Match Funding to LGF</b>	<b>0</b>	<b>500</b>	<b>1,000</b>	<b>13,500</b>	<b>3,950</b>	<b>18,950</b>

### 8.4 Funding of the Capital Programme

The proposed capital programme presented elsewhere on this agenda 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 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.

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 £70k for every £1m borrowed or if £10m is borrowed this would equate to an increase in Council Tax of around 1%.

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 2018/19 to 2021/22. The 2018/19 revenue budget elsewhere on this agenda incorporates the required borrowing costs budget requirement for 2018/19.

The other revenue implications of the proposed new schemes and additions to the Capital Programme are summarised below:

- Commercial Property Investment – the rental Incomes to at least cover the financing costs;
- Children's Residential Provision – placement savings of £80,000 p.a. from 2019/20 from a combination of children's residential care, part time placement and respite placements;
- Income Management System – increase in annual support and maintenance costs of £20,000 p.a. from 2019/20;
- New Artists Studios – rental income from the project for Beecroft Art Trust, which will first repay the capital reserve investment from the Council;
- Manor Road Cliff Stabilisation – £5,000 p.a. saving in footway maintenance;
- Flood Prevention Works - £10,000 p.a. maintenance costs for the pumping station.

In summary, it is the Chief Financial Officer's view that the 2018/19 to 2021/22 Capital Programme is Prudent, Affordable and Sustainable.

## 9 Treasury Management Policy and Prudential Indicators

### 9.1 Background

Treasury Management is an area of activity which covers the management of the council's cash flows, its borrowings and its investments, the management of the associated risks, and the pursuit of the optimum performance or return consistent with those risks.

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.

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.

### 9.2 Borrowing

The Council must set an operational boundary and authorised limit for its total gross external debt, separately identifying borrowing from other long-term liabilities. The operational boundary is how much gross 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.

The agreed operational boundaries and authorised limits for the years 2018/19 to 2020/21 are shown in the table below:

<b>Operational boundary</b>	<b><i>Estimate 2018/19 £000</i></b>	<b><i>Estimate 2019/20 £000</i></b>	<b><i>Estimate 2020/21 £000</i></b>
Borrowing	284,500	299,500	304,500
Liabilities outstanding under credit arrangements	500	500	500
<b>Total</b>	<b>285,000</b>	<b>300,000</b>	<b>305,000</b>

<b>Authorised limit</b>	<b><i>Estimate 2018/19 £000</i></b>	<b><i>Estimate 2019/20 £000</i></b>	<b><i>Estimate 2020/21 £000</i></b>
Borrowing	294,500	309,500	314,500
Liabilities outstanding under credit arrangements	500	500	500
<b>Total</b>	<b>295,000</b>	<b>310,000</b>	<b>315,000</b>

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).

The estimates for the capital financing requirement for the years 2018/19 to 2020/21 are:

	<i><b>Estimate 2018/19 £000</b></i>	<i><b>Estimate 2019/20 £000</b></i>	<i><b>Estimate 2020/21 £000</b></i>
General Fund	276,244	305,975	311,151
Housing Revenue Account	98,740	98,740	98,740
<b>Total</b>	<b>374,984</b>	<b>404,715</b>	<b>409,891</b>

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.

Approved sources of long term borrowing are banks or building societies or the Public Works Loan Board (PWLB), which is a statutory body whose function is to lend money to local authorities and other prescribed bodies.

New borrowing will be undertaken as and when required to finance 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.

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.

Similarly, some of the Council's borrowings could 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.

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 the overall budget strategy.

### **9.3 Minimum Revenue Provision**

The Council is required by statute to make a charge to its General Fund to provide for the repayment of debt resulting from capital expenditure, known as the Minimum Revenue Provision (MRP). Our Treasury Management advisers, Link Asset Services, have undertaken a full review of the historic MRP liability and its implication for the current and future liability. Link put forward a range of options to revise historic MRP calculations and to amend the current and future MRP policy. The Chief Finance Officer considered these options and a revised MRP policy for 2017/18 and prior years was approved at the Council meeting in December 2017.

The MRP for capital expenditure financed by historic supported borrowing is now calculated on a 2% straight line basis. The previous method of calculation was to multiply the CFR at the end of the preceding financial year by 4%.

The MRP for capital expenditure financed by prudential (unsupported) borrowing is now calculated using the annuity method. The previous method of calculation was equal instalments over an estimated useful life.

As well as being applied to the current year, the changes have been applied retrospectively for the years 2016/17 and prior as appropriate and it is planned that they will be applied in future years. The MRP policy for 2018/19 is included as part of the suite of budget reports being considered as part of this agenda.

The application of the revised MRP policy to 2018/19 onwards has generated a revenue budget saving of £2.1million which is included in the Savings Proposals 2018/19 included elsewhere on this agenda.

The application of the revised MRP policy to 2017/18 is expected to generate an underspend against budget and allow a contribution to the capital reserve to be used to finance future capital projects.

The application of the revised MRP policy to 2016/17 and prior years as appropriate has identified an overprovision of MRP that will be used in 2017/18 and future years to reduce the MRP charge and will result in a contribution to a newly created MRP equalisation reserve. This reserve will be used in future years to smooth the increases in MRP provision in the MTFS to aid future budget planning.

### **9.4 Investments**

The Council's investment objectives are:

- To secure the principal sums invested
- To maintain liquidity (i.e. adequate cash resources)
- To optimise the income generated by surplus cash in a way that is consistent with a prudent level of risk

It is projected that surplus cash balances will average £70m (of which £38m is the estimated sum of medium and long term funds managed by external fund managers) during 2018/19 based on information currently available and historical spending patterns.

Cash flow forecasts are produced in order to inform in-house investment decisions. The investment period and amount invested are determined by the daily cash flow requirements of the Council and the investment criteria and limits set out in the Annual Investment Strategy.

The type of investment and the counterparty in which to invest are determined in accordance with the investment criteria set out in the Annual Investment Strategy.

## **9.5 Financial Outlook on Interest Rates**

The investment environment remains very difficult. Whilst counterparty risk appears to have eased, it remains at elevated levels and economic forecasts abound with uncertainty.

The outlook is one of gradually increasing interest rates but still at low levels and consequently low investment income earnings. 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 2018/19 the bank base rate will increase from 0.5% to 0.75%. The average interest earned by the Council on its in-house lending is likely to be 0.65% but this does depend on market conditions.

Sensitivity analysis shows that a difference of 0.5% in interest rates would make a difference of £160k in external interest earned and a difference of £1m in average balances would make a difference of £7k 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 Director of Finance and Resources.

## 10 Corporate Assurance and Risk Management

The Council identifies key risks that may prevent the Corporate Priorities from being achieved. A process is in place to identify how significant the risk is, and the potential impact that it may have should the risk occur. Those risks scoring highly in terms of significance and impact, are identified and form the Council's Corporate Assurance and Risk Register. Actions to reduce the identified risks and ensure assurance on the controls detailed within the register are subject to regular monitor through the Council's Audit Committee.

The following Corporate Risks have been reviewed by the senior leadership group and were also reviewed by Audit Committee on 17 January 2018:

- **Setting a Balanced Budget for 2018 - 21** - Risk that the scale of predicted funding reductions for 2018-21 budgets will result in significant adverse impact on council services
- **Recruiting and retaining staff** - Risk that failure to retain or recruit staff with the required skills and experience will result in an inability to deliver key projects or services to meet expectations of residents, members, businesses and partners.
- **Key External Challenges** - Risk that the impact of, or a failure to take advantage of, a new Government agenda, changes to senior personnel and the lead up to Brexit may hamper the ability of the Council to achieve key priorities
- **Housing Policy** - Risk that changes to government housing policy (such as selling off high value council properties) and increasing levels of housing need (notably homelessness) results in further significant pressure on council budgets.
- **Local Infrastructure** - Risk that failure to maintain levels of access to regeneration funding opportunities will significantly restrict future infrastructure improvements in the borough.
- **Alternative service delivery models** - Risk that failure to effectively manage (staffing, relationships, contracts) the transition to alternative service delivery models results in the organisation not meeting its statutory responsibilities to residents/customers.
- **Health and Social Care Integration** - Risk that failure to integrate health and social care effectively (inc Pioneer, Better Care Fund and Care Act) will harm the ability of the health and care system to operate at optimal levels, adversely affecting service provision and council finances.
- **Contract Management** - Risk that failure to embed effective contract management, combined with contract price inflation, across the authority will result in a loss of value for money, saving opportunities and/or quality of service provision.

- **Secondary School Places** - Risk that failure to provide the required number of school places at secondary schools for 2018 and 2019 will lead to significant reputational and legal damage for the Council.
- **Flooding / Cliff Slip** - Risk that surface water flooding, breach of sea defences and/or seafront cliff movement will result in damage to property and infrastructure as well as significant disruption.
- **Information Management** - Risk that a failure to ensure the Council has a coherent and comprehensive approach to Information Management, and is sufficiently prepared for the General Data Protection Regulation (GDPR), will result in significant financial and reputational damage to the Council.
- **Ofsted joint inspection** - Risk that the actions and expected outcomes from the Children's Services Improvement Plan are not achieved within expected timescales, resulting in a failure to achieve a rating of 'Good' in future Ofsted inspection.
- **Waste Management** - Risk of contractor failing to meet contractual requirements to effectively manage waste contractual arrangements results in additional financial liability for the Council and loss of service quality.
- **Healthy Lifestyles** - Risk that continued pressure on the health system including Public Health funding results in a failure to adequately address lifestyle behaviours and reduce health inequalities.

These Corporate Risks are explored through the Service and Resource Planning framework.

## **11 Reserves Strategy**

### **11.1 General Fund Reserve**

In relation to the adequacy of reserves, the Council's Section 151 Officer (Director of Finance and Resources) recommends the following Reserves Strategy based on an approach to evidence the requisite level of reserves by internal financial risk assessment. The Reserves Strategy will need to be reviewed annually and adjusted in the light of the prevailing circumstances.

- i) An absolute minimum level of General Fund reserves of £8 million that is maintained throughout the period between 2018/19 to 2021/22;
- ii) An optimal level of reserves of £10 million over the period 2018/19 to 2021/22 to cover the absolute minimum level of reserves, in-year risks, cash flow needs and unforeseen circumstances;
- iii) A maximum recommended level of reserves of £12 million for the period 2018/19 to 2021/22 to provide additional resilience to implement the Medium Term Financial Strategy;
- iv) A Reserves Strategy to remain within the recommended range for reserves over the relevant period of 2018/19 to 2021/22.

These recommendations were conditional upon not considering further calls on reserves other than for those risks that have been identified, those that could not have been reasonably foreseen and that cannot be dealt with through management or policy actions.

### **11.2 Housing Revenue Account**

In relation to the Housing Revenue Account (HRA) in 2018/19 and the medium to long term:

- i) Given the current status of housing management provision the recommendation is that reserves be maintained at £3.0m.

This recommendation is based on and conditional upon

- A 2018/19 budget has been agreed with South Essex Homes Ltd. to maintain a balanced HRA, together with a MTFS
- Forward projections for the HRA beyond 2018/19 are being remodelled. In addition, this is linked to the HRA's own Medium Term Financial Strategy for the period 2018/19 to 2021/22.
- Recognition is made of the potential for a Levy payment in respect of higher value voids.



### **11.3 Earmarked Reserves**

A table of the earmarked reserves and their balances at 31 March 2017 to 31 March 2022 are shown in Annex 2. The balances at 31 March 2018 to 2022 are indicative, based on the assumptions in this report, and do not represent the probable figures that will be disclosed in future years Statement of Accounts.

## **12 Fees and Charges Strategy**

Raising revenue from charges for services is an important element in the overall financing of the Council's services and activities. It can in other circumstances play a range of other roles, including demonstrating the value of a service or discouraging abuse of a service. It can also play a role in furthering service and strategic objectives. Consideration is therefore given on a regular basis to the scope for raising revenue through charges for services and to reviewing the appropriateness and adequacy of the levels of charges being proposed or actually in force.

In accordance with best practice, the Council:

- undertakes regular reviews of the approach to charging, both within service areas and across the whole council
- engage service users in decisions about whether and at what level to charge for services
- collect and use information on service usage and the take-up of concessions, and examine the impact of charges on individual households, to assess whether equality and diversity objectives have been achieved.

## **13 Funding of the Net Budget Requirement**

### **13.1 Government Funding – Grant and Finance Settlement**

Government funding of its main grant (formerly Formula Grant) is now the third ranked provider of funding for the Council's total general fund budget (excluding schools) after Council Tax and Business Rates. As such it represents a vastly reducing factor in determining the Council's revenue budget. The provisional Local Government Finance Settlement for 2018/19 was issued by the Department for Communities and Local Government (DCLG) on 19 December 2017 and this represents the Government's next two year spending plans. The final Local Government Settlement is due to be announced in February 2018, the actual date has not yet been announced at the time of writing this report. Therefore, this report is based upon data in the provisional finance settlement.

The latest Finance Settlement maintains the key changes in the way that Local Government is now financed, which were introduced in April 2013. To recollect for Members the main changes arose from the launch of the Business Rates Retention (BRR) scheme as the principle form of local government funding. In previous years, the settlement announcement provided local authorities with their expected general revenue allocations for the following financial year. The settlement now provides authorities with a combination of provisional Revenue Support Grant (RSG) allocation and confirmation of Business Rates top up grant.

A key change in the 2016/17 settlement was the Government's recognition of the demand and demographic expenditure pressures on Adult Social Care and the ability for Local Authorities to implement an Adult Social Care precept of up to 2% to support the growing expenditure on Council budgets in this area.

The Adult Social Care precept is confirmed to continue, however, last year the Government introduced a flexibility to the precept in that the maximum 6% increase allowed over the three years (2017/18 to 2019/20) can be applied in any of the three years as long as the precept did not exceed an additional 3% in 2017/18 2018/19 and an additional 2% in 2019/20.

Additionally, the 2016/17 settlement introduced a minimum RSG settlement for 4 years up to 2019/20. This was conditional upon the Council submitting an Efficiency Plan by 14 October 2016, which was duly submitted by the due date. DCLG has confirmed acceptance of the Council's efficiency plan and therefore to its entitlement of a guaranteed minimum sum of RSG.

The key points arising from the provisional settlement for Southend-on-Sea Borough Council are:

- The provisional Settlement Funding Assessment (SFA) (a combination of actual RSG and estimated business rates income) for 2018/19 is £44.269 million. This compares to an adjusted SFA of £47.642 million in respect of 2017/18 (a reduction of £3.373 million and equivalent to a 7.1% reduction);

- The RSG element for 2018/19 within the provisional SFA is £10.318 million. This compares to an adjusted RSG of £14.681 million in respect of 2017/18 (a reduction of £4.363 million and equivalent to a 29.7% reduction);
- The settlement provides indicative figures for a two year period (2018/19 to 2019/20);
- Some capital and specific grants are provisional and yet to be announced in full;
- As last year there is no Council Tax freeze grant offered by the Government this year;
- The 2018/19 referendum limit for Council Tax increases has been announced at a level of 6%, being 3% for expenditure on adult social care and 3% for other expenditure (2017/18 this was set at 5%, being 3% and 2% respectively);
- A review is to be undertaken of the relative needs and resources of Local Authority's to provide an updated and more responsive distribution methodology of remaining Government funding. The results of the review will be introduced in 2020/21 to coincide with the move to 75% Business Rates Retention in the same year;
- For 2018/19, funding to support social care and benefit health is being continued through the Better Care Fund (BCF); a pooled budget between the Council and Southend Clinical Commissioning Group (CCG). The settlement for 2017/18 was a two year settlement to enable both the local authority and CCG to better plan future activity. The Council's share of the BCF for 2018/19 is expected to be £5.859 million for revenue services plus £1.406 million for disabled facility grants;
- In addition, as announced in the 2015 Spending Review, the Council is also due to receive the next tranche of a new "improved" BCF directly through a S31 grant to further assist with the inherent pressures in adult social care. The indicative sum for 2018/19 is £5.429 million;
- Working against the increase in Adult Social Care Precept and Better Care Fund resources, the Government have confirmed the loss of the one-off £828,000 Adult Social Care grant received last year;
- There was a national revaluation of business rateable values on 1 April 2017. Nationally the revaluation has resulted in a net increase of RV's, although some areas and some business types have seen reductions. The Government intended to change the basis of determining the annual increase in the business rate multiplier in 2020/21 but has now brought this change forward to 2018/19. Essentially this means the multiplier increase is based on the CPI inflation figure rather than the RPI at September each year. The September 2017 CPI was 3.0% rather than the RPI at 3.9%. Local Authority's will be reimbursed the 0.9% difference through a S31 grant. Therefore, the provisional small business non-domestic rates multiplier has been set at 48.0p (2017/18=46.6p) with the associated non-domestic multiplier has been set at 49.3p (2017/18=47.9p);

- Non-domestic rates are set nationally by the Government and collected locally by Councils (billing authorities). Under the current arrangements for the localisation of business rates a sum of 50% is returned to Government who then reapportion this sum back to Local Government as part of their main grant settlement. The remaining 50% is retained 49% by the Council and 1% is distributed to the Essex Fire Authority. The Council's actual income from business rates is therefore dependent upon the performance of the local economy, the success of any rating appeals and collection rates. The Police Authority receive their funding separately;
- The Government has also announced that they will not proceed with their intention of moving to 100% business rates retention but to now move to 75% business rates retention for Councils for 2020/21. To enable this switch to occur this will see the removal of the Public Health grant and adjustments to the final elements of Revenue Support Grant;
- The Public Health service grant allocation for 2018/19 has been notified as £9.462 million (a reduction of £0.25million on 2017/18). Additionally an indicative allocation of £9.212 million has been announced for 2019/20 (a further reduction of £0.25 million on 2018/19);
- The consultation on the provisional finance settlement ended on 16 January 2018. The actual timing of the final announcement has yet to be announced, but would normally follow shortly after the consultation period has ended. The provisional settlement does refer to February for the final settlement. A verbal update will be given to Cabinet on any further information surrounding the final finance settlement and any implication on the setting of the Budget.

### **13.2 Dedicated Schools Grant (DSG)**

2018/19 sees the introduction of the Government's National Funding Formula (NFF) as the methodology for distributing national resources down to each education authority. That methodology sees the introduction of a four block model.

- Schools Block
- High Needs Block
- Early Years Block
- Central School Services Block

The DSG allocation is released in late December, based on information provided through the previous October schools census. However the Early Years allocation is an estimate, as this ultimately is based on actual participation rather than a fixed budgetary amount.

The total DSG for 2018/19 is £147.7 million (latest allocation for 2017/18 = £143.7 million). In practice the final DSG will exclude funding for Academies and is estimated to reduce by at least £90.9 million to £56.8 million.

In addition to funding from the DSG, schools will receive Pupil Premium grant, which will provide £1,320 / £935 of funding per primary/secondary pupil who have been registered for free school meals in any of the past 6 years. These rates are

unchanged from 2017/18. Based on estimates the Pupil Premium will provide an additional £7.8 million for schools in Southend-on-Sea (both Maintained and Academy schools).

### **13.3 Council Tax**

There is a 4.49% increase in Council Tax for 2018/19 (including 1.5% for adult social care). For planning purposes an increase of 4.49% has been assumed for 2019/20, and 1.99% thereafter.

For 2017/18 Southend-on-Sea Borough Council had the fifth lowest Band D Council Tax (including Police, Fire and Leigh Parish) of all the unitary councils and the second lowest of the local authorities in Essex.

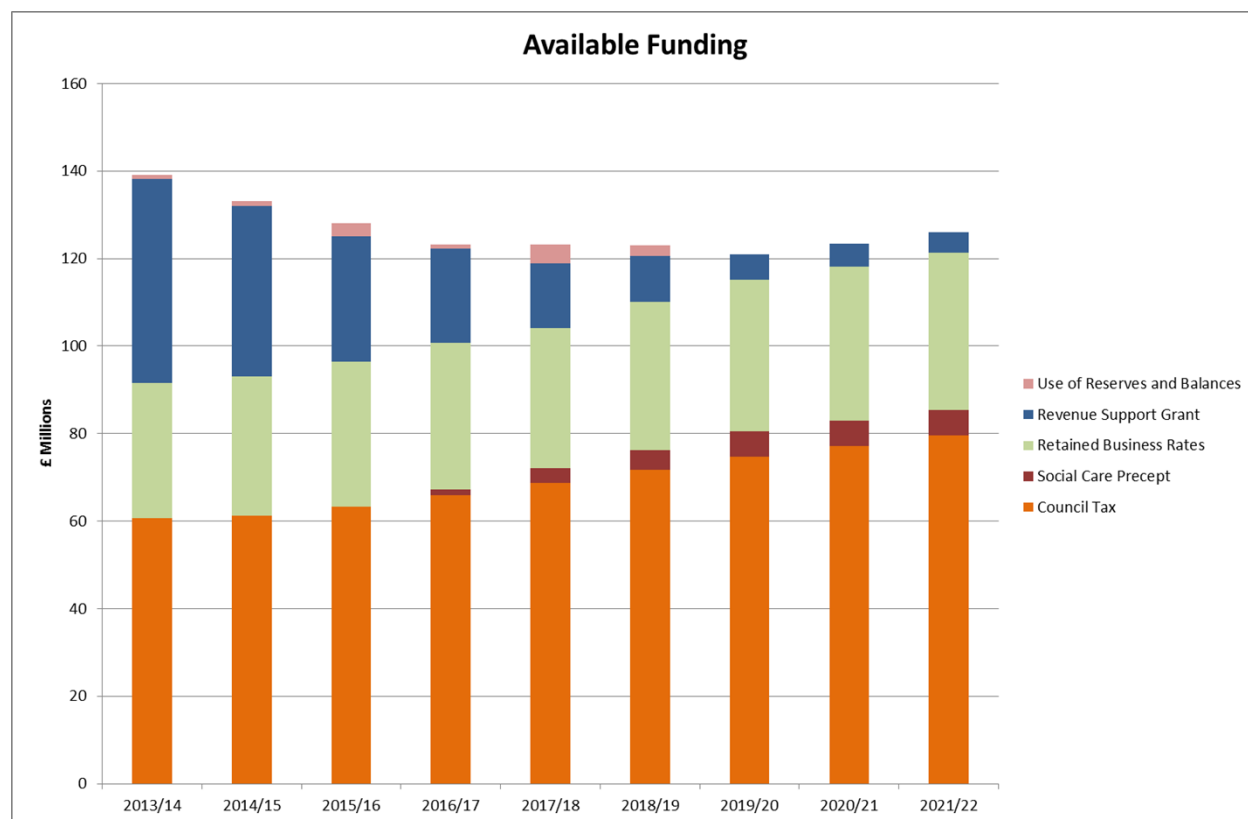
As an indicative guide, for Southend Borough Council every increase of 1% raises £730k of extra funding. This is less than most other unitary councils would raise by an increase of 1% as they are starting from a higher Council Tax level.

The Council Tax Base is the number of band D equivalent properties/dwellings, or, looked at another way, it is the amount of money the billing authority estimates it can raise for each £1 of council tax set at the band D level, after relevant discounts and exemptions. Changes in the number of households affect the tax base for Council Tax purposes, as does the number of Council Tax Support claimants, and hence the total amount which will be raised from this source. The Council Tax base for 2018/19 is 57,611.55 (equivalent Band D properties).

Southend is home to around 173,600 residents in 74,700 households (2011 population estimates from last census). The available land area and the current density of housing is such that there are fewer opportunities to increase the Tax Base that there are in more rural authorities.

### 13.4 Total Available Funding

Total available funding continues to decline over the timeframe of the MTFP, with the reduction in Revenue Support Grant overshadowing the modest increases in Business Rates and Council Tax.



## 14 Medium Term Financial Plan

The Medium Term Financial Plan covering the period 2018/19 to 2021/22 is shown in Annex 3.

### 14.1 Key Assumptions

The following assumptions have been made in producing the Medium Term Financial Plan for the Revenue Account:

#### Funding

- **Council Tax** - the increase is assumed to be 2.99% for 2019/20, in line with the government's modelling, then 1.99% each year from 2020/21. In addition it is assumed that the allowable 2019/20 increase in the social care precept to support Adult Social Care will also be implemented. It is assumed that no further increases in the social care precept will be allowed thereafter.
- **Revenue Support Grant** – the final figure for 2018/19 has yet to be announced. The MTFS therefore uses the provisional settlement for 2018/19, and the provided indicative settlement for 2019/20. Although it is likely that all RSG will be subsumed into 75% business rates retention from 2020/21, in the absence of any other information, notional figures have been calculated by our advisors LG Futures of the amounts the Council would receive if the system were not changed. The amounts for 2020/21 and 2021/22 are highly likely to change
- **Business Rates** – the figure for 2018/19 is a combination of the fixed top-up payment the Council receives from government and a local assessment of the net amount raised locally that the Council will retain. The local element is assumed to grow by 2.0% from 2019/20. Although it is likely that business rates will move to 75% rates retention from 2020/21, in the absence of any other information, notional figures have been calculated by our advisors LG Futures of the amounts the Council would receive for business rate top-up grant if the system were not changed. The amounts for 2020/21 and 2021/22 are highly likely to change
- **Support from Collection Fund** – a surplus has been declared for 2018/19, based on the level of accumulated surpluses. This is a prudent view based on Council Tax increases and forecasts of housing completions, increases in discounts and exempt properties, and taking into account the effect of the current economic climate on collection rates. No surplus has been assumed for 2019/20 onwards.



## **Inflation and Fees & Charges**

- **Pay award** – there is assumed to be an increase of 2.0% in 2018/19 and future years. This is based on the current employers offer covering 2018/19 and 2019/20, and an assumption that this high pay inflation will become the new norm in future years.
- **Inflation on goods and services** – inflation is only being provided for major contractual commitments, utilities and business rates. Services are expected to absorb any other price inflation within existing resources.
- **Fees and charges** – it is assumed that these will generally increase by 2% each year but this assumption may need to be reviewed depending on local economic circumstances.

## **Corporate Cost Pressures**

- **Employers' pension contributions** – the financial impact of the last triennial actuarial valuation, as at 31 March 2017, has been built into the MTFS. The next valuation will be as at 31 March 2020. Provision has been made for the potential financial impact in 2020/21.
- **Interest** – the capital programme, although partly funded by grants and HRA funds, implies an increase in borrowing as set out in the Treasury Management and Capital Strategies. The MTFS allows for the increased net costs of interest payments required to support this borrowing.
- **Costs of Transformation** – with the on-going downward pressure on net spending, it is inevitable that there will be upfront costs associated with service redesign and the introduction of new service delivery models. The MTFS makes provision for this.

## **Department Savings / Pressures**

Identified income / savings – it is assumed that these will be achieved in full in each of the years in which they have been identified. With the unpredictability of demands on services, and potential new legislation, services could experience increasing cost pressures and this is also reflected in the plan.

## **BCF / iBCF Funding**

The MTFS uses the amounts announced in the provisional financial settlement for iBCF for 2018/19 and 2019/20. Beyond that it is assumed that the level of iBCF will be frozen. Similarly there is no certainty of the amounts available through the BCF arrangements with Southend CCG beyond 2018/19. Therefore the MTFS assumes future years remain unchanged.

## Public Health Funding

The MTFs anticipates the continued reduction in the Public Health Grant in 2019/20, matched by a consequential reduction in spend. Although it is likely that all Public Health Grant will be subsumed into 75% business rates retention from 2020/21, in the absence of any other information, it is assumed that the same level of funding will be embedded into the new system. The amounts for 2020/21 and 2021/22 are highly likely to change

## Housing Revenue Account

From 2012/13 the HRA became self-financing, and is no longer subject to the HRA subsidy regime.

Under self-financing, the HRA funds its expenditure, including its capital expenditure, from its income streams (primarily tenant's rents). Some grant funding may be available to support capital expenditure within the HRA going forward, but there is no assumption of external funding built into forward projections.

## Schools

No change in the DSG has been assumed as the Government are considering moving to a new national funding formula for schools.

## 14.2 Sensitivity analysis

The effect of changes to these assumptions on the budget gap for 2019/20 and on the Council Tax, are shown in the following table:

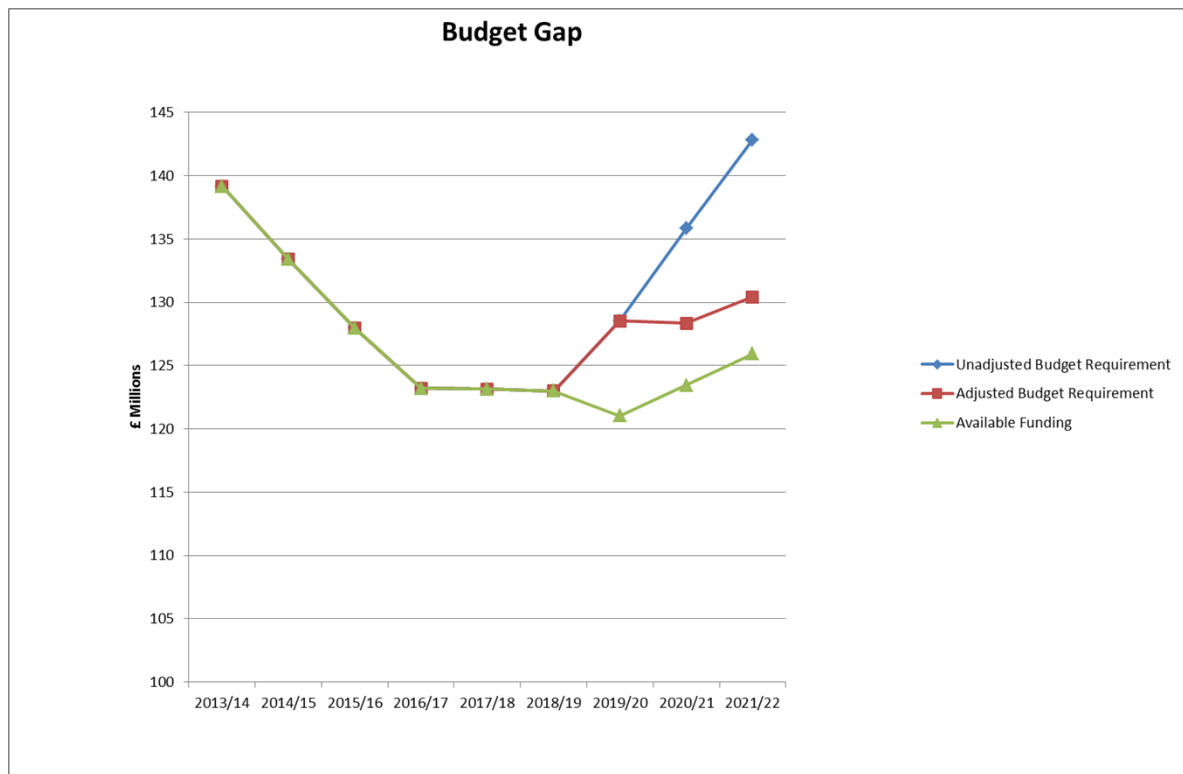
<b>Assumption in MTFP for 2019/20</b>	<b>Change in assumption</b>	<b>Effect on the budget gap for 2019/20</b>	<b>Effect on Council Tax</b>
Council Tax increase of 2.99%	No Council Tax increase	Increase of £2,301k	
Revenue Support Grant as per estimated settlement (42.6% reduction on 2018/19)	Formula Grant decreased by 50%	Increase of £766k	Increase of 1.1%
Retained Business Rates growth at 2.0%	Retained Business Rates growth at 1%	Increase of £219k	Increase of 0.3%
2% pay award	Pay award of 3%	Increase of £650k	Increase of 0.9%
Inflation for contractual goods and services at 3%	Inflation for contractual goods and services at 4%	Increase of £333k	Increase of 0.5%
Fees and charges increased by 2%	Fees and charges not increased	Increase of £400k	Increase of 0.6%
100% of identified on-going savings of £7.2M will be achieved in 2018/19	95% of identified on-going savings of £7.2M will be achieved in 2018/19	Increase of £360k	Increase of 0.5%

### 14.3 Financial Planning 2018/19 to 2021/22

The Medium Term Financial Plan as shown in Annex 3 takes account of all the factors highlighted throughout this strategy that lead to cost pressures and restrictions on income and funding. The resulting budget gap for 2018/19 has been closed by a combination of the proposed savings totalling £7.215 million and use of £2.500 million collection fund surplus as set out in Annex 1. The budget gaps remaining for the financial years 2019/20 to 2021/22 are set out below:

	2018/19	2019/20	2020/21	2021/22	Total
Remaining budget gap	£0m	£7.5m	£4.9m	£4.5m	£16.9m
Budget gap as a % of the 2018/19 net budget requirement	0%	6.1%	4.0%	3.7%	13.7%

The Medium Term Financial Plan assumes that each year's budget gap is closed, so that each year's budget requirement is contained within available funding.



### 14.4 2019/20 and Beyond

In addressing the national economic situation the Government has continued to emphasise the need to look further at a programme of public sector spending restraint and reconfiguration. This was reinforced in the Chancellor's Autumn Budget Statement on 22 November 2017 with further restriction placed on the Government's public spending plans up to 2021 with the commitment to its departmental spending plans set out in the Spending Review 2015. The tightening and reduction of Government funding contributions to local government funding

along with the Government's previous changes from April 2013 and the proposed changes for the funding of Local Government, means that the current financial challenges for 2019/20 and beyond will continue. This needs to be seen as part of a continued period of financial retrenchment that Local Government has already encountered and that councils will need to consider a much longer spending reduction programme than previously identified by Central Government and which also links into the impending need for Council's financial self-sustainability.

This report predominantly addresses, as we are required to do, a detailed budget for 2018/19 but it is also appropriate to identify the areas the Council should continue to explore in order to meet the budget constraints of future years and also tailor the services it provides and review its role within national policy and local circumstances. As we develop the Council's vision 2050 and the South Essex vision 2050 we need to be mindful of how we align and prioritise our resources to achieve these visions but also ensure we focus on delivering our required outcomes.

Like all local authorities in England, Southend-on-Sea Borough Council is facing unprecedented financial challenges. The Council has, over a number of years, addressed significant funding gaps whilst also achieving improved efficiency and service delivery. In the current, and forecast, period of national financial stringency the scale of financial contraction is such as to challenge the scale, nature and purpose of the role of the Council.

Traditionally, and particularly over recent years, the nature of Council activity has seen an increase in the level of directly delivered services for the local populace and for local businesses and visitors. Many services have been delivered on a universal basis and free or at limited cost. As funding continues to reduce greater pressure is being placed upon the services provided by the Council and also the way in which these are delivered.

Since the beginning of the national fiscal situation the Council has striven to sustain its full range of services but it is increasingly likely that this approach will be unviable.

The Council will increasingly focus the delivery of its services in a targeted way, concentrating on delivering services to those residents who need the Council's help. The Council will also adopt this as an approach in tailoring the delivery of its many statutory services. To underpin this approach the Council will also reposition its role as one to help the community, its residents and businesses, to take personal control of as many factors affecting their lives as is possible.

The Council will continue to adopt an increasing approach of working, and delivering services, in partnership with other agencies, the voluntary and commercial sectors, and the community itself. As part of this approach the Council will encourage the sustenance of community services in collaboration with the local communities, encouraging community capacity to operate in appropriate circumstances.

The Council will also seek to address critical issues such as equality, disadvantage, lack of attainment and poverty by working with communities themselves, seeking enhanced training and opportunity and by fostering and promoting the local economy and thereby enhancing opportunities for aspiration, attainment,

household income and personal achievement.

The Council will also seek to explore innovative income generation opportunities that will assist with increasing the Council's revenue sources to assist with bridging the significant budget gap the Council has to deliver. In addition, there is the intention to look greater at commercial opportunities for services of the Council. Both will assist in supporting the financial self-sustainability of the authority as we move into a period of final withdrawal of central government funding.

Given the financial challenge we have and are to continue to face for a number of years, a continued programme of corporate working will continue with this efficiency drive and to help support the identification of savings for future years. This will allow us to have a programme driving transformational change in the organisation and will allow a clear focus on delivery of the required savings that will be required over this period. A recent corporate transformation review is identifying how the council can work differently and transform services in an efficient manner whilst also delivering key savings for the annual budget.

Over the coming year it will be extremely important to consider future year potential savings proposals in anticipation of delivering tailored services for the community whilst addressing the known budget reductions required from our total budget and reflecting the estimated significant government grant reductions. It is currently anticipated arising from the Autumn Budget Statement in late 2017, that further savings in the order of £17 million will be required from the Council's circa £218 million annual gross budget (after excluding Schools, HRA and Benefits) for the three years 2019/20 to 2021/22.

It is clear that the budget savings presented for 2018/19 cannot be continually repeated in successive years without the Council considering how it delivers services across the borough to avoid duplication of overheads, achieve economic delivery and still provide facilities and services valued by the community.

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Savings Proposals 2018/19 - All Council Services (excluding schools)

ANNEX 1

No.	Proposed Savings	<u>Chief</u>	<u>People</u>	<u>Place</u>	<u>Public Health</u>	<u>Proposed</u>
		<u>Executive</u>				<u>Total</u>
		<u>£'000</u>	<u>£'000</u>	<u>£'000</u>	<u>£'000</u>	<u>£'000</u>
<b>Department of the Chief Executive</b>						
CE1	Asset rental and leases	100				100
CE2	Commercial property income	300				300
CE3	Customer Service staffing	40				40
CE4	Minimum Revenue Provision review	2,100				2,100
CE5	Investment Income	200				200
CE6	Wider Channel shift	90				90
<b>Sub-Total Department of the Chief Executive</b>		<b>2,830</b>				<b>2,830</b>
<b>People</b>						
PE1	Budget efficiencies/Back office reviews		50			50
PE2	Review of placements		150			150
PE3	Troubled families		100			100
PE4	Transport review		50			50
PE5	Education savings		250			250
PE6	Adult Social Care Transformation programme		1,500			1,500
PE7	Utilisation of Better Care Fund/Integrated Health		500			500
PE8	Procurement plan		250			250
PE9	Innovations in Housing		50			50
PE10	Children's services transformation		100			100
PE11	Children's services savings		165			165
<b>Sub-Total People</b>			<b>3,165</b>			<b>3,165</b>

## Savings Proposals 2018/19 - All Council Services (excluding schools)

## ANNEX 1

No.	Proposed Savings	Chief Executive	People	Place	Public Health	Proposed Total
		£'000	£'000	£'000	£'000	£'000
<b>Place</b>						
PL1	Car Parking income			700		700
PL2	Cost reductions in Highways Infrastructure			100		100
PL3	Pier income			55		55
PL4	Libraries and museums income			10		10
PL5	Library system license			15		15
PL6	Parks income			10		10
PL7	Business Improvement District (BID)			4		4
PL8	Facilities Management restructure and contract			50		50
PL9	Trade Licence to use Public Highway			15		15
PL10	Street Furniture Concession Licence Income			12		12
PL11	Food Hygiene Rating Scheme Re-assessment			3		3
PL12	Cessation of Silver Number Fallback hire			40		40
PL13	ICT provisions for South Essex Homes (SEH)			20		20
PL14	Occupancy of the Council owned Data Centre by City Fibre			15		15
PL15	Provision of Full Fibre broadband to schools			80		80
PL16	Ducting rental charge			6		6
PL17	Advertising revenue through Public wifi			5		5
PL18	Print Contract Saving			80		80
<b>Sub-Total Place</b>				<b>1,220</b>		<b>1,220</b>
<b>Public Health</b>						
PH1	Sexual Health				67	67
PH2	0-5 Children's Public Health Service				95	95
PH3	Health Improvement Initiatives				44	44
PH4	NHS Health Checks				6	6
PH5	Stop Smoking				20	20
PH6	Back Office Efficiencies				50	50
PH7	Drugs & Alcohol				97	97
<b>Sub-Total Public Health</b>					<b>379</b>	<b>379</b>
<b>Proposed Savings Total 2018/19</b>		<b>2,830</b>	<b>3,165</b>	<b>1,220</b>	<b>379</b>	<b>7,594</b>



Earmarked Reserves

Earmarked Reserve	Probable Outturn 2017/18				Forecast 2018/19				Forecast 2019/20				Forecast 2020/21				Forecast 2021/22			
	Balance 31/03/2017 £000	To Reserves £000	From Reserves £000	Transfers £000		To Reserves £000	From Reserves £000		To Reserves £000	From Reserves £000		To Reserves £000	From Reserves £000		To Reserves £000	From Reserves £000				
<b>Capital Reserves</b>																				
Capital Reserve	9,173	2,196	(4,618)		6,751			2,075		(1,432)	643			643			643			
New Homes Bonus Reserve	2,033	902		(250)	2,685	1,445	(4,676)	4,130	1,403		5,533	742		6,275	712		6,987			
Agresso ERP Reserve	630		(75)		555		(238)	317			317			317			317			
Queensway Reserve	0			250	250			250			250			250			250			
<b>Corporate Reserves</b>																				
Business Transformation Reserve	8,650		(3,167)		5,483	100	(745)	4,838	100	(1,050)	3,888		(1,000)	2,888		(1,000)	1,888			
Business Rates Retention reserve	5,202		(2,222)		2,980			2,980			2,980			2,980			2,980			
Interest Equalisation Reserve	2,633	1,000			3,633			3,633			3,633			3,633			3,633			
MRP Equalisation Reserve	0	6,036			6,036	6,589		12,625	3,181		15,806		(1,215)	14,591		(1,212)	13,379			
Pensions Reserve	9,564		(7,467)		2,097	3,734		5,831	3,733		9,564			9,564			9,564			
Rents Equalisation	450	400			850			850			850			850			850			
<b>Insurance</b>																				
Insurance Reserve	6,233				6,233			6,233			6,233			6,233			6,233			
<b>Service Reserves</b>																				
Building Control Reserve	242				242			242			242			242			242			
Cemetaries Reserve	39				39			39			39			39			39			
Elections Reserve	122	232			354		(35)	319		(36)	283		(36)	247	107		354			
Local Land Charges Reserve	64				64			64			64			64			64			
Schools Improvement	625		(200)		425		(200)	225			225			225			225			
Adult Social Care Reserve	1,876	1,173			3,049			3,049			3,049			3,049			3,049			
Childrens Social Care Reserve	2,000		(1,500)		500		(400)	100			100			100			100			
Social Fund	1,382		(350)		1,032		(350)	682		(350)	332		(332)	0			0			
Specific Corporate Projects	572		(420)		152			152			152			152			152			
Supporting People Reserve	856		(60)		796			796			796			796			796			
Voluntary Organisations Reserve	125				125			125			125			125			125			
Waste Management Reserve	5,243		(270)		4,973		(50)	4,923		(1)	4,922			4,922			4,922			
Welfare Reform Reserve	1,890		(300)		1,590		(300)	1,290		(300)	990		(300)	690		(300)	390			
<b>Grants</b>																				
DSG	326				326			326			326			326			326			
Area Child Protection	56				56			56			56			56			56			
General Grants Carried Forward	2,728		(595)		2,133			2,133			2,133			2,133			2,133			
Public Health Grant - Public Health	740	125			865			865			865			865			865			
Public Health Grant - DAAT	43		(21)		22			22			22			22			22			
Weekly Collection Support Scheme Reserve	464				464			464			464			464			464			
<b>Monies held in Trust</b>																				
Comp- 3 Children When Reach 18	3				3			3			3			3			3			
Emily Briggs Trust	17				17			17			17			17			17			
S. Thorpe Smith Bequest	33				33			33			33			33			33			
<b>Total General Fund Reserves</b>	<b>64,014</b>	<b>12,064</b>	<b>(21,265)</b>	<b>0</b>	<b>54,813</b>	<b>11,868</b>	<b>(6,994)</b>	<b>59,687</b>	<b>8,417</b>	<b>(3,169)</b>	<b>64,935</b>	<b>742</b>	<b>(2,883)</b>	<b>62,794</b>	<b>819</b>	<b>(2,512)</b>	<b>61,101</b>			
HRA Capital Investment Reserve	22,429	5,545	(189)	(5,244)	22,541	2,968	(1,925)	23,584	2,006		25,590	1,765		27,355	1,514		28,869			
HRA Major Repairs Reserve	0			5,244	5,244	1,519		6,763	1,613		8,376	767		9,143	928		10,071			
HRA Repairs Contract Pension Reserve	400	60			460	60		520	60		580	60		640	60		700			
<b>Total HRA Reserves</b>	<b>22,829</b>	<b>5,605</b>	<b>(189)</b>	<b>0</b>	<b>28,245</b>	<b>4,547</b>	<b>(1,925)</b>	<b>30,867</b>	<b>3,679</b>	<b>0</b>	<b>34,546</b>	<b>2,592</b>	<b>0</b>	<b>37,138</b>	<b>2,502</b>	<b>0</b>	<b>39,640</b>			
<b>TOTAL EARMARKED RESERVES</b>	<b>86,843</b>	<b>17,669</b>	<b>(21,454)</b>	<b>0</b>	<b>83,058</b>	<b>16,415</b>	<b>(8,919)</b>	<b>90,554</b>	<b>12,096</b>	<b>(3,169)</b>	<b>99,481</b>	<b>3,334</b>	<b>(2,883)</b>	<b>99,932</b>	<b>3,321</b>	<b>(2,512)</b>	<b>100,741</b>			

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SOUTHEND-on-SEA BOROUGH COUNCIL

Medium Term Financial Forecast

	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000
<b>Base Budget</b>				
From prior year	123,153	122,989	121,020	123,442
LESS				
Appropriations to/from Reserves in prior year	12,282	(4,874)	(5,248)	2,141
Revenue Contributions to Capital	(3,804)	(5,058)	(1,432)	0
Less other one-off expenditure/savings	(9,280)	1,933	2,132	(1,632)
<b>Adjusted Base Budget</b>	122,351	114,990	116,472	123,951
Appropriations to/from reserves	4,874	5,248	(2,141)	(1,693)
Revenue Contributions to Capital (funded from Earmarked Reserves)	5,058	1,432	0	0
Other one-off/time limited expenditure bids	(1,933)	(2,132)	1,632	1,193
Inflation and other increases	2,159	2,790	2,790	2,790
Corporate Cost Pressures	(5,956)	3,850	5,410	328
<b>Directorate Savings/Pressures</b>				
On-going Corporate and Directorate cost pressures allowance	1,972	2,300	3,518	3,832
Savings agreed in prior year etc	0	0	0	0
Savings identified as per Budget Council	(7,215)	0	0	0
	(5,243)	2,300	3,518	3,832
<b>Better Care Fund</b>				
NHS funding to Support Social Care and benefit Health	(11,288)	(12,603)	(12,603)	(12,603)
Expenditure relating to the NHS funding	11,288	12,603	12,603	12,603
	0	0	0	0
<b>Public Health</b>				
Projected Grant Income	(9,462)	(9,212)	(9,212)	(9,212)
Projected Expenditure	9,462	9,212	9,212	9,212
	0	0	0	0
<b>Housing Revenue Account</b>				
Projected Expenditure	24,842	23,429	24,787	25,150
Projected Income	(27,464)	(27,108)	(27,379)	(27,652)
Contributions to/(from) HRA Earmarked Reserves	2,622	3,679	2,592	2,502
	0	0	0	0
<b>Schools</b>				
Dedicated Schools Grant received from Government	(32,454)	(32,454)	(32,454)	(32,454)
Dedicated Schools Grant distributed to schools	32,454	32,454	32,454	32,454
Pupil Premium received from Government (indicative)	(2,906)	(2,906)	(2,906)	(2,906)
Pupil Premium distributed to schools	2,906	2,906	2,906	2,906
	0	0	0	0
<b>Projected General Fund Net Expenditure</b>	<b>121,310</b>	<b>128,478</b>	<b>127,681</b>	<b>130,401</b>
<b>Changes in General Grants</b>	1,679	42	661	30
<b>Budget Requirement</b>	<b>122,989</b>	<b>128,520</b>	<b>128,342</b>	<b>130,431</b>
<b>Funded by:</b>				
Council tax increase (1.99% in 17/18 onwards) (taxbase +0.5% p.a.)	(71,699)	(74,718)	(77,084)	(79,516)
Social Care Precept (3% in 17/18, 1% in 18/19, 2% in 19/20)	(4,510)	(5,710)	(5,767)	(5,825)
Business Rates Retained	(33,962)	(34,667)	(35,360)	(36,067)
Revenue Support Grant	(10,318)	(5,925)	(5,231)	(4,523)
Reserves and Balances	(2,500)	0	0	0
<b>Total funding</b>	<b>(122,989)</b>	<b>(121,020)</b>	<b>(123,442)</b>	<b>(125,931)</b>
<b>Funding Gap</b>	<b>0</b>	<b>7,500</b>	<b>4,900</b>	<b>4,500</b>

<b>Core Precept</b>	71,699	74,718	77,084	79,516
<b>Social Care Precept</b>	4,510	5,710	5,767	5,825
<b>Band D Council Tax</b>				
Council Tax for a Band D Property	1,322.82	1,382.22	1,409.76	1,437.75
% Increase in Council Tax	4.49%	4.49%	1.99%	1.99%
<b>Council Tax Base</b>				
Council Tax Base	57,612	58,188	58,770	59,357
Increase in Taxbase on prior year	1.22%	1.00%	1.00%	1.00%

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## Southend-on-Sea Borough Council's Corporate Priorities 2018-19

The Corporate Priorities support the aims and vision of the Council along with the objectives of Southend partnerships to improve the quality of life, prosperity and life chances for residents, businesses and wider community. The Council has begun the process of developing a fresh vision for the borough, one that will provide a strong narrative of what Southend could be like by 2050 and one which will be developed closely with stakeholders and the wider community. It is intended that the new vision will be in place by Autumn 2018.

<b>Council's vision: 'Creating a better Southend'</b>	
<b>Council's 5 Aims:</b>	<b>Council's 15 Corporate Priorities:</b>
<b>Safe</b>	<p>To:</p> <ul style="list-style-type: none"> <li>• Create a safe environment across the town for residents, workers and visitors.</li> <li>• Work in partnership with Essex Police and other agencies to tackle crime.</li> <li>• Look after and safeguard our children and vulnerable adults.</li> </ul>
<b>Clean</b>	<p>To:</p> <ul style="list-style-type: none"> <li>• Continue to promote the use of green technology and initiatives to benefit the local economy and environment.</li> <li>• Encourage and enforce high standards of environmental stewardship.</li> </ul>
<b>Healthy</b>	<p>To:</p> <ul style="list-style-type: none"> <li>• Actively promote healthy and active lifestyles for all.</li> <li>• Work with the public and private rented sectors to provide good quality housing.</li> <li>• Improve the life chances of our residents, especially our vulnerable children and adults, by working to reduce inequalities and social deprivation across our communities.</li> </ul>
<b>Prosperous</b>	<p>To:</p> <ul style="list-style-type: none"> <li>• Maximise opportunities to enable the planning and development of quality, affordable housing.</li> <li>• Ensure residents have access to high quality education to enable them to be lifelong learners and have fulfilling employment.</li> <li>• Ensure the town is 'open for businesses' and that new, developing and existing enterprise is nurtured and supported.</li> <li>• Ensure continued regeneration of the town through a culture led agenda.</li> </ul>
<b>Excellent</b>	<p>To:</p> <ul style="list-style-type: none"> <li>• Work with and listen to our communities and partners to achieve better outcomes for all.</li> <li>• Enable communities to be self-sufficient and foster pride in the town.</li> <li>• Promote and lead an entrepreneurial, creative and innovative approach to the development of our town.</li> </ul>

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