

Notice of Meeting

CABINET

Tuesday, 14 November 2017 - 7:00 pm
Council Chamber, Town Hall, Barking

Members: Cllr Darren Rodwell (Chair); Cllr Saima Ashraf (Deputy Chair) and Cllr Dominic Twomey (Deputy Chair); Cllr Sade Bright, Cllr Laila M. Butt, Cllr Evelyn Carpenter, Cllr Cameron Geddes, Cllr Lynda Rice, Cllr Bill Turner and Cllr Maureen Worby

Date of publication: 6 November 2017

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Chief Executive

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Please note that this meeting will be webcast, which is a transmission of audio and video over the internet. Members of the public who attend the meeting and who do not wish to appear in the webcast will be able to sit in the public gallery on the second floor of the Town Hall, which is not in camera range.

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AGENDA

1. Apologies for Absence

2. Declaration of Members' Interests

In accordance with the Council's Constitution, Members are asked to declare any interest they may have in any matter which is to be considered at this meeting.

3. Minutes - To confirm as correct the minutes of the meeting held on 17 October 2017 (Pages 3 - 7)

4. Budget Monitoring 2017/18 - April to September (Month 6) (Pages 9 - 44)

5. Education Strategy 2014 - 2017 and Schools' Annual Performance Review 2016/17 (Pages 45 - 61)

6. **Lease Arrangements for the East End Women's Museum (Pages 63 - 69)**
7. **Fees and Charges 2018/19 (Pages 71 - 107)**
8. **Budget Strategy 2018/19 to 2020/21 (Pages 109 - 127)**
9. **Gambling Act 2005: Statement of Gambling Licensing Policy 2017-2020 (Pages 129 - 250)**
10. **Treasury Management 2017/18 Mid-Year Review (Pages 251 - 269)**
11. **Procurement of Contract for Cashless Catering Hardware, Software and Installation (Pages 271 - 279)**
12. **Any other public items which the Chair decides are urgent**
13. **To consider whether it would be appropriate to pass a resolution to exclude the public and press from the remainder of the meeting due to the nature of the business to be transacted.**

Private Business

The public and press have a legal right to attend Council meetings such as the Cabinet, except where business is confidential or certain other sensitive information is to be discussed. The list below shows why items are in the private part of the agenda, with reference to the relevant paragraph of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended). **There are no such items at the time of preparing this agenda.**

14. **Any other confidential or exempt items which the Chair decides are urgent**



Our Vision for Barking and Dagenham

One borough; one community; London's growth opportunity

Our Priorities

Encouraging civic pride

- Build pride, respect and cohesion across our borough
- Promote a welcoming, safe, and resilient community
- Build civic responsibility and help residents shape their quality of life
- Promote and protect our green and public open spaces
- Narrow the gap in attainment and realise high aspirations for every child

Enabling social responsibility

- Support residents to take responsibility for themselves, their homes and their community
- Protect the most vulnerable, keeping adults and children healthy and safe
- Ensure everyone can access good quality healthcare when they need it
- Ensure children and young people are well-educated and realise their potential
- Fully integrate services for vulnerable children, young people and families

Growing the borough

- Build high quality homes and a sustainable community
- Develop a local, skilled workforce and improve employment opportunities
- Support investment in housing, leisure, the creative industries and public spaces to enhance our environment
- Work with London partners to deliver homes and jobs across our growth hubs
- Enhance the borough's image to attract investment and business growth

Well run organisation

- A digital Council, with appropriate services delivered online
- Promote equalities in the workforce and community
- Implement a smarter working programme, making best use of accommodation and IT
- Allow Members and staff to work flexibly to support the community
- Continue to manage finances efficiently, looking for ways to make savings and generate income
- Be innovative in service delivery

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MINUTES OF CABINET

Tuesday, 17 October 2017
(7:00 - 7:57 pm)

Present: Cllr Darren Rodwell (Chair), Cllr Saima Ashraf (Deputy Chair), Cllr Sade Bright, Cllr Laila M. Butt, Cllr Cameron Geddes, Cllr Lynda Rice, Cllr Bill Turner and Cllr Maureen Worby

Apologies: Cllr Dominic Twomey and Cllr Evelyn Carpenter

47. Declaration of Members' Interests

There were no declarations of interest.

48. Minutes (19 September 2017)

The minutes of the meeting held on 19 September 2017 were confirmed as correct.

49. Budget Monitoring 2017/18 - April to August (Month 5)

The Cabinet Member for Community Leadership and Engagement introduced a report on the Council's revenue budget monitoring position for the 2017/18 financial year as at 31 August 2017.

The General Fund showed a projected year-end overspend of £5.517m against the budget of £145.13m, which represented an increase of £0.15m on the position reported for the end of July 2017. The Cabinet Member referred to the ongoing areas of overspend and the arrangements in place to monitor and mitigate the pressures.

The report also set out the position in respect of the Housing Revenue Account, which showed a projected shortfall of £0.769m against the budgeted contribution of £39.642m to the HRA Capital Programme, and the proposed allocation of £250,000 revenue funding to Be First. The purpose of the funding was to support essential feasibility works, site surveys, market valuations and legal and financial modelling costs in respect of five projects, in advance of Be First's inaugural Business Plan which would be presented in due course.

The Cabinet **resolved** to:

- (i) Note the forecast outturn position for 2017/18 of the Council's General Fund revenue budget as detailed in section 2 and Appendix A of the report;
- (ii) Note the ongoing and new financial pressures and the suggested mechanisms for resolving them, as detailed in sections 3 and 4 of the report;
- (iii) Note the overview of the HRA for 2017/18, as detailed in section 5 and Appendix B of the report; and

- (iv) Approve the allocation of up to £250,000 for Be First to undertake essential feasibility works in advance of its full business plan, as detailed in section 6 of the report.

50. Fire Safety Policy Proposals

Further to Minute 41 (19 September 2017), the Cabinet Member for Economic and Social Development introduced a report setting out a series of fire safety policy proposals that had been developed by the Council in consultation with the London Fire Brigade and other key partners, specifically those involved in the construction industry.

The Cabinet Member explained that 11 specific recommendations had been developed that also reflected the Government's direction, the early findings from the Grenfell Tower tragedy and the recommendations of the 2013 Lakanal fire inquiry. There were three main principles of 'Improving fire safety in buildings', 'Using regulation to improve fire safety', and 'Protecting people from the risk of fire and reducing the impact of fire if it occurs', which covered aspects such as building materials, sprinkler systems, fire detection and alarm systems, Building Control requirements and the stringent enforcement of powers relating to Houses in Multiple Occupation (HMO) in residential tower block of more than five storeys. With regard to the retro-fitting of sprinkler systems, the Cabinet Member confirmed that premises would be individually assessed against key criteria to ensure that any works would not have a detrimental effect on the integrity of the building.

Cabinet Members spoke on the need for Central Government to introduce more robust national fire safety standards and requirements to help prevent future tragedies and to properly fund the fire safety improvement works being undertaken by local authorities. The Leader advised that the Local Government Association was actively lobbying the Government on that issue and he was also pleased to offer the reassurance that all tower blocks in the Borough had successfully undergone a fire safety assessment in the last few months.

Cabinet Members commended the proactive work by Council officers and the local Fire Brigade and asked to be kept regularly informed of progress.

The Cabinet **resolved** to:

- (i) Approve the policy recommendations set out in section 2 and Appendix 1 of the report; and
- (ii) Note the potential financial implications on the Housing Revenue Account of the policy recommendations, the impact of which would be developed in conjunction with the HRA Business Planning process.

51. 2018/19 Local Implementation Plan Funding Submission

The Cabinet Member for Economic and Social Development presented a report on the make-up of the Council's Local Implementation Plan (LIP) funding application to Transport for London (TfL) for the 2018/19 financial year.

The Cabinet Member clarified that the Council had been allocated £2.075m for 2018/19 and he referred to the range of proposed local transport projects, including road safety, traffic management, highway maintenance and cycling / walking network schemes, that would be supported by the funding. In respect of the latter, the Cabinet Member for Social Care and Health Integration referred to the provision of appropriate resting points, such as benches, in the Borough's parks and main thoroughfares to encourage local people, and particularly the elderly and those with mobility issues, to walk more as part of the Council's drive to promote healthier lifestyles. The Leader suggested that an audit of current provision should be undertaken as a starting point and the Cabinet Member for Economic and Social Development agreed to take that proposal forward, along with other comments made in respect of cycle routes.

The Cabinet **resolved to recommend the Assembly** to approve the Council's 2018/19 Local Implementation Plan funding submission to Transport for London, as set out at Appendix 1 to the report.

52. Local Discretionary Business Rate Relief Scheme 2017/18

The Cabinet Member for Economic and Social Development introduced a report on the implementation of a Local Discretionary Business Rate Relief Scheme for 2017/18 to support the dispersal of grant funding aimed at compensating local businesses that had been adversely affected by the Government's revaluation of business rates which came into effect on 1 April 2017.

The Cabinet Member advised that the grant totalled £909,000 over the four-year period up to 2020/21, with over half (£530,000) to be allocated in 2017/18 and reducing each year thereafter. The funding would be open to small local businesses with a rateable value (according to the 2010 Valuation List) below £70,000 whose net rates payable had increased by at least 1% as a result of the 2017 revaluation. Current estimates suggested that 1,129 local businesses would be eligible to apply for support, with the average award being £402.

The Cabinet Member for Corporate Performance and Delivery referred to a change to business rates for newsagent and other small outlets that provided free-to-use Automated Teller Machines (ATMs or cashpoints). The changes increased the rateable value of those premises which the Cabinet Member suggested would, in turn, lead to free-to-use ATMs being replaced with fee-charging machines, although the Cabinet Member acknowledged that the relief arrangements may go some way to reducing the impact.

The Cabinet **resolved** to:

- (i) Note the four-year grant funding arrangements for the Local Discretionary Rate Relief Scheme, following which the costs of providing relief to the affected businesses would need to be absorbed into the Council's overall budget; and
- (ii) Approve the Local Discretionary Business Rate Relief Scheme 2017/18, as set out at Appendix A to the report.

53. Impact of the Children and Social Work Act 2017

The Cabinet Member for Social Care and Health Integration presented a report on the likely implications for the Council of the Children and Social Work Act 2017.

The Cabinet Member explained that although the Act received Royal Assent on 27 April 2017, there was limited information on the details and timescales for the introduction of its various elements. Despite the lack of clarity, the Council was developing plans in response to the known requirements of the seven key areas of:

- Corporate parenting and Looked After Children;
- Adoption;
- Safeguarding Children;
- Abolition of Local Safeguarding Children Boards;
- Child Death Reviews;
- New Regulatory Regime for the Social Work Profession; and
- Personal, Social and Health Education (PHSE).

The Cabinet Member outlined some of the key issues, which included the extension of the offer of local authority support to care leavers up to the age of 25, a duty to have regard to the ongoing relationship with adopters, the use of secure accommodation for placements and the compulsory inclusion in the school curriculum of relationships education for all primary school pupils in England, as well as sex and relationships education for secondary school children.

In response to issues raised, the Cabinet Member confirmed that:

- a) There would be cost implications for the Council of supporting care leavers up to 25 years of age and further information would be provided to the Cabinet when the detail of the Government's plans was known;
- b) The Council would ensure that appropriate consultation took place regarding the PHSE school curriculum requirements to ensure that parents were aware of its value, particularly in today's society, and could contribute to discussions on the issues to be covered in lessons;
- c) Parents retained the right to withdraw their child from PHSE lessons in certain circumstances.

The Cabinet **resolved** to:

- (i) Note the report and the potential implications for the Council of the Children and Social Work Act 2017; and
- (ii) Request the Corporate Parenting Panel to consider the extended Corporate Parenting duty and develop proposals on how the Council should meet the new requirements.

54. Growth Commission Recommendations Progress Report

Further to Minute 118 (19 April 2016), the Leader presented a report on progress against the principles that were adopted by the Council in response to the independent Growth Commission report "No-one left behind: in pursuit of growth

for the benefit of everyone”, together with the latest position on the priority actions identified by the Select Committees following their consideration of the Growth Commission’s specific recommendations.

The Leader referred specifically to the development and publication of the Borough Manifesto, which set out a 20-year vision for the Borough, the Council’s plans to build new housing that offered greater choice and the opening of Coventry University’s new London campus at the Civic Centre, Dagenham, and the launch of the Barking & Dagenham Lottery which would raise money for local good causes, as examples of progress over the past 12 months. The Leader also pointed to the updates in respect of the 16 priority actions identified by the Select Committees.

Cabinet Members commended the progress that had been achieved to date and suggested that an annual appraisal should be presented. It was further suggested that the Council would benefit from an independent assessment of progress, possibly through a reconvened Growth Commission, at key milestones during the years ahead.

The Cabinet **resolved** to:

- (i) Note progress made against the principles adopted by the Council following the Growth Commission review;
- (ii) Note progress made against the priority actions identified by the Select Committees; and
- (iii) Agree that a similar progress report be presented to the Cabinet on an annual basis and that an independent assessment of the Council’s progress against the Commission’s 109 recommendations be undertaken during 2018/19.

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CABINET**14 November 2017**

Title: Budget Monitoring 2017/18 – April to September (Month 6)	
Report of the Cabinet Member for Finance, Growth, and Investment	
Open Report	For Decision
Wards Affected: All	Key Decision: Yes
Report Author: Katherine Heffernan, Group Manager – Service Finance	Contact Details: Tel: 020 8227 3262 E-mail: katherine.heffernan@lbbd.gov.uk
Accountable Director: Kathy Freeman, Finance Director	
Accountable Strategic Director: Claire Symonds, Chief Operating Officer	
Summary	
<p>This report provides an update on the revenue budget monitoring position as at the end of September 2017.</p> <p>The total service expenditure for the year is expected to be £151.013m against a revenue budget of £145.130m – an increase of £0.479m since last month. This results in a forecast overspend position for the full year as at the end of September 2017 of £5.883m. This is an increase from the position last month which was an overspend of £5.517m. Within the overall position there has mainly been a worsening of the pressures in Care and Support services for Children.</p> <p>This is based on known factors at this stage of the year and may change as the result of successful management action or the appearance of new risks and pressures. Early identification of pressures is key to being able to plan and implement successful mitigation and the position will continue to be monitored and reported to Cabinet throughout the year.</p> <p>The Housing Revenue Account (HRA) is forecasting a revenue surplus of £38.873m which will be used as a contribution to the capital programme. This forecast surplus is a reduction of £0.769m from the planned contribution as a result of shortfalls in rent income. This position is unchanged since last month.</p> <p>This report also includes the Capital programme position at the end of quarter two. A number of additions have been requested to the in-year capital programme for the General Fund which are outlined in section five. This will increase the General Fund capital programme from £135.7m to £166.3m in 2017-18.</p> <p>However, there is a high level of slippage across the HRA capital programme which would result in a decrease in the capital forecast from £90.7m to £74.2m.</p> <p>In addition, this report includes an update on the quarterly monitoring of the Transformation programmes and their associated MTFS savings.</p>	

Recommendation(s)

Cabinet is recommended to:

- (i) Note the forecast outturn position for 2017/18 of the Council's General Fund revenue budget as detailed in section 2 and Appendix A of the report;
- (ii) Note the new financial pressures and the suggested mechanisms for resolving them, as detailed in section 3 of the report;
- (iii) Note the overview of the HRA for 2017/18, as detailed in section 4 and Appendix B of the report;
- (iv) Approve the additions to the Capital Programme outlined in section 5.2 of the report
- (v) Approve the additional budgets as outlined in sections 5.3 to the Capital programme;
- (vi) Note the reprofiled Capital Programme position for 2017/18 as detailed in section 5 and Appendix C of the report;
- (vii) Approve the capital budgets for 2018/19 and future years (appendix D); and
- (viii) Note the update on the MTFs savings given in section 6 of the report.

Reason(s)

As a matter of good financial practice, the Members' should be informed about the Council's spending performance and its financial position. This will assist in holding managers to account and in making future financial decisions.

1 Introduction and Background

- 1.1 This report provides a summary of the forecast outturn for the Council's General Fund and HRA. In addition, it provides a quarterly update on the Capital programme position and the MTFs savings.

2 Overall Position

- 2.1 As at the end of September there is a projected overspend of £5.883m. Full details are shown as an appendix to this report. This is based on current service expenditure and, in many ways, can be regarded as a worst case forecast as in most instances it does not include the potential impact of management action.
- 2.2 If this forecast was still the final position by the end of the financial year it would require a drawdown on the Council's reserves. Although we do have sufficient to cover this amount at this time, a reduction in the reserves would mean less capacity for strategic investment and the management of future other risks. For this reason, it is important that action is taken swiftly to mitigate these pressures and any others that arise in the year.

- 2.3 As previously reported there are overspends predicted for Children's Care and Support, the Homelessness budgets within Community Solutions, Disabilities Service, Leisure Services, Public Realm, Enforcement, and the Customer Access Strategy.
- 2.4 Since last month there have been changes in the forecast for Children's Care and Support, Community Solutions and a risk to be noted against the Growth and Homes Commissioning for the reasons explained below.

3. Changes to the Forecast since previously reported.

Children's Care and Support – an increase of £0.467m to £1.9m overspend

- 3.1 The overall forecast for Children's Services has risen again this month. The placement forecast has gone down by £0.1m as a result of a reduction in high cost placements. In addition, an exercise to review the most expensive high cost placements has been initiated by the Operational Director of Children's Care and Support. However, there are signs of an ongoing growth in demand and complexity of cases.
- 3.2 The staffing forecast for the service has increased this month as it may not be possible to reduce the Children in Need team as planned during the second half of the year as a result of continued high demand. There has also been an increase in legal costs of £0.1m which is linked to the level and complexity of cases in the system.
- 3.3 It is expected that another £0.2m of management action can be delivered this year and that some of the high cost placements currently forecast on an open-ended basis can be closed down in year. The current final forecast balancing these factors is now £1.9m – an increase of £0.467m since last month. The management action underway and described above may make it possible to bring this down further. However, the signs of increasing demand suggests there are risks and so the budgets will continue to be carefully monitored.

Community Solutions – small increase of £0.05m

- 3.4 There is a forecast overspend on Community Solutions of £0.448m. The long-standing pressure of just over £1m in Homelessness offset by grant and corporate bad debt provision remains largely unchanged but the position across the rest of the service has slightly worsened from an underspend to a small overspend. This is made up of a variety of small variances on staffing and income. However management action is in hand and this is expected to be resolved.

Strategy and Communications – new underspend reported of £0.06m

- 3.5 The film unit has forecast additional income above budget of £0.06m.

Growth and Homes – £0.140m risk of overspend

- 3.6 The Development Planning team have identified the risk of an overspend of £113k due to the commissioning of a study of the local economy. In order for the borough

to achieve its ambitious targets of 50,000 homes and 20,000 jobs (as set out in the Borough Manifesto) the Council requires an overarching analysis of the borough economy. The study will provide these details and will enable the Authority to take forward core aspects of the emerging Local Plan. The Local Plan requires evidence to back up core Council priorities such as the re-designation of employment land to satisfy housing and jobs targets. Efforts are being made to either fund this additional expenditure from existing resources or through consultations with Be First.

4. Housing Revenue Account

- 4.1 The current forecasts for the HRA shows an expected reduction in the surplus/contribution to the capital programme of £0.769m. This mostly relates to under achievement of income. This is unchanged since last month.

5. Capital Programme

- 5.1 On 13 February 2017 the cabinet approved a 5-year capital programme for the period 2017/18 – 2021/22, for a total budget of £226m comprising of £136m general fund programme and £90m of Housing Revenue Account. This quarterly capital monitoring update presents a summary of the status and risks of the schemes on the capital programme.

- 5.2 The following schemes have been approved since the Capital programme was last presented and Cabinet are asked to approve these additions to the programme:

- Land Acquisitions - £10m
- Becontree Heath New Build - £5.7m
- Street Property Purchase - £30m

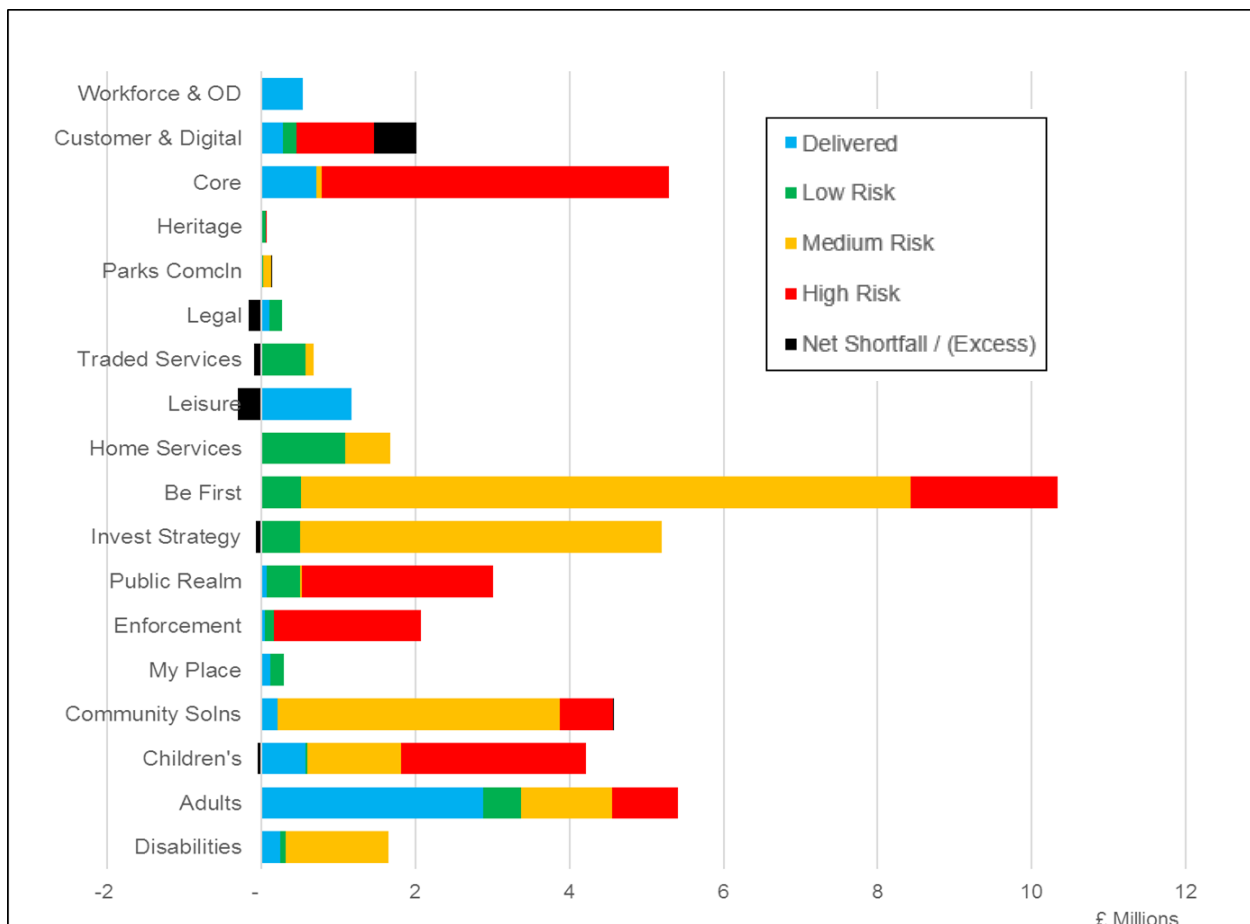
- 5.3 During the course of the summer a full technological review was undertaken to establish medium term IT requirements as the Elevate Contract draws to a conclusion. This review has identified a number of data related IT projects totalling £1.48m which will modernise the Council systems, safeguard and improve security. This work is ready to commence, and one-off revenue funding has been identified. It is therefore recommended that these proposed works are added to the 17/18 Capital programme so that the projects can commence.

- 5.4 As part of the quarterly monitoring, sponsors and budget holders have been asked to confirm their expected spend this year. This is shown in Appendix C. Using these revised forecasts to update the capital programme will support the council in its planning and programming and so Cabinet are asked to approve this reprofiling and the subsequent revised programme.

- 5.5 The main areas of concern are within the Housing Revenue Account (HRA) which had an initial in year budget of £90m, and has now been revised down to £74m in year. Only £34m of the Investment in Stock budget is expected to be used in year as some design and procurement elements have been only recently finalised. Issues at some sites has also meant that only £31m of the New Build budget will be used in year. The projects will therefore continue into next year and the funding will be slipped to match the expenditure profile.

6. Transformation/MTFS savings update.

- 6.1 Appendix E provides details of the Transformation Programme's latest forecast costs and savings. The cumulative £48m 2020/21 MTFS saving / income target detailed at Appendix E was agreed by Cabinet in February.
- 6.2 Cabinet also agreed an implementation budget of £23.6m. The total forecast spend is currently £21.1m with an additional unspent £2.5m programme contingency comprising of the original contingency (£1.75m) plus retained programme underspends (£0.75m). In recognition of the level of risk involved in delivering a programme of this scale, it is considered prudent to retain this level of contingency within the programme for the time being. However, the first call on this contingency will be the activity and resourcing that may be required to deliver the additional 2018/19 MTFS savings. This implementation budget is funded by a combination of capital receipts, capital borrowing, loans (for funding wholly owned B&D companies) and HRA.
- 6.3 This is an ambitious and challenging programme and the risks underpinning delivery of these savings is monitored and reported monthly to senior management. All saving initiatives are categorised as either low, medium or high risk. Savings are categorised as high risk by the PMO and Finance if they are not specified in adequate detail; if there is no agreed delivery plan; or if the timing or value of the agreed saving is unclear. This approach enables management attention to be focussed on these high-risk items to ensure timely mitigating actions are developed. The chart below shows the current risk status of the 2016/17 to 2020/21 £48m initiatives within the Transformation Programme.



- 6.4 Overall, the programmes are progressing well to deliver the £48m annual savings / income target. The current risk profile is to be expected for a programme of this scale and Sponsors remain confident this can be delivered, although a £2.7m contingency has been incorporated in the 2018/19 MTFs to address potential shortfalls against this target. The current main risk factors are considered below.

Customer Experience & Digital

- 6.5 Work is progressing to design the new Council website, automate digital processes, improve telephone access and migrate customers to more effective channels whilst improving the customer experience. £1.5m of this £2.0m saving is currently rated as high risk as some savings are potentially double counted with other programmes and there could be contractual issues negotiating efficiency related headcount reductions with Elevate. Work is ongoing to confirm the actual value of savings that the programme will deliver.

Core Design

- 6.6 The Core Design Programme savings are not due until 2020/21. These savings will be achieved through replacing the Elevate contract and right-sizing the Council's core services to support the new organisational structure. Work is now progressing to understand the future core service requirements and to evaluate options for delivering these. This work will also confirm the likely value and timing of savings that can be delivered.

Public Realm

- 6.7 This service is forecast to substantially overspend in 2017/18 and a review is in progress to understand the level of service that can be provided within the existing base budget and whether additional funding is required to ensure the service is sustainable. This baseline is required before there can be certainty regarding the delivery of the savings proposed in the MTFs and consequently, £2.5m of the £3m target is currently scored as high risk.

Enforcement: Parking Service and PRSL Scheme

- 6.8 The Parking Service is currently forecasting an income shortfall in 2017/18. Work is in progress to understand the value of this shortfall and confirm the value of income / savings that can realistically be achieved in future years. A report is being considered at October CPG to present options and proposals for addressing this in-year budget shortfall and the future delivery of savings / income targets. Work is also in progress to confirm the potential net income that could be generated from a replacement PRSL scheme. Officers are monitoring progress of the Newham scheme and a decision from DCLG is expected shortly. LBBD is aiming to propose a scheme to DCLG in September 2018.

7. Financial Implications

Implications completed by: Kathy Freeman, Finance Director

- 7.1 This report details the financial position of the Council.

8. Legal Implications

Implications completed by: Dr Paul Feild, Senior Corporate Governance Solicitor

- 8.1 Local authorities are required by law to set a balanced budget for each financial year. During the year, there is an ongoing responsibility to monitor spending and ensure the finances continue to be sound. This does mean as a legal requirement there must be frequent reviews of spending and obligation trends so that timely intervention can be made ensuring the annual budgeting targets are met.
- 8.2 A consequence of the monitoring process is there will be occasions where the ongoing review will identify further expenditure that would be beneficial to the Council's objectives if brought forward during the financial year, as in the case of Be First.

Public Background Papers Used in the Preparation of the Report:

- Oracle monitoring reports

List of Appendices

- **Appendix A** – General Fund Revenue budgets and forecasts.
- **Appendix B** - HRA budgets and Forecasts
- **Appendix C** – Capital Programme Monitoring Report
- **Appendix D** – Revised Five Year Capital Programme
- **Appendix E** - Transformation Programme/MTFS savings update

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GENERAL FUND REVENUE BUDGETS AND EXPENDITURE

SERVICE	BUDGET 2017/18	ACTUALS - P6 (September)	FORECAST	VARIANCE
BE FIRST	0	294	0	
CARE & SUPPORT				
ADULT'S CARE & SUPPORT	24,138	16,693	24,138	
CHILDREN'S CARE & SUPPORT	33,632	18,774	35,628	1,996
DISABILITIES	16,360	10,744	16,618	258
CARE & SUPPORT Total	74,130	46,211	76,384	2,254
CENTRAL	-893	27,911	-1,113	-220
COMMUNITY SOLUTIONS	11,016	2,780	11,464	448
CONTRACTED SERVICES				
ELEVATE CONTRACT	7,578	19,223	7,958	380
CONTRACTED SERVICES Total	7,578	19,223	7,958	380
CORE				
ELEVATE CLIENT TEAM	5,678	-7,800	5,678	
FINANCE	4,229	1,104	4,229	
LAW & GOVERNANCE	295	-2,182	295	
STRATEGIC LEADERSHIP	690	494	690	
STRATEGY & PROGRAMMES	914	-369	854	-60
TRANSFORMATION	192	4,553	192	
CORE Total	11,999	-4,200	11,939	-60
EDUCATION, YOUTH & CHILDCARE	12,580	8,439	12,580	0
ENFORCEMENT	10,515	2,954	11,020	505
GROWTH & HOMES				
ASSETS & INVESTMENT	-3,265	-4,182	-3,265	
CULTURE & RECREATION	2,490	1,739	2,490	
GROWTH & HOMES	-59	-495	81	140
GROWTH & HOMES Total	-834	-2,938	-694	140
MY PLACE	0	30	0	
PUBLIC REALM	6,961	422	8,951	1,990
SDI COMMISSIONING				
ADULTS COMMISSIONING	5,890	3,452	5,820	-70
CHILDREN'S COMMISSIONING	4,193	1,540	4,193	
HEALTHY LIFESTYLES & LEISURE	406	990	922	516
PUBLIC HEALTH	1,034	7	1,034	
SDI COMMISSIONING Total	11,523	5,989	11,969	446
TRADED SERVICES	555	1,777	555	
Grand Total	145,130	108,892	151,013	5,883

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HOUSING REVENUE ACCOUNT BUDGETS AND EXPENDITURE

	Budget £m	Forecast £m	Variance £m
Dwelling Rents	(89.270)	(88,622)	0.648
Non-Dwelling Rents	(0.807)	(0.706)	0.101
Other Income	(19.624)	(19.436)	0.188
Repairs and Maintenance	16.481	16.309	(0.172)
Supervision and Management	41.838	41.842	0.004
Rent, Rates and Other	0.350	0.350	0
Bad Debt Provision	1.046	1.046	0
Corporate & Democratic Core	0.685	0.685	0
Interest Charges	10.059	10.059	0
Interest Receivable	(0.400)	(0.400)	0
Surplus/Revenue Contribution to Capital	39.642	38.873	0.769

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Oracle Project No.	Project Name and Description	BUDGET	SPEND		FORECAST	
		Revised 17-18 Budget As Approved By Cabinet	Actual Oracle Exp @ 01/10/17	Oracle Committed in 17/18	2017/18 Forecast	Variance
Be First						
FC04047	Be First	1,978,000	-	-	1,978,000	-
Total for Be First		1,978,000	-	-	1,978,000	-
Care & Support						
FC00106	Disabled Facilities Grant	1,390,570	423,833	156,733	1,390,570	-
FC02888	Direct Payment Adaptations	400,000	94,244	-	400,000	-
FC03049	Adult Social Care Grant (Heathlands)	0	7,015	-	79,000	79,000
Total for Care & Support		1,790,570	525,092	156,733	1,869,570	79,000
Community Solutions						
FC03060	Barking Learning Centre Works	447,000	156,021	19,349	447,000	-
FC03092	Dagenham Library Foyer	0	-	-	-	-
FC03095	BLC Void Areas	0	-	-	-	-
FC04021	Libraries Management System Tender	60,000	-	-	10,000	50,000
FC04036	Upgrade & Enhancement Security Threat Management at BLC	75,000	-	-	75,000	-
FC04049	Community Solutions	3,747,600	-	-	3,747,600	-
Total for Community Solutions		4,329,600	156,021	19,349	4,279,600	50,000
Core						
FC02738	Modernisation & Imp Cap Fund	0	202,841	392,360	-	-
FC03068	ICT End User Computing	0	214,821	178,238	-	-
FC03052	Elevate ICT investment	443,126	336,090	22,067	443,126	-
FC02877	Oracle R12 Joint Services	247,866	57,593	6,669	147,866	100,000
FC03059	Customer Services Channel Shift	336,991	172,045	58,062	336,991	-
FC02565	Implement Corporate Accommodation Strategy	6,780,486	4,287,041	2,985,018	6,780,486	-
FC04009	Smarter Working Programme	494,000	-	-	1,494,000	1,000,000
Total for Core		8,302,469	4,435,107	3,642,414	9,202,469	900,000
Community Access & Technology						
FC04007	Cross Cutting Technology	1,497,100	-	-	1,497,100	-
FC04008	Customer Access Strategy (CAS)	2,711,500	-	-	2,711,500	-
FC04010	Customer Access & Workforce Development	150,254	-	-	150,254	-
Total for Community Access & Technology		4,358,854	-	-	4,358,854	-

Oracle Project No.	Project Name and Description	BUDGET	SPEND		FORECAST	
		Revised 17-18 Budget As Approved By Cabinet	Actual Oracle Exp @ 01/10/17	Oracle Committed in 17/18	2017/18 Forecast	Variance
Education, Youth & Childcare						
	PRIMARY SCHOOLS					
FC02736	Roding Primary School (Cannington Road Annex)	129,789	-	20,000	129,789	-
FC02745	George Carey CofE (formerly Barking Riverside) Primary School	22,926	-	25,000	22,926	-
FC02784	Manor Longbridge (former UEL Site) Primary School	150,000	18,131	-	150,000	-
FC02861	Eastbury Primary (Expansion)	0	1,747	-	-	-
FC02865	William Bellamy Primary (Expansion)	442,676	332,469	6,338	442,676	-
FC02919	Richard Alibon Expansion	0	1,138	-	-	-
FC02920	Warren/Furze Expansion	374,111	13,391	57,112	374,111	-
FC02923	Rush Green Expansion	0	-	11,255	-	-
FC02924	St Joseph's Primary(Barking) Extn 13-14	15,072	-	-	15,072	-
FC02956	Marsh Green Primary 13-15	277,709	29,158	36,149	277,709	-
FC02957	John Perry School Expansion 13-15	12,110	-	-	12,110	-
FC02960	Sydney Russell (Fanshawe) Primary Expansion	68,895	33,329	11,197	68,895	-
FC02979	Gascoigne Primary (Shaftesburys)	400,000	7,648	187,589	400,000	-
FC02998	Marks Gate Junior Sch 2014-15	0	-	14,551	-	-
FC03041	Village Infants - additional pupil places	211,511	27,262	16,641	211,511	-
FC03053	Gascoigne Prmry - 5fe to 4fe	600,000	145,229	322,640	600,000	-
	OTHER SCHEMES					
FC02906	School Expansion SEN projects	130,315	1,668	2,717	130,315	-
FC02909	School Expansion Minor projects	791,027	52,741	21,375	500,000	291,027
FC03042	Additional SEN provision	365,840	523,995	229,497	615,840	250,000
FC03043	Pupil Intervention Project (pip)	464,133	1,988	14,426	714,133	250,000
FC02972	Implementation of early education for 2 year olds	300,000	41,593	34,926	300,000	-
FC02975	Barking Abbey Artificial Football Pitch	0	-	10,612	-	-
FC02929	Schools Modernisation Fund 2012-13	0	38,363	2,861	-	-
FC02978	Schools Modernisation Fund 2013-14	62,128	600	17,470	62,128	-
FC03010	SMF 2014-16	93,794	22,174	88,892	93,794	-
FC03051	SMF 2015-17	691,809	100,150	109,822	691,809	-
FC03085	Schools Condition Allocations 2017-19	2,500,000	1,089,967	314,735	2,500,000	-
9999	Devolved Capital Formula	1,085,498	26,770	17,480	1,085,498	-
	CHILDREN CENTRES					
FC03063	Extension of Abbey CC Nursery	125,842	-	-	125,842	-
FC03033	Upgrade of Children Centres	7,970	8,199	-	7,970	-
	SECONDARY SCHOOLS					
FC02953	All Saints Expansion 13-15	112,233	112,233	-	112,233	-
FC02954	Jo Richardson expansion	168,626	5,000	4,688	168,626	-
FC02959	Robert Clack Expansion 13-15	1,200,000	444,526	157,881	1,200,000	-
FC02977	Barking Riverside Secondary Free School	1,061,078	1,648,707	147,925	1,861,078	800,000

Oracle Project No.	Project Name and Description	BUDGET	SPEND		FORECAST	
		Revised 17-18 Budget As Approved By Cabinet	Actual Oracle Exp @ 01/10/17	Oracle Committed in 17/18	2017/18 Forecast	Variance
FC03018	Eastbury Secondary	973,254	38,452	83,960	648,254	325,000
FC03019	Eastbrook School	817,847	182,230	4,371	582,230	235,617
FC03020	Dagenham Park	368,573	2,890	64,768	168,573	200,000
FC03022	New Gascoigne Secondary School (Greatfields)	5,600,000	3,191,877	2,040,257	5,600,000	-
FC03054	Lymington Fields All through School	450,000	189,748	21,130	450,000	-
FC03078	Barking Abbey Expansion 2016-18	5,000,000	774,089	143,541	5,000,000	-
Total Education, Youth & Childcare		25,074,766	9,107,462	4,241,806	25,323,122	248,356
Enforcement						
FC02873	Environmental Improvements	0	-	1,250	-	-
FC02982	Consolidation & Expansion of CPZ	516,377	91,911	30,157	316,377	200,000
FC03030	Frizlands Phase 2 Asbestos Replacement	15,614	8,271	5,818	15,614	-
FC03065	HIP 2016-17 Footways & Carriageways	3,003,481	1,432,690	1,486,399	3,273,481	270,000
FC03064	Street Lighting 2016-2019 : Expired Lighting Column Replacement	3,665,802	469,395	1,517,380	3,665,802	-
FC03066	Parking ICT System	3,537	-	-	3,537	-
FC03011	Structural Repairs & Bridge Maintenance	673,791	30,357	28,315	200,791	473,000
FC03012	Environmental Asset Database	0	16,000	6,861	-	-
FC03090	Lakes	80,000	-	-	80,000	-
FC03067	Abeey Green Restoration/Works	3,541	-	-	3,541	-
FC02542	Capital Improvements	459,106	91,790	4,621	259,106	200,000
FC02964	Road Safety Improvements Programme (Various Locations)	220,000	28,573	158,290	220,000	-
FC04015	Enforcement Equipment	188,000	82,725	-	188,000	-
FC04019	Replacement of Winter Maintenance Equipment / Gully Motors	640,000	24,924	568,289	640,000	-
FC04023	Enforcement	186,000	-	-	186,000	-
FC04027	Car Park Improvements	130,000	-	-	130,000	-
FC04029	Engineering Works (Road Safety)	385,000	-	47,000	200,000	185,000
Total for Enforcement		10,170,249	2,276,636	3,854,380	9,382,249	788,000
Growth & Homes						
Culture, Heritage & Recreation						
FC03029	Broadway Theatre	500,000	-	-	100,000	400,000
FC03032	3G football pitches in Parsloes Park	495,970	-	-	150,000	345,970
FC03057	Youth Zone	2,834,000	-	1,750	334,000	2,500,000
FC04031	Re imagining Eastbury					-
FC03093	Eastbury Manor House - Access and egress improvements	121,000	-	-	121,000	-
FC03094	Access Improvements, Eastbury Manor House	0			-	-
FC04042	Community Halls	60,000	1,854	-	60,000	-
FC04043	The Abbey: Unlocking Barking's past, securing its future	25,000	-	-	25,000	-
FC04044	East London Industrial Heritage Museum	50,000	-	-	50,000	-
FC04022	Parks & Open Spaces Commercialisation	170,000	-	-	170,000	-
FC04024	Parks, Open Spaces & Cemeteries	49,000	-	-	49,000	-
Total for Culture, Heritage & Recreation		4,304,970	1,854	1,750	1,059,000	3,245,970

Oracle Project No.	Project Name and Description	BUDGET	SPEND		FORECAST	
		Revised 17-18 Budget As Approved By Cabinet	Actual Oracle Exp @ 01/10/17	Oracle Committed in 17/18	2017/18 Forecast	Variance
Investment Strategy						
FC04046	Investment Opportunities	263,000	-	-	263,000	-
FC02587	Energy Efficiency Programme	128,753	-	-	128,753	-
FC03027	Establishment of Council Owned Energy Services Company	89,901	78,837	43,071	89,901	-
FC03081	Land Acquisitions 2016-18	0	6,065,958	173,013	10,000,000	10,000,000
Total for Investment Strategy		481,654	6,144,795	216,084	10,481,654	10,000,000
Growth & Homes & Regeneration						
FC02898	Local Transport Plans	60,000	8,470	21,760	60,000	-
FC02969	Creative Industry (formerly Barking Bathouse)	310,586	-	-	10,586	300,000
FC02985	Gascoigne West (Housing Zone)	3,493,904	3,405,051	731,026	6,500,000	3,006,096
FC02986	Gascoigne Estate 1	35,559,864	21,597,383	26,264,785	35,559,864	-
FC02990	Abbey Phase II	0	322	11,821,224	-	-
FC02994	Renwick Road/ Choats Road 2014/15 (TfL)	367,000	57,377	305,870	367,000	-
FC02995	Ballards Road / New Road 2014/15 (TfL)	0	850	-	-	-
FC02996	Barking Town Centre 2014/15 (TfL)	757,768	39,888	50,665	322,000	435,768
FC03055	Barking Riverside Trans link	2,654,652	3,477,899	1,562,678	5,350,710	2,696,058
FC03058	Kingsbridge Development	8,572,089	799,637	6,474,592	3,000,000	5,572,089
FC03070	Boundary Road Hostel: Critical Needs Homelessness Assessment	858,337	364,706	290,222	858,337	-
FC03072	Conversion & Redevelopment of Former Sacred Heart Convent, 191	8,485,156	17,233	100,011	75,000	8,410,156
FC03082	Gurdwara Way - Land Remediation	825,405	325,640	358,937	825,405	-
FC03084	Sebastian Court - Redevelop	3,587,697	-	-	200,000	3,387,697
FC03089	Becontree Heath New Build	1,000,000	1,548,986	119,895	5,734,819	4,734,819
FC03099	Abbey Green & Barking Town Centre Conservation Area Townscape	407,500	-	-	278,000	129,500
FC02962	Principal Road Maintenance	438,000	257,050	169,281	438,000	-
FC03086	Land at BEC - live work scheme	0	21,827	49,100	250,000	250,000
FC03096	Thames Road/River Road/Renwick Road Corridor Improvements	0	-	-	-	-
FC04051	Street Purchases Acquisitions	0	211	180,014	30,000,000	30,000,000
FC03097	Thames View Cycle/Walking Link Improvements	156,000	32,856	13,695	156,000	-
FC03098	Cycle Schemes - Quietway CS3X	130,000	7,597	3,250	390,000	260,000
FC03028	Chadwell Heath CCM (TfL)	0	7,691	57,529	-	-
FC02926	Outer London Fund - Round 2	0	-	-	-	-
FC02963	Mayesbrook Neighbourhood Improvement 2013-14	0	1,407	22,008	-	-
FC03000	MAQF - Green Wall Project	0	1,352	507	-	-
FC03015	Demolition Former Remploy Site	0	-	-	-	-
FC03023	Bus Stop Accessibility	0	-	-	-	-
FC03025	Gale Street Corridor Improvements	0	1,880	-	-	-
Total for Growth & Homes & Regeneration		67,663,958	31,971,553	48,597,049	90,375,721	22,711,763

Oracle Project No.	Project Name and Description	BUDGET	SPEND		FORECAST	
		Revised 17-18 Budget As Approved By Cabinet	Actual Oracle Exp @ 01/10/17	Oracle Committed in 17/18	2017/18 Forecast	Variance
My Place						
FC04011	My Place	1,208,724	-	-	1,208,724	-
Total for My Place		1,208,724	-	-	1,208,724	-
Public Realm						
FC03034	Strategic Parks - Park Infrastructure	90,559	11,400	-	90,559	-
FC03026	Old Dagenham Park BMX Track	222,836	1,300	-	222,836	-
FC03083	Chadwell Heath Cemetry Ext	316,979	18,725	-	316,979	-
FC04012	Bins Rationalisation	50,000	-	-	50,000	-
FC04013	Park Infrastructure Enhancements	20,000	-	-	20,000	-
FC04014	Refuse Fleet	84,000	-	-	84,000	-
FC04016	On-vehicle Bin Weighing System for Commercial Waste	45,000	-	-	45,000	-
FC04017	Fixed play facilities	50,000	-	-	50,000	-
FC04018	Park Buildings – Response to 2014 Building Surveys	75,000	-	-	75,000	-
FC04020	Parsloes Park regional football hub	0	-	-	-	-
FC04026	Street Cleansing	0	-	-	-	-
FC04025	Refuse	81,000	-	-	81,000	-
FC04028	Equipment to reduce Hand Arm Vibration	45,000	-	-	45,000	-
Total for Public Realm		1,080,374	31,425	-	1,080,374	-
SDI Commissioning						
FC02826	Conversion of Heathway to Family Resource Centre	2,661	-	-	2,661	-
FC03061	Social Care IT Replacement System	1,517,712	1,266,766	1,038,097	1,517,712	-
FC03087	Redesign Adults & Childrens Social Care	1,085,197	-	-	1,085,197	-
FC02870	Barking Leisure Centre 2012-14	100,661	168,781	47,055	100,661	-
FC03062	50m Demountable Swimming Pool	1,700,000	-	-	2,464,075	764,075
FC04048	Leisure	53,000	-	-	53,000	-
Total for SDI Commissioning		4,459,231	1,435,547	1,085,152	5,223,306	764,075
Traded Services						
FC03091	Traded Services	517,103	-	-	517,103	-
Total for My Place		517,103	-	-	517,103	-
TOTAL GENERAL FUND CAPITAL PROGRAMME		135,720,522	56,085,492	61,814,717	166,339,746	30,619,224

Oracle Project No.	Project Name and Description	BUDGET	SPEND		FORECAST	
		Revised 17-18 Budget As Approved By Cabinet	Actual Oracle Exp @ 01/10/17	Oracle Committed in 17/18	2017/18 Forecast	Variance
HRA						
CC&D	Investment In Stock					
FC02939	Conversions	700,000	24,158	17,775	585,000	115,000
FC03039	Estate Roads Resurfacing	850,000	24,914	850,000	850,000	-
FC03036	Decent Homes Support - Liaison Team Surveys	0	-	-	-	-
FC03045	External Fabric inc EWI- Blocks	3,282,900	744,149	1,896,782	2,465,000	817,900
FC03046	Decent Homes North 2017-19	7,400,000	22,342	14,164,359	5,850,000	1,550,000
FC03047	Decent Homes South 2017-19	7,400,000	667,874	13,927,489	5,750,000	1,650,000
FC03048	Fire Safety Improvement Works	1,742,000	17,435	16,204	1,000,000	742,000
FC02983	Decent Homes Central 2017-19	7,500,000	890,006	8,302,036	7,250,000	250,000
FC04001	Electrical Lateral Replacement	1,000,000	-	-	429,000	571,000
Asset Management	Investment In Stock					-
FC02934	Communal Roof Replacements	500,000	960	5,040	100,000	400,000
FC02950	Communal Heating Replacement	1,200,000	-	92,573	600,000	600,000
FC04003	Domestic Heating Replacement	900,000	-	-	900,000	-
FC04004	Box-Bathroom Refurbs (Apprenticeships)	50,000	-	-	50,000	-
FC04002	Lift Replacement Programme	50,000	-	-	50,000	-
Housing Strategy	Investment In Stock					-
FC03037	Energy Efficiency inc Green Street	2,000,000	85,520	88,923	1,000,000	1,000,000
Disability Service	Investment In Stock					-
FC00100	Aids And Adaptations	950,000	134,284	311,492	950,000	-
Property Management	Investment In Stock					-
FC02943	Compliance (Asbestos, Tanks, Rewires)	900,000	-	6,855	900,000	-
FC03038	Garages	450,000	62,535	163,722	450,000	-
FC04000	Estate Environment Improvement	125,100	-	-	125,100	-
FC04005	Public Realm Improvements	500,000	45,159	164,707	500,000	-
R&M	Investment In Stock					-
FC02933	Voids	3,000,000	-	25,817	4,000,000	1,000,000
FC03074	Estate Public Realm Imp	0	845	-	-	-
FC03075	Door Entry Systems	50,000	-	-	250,000	200,000
FC04006	Minor Works & Replacements	150,000	-	-	150,000	-
FC03007	Windows & Door Replacements	50,000	3,734	-	80,000	30,000
	Investment In Stock					-
FC03040	Communal Repairs & Upgrades	0	66,890	87,460	-	-
FC02984	Block & Estate Modernisation	0	12,288	45,180	-	-
FC03003	Decent Homes (Blocks)	0	3,734	43,450	-	-
FC03004	Decent Homes (Sheltered)	0	31,766	-	-	-

Oracle Project No.	Project Name and Description	BUDGET	SPEND		FORECAST	
		Revised 17-18 Budget As Approved By Cabinet	Actual Oracle Exp @ 01/10/17	Oracle Committed in 17/18	2017/18 Forecast	Variance
FC03001	Decent Homes (North)	0	239,540	14,186	-	-
FC03002	Decent Homes (South)	0	171,438	-	-	-
FC03005	Decent Homes Small Contactors	0	3,471	306	-	-
FC02938	Fire Safety Improvement Works	0	9,881	1,718	-	-
	To be allocated					
Total for Investment In Stock		40,750,000	2,318,341	40,226,074	34,284,100	6,465,900
Estate Renewal						
FC02820	Estate Renewal	6,123,363	5,812,964	1,324,027	7,123,363	1,000,000
Total for Estate Renewal		6,123,363	5,812,964	1,324,027	7,123,363	1,000,000
New Build Schemes						-
FC02823	Council Housing Phase III	0	-	49,723	-	-
FC02931	Leys Phase 1	1,626,058	547,430	415,358	1,400,000	226,058
FC03009	Leys Phase 2	16,801,785	3,081,785	13,480,819	13,222,744	3,579,041
FC03071	Modular Programme	3,999,000	-	4,500	500,000	3,499,000
FC02970	Marks Gate	0	128,481	1,580,251	-	-
FC02973	Infill Sites	4,000,000	21,522	80,962	500,000	3,500,000
FC02988	Bungalows (Stansgate,Mrgt Bon)	0	4,560	332,013	-	-
FC02989	Ilchestr Rd / North St New Build	4,750,000	1,797,856	4,781,071	5,021,452	271,452
FC02991	North St	0	254,105	18,640	-	-
FC03056	Burford Close	1,500,000	35,068	1,167,866	1,500,000	-
	To be allocated	8,715,864			8,715,864	-
Total for New Build Schemes		41,392,707	5,035,499	21,911,203	30,860,060	10,532,647
Home Services						
FC04050	Home Services	703,000	-	-	703,000	-
Total for Home Services		703,000	-	-	703,000	-
Housing Transformation						
FC03073	Housing Transformation	1,750,000	-	-	1,300,000	450,000
Total for Housing Transformation		1,750,000	-	-	1,300,000	450,000
GRAND TOTAL for HRA		90,719,070	13,166,804	63,461,304	74,270,523	(16,448,547)
TOTAL CAPITAL PROGRAMME 2017/18		226,439,592	69,252,296	125,276,021	240,610,269	14,170,677

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2017/2018 CAPITAL PROGRAMME - APPENDIX D

Project No.	Project Name	Revised Budget	Actual Expenditure - as at 1st October 2017	Commitments	Actuals & Commitments	Over / (Under) spend to date	Total External Financing	HRA/MRR	Total Borrowing	Revenue - Central	Reserves (Invest to Save)	Capital Receipts	Total Funding
Be First													
FC04047	Be First	1,978,000				(1,978,000)						1,978,000	1,978,000
Total for Be First		1,978,000				(1,978,000)						1,978,000	1,978,000
Care & Support													
FC00106	Disabled Facilities Grant	1,390,570	423,833	156,733	580,566	(966,737)	1,390,570						1,390,570
FC02888	Direct Pymt Adaptations	400,000	94,244		94,244	(305,756)				400,000			400,000
FC03049	Adult Social Care Capital Grant	79,000	7,015		7,015	(71,985)	79,000						79,000
Total for Care & Support		1,869,570	525,092	156,733	681,825	(1,344,478)	1,469,570			400,000			1,869,570
Community Solutions													
FC03060	Barking Learning Centre Works	447,000	156,021	19,349	175,370	(290,979)			447,000				447,000
FC04021	Libraries Library Management System Tender	10,000				(10,000)			10,000				10,000
FC04036	Upgrade & enhancement of Security & Threat Management System at BLC	75,000				(75,000)			75,000				75,000
FC04049	Community Solutions	3,747,600				(3,747,600)			2,560,000			1,187,600	3,747,600
Total for Community Solutions		4,279,600	156,021	19,349	175,370	(4,123,579)			3,092,000			1,187,600	4,279,600
Core													
FC02738	Modernisation & Imp Cap Fund		(202,841)	392,360	189,519	(202,841)							
FC03068	ICT End User Computing		(214,821)	178,238	(36,583)	(214,821)							
FC03052	Elevate ICT investment	443,126	336,090	22,067	358,157	(107,036)			443,126				443,126
FC02877	Oracle R12 Joint Services	147,866	57,593	6,669	64,262	(90,273)			147,866				147,866
FC03059	Customer Services Channel Shift	336,991	172,045	58,062	230,107	(164,946)			336,991				336,991
FC02565	Implement Corporate Accommodation Strategy	6,780,486	4,287,041	2,985,018	7,272,059	(2,493,445)			6,780,486				6,780,486
FC04009	New Ways of Working (formerly Smarter Working) Programme	1,494,000				(1,494,000)			1,494,000				1,494,000
Total for Core		9,202,469	4,435,107	3,642,414	8,077,521	(4,767,362)			9,202,469				9,202,469
Customer Access & Technology													
FC04007	Cross Cutting: Technology	1,497,100				(1,497,100)			1,280,482			216,618	1,497,100
FC04008	Customer Access Strategy (CAS)	2,711,500				(2,711,500)			2,711,500				2,711,500
FC04010	Customer Access & Workforce Development	150,254				(150,254)						150,254	150,254
Total for Customer Access & Technology		4,358,854				(4,358,854)			3,991,982			366,872	4,358,854
Education, Youth & Childcare													
Primary Schools													
FC02736	Roding Primary School (Cannington Road Annex)	129,789		20,000	20,000	(129,789)	129,789						129,789
FC02745	George Carey CofE (formerly Barking Riverside) Primary School	22,926		25,000	25,000	(22,926)	22,926						22,926
FC02784	Manor Longbridge (Former UEL Site)	150,000	18,131		18,131	(131,869)	150,000						150,000
FC02861	Eastbury Primary (Expansion)		1,747		1,747								
FC02865	William Bellamy Infants/Juniors (Expansion)	442,676	332,469	6,338	338,807	(110,207)	442,676						442,676
FC02919	Richard Alibon Expansion		1,138		1,138								
FC02920	Warren / Furze Expansion	374,111	13,391	57,112	70,503	(360,720)	374,111						374,111
FC02923	Rush Green Expansion			11,255	11,255								
FC02924	St Joseph's Primary(Barking) Extn 13-14	15,072				(15,072)	15,072						15,072
FC02956	Marsh Green Primary 13-15	277,709	29,158	36,149	65,307	(248,551)	277,709						277,709
FC02957	John Perry School Expansion 13-15	12,110				(12,110)	12,110						12,110
FC02960	Sydney Russell (Fanshawe) Primary Expansion	68,895	33,329	11,197	44,526	(35,566)	68,895						68,895
FC02979	Gascoigne primary	400,000	7,648	187,589	195,237	(392,352)	400,000						400,000
FC02998	Marks Gate Junior Sch 2014-15			14,551	14,551								
FC03041	Village Infants - additional pupil places	211,511	27,262	16,641	43,903	(184,249)	211,511						211,511
FC03053	Gascoigne Prmy 5forms to 4 forms	600,000	145,229	322,640	467,869	(454,771)	600,000						600,000
Secondary Schools													
FC02953	All Saints Expansion 13-15	112,233	112,233		112,233		112,233						112,233
FC02954	Jo Richardson expansion	168,626	5,000	4,688	9,688	(163,626)	168,626						168,626
FC02959	Robert Clack Expansion 13-15	1,200,000	444,526	157,881	602,407	(755,474)	1,200,000						1,200,000
FC03054	Lymington Fields New School	450,000	189,748	21,130	210,878	(260,252)	450,000						450,000
FC02977	Riverside Secondary Free School	1,861,078	1,648,707	147,925	1,796,632	(212,371)	1,861,078						1,861,078
FC03018	Eastbury Secondary	648,254	38,452	83,960	122,412	(609,802)	648,254						648,254
FC03019	Eastbrook School	582,230	182,230	4,371	186,601	(400,000)	582,230						582,230
FC03020	Dagenham Park	168,573	2,890	64,768	67,658	(165,683)	168,573						168,573
FC03022	New Gascoigne Secondary School	5,600,000	3,191,877	2,040,257	5,232,134	(2,408,123)	5,600,000						5,600,000
FC03078	Barking Abbey Expansion 2016-18	5,000,000	774,089	143,541	917,630	(4,225,911)	5,000,000						5,000,000
Children Centres													

Project No.	Project Name	Revised Budget	Actual Expenditure - as at 1st October 2017	Commitments	Actuals & Commitments	Over / (Under) spend to date	Total External Financing	HRA/MRR	Total Borrowing	Revenue - Central	Reserves (Invest to Save)	Capital Receipts	Total Funding
FC03063	Extension of Abbey children's centre nursery	125,842				(125,842)			125,842				125,842
FC03033	Upgrade of Children Centres	7,970	8,199		8,199	229	7,970						7,970
Other Schemes													
FC02906	School Expansion SEN projects	130,315	1,668	2,717	4,385	(128,647)	130,315						130,315
FC02909	School Expansion Minor projects	500,000	52,741	21,375	74,116	(447,259)	500,000						500,000
FC02972	Implementation of early education for 2 year olds	300,000	41,593	34,926	76,519	(258,407)	300,000						300,000
FC02975	Barking Abbey Artificial Football Pitch			10,612	10,612								
FC02929	Schools Modernisation Fund 2012-13		38,363	2,861	41,224								
FC02978	Schools Modernisation Fund 2013-14	62,128	600	17,470	18,070	(61,528)	62,128						62,128
FC03010	SMF 2014-16	93,794	22,174	88,892	111,066	(71,620)	93,794						93,794
FC03051	SMF 2015-17	691,809	100,150	109,822	209,972	(591,659)	691,809						691,809
FC03085	School Conditions Allocation 2017-19	2,500,000	1,089,967	314,735	1,404,702	(1,410,033)	2,500,000						2,500,000
FC03042	Additional SEN Provision	615,840	523,995	229,497	753,492	(91,845)	615,840						615,840
FC03043	Pupil Intervention Project (PIP)	714,133	1,988	14,426	16,414	(712,145)	714,133						714,133
9999	Devolved Capital Formula	1,085,498	26,770	17,480	44,250	(1,058,728)	1,085,498						1,085,498
Total For Education, Youth & Childcare		25,323,122	9,107,462	4,241,806	13,349,268	(16,255,770)	25,197,280		125,842				25,323,122
Enforcement													
FC02873	Environmental Improvements			1,250	1,250								
FC02982	Consolidation & Expansion of CPZ	316,377	91,911	30,157	122,068	(224,466)			316,377				316,377
FC03030	Frizlands Phase 2 Asbestos Replacement	15,614	8,271	5,818	14,089	(7,343)			15,614				15,614
FC03065	HIP 2016-17 Footways & Carriageways	3,273,481	1,432,690	1,486,399	2,919,089	(1,840,791)			3,273,481				3,273,481
FC03064	Street Lighting 2016-2019 : Expired Lighting Column Replacement	3,665,802	469,395	1,517,380	1,986,775	(3,196,407)			3,665,802				3,665,802
FC03066	Parking ICT System	3,537				(3,537)			3,537				3,537
FC03011	Structural Repairs & Bridge Maintenance	200,791	30,357	28,315	58,672	(170,434)			200,791				200,791
FC03012	Environmental Asset Database		16,000	6,861	22,861								
FC03090	Lakes	80,000				(80,000)			80,000				80,000
FC03067	Abeey Green Restoration/Works	3,541				(3,541)			3,541				3,541
FC02542	Capital Improvements	259,106	91,790	4,621	96,411	(167,316)			259,106				259,106
FC02964	Road Safety Improvements Programme (Various Locations)	220,000	28,573	158,290	186,863	(191,427)	220,000						220,000
FC04015	Enforcement Equipment	188,000	82,725		82,725	(105,275)			158,423			29,577	188,000
FC04019	Replacement of Winter Maintenance Equipment / Gully Motors	640,000	24,924	568,289	593,213	(615,076)			640,000				640,000
FC04023	Enforcement	186,000				(186,000)						186,000	186,000
FC04027	Car Park Improvements	130,000				(130,000)			130,000				130,000
FC04029	Engineering Works (Road Safety)	200,000		47,000	47,000	(200,000)			200,000				200,000
Total for Enforcement		9,382,249	2,276,636	3,854,380	6,131,016	(7,105,613)	220,000		8,946,672			215,577	9,382,249
Growth & Homes													
Culture, Heritage & Recreation													
FC03029	Broadway Theatre	100,000				(100,000)					100,000		100,000
FC03032	3G football pitches in Parsloes Park	150,000				(150,000)			150,000				150,000
FC03057	Youth Zone	334,000		1,750	1,750	(334,000)	334,000						334,000
FC03093	Eastbury Manor House - Access and egress improvements	121,000				(121,000)			121,000				121,000
FC04042	Community Halls	60,000	1,854		1,854	(58,146)			60,000				60,000
FC04043	The Abbey: Unlocking Barking's past, securing its future	25,000				(25,000)			25,000				25,000
FC04044	East London Industrial Heritage Museum	50,000				(50,000)			50,000				50,000
FC04022	Parks & Open Spaces Commercialisation	170,000				(170,000)			170,000				170,000
FC04024	Parks, Open Spaces & Cemeteries	49,000				(49,000)			49,000				49,000
Total for Culture, Heritage & Recreation		1,059,000	1,854	1,750	3,604	(1,057,146)	334,000		625,000		100,000		1,059,000
Investment Strategy													
FC04046	Investment Opportunities	263,000				(263,000)						263,000	263,000
FC02587	Energy Efficiency Programme	128,753				(128,753)			128,753				128,753
FC03027	Establishment of Council Owned Energy Services Company	89,901	78,837	43,071	121,908	(11,064)					89,901		89,901
FC03081	Land Acquisitions 2016-18	10,000,000	6,065,958	173,013	6,238,971	(3,934,042)			10,000,000				10,000,000
Total for Investment Strategy		10,481,654	6,144,795	216,084	6,360,879	(4,336,859)			10,128,753		89,901	263,000	10,481,654
Growth & Homes & Regeneration													
FC02898	Local Transport Plans	60,000	8,470	21,760	30,230	(51,530)	60,000						60,000
FC02969	Creative Industry (formerly Barking Bathouse)	10,586				(10,586)	10,586						10,586
FC02985	Gascoigne West (Housing Zone)	6,500,000	3,405,051	731,026	4,136,077	(3,094,949)	6,500,000						6,500,000
FC02986	Gascoigne Estate 1	35,559,864	21,597,383	26,264,785	47,862,168	(13,962,481)			35,559,864				35,559,864
FC02990	Abbey Phase II		322	11,821,224	11,821,546	322							
FC02994	Renwick Road/ Choats Road 2014/15 (TfL)	367,000	57,377	305,870	363,247	(309,623)	367,000						367,000
FC02995	Ballards Road / New Road 2014-15 (TfL)		850		850	850							

Project No.	Project Name	Revised Budget	Actual Expenditure - as at 1st October 2017	Commitments	Actuals & Commitments	Over / (Under) spend to date	Total External Financing	HRA/MRR	Total Borrowing	Revenue - Central	Reserves (Invest to Save)	Capital Receipts	Total Funding
FC02996	Barking Town Centre 2014/15 (TfL)	322,000	39,888	50,665	90,553	(282,112)	322,000						322,000
FC03055	Barking Riverside Trans link	5,350,710	3,477,899	1,562,678	5,040,577	(1,872,811)	5,350,710						5,350,710
FC03058	Kingsbridge Development	3,000,000	799,637	6,474,592	7,274,229	(2,200,363)		3,000,000					3,000,000
FC03070	Boundary Road Hostel: Critical Needs Homelessness Assessment and Support Centre	858,337	364,706	290,222	654,928	(493,631)	639,337		219,000				858,337
FC03072	Conversion & Redevelopment of Former Sacred Heart Convent, 191 Goresbrook Road, Dagenham - to convert to homeless provision	75,000	17,233	100,011	117,244	(57,767)			75,000				75,000
FC03082	Gurdwara Way - Land Rmdiation	825,405	325,640	358,937	684,577	(499,765)	825,405						825,405
FC03084	Sebastian Court - Redevelop	200,000				(200,000)			200,000				200,000
FC03089	Becontree Heath New Build	5,734,819	1,548,986	119,895	1,668,881	(4,185,833)			5,734,819				5,734,819
FC03099	Abbey Green & Barking Town Centre Conservation Area Townscape HLF Project	278,000				(278,000)			278,000				278,000
FC02962	Principal Road Maintenance	438,000	257,050	169,281	426,331	(180,950)	438,000						438,000
FC03086	Land at BEC - live work scheme	250,000	21,827	49,100	70,927	(228,173)	250,000						250,000
FC03097	Thames View Cycle/Walking Link Improvements	156,000	32,856	13,695	46,551	(123,144)	156,000						156,000
FC03098	Cycle Schemes - Quietway CS3X	390,000	7,597	3,250	10,847	(382,403)	390,000						390,000
FC03028	Chadwell Heath CCM (TfL)		7,691	57,529	65,220	7,691							
FC02963	Mayesbrook Neighbourhood Improvement 2013-14		1,407	22,008	23,415	1,407							
FC03000	MAQF - Green Wall Project		1,352	507	1,859	1,352							
FC03025	Gale Street Corridor Improvements		(1,880)		(1,880)	(1,880)							
FC04051	Street Property Acquisition 2017-19	30,000,000	211	180,014	180,225	(29,999,789)			30,000,000				30,000,000
Total for Growth & Homes & Regeneration		90,375,721	31,971,553	48,597,049	80,568,602	(58,404,168)	15,309,038	3,000,000	72,066,683				90,375,721
My Place													
FC04011	My Place	1,208,724				(1,208,724)		1,089,724	119,000				1,208,724
Total for My Place		1,208,724				(1,208,724)		1,089,724	119,000				1,208,724
Public Realm													
FC03034	Strategic Parks - Park Infrastructure	90,559	11,400		11,400	(79,159)			90,559				90,559
FC03026	Old Dagenham Park BMX Track	222,836	1,300		1,300	(221,536)			222,836				222,836
FC03083	Chadwell Heath Cemetry Ext	316,979	18,725		18,725	(298,254)			316,979				316,979
FC04012	Bins Rationalisation	50,000				(50,000)			50,000				50,000
FC04013	Park Infrastructure Enhancements	20,000				(20,000)			20,000				20,000
FC04014	Refuse Fleet	84,000				(84,000)			84,000				84,000
FC04016	On-vehicle Bin Weighing System for Commercial Waste	45,000				(45,000)			45,000				45,000
FC04017	Fixed play facilities	50,000				(50,000)			50,000				50,000
FC04018	Park Buildings – Response to 2014 Building Surveys	75,000				(75,000)			75,000				75,000
FC04025	Refuse	81,000				(81,000)						81,000	81,000
FC04028	Equipment to reduce Hand Arm Vibration	45,000				(45,000)			45,000				45,000
Total for Public Realm		1,080,374	31,425		31,425	(1,048,949)			999,374			81,000	1,080,374
SDI Commissioning													
FC02826	Conversion of Heathway to Family Resource Centre	2,661				(2,661)	2,661						2,661
FC03061	Social Care IT Replacement System	1,517,712	1,266,766	1,038,097	2,304,863	(250,946)	20,485		1,497,227				1,517,712
FC03087	Redesign Adults & Childrens Social Care	1,085,197				(1,085,197)						1,085,197	1,085,197
FC02870	Barking Leisure Centre 2012-14	100,661	168,781	47,055	215,836	68,120						100,661	100,661
FC03062	50m Demountable Swimming Pool	2,464,075				(2,464,075)			2,464,075				2,464,075
FC04048	Leisure	53,000				(53,000)						53,000	53,000
Total for SDI Commissioning		5,223,306	1,435,547	1,085,152	2,520,699	(3,787,759)	23,146		3,961,302			1,238,858	5,223,306
Traded Services													
FC03091	Traded Services	517,103				(517,103)						517,103	517,103
Total for Traded Services		517,103				(517,103)						517,103	517,103
TOTAL GENERAL FUND CAPITAL PROGRAMME		166,339,746	56,085,492	61,814,717	117,900,209	(110,294,364)	42,553,034	4,089,724	113,259,077	400,000	189,901	5,848,010	166,339,746
HRA													
CC&D	Investment In Stock												
FC02939	Conversions	585,000	24,158	17,775	41,933	(560,842)		585,000					585,000
FC03039	Estate Roads Resurfacing	850,000	24,914	850,000	874,914	(825,086)		850,000					850,000
FC03045	External Fabric inc EWI- Blocks	2,465,000	744,149	1,896,782	2,640,931	(1,720,851)		2,465,000					2,465,000
FC03046	Decent Homes North 2017-19	5,850,000	(22,342)	14,164,359	14,142,017	(5,872,342)		5,850,000					5,850,000
FC03047	Decent Homes South 2017-19	5,750,000	667,874	13,927,489	14,595,363	(5,082,126)		5,750,000					5,750,000
FC02983	Decent Homes Central 2017-19	7,250,000	890,006	8,302,036	9,192,042	(6,359,994)		7,250,000					7,250,000
FC04001	Electrical Lateral Replacement	429,000				(429,000)		429,000					429,000

Project No.	Project Name	Revised Budget	Actual Expenditure - as at 1st October 2017	Commitments	Actuals & Commitments	Over / (Under) spend to date	Total External Financing	HRA/MRR	Total Borrowing	Revenue - Central	Reserves (Invest to Save)	Capital Receipts	Total Funding
Asset Management	Investment In Stock												
FC02934	Communal Roof Replacements	100,000	960	5,040	6,000	(99,040)		100,000					100,000
FC02950	Communal Heating Replacement	600,000		92,573	92,573	(600,000)		600,000					600,000
FC04003	Domestic Heating Replacement	900,000				(900,000)		900,000					900,000
FC04004	Box-Bathroom Refurbs (Apprenticeships)	50,000				(50,000)		50,000					50,000
FC03048	Fire Safety Improvement Works	1,000,000	17,435	16,204	33,639	(982,565)		1,000,000					1,000,000
FC04002	Lift Replacement Programme	50,000				(50,000)		50,000					50,000
Housing Strategy	Investment In Stock												
FC03037	Energy Efficiency inc Green Street	1,000,000	85,520	88,923	174,443	(914,480)		1,000,000					1,000,000
Disability Service	Investment In Stock												
FC00100	Aids And Adaptations	950,000	134,284	311,492	445,776	(815,716)		950,000					950,000
Property Management	Investment In Stock												
FC02943	Compliance (Asbestos, Tanks, Rewires)	900,000		6,855	6,855	(900,000)		900,000					900,000
FC03038	Garages	450,000	62,535	163,722	226,257	(387,465)		450,000					450,000
FC04000	Estate Environment Improvement	125,100				(125,100)		125,100					125,100
FC04005	Public Realm Improvements	500,000	45,159	164,707	209,866	(454,841)		500,000					500,000
R&M	Investment In Stock												
FC02933	Voids	4,000,000		25,817	25,817	(4,000,000)		4,000,000					4,000,000
FC03074	Estate Public Realm Imp		845		845	845							
FC03075	Door Entry Systems	250,000				(250,000)		250,000					250,000
FC04006	Minor Works & Replacements	150,000				(150,000)		150,000					150,000
FC03007	Windows & Door Replacements	80,000	(3,734)		(3,734)	(83,734)		80,000					80,000
	Investment In Stock												
FC03040	Communal Repairs & Upgrades		66,890	87,460	154,350	66,890							
FC02984	Block & Estate Modernisation		12,288	45,180	57,468	12,288							
FC03003	Decent Homes (Blocks)		3,734	43,450	47,184	3,734							
FC03004	Decent Homes (Sheltered)		(31,766)		(31,766)	(31,766)							
FC03001	Decent Homes (North)		(239,540)	14,186	(225,354)	(239,540)							
FC03002	Decent Homes (South)		(171,438)		(171,438)	(171,438)							
FC03005	Decent Homes Small Contactors		(3,471)	306	(3,165)	(3,471)							
FC02938	Fire Safety Improvement Works		9,881	1,718	11,599	9,881							
	To be allocated												
	Total	34,284,100	2,318,341	40,226,074	42,544,415	(31,965,759)		34,284,100					34,284,100
	Estate Renewal												
FC02820	Estate Renewal	7,123,363	5,812,964	1,324,027	7,136,991	(1,310,399)		7,123,363					7,123,363
	Total	7,123,363	5,812,964	1,324,027	7,136,991	(1,310,399)		7,123,363					7,123,363
	New Build schemes												
FC02823	Council Housing Phase III			49,723	49,723								
FC02931	Leys Phase 1	1,400,000	547,430	415,358	962,788	(852,570)		1,394,058			5,942		1,400,000
FC03009	Leys Phase 2	13,222,744	3,081,785	13,480,819	16,562,604	(10,140,959)					13,222,744		13,222,744
FC03071	Modular Programme	500,000		4,500	4,500	(500,000)		500,000					500,000
FC02970	Marks Gate		(128,481)	1,580,251	1,451,770	(128,481)							
FC02973	Infill Sites	500,000	21,522	80,962	102,484	(478,478)		500,000					500,000
FC02988	Bungalows (Stansgate,Mrgt Bon)		4,560	332,013	336,573	4,560							
FC02989	Ilchestr Rd / North St New Build	5,021,452	1,797,856	4,781,071	6,578,927	(3,223,596)		5,021,452					5,021,452
FC02991	North St		(254,105)	18,640	(235,465)	(254,105)							
FC03056	Burford Close	1,500,000	(35,068)	1,167,866	1,132,798	(1,535,068)		1,500,000					1,500,000
	To Be Allocated	8,715,864				(8,715,864)		8,715,864					8,715,864
FC04050	Home Services	703,000				(703,000)						703,000	703,000
	Total	31,563,060	5,035,499	21,911,203	26,946,702	(26,527,561)		17,631,374				13,931,686	31,563,060
FC03073	Housing Transformation	1,300,000				(1,300,000)			1,300,000				1,300,000
Grand Total HRA		74,270,523	13,166,804	63,461,304	76,628,108	(61,103,719)		59,038,837	1,300,000			13,931,686	74,270,523

Project No.	Project Name	Revised Budget	Actual Expenditure - as at 1st October 2017	Commitments	Actuals & Commitments	Over / (Under) spend to date	Total External Financing	HRA/MRR	Total Borrowing	Revenue - Central	Reserves (Invest to Save)	Capital Receipts	Total Funding
TOTAL CAPITAL PROGRAMME 2017/18		240,610,269	69,252,296	125,276,021	194,528,317	(171,398,083)	42,553,034	63,128,561	114,559,077	400,000	189,901	19,779,696	240,610,269

2018/2019 CAPITAL PROGRAMME

Project No.	Project Name	Revised Budget	Total External Financing	HRA/MRR	Total Borrowing	Revenue - Central	Capital Receipts	Total Funding
Be First								
FC04047	Be First	477,236					477,236	477,236
Total for Be First		477,236					477,236	477,236
Care & Support								
FC02888	Direct Pymt Adaptations	400,000				400,000		400,000
Total for Care & Support		400,000				400,000		400,000
Community Solutions								
FC04049	Community Solutions	1,670,159					1,670,159	1,670,159
FC04021	Libraries Management System Tender	50,000			50,000			50,000
Total for Community Solutions		1,720,159			50,000		1,670,159	1,720,159
Core								
FC02877	Oracle R12 Joint Services	100,000			100,000			100,000
Total for Core		100,000			100,000			100,000
Education, Youth & Childcare								
Primary Schools								
FC03053	Gascoigne Prmy 5forms to 4 forms	320,890	320,890					320,890
FC02784	Manor Longbridge (former UEL Site) Primary School	153,190	153,190					153,190
Secondary Schools								
FC02953	All Saints Expansion 13-15							
FC02954	Jo Richardson expansion	624,343	624,343					624,343
FC02959	Robert Clack Expansion 13-15	6,682,027	6,682,027					6,682,027
FC03018	Eastbury Secondary	325,000	325,000					325,000
FC03019	Eastbrook School	235,617	235,617					235,617
FC03020	Dagenham Park	200,000	200,000					200,000
FC03054	Lymington Fields New School	16,550,718	16,550,718					16,550,718
FC03078	Barking Abbey Expansion 2016-18	6,970,740	6,970,740					6,970,740
Other Schemes								
FC02909	School Expansion Minor Projects	291,027	291,027					291,027
FC02972	Implementation of early education for 2 year olds	387,517	387,517					387,517
FC03042	Additional SEN provision							
FC03043	Pupil Intervention Project (PIP)							
9999	Devolved Capital Formula							
Total For Education, Youth & Childcare		32,741,069	32,741,069					32,741,069
Enforcement								
FC02542	Capital Improvements	200,000			200,000			200,000
FC02982	Consolidation & Expansion of CPZ	200,000			200,000			200,000
FC03011	Structural Repairs & Bridge Maintenance	473,000			473,000			473,000

Project No.	Project Name	Revised Budget	Total External Financing	HRA/MRR	Total Borrowing	Revenue - Central	Capital Receipts	Total Funding
FC03065	HIP 2016-17 Footways & Carriageways	2,730,000			2,730,000			2,730,000
FC03064	Street Lighting 2016-2019 : Expired Lighting Column Replacement	1,000,000			1,000,000			1,000,000
FC03090	Lakes	40,000			40,000			40,000
FC04015	Enforcement Equipment	504,000			504,000			504,000
FC04027	Car Park Improvements	100,000			100,000			100,000
FC04029	Engineering Works (Road Safety)	185,000			185,000			185,000
Total for Enforcement		5,247,000			5,247,000			5,247,000
Growth & Homes								
Culture, Heritage & Recreation								
FC03029	Broadway Theatre	400,000			400,000			400,000
FC03032	3G football pitches in Parsloes Park	745,970			745,970			745,970
FC03057	Youth Zone	2,500,000	1,666,000		834,000			2,500,000
FC03094	Reimagining Eastbury	100,000			100,000			100,000
FC04043	The Abbey: Unlocking Barking's past, securing its future	25,000			25,000			25,000
FC04044	East London Industrial Heritage Museum	25,000			25,000			25,000
FC04022	Parks & Open Spaces Commercialisation	40,000			40,000			40,000
Total for Culture, Heritage & Recreation		3,835,970	1,666,000		2,169,970			3,835,970
Growth & Homes & Regeneration								
FC02969	Creative Industry (formerly Barking Bathouse)	300,000	300,000					300,000
FC02986	Gascoigne Estate 1	4,216,516			4,216,516			4,216,516
FC03058	Kingsbridge Development	5,572,089			5,572,089			5,572,089
FC03072	Conversion & Redevelopment of Former Sacred Heart Convent, 191 Goresbrook Road, Dagenham - to convert to homeless provision	8,410,156			8,410,156			8,410,156
FC03084	Sebastian Court - Redevelop	3,387,697			3,387,697			3,387,697
FC03089	Becontree Heath New Build	13,390,577			13,390,577			13,390,577
FC04051	Street Purchases Acquisitions	30,000,000			30,000,000			30,000,000
Total for Growth & Homes & Regeneration		65,277,035	300,000		64,977,035			65,277,035
Public Realm								
FC04012	Bins Rationalisation	50,000			50,000			50,000
FC04013	Park Infrastructure Enhancements	30,000			30,000			30,000
FC04014	Refuse Fleet	56,000			56,000			56,000
FC04017	Fixed play facilities	50,000			50,000			50,000
FC04018	Park Buildings – Response to 2014 Building Surveys	75,000			75,000			75,000
FC04020	Parsloes Park regional football hub	400,000			400,000			400,000
FC04028	Equipment to reduce Hand Arm Vibration	45,000			45,000			45,000
Total for Public Realm		706,000			706,000			706,000
SDI Commissioning								
FC03062	50m Demountable Swimming Pool	450,000			450,000			450,000
FC03087	Redesign Adults & Childrens Social Care	662,062					662,062	662,062
Total for SDI Commissioning		1,112,062			450,000		662,062	1,112,062
TOTAL GENERAL FUND CAPITAL PROGRAMME		111,516,531	34,707,069		73,600,005	400,000	2,809,457	111,516,531

Project No.	Project Name	Revised Budget	Total External Financing	HRA/MRR	Total Borrowing	Revenue - Central	Capital Receipts	Total Funding
HRA								
CC&D		Investment In Stock						
FC02939	Conversions	415,000		415,000				415,000
FC03039	Estate Roads Resurfacing	400,000		400,000				400,000
FC03045	External Fabric inc EWI- Blocks	4,937,900		4,937,900				4,937,900
FC03046	Decent Homes North 2017-19	9,735,000		9,735,000				9,735,000
FC03047	Decent Homes South 2017-19	9,735,000		9,735,000				9,735,000
FC03048	Fire Safety Improvement Works	742,000		742,000				742,000
FC02983	Decent Homes Central 2017-19	11,300,000		11,300,000				11,300,000
FC03036	Decent Homes Support - Liaison Surveys	90,000		90,000				90,000
Asset Management		Investment In Stock						
FC02934	Communal Roof Replacements	2,400,000		2,400,000				2,400,000
FC02950	Communal Heating Replacement	1,600,000		1,600,000				1,600,000
Housing Strategy		Investment In Stock						
FC03037	Energy Efficiency inc Green Street	1,500,000		1,500,000				1,500,000
Disability Service		Investment In Stock						
FC00100	Aids And Adaptations	800,000		800,000				800,000
Property Management		Investment In Stock						
FC02943	Compliance (Asbestos, Tanks, Rewires)	725,000		725,000				725,000
FC03038	Garages	50,000		50,000				50,000
R&M		Investment In Stock						
FC02933	Voids	475,000		475,000				475,000
FC03075	Door Entry Systems	100,000		100,000				100,000
FC03007	Windows & Door Replacements	2,000,000		2,000,000				2,000,000
		Investment In Stock						
FC03040	Communal Repairs & Upgrades	2,300,000		2,300,000				2,300,000
FC03004	Decent Homes (Sheltered)	1,500,000		1,500,000				1,500,000
FC02938	Fire Safety Improvement Works	1,500,000		1,500,000				1,500,000
		To be allocated						
Total		52,304,900		52,304,900				52,304,900
Estate Renewal								
FC02820	Estate Renewal	6,000,000		6,000,000				6,000,000
Total		6,000,000		6,000,000				6,000,000
New Build schemes								
FC02931	Leys Phase I	226,058		226,058				226,058
FC03009	Leys Phase 2	4,300,000		4,300,000				4,300,000
FC03071	Modular Programme	4,499,000		4,499,000				4,499,000
FC02973	Infill Sites	3,500,000		3,500,000				3,500,000

Project No.	Project Name	Revised Budget	Total External Financing	HRA/MRR	Total Borrowing	Revenue - Central	Capital Receipts	Total Funding
FC02988	Bungalows (Stansgate,Mrgt Bon)	8,000,000		8,000,000				8,000,000
FC02989	Ilchester Road / North St	1,250,000		1,250,000				1,250,000
	To Be Allocated	2,200,000		2,200,000				2,200,000
	Total	23,975,058		23,975,058				23,975,058
	Housing Transformation							
FC03073	Housing Transformation	450,000		450,000				450,000
	Total	450,000		450,000				450,000
Grand Total HRA		82,729,958		82,729,958				82,729,958
TOTAL CAPITAL PROGRAMME 2018/19		194,246,489	34,707,069	82,729,958	73,600,005	400,000	2,809,457	194,246,489

2019/2020 CAPITAL PROGRAMME

Project No.	Project Name	Revised Budget	HRA/MRR	Total Borrowing	Revenue - Central	Capital Receipts	Total Funding
Care & Support							
FC02888	Direct Pymt Adaptations	400,000			400,000		400,000
Total for Care & Support		400,000			400,000		400,000
Community Solutions							
FC04049	Community Solutions	400,000				400,000	400,000
Total for Community Solutions		400,000				400,000	400,000
Core							
FC03068	ICT End User Computing	438,000		438,000			438,000
Total for Core		438,000		438,000			438,000
Enforcement							
FC03065	HIP 2016-17 Footways & Carriageways	4,000,000		4,000,000			4,000,000
FC03090	Lakes	40,000		40,000			40,000
FC04015	Enforcement Equipment	444,000		444,000			444,000
Total for Enforcement		4,484,000		4,484,000			4,484,000
Growth & Homes							
Culture, Heritage & Recreation							
FC03094	Reimagining Eastbury	200,000		200,000			200,000
FC04043	The Abbey: Unlocking Barking's past, securing its future	350,000		350,000			350,000
Total for Culture, Heritage & Recreation		550,000		550,000			550,000
Growth & Homes & Regeneration							
FC03089	Becontree Heath New Build	3,915,979		3,915,979			3,915,979
Total for Growth & Homes & Regeneration		3,915,979		3,915,979			3,915,979
Public Realm							
FC04012	Bins Rationalisation	50,000		50,000			50,000
FC04013	Park Infrastructure Enhancements	30,000		30,000			30,000
FC04017	Fixed play facilities	50,000		50,000			50,000
FC04018	Park Buildings – Response to 2014 Building Surveys	75,000		75,000			75,000
Total for Public Realm		205,000		205,000			205,000
SDI Commissioning							
FC03062	50m Demountable Swimming Pool	480,000		480,000			480,000
Total for SDI Commissioning		480,000		480,000			480,000
TOTAL GENERAL FUND CAPITAL PROGRAMME		10,872,979		10,072,979	400,000	400,000	10,872,979

Project No.	Project Name	Revised Budget	HRA/MRR	Total Borrowing	Revenue - Central	Capital Receipts	Total Funding
HRA							
	To be allocated	33,060,000	33,060,000				33,060,000
	Total	33,060,000	33,060,000				33,060,000
	Estate Renewal						
FC02820	Estate Renewal	6,000,000	6,000,000				6,000,000
	Total	6,000,000	6,000,000				6,000,000
	New Build schemes						
	To Be Allocated	18,900,000	18,900,000				18,900,000
	Total	18,900,000	18,900,000				18,900,000
Grand Total HRA		57,960,000	57,960,000				57,960,000
TOTAL CAPITAL PROGRAMME 2019/20		68,832,979	57,960,000	10,072,979	400,000	400,000	68,832,979

2020/2021 CAPITAL PROGRAMME

Project No.	Project Name	Revised Budget	HRA/MRR	Total Borrowing	Revenue - Central	Capital Receipts	Total Funding
Care & Support							
FC02888	Direct Pymt Adaptations	400,000			400,000		400,000
Total for Care & Support		400,000			400,000		400,000
Community Solutions							
FC04049	Community Solutions	350,000				350,000	350,000
Total for Community Solutions		350,000				350,000	350,000
Core							
FC02738	Modernisation & Imp Cap Fund						
FC03068	ICT End User Computing	172,000		172,000			172,000
Total for Core		172,000		172,000			172,000
Enforcement							
FC03090	Lakes	40,000		40,000			40,000
Total for Enforcement		40,000		40,000			40,000
Growth & Homes							
Culture, Heritage & Recreation							
FC03094	Reimagining Eastbury	100,000		100,000			100,000
FC0xxxx	Redressing Valence	500,000		500,000			500,000
Total for Culture, Heritage & Recreation		600,000		600,000			600,000
Public Realm							
FC04012	Bins Rationalisation	50,000		50,000			50,000
FC04013	Park Infrastructure Enhancements	20,000		20,000			20,000
FC04017	Fixed play facilities	50,000		50,000			50,000
FC04018	Park Buildings – Response to 2014 Building Surveys	75,000		75,000			75,000
Total for Public Realm		195,000		195,000			195,000
TOTAL GENERAL FUND CAPITAL PROGRAMME		1,757,000		1,007,000	400,000	350,000	1,757,000

Project No.	Project Name	Revised Budget	HRA/MRR	Total Borrowing	Revenue - Central	Capital Receipts	Total Funding
HRA							
	Investment In Stock						
	To be allocated	30,000,000	30,000,000				30,000,000
	Total	30,000,000	30,000,000				30,000,000
	Estate Renewal						
FC02820	Estate Renewal	6,000,000	6,000,000				6,000,000
	Total	6,000,000	6,000,000				6,000,000
	New Build schemes						
	To Be Allocated	20,000,000	20,000,000				20,000,000
	Total	20,000,000	20,000,000				20,000,000
	Grand Total HRA	56,000,000	56,000,000				56,000,000
TOTAL CAPITAL PROGRAMME 2020/21		57,757,000	56,000,000	1,007,000	400,000	350,000	57,757,000

2021/2022 CAPITAL PROGRAMME

Project No.	Project Name	Revised Budget	Total Borrowing	Revenue - Central	Total Funding
Care & Support					
FC02888	Direct Pymt Adaptations	400,000		400,000	400,000
Total for Care & Support		400,000		400,000	400,000
Public Realm					
FC04012	Bins Rationalisation	50,000	50,000		50,000
FC04013	Park Infrastructure Enhancements	20,000	20,000		20,000
FC04017	Fixed play facilities	50,000	50,000		50,000
FC04018	Park Buildings – Response to 2014 Building Surveys	75,000	75,000		75,000
Total for Public Realm		195,000	195,000		195,000
TOTAL GENERAL FUND CAPITAL PROGRAMME		595,000	195,000	400,000	595,000
TOTAL CAPITAL PROGRAMME 2021/22		595,000	195,000	400,000	595,000

Transformation Programme - Forecast Costs and Savings as at 17 October 2017

	£'000	16/17	17/18	18/19	19/20	20/21	Total
Community Solutions	Delivery Costs						
	Design	384					384
	Implementation	631	3,527	1,376	400	350	6,284
	Total	1,015	3,527	1,376	400	350	6,668
	Savings / Income		243	2,724	3,601	4,571	11,139

	£'000	16/17	17/18	18/19	19/20	20/21	Total
Care & Support	Delivery Costs						
	Design	557					557
	Implementation	424	678				1,102
	Total	981	678				1,659
	Savings / Income		4,352	7,891	9,518	11,228	32,990

	£'000	16/17	17/18	18/19	19/20	20/21	Total
My Place	Delivery Costs						
	Design	439					439
	Implementation	357	1,054				1,411
	Total	796	1,054				1,851
	Savings / Income		123	274	296	296	990

	£'000	16/17	17/18	18/19	19/20	20/21	Total
Be First & Investment Strategy	Delivery Costs						
	Design	504					504
	Implementation	684	4,070	1,564			6,318
	Total	1,188	4,070	1,564			6,822
	Savings / Income		1,016	3,530	9,931	15,462	29,939

	£'000	16/17	17/18	18/19	19/20	20/21	Total
Traded & Home Services	Delivery Costs						
	Design	200					200
	Implementation		1,010				1,010
	Total	200	1,010				1,210
	Savings / Income		172	793	1,396	2,271	4,632

	£'000	16/17	17/18	18/19	19/20	20/21	Total
Leisure	Delivery Costs						
	Design	49					49
	Implementation		61				61
	Total	49	61				109
	Savings / Income		114	561	787	878	2,340

	£'000	16/17	17/18	18/19	19/20	20/21	Total
Heritage	Delivery Costs						
	Design						
	Implementation						
	Total						
	Savings / Income		5	20	46	71	142

	£'000	16/17	17/18	18/19	19/20	20/21	Total
Parks Commercialisation	Delivery Costs						
	Design	165					165
	Implementation		39				39
	Total	165	39				204
	Savings / Income		33	33	133	133	332

	£'000	16/17	17/18	18/19	19/20	20/21	Total
Enforcement	Delivery Costs						
	Design	28					28
	Implementation	136	310				447
	Total	164	310				475
	Savings / Income	165	417	617	2,076	2,076	5,350

	£'000	16/17	17/18	18/19	19/20	20/21	Total
Public Realm	Delivery Costs						
	Design	81					81
	Implementation	269	170				439
	Total	350	170				520
	Savings / Income		720	1,160	2,265	3,008	7,153

	£'000	16/17	17/18	18/19	19/20	20/21	Total
Customer Experience & Digital	Delivery Costs						
	Design	709					709
	Implementation	10	2,283	27			2,321
	Total	720	2,283	27			3,030
	Savings / Income		842	1,362	1,703	2,013	5,920

	£'000	16/17	17/18	18/19	19/20	20/21	Total
Core Design & Workforce Development	Delivery Costs						
	Design	305					305
	Implementation	20	175				195
	Total	325	175				500
	Savings / Income		1,134	1,548	1,548	5,829	10,059

	£'000	16/17	17/18	18/19	19/20	20/21	Total
Technology	Delivery Costs						
	Design	265					265
	Implementation	67	1,402				1,469
	Total	332	1,402				1,734
	Savings / Income						

	£'000	16/17	17/18	18/19	19/20	20/21	Total
Legal	Delivery Costs						
	Design	8					8
	Implementation						
	Total	8					8
	Savings / Income	105	105	105	105	105	525

	£'000	16/17	17/18	18/19	19/20	20/21	Total
Improving Educational Attainment	Delivery Costs						
	Design	18					18
	Implementation						
	Total	18					18
	Savings / Income						

	£'000	16/17	17/18	18/19	19/20	20/21	Total
Total	Delivery Costs						
	Design	3,713					3,713
	Implementation	2,599	14,780	2,967	400	350	21,095
	Total	6,312	14,780	2,967	400	350	24,808
	Savings / Income	270	9,275	20,620	33,404	47,941	111,509

CABINET**14 November 2017**

Title: Education Strategy 2014 - 2017 and Schools' Annual Performance Review 2016/17	
Report of the Cabinet Member for Educational Attainment and School Improvement	
Open Report	For Decision
Wards Affected: All	Key Decision: No
Report Author: Jane Hargreaves, Commissioning Director Education	Contact Details: Tel: 020 8227 2686 E-mail: jane.hargreaves@lbbd.gov.uk
Accountable Director: Jane Hargreaves, Commissioning Director Education	
Accountable Strategic Director: Anne Bristow, Strategic Director Service Development and Integration	
<p>Summary</p> <p>The report reviews performance in relation to the two overarching objectives of the Education Strategy 2014-2017 – outcomes in national tests and examinations and Ofsted judgments.</p> <p>It sets out key actions and proposals to meet these objectives and maintain a strong family of schools in the context of:</p> <ul style="list-style-type: none"> • The Council's ambition and aspiration for further raising outcomes for the children and young people who live here • National policy and reductions in government funding <p>Central to this is the proposal for a School Improvement Partnership with local schools which has been developed over the past eighteen months. The final business case received Cabinet approval in June of this year and the Partnership will formally begin trading from April 2018.</p> <p>Performance headlines</p> <p>This has been a year of significant improvement and achievement. Headlines are set out below with further detail in the main body of the text.</p> <ul style="list-style-type: none"> • The proportion of good or outstanding schools has risen by 6% to 91% - 2% above national and in line with Outer London. • Primary results in national tests and assessments were strong. Reading, the weakest area at 11 improved this year by 6% to in line with national. Maths and grammar, punctuation and spelling are significant strengths. 	

- GCSE saw solid improvement as far as can be judged given the changes to English and mathematics examinations and grading. Performance on the headline Progress 8 measure was particularly strong at 20th best in the country out of 151 local authorities.
- Performance at A Level remains the most challenging area. Despite significant changes to content results remained relatively stable but the gap to national and London is not closing. Vocational performance is strong.
- There has been a marked increase of 44% of successful university applicants going to the most competitive top third universities.
- The validated 2015/16 data for Looked After Children places our Key Stage 2 performance amongst the best in the country.

Recommendation(s)

The Cabinet is recommended to:

- (i) Note the performance against the overarching objectives within the Education Strategy 2014-17, as set out in section 2 of the report;
- (ii) Endorse the priorities for 2017/18 as set out in section 3 of the report;
- (iii) Reaffirm the Council's commitment to continuing the strong partnership with all schools in the Borough to achieve the best possible outcomes and opportunities for children and young people; and
- (iv) Note the performance of schools in national tests and examinations as set out in Appendix 1 to the report.

Reason(s)

Supporting the best possible outcomes for children and young people is central to the Council's vision and priorities. Working together as a family of schools, in partnership with the Council to share objectives and actions, makes the best use of the capacity of schools to support others and collectively improve outcomes for children and young people.

1. Introduction and Background – Education Strategy 2014-2017

1.1 In November 2014, Barking and Dagenham schools and the Council agreed the Education Strategy for 2014-2017. The two overarching objectives for education are:

- for all of our children and young people to have a place in a good or outstanding school or early years setting; and
- for them to have the best possible life opportunities by the time they leave school with reaching national and then London averages as key milestones.

1.2 This report reviews performance in relation to the two main objectives of the strategy and updates Cabinet on key developments in the local and national context over the past year. The March 2016 Education White Paper with its commitment to a fully academised system by 2022 has been dropped since last year's annual

report to Cabinet. The direction towards a school-led system, with accompanying reductions in central funding remains. There is though, greater acknowledgement of a role for Councils within a place-based approach to school support and improvement i.e. an acknowledgment of the need for locally based approaches. As yet statutory duties have not reduced. The proposal to develop a formal School Improvement Partnership set out in November last year and agreed at the June 2017 Cabinet is well underway and remains a sensible course of action in the current context.

- 1.3 Performance is reviewed annually by headteachers at their summer conference and priorities are agreed for the coming year. This is in the context of:
- i) a growing borough with continued and rapid expansion in secondary places. Barking and Dagenham is successfully securing investment to meet basic need estimated at around £45 million per year. Goresbrook and Greatfields Schools opened for Year 7 in September 2016 and Robert Clack and Barking Abbey Schools also increased their intake.
 - ii) continued growth in numbers, with particular pressure on schools' funding from the growth in numbers of children and young people with high needs;
 - iii) National policy whilst tracking back from some of the March 2016 White Paper proposals has seen heavy cuts to Council Education funding and further pressure on school budgets.
 - iv) new primary and secondary testing and assessment and a further increase in expectations for achievement in Key Stage 2 and GCSE.

2. Performance

2.1 This section sets out performance in relation to the two main objectives.

Objective 1 - A place in a good or outstanding school or early years setting for every child and young person

- 2.2 At 31 August 2017 the proportion of schools judged good or outstanding was 91%, up from 86% the previous year - 2% above the national average. Performance was still below the London average of 93% but the gap is closing. We have an ultimate target of 100% of schools good or better with the 93% target for 2017/18 as the next milestone.
- 2.3 Ofsted carried out 15 full inspections in 2016/17 After very heavy inspection activity between 2012 and 2014 of over 80 inspections and HMI visits, the last three years have seen a lighter level of inspection.
- 2.4 Table 1 below shows the schools which were inspected between September 2016 and July 2017 and the outcomes.

School	Previous	Latest	Comment
Dorothy Barley Junior	0	2	First inspection since opening as an academy
Five Elms Primary	2	2	
Gascoigne Primary	2	2	
Goresbrook School	0	3	First inspection since opening as a free school
Henry Green Primary	3	2	
Marks Gate Infant	2	3	
Northbury Primary	2	2	
Parsloes Primary	3	2	
Roding Primary	2	2	
St Joseph's Catholic Primary - Barking	3	2	
St Vincent's Catholic Primary	2	2	
Barking Abbey	2	2	
ELUTECH	0	4	First inspection since opening as a University Technical College (Academy)
Robert Clack School	2	2	
The Warren School	0	-	Not published

Key

= Outstanding

= Good

= Requires Improvement

= Inadequate

- 2.5 Overall 2016/17 has seen solid improvement in Ofsted inspection outcomes with three Local Authority (LA) maintained schools which had worked in strong partnership with the local authority moving from Requires Improvement to Good. Dorothy Barley Junior School also was judged good at its first inspection since becoming a sponsored academy.
- 2.6 The Alternative Provision/Pupil Referral Unit arrangements were inspected in June 2016 and judged Requires Improvement from a previously good judgment. The Alternative Provision includes provision for excluded pupils, and some pupils on the edge of permanent exclusion from mainstream school, home tuition and the attendance unit and oversight of some college placements. Much of this provision is strong and changes were swiftly made to strengthen leadership in the weaker area of provision to address the recommendations. A monitoring board is in place to oversee rapid improvement. The strong impact of these changes was recognised in the Ofsted monitoring visit of 11 May 2017.
- 2.7 Marks Gate Infant School was inspected in September 2016 and judged Requires Improvement from a previous judgment of Good. The new headteacher of Marks Gate Infant and Junior Schools was in her first weeks in post. She and the governing body supported by the Local Authority have quickly taken steps to address the weaknesses identified. A monitoring board is in place and improvement was recognised in the Ofsted monitoring visit.

- 2.8 Currently 6 schools with inspection judgments are judged Outstanding. This has not changed over the course of the year. Whilst inspectors are recognising and giving credit for outstanding leadership it is proving very difficult on the new tougher framework to make inroads into our target of 20% or 12 schools judged Grade 1 – Outstanding overall.

Objective 2 – Exceeding national standards and then London standards

Primary

- 2.9 Summer 2017 saw a strong set of primary results across all age groups.
- Early Years Foundation Stage (age 5) – the percentage of children achieving a good level of development has improved at a faster rate than national and is above national for the third year running while also closing the gap to London.
 - Key Stage 1 (age 7) – Barking and Dagenham children have improved on last year in reading, writing and mathematics. This is a strong set of results with all but one of the headline measures above national for both achieving the expected standard and working at greater depth.
 - Although the proportion of pupils achieving the expected standard remains below the London average in all three subjects, the gap in reading has closed to a single percentage point. There has also been a significant rise in the proportion of pupils working at greater depth which is now in line with London in each subject.
 - Key Stage 2 (age 11) – As with Key Stage 1 this is the first time that it is possible to make direct comparisons with last year's outcomes. Key Stage 2 outcomes are positive and show improvements on 2016 in nearly all areas. The overall combined figure for Reading, Writing and Mathematics is up 5% on 2016 and at 63% remains 2% above national. At the Expected Standard, there have been improvements in Reading, Maths and Grammar, Spelling and Punctuation (GPS) which are all at or above national. Despite a drop in Writing this also remains above national. Reading has been the weakest area of performance in the LA for some years. This year saw a strong improvement of 6% to take us in line with national. It is still though an area for focus and further improvement. This picture is mirrored at the Higher Standard with good improvements in Reading, Maths and GPS.
 - The proportion of pupils achieving the expected standard remains 3% below the London average for combined Reading, Writing and Mathematics. Although also below for each individual subject, the gap in Reading has closed to 2 percentage points. However, at the higher standard the gap to the London average remains a challenge.

Secondary

2.10 Key Stage 4 / GCSE results

- On the headline Progress 8 measure performance was strong at 0.21 – very nearly at the London average of 0.22. This performance puts our schools 20th best in the country for progress of all students between the ages of 11-16.
- At 46.2 the Attainment 8 score for Barking and Dagenham pupils is now just above national at 46.1, but below the London average of 48.6.

- On the new higher standard of a grade 5 or better in English and Maths, also known as a 'strong pass', secondary students in Barking and Dagenham scored 42.5%, just exceeding national results but five percentage points below London. The proportion of LA pupils achieving 9 to 4 in English and mathematics – broadly equivalent to the previous A*-C measure – was 63%, less than one percentage point below national and four points below London.
- GCSE performance in English has been strong for some years. 2017 performance was above national at 9 to 5 (63%) and 9 to 4 (78%); these results are slightly below London. Maths has for some years been not as strong as English but is catching up with the national. In 2017 47% of pupils achieved grades 9 to 5 in maths and 68% achieved 9 to 4 – both just over 1% below national and around 4% below London. Performance at the highest levels is improving with one in four students achieving the highest grades 9-7 (A/A* equivalent) in English, and one in five in mathematics.
- Overall EBacc performance has also been impacted by the changes in English and mathematics with 19% of LA pupils achieving this measure. Nationally 22% of pupils achieved the EBacc while in London the figure was 28.5%, although both also fell between 2016 and 2017.

2.11 Key Stage 5 / post 16 school results.

- Despite significant changes to A-level content and the move to 100% end of year exams in thirteen subjects, this year's results both nationally and in Barking and Dagenham have remained relatively stable with small drops in most areas.
- Pass rates on the main indicators at A*-C fell by 3% in the borough to 74.5% compared to a 1% fall nationally to 77.3%. Performance at the highest grades A*/A held up better with 0.3% drop – the same as national. This is our most challenging indicator and the one where the gap to national remains the widest by 11%. Average Points Score per entry has improved in both A-Level and Vocational L3 qualifications. Vocational outcomes are positive: students are on average achieving a high Distinction grade across all subjects. This is in the context of a substantial increase in entries for Level 3 vocational qualifications across the local authority.

2.12 The performance of groups

- Headline performance for groups at both KS1 and KS2 was positive with most above the emerging national picture and none significantly below. The performance of disadvantaged and SEN pupils, as well as those with English as an additional language, was particularly strong at both Key Stages. However, the performance of White British pupils continues to lag behind this group nationally.
- At KS4, strong performance in the Progress 8 measure was reflected across most pupil groups and for girls in particular. As in the primary phase White British pupils did not do as well as other groups.

2.13 Looked After Children

- As Corporate Parent the Council has a particular responsibility to support and promote the best possible outcomes for children and young people in its care. One of the mechanisms for doing this is through the Virtual School. The early

results are set out below. Results for Looked After Children are provisional until 31 March 2018 when cohort numbers are finalised.

KS2 Results - Unvalidated

- This year's cohort of students was 20 students which is a similar size to last year. It is a fairly stable cohort of students however; four students became looked after during year the academic year. The KS2 test results show 50% of eligible students met the expected standard in the combined score for Reading and Maths.

KS2	% Met expected standard – all National	% Met expected standard – LAC National	% Met expected standard – all LBBD	% Met expected standard – LAC LBBD
Reading	Not yet available	NYA	NYA	50
Writing TA	NYA	NYA	NYA	NYA
Maths	NYA	NYA	NYA	42
GPS	NYA	NYA	NYA	58
Combined R&M	61.1	NYA	62.9	50

- 50% of Year 6 students have a statement of special educational needs or an Education, Health care Plan which is up from 31% last year. 8 pupils were educated in borough (40%). Of those students 7 were in maintained schools and 1 was in an Independent Special School. Of the other 12 students (60%), 11 were in maintained out of borough schools and 1 was in an Independent residential placement.
- This is a very pleasing set of results for our year 6 students. All students who had achieved level 2 (expected level) at the end of KS1 went on to meet the expected standard at KS2.

KS4 Results - Unvalidated

- The official validated results for looked after children at GCSE are published in April 2018 when the cohort is fixed.
- The year 11 cohort consists of 49 students of whom 20 arrived during KS4. Of these students 6 were unaccompanied asylum-seeking children (UASC), who have English as an additional language. 10 students have an EHC plan. Of the 49 students 13 were educated in borough, 10 of whom were in mainstream education, 2 had home tuition and 1 was in alternative provision. Of the 36 students educated outside the borough, 28 were in mainstream education, 4 received home tuition, 3 were in a secure unit, 1 was in an Independent Provision and 6 were in Independent Special schools.
- Students were supported in various ways by the Virtual School. All KS2 students received at least 6 hours of 1:1 tuition, mainly for maths and English. KS4 students were supported with 1:1 tuition where appropriate. Our advisory teachers supported students with poor attendance, poor attainment and those at risk of permanent exclusion by setting up alternative provision, specialist mentoring and various online support packages. We also ran sessions in semi-independent living placements to ensure all students accessed some education.

- The fact that so many young people arrived during KS4 shows the mobile nature of the cohort. In addition to this more students were educated out of the borough than last year. The Virtual School advisory staff made every effort to attend at least one PEP meeting per pupil per year, including using Skype where appropriate.
- Some key priorities for this academic year are to continue to support more students using 1:1 tuition, prioritise support for students' mental health and to further develop our mentoring programmes.

Validated Data 2015-2016

This final data is included as it was not published until after last year's annual report.

KS2 – Validated Data 2015-16

	Expected Standard R, W&M	Quartile
LBBD LAC	55	A
LBBD All	58	
All England LAC	25	

- The validated results for 2015-16 clearly show that our students are performing above the national average for all LAC, are above our statistical neighbours and are close to the borough average of 58 for the combined reading/writing/maths score. Being in the top quartile, and equal 'first' in the country is an outstanding achievement for our students. While there is still room for further improvement we are delighted with this set of results and look to achieve the borough average next year.

KS4 - Validated Data 2015-16

	Average Attainment 8 Score	Average Progress 8 Score	Quartile
LBBD LAC	23	-1.12	B
LBBD All	50	0.15	
All England LAC	23	-1.14	

- The validated KS4 results for 2015-16 showed that our students out performed Children Looked After nationally by a small margin in terms of Progress 8 and were equal to Children Looked After nationally for Attainment 8. The Virtual School was disappointed with these results but given the context of high mobility within the key stage, two thirds of students being educated outside the borough and the high level of need we have accepted these results as the best we could have achieved. Within these results there are some which stand out. One student who achieved below average results at KS3 went on to achieve 9 GCSEs grade A*-C. Another student who attended 5 different secondary schools achieved 2 C grades for English language and literature and a D in maths. This has enabled her to go on to sixth form to take the course of her choice. We remain highly ambitious for our students and continue to set the national outcomes for all children as our target.

2.14 Post 16 Participation

- The headline measure was recently changed, retrospectively, to the December 2016 to February 2017 average % of 16 or 17 year olds who are NEET or not known (previously November-January average). Comparing this new measure with the equivalent from last year shows a fall of 2.3% to 5.6%, 0.4% better than national and close to the London average of 5.3%. From June 2016 to June 2017 participation for this age group jumped by 3.7% to 94% which is 2.6% above National and close to the London average of 94.2%. An increase of just 11 young people in education, employment and training is needed to reach the London average. Over the same period, not-knowns fell by 2.2% to 1.3 (72 young people) which was well below both the National average of 3.2% and the London average of 2.8%. The priority has now shifted from tracing and tracking Unknowns to supporting and encouraging those who are NEET to return to education and/or training.
- In 2016 the number of young people progressing to university from LBBB schools and Barking and Dagenham College dropped by 15% from 837 to 708 (8% fall for schools only). This was linked to the falling numbers in Year 13 in seven schools and an increased interest in apprenticeships reported by sixth form staff. However, there was been a striking increase in the numbers going to the more competitive top third of universities (a DfE benchmark), with 44% of all successful applicants from LBBB schools and Barking and Dagenham College going to these institutions (48% from schools only) compared with the 2015 figures of 22% (and 25% for schools only). In addition, six students attained places at Oxford or Cambridge Universities.

3. Priorities for 2017/18 and beyond

- 3.1 The core priorities are: to maintain progress towards the target of all schools at least good with an increasing number outstanding and towards outcomes for children and young people which are at least in line with London where that has not already been achieved.
- 3.2 This is in the context of a significant change nationally and locally. Locally the decision to commission school improvement services and support ambition for young people through a school improvement company represents the biggest change in the Council's school improvement arrangements since the service was set up, almost 30 years ago. The overriding priority for this year has to be in partnership with schools to help this company launch strongly from 1 April 2018 and flourish so that it can support schools in a time of increasing uncertainty and challenge.
- 3.3 Alongside this the Council is increasingly successfully marshalling its resources, levers and influences in a more coordinated way to support schools and outcomes for young people. This will continue and develop over the coming year with the focus on the following priority areas:
 - Publicising and celebrating the success of children and young people and our schools and colleges using media resources and expertise in the Council.

- Supporting ambition and aspiration for all our children and young people with a particular attention to 16 - 18 year olds where at present the gap to London is widest. Main areas are:
 - A Council sponsored programme to further reduce the number of young people who leave school at 16 or 17 and become NEET (not in employment, education or training). Details were set out in the June 2017 Cabinet report
 - Activities to encourage young people to aspire and aim high including:
 - Increase in Council work experience placements with targets for all service areas
 - Bursaries for top 50 GCSE students supported by the Colin Pond Trust
 - Links with business and HE to support opportunities and entry for young people of Barking and Dagenham to the most competitive fields
 - Building on the strong relationship with local colleges and HE providers – in particular Barking and Dagenham College and CU London – to provide new and innovative opportunities for young people in the borough.
 - Supporting the recruitment of new and retention of experienced teachers through innovative housing offers and council support for marketing the borough.

4. Responding to the emerging Government policy

- 4.1 Since the scrapping of the March Education White Paper the new administration has supported the overall direction of the White Paper, but has removed the timescale for full academisation and has indicated a willingness to explore models for how schools and local authorities might work together to support school improvement. Nevertheless, as set out in section 7 - Finance, the Council's dedicated education funding has been drastically cut.
- 4.2 In this context arrangements for a School Improvement Company, set in train over the past two years, stand up as a sound decision and indeed increasingly other councils are taking a similar approach. Schools have worked strongly and collectively with the Council over the past year to plan a sensible and measured approach, which as far as possible supports the local family of schools continuing to work together for the benefit of all children and young people.
- 4.3 In relation to Government direction of travel towards an increasingly academised system at a slower pace than a year ago – with no fixed timescale, Local Authority advice to schools is to form strong partnerships with other like-minded schools, to consider different forms of partnerships, to take time to explore and understand the options and their implications and to test out partnerships before taking irrevocable steps.

5. Options Considered

- 5.1 Over the past eighteen months or so the Council and schools have considered a number of options for School Improvement arrangements.
- 5.2 The decision to set up a formal school improvement partnership with schools on a legal basis was taken by Cabinet in June 2017. From April 2018 the new company

will take on core school improvement functions and maintain a collective responsibility for improving outcomes for all the children and young people who are educated here.

5.3 Substantial consultation has taken place and support for the proposals gathered for the following key reasons:

- i. It allows all schools, community faith based, academies and free schools to be a member so no one needs to be isolated;
- ii. It supports schools to take on the leadership of school improvement in a phased and supported way; and helps to avoid fragmentation;
- iii. It allows the Council to continue to work with all schools who choose to join.

6. Consultation and Development

6.1 Senior officers have consulted widely with all schools, governors and unions to develop proposals for the School Improvement Partnership. Groups of headteachers, governors and unions have met regularly to help inform developments.

6.2 Governing bodies are being asked to take a formal decision to become members of the new Barking and Dagenham School Improvement Partnership (BDSIP) at their Autumn term meeting.

7. Financial Implications

Implications completed by: Katherine Heffernan, Group Manager Finance and Investment

7.1 The Government remain committed to their National Funding Formula policy but in response to strong lobbying from many interested parties including this Council have both modified the original timescale and introduced a small amount of additional funding at the national level. Despite this however the financial outlook for both local schools and the Council is extremely challenging.

7.2 The National Funding formula (NFF) will be phased in over the next three years with a two-year transitional “soft formula” stage. In this period allocations will be calculated using NFF methodology but passed to Local Authorities as an aggregate total for further local distribution in consultation with the Schools Forum.

7.3 Under the formula it is expected that most or all primaries schools will receive the minimum funding increase of 0.5% for pupil led factors. This is below the rate of cost increase for pupil led factors estimated by the NAO and others of 1.6% so is effectively a real terms reduction. The picture for secondary schools is more mixed but many will also see a less than cost increase.

7.4 There are also concerns about arrangements for funding growth in pupil numbers which will be based on historic patterns and so may not cover current need.

7.5 The High Needs Block has been under severe pressure for a number of years and finished last year with a £1.5m overspend. The Government also plans to introduce a High Needs formula which will move more funding towards Barking and

Dagenham over time but during the transition period the increase in funding will be constrained to around £0.7m which does not cover the expected demand.

- 7.6 During the transition period the current arrangements for central funding of services such as the Community Music Service, School Improvement and Trewern can continue but there is a clear expectation that this will reduce over time and be replaced by direct charging of schools.
- 7.7 The Council's new savings proposals include a small level of savings expected from these services of £20k from CMS and £15k from Trewern. This will allow the Council to further reduce its own funding support for these services.

8. Legal Implications

Implications provided by Assaf Chaudry, Lawyer – Corporate Legal

- 8.1 The report sets out the Council's and the Schools' response to the challenges of the March 2016 White Paper and has proposed a setting up of a School Improvement Partnership (SIP). The Council has powers to participate in a range of legal entities with partners. There are a number of ways of achieving this.
- 8.2 Local Authorities have the following powers to participate in external bodies:

Section 111 of the Local Government Act 1972

The section 111 power was introduced to improve the discharge of functions and enables the authority:

....."to do anything (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions.".....

This power permits the Council to participate in and even establish separate entities, provided the particular action is not prohibited in any other enactment, and the Council is of the opinion that doing so will improve the discharge of the particular functions.

Section 1 of the Localism Act 2011 (the general power of competence)

The general power provides that "A local authority has power to do anything that individuals generally may do" (section 1(1)).

The power is not limited by the need to evidence a benefit accruing to the local authority's area, as the well-being power is. Nor is it limited in geographical scope. However, existing and future restrictions contained in legislation continue to apply. The restrictions and limitations will have to be considered in some more details when the option is refined.

- 8.3 The SIP will be a Company Limited by Guarantee (CLG). A CLG does not have share capital and the members (equivalent to the shareholders in a Company Limited by Shares) give a nominal guarantee to cover the company's liability, normally limited to £10. Therefore, if the Council was to appoint members to the SIP their liability is limited to the sum of £10 and if directors are appointed to a SIP they are not liable for the debts of the company except in limited circumstances.

8.4 The SIP will not be a wholly owned company of the Council given that it will only have less than 19% ownership, the balance of 81% will collectively be owned by the Schools. As such the SIP will not be influenced company under Part V of the Local Government and Housing Act 1989 and therefore will not be subject to financial and propriety controls of the Council.

9. Other Implications

9.1 **Risk Management** – Risks are two-fold – both financial from national cuts and to the Council’s ambition for improved outcomes for young people – from the anticipated removal of school improvement duties for councils in an increasingly fragmented context of school governance. See section 5 above for mitigation of financial risks. Re the risk to outcomes this is mitigated in two ways:

- 1) through the proposed school improvement partnership – which seeks to maintain a collective responsibility for outcomes, including for the most vulnerable, across the family of schools. It places the current expertise of local authority school improvement officers directly at the service of schools to support continued improvement;
- 2) through the Council using its levers, influences and resources in a more coordinated way to better support outcomes for children and young people. See Section 3.3 for examples.

9.2 **Staffing Issues** – In order to minimise risk to the new partnership it needs to start modestly. Education has adopted a prudent approach to school improvement staffing in recent years, including buying in ad hoc support for core work. Staff and professional associations have been briefed and consulted on the developing proposals for education. Formal consultation on the TUPE proposals for around 34 staff will take place between January and March 2018.

9.3 **Corporate Policy and Customer Impact** – The proposals represent an important opportunity to improve outcomes for all children and young people in the face of considerable risks from national policy – particularly to more vulnerable individuals and groups. The actions to maintain a family of schools working in partnership with the Council, with a collective focus on safeguarding the interests of all children and young people in the community attempts to mitigate the risks which come from a schools’ system which is at once fragmenting and centralising.

The Borough Manifesto sets out the long-term vision, aspirations and targets for the borough. A key theme in the manifesto is ‘skills and education’ with an aspiration for educational attainment at all levels to be better than the London average.

The Council’s Equality and Diversity sets out our approach to equality and diversity. The strategy has specific actions to improve educational attainment and tackle inequality for specific groups where there are known issues or underachievement.

9.4 **Safeguarding Children** – As set out in 7.4 the proposals aim to mitigate some of the risks to vulnerable children and young people from the removal of school improvement duties and move to a fully academised system.

9.5 **Health Issues** – As set out in 7.4 the proposals aim to support collective responsibility for children’s wellbeing. To date there has been strong support for

schools for promoting health for example by schools' forum support for school games coordinators and by high levels of success in the Healthy Schools Programme. A schools' led school improvement vehicle forms the best chance of maintaining collective support for health.

- 9.6 **Crime and Disorder Issues** – As set out in 7.4 above the proposals aim to support a collective responsibility for children and young people. Relations with the police are generally positive and the secondary schools value highly the community police officers based in their schools and have strongly expressed their concern about reductions. Any model which maintains the family of schools is likely to have benefits for joint work to prevent crime and disorder.
- 9.7 **Property / Asset Issues** – Over the next six months the Council is considering appropriate accommodation for the School Improvement Company. As the financial implications of the new national funding formula become clearer, it will be prudent to look at options regarding the future of the Trewern Outdoor Education Centre which is owned by the Council.

Public Background Papers Used in the Preparation of the Report:


- Assessment and Reporting arrangements 2017, Early Years Foundation Stage, Key Stages 1 and 2: <https://www.gov.uk/government/organisations/standards-and-testing-agency>
- School performance Tables 2017 Statement of Intent. This explains the measures that will be included in the official DfE tables published in the Autumn term: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/631973/School_and_college_performance_tables_2017_Statement_of_intent.pdf
- The Ofsted Inspection handbook September 2016 refers to how data are used as part of inspection, particularly paragraphs 76 – 79 on pages 24 – 25: <https://www.gov.uk/government/publications/school-inspection-handbook-fromseptember-2015>
- DFE Statistical data: <https://www.gov.uk/government/organisations/department-for-education/about/statistics#latest-statistical-releases>


List of appendices:


- Appendix 1 - Education Dataset

Appendix 1 - Education Performance Dataset - 2016/17

Key

 Data unavailable - due to reporting frequency; performance indicator being new for the period or no longer collected/published

 Data unavailable as not yet due or published yet

 Data missing and requires updating

 Provisional/awaiting confirmation

INDICATOR DESCRIPTION		TIME PERIOD									BENCHMARKING			TARGETS
Ref.	Title	2011	2012	2013	2014	2015	2016	2017 (Prov.)	DoT (on previous year)	Quartile Band A-D	England Average	SN Average	London Average	2017
Early Years Foundation Stage (EYFS)														
1	Good level of development			45.6%	59.6%	67.8%	69.8%	71.6%	↑	B	70.7%	69.8%	73.0%	72.0%
Comments:														
KS2 Level 4+ (old measure <2016. LA and benchmark data relates to 2014/15)														
2	Reading	82.0%	85.0%	84.0%	86.0%	89.0%			↑	C	89.0%	88.5%	91.0%	
3	Writing (Teach Assess from 2012)	72.0%	80.0%	82.0%	86.0%	87.0%			↑	C	87.0%	87.0%	89.0%	
4	Maths	78.0%	83.0%	85.0%	86.0%	89.0%			↑	B	87.0%	87.0%	90.0%	
4	Reading, Writing and Maths (RWM)	62.0%	73.0%	75.0%	78.0%	81.0%			↑	C	80.0%	79.9%	82.0%	
5	Grammar, Punctuation and Spelling (GPS)			72.0%	77.0%	82.0%			↑	B	80.0%	81.6%	85.0%	
KS2 Expected Standard or Above and Average Scaled Score (new headline measures from 2016)														
6	Reading						65.0%	72.0%	↑	C	71.0%	68.0%	74.0%	67.0%
7	Writing						80.0%	77.0%	↓	C	76.0%	76.0%	79.0%	81.0%
8	Maths						77.0%	81.0%	↑	A	75.0%	75.0%	80.0%	78.0%

INDICATOR DESCRIPTION		TIME PERIOD								BENCHMARKING			TARGETS	
Ref.	Title	2011	2012	2013	2014	2015	2016	2017 (Prov.)	DoT (on previous year)	Quartile Band A-D	England Average	SN Average	London Average	2017
		Q1												
9	GPS						78.0%	81.0%	↑	B	77.0%	78.0%	82.0%	79.0%
10	RWM %						58.0%	63.0%	↑	B	61.0%	60.0%	66.0%	59.0%
11	Reading (average scaled score)						102.0	104.0	↑	D	104.0	103.0	105.0	103.0
12	Maths (average scaled score)						104.0	105.0	↑	-	104.0	105.0	106.0	105.0
13	GPS (average scaled score)						105.0	108.0	↑	B	106.0	106.0	108.0	106.0
Comments: LBBB data for 2017 is based on school returns and factors in discounted pupils. Quartile, SN, London and National data does not factor discounted pupils so performance data will likely change in future DfE publications.														
GCSE or equivalent														
14	5+ A*-C inc Eng & Maths	57.2%	58.6%	60.2%	58.2%	54.0%	54.1%		↑	C	53.5%	54.7%	60.6%	
15	A*-C Eng & Maths*	57.5%	59.0%	60.8%	61.6%	55.7%	60.0%		↑	C	59.3%	60.5%	66.4%	
15a	9-5 Eng & Maths							42.5%	-	B	42.4%	40.0%	47.7%	
16	Average Progress 8 Score (new GCSE Headline Measure)						0.15	0.21	↑	A	0.00	0.05	0.22	0.17
17	Average Attainment 8 Score (new GCSE Headline Measure)						49.7	46.2	↓	B	46.1	45.1	48.6	50.7
18	% English Baccalaureate (Ebacc)		5.1	13.6	19.9	20.4	22.3	18.7	↓	C	21.2	20.6	28.5	In line with London
Comments: The new education measures reported on from 2016 are A*-C English and maths and Attainment 8 and Progress 8. From 2017, the new measure for GCSE will be % of pupils achieving GCSEs grade 9-5. Target is to be in line with London average.														
GCE/A Level/Level 3 Qualifications														
19	APS per pupil (all quals) - Discontinued	682.7	655.7	669.4	643.4	641.5			↓	D	717.8	682.5	694.0	
20	APS per entry (all quals) - Discontinued	214.8	203.2	211.1	211.4	212.8			↑	B	215.9	209.8	213.1	
21	Average point score per entry A Level Cohort (New)						28.8	29.2	↑	C	32.1	29.5	31.2	30.0

INDICATOR DESCRIPTION		TIME PERIOD								BENCHMARKING			TARGETS	
Ref.	Title	2011	2012	2013	2014	2015	2016	2017 (Prov.)	DoT (on previous year)	Quartile Band A-D	England Average	SN Average	London Average	2017
22	Average point score per entry - Best 3 A Levels (New)						32.0	32.5	↑	C	34.8	32.7	34.1	32.4
Post-16 Participation in Education, Training & Employment														
23	% 16 to 17 year olds who are not in education, employment, or training (NEET) or who have Unknown Destinations (new measure)			13.7%	9.7%	7.9%	5.6%	5.1% (Q1 17/18)	↓	B	6.1%	6.1%	5.0%	7.0%
23a	% 16 to 17 year olds who have Unknown Destinations					4.3%	2.1%	1.4% (Q1)	↓					
23b	% 16 to 17 year olds who are not in education, employment, or training (NEET)					3.6%	3.5%	3.7% (Q1)	↓					
24	% 16-17 year olds participating in education and training			84.8%	89.0%	90.4%	94.1%	94.0%	↔	A	91.7%	92.6%	94.3%	92.0%
Comments: NEETs and Unknowns will be reported and published as a joint figure for Year 12 and 13 (academic age 16 and 17) only - new DfE measure. Annual published data for NEETs + Unknowns is the Dec-Feb average in each year i.e. Nov 2016, Dec 2016 and Jan 2017). Participation data is shown by quarterly average. Benchmark NEET/NK and Participation is provisional latest available May														
Attendance and Exclusions														
25	Overall Absence - State-Funded Primary	5.2	4.4	4.6	3.9	4.3	4.0	4.0	↔	C	4.0	4.1	4.0	4.1
26	Overall Absence - State-Funded Secondary	6.5	5.3	5.2	4.9	5.2	5.0	4.8	↓	A	5.2	5.1	4.8	5.0
27	Total Permanent Exclusions (rounded)	0.08	0.07	0.06	0.04	0.05	0.05	0.07	↑	A	0.08	0.08	0.07	<0.07
Comments: Absence - from 2012/13 based on 6 terms. 2016/17 is for Autumn and Spring terms only. Exclusions - 2017 is provisional. Comparator data including quartile banding is for 2016/17.														
School Inspection Outcomes														
28	% of schools rated as good or outstanding	59.0%	64.0%	67.0%	70.0%	77.0%	88.0%	91.0%	↑	A	89.0%	89.5%	93.0%	90.0%
Comments: School inspections have commenced in the new academic year 2016/17. As at the end of March 2017, 92% of schools are rated good or outstanding in LBBDD, a further increase on end of December and August position. Provisional year end figure for academic year 16/17 is 91%. Benchmark data relates to 31st March 2017.														

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CABINET**14 November 2017**

Title: Lease Arrangements for the East End Women's Museum	
Report of the Cabinet Member for Community Engagement and Leadership	
Open Report	For Decision
Wards Affected: Abbey	Key Decision: Yes
Report Author: Paul Hogan, Commissioning Director for Culture and Recreation	Contact Details: Tel: 020 8227 3576 E-mail: paul.hogan@lbbd.gov.uk
Accountable Director: Paul Hogan, Commissioning Director for Culture and Recreation	
Accountable Strategic Director: John East, Strategic Director: Growth and Homes	
<p>Summary</p> <p>It has been a long-held priority of the Council leadership to establish a permanent resource in the Borough to promote women's history. This ambition is also referenced in the Borough's heritage and culture strategies.</p> <p>Officers have been working with heritage professionals and Eastside Community Heritage to realise this aspiration through the establishment of the East End Women's Museum in Barking.</p> <p>It is intended that the East End Women's Museum will be a public history project aiming to record, share, and celebrate women's stories and voices from east London's history.</p> <p>As part of the s106 agreement for the housing development on Abbey Road in Barking, the Council will be assigned the ground floor premises of one of the housing blocks via a long-term lease at a peppercorn.</p> <p>This report seeks approval to grant a lease of those premises to the East End Women's Museum, which has been established as a community interest company and will be operated as an independent organisation at arms-length to the Council.</p>	
<p>Recommendation(s)</p> <p>The Cabinet is recommended to:</p> <p>(i) Authorise the Chief Executive, in consultation with the Director of Law and Governance, to grant a 30-year lease for ground floor retail premises at the Be:Here housing development on Abbey Road, Barking, for the East End Women's Museum, subject to satisfactory negotiation of the lease and associated requirements; and</p>	

- (ii) Authorise the Chief Executive, in the event that it is not possible to enter into a lease agreement with the East End Women's Museum, to enter into a lease on the same terms with another cultural organisation.

Reasons

To assist the Council in achieving its corporate priorities in relation to:

- **Encouraging civic pride**
 - Build pride, respect and cohesion across our borough
 - Promote a welcoming, safe, and resilient community
 - Build civic responsibility and help residents shape their quality of life
- **Enabling social responsibility**
 - Support residents to take responsibility for themselves, their homes and their community.
 - Ensure children and young people are well-educated and realise their potential.
- **Growing the borough**
 - Support investment in housing, leisure, the creative industries and public spaces to enhance our environment.
 - Enhance the borough's image to attract investment and business growth.
- **Well run organisation**
 - Promote equalities in the workforce and community
 - Continue to manage finances efficiently, looking for ways to make savings, generate income, and be innovative in service delivery.

1. Introduction and Background

- 1.1 It has been a long-held priority of the Council leadership to establish a permanent resource in the Borough to promote women's history. This ambition is also referenced in the Borough's heritage and culture strategies.
- 1.2 Officers have been working with heritage professionals and Eastside Community Heritage to realise this aspiration through the establishment of the East End Women's Museum in Barking.
- 1.3 It is intended that the East End Women's Museum will be a public history project aiming to record, share, and celebrate women's stories and voices from east London's history.
- 1.4 As well as gathering oral histories, objects, and images from local residents in Barking and Dagenham, the Museum will draw on the borough's archives and acquisitions from their recent Collecting Cultures project. The Museum will make use of several other collections which may include:
- Eastside Community Heritage's extensive East London People's Archive
 - TUC Library
 - Women's Library

- Women In Engineering Society papers at the Institution of Engineering and Technology
- Bishopsgate Institute Library
- Feminist Library
- Working Class Movement Library
- People's History Museum.

1.5 The following outcomes for residents are anticipated:

- Local residents will have an opportunity to learn about the area's history and to contribute their voices and experiences, building a sense of ownership and pride in the borough's heritage.
- Local women will have stronger links with their own history of economic contribution, cultural influence, and civic participation, building a sense of empowerment.
- Girls and young women in the borough will have been presented with positive role models from the region's history and examples of young women's strength and resourcefulness.
- Girls and young women will have opportunities to learn about heritage themes which are traditionally presented as 'masculine', including politics, union activism, science, engineering and manufacturing.

2. Proposals and Issues

- 2.1 The East End Women's Museum was established as a Community Interest Company in 2017. It will be operated as an independent entity at arms-length to the Council.
- 2.2 As part of the s106 agreement for the Be:Here housing development on Abbey Road in Barking, the developer will grant the Council a 250 year lease on a ground floor retail premises for education and museum use at a peppercorn rent and finished to a 'shell and core' standard.
- 2.3 It is a condition of the lease that if the premises remain vacant for a period of 12 months or more, the developer is entitled to take back possession. There will also be a service charges payable of no more than £1.00 per square foot.
- 2.4 The intention is to lease the premises to the East End Women's Museum for a 30-year term and this report recommends that delegated authority is given to the Chief Executive, in consultation with the Director of Law and Governance, to finalise the lease arrangements. In line with the standard council procedure, it is envisaged that the lease will be on commercial rent terms; however, when the lease terms are negotiated it could be decided that the rent does not have to be at market value since the East End Women's Museum is 'acting for the benefit of the Council, its area or persons' resident or present in the area'.
- 2.5 The East End Women's Museum will be responsible for fitting out the premises and will be liable for the annual service charge and all running costs. The lease will be on a full repairing basis and will include a 'keep open' clause to ensure that, if

necessary, action can be taken in a timely way to ensure that the premises do not revert back to the developer.

3. Options Appraisal

- 3.1 The options available to the Cabinet are to approve the proposed lease or to reject it.
- 3.2 Not to approve the lease would mean that there is no realistic means of meeting the leadership's aspirations for a women's museum in the borough.
- 3.3 Therefore, the Cabinet is recommended to approve the recommendation to enter into a long-term lease with any specific terms and conditions they consider appropriate.

4. Consultation

- 4.1 The Leader of the Council, Deputy Leader and Cabinet Member for Community Leadership and Engagement, and the Cabinet Member for Equalities and Cohesion have been involved in shaping the development of this proposal. As has the Council's heritage, planning and regeneration services and the Assets and Capital Board.
- 4.2 Public meetings and promotional events have been held to inform local people about the proposals for the Museum and to encourage interested people to become directly involved in its operation.
- 4.3 Following a successful funding bid to the Heritage Lottery Fund, there will be an extensive 'pop up' programme including talks, exhibitions, film screenings, oral history and reminiscence workshops during 2018 to engage with local people about the museum and to gather artefacts and other material for the museum collection.

5. Financial Implications

Implications completed by: Katherine Heffernan, Group Manager, Service Finance

- 5.1 There are no direct financial implications for the Council. The preferred option would see the leased premises operated at no cost to the Council by the East End Women's Museum via a long-term lease. However, it should be noted that if the East End Women's Museum fails to meet the terms of the lease the premises would revert to the Council.
- 5.2 If this occurred it is likely that the Council would incur revenue costs, which have not been budgeted for, until a new management arrangement could be put in place.

6. Legal Implications

Implications completed by: Sayida Hafeez, Property Solicitor

- 6.1 In accordance with the Constitution, Part 4, Chapter 4 (Land Acquisition and Disposal Rules), Section 2.2 (Control by the Cabinet), the disposal of all property

either long-lease (over 20 years) or by the sale of the freehold must be approved by the Cabinet.

- 6.2 As part of the s106 agreement for the Be:Here housing development on Abbey Road in Barking, the developer will grant the Council a 250 year lease on a ground floor retail property for education and museum use at a peppercorn rent.
- 6.3 The Council will retain the long leasehold interest and will seek to grant a long lease for a term of 30 years to the East End Women's Museum. Heads of Terms will be agreed between the Council and the East End Women's Museum and it is envisaged that the lease will be on the basis of a full repairing and insuring lease so that the Council does not bear the cost of repair and maintenance of the Property. The Legal Practice should be consulted on the preparation and completion of the lease.
- 6.4 The Council will also enter into a management agreement with the East End Women's Museum to deal with the management of the Centre.
- 6.5 The Chief Executive can agree the terms of the lease and management agreements in consultation with the Chief Financial Officer (Constitution Land Acquisition and Disposals Rules refer) and on the advice of Property Services and the Legal Practice.
- 6.6 The Council has powers pursuant to section 123 of the Local Government Act 1972 to dispose of land 'in any manner they see fit' for the 'best price reasonably obtainable' unless the Secretary of State consents to the disposal or that the transaction is to further local economic, social and environmental well-being and the 'undervalue' (i.e. the difference between the unrestricted value of the interest to be disposed of and the consideration accepted) is two million pounds or less. Therefore, the Council could decide the rent does not have to be market value since the East End Women's Museum is acting for the benefit of the Council, its area or persons' resident or present in the area; however, the rent over the 30-year term should not exceed two million pounds.
- 6.7 The Council has a general power of competence under section 1 of the Localism Act although, as always, its application of these powers must be carefully considered and appropriate to the relevant circumstances. Section 1 of the Localism Act gives the Council the legal capacity to do anything that individuals can do that is not specifically prohibited. These powers give the Council more freedom to work together with others to do creative, innovative things to meet local people's needs. Therefore, the long-held priority of the Council to establish a long-term resource in the Borough to promote women's history would be met.
- 6.8 In addition, Members will need to be satisfied that an Equality Impact Assessment has been carried out. The Equality Act 2010 provides that a public authority must, in the exercise of its functions, have due regard to the need to eliminate discrimination and to advance equality of opportunity between persons who do and those who do not share a relevant 'protected characteristic'.
- 6.9 Public bodies are therefore required to have regard to the need to eliminate discrimination, advance equal opportunities and foster good relationships between different people when undertaking activities. Additionally, this provision encourages

public bodies to understand how different people will be affected by their activities, so that their policies are appropriate and meet different people's needs.

7. Other Implications

7.1 Risk Management - The following risks have been identified in relation to this proposal:

- i) The Community Interest Company that has been set up to deliver the East End Women's Museum does not have the necessary skills or capacity to successfully manage the facility. This risk is mitigated by the involvement of Eastside Community Heritage and the museum founders to secure advice and support to enable the Museum to be appropriately constituted, and to build capacity.
- ii) The Museum folds for some reason. It is recognised that many groups have been run ably by individuals for many years but they will not be able to do so for ever. If the Museum was to cease operating, the lease would be terminated, and the property would return to the control of the Council. There would then be the opportunity to advertise it to the community to seek another managing organisation for a long lease.
- iii) The Community Interest Company managing the Museum could activate the lease break clause. In this case, the Council would need to consider its position at the time, and could proceed to advertise the opportunity to the wider community, but the continued availability of the Museum's facilities and services to the community could not be guaranteed.
- iv) If the Community Interest Company does fold and/or the lease is terminated, charges on the property and/or external funding obligations may remain unfulfilled. The drafting of the lease will seek to ensure that any obligations entered into by the East End Women's Museum remain the legal duty of the Community Interest Company and do not revert to the Council in the case of termination.
- v) The Museum becomes used exclusively by one group in the community, without achieving the wider social objectives for which they were designed. This risk will be mitigated by the insertion of a requirement in the lease's management agreement that the facility must remain fully accessible to all in the community. Failure to comply would constitute a breach of the lease agreement. Also the Council could of course review whether it is appropriate to continue to provide a grant to offset the commercial rent being paid by the East End Women's Museum.
- vi) The Community Interest Company cannot find funding sources to enable them to do the necessary works to the Museum that may arise over the life of the lease. There is evidence to suggest that the governance arrangements for the Museum are robust and the people involved have the necessary skills, knowledge and experience to enable them to bid to all relevant funding bodies. It is also anticipated that the Community Interest Company may wish to use the

skills of local people where appropriate to complete works with the aim of increasing their affordability.

- 7.2 **Customer Impact** - Provisions will be inserted into lease with the community association to ensure that the Community Centre remains accessible by all groups in the community. This should mitigate the risk of impacts on equality groups and customers.
- 7.3 **Health issues** – The Museum will provide a safe, comfortable and accessible space and outreach programme where local people can meet, socialise and participate in a range of activities including those that will support health and wellbeing.
- 7.4 **Safeguarding Vulnerable Adults and Children** - It is expected that the Museum will provide a programme of positive and diversionary activities for children and young people. Officers will work with the Community Interest Company managing the Museum to establish robust safeguarding policies and procedures
- 7.5 **Crime and Disorder Issues** - The Council has a statutory duty to consider crime and disorder implications in all its decision making. In delivering this strategy and action plan, the Council will be providing quality facilities and activities, which will provide positive activities for all residents and, in particular, opportunities for families to enjoy their leisure time together.
- 7.6 **Property / Asset Issues** - It is intended that the terms of the lease will require the Community Association to repair, maintain and insure the facilities. Regular monitoring by Property Services will ensure that the Community Association are complying with the lease conditions, enabling action to be taken as appropriate if any are in breach.

Public Background Papers Used in the Preparation of the Report: None

List of appendices: None

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CABINET

14 November 2017

Title: Fees and Charges 2018	
Report of the Cabinet Member for Finance, Growth and Investment	
Open Report	For Decision
Wards Affected: All	Key Decision: Yes
Report Author: Katherine Heffernan, Group Manager, Service Finance	Contact Details: Tel: 0208 227 3262 E-mail: katherine.heffernan@lbbd.gov.uk
Accountable Director: Kathy Freeman, Finance Director	
Accountable Strategic Director: Claire Symonds, Chief Operating Officer	
<p>Summary</p> <p>The Council provides a wide range of services to residents, visitors, local businesses and others. Some services are provided free of charge at the point of need, for others it is fairer and more appropriate that the service user should pay for the services received. The ability to charge for some services has always been a key funding source to Councils and will continue to be so.</p> <p>This report concerns itself with recommending the appropriate level of fees and charges across all directorates, to take effect from 1 January 2018 unless otherwise stated.</p> <p>In preparing the proposed fees and charges, Services have worked within the framework of the agreed Charging Policy. Each service has been reviewed and the charges are set at a fair and reasonable level which wherever possible is in line with competitive market rates for the service.</p> <p>The full list of proposed charges is detailed in Appendix A to this report.</p>	
<p>Recommendation(s)</p> <p>Cabinet is recommended to:</p> <ul style="list-style-type: none"> (i) Agree the proposed fees and charges as set out in Appendix A to the report, to be effective from 1 January 2018 unless otherwise stated; (ii) Note the fees and charges no longer applicable from 1 January 2018, as set out in Appendix B to the report; and (iii) Delegate authority to the Strategic Director for Service Development and Improvement, in consultation with the Chief Operating Officer and the relevant Cabinet Members, to set fees and charges to be applied from September for schools and academic year based activities. 	

Reason(s)

The setting of appropriate fees and charges will enable the Council to generate essential income for the funding of Council services.

The approval of reviewed fees and charges to ensure that the Council is competitive with other service providers and neighbouring councils.

1. Introduction and Background

- 1.1 Local Authorities provide a wide range of services to their residents and others and the ability to charge for some of these services has always been a key funding source.
- 1.2 Fee charging or income generating services are generally those services which are not provided on a universal basis, but are specific to an individual or an organisation. For this reason, it is fair and appropriate to make a charge to the service user. Fee charging services include both statutory and discretionary services. Where fees and charges apply to mandatory services, these are often set nationally, for example planning fees.
- 1.3 The remaining income services where the Council levies fees and charges are of a discretionary nature. These cover a whole range of services such as Libraries, Licensing, Pest Control, Commercial Waste, Drainage, Markets, Leisure and Recreation facilities, Parking and the Registrar service. This report concerns itself with recommending the appropriate level of fees and charges from 1 January 2018 for these types of services.
- 1.4 In addition to those traditional income services, the Council also has the power under the Local Government Act 2003 to charge for other discretionary services that it may already provide or may wish to provide in the future.
- 1.5 There is no definitive list as to which discretionary services are covered by the powers provided in the Act although the Government has provided limited examples of what could be included, such as maintenance of older/disabled peoples' gardens, arboriculture work in private gardens, operating consumer protection approved lists, pre-application planning and development advice, highway services to private industrial estates, home energy advice, home security services and use of excess capacity in local authority services.
- 1.6 To date, in keeping with most other local authorities, the Council has not expanded use of these powers but will continue to review the potential to do so when there is a sound business case for doing so.

2. Charging Policy

- 2.1 The Council has an agreed Charging Policy which requires that all charges are reviewed annually as part of the budget setting process.
- 2.2 The Charging Policy has three fundamental principles:
 - Services should raise income wherever there is a power or duty to do so;

- Wherever possible the income raised should cover the full costs of providing the service including all overheads;
- Any departures from this policy must be justified in a transparent manner with reference to the Council's priorities and policies.

2.3 In practice the presumption is that the Council will use inflation as an indicator of how much fees and charges should rise and this is the default position. The most recently published inflation figure is used which is August. The August RPI figure was 3.9% and this has been applied in most instances to the current charge. This is then rounded to the nearest appropriate figure.

Proposed Fees and Charges 2018

2.4 Attached to this report at Appendix A are the proposed fees and charges for 2018 which will be effective from 1 January 2018 unless otherwise stated. The Appendices detail the following information:

- Description of service provided;
- Current 2017/18 charge;
- Proposed charges from 1 January 2018;
- Proposed increase in pounds and in percentage terms;
- The rationale for a given increase (other than uplift by inflation), as well as any other comments.

2.5 In most cases fees and charges have been increased by the Retail Price Index (RPI) as at August 2017 of 3.9% rounded up to the nearest sensible figure.

2.6 A summary of the services that Appendix A relates to is presented within the following sections. The reference numbers quoted below relate to the line reference numbers on Appendix A.

2.7 It should be noted that some charges that were previously set by the Cabinet are no longer within the Council's direct control. These include the charges for Leisure centres which are now the decision of our commercial provider and discretionary charges for planning and capital delivery which are now the responsibility of Be First, though all changes will be in consultation with the Council.

2.8 There are a number of special considerations for some services which are outlined below.

3. Service by Service Review

Care and Support Services – lines 1 to 5

3.1 The Care Act 2014 gives local authorities the power to charge service users and carers for care and support within a set framework. All Councils with Social Care responsibilities are required to have a charging policy that complies with this framework. London Borough of Barking and Dagenham's charging policy is Care Act compliant and is regularly reviewed – most recently at February 2016.

3.2 Under this policy charges levied to service users are means tested to ensure no individual is required to pay more than they can reasonably afford and no more than

the cost of the care provided. In practice this limits the additional income that is received as a result of fees and charges. The charges for some in-house services have been uplifted in line with inflation but in all cases the cost charged will be subject to these means tests.

Community Solutions – Lines 6 to 105

- 3.3 The Council now only runs the Abbey Early Years Day Nursery and fees are set at three levels: full time weekly rate, a daily rate for a morning session and a daily rate for an afternoon session. Fees are being increased to ensure sustainability of running the site and to ensure that fees cover the required staffing ratio while remaining affordable.
- 3.4 Charges for hostels are currently being reviewed in line with the Council's overall housing policy and the costs of providing the service. This will be reflected in the rent setting report along with HRA rents.
- 3.5 Other charges – mainly library service charges and room hire – have been set with regard to a range of considerations such as charges by similar services elsewhere. The reasoning is set out in the appendix.

Education, Youth and Childcare - lines 106 to 129

- 3.6 The main charges in this area are for room hire. The rates have been set with reference to other similar venues in the area.

Culture and Heritage Services – lines 130 to 252

- 3.7 The Heritage service has set its charges with the overall aim of ensuring that costs are covered as far as possible while still remaining in line with its competitors. For this reason, charges have been reviewed individually and different increases applied depending on the circumstances and some new charges have been introduced. Full details are set out in the appendix.
- 3.8 The Council has recently adopted a Parks and Open Spaces strategy and will be reviewing its charges for events as a result. In the interim a small number of new charges have been introduced and inflationary increases applied to others.

Growth and Homes services – lines 253 to 308

- 3.9 The administration costs associated with Right to Buy and Right to Acquire are being increased by inflation in line with the overall charging policy, as are street naming and numbering services.
- 3.10 There has been a review of Planning services and charges have been set in line with the market and the actual cost of the service. The increases for the different services are set out in the appendix.

Enforcement – lines 309 to 742

- 3.11 Many fees and charges within Enforcement are statutorily set with no discretion. This is set out in the appendix. Other charges have generally been increased by inflation except where it can be justified in terms of cost recovery in building control.

- 3.12 Some new charges have been introduced within Housing regulatory services including new charges for very large HMOs and changes to discretionary licenses.
- 3.13 Market charges however have been held down to ensure the ongoing viability and competitiveness of the market. It should be noted that increases in these charges are subject to statutory consultation.

Parking – lines 491 to 607 (subset of Enforcement)

- 3.14 A new Parking Strategy was adopted by the Council in autumn 2016 and this was followed by a new pricing structure and charges for parking permits from January 2017. One of the main priorities of the new Strategy is to “Ensure that the low emissions and air quality strategy for London is at the heart of decision-making”, and it is because of this there is a review of the charging mechanisms for resident parking permits. In principle, the Council will want to encourage the use of Electric d low emission cars whilst discouraging higher emission vehicle and diesel vehicles. In order for the review to be undertaken no changes to Resident parking permits is proposed at this time.
- 3.15 It is proposed to increase pay and display and other parking charges to ensure these facilities are bringing in sufficient income. Charges still compare well with those charged by other boroughs and private operators, however the impact on usage will be monitored. Over time, the changing nature of the borough such as new residential /commercial developments and the development of the night economy will mean a review of the parking provision and charges.

Flood/Drainage Services – line 743

- 3.16 As a Lead Local Flood Authority Barking and Dagenham Council has responsibility for providing consents and taking enforcement action related to ordinary watercourses. This is a chargeable service across all Local Authorities; however B&D have not previously charged for this service which should support the resource to undertake the statutory duties making it income generating.

Public Realm – lines 744 to 857

- 3.14 Charges for Pest Control have been reviewed and simplified to make them easier for customers to understand. Charges have also been increased to ensure that there is full cost recovery and the service is in line with the market. This is expected to achieve additional income to achieve the new MTFS saving for the service.
- 3.15 Cemetery costs have been reviewed in detail. Although most charges have been increased by inflation, in specific cases where we are not recovering our full cost or are out of line with neighbouring facilities a higher increase is proposed. This is shown in the appendix.
- 3.16 New charges have also been calculated for street cleansing and graffiti services where they are commercially charged for (i.e. to events or private landlords.) The charges are set on the basis of full cost recovery.

Legal Services – lines 894 to 927

- 3.17 Legal Services currently make charges for a limited range of services to external bodies. It is proposed to bring in new fees for Commercial Property (External Party Fees). These are the legal fees to be levied on third parties such as the existing commercial shop keepers (tenants of commercial properties within the Council's property portfolio), new commercial tenant/s of the Council or anyone who wishes to purchase land from the Council. The proposed Commercial Property fees are discretionary (not statutory) charges which are deemed to be reasonable, justifiable and proper relative to the cost of the provision, and will be reviewed and monitored on an annual basis. The fees have been benchmarked against fees for comparable matters charged by Hackney Council, Haringey Council, Tower Hamlets and Thurrock Borough Council, and are broadly similar.

Leisure Services – not on the schedule

- 3.18 As part of the Council's drive to get the borough in shape, Sports and Leisure Management Ltd (SLM) have been appointed to manage the borough's leisure centres and athletics stadium.
- 3.19 The Council's Leisure operator, introduced their pricing policy prior to the commencement of the contract and this will be reviewed a minimum of one month prior to the start of the financial year on an annual basis.
- 3.20 The Operator's Pricing Policy shall be developed in such a way as to support the delivery of the Council's outcomes, the annual service plan and the KPIs and participation targets. The pricing policy must promote the principles of equality of access and encourage the use of the services and facilities by all sections of the community, especially those people who are economically disadvantaged.
- 3.21 They must operate a concession scheme that offers discounts and other benefits to encourage use of the services and facilities by those people who are less likely to use the services and/or are economically disadvantaged. The Operator must have a full policy of eligibility, percentage discounts for each relevant service and activity at the facilities.
- 3.22 The Operator are free to provide offers and/or discounts at their discretion to encourage use of the services and facilities.
- 3.23 The Operator shall not increase prices for any core and/or concessionary activities and events by more than CPI per annum without the prior approval of the Council.
- 3.24 Charges for any services outside of those core and/or concessionary activities and events required by the Council in line with the specification will be at the Operator's discretion provided they do not in any way inhibit the achievement of the Council's outcomes or any other requirements.

4 Impact on the MTFS

- 4.1 There are some savings associated with fees and charges explicitly set out in the MTFS for the following services:

Heritage Income £15k

Cemeteries	£88k
Parking	£250k
Pest Control	£20k
Education Services	£35k
Fees and Charges	£20k (for Enforcement and Public Realm.)

- 4.2 In other instances the increase in income is fairly marginal and will be used by the providing department to offset increases in costs associated with providing the service.

5 Financial Implications

- 5.1 The financial implications are considered throughout this report. Additional income will be generated from increases but this is variable as it is also dependent on demand for the services.

6 Legal Implications

Implications completed by Suzan Yildiz, Deputy Head of Law

- 6.1 The report seeks Cabinet approval to the fees and charges set out in Appendix A and the basis for the charging (pursuant to statutory duties or discretionary powers) and rationale are set out in Appendix. In some instances, certain charges levied in previous financial years are either (i) no longer applicable or (ii) are simplified, therefore, the legal implications are not considered. To the extent that Appendix A proposes increases to charges or the imposition of new charges, the legal powers and considerations detailed below are relevant. Officers have ensured the charges proposed in Appendix A are in line with its Charging Policy, benchmarked against other similar authorities and in many cases the increases are linked to the rise in Retail Prices Index (RPI) as an indicator of the rising cost of provision of services.
- 6.2 The Council is required under the Local Government Finance Act 1992 to produce a 'balanced budget'. Income generated from fees and charges contributes to the Council's finances. Local authorities are under an explicit duty to ensure that their financial management is adequate and effective, and that they have a sound system of internal control and management of financial risk. The annual review of fees and charges contributes to this requirement.
- 6.3 Local authorities have wide ranging powers to charge for specific statutory services as stipulated in relevant statutory provisions.
- 6.4 By virtue of Section 93 of the Local Government Act 2003, the Council has powers to trade and to charge for discretionary services. The latter are services which the Council is not statute bound to provide, but has a 'discretionary power' to provide on a costs recovery basis. The discretionary power to charge for services is applicable where:
- no statutory duty exists to provide the service/s
 - there are no specific powers to charge for the particular service/s
 - there are no prohibitions on charging for the particular service/s
- 6.5 Further, under the Localism Act 2011 the Council has a general power of competence conferring a power to charge for services on a cost recovery basis and

subject to similar conditions and limitations under the Local Government Act 2003. Thus the Council may only charge for a service under the general power of competence if: -

- it is a discretionary service
- the service user agrees to the service being provided, and
- there are no other power/s to charge for the service, including under section 93 of the Local Government Act 2003.

- 6.6 Where authorities have a duty to provide a statutory service to specified standards free of charge, a charge cannot be made for delivery of the service to the specified standard. Delivery, to a standard above and beyond that which is specified may constitute a discretionary service for which a charge can be made on the basis outlined above.
- 6.7 Some of the charges proposed in Appendix A arise from specific statutory powers (i.e. where the general powers in section 93 of the Local Government Act 2003 or section 1 of the Localism Act 2011 are not applicable).
- 6.8 The Council has a power under section 32 of the London Local Authorities Act 1990 to recover its reasonable administrative or other costs in connection with its street trading functions under Part 3 of the Act, such as the grant, renewal or variation of licences, collection or removal of refuse connected with licence holders, street cleansing and reasonable costs of administration and enforcement associated with street trading. In this instance, there is no significant change to the nature or type of charges proposed. These have merely been brought in line with RPIX to ensure reasonable recovery and continued service provision.
- 6.9 The Care Act introduced a single legal framework for charging for care and support including discretion as to whether or not to charge. The Council may charge adults in circumstances where it arranges care and support to meet a service user's needs, except where the Council is statutorily required to arrange care and support free of charge. Officers deem the Council's charging policy to be Care Act compliant. The policy is regularly reviewed and the charges are means tested to ensure that service users pay no more than they can reasonably afford.

7 Other Implications

- 7.1 **Risk Management** - In proposing these revised fees and charges officers have considered the potential of increases to adversely affect demand for or access to the services specified by end users, as well as the achievement of community priorities for particular service areas and the Council's overall budget to deliver such services
- 7.2 **Customer Impact** – Officers have amended fees and charges in a manner designed to mitigate, wherever possible, the impact on customers and service users while having regard to the need for the Council to achieve a balanced budget. The proposals are also in line with the policy to achieve full cost recovery and the continued provision of services, both statutory and discretionary which it has historically provided or considers it should provide to enable the Council to meet its corporate and community priorities. In some instances, fees and charges have been reduced in order to deliver better value for money for residents, to encourage increased take up of services or to ensure certain vulnerable groups are not impeded

from accessing services. Charges may be set differentially according to classes of users.

- 7.3 The charges proposed in Appendix A are deemed justified in accordance with the specific charging powers or discretionary powers detailed in this report. The responsible officers have taken reasonable steps to ensure the charges are reasonable and proportionate based on a cost recovery basis. The effectiveness of the proposed charges will be the subject of monitoring through the Council's various performance indicators, its service scorecards and the budget monitoring processes.

Public Background Papers Used in the Preparation of the Report: None

List of appendices:

- Appendix A: Full list of fees and charges 2018/19
- Appendix B: Fees and charges to be deleted from the 2018/19 schedule

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APPENDIX A - Full list of Fees and Charges 2018/19

Not VATable *

includes VAT **

Ref	Description of Service		Current 2017/18 Charge			Proposed Increase / (Decrease)			Proposed 2018/19 Charge			Rationale for fee change
			Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£) (Rounded)	
Care & Support												
Social Care												
1	Residential - Kallar Lodge Elderly Residential Home (Charge to Other Local Authorities and full cost payers) per week	*	825.00	0.00	825.00	32.00	32.00	3.88%	857.00	0.00	857.00	RPI
2	Residential - 80 Gascoigne Road High dependency residential home (Charge to Other Local Authorities & full cost payers) per week	*	1,610.00	0.00	1,610.00	0.00	0.00	0.00%	1,610.00	0.00	1,610.00	No Change
3	Day Centre - Heathlands (High Needs)	*	190.00	0.00	190.00	5.00	5.00	2.63%	195.00	0.00	195.00	Uplifted by £5
4	Day Centre - Heathlands (Other Local Authorities)	*	160.00	0.00	160.00	5.00	5.00	3.13%	165.00	0.00	165.00	Uplifted by £5
5	Day Centre - Heathlands (Borough Residents)	*	115.00	0.00	115.00	5.00	5.00	4.35%	120.00	0.00	120.00	Uplifted by £5
Community Solutions												
Childcare Services												
6	Early Years - Day Nurseries and Children's Centres - full time weekly rate	*	240.00	0.00	240.00	2.00	2.00	0.83%	242.00	0.00	242.00	Uplifted by 0.83%. This is small increase for charges to enable us to work towards achieving charges in line with other local providers.
7	Early Years - Day Nurseries and Children's Centres - daily rate - morning session	*	30.00	0.00	30.00	1.00	1.00	3.33%	31.00	0.00	31.00	3.33% increase. This is small increase for charges to enable us to work towards achieving charges in line with other local providers.
8	Early Years - Day Nurseries and Children's Centres - daily rate - afternoon session	*	30.00	0.00	30.00	1.00	1.00	3.33%	31.00	0.00	31.00	3.33% increase. This is small increase for charges to enable us to work towards achieving charges in line with other local providers.
9	Early Years - Day Nurseries and Children's Centres - daily rate - whole day	*	53.00	0.00	53.00	0.00	0.00	0.00%	53.00	0.00	53.00	
10	Catering Services - Primary Meal	*	2.10	0.00	2.10	0.00	0.00	0.00%	2.10	0.00	2.10	
11	Catering Services - Secondary Meal	*	2.30	0.00	2.30	0.00	0.00	0.00%	2.30	0.00	2.30	
Children Centre Room Hire												
12	Main Hall - Saturday (first 4 hours)	*	195.00	0.00	195.00	8.00	8.00	4.10%	203.00	0.00	203.00	Uplifted by 3.9% RPI, Rounded to nearest 2 dp
13	Main Hall - Saturday (additional hours - per hour)	*	40.00	0.00	40.00	1.56	1.60	3.90%	41.56	0.00	41.60	Uplifted by 3.9% RPI, Rounded to nearest 2 dp
14	Main Hall - Sunday per hour	*	29.00	0.00	29.00	1.00	1.00	3.45%	30.00	0.00	30.00	Uplifted by 3.9% RPI, Rounded to nearest 2 dp
15	Main Hall - Weekdays and Evenings per hour	*	17.00	0.00	17.00	0.66	0.70	3.88%	17.66	0.00	17.70	Uplifted by 3.9% RPI, Rounded to nearest 2 dp
16	Medium Room - Saturday (only available with Main hall) per hour	*	27.50	0.00	27.50	1.07	1.10	3.89%	28.57	0.00	28.60	Uplifted by 3.9% RPI, Rounded to nearest 2 dp
17	Medium Room - Sunday per hour	*	17.50	0.00	17.50	0.50	0.50	2.86%	18.00	0.00	18.00	Uplifted by 3.9% RPI, Rounded to nearest 2 dp
18	Medium Room - Weekdays and Evenings per hour	*	11.70	0.00	11.70	0.30	0.30	2.56%	12.00	0.00	12.00	Uplifted by 3.9% RPI, Rounded to nearest 2 dp
19	Small Room - Saturday (only available with Main hall) per hour	*	27.50	0.00	27.50	1.07	1.10	3.89%	28.57	0.00	28.60	Uplifted by 3.9% RPI, Rounded to nearest 2 dp
20	Small Room - Weekdays and Evenings per hour	*	10.20	0.00	10.20	0.40	0.40	3.92%	10.60	0.00	10.60	Uplifted by 3.9% RPI, Rounded to nearest 2 dp
Library Service												
21	Libraries - Adult Fines per day	*	0.36	0.00	0.36	0.00	0.00	0.00%	0.36	0.00	0.36	
22	Libraries - Maximum fine per item	*	10.75	0.00	10.75	0.00	0.00	0.00%	10.75	0.00	10.75	
23	Libraries- Hire of video/DVD children's/NF- per week	*	1.30	0.00	1.30	0.05	0.05	3.85%	1.35	0.00	1.35	Uplifted by 3.85% to increase charges to benchmarked average.
24	Libraries- Hire of video/DVD adults- per week	*	2.30	0.00	2.30	0.00	0.00	0.00%	2.30	0.00	2.30	
25	Libraries - Language courses - 3 weeks	*	2.00	0.00	2.00	0.00	0.00	0.00%	2.00	0.00	2.00	
26	Libraries - Language courses - fines per day	*	0.36	0.00	0.36	0.00	0.00	0.00%	0.36	0.00	0.36	
27	Libraries - Hire of CD singles	*	1.25	0.00	1.25	0.00	0.00	0.00%	1.25	0.00	1.25	
28	Libraries - Hire of CD box sets	*	2.25	0.00	2.25	0.00	0.00	0.00%	2.25	0.00	2.25	
29	Libraries - Hire of CD fines per day	*	0.36	0.00	0.36	0.00	0.00	0.00%	0.36	0.00	0.36	
30	Libraries - Reservations-non stock items	*	3.25	0.00	3.25	0.05	0.05	1.54%	3.30	0.00	3.30	Uplifted by 1.54% to increase charges to benchmarked average.
31	Libraries - Reservation - British Library item	*	12.00	0.00	12.00	2.00	2.00	16.67%	14.00	0.00	14.00	Uplifted by 16.67% which would bring LBBB's charges in line with Benchmark neighbours
32	Libraries - Photocopying/Printing/Wi-Fi printing A4 black and white	**	0.17	0.03	0.20	0.00	0.00	0.00%	0.17	0.03	0.20	
33	Libraries - Photocopying/Printing/Wi-Fi Printing A4 colour	**	0.42	0.08	0.50	0.00	0.00	0.00%	0.42	0.08	0.50	
34	Libraries - Photocopying/Printing/Wi Fi Printing A3 black and white	**	0.33	0.07	0.40	0.00	(0.00)	0.00%	0.33	0.07	0.40	
35	Libraries - Photocopying/Printing/Wi Fi Printing A3 colour (where available)	**	0.83	0.17	1.00	0.00	(0.00)	0.00%	0.83	0.17	1.00	
36	Libraries - replacement membership card - Adult	*	3.25	0.00	3.25	0.05	0.05	1.54%	3.30	0.00	3.30	Uplifted by 1.54% to increase charges to benchmarked average.
37	Libraries - replacement membership card - Child	*	2.25	0.00	2.25	0.05	0.05	2.22%	2.30	0.00	2.30	Uplifted by 2.67% rounded.
38	Libraries- Hire of books on tape fines per day	*	0.36	0.00	0.36	0.00	0.00	0.00%	0.36	0.00	0.36	
39	Internet Non-members / Guest passes 1 hour	**	1.67	0.33	2.00	0.00	0.00	0.00%	1.67	0.33	2.00	
40	Internet Non-members / Guest passes 30 minutes	**	0.83	0.17	1.00	0.00	(0.00)	0.00%	0.83	0.17	1.00	

Description of Service			Current 2017/18 Charge			Proposed Increase / (Decrease)			Proposed 2018/19 Charge			Rationale for fee change
41	Libraries - Adult Fines per day - over 60	*	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
42	Libraries- Overdue of video/DVD for Children/Factual -	*	1.30	0.00	1.30	0.05	0.05	3.85%	1.35	0.00	1.35	
43	Libraries- Overdue of video/DVD for Adults -	*	2.30	0.00	2.30	0.00	0.00	0.00%	2.30	0.00	2.30	
44	Libraries - Music subscription - 4 months (CDs)	*	26.00	0.00	26.00	0.00	0.00	0.00%	26.00	0.00	26.00	
45	Libraries - replacement membership card - Older People, over 60	*	2.25	0.00	2.25	0.05	0.05	2.22%	2.30	0.00	2.30	Uplifted by 2.22% , rounded to nearest 2
46	Libraries - events - tickets to adult events ages 16+	**	1.60	0.32	2.00	0.40	0.40	25.00%	2.00	0.40	2.40	
47	Additional hour PC usage for all library card holders and subscription holders	**	1.03	0.17	1.20	0.00	0.04	0.00%	1.03	0.21	1.24	
48	Libraries- Managed room hire per hour- minimum charge	*	17.00	0.00	17.00	0.50	0.50	2.94%	17.50	0.00	17.50	Uplifted by 2.94% rounded to nearest 2
49	Libraries- Managed room hire per hour- maximum charge	*	42.00	0.00	42.00	1.00	1.00	2.38%	43.00	0.00	43.00	Uplifted by 2.38% , rounded to nearest 2
50	Dagenham Library -Small meeting room (2-10people)- hourly hire rate- Council / Commercial/ Voluntary & Community sector	*	22.00	0.00	22.00	0.00	0.00	0.00%	22.00	0.00	22.00	
51	Dagenham Library -Small meeting room (2-10 people) - full day hire rate - Council/ Commercial / Voluntary & Community sector	*	110.00	0.00	110.00	0.00	0.00	0.00%	110.00	0.00	110.00	
52	Dagenham Library -Small meeting room (2-10 people)- half day hire rate - Council/ Commercial/ Voluntary & Community sector	*	70.00	0.00	70.00	0.00	0.00	0.00%	70.00	0.00	70.00	
53	Dagenham Library -Large meeting room (16-28 people)- hourly hire rate- Council/ Commercial/ Voluntary & Community sector	*	42.00	0.00	42.00	0.00	0.00	0.00%	42.00	0.00	42.00	
54	Dagenham Library -Large meeting room (16-28 people) - full day hire rate - Council/ Commercial/ Voluntary & Community sector	*	210.00	0.00	210.00	0.00	0.00	0.00%	210.00	0.00	210.00	
55	Dagenham Library -Large meeting room (16-28 people) - half day hire rate - Council/ Commercial/ Voluntary & Community sector	*	130.00	0.00	130.00	0.00	0.00	0.00%	130.00	0.00	130.00	
	Barking Learning Centre											
56	Small meeting room (2-15 people)- hourly hire rate- Public Sector	**	35.00	7.00	42.00	0.83	1.00	2.37%	35.83	7.17	43.00	Small below inflation increase applied against commercial and public sector charges. Already highest charges in the local area.
57	Small meeting room (2-15 people)- full day hire rate- Public Sector	**	200.00	40.00	240.00	5.00	6.00	2.50%	205.00	41.00	246.00	
58	Small meeting room (2-15 people)- half day hire rate- Public Sector	**	100.00	20.00	120.00	5.00	6.00	5.00%	105.00	21.00	126.00	Uplifted by 5% to the nearest whole number increase applied against commercial and public sector charges. Already highest charges in the local area.
59	Small meeting room (2-15 people)- hourly hire rate - Council hire	*	36.00		36.00	1.00	1.00	2.78%	37.00	0.00	37.00	Small below inflation increase applied against commercial and public sector charges. Already highest charges in the local area.
60	Small meeting room (2-15 people)- hourly hire rate- Voluntary and Community sector	**	30.00	6.00	36.00	0.00	0.00	0.00%	30.00	6.00	36.00	Proposed Freeze against voluntary and community sector hire charges.
61	Small meeting room (2-15 people) - full day hire rate - Voluntary and Community sector	**	140.00	28.00	168.00	0.00	0.00	0.00%	140.00	28.00	168.00	
62	Small meeting room (2-15 people) - half day hire rate - Voluntary and Community sector	**	80.00	16.00	96.00	0.00	0.00	0.00%	80.00	16.00	96.00	
63	Small meeting room (2-15 people)- hourly hire rate- Commercial	**	41.67	8.33	50.00	0.83	1.00	1.99%	42.50	8.50	51.00	Small below inflation increase applied against commercial and public sector charges. Already highest charges in the local area.
64	Small meeting room (2-15 people) - full day hire rate - Commercial	**	240.00	48.00	288.00	5.00	6.00	2.08%	245.00	49.00	294.00	
65	Small meeting room (2-15 people) - half day hire rate - Commercial	**	130.00	26.00	156.00	5.00	6.00	3.85%	135.00	27.00	162.00	
66	Large meeting room (16-28 people)- hourly hire rate- Public Sector	**	47.50	9.50	57.00	2.50	3.00	5.26%	50.00	10.00	60.00	Uplifted by 5% to the nearest whole number increase applied against commercial and public sector charges. Already highest charges in the local area.
67	Large meeting room (16-28 people) - full day hire rate - Public Sector	**	295.00	59.00	354.00	5.00	6.00	1.69%	300.00	60.00	360.00	Small below inflation increase applied against commercial and public sector charges. Already highest charges in the local area.
68	Large meeting room (16-28 people) - half day hire rate - Public Sector	**	150.00	30.00	180.00	5.00	6.00	3.33%	155.00	31.00	186.00	
69	Large meeting room (16-28 people)- hourly hire rate - Council hire	*	50.00	0.00	50.00	1.00	1.00	2.00%	51.00	0.00	51.00	
70	Large meeting room (16-28 people)- hourly hire rate- Voluntary and Community sector	**	41.67	8.33	50.00	0.00	0.00	0.00%	41.67	8.33	50.00	Proposed Freeze against voluntary and community sector hire charges.
71	Large meeting room (16-28 people) - full day hire rate - Voluntary and Community sector	**	230.00	46.00	276.00	0.00	0.00	0.00%	230.00	46.00	276.00	
72	Large meeting room (16-28 people - half day rate - Voluntary and Community sector	**	120.00	24.00	144.00	0.00	0.00	0.00%	120.00	24.00	144.00	
73	Large meeting room (16-28 people)- hourly hire rate- Commercial	**	61.67	12.33	74.00	0.83	1.00	1.35%	62.50	12.50	75.00	Small below inflation increase applied against commercial and public sector charges. Already highest charges in the local area.
74	Large meeting room (16-28 people) - full day hire rate - Commercial	**	360.00	72.00	432.00	10.00	12.00	2.78%	370.00	74.00	444.00	
75	Large meeting room (16-28 people) - half day hire rate - Commercial	**	190.00	38.00	228.00	5.00	6.00	2.63%	195.00	39.00	234.00	
76	Conference centre (28-120 people)-hourly hire rate- Public Sector	**	57.50	11.50	69.00	2.50	3.00	4.35%	60.00	12.00	72.00	Uplifted by 4.35% to the nearest whole number increase applied against commercial and public sector charges. Already highest charges in the local area.
77	Conference centre (28-120 people)-full day hire rate- Public Sector	**	360.00	72.00	432.00	10.00	12.00	2.78%	370.00	74.00	444.00	Small below inflation increase applied against commercial and public sector charges. Already highest charges in the local area.
78	Conference centre (28-120 people)-half day hire rate- Public Sector	**	190.00	38.00	228.00	5.00	6.00	2.63%	195.00	39.00	234.00	
79	Conference centre (28-120 people)-hourly hire rate - Council hire	*	64.00	0.00	64.00	1.00	1.00	1.56%	65.00	0.00	65.00	
80	Conference centre (28-120 people)-hourly hire rate- Voluntary and Community sector	**	52.50	10.50	63.00	0.00	0.00	0.00%	52.50	10.50	63.00	Proposed Freeze against voluntary and community sector hire charges.

Description of Service			Current 2017/18 Charge			Proposed Increase / (Decrease)			Proposed 2018/19 Charge			Rationale for fee change
81	Conference centre (28-120 people)-full day hire rate- Voluntary and Community sector	**	305.00	61.00	366.00	0.00	0.00	0.00%	305.00	61.00	366.00	
82	Conference centre (28-120 people)-half day hire rate- Voluntary and Community sector	**	155.00	31.00	186.00	0.00	0.00	0.00%	155.00	31.00	186.00	
83	Conference centre (28-120 people)-hourly hire rate- Commercial	**	70.00	14.00	84.00	1.63	2.00	2.33%	71.63	14.33	86.00	Small below inflation increase applied against commercial and public sector charges. Already highest charges in the local area.
84	Conference centre (28-120 people)-full day hire rate- Commercial	**	445.00	89.00	534.00	10.00	12.00	2.25%	455.00	91.00	546.00	
85	Conference centre (28-120 people)-half day hire rate- Commercial	**	225.00	45.00	270.00	5.00	6.00	2.22%	230.00	46.00	276.00	
86	IT Room (22 people) - hourly hire rate - Council hire	*	50.00	0.00	50.00	2.00	2.00	4.00%	52.00	0.00	52.00	
87	IT Room (22 people) - hourly hire rate - Public Sector	**	47.50	9.50	57.00	2.50	3.00	5.26%	50.00	10.00	60.00	Uplifted by 5.26% to the nearest whole number increase applied against commercial and public sector charges. Already highest charges in the local area.
88	IT Room (22 people) -full day hire rate - Public Sector	**	290.00	58.00	348.00	5.00	6.00	1.72%	295.00	59.00	354.00	Small below inflation increase applied against commercial and public sector charges. Already highest charges in the local area.
89	IT Room (22 people) - half day hire rate - Public Sector	**	150.00	30.00	180.00	5.00	6.00	3.33%	155.00	31.00	186.00	
90	IT Room (22 people) - hourly hire rate - Voluntary and Community sector	**	41.67	8.33	50.00	0.00	0.00	0.00%	41.67	8.33	50.00	Proposed Freeze against voluntary and community sector hire charges.
91	IT Room (22 people) - Full day hire rate - Voluntary and community Sector	**	230.00	46.00	276.00	0.00	0.00	0.00%	230.00	46.00	276.00	
92	IT Room (22 people) - Half day hire rate - Voluntary and Community	**	120.00	24.00	144.00	0.00	0.00	0.00%	120.00	24.00	144.00	
93	IT Room (22 people) - hourly hire rate - Commercial	**	61.67	12.33	74.00	0.83	1.00	1.35%	62.50	12.50	75.00	Small below inflation increase applied against commercial and public sector charges. Already highest charges in the local area.
94	IT Room (22 people) - Full day hire rate - Commercial	**	380.00	76.00	456.00	10.00	12.00	2.63%	390.00	78.00	468.00	
95	IT Room (22 people) - half day hire rate - Commercial hire	**	190.00	38.00	228.00	5.00	6.00	2.63%	195.00	39.00	234.00	
96	Barking Learning Centre Gallery hire - full day facilities charge Voluntary and Community	**	65.00	13.00	78.00	0.00	0.00	0.00%	65.00	13.00	78.00	Proposed Freeze against voluntary and community sector hire charges.
97	Barking Learning Centre Gallery hire - half day facilities charge Voluntary and Community	**	35.00	7.00	42.00	0.00	0.00	0.00%	35.00	7.00	42.00	
98	Barking Learning Centre Gallery hire - full day facilities charge public sector	**	80.00	16.00	96.00	1.67	2.00	2.09%	81.67	16.33	98.00	Small below inflation increase applied against commercial and public sector charges. Already highest charges in the local area.
99	Barking Learning Centre Gallery hire - half day facilities charge public sector	**	40.00	8.00	48.00	0.84	1.00	2.10%	40.84	8.17	49.00	
100	Barking Learning Centre Gallery hire - full day facilities charge Commercial	**	90.00	18.00	108.00	1.67	2.00	1.86%	91.67	18.33	110.00	
101	Barking Learning Centre Gallery hire - half day facilities charge Commercial	**	60.00	12.00	72.00	1.65	2.00	2.75%	61.65	12.33	74.00	
102	Town Hall Square full day Voluntary and Community	*	100.00	0.00	100.00	0.00	0.00	0.00%	100.00	0.00	100.00	
103	Town Hall Square full day Public sector	**	100.00	20.00	120.00	4.17	5.00	4.17%	104.17	20.83	125.00	Uplifted by 4.17% to the nearest whole number increase applied against commercial and public sector charges. Already highest charges in the local area.
104	Town Hall Square full day Commercial	**	120.00	24.00	144.00	5.00	6.00	4.17%	125.00	25.00	150.00	
105	Libraries- Wi-Fi/PC usage , free for all residents for first half hour	*	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
Education, Youth and Childcare												
Youth Centres Room Hire												
Gascoigne												
106	Hall including kitchen and café - weekdays 9 a.m. to 5 p.m. (per hour)	*	40.00	0.00	40.00	5.00	5.00	12.50%	45.00	0.00	45.00	Benchmarked with other local quality providers e.g. Barking Abbey Sch
107	Hall including kitchen and café - all weekend and weekdays after 5 p.m. (per hour)	*	55.00	0.00	55.00	5.00	5.00	9.09%	60.00	0.00	60.00	Benchmarked with other local quality providers e.g. Barking Abbey Sch
108	Hall including kitchen and café - bank holidays. (per hour)	*	75.00	0.00	75.00	0.00	0.00	0.00%	75.00	0.00	75.00	Benchmarked with other local quality providers e.g. Barking Abbey Sch
109	Training - weekdays 9 a.m. to 5 p.m. (per hour). Not available on Bank Holidays	*	20.00	0.00	20.00	5.00	5.00	25.00%	25.00	0.00	25.00	Benchmarked with other local quality providers e.g. Barking Abbey Sch
110	Training - all weekend and weekdays after 5 p.m. (per hour). Not available on Bank Holidays	*	20.00	0.00	20.00	10.00	10.00	50.00%	30.00	0.00	30.00	Benchmarked with other local quality providers e.g. Barking Abbey Sch
111	IT Suite - weekdays 9 a.m. to 5 p.m. (per hour). Not available on Bank Holidays	*	25.00	0.00	25.00	0.00	0.00	0.00%	25.00	0.00	25.00	Benchmarked with other local quality providers e.g. Barking Abbey Sch
112	IT Suite - all weekend and weekdays after 5 p.m. (per hour). Not available on Bank Holidays	*	35.00	0.00	35.00	0.00	0.00	0.00%	35.00	0.00	35.00	Benchmarked with other local quality providers e.g. Barking Abbey Sch
Vibe												
113	Atrium including activity -all weekend and weekdays after 5 p.m. (per hour).	*	55.00	0.00	55.00	5.00	5.00	9.09%	60.00	0.00	60.00	Benchmarked with other local quality providers e.g. Barking Abbey Sch
114	Atrium including activity - Bank Holidays (per hour)	*	75.00	0.00	75.00	0.00	0.00	0.00%	75.00	0.00	75.00	Benchmarked with other local quality providers e.g. Barking Abbey Sch
115	Studio - weekdays 9 a.m. to 5 p.m. (per hour).	*	40.00	0.00	40.00	0.00	0.00	0.00%	40.00	0.00	40.00	Benchmarked with other local quality providers e.g. Barking Abbey Sch
116	Studio -all weekend and weekdays after 5 p.m. (per hour).	*	55.00	0.00	55.00	5.00	5.00	9.09%	60.00	0.00	60.00	Benchmarked with other local quality providers e.g. Barking Abbey Sch
117	Studio - Bank Holidays (per hour).	*	75.00	0.00	75.00	0.00	0.00	0.00%	75.00	0.00	75.00	Benchmarked with other local quality providers e.g. Barking Abbey Sch
118	Activity - weekdays 9 a.m. to 5 p.m. (per hour). Not available on Bank Holidays	*	20.00	0.00	20.00	5.00	5.00	25.00%	25.00	0.00	25.00	Benchmarked with other local quality providers e.g. Barking Abbey Sch
119	Activity -all weekend and weekdays after 5 p.m. (per hour). Not available on Bank Holidays.	*	30.00	0.00	30.00	5.00	5.00	16.67%	35.00	0.00	35.00	Benchmarked with other local quality providers e.g. Barking Abbey Sch
120	Training - weekdays 9 a.m. to 5 p.m. (per hour). Not available on Bank Holidays	*	20.00	0.00	20.00	5.00	5.00	25.00%	25.00	0.00	25.00	Benchmarked with other local quality providers e.g. Barking Abbey Sch
121	Training -all weekend and weekdays after 5 p.m. (per hour). Not available on Bank Holidays.	*	30.00	0.00	30.00	5.00	5.00	16.67%	35.00	0.00	35.00	Benchmarked with other local quality providers e.g. Barking Abbey Sch
122	Meeting - weekdays 9 a.m. to 5 p.m. (per hour). Not available on Bank Holidays	*	15.00	0.00	15.00	0.00	0.00	0.00%	15.00	0.00	15.00	Benchmarked with other local quality providers e.g. Barking Abbey Sch
123	Meeting - all weekend and weekdays after 5 p.m. (per hour). Not available on Bank Holidays.	*	20.00	0.00	20.00	0.00	0.00	0.00%	20.00	0.00	20.00	Benchmarked with other local quality providers e.g. Barking Abbey Sch
124	121 - weekdays 9 a.m. to 5 p.m. (per hour). Not available on Bank Holidays	*	10.00	0.00	10.00	0.00	0.00	0.00%	10.00	0.00	10.00	Benchmarked with other local quality providers e.g. Barking Abbey Sch

Description of Service			Current 2017/18 Charge			Proposed Increase / (Decrease)			Proposed 2018/19 Charge			Rationale for fee change
125	121 - all weekend and weekdays after 5 p.m. (per hour). Not available on Bank Holidays.	*	15.00	0.00	15.00	0.00	0.00	0.00%	15.00	0.00	15.00	Benchmarked with other local quality providers e.g. Barking Abbey Sch
126	IT Suite - weekdays 9 a.m. to 5 p.m. (per hour). Not available on Bank Holidays	*	25.00	0.00	25.00	5.00	5.00	20.00%	30.00	0.00	30.00	Benchmarked with other local quality providers e.g. Barking Abbey Sch
127	IT Suite - all weekend and weekdays after 5 p.m. (per hour). Not available on Bank Holidays.	*	35.00	0.00	35.00	5.00	5.00	14.29%	40.00	0.00	40.00	Benchmarked with other local quality providers e.g. Barking Abbey Sch
Sue Bramley												
128	Hall - all weekend and weekdays after 5 p.m. Per Hour	*	40.00	0.00	40.00	5.00	5.00	12.50%	45.00	0.00	45.00	Benchmarked with other local quality providers e.g. Barking Abbey School
129	Hall - Bank Holidays. Per Hour	*	60.00	0.00	60.00	0.00	0.00	0.00%	60.00	0.00	60.00	Benchmarked with other local quality providers e.g. Barking Abbey School
Culture, Heritage and Recreation												
Heritage Services - Eastbury Manor House												
130	Eastbury Manor House - Commercial - Standard Room Hire Weekday per hour	**	27.50	5.50	33.00	2.50	3.00	9.09%	30.00	6.00	36.00	Increase to achieve income levels required to cover the cost of running the service.
131	Eastbury Manor House - Commercial - Standard Room Hire - Mon to Fri (8am to 4pm) 25% discount Bulk Booking for 12 days plus per hour	**	20.83	4.17	25.00	1.67	2.00	8.02%	22.50	4.50	27.00	
132	Eastbury Manor House - Commercial - Standard Room Hire - Mon to Thurs (4pm to 11pm) per hour	**	29.17	5.83	35.00	2.83	3.40	9.70%	32.00	6.40	38.40	
133	Eastbury Manor House - Commercial - Standard Room Hire - Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) per hour	**	31.67	6.33	38.00	1.83	2.20	5.78%	33.50	6.70	40.20	
134	Eastbury Manor House - Commercial - Walled Garden Hire - Mon to Fri (8am to 4pm) per hour	**	27.50	5.50	33.00	2.50	3.00	9.09%	30.00	6.00	36.00	
135	Eastbury Manor House - Commercial - Walled Garden Hire - Mon to Thurs (4pm to 11pm) per hour	**	29.17	5.83	35.00	2.83	3.40	9.70%	32.00	6.40	38.40	
136	Eastbury Manor House - Commercial - Walled Garden Hire - Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) per hour	**	31.67	6.33	38.00	1.83	2.20	5.78%	33.50	6.70	40.20	
137	Eastbury Manor House - Commercial - Old Hall Hire - Mon to Fri (8am to 4pm) per hour	**	34.17	6.83	41.00	3.33	4.00	9.75%	37.50	7.50	45.00	
138	Eastbury Manor House - Commercial - Old Hall Hire - Mon to Thurs (4pm to 11pm) per hour	**	36.67	7.33	44.00	3.33	4.00	9.08%	40.00	8.00	48.00	
139	Eastbury Manor House - Commercial - Old Hall Hire - Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) per hour	**	40.00	8.00	48.00	12.00	14.40	30.00%	52.00	10.40	62.40	
140	Eastbury Manor House - Commercial - East Chamber Hire - Mon to Fri (8am to 4pm) per hour	**	57.92	11.58	69.50	5.58	6.70	9.63%	63.50	12.70	76.20	
141	Eastbury Manor House - Commercial - East Chamber Hire - Mon to Thurs (4pm to 11pm) per hour	**	61.25	12.25	73.50	3.75	4.50	6.12%	65.00	13.00	78.00	
142	Eastbury Manor House - Commercial - East Chamber Hire - Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) per hour	**	66.25	13.25	79.50	8.75	10.50	13.21%	75.00	15.00	90.00	
143	Eastbury Manor House - LBBB Internal - Standard Room Hire per hour - Mon to Fri (8am to 4pm) per hour (25% discount)	*	24.50		24.50	2.50	2.50	10.20%	27.00	0.00	27.00	Increased to meet demand levels and ensure staff costs are covered
144	Eastbury Manor House - LBBB Internal - Standard Room Hire per hour - Mon to Thurs (4pm to 11pm) per hour (25% discount)	*	26.50		26.50	2.00	2.00	7.55%	28.50	0.00	28.50	
145	Eastbury Manor House - LBBB Internal - Standard Room Hire per hour - Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) per hour	*				40.00	40.00		40.00	0.00	40.00	New Charge
146	Eastbury Manor House - LBBB Internal - Old Hall Hire - Mon to Fri (8am to 4pm) per hour (25% discount)	*	30.75	0.00	30.75	3.25	3.25	10.57%	34.00	0.00	34.00	Increased to meet demand levels and ensure staff costs are covered
147	Eastbury Manor House - LBBB Internal - Old Hall Hire - Mon to Thurs (4pm to 11pm) per hour (25% discount)	*	32.75	0.00	32.75	3.25	3.25	9.92%	36.00	0.00	36.00	
148	Eastbury Manor House - LBBB Internal - East Chamber hire - Mon to Fri (8am to 4pm) per hour (25% discount)	*	52.00	0.00	52.00	9.00	9.00	17.31%	61.00	0.00	61.00	
149	Eastbury Manor House - LBBB Internal - East Chamber hire - Mon to Thurs (4pm to 11pm) per hour (25% discount)	*	55.00	0.00	55.00	3.50	3.50	6.36%	58.50	0.00	58.50	
150	Eastbury Manor House - LBBB Internal - East Chamber Hire - Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) per hour	*	79.50	0.00	79.50	10.00	10.00	12.58%	89.50	0.00	89.50	
151	Eastbury Manor House - LBBB residents - Civil marriage and partnership ceremony Mon-Fri all year 1-hour ceremony 70 guests	**	154.79	30.96	185.75	3.71	4.45	2.40%	158.50	31.70	190.20	Uplift below inflation to be in line with current competitors.
152	Eastbury Manor House - Non-residents - Civil marriage and partnership ceremony Mon-Fri all year 1-hour ceremony 70 guests	**	189.58	37.92	227.50	2.42	2.90	1.27%	192.00	38.40	230.40	
153	Eastbury Manor House - LBBB residents - Civil marriage and partnership ceremony - Weekend All Year (1-hour ceremony) 70 guests	**	185.00	37.00	222.00	2.50	3.00	1.35%	187.50	37.50	225.00	

Description of Service			Current 2017/18 Charge			Proposed Increase / (Decrease)			Proposed 2018/19 Charge			Rationale for fee change
154	Eastbury Manor House - Non-residents - Civil marriage and partnership ceremony - Weekend All Year 1-hour ceremony 70 guests	**	219.16	43.84	263.00	5.84	7.00	2.66%	225.00	45.00	270.00	
155	Eastbury Manor House - LBBB residents - Civil marriage and partnership ceremony Mon-Fri all year 1-hour ceremony 100 guests	**	0.00	0.00	0.00	227.00	272.40	100.00%	227.00	45.40	272.40	New Charges
156	Eastbury Manor House - Non-residents - Civil marriage and partnership ceremony Mon-Fri all year 1-hour ceremony 100 guests	**	0.00	0.00	0.00	275.00	330.00	100.00%	275.00	55.00	330.00	
157	Eastbury Manor House - LBBB residents - Civil marriage and partnership ceremony - Weekend All Year (1-hour ceremony) 100 guests	**	0.00	0.00	0.00	267.00	320.40	100.00%	267.00	53.40	320.40	
158	Eastbury Manor House - Non-residents - Civil marriage and partnership ceremony - Weekend All Year 1-hour ceremony 100 guests	**	0.00	0.00	0.00	322.00	386.40	100.00%	322.00	64.40	386.40	
159	Eastbury Manor House - LBBB residents - Civil Ceremony - Mon-Fri all year (1-hour ceremony) 70 guests PROMOTIONAL RATE 25% discount within 1-month of function	**	115.42	23.08	138.50	11.58	13.90	10.03%	127.00	25.40	152.40	Increase to achieve income levels required to cover the cost of running the service.
160	Eastbury Manor House - Non-residents - Civil Ceremony - Mon-Fri all year (1-hour ceremony) 70 guests PROMOTIONAL RATE 25% discount within 1-month of function	**	142.50	28.50	171.00	11.00	13.20	7.72%	153.50	30.70	184.20	
161	Eastbury Manor House - LBBB residents - Civil Ceremony - Weekend all year (1-hour ceremony) 70 guests PROMOTIONAL RATE 25% discount within 1-month of function	**	139.17	27.83	167.00	10.83	13.00	7.78%	150.00	30.00	180.00	
162	Eastbury Manor House - Non-residents - Civil Ceremony - Weekend all year (1-hour ceremony) 70 guests PROMOTIONAL RATE 25% discount within 1-month of function	**	164.58	32.92	197.50	15.42	18.50	9.37%	180.00	36.00	216.00	
163	Eastbury Manor House - LBBB residents - Civil Ceremony - Mon-Fri all year (1-hour ceremony) 100 guests PROMOTIONAL RATE 25% discount within 1-month of function	**							181.67	36.33	218.00	New charges introduced.
164	Eastbury Manor House - Non-residents - Civil Ceremony - Mon-Fri all year (1-hour ceremony) 100 guests PROMOTIONAL RATE 25% discount within 1-month of function	**							220.00	44.00	264.00	
165	Eastbury Manor House - LBBB residents - Civil Ceremony - Weekend all year (1-hour ceremony) 100 guests PROMOTIONAL RATE 25% discount within 1-month of function	**							213.33	42.67	256.00	
166	Eastbury Manor House - Non-residents - Civil Ceremony - Weekend all year (1-hour ceremony) 100 guests PROMOTIONAL RATE 25% discount within 1-month of function	**							256.67	51.33	308.00	
167	Tudor feast package (min. 15 people) per person	**	52.71	10.54	63.25	1.79	2.15	3.40%	54.50	10.90	65.40	
168	Eastbury Manor House - Community/Charity - Standard Room Hire - Mon (2-5pm), Weds (7-9.30pm) and Thurs (7pm to 9.30pm) - 50% discount - per hour	**	13.54	2.71	16.25	1.46	1.75	10.77%	15.00	3.00	18.00	50% off day-time rate. Special offer at these times only
169	Eastbury Manor House - Community/Charity - Standard Room Hire - Tues to Fri (8am to 4pm) - 25% discount - per hour	**	20.42	4.08	24.50	2.08	2.50	10.19%	22.50	4.50	27.00	Increased to ensure staff costs are covered
170	Eastbury Manor House - Community/Charity - Old Hall Hire - Tues to Fri (8am to 4pm) - 25% discount - per hour	**	25.42	5.08	30.50	3.08	3.70	12.12%	28.50	5.70	34.20	
171	Eastbury Manor House - Community/Charity - East Chamber Hire - Tues to Fri (8am to 4pm) - 25% discount - per hour	**	43.33	8.67	52.00	4.17	5.00	9.62%	47.50	9.50	57.00	
172	Eastbury Manor House - Community/Charity - Standard Room Hire - Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) - 25% discount - booking 1-month in advance of date only - per hour	**	23.75	4.75	28.50	1.25	1.50	5.26%	25.00	5.00	30.00	
173	Eastbury Manor House - Community/Charity - Old Hall Hire - Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) - 25% discount - booking 1-month in advance of date only - per hour	**				39.00	46.80	100.00%	39.00	7.80	46.80	New charge introduced to ensure staff costs are covered
174	Eastbury Manor House - Community/Charity - East Chamber Hire - Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) - 25% discount - booking 1-month in advance of date only - per hour	**				56.00	67.20	100.00%	56.00	11.20	67.20	
175	Eastbury Manor House - Admission charges NT/SPAB member	*	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	Not listed previously. Part of lease agreement with National Trust
176	Eastbury Manor House - Admission charges Adult	*	4.00	0.00	4.00	1.00	1.00	25.00%	5.00	0.00	5.00	Increase proposed because Admission charges are very low compared to other National Trust properties
177	Eastbury Manor House - Admission charges LBBB Adult	*	3.00	0.00	3.00	(3.00)	0.00	-100.00%	0.00	0.00	0.00	100th anniversary celebrations to mark EMH being saved
178	Eastbury Manor House - Admission charges Adult (Group)	*	4.00	0.00	4.00	0.00	0.00	0.00%	4.00	0.00	4.00	100th anniversary celebrations to mark EMH being saved. Want to encourage National Trust groups
179	Eastbury Manor House - Admission charges LBBB Adult (Group)	*	2.00	0.00	2.00	(2.00)	0.00	-100.00%	0.00	0.00	0.00	100th anniversary celebrations to mark EMH being saved
180	Eastbury Manor House - Admission charges concessions	*	2.00	0.00	2.00	0.50	0.50	25.00%	2.50	0.00	2.50	Increase proposed because Admission charges are very low compared to other NT properties
181	Eastbury Manor House - Admission charges LBBB Concessions	*	1.50	0.00	1.50	(1.50)	0.00	-100.00%	0.00	0.00	0.00	100th anniversary celebrations to mark EMH being saved. Want to encourage National Trust groups
182	Eastbury Manor House - Admission charges Child aged 5-15	*	2.00	0.00	2.00	0.50	0.50	25.00%	2.50	0.00	2.50	Increase proposed because Admission charges are very low compared to other National Trust properties
183	Eastbury Manor House - Admission charges LBBB Child aged 5-15	*	1.50	0.00	1.50	(1.50)	0.00	-100.00%	0.00	0.00	0.00	100th anniversary celebrations to mark EMH being saved. Want to encourage National Trust groups
184	Eastbury Manor House - Admission charges family (2 adults with up to 2 children)	*	8.00	0.00	8.00	1.00	1.00	12.50%	9.00	0.00	9.00	Increase proposed because Admission charges are very low compared to other NT properties
185	Eastbury Manor House - Admission charges LBBB Family (2 adults with up to 4 children)	*	6.00	0.00	6.00	(6.00)	0.00	-100.00%	0.00	0.00	0.00	100th anniversary celebrations to mark EMH being saved. Want to encourage National Trust groups
186	Eastbury Manor House - Admission charges special events - minimum	*	2.50	0.00	2.50	0.50	0.50	20.00%	3.00	0.00	3.00	To cover material costs.
187	Eastbury Manor House - Admission charges special events - maximum	*	65.00	0.00	65.00	2.00	2.00	3.08%	67.00	0.00	66.70	

Description of Service			Current 2017/18 Charge			Proposed Increase / (Decrease)			Proposed 2018/19 Charge			Rationale for fee change
Heritage Services - Valence House												
188	Valence House - Commercial - Education Room (half room) per hour	**	22.08	4.42	26.50	0.86	1.00	3.90%	22.94	4.59	27.50	Increased by 3.9% RPI, rounded to 2.dp
189	Valence House - Commercial - Education Room (whole room) per hour	**	44.17	8.83	53.00	1.72	2.00	3.90%	45.89	9.18	55.00	
190	Valence House - Commercial - Function Room per hour	**	22.08	4.42	26.50	0.86	1.00	3.90%	22.94	4.59	27.50	
191	Valence House - LBBB Internal - Education Room (half room) per hour	*	22.50		22.50	0.88	0.90	3.90%	23.38	0.00	23.40	
192	Valence House - LBBB Internal - Education Room (whole room) per hour	*	45.00		45.00	1.76	1.80	3.90%	46.76	0.00	46.80	
193	Valence House - LBBB Internal - Function Room per hour	*	15.00		15.00	0.58	0.60	3.90%	15.59	0.00	15.60	
194	Valence House - Education loan box per week	*	21.00	0.00	21.00	1.00	1.00	4.76%	22.00	0.00	22.00	
195	Archives & Local Studies Reprographics - A4 b/w	**	5.00	1.00	6.00	0.00	0.00	0.00%	5.00	1.00	6.00	
196	Archives & Local Studies Reprographics- A3 b/w	**	10.00	2.00	12.00	0.00	0.00	0.00%	10.00	2.00	12.00	
197	Archives & Local Studies Reprographics - A4 colour	**	8.33	1.67	10.00	0.00	0.00	0.04%	8.33	1.67	10.00	
198	Archives & Local Studies Reprographics - A3 colour	**	20.00	4.00	24.00	0.00	0.00	0.00%	20.00	4.00	24.00	
199	Archives & Local Studies Reprographics- Digital scan (up to 300dpi) for e-mail	**	5.00	1.00	6.00	0.00	0.00	0.00%	5.00	1.00	6.00	
200	Archives & Local Studies Reprographics- Digital scan (300+ dpi) includes CD (exc post)	**	15.00	3.00	18.00	0.00	0.00	0.00%	15.00	3.00	18.00	
201	Photography day license	**	5.00	1.00	6.00	0.00	0.00	0.00%	5.00	1.00	6.00	
202	Archives & Local Studies Reprographics- Recorded post and packing	**	2.50	0.50	3.00	0.00	0.00	0.00%	2.50	0.50	3.00	
203	Archives & Local Studies Reprographics - Photocopies A4	**	0.17	0.03	0.20	0.00	0.00	0.00%	0.17	0.03	0.20	Rounded, and no increase necessary in line with other local services
204	Archives & Local Studies Reprographics - Photocopies A3	**	0.33	0.07	0.40	0.00	0.00	1.01%	0.33	0.07	0.40	
205	Archives & Local Studies Reprographics - remote users max 30 minute look up and print out (inc post)	**	8.33	1.67	10.00	0.67	0.80	8.04%	9.00	1.80	10.80	RPI uplift 3.9%, rounded to the nearest whole number
206	Archives & Local Studies Reproduction fees for publications- books/ periodicals one country one language	**	77.50	15.50	93.00	3.50	4.20	4.52%	81.00	16.20	97.20	
207	Archives & Local Studies Reproduction fees for publications- books/ periodicals world one language	**	98.33	19.67	118.00	4.17	5.00	4.24%	102.50	20.50	123.00	
208	Archives & Local Studies Reproduction fees for publications- books/ periodicals world multi language	**	125.00	25.00	150.00	5.00	6.00	4.00%	130.00	26.00	156.00	
209	Archives & Local Studies Reproduction fees for publications- book jackets, CD video cases one country one language	**	87.71	17.54	105.25	3.79	4.55	4.32%	91.50	18.30	109.80	
210	Archives & Local Studies Reproduction fees for publications- book jackets, CD video cases world multi language	**	155.00	31.00	186.00	6.50	7.80	4.19%	161.50	32.30	193.80	
211	Archives & Local Studies Reproduction fees for stills for TV/films and exhibitions - One programme, 5 year unlimited licence	**	309.58	61.92	371.50	12.42	14.90	4.01%	322.00	64.40	386.40	
212	Archives & Local Studies Reproduction fees for stills for commercial re-sale TV/films and exhibitions - Postcards, greeting cards, posters and other advertising material	**	155.00	31.00	186.00	6.50	7.80	4.19%	161.50	32.30	193.80	
213	Archives & Local Studies Reproduction fees for stills for TV/films and exhibitions - commercial web pages	**	77.50	15.50	93.00	3.50	4.20	4.52%	81.00	16.20	97.20	
214	Archives & Local Studies Reproduction fees for stills for TV/films and exhibitions - Personal (non commercial)/charity web pages	**	36.25	7.25	43.50	1.75	2.10	4.83%	38.00	7.60	45.60	
215	Archive Day Workshop	**	187.50	37.50	225.00	7.50	9.00	4.00%	195.00	39.00	234.00	
Heritage Education												
216	Heritage education & Outreach - non-LBBB School visit to heritage venue with facilitator (min charge 30 children) cost per child	*	8.50	0.00	8.50	0.00	0.00	0.00%	8.50	0.00	8.50	
217	Heritage education & Outreach - LBBB School visit to heritage venue (min charge 30 children) cost per child	*	6.00	0.00	6.00	0.00	0.00	0.00%	6.00	0.00	6.00	
218	Heritage education & Outreach - LBBB School outreach session (min 2 sessions delivered)	*	51.00	0.00	51.00	0.00	0.00	0.00%	51.00	0.00	51.00	
219	Heritage education & Outreach - community outreach/talk	*	35.50		35.50	1.00	1.00	2.82%	36.50	0.00	36.50	Small increase proposed to ensure demand levels are maintained and potentially increased.
220	Heritage education - rate per day for development of specific schemes (externally funded)	**	187.50	37.50	225.00	4.17	5.00	2.22%	191.67	38.33	230.00	
221	Heritage education & Outreach - Workshops Children's half -day	*	3.50	0.00	3.50	0.10	0.10	2.86%	3.60	0.00	3.60	
222	Heritage education & Outreach - Workshops Adults full -day (minimum)	*	5.50		5.50	0.10	0.10	1.82%	5.60	0.00	5.60	
223	Heritage education & Outreach - Workshops Adults full -day (maximum)	*	10.50		10.50	20.00	20.00	190.48%	30.50	0.00	30.50	Increase to cover costs of new range of workshops
224	Heritage education & Outreach - Workshops Talks (minimum)	*	4.00		4.00	0.00	0.00	0.00%	4.00	0.00	4.00	
225	Heritage education & Outreach - Workshops Talks (maximum)	*	20.50		20.50	0.50	0.50	2.44%	21.00	0.00	21.00	Small increase proposed to ensure demand levels are maintained and potentially increased.
226	Tours out of hours minimum charge	*	51.00		51.00	1.50	1.50	2.94%	52.50	0.00	52.50	
227	Tours (daytime) per person	*	4.00		4.00	0.00	0.00	0.00%	4.00	0.00	4.00	
228	Costume character led tour (daytime) per person	*	5.00		5.00	0.00	0.00	0.00%	5.00	0.00	5.00	
229	Costume character led tour out of hours minimum charge	*	40.00		40.00	2.00	2.00	5.00%	42.00	0.00	42.00	Small increase proposed to ensure demand levels are maintained and potentially increased.
Events												
230	Public liability cover for non commercial park use - up to £2 million	*	20.40	0.00	20.40	0.60	0.60	2.94%	21.00	0.00	21.00	

Description of Service			Current 2017/18 Charge			Proposed Increase / (Decrease)			Proposed 2018/19 Charge			Rationale for fee change
231	Park use (Non-animal Circus) - Small - up to 500 seats per performance day	*	249.00	0.00	249.00	9.00	9.00	3.61%	258.00	0.00	258.00	The Council has plans to fundamentally review its Events Policy & associated fees & charges, so only an inflationary increase is considered appropriate at this time.
232	Park use (Non-animal Circus) - Large - over 500 seats per performance day	*	422.00	0.00	422.00	16.00	16.00	3.79%	438.00	0.00	438.00	
233	All Event Organisers incl. Fairs & Circuses - Non performance day - per day	*	122.00	0.00	122.00	4.00	4.00	3.28%	126.00	0.00	126.00	
234	Park use by Fairs - Small Fair per day (6 or less adult rides)	*	376.00	0.00	376.00	14.00	14.00	3.72%	390.00	0.00	390.00	
235	Park use by Fairs - Large Fair per day (7 or more adult rides)	*	481.00	0.00	481.00	18.00	18.00	3.74%	499.00	0.00	499.00	
236	Park use - Events (non commercial and commercial) - Negotiable i.e. POA	*	Negotiable/POA						Negotiable/POA			New charge - negotiable charge based on Council input, support & associated resource implications
237	Park use - Event application fee - Non commercial	*							25.00	0.00	25.00	Proposed charges based on the recommendations included in the Council's Parks and Open Spaces Strategy (adopted 2017)
238	Park use - Event application fee - Commercial	*							100.00	0.00	100.00	
239	Event - Deposit - Non commercial - Attendance up to 4,999	*							100.00	0.00	100.00	
240	Event - Deposit - Non commercial - Attendance 5,000 plus	*							500.00	0.00	500.00	
241	Event - Deposit - Commercial - Attendance up to 4,999	*							500.00	0.00	500.00	
242	Event - Deposit - Commercial - Attendance 5,000 plus	*							1,000.00	0.00	1,000.00	
	Ranger Services											
243	Education charges: School groups (half day)	*	87.00	0.00	87.00	3.00	3.00	3.45%	90.00	0.00	90.00	
244	Education charges: School groups (full day)	*	142.00	0.00	142.00	5.00	5.00	3.52%	147.00	0.00	147.00	
245	Education: Community groups (per person per 2 hours session) (minimum group size 10)	*	3.00	0.00	3.00	0.00	0.00	0.00%	3.00	0.00	3.00	Description of service revised i.e added minimum group size to ensure we cover costs
246	Education: Other (per person)	*	39.00	0.00	39.00	1.00	1.00	2.56%	40.00	0.00	40.00	
247	Barking Park: Visitor Centre Room Hire: Main Hall per hour (min charge 1.5 hrs)	*	17.00	0.00	17.00	5.00	5.00	29.41%	22.00	0.00	22.00	Proposed higher than inflation charge is in line with similar rooms for hire in local area following a benchmarking review.
248	Barking Park: Visitor Centre Room Hire: Seminar room per hour (min charge 1.5 hrs)	*	9.00	0.00	9.00	6.00	6.00	66.67%	15.00	0.00	15.00	
249	Barking Park: Visitor Centre Kids Parties (Ranger managed per person per hr) (min charge 10 people) (min charge 1.5 hrs)	*	6.00	0.00	6.00	1.00	1.00	16.67%	7.00	0.00	7.00	Description of service revised i.e added minimum hire period time of 1.5 hrs
250	Millennium Centre - Hire of Classroom (min charge 1.5 hrs)	*	17.00	0.00	17.00	5.00	5.00	29.41%	22.00	0.00	22.00	Proposed higher than inflation charge is in line with similar rooms for hire in local area following a benchmarking review.
251	Millennium Centre/Barking Park Centre - Out of Hours Hire (per hr)	*	44.00	0.00	44.00	1.00	1.00	2.27%	45.00	0.00	45.00	Description of service revised i.e added (per hr) wording to clarify what the charge relates to
252	Room Hire Deposit	*							50.00	0.00	50.00	New Charge To cover any additional costs resulting from the hire e.g. cleaning, damages etc
	Growth & Homes											
	General Housing		Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)	
253	Eastbrookend - Travellers caravan site Weekly Licence Charge - Single Pitch	*	75.20	0.00	75.20	(0.20)	(0.20)	-0.27%	75.00	0.00	75.00	LHA Rate Oct 2017 (rounded) used - Shared - no change
254	Eastbrookend - Travellers caravan site Weekly Licence Charge - Double Pitch	*	192.60	0.00	192.60	0.00	0.40	0.00%	192.60	0.00	193.00	LHA Rate Oct 2017 (rounded) used - Double no change
255	338 Heathway - Heathway Supported Accommodation Scheme	*	158.50	0.00	158.50	0.50	0.50	0.32%	159.00	0.00	159.00	Same as last year
	Right To Buy (RTB)/Right to Invest (RTI)											
256	Repayment of Discount	*	190.00	0.00	190.00	7.50	7.50	3.95%	197.50	0.00	197.50	
257	Deeds of Covenant/Rectification/Variation/Enforcement	*	1,010.00	0.00	1,010.00	39.50	39.50	3.91%	1,049.50	0.00	1,049.50	
258	Licences	*	1,010.00	0.00	1,010.00	39.50	39.50	3.91%	1,049.50	0.00	1,049.50	
259	Licences for Garden Land	*	475.00	0.00	475.00	18.53	19.00	3.90%	493.53	0.00	494.00	
260	Sale of Garden Land	*	1,010.00	0.00	1,010.00	39.50	39.50	3.91%	1,049.50	0.00	1,049.50	
261	Duplicate DS1/Replacement form 53	*	72.00	0.00	72.00	2.81	3.00	3.90%	74.81	0.00	75.00	
262	Deed of Release	*	1,310.00	0.00	1,310.00	51.50	51.50	3.93%	1,361.50	0.00	1,361.50	
263	Copy Transfer	*	130.00	0.00	130.00	5.50	5.50	4.23%	135.50	0.00	135.50	
264	Notice of Assignment	*	180.00	0.00	180.00	7.50	7.50	4.17%	187.50	0.00	187.50	
265	Notice of Mortgage -	*	180.00	0.00	180.00	7.50	7.50	4.17%	187.50	0.00	187.50	
266	Notice of Sub-let (excludes RTI)	*	180.00	0.00	180.00	7.50	7.50	4.17%	187.50	0.00	187.50	
267	Postponements	*	155.00	0.00	155.00	6.50	6.50	4.19%	161.50	0.00	161.50	
268	Retrieval of file	*	36.00	0.00	36.00	1.50	1.50	4.17%	37.50	0.00	37.50	
269	Duplicate Transfer/Lease (Unsealed)	*	85.00	0.00	85.00	3.50	3.50	4.12%	88.50	0.00	88.50	
270	Duplicate Papers (Flats)	*	85.00	0.00	85.00	3.50	3.50	4.12%	88.50	0.00	88.50	
271	Duplicate Papers (House)	*	60.00	0.00	60.00	2.50	2.50	4.17%	62.50	0.00	62.50	
272	General Photocopy (Per sheet)	*	3.50	0.00	3.50	0.14	0.50	3.90%	3.64	0.00	4.00	
273	Copy of S.125 (Landlord's Offer Notice)	*	36.00	0.00	36.00	1.50	1.50	4.17%	37.50	0.00	37.50	
274	Certificate Of Compliance	*	90.00	0.00	90.00	3.51	4.00	3.90%	93.51	0.00	94.00	
275	Buy Back of Council Lease	*	535.00	0.00	535.00	20.87	21.00	3.90%	555.87	0.00	556.00	
276	Deed of Release - Front Garden Parking -	*	535.00	0.00	535.00	20.87	21.00	3.90%	555.87	0.00	556.00	
277	Retrospective Consent (charged by Housing including VAT) -	**	358.33	71.67	430.00	13.98	17.00	3.90%	372.31	74.46	447.00	
278	Lease holders Enquiries (including VAT)	**	358.33	71.67	430.00	13.98	17.00	3.90%	372.31	74.46	447.00	

Description of Service			Current 2017/18 Charge			Proposed Increase / (Decrease)			Proposed 2018/19 Charge			Rationale for fee change
Street Naming and Numbering												
279	Street naming and Numbering Service - New property (1)	**	58.00	12.00	70.00	2.26	3.00	3.90%	61.00	12.00	73.00	The proposed increases are slightly above inflation, however, it is expected that this will not have an impact on the demand for the service
280	Street naming and Numbering Service - change of approved address	**	58.00	12.00	70.00	2.26	3.00	3.90%	61.00	12.00	73.00	
281	Street naming and Numbering Service - New Road Name	**	458.00	92.00	550.00	17.86	21.00	3.90%	476.00	95.00	571.00	
282	Street naming and Numbering Service - New property name	**	292.00	58.00	350.00	11.39	14.00	3.90%	303.00	61.00	364.00	
283	Street naming and Numbering Service - Renaming a Street (In addition administration charges for consulting with existing residents will be levied)	**	458.00	92.00	550.00	142.00	170.00	31.00%	600.00	120.00	720.00	
Pre-Application Charges												
(i) Meetings including a follow-up report												
284	Category C – Medium Scale Development 10-49	**	3,000.00	600.00	3,600.00	2,833.33	3,400.00	94.44%	5,833.00	1,167.00	7,000.00	Benchmarking and true cost of service
285	Category D – Small - Medium Scale Development 4-9	**	1,500.00	300.00	1,800.00	2,500.00	3,000.00	166.67%	4,000.00	800.00	4,800.00	Benchmarking and true cost of service
286	Category E – Small - Medium Scale Development 1-3	**	1,000.00	200.00	1,200.00	666.67	800.00	66.67%	1,667.00	333.00	2,000.00	Benchmarking and true cost of service
287	Category G – Householder Development	**	125.00	25.00	150.00	83.33	100.00	-37.54%	208.33	41.67	250.00	Benchmarking and true cost of service
288	Category F – Small Business Development	**	333.33	66.67	400.00	208.33	250.00	166.67%	500.00	100.00	600.00	Benchmarking and true cost of service
(ii) Meetings without a follow-up report / Follow Up Meetings												
289	Category C – Medium Scale Developments 10-49	**	1,500.00	300.00	1,800.00	1,416.67	1,700.00	94.44%	2,917.00	583.00	3,500.00	Benchmarking and true cost of service
290	Category D – Small - Medium Scale Developments 4-9	**	750.00	150.00	900.00	1,250.00	1,500.00	166.67%	2,000.00	400.00	2,400.00	Benchmarking and true cost of service
291	Category E – Small - Medium Business Developments 1-3	**	500.00	100.00	600.00	333.33	400.00	66.67%	833.00	167.00	1,000.00	Benchmarking and true cost of service
Fast Track Service												
292	Certificates Of Lawfulness (Household Developments) or Advertisement Consent applications.	**	200.00	40.00	240.00	0.00	0.00	0.00%	200.00	40.00	240.00	Currently not greatly utilised but the service is keen to promote this option so no increase proposed. Other minor applications to be separately negotiated.
Planning Performance Agreements												
293	Major	**	12,000.00	2,400.00	14,400.00	4,000.00	4,800.00	33.33%	16,000.00	3,200.00	19,200.00	Benchmarking and true cost of service
Planning Services												
294	Charges to consultant per hour	**	75.00	15.00	90.00	75.00	90.00	100.00%	150.00	30.00	180.00	Actual cost with overheads
Local Land Charges												
295	Full Search (combination of LLC1 (Not Vatable) and Con 29(Vatable))	***	92.00	9.00	101.00	24.50	40.00	26.63%	136.00	16.00	152.00	Fees and charges have been updated to ensure that the Council is operating on a full cost recovery basis for these services. The charges have had increases applied that enable them to remain competitive with local boroughs
296	LLC1 - Not Vatable	**	46.00	0.00	46.00	1.50	11.00	3.26%	57.00	0.00	57.00	
297	Con 29 <R>	**	46.00	9.00	55.00	23.50	29.00	51.09%	79.00	16.00	95.00	
298	Con 29 (O) Questions	**	11.00	2.00	13.00	2.00	3.00	18.18%	15.00	3.00	18.00	
299	Additional Parcel of Land	**	16.00	3.00	19.00	5.50	7.00	34.38%	25.00	5.00	30.00	
300	Common Land Village Green	**	11.00	2.00	13.00	2.00	3.00	18.18%	15.00	3.00	18.00	
*** combination of non-vateable and vateable service												
National Land Information Service												
301	Full Search	**	90.00	18.00	108.00	0.33	0.40	0.37%	90.00	18.00	108.00	The outcome of a long running Court case, involving many councils nationally, resulted in the authority not being able to justify its previous charging model. It is proposed to keep charges largely at existing levels, with only a couple of small adjustments, so they are in line with current national guidelines for Local Land Charges.
302	LLC1	**	40.00	8.00	48.00	(2.00)	(2.40)	-4.17%	38.00	7.60	45.60	
303	Con 29 <R>	**	50.00	10.00	60.00	2.00	2.40	4.00%	52.00	10.00	62.00	
304	Conn 29 (O) Questions	**	12.50	2.50	15.00	0.00	0.00	0.00%	12.50	2.50	15.00	
305	Additional Parcel of Land	**	21.00	4.00	25.00	0.00	0.00	0.00%	21.00	4.00	25.00	
306	Common Land Village Green	**	12.00	2.00	14.00	0.00	0.00	0.00%	12.00	2.00	14.00	
307	Copy Documents - First Page	**	1.33	0.27	1.60	0.00	0.00	0.00%	1.33	0.27	1.60	
308	Copy Documents - Subsequent Pages	**	0.13	0.02	0.15	0.00	0.00	0.00%	0.13	0.02	0.15	
Enforcement												
REGULATORY SERVICES												
Licences												
309	Alcohol License - New Application - Band A	*	100.00	0.00	100.00	0.00	0.00	0.00%	100.00	0.00	100.00	No Change - Statutorily Set
310	Alcohol License - Annual Charge - Band A	*	70.00	0.00	70.00	0.00	0.00	0.00%	70.00	0.00	70.00	No Change - Statutorily Set
311	Alcohol License - New Application - Band B	*	190.00	0.00	190.00	0.00	0.00	0.00%	190.00	0.00	190.00	No Change - Statutorily Set
312	Alcohol License - Annual Charge - Band B	*	180.00	0.00	180.00	0.00	0.00	0.00%	180.00	0.00	180.00	No Change - Statutorily Set
313	Alcohol License - New Application - Band C	*	315.00	0.00	315.00	0.00	0.00	0.00%	315.00	0.00	315.00	No Change - Statutorily Set
314	Alcohol License - Annual Charge - Band C	*	295.00	0.00	295.00	0.00	0.00	0.00%	295.00	0.00	295.00	No Change - Statutorily Set
315	Alcohol License - New Application - Band D	*	450.00	0.00	450.00	0.00	0.00	0.00%	450.00	0.00	450.00	No Change - Statutorily Set
316	Alcohol License - Annual Charge - Band D	*	320.00	0.00	320.00	0.00	0.00	0.00%	320.00	0.00	320.00	No Change - Statutorily Set
317	Alcohol License - New Application - Band E	*	635.00	0.00	635.00	0.00	0.00	0.00%	635.00	0.00	635.00	No Change - Statutorily Set
318	Alcohol License - Annual Charge - Band E	*	350.00	0.00	350.00	0.00	0.00	0.00%	350.00	0.00	350.00	No Change - Statutorily Set
319	Additional License - 5,000 to 9,999	*	1,000.00	0.00	1,000.00	0.00	0.00	0.00%	1,000.00	0.00	1,000.00	No Change - Statutorily Set
320	Additional License - 10,000 to 14,999	*	2,000.00	0.00	2,000.00	0.00	0.00	0.00%	2,000.00	0.00	2,000.00	No Change - Statutorily Set
321	Additional License - 15,000 to 19,999	*	4,000.00	0.00	4,000.00	0.00	0.00	0.00%	4,000.00	0.00	4,000.00	No Change - Statutorily Set

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Description of Service			Current 2017/18 Charge			Proposed Increase / (Decrease)			Proposed 2018/19 Charge			Rationale for fee change
322	Additional License - 20,000 to 29,999	*	8,000.00	0.00	8,000.00	0.00	0.00	0.00%	8,000.00	0.00	8,000.00	No Change - Statutorily Set
323	Additional License - 30,000 to 39,999	*	16,000.00	0.00	16,000.00	0.00	0.00	0.00%	16,000.00	0.00	16,000.00	No Change - Statutorily Set
324	Additional License - 40,000 to 49,999	*	24,000.00	0.00	24,000.00	0.00	0.00	0.00%	24,000.00	0.00	24,000.00	No Change - Statutorily Set
325	Additional License - 50,000 to 59,999	*	32,000.00	0.00	32,000.00	0.00	0.00	0.00%	32,000.00	0.00	32,000.00	No Change - Statutorily Set
326	Additional License - 60,000 to 69,999	*	40,000.00	0.00	40,000.00	0.00	0.00	0.00%	40,000.00	0.00	40,000.00	No Change - Statutorily Set
327	Additional License - 70,000 to 79,999	*	48,000.00	0.00	48,000.00	0.00	0.00	0.00%	48,000.00	0.00	48,000.00	No Change - Statutorily Set
328	Additional License - 80,000 to 89,999	*	56,000.00	0.00	56,000.00	0.00	0.00	0.00%	56,000.00	0.00	56,000.00	No Change - Statutorily Set
329	Additional License - 90,000 and over	*	64,000.00	0.00	64,000.00	0.00	0.00	0.00%	64,000.00	0.00	64,000.00	No Change - Statutorily Set
330	Additional License - 5,000 to 9,999 - Annual Fee	*	500.00	0.00	500.00	0.00	0.00	0.00%	500.00	0.00	500.00	No Change - Statutorily Set
331	Additional License - 10,000 to 14,999 - Annual Fee	*	1,000.00	0.00	1,000.00	0.00	0.00	0.00%	1,000.00	0.00	1,000.00	No Change - Statutorily Set
332	Additional License - 15,000 to 19,999 - Annual Fee	*	2,000.00	0.00	2,000.00	0.00	0.00	0.00%	2,000.00	0.00	2,000.00	No Change - Statutorily Set
333	Additional License - 20,000 to 29,999 - Annual Fee	*	4,000.00	0.00	4,000.00	0.00	0.00	0.00%	4,000.00	0.00	4,000.00	No Change - Statutorily Set
334	Additional License - 30,000 to 39,999 - Annual Fee	*	8,000.00	0.00	8,000.00	0.00	0.00	0.00%	8,000.00	0.00	8,000.00	No Change - Statutorily Set
335	Additional License - 40,000 to 49,999 - Annual Fee	*	12,000.00	0.00	12,000.00	0.00	0.00	0.00%	12,000.00	0.00	12,000.00	No Change - Statutorily Set
336	Additional License - 50,000 to 59,999 - Annual Fee	*	16,000.00	0.00	16,000.00	0.00	0.00	0.00%	16,000.00	0.00	16,000.00	No Change - Statutorily Set
337	Additional License - 60,000 to 69,999 - Annual Fee	*	20,000.00	0.00	20,000.00	0.00	0.00	0.00%	20,000.00	0.00	20,000.00	No Change - Statutorily Set
338	Additional License - 70,000 to 79,999 - Annual Fee	*	24,000.00	0.00	24,000.00	0.00	0.00	0.00%	24,000.00	0.00	24,000.00	No Change - Statutorily Set
339	Additional License - 80,000 to 89,999 - Annual Fee	*	28,000.00	0.00	28,000.00	0.00	0.00	0.00%	28,000.00	0.00	28,000.00	No Change - Statutorily Set
340	Additional License - 90,000 and over - Annual Fee	*	32,000.00	0.00	32,000.00	0.00	0.00	0.00%	32,000.00	0.00	32,000.00	No Change - Statutorily Set
341	Application for the grant or renewal of a personal licence	*	37.00	0.00	37.00	0.00	0.00	0.00%	37.00	0.00	37.00	No Change - Statutorily Set
342	Temporary event notice	*	21.00	0.00	21.00	0.00	0.00	0.00%	21.00	0.00	21.00	No Change - Statutorily Set
343	Theft, loss, etc.of premises licence or summary	*	10.50	0.00	10.50	0.00	0.00	0.00%	10.50	0.00	10.50	No Change - Statutorily Set
344	Application for a provisional statement where premises being built etc.	*	315.00	0.00	315.00	0.00	0.00	0.00%	315.00	0.00	315.00	No Change - Statutorily Set
345	Notification of change of name or address	*	10.50	0.00	10.50	0.00	0.00	0.00%	10.50	0.00	10.50	No Change - Statutorily Set
346	Application to vary licence to specify individual as premises supervisor	*	23.00	0.00	23.00	0.00	0.00	0.00%	23.00	0.00	23.00	No Change - Statutorily Set
347	Application for transfer of premises licence	*	23.00	0.00	23.00	0.00	0.00	0.00%	23.00	0.00	23.00	No Change - Statutorily Set
348	Interim authority notice following death etc.of licence holder	*	23.00	0.00	23.00	0.00	0.00	0.00%	23.00	0.00	23.00	No Change - Statutorily Set
349	Theft, loss etc.of certificate or summary	*	10.50	0.00	10.50	0.00	0.00	0.00%	10.50	0.00	10.50	No Change - Statutorily Set
350	Notification of change of name or alteration of rules of club	*	10.50	0.00	10.50	0.00	0.00	0.00%	10.50	0.00	10.50	No Change - Statutorily Set
351	Change of relevant registered address of club	*	10.50	0.00	10.50	0.00	0.00	0.00%	10.50	0.00	10.50	No Change - Statutorily Set
352	Theft, loss etc.of temporary event notice	*	10.50	0.00	10.50	0.00	0.00	0.00%	10.50	0.00	10.50	No Change - Statutorily Set
353	Theft, loss etc.of personal licence	*	10.50	0.00	10.50	0.00	0.00	0.00%	10.50	0.00	10.50	No Change - Statutorily Set
354	Duty to notify change of name or address	*	10.50	0.00	10.50	0.00	0.00	0.00%	10.50	0.00	10.50	No Change - Statutorily Set
355	Right of freeholder etc.to be notified of licensing matters	*	21.00	0.00	21.00	0.00	0.00	0.00%	21.00	0.00	21.00	No Change - Statutorily Set
356	Application to vary premises licence at community premises to include alternative licence condition	*	23.00	0.00	23.00	0.00	0.00	0.00%	23.00	0.00	23.00	No Change - Statutorily Set
357	Application for minor variation	*	89.00	0.00	89.00	0.00	0.00	0.00%	89.00	0.00	89.00	No Change - Statutorily Set
	Hypnotism Fees and Charges											
358	Single Performance License	*	175.00	0.00	175.00	6.83	7.00	3.90%	181.83	0.00	182.00	New simplified fee structure to replace old one
359	Multiple Performances License	*	260.00	0.00	260.00	10.50	10.50	4.04%	270.50	0.00	270.50	
360	Licences - Special treatment premises- Category 1 Laser treatment	*	528.00	0.00	528.00	20.59	21.00	3.90%	548.59	0.00	549.00	
361	Licences - Special treatment premises- Category 2 electrical, tattooing, body piercing etc.	*	377.00	0.00	377.00	14.70	15.00	3.90%	391.70	0.00	392.00	
362	Licences - Special treatment premises- Category 3 massage, manicure, pedicure , tanning etc	*	264.00	0.00	264.00	11.00	11.00	4.17%	275.00	0.00	275.00	
363	Licences - Special treatment premises- Category 4 ear lobe and nostril piercing	*	113.00	0.00	113.00	4.50	4.50	3.98%	117.50	0.00	117.50	
364	Licences - Special treatment premises- Category 1 Laser treatment - Renewal	*	528.00	0.00	528.00	20.59	21.00	3.90%	548.59	0.00	549.00	
365	Licences - Special treatment premises- Category 2 electrical, tattooing, body piercing etc. - Renewal	*	377.00	0.00	377.00	14.70	15.00	3.90%	391.70	0.00	392.00	
366	Licences - Special treatment premises- Category 3 massage, manicure, pedicure , tanning etc - Renewal	*	264.00	0.00	264.00	11.00	11.00	4.17%	275.00	0.00	275.00	
367	Licences - Special treatment premises- Category 4 ear lobe and nostril piercing - Renewal	*	113.00	0.00	113.00	4.50	4.50	3.98%	117.50	0.00	117.50	
368	Licences - Special treatment premises- Category 1 Laser treatment - Transfer	*	528.00	0.00	528.00	20.59	21.00	3.90%	548.59	0.00	549.00	
369	Licences - Special treatment premises- Category 2 electrical, tattooing, body piercing etc. - Transfer	*	377.00	0.00	377.00	14.70	15.00	3.90%	391.70	0.00	392.00	
370	Licences - Special treatment premises- Category 3 massage, manicure, pedicure , tanning etc - Transfer	*	264.00	0.00	264.00	11.00	11.00	4.17%	275.00	0.00	275.00	
371	Licences - Special treatment premises- Category 4 ear lobe and nostril piercing - Transfer	*	113.00	0.00	113.00	4.50	4.50	3.98%	117.50	0.00	117.50	
372	Licences - Special treatment premises- health and safety at work change of practitioner	*	80.50	0.00	80.50	3.14	3.50	3.90%	83.64	0.00	84.00	
373	Licences - Animals (a) Dog Breeders	*	232.50	0.00	232.50	9.07	9.50	3.90%	241.57	0.00	242.00	
374	Licences - Animals (b) Riding Establishments	*	642.00	0.00	642.00	25.50	25.50	3.97%	667.50	0.00	667.50	
375	Licences - Animals (c) Animal Boarding	*	441.00	0.00	441.00	17.50	17.50	3.97%	458.50	0.00	458.50	
376	Licences - Animals (d) Pet Shops	*	332.00	0.00	332.00	12.95	13.00	3.90%	344.95	0.00	345.00	
377	Licences - Animals (e) Dangerous Wild Animals	*	450.00	0.00	450.00	17.55	18.00	3.90%	467.55	0.00	468.00	
378	Licences - Performing animals	*	231.00	0.00	231.00	9.50	9.50	4.11%	240.50	0.00	240.50	
379	Licences - New Sex Shop Licence	*	3,563.00	0.00	3,563.00	138.96	139.00	3.90%	3,701.96	0.00	3,702.00	

Description of Service			Current 2017/18 Charge			Proposed Increase / (Decrease)			Proposed 2018/19 Charge			Rationale for fee change
380	Licences - Sex Shop - Renewal	*	2,545.00	0.00	2,545.00	99.50	99.50	3.91%	2,644.50	0.00	2,644.50	
381	Licences - Safety at sports ground Act- fees charged on officer time spent processing application (Inc Explosives)	*	188.00	0.00	188.00	12.00	12.00	6.38%	200.00	0.00	200.00	
382	Licences - Auction Rooms Registration	*	565.00	0.00	565.00	22.50	22.50	3.98%	587.50	0.00	587.50	
383	Licences - Occasional Sales- up to 50 stalls/vehicles/pitches	*	121.00	0.00	121.00	4.72	5.00	3.90%	125.72	0.00	126.00	
384	Licences - Occasional Sales- 51-150 stalls/vehicles/pitches	*	192.00	0.00	192.00	7.50	7.50	3.91%	199.50	0.00	199.50	
385	Licences - Occasional Sales- over 150 stalls/vehicles/pitches	*	332.00	0.00	332.00	12.95	13.00	3.90%	344.95	0.00	345.00	
386	Scrap metal Site License (Time spent - minutes) - New	*	427.50	0.00	427.50	17.00	17.00	3.98%	444.50	0.00	444.50	
387	Scrap metal Site License (Time spent - minutes) - Renewal	*	420.00	0.00	420.00	20.00	20.00	4.76%	440.00	0.00	440.00	
388	Scrap metal Site License (Time spent - minutes) - Variation	*	158.00	0.00	158.00	6.50	6.50	4.11%	164.50	0.00	164.50	
389	Scrap metal Collectors License (Time spent - minutes) - New	*	255.00	0.00	255.00	9.95	10.00	3.90%	264.95	0.00	265.00	
390	Scrap metal Collectors License (Time spent - minutes) - Renewal	*	250.00	0.00	250.00	9.75	10.00	3.90%	259.75	0.00	260.00	
391	Scrap metal Collectors License (Time spent - minutes) - Variation	*	107.00	0.00	107.00	4.50	4.50	4.21%	111.50	0.00	111.50	
392	Buy With Confidence - Application	**	108.33	21.67	130.00	4.23	5.00	3.90%	112.56	22.51	135.00	
393	Buy With Confidence - Renewal	**	108.33	21.67	130.00	4.23	5.00	3.90%	112.56	22.51	135.00	
394	Registration - Lotteries	*	57.50	0.00	57.50	2.50	2.50	4.35%	60.00	0.00	60.00	
395	Registration - Lotteries renewal	*	57.50	0.00	57.50	2.50	2.50	4.35%	60.00	0.00	60.00	
	New Regional Casino premises licence											
396	Application for a provisional statement	*	15,000.00	0.00	15,000.00	0.00	0.00	0.00%	15,000.00	0.00	15,000.00	No Change - Statutorily Set
397	Application for a new premises licence	*	15,000.00	0.00	15,000.00	0.00	0.00	0.00%	15,000.00	0.00	15,000.00	No Change - Statutorily Set
398	Application to vary a new premises licence	*	7,500.00	0.00	7,500.00	0.00	0.00	0.00%	7,500.00	0.00	7,500.00	No Change - Statutorily Set
399	Application to transfer a premises licence	*	6,500.00	0.00	6,500.00	0.00	0.00	0.00%	6,500.00	0.00	6,500.00	No Change - Statutorily Set
400	Application for a new premises licence with Provisional Statement	*	8,000.00	0.00	8,000.00	0.00	0.00	0.00%	8,000.00	0.00	8,000.00	No Change - Statutorily Set
401	Annual fee	*	15,000.00	0.00	15,000.00	0.00	0.00	0.00%	15,000.00	0.00	15,000.00	No Change - Statutorily Set
402	Reinstatement of a licence	*	6,500.00	0.00	6,500.00	0.00	0.00	0.00%	6,500.00	0.00	6,500.00	No Change - Statutorily Set
403	Copy of licence	*	25.00	0.00	25.00	0.00	0.00	0.00%	25.00	0.00	25.00	No Change - Statutorily Set
404	Notification of change of details	*	38.50	0.00	38.50	0.00	0.00	0.00%	38.50	0.00	38.50	No Change - Statutorily Set
	New Large Casino premises licence											
405	Application for a provisional statement	*	10,000.00	0.00	10,000.00	0.00	0.00	0.00%	10,000.00	0.00	10,000.00	No Change - Statutorily Set
406	Application for a new premises licence	*	10,000.00	0.00	10,000.00	0.00	0.00	0.00%	10,000.00	0.00	10,000.00	No Change - Statutorily Set
407	Application to vary a new premises licence	*	5,000.00	0.00	5,000.00	0.00	0.00	0.00%	5,000.00	0.00	5,000.00	No Change - Statutorily Set
408	Application to transfer a premises licence	*	2,150.00	0.00	2,150.00	0.00	0.00	0.00%	2,150.00	0.00	2,150.00	No Change - Statutorily Set
409	Application for a new premises licence with Provisional Statement	*	5,000.00	0.00	5,000.00	0.00	0.00	0.00%	5,000.00	0.00	5,000.00	No Change - Statutorily Set
410	Annual fee	*	10,000.00	0.00	10,000.00	0.00	0.00	0.00%	10,000.00	0.00	10,000.00	No Change - Statutorily Set
411	Reinstatement of a licence	*	2,150.00	0.00	2,150.00	0.00	0.00	0.00%	2,150.00	0.00	2,150.00	No Change - Statutorily Set
412	Copy of licence	*	25.00	0.00	25.00	0.00	0.00	0.00%	25.00	0.00	25.00	No Change - Statutorily Set
413	Notification of change of details	*	38.50	0.00	38.50	0.00	0.00	0.00%	38.50	0.00	38.50	No Change - Statutorily Set
	New Small Casino premises licence											
414	Application for a provisional statement	*	8,000.00	0.00	8,000.00	0.00	0.00	0.00%	8,000.00	0.00	8,000.00	No Change - Statutorily Set
415	Application for a new premises licence	*	8,000.00	0.00	8,000.00	0.00	0.00	0.00%	8,000.00	0.00	8,000.00	No Change - Statutorily Set
416	Application to vary a new premises licence	*	4,000.00	0.00	4,000.00	0.00	0.00	0.00%	4,000.00	0.00	4,000.00	No Change - Statutorily Set
417	Application to transfer a premises licence	*	1,800.00	0.00	1,800.00	0.00	0.00	0.00%	1,800.00	0.00	1,800.00	No Change - Statutorily Set
418	Application for a new premises licence with Provisional Statement	*	3,000.00	0.00	3,000.00	0.00	0.00	0.00%	3,000.00	0.00	3,000.00	No Change - Statutorily Set
419	Annual fee	*	5,000.00	0.00	5,000.00	0.00	0.00	0.00%	5,000.00	0.00	5,000.00	No Change - Statutorily Set
420	Reinstatement of a licence	*	1,800.00	0.00	1,800.00	0.00	0.00	0.00%	1,800.00	0.00	1,800.00	No Change - Statutorily Set
421	Copy of licence	*	25.00	0.00	25.00	0.00	0.00	0.00%	25.00	0.00	25.00	No Change - Statutorily Set
422	Notification of change of details	*	38.50	0.00	38.50	0.00	0.00	0.00%	38.50	0.00	38.50	No Change - Statutorily Set
	Converted Casino premises licence											
423	Fast track conversion application	*	300.00	0.00	300.00	0.00	0.00	0.00%	300.00	0.00	300.00	No Change - Statutorily Set
424	Non-Fast track conversion application	*	2,000.00	0.00	2,000.00	0.00	0.00	0.00%	2,000.00	0.00	2,000.00	No Change - Statutorily Set
425	Application to vary a new premises licence	*	2,000.00	0.00	2,000.00	0.00	0.00	0.00%	2,000.00	0.00	2,000.00	No Change - Statutorily Set
426	Application to transfer a premises licence	*	1,350.00	0.00	1,350.00	0.00	0.00	0.00%	1,350.00	0.00	1,350.00	No Change - Statutorily Set
427	Annual fee	*	3,000.00	0.00	3,000.00	0.00	0.00	0.00%	3,000.00	0.00	3,000.00	No Change - Statutorily Set
428	Reinstatement of a licence	*	1,350.00	0.00	1,350.00	0.00	0.00	0.00%	1,350.00	0.00	1,350.00	No Change - Statutorily Set
429	Copy of licence	*	25.00	0.00	25.00	0.00	0.00	0.00%	25.00	0.00	25.00	No Change - Statutorily Set
430	Notification of change of details	*	38.50	0.00	38.50	0.00	0.00	0.00%	38.50	0.00	38.50	No Change - Statutorily Set
	Bingo premises licence											
431	Fast track conversion application	*	300.00	0.00	300.00	0.00	0.00	0.00%	300.00	0.00	300.00	No Change - Statutorily Set
432	Non -Fast track conversion application	*	1,750.00	0.00	1,750.00	0.00	0.00	0.00%	1,750.00	0.00	1,750.00	No Change - Statutorily Set
433	Application for a provisional statement	*	1,200.00	0.00	1,200.00	0.00	0.00	0.00%	1,200.00	0.00	1,200.00	No Change - Statutorily Set
434	Application for a new premises licence	*	3,500.00	0.00	3,500.00	0.00	0.00	0.00%	3,500.00	0.00	3,500.00	No Change - Statutorily Set
435	Application to vary a new premises licence	*	1,750.00	0.00	1,750.00	0.00	0.00	0.00%	1,750.00	0.00	1,750.00	No Change - Statutorily Set
436	Application to transfer a premises licence	*	1,200.00	0.00	1,200.00	0.00	0.00	0.00%	1,200.00	0.00	1,200.00	No Change - Statutorily Set
437	Application for a new premises licence with Provisional Statement	*	1,200.00	0.00	1,200.00	0.00	0.00	0.00%	1,200.00	0.00	1,200.00	No Change - Statutorily Set
438	Annual fee	*	1,000.00	0.00	1,000.00	0.00	0.00	0.00%	1,000.00	0.00	1,000.00	No Change - Statutorily Set
439	Reinstatement of a licence	*	1,200.00	0.00	1,200.00	0.00	0.00	0.00%	1,200.00	0.00	1,200.00	No Change - Statutorily Set

Description of Service			Current 2017/18 Charge			Proposed Increase / (Decrease)			Proposed 2018/19 Charge			Rationale for fee change
440	Copy of licence	*	25.00	0.00	25.00	0.00	0.00	0.00%	25.00	0.00	25.00	No Change - Statutorily Set
441	Notification of change of details	*	38.50	0.00	38.50	0.00	0.00	0.00%	38.50	0.00	38.50	No Change - Statutorily Set
Betting premises (other) licence												
442	Fast track conversion application	*	300.00	0.00	300.00	0.00	0.00	0.00%	300.00	0.00	300.00	No change - Currently set at the maximum
443	Non -Fast track conversion application	*	1,750.00	0.00	1,750.00	0.00	0.00	0.00%	1,750.00	0.00	1,750.00	No change - Currently set at the maximum
444	Application for a provisional statement	*	3,000.00	0.00	3,000.00	0.00	0.00	0.00%	3,000.00	0.00	3,000.00	No change - Currently set at the maximum
445	Application for a new premises licence	*	3,000.00	0.00	3,000.00	0.00	0.00	0.00%	3,000.00	0.00	3,000.00	No change - Currently set at the maximum
446	Application to vary a new premises licence	*	1,500.00	0.00	1,500.00	0.00	0.00	0.00%	1,500.00	0.00	1,500.00	No change - Currently set at the maximum
447	Application to transfer a premises licence	*	1,200.00	0.00	1,200.00	0.00	0.00	0.00%	1,200.00	0.00	1,200.00	No change - Currently set at the maximum
448	Application for a new premises licence with Provisional Statement	*	1,500.00	0.00	1,500.00	0.00	0.00	0.00%	1,500.00	0.00	1,500.00	No change - Currently set at the maximum
449	Annual fee	*	600.00	0.00	600.00	0.00	0.00	0.00%	600.00	0.00	600.00	No change - Currently set at the maximum
450	Reinstatement of a licence	*	1,200.00	0.00	1,200.00	0.00	0.00	0.00%	1,200.00	0.00	1,200.00	No change - Currently set at the maximum
451	Copy of licence	*	25.00	0.00	25.00	0.00	0.00	0.00%	25.00	0.00	25.00	No change - Currently set at the maximum
452	Notification of change of details	*	38.50	0.00	38.50	0.00	0.00	0.00%	38.50	0.00	38.50	No change - Currently set at the maximum
Betting premises (track) licence												
453	Fast track conversion application	*	300.00	0.00	300.00	0.00	0.00	0.00%	300.00	0.00	300.00	No change - Currently set at the maximum
454	Non -Fast track conversion application	*	1,250.00	0.00	1,250.00	0.00	0.00	0.00%	1,250.00	0.00	1,250.00	No change - Currently set at the maximum
455	Application for a provisional statement	*	2,500.00	0.00	2,500.00	0.00	0.00	0.00%	2,500.00	0.00	2,500.00	No change - Currently set at the maximum
456	Application for a new premises licence	*	2,500.00	0.00	2,500.00	0.00	0.00	0.00%	2,500.00	0.00	2,500.00	No change - Currently set at the maximum
457	Application to vary a new premises licence	*	1,250.00	0.00	1,250.00	0.00	0.00	0.00%	1,250.00	0.00	1,250.00	No change - Currently set at the maximum
458	Application to transfer a premises licence	*	950.00	0.00	950.00	0.00	0.00	0.00%	950.00	0.00	950.00	No change - Currently set at the maximum
459	Application for a new premises licence with Provisional Statement	*	950.00	0.00	950.00	0.00	0.00	0.00%	950.00	0.00	950.00	No change - Currently set at the maximum
460	Annual fee	*	1,000.00	0.00	1,000.00	0.00	0.00	0.00%	1,000.00	0.00	1,000.00	No change - Currently set at the maximum
461	Reinstatement of a licence	*	950.00	0.00	950.00	0.00	0.00	0.00%	950.00	0.00	950.00	No change - Currently set at the maximum
462	Copy of licence	*	25.00	0.00	25.00	0.00	0.00	0.00%	25.00	0.00	25.00	No change - Currently set at the maximum
463	Notification of change of details	*	38.50	0.00	38.50	0.00	0.00	0.00%	38.50	0.00	38.50	No change - Currently set at the maximum
Adult Gaming Centre premises licence												
464	Fast track conversion application	*	300.00	0.00	300.00	0.00	0.00	0.00%	300.00	0.00	300.00	No change - Currently set at the maximum
465	Non -Fast track conversion application	*	1,000.00	0.00	1,000.00	0.00	0.00	0.00%	1,000.00	0.00	1,000.00	No change - Currently set at the maximum
466	Application for a provisional statement	*	2,000.00	0.00	2,000.00	0.00	0.00	0.00%	2,000.00	0.00	2,000.00	No change - Currently set at the maximum
467	Application for a new premises licence	*	2,000.00	0.00	2,000.00	0.00	0.00	0.00%	2,000.00	0.00	2,000.00	No change - Currently set at the maximum
468	Application to vary a new premises licence	*	1,000.00	0.00	1,000.00	0.00	0.00	0.00%	1,000.00	0.00	1,000.00	No change - Currently set at the maximum
469	Application to transfer a premises licence	*	1,200.00	0.00	1,200.00	0.00	0.00	0.00%	1,200.00	0.00	1,200.00	No change - Currently set at the maximum
470	Application for a new premises licence with Provisional Statement	*	1,200.00	0.00	1,200.00	0.00	0.00	0.00%	1,200.00	0.00	1,200.00	No change - Currently set at the maximum
471	Annual fee	*	1,000.00	0.00	1,000.00	0.00	0.00	0.00%	1,000.00	0.00	1,000.00	No change - Currently set at the maximum
472	Reinstatement of a licence	*	1,200.00	0.00	1,200.00	0.00	0.00	0.00%	1,200.00	0.00	1,200.00	No change - Currently set at the maximum
473	Copy of licence	*	25.00	0.00	25.00	0.00	0.00	0.00%	25.00	0.00	25.00	No change - Currently set at the maximum
474	Notification of change of details	*	38.50	0.00	38.50	0.00	0.00	0.00%	38.50	0.00	38.50	No change - Currently set at the maximum
Family entertainment centre premises licence												
475	Fast track conversion application	*	300.00	0.00	300.00	0.00	0.00	0.00%	300.00	0.00	300.00	No change - Currently set at the maximum
476	Non -Fast track conversion application	*	1,000.00	0.00	1,000.00	0.00	0.00	0.00%	1,000.00	0.00	1,000.00	No change - Currently set at the maximum
477	Application for a provisional statement	*	2,000.00	0.00	2,000.00	0.00	0.00	0.00%	2,000.00	0.00	2,000.00	No change - Currently set at the maximum
478	Application for a new premises licence	*	2,000.00	0.00	2,000.00	0.00	0.00	0.00%	2,000.00	0.00	2,000.00	No change - Currently set at the maximum
479	Application to vary a new premises licence	*	1,000.00	0.00	1,000.00	0.00	0.00	0.00%	1,000.00	0.00	1,000.00	No change - Currently set at the maximum
480	Application to transfer a premises licence	*	950.00	0.00	950.00	0.00	0.00	0.00%	950.00	0.00	950.00	No change - Currently set at the maximum
481	Application for a new premises licence with Provisional Statement	*	950.00	0.00	950.00	0.00	0.00	0.00%	950.00	0.00	950.00	No change - Currently set at the maximum
482	Annual fee	*	750.00	0.00	750.00	0.00	0.00	0.00%	750.00	0.00	750.00	No change - Currently set at the maximum
483	Reinstatement of a licence	*	950.00	0.00	950.00	0.00	0.00	0.00%	950.00	0.00	950.00	No change - Currently set at the maximum
484	Copy of licence	*	25.00	0.00	25.00	0.00	0.00	0.00%	25.00	0.00	25.00	No change - Currently set at the maximum
485	Notification of change of details	*	38.50	0.00	38.50	0.00	0.00	0.00%	38.50	0.00	38.50	No change - Currently set at the maximum
Other Licences												
486	Other income - Pollution - Seizure of Equipment by Noise Patrol -Fee for reclamation of property (NON-BUSINESS)	*	217.00	0.00	217.00	33.00	33.00	15.21%	250.00	0.00	250.00	Reflect Market rates
487	Dog Warden Service - Stray Dog Collection	*	84.00	0.00	84.00	3.00	3.00	3.57%	87.00	0.00	87.00	Reflect Market rates
488	Dog Warden Service - Administration Fee	*	28.50	0.00	28.50	4.50	4.50	15.79%	33.00	0.00	33.00	Reflect Market rates
489	Dog Warden Service - Cost Per Night in Kennel	*	28.50	0.00	28.50	4.50	4.50	15.79%	33.00	0.00	33.00	Reflect Market rates
490	Micro chip implants - Implant and registration with national pet register per animal (VARIABLE)	**	9.33	1.87	11.20	5.67	6.80	60.77%	15.00	3.00	18.00	Reflect Market rates
PARKING												
On Street Parking Services												
491	Resident permits (Price band A) (Electric car) - 1st vehicle	*	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
492	Resident permits (Price band A) (Electric car) - 2nd vehicle	*	20.50	0.00	20.50	0.50	0.00	0.00%	21.00	0.00	21.00	
493	Resident permits (Price band A) (Electric car) - 3rd	*	41.00	0.00	41.00	0.00	0.00	0.00%	41.00	0.00	41.00	
494	Resident permits (Price band A) (Electric car) - 4th and subsequent	*	41.00	0.00	41.00	0.00	0.00	0.00%	41.00	0.00	41.00	

Description of Service			Current 2017/18 Charge			Proposed Increase / (Decrease)			Proposed 2018/19 Charge			Rationale for fee change
495	Resident permits (Price band B) (1100 cc or less) - 1st vehicle	*	22.50	0.00	22.55	0.50	0.00	0.00%	23.00	0.00	23.00	
496	Resident permits (Price band B) (1100 cc or less) - 2nd vehicle	*	47.00	0.00	46.61	0.00	0.00	0.00%	47.00	0.00	47.00	
497	Resident permits (Price band B) (1100 cc or less) - 3rd	*	81.00	0.00	81.18	0.00	0.00	0.00%	81.00	0.00	81.00	
498	Resident permits (Price band B) (1100 cc or less) - 4th and subsequent	*	88.00	0.00	87.95	0.00	0.00	0.00%	88.00	0.00	88.00	
499	Resident permits (Price band C) (1101-1300 cc)- 1st vehicle	*	22.50	0.00	22.55	0.50	0.00	0.00%	23.00	0.00	23.00	
500	Resident permits (Price band C) (1101-1300 cc) - 2nd vehicle	*	47.00	0.00	46.61	0.00	0.00	0.00%	47.00	0.00	47.00	
501	Resident permits (Price band C) (1101-1300 cc) - 3rd	*	81.00	0.00	81.18	0.00	0.00	0.00%	81.00	0.00	81.00	
502	Resident permits (Price band C) (1101-1300 cc) - 4th and subsequent	*	88.00	0.00	87.95	0.00	0.00	0.00%	88.00	0.00	88.00	
503	Resident permits (Price band D) (1301 to 1600 cc) - 1st vehicle	*	28.00	0.00	28.27	0.00	0.00	0.00%	28.00	0.00	28.00	
504	Resident permits (Price band D) (1301 to 1600 cc) - 2nd vehicle	*	62.00	0.00	62.31	0.00	0.00	0.00%	62.00	0.00	62.00	
505	Resident permits (Price band D) (1301 to 1600 cc) - 3rd	*	95.00	0.00	95.04	0.00	0.00	0.00%	95.00	0.00	95.00	
506	Resident permits (Price band D) (1301 to 1600 cc) - 4th and subsequent	*	103.00	0.00	102.96	0.00	0.00	0.00%	103.00	0.00	103.00	
507	Resident permits (Price band E) (1601 to 1800 cc) - 1st vehicle	*	34.00	0.00	34.10	0.00	0.00	0.00%	34.00	0.00	34.00	
508	Resident permits (Price band E) (1601 to 1800 cc) - 2nd vehicle	*	74.00	0.00	74.41	0.00	0.00	0.00%	74.00	0.00	74.00	
509	Resident permits (Price band E) (1601 to 1800 cc) - 3rd	*	108.00	0.00	108.24	0.00	0.00	0.00%	108.00	0.00	108.00	
510	Resident permits (Price band E) (1601 to 1800 cc) - 4th and subsequent	*	117.00	0.00	117.26	0.00	0.00	0.00%	117.00	0.00	117.00	
511	Resident permits (Price band F) (1801 to 2000 cc) - 1st vehicle	*	43.00	0.00	43.20	0.00	0.00	0.00%	43.00	0.00	43.00	
512	Resident permits (Price band F) (1801 to 2000 cc) - 2nd vehicle	*	87.00	0.00	87.12	0.00	0.00	0.00%	87.00	0.00	87.00	
513	Resident permits (Price band F) (1801 to 2000 cc) - 3rd	*	122.00	0.00	122.10	0.00	0.00	0.00%	122.00	0.00	122.00	
514	Resident permits (Price band F) (1801 to 2000 cc) - 4th and subsequent	*	132.00	0.00	132.28	0.00	0.00	0.00%	132.00	0.00	132.00	
515	Resident permits (Price band G) (2001 to 3000 cc) - 1st vehicle	*	49.00	0.00	49.20	0.00	0.00	0.00%	49.00	0.00	49.00	
516	Resident permits (Price band G) (2001 to 3000 cc) - 2nd vehicle	*	99.00	0.00	99.22	0.00	0.00	0.00%	99.00	0.00	99.00	
517	Resident permits (Price band G) (2001 to 3000 cc) - 3rd	*	135.00	0.00	135.30	0.00	0.00	0.00%	135.00	0.00	135.00	
518	Resident permits (Price band G) (2001 to 3000 cc) - 4th and subsequent	*	147.00	0.00	146.58	0.00	0.00	0.00%	147.00	0.00	147.00	
519	Resident permits (Price band H) (3001+ cc)- 1st vehicle	*	74.00	0.00	73.80	0.00	0.00	0.00%	74.00	0.00	74.00	
520	Resident permits (Price band H) (3001+ cc) - 2nd vehicle	*	149.00	0.00	148.83	0.00	0.00	0.00%	149.00	0.00	149.00	
521	Resident permits (Price band H) (3001+ cc) - 3rd	*	162.00	0.00	162.36	0.00	0.00	0.00%	162.00	0.00	162.00	
522	Resident permits (Price band H) (3001+ cc) - 4th and subsequent vehicle	*	176.00	0.00	175.89	0.00	0.00	0.00%	176.00	0.00	176.00	
	Traffic Management orders On street											
523	Change to traffic management order	*	1,500.00	0.00	1,500.00	750.00	750.00	50.00%	2,250.00	0.00	2,250.00	Reflect market rates
524	Traffic Management order revoke	*	1,500.00	0.00	1,500.00	750.00	750.00	50.00%	2,250.00	0.00	2,250.00	Reflect market rates
525	Traffic Management order; Temporary	*	3,500.00	0.00	3,500.00	1,750.00	1,750.00	50.00%	5,250.00	0.00	5,250.00	Reflect market rates
526	Traffic Management order; Experimental	*	3,500.00	0.00	3,500.00	1,750.00	1,750.00	50.00%	5,250.00	0.00	5,250.00	Reflect market rates
527	Traffic Management order; Permanent	*	4,000.00	0.00	4,000.00	2,000.00	2,000.00	50.00%	6,000.00	0.00	6,000.00	Reflect market rates
528	Signs and Lines infrastructure implementation per metre	*	550.00	0.00	550.00	275.00	275.00	50.00%	825.00	0.00	825.00	Reflect market rates
529	New parking post / plate	*	150.00	0.00	150.00	75.00	75.00	50.00%	225.00	0.00	225.00	Reflect market rates
530	Implementation / Removal of new bay markings	*	150.00	0.00	150.00	75.00	75.00	50.00%	225.00	0.00	225.00	Reflect market rates
531	Implementation of personalised Disabled Bay	*	350.00	0.00	350.00	175.00	175.00	50.00%	525.00	0.00	525.00	Reflect market rates
	Parking Other Permits											
532	Domestic carer permit - Year	*	120.00	0.00	120.00	4.68	5.00	3.90%	124.68	0.00	125.00	
533	Domestic carer permit - 6 months	*	80.00	0.00	80.00	3.50	3.50	3.90%	83.50	0.00	83.50	
534	Visitor Session- 4 Hours	*	9.40	0.00	9.40	(7.90)	(7.90)	-84.04%	1.50	0.00	1.50	Changed to daily rate per session
535	Visitor Session- 1 day	*	17.40	0.00	17.40	(14.70)	(14.70)	-84.48%	2.70	0.00	2.70	Changed to daily rate per session
536	Parking Waiver - Daily	*	30.00	0.00	30.00	1.00	1.00	3.90%	31.00	0.00	31.00	
537	Parking Waiver - Weekly	*	100.00	0.00	100.00	3.90	4.00	3.90%	103.90	0.00	104.00	
538	Vehicle release from locked car park location	*	150.00	0.00	150.00	5.85	6.00	3.90%	155.85	0.00	156.00	
539	Car Club annual permit	*	1,000.00	0.00	1,000.00	39.00	39.00	3.90%	1,039.00	0.00	1,039.00	
540	Operational Permit - 4 Hours	*	308.00	0.00	308.00	154.00	154.00	50.00%	462.00	0.00	462.00	
541	Staff Permits - Standard (Annual)	**	269.37	53.88	323.25	10.51	12.75	3.90%	279.88	55.98	336.00	
542	Staff Permits - Priority (Annual)	**	458.33	91.67	550.00	17.88	21.00	3.90%	476.21	95.24	571.00	
543	Red / Police Permit	**	600.00	120.00	720.00	23.40	28.00	3.90%	623.40	124.68	748.00	
544	Staff Permits – Daily charge	**	1.25	0.25	1.50	0.08	0.10	3.90%	1.33	0.27	1.60	
545	Staff Permit Fob	**	12.50	2.50	15.00	0.49	1.00	3.90%	12.99	2.60	16.00	
546	Temporary permit	*	20.40	0.00	20.40	10.20	10.60	50.00%	30.60	0.00	31.00	Reflect market rates
547	Business / Trade Permit	*	313.20	0.00	313.20	156.60	156.80	50.00%	469.80	0.00	470.00	Reflect market rates
548	Doctors Permit	*	320.40	0.00	320.40	160.20	160.60	50.00%	480.60	0.00	481.00	Reflect market rates
549	Vehicle Relocation	*							180.00	0.00	180.00	New charge
550	Administration fee - change/refund of permits	*							30.00	0.00	30.00	
	Major (London Road Multi-Storey) (no free 30 minutes) Off street											
551	Upto 1 hr	**	1.00	0.00	1.00	0.25	0.50	50.00%	1.25	0.25	1.50	Reflect market rates
552	Up to 2 hrs	**	2.00	0.00	2.00	0.50	1.00	50.00%	2.50	0.50	3.00	Reflect market rates
553	Up to 4 hrs	**	3.50	0.00	3.50	0.88	1.75	50.00%	4.38	0.88	5.25	Reflect market rates
554	Up to 6 hours	**	5.50	0.00	5.50	1.38	2.75	50.00%	6.88	1.38	8.25	Reflect market rates
555	Up to 8 hours	**	9.00	0.00	9.00	2.25	4.50	50.00%	11.25	2.25	13.50	Reflect market rates
556	Up to 12 hours	**	16.00	0.00	16.00	4.00	8.00	50.00%	20.00	4.00	24.00	Reflect market rates
557	Overnight (8pm - 8am)	**	5.50	0.00	5.50	1.38	2.75	50.00%	6.88	1.38	8.25	Reflect market rates

Description of Service			Current 2017/18 Charge			Proposed Increase / (Decrease)			Proposed 2018/19 Charge			Rationale for fee change
Major Off street												
558	30 min	**	Free	0.00	Free	0.00	0.00	0.00%	0.00	0.00	0.00	
559	up to 1 hr	**	1.00	0.00	1.00	0.25	0.50	50.00%	1.25	0.25	1.50	Reflect market rates
560	up to 2 hrs	**	3.00	0.00	3.00	0.75	1.50	50.00%	3.75	0.75	4.50	Reflect market rates
561	up to 4 hrs	**	7.00	0.00	7.00	1.75	3.50	50.00%	8.75	1.75	10.50	Reflect market rates
Major On Street												
562	30 min	*	Free	0.00	Free	0.00	0.00	0.00%	0.00	0.00	0.00	
563	up to 1 hr	*	1.00	0.00	1.00	0.25	0.50	50.00%	1.25	0.25	1.50	Reflect market rates
564	up to 2 hrs	*	3.00	0.00	3.00	0.75	1.50	50.00%	3.75	0.75	4.50	Reflect market rates
565	up to 4 hrs	*	7.00	0.00	7.00	1.75	3.50	50.00%	8.75	1.75	10.50	Reflect market rates
District (The Mall Multi-Storey) (no free 30 minutes) Off Street												
566	Upto 1 hr	**	0.50	0.00	0.50	0.13	0.25	50.00%	0.63	0.13	0.75	Reflect market rates
567	Up to 2 hrs	**	1.00	0.00	1.00	0.25	0.50	50.00%	1.25	0.25	1.50	Reflect market rates
568	Up to 4 hrs	**	3.00	0.00	3.00	0.75	1.50	50.00%	3.75	0.75	4.50	Reflect market rates
569	Up to 6 hours	**	4.00	0.00	4.00	1.00	2.00	50.00%	5.00	1.00	6.00	Reflect market rates
570	Up to 8 hours	**	5.50	0.00	5.50	1.38	2.75	50.00%	6.88	1.38	8.25	Reflect market rates
571	Up to 12 hours	**	9.00	0.00	9.00	2.25	4.50	50.00%	11.25	2.25	13.50	Reflect market rates
District Off Street												
572	30 min	**	Free	0.00	Free	0.00	0.00	0.00%	0.00	0.00	0.00	
573	up to 1 hr	**	0.50	0.00	0.50	0.13	0.25	50.00%	0.63	0.13	0.75	Reflect market rates
574	up to 2 hrs	**	1.00	0.00	1.00	0.25	0.50	50.00%	1.25	0.25	1.50	Reflect market rates
575	up to 4 hrs	**	1.50	0.00	1.50	0.38	0.75	50.00%	1.88	0.38	2.25	Reflect market rates
	Overnight (7pm - 7am)								1.88	0.38	2.25	New charge in line with market rates
District On street												
576	30 min	*	Free	0.00	Free	0.00	0.00	0.00%	0.00	0.00	0.00	
577	up to 1 hr	*	0.50	0.00	0.50	0.25	0.25	50.00%	0.75	0.00	0.75	Reflect market rates
578	up to 2 hrs	*	1.00	0.00	1.00	0.50	0.50	50.00%	1.50	0.00	1.50	Reflect market rates
579	up to 4 hrs	*	2.00	0.00	2.00	1.00	1.00	50.00%	3.00	0.00	3.00	Reflect market rates
Season Tickets Major (6am - 8pm) (London Road Car Park) Off Street												
580	1 month	**	48.75	9.75	48.75	12.19	2.44	50.00%	60.94	12.19	73.13	Reflect market rates
580	3 months	**	145.83	29.17	175.00	72.92	14.58	50.00%	218.75	43.75	262.50	Reflect market rates
581	6 months	**	265.00	53.00	318.00	132.50	26.50	50.00%	397.50	79.50	477.00	Reflect market rates
582	12 months	**	485.83	97.17	583.00	242.92	48.58	50.00%	728.75	145.75	874.50	Reflect market rates
Season Tickets Major (8pm - 6am) (London Road Car Park) Off Street												
583	3 months	**	50.00	10.00	60.00	25.00	30.00	50.00%	75.00	15.00	90.00	Reflect market rates
584	6 months	**	91.67	18.33	110.00	45.83	55.00	50.00%	137.50	27.50	165.00	Reflect market rates
585	12 months	**	165.83	33.17	199.00	82.92	99.50	50.00%	248.75	49.75	298.50	Reflect market rates
Season Tickets Major (24/7) (London Road Car Park) Off Street												
586	1 month	**	63.33	12.67	76.00	31.67	38.00	50.00%	95.00	19.00	114.00	Reflect market rates
586	3 months	**	190.00	38.00	228.00	95.00	114.00	50.00%	285.00	57.00	342.00	Reflect market rates
587	6 months	**	342.50	68.50	411.00	171.25	205.50	50.00%	513.75	102.75	616.50	Reflect market rates
588	12 months	**	646.67	129.33	776.00	323.33	388.00	50.00%	970.00	194.00	1,164.00	Reflect market rates
Season Tickets District (24/7) (The Mall Multi-Storey) Off Street												
589	3 months	**	62.67	12.53	75.20	31.33	37.60	50.00%	94.00	18.80	112.80	Reflect market rates
590	6 months	**	116.67	23.33	140.00	58.33	70.00	50.00%	175.00	35.00	210.00	Reflect market rates
591	12 months	**	217.50	43.50	261.00	108.75	130.50	50.00%	326.25	65.25	391.50	Reflect market rates
Parks Car Park Off Street (All LBBD parks) off street												
592	up to 1 hr	**	Free		0.00	Free	0.00	Free	0.00	0.00	0.00	
593	up to 2 hrs	**	0.80	0.20	1.00				1.00	0.20	1.20	Reflect market rates
594	up to 4 hrs	**	1.60	0.40	2.00				2.00	0.40	2.40	Reflect market rates
Off Street Car park season ticket for specified locations only												
595	3 months	**	62.50	12.50	75.00	#REF!	#REF!	50.00%	#REF!	#REF!	#REF!	Reflect market rates
596	6 months	**	153.00	30.60	150.00	34.50	75.00	50.00%	187.50	37.50	225.00	Reflect market rates
597	12 months	**	280.00	56.00	300.00	95.00	150.00	50.00%	375.00	75.00	450.00	Reflect market rates
Associate Permit Off Street												
598	4 months	**	106.00	0.00	106.00	26.50	53.00	50.00%	132.50	26.50	159.00	Reflect market rates
599	6 months	**	153.00	0.00	153.00	38.25	76.50	50.00%	191.25	38.25	229.50	Reflect market rates
600	12 months	**	280.00	0.00	280.00	70.00	140.00	50.00%	350.00	70.00	420.00	Reflect market rates

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Description of Service			Current 2017/18 Charge			Proposed Increase / (Decrease)			Proposed 2018/19 Charge			Rationale for fee change
	Essential work permit On Street											
601	12 months	*	250.00	250.00	250.00	62.50	125.00	50.00%	312.50	62.50	375.00	Reflect market rates
	Bay Suspension / Dispensation On Street											
602	Daily (per bay)	*	65.00		65.00	65.00	65.00	100.00%	108.33	21.67	130.00	Reflect market rates
603	Weekly (per bay)	*	195.00		195.00	195.00	195.00	100.00%	325.00	65.00	390.00	Reflect market rates
	CCTV											
604	CCTV application and survey	*							400.00	0.00	400.00	New
605	Downloads per hour	*							50.00	0.00	50.00	New
606	Deployable camera installation £75.00 per camera	*							75.00	0.00	75.00	New
607	Admin Fee	*							50.00	0.00	50.00	New charge
	Barking Market and Street Trading.											
	Street Trading Services											
608	Street Trading Charges - 2 metres+ -	*	336.00	0.00	336.00	13.50	13.50	4.02%	349.50	0.00	349.50	
609	1 to 2 metres -	*	268.00	0.00	268.00	10.50	10.50	3.92%	278.50	0.00	278.50	
610	Small area (-1 metre).	*	212.00	0.00	212.00	8.50	8.50	4.01%	220.50	0.00	220.50	
611	Mobile Catering Vans -	*	336.00	0.00	336.00	13.50	13.50	4.02%	349.50	0.00	349.50	
612	Leaflet Distribution - Main Distributor - First application fee & 1 day distribution	*	48.00	0.00	48.00	2.00	2.00	4.17%	50.00	0.00	50.00	
613	Leaflet Distribution - Associate licence - First application fee & 1 day distribution	*	22.00	0.00	22.00	3.00	3.00	13.64%	25.00	0.00	25.00	
614	Leaflet Distribution - Main Distributor - Renewal fee & 1 day distribution	*	37.00	0.00	37.00	1.50	1.50	4.05%	38.50	0.00	38.50	
615	Leaflet Distribution - Associate licence - Renewal fee & 1 day distribution	*	18.00	0.00	18.00	0.70	1.00	3.90%	18.70	0.00	19.00	
616	Leaflet Distribution - extra charge per day per licence (Max 6 days)	*	11.20	0.00	11.20	3.80	3.80	33.93%	15.00	0.00	15.00	
	Saturdays - Card Payment											
617	Ripple Rd (Square) - price per foot including licence fee	*	5.00	0.00	5.00	0.00	0.00	0.00%	5.00	0.00	5.00	
618	East St (Top) - price per foot including licence fee	*	5.00	0.00	5.00	0.00	0.00	0.00%	5.00	0.00	5.00	
619	East St (Bottom) - price per foot including licence fee	*	4.50	0.00	4.50	0.00	0.00	0.00%	4.50	0.00	4.50	
620	Short Blue Square - price per foot including licence fee	*	5.00	0.00	5.00	0.00	0.00	0.00%	5.00	0.00	5.00	
621	Casuals (On top of charge) - price per foot including licence fee	*	6.00	0.00	6.00	0.00	0.00	0.00%	6.00	0.00	6.00	
	Saturdays - Cash Payment											
622	Ripple Rd (Square) - price per foot including licence fee	*	5.00	0.00	5.00	0.00	0.00	0.00%	5.00	0.00	5.00	
623	East St (Top) - price per foot including licence fee	*	5.00	0.00	5.00	0.00	0.00	0.00%	5.00	0.00	5.00	
624	East St (Bottom) - price per foot including licence fee	*	4.50	0.00	4.50	0.00	0.00	0.00%	4.50	0.00	4.50	
625	Short Blue Square - price per foot including licence fee	*	5.00	0.00	5.00	0.00	0.00	0.00%	5.00	0.00	5.00	
626	Casuals (On top of charge) - price per foot including licence fee	*	6.00	0.00	6.00	0.00	0.00	0.00%	6.00	0.00	6.00	
	Weekday - Card Payment											
627	Ripple Rd (Square) - price per foot including licence fee	*	4.00	0.00	4.00	0.00	0.00	0.00%	4.00	0.00	4.00	
628	East St (Top) - price per foot including licence fee	*	4.00	0.00	4.00	0.00	0.00	0.00%	4.00	0.00	4.00	
629	East St (Bottom) - price per foot including licence fee	*	3.00	0.00	3.00	0.00	0.00	0.00%	3.00	0.00	3.00	
630	Short Blue Square - price per foot including licence fee	*	4.00	0.00	4.00	0.00	0.00	0.00%	4.00	0.00	4.00	
631	Casuals (On top of charge) - price per foot including licence fee	*	6.00	0.00	6.00	0.00	0.00	0.00%	6.00	0.00	6.00	
632	Tables & Chairs (per set) (Up to 2sq Metres)	*	5.00	0.00	5.00	0.00	0.00	0.00%	5.00	0.00	5.00	
633	Tables & Chairs (per set) (Up to 3sq Metres)	*	6.50	0.00	6.50	0.00	0.00	0.00%	6.50	0.00	6.50	
634	Fines - Late Payment	*	10.50	0.00	10.50	0.00	0.00	0.00%	10.50	0.00	10.50	
635	Fines - License Replacement	*	26.00	0.00	26.00	0.00	0.00	0.00%	26.00	0.00	26.00	
636	Fines - Late Removal of Vans	*	10.50	0.00	10.50	0.00	0.00	0.00%	10.50	0.00	10.50	
	Weekday - Cash Payment											
637	Ripple Rd (Square) - price per foot including licence fee	*	4.00	0.00	4.00	0.00	0.00	0.00%	4.00	0.00	4.00	
638	East St (Top) - price per foot including licence fee	*	4.00	0.00	4.00	0.00	0.00	0.00%	4.00	0.00	4.00	
639	East St (Bottom) - price per foot including licence fee	*	3.15	0.00	3.15	0.00	0.00	0.00%	3.15	0.00	3.15	
640	Short Blue Square - price per foot including licence fee	*	4.00	0.00	4.00	0.00	0.00	0.00%	4.00	0.00	4.00	
641	Casuals (On top of charge) - price per foot including licence fee	*	6.00	0.00	6.00	0.00	0.00	0.00%	6.00	0.00	6.00	
642	Tables & Chairs (per set) (Up to 2sq Metres)	*	5.50	0.00	5.50	0.00	0.00	0.00%	5.50	0.00	5.50	
643	Tables & Chairs (per set) (Up to 3sq Metres)	*	7.00	0.00	7.00	0.00	0.00	0.00%	7.00	0.00	7.00	
644	Fines - Late Payment	*	11.00	0.00	11.00	0.00	0.00	0.00%	11.00	0.00	11.00	
645	Fines - License Replacement	*	27.00	0.00	27.00	0.00	0.00	0.00%	27.00	0.00	27.00	
646	Fines - Late Removal of Vans	*	11.00	0.00	11.00	0.00	0.00	0.00%	11.00	0.00	11.00	
	Building Control											
647	Hourly rate for fees and charges	**	86.53	17.31	104.00	3.37	4.00	3.90%	89.90	17.98	108.00	
	Small Domestic Building, Extensions and Alterations Plan Charge											
648	Detached Building, garage carport or both, floor area not exceeding 40sqm	**	336.78	67.36	404.14	23.22	27.86	6.89%	360.00	72.00	432.00	

Description of Service			Current 2017/18 Charge			Proposed Increase / (Decrease)			Proposed 2018/19 Charge			Rationale for fee change
649	Any extension to a dwelling exceeding 10sqm but not exceeding 40sqm floor area	**	552.27	110.45	662.72	21.73	26.08	3.93%	574.00	114.80	688.80	
650	Any extension to a dwelling exceeding 40sqm but not exceeding 60sqm floor area	**	729.57	145.91	875.48	(0.57)	0.00	0.00%	729.00	145.80	875.00	
651	Internal alterations e.g. Simple through lounge, chimney breast removal etc where the estimated costs is less than £2000	**	167.97	33.59	201.56	32.03	38.44	19.07%	200.00	40.00	240.00	
	Charges for New Dwellings			0.00	0.00							
652	1 house or flat	**	583.65	116.73	700.38	79.35	95.62	13.60%	663.00	132.60	796.00	
653	2 houses or flats	**	780.47	156.09	936.56	89.53	107.44	11.47%	870.00	174.00	1,044.00	
654	3 houses or flats	**	979.83	195.97	1,175.80	65.17	78.20	6.65%	1,045.00	209.00	1,254.00	
655	4 houses or flats	**	1,147.80	229.56	1,377.36	87.20	104.64	7.60%	1,235.00	247.00	1,482.00	
656	5 houses or flats	**	1,334.60	266.92	1,601.52	62.40	74.48	4.68%	1,397.00	279.40	1,676.00	
	Estimated cost of Work where other charge does not apply											
657	Up to £2,000	**	167.97	33.59	201.56	12.03	14.44	7.16%	180.00	36.00	216.00	
658	Up to £2,001 - £5,000	**	256.20	51.24	307.44	28.80	34.56	11.24%	285.00	57.00	342.00	
659	Up to £5,001 - £10,000	**	308.79	61.76	370.55	76.21	91.45	24.68%	385.00	77.00	462.00	
660	Up to £10,001 - £20,000	**	452.16	90.43	542.59	72.84	87.41	16.11%	525.00	105.00	630.00	
661	Up to £20,000 - £30,000	**	592.99	118.60	711.59	62.01	74.41	10.46%	655.00	131.00	786.00	
662	Up to £40,001 - £50,000	**	680.36	136.07	816.43	162.64	195.57	23.90%	843.00	168.60	1,012.00	
663	Up to £50,001 - £60,000	**	866.15	173.23	1,039.38	69.85	83.62	8.06%	936.00	187.20	1,123.00	
664	Up to £60,001 - £70,000	**	952.68	190.54	1,143.22	68.32	81.78	7.17%	1,021.00	204.20	1,225.00	
665	Up to £70,001 - £80,000	**	1,040.91	208.18	1,249.09	99.09	118.91	9.52%	1,140.00	228.00	1,368.00	
666	Up to £80,001 - £90,000	**	1,147.80	229.56	1,377.36	82.20	98.64	7.16%	1,230.00	246.00	1,476.00	
667	Up to £90,000 - £100,000	**	1,252.99	250.60	1,503.59	100.01	120.41	7.98%	1,353.00	270.60	1,624.00	
668	Regularisation Charge is 120% of Building Notice Charge	**										
669	Section 80 Notification of Demolition application fee of £210 which is not subject to VAT	*							210.00	0.00	210.00	New
670	Regularisation Charge is 120% of Building Notice Charge	**										
	HMO Licensing											
671	HMO - Standard Fee - Up to 5 Rooms	*	920.00	0.00	920.00	35.88	36.00	3.90%	955.88	0.00	956.00	
672	HMO - Standard Fee - Up to 6-10 Rooms	*	1,075.00	0.00	1,075.00	125.00	125.00	11.63%	1,200.00	0.00	1,200.00	
673	HMO - Standard Fee - 10+ Rooms	*	1,175.00	0.00	1,175.00	125.00	125.00	10.64%	1,300.00	0.00	1,300.00	
674	HMO - Standard Fee - 15-19 Rooms	*							1,500.00	0.00	1,500.00	New
675	HMO - Standard Fee - 20 plus Rooms	*							1,650.00	0.00	1,650.00	New
676	HMO - Assisting Applicants Complete Forms - Up to 5 Rooms (+ £7.50 per Room)	*	155.00	0.00	155.00	6.50	6.50	4.19%	161.50	0.00	161.50	
677	HMO - Assisting Applicants Complete Forms - 6-10 Rooms (+ £7.50 per Room)	*	165.00	0.00	165.00	6.50	6.50	3.94%	171.50	0.00	171.50	
678	HMO - Assisting Applicants Complete Forms - 10+ Rooms (+ £7.50 per Room)	*	175.00	0.00	175.00	6.83	7.00	3.90%	181.83	0.00	182.00	
679	HMO - Notice	*	500.00	0.00	500.00	19.50	20.00	3.90%	519.50	0.00	520.00	
	Discretionary Licensing											
680	5 year Selective Private Rented Property Licence fee	*	515.00	0.00	515.00	(9.00)	(9.00)	-1.75%	506.00	0.00	506.00	
681	5 year Additional Private Rented Property Licence fee	*	710.00	0.00	710.00	(10.00)	(10.00)	-1.41%	700.00	0.00	700.00	
682	1 year Selective Private Rented Property Licence fee	*	515.00	0.00	515.00	(9.00)	(9.00)	-1.75%	506.00	0.00	506.00	
683	1 year Additional Private Rented Property Licence fee	*	710.00	0.00	710.00	(10.00)	(10.00)	-1.41%	700.00	0.00	700.00	
684	Change of licence from Selective PRP to Additional PRP	*		0.00	0.00					0.00	0.00	
685	Change of licence from Selective PRP to Additional PRP without additional visit	*							356.00	0.00	356.00	New
686	Change of licence from Selective PRP to Additional PRP with additional visit	*							194.00	0.00	194.00	New
687	Re printing of lost Licence	*							11.00	0.00	11.00	New
	Housing Act 2004											
688	Improvement Notice	*	500.00	0.00	500.00	19.50	20.00	3.90%	519.50	0.00	520.00	
689	Prohibition Order	*	500.00	0.00	500.00	19.50	20.00	3.90%	519.50	0.00	520.00	
690	Hazard Awareness Notice	*	500.00	0.00	500.00	19.50	20.00	3.90%	519.50	0.00	520.00	
691	Emergency Remedial Action	*	500.00	0.00	500.00	19.50	20.00	3.90%	519.50	0.00	520.00	
692	Emergency Prohibition Order	*	500.00	0.00	500.00	19.50	20.00	3.90%	519.50	0.00	520.00	
693	Demolition Order	*	500.00	0.00	500.00	19.50	20.00	3.90%	519.50	0.00	520.00	
	Planning											
694	Planning Enforcement Notice compliance letter	*	206.65	0.00	207.00	8.35	8.35	4.04%	215.00	0.00	215.00	
695	Planning enforcement Condition Compliance letter	*	103.84	0.00	104.00	6.16	6.16	5.93%	110.00	0.00	110.00	
696	Planning enforcement approved plans confirmation letter	*	206.65	0.00	207.00	8.35	8.35	4.04%	215.00	0.00	215.00	
	Highways											
697	Skip Permits	*	50.90	0.00	51.00	1.10	1.10	2.16%	52.00	0.00	52.00	
698	Skip Company Annual Registration Admin Fee	*	274.86	0.00	275.00	7.14	7.14	2.60%	282.00	0.00	282.00	

Description of Service			Current 2017/18 Charge			Proposed Increase / (Decrease)			Proposed 2018/19 Charge			Rationale for fee change
699	Administration fee for processing skips without a permit	*	305.40	0.00	305.00	7.60	8.00	2.49%	313.00	0.00	313.00	
700	Materials (on Highway) licence	*	50.90	0.00	51.00	1.10	1.10	2.16%	52.00	0.00	52.00	
701	Crane licence - 3 Months	*	750.00	0.00	750.00	20.00	20.00	2.67%	770.00	0.00	770.00	
702	Mobile Crane / Cherry Picker licence - One day	*	150.00	0.00	150.00	4.00	4.00	2.67%	154.00	0.00	154.00	
703	Containers on the public highway	*	509.00	0.00	509.00	13.00	13.00	2.55%	522.00	0.00	522.00	
704	Scaffolding licence - 3 Months	*	750.00	0.00	750.00	20.00	20.00	2.67%	770.00	0.00	770.00	
705	Scaffolding licence per linear metre of highway occupied	*	20.36	0.00	20.00	0.64	1.00	3.14%	21.00	0.00	21.00	
706	Hoarding licence	*	750.00	0.00	750.00	20.00	20.00	2.67%	770.00	0.00	770.00	
707	Hoarding licence per 10 linear metres of highway occupied	*	50.90	0.00	51.00	1.10	1.10	2.16%	52.00	0.00	52.00	
708	Section 50 NRSWA licence	*	600.00	0.00	600.00	16.00	16.00	2.67%	616.00	0.00	616.00	
709	Unplanned Road closures (max 21 days)	*	1,650.00	0.00	1,650.00	43.00	43.00	2.61%	1,693.00	0.00	1,693.00	
710	Footway Crossing Application fee	*	154.74	0.00	155.00	4.26	4.26	2.75%	159.00	0.00	159.00	
711	White Lines for demarking individual domestic foot path crossings up to 3.6m wide	*	100.00	0.00	100.00	245.00	245.00	245.00%	345.00	0.00	345.00	
712	White Lines for demarking individual domestic foot path crossings 3.6m - 4.5m wide	*							459.00	0.00	459.00	
713	White Lines for demarking domestic foot path crossings	*	100.00	0.00	100.00	0.00	0.00	0.00%	100.00	0.00	100.00	
Street Works Permit Scheme Charges (LoPS)												
714	Road Category 0,1,2 & Traffic Sensitive - PAA for Major Works	*	106.89	0.00	107.00	0.00	0.00	0.00%	106.89	0.00	107.00	Statutorily Set
715	Road Category 0,1,2 & Traffic Sensitive - Permit for Major Works	*	244.32	0.00	244.00	0.00	0.00	0.00%	244.32	0.00	244.00	
716	Road Category 0,1,2 & Traffic Sensitive - Permit for Standard Works	*	132.34	0.00	132.00	0.00	0.00	0.00%	132.34	0.00	132.00	
717	Road Category 0,1,2 & Traffic Sensitive - Permit for Minor Works	*	66.17	0.00	66.00	0.00	0.00	0.00%	66.17	0.00	66.00	
718	Road Category 0,1,2 & Traffic Sensitive - Permit for Immediate Works	*	61.08	0.00	61.00	0.00	0.00	0.00%	61.08	0.00	61.00	
719	Road Category 0,1,2 & Traffic Sensitive - Permit Variation	*	45.81	0.00	46.00	0.00	0.00	0.00%	45.81	0.00	46.00	
720	Road Category 3 & 4 non Traffic Sensitive - PAA for Major Works	*	76.35	0.00	76.00	0.00	0.00	0.00%	76.35	0.00	76.00	
721	Road Category 3 & 4 non Traffic Sensitive - Permit for Major Works	*	152.70	0.00	153.00	0.00	0.00	0.00%	152.70	0.00	153.00	
722	Road Category 3 & 4 non Traffic Sensitive - Permit for Standard Works	*	76.35	0.00	76.00	0.00	0.00	0.00%	76.35	0.00	76.00	
723	Road Category 3 & 4 non Traffic Sensitive - Permit for Minor Works	*	45.81	0.00	46.00	0.00	0.00	0.00%	45.81	0.00	46.00	
724	Road Category 3 & 4 non Traffic Sensitive - Permit for Immediate Works	*	40.72	0.00	41.00	0.00	0.00	0.00%	40.72	0.00	41.00	
725	Road Category 3 & 4 non Traffic Sensitive - Permit Variation	*	35.63	0.00	36.00	0.00	0.00	0.00%	35.63	0.00	36.00	
Flooding/Drainage Services Fees												
Ordinary Watercourse Consent												
726	£50 per structure	**							50.00	10.00	60.00	New fees and charges
Residential- Written Advice Only												
727	1-9 (minor)	**							120.00	24.00	144.00	New fees and charges
728	10-50	**							180.00	36.00	216.00	New fees and charges
729	51-200	**							300.00	60.00	360.00	New fees and charges
730	201+	**							420.00	84.00	504.00	New fees and charges
Single meeting with follow up written advice												
731	1-9 (minor)	**							240.00	48.00	288.00	New fees and charges
732	10-50	**							330.00	66.00	396.00	New fees and charges
733	51-200	**							540.00	108.00	648.00	New fees and charges
734	201+	**							660.00	132.00	792.00	New fees and charges
SuDS Planning Pre-Application Guidance												
Non-residential (floor space m2)- Written Advice Only												
735	0-1,000 (minor)	**							120.00	24.00	144.00	New fees and charges
736	1,001-10,000	**							180.00	36.00	216.00	New fees and charges
737	10,001-25,000	**							300.00	60.00	360.00	New fees and charges
738	>25,000	**							240.00	48.00	288.00	New fees and charges
Non-residential (floor space m2)- Single meeting with follow up written advice												
739	0-1,000 (minor)	**							240.00	48.00	288.00	New fees and charges
740	1,001-10,000	**							330.00	66.00	396.00	New fees and charges
741	10,001-25,000	**							540.00	108.00	648.00	New fees and charges
742	>25,000	**							480.00	96.00	576.00	New fees and charges
Flood Risk Report												
743	Single meeting with follow up written advice	**							120.00	24.00	144.00	New fees and charges
Public Realm												
Park Sports												
744	Parks - Cricket pitch only - Adults	**	290.98	58.20	349.00	11.35	14.00	3.90%	302.33	60.47	363.00	
745	Parks - Cricket pitch only - Junior	**	145.91	29.18	175.00	5.69	7.00	3.90%	151.60	30.32	182.00	

Description of Service			Current 2017/18 Charge			Proposed Increase / (Decrease)			Proposed 2018/19 Charge			Rationale for fee change
746	Parks - Cricket pitch only - Adults - (Season - Up to 40 Matches)	*	11,337.47	0.00	11,337.00	442.16	443.00	3.90%	11,779.63	0.00	11,780.00	
747	Parks - Cricket pitch only - Juniors - (Season - Up to 40 matches)	*	5,671.28	0.00	5,671.00	221.22	221.22	3.90%	5,892.50	0.00	5,892.50	
748	Parks - Football pitch only - Adults	**	134.04	26.81	161.00	5.23	6.00	3.90%	139.27	27.85	167.00	
749	Parks - Football pitch only - Juniors/9v9	**	60.23	12.05	72.00	2.35	3.00	3.90%	62.58	12.52	75.00	
750	Parks - Football pitch only - Mini Soccer	**	31.39	6.28	38.00	1.61	1.60	5.13%	33.00	6.60	39.60	
751	Parks - Football pitch only - Adults - (Season - Up to 30 matches)	*	3,880.62	0.00	3,881.00	151.38	151.38	3.90%	4,032.00	0.00	4,032.00	
752	Parks - Football pitch only - Junior/9v9 - (Season - Up to 30 matches)	*	1,699.04	0.00	1,699.00	66.46	66.46	3.91%	1,765.50	0.00	1,765.50	
753	Parks - Football pitch only - Mini - (Season - Up to 30 matches)	*	736.01	0.00	736.00	28.70	29.00	3.90%	764.71	0.00	765.00	
754	Parks - Rugby Pitch - Adults - 30 matches	*	3,633.24	0.00	3,633.00	141.70	142.00	3.90%	3,774.94	0.00	3,775.00	
755	Parks - Rugby Pitch - Junior - 30 matches	*	3,633.24	0.00	3,633.00	141.70	142.00	3.90%	3,774.94	0.00	3,775.00	
756	Parks - Rugby Pitch - Mini - 30 matches	*	1,822.22	0.00	1,822.00	71.28	71.28	3.91%	1,893.50	0.00	1,893.50	
757	Parks - Bowling Greens - club rental price per green (With Automated Watering)	*	10,380.55	0.00	10,381.00	404.95	404.95	3.90%	10,785.50	0.00	10,785.50	
758	Parks - Bowling Greens - club rental price per green	*	12,552.96	0.00	12,553.00	489.57	490.00	3.90%	13,042.53	0.00	13,043.00	
759	Parks - Bowling - Pavilion	**	1,272.50	0.00	1,273.00	50.00	50.00	3.93%	1,322.50	0.00	1,322.50	
760	Hourly tennis charge per court (full rate)	**	4.25	0.85	5.10	0.25	0.30	5.88%	4.50	0.90	5.40	
761	Hourly tennis charge per court (discounted rate)	**	2.85	0.57	3.42	0.11	0.58	3.90%	2.96	0.59	4.00	
762	Pavilion Hire: (min charge 2hrs) Cost per hour	**							27.00	5.40	32.00	The service has a number of pavilions within parks which are used in association with sports clubs and teams. The service often receives requests to hire the pavilions for annual and general meetings but the service does not have a cost option under fees and charges. This fee should fall cover the cost of a staff member who will need to open and close the building
DIRECT SERVICES												
Pest Control												
763	Pest Control Low Risk - Low Income Rate	**	57.50	11.50	69.00	8.42	10.00	14.64%	65.92	13.18	79.00	The Service has simplified the charging structure for Pest Control but through benchmarking data it can be evidenced that certain charges are not reflective of the market rate for these services. The low risk insect charge should rise in line with benchmarking and to ensure that the service has full cost recovery. Please also amend description.
764	Pest Control Low Risk - Standard rate	**	88.33	17.67	106.00	10.57	13.00	11.97%	98.90	19.78	119.00	The Service has simplified the charging structure for Pest Control but through benchmarking data it can be evidenced that certain charges are not reflective of the market rate for these services. The low risk insect charge should rise in line with benchmarking and to ensure that the service has full cost recovery. Please also amend description.
765	Pest Control Low Risk -Commercial rate	**	116.67	23.33	140.00	15.17	18.00	13.00%	131.84	26.37	158.00	The Service has simplified the charging structure for Pest Control but through benchmarking data it can be evidenced that certain charges are not reflective of the market rate for these services. The low risk insect charge should rise in line with benchmarking and to ensure that the service has full cost recovery. Please also amend description.
766	Pest Control - Squirrels per trap per visit - Low Income Rate	**	70.83	14.17	85.00	0.00	0.00	0.00%	70.83	14.17	85.00	Standard uplift BUT CHANGE OF DESCRIPTION
767	Pest Control - Squirrels per trap per visit - Standard rate	**	141.67	28.33	170.00	0.00	(0.00)	0.00%	141.67	28.33	170.00	Standard uplift BUT CHANGE OF DESCRIPTION
768	Pest Control - Squirrels per trap per visit - Commercial rate	**	215.00	43.00	258.00	0.00	0.00	0.00%	215.00	43.00	258.00	Standard uplift BUT CHANGE OF DESCRIPTION
769	Pest Control - Fleas/Bedbugs 3 visits up to 3 rooms - Low Income Rate	**	74.17	14.83	89.00	24.73	53.00	33.34%	98.90	43.00	142.00	The service also received many enquiries as to the number of rooms treated under Bedbug and Flea treatments. These visits currently total 3 bedrooms but with a changing transient and rented community the classification of rooms is causing complaints so the service needs to change the description and charge as below. The cost per hour for the service is roughly £32.96.
770	Pest Control - FleaBedbugs 3 visits up to 3 rooms - Standard rate	**	147.50	29.50	177.00	50.30	64.00	34.10%	197.80	43.00	241.00	The service also received many enquiries as to the number of rooms treated under Bedbug and Flea treatments. These visits currently total 3 bedrooms but with a changing transient and rented community the classification of rooms is causing complaints so the service needs to change the description and charge as below. The cost per hour for the service is roughly £32.96.
771	Pest Control - Fleas/bedbugs 3 visits up to 3 rooms - Commercial rate	**	220.83	44.17	265.00	76.17	91.40	34.36%	297.00	59.40	356.40	The service also received many enquiries as to the number of rooms treated under Bedbug and Flea treatments. These visits currently total 3 bedrooms but with a changing transient and rented community the classification of rooms is causing complaints so the service needs to change the description and charge as below. The cost per hour for the service is roughly £32.96.
772	Pest Control - Fleas/Bedbugs. Up to 5 rooms, 3 visits - Low Income Rate	**							165.00	43.00	208.00	With larger and commercially rented properties there is a need to add new charges so that the larger properties can be offered treatment.

Description of Service			Current 2017/18 Charge			Proposed Increase / (Decrease)			Proposed 2018/19 Charge			Rationale for fee change
773	Pest Control – Flea/Bedbugs. Up to 5 rooms, 3 visits - Standard rate	**							264.00	43.00	307.00	With larger and commercially rented properties there is a need to add new charges so that the larger properties can be offered treatment.
774	Pest Control - Fleas/bedbugs. Up to 5 rooms, 3 visits - Commercial rate	**							363.00	43.00	406.00	With larger and commercially rented properties there is a need to add new charges so that the larger properties can be offered treatment.
775	Landlord Charge for Flat rate Pest Control Treatment (Max 3 rooms)	**	220.83	44.17	265.00	142.17	170.60	64.38%	363.00	72.60	435.60	New charge in line with uplift on Bed Bugs and Fleas. Landlord charge needs to be brought in line with Bedbugs cost as above. Otherwise they will use this line for financial benefit. Please see new charge
	Refuse											
776	Trade Refuse Collection - Refuse Sacks	*	5.00	0.00	5.00	0.50	0.50	10.00%	5.50	0.00	5.50	
777	Trade Refuse Collection - Euro or Paladin Bin Per Collection	*	25.00	0.00	25.00	0.98	1.00	3.90%	25.98	0.00	26.00	
778	Weekly Collection Charge per Bin - Charity Rate	*	16.00	0.00	16.00	0.62	1.00	3.90%	16.62	0.00	17.00	
779	Trade Refuse Collection - Euro or Paladin Bin Per Collection where there are more than six units on site	*	20.00	0.00	20.00	0.78	1.00	3.90%	20.78	0.00	21.00	
780	Trade Refuse Collection - Euro or Paladin Bin Annual rental	*	129.00	0.00	129.00	5.50	5.50	4.26%	134.50	0.00	134.50	
781	9 Cubic yard Demountable container -Charge per Collection	*	267.00	0.00	267.00	10.50	10.50	3.93%	277.50	0.00	277.50	
782	9 Cubic yard Demountable container - Annual rental	*	883.00	0.00	883.00	34.50	34.50	3.91%	917.50	0.00	917.50	
783	Bulky Waste - Standard Service (Up to 4 items)	*	12.00	0.00	12.00	0.50	0.50	4.17%	12.50	0.00	12.50	
784	Bulky Waste - Standard Service (Additional Item)	*	4.50	0.00	4.50	0.18	0.50	3.90%	4.68	0.00	5.00	
	Cemeteries											
785	Grave fees - EROB - A Grade Traditional (50 years)	*	3,286.10	0.00	3,286.00	128.40	128.40	3.91%	3,414.50	0.00	3,414.50	
786	Grave fees - EROB - B Grade Traditional (50 years)	*	3,094.72	0.00	3,095.00	120.78	120.78	3.90%	3,215.50	0.00	3,215.50	
787	Grave fees - EROB – Muslim with mounded finish (50 years)	*	2,100.00	0.00	2,100.00	81.90	82.00	3.90%	2,181.90	0.00	2,182.00	
788	Grave fees - EROB - Lawn (50 years)	*	1,572.81	0.00	1,573.00	314.69	314.69	20.01%	1,887.50	0.00	1,887.50	Charge to be increased 20% (£314) which still means that we are better value than our closest neighbour at 2017 prices. Benchmarking data shows that we are vastly undercharging and even when comparing to our neighbour Havering we can show that they are charging £2027 compared with our £1573. The new charge for this line is extremely important as it is one of our commonly used charges
789	Grave fees - EROB - Children's Corner (50 years) depth for one only	*	468.28	0.00	468.00	18.26	19.00	3.90%	486.54	0.00	487.00	
790	Grave fees - EROB - Ashes only grave in Garden of Rest (25 years)	*	347.14	0.00	347.00	13.54	14.00	3.90%	360.68	0.00	361.00	
791	Grave fees - EROB - Ashes only above ground vault (25 years)	*	1,457.78	0.00	1,458.00	145.78	146.00	10.00%	1,603.56	0.00	1,604.00	Cost of above ground vaults and installation fees result in extra expenditure for service. Increase by 10% to reflect and to become inline with price increases of vaults and benchmarking data
792	Internment fees - Private Grave - Non-private Grave (excluding still-born)	*	977.28	0.00	977.00	97.73	98.00	10.00%	1,075.01	0.00	1,075.00	Charge to be increased 10% (£97) which still means that we are better value than our closest neighbour at 2017 prices. Benchmarking data shows that we are vastly undercharging and even when comparing to our neighbour Havering we can show that they are charging £1296 compared with our £977. The new charge for this line is extremely important as it is one of our commonly used charges
793	Internment fees - Additional Charge per Casket up to 26"	*	321.69	0.00	322.00	12.81	12.81	3.98%	334.50	0.00	334.50	standard uplift BUT MUST change of description as highlighted
794	Internment fees - Additional Charge Casket over 26"	*							786.00	0.00	786.00	The service also have a problem with Caskets which are now very large resulting in a loss of grass space. Specialist larger typed shoring and equipment is also needed to shore larger graves. The change of description and new charge is needed to reflect the extra costs and loss of space which equates to lost income through EROB (leases).
795	Internment fees - Additional Charge per body over depth of two	*	163.90	0.00	164.00	6.60	6.60	4.03%	170.50	0.00	170.50	
796	Internment fees - Child in Non-private Grade (Aged between 3 weeks and 12 years)	*	172.04	0.00	172.00	6.71	7.00	3.90%	178.75	0.00	179.00	
797	Internment fees - Child up to the age of 12 years old in Children's Corner (depth for 1 only)	*	134.38	0.00	134.00	5.24	6.00	3.90%	139.62	0.00	140.00	
798	Internment fees - Still Born Babies & Children up to 3 weeks old	*	128.27	0.00	128.00	5.00	5.00	3.90%	133.27	0.00	133.00	
799	Additional fee for Saturday burial (8-11AM only appointments only , Direct to grave and subject to staff availability)	*	447.00	0.00	447.00	17.50	17.50	3.91%	464.50	0.00	464.50	
800	Additional fee for Saturday cremated remains. 8-11AM appointments only, Direct to grave and subject to staff availability)	*							224.00	0.00	224.00	
801	Cremated remains fees - Internment of child's cremated remains in Children's Corner	*	134.38	0.00	134.00	5.24	6.00	3.90%	139.62	0.00	140.00	
802	Cremated remains fees - Internment of cremated remains in Private Grave - Internment of cremated remains in Ashes Grave in Garden of Rest - Cremated remains in Garden of Rest and two line inscription in Book of Remembrance (ONLY)	*	205.64	0.00	206.00	8.36	8.36	4.07%	214.00	0.00	214.00	
803	Cremated remains fees - Each additional line in the Book of Remembrance	*	45.81	0.00	46.00	1.79	2.00	3.90%	47.60	0.00	48.00	

Description of Service			Current 2017/18 Charge			Proposed Increase / (Decrease)			Proposed 2018/19 Charge			Rationale for fee change
804	Cremated remains fees - Second Internment of cremated remains in "above ground vault".	*	86.53	0.00	87.00	3.47	3.47	4.01%	90.00	0.00	90.00	
805	Memorial fees - Right to place memorial on lawn & non-lawn type grave - Right to place single or double memorial vase on any grave - Right to place memorial book or plaque on non-lawn type of grave - Right to add kerbs - landing	*	162.88	0.00	163.00	6.62	6.62	4.06%	169.50	0.00	169.50	
806	Memorial fees - Provision of soil in kerb sets	*	76.35	0.00	76.00	2.98	3.00	3.90%	79.33	0.00	79.00	
807	Memorial fees - Adding inscription, levelling/straightening memorials, cleaning/restoration works	*	60.06	0.00	60.00	2.44	2.44	4.06%	62.50	0.00	62.50	
808	Use of Cemetery Chapel	*	105.87	0.00	106.00	4.13	4.13	3.90%	110.00	0.00	110.00	
809	Registration of declaration regarding Non-production of Registrar's Certificate	*	38.68	0.00	39.00	1.82	1.82	4.71%	40.50	0.00	40.50	
810	Transfer of Exclusive Right of Burial	*	38.68	0.00	39.00	1.82	1.82	4.71%	40.50	0.00	40.50	
811	Duplicate Deeds	*							35.00	0.00	35.00	Currently unable to offer this service for issuing of duplicate deeds. This charge enables the service to charge
812	Family Trace (per named entry)	*	30.54	0.00	31.00	1.46	1.46	4.78%	32.00	0.00	32.00	
813	Photocopies per A4 sheet	*	3.05	0.00	3.00	0.45	0.45	14.75%	3.50	0.00	3.50	
814	Grounds Annual Maintenance - non-lawn type grave	*	147.61	0.00	148.00	5.89	5.89	3.99%	153.50	0.00	153.50	
815	Grounds Annual Maintenance - lawn type grave	*	94.67	0.00	95.00	3.83	3.83	4.05%	98.50	0.00	98.50	
816	Memorial Benches (Purchase of Cemetery Standard 1.8m Hardwood Bench) including delivery, installation, Concrete base and engraving of up to 120 characters into top rail of bench	*	759.43	0.00	759.00	700.57	701.00	92.25%	1,460.00	0.00	1,460.00	Memorial Benches (Standard 6ft Hardwood Bench) to now include under one price - Concrete base and inscription of up to 72 characters into top rail of bench. Bench prices and installation costs have increased to service and needs to be reflected
817	Provision of Memorial Tree - (8/10 Standard Sized)	*	195.46	0.00	195.00	7.62	8.00	3.90%	203.08	0.00	203.00	
818	Provision of Memorial Tree Plaque	*	134.38	0.00	134.00	5.24	6.00	3.90%	139.62	0.00	140.00	
819	Planter Plaque (10 yrs)	*	395.00	0.00	395.00	15.50	15.50	3.92%	410.50	0.00	410.50	
820	Barbican – Memorial Plaque (10 Yrs)	*	395.00	0.00	395.00	15.50	15.50	3.92%	410.50	0.00	410.50	
821	Mushroom - Memorial Plaque (10 Yrs)	*	395.00	0.00	395.00	15.50	15.50	3.92%	410.50	0.00	410.50	
822	Scattering of Ashes within Scatteringn Landscaped Areas	*	98.00	0.00	98.00	3.82	4.00	3.90%	101.82	0.00	102.00	
	Pet Cemetery											
	Ashes - Pets											
823	Burial of Ashes	*	135.00	0.00	135.00	5.50	5.50	4.07%	140.50	0.00	140.50	
824	Scattering in landscaped gardens	*	98.00	0.00	98.00	3.82	4.00	3.90%	101.82	0.00	102.00	
	Burial - Pets											
825	Under 7kg - Size 1	*	195.00	0.00	195.00	7.61	8.00	3.90%	202.61	0.00	203.00	
826	7 – 20kg - Size 2	*	210.00	0.00	210.00	8.50	8.50	4.05%	218.50	0.00	218.50	
827	20 – 33kg - Size 3	*	225.00	0.00	225.00	8.78	9.00	3.90%	233.78	0.00	234.00	
828	33 – 50kg - Size 4	*	240.00	0.00	240.00	9.50	9.50	3.96%	249.50	0.00	249.50	
829	Over 50kg - Size 5	*	260.00	0.00	260.00	10.50	10.50	4.04%	270.50	0.00	270.50	
830	Biodegradable Coffin -Small	*	35.00	0.00	35.00	1.50	1.50	4.29%	36.50	0.00	36.50	
831	Biodegradable Coffin - Large	*	48.00	0.00	48.00	1.87	2.00	3.90%	49.87	0.00	50.00	
	Lease for Burial Options - Pets											
832	Memorial Plot Lease 10 years - Burial Only	*	220.00	0.00	220.00	8.58	9.00	3.90%	228.58	0.00	229.00	
833	Memorial Plot Lease 30 years - Burial Only	*	450.00	0.00	450.00	17.55	18.00	3.90%	467.55	0.00	468.00	
	Memorials - Pets											
834	Memorial shrub in Landscaped gardens	*	22.00	0.00	22.00	0.86	1.00	3.90%	22.86	0.00	23.00	
835	Natural Memorial within Landscaped gardens 15x12" with inscription upto 50 letters	*	240.00	0.00	240.00	9.50	9.50	3.96%	249.50	0.00	249.50	
836	Natural Headstone Supply and put in place	*	480.00	0.00	480.00	18.72	19.00	3.90%	498.72	0.00	499.00	
837	Inscription charge (per letter)	*	1.80	0.00	1.80	0.07	0.20	3.90%	1.87	0.00	2.00	
	Street cleansing (Including Graffiti & Deep Cleaning)											
838		**										Revised Charge (based on full cost recovery)
839	Driver up to 3.5 tonne vehicle (p/h)	*							35.06	0.00	35.00	Revised Charge (based on full cost recovery)
840	Driver over 3.5 tonne vehicle (p/h)	*							39.25	0.00	39.00	Revised Charge (based on full cost recovery)
841	Loaders (p/h)	*							35.06	0.00	35.00	Revised Charge (based on full cost recovery)
842	Graffiti & Jetwash Operatives (p/h)	*							43.25	0.00	43.00	Revised Charge (based on full cost recovery)
843	Other Cleansing operatives (p/h)	*							35.06	0.00	35.00	Revised Charge (based on full cost recovery)
844	3.5T Transit Tipper (p/h)	*							10.00	0.00	10.00	Revised Charge (based on full cost recovery)
845	Demount (7.5T) (p/h)	*							30.00	0.00	30.00	Revised Charge (based on full cost recovery)
846	Graffiti Vehicle (p/h)	*							8.00	0.00	8.00	Revised Charge (based on full cost recovery)
847	7.5T Caged Tipper (p/h)	*							31.00	0.00	31.00	Revised Charge (based on full cost recovery)
848	Digger (p/h)	*							12.00	0.00	12.00	Revised Charge (based on full cost recovery)
849	Street Sweeper (p/h)	*							26.00	0.00	26.00	Revised Charge (based on full cost recovery)
850	Disposal costs (per tonne)	*							149.00	0.00	149.00	Revised Charge (based on full cost recovery)

Description of Service		Current 2017/18 Charge			Proposed Increase / (Decrease)			Proposed 2018/19 Charge			Rationale for fee change	
Fleet Department												
851	Driving Assessments.	*	67.19	0.00	67.00	0.00	0.00	0.00%	67.19	0.00	67.00	
852	Vehicle Hire w/ Driver - 20 Seat Wheel chair accessible mini coach (£35 Per Hour + 35p Per Mile)	*	38.68	0.00	39.00	0.00	0.00	0.00%	38.68	0.00	39.00	
853	Vehicle Hire w/ Driver - 16 Seat Wheel chair accessible minibus (£30 Per Hour + 30p Per Mile)	*	33.59	0.00	34.00	0.00	0.00	0.00%	33.59	0.00	34.00	
854	Vehicle Hire w/ Driver - 16 Seat minibus - (£30 Per Hour + 25p Per Mile)	*	33.59	0.00	34.00	0.00	0.00	0.00%	33.59	0.00	34.00	
855	Driver CPC Training	*	74.67	0.00	75.00	0.00	0.00	0.00%	74.67	0.00	75.00	
856	Private MOT Class IV	*	40.72	0.00	41.00	0.00	0.00	0.00%	40.72	0.00	41.00	
857	Private MOT Class V	*	50.90	0.00	51.00	0.00	0.00	0.00%	50.90	0.00	51.00	
Core Services												
			0.00		0.00	0.00	0.00	0.00%	0.00		0.00	
Registrars												
858	Nationality Checking Service Flat Charge per Document (All Ages)	**	45.83	9.17	55.00	4.00	5.00	8.73%	49.83	9.97	60.00	
859	Individual Citizenship Payments (Per Adult)	*	85.00	0.00	85.00	15.00	15.00	17.65%	100.00	0.00	100.00	
860	Marriages/Civil Partnerships at Woodlands (Mon - Thurs)	*	136.00	0.00	136.00	5.00	5.00	3.68%	141.00	0.00	141.00	Plus £4 certificate below.
861	Marriages/Civil Partnerships at Woodlands (Friday)	*	186.00	0.00	186.00	4.84	5.00	2.60%	190.84	0.00	191.00	Plus £4 certificate below.
862	Marriages/Civil Partnerships at Woodlands (Saturday)	*	276.00	0.00	276.00	10.00	10.00	3.62%	286.00	0.00	286.00	Plus £4 certificate below.
863	Marriages/Civil Partnerships at Woodlands (Sunday and Bank Holiday)	*	406.00	0.00	406.00	9.56	10.00	2.35%	415.56	0.00	416.00	Plus £4 certificate below.
864	Marriages/Civil Partnerships at Approved Premises	*	366.00	0.00	366.00	9.52	10.00	2.60%	375.52	0.00	376.00	Plus £4 certificate below.
865	Marriages/Civil Partnerships at Approved Premises (Sundays)	*	406.00	0.00	406.00	9.56	10.00	2.35%	415.56	0.00	416.00	Plus £4 certificate below.
866	Dusk Marriages (Late Fridays)	*	350.00	0.00	350.00	5.60	6.00	1.60%	355.60	0.00	356.00	Plus £4 certificate below.
867	Non-Statutory Ceremonies (Renewal of Vows & Baby Naming) (Mon-Thurs)	**	113.33	22.67	136.00	4.17	5.00	3.68%	117.50	23.50	141.00	Same as above
868	Non-Statutory Ceremonies (Renewal of Vows & Baby Naming) (Fri)	**	155.00	31.00	186.00	4.03	5.00	2.60%	159.03	31.81	191.00	Same as above
869	Non-Statutory Ceremonies (Renewal of Vows & Baby Naming) (Saturday)	**	230.00	46.00	276.00	7.98	10.00	3.47%	237.98	47.60	286.00	Same as above
870	Non-Statutory Ceremonies (Renewal of Vows & Baby Naming) (Sunday)	**	333.33	66.67	400.00	13.17	16.00	3.95%	346.50	69.30	416.00	Same as above
871	Additional fee for all Bank Holidays, New Years Eve, Christmas Eve and Valentine's Day	*	85.00	0.00	85.00	0.00	0.00	0.00%	85.00	0.00	85.00	Not many. No increase.
872	Cancellation of ceremony / date change fee	*	35.00	0.00	35.00	0.00	0.00	0.00%	35.00	0.00	35.00	
873	Notice appointment booking fee	*	35.00	0.00	35.00	0.00	0.00	0.00%	35.00	0.00	35.00	Statutory
874	Non refundable wedding booking fee	*	110.00	0.00	110.00	4.86	5.00	4.42%	114.86	0.00	115.00	
875	Application for place of Worship excluding the cost of advertisement	*	28.00	0.00	28.00	(0.27)	0.00	-0.97%	27.73	0.00	28.00	Statutory
876	Application for place of marriage excluding cost of advertisement	*	125.00	0.00	125.00	0.00	0.00	0.00%	125.00	0.00	125.00	Statutory
877	Application to be an Approved Premises- Non refundable application fee for 3 year approval excluding the cost of advertisement which is the responsibility of the applicant	*	750.00	0.00	750.00	0.00	0.00	0.00%	750.00	0.00	750.00	Statutory
878	Application for an Approved Premises- Non refundable application for renewal excluding the cost of advertisement which is the responsibility of the applicant	**	750.00	0.00	750.00	(83.50)	50.00	-11.13%	666.50	133.30	800.00	Incl VAT
879	Approved Premises- Fee for review by the Review Officer or Assembly following refusal	**	330.00	0.00	330.00	(38.42)	20.00	-11.64%	291.58	58.32	350.00	Incl VAT
880	Web Casting for Civil Marriages	**	12.50	2.50	15.00	3.83	5.00	30.60%	16.33	3.27	20.00	
881	Non-Statutory services - commemorative certificate	**	12.50	2.50	15.00	3.83	5.00	30.60%	16.33	3.27	20.00	
882	Citizenship - Framed Certificate	**	16.67	3.33	20.00	(0.07)	0.00	-0.40%	16.60	3.32	20.00	
883	Priority service for copy certificates issued same day	**	16.67	3.33	20.00	(0.07)	0.00	-0.40%	16.60	3.32	20.00	
884	Marriage Rehearsals	**	33.33	6.67	40.00	3.87	5.00	11.60%	37.20	7.44	45.00	No demand
885	Appointments for Marriage Notices outside of normal office hours	**	15.00	0.00	15.00	5.64	10.00	37.60%	20.64	4.13	25.00	Incl VAT
886	Birth/Death/Marriage General Search (historical search by public in indexes)	**	20.83	4.17	25.00	1.79	2.50	8.60%	22.62	4.52	27.50	
887	Marriage - historical searches (if copy not provided)	**	10.83	2.17	13.00	1.28	2.00	11.83%	12.11	2.42	15.00	
888	Copy full & short certificates (open)	*	4.00	0.00	4.00	0.00	0.00	0.00%	4.00	0.00	4.00	Statutory
889	Copy full & short certificates (open) after day of registration	*	7.00	0.00	7.00	0.00	0.00	0.00%	7.00	0.00	7.00	Statutory
890	Copy full certificates (closed)	*	10.00	0.00	10.00	0.00	0.00	0.00%	10.00	0.00	10.00	Statutory
891	Copy short certificates (closed)	*	10.00	0.00	10.00	0.00	0.00	0.00%	10.00	0.00	10.00	Statutory
892	Registrar Attendance at place of worship (includes stat certificate)	*	84.00	0.00	84.00	0.00	0.00	0.00%	84.00	0.00	84.00	Statutory
893	Blue Badges	*	10.00	0.00	10.00	0.00	0.00	0.00%	10.00	0.00	10.00	Statutory
Legal Services –												
Contracts & Procurement – Engrossment/Sealing of Contracts Fees – Discretionary / No VAT												
894	Contract Value £100,000 - £250,000 -	**	150.00	30.00	180.00	4.17	5.00	2.78%	154.17	30.83	185.00	
895	Contract Value £250,000 - £750,000 -	**	250.00	50.00	300.00	8.33	10.00	3.33%	258.33	51.67	310.00	
896	Contract Value £750,000 - £1,500,000 -	**	350.00	70.00	420.00	8.33	10.00	2.38%	358.33	71.67	430.00	
897	Contract Value £1,500,000 – 2,500,000 -	**	550.00	110.00	660.00	16.67	20.00	3.03%	566.67	113.33	680.00	
898	Contract Value £2,500,000 - £5,000,000 -	**	650.00	130.00	780.00	25.00	30.00	3.85%	675.00	135.00	810.00	
899	Contract Value exceeding £5,000,000 -	**	850.00	170.00	1,020.00	25.00	30.00	2.94%	875.00	175.00	1,050.00	
900	Variations / Novations (where original contract value exceeds £250,000) -	**	250.00	50.00	300.00	8.33	10.00	3.33%	258.33	51.67	310.00	
Planning and Highways												

Description of Service			Current 2017/18 Charge			Proposed Increase / (Decrease)			Proposed 2018/19 Charge			Rationale for fee change
901	Planning agreements and undertakings under the Town and Country Planning Act 1990 - charge per hour	**	175.00	35.00	210.00	0.00	0.00	0.00%	175.00	35.00	210.00	
902	Highways Agreements under the Highways Act 1980 - charge per hour	**	175.00	35.00	210.00	0.00	0.00	0.00%	175.00	35.00	210.00	
New Fees for Legal Services in relation to Commercial Property												
903	Licence to Assign & Rent Deposit Deed	**							1,400.00	0.00	1,400.00	payable by the tenant
904	New Shop Leases	**							1,000.00	0.00	1,000.00	
905	Renewal of shop leases	**							1,000.00	0.00	1,000.00	
906	Registration of notice of Assignment	**							£75(tenant paying)	0.00	£75(tenant paying)	
907	Preparation/Service of Schedule of dilapidations	**							400.00	0.00	400.00	
908	Licence to occupy/ carry out works	**							£600-£800	0.00	£600-£800	
909	Deed of Surrender	**							750.00	0.00	750.00	
910	Rent Deposit Deed	**							750.00	0.00	750.00	
911	Deed of Grant (relative to complexity)	**							£750-950	0.00	£750-950	
912	Deed of Variation	**							£750-950	0.00	£750-950	
913	Licence to Assign	**							750.00	0.00	750.00	
914	Substation lease	**							1,000.00	0.00	1,000.00	
915	Wayleave Agreements	**							750.00	0.00	750.00	
916	Licence to Assign and Deed of Variation	**							900.00	0.00	900.00	
917	Licence to Assign with AGA and Change of Use	**							900.00	0.00	900.00	
918	Licence to underlet	**							950.00	0.00	950.00	
919	Telecom Licence	**							1,000.00	0.00	1,000.00	
920	Authorised Guarantee Agreement	**							750.00	0.00	750.00	
921	Sale of Land	**							£1500 or 1% of purchase price, whichever is greater	0.00	£1500 or 1% of purchase price, whichever is greater	
922	Sale of Garden	**							750.00	0.00	750.00	
923	Copy of lease	**							75.00	0.00	75.00	
924	Landlord Licence	**							750.00	0.00	750.00	
925	Licence for Alterations	**							750.00	0.00	750.00	
926	Notice of Charge	**							75.00	0.00	75.00	
927	Retrospective Consent by Letter (e.g. alterations, extensions etc)	**							250.00	0.00	250.00	
Contracted Services												
Barking & Dagenham Direct												
928	Social Alarm Service - Charge per annum	**	208.33	41.67	250.00	0.00	0.00	0.00%	208.33	41.67	250.00	Reviewed 2 years ago.
Information Governance												
929	Data Protection Act subject access request fee	*	10.00	0.00	10.00	0.00	0.00	0.00%	10.00	0.00	10.00	Statutory
Court Costs												
930	Summonses - Council Tax	*	123.00	0.00	123.00	0.00	0.00	0.00%	123.00	0.00	123.00	
931	Summonses - NNDR	*	227.00	0.00	227.00	0.00	0.00	0.00%	227.00	0.00	227.00	
932	Possessions	*	394.50	0.00	394.50	0.00	0.00	0.00%	394.50	0.00	394.50	Cost remains unchanged by Court service
933	Evictions	*	121.00	0.00	121.00	0.00	0.00	0.00%	121.00	0.00	121.00	Cost remains unchanged by Court service
934	Summonses - General Income	*	156.00	0.00	156.00	0.00	0.00	0.00%	156.00	0.00	156.00	Cost remains unchanged by Court service
935	Charging Order - General Income	*	100.00	0.00	100.00	0.00	0.00	0.00%	100.00	0.00	100.00	Cost remains unchanged by Court service
936	Judgement - Housing Benefit Overpayment	*	40.00	0.00	40.00	0.00	0.00	0.00%	40.00	0.00	40.00	Cost remains unchanged by Court service
937	Charging Order - Housing Benefit Overpayment	*	100.00	0.00	100.00	0.00	0.00	0.00%	100.00	0.00	100.00	Cost remains unchanged by Court service

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Appendix B - Fees and charges to be deleted from the 2018/19 schedule

Description of Service	Current 2018/19 Charge Exclusive of VAT £	Reason for Deletion of Charge
Leisure Activities		
Leisure - Replacement card	4.00	
Leisure - fitness gym - Pay and Play - adult	8.60	
Leisure - fitness gym - Loyalty Card Holder - concession	4.30	
Leisure - fitness gym - Loyalty Card Holder - concession induction - 50% discount	11.20	
Leisure - fitness gym - Pay and play - induction	22.40	
Leisure - fitness gym - Pay and Play - personal training	30.00	
Leisure - badminton - Pay and play - peak 1 hour	12.70	
Leisure - badminton - Loyalty Card Holder - Concession 60 mins - off peak only 50% discount	6.35	
Leisure - table tennis Pay and Play - peak	12.70	
Leisure - table tennis - Loyalty Card Holder - concession - off peak only	6.35	
Leisure - sports hall hire Abbey and BHLC full peak - ph - peak badminton price times 4	51.00	
Leisure - sports hall hire Abbey and BHLC half peak - ph - peak badminton price times 2	25.50	
Leisure - BHLC studio 1 - ph	17.30	
Leisure - ALC /BHLC - studio - ph	16.50	
Club/Block booking charge per booking - court	12.70	
Club/Block booking charge per booking - large room	27.00	
Leisure - swimming Pay and Play	4.10	
Leisure - swimming Loyalty Card Holder - concession - 35% discount	2.80	
Leisure - swimming Becontree Heath/Abbey family - maximum of 5 people but price based on 2 adults and 2 children minus 10%	12.20	
Leisure - swimming lessons - adult - direct debit	25.50	
Leisure - swimming lessons Adult (block of 10 lessons)	62.00	
Leisure - swimming lessons - concession - skills guarantee - direct debit	23.00	
Leisure - swimming lessons - concession - direct debit	21.00	
Leisure - swimming lessons - concession - skills guarantee - (block of 10 lessons)	56.00	
Leisure - swimming lessons - concession - (block of 12 lessons)	62.00	
One to One Swimming lessons - All sites	20.40	
Education School Swimming per child	3.60	
All Aerobics/workout sessions - Pay and Play - Adult	7.60	
All Aerobics/workout sessions - Loyalty Card Holder - Concession - 35% discount	5.10	
Admission Fee - Adult spectator	1.80	
Admission Fee - Concession spectator	1.30	
Memberships		
Joining fee	20.00	
Technogym Key	12.00	
Basic package - (Gym, Classes (48hr advance booking required), Swimming & Spa 15 wet visits)	32.00	
Basic package - LBBB staff (Gym, Classes (48hr advance booking required), Swimming & Spa 15 wet visits)	32.00	
Standard package - (Gym, Classes (7 days advance booking required for classes & courts), Swimming, Rackets & Spa 15 wet visits, complimentary towel, 10% off treatments, includes free tea and coffee)	47.00	
Standard package - LBBB staff (Gym, Classes (7 days advance booking required for classes & courts), Swimming, Rackets & Spa 15 wet visits, complimentary towel, 10% off treatments, includes free tea and coffee)	39.00	
Premium package - (Gym, includes joining fee and Technogym key, Classes (14 days advance booking required for classes & courts), Swimming, Rackets & Unlimited Spa visits, complimentary robe & towel, 20% off treatments, 10% off resale items, free entry for up to 2 children using the soft play facility & swimming including free tea and coffee)	62.00	
Premium package - LBBB staff (Gym, includes joining fee and Technogym key, Classes (14 days advance booking required for classes & courts), Swimming, Rackets & Unlimited Spa visits, complimentary robe & towel, 20% off treatments, 10% off resale items, free entry for up to 2 children using the soft play facility & swimming including free tea and coffee)	54.00	
Soft play facilities (Jolly Jungle)		
Soft Play Facilities - Under 1's	1.50	
Soft Play Facilities - Under 3's - Jolly Jungle	4.90	
Soft Play Facilities - Over 3's - Jolly Jungle	5.90	
Soft Play Facilities Toddler Party - Weekdays	8.50	
Soft Play Facilities Kids Party - Weekdays	10.00	
Soft Play Facilities VIP Party - Weekdays - minimum 20	11.00	
Soft Play Facilities Toddler Party - Weekends	10.50	
Soft Play Facilities Kids Party - Weekends	12.00	
Soft Play Facilities VIP Party - Weekends - minimum 20 children	13.00	

Appendix B - Fees and charges to be deleted from the 2018/19 schedule

Description of Service	Current 2018/19 Charge Exclusive of VAT £	Reason for Deletion of Charge
Soft Play Facilities Membership - 1 month contract	13.50	
Soft play facilities (The idol)		
Soft Play Facilities - Under 1's	1.50	
Soft Play Facilities - Under 3's	3.90	
Soft Play Facilities - Over 3's	4.90	
Soft Play Facilities Toddler Party - Weekdays	7.50	
Soft Play Facilities Kids Party - Weekdays	9.00	
Soft Play Facilities VIP Party - Weekdays - minimum 20	10.00	
Soft Play Facilities Toddler Party - Weekends	9.50	
Soft Play Facilities Kids Party - Weekends	11.00	
Soft Play Facilities VIP Party - Weekends - minimum 20 children	12.00	
Soft Play Facilities Membership - 1 month contract	13.50	
Jim Peters Stadium		
Adult Admission	3.70	
Junior Admission	2.60	
Concession	2.60	
School Hire	26.50	
School Competition Hire	31.50	
Club hire rate	46.00	
Club Championship Hire	57.00	
General hire rate (Not club)	52.00	
Pre-Application Charges		
Category A - Strategic Scale Development 100+	8,000.00	PPAs now to be used
Category B - Large Scale Development 50-99	5,000.00	PPAs now to be used
(ii) Meetings without a follow-up report / Follow Up Meetings		
Category A - Strategic Scale Development 100+	4,000.00	PPAs now to be used
Category B - Large Scale Developments 50-99	2,500.00	PPAs now to be used
Planning Performance Agreements		
Large Strategic	57,600	To be separately negotiated
Strategic	38,400	To be separately negotiated
Large	19,200	To be separately negotiated
Building Control		
Small Domestic Building, Extensions and Alterations Plan Charge		
Detached Building, garage carport or both, floor area not exceeding 40sqm	124.00	These services have been combined and simplified into a new schedule
Any extension to a dwelling not exceeding 10sqm floor area no inspection charge applicable	528.00	
Internal alterations e.g. Simple through lounge, chimney breast removal etc where the estimated costs is less than £2000	202.00	
Small Domestic Building, Extensions and Alterations Inspection Charge		
Detached Building, garage carport or both, floor area not exceeding 40sqm	281.00	
Any extension to a dwelling exceeding 10sqm but not exceeding 40sqm floor area	497.00	
Any extension to a dwelling exceeding 40sqm but not exceeding 60sqm floor area	631.00	
Non habitable detached building with a total floor area not exceeding 60m2		
Plan Charge	103.50	
Inspection Charge	350.37	
Building Notice Charge	453.85	
One or more private dwelling houses or flats		
1 house or flat plan charge	266	
2 houses or flats plan charges	335	
3 houses or flats plan charges	402	
4 houses or flats plan charges	489	
5 houses or flats plan charges		
	394	
1 house or flat inspection charge	515	
2 houses or flats inspection charge	646	
3 houses or flats inspection charge	746	
4 houses or flats inspection charge	855	
5 houses or flats inspection charge		584

Appendix B - Fees and charges to be deleted from the 2018/19 schedule

Description of Service	Current 2018/19 Charge Exclusive of VAT £	Reason for Deletion of Charge
1 house or flat building notice	780	
2 houses or flats building notice	980	
3 houses or flats building notice	1,148	
4 houses or flats building notice	1,345	
5 houses or flats building notice		
Estimated cost of Work where other charge does not apply	168	
Plan Charges up to £2,000	256	
Plan Charges up to £2,001 - £5,000	78	
Plan Charges up to £5,001 - £10,000	104	
Plan Charges up to £10,001 - £15,000	114	
Plan Charges up to £15,001 - £20,000	134	
Plan Charges up to £20,001 - £25,000	147	
Plan Charges up to £25,001 - £30,000	161	
Plan Charges up to £30,001 - £35,000	171	
Plan Charges up to £35,001 - £40,000	182	
Plan Charges up to £40,001 - £45,000	190	
Plan Charges up to £45,001 - £50,000	206	
Plan Charges up to £50,001 - £55,000	217	
Plan Charges up to £55,001 - £60,000	228	
Plan Charges up to £60,001 - £65,000	238	
Plan Charges up to £65,001 - £70,000	244	
Plan Charges up to £70,001 - £75,000	261	
Plan Charges up to £75,001 - £80,000	271	
Plan Charges up to £80,001 - £85,000	288	
Plan Charges up to £85,001 - £90,000	299	
Plan Charges up to £90,001 - £95,000	314	
Plan Charges up to £95,001 - £100,000		
	232	
Inspection Charge up to £5,001 - £10,000	284	
Inspection Charge up to £10,001 - £15,000	338	
Inspection Charge up to £15,001 - £20,000	392	
Inspection Charge up to £20,001 - £25,000	445	
Inspection Charge up to £25,001 - £30,000	480	
Inspection Charge up to £30,001 - £35,000	511	
Inspection Charge up to £35,001 - £40,000	545	
Inspection Charge up to £40,001 - £45,000	568	
Inspection Charge up to £45,001 - £50,000	618	
Inspection Charge up to £50,001 - £55,000	650	
Inspection Charge up to £55,001 - £60,000	682	
Inspection Charge up to £60,001 - £65,000	714	
Inspection Charge up to £65,001 - £70,000	733	
Inspection Charge up to £70,001 - £75,000	781	
Inspection Charge up to £75,001 - £80,000	813	
Inspection Charge up to £80,001 - £85,000	861	
Inspection Charge up to £85,001 - £90,000	892	
Inspection Charge up to £90,001 - £95,000	940	
Inspection Charge up to £95,001 - £100,000		
	168	
Building Notice up to £2,000	256	
Building Notice up to £2,001 - £5,000	309	
Building Notice up to £5,001 - £10,000	380	
Building Notice up to £10,001 - £15,000	452	
Building Notice up to £15,001 - £20,000	522	
Building Notice up to £20,001 - £25,000	593	
Building Notice up to £25,001 - £30,000	640	
Building Notice up to £30,001 - £35,000	680	
Building Notice up to £35,001 - £40,000	725	
Building Notice up to £40,001 - £45,000	758	
Building Notice up to £45,001 - £50,000	823	
Building Notice up to £50,001 - £55,000	866	
Building Notice up to £55,001 - £60,000	909	
Building Notice up to £60,001 - £65,000	953	
Building Notice up to £65,001 - £70,000	977	
Building Notice up to £70,001 - £75,000	1,041	
Building Notice up to £75,001 - £80,000	1,083	
Building Notice up to £80,001 - £85,000	1,148	
Building Notice up to £85,001 - £90,000	1,189	
Building Notice up to £90,001 - £95,000	1,253	
Building Notice up to £95,001 - £100,000		
Highways		
Footway Crossing Administration Fee	315.58	

Appendix B - Fees and charges to be deleted from the 2018/19 schedule

Description of Service	Current 2018/19 Charge Exclusive of VAT £	Reason for Deletion of Charge
Cemeteries		
Provision of Concrete Base onto which a bench can be placed	341.03	
Provision of Commemorative Plaque - Standard	74.31	
Provision of Commemorative Plaque - Large	86.53	
Graffiti & Deep Cleaning		
Graffiti & Deep Cleaning - First removal of graffiti - In Default (per sqm)	36.47	
Graffiti & Deep Cleaning - Graffiti removal kit - Without Charter	17.82	
Libraries		
Libraries micro printing - from microfiche or microfilm A4	0.42	Remove Charge Service no longer available
Libraries- Wi-Fi/PC usage subscription per annum - residents, free for under 19s and over 60s	0.00	Free 2 hours of computer time for all library members
Libraries- computer use subscription annual fee 2 hours per day	10.83	Charge to be removed to encourage residents to go online to access council services via Community Solutions.
Libraries- computer use subscription annual fee 3 hours per day	21.67	
Libraries- computer use subscription annual fee 1 hour per day	5.83	
Events		
Park use - non commercial (small event - less than 200 people attending (fundraising sponsored events))	69.00	Remove & replace with new charge line - see below (i.e. "Commercial & Non Commercial Events - Negotiable/Price on application"). Rationale: This is the approach adopted by many London boroughs. In addition, the Council's Parks Strategy was adopted June 2017, & includes a new Events Policy & associated charging recommendations.
Park use - non-commercial fundraising event - walks and bike rides up to 50 people	21.40	However, these have still to be considered in detail. In addition, the
Park use - non-commercial up to 2,500 people (no entry fee)	577.00	
Park use - non-commercial up to 5,000 people (no entry fee)	972.00	
Park use commercial - category 1 Est. attendance up to 2,500 (8hours)	999.00	
Park use commercial - category 2 Est. attendance over 5000(8hours)	1,740.00	
Use of Premises Licence (Commercial) where applicable up to 5,000	577.00	
Use of Premises Licence (Commercial) where applicable up to 10,000	1,824.00	
Use of Premises Licence (Commercial) where applicable up to 15,000	3,655.00	
Ranger Services		
Barking Park: Visitor Centre Room Hire: Non Commercial: Main Hall per hour (min charge 1.5 hrs)	11.00	DELETE - to simplify the charging structure i.e. Remove reference to 'Commercial / Non Commercial' as the Council's costs are the same regardless
Barking Park: Visitor Centre Room Hire: Non Commercial: Seminar room per hour (min charge 1.5 hrs)	7.00	DELETE - to simplify the charging structure i.e. Remove reference to 'Commercial / Non Commercial' as the Council's costs are the same regardless
Barking Park: Visitor Centre Kids Parties (Self managed per person per hr) (min charge 10 people)	5.00	DELETE - to simplify the charging structure
Millennium Centre - Non Commercial - Hire of Classroom	11.00	DELETE - to simplify the charging structure i.e. Remove reference to 'Commercial / Non Commercial' as the Council's costs are the same regardless
Growth & Homes		
Eastbury Manor House - Community/Charity - East Chamber Hire - Mon and Tues (4pm to 11pm) - 25% discount - per hour	45.83	Not being used
Eastbury Manor House - Community/Charity - East Chamber Hire - Weds and Thurs (4pm to 11pm) - 50% discount - per hour	30.62	Not being used
Eastbury Manor House - Community/Charity - East Chamber Hire - Weds and Thurs (4pm to 11pm) - 62.5% discount - BULK BOOKING 12 DAYS PLUS - per hour	22.92	Not being used
Eastbury Manor House - Community/Charity - East Chamber Hire - Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) - 25% discount 1-month in advance of date only - per hour	50.00	Not being used
Eastbury Manor House - Commercial - Standard Conference Package - Mon to Weds (East Chamber, Summer Parlour, Winter Parlour, N/W Chamber, S/W Chamber and Vestibule for registration) Five rooms plus registration - 25% discount - per hour	125.00	Not being used
Eastbury Manor House - Community/Charity - Standard Conference Package - Mon to Weds (East Chamber, Summer Parlour, Winter Parlour, N/W Chamber, S/W Chamber and Vestibule for registration) Five rooms plus registration - 50% discount - per hour	83.33	Not being used
Eastbury Manor House - LBBB - Standard Conference Package - Mon to Weds (East Chamber, Summer Parlour, Winter Parlour, N/W Chamber, S/W Chamber and Vestibule for registration) Five rooms plus registration - 50% discount - per hour	100.00	Not being used

Appendix B - Fees and charges to be deleted from the 2018/19 schedule

Description of Service	Current 2018/19 Charge Exclusive of VAT £	Reason for Deletion of Charge
Eastbury Manor House - Commercial - Deluxe Conference Package - Mon to Weds (East Chamber, Old Hall, Buttery, Summer Parlour, Winter Parlour, N/W Chamber, S/W Chamber and Vestibule for registration) Seven rooms plus registration - 25% discount - per hour	170.00	Not being used
Eastbury Manor House - Charity/Community- Deluxe Conference Package - Mon to Weds (East Chamber, Old Hall, Buttery, Summer Parlour, Winter Parlour, N/W Chamber, S/W Chamber and Vestibule for registration) Seven rooms plus registration - 50% discount - per hour	113.75	Not being used
Eastbury Manor House - LBBB- Deluxe Conference Package - Mon to Weds (East Chamber, Old Hall, Buttery, Summer Parlour, Winter Parlour, N/W Chamber, S/W Chamber and Vestibule for registration) Seven rooms plus registration - 50% discount - per hour	136.50	
Eastbury Manor House - Non-Resident - Dinner Reception Package (East Chamber and Winter Parlour) Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) Two rooms plus garden - 12.5 discount plus two hours in walled garden free - per hour	85.00	Not being used
Eastbury Manor House - LBBB resident - Dinner Reception Package (East Chamber and Winter Parlour) Fri (4pm to 25 discount - per hour	72.92	Not being used
Eastbury Manor House - Non-Resident - Reception with Dance Package (Old Hall plus two ground floor rooms and bar area) Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) Two rooms plus garden - 12.5 discount plus two hours in walled garden free - per hour	90.00	Not being used
Eastbury Manor House - LBBB resident - Reception with Dance Package (Old Hall plus two ground floor rooms and bar area) Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) - per hour	76.67	Not being used
Eastbury Manor House - Non-Resident - Reception with Dinner and Dancing Package (East Chamber, Old Hall plus two ground-floor rooms and bar area) Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) Two rooms plus garden - 12.5 discount plus two hours in walled garden free - per hour	147.71	Not being used
Eastbury Manor House - LBBB Resident - Reception with Dinner and Dance Package (East Chamber, Old Hall plus two ground-floor rooms and bar area) Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) - per hour	127.50	Not being used
Eastbury Manor House - Community/Charity - Standard Room Hire - Mon and Tues (4pm to 11pm) - 25% discount - per hour	21.67	Not being used- replaced
Eastbury Manor House - Community/Charity - Standard Room Hire - Weds and Thurs (4pm to 11pm) - 50% discount - per hour	14.58	Not being used
Eastbury Manor House - Community/Charity - Old Hall Hire - Mon to Fri (8am to 4pm) - 25% discount - per hour	25.42	Not being used
Eastbury Manor House - Community/Charity - Old Hall Hire - Mon and Tues (4pm to 11pm) - 25% discount - per hour	27.08	Not being used
Eastbury Manor House - Community/Charity - Old Hall Hire - Weds and Thurs (4pm to 11pm) - 50% discount - per hour	18.33	Not being used
Eastbury Manor House - Community/Charity - Old Hall Hire - Weds and Thurs (4pm to 11pm) - 62.5% discount - BULK BOOKING 12 DAYS PLUS per hour	13.54	Not being used
Eastbury Manor House - Knights Children's Party 4 to 8 years (2-hour package with catering) 15 children minimum (per child)	13.75	Not being used
Eastbury Manor House - Knights Children's Party 4 to 8 years (2-hour package with catering) 16 to 20 children (per child)	15.42	Not being used
Eastbury Manor House - Knights Children's Party 4 to 8 years (2-hour package with catering) 21 to 25 children (per child)	17.08	Not being used
Eastbury Manor House - Princess Children's Party 4 to 8 years (2-hour package with catering) minimum 15 children (per child)	13.75	Not being used
Eastbury Manor House - Princess Children's Party 4 to 8 years (2-hour package with catering) 16 to 20 children (per child)	15.42	Not being used
Eastbury Manor House - Princess Children's Party 4 to 8 years (2-hour package with catering) 21 to 25 children (per child)	17.08	Not being used
Eastbury Manor House - Knights Children's Party with 'Knight' 7 to 11 years (2-hour package with catering) minimum 15 children (per child)	18.75	Not being used
Eastbury Manor House - Knights Children's Party with 'Knight' 7 to 11 years (2-hour package with catering) 16 to 20 children (per child)	20.42	Not being used
Eastbury Manor House - Knights Children's Party with 'Knight' 7 to 11 years (2-hour package with catering) 21 to 25 children (per child)	22.08	Not being used
Eastbury Manor House - Princess Children's Party with 'Tudor Lady' 7 to 11 years (2-hour package with catering) minimum 15 children (per child)	18.75	Not being used
Eastbury Manor House - Princess Children's Party with 'Tudor Lady' 7 to 11 years (2-hour package with catering) 16 to 20 children (per child)	20.42	Not being used
Eastbury Manor House - Princess Children's Party with 'Tudor Lady' 7 to 11 years (2-hour package with catering) 21 to 25 children (per child)	22.08	Not being used

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CABINET**14 November 2017**

Title: Budget Strategy 2018/19 to 2020/21	
Report of the Cabinet Member for Finance, Growth and Investment	
Open Report	For Decision
Wards Affected: All	Key Decision: Yes
Report Author: Kathy Freeman, Finance Director	Contact Details: Tel: 020 8 227 3497 E-mail: kathy.freeman@lbbd.gov.uk
Accountable Director: Kathy Freeman, Finance Director	
Accountable Strategic Director: Claire Symonds, Chief Operating Officer	
<p>Summary</p> <p>This report sets out the Council's budget strategy for 2018/19 to 2020/21 and includes proposals in order to address the revised 2018/19 budget gap of £12.5m.</p> <p>The Council faces an unprecedented financial challenge; Government cuts the likes of which have not been seen since the Second World War and year on year increases in demand for services. The Borough has witnessed severe population growth since 2013/14; projected cumulative growth to 2020 the second highest in London, and almost 4 times higher than the national average. Alongside rapid population increases, it has also witnessed some of the highest levels of deprivation and changing demographics across the country; as such the needs of the Borough have drastically increased.</p> <p>It is in this context that the report updates Cabinet on changes to the Council's medium term financial position since July 2017 as further information, particularly about funding, has become available and as savings proposals have been discussed, further tested and refined.</p> <p>The medium term financial gap to 2020/21 is now £15.6m. This compares to £23m which was previously reported to Cabinet in July.</p> <p>To meet the increasing challenge of setting a balanced budget, the Council is continuing its strategy of a balance sheet led investment approach which generates income in order to protect front line services.</p>	
<p>Recommendation(s)</p> <p>The Cabinet is recommended to:</p> <p>(i) Agree the implementation of the savings proposals for 2018/19 totalling £9.646m as set out in paragraph 6.2 of this report, subject to the outcome of consultation;</p>	

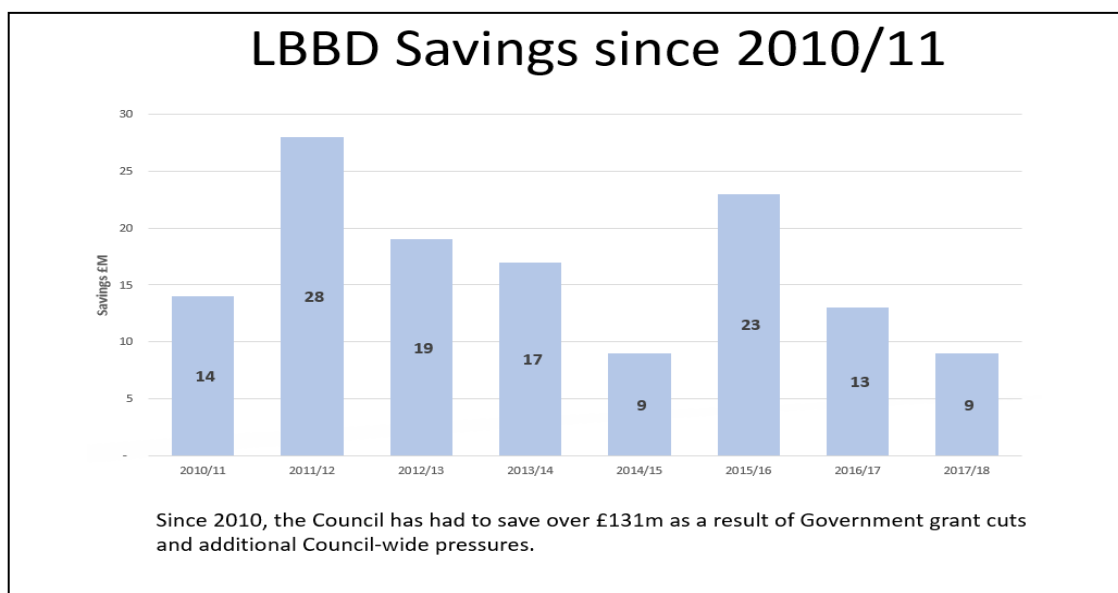
- (ii) Support the drawdown of circa £2.8m from general reserves in order for the Council to set a balanced budget for 2018/19 as set out in section 7 of the report, which would be reflected in the Council’s statutory budget setting report in February 2018;
- (iii) Note that carry costs of the Council’s Investment and Acquisition Strategy would be incorporated in the Medium Term Financial Strategy following the submission of the Be First business plan and the completion of detailed cash flow modelling, as referred to in paragraph 3.6 of the report;
- (iv) Agree to enter into the London Business Rates Pool, as set out in section 3.7 of the report;
- (v) Agree to set up a new Care Reserve of £688,000, to be funded from other reserves as detailed in paragraph 7.4 of the report; and
- (vi) Agree the proposed consultation process for the 2018/19 savings proposals, as set out in section 9 of this report.

Reason

Financial planning is key in supporting the Council to deliver its vision of “One borough; one community; London’s growth opportunity.”

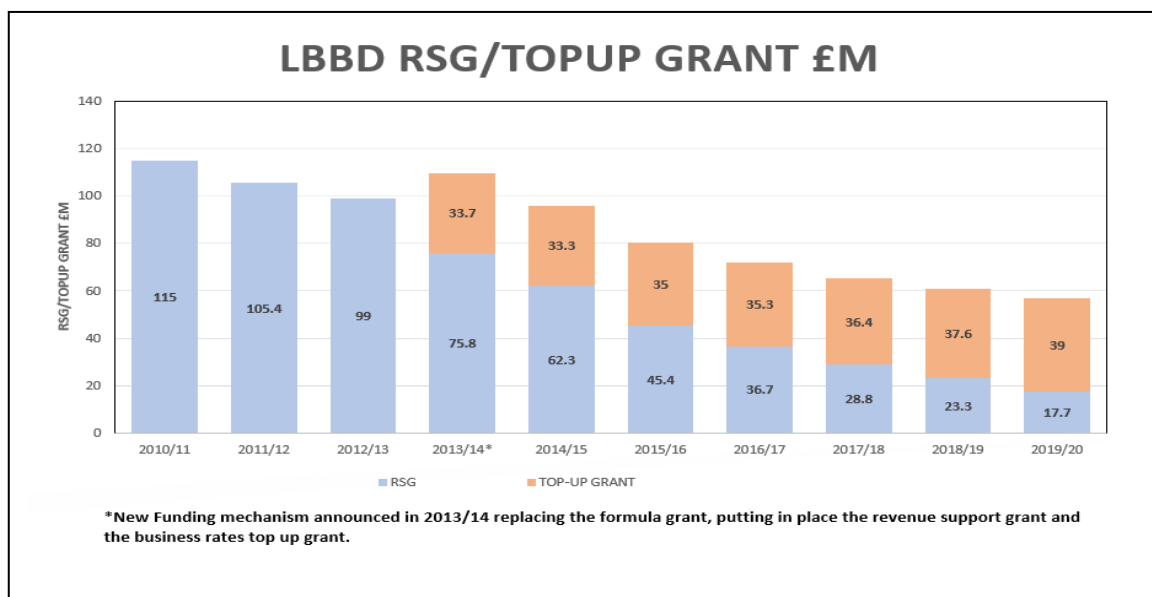
1. Introduction and Background

1.1 The Council continues to face significant challenges of cuts to revenue support grant, and increasing demographic and demand led pressures. This report is written at the point when the Council has already made over £122m of savings since 2010, and has identified further savings of £48m between 2017/18 and 2020/21 through its transformation programme.



1.2 The total funding (finance settlement) for LBBB has reduced from £115m in 2010 to £65.2m (2017/18), a reduction of £49.8m. It will further reduce by £8.5m to £56.7m

by the end of the decade, a total funding reduction of £58.3m. Along with these required savings as a result of funding cuts; the Council has faced and will continue to face severe demand pressures because of rapid population growth, demographic changes and high levels of deprivation which has resulted in a total savings requirement since 2010 to date of over £131m.



- 1.3 Assembly in February 2017, agreed to set a balanced budget of £145m for 2017/18, which incorporated a number of one off items and a transfer from general fund balances of £2.8m. At that point, the Council's overall budget gap was £15m for 18/19 and £22m overall to 2020/21.
- 1.4 A further report was presented to Cabinet in July, updating the position reported in February which included a number of adjustments to the Medium Term Financial Strategy. The revised budget gap for 18/19 was amended to £15.8m, however, this incorporated the removal a number of items such as budgeted increases for staff awards, the provision for legislative changes, demand pressures and other adjustments amounting to £6.7m. It was concluded that these items could be removed for 2018/19 with the accepted risk that any pressures emerging in these areas would need to be contained during the year as part of the monitoring process.
- 1.5 There are currently a number of recurring overspends in service areas across the Council. Services have been working hard during the year to mitigate these pressures but as part of the 2018/19 budget round it is recognised that ongoing provision is needed where it is clear that a service has an unavoidable underlying budget pressure.
- 1.6 For 2018/19, the net budget gap presented to Assembly was £15m that included the transformation programme savings of £11.3m. The MTFs has factored in further adjustments for service budget pressures, contingent items, and other budget adjustments including additional grant funding that has left a net budget gap of £9.7m for 2018/19. The report sets out the Council's proposals which sets out how the net 18/19 budget gap is to be addressed.

- 1.7 The Council has recognised that the tradition salami slicing approach of appropriating savings across services will no longer work. The transformation programme was set up in 2015 to target new innovations and efficiencies and has identified over £47.9m of savings over a 4-year period from 2017. This approach has significantly contributed £11.3m to the 2018/19 budget position but more savings are needed as a result of ongoing demographic pressures and the need to replace one off items in the current budget. This report sets out further proposals in order to deliver a balanced 2018/19 budget.

2 In year budget pressures

- 2.1 As set out in the budget monitoring report, which is elsewhere on this agenda, this Council like many other councils across London is facing demographic and demand led pressures which has led to a number of in year overspends. Services are working hard to contain these overspends but it is recognised that some are underlying issues and need to be recognised in the Council's medium term financial position.

Children's care and support

Children's Care and Support is a demand led service for the most vulnerable young people in our borough. Recently this service experienced a period of high growth and budgetary overspends but concerted action by the new management team including the implementation of the SAFE programme has led to much greater control and pressures have been brought down across the service. However, as most London boroughs we could continue to face difficulties in recruiting and retaining permanent staff which has led to staffing overspends that are hard to reduce.

In addition, the increasing vulnerability and complexity of need of a small group of children in our care requires very expensive care and support placements including in residential, therapeutic and secure accommodation leading to an overspend in LAC placements. There is currently an in-year budget pressure of £1.5m and although action is being taken this is likely to persist into next year.

Public realm

Pressures in this area emerged last year. A detailed investigation of the budget has revealed there is not sufficient funding for the current staffing establishment including weekend working and bank holiday cover. It may be possible to address this through a review of the delivery model and changes to working practices but this will be a complex piece of work and some residual pressures are likely to continue to next year. In addition, savings were included in the previous MTFS connected to the ELWA levy and residual waste volumes that are not realisable in the short term as cash savings.

Enforcement

There continues to be a pressure in the Parking account, which is currently forecasting a shortfall of around £0.970m against the forecast income budget. Over recent years the pattern of income has been fluctuating as a result of changes to the regulatory framework and motorist behaviour. Income from penalty charges has reduced as residents are parking more responsibly, partly due to the Council's education campaigns and emphasis on civic pride. An action plan has been drawn up that includes use of automatic number plate recognition technology and more

targeted use of CCTV cameras. If the assumptions in the plan prove true this should largely address the shortfall. However, these improvements are only now being implemented and so it is not possible to provide full assurance as to its impact.

Disabilities

Demographic changes are leading to pressures in these demands led budgets. As the child population increases this includes an increase in numbers of children with special educational needs and disabilities leading to pressures on the budgets for support and transport for those with the most complex needs. This demographic change together with improvements in medical care and life expectancy has also led to an increase in younger adults living with severe disabilities in the community with a consequent increase in demand for social care services.

Homelessness

Across London, a combination of the increasing cost of housing and welfare reform is leading to increased pressures on household budgets leading in turn to higher numbers of households becoming homeless or at risk of homelessness. The same cost pressures also mean that providing accommodation for eligible households is no longer cost neutral to the Council. This has created an increasing pressure on the temporary accommodation budget. Additional funding was provided in last year's MTFS but the service is still facing severe pressures and a £1.0m overspend is forecast.

- 2.2 The table below shows the additional ongoing growth items forecasted for the service blocks outlined above. The growth items will be held centrally with a view of ensuring that recovery plans are implemented so far as possible in the first instance to manage down the overspends.

Ongoing Pressures added to the Budget	
Children's Care and Support demand	1,000
Waste and Cleaning Budget pressure	1,500
Shortfall in Parking Income	1,000
Court Costs Income Shortfall	300
Homelessness	1,200
Sub Total	5,000

3 Risks through future legislative changes and potential forthcoming pressures

- 3.1 There are a number of additional risks to the medium term financial position. The timing and financial impact of these risks is yet to be fully established but it is likely that they will have an impact on future planning potentially as soon as 2018/19.

3.2 Lifting of the public sector pay cap

There is currently a 1% pay cap on public sector pay rises. Cabinet agreed in July to remove the 1% provision in 2018/19 with a view that a 1% increase on pay will be contained by service blocks through holding vacancies and finding compensating savings from other budgets to contain the pressure. Discussions are now being held nationally to lift the pay cap, with proposals to potentially increase pay by up to 5%. The table below shows the cost of the various percentage pay increases to both the

General Fund and the Housing Revenue Account. These pressures are currently unbudgeted for in the Medium Term Financial Plan.

Size of Pay Award	General Fund Impact (£000's)	Housing Revenue Account Impact (£000's)
1%	1,042	145
2%	2,085	290
3%	3,127	435
4%	4,169	580
5%	5,211	725

3.3 **Children and Social Work Act**

The Children and Social Work Act (2017) has clarified and strengthened the duties of a Local Authority towards Looked After Children and formerly Looked After Children. In particular there is a new requirement to publish a Local Offer and to offer a personal advisor, a needs assessment, and a pathway plan to formerly looked after children until they reach the age of 25 even if they are no longer in education. (Previously this duty only extended to the age of 21.) Under the New Burdens doctrine we would expect to receive additional grant funding for this, though experience has shown that this may not cover all of the new costs.

3.4 **Homelessness Prevention Act**

The Homelessness Reduction Act (2016) will come into force from April 2018. This Act extends and enhances the duties of a Local Authority. This includes the requirement to take steps to prevent homelessness from 56 days and to help a wider group of homeless households than those currently eligible. The potential cost of this to an authority such as Barking and Dagenham has been estimated to be as high as £3.2m. The Government has announced an allocation totalling £1.022m over three years leaving a potential significant pressure on the Council's budget. A provision of £0.75m has been included in next year's budget plans to mitigate this pressure.

3.5 **Rollout of Universal credit**

Despite national concerns raised over the serious impact from the current rollout of Universal Credit the Government has indicated they are still planning the full roll out by April 2022. The Council is scheduled to roll out Universal Credits fully by March 2020 and there are concerns that this will lead to a significant build-up of arrears, bad debts and write off for both the housing revenue and the general fund, in respect of homelessness families and benefits claimed for children leaving care. The three Councils who have rolled out Universal Credit so far have reported to have accumulated £8m of arrears over a 4-year period. This will potentially have a significant financial impact on the Council and at present, this risk has not yet been factored into the Medium Term Financial Strategy.

3.6 **Investment Strategy Carry Costs**

Cabinet in September agreed a long-term Investment and Acquisition strategy. The Council will seek to enter into joint venture arrangements with other partners but it is likely that there will be direct investment required of up to c£250m in the first three years. The Council will potentially undertake borrowing of up to £2.4bn to construct and deliver 7,400 units over a 20-year period. As such, the MTFs will need to recognise the initial carry costs during the construction and build period. The carry

costs have not yet been factored into the budget gap. The MTFs will need to align itself to the Be First business plan to ensure that the revenue costs of borrowing adequately reflect the size, scale and pace in which the Be First accelerates the Council's regeneration programme.

3.7 **London devolution and London business rates pilot**

The Chancellor in his 2015 Autumn Budget encouraged the creation of devolution deals across the Country, with the view of devolving both funding and decision-making power to the Community, through an elected mayor. Although the Queen's speech on the 21st June was silent on devolution, London Government continues to push forward this agenda. The potential financial benefit of the London Business Pilot in 2018-19 is **£230m** across London.

3.7.1 **Business Rate Pool Governance**

Establishing a business rates pool in London will require each authority participating in the pool to agree to do so; and to also agree the terms upon which they will participate jointly with other members, including to appoint a lead authority as accountable body for the pool and to decide how the pool should operate. Participation in a pool in 2018-19 would not bind boroughs or the Mayor indefinitely. As with existing pool arrangements, the founding agreement would need to include notice provisions for authorities to withdraw in subsequent years. Local decisions would need to be taken by each authority to agree the terms of the legal agreement which would underpin the arrangements.

3.7.2 **Proposed benefits of the pool**

It is estimated the net financial benefit to London would be in the region of £230m in 2018-19.

Financial modelling has shown the net financial benefit from pooling based on the four options for distribution for Barking and Dagenham ranges from **£1.8m to £2.4m** (however it must be noted that this is based on the forecast growth rates and is subject to change). The Government's original proposal for the 100% business rates retention model expected local government to pick up additional burdens in recognition of the additional funding it would be retaining 100% of business rates. The additional burdens include funding for public health and the Transport for London grant. It must be clarified with London Councils that the additional growth modelled is net of the new burdens which are likely to transfer alongside the additional retained funding. It must be noted the growth figures have been calculated taking into account of ambitious growth targets and the retained growth will be based on actual changes in new businesses.

The selection of the desired option to distribute the financial benefits from London Pooling is still ongoing and is subject to discussion and agreement.

3.7.3 **Timescales**

1. The Leader's Committee and subsequently the Congress of Leaders and the Mayor have agreed in principle to go ahead with the pilot pool subject to each Council formalising the governance arrangements through various cabinet and executive committees. The meeting was held on 10th October 2017. The Leaders agreed an amendment to the first recommendation stipulating that in the event that the pilot pool continues, it should not last for more than two years

(i.e. beyond 2019/20) without a positive re-commitment by all participating authorities

2. A 2018-19 London Pilot would need agreement with Government at or around the Autumn Budget (22 November 2017).
3. A final detailed pooling agreement would then need to be negotiated with DCLG around mid-January 2018 with a launch date of April 2018.
4. It is recommended that the Council participates with the London Pooling Arrangements from 2018/19 for a period of two years unless a positive recommitment is made to continue with the pooling arrangements. In order to do so, the Council must disband its existing pooling arrangement as set out below.

3.7.4 Current Pooling Arrangements

The Council is currently in a pool with LB Havering, Thurrock Council and Basildon Council. The original pool was estimated to generate savings of £13.2m across four boroughs. However, due to the large number of appeals both Basildon and Thurrock have faced in recent years, there has been little gain to date from the pool. 2017/18 will be the first year that the Council stands to gain between £300k to £500k from the current pool.

The Leaders, Committee has agreed in principle to support the London Pool but have not currently selected the desired option to distribute the financial benefits. To be prudent, the MTFS has factored in £1.1m additional income in 2018/19 from London Pooling. Further gains from London Pooling will be set aside for Council priorities.

3.8 Care and Support Funding

3.8.1 Through the last Budget and Autumn Statement, the Government has made a significant new source of funding available to the Council for protecting adult social care, stabilising the market and reducing hospital delays. For the 2015/16 year, the Council had taken its own significant decisions around the rates it pays to providers for the adult social care. Raising the 'usual cost' of residential and nursing care by £100 per week, and retendering for a new framework of domiciliary care providers, together added around £2.5m to the running costs of adult care services. This additional pressure on the Council's budgets was met in the short term, but contributed to the overall need to find savings of £16m in 2018/19.

3.8.2 The allocation by the Government of the new 'Improved Better Care Fund' grant funds for 2017/18 to 2019/20 allows the Council to mitigate the substantial reduction in funding that would otherwise have to be borne by the adults' care and support services. Furthermore, we have made a significant investment in the local residential and domiciliary care markets, which is in the spirit of the grant, and intend to continue this work by using the new monies in the coming two years to support uplifts in rates where appropriate. We have planned a number of investments in continuing a high level of crisis response care services to support fast discharge from hospital, a measure on which we are one of the country's top performing boroughs. We also have important investments supported by the grant to enhance services, including in the new mental health social care service, employment support, and the rollout of the new social care electronic record

system. Finally, the grant allows us to contain some of the significant increases in demand for services that we have been seeing over the past year or so, and which seems set to continue into the next two years. As a result of the grant funding, the investment in adult social care services is able to increase, even as the resources that the Council has available to spend on it reduces.

- 3.8.3 Delivering the identified Children's Care and Support savings is predicated on strategies being implemented to contain a forecast growth in demand being contained. Plans to transform Children's Social Care are being brought forward so that efficiencies may be realised sooner. The creation of the Council's holistic intervention service – Community Solutions – has been designed to support children, young people and their families at the earliest possible point, providing access to services at the time they can have the greatest impact. This is expected to reduce pressure on acute, social care services. Innovative approaches to managing demand within the social care system such as the PAUSE project and the implementation of a greater range of services for children on the edge of care are also expected to reduce costs, whilst allowing wherever possible children and young people to remain with their families. There has also been a reprofiling of improvement activity, bringing forward some costs into the current financial year, and spreading other costs into future years more evenly.

4 Education Fund

- 4.1 The Department of Education has committed to moving to a National Funding Formula (NFF) for Schools and High Needs funding and a consultation was carried out last winter. Under those proposals all primary schools in LBBD would lose funding although some secondary schools would appear to have marginally gained.
- 4.2 The NFF and associated funding reforms will not be introduced in full in 2018-19; the Government has set out transitional arrangements for 2018-19 and 2019-20, with caps on gains in respect of schools considered underfunded, and minimum per-pupil cash increases in respect of all schools.
- 4.3 The Secretary of State for Education made an announcement on 17th July concerning Schools funding in which she confirmed that the Department of Education would be pressing on with the changes to the Schools Funding Formula. She announced that schools' budgets would receive an additional £1.3 billion in 2018-19 and 2019-20. This allows gaining schools to receive an increase of 3% per pupil in cash terms each year for two years, while the remaining schools would get an increase of 0.5% per pupil. The best estimates from bodies such as London Councils suggests pupil cost inflation running at least 1.6% for 2018/19. A key driver of school budgets is the cost of staffing so any increases in teachers' pay would increase this even further. This means that those schools receiving only 0.5% increase will still be facing a real term cut. It is expected that this will apply to most LBBD primary schools.
- 4.4 The High Needs Block funding for LBBD is expected to increase, however the increase is unlikely to meet fully the pressures on the block. Over time the new formula should shift funding towards LBBD; but at a national level this block appears to be significantly under resourced.

5 Progress on the transformation programme

- 5.1 In 2015 the Council recognised that the traditional salami sliced approach to savings would no longer work given the sheer scale of the future reductions needed. The Council embarked on a wide-reaching transformation programme which focussed on the innovative future shape of service delivery rather than the more traditional efficiency based approach.
- 5.2 A four-year plan was agreed as part of the 2017/18 budget which will re-shape the way the Council delivers its services whilst generating £47.9m of cost reductions. £9.2m of these cost reductions were incorporated into the 2017/18 budget with a further £11.3m of planned savings for 2018/19.
- 5.3 The transformation programme initiatives are shown in the table below:

Area	2017/18 Saving	2018/19 Saving	4-year ongoing Saving
Care and Support	4,352	3,539	11,228
Community Solutions	243	2,481	4,571
My Place/Parks	1,298	807	5,584
Growth and Commercial	1,550	3,726	19,002
Cross Cutting	1,833	792	7,556
TOTAL	9,276	11,345	47,941

- 5.4 A transformation programme of this scale cannot be without risk. Many areas are expected to fully achieve and potentially exceed their savings targets. Some areas however are complex and as such there is significant risk attached to those proposals. In setting the 2018/19 budget £2.7m has been set aside to recognise and mitigate this risk. This will be held centrally and only allocated when it is clear that a saving cannot reach the originally anticipated value.

6 Revised budget gap for 2018/19 to 2020/21

- 6.1 Based on the adjustments as outlined in section 3 of this report, and the risks in the implementation of the current £47.9m from the current transformation programme the revised gap is £12.5m for 2018/19. This is outlined in the table below:

	£M
Gross Revised budget gap for 2018/19 (February report)	26.3
Agreed Transformation Savings 2018/19	(11.3)
2018/19 Gap as presented in February Budget Report	15.0
Additional Service Pressures	5.0
Removal of contingent items	(6.7)
Transformation Programme Contingency	2.7
Reduction in Specific Grants /Other Pressures/Business Rates Pool Benefit	1.8
Additional Grant Funding	(5.3)
Revised 18/19 Gap	12.5
Planned use of reserves*	(2.8)
New Saving Requirement	9.7

*Current planning will require a £2.8m drawdown from reserves in 2018/19 to balance the budget

6.2 Proposals have been identified to close this gap and are described in the paragraphs below:

Proposal	Description	2018/19 Saving £000's
Street Lighting	This proposal is to replace the borough's existing street lights with low energy Light Emitting Diodes (LEDs) and installation of centralised street lighting energy management system.	80
Abbey Road	Abbey Road, one of the Council's investment properties, has increased significantly, with recent valuations of £26m against a cost of £24m. Rental payments from Abbey Road are being used to repay both the interest owed and a portion of the loan. The proposal is to not set aside a provision for the loan repayment.	600
Pension Fund	To prepay 2 years of employers' pension fund contributions in advance – to generate a return of 4.1%, which is the Pension Fund's discount factor.	1,200
Street Properties	To purchase a portfolio of street properties these will be let at a combination of LHA, Affordable Rent and market rents levels.	192
Employment and Skills	Explore, evaluate and implement an alternative delivery model for employment and skills services to absorb loss of grant funding. The European funding in this area will end in 2018/19	500
Street Cleansing	Review street cleansing in low footfall residential streets following an initial deep clean. Focus resource into high traffic areas, using more mechanical means. Tie into enforcement activity to regarding littering.	439
Summer Festivals	Review of the Summer Festival Programme.	269
Broadway Theatre	It has been previously agreed that an annual grant of £50,000 from the Council to the College will be paid for a period of three years. The final guaranteed grant payment will be made in 2017/18.	50
B&D Trading Partnership	As a new wholly owned Council company, will make a profit which will be paid back to the Council in dividends to the General Fund.	471

Proposal	Description	2018/19 Saving £000's
Review of Core Services	A review of core services such as finance, democratic services, legal and HR together with Strategic Services is expected to deliver ongoing efficiencies.	1,169
Children's Services	A review and extension of the current transformational proposals will deliver savings. In addition, the service is proposing to phase the implementation of improvement activities for young people.	1,300
Realignment of Public Health services	Realignment of a range of Public Health Services ensuring spend meets available budget. The Leisure Contract has released Public Health funding by providing some activities previously PH grant funded.	700
Efficiency Savings	A review of a number of services to reduce costs and/or drive up income. The initial review will include Pest Control, Music Services, Strategy & Performance, Trewern and Fees & Charges across the Council.	275
Adult Services	A series of investments and proposals are already in place to improve preventative activity and reducing longer-term care costs including: Community Solutions, the better use of assistive technologies, and work to drive up the quality of domiciliary care, extra care housing, and PAs.	800
Adult Care and Support Reserve	The Adult Care and Support earmarked reserve will be fully utilised in 2018/19 to enable the service to deliver its efficiency requirements and at the same time manage service demand.	1,601
TOTAL		9,646

7 Setting a balanced budget and Reserves

7.1 The table below summarises how the 2018/19 gap will be addressed and the knock-on impact of this approach in future years to 2020/21.

	2018/19	2019/20	2020/21	Total
In Year Budget Gap	21,781	16,976	18,089	62,174
Less Total Savings	(18,990)	(6,051)	(16,180)	(45,558)
Revised Budget Gap after Savings	2,791	10,925	1,899	15,616
Budget Gap C/F 2018/19		2,791		
Drawdown from Reserves	(2,791)			
Revised Cumulative Gap	0	13,716	15,616	

7.2 In order to balance the budget for 2018/19 it is proposed that £2.791m from balances held in the Budget Support reserve be drawn down. This approach brings with it risks in so far as this amount will not be available as a contingency to help manage future budget pressures.

- 7.3 The Councils current reserves position is shown in the table below. Currently GF balances as at 31st March 2017 stands at £19m and £28m for earmarked reserves.

		31 March 2017	31 March 2018	31 March 2019
General Fund balances		19,330	16,865	15,906
Total Earmarked Reserves		27,639	10,914	10,131
Departmental Reserves	ACS Reserve	1,601	1,601	1,601
	PSL Reserve	1,097	759	759
	Care Reserve	-	688	688
Public Health		161	161	161
Corporate restructuring		2,006	-	-
Insurance		1,689	1,389	1,389
Budget Support Reserve		11,199	0	-
VAT Market Repayment		201	111	51
Capital Investment Reserves		3,575	1,000	500
Legal Reserve		563	563	563
Collection Fund Reserve		1,581	1,581	1,581
Elections Reserve		223	223	-
LEP Housing Rentals Reserves		1,394	1,394	1,394
Other Miscellaneous		905	-	-
Council Entities		1,444	1,444	1,444

- 7.4 It is proposed that a Care Reserve is created using the former Butler Court reserve, transfer from Insurance reserves £250k, transfer from PSL reserve £100k and VAT reserve £50k.
- 7.5 The impact of drawing down the £2.8m of reserves to balance the 2018/19 budget is that the requirement of keeping the balances above £15m, as recommended by the Chief Operating Officer, will potentially not be met in future years putting severe pressure on the Council to manage its finances and replenish balances.
- 7.6 Appendix A shows the medium term 3-year position. If no further proposals or any other mitigations were identified, the potential cumulative draw on reserves over the next 3 years would aggregate to £32.1m. It is, however, recognised and expected that a business of the size of the Council would annually be able to identify new modernisation and efficiency proposals which would go some way to closing this gap. Further reviews of the 2019/20 position are planned as part of the Council's annual budget cycle.

8 Capital strategy

- 8.1 As part of the budget round a review of future Capital requirements is undertaken. New Capital proposals can be included where there is a funding source available. Any further Capital needed over and above proposals already in the medium term financial plan will need to be funded from borrowing. This will have a direct impact on the revenue position.
- 8.2 The MTFs has set aside £0.9m to fund the cost of borrowing, which enables the Council to invest £10m in its capital programme each year. Several bids were already put forward and agreed last year against the 2017/18 programme, which

amounted to £12.96m. Capital bids from prior years amounted to £3.35m, meaning there is £2.82m available for additional capital programme works for 2018/19 and £4.92m for 2019/20.

- 8.3 There have been requests for further capital funds amounting to £3.27m in 2018/19 and £2.94m in 2019/20. Further reports detailing these proposed capital expenditures will be tabled at a later date.

9 Proposed consultation process

- 9.1 Some savings proposals are based on efficiency and as such do not directly affect service delivery. These proposals are part of a normal ongoing process the Council undertakes to modernise its services and as such do not need formal consultation.
- 9.2 Changes to Public facing services require consultation and it is proposed that the following approach is undertaken to fully incorporate stakeholders and the public in the decision-making process on these items.
- An online budget consultation which will run for 6 weeks commencing in November.
 - Face to Face events in Dagenham and Barking.

10 Timetable and process to Assembly

- 10.1 The Chancellors Autumn Budget which sets out the government's plans for the economy based on the latest forecasts from the Office for Budget Responsibility is scheduled for 22 November 2017.
- 10.2 Cabinet will be asked to approve the 2018-19 budget on 19 February 2018.
- 10.3 Assembly will be asked to formally approve the 2018-19 budget on 28 February 2018.

11 Financial implications

Implications completed by: Kathy Freeman, Finance Director

- 11.1 Financial implications are covered throughout this report

12 Legal Implications

Implications provided by: Dr Paul Feild, Senior Corporate Governance Solicitor

- 12.1 Local authorities are under an explicit duty to ensure that their financial management is adequate and effective and that they have a sound system of internal control and management of financial risk. This report contributes to that requirement. Specific legal advice may be required on the detailed implementation of any agreed savings options.
- 12.2 Where budgetary requirements proposals identify the need for the reduction of, or closure or discontinuance of a service or services, appropriate consultation will

need to be carried out. The savings proposals that affect staff will require consultation with Unions and staff. In addition to that Members will need to be satisfied that Equality Impact Assessments have been carried out before the proposals are decided by Cabinet because the Public Sector Equalities Duty (“PSED”) set out in section 149 of the Equality Act 2010 obliges the Council in performing its functions “to have due regard to the need to:

- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it”

This means an assessment needs to be carried out of the impact of financial strategy measures and a decision taken in the light of such information within the PSED context.

12.3 Further clarification has been given by the Supreme Court has recently endorsed the following general principles of consultation:

- That consultation must be at a time when proposals are still at a formative stage;
- That the proposer must give sufficient reasons for any proposal to permit intelligent consideration and response;
- That adequate time must be given for consideration and response; and
- That the product of consultation must be conscientiously taken into account in finalising any statutory proposals.

12.4 If at any point a resort to constricting expenditure is required, it is essential that due regard is given to statutory duties and responsibilities. In particular the Council must have regard to:

- any existing contractual obligations covering current service provision. Such contractual obligations where they exist must either be fulfilled or varied with agreement of current providers;
- any legitimate expectations that persons already receiving a service (that is earmarked for reduction) may have to either continue to receive the service or to be consulted directly before the service is withdrawn;
- any rights which statute may have conferred on individuals that as a result of which the council may be bound to continue its provision. This could be where an assessment has been carried out for example for special educational needs following a statement of special educational needs;

- the impact on different groups affected by any changes to service provision as informed by relevant equality impact assessments;
- the response to any consultation undertaken.

13 Risk management

13.1 In each of the areas set out in this report, the significant risks have been identified with some of the impacts from those risks highlighted for consideration. Mitigation for those risks is alluded to within this report and have been integrated into the implementation plan to deliver the Budget Strategy.

14 Equality impact assessments

14.1 Full Equality Impact Assessments will be carried out on all applicable proposed savings.

Public Background Papers Used in the Preparation of the Report: None

List of appendices:

- Appendix A: Medium Term Financial Strategy, 2018/19 - 2020/21
- Appendix B: Agreed Transformation Savings to 2020/21

Appendix A

Medium Term Financial Strategy: 2018/19- 2020/21

	2018/19 £000	2018/19 £000	2018/19 £000	2019/20 £000	2020/21 £000
	Feb' 17	July' 17	Nov' 17	Revised	Revised
Prior Year (Surplus) / Deficit	-	-		0	13,716
Budget Increases					
Roll Forward of 2017-18 budget gap	8,129	8,129	8,129	-	-
Capital Investment	1,400	1,400	1,400	900	900
Financing	3,770	3,770	3,770	600	420
Inflation - Staff	1,000	-	-	1,000	1,000
Inflation - Non Staff	2,100	-	-	2,100	2,100
Levies	440	440	440	350	350
Demography/Demand	4,655	3,025	3,088	3,033	3,660
Legislation	2,045	45	795	2,377	2,000
Corporate/Other Service Pressures	(120)	5,446	7,077	260	260
Total Additional Costs	23,419	22,255	24,699	10,620	10,690
Changes in Income & Funding					
Government Grants	6,178	6,178	1,481	8,083	9,175
Council Tax	(3,299)	(3,299)	(3,299)	(1,727)	(1,786)
Business Rates	-	-	(1,100)	-	-
Total Changes in Income	2,879	2,879	(2,918)	6,356	7,389
In year Budget Gap	26,298	25,134	21,781	16,976	18,079
Savings					
Savings approved by Cabinet	(11,344)	(11,344)	(11,344)	(12,784)	(14,538)
Non-Delivery of Savings	-	2,000	2,000	929	579
Additional Savings	-	-	(9,646)	5,804	(2,221)
Total Savings	(11,344)	(9,344)	(18,990)	(6,051)	(16,180)
In Year Budget Gap Including Savings	14,954	15,790	2,791	10,925	1,899
Other Adjustments					
Revised Budget Gap after other adjustments	14,954	15,790	2,791	10,925	1,899
Use of Reserves in 2018-19			(2,791)	2,791	
Cumulative Budget Gap including Savings	14,954	15,790	0	13,716	15,616

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Appendix B - Agreed Transformation Savings to 2020/21

Portfolio & Programme	Savings £'000					
	2016/17	2017/18	2018/19	2019/20	2020/21	Total
Transformation	No savings					0.000
My Place	141.218	122.883	151.597	21.657	0.000	437.355
Community Solutions	0.000	243.033	2,481.373	876.224	970.330	4,570.960
Disabilities	0.000	412.000	488.000	500.000	250.000	1,650.000
Adults	0.000	3,451.000	1,959.000	0.000	0.000	5,410.000
Children's	0.000	489.286	1,092.171	1,126.286	1,460.616	4,168.359
	141.218	4,718.202	6,172.141	2,524.167	2,680.946	16,236.674
Growth & Commercial	No savings					0.000
Be First	0.000	259.000	906.000	5,033.000	4,139.000	10,337.000
Legal	105.000 *	0.000	0.000	0.000	0.000	105.000
Leisure	0.000	257.000	590.000	226.000	91.000	1,164.000
Traded Services	0.000	171.623	151.104	131.679	135.690	590.096
Home Services	0.000	0.000	470.680	470.680	739.640	1,681.000
Investment Strategy	0.000	757.000	1,608.000	1,368.000	1,392.000	5,125.000
Parks Commercialisation	0.000	33.000	0.000	100.000	0.000	133.000
	105.000	1,477.623	3,725.784	7,329.359	6,497.330	19,135.096
Service Improvement	No savings					0.000
Heritage	5.000	5.000	15.000	26.000	25.000	76.000
Enforcement	165.000 *	252.000	200.000	1,458.500	0.000	2,075.500
Refuse	95.000	557.000	300.000	170.000	579.000	1,701.000
St Cleansing	14.000	10.000	0.000	419.000	0.000	443.000
Pks, Open, Cems	8.000	152.850	139.953	516.022	164.245	981.070
	287.000	976.850	654.953	2,589.522	768.245	5,276.570
Cross Cutting	No savings					0.000
Customer Access	0.000	842.000	520.000	341.000	310.000	2,013.000
Irreducible Core	0.000	719.000	0.000	0.000	4,281.000	5,000.000
Workforce & OD	0.000	271.500	271.500	0.000	0.000	543.000
Technology - Applications	No savings					0.000
Technology - Infrastructure	No savings					0.000
	0.000	1,832.500	791.500	341.000	4,591.000	7,556.000
A2020 Overarching	No savings					0.000
Total	533.218	9,005.175	11,344.378	12,784.048	14,537.521	47,941.122
Sustainable 16/17 savings		270.000	* Savings delivered in 16/17 that create a 17/18 sustainable base budget reduction			(17/18 to 19/20 savings)
Total		9,275.175				

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CABINET**14 November 2017**

Title: Gambling Act 2005: Statement of Gambling Licensing Policy 2017 – 2020	
Report of the Cabinet Member for Enforcement and Community Safety	
Open Report	For Decision
Wards Affected: All	Key Decision: Yes
Report Author: Theo Lamptey, Service Manager Public Protection	Contact Details: Tel: 0208 227 5655 E-mail: theo.lamptey@lbbd.gov.uk
Accountable Director: Jonathon Toy, Operational Director, Enforcement Services	
Accountable Strategic Director: Claire Symonds, Chief Operating Officer	
<p>Summary</p> <p>The Council, as local licensing authority for gaming and betting, is required under the Gambling Act 2005, to have in place a statement of the principles (a 'policy') by which it will abide in carrying out its licensing responsibilities and to review that policy every three years. The review of the Council's current gambling licensing policy is overdue.</p> <p>On 25 April 2017, the Cabinet approved a draft revised statement of gambling licensing policy for the purposes of public consultation. That consultation took place through July to September 2017. The consultation responses have been considered and the draft policy further revised as appropriate.</p> <p>This report returns the revised draft policy for consideration with a view to adoption as this Authority's formal gambling licensing policy for the period.</p> <p>The draft revised policy (Appendix 1) establishes that the Council has serious concerns of the impact of any further increase in the number of gambling premises may have for the most vulnerable and 'at risk' areas of the borough. The Council considers that it is necessary to seek to strictly control the number of facilities for gambling in areas where its most vulnerable residents may be placed at increasing risk, and in line with the duty, to aim to permit gambling insofar as it is reasonably consistent with the pursuit of the licensing objectives.</p> <p>All areas shown within the local area profile as being at high overall risk of gambling related harm, are generally considered inappropriate for further gambling establishments, which would tend to raise the risk of gambling related harm to vulnerable people living in those areas. Operators are asked to consider very carefully whether seeking to locate new premises or relocating existing premises within these areas would be consistent with the licensing objectives.</p>	

The draft policy goes on to set out the considerations this Council will have when determining applications for gambling premises licences and details the types of controls the Council might expect to see in place at licensed gambling establishments.

The Gambling Licensing Policy will be presented for formal adoption to the Assembly on 22 November 2017. Following approval, notice of the decision must be given in a local newspaper with the effective date made one month on.

Recommendation(s)

The Cabinet is asked to recommend the Assembly to adopt the Barking and Dagenham Statement of Gambling Licensing Policy 2017 – 2020, as set out at Appendix 1 to the report.

Reason(s)

The review of the policy fulfils the Council's statutory requirement to establish a gambling licensing policy and review that policy every three years.

The revision intends to take advantage of the new provisions contained within the Gambling Commission's Licence Conditions and Codes of Practice (LCCP) by developing a local area profile incorporating local data which will inform local decision-making.

The draft policy also supports the Council's priorities 'Encouraging civic pride' and 'Enabling social responsibility'.

1. Introduction and Background

- 1.1 The Gambling Act 2005 ('the Act') established the national licensing regime for gaming and betting (excepting the national lottery).
- 1.2 The Act provides a two-tier licensing system. The Gambling Commission is responsible for licensing both gambling operators and key industry personnel. Local licensing authorities are responsible for licensing the premises in their area where gambling activities are intended to be provided.
- 1.3 Under the Act, each licensing authority is required to publish a statement of licensing policy and to review this every three years. This Authority published its initial statement in 2007. It has been updated periodically but is now overdue for revision. Each revision of the policy must be subject to public consultation.
- 1.4 The statement of policy aims to set out how the licensing authority intends to approach its licensing responsibilities under the Act.
- 1.5 In carrying out its licensing functions, the Authority is directed by s153 of the Act to "aim to permit" the use of premises for gambling in so far as it thinks it is:
 - In accordance with any code of practice issued by the Gambling Commission;
 - In accordance with any relevant guidance issued by the Gambling Commission;
 - Reasonably consistent with the licensing objectives; and

- In accordance with the licensing authority's own statement of policy.
- 1.6 The three licensing objectives stated in the Act are:
- Preventing gambling from being a source of crime and disorder, being associated with crime or disorder, or being used to support crime
 - Ensure gambling is conducted in a fair and open way
 - Protecting children and vulnerable people from harm or from being exploited by gambling.
- 1.7 Local licensing authorities are concerned with the third objective (in particular) but with the first objective also.
- 1.8 Many local licensing authorities have held long standing concerns that, due to the "aim to permit" direction, insufficient consideration has been given to local context and circumstance within licensing decisions. This has led to: -
- Frustration within local licensing authorities over lack of discretion
 - A perceived uncontrolled growth in gambling establishments, particularly betting shops driven by their ability to install up to 4 x £500 jackpot Fixed Odds Betting Terminals
 - The perceived concentration of betting shops in high street locations in more deprived areas
 - Concern that vulnerable people are being targeted and exploited
 - Concern that children are being regularly exposed to gambling and gambling is becoming 'normalised'
- 1.9 In 2016, however, the Gambling Commission made some key changes to the standard Licence Conditions and Codes of Practice (LCCP) with which all licensed Operators must comply with under their Operators' Licence. The Social Responsibility Code, which forms part of the LCCP, now requires prospective and current operators to have regard within their business operating risk-assessments to local risks including any set out in the local authority statement of policy. This has provided a first opportunity for local issues to be considered within licence application determinations.
- 1.10 On 24 April 2017, the Cabinet considered and approved a draft revised statement of gambling licensing policy for the purpose of public consultation. The draft revision looked firstly to ensure that the policy is consistent with current legislation and the latest Gambling Commission Guidance to Local Licensing Authorities (September 2015). Additionally, in recognition of the recent changes made to the Commission's LCCP, the draft revision was supported by, and informed through, the development of a model of local area based vulnerability to gambling related harm. This 'local area profile' was compiled using spatial analysis techniques drawing on published, relevant and reliable socio-economic; public health and anti-social behaviour data sets.
- 1.11 In the light of the findings of the analysis, the draft policy made a number of important statements (section 42 of the draft policy):
- That the Council considers it necessary to limit facilities for gambling in areas where its most vulnerable residents may be placed at increasing risk.

- That areas where there is high overall risk of gambling related harm are inappropriate for further gambling establishments.
- That operators are asked not to consider locating new premises or relocating existing premises within such areas

- 1.12 It remained the case that each application is required, by law, to be considered upon its own merits and so the draft policy could not set out to refuse all future licence applications. However, the draft policy looked to establish a framework which best places the Council to make future licensing decisions which take into account local information and address local circumstances and concerns.
- 1.13 Under the draft policy, applicants for each category of gambling premises licences would be required to review the content of the local area profile and address the concerns raised by it, within their local business operating risk-assessments, by way of appropriate proactive mitigation and control measures. Applicants are asked to provide a copy of their local business risk-assessment as part of their application.
- 1.14 Although initially delayed by the general election, the public consultation exercise took place through July to September 2017. This report details the response received; the main issues raised within that response; and provides a revised draft policy statement for adoption. A copy of the revised statement is attached at Appendix 1, which includes a copy of the supporting risk assessment of local gambling related harm (Appendix E to the main policy document).

2. Proposals and Issues

The Public Response to the Consultation on the Draft Revised Barking and Dagenham Statement of Gambling Licensing Policy 2017-2020

- 2.1 Overall, a total of 123 responses were received to the public consultation exercise. The majority of responses (119) were received through an online questionnaire made available on the Council's web site.
- 2.2 In general, the response to the draft policy from the questionnaire was very positive. Full details of the responses received through the online questionnaire are available on the Council's website at <https://modgov.lbbd.gov.uk/Internet/ieListDocuments.aspx?CId=180&MIId=9414&Ver=4>. A summary of the primary questions asked within the questionnaire is provided in Table 1 below.

Table 1 – Summary of responses to main questions asked within the public consultation			
No	Question	Response	No of respondents
1	Do you believe that gambling may be potentially harmful to vulnerable people	Yes 95% No 4%	113 / 119
2	Do you believe that gambling may be potentially harmful to children and young people?	Yes 93% No 6%	111/119
3	From your own personal knowledge of the numbers of gambling premises and gambling	Too much 88% About right 6% Not enough 1%	105/119

	machines available to play within LBBB, do you consider that there is?		
4	Do you consider the Council needs to have a policy which manages the level of local gambling facilities offered?	Yes 96% No 2%	113/118
5	Would you support a local policy which restricts (as far as the law allows) gambling in areas where there is high-risk of alcohol related harm?	Yes 91% No 5%	107/117
6	Would you support a local policy which aims to ensure that gambling premises have standards of management?	Yes 85% No 9%	99/117

2.3 As can be seen from Table 1, 88% of respondents considered that the numbers of gambling premises and gambling machines available to play within the borough was too high. A supplementary question asked those who considered numbers to be 'too high' to name specific areas where they considered this to be the case. A summary of the areas named most frequently is provided in Table 2 below.

Table 2 – Areas where there is greatest concern over the level of gambling facilities offered	
Locality	No of consultation responses
Barking Town Centre & surrounding area	45%
Dagenham Heathway	13%
Upney	6%

2.4 Barking Town Centre is identified as the main area of risk of gambling related harm in the analysis supporting the policy.

Detailed responses

2.5 Additionally, more detailed responses were also received from the Council's Planning and Trading Standards Services; Public Health and The Association of British Bookmakers (ABB). Each of the responses are provided in full in Appendix 2 together with some commentary on the individual points raised.

2.6 Planning, Trading Standards, and Public Health are all generally supportive of the policy.

2.7 The ABB, however, provided a detailed and critical response which raised a number of issues. Each matter has been given careful consideration. Following review of the draft policy and the points raised by the ABB with Counsel, a number of amendments to the policy are proposed. A summary of the comments made by Counsel in consideration of the draft policy, in the light of the content of the response received from the ABB, and of the resultant amendments made to the policy is attached at Appendix 3. The main amendments are summarised below:

- The statement given in Section 42 of the policy dealing with the local area profile has been amended so as to give more acknowledgement to the current 'aim to permit' direction given to the Authority under statute and the need to judge each application on its own merits. A revised statement is proposed as follows with the amendments shown in italics –

“This position gives rise to serious concerns of the impact of any further increase in the number of gambling premises may have for the most vulnerable and ‘at risk’ areas of the borough. Because of this, this Authority considers that it is necessary to seek to strictly control the number of facilities for gambling in areas where its most vulnerable residents may be placed at increasing risk, and in line with the duty to aim to permit gambling insofar as it is reasonably consistent with the pursuit of the licensing objectives

It is this Authority’s position that all areas shown within the local area profile as being at high overall risk of gambling related harm are generally considered inappropriate for further gambling establishments, which would tend to raise the risk of gambling related harm to vulnerable people living in those areas. Operators are asked to consider very carefully whether seeking to locate new premises or relocating existing premises within these areas would be consistent with the licensing objectives.

- A similar acknowledgement is suggested in Section 47 dealing with ‘How applications for premises licences will be assessed’ as follows:

“While it will continue to be the case that each application will be considered upon its own merits with all relevant matters – including the requirement to ‘aim to permit gambling’ where to do so is reasonably consistent with e.g. the licensing objectives – see paragraph 16 above - taken into account, this Authority will expect that each applicant for a licence will:”

- Have had regard to the content of the local area profile and to the guidance and best practice advice provided within this document.
 - Have engaged in constructive discussion with the appropriate relevant responsible authorities where risks and concerns are raised
 - Be able to demonstrate that the risks raised within the local area profile, this policy and through representations have been adequately addressed by submitted operating schedules
 - Seek to promote the licensing objectives
- An acknowledgement has been added to Section 105 on location (as indicated)

“Location of the premises has already been raised within this policy under the first licensing objective. However, location carries broader considerations that can potentially impact on each of the licensing objectives and beyond. That said this Authority recognises that betting shops have always been situated in areas of high population, where there are likely to be high numbers of children nearby, and this is not of itself a problem where appropriate steps have been taken to minimise the risk of children being attracted to gambling.”

- Section 137 on premises licence reviews has been expanded to include additional information about the circumstances under which a premises licence

“By virtue of s.198, an application may, but need not, be rejected if the licensing authority thinks that the grounds on which the review is sought:

- Are not relevant to the principles that must be applied by the licensing authority in accordance with s.153, namely the licensing objectives, the

Commission's codes of practice and this Guidance, or the licensing authority's statement of policy

- Are frivolous
- Are vexatious
- 'Will certainly not' cause the licensing authority to revoke or suspend a licence or to remove, amend or attach conditions on the premises licence
- Are substantially the same as the grounds cited in a previous application relating to the same premises
- Are substantially the same as representations made at the time the application for a premises licence was considered."

2.8 As noted other amendments are detailed within Appendices 2 and 3. Additionally some statistical information and contact details have been updated where necessary.

Department of Culture Media and Sport (DCMS) consultation on proposals for changes to gaming machines and social responsibility measures

2.9 In 2016, the Government launched a review of gaming machines and social responsibility measures which began with a Call for Evidence. Responses to the Call for Evidence have been published (<http://www.gov.uk/government/consultations/call-for-evidence-review-of-gaming-machines-and-social-responsibility-measures>) as part of this package. The Government's stated objective in initiating this review was to ensure that "the right balance is struck between a sector that can grow and contribute to the economy, while also ensuring it is socially responsible and doing all it should to protect consumers and communities, including those that are just about managing."

2.10 On 31 October 2017, the DCMS published a consultation that covers proposals relating to:

- Maximum stakes and prizes for all categories of gaming machines permitted under the Gambling Act 2005;
- Allocations of gaming machines permitted in all licensed premises under the Gambling Act 2005;
- Social responsibility measures for the industry as a whole to minimise the risk of gambling-related harm, including on gambling advertising, online gambling, gaming machines and research, education and treatment (RET)

2.11 The consultation closes at midday on 23 January 2018. At the time of writing of this report the content of the consultation has not yet been absorbed and considered, however, it is anticipated that an appropriate response will be prepared and submitted in due course.

2.12 The launch of this further consultation does not negate the need for this Authority's policy to be updated in the meantime, nor does it immediately impact upon the proposed content of the policy. The next update of the policy will be due by 31 January 2019 by which time the implications of the DCMS consultation should be clear.

3. Consultation

3.1 Each review of the Council's statement of licensing policy is required to be subject of public consultation in accordance with the provisions of the 2005 Act. Public consultation was carried out in respect of this policy revision through July to September 2017. The consultation comprised:

- Direct notifications sent to
 - Responsible authorities and partner services
 - Local licence holders and trade representative groups
 - Representatives of local resident and known local interest groups
 - Ward councillors
 - Neighbouring licensing authorities
- An online questionnaire made available on the Council's web site, together with a copy of the policy and supporting information
- Awareness raising through use of
 - Flyers distributed across the borough
 - Information given in the local e-newsletter
 - Social media

4. Timetable for progression

4.1 The final draft policy is required to be approved and adopted by the Assembly. Once that decision is made, notice of the decision must be given in a local newspaper with the effective date made one month on.

5 Financial Implications

Implications completed by: Katherine Heffernan, Finance Group Manager

- 5.1 The resources devoted to the preparation of the policy are contained within the Regulatory Services budget.
- 5.2 Fees associated with this policy are reviewed and agreed by Cabinet as part of the council's standard annual Fees and Charges review process.

6. Legal Implications

Implications completed by Dr Paul Feild, Senior Corporate Governance Lawyer

- 6.1 Section 349 of the Gambling Act 2005 requires the Licensing Authority to prepare and publish a Statement of Gambling Licensing Policy every 3 year. Section 25 of the Gambling Act 2005 requires the Authority to have regard to the Gambling Commission's Guidance when preparing its Policy.
- 6.2 Any other legal implications relating to the Statement of Gambling Licensing Policy are detailed within the 2005 Act.

7. Other Implications

- 7.1 **Risk Management** – This review of the Council’s gambling licensing policy fulfils the requirement under the Gambling Act 2005 for the Council to have and regularly review and update a statement of policy.
- 7.2 **Corporate Policy and Customer Impact** – The draft policy is intended to promote the four statutory licensing objectives. It attempts to do so in a way that acknowledges and supports the broader Council vision and priorities. The revised policy is subject of an Equalities Impact Assessment which has been informed by this process.
- 7.3 **Safeguarding Children** - The third licensing objective specifically deals with the protection of children. As such, the policy includes detailed best practice management advice around child protection issues, compiled in conjunction with expert responsible authorities. This deals with issues such as age-verification and advertising. Child Protection are a statutory responsible authority under the Act and are consulted on all new and varied premises licence applications.
- 7.4 **Health Issues** - Although public health is not a licensing objective, the draft policy recognises the potential impacts of gambling related harm and is intended to provide adequate protections to vulnerable persons. The draft policy promotes socially responsible premises management. Public Health are a statutory responsible authority under the Act and are thereby consulted on all new and varied premises licence applications.
- 7.5 **Crime and Disorder Issues** - The first licensing objective specifically deals with the prevention of crime and disorder. As such, the draft policy considers issues such as location and local levels of crime. The development of the revised policy is being carried out in conjunction with expert responsible authorities.
- 7.6 **Property / Asset Issues** - None directly. Any licensable gaming or betting activity provided on Council-run venues would be subject to the same controls as other commercially run venues or facilities.

Public Background Papers Used in the Preparation of the Report:

- Summary of Responses to the Public Consultation from the Council’s Online Questionnaire
<https://modgov.lbbd.gov.uk/Internet/ieListDocuments.aspx?CId=180&MId=9414&Ver=4>.

List of appendices:

- Appendix 1 – The Draft Barking and Dagenham Statement of Gambling Licensing Policy for 2017-2020 (incl. the Analysis of Gambling Related Harm provided by the Insight Hub)
- Appendix 2 – Summary of more detailed responses received to the consultation
- Appendix 3 – Summary of amendments made to the policy following consultation

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APPENDIX 1

London Borough of Barking & Dagenham

Gambling Act 2005

**Draft Statement of Gambling Licensing
Policy 2017-2020**

Notes

The Gambling Act 2005 (“the Act”) came into force in 2007. It introduced a new, comprehensive system for gambling regulation in Great Britain, bringing together the vast majority of commercial gambling into a single regulatory framework.

The Act established a dedicated national regulator in the form of the Gambling Commission “the Commission”. But it also recognised the potential local impact and importance of gambling. So, it created many local regulators whose job it is to manage gambling within their area, in line with local circumstance. These are the 380 licensing authorities of England, Wales and Scotland. In doing so, the Act established a strong element of local decision-making and accountability in gambling regulation.

As licensing authority for the London Borough of Barking and Dagenham, this Council is required under s.349 of the Act to prepare and publish, every three years, a statement of the licensing principles it proposes to apply in exercising its functions under the Act. This is commonly known as the statement of licensing policy. The statement of policy can be reviewed and revised by the Council at any time, but must be produced following consultation with those bodies and persons set out in s.349 of the Act.

The Barking and Dagenham Statement of Gambling Licensing Policy sets out how this Authority intends to exercise its functions under the Act, for the next three years. First published in 2007, this latest draft revision has been prepared having regard to the Act, secondary regulations and the Commission’s Guidance to Local Licensing Authorities (5th Edition published September 2015).

This policy was adopted by the Assembly on The policy took effect from

Executive Summary

This Authority recognises that the gambling industry, across its many component parts, makes a significant contribution to the national economy and provides considerable job opportunities. It also recognises that gaming and betting provides a legitimate leisure activity, enjoyed by many people, and that the majority of people who gamble appear to do so without exhibiting any signs of problematic behaviour.

However, the Assessment of National Gambling Behaviour published by the Gambling Commission in August 2017 and prepared by NatCen Social Research states that 1.4% of gamblers were classed as 'problem gamblers' (0.8% of the population), with 6.4% of gamblers were classed as at risk (3.9% of the population). Gambling Commission Executive Tim Miller is quoted as stating that "Whilst overall problem gambling rates in Britain have remained statistically stable, our research suggests that in excess of two million people are at-risk or classed as problem gamblers, with very many more impacted by the wider consequences of gambling-related harm."

While a thriving gambling industry may be good for the economy, the success of the industry cannot be at the expense of families affected by problem gambling.

This Authority acknowledges that genuine efforts are being made to ensure that gaming and betting can take place in a socially responsible manner and that the industry itself contributes to this. Recent initiatives such as the national multi-operator self-exclusion scheme, which allows an individual to make a single request to self-exclude from the same type of the gambling within their area, and the continuing work on identifying harmful play on machines and mitigating this through intervention are wholly supported. However, as the Responsible Gambling Strategy Board acknowledge, many of the new initiatives have yet to prove their significance.

Gambling related harm is recognised as a 'co-morbidity' (i.e. one of a range of conditions existing in an individual that exacerbates pre-existing conditions and contributes toward a reduced life expectancy). It is often observed in people who suffer from poor mental health; stress or anxiety; substance misuse; and financial difficulties.

As such, it potentially extends beyond the individual through work and study, personal, financial legal and interpersonal circumstances and affects the community around the individual and local community services. The prevalence of problem gamblers based on the Health Survey for England 2012 indicates there could be in excess of 1,400 individuals who are problem gamblers within Barking and Dagenham.

The costs to society (i.e. the excess fiscal costs caused by people who are problem gamblers beyond those that are normally incurred otherwise by members of the public) are felt through health; housing and homelessness; unemployment; and imprisonment. Using the Health Survey as a basis the total excess costs in Barking and Dagenham could be anything up to £2.2 million.

For these reasons, this Authority has set out to establish a gambling licensing policy which recognises good industry practice and intends to support responsible operators but sets out to offer adequate protections to our local community.

Integral to this has been the analysis of gambling related harm which informs Section 3 of this policy. The analysis explored local area based vulnerability to gambling related harm and, as such, provided both context to this policy and a 'local area profile'. This enables consideration to be given to local issues that must be addressed by local operators and to the extent to which any further development of a gambling offer within the borough may be appropriate.

Section 3 of this policy sets out the considerations this Authority will go through in determining gambling premises licences. All new and current operators must have regard to this section when compiling local risk assessments and should make this section their starting point when absorbing the content of this policy.

Before this, the policy opens with a more general introduction to Barking and Dagenham (Section 1), followed by detail on the principles this Authority will rely on in fulfilling its licensing responsibilities (section 2).

Sections 4 (premises licences) and 5 (other consents) go on to set out in some detail, the steps that this and other responsible authorities would wish to see given appropriate consideration within risk assessments and operating schedules. It is intended to reflect and enhance industry good practice. This section is also intended to make clear certain aspects of the applications process for the benefit of all. This includes information on consultation, responsible authorities, interested parties and relevant objections.

Section 6 deals with enforcement matters, establishing how this Authority and partner service and external agencies intend to work collaboratively together, in a fair, transparent, open and consistent manner, to provide intelligent directed regulation.

Together, we hope to support a successful industry, which can offer enjoyable leisure activities without harm to our young and most vulnerable.

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Section One – Introduction

About Barking and Dagenham

1. The London Borough of Barking and Dagenham is located at heart of the Thames Gateway, just a 15-minute train journey from central London.
2. Barking and Dagenham has a small population, estimated to stand at around 209,000 by the GLA datastore, representing an increase of 7,000 from June 2015. However, the borough has a young population. The average age in Barking and Dagenham is 32.9 years of age, lower than the London average of 36 years. The 56,800 children (persons aged between 0 and 15) equate to 27% of the local population. Some 130,700 people of working age (aged between 16 and 64) which is 63% of the population and there are 20,900 people of retirement age (65 and over) reflecting 10% of the population. Barking and Dagenham also has a diverse, multi-cultural community. The borough's BME population represents 49.3% of the total population. Nigeria is the most common birthplace of residents from outside of the UK (4.7%) followed by India and Pakistan (2.3% each). 18.7% of residents do not have English as their first language ¹.
3. Barking and Dagenham has its challenges. Both male and female life expectancy (59.5 and 54.6 respectively) are below the London average. The numbers of people who have no qualifications (15.4%); who are unemployed (10.5%); and who are DWP benefits claimants (14.9%) are all above the London average ².
4. However, with a proud history of manufacturing, industrial excellence, strategic transport links and a location to major markets in the South East (and on to Europe), Barking and Dagenham has real potential and aspires to become a destination of choice, where people stay and feel welcome.
5. With its excellent road and rail links, Barking and Dagenham is one of London's best-connected boroughs. Connections are set to improve further with new transport links currently under construction and in the pipeline, all intended to support the capital's eastward growth.
 - Crossrail will operate from Chadwell Heath from 2019
 - The London Overground will be extended to Barking Riverside by 2020
 - A new C2C station will open at Beam Park in 2020
 - Proposals to improve the A13 are under active consideration
 - Plans for the new River Thames crossings serving east London are underway

¹ LBBB Key demographic facts July 2016

² As above

6. The borough is increasingly a focus for house building. There are plans for over 35,000 new homes and 10,000 jobs over the next 20 years. Though house prices are rising much faster than the London average, the borough remains the cheapest in the capital.
7. As a legacy from Barking and Dagenham's involvement as a host borough in the London Olympics in 2012, there has been some significant investment in leisure, recreational and sporting facilities.
8. The borough has an incredible 530 hectares of green belt land, plus 25 parks and open spaces and tree lined streets.
9. A map of the geographic area comprising Barking and Dagenham is shown in Figure 1 on the following page.

Vision and priorities

10. Our vision for the borough is "One Borough; One Community; London's Growth Opportunity".
11. Three corporate priorities support the vision. Each of the priorities has a set of objectives which define the areas of focus for the Council, its partners and community.
 - Encouraging civic pride
 - Build pride, respect and cohesion across our borough
 - Promote a welcoming, safe, and resilient community
 - Build civic responsibility and help residents shape their quality of life
 - Promote and protect our green and public open spaces
 - Narrow the gap in attainment and realise high aspirations for every child.
 - Enabling social responsibility
 - Support residents to take responsibility for themselves, their homes and their community
 - Protect the most vulnerable keeping adults and children healthy and safe
 - Ensure everyone can access good quality healthcare when they need it
 - Ensure children and young people are well-educated and realise their potential
 - Fully integrate services for vulnerable children, young people and families
 - Growing the borough
 - Build high quality homes and a sustainable community
 - Develop a local, skilled workforce and improve employment opportunities
 - Support investment in housing, leisure, the creative industries and public open spaces to enhance our environment
 - Work with London partners to deliver homes and jobs across our growth hubs
 - Enhance the borough's image to attract investment and business growth

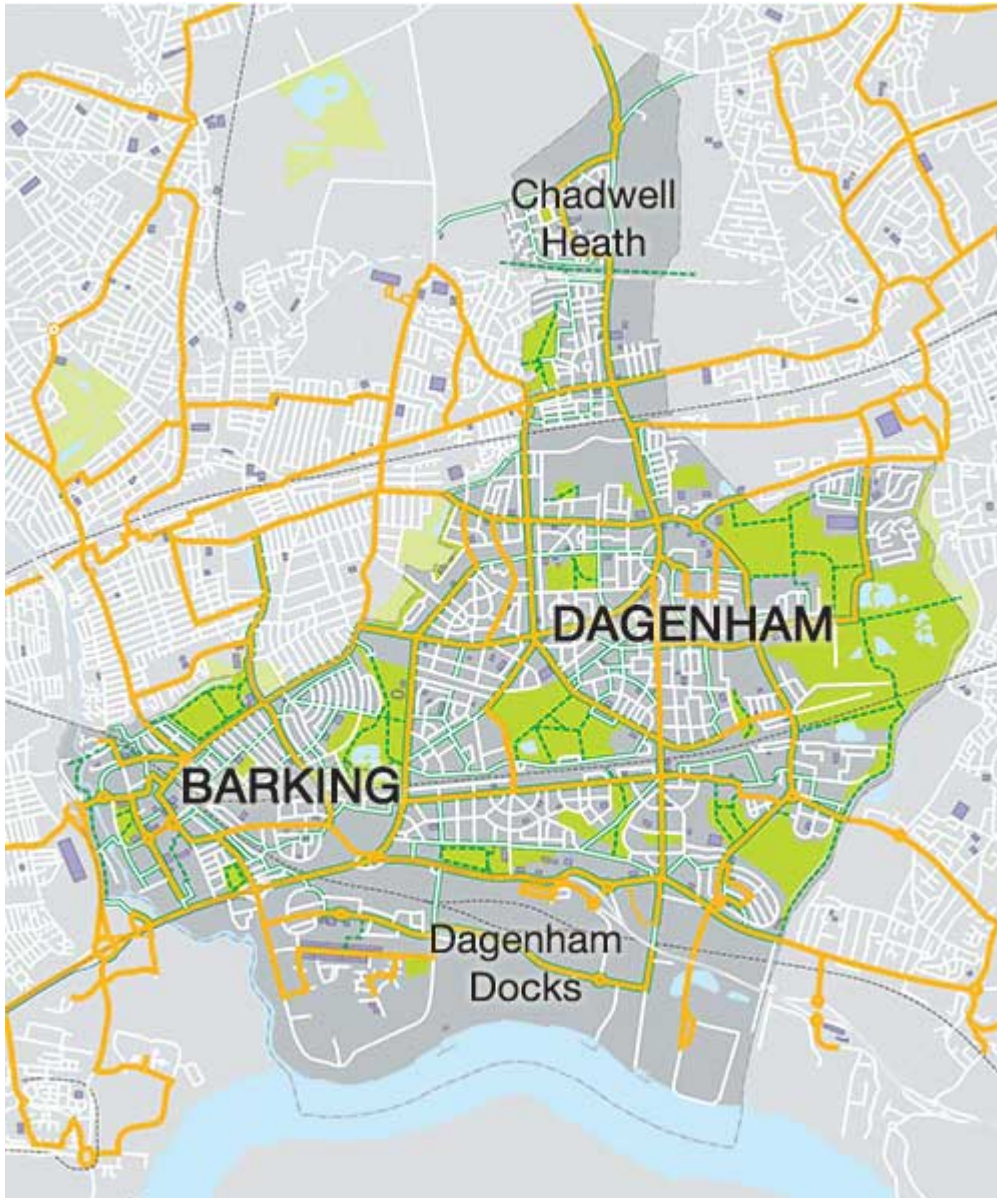


Figure 1 – Map of Barking and Dagenham

Section Two - Purpose and Scope of this Policy

The aim of the policy

12. The aim of this policy is -

- To inform licence applicants how this Authority will make licensing decisions and how licensed premises are likely to be able to operate within its area
- To set out how the Authority intends to support responsible operators and take effective actions against irresponsible operators
- To inform local residents, business and licensed premises users, the protections afforded to the local community within the Act and by this Authority
- To support licensing decisions that may be challenged in a court of law.
- To reinforce to elected members on the Licensing and Regulatory Board, the powers available to the local authority as licensing authority

Local authority functions

13. Under the Gambling Act 2005, this Authority is responsible for local gambling regulation. This statement of policy deals with the range of regulatory functions that fall to this Authority. These are –

- Licensing premises for gambling activities
- Considering notices given for the temporary use of premises for gambling
- Granting permits for gaming and gaming machines in clubs and miners' welfare institutes
- Regulating gaming and gaming machines in alcohol licensed premises
- Granting permits to family entertainment centres (FEC) for the use of certain lower stake gaming machines
- Granting permits for prize gaming
- Considering occasional use notices of betting at tracks
- Registering small society lotteries that fall below certain thresholds
- Setting and collecting fees.

The licensing objectives

14. While carrying out its functions under the Act, particularly in relation to premises licences, temporary use notices and some permits, this Authority must have regard to the licensing objectives, as set out in section 1 of the Act. These are -

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
- Ensuring gambling is conducted in fair and open way
- Protecting children and other vulnerable people from harm or from being exploited by gambling

Licensing authority discretion

15. Licensing authorities have a broad discretion to regulate the local provision of gambling and the Act gives wide-ranging powers to do so. Those include the power:
- To issue a statement of licensing policy, setting expectations about how gambling will be regulated in the local area
 - To grant, refuse and attach conditions to premises licences
 - To review premises licences and attach conditions or revoke them as a result
16. In exercising its functions under the Act, s.153 states that licensing authorities shall aim to permit the use of premises for gambling, in so far as it thinks it:
- In accordance with any code of practice under s24
 - In accordance with any relevant guidance issued by the Commission under s.25
 - Reasonably consistent with the licensing objectives (subject to the above) and in accordance with the licensing authority's statement of licensing policy

Limits on local authority discretion

17. However, licensing authorities are subject to some specific constraints in exercising their functions. A licensing authority has no discretion to grant a premises licence where that would mean taking a course of action which it did not think accorded with the Guidance issued by the Commission, any other relevant Commission code of practice, the licensing objectives or the licensing authority's own statement of policy. In the unlikely event that a licensing authority perceives a conflict between a provision of a Commission code of practice or the Guidance issued by the Commission, and its own statement of policy or view as to the application of the licensing objectives, s.153 makes it clear that the Commissions' codes and guidance take precedence.
18. In addition, the Act makes specific references to factors that must not be considered by a licensing authority in exercising its functions under s.153
- The expected demand for facilities (s.153(2))
 - Whether the application is to be permitted in accordance with law relating to planning or building (s.210(1))
19. Additionally, licensing authorities should not turn down applications for premises licences where relevant objections can be dealt with through the use of conditions.
20. This Authority also understands that moral or ethical objections to gambling are not a valid reason to reject applications for premises licences.

Other considerations

21. Licensing authorities should regulate gambling in the public interest.
22. While this statement of policy sets out a general approach to the exercise of functions under the Act, it does not override the right of any person to make an application and have that application considered on its own merits. Additionally, this statement does not seek to undermine the right of any person to make representations on an application or to seek a review of a licence where provision has been made for them to do so.
23. As far as is reasonably possible, this Authority will avoid duplication with other regulatory regimes.

Consideration of planning permission and building regulations

24. In particular, this Authority recognises that s210 of the Act prevents licensing authorities from taking into account the likelihood of the applicant for a premises licence obtaining planning permission or building regulations approval.
25. Equally, however, the grant of a gambling premises licence does not prejudice or prevent any decision or action that may be appropriate under planning or building control law.
26. Recent changes made to the Use Classes Order means that certain permitted development rights previously enjoyed by the likes of Betting Shops and Pay day loan companies have now been removed, meaning that planning permission for change of use is now required. Where this is necessary, this Authority does expect, applications for premises licences to be made for premises either with relevant planning permission in place or for applications for the relevant consents to be made concurrently.

Human Rights Act 1998

27. This Authority understands that the Secretary of State has certified that the Act is compatible with the European Convention on Human Rights. In considering applications, and taking enforcement action under the Act, this Authority will bear in mind that it is subject to the Human Rights Act 1998 and in particular:
 - Article 1, Protocol 1 – peaceful enjoyment of possession. A licence is considered a possession in law and people should not be deprived of their possessions except in the public interest
 - Article 6 – Right to a fair hearing
 - Article 8 – Respect for private and family life. In particular, removal or restriction of a licence may affect a person's private life
 - Article 10 – Right to freedom of expression

Exchange of information

28. S.29 of the Act enables the Commission to require information from licensing authorities, including the manner in which the information is compiled, collated and the form in which it is provided, providing that it:
- Forms part of a register maintained under the Act
 - Is in the possession of the licensing authority in connection with a provision of the Act
29. S.350 of the Act allows licensing authorities to exchange information with other persons or bodies for use in the exercise of functions under the Act. Those persons or bodies are listed in Schedule 6 of the Act as
- A constable or police force
 - An enforcement officer
 - A licensing authority
 - HMRC
 - The First Tier Tribunal
 - The Secretary of State
30. In exchanging information, this Authority will act in accordance with the relevant legislation, including the Data Protection Act 1998. This Authority will also have regard to any Guidance to local licensing authorities issued by the Commission, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Act. Where the law allows, this Authority will agree secure mechanisms to share information with other regulators about gambling premises to help target resources and activities and minimise duplication.

Scheme of Delegation

31. Table 1 (on the following page) sets out the scheme of delegation for this Authority.
32. The scheme of delegation is intended to support an effective and efficient licensing process, within which non-contested matters will be granted by authorised officers.
33. Where matters are subject of representations, officers will normally attempt to reach an agreed negotiated outcome through our conciliation process. This is offered to facilitate further discussion and save the time and costs associated with a public hearing. Conciliation may be attempted up to 24 hours before a hearing. If an agreed outcome, satisfactory to all concerned parties, cannot be reached then the matter will generally be determined by a sub-committee comprising three elected members of the Council's Licensing & Regulatory Board.

Table 1 – Delegation of decisions and functions

Matter to be dealt with	Council Assembly	Licensing Sub-Committee	Officers
Final approval of three-year policy	X		
Policy not to permit casinos	X		
Fee setting (where appropriate)	X		
Application for a premises licence		Where representations have been received and not withdrawn	Where no representations have been received or representations withdrawn
Application for variation of a premises licences		Where representations have been received and not withdrawn	Where no representations have been received or representations withdrawn
Application for transfer of a premises licence		Where representations have been received from the Commission	Where no representations have been received from the Commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where no representations have been received or representations withdrawn
Review of a premises licence		X	
Application for a club gaming / club machine permit		Where objections have been made (and not withdrawn)	Where no objections have been made / objections have not been withdrawn
Cancellation of a club gaming / club machine permit		X	
Applications for other permits			X
Cancellation of licensed premises gaming machine permits			X
Consideration of temporary use notice			X
Decision to give a counter notice to a temporary use notice		X	

Section Three – Local Area Profile

Background

34. The Commission’s Licence Conditions and Codes of Practice (LCCP) (version published in February 2015) formalised the need for operators to consider local risks.
35. Specifically, Social Responsibility Code 10.1.1 requires all applicants for licences and current premises licence holders to assess the risks to the licensing objectives posed by the provision of gambling facilities at each of their premises, and to have policies, procedures and control measures to mitigate those risks. When carrying out their risk assessments, licensees are required to take into account any relevant matters identified in the licensing authority’s statement of policy.
36. Licensees are required to undertake a local risk assessment when applying for a new premises licence. The risk assessment should also be updated:
 - When applying for a variation of the premises licence
 - To take account of significant changes in local circumstances, including those identified in this Authority’s statement of policy
 - When there are significant changes at the licensee’s premises that may affect how local risks are managed

The local area profile

37. As has been recognised by the Responsible Gaming Strategy Board, there is evidence that some groups in the population may be more vulnerable to gambling related harm. This not only applies to people on low incomes but also people who are less able to make reasoned decisions because of poor mental health or addiction. Children and young people may be particularly susceptible, as their youth and inexperience may make them more inclined to risk-taking behaviour and less able to manage the consequences of those decisions. Statistics indicate that some BME groups may also be vulnerable
38. To help support applicants and licence holders to better understand their local environment, an analysis of gambling related harm has been prepared as a ‘local area profile’. A copy of the document is provided at Appendix E. By drawing on relevant and reliable published socio-economic and public health data sets together with local police data concerning anti-social behaviour, the local area profile uses special analysis techniques to provide a model of area-based vulnerability to gambling related harm across the borough.
39. Both current operators and potential new operators to the borough are asked to consider the detail provided carefully, and should have regard to both the overall summary map and the individual mapping provided in respect of each relevant data set.

40. The general introduction to Barking and Dagenham provided in Section One of this policy demonstrates that this borough is an improving borough. However, as can be readily seen from the analysis provided under the local area profile, this Council's area compares poorly with its neighbours under the Index of Multiple Deprivation (IMD) 2015.
41. The assessment of the 37 separate indicators that make up the IMD indicates this borough is subject to widespread deprivation to which gambling related harm contributes.
42. This position gives rise to serious concerns of the impact of any further increase in the number of gambling premises may have for the most vulnerable and 'at risk' areas of the borough. This Authority considers that it is necessary to seek to strictly control the number of facilities for gambling in areas where its most vulnerable residents may be placed at increasing risk, and in line with the duty, to aim to permit gambling insofar as it is reasonably consistent with the pursuit of the licensing objectives. All areas shown within the local area profile as being at high overall risk of gambling related harm, are generally considered inappropriate for further gambling establishments, which would tend to raise the risk of gambling related harm to vulnerable people living in those areas. Operators are asked to consider very carefully whether seeking to locate new premises or relocating existing premises within these areas would be consistent with the licensing objectives.
43. Wherever the facilities are proposed, operators should consider, having regard to the individual mapping provided, each of the specific characteristics of their local area. Each premises' specific risk-assessment should recognise these and provide appropriate proactive mitigation or control measures.
44. This Council would also recommend that operators consider the following matters when making their risk-assessment.
- Information held by the licensee regarding self-exclusions and incidences of underage gambling
 - Gaming trends that may reflect benefit payments
 - Arrangement for localised exchange of information regarding self-exclusions and gaming trends
 - The urban setting such as proximity to schools, commercial environment, factors affecting footfall
 - The range of facilities in proximity to the licensed premises such as other gambling outlets, banks, post offices, refreshment and entertainment type facilities
 - Known problems in the area such as problems arising from street drinkers, youths participating in anti-social behaviour, drug dealing activities, or other street related disorder.
45. The local area profile is intended to help facilitate constructive engagement between operators and licensees and a more co-ordinated response to local risks. The local area

profile will be updated from time to time to ensure that the information contained within is current and relevant.

46. Licensees are required to share their risk assessment with the Authority when applying for a premises licence or for a variation of a licence, or otherwise at the request of the Authority, for instance during the course of a premises inspection conducted by authorised officers. This Authority asks that a copy of the relevant risk-assessment is kept available on the premises.

How applications for premises licences will be assessed

47. While it will continue to be the case that each application will be considered upon its own merits with all relevant matters – including the requirement to ‘aim to permit gambling’ where to do so is reasonably consistent with e.g. the licensing objectives – see paragraph 16 above - taken into account, this Authority will expect that each applicant for a licence will:

- Have had regard to the content of the local area profile and to the guidance and best practice advice provided within this document.
- Have engaged in constructive discussion with the appropriate relevant responsible authorities where risks and concerns are raised
- Be able to demonstrate that the risks raised within the local area profile, this policy and through representations have been adequately addressed by submitted operating schedules
- Seek to promote the licensing objectives

48. This Authority may require additional information where appropriate.

Factors it is likely the local authority will take into account in determining applications

49. In considering applications for new licences; variations to existing licences and licence reviews, this Authority will be likely to take into account some or all of the following matters:

- The type of premises
- The location of the premises
- The proposed or current hours of operation of the premises
- The configuration and layout of the premises
- The nature of the local area, and the implications for the risk of gambling related harm, including where appropriate the recorded levels and types of crime and/or the levels of deprivation
- The extent to which the risk-assessment provided by the operator acknowledges and proactively deals with local concerns as raised under the local area profile contained within this policy
- Matters relating to children and young people
- Matters relating to vulnerable adults

- The level of control measures proposed
- Whether the application establishes high levels of management
- The compliance history of the premises management, if current
- The views of the responsible authorities
- The views of interested parties

50. This list is not exhaustive. Other relevant information will be considered, determined on a case by case basis.

Conditions

51. All licences granted are subject to the mandatory and default conditions provided for by law. Where there are risks associated with a specific premises or class of premises, the licensing authority may consider it necessary to attach additional conditions.

52. Conditions may be attached to premises licences in a number of ways:

- Mandatory conditions established through the Act or secondary regulations
- Default conditions, which may be imposed upon a licence by the licensing authority under s.168 of the Act
- Conditions imposed upon licences by the local licensing authority under its discretion

53. Where its discretion has been engaged through the representations process, this Authority will impose conditions where it considers that it is necessary to do so to address relevant local circumstances. Conditions imposed by this Authority will be proportionate to the circumstances they are seeking to address. In particular, conditions will be:

- Relevant to the need to make a proposed building suitable as a gambling facility
- Directly related to the premises (including the locality and any identified local risks) and the type of licence applied for
- Fairly and reasonably related to the scale and type of premises
- Within the ability of the operator to comply
- Enforceable
- Reasonable in all other respects

Conditions that may not be attached to premises licences by licensing authorities

54. This Authority notes that the Act sets out certain matters that may not be the subject of conditions.

- S.169(4) prohibits a licensing authority from imposing a condition on a premises licence which makes it impossible to comply with an operating licence condition
- S.172(10) provides that conditions may not relate to gaming machine categories, numbers, or method of operation

- S.170 provides that membership of a club or body cannot be required by attaching a condition to a premises licence
- S.171 prevents a licensing authority imposing conditions in relation to stakes, fees, winnings, or prizes.

Compliance with Commission Licence Conditions and Codes of Practice

55. In considering the matter of conditioning of licences this Authority is aware of the content of the current version of the Commission's Licence Conditions and Codes of Practice (January 2017 effective from 1 April 2017). These may be viewed in full by visiting <http://www.gamblingcommission.gov.uk/for-gambling-businesses/Compliance/LCCP/Licence-conditions-and-codes-of-practice.aspx>
56. The licence conditions and codes of practice apply to all new and existing licences, including any holder of a personal or operating licence issued under the Gambling Act 2005.

Section Four – Premises licences

57. This policy statement does not set out to explain the process and procedure for applying for a premises licence, variation or transfer. Advice on such can be obtained directly from the licensing service (see contact details in appendix A). However, this policy statement does set out for the benefit of applicants and all other interested parties, some important matters that this Authority will have regard to when determining applications.

Types of premises licences

58. In accordance with s.150 of the Act, premises licences can authorise the provision of facilities on:

- Casino premises
- Bingo premises
- Betting premises, including tracks and premises used by the betting intermediaries
- Adult gaming centre (AGC) premises (for category B3, B4, C and D machines)
- Family entertainment centres (FEC) premises (for category C and D machines)

Applications

59. Applications for premises licences and club premises certificates must be made on the prescribed form (available from <https://www.lbbd.gov.uk/business/licenses-and-permits/gambling-licences-and-permits/gambling-premises-licence/overview/>) and accompanied by:

- The prescribed fee
- The prescribed documents, namely a plan of the premises (ideally at 1:100 scale, unless otherwise agreed with the Authority)

60. Applications must be completed in full and signed and dated. If an application is submitted incomplete it will not be processed.

61. Similarly, a licence application, and any licence subsequently issued, is not valid if the relevant 'application notices' have not been made. These include

- A notice placed outside the premises for 28 consecutive days in a place where it can be easily seen and read by passers by
- A public notice placed in a newspaper or newsletter of local relevance on at least one occasion within ten days of the application being made
- Notice provided to all of the relevant responsible authorities, including the Commission, with seven days of the application being made.

Responsible authorities

62. Responsible authorities are public bodies that must be notified of applications and that are entitled to make representations to the licensing authority in relation to applications for, and in relation to, premises licences.

63. S.157 of the Act identifies the bodies that are to be treated as responsible authorities. They are:

- The licensing authority in whose area the premises is wholly or partly situated
- The Gambling Commission
- The Chief Officer of Police
- The fire and rescue authority
- The local planning authority
- The council's environmental health service
- A body designated in writing by the licensing authority, as competent to advise about the protection of children from harm
- HM Revenue and Customs
- Any other person prescribed by the Secretary of State

Body designated as competent to advise on the protection of children from harm

64. This Authority has determined the local Safeguarding Children Board as the body competent to advise on the protection of children from harm.

65. The principles that this Authority has applied in designating the competent body are:

- The need for the body to be responsible for the area we cover
- The need for the body to be able to provide professional expert opinion
- The need to ensure accountability, through being answerable to elected members rather than any particular interest group

Interested parties

66. S.158 of the Act defines interested parties. To accept a representation from an interested party, this Authority must take the view that the person:

- Lives sufficiently close to the premises to be likely to be affected by the authorised activities
- Has business interests that might be affected by the authorised activities
- Represents persons in either of these two groups

67. When determining whether a person 'lives sufficiently close to the premises' this Authority will take the following factors into account:

- The size of the premises
- The nature of the premises
- The distance of the premises from the location of the person making the representation
- The potential impact of the premises such as the number of customers, routes likely to be taken by those visiting the establishment
- The circumstances of the person who lives close to the premises. This is not their personal characteristics, but their interests which may be relevant to the distance from the premises

68. When determining whether a person has business interests that might be affected by the authorised activities this Authority will recognise that the 'demand test' from previous legislation does not apply and, therefore, that view that an application provides competition to an existing local business will not be considered sufficient reason for a representation. In establishing that a relevant business is likely to be affected, factors that are likely to be relevant include:

- The size of the premises
- The 'catchment' area of the premises, that is, how far people travel to visit the premises
- Whether the person making the representation has business interests in that catchment area that might be affected

69. Interested parties can be people who are democratically elected, such as councillors and MPs. Other representatives might include bodies such as trade associations, trade unions and residents' and tenants' associations. A school head or governor might act in the interests of pupils or parents and a community group might represent vulnerable people living near to the proposed premises.

70. Aside from democratically elected persons, this Authority will satisfy itself on a case by case basis that a person does represent interested parties, and will request written evidence to support this where necessary. A letter from the interested person being represented would be sufficient.

71. This Authority will only consider 'relevant' representations, i.e. representations that relate to the licensing objectives or to issues that are raised within this statement of policy. Any representation that is considered to be 'frivolous' or 'vexatious' may be disregarded. Relevant considerations in interpreting these phrases may include:

- Who is making the representation and whether there is a history of making representations that are not relevant
- Whether or not it raises a 'relevant' issue
- Whether it raises issues that are specifically to do with the premises that are the subject of the application under consideration

Definition of premises & split premises

72. This Authority notes that the Act defines 'premises' as including 'any place' and that s.152 of the Act prevents more than one premises licence applying to any place.
73. It is understood that there is no reason, in principle, why a single building could not be subject to more than one premises licence, provided the licences are issued in respect of different parts of a building that can be reasonably regarded as being different premises. However, this Authority will give very close attention to any application which proposes to sub-divide a single building or plot.
74. Whether different parts of premises can properly be regarded as being separate premises will depend on the circumstances. The location of the premises will clearly be an important consideration and the suitability of the proposed division is likely to be a matter for discussion.
75. This Authority does not consider that areas of a building that are artificially or temporarily separated, for example by ropes or moveable partitions, can properly be regarded as different premises. If the premises are located within a larger venue, this Authority will require a plan of the venue on which the premises should be identified as a separate unit.
76. Each application will be considered upon its own merits. However, in cases where this Authority considers that a proposal is intended to create separate premises with additional gaming machine entitlement and this impacts upon the licensing objectives, then this Authority will not automatically grant a licence even where the mandatory conditions relating to access between premises are observed.

Multi-activity premises

77. This Authority will also take particular care in considering applications for multiple premises for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular,
- Premises must be configured so that children are not invited to participate in, have accidental access to or closely observe gambling where they are prohibited from participating
 - Entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and people do not 'drift' into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premises or premises with a permit
 - Customers should be able to participate in the activity named on the premises licence
78. In determining whether two or more proposed premises are truly separate, this Authority will consider factors which could assist in making their decision, including

- Is a separate registration for business rates in place for the premises?
- Is the premises' neighbouring premises owned by the same person or someone else?
- Can each of the premises be accessed from the street or a public passageway?
- Can the premises only be accessed from any other gambling premises?

Provisional statements and applications for premises licences requiring works or right to occupy

79. A premises licence, once it comes into effect, authorises premises to be used for gambling. Accordingly, a licence to use premises for gambling will only be issued in relation to premises that the Authority can be satisfied are going to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use. S204 of the Act provides for potential operators to apply for a provisional statement that he / she

- Expects to be constructed
- Expects to be altered; or
- Expects to acquire a right to occupy.

80. However, case law provides that operators may apply for a full premises licence in respect of premises which have still to be constructed or altered and licensing authorities are required to determine such applications on their merits. In such cases, this Authority will consider such applications in two stages:

- Firstly, whether as a matter of substance after applying the principles in s153 of the Act, the premises ought to be permitted to be used for gambling
- Secondly, in deciding whether or not to grant the application this Authority will need to consider if appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place. This Authority is entitled to consider that it is appropriate to grant a licence subject to conditions, but it is not obliged to grant such a licence.

Standards of management

81. This Authority expects all licensed operators to strive to achieve the highest standards of premises management across all facilities for gaming and betting within Barking and Dagenham.

82. To this end, premises management are expected to have an excellent and in-depth knowledge of relevant gambling law and regulations, and be able to demonstrate a full understanding of the importance of social responsibility provisions and the need to provide adequate protection of children and vulnerable people.

83. All customer-facing staff in licensed premises should also have sufficient understanding and knowledge to recognise the indicators of problem gambling and take appropriate steps to deal with this; and to promote socially responsible gaming.

84. As working in gambling establishments can also carry risks for the staff involved, it is expected that adequate staffing provision is maintained at all times and that incidents of lone working especially late at night, should be minimised. All working practices should be covered by appropriate risk-assessments.
85. Additionally, a full record of all incidents, actions and interventions should be maintained at all times and made available for inspection at the premises. This Authority would also ask that operators support the Council and partner authorities by displaying healthy lifestyle information regarding such as alcohol consumption, local smoking cessation services and local support for mental health problems and debt advice, as and when this is made available.

The first licensing objective – Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime

86. This Authority recognises that the Commission takes a lead role in preventing gambling from being a source of crime and will have investigated issues of suitability under the process for an Operators' Licence.
87. However, the location of a premises is an important factor when determining a premises licence application and so this Authority will pay particular attention to the location of gambling premises and the local level of crime. Where an area has high levels of organised crime, careful consideration will be given to whether it is appropriate for gambling premises to be located there and, if so, what conditions may be necessary to minimise the risk of crime.
88. However, operators should also be aware of and take into account, issues of lower level crime and anti-social behaviour.
89. Licensees will be expected to demonstrate that they have given careful and adequate consideration to this objective. In considering whether to grant a premises licence, this Authority will also give appropriate consideration to issues such as:
- The configuration, design, and layout of the premises, paying particular attention to steps taken to 'design out' crime
 - The arrangements in place to control access
 - Security arrangements within the premises, including whether CCTV is installed (or intended) and, if so, the standard of the CCTV and the positioning of cash registers
 - Training provided to staff around crime prevention measures
 - The level of staff intended to be provided at the premises, including whether door supervisors are employed
 - The arrangements for age verification checks
 - The provision of adequate sanitary accommodation

- Steps proposed to be taken to redress the recurrence of any historical crime and disorder issues
- Steps proposed to prevent anti-social behaviour associated with the premises, such as street drinking, litter, and obstruction of the highway
- The likelihood of any violence, public disorder, or policing problems if the licence is granted

90. The above list is not exhaustive. Reference will also be had to issues raised by the local area profile detailed in section three of this policy.

91. This Authority notes the distinction between disorder and nuisance in the case of gambling premises and that disorder is intended to mean activity that is more serious and disruptive than mere nuisance. Factors to consider in determining whether a disturbance was serious enough to constitute disorder would include whether police assistance was required and how threatening the behaviour was to those who could see or hear it.

The second licensing objective – Ensuring that gambling is conducted in a fair and open way

92. This Authority notes that the Commission does not expect licensing authorities to be dealing with issues of fairness and openness frequently, as these matters are likely to be subject to the provisions of the Commission-issued operator and personal licences.

93. However, any suspicion raised that gambling is not being conducted in a fair and open way will be brought to the attention of the Commission for appropriate action. Similarly, any concerns relating to fair trading legislation will be brought to the attention of Trading Standards.

The third licensing objective – Protecting children and other vulnerable persons from being harmed or exploited by gambling

(a) Protecting children

94. The third licensing objective refers to protecting children from being harmed or exploited by gambling. This generally means preventing children from taking part in gambling and for there to be restrictions on advertising so that gambling products are not aimed at children in such a way that makes them attractive (excepting category D machines).

95. Licensees and applicants will be expected to demonstrate that they have given careful and appropriate consideration to measures intended to protect children. In considering whether to grant a premises licence, this Authority will give appropriate consideration to issues such as:

- The location and supervision of entrances
- Security measures at the premises including the installation and maintenance of CCTV
- The provision of licensed door supervisors

- Arrangements for age verification
- Arrangements for segregation between gaming and non-gaming areas in premises where children are permitted
- Arrangements for supervision of machine areas in premises where children are permitted
- The provision of signage and notices

96. With limited exceptions, however, the intention of the Act is that children and young persons should not be permitted to gamble and should be prevented from entering premises which are adult-only environments. This Authority will consider whether staff will be able to adequately supervise the gambling premises to ensure this.

97. This Authority will also consider whether the structure or layout and configuration of a premises either inhibits adequate supervision of the premises or prohibits it. In such cases, an applicant for a licence should consider what changes are or might be required to mitigate this. Such changes might include:

- The positioning or relocation of staff or CCTV to enable direct lines of sight of entrances / machines
- The use of floor walkers to monitor use of machines

98. The Commission's general licence conditions and associated codes of practice include requirements as part of Operating Licences that licensees must have and put into effect social responsibility policies and procedures designed to prevent under age gambling and monitor the effectiveness of these.

99. In order that this Authority may make a proper informed judgement as to the effectiveness of these policies and procedures, it is requested that copies of the relevant documentation are submitted for consideration as part of any application for a new or varied premises licences. These will be considered upon their individual merits.

(b) Protecting vulnerable adults

100. The Act does not seek to prohibit groups of adults from gambling in the same way that it does children.

101. While the Commission does not seek to define 'vulnerable adults' it does, for regulatory purposes, assume that this group includes people who may gamble more than they want to; people who gamble beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to mental health needs, learning disability or substance misuse relating to alcohol or drugs.

102. The Commission's general licence conditions and associated codes of practice include requirements as part of Operating Licences that licensees must have and put into

effect policies and procedures that promote socially responsible gambling. In particular, the codes of practice place responsibilities on licensees

- To make information readily available to customers on how to gamble responsibly and how to access information about, and in respect of, problem gambling
- For customer interaction where they have a concern that a customer's behaviour may indicate problem gambling
- To participate in the national multi-operator self-exclusion scheme
- To take all reasonable steps to refuse service or to otherwise prevent an individual who has entered a self-exclusion agreement from participating in gambling
- To take all reasonable steps to prevent any marketing material being sent to a self-excluded customer

103. In order that this Authority may make a proper informed judgement as to the effectiveness of these policies and procedures, it is requested that copies of the relevant documentation are submitted for consideration as part of any application for a new or varied premises licences. These will be considered upon their individual merits.

104. This Authority will also wish to understand the steps taken by the applicant to monitor the effectiveness of these policies and procedures.

(c) Location

105. Location of the premises has already been raised within this policy under the first licensing objective. However, location carries broader considerations that can potentially impact on each of the licensing objectives and beyond. That said this Authority recognises that betting shops have always been situated in areas of high population, where there are likely to be high numbers of children nearby, and this is not of itself a problem where appropriate steps have been taken to minimise the risk of children being attracted to gambling.

106. This Authority will give careful consideration to any application in respect of premises that are located in close proximity to

- Schools
- Parks, playgrounds and open spaces
- Stations and transport hubs where large numbers of children may be expected to congregate
- Leisure facilities, youth clubs and community centres
- Hostels or other accommodation for vulnerable children, young persons and adults
- Proximity of premises which may be frequented by vulnerable people such as hospitals, residential care homes, medical facilities, doctor's surgeries, council housing offices, addiction clinics or help centres, places where alcohol or drug dependant people may congregate, etc.

- Faith premises and places of public worship (including churches, temples, mosques and other), which may tend to be frequented by children and/or vulnerable people.
- Areas that are prone to issues of youths congregating, including (but not limited to) for the purposes of participating in anti-social behaviour, activities such as graffiti / tagging, underage drinking etc.
- Recorded instances of attempted underage gambling

Access to premises by children and young persons

107. The Act restricts the circumstances under which children and young people may take participate in gambling or be upon premises where gambling takes place as follows:

- Casinos are not permitted to admit anyone under 18
- Betting shops are not permitted to admit anyone under 18
- Bingo clubs may admit those under 18 but must have policies to ensure that they do not play bingo, or play category B or C machines that are restricted to those over 18.
- Adult gaming centres are not permitted to admit those under 18
- Family entertainment centres and premises with a liquor licences (for example pubs) can admit under 18s, but they must not play category C machines which are restricted to those over 18
- Clubs with a club premises certificate can admit under 18s, but they must have policies to ensure those under 18 do not play machines other than category D machines
- All tracks can admit under 18s, but they may only have access to gambling areas on days where races or other sporting events are taking place, or are expected to take place.

108. This Authority will expect applicants to offer their own proposals to help fulfil the licensing objectives. However, there are a range of general controls that this Authority together with the other responsible authorities would recommend

- The use of proof of age schemes
- The direct supervision of entrances to the premises and the machine areas
- The installation of CCTV systems with the 31-day library of recording maintained
- Provision of suitable notices / signage explaining admission restrictions
- Setting and publicising specific opening hours

Challenge 25

109. All premises should operate a proof of age compliance scheme. This Authority recommends that any proof of age scheme should be based on the principles of 'Challenge 25' and should involve

- Persons appearing to staff to be under the age of 25 attempting to enter the premises or take part in gambling activities should be required to produce valid age identification

(comprising any PASS accredited card or passport or driving licence) before being admitted or being allowed to take part

- The reinforcement of this practice by appropriate signage displayed at the entrance to the premises and upon the premises
- All staff to be trained in the premises proof of age compliance scheme and records of the training given to be retained on the premises and made available for inspection by authorised officers.
- The use of an incident log book to record details of all age-related refusals. The log should be reviewed monthly by the nominated responsible member of staff and any actions taken recorded in the book and signed off by that member of staff. This log shall be retained on the premises and made available for inspection by authorised officers.
- Where a CCTV recording system is installed inside the premises, it should be arranged so as to monitor each entrance and exit and the gaming areas. A library of recordings taken by the system shall be maintained for 31 days and made available to authorised officers upon request.

Restriction of advertising so that gambling products are not aimed at or are, particularly attractive to children

110. This Authority notes that the Commission's Licence Conditions and Codes of Practice require all advertising of gambling products to be undertaken in a socially responsible manner. Advertising of gambling products should comply with the advertising codes of practice issued by the Committee of Advertising Practice (CAP) and the Broadcast Committee of Advertising Practice (BCAP) which apply to the form and media in which they advertise their gambling facilities or services. Licensees should also follow any relevant industry code of practice on advertising, notably the Gambling Industry Code for Socially Responsible Advertising.

111. This authority understands that the following general principles apply to advertising:

- Must be legal and not misleading
- Must not encourage irresponsible or excessive gambling;
- Must take care not to exploit children and other vulnerable persons in relation to gambling activity; and
- Should not be specifically and intentionally be targeted towards people under the age of 18 through the selection of media, style of presentation, content or context in which they appear.

112. This Authority accepts that further conditions on this matter should not normally be necessary, but all issues of non-compliance with the code will be rigorously investigated and reported to the relevant authorities.

Casinos

113. S.166(1) of the Act states that a licensing authority may resolve not to issue casino premises licence. This Authority has not passed such a resolution but it is aware of the power to do so. Should this Authority decide in the future to pass such a resolution, this

Statement of Policy will be updated. Any such decision must be taken by the full Council Assembly.

Bingo

114. A holder of a bingo licence is able to offer bingo in all its forms. Children and young persons are permitted in bingo premises, but may not participate in the bingo. As children and young persons may be present upon bingo premises, careful consideration will be given to protection of children from harm issues. Social responsibility (SR) code 3.2.5(3) states that 'licensees must ensure that their policies and practices take account of the structure and layout of their gambling premises in order to prevent under-age gambling'. Where category B or C machines are available for use, these must be separated from areas where children and young people are allowed.
115. To prevent a situation where a bingo premises licence is obtained primarily to benefit from the gaming machine entitlement that it provides, this Authority will wish to satisfy itself that bingo can be played in any premises for which such a licence may be granted. Scrutiny will be given to any application for a new licence in respect of any excluded area of existing premises.
116. In addition, young persons, aged 16 and 17, may be employed in bingo premises provided their duties are not connected with the gaming or gaming machines. This Authority will not grant licences unless the applicant demonstrates how they intend to meet this licensing objective and identify appropriate measures they will take to protect young employees.

Betting

117. The Act establishes a single class of licence covering betting, although there are two types of premises that require licensing. These are for 'off course' betting and track betting. Both are licensed by the local licensing authority. This section of the policy concentrates on 'off course' betting that takes place other than at a track and includes an entitlement to provide up to four gaming machines of category B2, B3, B4, C or D, and any number of betting machines.
118. This Authority has particular concerns over the use of the B2 Fixed Odds Betting Terminals (FOBTs) within betting shops. While it is appreciated that it is permissible for a betting operator to provide solely FOBTs as their allocation of gaming machines, the high prize, high stake gaming provided enables considerable sums of money to be spent in a very short period of time, which increases the risk of gambling related harm. An applicant will in each case be expected to demonstrate that they can offer sufficient facilities for betting alongside any gaming machine provision.

119. Where Fixed Odds Betting Terminals (FOBTs) are provided, these gaming machines should be located within direct line sight of the supervised counter. Information leaflets and posters shall be provided in close proximity to the location of any FOBTs. These should be aimed at customers / families / friends, and provide information on how to identify signs of problem gambling and available pathways to advice and assistance (e.g. helpline numbers and online counselling services).
120. Where the local area profile identifies any relevant local risk of gambling related harm, operators should consider additional protections for the vulnerable. These could include
- Removing Automated Teller Machines (ATMs) from the betting office
 - Restricting FOBTs to account based play
121. Licensed betting premises are only permitted to offer gambling facilities between 0700 and 2200 hours, unless the local authority has agreed an extension of operating hours. This Authority is also concerned that longer operating hours may attract the more vulnerable, such as those who may be intoxicated or have gambling addictions. Consequently, this Authority is unlikely to grant any extension of operating hours unless it is satisfied that robust measures will be in place to protect the vulnerable.
122. Children and young persons are not permitted to enter licensed betting premises. Social Responsibility (SR) Code 3.2.7(3) in the Licence Conditions and Codes of Practice (LCCP) states that 'licensees must ensure that their policies and procedures take account of the structure and layout of their gambling premises' in order to prevent under-age gambling.
123. As per the Commission's Guidance, this Authority will wish to consider restricting the number and location of betting machines in respect of applications for betting premises licences. The council when considering the number/ nature/ circumstances of betting machines an operator wants to offer will follow the Gambling Commission's Guidance and take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the machines.
124. This Authority will also have regard to the local area profile set out in section three of this policy and to the risk-assessment compiled in response to it.

Track betting

125. S.353 of the Act defines a track as a horse racecourse, greyhound track or other premises on any part of which a race or other sporting event takes place or is intended to take place.
126. Tracks may be subject to more than one premises licence, as long as each licence applies to a specific area of the track. Children and young people are able to enter track areas when facilities for betting are provided on days when dog racing or horse racing takes place. This exemption does not extend to other adult only areas.
127. This Authority will expect an applicant to demonstrate that they will put suitable measures in place to ensure that children do not have access to adult-only gaming facilities.

Adult gaming centres

128. Adult gaming centres (AGCs) premises licences allow the holder of the licence to make gaming machines available for use on the premises. Persons operating an AGC must hold a gaming machines general operating licence from the Commission and must seek a premises licence from the licensing authority. The holder of an adult gaming centre premises licence that was issued prior to the 13th July 2011 is entitled to make available four category B3/B4 gaming machines, or 20% of the total number of gaming machines, whichever, is the greater. An AGC premises licence granted after the 13th July 2011 may make available for use a number of category B gaming machines not exceeding 20% of the total number of gaming machines which are available for use on the premises and any number of category C or D machines.
129. Gaming machines provide a form of gambling which is attractive to children and AGC's will contain machines of a similar format to the Category D machines on which children are allowed to play. However, no-one under the age of 18 is permitted to enter an AGC and applicants must be aware of the location of and entry to AGC's to minimise the opportunities for children to gain access.
130. Because gaming machines provides opportunities for solitary play and immediate payouts, they are more likely to encourage repetitive and excessive play. The council in considering premises licences which include gaming machines will have particular regard to the third licensing objective in this respect.
131. The council will expect applicants to offer their own measures to meet the licensing objectives; however appropriate measures / licence conditions may cover issues such as
- Proof of age schemes
 - CCTV
 - Entry control system
 - Supervision of entrances/ machine areas
 - Physical separation of areas
 - Location of entry
 - Notices/ signage
 - Specific opening hours
 - Self-barring schemes for individuals to bar themselves from premises
 - Provision of information leaflets/ helpline numbers for organisations such as GamCare.

Licensed family entertainment centres

132. The Act creates two classes of family entertainment centre (FEC). This part of the policy concerns licensed FECs. Unlicensed FECs are dealt with in Section 5. Persons operating a licensed FEC must hold a 'gaming machine general operating licence (Family Entertainment Centre)' from the Commission and a premises licence from the relevant licensing authority. They are able to make category C and D gaming machines available.

133. This Authority may only grant a permit if satisfied that the premises will be wholly or mainly used for making gaming machines available.
134. Children and young persons are permitted to enter an FEC and may use category D machines. They are not permitted to use category C machines and it is a requirement that there must be clear segregation between the two types of machine, so that under-18s do not have access to them. Social Responsibility (SR) code 3.2.5(3) in the Licence Conditions and Codes of Practice (LCCP) states that 'licensees must ensure that their policies and procedures take account of the structure and layout of their gambling premises' in order to prevent underage gambling. Mandatory conditions apply to FEC premises licences regarding the way in which the area containing the category C machines should be set out, detailed in Appendix C.
135. In determining any application for a permit this Authority will have regard to the licensing objectives and will expect the applicant to show that there are policies and procedures in place to protect children from harm, relating not just from gambling but also wider child protection considerations, including the risk of child sexual exploitation. The efficiency of such policies and procedures will be considered on their merits. However, the Authority would anticipate these would include measures / training for staff on
- Appropriate action regarding suspected truanting school children on the premises,
 - Dealing with unsupervised very young children being on the premises, or children causing perceived problems on or around the premises.
 - Staff training on the maximum stakes and prizes
136. SR 3.2.5(2) requires operators to ensure that employees prevent access and challenge children or young persons who attempt use category C machines. It is strongly recommended that licensing authorities ensure that staffing and supervision arrangements are in place to meet this requirement both at application stage and at subsequent inspections.

Premises licence reviews

137. Requests for a review of a premises licence may be made by an interested party or a responsible authority, in which circumstances it is for this Authority to decide whether to carry out a review. By virtue of s.198, an application may, but need not, be rejected if the licensing authority thinks that the grounds on which the review is sought:
- Are not relevant to the principles that must be applied by the licensing authority in accordance with s.153, namely the licensing objectives, the Commission's codes of practice and this Guidance, or the licensing authority's statement of policy
 - Are frivolous
 - Are vexatious
 - 'Will certainly not' cause the licensing authority to revoke or suspend a licence or to remove, amend or attach conditions on the premises licence
 - Are substantially the same as the grounds cited in a previous application relating to the same premises

- Are substantially the same as representations made at the time the application for a premises licence was considered.
138. In addition, s.200 of the Act provides that licensing authorities may initiate a review in relation to a particular premises licence or a class of premises licence.
139. In relation to a class of premises, a licensing authority may review the use made of premises and the arrangements that premises licence holders have made to comply with licence conditions
140. A licensing authority may review any matter connected with the use made of a premises if:
- It has reason to suspect that premises licence conditions are not being observed
 - The premises is operating outside of the principles set out in the licensing authority's statement of policy
 - There is evidence to suggest that compliance with the licensing objectives is at risk
 - There is any other reason which gives cause to believe that a review may be appropriate, such as a complaint from a third party.
141. Any formal review would normally be at the end of a process of ensuring compliance by the operator(s) which might include an initial investigation by a licensing authority officer and informal mediation or dispute resolution. If the concerns are not resolved then, after a formal review, this Authority may impose additional conditions or revoke the licence.

Section 5 – Other consents

142. The Act introduces a range of permits which are granted by licensing authorities, intended to provide a 'light touch' approach to low level ancillary gambling where stakes and prizes are subject to very low limits and / or gambling is not the main function of the premises.
143. This part of the policy considers the various permits that this Authority is responsible for issuing. Licensing authorities may only grant or reject an application for a permit. There is no provision for conditions to be set.

Unlicensed family entertainment centres

144. Only premises that are wholly or mainly used for making gaming machines available may hold a uFEC gaming machine permit. This Authority may only grant a permit if satisfied that the premises will be used as an uFEC and if the chief officer of the police has been consulted on the application. As a result, it is generally not permissible for such premises to correspond to an entire shopping centre, airport, motorway service station or similar. Typically, the machines would be in a designated, enclosed area.
145. UFECs are able to offer category D machines only under a gaming machine permit. Any category D machines can be made available, although other considerations, such as fire safety and health and safety, may be taken into account.
146. In determining any application for a permit this Authority will have regard to the licensing objectives and may ask an applicant to demonstrate
- A full understanding of the maximum stakes and prizes of the gambling that is permissible in uFECs
 - That the applicant has no relevant convictions
 - That employees are trained to have a full understanding of the maximum stakes and prizes.
147. The Authority will also expect the applicant to show that there are policies and procedures in place to protect children from harm, relating not just from gambling but also wider child protection considerations, including the risk of child sexual exploitation. The efficiency of such policies and procedures will be considered on their merits. However, the Authority would anticipate these would include measures / training for staff on
- Appropriate action regarding suspected truanting school children on the premises,
 - Dealing with unsupervised very young children being on the premises, or children causing perceived problems on or around the premises.

(Alcohol) Licensed premises gaming machine permits

148. Premises licensed to sell alcohol for consumption on the premises, may automatically have 2 category C or D gaming machines. Operators only need to inform the local licensing authority.
149. This Authority may remove the automatic authorisation in respect of any particular premises in its area if
- Provision of the machine is not reasonably consistent with the pursuit of the licensing objectives
 - Gaming has taken place on the premises that breaches a condition of s282 of the Act i.e. that
 - Written notice has been provided to the Authority
 - A fee has been paid
 - Any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with;
 - The premises are mainly used for gaming; or
 - An offence under the Gambling Act has been committed on the premises.
150. Where an operator wishes to have more than 2 gaming machines on their premises, a permit must be obtained. This Authority will consider each application based on the licensing objectives; any Guidance issued by the Commission under s25 of the Act; and 'such matters as it thinks relevant', considered on a case by case basis.
151. This Authority will have particular regard to the need to protect children and vulnerable persons from harm or being exploited by gambling, or at risk of child sexual exploitation. This Authority will expect the applicant to satisfy it that there will be sufficient measures to ensure that under 18-year olds do not have access to the adult only gaming machines. As a minimum this Authority will expect that machines are situated in sight of the bar, or within the sight of staff that are able to adequately monitor that the machines are not being used by those under 18. Notices and signage may also assist. With regard to the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets/helpline numbers for customers who may have a gambling addiction, from organisations such as GamCare.
152. The holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machines.

Temporary use notices

153. A Temporary Use Notice (TUN) may be used to allow premises such as hotels, conference centres or sporting venues to be used temporarily for providing facilities for gambling.
154. TUNs are controlled by s214-234 of the Act and the Gambling Act (Temporary Use Notices) Regulations 2007 and are subject to restrictions.

155. Currently, Temporary Use Notices can only be used to permit the provision of facilities for equal chance gaming, where the gaming is intended to produce a single overall winner.
156. This licensing authority, in considering applications for Temporary Use Notices, will consider whether gambling should take place, or should only take place with modifications to the TUN. In doing so, the licensing authority will consider:
- The suitability of the premises
 - The location of the premises, paying particular attention to its proximity to any schools, hostels or other sensitive premises
 - The CCTV coverage within the premises
 - The ability of the premises to provide sufficient staff and/or licensed door supervisors for the notice period
 - Whether the premises or the holder of the operating licence have given the council any cause for concern at previous events in relation to the licensing objectives, the guidance issued by the Commission, the relevant code of practice or this statement of principles.

Occasional use notices

157. S39 of the Act provides that where there is betting on a track for 8 days or fewer in a calendar year, betting may be permitted by an Occasional Use Notice (OUN) without the need for a premises licence. The intention is to allow licensed betting operators with appropriate permission from the Commission to use tracks for short periods for conducting betting, where the event upon which the betting is to take place is of a temporary, infrequent nature.
158. The process for OUNs is different from TUNs. This Authority has very little discretion within the OUN process, aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded.
159. This Authority will, however, consider the definition of a “track” and will require the applicant to demonstrate that they are responsible for the administration of the “track” or are an occupier, and therefore permitted to avail themselves of the notice.

Prize gaming permits

160. “Prize gaming” is where the nature and size of the prize is not determined by the number of people playing or the amount paid for or raised by the gaming. Normally the prizes are determined by the operator before play commences. Prize gaming may take place without a permit in various premises. These are casinos, bingo halls, adult gaming centres, licensed and unlicensed family entertainment centres and travelling fairs.
161. Given that prize gaming will particularly appeal to children and young persons, this licensing authority will give particular weight to child protection issues. The applicant will be expected to set out the types of gaming that they are intending to offer and will also be expected to demonstrate:
- An understanding of the limits to stakes and prizes set out in regulations;

- That the gaming offered is within the law;
 - That clear policies exist that outline the steps to be taken to protect children from harm.
162. The council will only grant a permit after consultation with the chief officer of police. This will enable the licensing authority to determine the suitability of the applicant; the suitability of the premises in relation to their location; and issues about disorder.
163. While there are conditions set out in the Act with which the permit holder must comply, the council cannot attach conditions. The Act requires that:
- The limits on participation fees, as set out in regulations, must be complied with
 - All chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;

Club gaming and club machine permits

164. Members clubs and Miners' welfare institutes (but not commercial clubs) may apply for a club gaming permit or a club machine permit. Commercial clubs may apply for a club machine permit. The club gaming permit will enable the premises to provide gaming machines (three machines of categories B, C or D), equal chance gaming, and games of chance as set out in regulations. A club machine permit will enable the premises to provide gaming machines (three machines of categories B4, C or D).
165. A club must meet the following criteria to be considered a members' club:
- It must have at least 25 members
 - It must be established and conducted wholly or mainly for purposes other than gaming (unless the gaming is permitted by separate regulations)
 - It must be permanent in nature
 - It must not be established to make a commercial profit
 - It must be controlled by its members equally.
166. Examples of these include working men's clubs, branches of the Royal British Legion and clubs with political affiliations.
167. This Authority may only refuse an application on the grounds that:
- The applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied
 - The applicant's premises are used wholly or mainly by children and/ or young persons
 - An offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities
 - A permit held by the applicant has been cancelled in the previous ten years; or
 - An objection has been lodged by the Commission or the police.

168. There is also a “fast-track” procedure available under the Act for premises which hold a club premises certificate under the Licensing Act 2003 (Schedule 12 paragraph 10). Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the grounds upon which a council can refuse a permit are reduced. The grounds on which an application under this process may be refused are:

- That the club is established primarily for gaming, other than gaming prescribed under schedule 12
- That in addition to the prescribed gaming, the applicant provides facilities for other gaming
- That a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.

169. There are statutory conditions on club gaming permits: that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

Section 6 – Small Society Lotteries

170. Under the Act, a lottery is unlawful unless it runs with an operating licence or is an exempt lottery. The Licensing Authority will register and administer small society lotteries (as defined). Promoting or facilitating a lottery will fall within 2 categories:
- licensed lotteries (requiring an operating licence from the Gambling Commission); and
 - exempt lotteries (including small society lotteries registered by the Licensing Authority)
171. Exempt lotteries are lotteries permitted to run without a licence from the Gambling Commission and these are:
- small society lotteries
 - incidental non-commercial lotteries
 - private lotteries
 - private society lotteries
 - work lotteries
 - residents' lotteries
 - customer lotteries
172. Societies may organise lotteries if they are licensed by the Gambling Commission or fall within the exempt category. This Authority recommends those seeking to run lotteries take their own legal advice on which type of lottery category they fall within. Guidance notes on small society lotteries, limits placed on them and information setting out financial limits can be found on the Gambling Commission web-site at:
- <http://www.gamblingcommission.gov.uk/Gambling-sectors/Lotteries/Lotteries-raffles.aspx>
173. Applicants for registration of small society lotteries must apply to the Licensing Authority in the area where their principal office is located. If application is wrongly made to this Authority the applicant will be informed as soon as possible and where possible, we will inform the other Licensing Authority.
174. Lotteries will be regulated through a licensing and registration scheme, conditions imposed on licences by the Gambling Commission, codes of practice and any guidance issued by the Gambling Commission. In exercising its functions with regard to small society and exempt lotteries, this Authority will have due regard to the Gambling Commission's guidance.
175. This Authority will keep a public register of all applications and will provide information to the Gambling Commission on all registered lotteries. As soon as the entry on the register is completed, the applicant will be informed. In addition, this Authority will make available for inspection by the public the financial statements or returns submitted by societies in the preceding 18 months and will monitor the cumulative totals for each, to ensure the annual monetary limit is not breached. If there is any doubt, the Gambling Commission will be notified in writing.
176. This Authority will refuse applications for registration if in the previous five years, either an operating licence held by the applicant for registration has been revoked, or an application for an operating licence made by the applicant for registration has been refused.

177. This Authority may also refuse an application for registration if in its opinion:

- The applicant is not a non-commercial society;
- A person who will or may be connected with the promotion of the lottery has been convicted of a relevant offence; or
- Information provided in or with the application for registration is false or misleading.

178. Applicants must set out the purposes for which the Society is established and will be asked to declare that they represent a bona fide non-commercial society and have no relevant convictions. Further information may be sought from the Society.

179. Where this Authority intends to refuse registration of a Society, it will give the Society an opportunity to make representations and will inform the Society of the reasons why it is minded to refuse registration, and supply evidence on which it has reached that preliminary conclusion.

180. This Authority may revoke the registered status of a Society if it thinks that it would have had to, or would be entitled to, refuse an application for registration if it were being made at that time. However, no revocations will take place unless the Society has been given the opportunity to make representations. The Society will be informed of the reasons why it is minded to revoke the registration and will provide an outline of the evidence on which it has reached that preliminary conclusion.

181. Where a Society employs an external lottery manager, it will need to satisfy itself that the manager holds an operator's licence issued by the Gambling Commission, and this Authority will expect this to be verified by the Society.

Section 7 – Enforcement

Good practice in regulation

182. The Legislative and Regulatory Reform Act 2006 places a legal duty on any person exercising a specified regulatory function to have regard to the statutory principles of good regulation in the exercise of the function. These provide that regulatory activities should be carried out in a way which is transparent, accountable, proportionate, and consistent and should be targeted only at cases in which action is needed.
183. This Authority will have full regard to these principles when carrying out any regulatory activity and to the requirements of the Regulators' Code. The purpose of the Code is to promote efficient and effective approaches to regulatory inspection and enforcement which improve regulatory outcomes without imposing unnecessary burdens on business.

Enforcement policy

184. These principles are reflected within the Barking and Dagenham Regulatory Services' Enforcement Policy for 2016-2020, which was prepared in consultation with relevant stakeholders. The policy sets out the Council's approach to enforcement; through education, compliance and enforcement. These core standards cover all aspects of enforcement delivered by the Council. A copy of the enforcement policy may be obtained upon request to the licensing service (see contact details in appendix A).
185. As well as ensuring that all enforcement activity is proportionate, consistent, transparent and accountable, the policy also requires that activity is targeted primarily on those activities and premises which give rise to the most serious risks or where hazards are least well controlled. This will be informed by an intelligence led approach. Regard will also be had to the local area profile set out in this policy.
186. This risk-assessed approach will also be taken to inspections of premises, so as to ensure that high risk premises requiring greater levels of attention will be targeted while low risk premises will receive a lighter touch. Premises will be assessed on the basis of
- The type and location of the premises
 - The past operating history of the operator
 - The confidence in management
 - The arrangements in place to promote the licensing objectives
187. Where appropriate, this Authority will work with other responsible authorities to promote the licensing objectives through enforcement. Compliance will be normally be sought through early engagement, mediation, education, and advice. In cases where this is not possible, officers will seek to achieve compliance through the most appropriate route having regard to all relevant matters. Regard will be had to primary authority directions, where appropriate.

188. When a decision of whether or not to prosecute is required then this Authority will follow the principal criteria from the Guidance in the Code for Crown Prosecutors which requires the two main tests to be considered:

- Whether the standard of evidence is sufficient for a realistic prospect of conviction; and
- Whether a prosecution is in the public interest.

Appendix A – Contact details

The Responsible Authorities

Responsible authority	Contact details
Licensing Department, London Borough of Barking and Dagenham	Pondfield House, 100 Wantz Road Dagenham, Essex, RM10 8PP Email: licensing@lbbd.gov.uk
Police Licensing	Ian Taylor & Alan Felix Tel 0208 708 5338 Email licensing matters:redbridgelicensing@met.police.uk
Planning and Development Control	FAO Group Manager Planning Department, Barking Town Hall, 1 Town Square, Barking IG11 7LU Email: planning@lbbd.gov.uk
Child Protection	FAO Sonia Drozd Child Protection Team, 3rd Floor, Roycraft House, 15 Linton Road, Barking IG11 8HE Email: sonia.drozd@lbbd.gov.uk
Environmental Health	Noise and Environmental Protection Housing and Enforcement Services, Pondfield House, 100 wantz Road, Dagenham, Essex, RM10 8PP Email: eyesoreandpublichealth@lbbd.gov.uk
Gambling Commission	Victoria Square House, Victoria Square, Birmingham B2 4BP Email: info@gamblingcommission.gov.uk Tel: 0121 230 6666
HM Revenue and Customs	Greenock Accounting Centre, Custom House, Custom House Quay, Greenock PA15 1EQ
London Fire Brigade	Team Leader for Barking and Dagenham Fire Safety Regulation – North, 169 Union Street, London, SE1 0LL Email: fsr-adminsupport@london-fire.gov.uk

Appendix B - List of persons who were consulted in the preparation of this policy

Statutory Consultees

- The chief officer of police for the authority's area
- One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority's area
- One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Act

The above incorporated

- Responsible authorities and other relevant service providers
- Ward councillors
- Neighbouring authorities
- Local licensed operators and relevant trades representative groups
- Known interest groups

In addition, responses were invited to an online questionnaire made available on the Authorities public website.

Appendix C – Mandatory & Default Licence Conditions

Mandatory conditions

A. All Premises

The following mandatory conditions apply to all premises licences:

- The summary of the terms and conditions of the premises licence issued by the licensing authority must be displayed in a prominent place on the premises
- The layout of the premises must be maintained in accordance with the plan that forms part of the premises licence
- Neither National Lottery products nor tickets in a private or customer lottery may be sold on the premises.

B. Bingo Premises

- A notice stating that no person under the age of 18 years is permitted to play bingo on the premises shall be displayed in a prominent place at every entrance to the premises.
- No customer shall be able to enter bingo premises directly from a casino, an adult gaming centre or betting premises (other than a track).
- Over 18 areas within bingo halls that admit under-18s must be separated by a barrier with prominently displayed notices stating that under-18s are not allowed in that area and with adequate supervision in place to ensure that children and young people are not able to access these areas or the category B or C machines. Supervision may be done either by placing the terminals within the line of sight of an official of the operator or via monitored CCTV.
- Any admission charges, the charges for playing bingo games and the rules of bingo must be displayed in a prominent position on the premises. Rules can be displayed on a sign, by making available leaflets or other written material containing the rules, or running an audio-visual guide to the rules prior to any bingo game being commenced.
- Any ATM made available for use on the premises shall be located in a place that requires any customer who wishes to use it to cease gambling in order to do so.

C. Betting Premises

- A notice shall be displayed at all entrances to the betting premises stating that no person under the age of 18 will be admitted. The notice should be clearly visible to people entering the premises.
- There must be no access to betting premises from other premises that undertake a commercial activity (except from other premises with a betting premises licence including tracks). Except where it is from other licensed betting premises, the entrance to a betting shop should be from a street (defined as including any bridge, road, lane, footway, subway, square, court, alley or passage – including passages through enclosed premises such as shopping centres – whether a thoroughfare or not).
- Any ATM made available for use on the premises shall be located in a place that requires any customer who wishes to use it to leave any gaming machine or self-service betting terminal (SSBT) in order to do so.

- No apparatus for making information or any other material available in the form of sounds or visual images may be used on the licensed premises, except where used to communicate:
 - Information about or coverage of sporting events, including information relating to betting on such events (and incidental information including advertisements)
 - Information relating to betting (including results) on any event in connection with which bets may have been affected on the premises.
 - Betting operator-owned TV channels are permitted.
- No music, dancing or other entertainment is permitted on betting premises. This includes any form of entertainment such as apparatus producing sound or visual images which do not fall within paragraph 19.15 or machines which do not come within the categories of machine explicitly allowed in betting premises under s.172(8) of the Act.
- The consumption of alcohol on the premises is prohibited during any time which facilities for gambling are being provided on the premises.
- The only publications that may be sold or made available on the premises are racing periodicals or specialist betting publications.
- A notice setting out the terms on which a bet may be placed must be displayed in a prominent position on the premises.

D. Adult gaming centres

- A notice must be displayed at all entrances to AGCs stating that no person under the age of 18 years will be admitted to the premises.
- There can be no direct access between an AGC and any other premises licensed under the Act or premises with a family entertainment centre (FEC), club gaming, club machine or alcohol licensed premises gaming machine permit. There is no definition of 'direct access' in the Act or regulations, although licensing authorities may consider that there should be an area separating the premises concerned, such as a street or cafe, which the public go to for purposes other than gambling, for there to be no direct access.
- Any ATM made available for use on the premises shall be located in a place that requires any customer who wishes to use it to cease gambling at any gaming machine in order to do so.
- The consumption of alcohol in AGCs is prohibited at any time during which facilities for gambling are being provided on the premises. A notice stating this should be displayed in a prominent place at every entrance to the premises.

E. Licensed family entertainment centres

- The summary of the terms and conditions of the premises licence issued by the licensing authority under s.164(1)(c) of the Act must be displayed in a prominent place within the premises.
- The layout of the premises must be maintained in accordance with the plan.
- The premises must not be used for the sale of tickets in a private lottery or customer lottery, or the National Lottery.
- No customer shall be able to enter the premises directly from a casino, an adult gaming centre or betting premises (other than a track). There is no definition of 'direct access' in the Act or regulations, but licensing authorities may consider that there should be an area separating the premises concerned, such as a street or cafe, which the public go to for purposes other than gambling, for there to be no direct access.

- Any ATM made available for use on the premises must be located in a place that requires any customer who wishes to use it to cease gambling at any gaming machine in order to do so.
- Over-18 areas within FECs that admit under-18s, must be separated by a barrier with prominently displayed notices at the entrance stating that under-18s are not allowed in that area and with adequate supervision in place to ensure that children and young persons are not able to access these areas or the category C machines. Supervision may be done either by placing the terminals within the line of sight of an official of the operator or via monitored CCTV.
- The consumption of alcohol in licensed FECs is prohibited at any time during which facilities for gambling are being provided. A notice stating this should be displayed in a prominent position on the premises.

Default Licence Conditions

A. Bingo Premises

- Bingo facilities in bingo premises may not be offered between the hours of midnight and 9am. However, there are no restrictions on access to gaming machines in bingo premises.

B. Betting Premises

- Gambling facilities may not be offered in betting premises between the hours of 10pm on one day and 7am on the next day, on any day.

Appendix D – References

The Gambling Act 2005 -

http://www.legislation.gov.uk/ukpga/2005/19/pdfs/ukpga_20050019_en.pdf

The Gambling Commission’s Guidance to Local Licensing Authorities (5th Edition) -

<http://www.gamblingcommission.gov.uk/for-licensing-authorities/GLA/Guidance-to-licensing-authorities.aspx>

Gambling Commission Licence Conditions and Codes of Practice (April 2017) -

<http://www.gamblingcommission.gov.uk/for-gambling-businesses/Compliance/LCCP/Licence-conditions-and-codes-of-practice.aspx>

Health Survey for England 2015 – Published by [NHS Digital](#) (formerly the NHS Information Centre). Chapter on Gambling commissioned by the Gambling Commission. Due for publication Spring 2017.

<http://www.gamblingcommission.gov.uk/news-action-and-statistics/Statistics-and-research/Levels-of-participation-and-problem-gambling/Levels-of-problem-gambling-in-England.aspx>

Barking and Dagenham Key Population and Demographic Facts 2016 -

<https://www.lbbd.gov.uk/council/statistics-and-data/census-information/key-population-demographic-facts/>

Human Rights Act 1998 - <http://www.legislation.gov.uk/ukpga/1998/42/contents>

Data Protection Act - <https://www.gov.uk/data-protection/the-data-protection-act>

The Legislative and Regulatory Reform Act 2006 -

<http://www.legislation.gov.uk/ukpga/2006/51/contents>

Regulators’ Compliance Code 2014 -

<https://www.gov.uk/government/publications/regulators-code>

Barking and Dagenham Enforcement Policy 2016 -

<https://www.lbbd.gov.uk/council/priorities-and-strategies/council-policies/regulatory-services-policies/regulatory-services-enforcement-policy/>

Gambling Related Harm

Michael Sinclair
Insight Hub Analyst

01 Introduction

02 Gambling Related Harm: Vulnerable Locality Index

03 Location of Gambling Establishments

04 Anti-Social Behaviour (Police Data)

05 Cost to Society

06 Cost to Society

07 References

Introduction

Gambling Related Harm

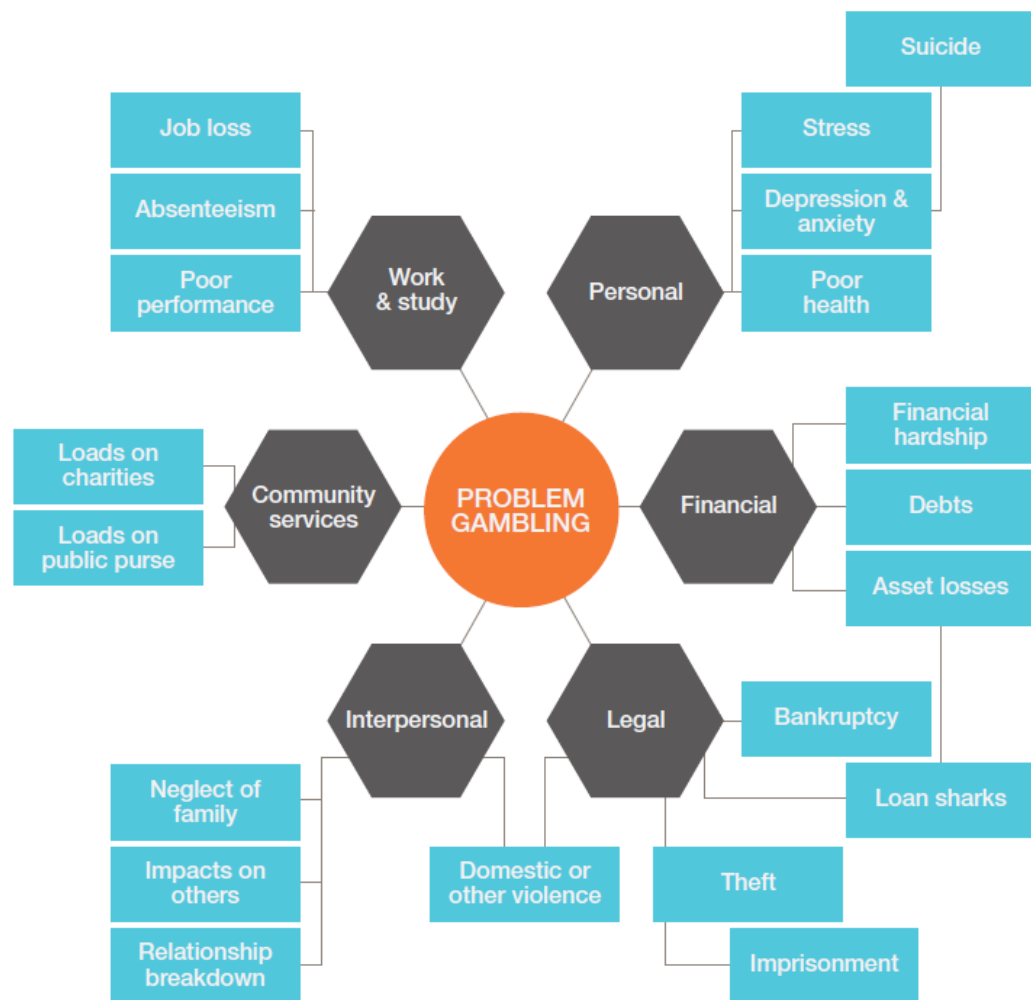
“any initial or exacerbated adverse consequence due to an engagement with gambling that leads to a decrement to the health or wellbeing of an individual, family unit, community or population”

Langham et al (2016)

Gambling Related Harm

- Gambling related harm is a co-morbidity
- It is usually observed in people who have
 - Poor mental health
 - Stress or anxiety
 - Substance misuse
 - Financial difficulties
- Gambling related harm exacerbates pre-existing conditions
- Gambling related harm extends beyond the individual and affects the community around the individual

Impact of problem gambling



Source: IPPR adaptation of data from Australian Productivity Commission, Australia's Gambling Industries (APC)

Gambling Related Harm: Vulnerable Locality Index

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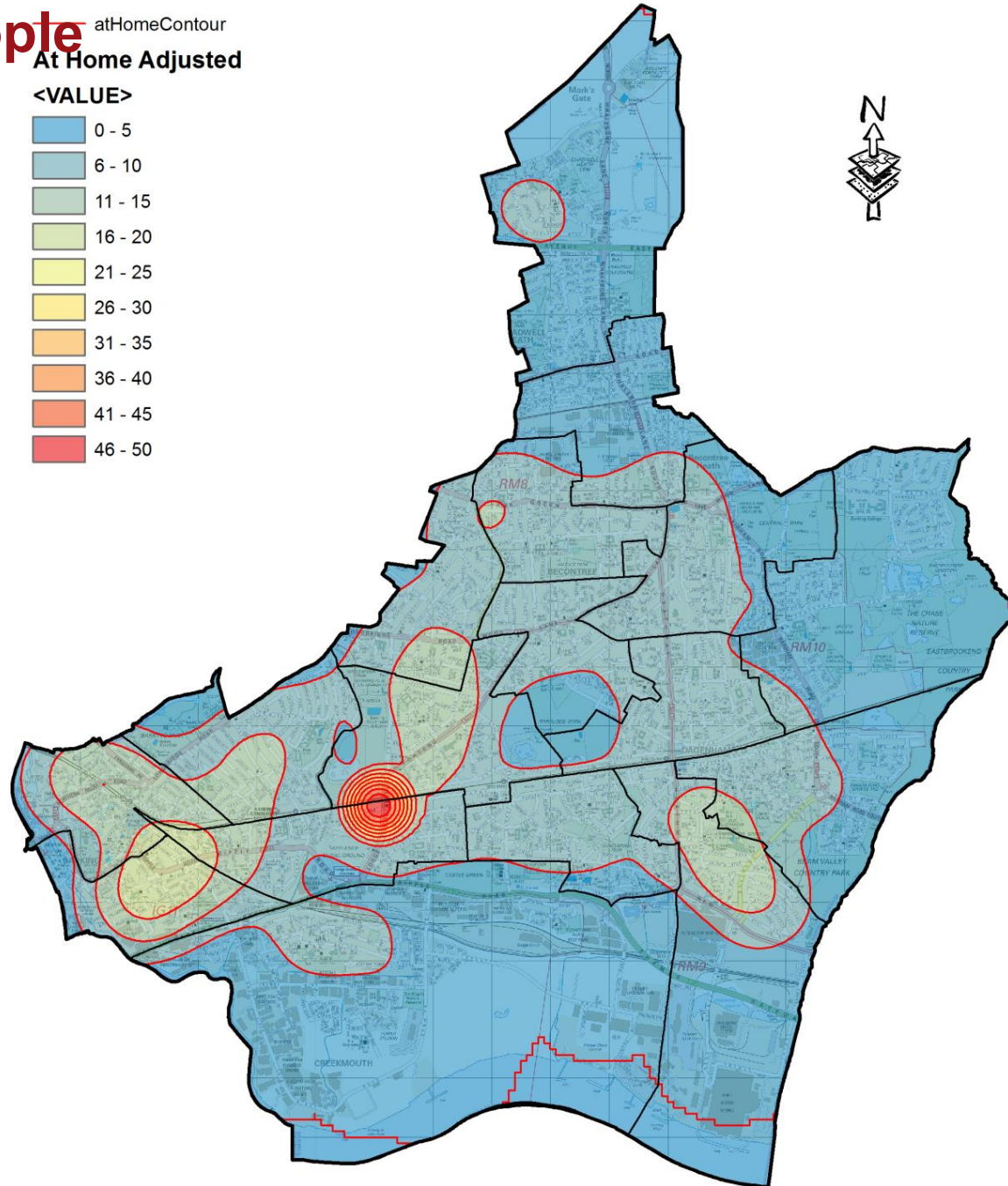
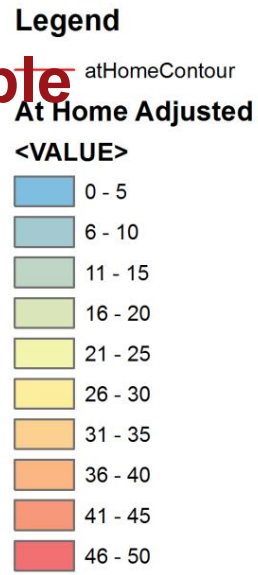
To identify areas where individuals are more likely to be at risk from Gambling related harm based on identified at risk groups

Person related risk factors (People at home)

Risk factor	Indicator
Ethnic Groups	Number of residents from certain at risk Ethnic groups*
Unemployment	Number of economically active unemployed residents
Youth	Residents aged 10-24 years
Poor mental health	Patients on GP register with QOF mental health flag
Homelessness	Emergency homeless accommodation

- This table shows the risk factors that were identified as 'people at home' and the indicators used to measure each risk.

Combining 'people at home' risk factors



External influence (People away from home)

Risk factor	Indicator
Substance abuse/misuse	Drug and Alcohol treatment providers
Unemployment	Job Centre Plus Offices
Youth	Education institute with students of 13-24 years
Financial difficulties	Payday loan shop
Financial difficulties	Food Banks

- This table shows the risk factors that were identified as 'people away from home' and the indicators used to measure each risk.

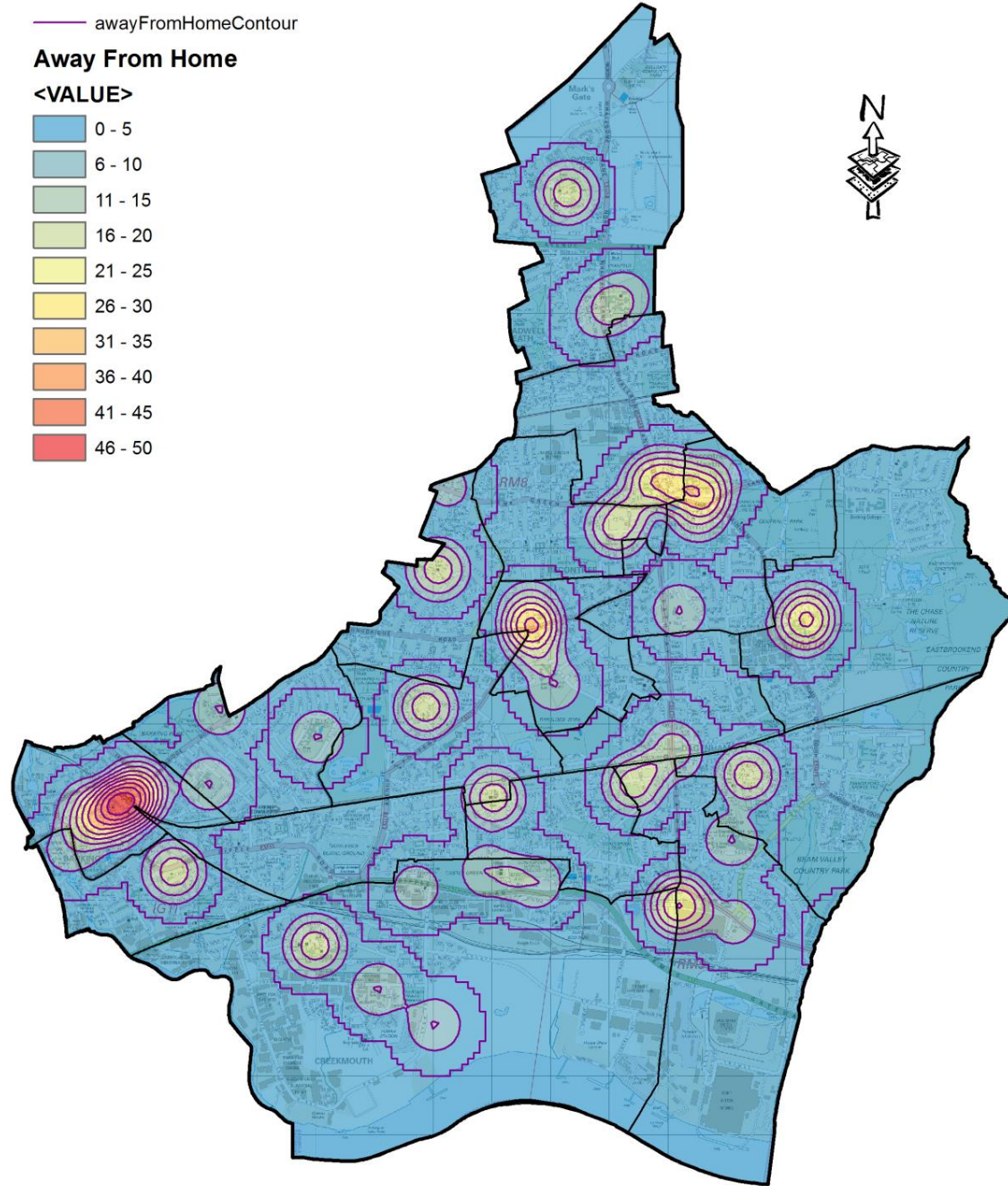
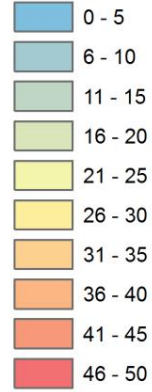
People away from home

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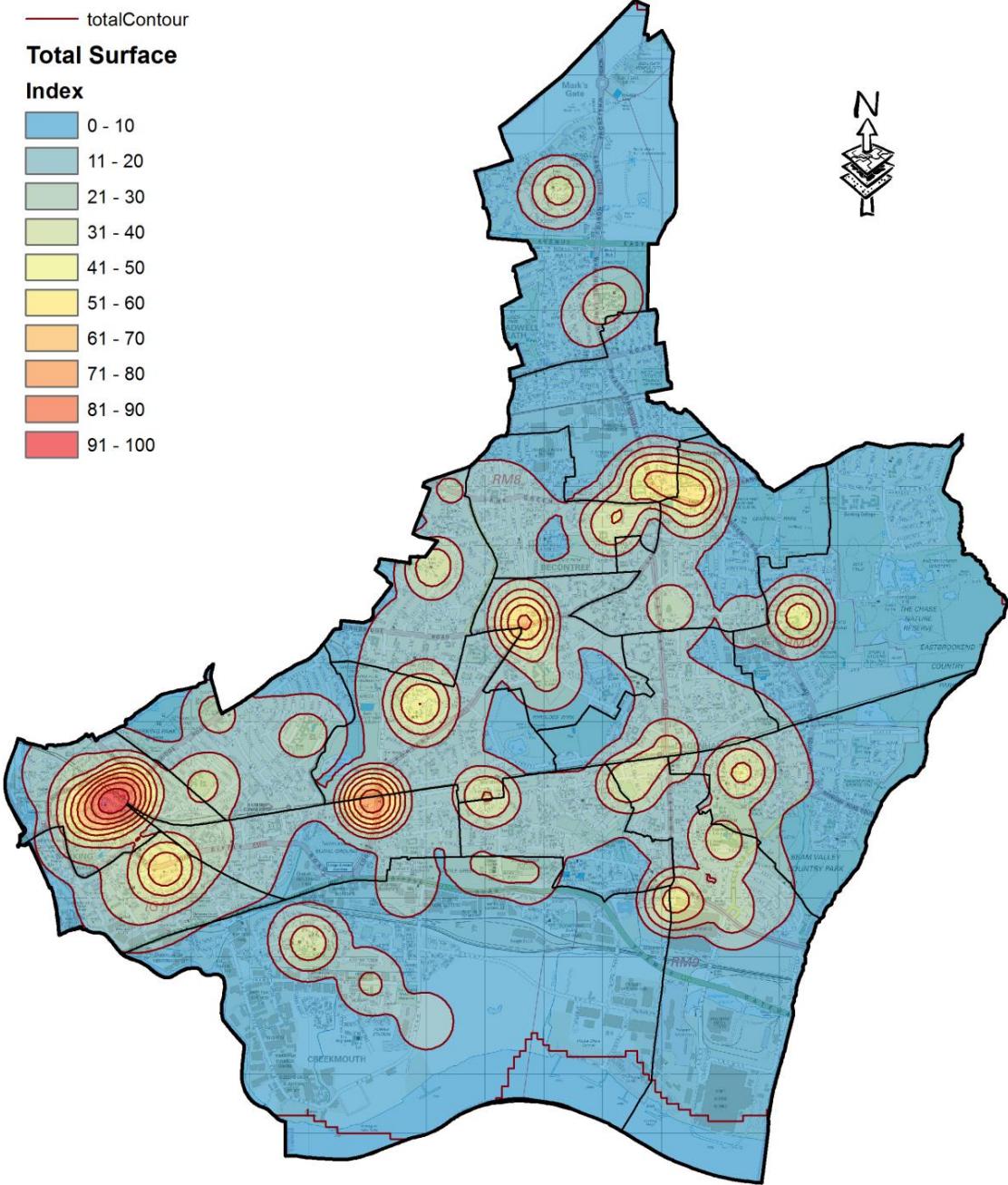
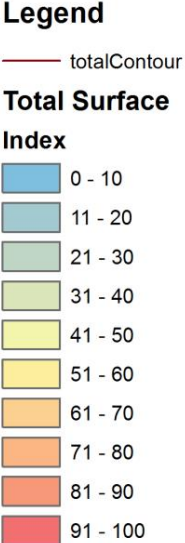
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Total risk surface



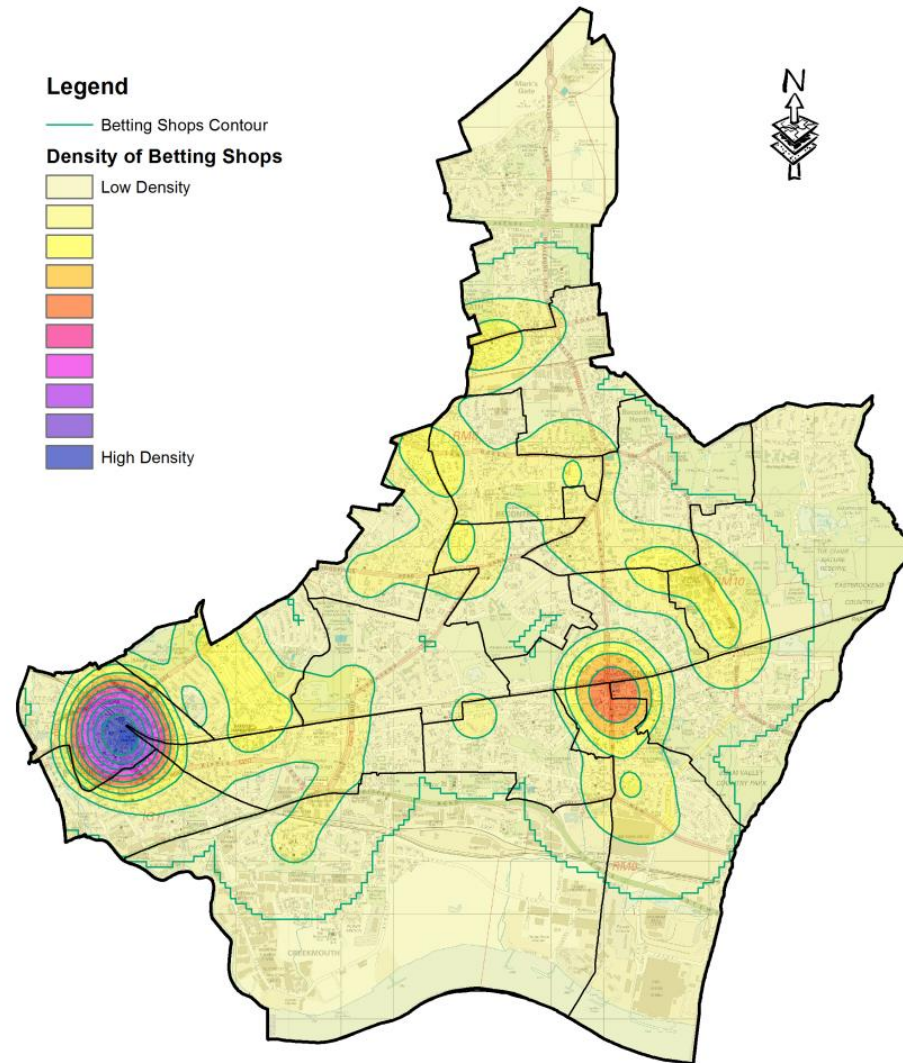
Location of Gambling Establishments

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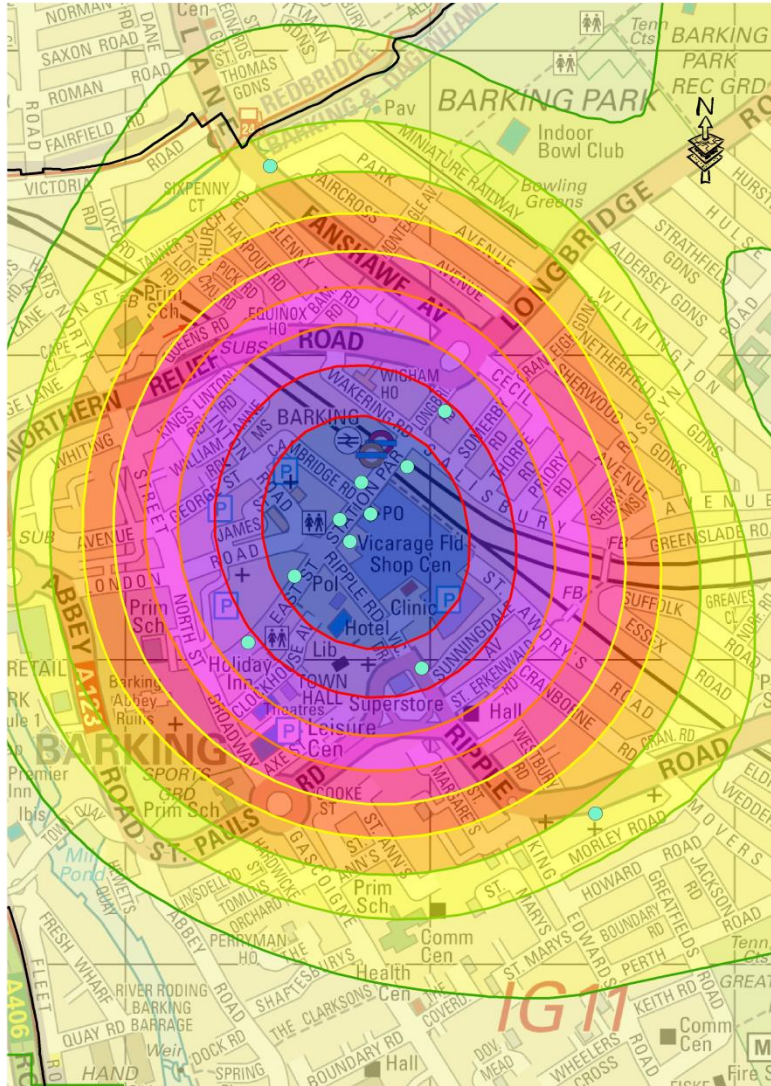
To identify areas where there is a high density of licensed gambling establishments

Location of Gambling Establishments

Density of Licenced Gambling Establishments



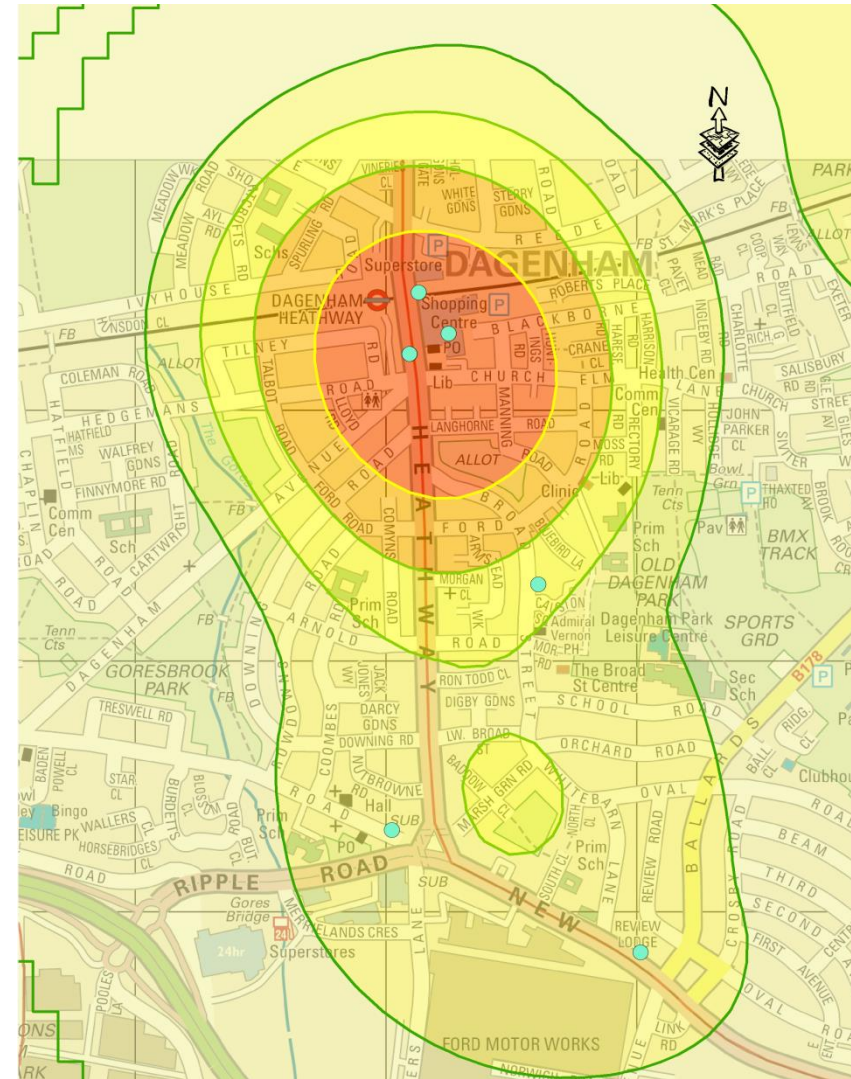
Gambling Establishments: Barking and Heathway



Two hot spots for gambling establishments in Barking and Dagenham.

Barking town centre (left) and the Heathway (right).

These are also the locations of the two shopping centres in the borough and the main shopping parades



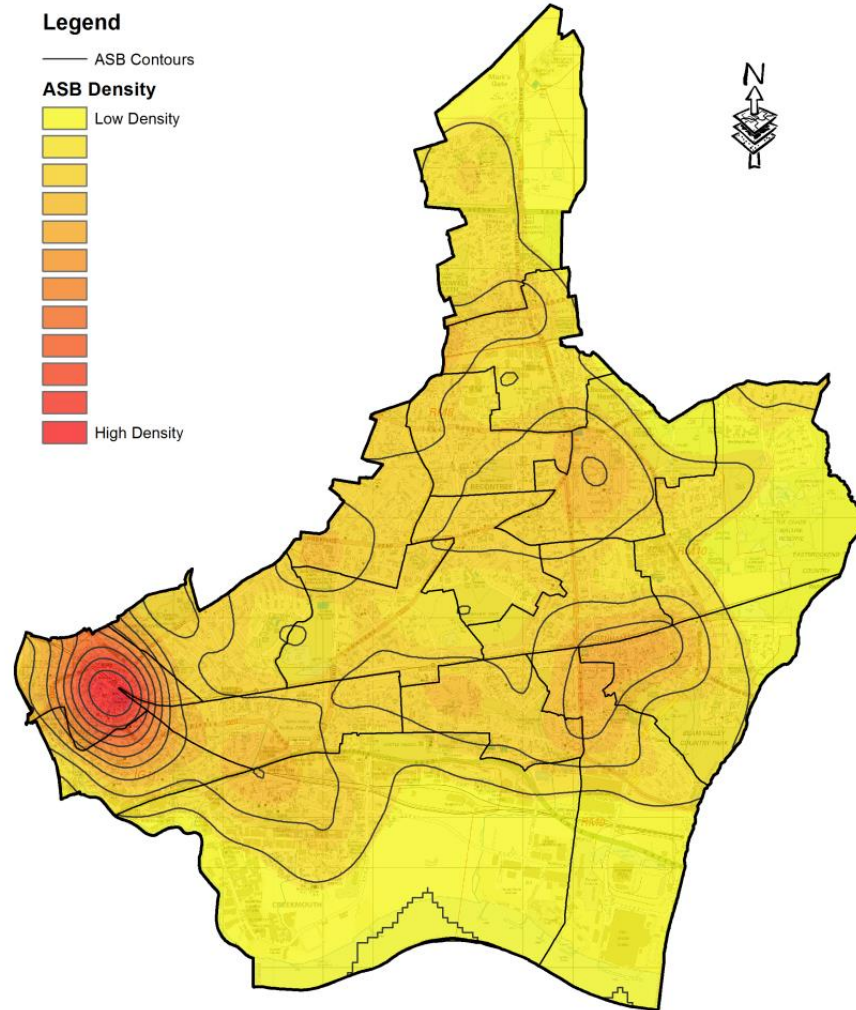
Anti-Social Behaviour (Police Data)

Aim:

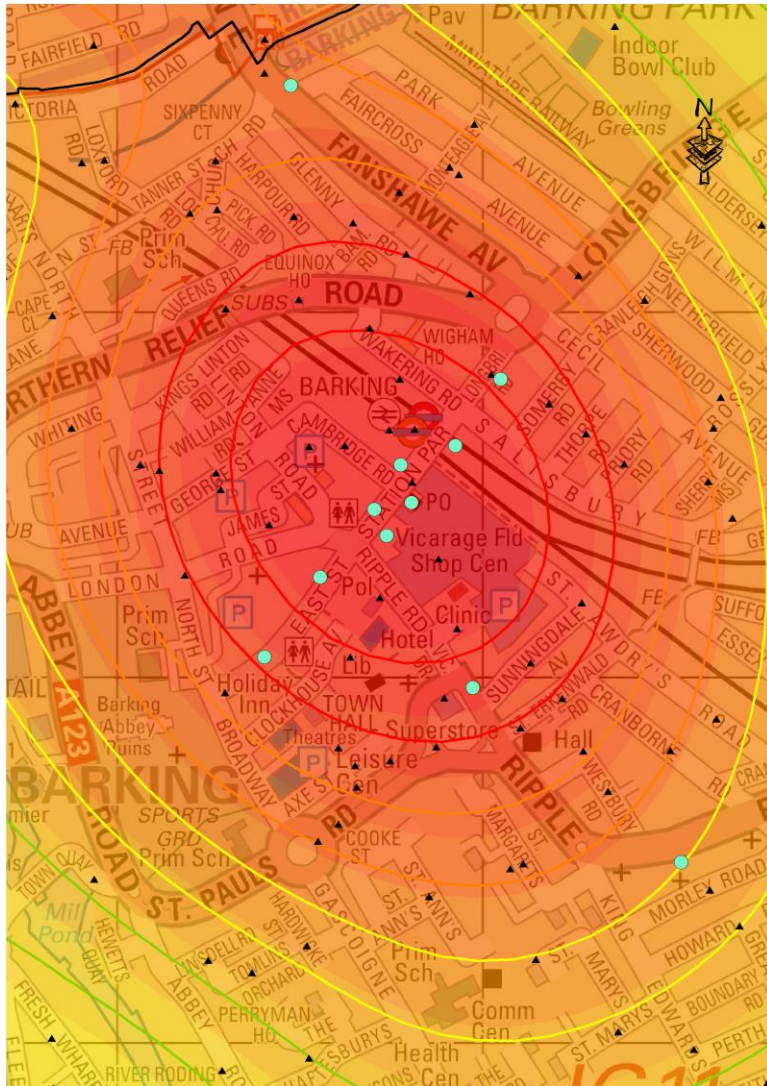
To identify areas of high level of police reported Anti-Social Behaviour (ASB)

Police Recorded Anti-Social Behaviour: April 2013 to March 2016

Density of Anti-Social Behaviour



ASB: Barking against Gambling Establishments



Although Barking town centre is a hot spot for both Anti-Social Behaviour AND betting shops it is not possible to say that the two are related.

Betting shops are generally located in areas where there are shopping parades

Barking town centre, especially around Barking station is a hot spot for various crime types, including ASB

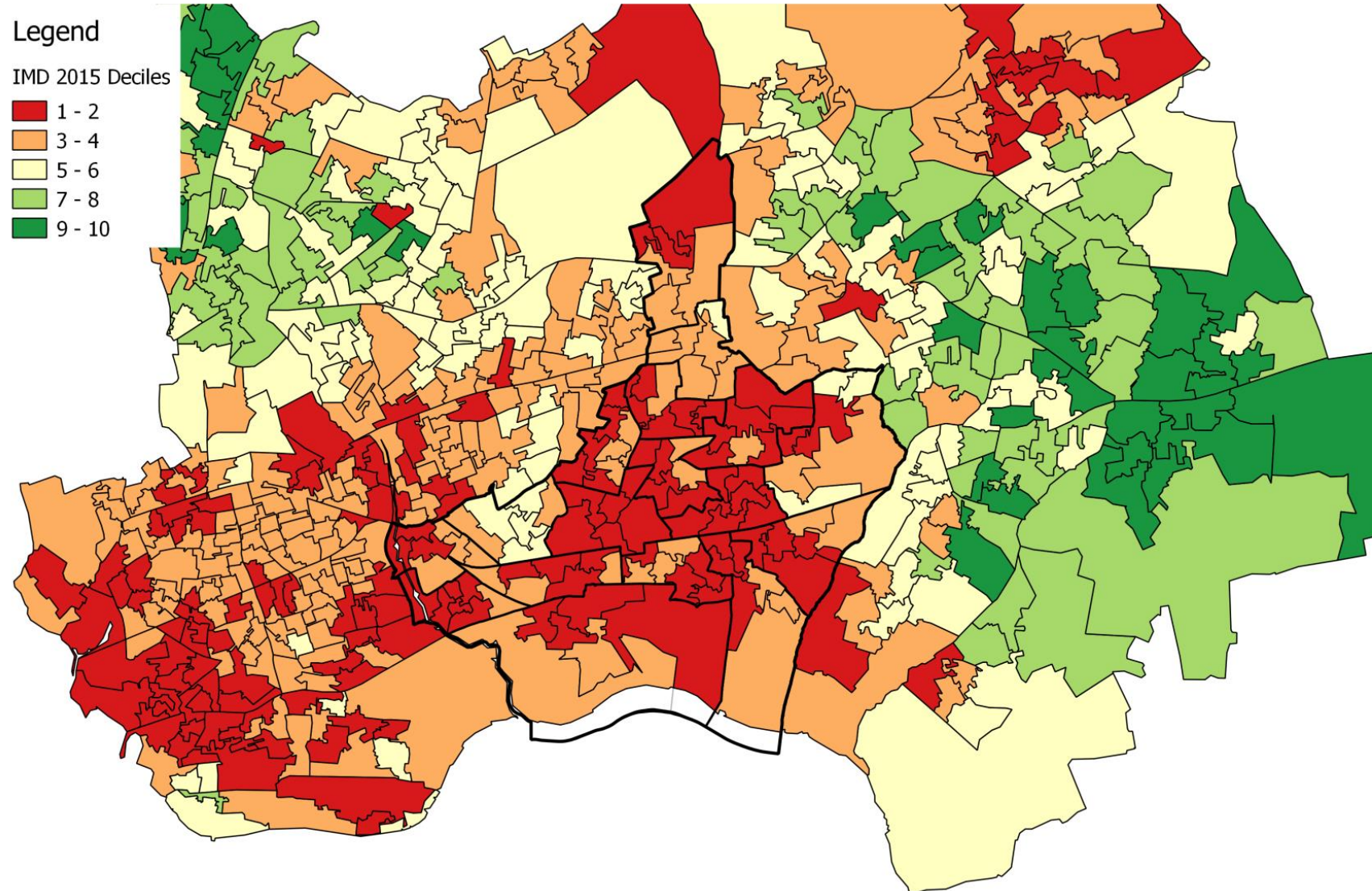
Index of Multiple Deprivation

Aim:

The English Indices of Deprivation 2015 are based on 37 separate indicators, organised across seven distinct domains¹ of deprivation which are combined, using appropriate weights, to calculate the Index of Multiple Deprivation 2015 (IMD 2015).

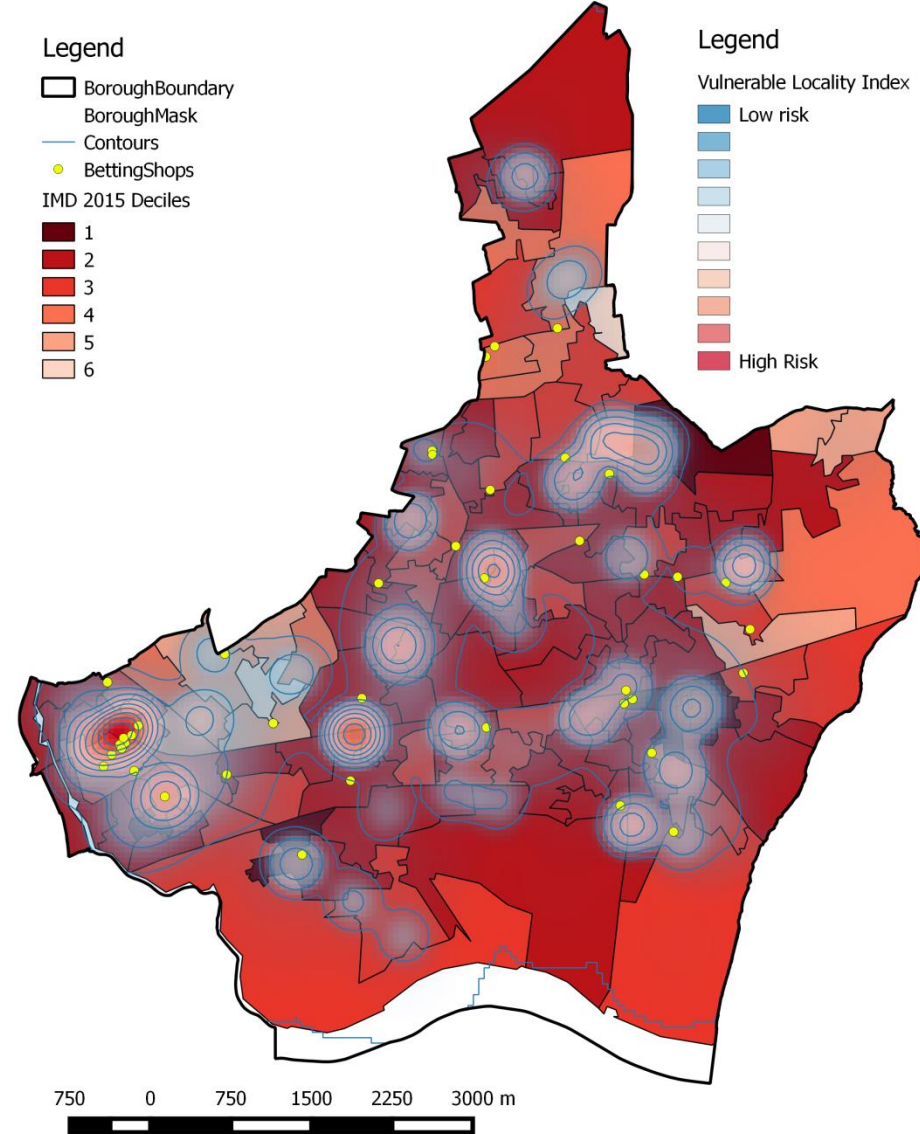
IMD 2015: Barking & Dagenham and surrounding boroughs

2015 IMD deciles



Gambling related harm index compared to deprivation deciles

Gambling: Vulnerable Locality Index
Plus Index of Multiple Deprivation Decile map



Cost to Society

Aim:

To identify the excess fiscal costs incurred by people who are problem gamblers, beyond those that are incurred by otherwise members of the public

Calculating Excess fiscal cost

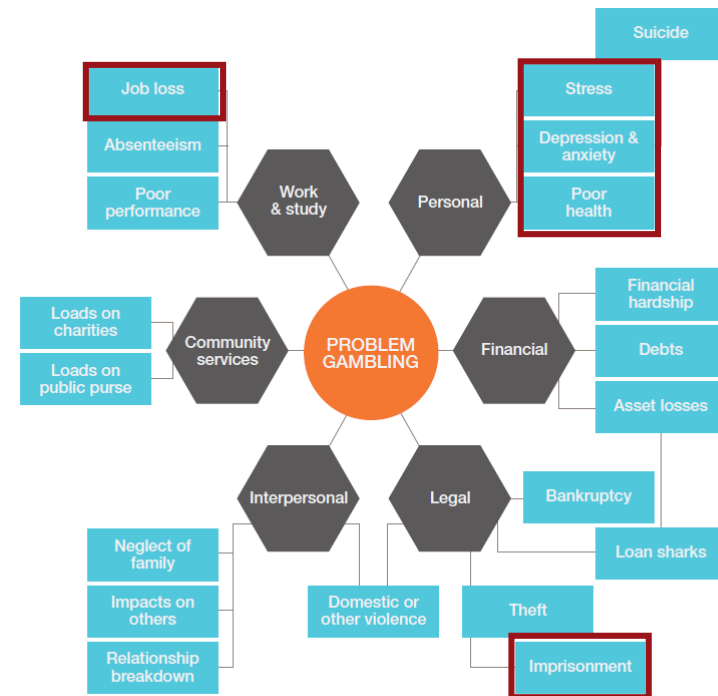
- Costs are not excess fiscal costs caused by problem gamblers. Instead, they should be taken to illustrative estimates for the excess fiscal costs incurred *by people who are problem gamblers*, beyond those that are incurred by otherwise members of the public

- Prevalence of problem Gamblers based on Health Survey for England 2012:

- Lower bound 0.2% **404 individuals**
- Upper bound 0.7% **1,414 individuals**

- Costs**

- Health
- Housing and Homelessness
- Unemployment
- Imprisonment



Source: IPPR adaptation of data from Australian Productivity Commission, Australia's Gambling Industries (APC)

General Medical Services

- Average problem gambler, excess incident of **1.5 GP visits per year** for mental health related consultation (2.4 problem gamblers – 0.9 per person in UK)
- Average length of consultation **11.7 minutes**
- Average cost per minute **£3.36** based on 2015/16 prices*

Total excess fiscal cost incurred on General Medical Services:

Between £30,000 and £81,000 per year
based on HSE 2012 prevalence estimates for LBBD

Hospital

Excess inpatient rate for problem gamblers

0.53 inpatient discharges per month

The cost of finished consulting episodes
£1,842

Total excess fiscal cost incurred on Hospital admissions:

Between £488,000 and £1,337,000 per year
based on HSE 2012 prevalence estimates for LBBD

Statutory Homelessness Applications

- Analysis conducted by shelter, fiscal cost associated with a period of homelessness was **£2,683** per applicant, 2015/16 prices
- Excess number of annual homeless applications of **0.039 per problem gambler household**

Total excess fiscal cost incurred on homelessness:

Between £52,300 and £143,350 per year
based on HSE 2012 prevalence estimates for LBBD

Unemployment

Excess propensity to claim JSA valued at **0.06** when compared to population on the whole

Estimated unit cost of JSA claimant **£2,995**

Total excess fiscal cost incurred on Welfare and unemployment:

Between £89,850 and £246,200 per year
based on HSE 2012 prevalence estimates for LBBD

Imprisonment

Incarceration

The costs associated with a 12-month prison sentence was £34,440 in 2015/16 prices.

Average prison duration 8.3 months,
adjusted cost **£23,318** for any given prison term during a 12-month period

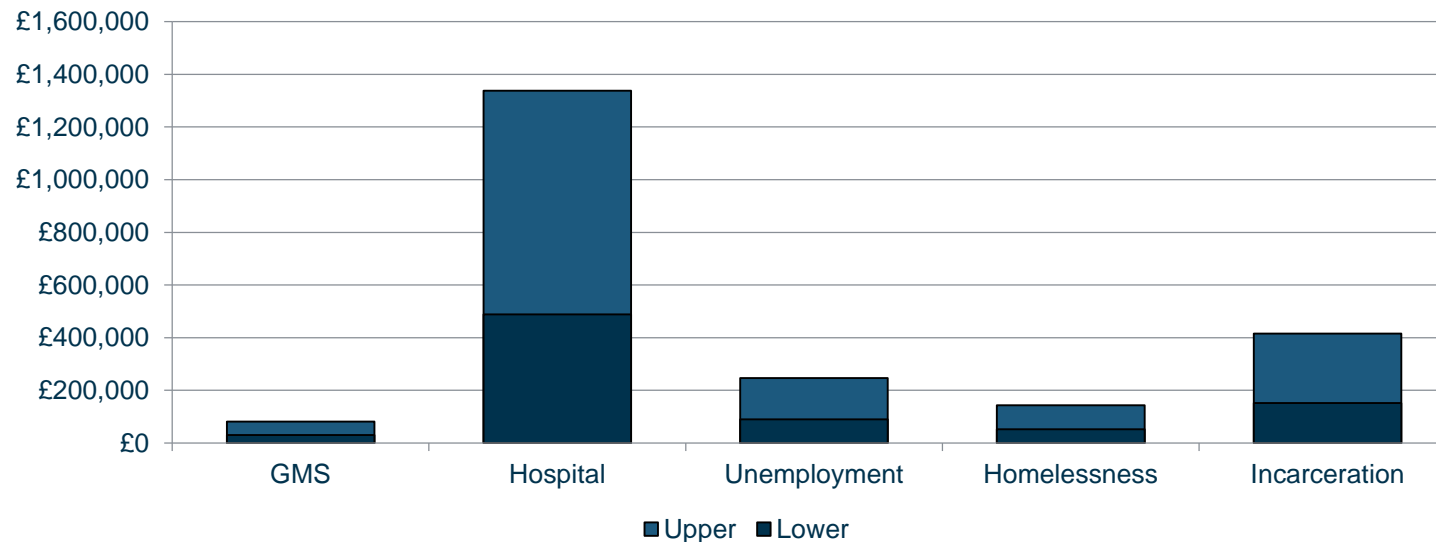
Excess number of annual prison sentences of **0.013 per problem gambler**

Total excess fiscal cost incurred on criminal justice:

Between £151,550 and £415,300 per year
based on HSE 2012 prevalence estimates for LBBDD

Total Excess Costs

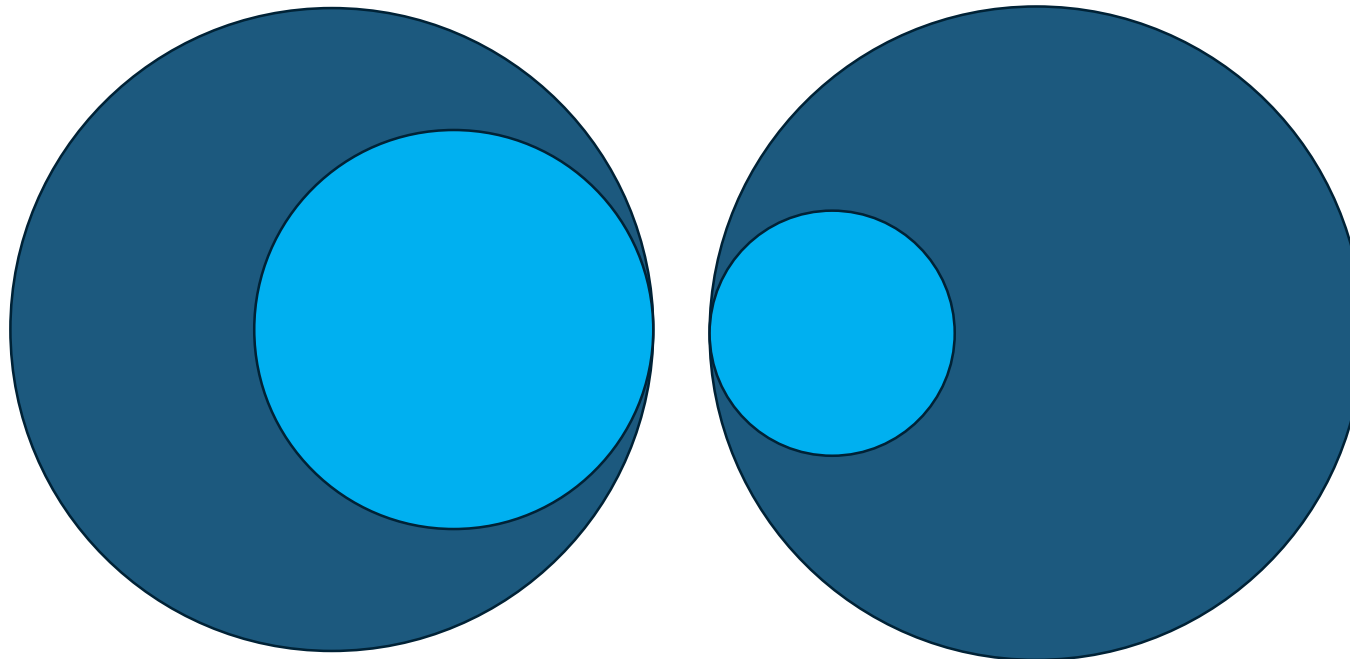
Costs			
Section	Item	Lower	Upper
Health	GMS	£ 30,000	£ 81,000
	Hospital	£ 488,000	£ 1,337,000
Health		£ 518,000	£ 1,418,000
Welfare	Unemployment	£ 89,850	£ 246,200
Housing	Homelessness	£ 52,300	£ 143,350
Criminal Justice	Incarceration	£ 151,550	£ 415,300
Total Costs		£ 811,700	£ 2,222,850



Revenue from Licensed Gambling Establishments

- LBBD business rates gathered from 31 betting shops in
– £312,504

Excess fiscal cost from Gambling compared to business rates generated from licensed gambling establishments in LBBD



References

- “Cards on the Table” – Institute for Public Policy Research, C Thorley, A Stirling and E Huynh, December 2016. Available at: <http://www.ippr.org/publications/cards-on-the-table>
- “Understanding gambling related harm: a proposed definition, conceptual framework, and taxonomy of harms” – BMC Public Health, E Langham, H Thorne, M Browne, P Donaldson, J Rose and M Rockloff, 27 January 2016
- Wardle, H, Gambling and Place Research Hub. (2015). Exploring area-based vulnerability to gambling-related harm: Who is vulnerable? Findings from a quick scoping review [online]. Available at: http://transact.westminster.gov.uk/docstores/publications_store/licensing/final_phase1_exploring_area-based_vulnerability_and_gambling_related_harm_report_v2.pdf [Accessed 17 Oct. 2016]
- Wardle, H., Astbury, G., Thurstain-Goodwin, M. & Parker, S. (2016). Exploring Area Based Vulnerability to Gambling Related Harm: Developing the Gambling Related Harm Risk Index [online]. Available at: http://transact.westminster.gov.uk/docstores/publications_store/licensing/final_phase2_exploring_area_based_vulnerability_to_gambling_related_harm.pdf [Accessed 17 Oct. 2016]

LBBD Draft Statement of Gambling Licensing Policy – Detailed Responses to the Consultation		
Response from Tim Martin, Transport and Planning Policy		
Section	Text	Licensing Response
All	<p>Many thanks for providing us with the opportunity to comment on the draft policy.</p> <p>The Council doesn't currently have any specific policies regarding gambling/betting offices etc, but as part of the review of the local plan we are exploring whether such policies are needed.</p> <p>Generally speaking, the Council is keen to limit the proliferation of certain uses in our town and district centres, recognising that a range of different uses is needed to ensure vibrant, successful places. Recent changes made to the Use Classes Order means that certain permitted development rights previously enjoyed by Betting Shops/Pay Day loan companies have now been removed meaning that planning permission for change of use is now required. This gives the Council a greater level of control than it had previously, meaning that additional specific policies may not be needed.</p> <p>I trust this is helpful and we look forward to seeing the final adopted policies.</p>	<p>Noted with thanks.</p> <p>Highlighted text will be incorporated into the policy.</p>
Response from Cenred Elworthy, Trading Standards		
Section	Text	Licensing Response
All	<p>Having read the full draft, it is pretty comprehensive and at the moment cannot think of any additions to the vulnerable adult and children aspects.</p> <p>It would be interesting to see if when the impacts are reviewed there is any way of adding a figure of loss through gambling related crime arising out of harm to victims. We have had cases where defendants state their assets have been spent on gambling and of course the suspicion is that gambling has been the drive for the offending.</p>	<p>Noted.</p>

	<p>My directly related comments on the draft would be:</p> <p>Para 93: “However, any suspicion raised that gambling is not being conducted in a fair and open way will be brought to the attention of the Commission for appropriate action.” Could also include reference to suspicions being referred to Trading Standards to consider potential offences under fair trading legislation.”</p> <p>Page 44. The responsible authority contact details for the Police need updating as the two Officers have moved on.</p>	<p>Noted and will reference.</p> <p>Noted. All contact details and other references will be subject of further check before final version is published.</p>
<p>Response from Fiona Wright, Consultant in Public Health Medicine (Full copy of response attached at Appendix B1)</p>		
Section	Text	Licensing response
<p>Section 4</p>	<p>Public health support for the policy</p> <p>The context above briefly describes the evidence of gambling as a public health issue, makes reference to the major challenges to health and its wider determinants in Barking and Dagenham and outlines the strategic importance given to addressing these poor health and social outcomes in our borough.</p> <p>The Gambling Act (2005) (“the Act”) changed the legislation in relation to Gambling and came into force in 2007. ¹ Public health has worked closely with other colleagues in the council and partners across London to develop the response as outlined in this draft policy. Public health is fully supportive of the draft policy. Key messages from the public health perspective are:</p> <ul style="list-style-type: none"> • This policy addresses an issue of local public health importance and inequalities for Barking and Dagenham • This policy is in line with the strategic priorities for us a council (Borough Manifesto), our partners (Joint Health and Wellbeing 	<p>Noted with thanks</p>

	<p>Strategy) and based on evidence of poor health and social outcomes within our Joint Strategic Needs Assessment</p> <ul style="list-style-type: none"> • This policy draws on national and international evidence and best practice • The Gambling Related Harm: Vulnerable Locality Index is based upon a robust methodology and was developed jointly with the public health team to support the formulation of the local gambling policy • Public health supports Section 3 of this policy outlining the considerations the Authority will go through in determining gambling premises licenses and Section 4 including the promotion of industry good practice. 	
<p>Section 5</p>	<p>Partnership and additional recommendations</p> <p>Further to the provisions in this policy it is suggested that LBBDD recommends working with local operators to follow best practice. Examples would include:</p> <ul style="list-style-type: none"> • A Borough-wide self-exclusion policy across all premises licensed for gambling. • Operator risk assessments should include provision for staff training in recognising problem gambling. • Operators should consider providing healthy lifestyle information in their premises e.g. leaflets regarding alcohol consumption and local smoking cessation services and local support for mental health problems and debt advice. 	<p>Each of the points raised here are worthwhile proposals but several matters are already subject of Commission Licence Conditions and Codes of Practice. For instance,</p> <ul style="list-style-type: none"> • All companies that offer gambling in licensed premises (arcades, bookmakers, bingo and casinos) must be part of a national multi-operator self-exclusion scheme. This allows an individual to make a single request to self-exclude from all premises offering the same type of gambling (for example, betting shops) in your area, rather than the customer needing to exclude from each operator individually. • Social responsibility code requirements on customer interaction compel all companies to have policies and procedures in place which deal with the identification, reporting of,

	<ul style="list-style-type: none"> • Operators should reduce advertising at least in line with the Senet set of Commitments. • Finally, since gambling is increasingly recognised as involving public health concerns. The Authority should continue to work with Public Health at strategy setting and policy reviews to ensure that the health of Barking and Dagenham's residents is promoted within the context of licensed gambling establishments. 	<p>and responsible interaction with persons displaying signs of problem gambling. This includes staff training and individual staff responsibility.</p> <ul style="list-style-type: none"> • Under LCCP Ordinary Code 5.1.6 (Compliance with advertising codes) requires that the advertising of gambling products and services should be undertaken in a socially responsible manner and companies should comply with the UK Advertising Codes issued by the Committees of Advertising Practice (CAP) and administered by the Advertising Standards Authority (ASA) <p>While this level of governance is recognised, inspections of licensed premises will aim to ensure that all operators comply with these requirements.</p> <p>Beyond this, this Authority values its relationship with Public Health colleagues and will be very happy to work together generally with Public Health</p> <ul style="list-style-type: none"> • to promote the placement of relevant healthy lifestyle information within licensed gambling premises operating in the borough • at strategy setting and policy reviews to ensure that the health of Barking and Dagenham's residents is promoted within the context of licensed gambling establishments
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Response to Public Consultation Received from the Association of British Bookmakers – Comments (Full copy of response attached at Appendix B2)

Paragraph	Text	Licensing Response
Paragraph 6-8	The ABB recognises the importance of the gambling policy statement in focusing on the local environment and	The Authority is pleased that the ABB generally recognises the importance of the gambling policy;

	<p>welcomes the informed approach this will enable operators to take for example, with regard, to the new requirements for local area risk assessments and ensuring the right structures are in place in shops that are appropriate for that area.</p> <p>Whilst it is important that the gambling policy statement fully reflects the local area, the ABB is also keen to ensure that the statutory requirements placed on operators and local authorities under the Gambling Act 2005 remain clear; this includes mandatory conditions (for instance, relating to Think 21 policies) and the aim to permit structure. Any duplication or obscuring of these within new processes would be detrimental to the gambling licensing regime. The ABB also believes it is important that the key protections already offered for communities, and clear process (including putting the public on notice) for objections to premises licence applications, continue to be recognised under the new regime.</p> <p>Any consideration of gambling licensing at the local level should also be considered within the wider context.</p> <ul style="list-style-type: none"> • the overall number of betting shops is in decline. The latest Gambling Commission industry statistics show that numbers as of September 2016 were 8,788 - a decline of 349 since March 2014, when there were 9,137 recorded. • recent planning law changes introduced in April 2015 have increased the ability of licensing authorities to review applications for new premises, as all new betting shops must now apply for planning permission. • successive prevalence surveys and health surveys tells us that problem gambling rates in the UK are stable (0.6%) and possibly falling. 	<p>the need for it to reflect the local area; and how the policy can enable operators to take an informed approach to risk-assessment.</p> <p>The Authority is equally keen to ensure that the statutory requirements placed on operators and local authorities under the 2005 Act remain clear.</p> <p>The Authority is aware of the existence and application of the mandatory conditions. The Authority is also aware that it is prohibited from placing a condition on a premises licence which makes it impossible to comply with an operating licence condition.</p> <p>The Authority is aware of the 'aim to permit' structure but would argue that this should not be read as a requirement to grant every application for a licence made to it. Each authority has the discretion to grant or refuse applications.</p> <p>The Authority also believes that it is very important that the key protections offered for the community are maintained and this is one of the primary intentions of this policy.</p> <p>The contextual information provided by the ABB is interesting and is noted among other relevant contextual information provided by other bodies. However, it should be recognised that the noted overall decline in betting shops is reflection of the national and not local position, where figures have remained stable. Additionally, according to the Health Survey for England 2015 the proportion of problem gamblers in England is 0.9%, previously (2012) 0.6% (an increase)</p>
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<p>Paragraph 9</p>	<p>Working in partnership with local authorities The ABB is fully committed to ensuring constructive working relationships exist between betting operators and licensing authorities, and that where problems may arise that they can be dealt with in partnership. The exchange of clear information between councils and betting operators is a key part of this and the opportunity to respond to this consultation is welcomed.</p>	<p>The Authority is committed to partnership working together with all responsible authorities. The Authority is glad that the ABB has taken the opportunity to respond to this consultation and is interested in the response made.</p>
<p>Paragraphs 10-13</p>	<p>LGA – ABB Betting Partnership Framework</p> <p>In January 2015 the ABB signed a partnership agreement with the Local Government Association (LGA), developed over a period of months by a specially formed Betting Commission consisting of councillors and betting shop firms, which established a framework designed to encourage more joint working between councils and the industry.</p> <p>Launching the document Cllr Tony Page, LGA Licensing spokesman, said it demonstrated the <i>"desire on both sides to increase joint-working in order to try and use existing powers to tackle local concerns, whatever they might be."</i></p> <p>The framework builds on earlier examples of joint working between councils and the industry, for example the Medway Responsible Gambling Partnership which was launched by Medway Council and the ABB in December 2014. The first of its kind in Britain, the voluntary agreement led the way in trialing multi-operator self-exclusion. Lessons learned from this trial paved the way for the national multi-operator self-exclusion scheme now in place across the country. By phoning a free phone number (0800 294 2060) a customer who is concerned they are developing a problem with their gambling can exclude themselves from betting shops close to where they live, work and socialise. The ABB is working with local authorities to help raise</p>	<p>The partnership agreement is noted and welcomed, as is the national multi-operator self-exclusion scheme.</p>

	<p>awareness of the scheme, which is widely promoted within betting shops.</p> <p>The national scheme was first trialed in Glasgow in partnership with Glasgow City Council. Cllr Paul Rooney, Glasgow's City Treasurer and Chairman of a cross-party Sounding Board on gambling, described the project as <i>"breaking new ground in terms of the industry sharing information, both between operators and, crucially, with their regulator."</i></p>	
Paragraphs 14-15	<p>Primary Authority Partnerships in place between the ABB and local authorities</p> <p>All major operators, and the ABB on behalf of independent members, have also established Primary Authority Partnerships with local authorities. These partnerships help provide a consistent approach to regulation by local authorities, within the areas covered by the partnership; such as age-verification or health and safety. We believe this level of consistency is beneficial both for local authorities and for operators.</p> <p>For instance, Primary Authority Partnerships between Milton Keynes Council and Reading Council and their respective partners, Ladbrokes and Paddy Power, led to the first Primary Authority inspection plans for gambling coming into effect in January 2015. By creating largely uniform plans, and requiring enforcing officers to inform the relevant Primary Authority before conducting a proactive test-purchase, and provide feedback afterwards, the plans have been able to bring consistency to proactive test-purchasing whilst allowing the Primary Authorities to help the businesses prevent underage gambling on their premises.</p>	The primary authority arrangements held by ABB members are understood and noted. The Authority will refer to these where applicable.
Paragraphs 16-18	<p>Local area risk assessments</p> <p>Since April 2016, under new Gambling Commission LCCP provisions, operators have been required to</p>	The Authority notes the ABB's support for the implementation of risk-assessments.

	<p>complete local area risk assessments identifying any risks posed to the licensing objectives and how these would be mitigated. Licensees must take into account relevant matters identified in the licensing authority’s statement of licensing policy, and any local area profile, in their risk assessment. These must be reviewed where there are significant local changes or changes to the premises, or when applying for a variation to or for a new premises licence.</p> <p>The ABB fully supports the implementation of risk assessments which will take into account risks presented in the local area, such as exposure to vulnerable groups and crime. The new requirements build on measures the industry has already introduced through the ABB Responsible Gambling Code to better identify problem gamblers and to encourage all customers to gamble responsibly.</p> <p>This includes training for shop staff on how to intervene and direct problem gamblers to support services, as well as new rules on advertising including banning gaming machine advertising in shop windows, and the introduction of Player Awareness Systems which use technology to track account based gaming machine customers’ player history data to allow earlier intervention with any customers whose data displays known ‘markers of harm’.</p>	
<p>Paragraphs 19-23</p>	<p>Best practice</p> <p>The ABB is committed to working pro-actively with local authorities to help drive the development of best practice with regard to local area risk assessments, both through responses to consultations such as this and directly with local authorities. Both the ABB and its members are open and willing to engage with any local authority with questions or concerns relating to the risk assessment process, and would encourage them to make contact.</p>	<p>This Authority does not intend to prescribe the form of an operator’s risk assessment, only to provide information which helps operators to understand relevant local contextual information and address the concerns highlighted.</p>

	<p>Westminster Council is one local authority which entered into early dialogue with the industry, leading to the development of and consultation on draft guidance on the risk assessment process, which the ABB and our members contributed to. Most recently one operator, Coral, has been working closely with the Council ahead of it issuing its final version of the guidance, which we welcome.</p> <p>The final guidance includes a recommended template for the local area risk assessment which we would point to as a good example of what should be expected to be covered in an operator's risk assessment. It is not feasible for national operators to submit bespoke risk assessments to each of the c.350 local authorities they each deal with, and all operators have been working to ensure that their templates can meet the requirements set out by all individual local authorities.</p> <p>The ABB would be concerned should any local authority seek to prescribe the form of an operator's risk assessment. This would not be in line with better regulation principles. Operators must remain free to shape their risk assessment in whichever way best meets their operational processes.</p> <p>The ABB has also shared recommendations of best practice with its smaller independent members, who although they deal with fewer different local authorities, have less resource to devote to developing their approach to the new assessments. In this way we hope to encourage a consistent application of the new rules by operators which will benefit both them and local authorities.</p>	
<p>Paragraphs 24-25</p>	<p>Concerns around increases in the regulatory burden on operators</p> <p>The ABB is concerned to ensure that any changes in the licensing regime at a local level are implemented in a proportionate manner. This would include if any local authority were to set</p>	<p>This Authority does not wish to add to the regulatory burden and does not expect operator risk-assessments to be reviewed with unnecessary frequency. As per Commission guidance, it is anticipated that relevant local risk-assessments will be reviewed,</p>

	<p>out overly onerous requirements on operators to review their local risk assessments with unnecessary frequency, as this could be damaging. As set out in the LCCP a review should only be required in response to significant local or premises change. In the ABB's view this should be where evidence can be provided to demonstrate that the change could impact the premises' ability to operate consistently with the three licensing objectives.</p> <p>Any increase in the regulatory burden would severely impact ABB members at a time when overall shop numbers are in decline, and operators are continuing to absorb the impacts of significant recent regulatory change. This includes the increase to 25% of Machine Games Duty, limits to staking over £50 on gaming machines, and planning use class changes which require all new betting shops in England to apply for planning permission.</p>	<p>however, upon the introduction of the Council's new licensing policy and local area profile and, thereafter, when there is significant change in circumstances either locally or at a premises to address.</p>
<p>Paragraphs 26-28</p>	<p>Employing additional licence conditions</p> <p>It should continue to be the case that additional conditions are only imposed in exceptional circumstances where there are clear reasons for doing so. There are already mandatory and default conditions attached to any premises licence which will ensure operation that is consistent with the licensing objectives. In the vast majority of cases, these will not need to be supplemented by additional conditions.</p> <p>The LCCP require that premises operate an age verification policy. The industry operates a policy called "Think 21". This policy is successful in preventing under-age gambling. Independent test purchasing carried out by operators and the ABB, and submitted to the Gambling Commission, shows that ID challenge rates are consistently around 85%. The ABB has seen statements of principles requiring the operation of Challenge 25. Unless there is clear evidence of a need to deviate from the industry standard then conditions requiring an alternative</p>	<p>The Authority is aware of the mandatory conditions; the conditions set in the Commission's Licence Conditions and Codes of Practice and the principles set out by the Commission that local licensing authorities need to abide by when considering additional licence conditions. The Authority will comply with all of this.</p> <p>However, there may be cases where the 'standard' conditions are not sufficient to address a specific situation adequately and, in such circumstances, additional conditions or, indeed, higher standards may be necessary.</p> <p>For instance, the Authority is aware of the general approach to 'Think 21' and would accept that in many cases this approach is appropriate and acceptable. However, this Council's general approach to age-restricted products is to rely on 'Challenge</p>

	<p>age verification policy should not be imposed.</p> <p>The ABB is concerned that the imposition of additional licensing conditions could become commonplace if there are no clear requirements in the revised licensing policy statement as to the need for evidence. If additional licence conditions are more commonly applied this would increase variation across licensing authorities and create uncertainty amongst operators as to licensing requirements, over complicating the licensing process both for operators and local authorities</p>	<p>25' which is increasingly accepted as the 'industry standard' in many fields, including other areas of licensing, for instance, alcohol. The Authority may wish to apply this standard where appropriate having given consideration to the case in question.</p>
<p>Paragraph 29</p>	<p>Other concerns Where a local area profile is produced by the licensing authority, this be made clearly available within the body of the licensing policy statement, where it will be easily accessible by the operator and also available for consultation whenever the policy statement is reviewed.</p>	<p>The local area profile is intended as an appendix to the main policy. This approach is taken so that the profile may be reviewed as necessary without requiring review of the full policy if this is not necessary. As such the profile will be available together with the main policy document.</p>
<p>Paragraphs 30-56</p>	<p>Considerations specific to the Draft Statement of Gambling Policy 2017-2020</p> <p>The purpose of a Statement of Gambling Licensing Policy is defined by s349 Gambling Act 2005. Its purpose is to detail the principles that the Licensing Authority proposes to apply in exercising its function under the Gambling Act 2005. The draft Statement of Gambling Licensing Policy goes beyond this. It is too long, too prescriptive, introduces extra layers of bureaucracy and appears to trespass into areas that are nothing to do with it.</p> <p>Good examples of this are found at paragraphs 99 and 103. These paragraphs require that an applicant for a premises licence furnishes the Licensing Authority with details of its policies and procedures to demonstrate social responsibility and to prevent gambling by underage persons and vulnerable adults. All of this documentation will have already been scrutinized by the Gambling</p>	<p>Under the Act the Authority has a primary responsibility for the third licensing objective dealing with the protection of children and vulnerable adults and, an interest, in the first licensing objective regarding the prevention of crime. If the Authority is to take steps that properly promote the licensing objectives then it is helpful to understand the relevant policies and procedures of the company involved with the application.</p> <p>This is not to make judgement as to whether the policies and procedures adequately address the requirements of the national standards set by the Commission but will enable consideration to be given as to whether the local situation is adequately addressed.</p>

<p>Commission upon application for an operating licence. There is no need for the Licensing Authority to review this, indeed, it does not have the same expertise as the Gambling Commission and should not therefore be commenting upon it.</p> <p>If an applicant is required to furnish the licensing authority with details of policies and procedures that are acceptable to the Gambling Commission, and the Licensing Authority then determines for whatever reason that they are not suitable then is it expected that an applicant would need to go beyond what is required by the Gambling Commission? It is respectfully submitted that the Licensing Authority channels its attention to its own functions and does not introduce additional layers of bureaucracy especially in areas where it has little or no expertise.</p> <p>The executive summary indicates that <i>“it is understood that as many as 600,000 individuals nationally face deep personal consequences from their relationship with gambling.”</i> This is unsubstantiated with no provenance or foot note to indicate where these figures came from. The executive summary indicates that the figures may be from the Health Survey for England 2012 but that document indicates that around 0.6% of the population in England are identified as problem gamblers. This would not account for 600,000 persons unless the population is 100 million. Problem gambling is defined within the Health Survey as involving gambling to a degree that compromises, disrupts or damages family, personal or recreational pursuits. It is unclear where the figures given came from or upon which survey they are based. The executive summary should be redrafted to either attribute where the figures come from or be amended in order that the correct figures are produced.</p> <p>The draft Statement of Gambling Licensing Policy introduces a new section 3 – Local Area Profile. Unfortunately, this is not contained</p>	<p>This section has now been updated as new figures have been received but we are not just talking about problem gamblers, we must also consider family, friends and other people who will be affected by problem gamblers</p> <p>The Health Survey for England 2015 now shows 0.9% prevalence and the Gambling Commission’s 2017 Assessment of National Gambling Behaviour put this figure at 0.8%.</p> <p>Steps will be taken to ensure that when it is published all portions of the policy documentation may be widely and readily accessible.</p>
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	<p>within the policy itself and instead a link is provided within the policy. This link cannot be accessed without an “Office 365” account. The Local Area Profile must be accessible and should be included as an annex to the gambling policy.</p> <p>We have, however, reviewed the document entitled “Gambling Related Harm” which appears on your website and which, we assume, is the document to which there is a link that is inaccessible.</p> <p>This document indicates that the hotspots for gambling premises are in Barking town centre and the Heathway. Thereafter it states that Barking town centre has the highest density of anti-social behaviour and makes the point that it is impossible to say that the two are related.</p> <p>There is then a document entitled “Gambling Related Harm Index Compared to Deprivation Deciles.” The link between gambling related harm and deprivation, however, is not established by this document. The document merely shows the proximity of betting offices to the areas of deprivation. There is no link between the two whatsoever. This document should therefore be retitled as it is wholly misleading.</p> <p>The whole document is deeply flawed and makes, at best, tenuous links about gambling and societal problems. At worst, it is misleading. The document picks and chooses its statistics. For example, the final slide is headed “revenue from licensed gambling establishments” and indicates simply that LBBB collects £312,504 from business rates from the 31 betting offices in the Borough. It takes no account of the income generated within the Borough, the salaries paid to staff or the income generated for the Borough by virtue of people travelling to use these establishments.</p>	<p>References to the document entitled ‘Gambling Related Harm Risk Index’ are noted.</p> <p>The analysis of direct costs to LBBB from betting shops and excess fiscal costs incurred by people who are problem gamblers were considered potentially an interesting contextual piece of work and should not be considered evidence to say that gambling is costing the Authority £x or that Authority could save £x</p>
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<p>References to this document should be removed from the draft statement of principles.</p> <p>Paragraph 42 causes the ABB significant concern. This paragraph indicates that the Authority considers that it is necessary to limit facilities for gambling in certain areas. This statement is in direct contradiction of the requirement to aim to permit the use of premises for gambling. The authority appears to have made a determination that persons in deprived areas are either automatically vulnerable or more likely to be involved with gambling related crime.</p> <p>We respectfully submitted that paragraph 42 simply be deleted and replaced with a statement that all applications will be considered upon their own merits and in accordance with s153 Gambling Act 2005.</p> <p>In addition, it is suggested that paragraph 44 be redrafted. The final bullet point refers to issues of anti-social behaviour and street related disorder. These are not issues that can be taken into account when considering whether or not an application is reasonably consistent with the licensing objectives. The Gambling Commission Guidance is clear that issues of nuisance and low level anti-social behaviour are irrelevant considerations as far as that determination is concerned.</p> <p>The paragraphs beyond the heading “How applications for premises licences will be assessed” also need to be redrafted. Paragraph 47 should make it clear that the Licensing Authority will aim</p>	<p>On the references to Paragraph 42, it remains the case that all applications will be considered upon their own merits with all relevant information taken into account. This is stated within the policy. The relevant information should, however, include the contextual information provided by the Index / local area profile. The Authority has concerns which are shown by the recent public consultation to be shared by a large percentage of those who have responded to the consultation and the Authority consequently has a position, which is stated in the policy. However, the Authority remains aware of the current legal framework to the Act and intends to comply with the position at that point in time. With the increasing pressure on the Government around gambling related harm the Authority anticipates that there will be changes to associated law and process in time and wants the policy to be best placed to react to changing circumstance as this may occur.</p> <p>On the reference to Paragraph 44 the Authority acknowledges that ‘nuisance’ is not intended to be a specific consideration under the first licensing objective but does consider that the degree of local street based anti-social behaviour and crime are relevant considerations when determining a specific premises licence.</p> <p>On the reference to Paragraph 47 a similar statement is already included in Paragraph 16 under the heading ‘local authority discretion’. However, this will be</p>
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	<p>to permit the use of premises subject to any application being in accordance with the relevant LCCP, Gambling Commission Guidance, insofar as it is reasonably consistent with the licensing objectives and finally in accordance with the Licensing Authority's Statement of Principles.</p> <p>Thereafter, the licensing policy suggests both that an applicant is required to "promote the licensing objectives" and should submit "operating schedules" to demonstrate mitigation of the risks raised within the local area profile. There is no duty upon an applicant to promote the licensing objectives and this bullet point should therefore be deleted. The requirement to submit an operating schedule is a requirement under Licensing Act 2003 and is not replicated within Gambling Act 2005. The only requirement here is to submit a local area profile. The bullet points need to be amended to reflect this.</p> <p>Paragraph 49 then contains a list of matters that the authority will take into account. This list needs to be redrafted. The reference to "levels of deprivation" in the local area needs to be deleted as the relative affluence of an area can have no bearing on whether or not a premise will operate in a fashion that is reasonably consistent with the licensing objectives unless the Licensing Authority has predetermined that persons on specified levels of income are automatically vulnerable or more likely to be involved with gambling related crime. We doubt that this is the case.</p> <p>The paragraphs with regard to conditions (51 to 53) need to be amended to make it clear that all licences are subject to the mandatory and default conditions and that these conditions are usually sufficient to ensure operation that is consistent with the licensing objectives. The draft Statement of Gambling Licensing Policy would be assisted if this were made clear and thereafter there was an indication that additional conditions will</p>	<p>re-iterated here in the final version of the policy</p> <p>The response then goes on to set out that 'operating schedules' are a requirement of the Licensing Act 2003 and not the Gambling Act 2005 which is acknowledged. However, while the phraseology may be open to question, the principle remains that the Authority asks the applicants to consider and set out how it intends to address the local concerns raised by the local policy. The licensing application form makes no other provision for this.</p> <p>On Paragraph 49 it is considered that this information provides context to the application which, taken into account with all other relevant matters, can help inform the final decision. The bullet point will be clarified.</p> <p>On Paragraphs 51-53, Paragraph 53 of the policy already makes clear that 'where its discretion has been engaged through the representations process' Clarification will be added however.</p>
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	<p>only be considered in the event of representations and there is evidence to demonstrate that the mandatory and default conditions need to be supplemented.</p> <p>Section 4 deals with premises licences and paragraph 59 appears to indicate that a plan to scale of 1:100 must be submitted unless otherwise agreed with the licensing authority. There is no requirement in the legislation for a plan to be at 1:100 or indeed to agree the scale with the Licensing Authority. The Gambling Act 2005 (Premises Licences and Provisional Statements) Regulations 2007 simply require that a scale plan is submitted. In the circumstances paragraph 59 should be amended at least to indicate a scale of 1:100 is preferred by the Licensing Authority.</p> <p>Paragraphs 105 and 106 come under the heading "Location". It would be of assistance if the draft Statement of Gambling Licensing Policy would recognise that betting offices have always been situated in areas of high population. Therefore, these are all areas where there are large numbers of children and the Licensing Authority should recognise that operators, historically, have always been very successful with policies and procedures to ensure that those who should not be permitted to enter betting offices or bet do not do so.</p> <p>The bullet points at paragraph 106 should be amended. There is an indication that the authority would give careful consideration to any application in respect of premises that are in close proximity to faith premises and places of worship. The Gambling Commission Guidance is clear that moral issues are not relevant considerations when considering an application for a premises licence and it is difficult to see how the proximity of a church/place of worship could render operation that was inconsistent with the licensing objectives.</p>	<p>On Paragraph 59 this can Paragraph can be clarified to show that 1:100 is the preferred scale for premises plans.</p> <p>The comments on Paragraphs 105 and 106 are noted and some appropriate acknowledgement that many premises are established and have operated for a number of years can be considered. Paragraph 106 is not meant to enable moral issues to be considered. It references the fact that faith premises and places of worship may be frequented by children and vulnerable people.</p>
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<p>In addition, the bullet point that refers to anti-social behaviour is irrelevant for the purposes of the consideration of an application for a new premises licence.</p> <p>Paragraph 109 is a further example of the Draft Statement of Principles requiring more than is required by the Gambling Commission. Again, this is territory into which the licensing authority should not trespass. Paragraph 109 recommends that the age verification scheme operated should be based on the principle of Challenge 25. The Ordinary Code Provisions require that licensees should put into effect procedures that require their staff to check the age of any customer who appears to them to be under the age of 21. The majority of betting office operators operate the industry standard Think 21 scheme to comply with this provision. Whilst the Licensing Authority may have a preference, in the absence of evidence to the contrary, the Licensing Authority should not require that operators change age verification schemes that have been successfully operated for many years.</p> <p>Paragraph 118 refers to fixed odds betting terminals (FOBT's) within betting offices. There is a little commentary indicating that in relation to FOBTs, considerable sums of money may be spent in a short period of time. This is of course, no different to any other betting activity or indeed activity in any other gambling establishment and there is no need for this comment which should be deleted. There is a sentence, however, that <u>needs</u> to be deleted. That sentence reads <i>"in the light of this, the authority must be satisfied that the primary use of the premises is to operate as a betting premises."</i> This has been subject of much debate but has finally been settled by the case of <i>Luxury Leisure V The Gambling Commission</i> – May 2014 in which it was held that condition 16 (Primary Gambling Activity) does not require a contest between over the counter betting and the use of machines. There must simply be sufficient facilities for betting if gaming machines are to be</p>	<p>Comments on Paragraph 109 have been dealt with previously.</p> <p>On Paragraph 118 it is recognised that the concept of 'primary gambling activity' has been removed from the Gambling Commission Guidance. This does not take away from the fact that a licensed betting shop must have adequate betting facility to be licensed as such and qualify for the installation of FOBTs. This section will be reworded.</p>
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	<p>utilised. The relative use of those machines against over the counter betting is not a relevant consideration.</p> <p>Paragraph 121 indicates that the Authority is unlikely to exclude the default hours unless it is satisfied that robust measures will be in place to protect the vulnerable. The Licensing Authority cannot pre-judge an application and must take each application on its merits. In order to refuse an application to exclude the default conditions there would need to be evidence that to do so would render operation inconsistent with the licensing objectives. In the circumstances, this paragraph should be amended to reflect this, concentrating as ever on the “aim to permit” principle.</p> <p>We understand that since 2014 there has been no overall change in betting office numbers within the Borough, two have opened and two have closed. Nationally, numbers are declining. The Draft Statement of Gambling Principles includes measures which are completely disproportionate in terms of dealing with the few new applications within the Borough.</p>	<p>On Paragraph 121 intention to operate outside of the default hours requires special consideration and it is right that robust measures should be in place to ensure the premises can operate safely to a later hour. Cases will be considered upon their individual merits.</p>
<p>Paragraphs 57-59</p>	<p>Conclusion</p> <p>The ABB and its members are committed to working closely with both the Gambling Commission and local authorities to continually drive up standards in regulatory compliance in support of the three licensing objectives: to keep crime out of gambling, ensure that gambling is conducted in a fair and open way, and to protect the vulnerable. Indeed, as set out, the ABB and its members already do this successfully in partnership with local authorities now. This includes through the ABB Responsible Gambling Code, which is mandatory for all members, and the Safe Bet Alliance (SBA), which sets voluntary standards across the industry to make shops safer for customers and staff.</p> <p>We would encourage local authorities to engage with us as we continue to develop both these codes of practice,</p>	<p>The Authority supports partnership working and will always work together with responsible operators to achieve best management practice.</p>

	which are in direct support of the licensing objectives, as well as our processes around local area risk assessments.	
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Gambling Act 2005 – Summary of comments made by Counsel in consideration of the LBB Draft Statement of Gambling Licensing Policy, in the light of the content of the response received from the Association of British Bookmakers (ABB), and of amendments made to the policy				
Amend No	Section	Original text	Counsel Comment	Response and / or amended version
1	Executive summary - Third paragraph	It is understood that as many as 600,000 individuals nationally face deep personal consequences from their relationship with gambling. While a thriving gambling industry may be good for the economy, the success of the industry cannot be at the expense of families affected by problem gambling.	This figure is the subject of some comment – I have no idea of its provenance but since it has been challenged it would be sensible to attribute it.	This section amended following receipt of new figures, as follows However, the Assessment of National Gambling Behaviour published by the Gambling Commission in August 2017 and prepared by NatCen Social Research states that 1.4% of gamblers were classed as ‘problem gamblers’ (0.8% of the population), with 6.4% at risk (3.9% of the population). Gambling Commission Executive Tim Miller is quoted as stating that “Whilst overall problem gambling rates in Britain have remained statistically stable, our research suggests that in excess of two million people are at-risk or classed as problem gamblers, with very many more impacted by the wider consequences of gambling-related harm.” While a thriving gambling industry may be good for the economy, the success of the industry cannot be at the expense of families affected by problem gambling.

2	Executive summary - Fourth paragraph	Gambling related harm is recognised as a 'co-morbidity' (i.e. one of a range of conditions existing in an individual that exacerbates pre-existing conditions and contributes toward a reduced life expectancy). It is usually observed in people who suffer from poor mental health; stress or anxiety; substance misuse; and financial difficulties.	I would be happier with 'often' here	Gambling related harm is recognised as a 'co-morbidity' (i.e. one of a range of conditions existing in an individual that exacerbates pre-existing conditions and contributes toward a reduced life expectancy). It is often observed in people who suffer from poor mental health; stress or anxiety; substance misuse; and financial difficulties.
3	Section 12 – The aim of the policy	<p>First bullet point</p> <ul style="list-style-type: none"> • To reinforce to elected members on the Licensing and Regulatory Board, the powers available to the local authority as licensing authority 	I might put this bullet a bit further down the list – the next bullet ought to be the first. I might even put it last in the list.	Bullet point relocated to last of 5.
4	Section 26 - Consideration of planning permission and building regulations	This Authority does expect, however, applications for premises licences to be made for premises either with relevant planning permission in place or for applications for the relevant consents to be made concurrently	I think this is ok, but I just wonder what would happen if it was not complied with – i.e. if an applicant without planning permission applied for a licence and did not also apply for planning permission – perhaps because he intended to do so only if the licence was granted. I don't think there is any power in those circumstances to reject the application. If that's right, what is the purpose of this paragraph?	While Counsel's comments are noted, it remains the position that this Authority would wish an application for relevant planning permission to be made firstly, albeit there is no power to insist upon this.

5	Section 27 – Human Rights Act 1998	Human Rights Act 1998	Is this section even necessary I wonder?	This section is included as helpful context
6	Section 37 – The local area profile	As has been recognised by the Responsible Gaming Strategy Board, there is evidence that some groups in the population may be more vulnerable to gambling related harm. This not only applies to people on low incomes but also people who are less able to make reasoned decisions because of poor mental health or addiction, and some BME groups . Children and young people may be particularly susceptible, as their youth and inexperience may make them more inclined to risk-taking behaviour and less able to manage the consequences of those decisions.	I've no doubt this is true but I wonder if it might just be re-drafted so that these are a different category of group – all the others are examples of groups with impaired capacity of some sort – whether through low income, mental health, addiction, or age – whereas BME groups are qualitatively different and (I suspect) the manifestation of statistical phenomena rather than inherent vulnerability. This probably ought to be made clear. Distinction understood and section has been redrafted	As has been recognised by the Responsible Gaming Strategy Board, there is evidence that some groups in the population may be more vulnerable to gambling related harm. This not only applies to people on low incomes but also people who are less able to make reasoned decisions because of poor mental health or addiction. Children and young people may be particularly susceptible, as their youth and inexperience may make them more inclined to risk-taking behaviour and less able to manage the consequences of those decisions. Statistics indicate that some BME groups may also be vulnerable
7	Section 38 – The local area profile	To help support applicants and licence holders to better understand their local environment, an analysis of gambling related harm has been prepared as a 'local area profile'. This can be viewed by visiting - https://lbbd.sharepoint.com/sites/IntTp/HE/Pages/GamblingRelatedHarm.aspx . By drawing on relevant and reliable published socio-economic and public health data sets together with local	Presumably this will be an appendix in hard copy, ultimately. I cannot really comment on whether it is a robust document. The representations made by Gosschalks clearly suggest otherwise but this kind of statistical analysis is always open to criticism. I assume	The document is appended in hard copy. All information was sourced from reliable publicly available data sets by the analysts

		<p>police data concerning anti-social behaviour, the local area profile uses special analysis techniques to provide a model of area-based vulnerability to gambling related harm across the borough.</p>	<p>LBBB is happy with its contents and findings, such as they are.</p>	
8	Section 42 – The local area profile	<p>This position gives rise to serious concerns around the impact that further growth in the local gambling opportunity may have in the most vulnerable and ‘at risk’ areas of the borough. Because of this, this Authority considers that it is necessary to limit facilities for gambling in areas where its most vulnerable residents may be placed at increasing risk. It is this Authority’s position that all areas shown within the local area profile as being at high overall risk of gambling related harm are inappropriate for further gambling establishments. Operators are asked not to consider locating new premises or relocating existing premises within these areas would be consistent with the licensing objectives.</p>	<p>I have tweaked this to give a bit more of a nod to the ‘aim to permit’ approach, and to match a bit more clearly the fact that we can’t really ‘limit’ numbers because each application is to be judged on its own merits.</p> <p>Amended version shown as highlighted</p>	<p>This position gives rise to serious concerns around the impact that further growth in the local gambling opportunity may have in the most vulnerable and ‘at risk’ areas of the borough. Because of this, <i>and in line with the duty to aim to permit gambling insofar as it is reasonably consistent with the pursuit of the licensing objectives (and in particular the objective of protecting children and other vulnerable people from harm)</i> this Authority considers that it is necessary to <i>seek to strictly control the number of</i> facilities for gambling in areas where its most vulnerable residents may be placed at increasing risk. It is this Authority’s position that all areas shown within the local area profile as being at high overall risk of gambling related harm are <i>generally considered</i> inappropriate for further gambling establishments, <i>which would tend to raise the risk of gambling related harm to vulnerable people</i></p>

				living in those areas. Operators are asked to consider very carefully whether seeking to locate new premises or relocating existing premises within these areas would be consistent with the licensing objectives.
9	Section 43 – Local area profile	Elsewhere, operators should consider, having regard to the individual mapping provided, each of the specific characteristics of their local area. Each premises’ specific risk-assessment should recognise these and provide appropriate proactive mitigation or control measures.		Wherever the facilities are proposed, operators should consider, having regard to the individual mapping provided, each of the specific characteristics of their local area. Each premises’ specific risk-assessment should recognise these and provide appropriate proactive mitigation or control measures.
10	Section 44 – Local area profile	Sixth bullet point <ul style="list-style-type: none"> Known problems in the area such as problems arising from street drinkers, youths participating in anti-social behaviour, drug dealing activities, or other street related disorder. 	This comes under attack but I don’t see the point really – this is obviously potentially relevant to a local risk assessment given its close connection with ‘crime’.	No change made given Counsel’s comments.
11	Section 47 – How applications for premises licences will be assessed	While it will continue to be the case that each application will be considered upon its own merits with all relevant matters –taken into account, this Authority will expect that each applicant for a licence will:	Insert ‘including the requirement to ‘aim to permit gambling’ where to do so is reasonably consistent with e.g. the licensing objectives – see paragraph 16 above ‘	While it will continue to be the case that each application will be considered upon its own merits with all relevant matters – including the requirement to ‘aim to permit gambling’ where to do so is reasonably consistent with e.g.

				<i>the licensing objectives – see paragraph 16 above</i> - taken into account, this Authority will expect that each applicant for a licence will:
12	Section 49 - Factors it is likely the local authority will take into account in determining applications	In considering applications for new licences; variations to existing licences and licence reviews, this Authority will take into account the following matters: <ul style="list-style-type: none"> • The type of premises • The location of the premises • The proposed or current hours of operation of the premises • The configuration and layout of the premises • The levels and types of crime in the local area and the levels of deprivation 	Amend text of introductory paragraph and fifth bullet point as highlighted	In considering applications for new licences; variations to existing licences and licence reviews, this Authority will be likely to take into account some or all of the following matters: <ul style="list-style-type: none"> • The type of premises • The location of the premises • The proposed or current hours of operation of the premises • The configuration and layout of the premises • The nature of the local area, and the implications for the risk of gambling related harm, including where appropriate the recorded levels and types of crime and/or the levels of deprivation
13	Section 51 - Conditions	Where there are risks associated with a specific premises or class of premises, the licensing authority may consider it necessary to attach conditions.	Amend as highlighted	All licences granted are subject to the mandatory and default conditions provided for by law. Where there are risks associated with a specific premises or class of

				premises, the licensing authority may consider it necessary to attach additional conditions
14	Section 53 - Conditions	Where its discretion has been engaged through the representations process, this Authority will impose conditions where it considers that it is necessary to do so in order to address relevant local circumstances. Conditions imposed by this Authority will be proportionate to the circumstances they are seeking to address. In particular, conditions will be:	Counsel comment - This language is a bit reminiscent of the LA03 approach, which is not quite the same – but I think you are talking about hearings here, and one can only impose additional conditions if it holds a hearing, so on balance this does not need to be altered.	No change.
15	Section 59 - Applications	<ul style="list-style-type: none"> The prescribed documents, namely a plan of the premises (at 1:100 scale, unless otherwise agreed with the Authority) 	Amend bullet point as highlighted	<ul style="list-style-type: none"> The prescribed documents, namely a plan of the premises (ideally at 1:100 scale, unless otherwise agreed with the Authority)
16	Section 71 – Interested parties	This Authority will only consider ‘relevant’ representations, i.e. representations that relate to the licensing objectives or to issues that are raised within this statement of policy. Any representation that is considered to be ‘frivolous’ or ‘vexatious’ may be disregarded. Relevant considerations in interpreting these phrases may include:	This phrase does not come from the Act – and is reminiscent of the LA03 language - but it must be right that representations should be relevant in order to be taken into account.	No change

17	Section 80 - Provisional statements and applications for premises licences requiring works or right to occupy	However, this Authority understands that, as the Court has held in the case of the Queen (on the application of) Betting Services Ltd Vs Southend on Sea Borough Council, operators may apply for a full premises licence in respect of premises which have still to be constructed or altered and licensing authorities are required to determine such applications on their merits. In such cases, this Authority will consider such applications in two stages:	I think it helps make the policy a bit more future-proof not to specify the case. Reference to case law deleted accordingly.	However, case law provides that operators may apply for a full premises licence in respect of premises which have still to be constructed or altered and licensing authorities are required to determine such applications on their merits. In such cases, this Authority will consider such applications in two stages:
18	Section 89 - The first licensing objective	Licensees will be expected to demonstrate that they have given careful and adequate consideration to this objective. Where representations are received to premises licence applications under the crime and disorder licensing objective, this Authority will also give appropriate consideration to issues such as:	I'm not sure this is quite right – you don't need a representation in order to consider these factors per se. The discretion arises regardless of whether a representation is made. Section amended as highlighted	Licensees will be expected to demonstrate that they have given careful and adequate consideration to this objective. <i>In considering whether to grant a premises licence</i> , this Authority will also give appropriate consideration to issues such as:
19	Section 95 – The third licensing objective	Licensees and applicants will be expected to demonstrate that they have given careful and appropriate consideration to measures intended to protect children. Where representations are received to the third licensing objective, this Authority will give appropriate consideration to issues such as:	Amend as highlighted	Licensees and applicants will be expected to demonstrate that they have given careful and appropriate consideration to measures intended to protect children. <i>In considering whether to grant a premises licence</i> , this Authority will give appropriate consideration to issues such as:
20	Section 103 – Protecting	In order that this Authority may make a proper informed judgement as to the	There is a valid point here – why should LBBB want to scrutinise	This request is included within the policy in order that the Authority has

	vulnerable adults	effectiveness of these policies and procedures, it is requested that copies of the relevant documentation are submitted for consideration as part of any application for a new or varied premises licences. These will be considered upon their individual merits.	paperwork that has already been 'passed' as acceptable by the Commission? That said I don't think what is said here is unlawful.	full information to consider when determining applications for licences.
21	Section 105 - Location	Location of the premises has already been raised within this policy under the first licensing objective. However, location carries broader considerations that can potentially impact on each of the licensing objectives and beyond.	Add 'That said this Authority recognises that betting shops have always been situated in areas of high population, where there are likely to be high numbers of children nearby, and this is not of itself a problem where appropriate steps have been taken to minimise the risk of children being attracted to gambling.'	Location of the premises has already been raised within this policy under the first licensing objective. However, location carries broader considerations that can potentially impact on each of the licensing objectives and beyond. <i>That said this Authority recognises that betting shops have always been situated in areas of high population, where there are likely to be high numbers of children nearby, and this is not of itself a problem where appropriate steps have been taken to minimise the risk of children being attracted to gambling.</i>
22	Section 106 - Location	This Authority will give careful consideration to any application in respect of premises that are located in close proximity to..... Bullet points 8 and 9	Presumably this is the point, rather than moral considerations? Amended as highlighted	<ul style="list-style-type: none"> Faith premises and places of public worship (including churches, temples, mosques and other), <i>which may tend to be frequented by children and/or vulnerable people.</i>

		<ul style="list-style-type: none"> • Faith premises and places of public worship (including churches, temples, mosques and other) • Areas that are prone to issues of youths participating in anti-social behaviour, activities such as graffiti / tagging, underage drinking etc. 		<ul style="list-style-type: none"> • Areas that are prone to issues of youths congregating, including (but not limited to) for the purposes of participating in anti-social behaviour, activities such as graffiti / tagging, underage drinking etc.
23	Section 109 – Challenge 25	All premises should operate a proof of age compliance scheme. This Authority recommends that any proof of age scheme should be based on the principles of ‘Challenge 25’ and should involve	I think this is fine, and your call. So long as the policy permits of an exception to this on proper evidence – i.e. challenge 21 having been operated successfully for many years – there is no issue.	No change
24	Section 118 - Betting	This Authority has particular concerns over the use of the B2 Fixed Odds Betting Terminals (FOBTs) within betting shops. While it is appreciated that it is permissible for a betting operator to provide solely FOBTs as their allocation of gaming machines, the high prize, high stake gaming provided enables considerable sums of money to be spent in a very short period of time. In the light of this, this Authority must be satisfied that the primary use of the premises is to operate as a betting shop. An applicant will be expected to	Amend as highlighted	This Authority has particular concerns over the use of the B2 Fixed Odds Betting Terminals (FOBTs) within betting shops. While it is appreciated that it is permissible for a betting operator to provide solely FOBTs as their allocation of gaming machines, the high prize, high stake gaming provided enables considerable sums of money to be spent in a very short period of time, which increases the risk of gambling related harm . An applicant will in each case be expected to

		demonstrate that they can offer sufficient facilities for betting.		demonstrate that they can offer sufficient facilities for betting.
25	Section 121 - Betting	Licensed betting premises are only permitted to offer gambling facilities between 0700 and 2200 hours, unless the local authority has agreed an extension of operating hours. This Authority is also concerned that longer operating hours may attract the more vulnerable, such as those who may be intoxicated or have gambling addictions. Consequently, this Authority is unlikely to grant any extension of operating hours unless it is satisfied that robust measures will be in place to protect the vulnerable.	This is totally fine and permits of an 'each application on its merits' approach.	No change
26	Section 137 – Premises licence reviews	Requests for a review of a premises licence may be made by an interested party or a responsible authority, in which circumstances it is for this Authority to decide whether to carry out a review. In addition, s.200 of the Act provides that licensing authorities may initiate a review in relation to a particular premises licence or a class of premises licence.	Do you want to include a bit about the principles on which it will decide whether to grant or reject an application for a review here? Additional text added	By virtue of s.198, an application may, but need not, be rejected if the licensing authority thinks that the grounds on which the review is sought: <ul style="list-style-type: none"> • Are not relevant to the principles that must be applied by the licensing authority in accordance with s.153, namely the licensing objectives, the Commission's codes of practice and this Guidance, or the licensing authority's statement of policy • Are frivolous • Are vexatious

				<ul style="list-style-type: none"> • ‘Will certainly not’ cause the licensing authority to revoke or suspend a licence or to remove, amend or attach conditions on the premises licence • Are substantially the same as the grounds cited in a previous application relating to the same premises • Are substantially the same as representations made at the time the application for a premises licence was considered.
27	Section 144 – Unlicensed family entertainment centres	This Authority may only grant a permit if satisfied that the premises will be used as an uFEC and if the chief officer of the police has been consulted on the application. The permit cannot, for example, be used for an entire shopping centre.	Where does this wording come from? I don’t recognise it.	The wording comes from the Gambling Commission information sheets on uFECs and gaming machine provision. The wording will be clarified in the final policy document.

CABINET**14 November 2017**

Title: Treasury Management 2017/18 Mid-Year Review	
Report of the Cabinet Member for Finance, Growth and Investment	
Open Report	For Decision
Wards Affected: None	Key Decision: Yes
Report Author: David Dickinson, Group Manager Pensions and Treasury	Contact Details: Tel: 020 8227 2722 E-mail: david.dickinson@lbbd.gov.uk
Accountable Director: Kathy Freeman, Finance Director	
Accountable Strategic Director: Claire Symonds, Chief Operating Officer	
<p>Summary</p> <p>Regulation changes have placed greater onus on elected Members in respect of the review and scrutiny of treasury management policy and activities. This mid-year review report provides details of the mid-year position for treasury activities and highlights compliance with the Council's policies previously approved by the Assembly.</p> <p>The Assembly agreed the Treasury Management Strategy Statement for 2017/18 on 22 February 2017, which incorporated the Prudential Indicators. This report updates Members on treasury management activities in the current year.</p>	
<p>Recommendation(s)</p> <p>The Cabinet is recommended to:</p> <ul style="list-style-type: none"> (i) Approve a loan of up to £595,000 for Barking & Dagenham Trading Partnership, as detailed in paragraph 6.5 of the report; and (ii) Delegate authority to the Chief Operating Officer, in consultation with the Cabinet Member for Finance, Growth and Investment, to agree contractual terms, including the rate, duration and security as part of the loan agreements; <p>The Cabinet is asked to recommend the Assembly to:</p> <ul style="list-style-type: none"> (iii) Note the Treasury Management Strategy Statement Mid-Year Review 2017/18; (iv) Note that in the first half of the 2017/18 financial year the Council complied with all 2017/18 treasury management indicators; (v) Note the value of investments at 30 September 2017 totalled £250.5 million; 	

- (vi) Note the value of long term borrowing at 30 September 2017 totalled £502.2m, comprising market, PWLB and EIB loans;
- (vii) Note the value of short term borrowing at 30 September 2017 totalled £70.0m; and
- (viii) Agree the revised Minimum Revenue Provision Policy Statement in Appendix 1;

1. Introduction and Background

- 1.1 The Council operates a balanced budget whereby cash raised during the year meets the Council's cash expenditure needs. Part of the treasury management operations is to ensure this cash flow is adequately planned, with surplus monies invested with counterparties of an appropriate level of risk, providing adequate liquidity before considering maximising investment return.
- 1.2 The second main function of treasury management is the funding of the Council's capital programme. These capital plans provide a guide to the Council's borrowing need, which is essentially the use of longer term cash flow planning to ensure the Council can meet its capital spending operations. This management of longer term cash may involve arranging loans, using cash flow surpluses or restructuring previously drawn debt to meet Council risk or cost objectives.
- 1.3 A third main function of treasury management is the funding and treasury advice that is required for the Council's Investment and Acquisitions Strategy.
- 1.4 The Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management (revised 2011) following practices are adopted in that a public authority should the:
 - I. Maintain a Treasury Management Policy Statement which sets out the policies and objectives of the Council's treasury management.
 - II. Maintain a Treasury Management Practices which set out the how the Council will seek to achieve those policies and objectives.
 - III. Receipt by full Council of a Treasury Management Strategy Statement, (TMSS) including the Annual Investment Strategy (AIS) and Minimum Revenue Provision (MRP) Policy for the year ahead; a Mid-Year Review Report; and an Annual Report covering activities during the previous year.
 - IV. Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
 - V. Delegation by the Council to a specific named body, for this Council this is Cabinet, to scrutinise the treasury management strategy and policies.
- 1.5 This mid-year report has been prepared in compliance with CIPFA's Code of practice on Treasury Management, and covers the following:
 - 1. Economic Update and Interest Rate Forecast;
 - 2. Cash Position as at 30 September 2017;
 - 3. Interest Budget Position as at 30 September 2017;
 - 4. Council's Investment and Acquisitions Strategy;

5. Treasury Position at 30 September 2017;
6. Debt Position as at 30 September 2017;
7. Investment Portfolio 2017/18;
8. Minimum Revenue Provision Review; and
9. The Council's Capital Position (Prudential Indicators).

2. Economic Update and Interest Rate Forecast

- 2.1 The first half of the financial year saw volatility within yields, due to uncertainty over Brexit. From July to early September yields dropped significantly due to poor economic data and a decrease in inflation, which supported the view that the Bank of England would not raise its base rate in the near future. Yields reached a low point for the year on 8 September.
- 2.2 However, September saw two major developments: -
 1. The Monetary Policy Committee (MPC) minutes indicated a majority of MPC members would likely vote for some monetary stimulus withdrawal if the economy performed consistently with its central projections i.e. there does not need to be a pickup in growth for Bank Rate to rise.
 2. MPC member, Gertjan Vleighe, who previously voted no to rate increases, made a speech where he indicated he was likely to vote for a rate increase.
- 2.3 These events caused a sharp jump in market expectations of an increase in Bank Rate in November 2017 and there were sharp increases in market rates, gilt yields, and PWLB rates. Chart 1 below shows the 25-year gilt rate movements to 30 September 2017, illustrating the volatility in the rates.

Chart 1: 25-year gilt rate



- 2.4 Despite the increase in gilt yields in September, it is important to note that economic data is not indicating a strong pickup in growth and there is no change in expectation that inflation will fall back towards the 2% target over the next two years as the devaluation of sterling after the referendum works its way out of the economy and drops out of the statistics. This sharp change in sentiment from the MPC is therefore word driven, rather than data driven. It reveals a shift in MPC opinion towards the withdrawal of the 0.25% cut in Bank Rate in August 2016.

2.5 With regards to the Council's treasury strategy, it is now more likely that the MPC will raise the Bank Rate by 0.25% in November. The question then remains as to whether or not they will stop at this point for a lengthy pause, or will launch into a series of further rate increases in 2018.

3. Council's Cash Position as at 30 September 2017

3.1 Council Cash Position

Table 1 details the Council's mid-year treasury position. Overall the Council's borrowing has increased from 31 March 2017 due to an increase in borrowing from other Local Authorities and an additional £40m borrowed from the PWLB. Investment balances remain elevated, but the return has remained around 1.36%.

Table 1: Council's Treasury Position at 30 September 2017

	Principal Outstanding £000s	Rate of Return %	Average Life (yrs)
General Fund Fixed Rate Borrowing			
PWLB	100,000	2.38	41.6
Market Loans	117,363	2.68	32.0
Medium Term Borrowing	19,000	0.97	2.4
Short Term Borrowing	69,950	0.29	0.3
Total General Fund Debt	306,313	1.93	26.1
Housing Revenue Account Fixed Rate Borrowing			
PWLB	265,912	3.50	38.3
Market Loans	10,000	3.98	60.7
Total Housing Revenue Account Debt	275,912	3.51	40.1
Total Council Borrowing	572,225	2.66	31.8
Investments	250,592	1.36	0.91

3.2 Overall the Council has a significant level of cash available to fund its Street and Land Purchase scheme. Cash levels will be monitored, and additional borrowing taken as and when required for the Councils Investment and Acquisitions Strategy.

4. Interest Budget Position as at 30 September 2017

4.1 As part of the Council's savings proposals a saving of **£4.6m** was allocated to the treasury budget in 2015/16. Subsequently **£1.9m** has been added to the interest payable budget for 2017/18 to fund the Council's Street and Land Purchase scheme. Improved investment returns and careful management of the Council's cash flow and borrowing requirement has resulted in a forecast surplus of **£23k** in net interest against the 2017/18 budget for the General Fund. Table 2 summarises the 2017/18 budget, the forecast net interest and the variance.

Table 2: 2017/18 Treasury Interest Budget Position

Description	2017/18 Budget	2017/18 Forecast	Variance
	£000's	£000's	£000's
Interest Payable (Excluding HRA) *	4,233	5,858	1,625
Net Interest to the General Fund*	(2,147)	(3,795)	(1,648)
Net Interest Payable to GF	2,086	2,063	(23)

* interest is for the General Fund and excludes HRA borrowing costs

5. Council's Investment and Acquisitions Strategy

- 5.1 Historically the Council has either been debt free or has had a very low-level of debt. This changed significantly in 2012 when, as part of the HRA reform, £265.9m of debt was transferred to the Council' HRA. In January 2015, £89m was borrowed for the Council's General Fund from the European Investment Bank to fund the regeneration of Abbey Road and Gascoigne Phase 1. Abbey Road is currently operational, and Gascoigne Phase 1 will be operational in 2018.
- 5.2 In November 2016, Cabinet approved the establishment of an Investment and Acquisition Strategy (IAS). Cabinet also approved an initial £250m investment budget and £100m land and property acquisition budget to support delivery of the IAS. The purpose of the IAS is to support the Borough's growth opportunities and to ensure that the Council, and future generations, benefit by increasing the Council's ownership of long-term income producing assets.
- 5.3 The IAS has an income objective and a target of delivering £5.12m by 2020/21. The investment programme will be delivered primarily by the Council's new development vehicle, Be First, and it is expected that Be First will accelerate the regeneration of the borough.
- 5.4 The IAS will support the Council to fundamentally change its approach to investment and regeneration. Going forward the Council will need to become a proactive developer and investor, helping to support growth opportunities and ensure that the Council and future generations benefit by increasing its ownership of long-term income producing assets. Potentially 44 schemes are in the pipeline over a period of 15 years.
- 5.5 The total capital expenditure is estimated at over £2.0bn over the next twenty years, were the whole programme to be funded by the Council. Whilst the Council will use, where possible, any capital receipts it may generate from land sales to help finance acquisition costs, the main source of financing of the full programme would need to be from borrowing.
- 5.6 It is expected that the net capital expenditure required, which is the capital spend less any money received from private sales and Shared Ownership, will be significantly less than £2.0bn. There may also be occasions where refinancing may be used to secure borrowing on the properties when they are operational and in some cases properties will be sold to fund new regeneration schemes.

5.7 Due to the scale of the planned regeneration programme the PWLB will still be considered, especially when rates are low, but in addition, institutional funders, the Municipal Bonds Agency or from the European Investment Bank will also be considered. In addition, it may be more advantageous to consider raising further finance through the issuance of a bond. A range of borrowing periods will also be used based on cashflow requirement, ensuring that not all borrowing is long term and that the debt repayment is linked to the income generated from both the rental returns and the sales receipts. The Chief Operating Officer (COO), advised by the Investment Panel and external advisors, will consider the optimum funding mix for each investment to meet the investment return objectives.

6. Debt Position at 30 September 2017

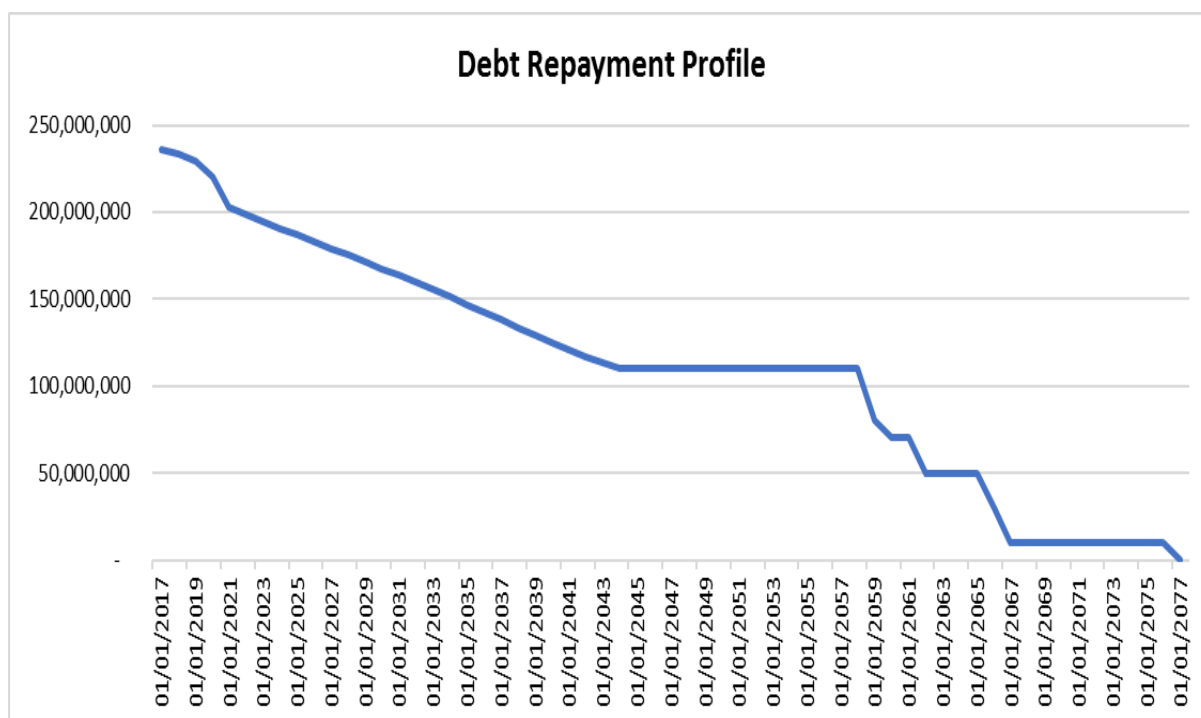
6.1 During 2016/17 the treasury section borrowed £60.0m from the PWLB to fund the IAS at a rate of 2.52% and for an average duration of 46.5 years.

6.2 For the first half of the Financial year, the treasury section has borrowed a further £40.0m of long term debt from the PWLB and £19.0m of debt with a maturity of 3 years from other Local Authorities. The average rate borrowed at was 1.78%. Details of the loans are below:

Repayment Type	Counterparty	Start Date	End Date	Amount £000s	Rate %
Repay on Maturity	Wycombe DC	03/04/2017	09/12/2019	5,000	0.90
Repay on Maturity	Cornwall CC	03/04/2017	03/04/2020	10,000	1.00
Repay on Maturity	Stevenage BC	09/01/2017	09/04/2020	2,000	0.98
Repay on Maturity	Rugby BC	09/01/2017	09/04/2020	2,000	1.00
Repay on Maturity	PWLB	05/04/2017	05/04/2067	20,000	2.36
EIP	PWLB	12/09/2017	12/09/2040	20,000	1.98
Total Borrowed:				59,000	

6.3 Although the size of the Council's overall borrowing is significant, Members are asked to note that the EIB borrowing of £87m is an annuity repayment. This means that over the 30 years of the loan, a proportion will be repaid each year. In addition, the £20m borrowed in September 2017 has an equal instalment payment (EIP) type, which means that an equal portion of the debt will be repaid each year until its maturity. The Council's borrowing repayment is outlined in Chart 2 below and is based on the current General Fund borrowing position of £236.4m.

Chart 2: General Fund Debt Maturity



Transformation Update

- 6.4 **Be First** - The Be First business plan is expected to be reported at the February 2018 Cabinet and will outline the borrowing requirement to fund the Investment and Acquisitions programme. The level of borrowing, the structure and debt repayment profiles will be outlined in the Treasury Management Strategy Statement (TMSS) that will also be presented to Cabinet for Council approval in February 2018.
- 6.5 **Traded Services** - In the February 2017 TMSS, Members agreed a £150,000 loan as part of the initial set-up costs for Traded Services. A business plan has been completed for what is now called 'Barking & Dagenham Trading Partnership' and Members are now asked to agree seed capital and a loan of £595,000 to cover initial set-up costs, including training, branding, marketing, communications, specialist resources required to set up the new company and initial governance costs such as payments to Directors.

Debt Repayment and Rescheduling

- 6.6 Debt rescheduling opportunities are limited in the current economic climate. No debt rescheduling or repayments were undertaken during the first six months of the financial year.

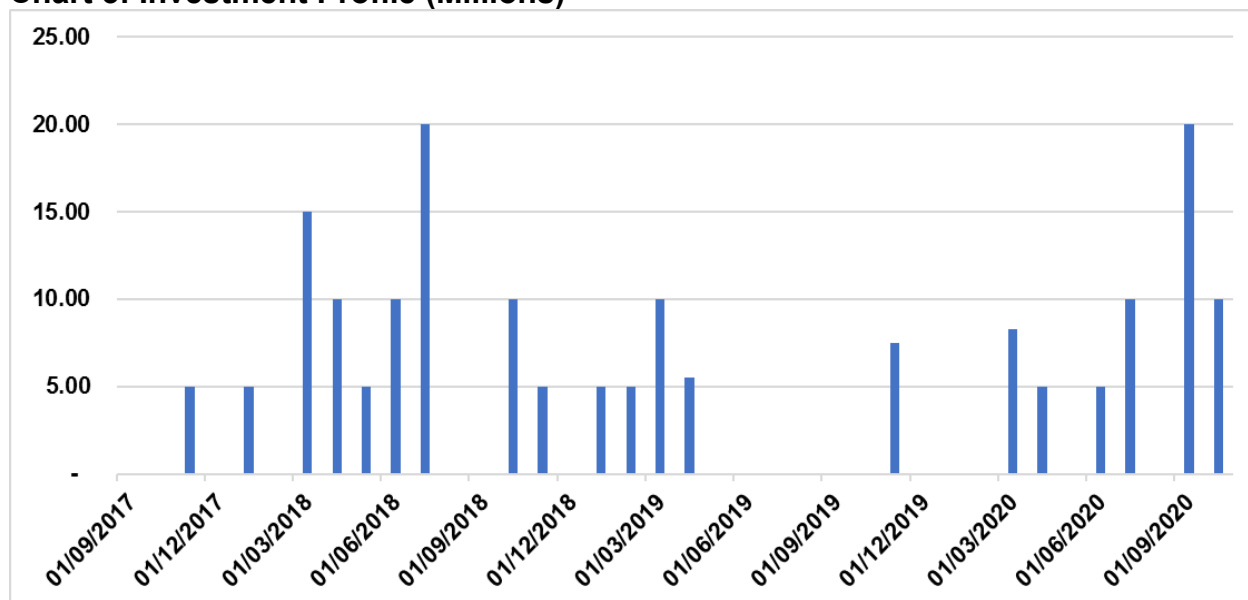
7. Investment Portfolio 2017/18

- 7.1 It is the Council's priority to ensure security of capital and liquidity before obtaining an appropriate level of return which is consistent with the Council's risk appetite. In the current economic climate, the Council's risk appetite remains relatively low, with the treasury section looking to take advantage of the fluctuations in rates offered by Local Authorities and Financial Institutions to lock in favourable rates without the need to take on significant additional risk.

7.2 As at 30 September 2017 the Council held £250.6m in cash, with £92m invested with Local Authorities, £150.5m held in deposits with banks and £8m held in a Money Market Fund.

7.3 The Council’s investment maturity profile in Chart 3 below shows that as at 30 September 2017, 2.0% of the Council’s investments had a maturity of 60 days or less, with 36.4% having a maturity of one year or less. Spreading out the maturity of longer dated investments allows the Council to take advantage of improved rates of return while ensuring sufficient liquidity.

Chart 3: Investment Profile (Millions)



7.4 Although yields have remained at historically low levels for much of the first half of the financial year, a number of opportunistic investments have resulted in a much-improved average rate of return of **1.38%** for the first six months of the year. The rate at 30 September 2017 is **1.36%** indicating that the returns for the second part of the financial year will be similar to those achieved in the first half. It is also likely that the average rate for 2018/19 will average approximately **1.37%**.

7.5 Due to the Council’s increased investment and capital programme, investments will continue to be made to reduce the cost of carry of any borrowing. In addition investment will be made to match the cashflow requirements to ensure that, where significant expenditure is required, sufficient cash is available to cover this, thereby reducing the need to take out long term borrowing when rates may be elevated.

8. Minimum Revenue Provision (MRP) Review

8.1 Regulations 27 and 28 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 (as amended) require that a local authority “shall determine for the current financial year an amount of minimum revenue provision which it considers to be prudent”. MRP is a charge to the revenue account in relation to capital expenditure financed from borrowing or credit arrangements, often referred as a provision for the repayment of debt.

- 8.2 Prior to 2007 the arrangements for determining debt repayment were prescriptive. In 2007, this was replaced by a system of self-regulation that aligns with the prudential code and accounting codes to allow authorities local discretion based on their own judgement as to what is prudent. The Secretary of State has issued statutory Guidance on determining the “prudent” level of MRP.
- 8.3 It is timely that the Council reviews its MRP policy to ensure it remains prudent and provides a stable and deliverable financial position whilst ensuring the prudent management of the Council’s finances generally. There is freedom for authorities to consider annual profiling of MRP which fits the prudent management of its own financial circumstances, providing that it meets the basic test of “prudence” which is to repay debt over the life of the benefit or the period implied by the associated grant.
- 8.4 Appendix 1 of this report seeks to make several amendments to the Council’s MRP policy, predominantly covering MRP for property held in Special Purpose Vehicles:
- i. Where capital expenditure involves repayable loans or grants to third parties no MRP is required where the loan or grant is repayable.
 - ii. Where capital expenditure involves a variety of works and assets, the period over which the overall expenditure is judged to have benefit over shall be considered as the asset life for MRP purposes. Expenditure arising from or related or incidental to major elements of a capital project may be treated as having the same asset life for MRP purposes as the major element itself. An estimate of the life of capital expenditure may also be made by reference to a collection or grouping of expenditure type or types.
 - iii. The Council intends to use SPVs held through Reside to manage its property regeneration schemes. This will require the Council borrowing to provide funding for the SPV. The annuity repayments from the SPV to the Council over the useful life of the asset will be treated as the MRP for the project in question.
 - iv. Where an investment property is operational and has been valued at sufficiently more than its net cost, as at each financial year end, at the discretion of the COO, no MRP will need to be set aside during that year. A key consideration of the COO will be if the property can be sold in an open market and that sale will potentially take place within a five-year period. Any MRP already set aside for the investment property will be retained as a reserve against the property. For subsequent years a revaluation of the property will need to be completed. Where the asset is valued at less than its net cost, then MRP, net of any MRP already charged and based on the remaining life of the asset, will need to be set aside.
 - v. The Council has invested in a number of Private Sector housing schemes. A recent increase in valuation in an existing scheme reported an increase in equity of the particular development. A change has been made to the Council’s Minimum Revenue Provision policy to not set aside debt repayment for the scheme. The development will be held for investment purposes and subject to an annual market valuation. In the event of a market downturn, funding has been set aside in an earmarked reserve for the debt repayment.

9. The Council's Capital Position (Prudential Indicators)

9.1 Prudential Indicator for Capital Expenditure

Table 3 shows the changes to the original capital expenditure budgets. Table 3 also highlights the original supported and unsupported elements of the capital programme, and the expected financing arrangements of this capital expenditure.

The borrowing need increases the underlying indebtedness of the Council by way of the Capital Financing Requirement (CFR), although this will be reduced by revenue charges for the repayment of debt (the Minimum Revenue Provision). This direct borrowing need may also be supplemented by maturing debt and other treasury requirements.

The increase in revised budget when compared to the original budget revised, as outlined in table 3 below, is mainly due to the addition to the capital programme of the Street Purchases and Land Acquisition Programmes.

Table 3: Revised Estimate to Capital Programme as at 30 September 2017

Capital Expenditure by Service	2017/18 Original Budget £000s	2017/18 Revised Budget £000s
Be First	1,980	1,980
Care & Support	1,790	1,870
Community Solutions	4,330	4,280
Core	8,300	8,300
Customer Access Technology	4,360	4,360
Education, Youth and Childcare	25,070	25,320
Enforcement	10,170	9,380
Culture, Heritage and Recreation	4,300	1,060
Investment Strategy	480	10,480
Regeneration	67,660	90,380
My Place	1,210	1,210
Public Realm	1,080	1,080
SDI Commissioning	4,460	4,460
Traded Services	520	520
HRA	90,720	68,660
TOTAL	226,430	233,340
Capital Grants and Contributions	38,415	42,553
Revenue / Reserve Contributions	990	590
HRA Contributions (incl MRA)	80,895	57,938
Capital Receipts	23,584	19,359
Sub-Total	143,884	120,440
Net financing need for the year (borrowing)	82,546	112,900

9.2 Prudential Indicator – CFR

Table 4 shows that the Council’s revised CFR will not exceed the Operational boundary. The COO reports that no difficulties are envisaged for the current or future years in complying with this prudential indicator.

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

Table 4: Revised Capital Financing Requirement as at 30 September 2017

	2017/18 Original Estimate £000s	2017/18 Revised Estimate £000s
Prudential Indicator – Capital Financing Requirement		
CFR – non-housing	165,754	165,754
CFR – housing	276,231	276,231
Reside 1 and 2	117,342	117,342
PFI and Leases	48,886	48,886
Alternative Financing	82,546	112,900
Total CFR	690,759	721,114
Net movement in CFR	70,571	100,925
Prudential Indicator – External Debt / the Operational Boundary		
Long Term Borrowing	492,275	552,275
Other long-term liabilities	52,308	52,308
Total debt 31 March	544,583	604,583
Operational Boundary	752,000	752,000
Authorised Limit	902,000	902,000

incl. rounding differences

9.3 Treasury Indicators: Limits to Borrowing Activity

There are three PI’s for debt related treasury activity limits. The purpose of these are to restrain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates. However, if these are set to be too restrictive they will impair the opportunities to reduce costs / improve performance. The indicators are:

- i. Upper limits on variable interest rate exposure: identifies a maximum limit for variable interest rates based upon the debt position net of investments;
- ii. Upper limits on fixed interest rate exposure: is similar to the previous indicator and covers a maximum limit on fixed interest rates; and
- iii. Maturity structure of borrowing: gross limits to reduce the Council’s exposure to large fixed rate sums requiring refinancing.

The COO reports that there were no breaches in any of the limits outlined below:

Interest rate exposures	2017/18	2018/19	2019/20
	Upper	Upper	Upper
Limits on fixed interest rates based on net debt	100%	100%	100%
Limits on variable interest rates based on net debt	70%	70%	70%
Limits on fixed interest rates:			
• Debt only	100%	100%	100%
• Investments only	90%	90%	90%
Limits on variable interest rates			
• Debt only	70%	70%	70%
• Investments only	80%	80%	80%

Maturity structure of fixed interest rate borrowing 2017/18		
	Lower	Upper
Under 12 months	0%	40%
12 months to 2 years	0%	60%
2 years to 5 years	0%	70%
5 years to 10 years	0%	70%
10 years and above	0%	100%

Maturity structure of variable interest rate borrowing 2017/18		
	Lower	Upper
Under 12 months	0%	40%
12 months to 2 years	0%	40%
2 years to 5 years	0%	70%
5 years to 10 years	0%	70%
10 years and above	0%	80%

10. Consultation

- 10.1 The Chief Operating Officer, in her role as statutory chief finance officer, has been informed of the approach, data and commentary in this report.

11. Financial Implications

Implications completed by: Kathy Freeman, Finance Director

- 11.1 This report sets out the mid-year position on the Council's treasury management position and is concerned with the returns on the Council's investments as well as its short and long-term borrowing positions.

12. Legal Implications

Implications completed by: Dr Paul Feild, Senior Corporate Governance Solicitor

- 12.1 The Local Government Act 2003 (the “Act”) requires the Council to establish a treasury strategy for borrowing and to prepare an Annual Investment Strategy which sets out the Council’s policies for managing its investments and for giving priority to the security and liquidity of those investments.
- 12.2 The Council also has to ‘have regard to’ the CIPFA Code of Practice on Treasury Management (2011) and the CIPFA Prudential Code for Capital Finance in Local Authorities when carrying out its functions under the Act.
- 12.3 A report setting out the Council’s strategies in accordance with the Act was presented to Cabinet in February 2017. This report is a midyear review of the strategy’s application and there are no further legal implications to highlight.

13. Options Appraisal

- 13.1 There is no legal requirement to prepare a Treasury Management Strategy Statement Mid-Year Review; however, it is good governance to do so and meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

14. Other Implications

- 14.1 Risk Management - The whole report concerns itself with the management of risks relating to the Council’s cash flow. The report mostly contains information on how the Treasury Management Strategy has been used to maximise income during the first 6 months of the year.

Public Background Papers Used in the Preparation of the Report: None

List of appendices:

- Appendix 1: Minimum Revenue Provision Review
- Appendix 2: Investments as at 30 September 2017

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Revised Minimum Revenue Provision Policy Statement

Background

1. Minimum Revenue Provision (MRP) is a statutory requirement for a Council to make a charge to its General Fund to make provision for the repayment of the Council's past capital debt and other credit liabilities. The Council is also allowed to undertake additional voluntary payments if required (voluntary revenue provision - VRP). MRP does not need to be set aside for the Housing Revenue Account (HRA).
2. The scheme of MRP was set out in former regulations 27, 28 and 29 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003. This system was radically revised by the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008. The revised regulation 28 replaced a requirement that local authorities calculate the MRP pursuant to detailed calculations with a duty to make prudent MRP.
3. The Council is under a statutory duty "to determine for the current financial year an amount of MRP which it considers to be prudent". Local authorities are asked by the Secretary of State "to prepare an annual statement of their policy on making MRP for submission to their full Council". This forms part of the Treasury Management Strategy (TMSS) approved by full council at least annually.
4. In determining a prudent level of MRP the Council is under a statutory duty to have regard to statutory guidance on MRP issued by the Secretary of State. The Guidance provides four options which can be used by the Council when determining its MRP policy and a prudent amount of MRP. The Council however can depart from the Guidance if it has good reason to do so. This policy is consistent with the Guidance. The options do not change the total MRP the council must pay over the remaining life of the capital expenditure; however, they do vary the timing of the MRP payment.
5. MRP adjustments and policies are subject to annual review by external audit.
6. The Chief Operating Officer (COO) has delegated responsibility for implementing the Annual MRP Statement. The COO also has executive, managerial, operational and financial discretion to determine MRP and any practical interpretation issues.
7. A prudent level of MRP on any significant asset or expenditure may be assessed on its own merits or in relation to its financing characteristics in the interest of affordability or financial flexibility.
8. The COO may make additional revenue provisions, over and above those set out, and set aside capital receipts, balances or reserves to discharge financing liabilities for the proper management of the financial affairs of the HRA or the general fund. The COO may make a capital provision in place of any revenue MRP provision.
9. This MRP Policy Statement has been revised to consider the Council's recently agreed investment strategy, which requires the use of MRP to be outlined in more detail, as well as to agree additional MRP options that are available for long-term property investments.

General Fund Supported Capital Expenditure or Capital Expenditure incurred before 1 April 2008

10. In relation to capital expenditure for which support forms part of the calculation of revenue grant by the government or any capital expenditure incurred before 1 April 2008, the MRP shall be calculated in accordance with the Local Authorities CFR Regulations 2003 as if it had not been revoked. In arriving at that calculation, the CFR shall be adjusted as described in the guidance.
11. In addition, the calculation method and the rate or the period of amortisation referred to in the guidance may be varied by the COO in the interest of affordability.
12. The methodology applied to pre-2008 debt remains the same and is an approximate 4% reduction in the borrowing need (CFR) each year. A review of this methodology will be carried out and reported for the Treasury Management Strategy Statement report in February 2018.

General Fund Self- Financed Capital Expenditure from 1 April 2008.

13. Where capital expenditure incurred from 1 April 2008 is on an asset financed wholly or partly by self-funded borrowing, the MRP is to be made in instalments over the life of the asset. The calculation method and the rate or the period of amortisation shall be determined by the COO.
14. The COO shall determine how much and which capital expenditure is funded from borrowing and which from other sources. Where expenditure is only temporarily funded from borrowing in any one financial year and it is intended that its funding be replaced with other sources by the following year, no MRP shall apply. Nor shall any annual MRP apply where spend is anticipated to be funded from capital receipts or grants due in the future but is in the meantime funded from borrowing, subject to a maximum of three years or the year the receipt or grant is received, if sooner.
15. The asset life method shall be applied to borrowing to meet expenditure from 1 April 2008 which is treated as capital expenditure by either a direction under section 16(2) of the 2003 Act or regulation 25(1) of the 2003 Regulations. The COO shall determine the asset life. When borrowing to construct an asset, the asset life may be treated as commencing in the year the asset first becomes operational and postpone MRP until that year.
16. Where capital expenditure involves repayable loans or grants to third parties no MRP is required where the loan or grant is repayable. By exception, based on a business case and risk assessment, this approach may be amended at the discretion of the COO.
17. Where capital expenditure involves a variety of works and assets, the period over which the overall expenditure is judged to have benefit over shall be considered as the life for MRP purposes. Expenditure arising from or incidental to major elements of a capital project may be treated as having the same asset life for MRP purposes as the major element itself. An estimate of the life of capital expenditure may also be made by reference to a collection or grouping of expenditure type or types.

Loans to Special Purpose Vehicles

18. As part of its Investment and regeneration programme, the Council will use several Special Purpose Vehicles (SPV) held through Reside to manage its property regeneration schemes. This will require the Council borrowing to provide funding for the SPV and for the SPV to repay the loan based on the cashflow forecast to be generated from the properties.
19. Initially the MRP the Council will use for the loans to the SPV will be the annuity repayment methodology over the useful life of the asset. The MRP will therefore reflect the repayment profile of the SPV to the Council and any borrowing made by the Council will be made to match the cashflow requirements of the SPV.
20. The MRP annuity method makes provision for an annual charge to the General Fund which takes account of the time value of money (whereby paying £100 in 10 years' time is less of a burden than paying £100 now). The annuity method also matches the repayment profile to how the benefits of the asset financed by borrowing are consumed over its useful life (i.e. the method reflects the fact that asset deterioration is slower in the early years of an asset and accelerates towards the latter years). This re-profiling of MRP therefore conforms to the DCLG "Meaning of Prudent Provision" which provides that "*debt [should be] repaid over a period that is reasonably commensurate with that which the capital expenditure provides benefits*".
21. Subsequently, where an investment property is operational and has been valued at sufficiently more than its net cost, as at each financial year end, at the discretion of the COO, no MRP will need to be set aside during that year. A key consideration of the COO will be if the property can be sold in an open market and that sale will potentially take place within a five-year period. Any MRP that has already been set aside for the investment property will be retained as a reserve against the property. For subsequent years a revaluation of the property will need to be completed. Where the asset is valued at less than its net cost, then MRP, net of any MRP already charged and based on the remaining life of the asset, will need to be set aside.

PFI, leases

22. In the case of finance leases, on balance sheet private finance initiative contracts or other credit arrangements, MRP shall be the sum that writes down the balance sheet liability. These are being written down over the PFI contract term.

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Appendix 2

Investments as at 30th September 2017

Counterparty	Start Date	End Date	Amount £000s	Rate (%)
Federated Investors (MMF)			8,250	0.23
Lancashire County Council	16/11/2015	16/11/2017	5,000	1.02
Lancashire County Council	08/01/2016	08/01/2018	5,000	1.05
Fife Council	14/01/2016	15/01/2018	4,000	1.00
Valence Primary School	12/02/2015	29/03/2018	100	3.50
LBBB Pension Fund	03/04/2017	29/03/2018	15,000	4.10
Goldman Sachs International	03/04/2017	03/04/2018	10,000	0.98
Goldman Sachs International	05/04/2017	05/04/2018	5,000	1.01
Goldman Sachs International	07/04/2017	06/04/2018	10,000	1.01
Lancashire County Council	11/11/2015	11/05/2018	5,000	1.00
Lloyds Banking Group	06/06/2016	06/06/2018	10,000	1.43
Goldman Sachs International	16/06/2017	21/06/2018	5,000	0.98
Doncaster MBC	24/06/2016	25/06/2018	2,000	0.90
Goldman Sachs International	23/06/2017	28/06/2018	10,000	1.10
Goldman Sachs International	03/07/2017	08/07/2018	10,000	1.13
Royal Bank of Scotland	30/01/2017	30/07/2018	20,000	1.00
Lancashire County Council	20/11/2015	20/11/2018	5,000	1.54
Lancashire County Council	26/11/2015	26/11/2018	5,000	1.54
Lloyds Banking Group	20/01/2016	18/01/2019	5,000	1.67
Lloyds Banking Group	03/02/2016	01/02/2019	5,000	1.67
Lloyds Banking Group	15/03/2016	15/03/2019	10,000	1.80
Lloyds Banking Group	01/04/2016	01/04/2019	5,000	1.79
Lloyds Banking Group	05/04/2017	05/04/2019	5,000	1.00
Lloyds Banking Group	21/04/2016	18/04/2019	5,500	1.84
Borough of Poole	18/11/2016	18/11/2019	7,500	0.97
Lloyds Banking Group	16/03/2017	16/03/2020	5,000	1.18
Barking Riverside Limited	15/10/2014	01/04/2020	4,918	3.50
Lloyds Banking Group	05/04/2017	06/04/2020	5,000	1.15
Lloyds Banking Group	15/06/2017	15/06/2020	5,000	0.90
Lloyds Banking Group	30/06/2017	30/06/2020	5,000	1.10
Lloyds Banking Group	14/07/2017	14/07/2020	10,000	1.09
Warrington Borough Council	08/09/2017	08/09/2020	20,000	0.92
Lloyds Banking Group	19/09/2017	18/09/2020	5,000	1.14
Barnsley MBC	21/09/2017	21/09/2020	3,000	0.94
Northumberland CC	28/04/2017	28/10/2020	10,000	1.04
Southwood Primary	28/04/2017	28/04/2022	120	3.50
Grafton Primary School	03/03/2016	03/03/2026	100	4.50
Gascoigne Primary School	03/03/2016	03/03/2036	84	4.50
	Total Investments:		250,572	

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CABINET

14 November 2017

Title: Procurement of Contract for Cashless Catering Hardware, Software and Installation	
Report of the Cabinet Member for Educational Attainment and School Improvement	
Open Report	For Decision
Wards Affected: None	Key Decision: No
Report Author: Philip Oldershaw, Marketing Manager, B&D Catering Services	Contact Details: Tel: 0208 227 3333 E-mail: Philip.oldershaw@lbbd.gov.uk
Accountable Director: Chris Bush: Commissioning Director; Children's Care and Support	
Accountable Director: Anne Bristow, Strategic Director of Service Development and Integration	
Summary	
<p>Barking and Dagenham Catering Services are seeking approval to procure through a full open tender, a cashless catering hardware replacement system, software upgrade and support for the installation and maintenance of the new system.</p> <p>There are two major reasons why this is required:</p> <ol style="list-style-type: none"> 1. The schools Catering Service currently uses a cashless catering system supplied by Nationwide Retail Systems (NRS), the underlying operating system used to run the current tills is the embedded EPOS variant of Windows XP. The current version of Windows XP is now reaching the end of its operational life and will be unsupported by Microsoft from early 2019, and the current model of tills operated are too outdated to run a more recent version of Windows. <p>Without the upgrade, the system will become vulnerable to potential security breaches and faults. This would be a serious compliance issue for both the Catering Service and schools.</p> <ol style="list-style-type: none"> 2. The Traded Services arm of the Council is becoming a new social enterprise, set to launch in April 2018. To maximise the catering service's success, it is key that the cashless catering solution provided matches the best systems offered by competitors. Improvements in the cashless catering market now allow for more cost-effective tablet based solutions, as well as advanced reporting dashboards that can identify key efficiency savings and further income generation options. <p>Catering Services are therefore seeking approval for Corporate Procurement to carry out a full open tender for a Cashless Catering system and award a new term contract to the successful supplier. This will comprise approximately 120 EPOS Cashless Tills across 48 schools within the borough. Replacement of approximately 2 Revaluation Units, 15 UPS</p>	

<p>(un-interrupted power supply systems). The contractor and Catering Services will be required to hold stock, including any peripherals that may be required. There is a commercial urgency for the contract commencement date to be before 1 April 2018, when Barking and Dagenham Traded Services launches. The procurement of new hardware and software will ensure the company offers a service which meets/exceeds that offered by competitors from the private sector.</p> <p>The contract would be for an initial three years, with an option to extend for up to a period or periods of two years.</p>
<p>Recommendation(s)</p> <p>The Cabinet is recommended to:</p> <ul style="list-style-type: none"> (i) Approve the procurement of a contract for the upgrade of Cashless Catering Hardware and Software and associated support services, in accordance with the Council's Contract Rules and the strategy set out in the report; and (ii) Delegate authority to the Commissioning Director for Children's Care and Support, in consultation with the Cabinet Member for Educational Attainment and School Improvement, the Chief Operating Officer and the Director of Law and Governance, to award and enter into the contract(s) with the successful bidder.
<p>Reason</p> <p>To assist the Council in achieving its priority of a "Well run organisation".</p>

1. Introduction and Background

- 1.1 The ESPO Framework is for Online Payment and Engagement Solutions and Cashless Catering Systems which provides the hardware and software for running the current tills within all Barking & Dagenham's school kitchens.
- 1.2 The original system was supplied and installed by Nationwide Retail Systems and is still currently being maintained and serviced by them in partnership with ParentPay, who supplies the electronic information regarding meal data and income/expenditure for both parents and Catering Services back office, which is also the preferred supplier for the Borough's Schools. The maintenance and support agreement has been renewed with NRS on a rolling basis until the completion of the tender. Our server maintenance agreement has been moved to a 1 month rolling contract. No exit fees will be applicable as the service is currently out of formal contract with the provider.
- 1.3 The Council's original contract for till software and hardware was called off the ESPO framework via Mouchele. This contract ran from 1/1/2010 to 31/12/2013.
- 1.4 Following the bankruptcy of Mouchele in 2012, Catering Services contracted directly with NRS and ParentPay via the ESPO framework, allowing continued service provision and a seamless and concurrent use of the system. NRS and ParentPay were already sub-contractors of Mouchele. This then ensured there was no negative impact on the ability to supply meals to all the children within the borough, especially those who had eligibility for FSM.

- 1.5 The ESPO framework expired in 2015. As such, a customer access agreement was signed by Catering Services on 16 September 2016 via a new ESPO framework, allowing the service to continue using the current providers. The current ESPO framework that the service is on runs from 1 July 2015 – 30 June 2019. The Catering Service is now working to go out to the market, following the Council's specified procedure. Originally a mini competition with suppliers on the current ESPO framework was advised to procure new cashless catering hardware and software. Following this decision, a benchmarking exercise was conducted in 2016 where suppliers listed on the ESPO Framework were invited to i) submit an interest and ii) provide a benchmark price for the supply of the listed equipment and a price range for the yearly support for the life of a five-year contract.
- 1.6 The price ranges requested were for both the supply of equipment and the support of both equipment/software/back office support. The price ranges for the supply of hardware and software received back was £184,450 - £400,000 and the price range supplied for the support of the equipment and back office support ranged from £50,000 - £100,000 pa.
- 1.7 Since the benchmark exercise there has been a reduction in the number of school's due to the loss of the contract with Partnership Learning. The bench mark was also carried out for the like for like replacement of tills. The specification for this procurement will be seeking flexible solutions for the till replacements, which with the advancement of technology, is likely to include tablets instead of traditional tills being used to provide the service.
- 1.8 For the reasons outlined in 1.7 above it is estimated that the total contract value over the initial three years, plus a two-year extension will be £600,000. The total budget for this project to cover the initial outlay and ongoing support costs for the duration of the three years is set at £500,000. The additional £100,000 will only be required should the contract be extended. It is expected that a budget will be allocated in-year at the time of an extension, should this option be considered.
- 1.9 Due to a multitude of business-critical reasons outlined in 2.4.1 and following consultation with Corporate Procurement, this report now recommends that the procurement process undertaken to procure cashless catering hardware and software is a full OJEU open tender.

2. Proposed Procurement Strategy

2.1 Outline specification of the works, goods or services being procured.

To replace/upgrade the cashless catering system hardware and software. This includes approximately:

- 40 tills in secondary schools, running a current OS
- 80 tills in primary schools, running a current OS
- 9 balance checkers
- 2 re-evaluation units
- Peripherals (e.g. cables that connect the tills, wireless aerial's, battery packs, plug in card readers, biometric readers, ethernet cables etc.) across the length of the contract

- Yearly support for hardware and software

If the current incumbent is awarded the contract, then they will be required to replace any outdated hardware and to replace the systems current software.

A lease option, as opposed to purchasing new cashless hardware, will also be considered in the specification. However, lease models are extremely rare in the cashless catering industry. The predominant method is for companies to provide both the hardware and software together as a package. This often offers best value to clients.

2.2 Estimated Contract Value, including the value of any uplift or extension period.

2.2.1 Purchase Price range for hardware and software is £184,450 - £400,000 (total overall) – this will be supplied by the successful supplier (if the successful supplier is the incumbent supplier, the overall contract cost may reduce).

2.2.2 The costs of support services, which will be provided by the same contractor that is awarded the contract, is estimated to be between £50,000 - £100,000 (for first three years of the contract). Up to an additional £100,000 would be required should the contract be extended.

2.3 Duration of the contract, including any options for extension.

2.3.1 The contract term will be three years, with an option to extend for a period, or periods, of up to two years.

2.3.2 Initial purchase of all hardware and software will be completed at the beginning of the contract. The only additional costs going forward will be maintenance costs. The Corporate Finance Team have confirmed that a revenue allocation to capital has been set aside to cover this.

2.3.3 As the new technology is rolled out, the agreed maintenance costs with the current supplier will still need to be honoured. We already have a six-month rolling contract in place for maintenance with the current supplier. The current supplier is happy to continue this rolling contract and is fully prepared to shorten the length of the contract to the procurement timescale. Each month of maintenance with the current supplier costs £4,436. Should the incumbent be successful in the tender exercise, these costs will not be an issue.

2.4 Recommended procurement procedure and reasons for the recommendation.

2.4.1 This procurement approach is recommended for two major reasons:

- 1. Commercial urgency in an evolving market** – The procurement needs to take place soon, as Barking and Dagenham Traded Services has now been registered as a company with Companies House. The trading entity is will be formally launched on 1st April 2018. The commencement dates of the new contract need to be before the new company is formally established, to ensure we keep costs down and offer new functionality to keep pace with competitors

in the private sector e.g. tablet based till solutions and facial recognition technology.

Cashless Catering Solutions is a rapidly expanding market. By not constraining the procurement to those companies listed on a framework from 2015, we are able to ensure we receive the highest quality service at a competitive price. Since the ESPO framework was last prepared, there has been much innovation in the market in terms of biometric technology, reporting functionality and till hardware e.g. this tender will seek to procure a tablet based till solution as opposed to using a traditionally bulky till. This is not only a cheaper model to operate, it can be used more flexibly and replacement equipment is more affordable.

2. Avoid exposure to security vulnerabilities – The current till system hardware and software only supports Windows XP. Microsoft will be ceasing to support the version of windows XP that is currently used from early 2019 and it is now seen as an opportune time to procure a substantive contract to include the necessary upgrade which will be required to maintain system integrity and security.

2.4.2 The Contract value is over the EU threshold, therefore there is a requirement for this tender to be advertised in accordance with UK and EU legislation. It will therefore be advertised in the OJEU, and Contracts Finder. The contract will also be advertised on the Council’s website.

2.4.3 The tender will be advertised in two lots. Lot 1, which is for outright purchase of cashless catering hardware. Lot 2, which is for lease of cashless catering hardware. Both Lots will include purchase of software and annual maintenance agreement.

2.4.4 The tenders will be evaluated separately for both Lots. The most economically advantageous tender for the Council will be awarded the contract. The contract will either be awarded under Lot 1 or Lot 2, not both or a combination thereof.

2.4.5 The procurement will be let under the open procedure. The open process will allow for the maximum number of suppliers to respond, will encourage SMEs and will be likely to produce the best value for money.

2.4.6 Suppliers will have to have sufficient accreditation and H&S policies relevant to the services and have a sufficient financial standing.

2.4.7 This tender exercise will be carried out by Elevate Procurement.

2.4.8 Outline Procurement Timetable

Procurement Strategy Report to Procurement Board	16 th October 2017
Procurement Strategy Report to Cabinet	13 th November 2017
OJEU Contract Notice placed on or around	20 th November 2017
Tenders returned on or around	4 th January 2018
Tender Evaluation	Jan to Mid-Feb 2018

Award Report Sign Off	Late Feb 2018
Alcatel (10 days)	March 2018
Contract Commencement	Around End of March 2018
Implementation	1 st April 2018 – 31 st July 2018

2.4.9 The proposed procurement route is considered to be the best route to securing a compliant contract process because a full open will ensure best value.

2.5 **The contract delivery methodology and documentation to be adopted.**

2.5.1 The contract will be let using London Borough of Barking and Dagenham's standard Terms and Conditions.

2.5.2 The contract will be managed and monitored by Catering Services Head Office / Traded Services Head Office from 1st April 2018. Formal contractual meetings will be arranged across the contract period so that performance is monitored.

2.5.3 The tender must be completed and the contract commencement date must be before the launch of the new Traded Services on 1 April 2018. It is expected that the contract commencement date will be no later than 31 March 2018.

2.6 **Outcomes, savings and efficiencies expected as a consequence of awarding the proposed contract.**

2.6.1 The new contract aims to ensure efficiency savings by leveraging the benefits of new technology.

2.7 **Criteria against which the tenderers are to be selected and contract is to be awarded**

2.7.1 This will be carried out based on 40% quality and 60% pricing. The Corporate Procurement Team will advertise the contract widely on OJEU, Contracts Finder and the Council's website.

2.8 **How the procurement will address and implement the Council's Social Value policies.**

2.8.1 The new system will reduce queuing times in schools and increase the overall efficiency of the Catering Service. This will encourage more young people to choose a healthy, balanced school lunch, instead of eating junk food or, in some cases, eating nothing at all.

3. **Options Appraisal**

3.1 **Do nothing** – Rejected if the current setup was to continue, when Microsoft finishes supporting Windows XP in early 2019, the software would pose a significant security risk to both us and our clients. Schools would have the right to close the system down, and this would have serious financial implications with regards to supplying school meals throughout the borough. In addition, we would be unable to

leverage efficiency savings by making use of new technologies in the marketplace and would therefore be less competitive when tendering for new business.

- 3.2 **Do not replace the current operational software** - Rejected as Microsoft will not be supporting Windows XP from early 2019, therefore this is not a viable option.
- 3.3 **Do not replace the current tills** – Rejected The current EPOS tills do not have the capability to run the software that is needed.
- 3.4 **Use an Alternative Framework** – Rejected This has been researched and the majority of the authorities using Cashless Catering are signed up with ESPO Framework (other authorities include Manchester, Leicestershire, East of England). There are several other cashless catering companies, including Synel and Bio Store, that are not on a framework and should therefore not be excluded from this process by limiting ourselves to a particular framework.
- 3.5 All other options have been considered and the procurement route recommended in this report has been deemed the most viable and beneficial to the Council.

4. Waiver

- 4.1 This is not applicable to this procurement.

5 Equalities and other Customer Impact

- 5.1 When XP is no longer supported, without action, this would pose a possible security risk to pupil's personal data, which the tills link to through ParentPay.
- 5.2 Additional functionality and stability updates will improve service times and throughput. The new system will allow for combination meals to be created and significantly improve overall till performance. This will improve the speed of service. Additionally, a tablet based till solution allows for dining halls to be reconfigured to make best use of space.
- 5.3 Removes the need for time consuming and costly adjustments - Tills will still be able to operate and store transactions if they are disconnected e.g. due to a power outage or if they lose internet connectivity. This will then have a positive impact on staff within Catering Services as it will reduce the amount of time and staff resources it takes to manually adjust school children's accounts when meal transactions have been unable to go through a till.

6. Other Considerations and Implications

6.1 Risk and Risk Management

If the system is not upgraded and the operating system is expose to security vulnerabilities, School ICT Managers could refuse permission for our kit to sit on school networks. This would prevent the Catering Service being delivered and schools would not be able to meet their statutory requirements in respect of providing free school meals to pupils.

- 6.2 On 1 April 2018, the new business would be launched with a technological offering that is outpaced by competitors in the private sector, therefore putting the trading company at a significant disadvantage in the marketplace.

7. Consultation

- 7.1 The proposals within this report were considered and endorsed by the Corporate Procurement Board on 16 October 2017.

8. Corporate Procurement

Implications completed by: Sam Woolvett - Category Manager

- 8.1 The proposed approach will comply with LBBD's Contract Rules. As this procurement falls under the remit of the European regulations, a contract notice will be placed in OJEU and Contracts Finders. A notice will also be placed on the Council's website.
- 8.2 A full tender process is likely to yield the best value for money for this requirement and is suitable for this level of spend.
- 8.3 Timelines will be adhered to, but is dependent on Catering Services providing a detailed specification and inputting into the procurement documents, where appropriate.

9. Financial Implications

Implications completed by: Daksha Chauhan, Group Accountant, Children's Finance

- 9.1 This report seeks approval to undertake an open tender for a cashless catering replacement system. The contract period will be three years, with an option to extend for a period of up to two years. The estimated value of the contract over a three-year period is estimated to be £500k. This includes the hardware, software and support for three years. A revenue allocation to capital has been set aside to cover this. The cost of extending the contract for a further two years is estimated to be £100k and would be required for ongoing support.
- 9.2 The annual revenue costs are estimated to be between £50,000 - £100,000 per annum which will be incurred from the second year of the contract, with the first year's cost included in the initial purchase cost. Future support costs will be met from the catering services revenue budget, who will be a Traded Services Company from 1 April 2018.

10. Legal Implications

Implications completed by: Bimpe Onafuwa, Commercial Contracts and Procurement Lawyer

- 10.1 This report is seeking approval to undertake a procurement exercise for the supply and maintenance of upgraded Cashless Catering Hardware and Software.

- 10.2 The procurement of this contract is subject to the Public Contract Regulations due to the fact that its estimated value is above the current threshold of £164,176. There is therefore a requirement that it be tendered competitively and that the process be transparent and non-discriminatory, and that it ensures the equal treatment of bidders.
- 10.3 Clause 2 sets out the proposed procurement strategy. The evaluation criteria is noted in Clause 2.7.1 as a 60:40 price v quality ratio. In compliance with the PCR requirements, there is also the expectation that the procurement will be advertised widely enough for interested bidders to be aware of it. This report addresses this by stating that the contract will be advertised in the OJEU, in Contracts Finder and on the Council's website. Additionally, there is the requirement that the procurement timescale should provide sufficient time for bidders to respond to the Invitation to Tender, with their submissions. This report provides, in clause 2.4.5, a proposed timetable for conducting the procurement exercise. These show evidence of a transparent and fair process.
- 10.4 The Law and Governance Team is available to assist with the legal requirements of this procurement.

Public Background Papers Used in the Preparation of the Report: None

List of appendices: None

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