

SUPPLEMENTARY 4

THE EXECUTIVE

Tuesday, 16 February 2010

- Agenda Item 13. Fees and Charges 2010/11 (Pages 1 - 36)**
- Agenda Item 14. Treasury Management Annual Strategy and the Council's Prudential Indicators (Pages 37 - 81)**

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THE EXECUTIVE

16 FEBRUARY 2010

REPORT OF THE CORPORATE DIRECTOR OF FINANCE AND COMMERCIAL SERVICES

This report is submitted under Agenda Item 13. The Chair will be asked to decide if it can be considered at the meeting under the provisions of Section 100B(4)(b) of the Local Government Act 1972 as a matter of urgency in order to avoid any delay in the setting of fees as part of the Council's overall budgetary framework for 2010/11.

Title: Fees and Charges 2010/2011	For Decision
<p>Summary: Local Authorities are involved in a wide range of services and the ability to charge for some of these services has always been a key funding source to Councils.</p> <p>This report concerns itself with recommending the appropriate level of fees and charges for 2010/11 for those services where the Council has decided to set fees.</p> <p>In addition to the proposed fees and charges in this report, the Council also has the power under the Local Government Act 2003 to charge for other discretionary services that it may already or may wish to provide for in the future. In keeping with most other Local Authorities, the Council has not taken any significant advantage of these new powers.</p> <p>In preparing the proposed fees and charges for 2010/11, Departments have worked within the framework of the agreed Charging Policy. Given the organisations current financial position, departments were tasked with increasing the level of fees and charges by an aggregate of 1%.</p> <p>In addition to this general 1% uplift, a number of the savings proposals for 2010/11 require increases in fees and charges to go beyond 1%. As a result, the recommended increases in fees and charges for 2010/11 contained within this report reflect the 2010/11 budget strategy, the 2010/11 base budget position and the 2010/11 savings proposals.</p> <p>The proposed charges for 2010/11 are detailed in Appendix A to this report.</p> <p>Wards Affected: All wards.</p>	
<p>Recommendation(s) The Executive is recommended to:</p> <ol style="list-style-type: none"> 1. approve the proposed fees and charges for 2010/11 as set out in Appendix A to the report, to be effective from the earliest most appropriate date after 1st April 2010; 2. delegate authority to the Corporate Director of Children's Services, in consultation with the Corporate Director of Finance and Commercial Services and the Cabinet Member for Education and Children's Wellbeing, to set fees and charges which are applied from September for schools and academic year based activities; 3. delegate authority to the Corporate Director of Adult and Community Services, in 	

consultation with the Corporate Director of Finance and Commercial Services and Cabinet Member for Culture and Sport, to further reduce the charges applicable to the Leisure Pass Scheme in the event that additional external funding is secured and that any changes are at neutral cost to the Council;

4. delegate authority to the Corporate Director of Finance and Commercial Services, in consultation with the relevant Cabinet Member, to agree any appropriate amendments to fees and/or to set new fees which may arise during 2010/11.

Reason(s)

To assist the Council in setting a robust budget for 2010/11.

Implications:**Financial:**

The ability to charge for some services is a key funding source to the Council. Based on the proposed fees and charges the Council should generate an additional £220,000 in a full year. The proposed fees and charges within this report reflect the 2010/11 budget strategy, the 2010/11 base budget position and the 2010/11 savings proposals, and are necessary in order for the Council to set a robust 2010/11 budget.

Legal:

Local authorities have various powers to charge for services. The power may arise from a mandatory duty, an express discretionary power or an implied or incidental power. With some services the governing legislation will specify the entitlement to charge and may prescribe limits. With other services there is now a wide discretionary power under section 93 Local Government Act 2003 in a council to charge for discretionary services. The charges can only be used to recover costs of provision. The report sets out the proposed charging regime for services in 2010-2011.

Contractual:

There are no direct contractual implications arising from this report.

Risk Management:

In proposing these revised fees and charges officers have considered the impact of increases adversely affecting demand for the service and in turn on the achievement of the both community priorities and the Council's budget. The risk of these proposals will be monitored through the Council's various performance indicators, its service scorecards and the budget monitoring processes.

Staffing:

There are no direct staffing implications arising from this report.

Customer Impact:

Officers have amended fees and charges such that the 1% aggregate increase has the minimal impact on customers during these difficult times while, at the same time, enabling the Council to achieve a balanced budget.

For specific groups the review of fees and charges has attempted to be sensitive to their position, for example, the leisure pass scheme provides a 50% price reduction for the over 60s, people with disabilities and families on low incomes, and in parks charges have been kept the same to help maintain bookings from recreational clubs, voluntary organisations and the education sector, who are all facing financial pressures within the current economic climate. A number of Customer Services fees and charges have also

had no inflationary increase applied due to the current economic climate such as Graffiti and Deep Cleaning, Pest Control, On Street Parking, Off Street Parking and Cemeteries.

Safeguarding Children:

There are no direct safeguarding implications arising from this report.

Crime and Disorder:

There are no specific crime and disorder implications insofar as this report is concerned.

Property/Assets:

There are no direct property/assets implications arising from this report.

Options Appraisal:

Officers have considered a range of options as to changes to existing fees and charges, and where appropriate used market knowledge and benchmarking to inform the proposals.

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1. Introduction and Background

- 1.1 Local Authorities are involved in a wide range of services and the ability to charge for some of these services has always been a key funding source. The types of services provided by the Council where fees and charges are currently levied often fall into a broad category of traditional income services.
- 1.2 These traditional income services contain both statutory and discretionary services. Where fees and charges apply to mandatory services, these are often set nationally, for example, planning fees. The majority of mandatory services are not funded directly from fees and charges but instead from the Council's main income sources being its Government grant and its Council Tax revenue. Examples of services funded in this way are Highway Maintenance, Children's Services, Cleansing and Refuse services,
- 1.3 The remaining traditional income services where the Council levy fees and charges are those of a discretionary nature. These cover a whole range of services such as Care services, 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 for 2010/11 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 have provided limited examples of what could be included such as maintenance of older/disabled peoples' gardens, arboricultural 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 taken any significant advantage of these new powers but will be reviewing their potential in due course.

2. Budget Strategy 2010/11.

- 2.1 The Council's budget strategy for 2010/11 assessed the implication of inflationary pressures on the Council's budget by having regard to a basket of inflation indices. As a result it recommended that the overall inflation uplift for 2010/11 income budget for fees and charges should be nil. Therefore no increase in income base budgets has been assumed in the various departments' base budget for 2010/11. However, given the financial position of the council, departments were tasked with increasing the average level of fees and charges by 1%. There is an acceptance that the application of a standard increase to all fees may not always be practical and in the interests of services. Therefore, when arriving at the proposed fees and charges for 2010/11, Corporate Directors needed to assess those services which warrant higher or lower increases whilst having regard to the achievement of the overall base budget.
- 2.2 In addition to the general 1% uplift of the fees and charges as mentioned in paragraph 2.1, a number of the savings proposals for 2010/11 require further increases in fees and charges. A full list of all these savings proposals are reported elsewhere on this agenda.
- 2.3 The recommended increases in fees and charges for 2010/11, which are detailed in section 4 of this report, therefore reflect the 2010/11 budget strategy, the 2010/11 base budget position and the 2010/11 savings proposals.

3. Charging Policy

- 3.1 The Council has an agreed Charging Policy which requires that all charges are reviewed annually as part of the budget setting process.
- 3.2 The Charging policy has three fundamental principles:
- Services should raise income wherever there is a power or duty to do so;
 - 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.
- 3.3 In preparing the proposed fees and charges for 2010/11 departments have worked within the framework of the Charging Policy.

4. Proposed Fees and Charges for 2010/11

- 4.1 Attached to this report at Appendix A are the proposed fees and charges for 2010/11 which will be effective on or after the 1st April 2010. As the 1st April is a Thursday followed by Bank Holidays Good Friday and Easter Monday it is proposed that managers apply the proposed rates at the earliest most appropriate date.
- 4.2 This Appendix details the following information:
- Description of Service provided;
 - Current 2009/10 Charge;
 - Proposed 2010/11 Charge;
 - Proposed Increase in £
 - Proposed Increase in percentage terms.
- 4.3 A summary of the services that Appendix A relate to are listed below along with relevant supporting information:

4.3.1 Adult & Community Services

The majority of fees within the department and its services have been broadly increased in aggregate by 1%, in accordance with issued guidance. It should be noted that for rounding purposes, de-minimis levels, and market conditions it has sometimes been necessary to increase fees slightly above/below this level. Further explanations as necessary are provided below:

Adult Social Care

The vast majority of charges in the Adult Social Care area are means tested, so regardless of the level of charge, if a client is assessed as not having sufficient disposable income they will not pay at all (or will pay a lesser amount) towards their care. Approximately 70% of service users in Adult Care fall into a nil assessed category. Some charges contained within Appendix A reflect decisions made earlier in this agenda as part of the budget setting process such as increased Income through additional fees and charges.

Nationally within Adult Care presently, there is a Green Paper on “Shaping the future of Care”, a Personal Care at Home Bill going through Parliamentary processes, and potentially a promised White Paper on Social Care before the spring election – given all the potential changes and uncertainty this may cause, it is not felt appropriate to review the scope of the current charging policy at this time, although the current charges have been modified to take account of the Personalisation Service Agenda .

Included within Appendix A is confirmation of the councils Residential Care benchmark prices, which confirms the level at which the Council will normally pay for Residential and Nursing Care from independent providers. An increase of 0.86% for Nursing Care and 1.09% for Residential Care is proposed (broadly 1% in aggregate). This increase is felt competitive and reasonable within the current marketplace for Residential Care and the current economic climate.

Culture and Community Services

The Culture and Community Services within the department cover a wide range of services, ranging from Libraries and Museums, the Barking Learning Centre and Community Halls.

- Heritage (Museums etc)

- Eastbury House

Eastbury House has been subject to major capital works over the past 18 months. With new exhibitions and improved visitor experience, fees, and in particular admission fees, have been increased. In many cases fees had not increased since 2004-05 so the increases proposed are in part bringing them up to date.

- Valence House Museum

There has been no fee activity / increase at Valence House for 2 years due to the major capital works at the site. The House is due to re-open to the public in 2010 and the majority of charges have been revised to reflect the additional investment with new exhibitions and improved visitor experience, as well as to bring some fees in line with Eastbury Manor.

- Libraries

Overall increases in charges are in line with the recommended 1% inflation level. Some fees are proposed to rise by more than 1% to compensate for areas where we are not proposing to increase the fees. All the proposed increases have been bench marked with neighbouring authorities.

- Barking Learning Centre (BLC)

A zero% increase is proposed this year as financial pressures internally and externally are affecting the level of business being undertaken. This, combined with a considerable increase last year it is felt could potentially drive business elsewhere. Income levels this year have been good and more than anticipated but this is probably due to the quality of services provided. The charges have been benchmarked against a local provider (Harmony House).

- Community Halls

In light of there having been increases in the last 2 years, and demand at present being slow in the light of the recession (and the lack of investment in the halls) it is not proposed to make any increase in 2010/11.

Leisure & Arts

Leisure and Arts Services within the department cover a wide range of services, ranging from Leisure Centres, Events, and Allotments amongst others.

- Events

The service has been benchmarked against neighbouring authorities and in light of this and the current economic climate no inflationary increase is proposed this year.

- Leisure Activities

The Fees & Charges for leisure activities have been overhauled to make the pricing structure more user friendly and easier to follow. The service also no longer offers Images Health & Beauty services previously available due to lack of demand and low income generation.

To try and encourage more leisure centre participation some prices have not increased, whereas some have been brought in line with benchmarking neighbours.

Within Leisure Centre charges, the leisure pass scheme provides a 50% price reduction for the over 60s, people with disabilities and families on low incomes. Funding is being sought to allow further reductions to the level of subsidy provided but this is not confirmed at this time. Members are asked to agree to delegate authority to the Director of Adult and Community Services, and in consultation with the Director of Finance and Commercial Services and the Cabinet Member for Culture and Sport, to make a decision on whether to vary the subsidy provided on the basis that any changes will be implemented at neutral cost to the council.

- Parks Sports & Ranger Services

In light of benchmarking and previous increases, charges have been kept the same to help maintain bookings from recreational clubs, voluntary organisations and the education sector, who are all facing financial pressures within the current economic climate.

Charges for the pitch and putt course is no longer shown as this service is being provided by Golfwise Ltd, who currently set the prices.

New prices for season hire of rugby pitches and hire of Mayesbrook football ground have also been added to the list.

- Allotments

These have not been amended this year due to the current leasing arrangements which do not permit uplifts on an annual basis. These are reviewed periodically determined by the specific lease details.

4.3.2 Children's Services

It is proposed to increase the fees in the Children's Centre nurseries from £185 per week for a full time place to £190 per week. This represents an increase of 0.10p per hour. It is also proposed to increase the fees for part time places; morning sessions (8.00-1.00) to £21 and afternoon sessions (1.00-6.00) to £19. The difference between morning and afternoon sessions is due to the cost of providing a

hot cooked lunch for children attending morning sessions. These proposed price rises are due to increased utility, staff and general resource costs.

4.3.3 Customer Services

Licences Fees

The recent LG Futures benchmarking report indicates that the net cost of the licensing service operated is one of the highest among our near neighbour boroughs. Steps are being taken to reduce this cost by examining those matters which are controlled by the council, salaries, supplies and services and the income that is gained from fees. In order to make the service economically comparable but at the same time to keep the same level of service to the customer a greater than normal increase is required. Benchmarking indicates that the fees already charged by the borough are among the higher in outer London.

Trade Refuse Collection and Clinical Waste

The East London Waste Authority (ELWA) makes charges to Boroughs for commercial and industrial waste disposed based upon the tonnage disposed of. In 2009/10 ELWA increased its commercial waste charges to Boroughs by 10% from £80 to £88 per tonne. Therefore, to reflect the increased cost of landfill tax by £8 per tonne in 2010/11 and the yearly increase of commercial waste charges by ELWA which is yet to be set, it is prudent that the council increase its trade waste charges by 10% for 2010/11.

Barking Market Fees

For the year 2010/11 the trade waste levy is being increased by 10% to account for the increased commercial waste charges and the increased cost of maintaining the new carriage ways to reasonable standard following the completion of East London Transit. These two items together mean that it is necessary to raise the fees for market traders to meet additional costs incurred.

Registrars

An increase in current fees and charges is appropriate and in line with existing market prices of other London boroughs. Consideration has been given to ensure Barking and Dagenham remain competitive in the local market, but at the same time value for money. The economic climate has been taken into account, but this needs to be balanced with a need to increase revenue sufficiently to cover the cost of proposed service improvements. Proposed changes to the fees and charges have been kept to a minimum with many remaining the same. Barking and Dagenham remains extremely competitive and in most instances still charge less than most authorities in London. At the weekend in particular other authorities charge considerably more for weddings and civil partnerships therefore we need to measure this when reviewing our charges and also be aware of our overall costs when providing this premium service outside normal hours.

Other

In addition to the services above that have been inflated for 2010/2011 there are a number of fees and charges that have not been indexed and will remain at 2009/2010 pricing levels. The services fall under the following categories:

Graffiti and Deep Cleaning
Pest Control
On Street Parking
Off Street Parking
Cemeteries

These services have a discretionary pricing structure and it was deemed appropriate given current economic conditions not to inflate.

4.3.4 Resources

The proposed increase in planning fees is recommended at 2% which is broadly in line with the current rate of inflation and is also aimed at encouraging residential and commercial development.

In terms of the Local Land Charges (LLC) income there is currently an ongoing challenge relating to the charging of property searches and environmental information regulations. As a result, and in line with LGA advice, it is recommended that we continue with the current LLC regime and charging levels until there is a definitive legal position on charging.

Licences for Garden Land - the current rate of £125 is well below neighbouring Boroughs levels of RTB Fees and Charges. It is officer advice that this can increase to £200.

5 Links to Corporate and other Plans and Strategies

- 5.1 The proposals in this report link to the Council Plan/Medium Term Financial Strategy. The setting of the 2010/11 Budget and Council Tax include the effects of these proposed fees and charges. Significant changes to the proposals in this report may require a review of the councils proposed budget for 2010/11.

6 Consultees

- 6.1 The following were consulted in the preparation of this report:

Councillor Bramley, Cabinet Member for Finance and Human Resources
Relevant Portfolio Holders
Corporate Management Team
Relevant Service Departments
Group Managers - Finance

7 Background Papers Used in the Preparation of the Report:

- 2010/11 Medium Term Financial Strategy
- Oracle reports
- Working Papers
- Local Government Act 2003
- Benchmarking Information

8 Appendices

Appendix A - Schedule of Proposed Fees and Charges

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KEY - Not Vatable *
 includes VAT **
 excludes VAT ***

	Description of Service	Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase	
				£	%
Adults & Community Services					
Social Care					
1	Home Care Services - Up to 2 hours per week of service or £0-£22 personal Budget	18.50	18.75	0.25	1.35
2	Home Care Services - Between 2 and 10 hours of service or £22- £120 personal budget per week	21.25	21.50	0.25	1.18
3	Home Care Services - Over 10 hours of service or £120+ personal budget per week	23.75	24.00	0.25	1.05
4	Home Care Services - Full cost payers (ie , clients with in excess of £23,000 savings) - Charge per hour	11.00	11.25	0.25	2.27
5	Residential -Elderly Residential Homes (Charge to Other Local Authorities and full cost payers) per week	590.00	596.00	6.00	1.02
6	Residential -Respite Rate per week - standard charge determined by benefit rates.	73.35	75.35	2.00	2.73
7	Residential -Learning Disability Residential Home (Charge to Other Local Authorities & full cost payers) per week	840.00	849.00	9.00	1.07
8	Day Centres -Mental Health Resource Centre (Charge to Other Local Authorities) Per Day	34.00	34.35	0.35	1.03
9	Day Centres - Learning Disability Day Centres (Charge to Other Local Authorities) Per Day	59.25	59.85	0.60	1.01
10	Day centres - Heathlands Day Centres (Charge to Other Local Authorities) * Up to 3 sessions Per Day	139.70	141.10	1.40	1.00
11	Supporting People -Housing related Support Schemes for Vulnerable People - (Minimal number, charges included above lines 1-10)	£2 to £48	£2 to £48	0.00	0.00
12	Meals on Wheels - Welfare Meal Charge (Current meal cost = £4.30 to Council)	3.40	3.45	0.05	1.47
13	Residential - Externally purchased (Benchmark price i.e. maximum normally payable)	458.00	463.00	5.00	1.09
14	Nursing Care - Externally purchased (Benchmark price i.e. maximum normally payable)	580.00	585.00	5.00	0.86
Community services					
15	Eastbury Manor House - Commercial - Standard Room hire	18.00	18.00	0.00	0.00
16	Eastbury Manor House - Commercial - Hire of East Chamber	36.00	36.00	0.00	0.00
17	Eastbury Manor House - Commercial - Hire of whole house	54.00	54.00	0.00	0.00
18	Eastbury Manor House - Commercial - Hire of equipment (Flip chart)	11.20	11.35	0.15	1.34
19	Eastbury Manor House - Commercial - Hire of PowerPoint	16.80	17.05	0.25	1.49
20	Eastbury Manor House - Commercial - Catering tea/coffee	0.80	1.00	0.20	25.00
21	Eastbury Manor House - Commercial - Catering tea/coffee/biscuits	1.10	1.25	0.15	13.64
22	Eastbury Manor House - Sale of bottled water	-	1.00	1.00	
23	Eastbury Manor House - Commercial - Catering menu A	5.00	5.00	0.00	0.00
24	Eastbury Manor House - Commercial - Catering menu B	6.90	7.00	0.10	1.45
25	Eastbury Manor House - Commercial - Catering menu C,D,E	7.90	8.00	0.10	1.27
26	Eastbury Manor House - Commercial - Catering menu F	13.70	13.70	0.00	0.00
27	Eastbury Manor House - Non Commercial - Room hire	13.50	13.50	0.00	0.00
28	Eastbury Manor House - LBBB Internal - Standard Room Hire	18.00	18.00	0.00	0.00
29	Eastbury Manor House - LBBB Internal - Hire of East Chamber	36.00	36.00	0.00	0.00
30	Eastbury Manor House - LBBB Internal - Hire of Whole House	54.00	54.00	0.00	0.00

FEES AND CHARGES 2010/11

APPENDIX A

KEY - Not Vatable *
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	Description of Service	Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase
31	Eastbury Manor House - LBBB Internal - Hire of Equipment	11.20	11.35	0.15
32	Eastbury Manor House - LBBB Internal - Hire of Power Point	16.80	17.10	0.30
33	Eastbury Manor House - LBBB Internal - Catering Teas & Coffees	0.80	1.00	0.20
34	Eastbury Manor House - LBBB Internal - Catering Teas/ Coffees/biscuits	1.10	1.25	0.15
35	Eastbury Manor House - Education LBBB Half day school hire with facilitators up to 35 children	-	110.00	110.00
36	Eastbury Manor House - Education LBBB Half day school hire with facilitators up to 70 children	-	150.00	150.00
37	Eastbury Manor House - Education LBBB school hire with facilitators up to 35 children	180.00	180.00	0.00
38	Eastbury Manor House - Education LBBB school hire with facilitators up to 75 children	240.00	240.00	0.00
39	Eastbury Manor House - Non LBBB half day school hire with facilitators up to 35 children	-	150.00	150.00
40	Eastbury Manor House - Non LBBB half day school hire with facilitators up to 70 children	-	190.00	190.00
41	Eastbury Manor House - Education Non LBBB whole day school hire with facilitators up to 35 children	240.00	240.00	0.00
42	Eastbury Manor House - Education Non LBBB school hire with facilitators up to 70 children	300.00	300.00	0.00
43	Eastbury Manor House - Public tea room - sale of tea	0.70	0.80	0.10
44	Eastbury Manor House - Public tea room - sale of coffee	0.90	1.10	0.20
45	Eastbury Manor House - Civil marriage and partnership ceremony Fridays	180.00	180.00	0.00
46	Eastbury Manor House - Civil marriage and partnership ceremony Saturdays Oct- April	210.00	210.00	0.00
47	Eastbury Manor House - Civil marriage and partnership ceremony Saturdays May- Sept	265.00	265.00	0.00
48	Eastbury Manor House - Civil marriage and partnership ceremony Fridays additional hour for drinks reception (INCLUSIVE)	360.00	-	-360.00
49	Eastbury Manor House - Civil marriage and partnership ceremony Fridays additional hour for drinks reception only	-	180.00	180.00
50	Eastbury Manor House - Civil marriage and partnership ceremony Saturdays Oct- Apr additional hour for drinks reception (INCLUSIVE)	420.00	-	-420.00
51	Eastbury Manor House - Civil marriage and partnership ceremony Saturdays Oct- Apr additional hour for drinks reception only	-	210.00	210.00
52	Eastbury Manor House - Civil marriage and partnership ceremony Saturdays May- Sept additional hour for drinks reception (INCLUSIVE)	475.00	-	-475.00
53	Eastbury Manor House - Civil marriage and partnership ceremony Saturdays May- Sept additional hour for drinks reception only	-	210.00	210.00
54	Eastbury Manor House - Admission charges Adult - Saturday	2.50	3.00	0.50
55	Eastbury Manor House - Admission charges Adult - Monday/Tuesday	1.25	3.00	1.75
56	Eastbury Manor House - Admission charges concessions	1.25	1.50	0.25
57	Eastbury Manor House - Admission charges Child aged 5-15	0.65	1.00	0.35
58	Eastbury Manor House - Admission charges family (2 adults with up to 4 children)	5.00	6.00	1.00
59	Eastbury Manor House - Admission charges special events - minimum	3.25	3.00	-0.25
60	Eastbury Manor House - Admission charges special events - maximum	20.00	20.00	0.00
Heritage Services - Valence House- 08/09 prices fixed as closed to public until February 2010				
61	Valence House - Commercial - Activities Room hire	16.75	-	-16.75

FEES AND CHARGES 2010/11

APPENDIX A

KEY - Not Vatable *
 includes VAT **
 excludes VAT ***

	Description of Service	Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase
62	Valence House - Commercial - River Room hire	16.75	-	-16.75 -100.00
63	Valence House - Commercial - Industry Room hire	16.75	-	-16.75 -100.00
64	Valence House - Commercial - Education Room (half room) per hour	-	18.00	18.00
65	Valence House - Commercial - Education Room (whole room) per hour	-	36.00	36.00
66	Valence House - Commercial - Function Room per hour	-	13.50	13.50
67	Valence House - Commercial - Equipment hire (Audio/Visual)	14.20	17.05	2.85 20.07
68	Valence House - Commercial - Equipment hire (flip-chart)	-	11.35	11.35
69	Valence House - Commercial - Catering tea/coffee	1.00	0.68	-0.32 -32.00
70	Valence House - Commercial - Bottled water	-	0.94	0.94
71	Valence House - Commercial - Catering plate of biscuits	1.55	1.75	0.20 12.90
72	Valence House - LBBB Internal - Education Room (half room)	-	18.00	18.00
73	Valence House - LBBB Internal - Education Room (whole room)	-	36.00	36.00
74	Valence House - LBBB Internal - Function Room	-	13.50	13.50
75	Valence House - LBBB Internal - Hire of Equipment	-	11.35	11.35
76	Valence House - LBBB Internal - Hire of Power Point	-	17.10	17.10
77	Valence House - LBBB Internal - Catering tea/coffee	-	1.00	1.00
78	Valence House - LBBB Internal - plate of biscuits	-	1.75	1.75
79	Valence House - Education LBBB School hire half day with facilitators up to 35 children	80.00	110.00	30.00 37.50
80	Valence House - Education LBBB School hire half day with facilitators up to 70 children	105.00	150.00	45.00 42.86
81	Valence House - Education LBBB School hire full day with facilitators up to 35 children	-	180.00	180.00
82	Valence House - Education LBBB School hire full day with facilitators up to 70 children	210.00	240.00	30.00 14.29
83	Valence House - Education Non LBBB School hire half day with facilitators up to 35 children	128.00	150.00	22.00 17.19
84	Valence House - Education Non LBBB School hire half day with facilitators up to 70 children	153.75	190.00	36.25 23.58
85	Valence House - Education Non LBBB School hire full day with facilitators up to 35 children	265.00	240.00	-25.00 -9.43
86	Valence House - Education Non LBBB School hire full day with facilitators up to 70 children	-	300.00	300.00
87	Valence House - Education Heritage Officer session /talk per hour(min charge 2 hours)	27.00	27.00	0.00 0.00
88	Valence House - Education loan box per week	10.50	15.00	4.50 42.86
89	Valence House - Public tea room - Sale of tea	-	0.80	0.80
90	Valence House - Public tea room - Sale of coffee	-	1.10	1.10
91	Valence House - Workshops Children's half -day	2.50	3.00	0.50 20.00
92	Valence House - Workshops Adults full -day (minimum)	5.00	6.00	1.00 20.00
93	Valence House - Workshops Adults full -day (maximum)	-	12.00	12.00
94	Valence House - Workshops Talks (minimum)	2.50	3.00	0.50 20.00
95	Valence House - Workshops Talks (maximum)	-	5.00	5.00
96	Valence House Reprographics - A4 b/w	3.65	4.04	0.39 10.65
97	Valence House Reprographics- A3 b/w	10.13	10.13	0.00 0.02
98	Valence House Reprographics - A4 colour	9.25	9.25	0.00 0.00
99	Valence House Reprographics - A3 colour	21.00	21.00	0.00 0.00
100	Valence House Reprographics- Digital scan for e-mail	3.70	3.70	0.00 0.00
101	Valence House Reprographics- Cutting to CD	1.50	1.50	0.00 0.00
102	Valence House Reprographics- Recorded post and packing	2.00	2.34	0.34 17.00
103	Valence House Reprographics - Photocopies A4	0.09	0.20	0.11 122.22

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	Description of Service	Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase
104	Valence House Reprographics - Photocopies A3	0.20	0.40	0.20
105	Valence House Reprographics - Microfilm printout A4	0.35	0.80	0.45
106	Valence House Reprographics - Minimum cost for non-visitor inc time charge	1.50	2.50	1.00
107	Valence House Reproduction fees for publications- books/ periodicals one country one language b/w	50.00	50.00	0.00
108	Valence House Reproduction fees for publications- books/ periodicals one country one language in colour	75.00	75.00	0.00
109	Valence House Reproduction fees for publications- books/ periodicals world one language b/w	80.00	80.00	0.00
110	Valence House Reproduction fees for publications- books/ periodicals world one language in colour	95.00	95.00	0.00
111	Valence House Reproduction fees for publications- books/ periodicals world multi language b/w	100.00	100.00	0.00
112	Valence House Reproduction fees for publications- books/ periodicals world multi language in colour	120.00	120.00	0.00
113	Valence House Reproduction fees for publications- book jackets, CD video cases one country one language b/w	85.00	85.00	0.00
114	Valence House Reproduction fees for publications- book jackets, CD video cases world one language b/w	120.00	120.00	0.00
115	Valence House Reproduction fees for publications- book jackets, CD video cases world multi language colour	150.00	150.00	0.00
116	Valence House Reproduction fees for stills for TV/films and exhibitions - One programme, one transmission one country	75.00	75.00	0.00
117	Valence House Reproduction fees for stills for TV/films and exhibitions - One programme, one transmission one country with one repeat	105.00	105.00	0.00
118	Valence House Reproduction fees for stills for TV/films and exhibitions - One programme, one transmission world	100.00	100.00	0.00
119	Valence House Reproduction fees for stills for TV/films and exhibitions - One programme, one transmission world with one repeat	140.00	140.00	0.00
120	Valence House Reproduction fees for stills for TV/films and exhibitions - One programme, 5 year unlimited licence	300.00	300.00	0.00
121	Valence House Reproduction fees for stills for TV/films and exhibitions - Postcards, greeting cards, posters and other advertising material	150.00	150.00	0.00
122	Valence House Reproduction fees for stills for TV/films and exhibitions - CD rooms, Photo CD and commercial web pages	75.00	75.00	0.00
123	Valence House Reproduction fees for stills for TV/films and exhibitions - Personal web pages	35.00	35.00	0.00
	Library Service			
124	Libraries - Adult Fines per day	0.17	0.18	0.01
125	Libraries - Maximum fine per item	6.00	6.00	0.00
126	Libraries- Hire of video/DVD children's/NF- per week	1.00	1.00	0.00

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	Description of Service	Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase
127	Libraries- Hire of video/DVD adults- per week	2.00	2.00	0.00
128	Libraries - Hire of video/DVD adults blockbuster titles - per week	-	3.00	3.00
129	Libraries- Hire of video/DVD fines per day	0.60	0.65	0.05
130	Libraries - Language courses - 3 weeks	1.10	1.15	0.05
131	Libraries - Language courses - fines per day	0.17	0.18	0.01
132	Libraries - Hire of CD singles	1.00	1.00	0.00
133	Libraries - Hire of CD box sets	1.50	1.55	0.05
134	Libraries - Hire of CD fines per day	0.17	0.18	0.01
135	Libraries - AV annual subscription	32.00	33.00	1.00
136	Libraries - AV 6 month subscription	17.00	17.50	0.50
137	Libraries - AV 3 month subscription	12.00	12.50	0.50
138	Libraries - Reservations-non stock items	1.25	1.50	0.25
139	Libraries - Photocopying A4 black and white	0.10	0.20	0.10
140	Libraries - Photocopying A4 colour	-	0.50	0.50
141	Libraries - Photocopying A3 black and white	0.20	0.40	0.20
142	Libraries - Photocopying A3 colour (where available)	-	1.00	1.00
143	Libraries - Printing A4 black and white	-	0.20	0.20
144	Libraries - Printing A4 colour	-	0.50	0.50
145	Libraries - Printing A3 black and white (where available)	-	1.00	1.00
146	Libraries - Printing A3 colour (where available)	-	1.50	1.50
147	Libraries- Managed room hire per hour- minimum charge	5.00	5.00	0.00
148	Libraries- Managed room hire per hour- maximum charge	22.50	22.50	0.00
149	Libraries- Annual subscription, books on tape	32.00	-	-32.00
150	Libraries- 6 month subscription, books on tape	17.00	-	-17.00
151	Libraries- 3 month subscription, books on tape	12.00	-	-12.00
152	Libraries- Hire of books on tape/CD's/Box sets*	1.00	-	-1.00
153	Libraries- Hire of books on tape fines per day	0.17	0.18	0.01
	*concessions FREE for disabled people and visually impaired users			
	Stationery purchased at cost with min of 20% oncost charged to generate income			
154	Laminating A3 1hr service	-	1.50	1.50
155	Laminating A4 1hr service	-	1.00	1.00
156	Fax per sheet (where available)	-	1.00	1.00
157	Fax per sheet (where available) incoming	-	0.50	0.50
Barking Learning Centre				
158	Small meeting room (2-15 people)- hourly hire rate- Council/ public/ voluntary and community sector	26.00	26.00	0.00
159	Small meeting room (2-15 people) - full day hire rate - Council/public/voluntary and community sector	-	130.00	130.00
160	Small meeting room (2-15 people) - half day hire rate - Council/public/voluntary and community sector	-	78.00	78.00
161	Small meeting room (2-15 people)- hourly hire rate- Commercial	52.00	52.00	0.00

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	Description of Service	Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase
162	Small meeting room (2-15 people) - full day hire rate - Commercial	-	260.00	260.00
163	Small meeting room (2-15 people) - half day hire rate - Commercial	-	156.00	156.00
164	Large meeting room (16-28 people) - hourly hire rate- Council/ public/ voluntary and community sector	36.00	36.00	0.00
165	Large meeting room (16-28 people) - full day hire rate - Council/public/voluntary and community sector	-	180.00	180.00
166	Large meeting room (16-28 people) - half day rate - Council/public/voluntary and community sector	-	108.00	108.00
167	Large meeting room (16-28 people)- hourly hire rate- Commercial	72.00	72.00	0.00
168	Large meeting room (16-28 people) - full day hire rate - Commercial	-	360.00	360.00
169	Large meeting room (16-28 people) - half day hire rate - Commercial	-	216.00	216.00
170	Conference centre (28-120 people)-hourly hire rate- Council/ public/ voluntary and community sector	46.00	46.00	0.00
171	Conference centre (28-120 people)-full day hire rate- Council/ public/ voluntary and community sector	-	230.00	230.00
172	Conference centre (28-120 people)-half day hire rate- Council/ public/ voluntary and community sector	-	138.00	138.00
173	Conference centre (28-120 people)-hourly hire rate- Commercial	92.00	92.00	0.00
174	Conference centre (28-120 people)-full day hire rate- Commercial	-	460.00	460.00
175	Conference centre (28-120 people)-hourly hire rate- Commercial	-	276.00	276.00
176	Small meeting room projector per day- Council/ public/ voluntary and community sector	15.50	15.50	0.00
177	Small meeting room projector per day- Commercial	31.00	31.00	0.00
178	Small meeting room PC/laptop per day- Council/ public/ voluntary and community sector	21.00	21.00	0.00
179	Small meeting room PC/laptop per day- Commercial	42.00	42.00	0.00
180	Use of china/ glass for refreshments per person per session- Council/ public/ voluntary and community sector	1.00	1.00	0.00
Community Halls				
181	Category A Hall - Saturday Let - First four hours	211.00	211.00	0.00
182	Category A Hall - Saturday Let - Each additional hour	42.20	42.20	0.00
183	Category A Hall - Saturday Let - Premium charge 2300hrs to midnight	63.30	63.30	0.00
184	Category A Hall - Sunday Let - First four hours	267.50	267.50	0.00
185	Category A Hall - Sunday Let - Each additional hour	53.50	53.50	0.00
186	Category B Hall - First four hours	156.50	156.50	0.00
187	Category B Hall - Each additional hour	31.30	31.30	0.00
188	Category B Hall - Premium charge 2300hrs to midnight	46.95	46.95	0.00
Events				
189	Park use - non commercial (Fun Days)	112.00	112.00	0.00
190	Park use - non commercial (small event - less than 200 people attending (fundraising sponsored events))	55.00	55.00	0.00
191	Park use - non-commercial fundraising event - walks and bike rides up to 50 people	15.50	15.50	0.00

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	Description of Service	Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase
192	Park use - non-commercial up to 500 people (no entry fee)	110.00	110.00	0.00
193	Park use - non-commercial up to 2,500 people (no entry fee)	310.00	310.00	0.00
194	Park use - non-commercial up to 5,000 people (no entry fee)	550.00	550.00	0.00
195	Park use - non-commercial over 5,000 people (no entry fee)	Price on application	POA	
196	Additional Fee per six hours of consultation	57.00	57.00	0.00
197	Public liability cover for non commercial park use - up to £2 million	17.50	17.50	0.00
198	Park use commercial - category 1	565.00	565.00	0.00
199	Park use commercial - category 2	735.00	735.00	0.00
200	Park use commercial - category 3	910.00	910.00	0.00
201	Park use commercial - category 4	1,100.00	1,100.00	0.00
202	Park use commercial - per additional six hours of event time	175.00	175.00	0.00
203	Use of Premises Licence (Commercial) where applicable up to 5,000	520.00	520.00	0.00
204	Use of Premises Licence (Commercial) where applicable up to 10,000	1,650.00	1,650.00	0.00
205	Use of Premises Licence (Commercial) where applicable up to 15,000	3,300.00	3,300.00	0.00
206	Use of Premises Licence (Commercial) where applicable up to 19,999	5,500.00	5,500.00	0.00
207	Bandstand hire - Barking Town Centre	32.00	-	-32.00
208	Park use (Non-animal Circus) - Small - up to 500 seats per performance day	190.00	190.00	0.00
209	Park use (Non-animal Circus) - Medium - up to 750 seats per performance day	345.00	345.00	0.00
210	Park use (Non-animal Circus) - Large - up to 1000 seats per performance day	365.00	365.00	0.00
211	Park use (Non-animal Circus) - Extra Large - up to 2000 seats per performance day	550.00	550.00	0.00
212	Park use (Non-animal Circus) - Non performance day	61.50	61.50	0.00
213	Park use by Fairs - Small Fair	320.00	320.00	0.00
214	Park use by Fairs - Large Fair	415.00	415.00	0.00
215	Park use by Fairs - Event Fair - 2 days at Dagenham Town Show	675.00	675.00	0.00
216	Park use by Fairs - Non Operational Days	61.50	61.50	0.00
217	Car Park at Dagenham Town Show	4.00	4.00	0.00
	Leisure Activities			
218	Leisure - LeisureSmart card - adult - pa	31.00	31.00	0.00
219	Leisure - LeisureSmart card - junior - pa	15.50	15.50	0.00
220	Leisure - LeisureSmart card - family - pa	78.00	78.00	0.00
221	Leisure - LeisureSmart card - staff - pa	8.25	-	-8.25
222	Leisure - LeisureSmart card - joining fee	8.25	-	-8.25
223	Leisure - LeisureSmart card - replacement card	4.25	4.50	0.25
224	Leisure - LeisurePass - off peak - pa	4.25	-	-4.25
225	Leisure - Leisure Pass - Non Residents - Off peak - pa	4.25	-	-4.25
226	Leisure - fitness gym - STD card holder	5.25	5.30	0.05
227	Leisure - fitness gym - adult off peak	4.25	-	-4.25
228	Leisure - fitness gym - concession card holder	2.00	2.65	0.65
229	Leisure - fitness gym - fit for life	2.80	-	-2.80
230	Leisure - fitness gym - STD card holder induction	12.00	12.00	0.00
231	Leisure - fitness gym - Concession card holder induction	6.00	6.00	0.00

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	Description of Service	Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase
232	Leisure - badminton - adult peak 30 mins	5.70	-	-5.70 -100.00
233	Leisure - badminton - adult off peak 30 mins	4.70	-	-4.70 -100.00
234	Leisure - badminton - junior peak 30 mins	4.80	-	-4.80 -100.00
235	Leisure - badminton - junior off peak 30 mins	2.75	-	-2.75 -100.00
236	Leisure - badminton - leisure pass 30 mins	2.35	-	-2.35 -100.00
237	Leisure - badminton - STD non card holder peak 1 hour	10.25	10.25	0.00 0.00
238	Leisure - badminton - STD non card holder off peak 1 hour	8.50	8.50	0.00 0.00
239	Leisure - badminton - junior peak 60 mins	8.50	-	-8.50 -100.00
240	Leisure - badminton - junior off peak 60 mins	4.00	4.25	0.25 6.25
241	Leisure - badminton - Concession card holder 60 mins	4.00	-	-4.00 -100.00
242	Leisure - squash court STD non card holder peak	7.75	7.75	0.00 0.00
243	Leisure - squash court STD non card holder off peak	5.75	5.75	0.00 0.00
244	Leisure - squash court junior peak	6.50	-	-6.50 -100.00
245	Leisure - squash court concession off peak	3.40	2.90	-0.50 -14.71
246	Leisure - squash court - Concession card holder	3.35	-	-3.35 -100.00
247	Leisure - table tennis STD non card holder peak	3.60	3.60	0.00 0.00
248	Leisure - table tennis STD non card holder off peak	3.10	3.10	0.00 0.00
249	Leisure - table tennis junior peak	2.90	-	-2.90 -100.00
250	Leisure - table tennis junior off peak	2.10	-	-2.10 -100.00
251	Leisure - table tennis - Concession card holder	2.10	1.50	-0.60 -28.57
252	Leisure - creche per child per hour	2.20	3.00	0.80 36.36
253	Creche room hire	51.50	51.50	0.00 0.00
254	Leisure - five a side pitch outdoor synthetic STD non card holder peak	31.00	41.00	10.00 32.26
255	Leisure - five a side pitch outdoor synthetic STD non card holder off peak	26.00	36.00	10.00 38.46
256	Leisure - five a side pitch outdoor synthetic concession card holder peak	21.00	21.00	0.00 0.00
257	Leisure - five a side pitch outdoor synthetic concession card holder off peak	15.50	15.50	0.00 0.00
258	Leisure - five a side pitch outdoor tarmac STD non card holder peak	21.00	20.00	-1.00 -4.76
259	Leisure - five a side pitch outdoor tarmac STD non card holder off peak	15.50	14.50	-1.00 -6.45
260	Leisure - five a side pitch outdoor tarmac concession card holder peak	10.50	10.50	0.00 0.00
261	Leisure - five a side pitch outdoor tarmac concession off peak	8.00	8.00	0.00 0.00
262	Leisure - hall hire Goresbrook full peak -ph	105.00	82.00	-23.00 -21.90
263	Leisure - hall hire Goresbrook full off peak - ph	77.50	65.60	-11.90 -15.35
264	Leisure - hall hire Goresbrook half peak - ph	62.00	41.00	-21.00 -33.87
265	Leisure - half hall hire Goresbrook- off peak - ph	41.50	32.80	-8.70 -20.96
266	Leisure - hall hire Goresbrook quarter peak	26.00	10.25	-15.75 -60.58
267	Leisure - hall hire Goresbrook quarter off peak	21.00	8.50	-12.50 -59.52
268	Leisure - Dance Studio	70.00	52.00	-18.00 -25.71
269	Leisure - hall hire Wood Lane/Abbey full peak	46.50	41.00	-5.50 -11.83
270	Leisure - hall hire Wood Lane/Abbey full off peak	36.00	32.80	-3.20 -8.89
271	Leisure - hall hire Wood Lane/Abbey half peak	23.25	20.50	-2.75 -11.83
272	Leisure - hall hire Wood Lane/Abbey half off peak	18.00	16.40	-1.60 -8.89
273	Leisure - hall hire Wood Lane/Abbey quarter peak	11.50	10.25	-1.25 -10.87

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	Description of Service	Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase
274	Leisure - hall hire Wood Lane/Abbey quarter off peak	9.00	8.50	-0.50
275	Leisure - Dance Studio - Abbey	27.00	27.00	0.00
276	Leisure - Dance Studio - WLSC	27.00	27.00	0.00
277	Leisure - rifle range per hour (Authorised Clubs) - WLSC	18.50	18.50	0.00
278	Leisure - meeting room users with public liability insurance	27.00	-	-27.00
279	Leisure - meeting room users without public liability insurance	31.00	-	-31.00
280	Leisure - meeting room hire - Licence Extension (Temporary Event Notice)	120.00	-	-120.00
281	Bar	57.00	57.00	0.00
282	Leisure - swimming Dagenham/Abbey STD non card holder	3.20	3.30	0.10
283	Leisure - swimming Goresbrook STD non card holder	4.00	4.00	0.00
284	Leisure - swimming Dagenham/Abbey concession	2.10	2.20	0.10
285	Leisure - swimming Goresbrook concession	2.30	2.20	-0.10
286	Leisure - swimming Dagenham/Abbey family	10.50	10.50	0.00
287	Leisure - swimming Goresbrook family	12.50	12.50	0.00
288	Leisure swimming Dagenham/Abbey family (single parent)	7.25	7.25	0.00
289	Leisure swimming Goresbrook family (single parent)	8.50	8.50	0.00
290	Leisure - Swim for a Quid	1.00	-	-1.00
291	Funsplash - ASC	2.20	-	-2.20
292	Funsplash - DSP	2.20	-	-2.20
293	Parent & Baby - DSP	3.20	3.20	0.00
294	Parent & Baby - GLC	4.00	4.00	0.00
295	Leisure - swimming lessons STD non card holder 10 lessons	51.50	51.50	0.00
296	Leisure - swimming lessons STD card holder 10 lessons	41.50	41.50	0.00
297	Leisure - swimming lessons concession non card holder 10 lessons	41.50	41.50	0.00
298	Leisure - swimming lessons concession card holder 10 lessons	31.00	36.50	5.50
299	One to One Swimming lessons - All sites	15.50	15.50	0.00
300	One to One Swimming lessons - GLC	15.50	-	-15.50
301	Education School Swimming	1.90	1.90	0.00
302	Leisure - swimming pool hire - Galas - Dagenham 3 hours	290.00	290.00	0.00
303	Leisure - swimming pool hire - Galas - Dagenham hourly over run charge	115.00	115.00	0.00
304	Leisure - swimming pool hire - clubs per hour Abbey main pool	46.50	46.50	0.00
305	Leisure - swimming pool hire - clubs per hour Dagenham main pool	51.50	51.50	0.00
306	Leisure - swimming pool hire - clubs per hour Dagenham learner pool	32.75	32.75	0.00
307	Leisure - swimming pool hire - clubs per hour Dagenham diving pool	39.00	39.00	0.00
308	50+ Aquarobics	3.10	-	-3.10
309	Aquarobics	4.40	-	-4.40
310	All Aerobics/workout sessions - STD card holder	4.40	4.50	0.10
311	Legs, Burns & Tums	4.40	-	-4.40
312	Staff Aerobics	3.40	3.50	0.10
313	Body Training Systems	5.00	-	-5.00
314	Circuit Training	4.50	-	-4.50
315	Aerobic Circuit	4.50	-	-4.50

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	Description of Service		Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase
316	Yoga 1hr	*	4.50	-	-4.50 -100.00
317	Pilates	*	4.50	-	-4.50 -100.00
318	50+ Aerobics	*	3.10	-	-3.10 -100.00
319	Fit Ball	*	4.50	-	-4.50 -100.00
320	Elderberries - include 50+ sessions	*	3.20	3.20	0.00 0.00
	Memberships				
321	Joining Fee	**	36.00	20.00	-16.00 -44.44
	Active Fitness				
322	Active Fitness - Adult	**	36.00	36.00	0.00 0.00
323	Active Fitness - Couple	**	62.00	62.00	0.00 0.00
324	Active Fitness - Family	**	82.50	-	-82.50 -100.00
325	Active Fitness - Staff	**	23.25	23.50	0.25 1.08
326	Active Fitness - Concession (Student/Elders/Graduate)	**	23.25	23.50	0.25 1.08
327	Active Fitness - Elders	**	23.25	-	-23.25 -100.00
328	Active Fitness - Student	**	23.25	-	-23.25 -100.00
	Active Rackets				
329	Active Rackets - Adult	**	36.00	-	-36.00 -100.00
330	Active Rackets - Couple	**	62.00	-	-62.00 -100.00
331	Active Rackets - Family	**	82.50	-	-82.50 -100.00
332	Active Rackets - Staff	**	23.25	-	-23.25 -100.00
333	Active Rackets - Graduate	**	23.25	-	-23.25 -100.00
334	Active Rackets - Elders	**	23.25	-	-23.25 -100.00
335	Active Rackets - Student	**	23.25	-	-23.25 -100.00
336	Active Rackets - Kids	**	18.00	-	-18.00 -100.00
	Active Aqua				
337	Active Aqua - Adults	**	25.75	26.00	0.25 0.97
338	Active Aqua - Couple	**	41.25	41.50	0.25 0.61
339	Active Aqua - Family	**	62.00	-	-62.00 -100.00
340	Active Aqua - Staff	**	23.25	23.50	0.25 1.08
341	Active Aqua - Concession (Students/Elders/Graduate)	**	23.25	23.50	0.25 1.08
342	Active Aqua - Elders	**	23.25	-	-23.25 -100.00
343	Active Aqua - Student	**	23.25	-	-23.25 -100.00
344	Active Aqua - Kids	**	12.75	-	-12.75 -100.00
	Active Health				
345	Active Health - Adult	**	25.75	-	-25.75 -100.00
346	Active Health - Couple	**	47.50	-	-47.50 -100.00
347	Active Health - Staff	**	23.25	-	-23.25 -100.00
348	Active Health - Graduate	**	23.25	-	-23.25 -100.00
349	Active Health - Elders	**	23.25	-	-23.25 -100.00
350	Active Health - Student	**	23.25	-	-23.25 -100.00
	Premier Active				
351	Premier Active - Adult	**	41.50	-	-41.50 -100.00

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	Description of Service	Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase
352	Premier Active - Couple	68.00	-	-68.00 -100.00
353	Premier Active - Family	84.50	-	-84.50 -100.00
354	Premier Active - Staff	23.50	-	-23.50 -100.00
355	Premier Active - Graduate	23.50	-	-23.50 -100.00
356	Premier Active - Elders	23.50	-	-23.50 -100.00
357	Premier Active - Student	23.50	-	-23.50 -100.00
358	Premier Active - Kids	20.50	-	-20.50 -100.00
	Fitness Gym			
359	Junior Gym - Concession card holder	3.30	3.30	0.00 0.00
360	Junior Gym Induction - Concession card holder	3.60	3.60	0.00 0.00
361	Personal Programme	20.50	-	-20.50 -100.00
362	Fitness Assessment	20.50	-	-20.50 -100.00
363	Fit for Life Assessment	6.90	-	-6.90 -100.00
364	Personal Training	26.00	26.00	0.00 0.00
365	Health Checks	26.00	26.00	0.00 0.00
366	Health Check - Leisure Pass	13.00	-	-13.00 -100.00
	Holiday Activities			
367	Half Day	5.15	5.15	0.00 0.00
368	Full Day	8.75	8.75	0.00 0.00
369	Week	41.20	41.20	0.00 0.00
370	Half Day - WLSC	5.15	-	-5.15 -100.00
371	Full Day - WLSC	8.75	-	-8.75 -100.00
372	Week - WLSC	41.20	-	-41.20 -100.00
	Courses			
373	NPLQ	220.00	225.00	5.00 2.27
374	NPLQ Renewal	75.00	78.00	3.00 4.00
375	First Aid at Work	220.00	225.00	5.00 2.27
376	First Aid at Work - Renewal	75.00	78.00	3.00 4.00
	Images			
377	Essentials Facial	26.95	-	-26.95 -100.00
378	Les Aromatics	32.95	-	-32.95 -100.00
379	Hydradermie	43.50	-	-43.50 -100.00
380	Hydradermie Plus	63.95	-	-63.95 -100.00
381	Liftosome single	40.50	-	-40.50 -100.00
382	Lifrosome Treatment (Course of 2)	79.50	-	-79.50 -100.00
383	Beaute Neuve	36.00	-	-36.00 -100.00
384	Beaute Neuve - Course of 3	99.00	-	-99.00 -100.00
385	Hydradermie Lift	49.50	-	-49.50 -100.00
386	Hydradermie Lift First Treatment	27.95	-	-27.95 -100.00
387	Hydradermie Lift Deluxe	59.50	-	-59.50 -100.00
388	Extra Lift	67.00	-	-67.00 -100.00
389	Hydradermie Lift & Facial	67.00	-	-67.00 -100.00

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	Description of Service	Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase
390	Eyelash Tint	15.50	-	-15.50 -100.00
391	Eyebrow Tint	8.50	-	-8.50 -100.00
392	Eyelash/Brow Tint	22.00	-	-22.00 -100.00
393	Eyebrow Shape	8.25	-	-8.25 -100.00
394	Basic Manicure	18.50	-	-18.50 -100.00
395	Basic Manicure & Polish	22.95	-	-22.95 -100.00
396	Luxury Manicure	26.95	-	-26.95 -100.00
397	Mens Hand Grooming Treatment	16.00	-	-16.00 -100.00
398	Mens Luxury Hand Treatment	21.00	-	-21.00 -100.00
399	Basic Pedicure	26.50	-	-26.50 -100.00
400	Luxury Pedicure	30.50	-	-30.50 -100.00
401	Mens Luxury Foot Treatment	27.00	-	-27.00 -100.00
402	Tired Feet Treatment	20.95	-	-20.95 -100.00
403	Cracked Heels/Foot Treatment	27.95	-	-27.95 -100.00
404	Cracked Heels - Course of 3	75.50	-	-75.50 -100.00
	Swedish			
405	Full Body	32.95	-	-32.95 -100.00
406	Half Body	24.95	-	-24.95 -100.00
407	Full Body (+Scalp, Face & Neck)	43.50	-	-43.50 -100.00
408	Tranquility Massage	44.95	-	-44.95 -100.00
409	Vitality Massage	41.50	-	-41.50 -100.00
410	Images Sports Massage	29.50	-	-29.50 -100.00
411	Body Bein Atre (by Guimo)	52.95	-	-52.95 -100.00
412	Aromatic Body Treatment	53.50	-	-53.50 -100.00
413	Full Body Exfoliation	31.50	-	-31.50 -100.00
414	Universal Contour Wrap	65.00	-	-65.00 -100.00
415	Universal Contour Wrap (Course of 3)	165.00	-	-165.00 -100.00
416	Eurowave Inch Lose Treatment	18.00	-	-18.00 -100.00
417	Eurowave Trial Session	9.50	-	-9.50 -100.00
418	Eurowave Inch Lose (Course of 10)	150.00	-	-150.00 -100.00
419	Anesi Cellulite/Skin Firming	28.50	-	-28.50 -100.00
420	Anesi Cellulite/Skin Firming (Course of 6)	150.00	-	-150.00 -100.00
421	Anesi Cellulite/Skin Firming (Course of 10)	245.00	-	-245.00 -100.00
	Waxing			
422	Full Leg	30.95	-	-30.95 -100.00
423	Full Leg, Bikini, Under Arm	38.95	-	-38.95 -100.00
424	Half Leg	15.50	-	-15.50 -100.00
425	3/4 Leg	23.50	-	-23.50 -100.00
426	Bikini Line	9.50	-	-9.50 -100.00
427	Half Leg and Bikini	24.50	-	-24.50 -100.00
428	Extended Bikini Line	13.50	-	-13.50 -100.00
429	Under Arm	9.50	-	-9.50 -100.00

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	Description of Service	Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase
430	Upper Lip	8.50	-	-8.50 -100.00
431	Chin	8.50	-	-8.50 -100.00
432	Upper Lip & Chin	13.50	-	-13.50 -100.00
433	Eyebrow Shape	8.50	-	-8.50 -100.00
434	Forearm or half arm	16.50	-	-16.50 -100.00
435	Full Arm	22.00	-	-22.00 -100.00
436	Full Back	31.50	-	-31.50 -100.00
437	Upper Back	22.50	-	-22.50 -100.00
438	Brazilian	24.50	-	-24.50 -100.00
439	Electrolysis - 15 mins	14.00	-	-14.00 -100.00
440	Electrolysis - 30 mins	25.00	-	-25.00 -100.00
	Sun Bed			
441	Sun Bed - 5 mins	3.25	-	-3.25 -100.00
442	Sun Bed - 10 mins	6.50	-	-6.50 -100.00
443	Sun Bed - Course - 60 mins	32.50	-	-32.50 -100.00
444	Sun Bed - Course - 100 mins	52.00	-	-52.00 -100.00
445	Power Tower - 5 mins	4.25	-	-4.25 -100.00
446	Power Tower - 10 mins	8.50	-	-8.50 -100.00
447	Power Tower - Course - 60 mins	42.50	-	-42.50 -100.00
448	Power Tower - Course - 100 mins	70.00	-	-70.00 -100.00
449	St Tropex Instant Tan - Full Body	42.50	-	-42.50 -100.00
450	St Tropex Instant Tan - Half Body (upper or lower)	25.00	-	-25.00 -100.00
451	St Tropex Instant Tan - Face only	16.50	-	-16.50 -100.00
452	Health Suite - STD card holder Peak	7.50	7.50	0.00 0.00
453	Health Suite - STD card holder Off Peak	6.50	6.50	0.00 0.00
454	Mens Hot Towel Facial	20.00	-	-20.00 -100.00
455	Mens Delux Hot Towel Facial	35.00	-	-35.00 -100.00
	New Leisure Centre Prices			
456	Leisure - badminton - STD card holder peak 1 hour	-	9.25	9.25
457	Leisure - badminton - STD card holder off peak 1 hour	-	7.50	7.50
458	Leisure - fitness gym - Std non card holder induction	-	13.00	13.00
459	Leisure - squash court - STD card holder peak	-	6.75	6.75
460	Leisure - squash court - STD non card holder off peak	-	4.75	4.75
461	Leisure - table tennis - STD card holder peak	-	2.60	2.60
462	Leisure - table tennis - STD card holder off peak	-	2.10	2.10
463	Leisure - swimming Dagenham/Abbey STD card holder	-	2.30	2.30
464	Leisure - swimming Goresbrook STD card holder	-	3.00	3.00
465	All Aerobics/workout sessions - STD non card holder	-	5.50	5.50
466	All Aerobics/workout sessions - Concession card holder	-	3.20	3.20
467	Junior Gym - non card holder	-	3.80	3.80
468	Junior Gym Induction - non card holder	-	4.10	4.10

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	Description of Service	Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase
469	Active Gym only	-	28.00	28.00
470	Active Fitness - Junior Membership	-	16.00	16.00
471	Admission Fee - STD	-	1.00	1.00
472	Admission Fee - Concession	-	0.50	0.50
473	Club/Block booking charge per booking 1-20 people - STD	-	20.00	20.00
474	Club/Block booking charge per booking 21-40 people - STD	-	40.00	40.00
475	Club/Block booking charge per booking 41+ people - STD	-	45.00	45.00
476	Club/Block booking charge per booking 1-20 people - Concession	-	10.00	10.00
477	Club/Block booking charge per booking 21-40 people - Concession	-	20.00	20.00
478	Club/Block booking charge per booking 41+ people - Concession	-	22.50	22.50
479	Function/Weddings/Parties and Presentations Charge per hour 1-200 people	-	150.00	150.00
480	Function/Weddings/Parties and Presentations Charge per hour 201-400 people	-	300.00	300.00
481	Function/Weddings/Parties and Presentations Charge per hour 401+ people	-	450.00	450.00
482	Therapy Room per hour	-	6.50	6.50
483	Health Suite - STD non card holder peak	-	8.50	8.50
484	Health Suite - STD non card holder off peak	-	7.50	7.50
	Park Sports			
485	Parks - pitch and putt - annual season ticket	124.00	-	-124.00
486	Parks - pitch and putt - junior/senior citizen - annual season ticket	103.00	-	-103.00
487	Parks - pitch and putt - Adult	4.65	-	-4.65
488	Parks - pitch and putt - student	4.15	-	-4.15
489	Parks - pitch and putt - senior citizens	3.60	-	-3.60
490	Parks - pitch and putt - junior	3.60	-	-3.60
491	Parks - pitch and putt - Adult Smartcard holder	3.60	-	-3.60
492	Parks - pitch and putt - Junior Smartcard holder	2.60	-	-2.60
493	Parks - Central & Barking Park tennis court - Adults per court - 4 Players per court Maximum	5.50	5.50	0.00
494	Parks - Central & Barking Park tennis court - Juniors per court - 4 Players per court Maximum	3.30	3.30	0.00
495	Parks - Cricket adults - Mayesbrook Park & St Chad's Park	66.00	66.00	0.00
496	Parks - Cricket juniors - Mayesbrook Park & St Chad's Park	33.00	33.00	0.00
497	Barking Park - Cricket Net	6.70	6.70	0.00
498	Parks - Cricket - Adults 40 games plus pavilion - Mayesbrook Park & St Chad's Park	2,640.00	2,640.00	0.00
499	Cricket Clubs with Delegated Management / Lease Agreement on Pavilion Facilities - Adults	46.20	46.20	0.00
500	Cricket Clubs with Delegated Management / Lease Agreement on Pavilion Facilities - Adults	1,848.00	1,848.00	0.00
501	Cricket Clubs with Delegated Management / Lease Agreement on Pavilion Facilities - Juniors	23.00	23.00	0.00
502	Parks - Football pitch - adults	56.00	56.00	0.00
503	Parks - Football pitch - Juniors	28.00	28.00	0.00
504	Parks - Football pitch - Mini Soccer	14.00	14.00	0.00

FEES AND CHARGES 2010/11

APPENDIX A

KEY - Not Vatable *
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	Description of Service	Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase
505	Parks - Football pitch adults season prepaid by 01/10/10 - 30 Games (15% discount for full payment before 01/10/10)	1,428.00	1,428.00	0.00
506	Parks - Football pitch adults season (30 games) paid by 6 installments - first on signature of contract and 5 equal payments Sept, Oct, Nov, Dec & Jan. - 30 games	1,680.00	1,680.00	0.00
507	Parks - Football pitch adults season prepaid by 1/10/10 - Alternate weeks - 15 Games (15% discount for full payment before 01/10/10)	714.00	714.00	0.00
508	Parks - Football pitch adults season(15 games) paid by 6 installments - first on signature of contract and 5 equal payments Sept, Oct, Nov, Dec & Jan. - 15 games	840.00	840.00	0.00
509	Parks - Football pitch juniors season prepaid weekly by 01/10/10 - 30 Games (15% discount for full payment before 01/10/10)	714.00	714.00	0.00
510	Parks - Football pitch juniors season paid by 6 installments - first on signature of contract and 5 equal payments Sept, Oct, Nov, Dec & Jan. - 30 games	840.00	840.00	0.00
511	Parks - Football pitch juniors season prepaid by 1/10/10 - Alternate weeks - 15 Games (15% discount for full payment before 01/10/10)	357.00	357.00	0.00
512	Parks - Football pitch juniors season (15 games) paid by 6 installments - first on signature of contract and 5 equal payments Sept, Oct, Nov, Dec & Jan. - 15 games	420.00	420.00	0.00
513	Parks - football training permit - up to 50 participants	32.00	32.00	0.00
514	Parks - football training permit - up to 200 participants	64.00	64.00	0.00
515	Parks - football clubs with delegated management of facilities - adults per pitch per game	39.20	39.20	0.00
516	Parks - football clubs with delegated management of facilities - juniors per pitch per game	19.60	19.60	0.00
517	Parks - football clubs with delegated management of facilities - mini soccer per game	9.80	9.80	0.00
518	Parks - football clubs with delegated management of facilities - adults 30 weeks	1,176.00	1,176.00	0.00
519	Parks - football clubs with delegated management of facilities - juniors 30 weeks	588.00	588.00	0.00
520	Parks - football clubs with delegated management of facilities - adults 15 weeks	588.00	588.00	0.00
521	Parks - football clubs with delegated management of facilities - juniors 15 weeks	294.00	294.00	0.00
522	Parks - Rugby per game	56.00	56.00	0.00
523	Parks - Rugby 30 week season- included previously with football pitches	1,680.00	1,680.00	0.00
524	Parks - Rugby pitch adults season prepaid by 01/10/10 - 30 Games (15% discount for full payment before 01/10/10)	1,428.00	1,428.00	0.00
525	Parks - Hurling per season	325.00	325.00	0.00
526	Parks - Bowling Greens - club rental price per green	4,017.00	4,017.00	0.00
527	Parks - Bowling Greens - Pavilion (20% Discount for Parsloes Park)	1,030.00	1,030.00	0.00
528	Parks - Bowling Greens - Club guest charge per hour (kept by bowling club) - Adult	3.20	3.20	0.00
529	Parks - Bowling Greens - Club guest charge per hour (kept by bowling club) - Junior / Senior Citizen	1.55	1.55	0.00
530	Parks - Pavilion Hire, The Leys - occasional letting 4hrs - Mon to Sat	160.00	160.00	0.00
531	Parks - Pavilion Hire, The Leys - occasional letting 4hrs - Sun	215.00	215.00	0.00
532	Parks - Pavilion Hire, The Leys - occasional letting - Additional hourly charge for above 4hrs use	32.00	32.00	0.00
533	Parks - Athletics - Licence Agreement with Mayesbrook and Havering AA (HMA) for use 3 times a week	5,950.00	5,950.00	0.00
534	Parks - Athletics - hourly charge for HMA use of arena	17.50	17.50	0.00

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	Description of Service	Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase
535	Parks - Athletics - hourly charge for use of arena by schools and other groups	35.00	35.00	0.00
536	Aero Club - Licence Agreement with Dagenham Model Aero Club	196.00	196.00	0.00
537	Barking Park Lodge Café - (New Charge in 2009/10)	8,500.00	8,500.00	0.00
538	Barking Park Model Railway - (New Charge in 2009/10)	1.00	1.00	0.00
539	Parks - Rugby 30 week season- junior	-	840.00	840.00
540	Parks - Rugby 30 week season (15% discount if paid in full by 1/10/10)	-	714.00	714.00
541	Maysbrook Football Ground per game	-	85.00	85.00
542	Maysbrook Football Ground - training session with floodlights	-	31.00	31.00
	Allotments			
543	Cost per acre of usable allotment land leased to Allotment Associations	105.00	105.00	0.00
	Ranger Services			
544	Environmental Education - 30 Students Maximum (School Visits to Eastbrookend Country Park, The Chase & use of Millennium Centre)	38.15	38.15	0.00
545	Millennium Centre - Internal Organisations - Hire of Classroom	8.75	8.75	0.00
546	Millennium Centre - External Organisations - Hire of Classroom	13.25	13.25	0.00
547	Millennium Centre - Out of Hours Hire - subject to staff availability	32.50	32.50	0.00
548	Angling License - Valence Moat (BecMain)	262.65	262.65	0.00
549	Outreach Sessions in Parks and Open Spaces	32.50	32.50	0.00
550	Out of Borough Schools - for standard 2 hour visit	65.00	65.00	0.00
551	Bardag Lake - Bardag Angling Society	4,011.85	4,011.85	0.00
552	Lake - Tom Thumb - Lake currently being redeveloped.	550.00	550.00	0.00
553	Lake - Eastbrook Pond & Chase Waters	2,111.50	2,111.50	0.00
554	Lake - Hooks Hall Pond	1,214.11	1,214.11	0.00
555	Lake - The Members Pool	950.18	950.18	0.00
	CHILDREN'S SERVICES			
	Childcare Services			
556	Early Years -Day Nurseries and Children's Centres - full time weekly rate	185.00	190.00	5.00
557	Early Years -Day Nurseries and Children's Centres - daily rate - morning session	18.50	21.00	2.50
558	Early Years -Day Nurseries and Children's Centres - daily rate - afternoon session	18.50	19.00	0.50
	CUSTOMER SERVICES			
	Environmental Services			
559	Trade Refuse Collection - Refuse Sacks	3.54	3.89	0.35
560	Trade Refuse Collection - Euro or Paladin Bin Per Collection	17.79	19.57	1.78
561	Trade Refuse Collection - Euro or Paladin Bin Per Collection where there are more than six units on site	12.45	13.70	1.25
562	Trade Refuse Collection - Euro or Paladin Bin Annual rental	95.96	105.56	9.60

FEES AND CHARGES 2010/11

APPENDIX A

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	Description of Service	Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase
563	9 Cubic yard Demountable container -Charge per Collection	168.81	185.69	16.88
564	9 Cubic yard Demountable container - Annual rental	585.10	643.61	58.51
565	Clinical Waste Collections - Annual charge for weekly collections	321.30	353.43	32.13
566	Clinical Waste Collections - Charge per sack	6.42	7.06	0.64
567	Clinical Waste Collections - box	6.42	7.06	0.64
568	Miscellaneous Services - Cesspool Emptying	172.22	172.22	0.00
569	Miscellaneous Services - Motor cycle MOT	30.31	30.31	0.00
570	Miscellaneous Services - Motor Cycle with sidecar MOT	38.68	38.68	0.00
571	Miscellaneous Services - Class IV MOT Test	56.20	56.20	0.00
572	Miscellaneous Services - Class V MOT Test (13 to 16 seats)	61.00	61.00	0.00
573	Miscellaneous Services - Class V MOT Test (Over 16 seats)	82.71	82.71	0.00
574	Miscellaneous services - Class VII MOT Test	60.05	60.05	0.00
	Licences			
575	Licences - Authorisations for Hypnotism under section 2 of The Hypnotism Act- Premises capacity up to 150	220.00	242.00	22.00
576	Licences - Authorisations for Hypnotism under section 2 of The Hypnotism Act- Premises capacity 151-300	382.00	410.00	28.00
577	Licences - Authorisations for Hypnotism under section 2 of The Hypnotism Act- Premises capacity 301-600	705.00	776.00	71.00
578	Licences - Authorisations for Hypnotism under section 2 of The Hypnotism Act- Premises capacity 601-1,000	1,283.00	1,411.00	128.00
579	Licences - Authorisations for Hypnotism under section 2 of The Hypnotism Act- Premises capacity 1,001-2,500	2,438.00	2,682.00	244.00
580	Licences - Authorisations for Hypnotism under section 2 of The Hypnotism Act- Premises capacity 2,501-4000	3,870.00	4,257.00	387.00
581	Licences - Special treatment premises- health and safety at work (a1) Issue	347.00	382.00	35.00
582	Licences - Special treatment premises- health and safety at work (b1) Renewal	347.00	382.00	35.00
583	Licences - Special treatment premises- health and safety at work (c1) Variation	347.00	382.00	35.00
584	Licences - Special treatment premises- health and safety at work (d1) Transfer	347.00	382.00	35.00
585	Licences - Animals (a) Dog Breeders	185.00	200.00	15.00
586	Licences - Animals (b) Riding Establishments	497.00	547.00	50.00
587	Licences - Animals (c) Animal Boarding	347.00	382.00	35.00
588	Licences - Animals (d) Pet Shops	278.00	300.00	22.00
589	Licences - Animals (e) Dangerous Wild Animals	347.00	382.00	35.00
590	Licences - Sex shop Licence	20,475.00	22,523.00	2,048.00
591	Licences - Sex Shop - Variation	n/a	750.00	750.00
592	Licences - Safety at sports ground Act- fees charged on officer time spent processing application	158.00	174.00	16.00
593	Licences - Poisons Act -entry	104.00	114.00	10.00
594	Licences - Poisons Act -Retention or alteration	58.00	64.00	6.00
595	Licences - Auction Rooms Registration	451.00	496.00	45.00

FEES AND CHARGES 2010/11

APPENDIX A

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	Description of Service	Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase
596	Licences - Occasional Sales- up to 50 stalls/vehicles/pitches	93.00	102.00	9.00
597	Licences - Occasional Sales- 51-150 stalls/vehicles/pitches	151.00	166.00	15.00
598	Licences - Occasional Sales- over 150 stalls/vehicles/pitches	255.00	281.00	26.00
599	Licences - Motor Salvage Operators	158.00	170.00	12.00
600	Licences - Motor Salvage Operators certified copy of single register entry	35.00	39.00	4.00
601	Licences - Game Dealers	35.00	39.00	4.00
602	Other income - Pollution - Seizure of Equipment by Noise Patrol -Fee for reclamation of property (NON-BUSINESS)	185.00	185.00	0.00
603	Trespassing Animals - Reclamation of Animal (NON- BUSINESS)	70.00	70.00	0.00
604	Trespassing Animals - Kennelling Fees (NON-BUSINESS)	24.00	24.00	0.00
605	Micro chip implants - Implant and registration with national pet register per animal (VATABLE)	46.70	47.00	0.30
	New Regional Casino premises licence			
606	Application for a provisional statement	15,000.00	16,500.00	1,500.00
607	Application for a new premises licence	15,000.00	16,500.00	1,500.00
608	Application to vary a new premises licence	7,500.00	8,250.00	750.00
609	Application to transfer a premises licence	6,500.00	7,150.00	650.00
610	Application for a new premises licence with Provisional Statement	8,000.00	8,800.00	800.00
611	Annual fee	15,000.00	16,500.00	1,500.00
612	Reinstatement of a licence	6,500.00	7,150.00	650.00
613	Copy of licence	15.00	16.50	1.50
614	Notification of change of details	35.00	38.50	3.50
	New Large Casino premises licence			
615	Application for a provisional statement	10,000.00	11,000.00	1,000.00
616	Application for a new premises licence	10,000.00	11,000.00	1,000.00
617	Application to vary a new premises licence	5,000.00	5,500.00	500.00
618	Application to transfer a premises licence	2,150.00	2,365.00	215.00
619	Application for a new premises licence with Provisional Statement	5,000.00	5,500.00	500.00
620	Annual fee	10,000.00	11,000.00	1,000.00
621	Reinstatement of a licence	2,150.00	2,365.00	215.00
622	Copy of licence	15.00	16.50	1.50
623	Notification of change of details	35.00	38.50	3.50
	New Small Casino premises licence			
624	Application for a provisional statement	8,000.00	8,800.00	800.00
625	Application for a new premises licence	8,000.00	8,800.00	800.00
626	Application to vary a new premises licence	4,000.00	4,400.00	400.00
627	Application to transfer a premises licence	1,800.00	1,980.00	180.00
628	Application for a new premises licence with Provisional Statement	3,000.00	3,300.00	300.00
629	Annual fee	5,000.00	5,500.00	500.00
630	Reinstatement of a licence	1,800.00	1,980.00	180.00
631	Copy of licence	15.00	16.50	1.50
632	Notification of change of details	35.00	38.50	3.50

KEY - Not Vatable *
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	Description of Service	Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase
	Converted Casino premises licence			
633	Fast track conversion application	280.00	308.00	28.00
634	Non -Fast track conversion application	2,000.00	2,200.00	200.00
635	Application to vary a new premises licence	2,000.00	2,200.00	200.00
636	Application to transfer a premises licence	1,350.00	1,485.00	135.00
637	Annual fee	3,000.00	3,300.00	300.00
638	Reinstatement of a licence	1,500.00	1,650.00	150.00
639	Copy of licence	15.00	16.50	1.50
640	Notification of change of details	35.00	38.50	3.50
	Bingo premises licence			
641	Fast track conversion application	280.00	308.00	28.00
642	Non -Fast track conversion application	1,250.00	1,375.00	125.00
643	Application for a provisional statement	3,090.00	3,399.00	309.00
644	Application for a new premises licence	3,090.00	3,399.00	309.00
645	Application to vary a new premises licence	1,648.00	1,813.00	165.00
646	Application to transfer a premises licence	1,112.00	1,223.00	111.00
647	Application for a new premises licence with Provisional Statement	1,112.00	1,223.00	111.00
648	Annual fee	927.00	1,020.00	93.00
649	Reinstatement of a licence	1,112.00	1,223.00	111.00
650	Copy of licence	15.00	16.50	1.50
651	Notification of change of details	35.00	38.50	3.50
	Bingo premises (other) licence			
652	Fast track conversion application	280.00	308.00	28.00
653	Non -Fast track conversion application	1,350.00	1,485.00	135.00
654	Application for a provisional statement	2,781.00	3,059.00	278.00
655	Application for a new premises licence	2,781.00	3,059.00	278.00
656	Application to vary a new premises licence	1,391.00	1,530.00	139.00
657	Application to transfer a premises licence	1,112.00	1,223.00	111.00
658	Application for a new premises licence with Provisional Statement	1,112.00	1,223.00	111.00
659	Annual fee	567.00	624.00	57.00
660	Reinstatement of a licence	1,112.00	1,223.00	111.00
661	Copy of licence	15.00	16.50	1.50
662	Notification of change of details	35.00	38.50	3.50
	Betting premises (track) licence			
663	Fast track conversion application	280.00	308.00	28.00
664	Non -Fast track conversion application	1,250.00	1,375.00	125.00
665	Application for a provisional statement	2,500.00	2,750.00	250.00
666	Application for a new premises licence	2,500.00	2,750.00	250.00
667	Application to vary a new premises licence	1,250.00	1,375.00	125.00
668	Application to transfer a premises licence	950.00	1,045.00	95.00
669	Application for a new premises licence with Provisional Statement	950.00	1,045.00	95.00
670	Annual fee	1,000.00	1,100.00	100.00

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	Description of Service	Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase
671	Reinstatement of a licence	950.00	1,045.00	95.00
672	Copy of licence	15.00	16.50	1.50
673	Notification of change of details	35.00	38.50	3.50
	Adult Gaming Centre premises licence			
674	Fast track conversion application	280.00	308.00	28.00
675	Non -Fast track conversion application	950.00	1,045.00	95.00
676	Application for a provisional statement	1,854.00	2,039.00	185.00
677	Application for a new premises licence	1,854.00	2,039.00	185.00
678	Application to vary a new premises licence	927.00	1,020.00	93.00
679	Application to transfer a premises licence	927.00	1,020.00	93.00
680	Application for a new premises licence with Provisional Statement	1,112.00	1,223.00	111.00
681	Annual fee	927.00	1,020.00	93.00
682	Reinstatement of a licence	1,112.00	1,223.00	111.00
683	Copy of licence	15.00	16.50	1.50
684	Notification of change of details	35.00	38.50	3.50
	Family entertainment centre premises licence			
685	Fast track conversion application	280.00	308.00	28.00
686	Non -Fast track conversion application	950.00	1,045.00	95.00
687	Application for a provisional statement	1,854.00	2,039.00	185.00
688	Application for a new premises licence	1,854.00	2,039.00	185.00
689	Application to vary a new premises licence	927.00	1,020.00	93.00
690	Application to transfer a premises licence	927.00	1,020.00	93.00
691	Application for a new premises licence with Provisional Statement	901.00	991.00	90.00
692	Annual fee	700.00	770.00	70.00
693	Reinstatement of a licence	901.00	991.00	90.00
694	Copy of licence	15.00	16.50	1.50
695	Notification of change of details	35.00	38.50	3.50
	Graffiti & Deep Cleaning			
696	Graffiti & Deep Cleaning - First removal of graffiti - In Default (per sqm)	31.34	31.34	0.00
697	Graffiti & Deep Cleaning - Subsequent removal of graffiti - In Default (per sqm)	31.34	31.34	0.00
698	Graffiti & Deep Cleaning - First removal of graffiti - Subsidies (per sqm)	15.45	15.45	0.00
699	Graffiti & Deep Cleaning - Subsequent removal of graffiti - Subsidies (per sqm)	15.45	15.45	0.00
700	Graffiti & Deep Cleaning - First removal of graffiti - Parks (per sqm)	5.15	5.15	0.00
701	Graffiti & Deep Cleaning - Subsequent removal of graffiti - Parks (per sqm)	5.15	5.15	0.00
702	Graffiti & Deep Cleaning - Anti-Graffiti Coating - Parks (per sqm)	5.15	5.15	0.00
703	Graffiti & Deep Cleaning - First removal of graffiti is free when signed up to the Charter	-	-	0.00
704	Graffiti & Deep Cleaning - Subsequent removal of graffiti - With Charter (per sqm)	10.30	10.30	0.00
705	Graffiti & Deep Cleaning - Graffiti removal kit - With Charter	10.30	10.30	0.00
706	Graffiti & Deep Cleaning - Graffiti removal kit refill - With Charter	5.15	5.15	0.00
707	Graffiti & Deep Cleaning - Anti-Graffiti Coating - With Charter (per sqm)	5.15	5.15	0.00
708	Graffiti & Deep Cleaning - First removal of graffiti - Without Charter (per sqm)	15.45	15.45	0.00

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	Description of Service		Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase
709	Graffiti & Deep Cleaning - Subsequent removal of graffiti - Without Charter (per sqm)	***	15.45	15.45	0.00
710	Graffiti & Deep Cleaning - Graffiti removal kit - Without Charter	***	15.45	15.45	0.00
711	Graffiti & Deep Cleaning - Graffiti removal kit refill - Without Charter	***	8.24	8.24	0.00
712	Graffiti & Deep Cleaning - Anti-Graffiti Coating - Without Charter (per sqm)	***	10.30	10.30	0.00
	Pest Control				
713	Pest Control - Council Tenants Low risk insects	**	100.00	100.00	0.00
714	Pest Control - Council Tenants Squirrels per trap per week	**	128.00	128.00	0.00
715	Pest Control - Council Tenants Pigeons per hour or part plus materials	**	72.00	72.00	0.00
716	Pest Control - Owner occupiers mice	**	72.00	72.00	0.00
717	Pest Control - Owner occupiers wasps	**	72.00	72.00	0.00
718	Pest Control - Owner occupiers fleas	**	93.00	93.00	0.00
719	Pest Control - Owner occupiers rats free in 2006/07	**	35.00	35.00	0.00
720	Pest Control - Owner occupiers bedbugs	**	93.00	93.00	0.00
721	Pest Control - Owner occupiers cockroaches	**	100.00	100.00	0.00
722	Pest Control - Owner occupiers pharaoh ants	**	100.00	100.00	0.00
723	Pest Control - Owner occupiers low risk insects	**	100.00	100.00	0.00
724	Pest Control - Owner occupiers squirrels per trap per week	**	128.00	128.00	0.00
725	Pest Control - Owner occupiers pigeons per hour or part hour plus materials	**	72.00	72.00	0.00
726	Pest Control - Owner occupiers on benefits mice	**	43.00	43.00	0.00
727	Pest Control - Owner occupiers on benefit wasps	**	43.00	43.00	0.00
728	Pest Control - Owner occupiers on benefit fleas	**	57.00	57.00	0.00
729	Pest Control - Owner occupiers on benefits rats free in 2006/07	**	22.00	22.00	0.00
730	Pest Control - Owner occupiers on benefits bedbugs	**	57.00	57.00	0.00
731	Pest Control - Owner occupiers on benefits cockroaches	**	57.00	57.00	0.00
732	Pest Control - Owner occupiers on benefits pharaoh ants	**	64.00	64.00	0.00
733	Pest Control - Owner occupiers on benefits low risk insects flies ants etc	**	57.00	57.00	0.00
734	Pest Control - Owner occupiers on benefits squirrels per trap per week	**	79.00	79.00	0.00
735	Pest Control - Owner occupiers on benefits pigeons per hour or part plus materials	**	43.00	43.00	0.00
736	Pest Control - Commercial including LBBB and private landlords mice	**	107.00	107.00	0.00
737	Pest Control - Commercial including LBBB and private landlords wasps	**	107.00	107.00	0.00
738	Pest Control - Commercial including LBBB and private landlords fleas	**	139.00	139.00	0.00
739	Pest Control - Commercial including LBBB and private landlords rats	**	107.00	107.00	0.00
740	Pest Control - Commercial including LBBB and private landlords bedbugs	**	139.00	139.00	0.00
741	Pest Control - Commercial including LBBB and private landlords cockroaches	**	139.00	139.00	0.00
742	Pest Control - Commercial including LBBB and private landlords pharaoh ants	**	149.00	149.00	0.00
743	Pest Control - Commercial including LBBB and private landlords low risk insects flies ants etc	**	149.00	149.00	0.00
744	Pest Control - Commercial including LBBB and private landlords squirrels per week or part	**	192.00	192.00	0.00
745	Pest Control - Commercial including LBBB and private landlords pigeons per hour or part plus materials	**	107.00	107.00	0.00

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	Description of Service	Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase
Careline Service				
746	Social Alarm Service - Charge per annum	202.00	202.00	0.00
Registrars				
747	Nationality Checking Service Flat Charge per Document	40.00	45.00	5.00
748	Individual Citizenship Payments	55.00	60.00	5.00
749	Individual Citizenship Payments (FAMILY)	75.00	80.00	5.00
750	Marriages/Civil Partnerships at Arden House (Mon - Thurs)	80.00	90.00	10.00
751	Marriages/Civil Partnerships at Arden House (Friday)	100.00	110.00	10.00
752	Marriages/Civil Partnerships at Arden House (Sat up to 12.30pm)	185.00	200.00	15.00
753	Marriages/Civil Partnerships at Arden House (Sat from 1.45pm)	200.00	210.00	10.00
754	Marriages/Civil Partnerships at Arden House (Sunday & Bank Holidays)	350.00	370.00	20.00
755	Marriages/Civil Partnerships at Approved Premises	300.00	310.00	10.00
756	Marriages/Civil Partnerships at Approved Premises (Sundays & Bank Holidays)	350.00	370.00	20.00
757	Non-Statutory Ceremonies (Renewal of Vows & Baby Naming) (Mon-Fri)	102.18	100.00	-2.18
758	Non-Statutory Ceremonies (Renewal of Vows & Baby Naming) (Saturday)	137.93	135.00	-2.93
759	Non-Statutory Ceremonies (Renewal of Vows & Baby Naming) (Sunday)	357.61	320.00	-37.61
760	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	675.00	650.00	-25.00
761	Application for an Approved Premises- Non refundable application for renewal excluding the cost of advertisement which is the responsibility of the applicant	675.00	650.00	-25.00
762	Approved Premises- Fee for review by the Review Officer or Assembly following refusal	300.00	287.00	-13.00
763	Web Casting for Civil Marriage	10.21	10.00	-0.21
764	Non-Statutory services - commemorative certificate	10.21	10.00	-0.21
765	Citizenship - Framed Certificate	10.21	10.00	-0.21
766	Priority service for copy certificates issued same day	10.21	10.00	-0.21
767	Marriage Rehearsals	25.55	25.00	-0.55
768	Appointments for Marriage Notices outside of normal office hours	10.00	10.00	0.00
769	Birth/Death/Marriage General Search (historical search by public in indexes)	18.39	18.00	-0.39
770	Marriage - historical searches (if copy not provided)	7.16	7.00	-0.16
771	Copy full & short certificates (open)	3.57	3.50	-0.07
772	Copy full certificates (closed)	7.16	7.00	-0.16
773	Copy short certificates (closed)	5.62	5.50	-0.12
774	Registrar Attendance at place of worship (includes stat certificate)	51.59	50.50	-1.09
General Housing				
775	Eastbrookend - Travellers caravan site Weekly Licence Charge - Single Pitch	86.51	88.41	1.90
776	Eastbrookend - Travellers caravan site Weekly Licence Charge - Double Pitch	108.13	110.51	2.38
On Street Parking Services				
777	Operational Permit	66.00	66.00	0.00
778	Annual Residents Parking Permit (for first vehicle)	24.75	24.75	0.00

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	Description of Service	Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase
779	Annual Residents Parking Permit (for second vehicle)	33.00	33.00	0.00
780	Annual Residents Parking Permit (for third vehicle)	44.00	44.00	0.00
781	Annual Residents Parking Permit (for fourth and subsequent vehicle)	66.00	66.00	0.00
782	Visitor Parking Permit (10 lines) - all areas	4.95	4.95	0.00
783	Visitor Parking Permit (20 lines) - all areas	9.35	9.35	0.00
784	Annual Heathway Business Parking Permit (On Street)	129.80	129.80	0.00
785	Suspension of parking space (per place 6 metre length on street)	22.00	22.00	0.00
786	Business Permit - Annual - Dagenham East, Upney, Heathway, Beconrtee and Chadwell Heath areas	129.80	129.80	0.00
787	Business Permit - Annual - Barking Town Centre	385.00	385.00	0.00
	On-street Pay & Display - Wakering Rd, Park Av, Longbridge Rd, George St, Linton Rd, London Rd, Abbey Rd, St Paul's			
788	Up to 30 minutes	0.90	0.90	0.00
789	Up to 1 hour	1.60	1.60	0.00
790	Up to 2 hours	2.70	2.70	0.00
791	Up to 3 hours	3.80	3.80	0.00
792	Up to 4 hours	4.80	4.80	0.00
793	Shared Business Bays	376.80	376.80	0.00
	Off Street Parking Services			
794	Doctor's Parking Permit	62.50	62.50	0.00
795	30 Day Temporary Cover (Residents Permits)	12.00	12.00	0.00
796	Annual Pre-Paid Parking Permit (local worker only) - London Rd & Linton Rd	440.00	440.00	0.00
797	Quarterly Pre-Paid Parking Permit (local worker only) - London Rd & Linton Rd	125.00	125.00	0.00
798	Annual Pre-Paid Parking Permit (local worker only) - Heathway	350.00	350.00	0.00
799	Quarterly Pre-Paid Parking Permit (local worker only) - Heathway	100.00	100.00	0.00
800	Metropolitan Police (Annual) London Road Multi-Storey Car Park	220.00	220.00	0.00
801	Essential Health Worker Parking Permit	36.00	36.00	0.00
	Off-Street Pay & Display Axe St including Broadway Theatre Service Road, London Rd & North Street Shoppers Car Park, London Road Multi Storey, Linton Rd Shoppers Car Park			
802	Up to 1 hour	1.00	1.00	0.00
803	Up to 2 hours	4.65	4.65	0.00
804	Up to 4 hours	4.00	4.00	0.00
805	Up to 6 hours	7.00	7.00	0.00
806	Over 6 hours	12.50	12.50	0.00
	Off-Street Pay & Display Heathway Multi Storey Car Park			
807	Up to 1 hour - New Charge for 2009-10	0.50	0.50	0.00
808	Up to 2 hours	1.00	1.00	0.00
809	Up to 4 hours	1.70	1.70	0.00
810	Up to 6 hours	3.00	3.00	0.00

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	Description of Service	Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase
811	Over 6 hours	4.00	4.00	0.00
Highways				
812	Skip Permits	15.97	15.97	0.00
813	Footway Crossing Administration Fee	81.89	81.89	0.00
Cemeteries				
814	Grave fees - A Grade Mounded (50 years)	2,420.00	2,420.00	0.00
815	Grave fees - Mounded (50 years)	2,058.00	2,058.00	0.00
816	Grave fees - Lawn (50 years)	980.00	980.00	0.00
817	Grave fees - Children's Corner (50 years) depth for one only	349.00	349.00	0.00
818	Grave fees - Ashes only grave in Garden of Rest (25 years)	214.00	214.00	0.00
819	Grave fees - Ashes only above ground vault (25 years)	968.00	968.00	0.00
820	Internment fees - Private Grave - Non-private Grave (excluding still-born)	650.00	650.00	0.00
821	Internment fees - Additional Charge per Casket	128.00	128.00	0.00
822	Internment fees - Additional Charge per body over depth of two	111.00	111.00	0.00
823	Internment fees - Child in Non-private Grave (Aged between 3 weeks and 12 years)	113.00	113.00	0.00
824	Internment fees - Child up to the age of 12 years old in Children's Corner (depth for 1 only)	118.00	118.00	0.00
825	Internment fees - Still Born Babies & Children up to 3 weeks old	113.00	113.00	0.00
826	Cremated remains fees - Internment of child's cremated remains in Children's Corner	118.00	118.00	0.00
827	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)	161.00	161.00	0.00
828	Cremated remains fees - Each additional line in the Book of Remembrance	36.00	36.00	0.00
829	Cremated remains fees - Second Internment of cremated remains in "above ground vault".	68.00	68.00	0.00
830	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	128.00	128.00	0.00
831	Memorial fees - Provision of soil in kerb sets	59.00	59.00	0.00
832	Memorial fees - Adding inscription, levelling/straightening memorials, cleaning/restoration works	47.00	47.00	0.00
833	Use of Cemetery Chapel	77.00	77.00	0.00
834	Registration of declaration regarding Non-production of Registrar's Certificate	30.00	30.00	0.00
835	Transfer of Exclusive Right of Burial	30.00	30.00	0.00
836	Family Trace (per named entry)	24.00	24.00	0.00
837	Photocopies per A4 sheet	2.00	2.00	0.00
838	Grounds Annual Maintenance - non-lawn type grave	116.00	116.00	0.00
839	Grounds Annual Maintenance - lawn type grave	74.00	74.00	0.00
840	Memorial Benches (Standard 6ft Hardwood Bench)	599.00	599.00	0.00
841	Provision of Concrete Base onto which a bench can be placed	268.00	268.00	0.00
842	Provision of Commemorative Plaque - Standard	58.00	58.00	0.00
843	Provision of Commemorative Plaque - Large	69.00	69.00	0.00
844	Provision of Memorial Tree - (8/10 Standard Sized)	137.00	137.00	0.00
845	Provision of Memorial Tree Plaque	105.00	105.00	0.00

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	Description of Service	Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase
846	Scattering of ashes and plaque in Garden of Rest	133.00	133.00	0.00
	Housing Advice Services			
	Private Sector Leasing			
847	Private Sector Leasing, Administration Fee	100.00	100.00	0.00
	Street Trading Services			
848	Street Trading Charges- 2 metres+	265.00	265.00	0.00
849	1 to 2 metres	220.00	220.00	0.00
850	Small area (-1 metre).	167.00	167.00	0.00
851	Mobile Catering Vans	265.00	265.00	0.00
	Barking Market. Fees and Charges. Saturdays.			
852	London Road	4.00	4.15	0.15
853	Ripple Rd.	-	4.35	4.35
854	East Street	4.20	4.35	0.15
855	Station Parade	4.20	4.35	0.15
856	Old' East Street.	3.60	3.70	0.10
	Midweek (Tues/Thurs)			
857	London Road	3.10	3.20	0.10
858	Ripple Road	3.10	3.20	0.10
859	East Street	3.10	3.20	0.10
860	Station Parade	3.10	3.20	0.10
861	Old' East Street.	2.50	2.60	0.10
	RESOURCES			
	Planning Services			
862	Planning - post search enquiries - without site visit	41.00	42.00	1.00
863	Planning - post search enquiries - with site visit	65.00	66.00	1.00
864	Charges to consultant per hour	82.50	85.00	2.50
865	Street naming and Numbering Service - New property (1)	39.14	40.00	0.86
866	Street naming and Numbering Service - change of approved address	39.14	40.00	0.86
867	Street naming and Numbering Service - new Road Name	206.00	210.00	4.00
868	Street naming and Numbering Service - new property name	185.40	190.00	4.60
869	Street naming and Numbering Service Conversion of existing property to up to 4 units	92.70	95.00	2.30
870	Street naming and Numbering Service - new plots (2-25) each	30.90	31.50	0.60
871	Street naming and Numbering Service - new plots 26 to 99 each	25.75	26.25	0.50
872	Street naming and Numbering Service - new plots 100 or more each	20.60	21.00	0.40
	Local Land Charges			
	Post & DX			

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	Description of Service	Current 2009/10 Charge	Proposed 2010/11 Charge	Proposed Increase
873	Full Search	150.00	150.00	0.00
874	LLC1	67.50	67.50	0.00
875	Con 29 <R>	82.50	82.50	0.00
876	Con 29 (O) Questions	16.00	16.00	0.00
877	Additional Parcel of Land	25.00	25.00	0.00
878	Common Land Village Green	16.00	16.00	0.00
	National Land Information Service			
879	Full Search	113.00	113.00	0.00
880	LLC1	51.00	51.00	0.00
881	Con 29 <R>	62.00	62.00	0.00
882	Conn 29 (O) Questions	14.00	14.00	0.00
883	Additional Parcel of Land	23.00	23.00	0.00
884	Common Land Village Green	14.00	14.00	0.00
	Miscellaneous Services			
885	Personal Search (Currently Regulated)	11.00	22.00	11.00
886	Copy Documents - First Page	1.50	1.60	0.10
887	Copy Documents - Subsequent Pages	0.10	0.15	0.05
888	Copies of Searches	29.38	30.00	0.62
	Right To Buy (RTB)			
889	Repayment of Discount	80.00	80.00	0.00
890	Deeds of Covenant/Rectification/Variation/Enforcement	425.00	425.00	0.00
891	Licences	425.00	425.00	0.00
892	Licences for Garden Land	125.00	200.00	75.00
893	Sale of Garden Land	425.00	425.00	0.00
894	Duplicate DS1/Replacement form 53	30.00	30.00	0.00
895	Deed of Release	550.00	550.00	0.00
896	Copy Transfer	55.00	55.00	0.00
897	Notice of Assignment	75.00	75.00	0.00
898	Notice of Mortgage	75.00	75.00	0.00
899	Notice of Sub-let	75.00	75.00	0.00
900	Postponements	65.00	65.00	0.00
901	Retrieval of file	15.00	15.00	0.00
902	Retrospective Consent (charged by Housing including VAT)	125.00	125.00	0.00
903	Lease holders Enquiries (including VAT)	125.00	125.00	0.00

THE EXECUTIVE

16 FEBRUARY 2010

REPORT OF THE CORPORATE DIRECTOR OF FINANCE AND COMMERCIAL SERVICES

This report is submitted under Agenda Item 14. The Chair will be asked to decide if it can be considered at the meeting under the provisions of Section 100B(4)(b) of the Local Government Act 1972 as a matter of urgency in order to avoid any delay in the setting of the Annual strategy as part of the Council's overall budgetary framework for 2010/11.

Title: Treasury Management Annual Strategy and the Council's Prudential Indicators 2010/11	For Decision
<p>Summary</p> <p>This report deals with the Treasury Management Annual Investment Strategy Statement, Treasury and Prudential Indicators, Annual Investment Strategy and borrowing limits, in compliance under section 15 (1) (a) of the Local Government Act 2003 for consideration by the Executive.</p> <p>The production and approval of a Treasury Management Annual Strategy Statement and Annual Investment Strategy are requirements of the Council under Section 15(1) of the Local Government Act 2003. It is also a requirement of the act to set an authorised borrowing limit for the forthcoming financial year.</p> <p>The Local Government Act 2003 also requires the Council to have regard to the Prudential Code, and to set prudential indicators which take into account the Council's capital investment plans for the next 3 years.</p> <p>Wards Affected: None</p>	
<p>Recommendation(s)</p> <p>The Executive is asked to recommend the Assembly to approve:</p> <p>(i) The Treasury Management Strategy Statement for 2010/11 and, in doing so:</p> <ul style="list-style-type: none"> a) To agree an authorised borrowing limit of £200million for 2010/11 as the statutory limit determined under section 3 (1) of the Local Government Act 2003, as detailed in section 4 of the report; b) To adopt the he Borrowing Strategy and Debt Rescheduling Strategy for 2010/11 as detailed in sections 7 and 8 respectively of the report; c) To adopt the Minimum Revenue Provision Strategy for 2010/11 which sets out the Council's policy on repayment of debt, as detailed in section 9 of the report; d) To adopt the Annual Investment Strategy for 2010/11, which outlines the investments that the Council may use for the prudent management of its investment balances and benchmarks set for external managers, as set out in 	

section 10 of the report;

- e) To agree the Treasury Management Indicators and Prudential Indicators for 2010/11 as set out at Appendix A to this report; and
- f) To agree the Treasury Management Practices and Scheme of Delegation as set out at Appendix D and the Reporting Arrangements at Appendix E to this report.

Reason(s)

To ensure that the Council meets the requirements of the Local Government Act 2003.

Implications

Financial

The aim of this Treasury Management Strategy is to maximise the Council's financial resources. Detailed financial considerations are considered throughout this document.

Legal

Local authorities have power to invest under section 12 Local Government Act 2003 for any purpose relevant to their statutory functions or for the purposes of the prudent management of their financial affairs. The Council is required under the 2003 Act to have regard to any relevant guidance. In this regard the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 requires local authorities to have regard among other things to the Prudential Code for Capital Finance in Local Authorities and 'Treasury Management in the Public Services Code of Practice and Cross Sectoral Guidance Notes.

This report sets out a proposed strategy for investment in accordance with the legislation and codes of practice referred to. Members will note that the strategy includes an element of borrowing. In relation to borrowing section 3 Local Government Act 2003 requires local authorities to determine and review how much it can afford to borrow (the affordable borrowing limit). The proposed level of borrowing is within the authorised limit. In relation to capital projects local authorities are also required to charge to a revenue account a minimum amount (minimum revenue provision) for that financial year and may charge any amount in addition to the minimum in respect of the financing of capital expenditure incurred by the local authority (Local Authorities (Capital Finance and Accounting) (England) Regulations 2003).

Risk Management

This report has risk management issues for the Council, e.g. the risk that a counterparty could cease trading or that interest rates would fall adversely. The mitigation of these is contained in this report.

Staffing

No specific implications

Customer Impact

No specific implications

Safeguarding Children

No specific implications

Property / Assets No specific implications		
Options Appraisal Not applicable.		
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1. Treasury Management Strategy for 2010/11

- 1.1 The Local Government Act 2003 (the Act) and supporting regulations requires the Council to 'have regard to' the CIPFA Prudential Code and the CIPFA Treasury Management Code of Practice to set Prudential and Treasury Indicators for the next three years to ensure that the Council's capital investment plans are affordable, prudent and sustainable.
- 1.2 The Act therefore requires local authorities to set out their treasury strategy for borrowing and to prepare an Annual Investment Strategy (as required by Investment Guidance issued subsequent to the Act). This sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
- 1.3 The 2010/11 strategy covers:
 - The Legislation and changes to Legislation;
 - Revised Treasury Management Policy;
 - The treasury limits and indicators;
 - The current treasury position and borrowing position;
 - Prospects for interest rates;
 - The borrowing strategy and Borrowing Requirement;
 - The policy on borrowing in advance of need and debt rescheduling strategy;
 - The Minimum Revenue Provision strategy;
 - The Annual Investment Strategy and Investment Policies;
 - Security of Capital and creditworthiness policy;

- Statutory Requirements on Reporting of Treasury Management;

2. Legislation and Changes in Legislation

- 2.1 2009 has seen a number of changes to Treasury Management legislation and guidance. CIPFA issued an amended CIPFA Treasury Management in the Public Services Code of Practice (the Code) and Cross-Sectoral Guidance Notes.
- 2.2 The Revised CIPFA Treasury Management Code of Practice 2009 Council's are required to formally adopt the resulting Treasury Management Practice Statements included in **Appendix D** to this report. The original 2001 Code has been adopted annually in the Council's Treasury Management Strategy.

The revised Code now requires the Council's Treasury Management Strategy to be approved annually by the full Council. In addition there will be a mid year report to enable member scrutiny. Functions have also to be clearly delegated as required. This has been included in **Appendix E** to this report.

- 2.3 The Revised CIPFA Prudential Code

A revised Prudential Code was also issued by CIPFA. The authorised limit for external debt, operational boundary for external debt and actual debt indicators which were previously reported as part of the Prudential Indicators have been moved from being Prudential Indicators to being Treasury Indicators.

- 2.4 Revised Investment Guidance

The Department of Communities and Local Government has recently completed a consultation exercise on draft revised investment guidance which is to result in the issue of further investment guidance to take effect from 1 April 2010. Further details on this will be reported to members in the mid year treasury management report.

- 2.5 The Balanced Budget Requirement

It is a statutory requirement under Section 33 of the Local Government Finance Act 1992, for the Council to produce a balanced budget. In particular Section 32 requires a local authority to calculate its budget requirement for each financial year to include the revenue costs that flow from capital financing decisions. This means that increases in capital expenditure must be limited to a level whereby charges to revenue caused by borrowing and any increases in running costs are limited to a level which is affordable within the projected income of the Council for foreseeable future. This is confirmed in the Council Tax report.

3. The Revised Treasury Management Policy

- 3.1 The Council defines the policies and objectives of its treasury management activities as the management of investments, the authority's cash flows, its banking, money and capital market transactions, the effective control of the risks associated with those activities, and the pursuit of optimum performance with those risks.
- 3.2 The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management

activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the Council.

- 3.3 The Council is aware that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving best value in treasury management, and to employing suitable performance measurement techniques, within the context of effective risk management.
- 3.4 It is a statutory requirement that this Council may only borrow in sterling except with the consent of HM Treasury.

4. Treasury Limits and Indicators for 2010/11 to 2012/13

- 4.1 There are a number of treasury indicators which previously formed part of the Prudential Code, but which the new guidance has linked to the Treasury Management Code and guidance. Local authorities are still required to “have regard” to these treasury indicators.

The key treasury indicators which are still part of the Prudential Code are:

- Authorised limit for external debt;
- Operational boundary for external debt; and
- Actual external debt.

In addition the following treasury management indicators are part of the Treasury Management Code:

- Upper limits on fixed interest and variable interest exposures;
- Upper and lower limits to the maturity structure of borrowing; and
- Upper limits of the total of principal sums invested longer than 364 days.

- 4.2 It is a statutory duty under section 3 of the Local Government Act 2003 and supporting regulations, for the Council to determine and keep under review how much it can afford to borrow. The ‘Authorised Limit’ represents the legislative limit specified in the Act.
- 4.3 It is proposed that the ‘Authorised Limit’ remain at £200m for the years 2010/11 – 2012/13. The capital programme report that is also being considered on this agenda is proposing a total capital programme that will lead to a borrowing requirement of around £130m by the end of 2012/13. As this is a legal limit, sufficient headroom has been provided to ensure that any major capital investment projects where financing has yet to be finalised, are not restricted by this statutory limit. This limit would cover any short-term borrowing for cash flow purposes as well as long term borrowing for capital projects, finance leases, PFI initiatives as well as any unforeseen incidences where expected capital receipts are not forthcoming due to unexpected economic factors.
- 4.4 The code also requires the local authority to set an operational limit for the 2010/11 financial year and the following two financial years for its total external debt. The operational limit is the level at which the Council would actually need to borrow in any one year to meet its capital financing requirements for the capital programme.

A borrowing limit would apply to both short-term and long term borrowing, and would be used to address cash flow issues in the short-term and capital financing issues in the longer term.

Full details of the Council's Treasury Indicators have been included in **Appendix A** to this document.

5. Current Portfolio Position

5.1 Investments and borrowing balances

The table below shows the Council's current treasury portfolio position at 31 December 2009:

	31 December 2009	Average rate of return/payment
	£ Million	%
Investments		
Council in House Team	26.61	2.83
Scottish Widows	18.72	3.07
Investec Asset Management	37.96	1.19
Royal Bank of Scotland (RBS)	15.0	3.10
TOTAL INVESTMENTS	98.29	2.55
Borrowing		
Fixed rate Funding PWLB	30.0	4.06
Market	20.0	3.98
TOTAL BORROWING	50.0	4.02

5.2 The sum invested broadly represents the reserves, provisions and balances that the Council holds together with the impact of any difference between the collection of income and expenditure (working capital). From 1 April 2010, the pension fund cash currently managed by the Council will no longer be reported as part of the Council's balance.

5.3 Based on its cash flow forecasts, the Council anticipates its fund balances by 31st March 2010 to be approximately £110 million. This is based upon the 2009/10 capital programme expenditure profile and both agreed and forecast use of reserves and other balances.

6. Prospects for Interest Rates

6.1 The level of, and fluctuations in interest rates, are a key consideration for any treasury management strategy. In 2009/10, bank rate remained unchanged. This position is expected to continue till Q3 2010/11 with expectations tending towards a further 1.0% increase in the later part of 2011 and 2% increase in 2011/12. The Council has ensured that sufficient provision has been made in the Medium Term Financial Strategy to cover this reduction in income for 2010/11. The Council invests its portfolio throughout the year, and the level of interest rates determines the interest receipts that are generated to support ongoing revenue expenditure. The Council has set its budget based on a return of 1.5%. In order to meet this target, the Council will avoid locking into longer term deals while investment rates

are historically low unless exceptionally attractive rates are available which make longer term deals worthwhile.

- 6.2 There is a downside risk to any forecast provided for 2010/11 if the recovery from the recession proves to be weaker and slower than currently expected. To arrive at an expectation of interest rates for 2010/11, and beyond, a number of judgements and assumptions are made; in addition this involves a high degree of uncertainty.
- 6.3 The Council has appointed Sector Treasury Services as treasury adviser to the Council, part of the service provided assists the Council in formulating a view on interest rates. **Appendix B** draws together a number of current City forecasts for short-term, variable and longer fixed interest rates.

7. Borrowing Strategy and Borrowing Requirement

- 7.1 The decision to borrow is a treasury management decision and is taken by the Chief Financial Officer under delegated powers of the Council's constitution. The key objective of the Council's borrowing strategy is to secure long term funding for capital projects at borrowing rates that are as low as possible.

7.2 Borrowing Objectives

The Council will look to reducing the revenue cost of borrowing to its minimum by appraising new sources of finance and loan instruments in order to achieve minimum risk while having regard to the maturity profile of loans. The authority will consider borrowing fixed rate funds when interest rates are low and variable rates when borrowing or investment cash rates are high and expected to go lower. When the market becomes favourable to borrow the Council may have to fund known capital needs ahead of that need in order to take advantage of lower fixed term rates and market opportunities.

7.3 Borrowing Options

The option to borrow is always a financing option. The decision to borrow is being taken in consultation with our expert treasury advisors. A mix between Public Works Loans Board (PWLB) and money market loans is recommended by our treasury management advisers.

With current investment rates still low, in contrast to current borrowing rates, the Council can also consider the use of its internal investments as an alternative to borrowing, as returns on investments will be low in 2010/11.

7.4 Portfolio Mix

The Council's commenced borrowing in 2008/09, the Council will continue to seek the advice of its treasury management advisers on the best portfolio mix. It is advised that at any one point in time the Council should have a portfolio where no more than 10% of its debt matures in any one year. As the Council has only recently started to borrow, this objective will only be achieved as a portfolio of debt has been built up (i.e. the Council has more than 10 loans on its books). The Chief Financial Officer monitors the portfolio mix on a periodical basis.

7.5 Risk Evaluation

The Council will continue to borrow in tranches as the opportunities arise in the market in order to reduce financing risk.

7.6 Portfolio Life

In any debt portfolio there will be a range of maturities out as far as 70 years. As part of the proactive management of the debt portfolio these loans will be considered for debt restructuring through monitoring and where a financial benefit can be made, debt will be restructured within acceptable risk parameters in the treasury management strategy. The debt maturity profile will not stay static because when opportunities arise they are taken in order to reduce the council's underlying financing costs which will impact on the revenue budget.

7.7 The table below indicates the estimated range of total long term borrowing requirement (cumulative) from 2010/11 to 2012/13:

Borrowing Requirement	2009/10 £m Estimate	2010/11 £m Estimate	2011/12 £m Estimate	2012/13 £m Estimate
CUMULATIVE TOTAL	80 - 90	105-115	120-130	125-135

7.8 The borrowing rate forecast for 2010/11 from Sector is as follows:

- The 50 year PWLB rate is expected to fluctuate by 0.05% between quarters 1 and 2, while Q3 and Q4 is expected to fluctuate by 0.15% and 0.10%. Q1 4.70% , Q2 4.75%, Q3 4.90% and Q4 5.00%;
- Similarly, the 25 year PWLB rate is expected to increase progressively from 4.60% to 5.0% in Q4;
- The 10 year PWLB rate is expected to rise from 4.05% in Q1 2010 to 4.15% in Q2, 4.30% in Q3 and 4.45% in Q4;
- The 5 year PWLB rate is expected to rise progressively from 3.05% in Q1 to 3.40% in Q3 to reach 3.60% in Q4;
- Rates are expected to gradually rise during the year;
- Variable rate borrowing is expected to be cheaper than long term borrowing, the council will consider but amount borrowed will not exceed the treasury limits for variable borrowing;
- The forecast indicates that the borrowing strategy for 2010/11 should be to take long term borrowing at the start of the financial year because rates are expected to rise during the year; and
- There is expected to be little difference between 25 year and 50 year rates so therefore loans in the 25-30 year periods could be seen as being more attractive than 50 year borrowing as the spread between PWLB new borrowing and early repayment rates is considerably less. This maximise the potential for debt rescheduling and allow the council to rebalance its debt maturity profile.

7.9 In summary, considering the factors set above, the recommended borrowing strategy:

- Borrowing long term will be done at the early part of the financial year should rates remain in line with expectations;
- Cash balances, not identified for longer term investments, may be used to finance capital expenditure on a temporary basis as current interest rates are such that returns on cash balances are still considerably low in comparison to borrowing rates;

- PWLB 25 year borrowing rather than 50 year borrowing will be considered as the spread between PWLB new borrowing as early repayment rates is considerably less; and
- Borrowing will be in fixed rate market loans at 25 – 50 basis points below the PWLB target rate should rates remain in line with expectations.

7.10 External and Internal Borrowing

The revised Prudential Code paragraph 73 now requires each authority to explain its policy on gross and net debt, where there is a significant difference between them.

Comparison of gross and net debt positions at year end

	2008/09	2009/10	2010/11	2011/12	2012/13
	Actual	Estimate	Estimate	Estimate	Estimate
	£m	£m	£m	£m	£m
Actual External Debt (gross)	50	80	110	125	130
Cash Balances	123	110	89	98	105
Net Cash (debt)	73	30	(21)	(27)	(25)

Pension fund cash no longer included in council's balance for 2010/11

- The Council currently has a difference between gross debt and net debt (after deducting cash balances) of £39.8m
- The general aim of this treasury management strategy is to reduce the difference between the two debt levels over the next three years in order to reduce the credit risk incurred by holding investments.
- The Council during the financial year will carefully consider the difference between borrowing rates and investment rates to ensure that the Council obtain value for money.
- Low bank rates are still expected for most of 2010/11 and over the next two years in comparison to external borrowing rates this means the council will continue to utilise internal borrowing rather than external borrowing as the opportunity arises.
- Short-term savings as a result of avoiding new long term external borrowing in 2010/11 will also be considered in conjunction against the potential for incurring additional long term extra costs by delaying unavoidable new external borrowing until later years when PWLB long term rates are forecast to be significantly lower.

8. Borrowing in Advance of need and Debt Rescheduling Strategy

8.1 The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance of need will be considered carefully by the S151 Officer to ensure that this is in line with the financing of the capital programme (the "capital financing requirement"), that value for money can be demonstrated and that the Council can ensure the security of such funds.

In coming to a decision whether borrowing will take place in advance of need the Council will:

- ensure that there is a clear link between the capital programme and maturity profile of the existing debt portfolio which supports the need to take funding in advance of need;
- ensure the ongoing revenue liabilities created, and the implications for the future plans and budgets have been considered;
- evaluate the economic and market factors that might influence the manner and timing of any decision to borrow;
- consider the merits and demerits of alternative forms of funding; and
- consider the alternative interest rate bases available, the most appropriate periods to fund and repayment profiles to use.

8.3 The key decision in debt restructuring will be the ability to demonstrate value for money. The decision to reschedule will be taken by the S151 Officer under delegated powers of the Council's constitution and in consultation with the council treasury management advisers.

Significant interest savings may still be achievable through using Lenders Option Borrowers Option (LOBOs) loans and other market loans in rescheduling exercises.

8.4 Due to the short-term borrowing rates being expected to be considerably cheaper than long term rates, there are likely to be significant opportunities to generate savings by switching from long term debt to short-term debt. However these savings will be considered in light of their short-term nature and likely cost of refinancing these short-term loans once they mature. The Council is aware that any such rescheduling and repayment of debt is likely to cause a flattening of the Council's maturity profile

9. Minimum Revenue Provision (MRP) Strategy

9.1 Capital expenditure is generally expenditure on assets which have a life expectancy of more than one year e.g. buildings, vehicles, machinery etc. It would be impractical to charge the entirety of such expenditure to revenue in the year in which it was incurred therefore such expenditure is spread over several years in order to match the years over which such assets benefit the local community through their useful life. The manner of spreading this cost is known as an annual "Minimum Revenue Provision". There is no requirement for the Council to charge MRP where the Capital Financing Requirement is nil or negative at the end of the preceding year. In addition the share of the Housing Revenue Account CFR is not subject to an MRP charge.

9.2 There are four main options recommended in the guidance under which a local authority may consider its MRP to be prudent:

Option 1: Regulatory Method

Under the previous MRP regulations, MRP was set at a uniform rate of 4% of the adjusted CFR (i.e. adjusted for "Adjustment A") on a reducing balance method (which in effect meant that MRP charges would stretch into infinity). Guidance recommends that this approach must continue for all capital expenditure incurred in years before the start of this new approach. It may also be used for new capital expenditure up to the amount which is deemed to be supported through the annual borrowing allocation.

Option 2: Capital Financing Requirement Method

This is a variation on option 1 which is based upon a charge of 4% of the aggregate CFR without any adjustment for Adjustment A, or certain other factors which were brought into account under the previous statutory MRP calculation. The CFR is the measure of an authority's outstanding debt liability as depicted by their balance sheet. The Council went into debt in 2008/09.

Option 3: Asset Life Method.

This method may be applied to most new capital expenditure, including where desired that which may alternatively continue to be treated under options 1 or 2.

Under this option, it is intended that MRP should be spread over the estimated useful life of either an asset created, or other purpose of the expenditure. There are two useful advantages of this option: -

- Longer life assets e.g. freehold land can be charged over a longer period than would arise under options 1 and 2.
- No MRP charges need to be made until the financial year after that in which an item of capital expenditure is fully incurred and, in the case of a new asset, comes into service use (this is often referred to as being an 'MRP holiday'). This is not available under options 1 and 2.

There are two methods of calculating charges under option 3:

- a. equal instalment method – equal annual instalments; and
- b. annuity method – annual payments gradually increase during the life of the asset.

Option 4: Depreciation Method

Under this option, MRP charges are to be linked to the useful life of each type of asset using the standard accounting rules for depreciation (but with some exceptions) i.e. this is a more complex approach than option 3.

The same conditions apply regarding the date of completion of the new expenditure as apply under option 3.

9.3 Date of implementation

The previous statutory MRP requirements ceased to have effect after the 2006/07 financial year. Transitional arrangements included within the guidance no longer apply for the MRP charge for 2009/10 onwards. Therefore, options 1 and 2 should only be used for Supported Capital Expenditure (SCE).

9.4 Minimum Revenue Provision Policy Statement 2010/11

The Council has implemented the new MRP guidance and will assess their MRP for 2010/11 in accordance with the main recommendations contained within the guidance issued by the Secretary of State under section 21(1A) of the Local Government Act 2003.

The Council will adopt option 3 as set out above and will charge MRP over the asset life method.

Estimated life periods will be determined under delegated powers. To the extent that expenditure is not on the creation of an asset and is of a type that is subject to estimated life periods that are referred to in the guidance, these periods will generally be adopted by the Council. However, the Council reserves the right to determine useful life periods and prudent MRP in exceptional circumstances where the recommendations of the guidance would not be appropriate.

As some types of capital expenditure incurred by the Council are not capable of being related to an individual asset, asset lives will be assessed on a basis which most reasonably reflects the anticipated period of benefit that arises from the expenditure. Also, whatever type of expenditure is involved, it will be grouped together in a manner which reflects the nature of the main component of expenditure and will only be divided up in cases where there are two or more major components with substantially different useful economic lives.

10. Annual Investment Strategy and Investment Policies

10.1 The Council will have regard to the DCLG's Guidance on Local Government Investments ("the Guidance") issued in March 2004, any revisions to this guidance, the Audit Commission's report on Icelandic investments and the 2009 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). The Council's investment priorities are:

- (a) the security of capital; and
- (b) the liquidity of its investments; and

The London Borough of Barking and Dagenham will aim to achieve optimum returns on its investments after careful consideration of level of security and liquidity. The Council will not lower its counterparty ratings in order to optimise its return on investments. Borrowing of monies purely to reinvest is unlawful, the Council will not engage in such activities.

10.2 Investment instruments identified for use in the financial year are listed in **Appendix C** to this report. Under the requirements of the Investment Guidance issued by the Department of Communities, investments need to be classified into specified and non-specified. The Annual Investment Strategy states which investments the Council may use during the financial year. It is a requirement to report these investments to the Assembly for approval. It is the delegated responsibility of the S151 Officer to determine the exact instrument to use within these classifications. Appendix C also sets out:

- The procedures for determining the use and limits of each asset class of investments (advantages and associated risk), particularly if the investment falls under the category of "non-specified investments"; and
- The maximum periods for which funds may be prudently committed in each asset class.

10.3 For 2010/10, the Council will continue its strategy to invest in products which most importantly minimise risk and obtain favourable returns. The Council will maintain a mixed portfolio of investments in 2010/11. Where the maximum returns can be achieved and on the advice of our advisers, we may seek to invest in structured investment products and money market funds. In addition our external fund

managers may seek to invest in pooled money market funds with permitted weighted average maturity of less than 1 year so can be classified as specified investments. Gilts investments will continue to remain on a segregated basis.

10.4 The monitoring of counterparties will be kept under continuous review. Due to the current economic crisis and issues within the banking sector, all investments made in house will be held in UK institutions. The Council's external fund managers will operate within the credit ratings and parameters set in this strategy, but will have the flexibility to invest in institutions outside of the UK.

10.5 Each year, Council Officers consult with its treasury management advisor to determine appropriate benchmarks for investment returns. External fund managers have been informed of these proposed benchmarks and have set their investment strategies accordingly. They are as follows:

Fund Manager	2010/11 Benchmark	Reason
<ul style="list-style-type: none"> • Investec Asset Management • Scottish Widows (SWIP) 	1.50% (or 3 month LIBID, whichever is higher)	<ul style="list-style-type: none"> • Bank Rate now 0.5% as at January 2010 • Bank Rate Forecast to remain within the range of 0.5% and expected to increase to 1.5% in the later part of 2010. • Consideration given to restrictions in counterparties • Maximising of Council's return on investments at minimal risk • Maximisation of the Council's returns in order to meet budget pressures

The power to change benchmarks as above is delegated to the Chief Financial Officer.

10.7 The Council may permit its external fund managers to use instruments such as gilts, bonds, pooled funds, callable investments and other longer-dated instruments. Limits will have to be established in the use of such instruments to ensure that the Council can have access to its investments. These Treasury Management limits can be set as either a £ amount or percentage.

10.8 Investments defined as capital expenditure
The acquisition of share capital or loan capital in any body corporate is defined as capital expenditure under Section 16(2) of the Local Government Act 2003. Such investments will have to be funded out of capital or revenue resources and will be classified as 'non-specified investments'.

10.9 A loan or grant by this Council to another body for capital expenditure by that body is also deemed by regulation to be capital expenditure by this Council. It is therefore important for this Council to clearly identify if the loan has made for policy reasons (e.g. to the registered social landlord for the construction/improvement of

dwelling) or if it is an investment for treasury management purposes. The latter will be governed by the framework set by the Council for 'specified' and 'non-specified' investments.

10.10 Provisions for Credit-related losses

If any of the Council's investments appeared at risk of loss due to default, (i.e. this a credit-related loss and not one resulting from a fall in price due to movements in interest rates) the Council will make revenue provision of an appropriate amount. Where there is a loss of the principal amount borrowed due to the collapse of the institution, the Council will seek legal advice and consult with its advisers.

10.11 Investment instruments identified for use in the financial year are listed below under the 'Specified' and 'Non-Specified' Investments categories. Counterparty limits will be as set through the Council's Treasury Management Practices.

10.12 The Council's external fund managers will comply with the Annual Investment Strategy. The agreements between the Council and the fund managers also stipulate guidelines on duration and other limits in order to contain and control risk.

10.13 Investment Objectives

All investments will be in sterling. The general policy objective for this Council is the prudent investment of its treasury balances. The Council's investment priorities are the security of capital and liquidity of its investments. The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity. We have set challenging targets for 2010/11, and the risk of balancing returns with prudence will need to be managed.

10.14 The DCLG maintains that the borrowing of monies purely to invest or on-lend and make a return is unlawful and the Council will not engage in such activity.

11. Security of Capital: the Creditworthiness Policy

11.1 For the Council the duty to protect capital is paramount, improved performance is only achieved by taking effective decisions regarding the timing and duration of the investment rather than making 'higher-risk' investments to generate higher returns.

11.2 Monitoring of credit ratings:

- The Council has had regard for the new CIPFA guidance on credit ratings. This suggests that the lowest rating out of all agencies should be used to define creditworthiness. This is deemed to be unworkable as the Council's in-house team only invests in UK institutions and this would leave too few lenders on the list.
- The Council will use the creditworthiness service provided by Sector Treasury Services. Data is provided on a weekly basis. This service enables the Council to have access to ratings from all three credit rating agencies – Fitch, Moodys and Standards and Poors in addition data which reviews market indicators. This will be reviewed on an ongoing basis. The Council believes that this will provide sufficient control over creditworthiness.

- The Council will continue to keep up to date with market information, market data and information on government support for banks and credit ratings of that government support as an additional means of monitoring its counterparties. Where in doubt, the Council will seek the advice of its treasury adviser.
- If a counterparty's or investment scheme's rating is downgraded with the result that it no longer meets the Council's minimum criteria, the further use of that counterparty /investment scheme as a new investment will be withdrawn immediately;
- If counterparty is down graded but still meets the Council's minimum criteria, it would be watched closely and any further downgrading would result in the Council removing it from its lending list. It should however be noted that where the Council enters in to a fixed term deposit, the borrower has no obligation to entertain any request for premature redemption, the Council may ask for the deposit to be broken, however this is not market practice and the institution is under no obligation to comply.
- If a counterparty is upgraded so that it fulfils the Council's criteria, its inclusion will be considered and put to the S151 Officer for approval;
- The Council will establish with its fund managers their credit criteria and the frequency of their monitoring of credit ratings so as to be satisfied as to their stringency and regularity; and
- The Council will continue its approach of investing no more than 20% of its aggregate funds to any particular counterparty or £15m which ever is higher.

11.3 Country Limits and Use of Foreign Banks

To ensure that the Council's investments is not concentrated in too few counterparties or countries, the Council will invest in strong UK and non UK foreign banks which meet its minimum criteria, however the Council's internal team will only invest in UK banks and building societies except on the advise of the Council's treasury management adviser. A suitable spreading approach in itself is likely to be sufficient given the safeguard already given to the creditworthiness service.

The Council's fund managers may invest in foreign banks which in their judgement have sound standing, meet the Council's minimum credit rating criteria and whose sovereign have a AAA long-term credit rating. No more than 30% of the Council's total aggregate funds will be invested in any one country apart from the UK.

11.5 *UK banking system support package*

The Council will continue to use counterparties under the UK banking system support package. However where the Council will lend to these banks it would not only rely on the implicit guarantee given by the government but in addition consider the credit ratings of the individual bank and UK government sovereign rating.

11.6 *Use of other Local Authorities*

Where the investment is a straightforward cash loan the Local Government Act 2003 s13 suggest that the credit risk attached to English and Welsh local authorities is an acceptable one. The Council will limit its lending to local authorities in England and Wales.

11.7 *Use of Multilateral Development Banks*

S15 of the Local Government Act 2003 SI 2004 no. 534 amended provides regulations to clarify that investments in multilateral development banks were not to be treated as being capital expenditure. Should the Council invest in such institutions then only such institutions with AAA credit rating and government backing would be invested in consultation with the Council's treasury management adviser and the S151 Officer.

11.8 Use of Brokers

The Council deals with many of its counterparties directly through its daily dealings, from time to time, the Council will use the services of brokers to act as agents between the Council and its counterparties when lending or borrowing.

12. Use of External Fund Managers

12.1 It is the Council's policy to use external fund managers for part of its investment portfolio. The fund managers will use both specified and non-specified investment categories, and are contractually committed to keep the Council's investment strategy. The level of external balances is under constant review as the level of capital receipts diminishes. The performance of each manager is challenged quarterly by the S151 Officer or delegated officers and the Council's treasury advisers.

12.2 The Council currently uses two fund managers, Scottish Widows (SWIP) and Investec Asset Management. £56m of the Council's funds are currently managed on a discretionary basis by Investec and Scottish Widows. In selecting the institutions to include in their counterparty listing it is the external manager's policy to maintain a list of counterparties and assets based on the Council's set minimum criteria. This list is approved by their specialist credit team who independently research all potential counterparties before inclusion and regularly monitor and update to ensure that any change in credit worthiness and valuation is captured.

In order to comply with the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009, to ensure that the Council's cash is not pooled with the Pension Fund's cash, the Council will designate the cash managed by one its external managers for the purpose of the pension fund. It is anticipated that the £18m currently managed by SWIP is designated for this purpose and a top up provided to the sum of the difference between the pension fund cash and the cash managed by SWIP.

12.3 Both fund managers provide the Council with a periodic outlook on fund returns. For 2010/11, the worst case is 1.0%, and best case is 2.0%. These scenarios are based on the recent trend of the MPC rate which has continuously remained at 0.5% with no predicted rate change in the next two quarters.

12.4 Investec will be employing a strategy which will enable them buy shorter dated Certificate of deposits because in the current economic climate the upside for capital gains is limited. Investec will continue to use other instruments like, Floating Rate Notes, supranational bonds in addition to gilts in order to increase returns of the portfolio. However, they expect to see higher yield before establishing a position.

In choosing its counterparty, in addition to the Council's minimum credit rating, Investec employs further credit rating criteria which considers the size of the institution and activity in Sterling markets.

12.5 Scottish Widows provide the Council with a forecast of their returns on the Council's investments based on the use of STL and GLF funds as the main part of the Council's portfolio. In the an environment where interest rates have moved to extremely low levels and is expected to remain so for most of 2010/11 financial year, SWIP will be permitted to use UCIT funds as part of the existing portfolio asset allocation. The absolute return bond fund and the credit advantage fund may also be used in the course of the year if advantageous.

12.6 Pension Fund Cash
London Borough of Barking and Dagenham will comply with the requirements of The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009, which were implemented on 1st Jan 2010, therefore from 1st April 2010 will not pool pension fund cash with its own cash balances for investment purposes. Any investments made by the pension fund directly with this local authority after 1 April 2010 will comply with the requirements of SI 2009 No 393. From 1 April 2010, the Pension Fund Cash will be separated from the remainder of the Council's cash and investment balances in accordance with latest guidance and best practice.

13. Reporting of Treasury management

13.1 Mid way in the financial year and at the end of the financial year, the Council will report on its investment and borrowing activity as part of its Mid Year Treasury Management Report and also its Annual Treasury Management Report and.

14. Consultation

The following were consulted during the preparation of this report

Councillor G Bramley – Cabinet Member for Finance and Human Resources
Tracie Evans – Director of Finance and Commercial Services
John Hooton – Strategic Financial Controller
Miriam Adams – Treasury and Pension Manager
Winston Brown – Legal Partner
External – Sector Treasury Services

15 Background Papers Used in the Perpetration of the Report:

Local Government Act 2003
CIPFA – Revised Prudential Code for Capital Finance in Local Authorities
CIPFA – Revised Treasury Management in the Public Services
Draft capital programme 2010/11 – 2012/13
Monthly Treasury Management Report
Draft Medium Term Financial Strategy 2010/11 to 2012/13

16 Appendices:

Appendix A - The Treasury Management Indicators and Prudential Indicators for 2010/11

Appendix B - Interest Rate Forecasts And Economic Background

Appendix C – Investment Classification

Appendix D - 2010/11 Treasury Management Practices and Scheme Of Delegation

Appendix E - Reporting Arrangements

The Treasury Management Indicators and Prudential Indicators for 2010/11

1. Introduction

1.1 There are a number of treasury indicators which previously formed part of the prudential code, but which are now more appropriately linked to the Revised Treasury Management Code and guidance. Local authorities are still required to “have regard” to these treasury indicators.

1.2 The treasury indicators which are still part of the Prudential Code are:

- Authorised Borrowing Limit
- Operational Borrowing Boundary
- Adoption of the CIPFA Treasury Management Code
- Fixed Interest Exposure
- Variable Interest Exposure
- Maturity Structure of Borrowing
- Investments over 364 days

2. External Debt

2.1 In the medium term local authorities only have the power to borrow for capital purposes.

2.2 External borrowing and investment arises as a consequence of all the financial transactions of the Council and not simply those arising from capital spending. In accordance with best professional practice the Council does not associate borrowing with particular items or types of expenditure. This means that in day to day cash management no distinction can be drawn between revenue or capital funds nor, similarly, between Housing Revenue Account and the General Fund. It should be noted that the code requires that off-balance sheet private finance initiative (PFI) schemes will be treated as outside the prudential indicator for debt, by absorbing revenue resources, they will have to be taken into account in determining the proposed level of capital investment is affordable.

2.3 **The authorised limit** – This represents a limit beyond which external debt is prohibited, and this limit needs to be set or revised by members. It reflects the statutory limit determined under section 3 (1) of the Local Government Act 2003.

2.4 **The operational limit** – This represents a limit beyond which external debt during the course of the year; it is not a limit. Actual external debt could vary around this boundary for short times during the year. It should act as a monitor indicator to ensure the authorised limit is not breached. The limit is usually lower than the authorised limit.

2.5 At any point in time there are a number of cash flows in and out of the Council's bank account which are caused by the differential timing of payments and receipts from the Council. It is possible that an unanticipated cash movement could lead to a requirement for temporary borrowing. Such decisions will need to take into

account the affordability of borrowing, but it is important that the operational boundary leave sufficient “headroom” for these eventualities.

- 2.6 The difference between the authorised limit and operational boundary for borrowing is that the authorised limit includes a head room for borrowing for future known capital needs now. The Executive is recommended to approve the authorised limits and operational boundary set out in Table 1.

3. Prudential Indicators

Table 1: Operational Limit and Authorised Borrowing Limits

	2008/09 £'million	2009/10 £'million	2010/11 £'million	2011/12 £'million	2012/13 £'million
Borrowing	50.0	85.0	115.0	130.0	135.0
Other long-term liabilities	Nil	Nil	Nil	Nil	Nil
Operational Boundary on Borrowing	50.0	85.0	115.0	130.0	135.0
Authorised Limit (affordable limit)	150.0	200.0	200.0	200.0	200.0

- 3.1 These limits give the Chief Financial Officer authority to undertake borrowing for cash flow purposes. For this reason, in taking its decisions on this budget report, the Council is asked to note that the authorised limit for 2008/09 will be the statutory limit determined under section 3 (1) of the Local Government Act 2003.

Adoption of the CIPFA Treasury Management Code (Prudential Indicator 13)

- 3.2 The authority has an integrated treasury management strategy and has adopted the *CIPFA Code of Practice for Treasury Management in the Public Sector*. Treasury management creates the link between an authority’s CFR and the structure of its external debt. Like the operational boundary, these are of direct relevance to day to financial management.
- 3.3 The new *Prudential Code for Capital Finance in Local Authorities* supplements this by requiring council’s to calculate specific indicators to demonstrate the prudence of its treasury management policies. These are detailed below:

Fixed Interest Exposure

- 3.4 Borrowing at fixed interest rates limits the Council’s risk from a treasury management perspective, and the upper limit for exposure to fixed interest rates is therefore 100%.

Variable Interest Exposure

- 3.5 The Council will not be exposed to variable interest rate risk since all its borrowing will be at known overdraft rates (if this occurred) and fixed rates.

Maturity Structure of Borrowing

- 3.6 This prudential indicator deals with projected borrowing over the period and the rates that they will mature over the period. The objective is to ensure that loans in the portfolio mature at different times to limit the exposure to prevailing interest rates when the need to re-finance occurs. The Council's policy is to ensure that over the long term; only 10% of the portfolio will mature in any one year. This goal will only be achieved once the authority has taken on 10 loans as clearly it will not be possible to achieve before this point.

Investments over 364 days

- 3.7 The overriding objective of the investment strategy is to ensure that funds are available on a daily basis to meet the Council's liabilities. The risk inherent in the maturity structure of the Council's investments is that it may be forced to realise an investment before it reaches final maturity and thus at a time when its value may be dependent on market conditions that cannot be known in advance. Taking into account the current level of investments, and future projections of capital expenditure, the following limits will be applied to sums invested:

Table 2: Principle Sums Invested

	2009/10 £'million Estimate	2010/11 £'million Estimate	2011/12 £'million Estimate	2012/13 £'million Estimate
Total Investments (average)	100	100	100	100
Maximum invested over 1 year	25	25	25	25

- 3.8 These limits are derived from current projections on interest receipts and spending on the capital programme. They also include a level of contingency to take into account an element for new capital bids, and potential shortfalls in receipts from the disposals programme.

4. Summary Assessment

- 4.1 The Prudential Indicators confirm that the proposed treasury management strategy, in conjunction with the Council's budget strategy and capital programme, is in compliance with the key themes of the Prudential Code, those being prudence, affordability and sustainability.
- 4.2 The Council needs to confirm it is happy with the arrangements, whereby the Chief Financial Officer has authority, in exceptional circumstances, to borrow up to £200 million. It is anticipated that in practice that such borrowing is unlikely to be necessary.
- 4.3 The treasury management indicators will be regularly monitored throughout 2010/11.

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INTEREST RATE FORECASTS AND ECONOMIC BACKGROUND

Forecasts on interest rates that are key considerations for the Council's Treasury Management Strategy. In coming to a decision about its benchmark for 2010/11, the Council reviewed a number of interest rate forecasts. Appendix B draws together a number of current city banks and academic institution forecasts for short term bank rate and longer term fixed interest rates. The table below gives the central view of these forecasts:

	Q/E1 2010 %	Q/E2 2010 %	Q/E3 2010 %	Q/E4 2010 %	Q/E1 2011 %	Q/E2 2011 %	Q/E3 2011 %	Q/E4 2011 %	Q/E1 2012 %	Q/E2 2012 %	Q/E3 2012 %	Q/E4 2012 %	Q/E1 2013 %
Bank Rate	0.50	0.50	0.75	1.00	1.50	2.25	2.75	3.25	3.50	3.75	4.25	4.25	4.50
5 yr PWLB	3.05	3.20	3.30	3.40	3.60	3.85	4.15	4.55	4.60	4.80	4.80	4.85	4.85
10yr PWLB	4.00	4.05	4.15	4.30	4.45	4.60	4.80	4.90	5.00	5.10	5.10	5.15	5.15
25 yr PWLB	4.55	4.65	4.70	4.80	4.90	5.00	5.05	5.10	5.20	5.30	5.30	5.35	5.35
50 yr PWLB	4.60	4.70	4.75	4.90	5.00	5.10	5.15	5.20	5.30	5.40	5.40	5.45	5.45

Economic background

The long awaited start of economic growth following the recession eventually came in quarter 3 2009 in the US and the EU. However, there was disappointment that the UK failed to emerge from recession in quarter 3.

UK

- GDP growth will almost get back to the long term average of about 2.5% in 2011;
- Sterling has depreciated by 25% since the peak in 2007 and is likely to stay weak;
- CPI inflation expected to peak @ 2.5% in early 2010 after the rise in VAT in January but then to fall to a trough near 1.5% in early 2011 and to stay below 2% for the rest of 2011;
- The first Bank Rate increase is expected in Q3 2009_[ad1];
- Gilt yields are currently artificially low due to the Bank of England's Quantitative Easing operations. Long gilt yields are therefore forecast to reach 6% during 2011; and
- The major risk to this scenario would be a lack of supply of bank credit. However, it is felt that the Bank of England is on alert to ensure that this does not happen and would continue various measures to assist the expansion of credit.

Summary

- The current economic cycle is not a normal business cycle but a balance sheet driven cycle. Repayment of debt will therefore act as a major head wind to the required increase in demand in the economy. GDP growth is forecast to reach only +1.5% in 2011;

- Long PWLB rates will **fall** from current levels to near 4% in 2010 due to weak economic recovery and minimal inflation so that the real rate of return (net of inflation) on long gilts is healthy at these low levels; and
- There are huge uncertainties in all forecasts due to the major difficulties of forecasting the following areas: -
 - degree of speed and severity of fiscal contraction after the general election
 - timing and amounts of the reversal of Quantitative Easing,
 - speed of recovery of banks' profitability and balance sheet imbalances
 - changes in the consumer savings ratio
 - rebalancing of the UK economy towards exporting and substituting imports

Investment Classification

The 2004 Investment Guidance encourages forms of investment offering high security and liquidity. This achieved by making a distinction between 'specified and 'non-specified' investments. Generally Equity type investments are defined as capital expenditure, the effect of which is a reduction of the authority's scope for funding capital projects. The exemption if the shares and bonds are acquired through collective investment schemes such as unit trusts. The Council is part of a collective group of Council's who have investment properties in the old GLA.

The classification of investments as specified and non-specified is constantly reviewed. The Chief Financial Officer ensures that investment products are fully understood and the risks and compliance with CIPFA Code of Practice on Treasury Management is full appraised and understood.

The choice of minimum credit rating criteria has been set in consultation with the Council's treasury management advisers and regard to the Revised CIPFA guidance.

The Council relies on the credit ratings of the three main agencies in addition to other factors. Ratings are reviewed on a weekly basis with daily changes to counterparty ratings also monitored.

Specified Investments:

All investments which fall under the classification of specified investments will be sterling denominated and have maturities up to maximum of 364 days, meeting the Council's minimum 'high' rating criteria at the time of investment.

Organisation/Instrument	Minimum Credit Criteria											MAX PERIOD	USE
	FITCH			MOODY			STANDARD & POOR		CDS DATA				
	Fitch S/T	Fitch L/T	FITCH INDV SUPP	FITCH SUPP STATUS	M L/T	M S/T	M FRS	S&P L/M					
Term deposits – banks and building societies (including nationalised banks and banks with Government guarantee)	F1+	A+	C	1	Aa	P-1	C-	A+	A-1	In Range/ Monitoring	12 months	In-house	
Term deposits – banks and building societies (including nationalised banks and banks with Government guarantee)	F1+	A+	D	1	Aa	P-1	C-	A+	A-1	In Range/ Monitoring	12 months	Fund Managers	
Development Banks	F1+	AAA	N/A	N/A	Aaa	P-1	N/A	AAA	A-1+	N/A	12 months	Fund Managers	
Certificates of deposits issued by banks and building societies	F1+	AA	C	1	Aa	P-1	C-	A+	A-1	In Range/ Monitoring	12 months	Fund Managers	
Structured deposits	F1+	AA	B	1	Aa	P1	A	AAA	A-1+	In Range/ Monitoring	12 months	In-house and Fund Managers	
Term deposits – UK government	Government Backed - Not Credit Rated												In-house and Fund Managers
Term deposits – other Local Authorities	High Security - Although not Credit Rated												In-house
Term deposits – UK Nationalised banks and building societies	F1+	AA-	D/E	1	Aa3	P-1	A	A+	A-1	In Range/ Monitoring	12 Months	In-house and Fund Managers	
Debt Management Agency Deposit Facility	Government Back Agency – Not Credit Rated												In-house and Fund Managers
Money Market Funds	F1+	AAA	N/A	N/A	Aaa			AAA				In-house and Fund Managers	
UK Government Gilts	AAA											Fund Managers	
Gilt Funds and Bond Funds	AA											Fund Managers	
UK Treasury Bills	Government Backed Instruments – Not Credit Rated												Fund Managers
Short term funds	AAA											In-house and Fund Managers	
Pooled funds	AAA											In-house and Fund Managers	

Where bank has government backing then the Council will use Counterparties whose credit rating meets its other minimum criteria but has Moody's FRS of D or E.

Non-Specified Investments:

Where investments are held for longer than 365 days they are classified as Non-specified Investments. Strong credit quality is a major factor in the choice of lender.

A maximum of 40% will be held in aggregate in non-specified investments

Organisation	Minimum Credit Criteria			Use	Max. maturity period
	Short-term	Long-term	Individual		
Term deposits – UK government (with maturities in excess of 1 year)	Govt Backed-Not Credit Rated			In-house	2 Years
					25%
Term deposits – other LAs (with maturities in excess of 1 year)	High Security – although not Credit rated			In-house	2 Years
					25%
Term deposits – banks and building societies (with maturities in excess of 1 year)	F1+	AA or equivalent	B	In-house	2 Years
				2	25%
Certificates of deposits issued by banks and building societies	F1,or equivalent			Fund managers	2 Years
				2	40%
UK Government Gilts with maturities in excess of 1 year	AAA			Fund Managers	3 Years
					40%
Structured deposits with variable rates and variable maturities – callable and flappable deposits, range trades and snowballs	F1+	AA or equivalent	B	In-house	2 Years
				2	25%
Pooled Funds various	F1+	AA or equivalent	B	Fund Managers	2 Years
				2	40%
Bonds issued by multilateral development banks	AAA		Government guarantee	In-house on a 'buy-and-hold' basis. Also for use by fund managers	3 Years

			managers	40%
Bonds issued by a financial institution which is guaranteed by the UK government	AAA	In-house on a 'buy-and-hold' basis. Also for use by fund managers		2 Years
				40%
Sovereign bond issues (i.e. other than the UK govt)	AAA	Fund Managers		2 Years
				40%
Bond Funds	AAA	Fund Managers		25%/2 years

Non- Specified Investments with Maturities of Any period

From time to time in periods of volatile interest rates, the Council may invest in non-specified investments with variable rates and variable maturities

Organisation	Minimum Credit Criteria	Use	Max. maturity period			
				Short-term	Long-term	Individual
Fixed term deposits with variable rate and maturities (structured deposits) – banks and building societies (with maturities in excess of 1 year)	F1+	AA or equivalent	B		In-house/ Fund Manager	2 Years
					2 /Fund Manager	25%
Commercial Paper issuance by UK banks covered by UK Government guarantee	F1,or equivalent	AA / government guarantee			Fund managers	2 Years
					2	25%
Commercial Paper other	F1+	AA or equivalent	B		In-house	2 Years
					2	25%
Local Authority mortgage guarantee scheme	AAA	Fund Manager./ In-house		5 Years		
				25%		

The Council will not trade in corporate bonds issued by either banks covered by UK Government guarantee or other banks, floating rate notes and invest the Council's funds in property funds as these investments could constitute capital expenditure.

Alternative Credit ratings available from Moody's & Standard & poor
Eg Fitch F1- Moody's P1 , Fitch A – Moody's Aa3

Key

Short Term Ratings – F1 – Indicates the strongest capacity for timely repayment

Long Term Ratings – A – Capacity for payment of commitments considered strong

AA – Very strong capacity for payment of commitments

AAA –Exceptionally strong capacity for payment of commitments

Individual Rating B – Strong organisation , no major concerns .

C – Adequate organisation , some concerns regarding its profitability and Balance sheet.

Support Rating 2 – High probability of external support

3 – Moderate probability of support

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2010/11 TREASURY MANAGEMENT PRACTICES AND SCHEME OF DELEGATION

Legislative Background

- 1.1 The Revised CIPFA Treasury Management Code of Practice 2009 requires the Council to produce its treasury management scheme of delegation. The Council has adopted the Revised CIPFA Treasury Management Code of Practice and Cross- Sectoral Guidance Notes 2009. In doing so has stated how it adheres to these principles by stating the manner in which the Council will manage and control its treasury management activities.
- 1.2 Key principles are as follows:
- That there should be in place formal and comprehensive objectives, policies and practices, strategies and reporting arrangements for the effective management and control of their treasury management activities;
 - That policies and practices should make clear that the effective management and control of risk. This Council will continue to balance risk against return and ensure that at all times ensure that security of capital is paramount in its treasury management activities; and
 - The Council acknowledges the pursuit of value for money and identify suitable performance measures.

Treasury Management Scheme of Delegation

- 1.3 The Assembly will receive reports and be responsible for:
- Approval of annual or revised Treasury management strategy;
 - Approval of the annual Treasury Management Outturn report;
 - Approval of the Council's adopted clauses, treasury management policy statement and treasury management practices; and
 - Delegates responsibilities for the implementation and regular monitoring of its treasury management policies and practices to the Executive.
- 1.4 The Executive will be responsible for:
- Approval of the division of responsibilities and make recommendations to the Assembly;
 - receiving and reviewing regular monitoring reports including the mid year Treasury Management Report and acting on recommendations; and
 - reviewing changes to the treasury management policy and procedures and making recommendations to the Assembly.
- 1.5 The Public Accounts and Audit Committee is responsible for the scrutiny of treasury management.
- 1.6 The S151 Officer is the responsible Officer for treasury management in the Council. Detailed responsibilities for Officers in the Council is included further in this report in

TMP 5 .

- 1.7 Treasury Management Practices (TMPs) set out the manner in which the Council will seek to achieve its treasury management policies and objectives and how it will manage and control those activities.

TMP 1 - Treasury risk management

TMP 2 - Best value and performance measurement

TMP 3 - Decision-making and analysis

TMP 4 - Approved instruments, methods and techniques

TMP 5 - Organisation, clarity and segregation of responsibilities, and dealing arrangements

TMP 6 - Reporting requirements and management information arrangements

TMP 7 - Budgeting, accounting and audit arrangements

TMP 8 - Cash and cash flow management

TMP 9 - Money laundering

TMP 10 - Staff training and qualifications

TMP 11 - Use of external service providers

TMP 12 - Corporate governance

1. TMP1 - RISK MANAGEMENT

1.1. *General Statement*

It is the responsibility of the S151 Officer and relevant delegated officers, to design, implement and monitor all arrangements for the identification, management and control of treasury management risk and report at least annually on the adequacy/suitability thereof. The S151 Officer will report, as a matter of urgency, the circumstances of any actual or likely difficulty in achieving the Council's objectives in this respect. This will be done in accordance with the procedures set out in TMP6 Reporting requirements and management information arrangements.

1.2 Managing Treasury Management Risks

The Council identifies treasury risk within its business planning process. Risks identified are managed, given sufficient priority and contained. The Council's Finance department as part of its business planning process has in place the following:

- Well documented records of the standing of counterparties it does or may deal with in the form of a counterparty listing produced weekly and continues to access independent sources of advice and information in the form of Sector's daily credit rating mail shots which amalgamates information from the three rating agencies;
- Keep an effective cash and cash flow forecasting and monitoring system which identifies the extent to which the Council is exposed to the effects of potential cash flow variations;
- The Council accesses financial market commentaries and reviews on the likely future courses of interest rate, exchange rates and inflation through its treasury adviser. In doing this the Council is able to access information on changes in credit ratings;
- The Council fully analyses and records processes pursued in executing transactions to enable the council keep an audit trail;
- The Council keeps comprehensive records of its treasury management contractual liabilities, responsibilities and investments with counterparties; and
- The Council received daily PWLB rates and other information about the fluctuations in the market of its investments, borrowings and other financing. This allows it to make informed assessment of the potential to invest or borrow.

The following risks have been included in the Council's Finance risk matrix. These are monitored corporately in addition to monitoring of treasury management risks by the treasury team.

Details of Risk or Opportunity Including Consequences	Controls
Movement in interest rates, receipts and payables leading to fluctuations in interest receipts and payables that could impact on budgetary position	Active Management of Investments and borrowing
Counterparty risk – the risk that investments are made in institutions that are not creditworthy	Limits are set for counterparties in terms of both credit ratings and % of funds invested in the Treasury Management Strategy
Regular review of treasury management	Regular quarterly meetings
Bank bankruptcy leading to destabilisation of the Council's supporting infrastructure	Review at contract time for new bankers Procurement process will include due diligence Regular quarterly liaison meetings
Failure to submit grant claims within set deadlines lead to loss of reputation and potential reduction in income	Continuing monitoring to identify where submissions are not made by deadlines Regular monitoring
Failure to pay creditors correct sum in timely manner leading to penalties in interest payments	Provide service departments with list of late payments

1.3. Liquidity

The Council will ensure it has adequate, though not excessive cash resources, borrowing arrangements, overdraft or standby facilities to enable it at all times to have the level of funds available to it which are necessary for the achievement of its service objectives.

1.4. Interest Rates

The Council will manage its exposure to fluctuations in interest rates with a view to containing its interest costs, or securing its interest revenues, in accordance with the amounts provided in its budgetary arrangements as amended in accordance with TMP6 Reporting requirements and management information arrangements. The Council will achieve the above objectives by the prudent use of its approved financing and investment instruments, methods and techniques primarily to create stability and certainty of costs and revenues, but at the same time retaining a sufficient degree of flexibility to take advantage of unexpected, potentially advantageous changes in the level or structure of interest rates, exchange rates or inflation. These policies will be established each year through the approval by the Council of the indicators required under *The Prudential Code for Capital Finance in Local Authorities*.

It is not Council's policy not to use financial derivatives and other instruments for interest rate management.

1.5. Exchange rates

The nature of the Council's activities means that it is unlikely that it will be exposed

to exchange rate risks. It could, however, arise from the receipt of income or the incurring of expenditure in a currency other than sterling.

Where there is a contractual obligation to receive income or make a payment in a currency other than sterling at a date in the future, forward foreign exchange transactions will be considered, with professional advice, to comply with this full cover hedging policy. Unexpected receipt of foreign currency income will be converted to sterling at the earliest opportunity unless the Council has a contractual obligation to make a payment in the same currency at a date in the future. In this instance, the currency will be held on deposit to meet this expenditure commitment.

1.6. Inflation

The effects of varying levels of inflation, insofar as they can be identified as impacting directly on its treasury management activities, will be controlled by the Council as an integral part of its overall exposure to inflation. Inflation both current and projected will form part of the debt and investment decision-making criteria both within the strategy and operational considerations. During periods of unexpected, potentially advantageous changes in the level or structure of inflation. The key consideration is that investments reap the highest real rate of return while taking into consideration risk, with debt costing the lowest real cost, consistent with other risks mentioned within this section.

1.7. Credit and Counter-party Policies

The Council regards a prime objective of its treasury management activities to be the security of the principal sums it invests. Accordingly, it will ensure that its counter-party lists and limits reflect a prudent attitude towards organizations with which funds may be deposited, and will limit its investment activities to the instruments, methods and techniques referred to in TMP4. It also recognises the need to have, and will therefore maintain, a formal counter-party policy in respect of those organisations from which it may borrow, or with whom it may enter into other financing arrangements. This is set out in Schedule 1.

1.8. Refinancing

The Council will ensure that its borrowing, private financing and partnership arrangements are negotiated, structured and documented, and the maturity profile of the money so raised are managed with a view to obtaining offer terms for renewal or refinancing, if required, which are competitive and as favourable as can reasonably be achieved in the light of market conditions prevailing at the time. It will actively manage its relationships with its counter-parties in these transactions in such a manner as to secure this objective and will avoid over-reliance on any one source of funding if this might jeopardise achievement of the above. The affordability of the revenue consequences of capital financing will be assessed through compliance *The Prudential Code for Capital Finance in Local Authorities*.

1.9. Legal and Regulatory

This Council will ensure that all of its treasury management activities comply with its statutory powers and regulatory requirements. It will demonstrate such compliance, if required to do so, to all parties with whom it deals in such activities. In framing its credit and counterparty policy under TMP 1 (credit and counterparty risk management), it will ensure that there is evidence of counterparties' powers, authority and compliance in respect of the transactions they may effect with the Council, particularly with regard to duty of care and fees charged. The Council recognises that future legislative or regulatory changes may impact on

its treasury management activities and, so far as it is reasonably able to do so, will seek to minimise the risk of these impacting adversely on the Council. The Council will report such changes in its annual treasury management strategy.

1.10. Fraud, Error and Corruption, and Contingency Management

The Council will ensure that it has identified the circumstances which may expose it to the risk of loss through fraud, error, corruption or other eventualities in its treasury management dealings. Accordingly, it will employ suitable systems and procedures, and will maintain effective contingency management arrangements, to these ends.

1.11. Market Value of Investments

This Council will seek to ensure that its stated treasury management policies and objectives will not be compromised by adverse market fluctuations in the value of the principal sums it invests, and will accordingly seek to protect it from the effects of such fluctuations.

2. TMP 2 - VALUE FOR MONEY AND PERFORMANCE MEASUREMENTS

2.1. The Revised Code of Practice advocates the principle that all public service organisations should create appropriate measures by which the performance of their treasury management activities can be measured in order to judge whether they are gaining value for money from the resources devoted to these activities.

2.2. Council is committed to the pursuit of value for money in its treasury management activities, and to the use of performance methodology in support of that aim, within the framework set out in its treasury management policy statement. It set annual challenging benchmarks for its fund managers and internal team. It measures and reports performance against benchmark on a monthly basis as well as annually. As required in the Revised Code, the Council will include in its Mid Year report how it has performed against set benchmark. The Council is also a member of the CIPFA benchmarking Club.

2.3. The Council's policy is to appoint full-time professional cash/external investment fund managers to manage surplus funds beyond the core funds that it manages itself. It will comply with the Local Organisations (Contracting out of Investment Functions) Order 1996 [SI 1996 No 1883]. The Code of Practice places an obligation on the organisation to monitor the performance of the fund managers. The Council has appointed Sector Treasury Services Limited to assist in this respect.

3. TMP 3 - DECISION-MAKING AND ANALYSIS

3.1. The Council will maintain full records of its treasury management decisions, and of the processes and practices applied in reaching those decisions, both for the purposes of learning from the past, and for demonstrating that reasonable steps were taken to ensure that all issues relevant to those decisions were taken into account at the time. The factors that should be taken into account are set in Schedule 3.

4. TMP 4 - APPROVED INSTRUMENTS, METHODS AND TECHNIQUES

- 4.1. The Council will undertake its treasury management activities within the limits and parameters defined in TMP1 Risk Management.
- 4.2. From April 2004 the choice of instruments has been determined the Annual Investment Strategy that complies with guidance issued by the Secretary of State.

5. TMP 5 - ORGANISATION, CLARITY AND SEGREGATION OF RESPONSIBILITIES, AND DEALING ARRANGEMENTS

- 5.1. The Council considers it essential, for the purposes of the effective control and monitoring of its treasury management activities, for the reduction of the risk of fraud or error, and for the pursuit of optimum performance, that these activities are structured and managed in a fully integrated manner, and that there is at all times a clarity of treasury management responsibilities.
- 5.2. The principle on which this will be based is a clear distinction between those charged with setting treasury management policies the S151 Officer and those charged with implementing and controlling these policies, particularly with regard to the execution and transmission of funds, the recording and administering of treasury management decisions, and the audit and review of the treasury manager and relevant treasury management staff. This is achieved by the *Statement of Duties/Responsibilities for Each Treasury Post* set out in Schedule 3
- 5.3. If and when the Council intends, as a result of lack of resources or other circumstances, to depart from these principles, the Treasury Manager will ensure that the reasons are properly reported in accordance with TMP6 and the implications properly considered and evaluated.
- 5.4. The Treasury Manager will ensure that there are clear written statements of the responsibilities for each post engaged in treasury management, and the arrangements for absence cover.
- 5.5. The Treasury Manager will ensure there is proper documentation for all deals and transactions, and that procedures exist for the effective transmission of funds.
- 5.6. The Treasury Manager will fulfil all delegated responsibilities in accordance with the organisation's policy and TMPs and, if a CIPFA member, the Standard of Professional Practice on Treasury Management.
- 5.7. It is also the responsibility of the Treasury Manager to ensure that the Organisation complies with the requirements of The Non Investment Products Code (formerly known as The London Code of Conduct) for principals and broking firms in the wholesale markets.

6. TMP 6 - REPORTING REQUIREMENTS AND MANAGEMENT INFORMATION ARRANGMENTS

- 6.1. The Council will ensure that regular reports are prepared and considered on the implementation of its treasury management policies; on the effects of decisions taken and transactions executed in pursuit of those policies; on the implications of

changes, particularly budgetary, resulting from regulatory, economic, market or other factors affecting its treasury management activities; and on the performance of the treasury management function.

- 6.2. As a minimum, the Council will receive:
- an annual report on the strategy and plan to be pursued in the coming year;
 - an annual report on the performance of the treasury management function, on the effects of the decisions taken and the transactions executed in the past year, and on any circumstances of non-compliance with the organisation's treasury management policy statement and TMPs; and
 - An annual investment strategy setting out the procedures for determining the use of each class of investment and appropriate limits to be applied to each class.
- 6.3. The content of these reports is set out in TMP 6.

7. TMP 7 - BUDGETING, ACCOUNTING AND AUDIT ARRANGEMENTS

- 7.1. The S151 Officer will prepare, and the Council will approve and, if necessary, from time to time amend, an annual budget for treasury management function, together with associated income. The matters to be included in the budget will at minimum be those required by statute or regulation, together with such information as will demonstrate compliance with TMP1 Risk management, TMP2 Best Value and Performance Measurement, and TMP4 Approved instruments, methods and techniques. The Treasury Manager will exercise effective controls over this budget, and will report upon and recommend any changes required in accordance with TMP6 Reporting requirements and management information arrangements.
- 7.2. The Council will account for its treasury management activities, for decisions made and transactions executed, in accordance with appropriate accounting practices and standards, and with statutory and regulatory requirements in force for the time being.
- 7.3. The Council will ensure that its auditors, and those charged with regulatory review, have access to all information and papers supporting the activities of the treasury management function as are necessary for the proper fulfilment of their roles, and that such information and papers demonstrate compliance with external and internal policies and approved practices.

8. TMP 8 - CASH AND CASH FLOW MANAGEMENT

- 8.1. Unless statutory or regulatory requirements demand otherwise, all monies in the hands of The Council will be under the control of the responsible officer, and will be aggregated for cash flow and investment management purposes.
- 8.2. Cash flow projections will be prepared on a regular and timely basis, and the Treasury Manager will ensure that these are adequate for the purposes of monitoring compliance with TMP1 liquidity risk management.
- 8.3. Each month the Council will report on whether there has been any breach of limits. The Council's cashflow will:

- Review and maintain adequate overdraft facilities and maintain contingency arrangements;
- Maintain optimum arrangements for managing and investing surplus cash;
- Review its pricing and charging policy;
- Make effective use of clearing bankers' services, particularly concerning the clearance of funds and low cost funds transmission; and
- Monitor the level of debtors and creditors to enable corrective action for cash flow purposes.

9. TMP 9 - MONEY LAUNDERING

- 9.1. The Council is alert to the possibility that it may become the subject of an attempt to involve it in a transaction involving the laundering of money. Accordingly, it will maintain procedures for verifying and recording the identity of counterparties and reporting suspicions, and will ensure that staffs involved in this are properly trained.

10. TMP 10 - STAFF TRAINING AND QUALIFICATIONS

- 10.1. This Council recognises the importance of ensuring that all staff involved in the treasury management functions are fully equipped to undertake the duties and responsibilities allocated to them. It will therefore seek to appoint individuals who are both capable and experienced and will provide training for staff to enable them to acquire and maintain an appropriate level of expertise, knowledge and skills. The responsible officer will recommend and implement the necessary arrangements.

Statement of Professional Practice

- 10.2. The S151 Officer has a professional obligation to be committed to professional responsibilities through both personal compliance and by ensuring that relevant staffs are appropriately trained.
- 10.3. Other staff involved in treasury management activities who are members of various professional accounting bodies must also comply with the CIPFA Statement of Professional Practice, the Provisions of the Money Laundering Regulations 2007 and 2009 CIPFA Guidance on Combating Financial Crime.

11. TMP 11 - USE OF EXTERNAL SERVICE PROVIDERS

- 11.1. The Council recognises the potential value of employing external providers of treasury management services, in order to acquire access to specialist skills and resources. However the Council as required by the Revised Code of Practice will ensure that the skills of the in-house team should be maintained in order to ensure that the services provided can be challenged and ensure that undue reliance is not placed on the external service providers.
- 11.2. When the Council employs such service providers, it will ensure it does so for reasons that will have been submitted to a full evaluation of the costs and benefits. It will also ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review. And it will ensure, where feasible and necessary, that a spread of service providers is used, to avoid over reliance on one or a small number of companies. Where services are subject to formal tender or re-tender

arrangements, the Council's procurement and legislative requirements will always be observed.

- 11.3. The Council will consider direct dealing with its counterparties in the first instance, however where it is advantageous or cost effective to use the services of a broker, the services of brokers where appropriate, however these services are not subject to a tender process.

12. TMP 12 - CORPORATE GOVERNANCE

- 12.1. The Council has adopted and has implemented the key recommendations of the Revised Code of Practice on Corporate Governance. As part of this, the Council will:

- Publish its treasury management strategy on its website
- Establish clear treasury management policies, separate roles and ensure that relationships within and outside the organisation are properly managed.
- Ensure equality in treasury management dealings and keen competition
- Management and administration of treasury management will be robust, rigorous and disciplined
- The S151 Officer will be responsible for ensuring that systems are in place

- 12.2. This, together with the other arrangements which will be detailed in the schedule to the TMP's, are considered vital to the achievement of proper corporate governance in treasury management, and the responsible officer will monitor and, if and when necessary, report upon the effectiveness of these arrangements. Accordingly, the treasury management function and its activities will be undertaken with openness and transparency, honesty, integrity and accountability.

TREASURY MANAGEMENT PRACTICE SCHEDULES

SCHEDULE 1

Criteria to Be Used For Creating/ Managing Approved Counterparty Lists/Limits

The S151 Officer will formulate suitable criteria for assessing and monitoring the credit risk of investment counterparties and shall construct a lending list comprising time, type, sector and specific counterparty limits.

The S151 Officer is responsible for applying the stated credit rating criteria for selecting approved counterparties, and will add or delete counterparties as appropriate to / from the approved counterparty list when there is a change in the credit ratings of individual counterparties or in banking structures e.g. on mergers or takeovers.

Treasury management staff will add or delete counterparties to/from the approved counterparty list in line with the policy on criteria for selection of counterparties.

The following organizations are to be approved organizations for investment purposes:-

- UK Local Authorities;
- UK Clearing banks and Building Societies which meet the Council's minimum credit rating;
- Any foreign bank on the Bank of England's Banking Act 1987: Authorised Institutions List which meet the Council's minimum credit rating criteria. The Council's internal treasury team does not invest in foreign banks.; and
- Any other body approved in The Local Authorities (Capital Finance) (Approved Instruments) Regulations 1990.

In practice, the in-house team will only invest in UK institutions. External fund manager can invest in foreign banks provided they operate within the criteria set in the Council's treasury management strategy.

The maximum period and level for investments will set by the S151 Officer.

SCHEDULE 2

Issues to be addressed in decision making.

In respect of every decision made the organisation will:

- Above all be clear about the nature and extent of the risks to which the organisation may become exposed;
- Be certain about the legality of the decision reached and the nature of the transaction, and that all authorities to proceed have been obtained;
- Be content that the documentation is adequate both to deliver the organisation's objectives and protect the organisation's interests, and to deliver good housekeeping;
- Ensure that third parties are judged satisfactory in the context of the organisation's creditworthiness policies, and that limits have not been exceeded; and
- Be content that the terms of any transactions have been fully checked against the market, and have been found to be competitive.

In respect of borrowing and other funding decisions, the organisation will:

- Evaluate the economic and market factors that might influence the manner and timing of any decision to fund;
- Consider the merits and demerits of alternative forms of funding, including funding from revenue, leasing and private partnerships;
- Consider the alternative interest rate bases available, the most appropriate periods to fund and repayment profiles to use; and
- Consider the ongoing revenue liabilities created, and the implications for the organisation's future plans and budgets.

In respect of investment decisions, the organisation will:

- Consider the optimum period, in the light of cash flow availability and prevailing market conditions; and
- Consider the alternative investment products and techniques available, especially the implications of using any which may expose the organisation to changes in the value of its capital.

SCHEDULE 3

STATEMENT OF DUTIES/RESPONSIBILITIES OF EACH TREASURY POST

The S151 Officer

The responsibilities of this post will be to: -

- In setting the prudential and treasury management indicators, the S151 Officer will be responsible for ensuring that all matters are taken into account and reported to the Council so as to ensure the Council 's financial plans are affordable, prudent and sustainable in the long term;
- Establish a measurement and reporting process that highlights significant variations from expectations;
- Recommend clauses, treasury management policy / practices for approval, reviewing the same regularly , and monitoring compliance;
- Submit regular treasury management policy reports to the Assembly and Executive of the Council as appropriate;
- Submit budgets and budget variations;
- Receive and review management information reports;
- Review the performance of the treasury management function and promote best value reviews;
- Ensure the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function;
- Ensure the adequacy of internal audit, and liaising with external audit;
- Ensuring that the system is specified and implemented; and
- Recommend the appointment of external service providers.

The S151 Officer has delegated powers through this policy to take the most appropriate form of borrowing from the approved sources, and to take the most appropriate form of investments in approved instruments.

The S151 Officer may delegate his power to borrow and invest to members of his staff. The Group Manager Accounting and Technical, Treasury & Pensions Manager, Treasury Accountant or staff authorised to act as temporary cover for leave and sickness. All transactions must be authorised by at least two of the named officers above.

The S151 Officer and the Divisional Director Legal and Democratic Services (as the Monitoring Officer) will ensure that the Policy is adhered to, and if not will bring the matter to the attention of elected members as soon as possible.

Prior to entering into any capital financing, lending or investment transaction, it is the responsibility of the S151 Officer to be satisfied, by reference to the Divisional Director Legal and Democratic Services and external advisors as appropriate, that the proposed transaction does not breach any statute, external regulation or the Council's Financial Regulations

It is also the responsibility of the S151 Officer to ensure that the Organisation complies with the requirements of The Non Investment Products Code (formerly known as The London Code of Conduct) for principals and broking firms in the wholesale markets.

Treasury Manager

The responsibilities of this post will be: -

- Adherence to agreed policies and limits;
- Managing the overall treasury management function;
- Supervising treasury management staff;
- Ensuring appropriate segregation of duties;
- Monitoring performance on a day-to-day basis;
- Submitting management information reports to the S151 Officer;
- Maintaining relationships with third parties and external service providers and reviewing their performance; and
- Identifying and recommending opportunities for improved practices.

The Divisional Director Legal and Democratic Services (as Monitoring Officer)

The responsibilities of this post will be: -

- Being satisfied that any proposal to vary treasury policy or practice complies with law or any code of practice; and
- Giving advice to the S151 Officer when advice is sought.

SCHEDULE 4

Information Requirements

Annual Treasury Management Strategy Statement

The Treasury Management Strategy sets out the specific expected treasury activities for the forthcoming financial year. This Strategy will be submitted to the Executive for approval before the commencement of each financial year.

The formulation of the annual Treasury Management Strategy involves determining the appropriate borrowing and investment decisions in the light of the anticipated movement in both fixed and shorter -term variable interest rates.

The Treasury Management Strategy will establish the expected move in interest rates against alternatives (using all available information such as published interest rate forecasts where applicable), and highlight sensitivities to different scenarios.

The Treasury Management Strategy Statement will include specific reference to the need to comply with the balanced budget requirement per the Local Government Finance Act

1992 Section 33. S32 also requires a local authority to calculate its budget requirement for each financial year including the revenue costs which flow from capital financing decisions. Considerations of these costs will be informed by the indicators that have to be calculated according the CIPFA's *Prudential Code for Capital Finance in Local Authorities*.

ANNUAL AND MID YEAR REPORTING ON TREASURY MANAGEMENT ACTIVITY

Annual and Mid Year reports will be presented at the earliest practicable meeting. These reports will include the following as appropriate:-

- a comprehensive picture for the financial year of all treasury policies, plans, activities and results;
- transactions executed and their revenue (current) effects;
- report on risk implications of decisions taken and transactions executed;
- monitoring of compliance with approved policy, practices and statutory / regulatory requirements;
- monitoring of compliance with powers delegated to officers;
- degree of compliance with the original strategy and explanation of deviations;
- explanation of future impact of decisions taken on the organisation;
- measurements of performance; and
- report on compliance with CIPFA Code recommendations.

SCHEDULE 5

Procedures for Establishing Identity / Authenticity of Lenders

The Council does not accept loans from individuals. Decision to borrow will be done in consultation with the Council's treasury management advisers. All loans are obtained from the PWLB or from authorised institutions under the Banking Act 1987: (the names of these institutions appeared on the Bank of England quarterly list of authorised institutions until 1.12.2001 when the Financial Services Authority (FSA) took over the responsibility for maintaining a register of authorised institutions. This register can be accessed through their website on www.fsa.gov.uk).

Reporting Arrangements:

Area of Responsibility	Council/ Committee/ Officer	Frequency
Treasury Management Policy Statement (revised)	Full council	Initial adoption in February 2010
Treasury Management Strategy / Annual Investment Strategy / MRP policy	Full council	Annually before the start of the year
Treasury Management Strategy / Annual Investment Strategy / MRP policy – mid year report	Executive	Mid year
Treasury Management Strategy / Annual Investment Strategy / MRP policy – updates or revisions at other times	Full council	As required
Annual Treasury Outturn Report	Full council	Annually by 30 September after the end of the year
Treasury Management Monitoring Reports	Director of Finance & Commercial Services or Delegated Officer	
Treasury Management Practices	Director of Finance & Commercial Services or Delegated Staff	Annually before the start of the year
Scrutiny of treasury management strategy	Audit / Scrutiny Committee	Annually before the start of the year
Scrutiny of treasury management performance	Audit / Scrutiny Committee	Annually

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