

## Notice of Meeting

### CABINET

**Tuesday, 10 November 2015 - 7:00 pm**  
**Council Chamber, Town Hall, Barking**

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

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### AGENDA

1. **Apologies for Absence**
2. **Declaration of Members' Interests**  
  
In accordance with the Council's Constitution, Members are asked to declare any interest they may have in any matter which is to be considered at this meeting.
3. **Minutes - To confirm as correct the minutes of the meeting held on 13 October 2015 (Pages 3 - 8)**
4. **Budget Monitoring 2015/16 - April to September (Month 6) (Pages 9 - 52)**
5. **Fees and Charges 2016 (Pages 53 - 95)**
6. **Care and Support Charging Policy (Pages 97 - 107)**
7. **Disabled Facilities Grants: Introducing Legal Charges on Properties (Pages 109 - 118)**
8. **Review of School Places and Capital Investment - Update November 2015 (Pages 119 - 135)**

9. **Barking Housing Zone - Intervention Agreements (Pages 137 - 163)**
10. **School Funding Formula 2016/17 (Pages 165 - 171)**
11. **Education Strategy 2014-2017 and Schools' Annual Performance Review 2014/15 (Pages 173 - 206)**
12. **Low Energy Street Light Replacement Programme (Pages 207 - 217)**
13. **Print and Design Services for Council Marketing and Information Material (Pages 219 - 228)**
14. **Treasury Management Strategy Statement Mid-Year Review 2015/16 (Pages 229 - 243)**
15. **Any other public items which the Chair decides are urgent**
16. **To consider whether it would be appropriate to pass a resolution to exclude the public and press from the remainder of the meeting due to the nature of the business to be transacted.**

#### **Private Business**

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

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



## **Our Vision for Barking and Dagenham**

### **One borough; one community; London's growth opportunity**

#### **Encouraging civic pride**

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

#### **Enabling social responsibility**

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

#### **Growing the borough**

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

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## MINUTES OF CABINET

Tuesday, 13 October 2015  
(7:00 - 7:48 pm)

**Present:** Cllr Darren Rodwell (Chair), Cllr Saima Ashraf (Deputy Chair), Cllr Laila Butt, Cllr Lynda Rice, Cllr Bill Turner and Cllr Maureen Worby

**Apologies:** Cllr Dominic Twomey, Cllr Evelyn Carpenter and Cllr Cameron Geddes

### **50. Declaration of Members' Interests**

There were no declarations of interest.

### **51. Minutes (15 September and 1 October 2015)**

The minutes of the meetings held on 15 September and 1 October 2015 were confirmed as correct, subject the amendment of Minute 49 (1 October 2015) to reflect that the Democratic Services Officer had given advice that the discussions should be focussed on the Living and Working Select Committee's consideration of the call-in and not the original report and decision made by Cabinet under Minute 21 (21 July 2015).

### **52. Launch of Growth Commission**

Further to Minute 24 (21 July 2015), the Leader of the Council took the opportunity to advise that the formal launch of the Growth Commission would take place on Monday 19 October 2015.

The Commission's work would commence with a two-day session where it would consider data from a variety of Government and other databases and take evidence from a wide range of stakeholders to ascertain where Barking and Dagenham was and where it was going.

The Leader commented on the range of expertise amongst the Commission members, a number of who had connections with the Borough. It was noted that the Commission's work would be concentrated over a two-month period and it would present its findings to the Council in the New Year.

### **53. Budget Monitoring 2015/16 - April to August (Month 5)**

Members received a report on the Council's capital and revenue position for the 2015/16 financial year, as at 31 August 2015.

The General Fund showed a projected end of year spend of £157.7m against the approved budget of £151.4m. The projected overspend of £6.3m continued to be attributable to the ongoing pressures within the Children's Services department and Councillor Worby, presenting the report on behalf of the Cabinet Member for Finance and Central Services, referred to the Outline Business Case at Appendix E to the report which contained plans developed by the Children's Social Care

Ambition and Financial Efficiency (SAFE) Programme to minimise the overspend position in the current year and achieve a balanced position for 2016/17.

Councillor Worby advised on further pressures within other service areas such as adult social care and parking, which were expected to be brought back into line by the year end, and commended the work of the Treasury Management team in respect of a projected £700,000 surplus relating to treasury management costs.

The Housing Revenue Account (HRA) showed a predicted breakeven position while the forecast outturn for the Capital Programme was £138.7m against the revised budget of £137m. Councillor Worby was pleased to report that there was greater confidence that the full capital allocation would be spent in-year as new projects were ready to be brought forward to replace any existing schemes that may slip. To that end, it was noted that the next Budget Monitoring report would include plans for the reprofiling of a number of capital schemes.

Councillor Turner introduced the SAFE Programme's Outline Business Case at Appendix E to the report and advised that he was due to present a slightly updated version to the Public Accounts and Audit Select Committee on 21 October 2015, which he would share with his Cabinet colleagues. The SAFE Programme had identified a total of £11.655m of financial pressures, almost all of which related to Children's Social Care, and Councillor Turner outlined some of the initiatives that would help to reduce the level of spending and realise savings for the future, which included the initiative with the recruitment specialists, Penna, to replace agency staff with permanent employees.

Councillor Turner commented that some of the pressures had arisen as a result of insufficient budget allocation, most evident in the areas of No Recourse to Public Funds and Unaccompanied Asylum Seekers where there was no budget provision, although he acknowledged that there was scope to better manage those areas in order to reduce expenditure. Furthermore, the success of campaigns to increase the number of fostering and adoption placements had impacted on the budgets in those areas.

Councillor Turner remarked on the importance of frontline staff being engaged in the SAFE Programme and the costs associated with its implementation over the next 18 months.

Cabinet **resolved** to:

- (i) Note the projected outturn position for 2015/16 of the Council's General Fund revenue budget at 31 August 2015, as detailed in paragraphs 2.1, 2.4 to 2.10 and Appendix A of the report;
- (ii) Note the progress against the agreed 2015/16 savings at 31 August 2015, as detailed in paragraph 2.11 and Appendix B of the report;
- (iii) Note the overall position for the HRA at 31 August 2015, as detailed in paragraph 2.12 and Appendix C of the report;
- (iv) Note the projected outturn position for 2015/16 of the Council's capital budget at 31 August 2015, as detailed in paragraph 2.13 and Appendix D of

the report;

- (v) Adopt the Children's Services Outline Business Case, as set out at Appendix E to the report, in order to address the current pressures in the service; and
- (vi) Approve expenditure of £1m over the next 18 months for programme costs to support the delivery of the Children's Services Outline Business Case, as set out in paragraph 2.5 of the report.

#### **54. Joint Health and Wellbeing Strategy 2015 - 2018**

The Cabinet Member for Adult Social Care and Health, Councillor Worby, presented the joint Health and Wellbeing Strategy for 2015 - 2018, which also incorporated an Outcomes Framework and Delivery Plan.

Councillor Worby explained that the Strategy was an overarching document which linked to a number of the Council's and its partners' strategies, including the Joint Better Care Fund work programme, the Children and Young People's Plan and the Community Strategy 2013 - 2016. The Strategy was developed based on evidence from the Borough's Joint Strategic Needs Assessment and had the following high-level objectives:

- Increase the life expectancy of people living in Barking and Dagenham;
- Close the gap between the life expectancy in Barking and Dagenham with the London average; and
- Improve health and social care outcomes through integrated services.

The key life stages were broken down within the Strategy to ensure that the needs of the different groups were individually assessed and appropriate actions identified. Four strategic themes were established which focussed on:

- **Prevention:** Supporting local people to make lifestyle choices at an individual level to positively improve the quality and length of their life and overall increase the health of the population.
- **Protection:** Protecting local people from threats to their health and wellbeing.
- **Improvement and Integration of Services:** Improving treatment and care by benchmarking against best practice and known failure in care, as well as exploring new and different ways of providing accessible health and social care, with particular emphasis on older people and disabled children.
- **Personalisation:** Ensuring that patients, service users and carers have control and choice over the shape of their care and support in all care settings.

Cabinet Members spoke in support of the Strategy and raised the following points:

- a) **Co-location of Health Visitors within GP Practices and Children's Centres by 2018** – Councillor Worby advised that responsibility for Health Visitors had transferred to the Council on 1 October 2015 which she hoped would enable co-location to be implemented prior to 2018.

- b) **Decrease in the Under-18 Conception Rate by 50% (against 1998 baseline) by 2018** – Councillor Worby suggested that the target was challenging and would require a strong focus, particularly in view of some specific demographic issues relevant to Barking and Dagenham. In that respect, Councillor Worby undertook to provide her Cabinet colleagues with a briefing document that she had received which illustrated, amongst other issues, the clustering of teenage conception and marriage between the ages of 16 to 19 years within the Borough.
- c) **Improved Health Outcomes for Looked After Children, Care Leavers and Youth Offenders by 2018** – Councillor Worby acknowledged that some targets were not being achieved, including for those in the Council's care, and a concerted effort was required to ensure that those groups were not disadvantaged.

Cabinet **resolved** to:

- (i) Endorse the Joint Health and Wellbeing Strategy and its Delivery Plan, as set out at Appendices 1 and 2 respectively to the report; and
- (ii) Note that an annual report on progress would be presented to the Health and Wellbeing Board.

## **55. Payment By Instalments**

Councillor Worby introduced the Cabinet Member for Finance's report on the proposed introduction of a Payment By Instalments policy, aimed at helping local residents to spread the cost of a number of high-value Council services.

Councillor Worby commented that a number of Councillors had raised concerns at the difficulties that some local residents faced when receiving large pre-payment invoices from the Council. While some structured payment arrangements were already available on request, it was felt that any additional support that could be offered by the Council would be very much welcomed at a time when the Government's austerity measures were having such an impact on the local community.

Therefore, a review of the types of services suitable for inclusion in an instalments scheme was undertaken, alongside an assessment of the additional costs that would need to be added to make such a scheme cost-neutral to the Council. Councillor Worby advised that five services had been identified for inclusion in the scheme, which would be available only to Borough residents and where the payment exceeded £500.

Cabinet **resolved** to:

- (i) Agree to the introduction of a Payment By Instalments policy on the terms set out in the report;
- (ii) Agree that the following services shall qualify under the policy:

- Dropped kerbs;
  - Funerals;
  - Hire of halls;
  - Hire of pitches;
  - Registrars.
- (iii) Agree that the policy shall only apply to residents of Barking and Dagenham;
- (iv) Agree the financial arrangements that shall be applied under the policy, as detailed in paragraph 4.5 of the report;
- (v) Note the financial implications arising from the introduction of the policy;
- (vi) Note that the appropriate amendments shall be made to the Council's Financial Regulations and Rules (Part 4, Chapter 2 of the Council Constitution) to reflect the new arrangements, and reported to the Assembly for information; and
- (vii) Agree to review the policy after one year of its introduction to assess the impact on the Council's income, bad debt provision and the cost effectiveness of the policy.

#### **56. Domestic Vehicle Footway Crossover (Dropped Kerb) Policy**

The Cabinet Member for Environment, Councillor L Rice, presented details of a proposed policy for dealing with dropped kerb applications and enforcement.

Councillor Rice explained that while many residents had followed the proper processes to allow them to cross the public footpath to access off-road parking, illegal off-road parking remained a considerable problem and it was noted that the most recent 'sweep' by Enforcement Officers indicated that there were over 2,000 cases in the Borough.

Councillor Rice referred to the previous item on the agenda whereby the cost of dropped kerbs had been included in the Payment By Instalments scheme as a means of helping residents to comply. A further help to some residents was a plan to extend the Disabled Adaptations Scheme to include the installation of dropped kerbs in the qualifying criteria. Alongside those measures were a range of pro-active enforcement initiatives aimed at supporting the Council's priority of "Enabling social responsibility" by dealing with those who refused to comply. Four extra officers had been assigned to the project and costs incurred by the Council in pursuing enforcement action would be passed on to the householder via the application fee.

Cabinet Members expressed their support for the policy and issues were raised relating to pavement parking in general and the means for residents to report illegal parking. Councillor Rice explained that the overriding intention was to ensure that vehicles were parked safely and legitimately and to reduce congestion on the roads and the pavements. With regard to the reporting of illegal parking, the Divisional Director of Environment referred to the "Report It" page on the Council's website and the smartphone app.

Cabinet **resolved** to:

- (i) Approve the Domestic Vehicle Footway Crossover (Dropped Kerb) Policy, as set out at Appendix 1 to the report;
- (ii) Agree the approach to enforcement, as set out in section 5 of the report;  
and
- (iii) Agree to the amendment of the Adaptations Grant Scheme to include dropped kerb schemes in the qualifying criteria, as set out in paragraph 9.5 of the report.

## CABINET

10 November 2015

<b>Title:</b> Budget Monitoring 2015/16 - April to September (Month 6)	
<b>Report of the Cabinet Member for Finance</b>	
<b>Open Report</b>	<b>For Decision</b>
<b>Wards Affected:</b> All	<b>Key Decision:</b> No
<b>Report Author:</b> Kathy Freeman Group Manager, Corporate Finance	<b>Contact Details:</b> Tel: 020 8227 3497 E-mail: <a href="mailto:kathy.freeman@lbbd.gov.uk">kathy.freeman@lbbd.gov.uk</a>
<b>Accountable Director:</b> Jonathan Bunt, Strategic Director of Finance and Investment	
<b>Summary</b>	
<p>This report provides Cabinet with an update of the Council's revenue and capital position for the six months to the end of September 2015, projected to the year end.</p> <p>There is a projected overspend of £6.1m on the 2015/16 budget. This is caused by an overspend on the Children's Services budget of £6.8m, made up of £5.8m pressures in the service and £1m programme delivery costs, partially offset by a £0.7m additional investment income from treasury management activity. There are pressures in a number of other service areas but all are currently forecast to be managed.</p> <p>The total service expenditure for the full year is currently projected to be £157.5m against the budget of £151.4m. The projected year end overspend will reduce the General Fund balance to c£20m at year end and it may reduce further if future budget gaps are not closed.</p> <p>The Housing Revenue Account (HRA) is projected to break-even, leaving the HRA reserve at £8.7m. The HRA is a ring-fenced account and cannot make or receive contributions to/from the General Fund.</p> <p>The Capital Programme budget has been re-profiled and now stands at £131.5m, inclusive of the European Investment Bank (EIB) funded general fund housing schemes, with a forecast outturn of £131.5m.</p>	
<b>Recommendation(s)</b>	
The Cabinet is recommended to:	
<ul style="list-style-type: none"> <li>(i) Note the projected outturn position for 2015/16 of the Council's General Fund revenue budget at 30 September 2015, as detailed in paragraphs 2.1, 2.4 to 2.10 and Appendix A of the report;</li> <li>(ii) Note the progress against the agreed 2015/16 savings at 30 September 2015, as detailed in paragraph 2.11 and Appendix B of the report;</li> </ul>	

- (iii) Note the overall position for the HRA at 30 September 2015, as detailed in paragraph 2.12 and Appendix C of the report;
- (iv) Approve the inclusion of new capital schemes totalling £11.898m as referred to in paragraph 2.13.4 of the report and the re-profiled 2015/16 Capital Programme of £131.511m as detailed in paragraph 2.13 and Appendix D of the report.

**Reason(s)**

As a matter of good financial practice, the Cabinet should be regularly updated with the position on spend against the Council’s budget. In particular, this report alerts Members to particular efforts to reduce in-year expenditure in order to manage the financial position effectively.

**1 Introduction and Background**

- 1.1 This report provides a summary of the Council’s General Fund and HRA revenue and capital positions. It also provides an update on progress made to date in the delivery of the agreed savings targets built into the 2015/16 budget, setting out risks to anticipated savings and action plans to mitigate these risks.
- 1.2 It is important that the Council regularly monitors its revenue and capital budgets to ensure good financial management. This is achieved within the Council by monitoring the financial results on a monthly basis through briefings to the Cabinet Member for Finance and reports to Cabinet. This ensures Members are regularly updated on the Council’s overall financial position and enables the Cabinet to make relevant financial and operational decisions to meet its budgets.
- 1.3 The Budget report to Assembly in February 2015 provided for a target of £15.0m for the General Fund balance and the revenue outturn for 2014/15 led to a General Fund balance of £26.0m. Taking into account the currently projected overspend, together with the proposed use of the GF balance and other reserves to cover the implementation of savings proposals and budget gaps in 2015/16 and 2016/17, the remaining GF balance would be just above the target figure, as shown in the table below:

<b>Projected Level of Reserves</b>	<b>£000</b>	<b>£000</b>
Current GF balance		26,024
Other available reserves		7,127
<b>Total available reserves</b>		<b>33,151</b>
<u>Calls on reserves:</u>		
Implementation of savings proposals	(6,243)	
Budget Gap 2016/17	(5,170)	
Projected overspend	(6,080)	
		(17,493)
<b>Projected remaining reserves</b>		<b>15,658</b>

The actual cost of the implementation of savings proposals is being ascertained and this may impact positively on remaining reserves.

- 1.4 The additional level of reserves above the minimum level provides the Council with some flexibility in its future financial planning but, to take advantage of that, it is



essential that services are delivered within the approved budget for the year. Overspends within directorate budgets will erode the available reserves and therefore limit the options that reserves could present in the medium term as the Council makes decisions on savings and service provision.

## 2 Current Overall Position

2.1 The following tables summarise the spend position and the forecast position of the General Fund and Housing Revenue Account (HRA) balances.

<b>Council Summary 2015/16</b>	<b>Net Budget</b>	<b>Full year forecast at end September 2015</b>	<b>Over/(under) spend Forecast</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Directorate Expenditure</b>			
Adult and Community Services	51,340	51,340	0
Children's Services	62,975	69,755	6,780
Housing (GF)	98	98	0
Environment	19,477	19,477	0
Chief Executive	17,870	17,870	0
Central Expenses	(316)	(1,016)	(700)
<b>Total Service Expenditure</b>	<b>151,444</b>	<b>157,524</b>	<b>6,080</b>

	<b>Balance at 1 April 2015</b>	<b>Forecast Balance at 31 March 2017</b>
	<b>£000</b>	<b>£000</b>
General Fund	26,024	15,658*
Housing Revenue Account	8,736	8,736

\*Includes the use of GF balances to implement savings proposals and cover potential budget gaps up to 2016/17 – see paragraph 1.3

## 2.2 Chief Finance Officer's comments

2.2.1 The current Directorate revenue projections indicate an overspend of £6.1m for the financial year, primarily due to the overspend in Children's Services. The vast majority of the overspend remains within Complex Needs and Social Care.

2.2.2 October's Cabinet was asked to note the cost of setting up of a temporary project team to prepare an Outline Business Case aimed at managing service demand and expenditure to deliver a balanced budget over the next two years. The ability of that plan to deliver savings, which will be monitored at a detailed level, will strongly influence any decisions on a wider spend freeze or other measures to reduce the in year overspend. Some services have already put in place a mini spend freeze to enable the containment of pressures within that area.

- 2.2.3 It is very unlikely that the Children's Services position can be brought back to budget by the end of the financial year, though it is anticipated that it can be significantly reduced, and other actions will need to be identified to avoid a very large call on reserves in 2015/16. In the first instance, all Chief Officers have been instructed to contain any other pressures that have been identified within services and, as detailed within the later paragraphs of this report. Recent experience is of the financial position improving as the financial year progresses though there is no guarantee that this will always be the case.
- 2.2.4 Adequate reserves must be maintained to not only provide the minimum advised balance but also to enable investment in future programmes to deliver the Council's medium term financial strategy. Cabinet noted at its October meeting that the Children's Services programme is forecasting to reduce spend levels by £11m by March 2017 and therefore consideration could be given to agreeing an overspend against budget for 2015/16 with the general fund balance replenished in 2016/17 to provide the funds for investment to deliver future savings. The business case did not indicate this was achievable from within Children's Services alone.
- 2.2.5 Whilst the current forecast overspend would result in a reduction in the Council's General Fund balance, the balance will still remain above the budgeted target of £15.0m. The Strategic Director of Finance & Investment, as the Council's statutory chief finance officer, has a responsibility under statute to ensure that the Council maintains appropriate balances and the projected 2016/17 year end balance would be just above the target figure.
- 2.2.6 Looking forward, the revised MTFs approved in July includes additional funding for Children's Services and other demographic/service pressures which, along with the programme for Children's Services outlined above, would be expected to move towards a robust and deliverable budget in 2016/17.

## 2.3 Directorate Performance Summaries

- 2.3.1 The key areas of risk which might lead to a potential overspend are outlined in the paragraphs below. As this report reflects the position as at 30 September projected to the end of the financial year, it is presented in the departmental structure in place at that time. For future reports, consideration will be given as to how to amend the reporting in the short and medium term.

## 2.4 Adult and Community Services

<b>Directorate Summary</b>	2014/15 Outturn £000	2015/16 Budget £000	2015/16 Forecast £000
Net Expenditure	54,025	<b>51,340</b>	<b>51,340</b>
Projected over/(under)spend			<b>0</b>

- 2.4.1 The Adult and Community Services Directorate is forecast to breakeven by year end. There are a number of pressures within the directorate amounting to c£3.4m, which the department is actively working towards mitigating, as shown in the table below:

<b>Main Pressures</b>	<b>£000</b>
Purchase of Adult Social Care across all client groups	2,103
Pressures against 2015-16 savings targets (see savings tracker appendix for details)	341
Abbey Leisure Centre income pressures due to delayed opening	444
Mental Health residential placement costs	379
Better Care fund performance penalty – target for reduced admissions unachieved	182
<b>Total Pressures</b>	<b>3,449</b>

- 2.4.2 The following comments relate to the divisional analysis as shown in appendix A. The Adult Social Care budget reflects an overall forecast pressure of £2.168m, a slight increase from last month's forecast of £2.166m. The pressure is primarily due to the forecast spend for purchasing adult social care across all client groups (except mental health) currently £2.103m based on current activity data. This pressure includes a provision for a number of high cost transition cases from Children's services and the outcome of re-assessments under the Care Act. The number of crisis intervention cases in the system has begun to decrease slightly but is still at a significantly higher run rate than 2014/15. The service is currently taking urgent action to review cases quickly and reduce numbers. These budgets will continue to be monitored closely throughout the year as activity levels fluctuate. The remaining pressure of £.065m is the net impact of £0.091m pressure arising from the Maples saving (ACS/SAV/06a) which will only be partly delivered this year offset by underspends of £26k arising from in year vacancies.
- 2.4.3 Mental Health is forecasting pressure on the placements budget of £0.379m. This is a reduction from last month's position of £0.431m following work undertaken to review current activity levels.
- 2.4.4 Commissioning and Partnership's is reporting pressure of £0.030m, which is a reduction from last month's projection of £0.127m. The reduction is due to holding vacancies in the Youth Offending Service (YOS) in order to manage the £0.055m in year funding from the Ministry of Justice. The service is managing the £0.182m Better Care Fund (BCF) performance penalty through underspends against extra care budgets on the basis that maximum hours are not being utilised.
- 2.4.5 The Culture and Sports division currently reflects an overall pressure of £0.48m, up from last months forecast of £0.25m. This is due to pressure of £250k due to delays to the Leisure Trust saving proposal and a reduction in income projections following the delayed opening of Abbey Leisure Centre. The Trust saving proposal includes a further £0.75m savings target in 2016/17 and there are further dependant Library savings which could also be at risk. Actions to reduce the impact on income of the delayed opening are being considered.
- 2.4.6 The Public Health service is wholly grant funded with a grant of £14.213m in 2015/16. It was announced that there will be a £200m non-NHS health budget cut in year which will impact the budget in the region of c£1m. The service has reviewed delivery plans in order to determine how the in year funding cut will be managed with a breakeven position forecast. It should be noted that these reductions will impact on services across the Council

## 2.5 Children's Services

<b>Directorate Summary</b>	2014/15 Outturn £000	2015/16 Budget £000	2015/16 Forecast £000
Net Expenditure	67,359	<b>62,975</b>	<b>69,755</b>
Projected over/(under)spend			<b>5,780</b>
Programme costs			<b>1,000</b>

- 2.5.1 The service is forecasting an overspend of £5.780m against a budget of £62.975m. The position includes the delivery of £1.845m of the departments £2.065m savings target and delivery of a further £3.5m saving through the Social Care Ambition and Financial Efficiency programme (SAFE). This is a positive movement of £0.195m on the position reported last month due to movements in Education and Commissioning and Safeguarding.
- 2.5.2 The SAFE programme was agreed by Cabinet in October 2015 and outlines specific actions to be undertaken to reduce costs in Children's services over the next two years, whilst maintaining safe practices. The programme aims to deliver ongoing savings of £11.6m with £3.5m delivered in 2015/16. In addition to this, corporate funding of £1.7m and partnership funding of £0.474m will support the position in 2015/16. Cabinet also approved expenditure of £1m in 2015/16 for programme costs to support the delivery of the SAFE programme.
- 2.5.3 The budget includes additional MTFS funding of £3m within the base in support of social care demand pressures made up of an allocation of £2.85m to social care and £0.15m to safeguarding and commissioning. This has met the cost of staffing to meet 1:20 caseload pressures. The budget also includes additional funding of £1.25m in support of the Children's and Families Bill in respect of meeting the needs of disabled children.
- 2.5.4 The Education Service is forecast to underspend by £0.055m due to expected underspends within the Integrated Youth Service and School Improvement team. This is a positive movement of £0.15m from the position reported last month. The service is managing pressure of £0.1m within Adult Education due to reductions in Government funding. The potential funding of redundancy costs of £0.14m provide the main risk to this position.
- 2.5.5 The Complex Needs and Social Care Service is forecasting an overspend of £5.5m assuming delivery of the actions set out within the SAFE programme. The major areas of pressure as at September include:
- Social Care agency pressure remains at £1.4m after delivery of SAFE programme actions (£3m unmitigated) due to the number of children in the social care system and the commitment to maintain caseloads at 1:20.
  - Residential placement pressure remains at £0.147m after the delivery of programme actions (£2.05m unmitigated), however, there is a risk that this pressure will increase due to an increase in children with extreme needs. Placement requests are challenged and approved at Director level to manage cost pressures.

- No Recourse to Public Funds remains at £1.35m after delivery of programme actions (£1.6m unmitigated) due to the introduction of a new process to screen applicants and additional staff to accelerate progress through Home Office systems.
- Unaccompanied Asylum Seeker Children pressures remains at £0.928m assuming delivery of programme actions (£1.13m unmitigated). However, it should be noted that this does not include potential additional demand expected as a result of Central Government action.

2.5.6 The Commissioning and Safeguarding Service is forecast to overspend by £0.335m which is an improvement on the previous month of £0.045m. It was previously forecast at £0.38m. The pressure in this service is driven by the difficulty in recruiting permanent staff and the need to use agency staff.

## 2.6 Dedicated School Grant (DSG)

2.6.1 The DSG is a ring fenced grant to support the education of school-age pupils within the borough. The 2015/16 DSG allocation is £231.1m, covering Individual Schools Budgets, High Needs and Early Years services.

## 2.7 Housing General Fund

<b>Directorate Summary</b>	2014/15 Outturn £000	2015/16 Budget £000	2015/16 Forecast £000
Net Expenditure	3,417	<b>98</b>	<b>98</b>
Projected over/(under)spend			<b>0</b>

2.7.1 Current projections indicate that this service will outturn on budget in 2015/16.

2.7.2 The primary risks to the position are the level of Bed and Breakfast placements and managing arrears. Significant savings are expected to be delivered through a reduction in temporary accommodation placements within Bed and Breakfast accommodation together with the renegotiation of Bed and Breakfast nightly rates. However, demand over recent months has been steadily increasing and is likely to be further exacerbated by ongoing Welfare Reforms.

2.7.3 There were 79 of Bed and Breakfast placements at the end of September which is above the budgeted average of 68 and part of an increasing trend. However, despite peaking briefly at 81 in May, average numbers over the whole of the first 6 months of the year stand at 62. The projected average number of placements per month for the year is now estimated to be 60 with the resulting under spend used to fund additional rental payments to Private Sector Lease providers in order to ensure a continuous supply of properties, security and reception improvement works at several of the Council's homeless hostels and also payments to the East London Housing Partnership.

2.7.4 Arrears have increased by £0.27m since the start of the financial year, although this is partly due to a backlog in processing Housing Benefit claims. The budget available to top up the provision is expected to be sufficient based upon current assumptions.

- 2.7.5 The opening of Butler Court Hostel has been rescheduled to facilitate the provision of additional units. The facility was initially expected to open in October with 69 units, however, now that full access has been obtained, it has been established that a further 11 units can be provided. The facility is now expected to open in February with 80 units. The enhanced refurbishment of the hostel will be funded from corporate budgets and will result in a higher level of ongoing income.
- 2.7.6 The combination of additional hostel units at Butler Court and 50 Wakering Road alongside active placement management is expected to deliver a breakeven position and enable the service to deliver its savings target. There are, however, significant risks in this area if the forecast reduction in Bed and Breakfast numbers is not achieved, the available supply of PSL properties does not meet demand or the amount of bad debt increases substantially above the current provision.

## 2.8 Environment

<b>Directorate Summary</b>	2014/15 Outturn £000	2015/16 Budget £000	2015/16 Forecast £000
Net Expenditure	19,687	<b>19,477</b>	<b>19,477</b>
Projected over/(under)spend			<b>0</b>

- 2.8.1 Environmental Services is forecast to breakeven at year end, however, there is increasing risk against this position. The service will need to manage pressures of £1.3m to outturn on budget, as set out in the table below. The impact of the De-Regulation Act 2015, which came into effect in April 2015, has been revised to £0.350m following a review of enforcement strategies and income profile over the first half of the year. This is an improved position, albeit still a significant risk for the service.

<b>Main Pressures</b>	<b>£000</b>
Parking Services - Impact of De-regulation bill and existing pressures.	350
Staffing Pressure	354
Pressures against 2015-16 savings targets (see savings tracker appendix for details)	226
Pressures against income targets in Environmental services	260
Stour Road buildings	90
Other	10
<b>Total Pressures</b>	<b>1,290</b>

- 2.8.2 The service has a challenging savings target of £1.7m built into its base budget. Current forecasts indicate under delivery by £0.226m. The majority of this, £0.110m, relates to the introduction of charges for green garden waste service which has been postponed until 2016/17. Other savings pressures include determining arrangements for marketing within the public realm, the postponement of changes to prestart payments and income generation in cemeteries. In addition to this the service is required to manage staffing pressure of £0.354m and income risk of £0.260m in order to outturn within budget.

## 2.9 Chief Executive's Directorate

<b>Directorate Summary</b>	2014/15 Outturn	2015/16 Budget	2015/16 Forecast
	£000	£000	£000
Net Expenditure	18,716	<b>17,870</b>	<b>17,870</b>
Projected over(under)spend			<b>0</b>

2.9.1 Chief Executive's Directorate is currently on target to spend to budget this year though that is dependent on a number of pressures being contained within services.

2.9.2 There are over £2.5m of savings relating to Elevate services for 2015/16 including large individual savings relating to the transformation of ICT and Customer Services and the automation of other services. These are being monitored through joint programme boards with Elevate and Agilisys with the highest risk on parts of the automation proposals. There is also substantial ongoing demand pressures on the benefits services with high numbers of new claims and changes in circumstances that are having to be managed within existing resources.

2.9.3 There are pressures totalling £0.190m within Human Resources through the under-recovery of some school buybacks.

2.9.4 The review of senior management has commenced and it is expected that £0.2m of the £0.3m will be delivered by the end of the year. Further work is required to deliver the savings required from the business support review.

2.9.5 At the end of September, Legal and Democratic Services have already achieved their income target for the year, in addition to delivering against their savings target. If the level of trading activity continues, this is likely to generate significant surplus income.

2.9.6 The Asset Strategy team are currently carrying out a series of rent reviews which will result in the generation of additional rental income. It is expected that the income generated will be re-invested into the commercial properties portfolio to protect or increase future revenues. Any income not invested will generate an overachievement of the income budget in the Asset Strategy team.

At the end of September, the Directorate is reporting a breakeven position and will be mitigating the pressures.

## 2.10 Central Expenses

<b>Directorate Summary</b>	2014/15 Outturn	2015/16 Budget	2015/16 Forecast
	£000	£000	£000
Net Expenditure	2,186	<b>(109)</b>	<b>(809)</b>
Projected over(under)spend			<b>(700)</b>

2.10.1 This budget covers treasury management costs (interest paid on loans and received on investments), budgets to cover the costs of redundancy and doubtful debts and a small contingency to cover any unforeseen pressures.

2.10.2 Currently expenditure and income is forecast to be below budget as a result of the work of the Treasury team to achieve good returns on the Council's cash deposits, without a significant increase in the risk taken, in a low interest environment.

## 2.11 In Year Savings Targets – General Fund

2.11.1 The delivery of the 2015/16 budget is dependent on meeting a savings target of £23.5m. Directorate Management Teams are monitoring their targets and providing a monthly update of progress which is summarised in the table below. Where there are shortfalls, these will be managed within existing budgets and do not affect the monitoring positions shown above.

2.11.2 A detailed breakdown of savings and explanations for variances is provided in Appendix B.

<b>Directorate Summary of Savings Targets</b>	<b>Target £000</b>	<b>Forecast £000</b>	<b>Shortfall £000</b>
Adult and Community Services	4,145	3,804	<b>341</b>
Children's Services	2,065	1,845	<b>220</b>
Housing (GF)	1,005	1,005	-
Chief Executive	14,595	13,751	<b>844</b>
Environment & Enforcement	1,710	1,484	<b>226</b>
<b>Total</b>	<b>23,520</b>	<b>21,889</b>	<b>1,631</b>

## 2.12 Housing Revenue Account (HRA)

2.12.1 The HRA is currently forecast to breakeven. More detailed monitoring information is given in Appendix C.

### **Income**

2.12.2 Income is expected to be ahead of budget by £1.914m. This is due to an increase in the number of HRA Decants being used for Temporary Accommodation generating £1.2m additional income to the HRA than originally budgeted and increased water charges of £0.6m as notified by the water provider after Council budgets were agreed. There is a net nil impact to the HRA of the increased water charges as these are collected by the Council and passed through to the water company.

2.12.3 The main risk to the income position is collection performance and stock movements. The current performance on rent collection is 98.49% compared to the target of 99.24%. However, projections indicate that the collection rate will be on profile by the year end. The current collection rate creates a shortfall in cash collected of around £0.8m. Changes in government policy around repeat claims for Discretionary Housing Payments (DHP) have also impacted the allocation of DHP towards housing rents. Rent campaigns are being undertaken to mitigate the shortfall in income collection. The housing service has been working with Capita to analyse tenant profiles which will assist in developing intervention models and enable improved rent collection levels and reductions in rent arrears. The position will be monitored closely throughout the year and it is expected that the shortfall will be recovered by the year end, however, if the position is not recovered there will be an increased pressure on the bad debt provision.



2.12.4 Stock movements are monitored as level of Right to Buy sales and void levels would impact the rental income position. There have been fewer Right to Buy sales year to date, 109 compared to expected profile of 110, however, due to demand fluctuations over the course of a year, current projections continue to assume 220 sales for the year.

### **Expenditure**

2.12.5 Expenditure is expected to be over budget by £1.914m. This is partly due to the increase in water charges payable to the water company as explained above.

2.12.6 In order to achieve a breakeven position, the Housing service will need to manage cost pressures within the year. The most significant risk area is Repairs and Maintenance which is reporting an overspend of £1m. The forecast position is dependant on a number of management actions including the greater use of in-house workforce over sub contractors and the implementation of a revised repairs policy. The increase in the number of HRA decants being used for Temporary Accommodation has led to additional void refurbishment spend, however, this is offset by the additional income generated.

2.12.7 Existing pressures include restructure and efficiency savings not delivered in 2014/15, pressures on staffing budgets and pressure on sub-contractor spend due to the high levels of responsive repairs carried out by external contractors. Action to address the position includes establishing further productivity improvements, the introduction of a revised repairs policy to manage the workload run rate and the increased utilisation of in-house staff on capital schemes and responsive jobs in place of external sub-contractors.

2.12.8 The additional income raised from HRA decant units for temporary accommodation is currently offsetting projected overspends and enabling an additional £0.2m revenue contribution to capital.

### **HRA Balance**

2.12.9 It is expected that HRA balances will remain at £8.7m at year end.

### **2.13 Capital Programme 2015/16**

2.13.1 The Capital Programme (2015-16) forecast against the budget as at the end of September 2015 is as follows:

	2015/16 Current Budget £000	Actual Spend to Date £000	2015/16 Forecast £000	Variance against Budget £000	Re- profiled Budget £000
Adult & Community Services (ACS)	2,682	759	2,192	(490)	2,192
Children's Services (CHS)	33,474	12,908	27,111	(6,363)	27,111
Environmental Services (ES)	4,215	1,916	4,005	(210)	4,005

Chief Executive Department (CEO)	12,437	2,842	7,489	(4,948)	7,489
Housing General Fund – EIB	6,222	2,575	9,222	3,000	9,222
<b>Subtotal – GF</b>	<b>59,030</b>	<b>20,990</b>	<b>50,019</b>	<b>(9,011)</b>	<b>40,797</b>
HRA	77,987	43,740	81,493	3,505	81,493
<b>Total</b>	<b>137,017</b>	<b>64,740</b>	<b>131,511</b>	<b>(5,506)</b>	<b>131,511</b>

2.13.2 The 2015/16 capital programme stands at a revised budget of £137.0m, and Directorates are anticipating an overall underspend of £5.5m. The detailed scheme breakdown is in Appendix D.

### **Budget Re-profiles and New Capital Schemes**

2.13.3 At the mid-point of the financial year a budget review and re-profiling exercise is undertaken, in order to reflect updated work/build programmes. This gives the opportunity to realign budgets both between projects in the current year and between financial years where slippage or accelerated spend has occurred. Subject to approval, it is proposed that the current projected spend will become the new budgets as shown in the table above, with corresponding adjustments also being made to future year's budgets.

2.13.4 As part of this process some new schemes are also proposed to be added to the Capital Programme. They are as follows:

<b>Directorate</b>	<b>Scheme</b>	<b>Budget</b>	<b>Funded by</b>
ACS	Parsloes Park Artificial Turf Pitch	£0.060m	S106
CEO	Bus Stop Accessibility Improvements	£0.097m	TfL
GF Housing	Gascoigne Estate	£3.0m	EIB Borrowing
HRA	External Fabrics – Blocks	£0.141m	HRA
HRA	New continuation programmes for: Decent Homes North; Decent Homes South; and Fire Safety Works.	£3.1m £4.6m £0.9m	HRA (overall 5-year business plan)

### **2.13.5 Adult & Community Services (ACS)**

Adult & Community Services has a current budget of £2.682m and is projecting an overall under spend against this of £0.490m. This includes underspends on the Direct Payments Adaptations Grant scheme (£0.2m), and the Broadway Theatre works (£0.35m) – combined with £0.060m of new spend for the Parsloes Park scheme.

### **2.13.6 Children's Services (CHS)**

Children's Services has a current budget of £33.4m, and is currently expecting to underspend by £6.36m overall. This is a net position and results from a number of individual scheme variances.

The schemes that have caused the major slippages are the Sydney Russell Primary expansion (£2m), Robert Clack expansion (£1.5m), and the Barking Riverside Secondary School (£3m). These have primarily slipped due to procurement issues and delays in finalising agreements/contracts respectively. Marsh Green Primary (£0.4m), Warren/Furze (£0.24m) and Eastbury (£0.2m) expansion have also been re-profiled due to future phases which will now be delivered in 2016/17.

Accelerated schemes are those which are currently ahead of programme and are anticipated to incur greater spend this year as a result – and this includes Village Infants (£0.2m); School SEN expansion (£0.1m) and SMF 2014-16 (£0.4m).

Additional funds for schemes which were approved by Cabinet in March 2015 include Jo Richardson (£0.24m added in 2015/16 and £0.5m added in 2016/17); two year old nursery places (£0.29m); and the carry forward of Devolved Capital Funds (£0.31m)

Budget increases and decreases are returned to and drawn from the total Basic Need funding allocation.

### 2.13.7 Environmental Services

Environmental Services has a current capital programme of £4.2m and is currently projecting an underspend of £0.21m, which is due to the Backlog Capital Improvements scheme (£0.2m); and the TFL Road Safety scheme (£0.01m).

### 2.13.8 Chief Executive (CEO)

The Directorate has a current budget of £12.4m and is currently projecting an overall underspend of £4.9m. This is a net position and results from a number of individual scheme variances – those exceeding £0.1m are as follows:

Energy Efficiency Programme	(£0.128m)
Corporate Accommodation Strategy	(£4.745m)
Oracle R12 Joint Services	(£0.238m)
Establishment of Council Owned Energy Services	(£0.125m)
The Barking Bath House / Cambridge Road Development	(£0.300m)
Shopping Parade Enhancements	(£0.121m)
Merry Fiddlers Junction	£0.170m
Barking Town Centre Development	£0.196m

The Merry Fiddlers scheme will be funded by Section 106 money; and the Barking Town Centre scheme will be funded by additional Mayor's High Street funding.

### 2.13.9 Housing Revenue Account (HRA)

The HRA has a budget of £77.987m, and is currently forecasting an overall overspend of £3.5m, as set out below:

**Estate Renewal** - This area has a current budget of £6.4m, and is projecting to spend £9.7m in this financial year as a result of accelerated spend. This will be funded by bringing forward future year Estate Renewal budgets (of which there is currently £6.0m in each of the following two financial years).

**New Build Programme** - The New Build Programme has a budget of £28.2 and is projecting to underspend by £1.37m. Schemes with (under) or over spends of £0.1m or more include:

Lawns & Wood Lane Development	(£0.1m)
Abbey Road	(£0.163m)
The Leys (including phase 2)	(£0.166m)
Goresbrook Village	£0.347m
Ilchester Road	(£0.688m)
North Street	(0.605m)

The Lawns & Wood Lane, Abbey Road, and Goresbrook Village schemes are now complete, with only final retentions to be released. The Leys phase 1 is progressing, and phase 2 is expected to start on site late 2015/early 2016. The Ilchester Road and North Street schemes have both been delayed due to prolonged planning processes. Individual scheme variances will be drawn from / returned to the overall five-year HRA business plan.

**Investment in Stock** - This area has a current budget of £43.2m and is projecting a net overspend against this of £1.5m. There are some offsetting variances within this position but the overriding reason for the variance is the addition of the new Decent Homes programmes, which will be added to the budget going forward.

The detailed scheme breakdown is shown in Appendix D.

## 2.14 Financial Control

- 2.14.1 At the end of September, the majority of key reconciliations have been prepared and reviewed. Where they are outstanding, an action plan has been put in place to ensure that they are completed by the end of the financial year.

## 3 Options Appraisal

- 3.1 The report provides a summary of the projected financial position at the relevant year end and as such no other option is applicable for appraisal or review.

## 4 Consultation

- 4.1 The relevant elements of the report have been circulated to appropriate Divisional Directors for review and comment. Individual Directorate elements have been subject to scrutiny and discussion at their respective Directorate Management Team meetings.

## 5 Financial Implications

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

## 6 Legal Issues

- 6.1 Local authorities are required by law to set a balanced budget for each financial year. During the year there is an ongoing responsibility to monitor spending and ensure the finances continue to be sound. This does mean as a legal requirement

there must be frequent reviews of spending and obligation trends so that timely intervention can be made ensuring the annual budgeting targets are met.

**Background Papers Used in the Preparation of the Report:**

Oracle monitoring reports

**List of Appendices**

- **Appendix A** – General Fund expenditure by Directorate
- **Appendix B** – Savings Targets by Directorate
- **Appendix C** – Housing Revenue Account Expenditure
- **Appendix D** – Capital Programme

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## GENERAL FUND REVENUE MONITORING STATEMENT

### September 2015/16

Directorate	Outturn 2014/15	Revised Budget	Forecast Outturn	Forecast Variance
	£000	£000	£000	£000
<b><u>Adult &amp; Community Services</u></b>				
Adult Social Care	31,072	25,921	28,089	2,168
Commissioning & Partnership	10,084	10,458	10,488	30
Culture & Sport	6,429	3,483	3,963	480
Mental Health	3,956	3,434	3,813	379
Public Health	785	-	-	-
Management & Central Services	1,699	8,044	4,987	(3,057)
	<b>54,025</b>	<b>51,340</b>	<b>51,340</b>	<b>-</b>
<b><u>Children's Services</u></b>				
Education	4,660	4,642	4,587	(55)
Complex Needs and Social Care	42,564	37,863	43,363	5,500
Commissioning and Safeguarding	9,166	9,465	9,800	335
Other Management and Programme Costs	10,969	11,005	11,005	-
SAFE programme expenditure			1,000	1,000
	<b>67,359</b>	<b>62,975</b>	<b>69,755</b>	<b>6,780</b>
<b><u>Children's Services - DSG</u></b>				
Schools	176,960	182,336	182,336	-
Early Years	19,329	16,549	16,549	-
High Needs	28,807	28,087	28,087	-
Non Delegated	737	918	918	-
Growth Fund	2,375	3,250	3,250	-
School Contingencies	-	(22)	(22)	-
DSG/Funding	(228,208)	(231,118)	(231,118)	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Environment &amp; Enforcement</u></b>				
	<b>19,687</b>	<b>19,477</b>	<b>19,477</b>	<b>-</b>
<b><u>Housing General Fund</u></b>				
	<b>3,417</b>	<b>98</b>	<b>98</b>	<b>-</b>
<b><u>Chief Executive Services</u></b>				
Chief Executive Office	12	(27)	(27)	-
Strategy & Communication	(2)	292	107	(185)
Legal & Democratic Services	(192)	493	493	-
Human Resources	(89)	711	896	185
Corporate Finance & Assets	16,384	15,139	15,139	-
Regeneration & Economic Development	2,603	1,262	1,262	-
	<b>18,716</b>	<b>17,870</b>	<b>17,870</b>	<b>-</b>
<b><u>Other</u></b>				
Central Expenses	(6,579)	(11,903)	(12,603)	(700)
Levies	9,809	10,755	10,755	-
Budgeted Reserve Drawdown	(1,044)	-	-	-
Contingency	-	832	832	-
	<b>2,186</b>	<b>(316)</b>	<b>(1,016)</b>	<b>(700)</b>
<b>TOTAL</b>	<b>165,390</b>	<b>151,444</b>	<b>157,524</b>	<b>6,080</b>

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**Directorate Savings Targets: Progress at Period 6****Adult and Community Services**

Ref:	Detail	Current Position (please also state if a project is required to deliver the savings)	Target £000	Forecast £000	Variance £000
ACS/SAV/01	Workforce remodelling	On track to be delivered.	584	584	0
ACS/SAV/02a	Safeguarding adults - quality assurance and protection of property	Achieved	104	104	0
ACS/SAV/02b	Safeguarding adults - Domestic Violence and Hate Crime	Achieved	22	22	0
ACS/SAV/03a	Older People accommodation based services - review of Kallar Lodge	Achieved	100	100	0
ACS/SAV/06a	Personalisation of Learning Disability Day Services and consequential closure of The Maples.	Delays expected. Date of full implementation dependent on completion of a number of processes; there is a need to identify solutions with individual service users and their families. A Project Board is in place.	257	166	91
ACS/SAV/06b	Staffing efficiencies at 80 Gascoigne Road.	Achieved	70	70	0
ACS/SAV/07	Withdraw subsidy from Relish café.	Achieved	120	120	0
ACS/SAV/10	Care and support in the home focused on people with doubling up of care staff as a result of high needs	On track to be delivered.	85	85	0
ACS/SAV/12d	Community Interest Company delivering a range of services using creative arts	Achieved	16	16	0
ACS/SAV/12f	The Foyer Supported Living for 18-24 year olds	On track to be delivered.	275	275	0
ACS/SAV/12h	Summerfield House supported living for mothers aged 16-24 and their babies	Achieved	143	143	0
ACS/SAV/12i	Bevan House supported living for vulnerable families	On track to be delivered.	98	98	0

**Appendix B**

<b>Ref:</b>	<b>Detail</b>	<b>Current Position (please also state if a project is required to deliver the savings)</b>	<b>Target £000</b>	<b>Forecast £000</b>	<b>Variance £000</b>
ACS/SAV/13b	Increase in social care income budget.		300	300	0
ACS/SAV/15a	Integration and Commissioning and Directorate Support teams	Achieved	200	200	0
ACS/SAV/16	Alcohol Services for adults and young people - to fund from Public Health grant	Achieved	495	495	0
ACS/SAV/17	Reduce range of crime and Anti Social Behaviour interventions - Victim Offender Location Time work	Achieved	47	47	0
ACS/SAV/18	Community Safety and IOM work - fund the Anti Social Behaviour Team from a range of funding streams rather than the GF	Achieved	75	75	0
ACS/SAV/19	Youth Offending Service reduction in Out of Court work	Achieved	92	92	0
ACS/SAV/24	School library service to be full cost recovery and Home Library Service to be delivered by volunteers.	On track to be delivered.	56	56	0
ACS/SAV/26	Delete Libraries casual staffing budget and transfer of centrally controlled costs	On track to be delivered.	35	35	0
ACS/SAV/23a	Reduce book fund	Achieved	10	10	0
ACS/SAV/29a	Broadway Theatre - transfer to College	Achieved	200	200	0
ACS/SAV/30	Community Halls - community managed or close	Achieved	52	52	0
ACS/SAV/31	Leisure centres - Management and reception staff	On track to be delivered. Links to ACS/SAV/36	47	47	0

**Appendix B**

<b>Ref:</b>	<b>Detail</b>	<b>Current Position (please also state if a project is required to deliver the savings)</b>	<b>Target £000</b>	<b>Forecast £000</b>	<b>Variance £000</b>
ACS/SAV/32	Leisure centres - extraordinary increase in net income	Requires Corporate marketing support to deliver following centralisation of budgets.	40	40	0
ACS/SAV/34	Sport & Physical Activity team management cost reduction.	Achieved	152	152	0
ACS/SAV/36	Leisure and cultural services trust proposal	Risk to delivery this financial year – awaiting outcome of review	250	0	250
ACS/SAV/39	Active Age Centres income	On track to be delivered	120	120	0
EH001	Food Safety Team Funding - Transfer of funding liability from General Fund to Public Health Grant	Funded through Public Health grant – saving delivered	100	100	0
<b>Total</b>			<b>4,145</b>	<b>3,804</b>	<b>341</b>

## Children's Services

Ref:	Detail	Current Position (please also state if a project is required to deliver the savings)	Target £000	Forecast £000	Variance £000
CHS/SAV/23	Significant reduction in improvement support for education	Alternative saving identified via capitalisation of revenue expenditure	100	100	0
CHS/SAV/25b	Childcare and early years - move to DSG	Achieved saving on general fund by utilisation of legitimate expenditure to grant	455	455	0
CHS/SAV/26	Children's Centres, part of policy paper re frontline service delivery (use of libraries, developing hubs approach etc. and use of assets Closure of a number of centres	On target by reducing activities for young children and their parents and seeking alternative funding for the play and communications (language development work)	400	400	0
CHS/SAV/27	Youth Service - reconfigure to voluntary sector provision with £100k budget	On target by reducing the number of youth sessions provided across the borough via youth centres, StreetBase Local community youth clubs and the youth bus	100	100	0
CHS/SAV/28b	Educational psychology - provision using DSG only	Income generation will be monitored through out the year by an increase in income generation of the traded element of the service and a review of methods of service delivery focused on reducing the costs of the service while maintaining quality. DSG income supported only cost centre. In addition this will be partially offset by increased levels of new EHC plans, for which additional funding has been provided.	440	220	220
CHS/SAV/34	Reduction in CIN (c20 year 1, c120 year 2, c60 year 3) due to impact of Troubles Families agenda	On target with utilisation of the grant funding to reduce CIN numbers through impact of the Troubled Families agenda	50	50	0

**Appendix B**

CHS/SAV/30	CAMHS - reduce to statutory minimum for year 1 and then delete service	On target but high risk at tier 2 but achievable by reducing Primary Mental Health Workers from 6 to 3 in 15\16	100	100	0
CHS/SAV/31	Limited support to Local Safeguarding Children's Board (LSCB). Reduce Child Death Overview Panel (CDOP) Manager to 0.5	Demand and risk driven, will be monitored due to demand placed upon the LSCB. The CDOP manager is responsible for overseeing all child deaths that take place in B&D. The role is statutory and is part funded by the CCG for the rapid response function. Saving is to reduce this support.	15	15	0
CHS/SAV/37	Reduce GF contribution to Information & Statistics team	On target and achievable by removing general fund contribution to the team	30	30	0
CHS/SAV/25a	Reduction in support to quality Childcare and early years provision	Budget/saving removed via training, development and marketing centralisation - £46k relates to training budget and achievable with staffing reduction	200	200	0
CHS/SAV/28a	Social care learning and development	Saving now recentralised	125	125	0
CHS/SAV/29	Access and connect - reduction in rewards available to young people to incentivise healthy behaviours	On target to be achieved	50	50	0
<b>Total</b>			<b>2,065</b>	<b>1,845</b>	<b>220</b>

## Environment and Enforcement

Ref	Detail	Current Position (please state if project is required to deliver savings)	Target	Forecast	Variance
			£000	£000	£000
ES001	Loss of proactive drainage clearance	Saving has been delivered	80	80	0
ES002	Changes to winter maintenance of highway network	Saving has been delivered	35	35	0
ES007	Increase Parking Charges for all parking locations	New charges implemented. We are monitoring activity to assess purchasing trends and any impact on demand which may affect delivery of saving – hence amber rating.	190	190	0
ES008	Restructure Facilities Management - Building Services Officers - post deletions	Awaiting redundancy sign off	101	101	0
ES009A	Streamlining Building Cleaning	Saving has been delivered	49	49	0
ES009B	Building Cleaning - removal of Living Wage subsidy to school contracts	Saving cannot be delivered until 2016/17. Schools have contracts limiting any price increase in 2015/16. However, income from ad hoc activity and new contracts is expected to mitigate the pressure in 2015/16. Progress will be periodically monitored.	96	96	0
ES010B	Prestart payment to drivers	Expected to take effect from November 2015, so will not deliver full year savings	53	22	31
ES012	Cease green garden waste collection	Saving was based on fully chargeable service in place from September 2015. However, delays in implementing this mean that charging is now only likely to start in April 2016.	110	0	110
ES014	Market Management	Transfer is from 25 April 2015. Achieved	281	281	0
ES015	Redesign of street cleansing operations	Service redesign is in place already.	243	243	0
ES016	Income generation in cemeteries	Concessions and extension of burial/memorial offer will not be fully	30	15	15

Ref	Detail	Current Position (please state if project is required to deliver savings)	Target £000	Forecast £000	Variance £000
		achieved in 2015. Will require a programme to deliver future ambitions for income growth			
ES019	Use of Public Health Grant to incentivise Council priorities through sports participation	Grant arrangements agreed for yr 1, but sustaining this will require all clubs/teams to develop significant capacity to deliver to club standard. Requires a programme to also pick up outcomes of playing pitch strategy	65	65	0
ES020	Increases in income expected from future regulatory activity.	Trajectory of enforcement actions is positive but remains below necessary levels. Recovery rates are also lagging. Requires a programme aimed at broader transformation.	125	125	0
ES021	Increase income from staff parking charges	New charges implemented. We are monitoring buying patterns as reduced demand may impact delivery – hence amber rating.	30	30	0
ES022	Marketing in the public realm	Existing strategies for selling advertising space are providing limited income. Review of corporate arrangements is required.	70	0	70
ES025	Domestic bins rental	Recharge agreed	17	17	0
ES026	Recycling bins rental – Recharge to HRA	Recharge agreed	135	135	0
<b>Total</b>	<b>Environment and Enforcement</b>		<b>1,710</b>	<b>1,484</b>	<b>226</b>

Housing General Fund

Ref	Detail	Current Position (please state if project is required to deliver savings)	Target	Forecast	Variance
			£000	£000	£000
HGF001	Expand Council hostel portfolio to accommodate temporary placements instead of using expensive B&B accommodation.	Saving expected to be delivered. YTD average below budget assumption and the provision of additional hostel units expected to improve this further. Additional units are expected to be provided within the Foyer and Butler Court - although delays would impact this position. It should be noted that unforeseen increases in TA demand may impact on the ability to deliver saving.	900	900	0
HGF002	Housing Advice & Temporary Accommodation	Charges implemented - saving delivered	74	74	0
HGF003	Housing Strategy	Controls on non mandatory spend in place therefore saving delivered	31	31	0
<b>Total</b>			<b>1,005</b>	<b>1,005</b>	<b>0</b>



**Chief Executive's**

<b>Ref:</b>	<b>Detail</b>	<b>Current Position (please state if a project is required to deliver the savings)</b>	<b>Target £000</b>	<b>Forecast £000</b>	<b>Variance £000</b>
CEX/SAV/01	Staff reduction Sustainable Communities and Economic Development	Posts currently vacant	99	99	0
CEX/SAV/02	Increase Income in Strategic Transport area	LIP budget for 2015/16 already allocated with increased level of top slice.	63	63	0
CEX/SAV/03	Stop all business support activity e.g. business enterprise centre (move to no cost from 2015-16)	Stakeholders informed with regard to ceasing of funding. Employee to leave at end of March	224	224	0
CEX/SAV/04	Increase income in Development Planning area	Budget increased, current income levels suggest this enhanced target is achievable	85	85	0
CEX/SAV/05	Reduction in planning policy posts and amalgamation of Planning Policy Manager post and Strategic transport post	Savings on target to be delivered.	24	24	0
CEX/SAV/06	Reduction in supplies and services budget	Budgets reduced and savings on target to be delivered.	45	45	0
CEX/SAV/07	Increase in income from Capital Programme	Recharges agreed	20	20	0
CEX/SAV/7b	Reduction of costs in Sustainable Communities area	This would be delivered through recharges to Capital. This is on target to be delivered.	200	200	0
CEX/SAV/08	Increase in income employment and skills	Budget increased to reflect previous years levels of income	100	100	0
CEX/SAV/08a	Recharge to the HRA in respect of supporting Housing Tenants into permanent employment.	Budget increased to reflect previous years levels of income	200	200	0
CEX/SAV/08b	Capital Commissioning & Delivery	Savings on target to be delivered	140	140	0

**Appendix B**

<b>Ref:</b>	<b>Detail</b>	<b>Current Position (please state if a project is required to deliver the savings)</b>	<b>Target £000</b>	<b>Forecast £000</b>	<b>Variance £000</b>
	Group – To generate an annual surplus of £50k through additional framework contract income and reduce General Fund recharges by £90k.				
CEX/SAV/09	Reduce democratic services structure dependant on moving towards a shared service and reducing the number and frequency of statutory meetings	Savings on target to be delivered but Leader may request that the post is put back into the structure.	47	47	0
CEX/SAV/10	Increase Legal trading income	Savings on target to be delivered	135	135	0
CEX/SAV/11	General Fund reduction in supplies and services budget for legal services	Savings on target to be delivered	75	75	0
CEX/SAV/12a	Member training stopped with exception of the training required for members to serve and operate on the quasi-judicial meetings	Remaining training to be funded from corporate L&D fund, which is already under pressure.	55	55	0
CEX/SAV/12b	Members Pension Contribution	Savings on target to be delivered	100	100	0
CEX/SAV/13	Residents Survey - no postal survey but online	Savings on target to be delivered	15	15	0
CEX/SAV/14	Centralise and top slice marketing and publicity budgets across Council	Consolidated M&C budgets are not sufficient to cover commitments and statutory obligations.	300	300	0
CEX/SAV/14a	Centralisation and top slicing of marketing and publicity budgets across the Council	Consolidated M&C budgets are not sufficient to cover commitments and statutory obligations	100	100	0
CEX/SAV/15	Remodel marketing and communications service - core minimum team and consider shared service with Thurrock	Shared M&C service is no longer possible with Thurrock.	250	250	0
CEX/SAV/15a	Further remodelling of marketing and comms	Shared M&C service is no longer possible with Thurrock	50	50	0
CEX/SAV/17	Develop a Research and Intelligence Hub	Saving requires consultation with Children's services and Public health to determine a forecast.	100	100	0

**Appendix B**

<b>Ref:</b>	<b>Detail</b>	<b>Current Position (please state if a project is required to deliver the savings)</b>	<b>Target £000</b>	<b>Forecast £000</b>	<b>Variance £000</b>
CEX/SAV/18	Centralise training and development budgets to improve efficiency of use and make saving	Departments are reducing the amount of budgets initially identified as budgets to be centralised. This has reduced the amount of budget available for training and development needs across the Council.	475	475	0
CEX/SAV/21	Reduce health and safety provision, but must meet statutory responsibilities	Increased Income target should be achievable given current rate of HR and OH income generation	100	100	0
CEX/SAV/22	Look to provide employee relations advice in a different way	Savings on target to be delivered.	47	47	0
CEX/SAV/22a	Reduce the size of the HR Business Partner Team	Savings on target to be delivered.	60	60	0
CEX/SAV/23a	Additional savings to be delivered through centralising training and development budgets to improve efficiency of use	Departments are reducing the amount of budgets initially identified as budgets to be centralised. This has reduced the amount of budget available for training and development needs across the Council.	175	175	0
CEX/SAV/23b	Reduction in Business Change team staff	Savings on target to be delivered.	22	22	0
CEX/SAV/24	Remove Invest to Save budget	Savings on target to be delivered.	1,000	1,000	0
CEX/SAV/25	Debt interest payments	No issues as there is expected to be no further borrowing required in 2015/16 based on the current debt interest budget.	250	250	0
CEX/SAV/26	Minimum Revenue Provision (MRP) accounting	On target to be delivered	2,700	2,700	0
CEX/SAV/27	Investment income - rate change	Although the expected rate change has not occurred the Council is positioned to make the agreed savings for 2015/16	500	500	0
CEX/SAV/29	Investment income - increase risk appetite	The investment strategy have been amended to allow the required the	250	250	0

Appendix B

Ref:	Detail	Current Position (please state if a project is required to deliver the savings)	Target £000	Forecast £000	Variance £000
		Council to achieve this target.			
CEX/SAV/30a	Shared accountancy service	Shared service did not proceed, however, a restructure has been implemented to produce the required level of saving. Due to delayed implementation however, the full year effect has not been achieved.. Pressure could be reduced as a result of a number of vacant posts.	500	450	50
CEX/SAV/31	Capital Programme Management Office (CPMO)	Recharge to HRA has been agreed	25	25	0
CEX/SAV/33	Treasury recharge to Pensions	Recharges agreed	20	20	0
CEX/SAV/34	Project Manager/Accountant	Recharge to HRA from Innovation & Funding has been agreed.	30	30	0
CEX/SAV/35	Innovation & Funding consultancy budget	Budget referred to was used to fund costs in respect of the BSF programme which has now ended – savings therefore achieved	150	150	0
CEX/SAV/36	External treasury management	Savings delivered.	75	75	0
CEX/SAV/37	Card transaction costs	This has been implemented. No Issues.	35	35	0
CEX/SAV/38	Introduce credit card charging	Due to the complexity of setting up the charging mechanism for credit cards it is likely that this will only be fully implemented by May 2015. Despite the delay it is expected that the savings target will be achieved.	40	40	0
CEX/SAV/39	Benchmarking clubs	Expected to be delivered	40	40	0
CEX/SAV/40	Corporate sponsorship	Dagenham & Redbridge FC has been informed that this funding will cease.	30	30	0
CEX/SAV/41	Audit fees	Corporate Management saving – achieved in 2014/15	100	100	0
CEX/SAV/42	Energy team	Issues with where this saving will be	25	0	25

Ref:	Detail	Current Position (please state if a project is required to deliver the savings)	Target £000	Forecast £000	Variance £000
		realised from - potential double counting with Facilities saving			
CEX/SAV/43	Compliance team	No issues, savings delivered	55	55	0
CEX/SAV/45	Maritime House	No issues, savings on target to be delivered	115	115	0
CEX/SAV/46	Internal audit days - reduce plan	Audit plan reduced	45	45	0
CEX/SAV/48	Client team restructure	An officer's post will now not be deleted until 30 June 2015. This creates a pressure on this saving which will be mitigated from within the service.	100	100	0
CEX/SAV/49	Registrars Cost/Income	Savings target will not be delivered.	50	10	40
CEX/SAV/50	Taxicard Scheme	No issues savings on target to be delivered.	160	160	0
CEX/SAV/52a	Reduce council tax exemptions	The saving has been included in the Council Tax base for 2015/16. The level of Council Tax income will be monitored throughout the year to ensure it remains on budget.	200	200	0
CEX/SAV/52b	Amend council tax support scheme	The proposal to change the Local Council Tax support scheme, reducing the level of support from 85% to 75% was expected to generate additional Council Tax revenue of £0.7m. At period 4, the forecast for year end collection is estimated to be £0.25m which is significantly under target. This position will be monitored closely to assess the ongoing impact of the support scheme reduction.	700	250	450
CEX/SAV/54	Shared insurance service	Saving still to be determined / agreed with Thurrock	18	18	0
CEX/SAV/54a	Additional recharge to the HRA - Innovation & Funding	Recharge agreed	25	25	0

Ref:	Detail	Current Position (please state if a project is required to deliver the savings)	Target £000	Forecast £000	Variance £000
CEX/SAV/54c	Reduction in Council Tax bad debt provision	The saving has been included in the Council Tax base for 2015/16. The level of Council Tax collection will be monitored throughout the year to ensure it remains on budget.	100	100	0
CEX/SAV/54d	Reduction in Temporary Accommodation bad debt provision	Expected to be delivered based upon current position and delivery of Housing TA savings.	250	250	0
CEX/SAV/54e	Increase duration risk on external investments	The investment strategy have been amended to allow the required the Council to achieve this target.	100	100	0
CEX/SAV/54f	Pay Pension Fund contributions on 1 April instead of monthly	This is on target. No Issues.	60	60	0
CEX/SAV/54g	Increase saving from centralisation of FoI/Complaints	Behind schedule – team restructure unlikely to be completed until Sept.	110	55	55
CEX/SAV/55	Elevate Overheads	Removal of overhead contribution to be negotiated as part of wider contract changes. Terms agreed but not formally contracted.	488	488	0
CEX/SAV/56	B&Ddirect - Customer Services Channel Shift	Elevate – Savings to be addressed as part of the overall new contractual deal.	64	64	0
CEX/SAV/58	Withdrawal of the Benefits Direct service at One Stop Shops.	Bens Direct closed at the end of February with resources transferring to the back office.	259	259	0
CEX/SAV/60	Automation of Inbound Email/Post Processing	Elevate – Savings to be addressed as part of the overall new contractual deal.	270	270	0
CEX/SAV/61	Council Tax - invest to collect more	Change notice agreed for additional resource along with commensurate change in collection target. Will be monitored monthly.	369	369	0

Appendix B

Ref:	Detail	Current Position (please state if a project is required to deliver the savings)	Target £000	Forecast £000	Variance £000
CEX/SAV/62	Property Services	Creates a pressure on repairs agenda on commercial portfolio but will be mitigated by increased income and whole business review being carried out by group manager.	138	138	0
CEX/SAV/63a	ICT End User Technologies	Initial service proposal agreed between Agilisys and ICT Client. Design workshops scheduled. Target cost payable to Elevate for the service has been reduced.	135	135	0
CEX/SAV/63b	ICT Service Management fulfilment		41	41	0
CEX/SAV/63c	ICT Infrastructure Applications		254	254	0
CEX/SAV/64	Client Team reduction	No issues savings on target to be delivered.	45	45	0
CEX/SAV/65	Returning services - management fee	No issues savings on target to be delivered.	136	136	0
CEX/SAV/66	Private Finance Initiative Monitoring efficiency	No issues savings on target to be delivered.	50	50	0
CEX/SAV/67	PMO efficiency	Redundancy of client side role agreed and non ICT PMO service returned to the Council but without resource.	90	90	0
CEX/SAV/68	Review of complaints/FoI	Savings unachievable because manager believes this saving was superseded by CEX/SAV/54g	40	0	40
CEX/SAV/69	HR/Payroll	The cost of the staff transferring is £1.33m by our calculations, against a budget available (taking into account savings expectations) of £1.288m. There are no plans in place to deliver any savings for the start of the financial year.	100	58	42
CEX/SAV/70	Revenues Services Restructure	Management restructure of Revenues	92	92	0

**Appendix B**

<b>Ref:</b>	<b>Detail</b>	<b>Current Position (please state if a project is required to deliver the savings)</b>	<b>Target £000</b>	<b>Forecast £000</b>	<b>Variance £000</b>
		agreed and implemented by Elevate.			
CEX/SAV/77	Business Support review	Saving based on PwC management review – requires action to take forward and deliver saving	60	0	60
CEX/SAV/78	Reduction in middle management	Saving based on PwC management review – requires action to take forward and deliver saving	300	178	122
CEX/SAV/79	Corporate Procurement Saving	Ongoing corporate gainshare from Adecco contract. High agency rates in Children’s Services will enable delivery of the saving.	500	500	0
<b>Total</b>			<b>14,595</b>	<b>13,751</b>	<b>844</b>



**HOUSING REVENUE ACCOUNT MONITORING STATEMENT**  
**September 2015-16**

**Appendix C**

	<b>Budget</b>	<b>Forecast</b>	<b>Variance</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Dwelling Rents	(90,512)	(91,762)	(1,250)
Non Dwelling Rents	(737)	(737)	0
Other Income	(16,921)	(17,585)	(664)
Interest received	(336)	(336)	0
<b>Total Income</b>	<b>(108,506)</b>	<b>(110,420)</b>	<b>(1,914)</b>
Repairs & Maintenance	17,205	18,212	1,007
Supervision & Management	39,056	39,720	664
Rents, Rates and Other	700	700	0
Revenue Contribution to Capital	37,131	37,374	243
Bad Debt Provision	2,670	2,670	0
Interest Charges	10,059	10,059	0
Corporate & Democratic Core	685	685	0
Pension Contribution	1,000	1,000	0
<b>Total</b>	<b>108,506</b>	<b>110,420</b>	<b>1,914</b>

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## 2015/16 CAPITAL PROGRAMME - as at the end of September 2015

Project No.	Project Name	Revised Budget 2015/16	Actual Expenditure	2015/16 Forecast	Forecast Variance	New Re-profiled Budget
<b>Adult &amp; Community Services</b>						
<b>Adult Social Care</b>						
FC00106	Private Sector HouseHolds	818,718	256,790	818,718	0	818,718
FC02888	Direct Payment Adaptations Grant	400,000	58,634	200,000	-200,000	200,000
<b>Culture &amp; Sport</b>						
FC02855	Mayesbrook Park Athletics Arena	74,899	11,486	74,899	0	74,899
FC02870	Barking Leisure Centre 2012-14	888,628	432,209	888,628	0	888,628
FC03029	Broadway Theatre	500,000	-	150,000	-350,000	150,000
FC03032	Parsloes Park - Artificial Turf Pitches & Master Planning	-	-	60,000	60,000	60,000
<b>Total for Adult &amp; Community Services</b>		<b>2,682,245</b>	<b>759,119</b>	<b>2,192,245</b>	<b>- 490,000</b>	<b>2,192,245</b>

## 2015/16 CAPITAL PROGRAMME - as at the end of September 2015

Project No.	Project Name	Revised Budget 2015/16	Actual Expenditure	2015/16 Forecast	Forecast Variance	New Re-profiled Budget
<b>Children's Services</b>						
<b>Primary Schools</b>						
FC02736	Roding Primary School (Cannington Road Annex)	130,349	560	130,349	0	130,349
FC02745	George Carey CofE (formerly Barking Riverside) Primary School	-	450	23,826	23,826	23,826
FC02759	Beam Primary Expansion	78,268	613	78,268	0	78,268
FC02784	Manor Longbridge (former UEL Site) Primary School	303,310	-	303,310	0	303,310
FC02799	St Joseph's Primary - expansion	16,321	-	16,321	0	16,321
FC02860	Monteagle Primary (Quadrangle Infill)	75,549	1,155	35,000	-40,549	35,000
FC02861	Eastbury Primary (Expansion)	250,000	758	50,000	-200,000	50,000
FC02865	William Bellamy Primary (Expansion)	199,117	8,456	199,117	0	199,117
FC02918	Roding Cannington	23,826	-	-	-23,826	-
FC02919	Richard Alibon Expansion	74,278	373,878	74,278	0	74,278
FC02920	Warren/Furze Expansion	481,066	10,953	240,000	-241,066	240,000
FC02921	Manor Infants Jnr Expansion	73,429	41,113	73,429	0	73,429
FC02923	Rush Green Expansion	164,473	8,084	110,000	-54,473	110,000
FC02924	St Joseph's Primary(Barking) Extn 13-14	15,072	-	15,072	0	15,072
FC02956	Marsh Green Primary 13-15	550,000	323,724	150,000	-400,000	150,000
FC02957	John Perry School Expansion 13-15	40,364	21,736	40,364	0	40,364
FC02960	Sydney Russell (Fanshawe) Primary Expansion	3,000,000	415,285	1,000,000	-2,000,000	1,000,000
FC02979	Gascoigne Primary -Abbey Road Depot	5,500,000	1,497,709	5,500,000	0	5,500,000
FC02998	Marks Gate Junior Sch 2014-15	633,128	470,910	633,128	0	633,128
FC03014	Barking Riverside City Farm Phase II	4,054,377	4,114,775	4,054,377	0	4,054,377
FC03041	Village Infants - Additional Pupil Places	300,000	44,637	500,000	200,000	500,000
						-
<b>Secondary Schools</b>						
FC02953	All Saints Expansion 13-15	245,351	-	245,351	0	245,351
FC02954	Jo Richardson expansion	1,448,960	1,736,545	1,692,960	244,000	1,692,960
FC02959	Robert Clack Expansion 13-15	2,500,000	335,697	1,000,000	-1,500,000	1,000,000
FC02977	Barking Riverside Secondary Free School (Front Funding)	8,500,000	1,327,866	5,500,000	-3,000,000	5,500,000
						-
<b>Other Schemes</b>						
FC02826	Conversion of Heathway to Family Resource Centre	19,513	190	19,513	0	19,513
FC02906	School Expansion SEN projects	300,000	106,552	400,000	100,000	400,000
FC02909	School Expansion Minor projects	344,464	315,506	344,464	0	344,464
FC03042	Additional SEN provision	-	-	-	0	-
FC03043	Pupil Intervention Project (PIP)	250,000	-	125,000	-125,000	125,000
FC02972	Implementation of early education for 2 year olds	409,090	442,653	509,090	100,000	509,090

## 2015/16 CAPITAL PROGRAMME - as at the end of September 2015

Project No.	Project Name	Revised Budget 2015/16	Actual Expenditure	2015/16 Forecast	Forecast Variance	New Re-profiled Budget
FC02975	Barking Abbey Artificial Football Pitch	282,385	4,722	67,385	-215,000	67,385
FC02929	Schools Modernisation Fund 2012-13	-	15,818	-	0	-
FC02978	Schools Modernisation Fund 2013-14	227,108	157,545	227,108	0	227,108
FC03010	SMF 2014-16	2,027,918	1,640,188	2,477,918	450,000	2,477,918
FC03013	Universal infant Free School Meals Project	33,687	27,825	33,687	0	33,687
9999	Devolved Capital Formula	606,235	210,327	925,109	318,874	925,109
						-
<b>Children Centres</b>						-
FC03033	Upgrade of Children Centres	300,000	-	300,000		300,000
FC02217	John Perry Children's	9,619	-	9,619	0	9,619
FC02310	William Bellamy Children Centre	6,458	-	6,458	0	6,458
<b>Total for Children's Services</b>		<b>33,473,715</b>	<b>12,908,474</b>	<b>27,110,501</b>	<b>- 6,363,214</b>	<b>27,110,501</b>

## 2015/16 CAPITAL PROGRAMME - as at the end of September 2015

Project No.	Project Name	Revised Budget 2015/16	Actual Expenditure	2015/16 Forecast	Forecast Variance	New Re-profiled Budget
<b>Housing and Environment</b>						
<b>Environmental Services</b>						
FC02764	Street Light Replacing	678,215	586,397	678,215	0	678,215
FC02873	Environmental Improvements and Enhancements	93,481	75,187	93,481	0	93,481
FC02964	Road Safety Impv 2013-14 (TFL)	438,280	114,496	428,280	-10,000	428,280
FC02886	Parking Strategy Imp	51,770	6,930	51,770	0	51,770
FC02542	Backlog Capital Improvements	568,366	199,747	368,366	-200,000	368,366
FC02930	Highways Improvement Programme	185,940	224,426	224,426	38,486	224,426
FC02982	Controlled Parking Zones (CPZ's) 2013-15	233,439	40,152	233,439	0	233,439
FC02999	Rippleside Cmtry prov 2014-15	11,895	1,974	11,895	0	11,895
FC03011	Structural Repairs & Bridge Maintenance	200,956	50,359	200,956	0	200,956
FC03012	Environmental Asset Database Expansion	147,508	138,054	147,508	0	147,508
FC03030	Fleet Management & Depots	290,160	-	290,160	0	290,160
FC03031	Highways & Environmental Design	1,049,840	455,959	1,011,354	-38,486	1,011,354
<b>PGSS</b>						
FC03026	BMX Track	80,000	3,900	80,000	0	80,000
FC03034	Strategic Parks (Parks Infra £160k and Play facility £20k)	184,807	32,252	184,807	0	184,807
<b>Total for Environment Services</b>		<b>4,214,657</b>	<b>1,915,973</b>	<b>4,004,657</b>	<b>- 210,000</b>	<b>4,004,657</b>

## 2015/16 CAPITAL PROGRAMME - as at the end of September 2015

Project No.	Project Name	Revised Budget 2015/16	Actual Expenditure	2015/16 Forecast	Forecast Variance	New Re-profiled Budget
<b>Chief Executive (CEO)</b>						
<b>Asset Strategy</b>						
FC02587	Energy Efficiency Programme	143,500	8,379	15,500	-128,000	15,500
FC02565	Implement Corporate Accommodation Strategy	6,522,782	574,163	1,777,000	-4,745,782	1,777,000
						-
<b>ICT</b>						
FC02738	Modernisation and Improvement Capital Fund (formerly One B &	550,535	582,819	550,535	0	550,535
FC02877	Oracle R12 Joint Services	611,435	126,575	373,435	-238,000	373,435
FC03035	ICT Design Transformation	377,955	-	377,955	0	377,955
FC03016	Agilisys Connect Website Development	-	7,980	7,980	7,980	7,980
						-
<b>Regeneration</b>						
FC03027	Establishment of Council Owned Energy Services Company	250,000	8,600	125,000	-125,000	125,000
FC02458	New Dagenham Library & One Stop Shop Church Elm Lane	35,245	169,176	129,245	94,000	129,245
FC02596	LEGI Business Centres	376,978	85,525	376,978	0	376,978
FC02969	Creative Industries (formerly known as Economic Development Growth Fund)	311,630	1,044	11,630	-300,000	11,630
FC02821	Shopping Parade Enhancements	121,220	-	-	-121,220	-
FC02901	Creekmouth Arts & Heritage Trail	74,360	61,499	74,360	0	74,360
FC02902	Short Blue Place (New Market Square Barking - Phase II)	226,000	10,433	226,000	0	226,000
FC02891	Merry Fiddlers junction Year 2	-	230,068	170,000	170,000	170,000
FC02898	Local Transport Plans (TFL)	83,837	59,701	83,837	0	83,837
FC02962	Principal Road Resurfacing 2013-14 TfL	529,000	118,668	529,000	0	529,000
FC02963	Mayesbrook Neighbourhood Improvements (DIY Streets) 2013-14	234,511	66,360	304,511	70,000	304,511
FC02994	Renwick Road/Choats Road 2014/15	314,877	300,844	314,877	0	314,877
FC02995	Ballards Road/ New Road 2014/15	427,231	85,838	427,231	0	427,231
FC02996	Barking Town Centre 2014/15 (TfL)	705,154	176,788	901,374	196,220	901,374
FC02997	A12 / Whalebone Lane (TfL)	248,209	269,344	323,209	75,000	323,209
FC03000	MAQF Green Wall (TfL)	53,116	13,130	53,116	0	53,116
FC02899	River Roding Cycle Link / Goresbrook Park Cycle Links (TFL)	-	-	-	0	-
FC03015	Demolition of the Former	45,648	34,667	45,648	0	45,648
FC03023	Bus Stop Accessibility Improvements	-	103,295	97,000	97,000	97,000
FC03025	Gale St Corridor Improvements	47,000	-	47,000	0	47,000
FC03028	Chadwell Heath Crossrail Complementary Measures (CCM)	147,000	-	147,000	0	147,000
<b>Total for the Chief Executive Department</b>		<b>12,437,223</b>	<b>2,841,746</b>	<b>7,489,421</b>	<b>- 4,947,802</b>	<b>7,489,421</b>

## 2015/16 CAPITAL PROGRAMME - as at the end of September 2015

Project No.	Project Name	Revised Budget 2015/16	Actual Expenditure	2015/16 Forecast	Forecast Variance	New Re-profiled Budget
<b>Housing General Fund Schemes - EIB</b>						
FC02990	Abbey Road Phase II New Build	6,222,000	55,453	6,222,000	0	6,222,000
FC02986	Gascoigne Estate	-	2,519,434	3,000,000	3,000,000	3,000,000
<b>Total for Housing General Fund Schemes</b>		<b>6,222,000</b>	<b>2,574,887</b>	<b>9,222,000</b>	<b>3,000,000</b>	<b>9,222,000</b>
<b>Grand Total General Fund</b>		<b>59,029,840</b>	<b>21,000,199</b>	<b>50,018,824</b>	<b>- 9,011,016</b>	<b>50,018,824</b>



## 2015/16 CAPITAL PROGRAMME - as at the end of September 2015

Project No.	Project Name	Revised Budget 2015/16	Actual Expenditure	2015/16 Forecast	Forecast Variance	New Re-profiled Budget
<b>HRA</b>						
<b>Estate Renewal</b>						
FC02820	Boroughwide Estate Renewal	6,400,000	5,667,710	9,730,000	3,330,000	9,730,000
						-
<b>New Builds</b>						
FC02823	New Council Housing Phase 3	-	75,936	-	0	-
FC02916	Lawns & Wood Lane Dvlpmnt	242,752	21,232	142,752	-100,000	142,752
FC02917	Abbey Road CIQ	489,944	675	327,244	-162,700	327,244
FC02931	Leys New Build Dev (HRA)	10,286,355	4,267,025	10,620,355	334,000	10,620,355
FC03009	Leys Phase II	1,000,000	3,840	500,000	-500,000	500,000
FC02961	Goresbrook Village Housing Development 13-15	1,389,464	1,536,835	1,736,464	347,000	1,736,464
FC02970	Marks Gate Open Gateway Regen Scheme	5,552,454	5,116,114	5,552,454	0	5,552,454
FC02988	Margaret Bondfield New Build	7,738,054	4,355,859	7,738,054	0	7,738,054
FC02989	Ilchester Road New Built	838,000	75,204	150,000	-688,000	150,000
FC02991	North Street	755,000	146,338	150,000	-605,000	150,000
						-
<b>Investment in Stock</b>						
FC00100	Aids & Adaptations	1,000,000	180,447	940,000	-60,000	940,000
FC02933	Voids	4,800,000	2,293,782	4,600,000	-200,000	4,600,000
FC02934	Roof Replacement Project	256,000	4,070	120,000	-136,000	120,000
FC02938	Fire Safety Works	620,000	571,471	620,000	0	620,000
FC02943	Asbestos Removal (Communal Areas only)	725,000	102,094	1,014,000	289,000	1,014,000
FC02950	Central Heating Installation Inc. Communal Boiler Replacement	1,913,788	706,459	1,453,788	-460,000	1,453,788
FC02983	Decent Homes Central	8,800,000	4,461,375	8,800,000	0	8,800,000
FC02984	Block & Estate Modernisation	503,393	465,785	362,393	-141,000	362,393
FC02811	Members Budget	-	4,500	-	0	-
FC02939	Conversions	50,000	3,970	180,000	130,000	180,000
FC03001	Decent Homes (North)	10,405,139	6,213,069	8,045,139	-2,360,000	8,045,139
FC03002	Decent Homes (South)	7,169,065	3,180,193	3,299,065	-3,870,000	3,299,065
FC03003	Decent Homes (Blocks)	3,100,753	2,323,641	3,058,753	-42,000	3,058,753
FC03004	Decent Homes (Sheltered)	2,181,665	1,663,527	1,944,665	-237,000	1,944,665
FC03005	Decent Homes Small Contractors	6,538	1,300	6,538	0	6,538
FC03007	Windows	386,000	159,793	270,000	-116,000	270,000
FC03036	Decent Homes Support - Liaison Teams/Surveys	378,000	189,000	378,000	0	378,000
FC03037	Energy Efficiency	50,000	-	50,000	0	50,000
FC03038	Garages	300,000	-	300,000	0	300,000
FC03039	Estate Roads & Environmental	150,000	-	150,000	0	150,000
FC03040	Communal Repairs & Upgrades	430,000	102,828	430,000	0	430,000

## 2015/16 CAPITAL PROGRAMME - as at the end of September 2015

Project No.	Project Name	Revised Budget 2015/16	Actual Expenditure	2015/16 Forecast	Forecast Variance	New Re-profiled Budget
FC03044	Fire Safety Works (R&M)	70,000	-	70,000	0	70,000
FC03045	External Fabrics - Blocks	-	-	141,000	141,000	141,000
FC03046	Decent Homes North (2015/16) Programme	-	-	3,100,000	3,100,000	3,100,000
FC03047	Decent Homes South (2015/16) Programme	-	-	4,612,000	4,612,000	4,612,000
FC03048	Fire Safety Works (2015/16) Programme	-	-	900,000	900,000	900,000
TBA	Street Purchase Scheme	-	-	-	0	-
<b>Grand Total HRA</b>		<b>77,987,364</b>	<b>43,739,600</b>	<b>81,492,664</b>	<b>3,505,300</b>	<b>81,492,664</b>
<b>TOTAL CAPITAL PROGRAMME</b>		<b>137,017,204</b>	<b>64,739,799</b>	<b>131,511,488</b>	<b>- 5,505,716</b>	<b>131,511,488</b>

**CABINET****10 November 2015**

<b>Title:</b> Fees and Charges 2016	
<b>Report of the Cabinet Member for Finance</b>	
<b>Open Report</b>	<b>For Decision</b>
<b>Wards Affected:</b> All	<b>Key Decision:</b> Yes
<b>Report Author:</b> Kathy Freeman, Group Manager – Corporate Finance	<b>Contact Details:</b> Tel: 0208 227 3497 E-mail: <a href="mailto:kathy.freeman@lbbd.gov.uk">kathy.freeman@lbbd.gov.uk</a>
<b>Accountable Director:</b> Jonathan Bunt, Strategic Director of Finance and Investment	
<b>Summary</b>	
<p>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 across all directorates, to take effect from 1 January 2016 unless otherwise stated.</p> <p>In preparing the proposed fees and charges, Directorates have worked within the framework of the agreed Charging Policy. Each service has been reviewed and the charges reflect those of competitive market rates for the service.</p> <p>The full list of proposed charges is detailed in Appendix A to this report.</p> <p>The proposed deletion of current fees and charges are detailed in Appendix B to this report.</p>	
<b>Recommendation(s)</b>	
<p>The Cabinet is recommended to:</p> <ul style="list-style-type: none"> <li>(i) Agree the proposed fees and charges as set out in Appendix A to the report, to be effective from 1 January 2016 unless otherwise stated;</li> <li>(ii) Note the fees and charges no longer applicable from 1 January 2016, as set out in Appendix B to the report; and</li> <li>(iv) Delegate authority to the Corporate Director of Children’s Services, in consultation with the Strategic Director of Finance and Investment and the Cabinet Members for Finance and Education and Schools, regarding the setting of fees and charges which are applied from September for schools and academic year based activities.</li> </ul>	
<b>Reason(s)</b>	
The setting of appropriate fees and charges will enable the Council to generate essential	

income for the funding of Council services. The approval of reviewed fees and charges will also ensure that the Council is competitive with other service providers and neighbouring councils.

## **1. Introduction and Background**

- 1.1 Councils 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 generating services.
- 1.2 The income generating 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, i.e. Government grant and Council Tax revenue. Examples of services funded in this way are Highway Maintenance, Social Care, Cleansing and Domestic Refuse services.
- 1.3 The remaining income services where the Council levies fees and charges are of a discretionary nature. These cover a whole range of services such as 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 from 1 January 2016 for these types of services.
- 1.4 In addition to those traditional income services, the Council also has the power under the Local Government Act 2003 to charge for other discretionary services that it may already provide or may wish to provide in the future.
- 1.5 There is no definitive list as to which discretionary services are covered by the powers provided in the Act although the Government has provided limited examples of what could be included, such as maintenance of older/disabled peoples' gardens, arboriculture work in private gardens, operating consumer protection approved lists, pre-application planning and development advice, highway services to private industrial estates, home energy advice, home security services and use of excess capacity in local authority services.
- 1.6 To date, in keeping with most other local authorities, the Council has not expanded use of these powers but will continue to review the potential to do so when there is a sound business case.

## **2. Medium Term Financial Strategy 2016/17**

- 2.1 The Council's Medium Term Financial Strategy for 2016/17 assumes no change to fees and charges income. Therefore any additional gain or loss in income resulting from changes in fees and charges will be retained within Directorates.
- 2.2 Every year senior officers need to assess those services which warrant higher or lower increases in fees and charges to reflect the achievement of their overall budgets, the economic climate and market conditions.

### **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.

### **4. Proposed Fees and Charges 2016/17**

4.1 Attached to this report at Appendix A are the proposed fees and charges for 2016/17 which will be effective from 1 January 2016 unless otherwise stated.

4.2 The Appendices detail the following information:

- Description of service provided;
- Current 2015/16 charge;
- Proposed charges from 1 January 2016;
- Proposed increase in pounds and in percentage terms;
- The rationale for a given increase, as well as any other comments.

4.3 In most cases fees and charges have been increased by the Retail Price Index (RPI) as at August 2015 of 1.1% rounded up to the nearest 50p or £1.

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

### **5. Adult and Community Services (Ref 1 - 447)**

5.1 A review of the current year's fees and charges has been undertaken to set prices for the directorate's chargeable services effective 1 January 2016.

5.2 The directorate has not only taken account of inflation in establishing the new charges, but other factors including benchmark data with other authorities, market conditions and current income levels. Further detail and explanations from specific service areas within the directorate are provided below.

#### **5.3 Adult Social Care (Ref 1 - 4)**

5.3.1 A revised charging policy in respect of care and support services was agreed at the February Cabinet ensuring that the Council is Care Act compliant from April 2015. A wider review is also underway on the scope and level of charges for care and support in the community as a result of the Care Act 2014, including the option of providing services for carers; a further report will be presented to Cabinet in November 2015.

5.3.2 The charges for in-house Residential Homes (80 Gascoigne Road & Kallar Lodge) have been uplifted by inflation. The charges for the in-house Day Care centre Heathlands follow a charging strategy introduced to remain competitive with local providers. Charges are still lower than the market and more in line with the intensity of the support needed for clients who are being supported by continuing healthcare funding. As increasing numbers of users receive personal budgets, charges will be reviewed to ensure full cost recovery is maintained.

#### **5.4 Culture & Sport (Ref 5 - 266)**

##### **5.4.1 Eastbury Manor House (Ref 5 – 83)**

5.4.2 A revised pricing structure is proposed which is based on the principle of moving over time to realise direct cost recovery for the House from income raised. The focus is on raising commercial hire prices reflecting room size and premium hire periods. Increases are lower for community hires.

5.4.3 There are a range of new venue hire packages including a standard and deluxe conference package for commercial organisations as well as non-resident and LBBD resident packages for social functions, including dinner and dinner/dance receptions for weddings and parties. Discounts have been reduced from 50% to 25% for LBBD clients to ensure our costs are being covered in delivering these bookings. Discounts have also been standardised for one-off promotions as well as for charity/community and LBBD clients. Other charges, such for civil ceremonies have been increased only by inflation and rounded up accordingly.

5.4.4 It is not proposed to increase admission charges in 2016/17 to the House by National Trust members and the wider public. These are changed on a bi-annual basis in consultation with the National Trust, who own the House, and in any case and raise a relatively low level of income.

##### **5.4.5 Valence House (Ref 84 – 111)**

5.4.6 Room hire charges have been revised based on area of each space by square metre. This has meant a reduction in one charge but increases in others, but there will be an increased scope to hire out the rooms with the end of the Museums and schools programme in March 2016.

5.4.7 Charges for most archives and local studies reprographics are to remain unchanged as they are already at the high end of the market and generate only a small amount of income. Charges for reprographics for publication will rise by inflation and rounded.

##### **5.4.8 Heritage Education (Ref 112 – 123)**

5.4.9 The heritage education offer is charged for on the basis that direct cost recovery is achieved.

5.4.10 To achieve this, charges were increased significantly in 2014/15 by £1.50 to £6.00 for Borough schools and by £1.50 to £7.00 for non borough schools visits to Valence House Museum and Eastbury Manor House. With additional funding from Arts Council England for the Museums and Schools Programme enabling free coach travel set to end in March. These charges will be kept the same as 2015/16,

at £6.00 per child for Borough Schools and £7.00 per child for non Borough schools, to minimise drop off in take up of schools in 2016/17. Other Heritage Education charges to rise by inflation and rounded.

#### **5.4.11 Libraries (Ref 124 – 165)**

5.4.12 Overall the charges levied by the library service are high compared to our benchmarking group, so there is considered to be limited scope to raise these significantly.

5.4.13 There is a 1p increase proposed for fines for overdue books, CD's and audio books. At 36p per day the fine charged by the Council is the joint highest with Havering in its benchmarking group, where the average is 30p.

5.4.14 The same is true for black and white photocopying charges with A4 copies at 20p and A3 at 40p, where the average is 14p and 23p respectively. It is proposed to hold these charges at the current rate.

5.4.15 It is proposed to increase the cost of replacement library cards by 15p, which would mean that adults will now pay £3.25 and children/over 60s will pay £2.25. These charges are among the highest in the benchmarking group, with LBBB the second highest.

5.4.16 In 2012/13 the Council introduced a charge for internet access from its library PCs, the first and only local authority in London to do so. The charge was revised for 2014/15 to introduce first half an hour of usage free of charge for all library users to help improve usage of computers in libraries. A £6.50 annual fee for 1 hour computer time per day was introduced and this has proved popular. It is proposed that all current computer charges are increased by 50p. Free subscriptions for all under 20's and over 60's will also remain.

5.4.17 Increase to the charge for loaning materials from the British Library is proposed. The total application charge will increase from £6.50 to £10.00 per item. This would bring the Barking and Dagenham charge closer to the average for the benchmarking group for this service.

#### **5.4.18 Barking Learning Centre (Ref 166 – 215)**

5.4.19 After measures taken in recent times to bring hire charges in line with comparable facilities, it is proposed to increase room hire charges by inflation but rounded to the nearest £.

#### **5.4.20 Leisure Centres (Ref 216 – 258)**

5.4.21 The service is working to achieve 100% direct cost recovery for the leisure centres as well as a contribution towards overheads and the cost of capital. The aim is to make the service as cost effective as possible but to try to ensure that prices remain affordable.

5.4.22 Accordingly, discounts to standard prices are to be provided to those residents for whom price can be a barrier to participation:

- Children and young people aged 16 and under

- Full time students
- People over the state pension age
- People on low incomes in receipt of means tested benefits
- People receiving 'carer's allowance'
- People on disability related benefits; and
- Serving Armed Services Personnel

5.4.23 Pricing changes are informed by market conditions and, in particular, by benchmarking against London and near neighbour councils. The approach adopted over the past three years has been for standard prices to be pitched at about the London average and towards the top end of what is being charged for by local authority provided or commissioned services in neighbouring councils.

5.4.24 In previous years there have been a variety of membership packages available, which has been both confusing and complex. It is also necessary to respond to the recent introduction of meaningful competition in the health and fitness market in the Borough.

5.4.25 For 2016/17 there will be just three types of packages available, a basic, standard and premium package. These will be simple to understand, provide variety, as well as added value in the standard and premium packages. All the packages will offer an appropriate and affordable price point and will not tie customers in for a long period.

5.4.26 The LBBB staff concession for memberships will continue to be offered but will follow the new membership packages. There will be no discount on the basic membership package but an appropriate discount will be applied to the standard and premium packages.

5.4.27 The 2015/16 'Loyalty' card scheme for Adults will be deleted. This is to fall in line with the councils approach to moving towards a cashless service. Existing Loyalty card customers will be able to take out a monthly membership which offers that same financial and service benefits.

5.4.28 The key income streams for the leisure centres are memberships and swimming lessons. For 2016/17 the following change is proposed to Increase the junior 10 week block swimming lesson from £47 to £50 (an increase of 6.4%).

#### 5.4.29 **Barking Splash Park**

5.4.30 These prices are to be deleted as the Splash Park will be operated by a third party operator during 2016/17 and for which a fee will be paid to the Council. This will be a more financially favourable arrangement than when the Council directly operated the facility.

#### 5.4.31 **Jim Peters Stadium (Ref 259 – 266)**

5.4.32 The aim is to achieve 100% direct cost recovery for this service as well as a contribution towards overheads and the cost of capital. It is proposed to increase the charges in line with the recommended inflation increase.



### 5.4.33 **Broadway Theatre**

5.4.34 These prices are no longer applicable as the Theatre is now managed by the Barking and Dagenham College.

## 5.5 **EHTS Regulatory Services (Ref 267 – 447)**

### 5.5.1 **Licences (Ref 267 – 447)**

5.5.2 There is currently no scope to increase these charges as charges are either at the maximum levels allowed by legislation or in accordance with European Service Directives. Charges against the Poisons Act are no longer applicable, as the legislation has now been repealed, therefore nullifying the ability to charge.

## 6.0 **Children's Services (Ref 448 – 461)**

### 6.1 **Early Years Provision**

6.1.1 Fees have been increased to cover contract inflation. Nursery fees will be implemented from 1 April 2016.

### 6.2 **Butler Court**

6.2.1 Butler Court has been transferred to Housing, therefore the fees for teacher's rooms are no longer applicable.

## 7.0 **Environmental Services (Ref 462 – 874)**

7.1 A review of the current year's fees and charges has been undertaken to set prices for the chargeable services effective from 1 January 2016.

7.2 Specific charges which have increased above inflation or reduced below inflation and new charges introduced are discussed below.

### 7.3 **Parking (Ref 510 – 601)**

7.3.1 The pricing structure for parking has been held at 2015/16 prices. There will be proposals brought forward in early 2016 for a new Parking Strategy which will include options for a new charging structure. A new season ticket for overnight and weekend parking in car parks has been introduced that is consistent with fees already approved for 24hr and day time parking.

### 7.4 **Barking Market (Ref 616 – 645)**

7.4.1 It has been proposed to increase these charges by 2% for cash payments to recognise additional cash processing costs and to incentivise cashless payments. Payments made by card are to be held at 2015/16 rates. It should be noted that these and all street trading charges are subject to a 28 day statutory consultation with license holders.

## **7.5 Private Sector Housing (Ref 743 - 754)**

7.5.1 Mandatory House of Multiple Occupation (HMO) and Additional licence fees have increased to reflect the costs of enforcement and the additional administration these properties require. This increase brings rates in line with comparable boroughs and reflects legal clarification on charging for enforcement. All other fees have been increased by RPI.

## **7.6 Highways (Ref 764 - 783)**

7.6.1 Licences and permits have increased to bring rates in line with comparable boroughs.

7.6.2 Street work permit charges (London Permit Scheme - LoPS) are set by central government and hence no increase has been applied.

7.6.3 Fees for Traffic Management Orders (TMO) and for white lines at footway crossings have been included in the schedule. These charges have been set on a full cost recovery basis for the Council.

## **7.7 Direct Services (Ref 797 – 871)**

7.7.1 Fees for pest control and refuse services have been increased by RPI.

7.7.2 Grave fees have increased by 20% and internment fees by 30% to bring charges close to an average across other comparable boroughs. The new charges remain on average 20% below the average of the 11 local authorities benchmarked.

## **7.8 Fleet (Ref 872 – 878)**

7.8.1 New charges have been included in the schedule for driver training and MOT testing in the workshop which was brought in-house in September 2015.

## **8.0 Housing (Ref 879 – 903)**

### **8.1 General Housing (Ref 879 – 880)**

8.1.1 These charges are based on the Local Housing Allowance (LHA) Rates for the borough.

### **8.2 Right to Buy (Ref 881 – 903)**

8.2.1 These charges have been increased by RPI with rounding.

## **9.0 Chief Executive (Ref 904 – 980)**

### **9.1 Registrars (Ref 904 – 939)**

9.1.1 Fees and charges have been updated to ensure that the Council is operating on a full cost recovery basis for these services. Most of the charges have had increases applied that enable them to remain competitive with local boroughs.

- 9.1.2 The new task introduced last year for Dusk Marriages (Late Fridays) has not had any take up, therefore it is proposed to reduce this charge to be more competitive.
- 9.1.3 Two charges have been removed, individual citizenship payment (per child) as children are free for this service, and nationality checking service per child so that there is one rate for adults and children.
- 9.2 **Social Alarms (Ref 940)**
- 9.2.1 Charges for the Social Alarm service have been held due to a major increase in 2014/15.
- 9.3 **Street Naming & Numbering (Ref 941 – 945)**
- 9.3.1 It is proposed that these charges are increased in line with inflation with rounding. Income received from this area is largely dependent upon the amount of ongoing housing development within the Borough so it is expected that the planned increase will not have an impact on the demand for the service.
- 9.4 **Pre-Application Planning Meetings (Ref 946 – 955)**
- 9.4.1 These charges were significantly increased in September 2015 after agreement by Cabinet in June 2015. Therefore it is not proposed to increase them again so soon but to be reviewed next year as part of the fees and charges report for 2017/18.
- 9.5 **Local Land Charges / National Land Information Service (Ref 957 – 971)**
- 9.5.1 Local Land Charges are subject to public scrutiny and the Council is required to publish details of the costs and income relating to this activity on its public website. The Council must set its charges for this area with the intention of breaking even over a rolling three year period.
- 9.5.2 Therefore, in the light of relatively static employee costs and reducing support charges, a price increase in this area would be difficult to justify. There is also an ongoing court case involving many Councils nationally, the result of which could further restrict the authority's ability to justify the current charging model. It is proposed that there are no price increases in this area.
- 9.6 **Information Governance (Ref 972)**
- 9.6.1 This charge set by the Government relates to the Data Protection Act 1988 Section 7(1) which gives individuals the right to access their personal data and this is called a subject access data. The Council already charge the maximum fee allowed under the Act, therefore this price cannot be increased.
- 9.7 **Court Costs (Ref 973 – 980)**
- 9.7.1 These charges are already at the maximum compared to other London boroughs. Any increase would be highly likely to be refused by the Courts. Therefore it is not proposed to change these charges.
- 9.7.2 If court costs were to be increased by the Courts during the year the possessions costs (Ref 971) would need to be increased in line with this.

## 10.0 Options Appraisals

10.1 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.

## 11.0 Consultation

11.1 The revised fees and charges have been set using benchmarking information and through discussions with other councils.

## 12.0 Financial Implications

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

## 13.0 Legal Implications

Implications completed by: Paul Feild, Senior Corporate Governance Lawyer

13.1 The Council as a local authority is required under the Local Government Finance Act 1992 to produce a 'balanced budget'. Income generated from fees and charges contributes to the Council's finances. Furthermore Local authorities are under an explicit duty to ensure that their financial management is adequate and effective, and that they have a sound system of internal control and management of financial risk. The annual review of fees and charges contributes to this requirement.

## 14.0 Other Implications

14.1 **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 both the 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.

14.2 **Customer Impact** - Officers have amended fees and charges in such a way as to try, where possible, to minimise the impact on customers during these difficult times while at the same time enabling the Council to achieve a balanced budget and ensure full cost recovery. In some instances fees and charges have been reduced in order to deliver better value for money for our residents and to encourage increased take up of services.

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

### List of appendices:

- **Appendix A:** Schedule of Proposed Fees and Charges
- **Appendix B:** Schedule of Previous Fees and Charges that are no longer applicable

APPENDIX A - Full list of Fees and Charges 2016/17

Not VATable \*

includes VAT \*\*

Ref	Description of Service		2015/16 Charge			Proposed Increase / (Decrease)			Proposed 2016/17 Charge			Rationale for fee change	
			Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)		
<b>Adults &amp; Community Services</b>													
	<b>Social Care</b>												
1	Residential - Kallar Lodge Elderly Residential Home (Charge to Other Local Authorities and full cost payers ) per week	*	800.00	0.00	800.00	10.00	10.00	1.25%	810.00	0.00	810.00	Inflationary increase rounded up	
2	Residential - 80 Gascoigne Road High dependency residential home (Charge to Other Local Authorities & full cost payers ) per week	*	1,560.00	0.00	1,560.00	20.00	20.00	1.28%	1,580.00	0.00	1,580.00		
3	Day Centre - Heathlands (other Local Authorities)	*	150.00	0.00	150.00	35.00	35.00	23.33%	185.00	0.00	185.00	Fee increase to reflect the intensity of the support needed for clients who are being supported by continuing healthcare funding but fee is still lower than the market.	
4	Day Centre - Heathlands (Borough Residents)	*	90.00	0.00	90.00	20.00	20.00	22.22%	110.00	0.00	110.00	Charge revised for full cost recovery.	
<b>Heritage Services - Eastbury Manor House</b>													
5	Eastbury Manor House - Commercial - Standard Room Hire Weekday per hour	**	26.67	5.33	32.00	0.00	(0.00)	0.00%	26.67	5.33	32.00	New Charges	
6	Eastbury Manor House - Commercial - Standard Room Hire - Mon to Fri (8am to 4pm) 25% discount Bulk Booking for 12 days plus per hour	**							20.00	4.00	24.00		
7	Eastbury Manor House - Commercial - Standard Room Hire - Mon to Thurs (4pm to 11pm) per hour	**							28.33	5.67	34.00		
8	Eastbury Manor House - Commercial - Standard Room Hire - Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) per hour	**							30.83	6.17	37.00		
9	Eastbury Manor House - Commercial - Walled Garden Hire - Mon to Fri (8am to 4pm) per hour	**							26.67	5.33	32.00		
10	Eastbury Manor House - Commercial - Walled Garden Hire - Mon to Thurs (4pm to 11pm) per hour	**							28.33	5.67	34.00		
11	Eastbury Manor House - Commercial - Walled Garden Hire - Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) per hour	**							30.83	6.17	37.00		
12	Eastbury Manor House - Commercial - Old Hall Hire - Mon to Fri (8am to 4pm) per hour	**							33.33	6.67	40.00		
13	Eastbury Manor House - Commercial - Old Hall Hire - Mon to Thurs (4pm to 11pm) per hour	**							35.83	7.17	43.00		
14	Eastbury Manor House - Commercial - Old Hall Hire - Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) per hour	**							39.17	7.83	47.00		
15	Eastbury Manor House - Commercial - East Chamber Hire - Mon to Fri (8am to 4pm) per hour	**	31.67	6.33	38.00	25.00	30.00	78.94%	56.67	11.33	68.00		Revised charges based on full cost recovery.
16	Eastbury Manor House - Commercial - East Chamber Hire - Mon to Thurs (4pm to 11pm) per hour	**							60.00	12.00	72.00		
17	Eastbury Manor House - Commercial - East Chamber Hire - Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) per hour	**							65.00	13.00	78.00		
18	Eastbury Manor House - Community/Charity - East Chamber Hire - Mon and Tues (4pm to 11pm) - 25% discount - per hour	**							45.00	9.00	54.00		
19	Eastbury Manor House - Community/Charity - East Chamber Hire - Weds and Thurs (4pm to 11pm) - 50% discount - per hour	**							30.00	6.00	36.00		
20	Eastbury Manor House - Community/Charity - East Chamber Hire - Weds and Thurs (4pm to 11pm) - 62.5% discount - BULK BOOKING 12 DAYS PLUS - per hour	**							22.50	4.50	27.00		
21	Eastbury Manor House - Community/Charity - East Chamber Hire - Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) - 25% discount 1-month in advance of date only - per hour	**							48.75	9.75	58.50		
22	Eastbury Manor House - Commercial - Standard Conference Package - Mon to Weds (East Chamber, Summer Parlour, Winter Parlour, N/W Chamber, S/W Chamber and Vestibule for registration) Five rooms plus registration - 25% discount - per hour	*							122.50	24.50	147.00		

APPENDIX A - Full list of Fees and Charges 2016/17

Not VATable \*

includes VAT \*\*

Ref	Description of Service	2015/16 Charge			Proposed Increase / (Decrease)			Proposed 2016/17 Charge			Rationale for fee change	
		Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)		
23	Eastbury Manor House - Community/Charity - Standard Conference Package - Mon to Weds (East Chamber, Summer Parlour, Winter Parlour, N/W Chamber, S/W Chamber and Vestibule for registration) Five rooms plus registration - 50% discount - per hour	**						81.67	16.33	98.00	New Charges reflecting amalgamated rates and revised days.	
24	Eastbury Manor House - LBBB - Standard Conference Package - Mon to Weds (East Chamber, Summer Parlour, Winter Parlour, N/W Chamber, S/W Chamber and Vestibule for registration) Five rooms plus registration - 50% discount - per hour	**						98.00	0.00	98.00		
25	Eastbury Manor House - Commercial - Deluxe Conference Package - Mon to Weds (East Chamber, Old Hall, Buttery, Summer Parlour, Winter Parlour, N/W Chamber, S/W Chamber and Vestibule for registration) Seven rooms plus registration - 25% discount - per hour	**						166.67	33.33	200.00		
26	Eastbury Manor House - Charity/Community- Deluxe Conference Package - Mon to Weds (East Chamber, Old Hall, Buttery, Summer Parlour, Winter Parlour, N/W Chamber, S/W Chamber and Vestibule for registration) Seven rooms plus registration - 50% discount - per hour	**						111.67	22.33	134.00		
27	Eastbury Manor House - LBBB- Deluxe Conference Package - Mon to Weds (East Chamber, Old Hall, Buttery, Summer Parlour, Winter Parlour, N/W Chamber, S/W Chamber and Vestibule for registration) Seven rooms plus registration - 50% discount - per hour	*						134.00	0.00	134.00		
28	Eastbury Manor House - LBBB Internal - Standard Room Hire per hour - Mon to Fri (8am to 4pm) per hour (25% discount)	*	16.00	0.00	16.00	8.00	8.00	50.00%	24.00	0.00	24.00	Increase to recover cost of service
29	Eastbury Manor House - LBBB Internal - Standard Room Hire per hour - Mon to Fri (4pm to 11pm) per hour (25% discount)	*						26.00	0.00	26.00	New charges.	
30	Eastbury Manor House - LBBB Internal - Old Hall Hire - Mon to Fri (8am to 4pm) per hour	*						30.00	0.00	30.00		
31	Eastbury Manor House - LBBB Internal - Old Hall Hire - Mon to Fri (4pm to 11pm) per hour	*						32.00	0.00	32.00		
32	Eastbury Manor House - LBBB Internal - East Chamber hire - Mon to Fri (8am to 4pm) per hour	*	28.50	0.00	28.50	22.50	22.50	78.95%	51.00	0.00	51.00	Revised charges based on full cost recovery.
33	Eastbury Manor House - LBBB Internal - East Chamber hire - Mon to Fri (4pm to 11pm) per hour	*						54.00	0.00	54.00	New charges	
34	Eastbury Manor House - LBBB Internal - East Chamber Hire - Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) per hour	*						78.00	0.00	78.00		
35	Eastbury Manor House - LBBB residents - Civil marriage and partnership ceremony Friday all year 1-hour ceremony	**	150.00	30.00	180.00	2.00	2.40	1.33%	152.00	30.40	182.40	Inflationary increase rounded up
36	Eastbury Manor House - Non-residents - Civil marriage and partnership ceremony Friday all year 1-hour ceremony	**	183.33	36.67	220.00	2.67	3.20	1.46%	186.00	37.20	223.20	
37	Eastbury Manor House - LBBB residents - Civil marriage and partnership ceremony - Weekend All Year (1-hour ceremony)	**	179.17	35.83	215.00	2.33	2.80	1.30%	181.50	36.30	217.80	
38	Eastbury Manor House - Non-residents - Civil marriage and partnership ceremony - Weekend All Year 1-hour ceremony	**	212.50	42.50	255.00	2.50	3.00	1.18%	215.00	43.00	258.00	
39	Eastbury Manor House - Non-residents - Civil Ceremony - Friday all year (1-hour ceremony) PROMOTIONAL RATE 25% discount within 1-month of function	**						140.00	28.00	168.00		
40	Eastbury Manor House - LBBB residents - Civil Ceremony - Friday all year (1-hour ceremony) PROMOTIONAL RATE 25% discount within 1-month of function	**						113.33	22.67	136.00		
41	Eastbury Manor House - Non-residents - Civil Ceremony - Weekend all year (1-hour ceremony) PROMOTIONAL RATE 25% discount within 1-month of function	**						161.67	32.33	194.00		
42	Eastbury Manor House - LBBB residents - Civil Ceremony - Weekend all year (1-hour ceremony) PROMOTIONAL RATE 25% discount within 1-month of function	**						136.67	27.33	164.00		
43	Eastbury Manor House - Non- Resident - Dinner Reception Package (East Chamber and Winter Parlour) Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) Two rooms plus garden - 12.5 discount plus two hours in walled garden free - per hour	**						83.33	16.67	100.00		

APPENDIX A - Full list of Fees and Charges 2016/17

Not VATable \*

includes VAT \*\*

Ref	Description of Service		2015/16 Charge			Proposed Increase / (Decrease)			Proposed 2016/17 Charge			Rationale for fee change
			Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)	
44	Eastbury Manor House - LBBB resident - Dinner Reception Package (East Chamber and Winter Parlour) Fri (4pm to 25 discount - per hour	**							71.67	14.33	86.00	New charges
45	Eastbury Manor House - Non- Resident - Reception with Dance Package (Old Hall plus two ground floor rooms and bar area ) Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) Two rooms plus garden - 12.5 discount plus two hours in walled garden free - per hour	**						88.33	17.67	106.00		
46	Eastbury Manor House - LBBB resident - Reception with Dance Package (Old Hall plus two ground floor rooms and bar area ) Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) - per hour	**						75.00	15.00	90.00		
47	Eastbury Manor House - Non- Resident - Reception with Dinner and Dancing Package (East Chamber, Old Hall plus two ground-floor rooms and bar area) Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) Two rooms plus garden - 12.5 discount plus two hours in walled garden free - per hour	**						145.00	29.00	174.00		
48	Eastbury Manor House - LBBB Resident - Reception with Dinner and Dance Package (East Chamber, Old Hall plus two ground-floor rooms and bar area) Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) - per hour	**						125.00	25.00	150.00		
49	Tudor feast package (min. 15 people) per person	**	50.00	10.00	60.00	1.67	2.00	3.34%	51.67	10.33	62.00	Inflationary increase rounded up
50	Eastbury Manor House - Community/Charity - Standard Room Hire Mon-Fri All Year per hour	**	13.33	2.67	16.00	6.67	8.00	50.04%	20.00	4.00	24.00	New charges based on full cost recovery.
51	Eastbury Manor House - Community/Charity - East Chamber Hire - Mon to Fri (8am to 4pm) - 50% discount - per hour	**	23.75	4.75	28.50	18.75	22.50	78.95%	42.50	8.50	51.00	
52	Eastbury Manor House - Community/Charity - Standard Room Hire - Mon and Tues (4pm to 11pm) - 25% discount - per hour	**							21.25	4.25	25.50	
53	Eastbury Manor House - Community/Charity - Standard Room Hire - Weds and Thurs (4pm to 11pm) - 50% discount - per hour	**							14.17	2.83	17.00	New charges including amalgamated rates.
54	Eastbury Manor House - Community/Charity - Standard Room Hire - Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) - 25% discount - per hour	**							23.33	4.67	28.00	
55	Eastbury Manor House - Community/Charity - Old Hall Hire - Mon to Fri (8am to 4pm) - 25% discount - per hour	**							25.00	5.00	30.00	
56	Eastbury Manor House - Community/Charity - Old Hall Hire - Mon and Tues (4pm to 11pm) - 25% discount - per hour	**							26.67	5.33	32.00	
57	Eastbury Manor House - Community/Charity - Old Hall Hire - Weds and Thurs (4pm to 11pm) - 50% discount - per hour	**							17.92	3.58	21.50	
58	Eastbury Manor House - Community/Charity - Old Hall Hire - Weds and Thurs (4pm to 11pm) - 62.5% discount - BULK BOOKING 12 DAYS PLUS per hour	**							13.33	2.67	16.00	
59	Eastbury Manor House - Community/Charity - Old Hall Hire - Fri (4pm to 11pm), Sat (8am to 11pm) and Sun (8am to 11pm) - 25% discount 1-month in advance of date only - per hour	**							29.17	5.83	35.00	
60	Eastbury Manor House - Admission charges Adult	*	4.00	0.00	4.00	0.00	0.00	0.00%	4.00	0.00	4.00	
61	Eastbury Manor House - Admission charges LBBB Adult	*	3.00	0.00	3.00	0.00	0.00	0.00%	3.00	0.00	3.00	
62	Eastbury Manor House - Admission charges Adult (Group)	*	4.00	0.00	4.00	0.00	0.00	0.00%	4.00	0.00	4.00	
63	Eastbury Manor House - Admission charges LBBB Adult (Group)	*	2.00	0.00	2.00	0.00	0.00	0.00%	2.00	0.00	2.00	
64	Eastbury Manor House - Admission charges concessions	*	2.00	0.00	2.00	0.00	0.00	0.00%	2.00	0.00	2.00	
65	Eastbury Manor House - Admission charges LBBB Concessions	*	1.50	0.00	1.50	0.00	0.00	0.00%	1.50	0.00	1.50	
66	Eastbury Manor House - Admission charges Child aged 5-15	*	2.00	0.00	2.00	0.00	0.00	0.00%	2.00	0.00	2.00	
67	Eastbury Manor House - Admission charges LBBB Child aged 5-15	*	1.50	0.00	1.50	0.00	0.00	0.00%	1.50	0.00	1.50	
68	Eastbury Manor House - Admission charges family ( 2 adults with up to 2 children)	*	8.00	0.00	8.00	0.00	0.00	0.00%	8.00	0.00	8.00	
69	Eastbury Manor House - Admission charges LBBB Family (2 adults with up to 4 children)	*	6.00	0.00	6.00	0.00	0.00	0.00%	6.00	0.00	6.00	
70	Eastbury Manor House - Admission charges special events - minimum	*	2.50	0.00	2.50	0.00	0.00	0.00%	2.50	0.00	2.50	
71	Eastbury Manor House - Admission charges special events - maximum	*	65.00	0.00	65.00	0.00	0.00	0.00%	65.00	0.00	65.00	
72	Eastbury Manor House - Knights Children's Party 4 to 8 years (2-hour package with catering) 15 children minimum (per child)	**	13.33	2.67	16.00	0.00	0.00	0.00%	13.33	2.67	16.00	

APPENDIX A - Full list of Fees and Charges 2016/17

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includes VAT \*\*

Ref	Description of Service		2015/16 Charge			Proposed Increase / (Decrease)			Proposed 2016/17 Charge			Rationale for fee change
			Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)	
73	Eastbury Manor House - Knights Children's Party 4 to 8 years (2-hour package with catering) 16 to 20 children (per child)	**	15.00	3.00	18.00	0.00	0.00	0.00%	15.00	3.00	18.00	
74	Eastbury Manor House - Knights Children's Party 4 to 8 years (2-hour package with catering) 21 to 25 children (per child)	**	16.67	3.33	20.00	0.00	0.00	0.00%	16.67	3.33	20.00	
75	Eastbury Manor House - Princess Children's Party 4 to 8 years (2-hour package with catering) minimum 15 children (per child)	**	13.33	2.67	16.00	0.00	0.00	0.00%	13.33	2.67	16.00	
76	Eastbury Manor House - Princess Children's Party 4 to 8 years (2-hour package with catering) 16 to 20 children (per child)	**	15.00	3.00	18.00	0.00	0.00	0.00%	15.00	3.00	18.00	
77	Eastbury Manor House - Princess Children's Party 4 to 8 years (2-hour package with catering) 21 to 25 children (per child)	**	16.67	3.33	20.00	0.00	0.00	0.00%	16.67	3.33	20.00	
78	Eastbury Manor House - Knights Children's Party with 'Knight' 7 to 11 years (2-hour package with catering) minimum 15 children (per child)	**	18.33	3.67	22.00	0.00	0.00	0.00%	18.33	3.67	22.00	
79	Eastbury Manor House - Knights Children's Party with 'Knight' 7 to 11 years (2-hour package with catering) 16 to 20 children (per child)	**	20.00	4.00	24.00	0.00	0.00	0.00%	20.00	4.00	24.00	
80	Eastbury Manor House - Knights Children's Party with 'Knight' 7 to 11 years (2-hour package with catering) 21 to 25 children (per child)	**	21.67	4.33	26.00	0.00	0.00	0.00%	21.67	4.33	26.00	
81	Eastbury Manor House - Princess Children's Party with 'Tudor Lady' 7 to 11 years (2-hour package with catering) minimum 15 children (per child)	**	18.33	3.67	22.00	0.00	0.00	0.00%	18.33	3.67	22.00	
82	Eastbury Manor House - Princess Children's Party with 'Tudor Lady' 7 to 11 years (2-hour package with catering) 16 to 20 children (per child)	**	20.00	4.00	24.00	0.00	0.00	0.00%	20.00	4.00	24.00	
83	Eastbury Manor House - Princess Children's Party with 'Tudor Lady' 7 to 11 years (2-hour package with catering) 21 to 25 children (per child)	**	21.67	4.33	26.00	0.00	0.00	0.00%	21.67	4.33	26.00	
	<b>Heritage Services - Valence House</b>											
84	Valence House - Commercial - Education Room (half room) per hour	**	26.67	5.33	32.00	(5.00)	(6.00)	-18.75%	21.67	4.33	26.00	
85	Valence House - Commercial - Education Room (whole room) per hour	**	31.67	6.33	38.00	11.66	13.99	36.82%	43.33	8.67	52.00	
86	Valence House - Commercial - Function Room per hour	**	14.17	2.83	17.00	7.50	9.00	52.93%	21.67	4.33	26.00	Revised charges based on full cost recovery.
87	Valence House - LBBB Internal - Education Room (half room) per hour	*	19.00	0.00	19.00	3.00	3.00	15.79%	22.00	0.00	22.00	
88	Valence House - LBBB Internal - Education Room (whole room) per hour	*	36.00	0.00	36.00	8.00	8.00	22.22%	44.00	0.00	44.00	
89	Valence House - LBBB Internal - Function Room per hour	*	14.00	0.00	14.00	0.50	0.50	3.57%	14.50	0.00	14.50	Inflationary increase rounded up
90	Valence House - Education loan box per week	*	20.00	0.00	20.00	0.50	0.50	2.50%	20.50	0.00	20.50	
91	Archives & Local Studies Reprographics - A4 b/w	**	5.00	1.00	6.00	0.00	0.00	0.00%	5.00	1.00	6.00	
92	Archives & Local Studies Reprographics - A3 b/w	**	10.00	2.00	12.00	0.00	0.00	0.00%	10.00	2.00	12.00	
93	Archives & Local Studies Reprographics - A4 colour	**	8.33	1.67	10.00	0.00	0.00	0.00%	8.33	1.67	10.00	
94	Archives & Local Studies Reprographics - A3 colour	**	20.00	4.00	24.00	0.00	0.00	0.00%	20.00	4.00	24.00	
95	Archives & Local Studies Reprographics- Digital scan (up to 300dpi) for e-mail	**	5.00	1.00	6.00	0.00	0.00	0.00%	5.00	1.00	6.00	
96	Archives & Local Studies Reprographics- Digital scan (300+ dpi) includes CD (exc post)	**	15.00	3.00	18.00	0.00	0.00	0.00%	15.00	3.00	18.00	
97	Photography day license	**	5.00	1.00	6.00	0.00	0.00	0.00%	5.00	1.00	6.00	
98	Archives & Local Studies Reprographics- Recorded post and packing	**	2.50	0.50	3.00	0.00	0.00	0.00%	2.50	0.50	3.00	
99	Archives & Local Studies Reprographics - Photocopies A4	**	0.17	0.03	0.20	0.00	0.00	0.00%	0.17	0.03	0.20	
100	Archives & Local Studies Reprographics - Photocopies A3	**	0.33	0.07	0.40	0.00	0.00	0.00%	0.33	0.07	0.40	
101	Archives & Local Studies Reprographics - Microfilm printout A4	**	0.42	0.08	0.50	0.00	0.00	0.00%	0.42	0.08	0.50	
102	Archives & Local Studies Reprographics - remote users max 30 minute look up and print out (inc post)	**	8.33	1.67	10.00	0.00	0.00	0.00%	8.33	1.67	10.00	
103	Archives & Local Studies Reproduction fees for publications- books/ periodicals one country one language	**	75.00	15.00	90.00	1.00	1.20	1.33%	76.00	15.20	91.20	
104	Archives & Local Studies Reproduction fees for publications- books/ periodicals world one language	**	95.00	19.00	114.00	1.50	1.80	1.58%	96.50	19.30	115.80	
105	Archives & Local Studies Reproduction fees for publications- books/ periodicals world multi language	**	120.00	24.00	144.00	1.50	1.80	1.25%	121.50	24.30	145.80	
106	Archives & Local Studies Reproduction fees for publications- book jackets, CD video cases one country one language	**	85.00	17.00	102.00	1.00	1.20	1.18%	86.00	17.20	103.20	
107	Archives & Local Studies Reproduction fees for publications- book jackets, CD video cases world multi language	**	150.00	30.00	180.00	2.00	2.40	1.33%	152.00	30.40	182.40	Inflationary increase rounded up
108	Archives & Local Studies Reproduction fees for stills for TV/films and exhibitions - One programme, 5 year unlimited licence	**	300.00	60.00	360.00	4.00	4.80	1.33%	304.00	60.80	364.80	



APPENDIX A - Full list of Fees and Charges 2016/17

Not VATable \*

includes VAT \*\*

Ref	Description of Service		2015/16 Charge			Proposed Increase / (Decrease)			Proposed 2016/17 Charge			Rationale for fee change
			Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)	
109	Archives & Local Studies Reproduction fees for stills for commercial re-sale TV/films and exhibitions - Postcards, greeting cards, posters and other advertising material	**	150.00	30.00	180.00	2.00	2.40	1.33%	152.00	30.40	182.40	
110	Archives & Local Studies Reproduction fees for stills for TV/films and exhibitions - commercial web pages	**	75.00	15.00	90.00	1.00	1.20	1.33%	76.00	15.20	91.20	
111	Archives & Local Studies Reproduction fees for stills for TV/films and exhibitions - Personal (non commercial)/charity web pages	**	35.00	7.00	42.00	0.50	0.60	1.43%	35.50	7.10	42.60	
	<b>Heritage Education</b>											
112	Heritage education & Outreach - non-LBBD School visit to heritage venue with facilitator (min charge 30 children) cost per child	*	7.00	0.00	7.00	0.00	0.00	0.00%	7.00	0.00	7.00	
113	Heritage education & Outreach - LBBD School visit to heritage venue (min charge 30 children) cost per child	*	6.00	0.00	6.00	0.00	0.00	0.00%	6.00	0.00	6.00	
114	Heritage education & Outreach - LBBD School outreach session (min 2 sessions delivered)	*	50.00	0.00	50.00	1.00	1.00	2.00%	51.00	0.00	51.00	
115	Heritage education & Outreach - community outreach/talk	*	35.00	0.00	35.00	0.50	0.50	1.43%	35.50	0.00	35.50	
116	Heritage education - rate per day for development of specific schemes (externally funded)	**	166.67	33.33	200.00	8.33	10.00	5.00%	175.00	35.00	210.00	
117	Heritage education & Outreach - Workshops Children's half -day	*	3.00	0.00	3.00	0.50	0.50	16.67%	3.50	0.00	3.50	Inflationary increase rounded up
118	Heritage education & Outreach - Workshops Adults full -day (minimum)	*	5.00	0.00	5.00	0.50	0.50	10.00%	5.50	0.00	5.50	
119	Heritage education & Outreach - Workshops Adults full -day (maximum)	*	10.00	0.00	10.00	0.50	0.50	5.00%	10.50	0.00	10.50	
120	Heritage education & Outreach - Workshops Talks (minimum)	*	3.50	0.00	3.50	0.50	0.50	14.29%	4.00	0.00	4.00	
121	Heritage education & Outreach - Workshops Talks (maximum)	*	20.00	0.00	20.00	0.50	0.50	2.50%	20.50	0.00	20.50	
122	Tours out of hours minimum charge	*	50.00	0.00	50.00	1.00	1.00	2.00%	51.00	0.00	51.00	
123	Tours (daytime) per person	*	3.50	0.00	3.50	0.50	0.50	14.29%	4.00	0.00	4.00	
	<b>Library Service</b>											
124	Libraries - Adult Fines per day	*	0.35	0.00	0.35	0.01	0.01	2.86%	0.36	0.00	0.36	Inflationary increase rounded up including benchmark comparisons.
125	Libraries - Maximum fine per item	*	10.00	0.00	10.00	0.50	0.50	5.00%	10.50	0.00	10.50	
126	Libraries- Hire of video/DVD children's/NF- per week	*	1.00	0.00	1.00	0.25	0.25	25.00%	1.25	0.00	1.25	
127	Libraries- Hire of video/DVD adults- per week	*	2.00	0.00	2.00	0.25	0.25	12.50%	2.25	0.00	2.25	
128	Libraries - Language courses - 3 weeks	*	1.55	0.00	1.55	0.45	0.45	29.03%	2.00	0.00	2.00	
129	Libraries - Language courses - fines per day	*	0.35	0.00	0.35	0.01	0.01	2.86%	0.36	0.00	0.36	
130	Libraries - Hire of CD singles	*	1.00	0.00	1.00	0.25	0.25	25.00%	1.25	0.00	1.25	
131	Libraries - Hire of CD box sets	*	1.75	0.00	1.75	0.50	0.50	28.57%	2.25	0.00	2.25	
132	Libraries - Hire of CD fines per day	*	0.35	0.00	0.35	0.01	0.01	2.86%	0.36	0.00	0.36	
133	Libraries - Reservations-non stock items	*	2.50	0.00	2.50	0.50	0.50	20.00%	3.00	0.00	3.00	
134	Libraries - Reservation - British Library item	*	6.50	0.00	6.50	3.50	3.50	53.85%	10.00	0.00	10.00	
135	Libraries - Photocopying/Printing/Wi-Fi printing A4 black and white	**	0.17	0.03	0.20	0.00	0.00	0.00%	0.17	0.03	0.20	
136	Libraries - Photocopying/Printing/Wi-Fi Printing A4 colour	**	0.42	0.08	0.50	0.00	0.00	0.00%	0.42	0.08	0.50	
137	Libraries - Photocopying/Printing/Wi Fi Printing A3 black and white	**	0.33	0.07	0.40	0.00	0.00	0.00%	0.33	0.07	0.40	
138	Libraries - Photocopying/Printing/Wi Fi Printing A3 colour (where available)	**	0.83	0.17	1.00	0.00	0.00	0.00%	0.83	0.17	1.00	
139	Libraries micro printing - from microfiche or microfilm A4	**	0.42	0.08	0.50	0.00	0.00	0.00%	0.42	0.08	0.50	
140	Libraries - replacement membership card - Adult	*	3.10	0.00	3.10	0.15	0.15	4.84%	3.25	0.00	3.25	
141	Libraries - replacement membership card - Child	*	2.10	0.00	2.10	0.15	0.15	7.14%	2.25	0.00	2.25	
142	Libraries- Hire of books on tape fines per day	*	0.35	0.00	0.35	0.01	0.01	2.86%	0.36	0.00	0.36	
143	Fax per sheet (where available)	**	1.25	0.25	1.50	0.25	0.30	20.00%	1.50	0.30	1.80	Inflationary increase rounded up including benchmark comparisons.
144	Internet Non-members / Guest passes 1 hour	**	1.67	0.33	2.00	0.00	0.00	0.00%	1.67	0.33	2.00	
145	Internet Non-members / Guest passes 30 minutes	**	0.83	0.17	1.00	0.00	0.00	0.00%	0.83	0.17	1.00	
146	Libraries - Adult Fines per day - over 60	*	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
147	Libraries- Overdue of video/DVD for Children/Factual -	*	1.00	0.00	1.00	0.25	0.25	25.00%	1.25	0.00	1.25	
148	Libraries- Overdue of video/DVD for Adults -	*	2.00	0.00	2.00	0.25	0.25	12.50%	2.25	0.00	2.25	
149	Libraries - Music subscription - 4 months (CDs)	**	25.50	0.00	25.50	0.50	0.50	1.96%	26.00	0.00	26.00	Inflationary increase rounded up including benchmark comparisons.
150	Libraries - replacement membership card - Older People, over 60	*	2.10	0.00	2.10	0.15	0.15	7.14%	2.25	0.00	2.25	
151	Libraries - events - tickets to adult events ages 16+	**	0.83	0.17	1.00	0.17	0.20	20.48%	1.00	0.20	1.20	
152	Stationery - Headphones	**	1.33	0.27	1.60	0.17	0.20	12.78%	1.50	0.30	1.80	
153	Additional hour PC usage for all subscription holders	**	0.83	0.17	1.00	0.00	0.00	0.00%	0.83	0.17	1.00	

APPENDIX A - Full list of Fees and Charges 2016/17

Not VATable \*

includes VAT \*\*

Ref	Description of Service		2015/16 Charge			Proposed Increase / (Decrease)			Proposed 2016/17 Charge			Rationale for fee change
			Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)	
154	Libraries- Wi-Fi/PC usage subscription per annum - residents, free for under 19s and over 60s	*	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
155	Libraries- computer use subscription annual fee 2 hours per day	**	10.42	2.08	12.50	0.41	0.49	3.93%	10.83	2.17	13.00	Inflationary increase rounded.
156	Libraries- computer use subscription annual fee 3 hours per day	**	21.25	4.25	25.50	0.42	0.50	1.98%	21.67	4.33	26.00	
157	Libraries- Managed room hire per hour- minimum charge	*	15.00	0.00	15.00	1.00	1.00	6.67%	16.00	0.00	16.00	
158	Libraries- Managed room hire per hour- maximum charge	*	40.00	0.00	40.00	1.00	1.00	2.50%	41.00	0.00	41.00	
159	Dagenham Library -Small meeting room (2-10people)- hourly hire rate- Council / Commercial/ Voluntary & Community sector	*	20.00	0.00	20.00	1.00	1.00	5.00%	21.00	0.00	21.00	Inflationary increase rounded to the nearest £1. Proportionate for day and half day hire.
160	Dagenham Library -Small meeting room (2-10 people) - full day hire rate - Council/ Commercial / Voluntary & Community sector	*	100.00	0.00	100.00	5.00	5.00	5.00%	105.00	0.00	105.00	
161	Dagenham Library -Small meeting room (2-10 people)- half day hire rate - Council/ Commercial/ Voluntary & Community sector	*	60.00	0.00	60.00	3.00	3.00	5.00%	63.00	0.00	63.00	
162	Dagenham Library -Large meeting room (16-28 people)- hourly hire rate- Council/ Commercial/ Voluntary & Community sector	*	40.00	0.00	40.00	1.00	1.00	2.50%	41.00	0.00	41.00	
163	Dagenham Library -Large meeting room (16-28 people) - full day hire rate - Council/ Commercial/ Voluntary & Community sector	*	190.00	0.00	190.00	10.00	10.00	5.26%	200.00	0.00	200.00	
164	Dagenham Library -Large meeting room (16-28 people) - half day hire rate - Council/ Commercial/ Voluntary & Community sector	*	115.00	0.00	115.00	5.00	5.00	4.35%	120.00	0.00	120.00	
165	Libraries- computer use subscription annual fee 1 hour per day	**	5.42	1.08	6.50	0.41	0.49	7.56%	5.83	1.17	7.00	Inflationary increase rounded.
<b>Barking Learning Centre</b>												
166	Small meeting room (2-15 people)- hourly hire rate- Public Sector	**	33.33	6.67	40.00	0.84	1.01	2.52%	34.17	6.83	41.00	Inflationary increase rounded to the nearest £1. Proportionate for day and half day hire.
167	Small meeting room (2-15 people)- full day hire rate- Public Sector	**	183.33	36.67	220.00	5.00	6.00	2.73%	188.33	37.67	226.00	
168	Small meeting room (2-15 people)- half day hire rate- Public Sector	**	91.67	18.33	110.00	3.33	4.00	3.63%	95.00	19.00	114.00	
169	Small meeting room (2-15 people)- hourly hire rate - Council hire	*	34.00	0.00	34.00	1.00	1.00	2.94%	35.00	0.00	35.00	Inflationary increase rounded to the nearest £1. Proportionate for day and half day hire.
170	Small meeting room (2-15 people)- hourly hire rate- Voluntary and Community sector	**	28.33	5.67	34.00	0.00	0.00	0.00%	28.33	5.67	34.00	
171	Small meeting room (2-15 people) - full day hire rate - Voluntary and Community sector	**	133.33	26.67	160.00	0.00	0.00	0.00%	133.33	26.67	160.00	
172	Small meeting room (2-15 people) - half day hire rate - Voluntary and Community sector	**	66.67	13.33	80.00	0.00	0.00	0.00%	66.67	13.33	80.00	
173	Small meeting room (2-15 people)- hourly hire rate- Commercial	**	39.17	7.83	47.00	0.83	1.00	2.12%	40.00	8.00	48.00	Inflationary increase rounded to the nearest £1. Proportionate for day and half day hire.
174	Small meeting room (2-15 people) - full day hire rate - Commercial	**	223.33	44.67	268.00	5.00	6.00	2.24%	228.33	45.67	274.00	
175	Small meeting room (2-15 people) - half day hire rate - Commercial	**	111.67	22.33	134.00	3.33	4.00	2.98%	115.00	23.00	138.00	
176	Large meeting room (16-28 people)- hourly hire rate- Public Sector	**	45.83	9.17	55.00	0.84	1.01	1.83%	46.67	9.33	56.00	
177	Large meeting room (16-28 people) - full day hire rate - Public Sector	**	275.00	55.00	330.00	4.17	5.00	1.52%	279.17	55.83	335.00	
178	Large meeting room (16-28 people) - half day hire rate - Public Sector	**	137.50	27.50	165.00	2.50	3.00	1.82%	140.00	28.00	168.00	
179	Large meeting room (16-28 people)- hourly hire rate - Council hire	*	48.00	0.00	48.00	1.00	1.00	2.08%	49.00	0.00	49.00	
180	Large meeting room (16-28 people)- hourly hire rate- Voluntary and Community sector	**	40.00	8.00	48.00	0.00	0.00	0.00%	40.00	8.00	48.00	
181	Large meeting room (16-28 people) - full day hire rate - Voluntary and Community sector	**	225.00	45.00	270.00	0.00	0.00	0.00%	225.00	45.00	270.00	
182	Large meeting room (16-28 people - half day rate - Voluntary and Community sector	**	112.50	22.50	135.00	0.00	0.00	0.00%	112.50	22.50	135.00	
183	Large meeting room (16-28 people)- hourly hire rate- Commercial	**	58.33	11.67	70.00	1.67	2.00	2.86%	60.00	12.00	72.00	Inflationary increase rounded up. Proportionate for day and half day hire.
184	Large meeting room (16-28 people) - full day hire rate - Commercial	**	350.00	70.00	420.00	5.00	6.00	1.43%	355.00	71.00	426.00	
185	Large meeting room (16-28 people) - half day hire rate - Commercial	**	175.00	35.00	210.00	2.50	3.00	1.43%	177.50	35.50	213.00	Inflationary increase rounded to the nearest £1. Proportionate for day and half day hire.
186	Conference centre (28-120 people)-hourly hire rate- Public Sector	**	55.83	11.17	67.00	0.84	1.01	1.50%	56.67	11.33	68.00	
187	Conference centre (28-120 people)-full day hire rate- Public Sector	**	350.00	70.00	420.00	5.00	6.00	1.43%	355.00	71.00	426.00	
188	Conference centre (28-120 people)-half day hire rate- Public Sector	**	175.00	35.00	210.00	3.33	4.00	1.90%	178.33	35.67	214.00	
189	Conference centre (28-120 people)-hourly hire rate - Council hire	*	62.00	0.00	62.00	1.00	1.00	1.61%	63.00	0.00	63.00	
190	Conference centre (28-120 people)-hourly hire rate- Voluntary and Community sector	**	51.67	10.33	62.00	0.00	0.00	0.00%	51.67	10.33	62.00	
191	Conference centre (28-120 people)-full day hire rate- Voluntary and Community sector	**	300.00	60.00	360.00	0.00	0.00	0.00%	300.00	60.00	360.00	
192	Conference centre (28-120 people)-half day hire rate- Voluntary and Community sector	**	150.00	30.00	180.00	0.00	0.00	0.00%	150.00	30.00	180.00	
193	Conference centre (28-120 people)-hourly hire rate- Commercial	**	66.67	13.33	80.00	0.83	1.00	1.24%	67.50	13.50	81.00	

Page 66 of 66

APPENDIX A - Full list of Fees and Charges 2016/17

Not VATable \*

includes VAT \*\*

Ref	Description of Service	2015/16 Charge			Proposed Increase / (Decrease)			Proposed 2016/17 Charge			Rationale for fee change	
		Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)		
194	Conference centre (28-120 people)-full day hire rate- Commercial	**	433.33	86.67	520.00	5.84	7.01	1.35%	439.17	87.83	527.00	Inflationary increase rounded.
195	Conference centre (28-120 people)-half day hire rate- Commercial	**	216.67	43.33	260.00	3.33	4.00	1.54%	220.00	44.00	264.00	
196	IT Room (22 people) - hourly hire rate - Council hire	*	48.00	0.00	48.00	1.00	1.00	2.08%	49.00	0.00	49.00	
197	IT Room (22 people) - hourly hire rate - Public Sector	**	45.83	9.17	55.00	0.84	1.01	1.83%	46.67	9.33	56.00	Inflationary increase rounded to the nearest £1. Proportionate for day and half day hire.
198	IT Room (22 people) -full day hire rate - Public Sector	**	275.00	55.00	330.00	4.17	5.00	1.52%	279.17	55.83	335.00	
199	IT Room (22 people) - half day hire rate - Public Sector	**	137.50	27.50	165.00	2.50	3.00	1.82%	140.00	28.00	168.00	
200	IT Room (22 people) - hourly hire rate - Voluntary and Community sector	**	40.00	8.00	48.00	0.00	0.00	0.00%	40.00	8.00	48.00	
201	IT Room (22 people) - Full day hire rate - Voluntary and community Sector	**	225.00	45.00	270.00	0.00	0.00	0.00%	225.00	45.00	270.00	
202	IT Room (22 people) - Half day hire rate - Voluntary and Community	**	112.50	22.50	135.00	0.00	0.00	0.00%	112.50	22.50	135.00	
203	IT Room (22 people) - hourly hire rate - Commercial	**	58.33	11.67	70.00	1.67	2.00	2.86%	60.00	12.00	72.00	
204	IT Room (22 people) - Full day hire rate - Commercial	**	350.00	70.00	420.00	5.00	6.00	1.43%	355.00	71.00	426.00	Inflationary increase rounded up. Proportionate for day and half day hire.
205	IT Room (22 people) - half day hire rate - Commercial hire	**	175.00	35.00	210.00	2.50	3.00	1.43%	177.50	35.50	213.00	
206	Barking Learning Centre Gallery hire - full day facilities charge Voluntary and Community	**	62.50	12.50	75.00	1.67	2.00	2.67%	64.17	12.83	77.00	Inflationary increase rounded up. Proportionate for day and half day hire.
207	Barking Learning Centre Gallery hire - half day facilities charge Voluntary and Community	**	31.25	6.25	37.50	2.08	2.50	6.66%	33.33	6.67	40.00	
208	Barking Learning Centre Gallery hire - full day facilities charge public sector	**	75.00	15.00	90.00	1.67	2.00	2.23%	76.67	15.33	92.00	
209	Barking Learning Centre Gallery hire - half day facilities charge public sector	**	37.50	7.50	45.00	1.67	2.00	4.45%	39.17	7.83	47.00	
210	Barking Learning Centre Gallery hire - full day facilities charge Commercial	**	83.33	16.67	100.00	4.17	5.00	5.00%	87.50	17.50	105.00	
211	Barking Learning Centre Gallery hire - half day facilities charge Commercial	**	41.67	8.33	50.00	2.50	3.00	6.00%	44.17	8.83	53.00	
212	Town Hall Square full day Voluntary and Community	*	52.50	0.00	52.50	2.50	2.50	4.76%	55.00	0.00	55.00	
213	Town Hall Square full day Public sector	**	52.50	10.50	63.00	1.67	2.00	3.18%	54.17	10.83	65.00	
214	Town Hall Square full day Commercial	**	58.33	11.67	70.00	29.17	35.00	50.01%	87.50	17.50	105.00	
215	Libraries- Wi-Fi/PC usage , free for all residents for first half hour	*	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
	<b>Leisure Activities</b>											
216	Leisure - Replacement card	**	6.67	1.33	8.00	0.00	0.00	0.00%	6.67	1.33	8.00	
217	Leisure - fitness gym - Pay and Play - adult	**	6.67	1.33	8.00	0.41	0.50	6.20%	7.08	1.42	8.50	
218	Leisure - fitness gym - Loyalty Card Holder - concession	**	3.33	0.67	4.00	0.21	0.25	6.20%	3.54	0.71	4.25	
219	Leisure - fitness gym - Loyalty Card Holder - concession induction - 50% discount	*	10.50	0.00	10.50	0.50	0.50	4.76%	11.00	0.00	11.00	
220	Leisure - fitness gym - Pay and play - induction	*	21.00	0.00	21.00	1.00	1.00	4.76%	22.00	0.00	22.00	
221	Leisure - badminton - Pay and play - peak 1 hour	**	10.00	2.00	12.00	0.42	0.50	4.20%	10.42	2.08	12.50	
222	Leisure - badminton - Loyalty Card Holder - Concession 60 mins - off peak only 50% discount	**	5.00	1.00	6.00	0.21	0.25	4.20%	5.21	1.04	6.25	Inflationary increase rounded up
223	Leisure - table tennis Pay and Play - peak	**	10.00	2.00	12.00	0.42	0.50	4.20%	10.42	2.08	12.50	
224	Leisure - table tennis - Loyalty Card Holder - concession - off peak only	**	5.00	1.00	6.00	0.21	0.25	4.20%	5.21	1.04	6.25	
225	Leisure - sports hall hire Abbey and BHLC full peak - ph - peak badminton price times 4	**	40.00	8.00	48.00	1.67	2.00	4.18%	41.67	8.33	50.00	
226	Leisure - sports hall hire Abbey and BHLC half peak - ph - peak badminton price times 2	**	20.00	4.00	24.00	0.83	1.00	4.15%	20.83	4.17	25.00	
227	Leisure - BHLC studio 1 - ph	**	13.33	2.67	16.00	0.84	1.00	6.27%	14.17	2.83	17.00	
228	Club/Block booking charge per booking - court	*	12.00	0.00	12.00	0.50	0.50	4.17%	12.50	0.00	12.50	
229	Club/Block booking charge per booking - large room	*	26.00	0.00	26.00	(1.00)	(1.00)	-3.85%	25.00	0.00	25.00	Price reduction to increase demand.
230	Leisure - swimming Pay and Play	**	3.33	0.67	4.00	(0.00)	0.00	-0.10%	3.33	0.67	4.00	
231	Leisure - swimming Loyalty Card Holder - concession - 35% discount	**	2.17	0.43	2.60	0.08	0.10	3.85%	2.25	0.45	2.70	
232	Leisure - swimming Becontree Heath/Abbey family - maximum of 5 people but price based on 2 adults and 2 children minus 10%	**	9.92	1.98	11.90	0.08	0.10	0.84%	10.00	2.00	12.00	Inflationary increase rounded up
233	Leisure - swimming lessons Adult (block of 10 lessons)	*	59.00	0.00	59.00	2.00	2.00	3.39%	61.00	0.00	61.00	
234	Leisure - swimming lessons Concession (Block of 10 lessons)	*	47.00	0.00	47.00	3.00	3.00	6.38%	50.00	0.00	50.00	
235	One to One Swimming lessons - All sites	*	20.00	0.00	20.00	0.00	0.00	0.00%	20.00	0.00	20.00	
236	Education School Swimming per child	*	3.50	0.00	3.50	0.00	0.00	0.00%	3.50	0.00	3.50	
237	All Aerobics/workout sessions - Pay and Play - Adult	**	7.00	0.00	7.00	0.50	0.50	7.14%	7.50	0.00	7.50	
238	All Aerobics/workout sessions - Loyalty Card Holder - Concession - 35% discount	*	4.60	0.00	4.60	0.40	0.40	8.70%	5.00	0.00	5.00	Inflationary increase rounded up
239	Admission Fee - Adult spectator	**	1.33	0.27	1.60	0.09	0.10	6.50%	1.42	0.28	1.70	
240	Admission Fee - Concession spectator	**	0.92	0.18	1.10	0.08	0.10	9.09%	1.00	0.20	1.20	

APPENDIX A - Full list of Fees and Charges 2016/17

Not VATable \*

includes VAT \*\*

Ref	Description of Service		2015/16 Charge			Proposed Increase / (Decrease)			Proposed 2016/17 Charge			Rationale for fee change
			Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)	
	<b>Memberships</b>											
241	Joining fee	**							16.67	3.33	20.00	New revised membership pricing structure.
242	Technogym Key	**							10.00	2.00	12.00	
243	Basic package - (Gym, Classes (48hr advance booking required), Swimming & Spa 15 wet visits)	**							26.67	5.33	32.00	
244	Basic package - LBBB staff (Gym, Classes (48hr advance booking required), Swimming & Spa 15 wet visits)	**							26.67	5.33	32.00	
245	Standard package - (Gym, Classes (7 days advance booking required for classes & courts), Swimming, Rackets & Spa 15 wet visits, complimentary towel, 10% off treatments, includes free tea and coffee)	**							39.17	7.83	47.00	
246	Standard package - LBBB staff (Gym, Classes (7 days advance booking required for classes & courts), Swimming, Rackets & Spa 15 wet visits, complimentary towel, 10% off treatments, includes free tea and coffee)	**							32.50	6.50	39.00	
247	Premium package - (Gym, includes joining fee and technogym key, Classes (14 days advance booking required for classes & courts), Swimming, Rackets & Unlimited Spa visits, complimentary robe & towel, 20% off treatments, 10% off resale items, free entry for up to 2 children using the soft play facility & swimming including free tea and coffee)	**							51.67	10.33	62.00	
248	Premium package - LBBB staff (Gym, includes joining fee and technogym key, Classes (14 days advance booking required for classes & courts), Swimming, Rackets & Unlimited Spa visits, complimentary robe & towel, 20% off treatments, 10% off resale items, free entry for up to 2 children using the soft play facility & swimming including free tea and coffee)	**							45.00	9.00	54.00	
	<b>Soft play facilities (Jolly Jungle &amp; The Idol)</b>											
249	Soft Play Facilities - Under 1's	**	1.25	0.25	1.50	0.00	0.00	0.00%	1.25	0.25	1.50	Inflationary increase rounded up
250	Soft Play Facilities - Under 3's	**	3.75	0.75	4.50	0.25	0.30	6.67%	4.00	0.80	4.80	
251	Soft Play Facilities - Over 3's	**	4.58	0.92	5.50	0.25	0.30	5.38%	4.83	0.97	5.80	
252	Soft Play Facilities Toddler Party - Weekdays	**	6.67	1.33	8.00	0.41	0.50	6.20%	7.08	1.42	8.50	
253	Soft Play Facilities Kids Party - Weekdays	**	7.92	1.58	9.50	0.41	0.50	5.22%	8.33	1.67	10.00	
254	Soft Play Facilities VIP Party - Weekdays - minimum 20	**	8.75	1.75	10.50	0.42	0.50	4.80%	9.17	1.83	11.00	
255	Soft Play Facilities Toddler Party - Weekends	**	8.33	1.67	10.00	0.42	0.50	5.00%	8.75	1.75	10.50	
256	Soft Play Facilities Kids Party - Weekends	**	9.58	1.92	11.50	0.42	0.50	4.35%	10.00	2.00	12.00	
257	Soft Play Facilities VIP Party - Weekends - minimum 20 children	**	10.42	2.08	12.50	0.41	0.50	3.97%	10.83	2.17	13.00	
258	Soft Play Facilities Membership - 1 month contract	**	10.83	2.17	13.00	0.42	0.50	3.85%	11.25	2.25	13.50	
	<b>Jim Peters Stadium</b>											
259	Adult Admission	**	2.92	0.58	3.50	0.08	0.10	2.86%	3.00	0.60	3.60	Inflationary increase rounded up
260	Junior Admission	**	1.83	0.37	2.20	0.25	0.30	13.45%	2.08	0.42	2.50	
261	Concession	**	1.83	0.37	2.20	0.25	0.30	13.45%	2.08	0.42	2.50	
262	School Hire	**	20.83	4.17	25.00	0.84	1.00	4.02%	21.67	4.33	26.00	
263	School Competition Hire	**	25.00	5.00	30.00	0.83	1.00	3.32%	25.83	5.17	31.00	
264	Club hire rate	**	37.50	7.50	45.00	0.42	0.50	1.12%	37.92	7.58	45.50	
265	Club Championship Hire	**	45.83	9.17	55.00	0.84	1.00	1.83%	46.67	9.33	56.00	
266	General hire rate (Not club)	**	41.67	8.33	50.00	0.83	1.00	2.00%	42.50	8.50	51.00	
	<b>REGULATORY SERVICES</b>											
	<b>Licences</b>											
267	Alcohol License - New Application - Band A	*	100.00	0.00	100.00	0.00	0.00	0.00%	100.00	0.00	100.00	
268	Alcohol License - Annual Charge - Band A	*	70.00	0.00	70.00	0.00	0.00	0.00%	70.00	0.00	70.00	
269	Alcohol License - New Application - Band B	*	190.00	0.00	190.00	0.00	0.00	0.00%	190.00	0.00	190.00	
270	Alcohol License - Annual Charge - Band B	*	180.00	0.00	180.00	0.00	0.00	0.00%	180.00	0.00	180.00	
271	Alcohol License - New Application - Band C	*	315.00	0.00	315.00	0.00	0.00	0.00%	315.00	0.00	315.00	
272	Alcohol License - Annual Charge - Band C	*	295.00	0.00	295.00	0.00	0.00	0.00%	295.00	0.00	295.00	
273	Alcohol License - New Application - Band D	*	450.00	0.00	450.00	0.00	0.00	0.00%	450.00	0.00	450.00	
274	Alcohol License - Annual Charge - Band D	*	320.00	0.00	320.00	0.00	0.00	0.00%	320.00	0.00	320.00	
275	Alcohol License - New Application - Band E	*	635.00	0.00	635.00	0.00	0.00	0.00%	635.00	0.00	635.00	



APPENDIX A - Full list of Fees and Charges 2016/17

Not VATable \*

includes VAT \*\*

Ref	Description of Service	*	2015/16 Charge			Proposed Increase / (Decrease)			Proposed 2016/17 Charge			Rationale for fee change
			Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)	
276	Alcohol License - Annual Charge - Band E	*	350.00	0.00	350.00	0.00	0.00	0.00%	350.00	0.00	350.00	
277	Additional License - 5,000 to 9,999	*	1,000.00	0.00	1,000.00	0.00	0.00	0.00%	1,000.00	0.00	1,000.00	
278	Additional License - 10,000 to 14,999	*	2,000.00	0.00	2,000.00	0.00	0.00	0.00%	2,000.00	0.00	2,000.00	
279	Additional License - 15,000 to 19,999	*	4,000.00	0.00	4,000.00	0.00	0.00	0.00%	4,000.00	0.00	4,000.00	
280	Additional License - 20,000 to 29,999	*	8,000.00	0.00	8,000.00	0.00	0.00	0.00%	8,000.00	0.00	8,000.00	
281	Additional License - 30,000 to 39,999	*	16,000.00	0.00	16,000.00	0.00	0.00	0.00%	16,000.00	0.00	16,000.00	
282	Additional License - 40,000 to 49,999	*	24,000.00	0.00	24,000.00	0.00	0.00	0.00%	24,000.00	0.00	24,000.00	
283	Additional License - 50,000 to 59,999	*	32,000.00	0.00	32,000.00	0.00	0.00	0.00%	32,000.00	0.00	32,000.00	
284	Additional License - 60,000 to 69,999	*	40,000.00	0.00	40,000.00	0.00	0.00	0.00%	40,000.00	0.00	40,000.00	
285	Additional License - 70,000 to 79,999	*	48,000.00	0.00	48,000.00	0.00	0.00	0.00%	48,000.00	0.00	48,000.00	
286	Additional License - 80,000 to 89,999	*	56,000.00	0.00	56,000.00	0.00	0.00	0.00%	56,000.00	0.00	56,000.00	
287	Additional License - 90,000 and over	*	64,000.00	0.00	64,000.00	0.00	0.00	0.00%	64,000.00	0.00	64,000.00	
288	Additional License - 5,000 to 9,999 - Annual Fee	*	500.00	0.00	500.00	0.00	0.00	0.00%	500.00	0.00	500.00	
289	Additional License - 10,000 to 14,999 - Annual Fee	*	1,000.00	0.00	1,000.00	0.00	0.00	0.00%	1,000.00	0.00	1,000.00	
290	Additional License - 15,000 to 19,999 - Annual Fee	*	2,000.00	0.00	2,000.00	0.00	0.00	0.00%	2,000.00	0.00	2,000.00	
291	Additional License - 20,000 to 29,999 - Annual Fee	*	4,000.00	0.00	4,000.00	0.00	0.00	0.00%	4,000.00	0.00	4,000.00	
292	Additional License - 30,000 to 39,999 - Annual Fee	*	8,000.00	0.00	8,000.00	0.00	0.00	0.00%	8,000.00	0.00	8,000.00	
293	Additional License - 40,000 to 49,999 - Annual Fee	*	12,000.00	0.00	12,000.00	0.00	0.00	0.00%	12,000.00	0.00	12,000.00	
294	Additional License - 50,000 to 59,999 - Annual Fee	*	16,000.00	0.00	16,000.00	0.00	0.00	0.00%	16,000.00	0.00	16,000.00	
295	Additional License - 60,000 to 69,999 - Annual Fee	*	20,000.00	0.00	20,000.00	0.00	0.00	0.00%	20,000.00	0.00	20,000.00	
296	Additional License - 70,000 to 79,999 - Annual Fee	*	24,000.00	0.00	24,000.00	0.00	0.00	0.00%	24,000.00	0.00	24,000.00	
297	Additional License - 80,000 to 89,999 - Annual Fee	*	28,000.00	0.00	28,000.00	0.00	0.00	0.00%	28,000.00	0.00	28,000.00	
298	Additional License - 90,000 and over - Annual Fee	*	32,000.00	0.00	32,000.00	0.00	0.00	0.00%	32,000.00	0.00	32,000.00	Statutory Charge set by Central Government.
299	Application for the grant or renewal of a personal licence	*	37.00	0.00	37.00	0.00	0.00	0.00%	37.00	0.00	37.00	
300	Temporary event notice	*	21.00	0.00	21.00	0.00	0.00	0.00%	21.00	0.00	21.00	
301	Theft, loss, etc.of premises licence or summary	*	10.50	0.00	10.50	0.00	0.00	0.00%	10.50	0.00	10.50	
302	Application for a provisional statement where premises being built etc.	*	315.00	0.00	315.00	0.00	0.00	0.00%	315.00	0.00	315.00	
303	Notification of change of name or address	*	10.50	0.00	10.50	0.00	0.00	0.00%	10.50	0.00	10.50	
304	Application to vary licence to specify individual as premises supervisor	*	23.00	0.00	23.00	0.00	0.00	0.00%	23.00	0.00	23.00	
305	Application for transfer of premises licence	*	23.00	0.00	23.00	0.00	0.00	0.00%	23.00	0.00	23.00	
306	Interim authority notice following death etc.of licence holder	*	23.00	0.00	23.00	0.00	0.00	0.00%	23.00	0.00	23.00	
307	Theft, loss etc.of certificate or summary	*	10.50	0.00	10.50	0.00	0.00	0.00%	10.50	0.00	10.50	
308	Notification of change of name or alteration of rules of club	*	10.50	0.00	10.50	0.00	0.00	0.00%	10.50	0.00	10.50	
309	Change of relevant registered address of club	*	10.50	0.00	10.50	0.00	0.00	0.00%	10.50	0.00	10.50	
310	Theft, loss etc.of temporary event notice	*	10.50	0.00	10.50	0.00	0.00	0.00%	10.50	0.00	10.50	
311	Theft, loss etc.of personal licence	*	10.50	0.00	10.50	0.00	0.00	0.00%	10.50	0.00	10.50	
312	Duty to notify change of name or address	*	10.50	0.00	10.50	0.00	0.00	0.00%	10.50	0.00	10.50	
313	Right of freeholder etc.to be notified of licensing matters	*	21.00	0.00	21.00	0.00	0.00	0.00%	21.00	0.00	21.00	
314	Application to vary premises licence at community premises to include alternative licence condition	*	23.00	0.00	23.00	0.00	0.00	0.00%	23.00	0.00	23.00	
315	Application for minor variation	*	89.00	0.00	89.00	0.00	0.00	0.00%	89.00	0.00	89.00	
316	Licences - Authorisations for Hypnotism under section 2 of The Hypnotism Act- Premises capacity up to 150	*	280.00	0.00	280.00	0.00	0.00	0.00%	280.00	0.00	280.00	
317	Licences - Authorisations for Hypnotism under section 2 of The Hypnotism Act- Premises capacity 151-300	*	470.00	0.00	470.00	0.00	0.00	0.00%	470.00	0.00	470.00	
318	Licences - Authorisations for Hypnotism under section 2 of The Hypnotism Act- Premises capacity 301-600	*	890.00	0.00	890.00	0.00	0.00	0.00%	890.00	0.00	890.00	
319	Licences - Authorisations for Hypnotism under section 2 of The Hypnotism Act- Premises capacity 601-1,000	*	1,620.00	0.00	1,620.00	0.00	0.00	0.00%	1,620.00	0.00	1,620.00	
320	Licences - Authorisations for Hypnotism under section 2 of The Hypnotism Act- Premises capacity 1,001-2,500	*	3,070.00	0.00	3,070.00	0.00	0.00	0.00%	3,070.00	0.00	3,070.00	
321	Licences - Authorisations for Hypnotism under section 2 of The Hypnotism Act- Premises capacity 2,501-4000	*	4,890.00	0.00	4,890.00	0.00	0.00	0.00%	4,890.00	0.00	4,890.00	
322	Licences - Special treatment premises- Category 1 Laser treatment	*	518.50	0.00	518.50	0.00	0.00	0.00%	518.50	0.00	518.50	
323	Licences - Special treatment premises- Category 2 electrical, tattooing, body piercing etc.	*	370.00	0.00	370.00	0.00	0.00	0.00%	370.00	0.00	370.00	
324	Licences - Special treatment premises- Category 3 massage, manicure, pedicure, tanning etc	*	259.00	0.00	259.00	0.00	0.00	0.00%	259.00	0.00	259.00	

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APPENDIX A - Full list of Fees and Charges 2016/17

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Ref	Description of Service		2015/16 Charge			Proposed Increase / (Decrease)			Proposed 2016/17 Charge			Rationale for fee change
			Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)	
325	Licences - Special treatment premises- Category 4 ear lobe and nostril piercing	*	111.00	0.00	111.00	0.00	0.00	0.00%	111.00	0.00	111.00	
326	Licences - Special treatment premises- Category 1 Laser treatment - Renewal	*	518.50	0.00	518.50	0.00	0.00	0.00%	518.50	0.00	518.50	
327	Licences - Special treatment premises- Category 2 electrical, tattooing, body piercing etc. - Renewal	*	370.00	0.00	370.00	0.00	0.00	0.00%	370.00	0.00	370.00	
328	Licences - Special treatment premises- Category 3 massage, manicure, pedicure , tanning etc - Renewal	*	259.00	0.00	259.00	0.00	0.00	0.00%	259.00	0.00	259.00	
329	Licences - Special treatment premises- Category 4 ear lobe and nostril piercing - Renewal	*	111.00	0.00	111.00	0.00	0.00	0.00%	111.00	0.00	111.00	
330	Licences - Special treatment premises- Category 1 Laser treatment - Transfer	*	518.50	0.00	518.50	0.00	0.00	0.00%	518.50	0.00	518.50	
331	Licences - Special treatment premises- Category 2 electrical, tattooing, body piercing etc. - Transfer	*	369.50	0.00	369.50	0.00	0.00	0.00%	369.50	0.00	369.50	
332	Licences - Special treatment premises- Category 3 massage, manicure, pedicure , tanning etc - Transfer	*	259.00	0.00	259.00	0.00	0.00	0.00%	259.00	0.00	259.00	
333	Licences - Special treatment premises- Category 4 ear lobe and nostril piercing - Transfer	*	111.00	0.00	111.00	0.00	0.00	0.00%	111.00	0.00	111.00	
334	Licences - Special treatment premises- health and safety at work change of practitioner	*	79.00	0.00	79.00	0.00	0.00	0.00%	79.00	0.00	79.00	
335	Licences - Animals (a) Dog Breeders	*	228.40	0.00	228.40	0.00	0.00	0.00%	228.40	0.00	228.40	
336	Licences - Animals (b) Riding Establishments	*	630.80	0.00	630.80	0.00	0.00	0.00%	630.80	0.00	630.80	
337	Licences - Animals (c) Animal Boarding	*	433.20	0.00	433.20	0.00	0.00	0.00%	433.20	0.00	433.20	
338	Licences - Animals (d) Pet Shops	*	326.10	0.00	326.10	0.00	0.00	0.00%	326.10	0.00	326.10	
339	Licences - Animals (e) Dangerous Wild Animals	*	441.90	0.00	441.90	0.00	0.00	0.00%	441.90	0.00	441.90	
340	Licences - Performing animals	*	227.30	0.00	227.30	0.00	0.00	0.00%	227.30	0.00	227.30	
341	Licences - New Sex Shop Licence	*	3,500.00	0.00	3,500.00	0.00	0.00	0.00%	3,500.00	0.00	3,500.00	
342	Licences - Sex Shop - Renewal	*	2,500.00	0.00	2,500.00	0.00	0.00	0.00%	2,500.00	0.00	2,500.00	
343	Licences - Safety at sports ground Act- fees charged on officer time spent processing application (Inc Explosives)	*	185.00	0.00	185.00	0.00	0.00	0.00%	185.00	0.00	185.00	
344	Licences - Auction Rooms Registration	*	555.00	0.00	555.00	0.00	0.00	0.00%	555.00	0.00	555.00	
345	Licences - Occasional Sales- up to 50 stalls/vehicles/pitches	*	119.00	0.00	119.00	0.00	0.00	0.00%	119.00	0.00	119.00	
346	Licences - Occasional Sales- 51-150 stalls/vehicles/pitches	*	189.00	0.00	189.00	0.00	0.00	0.00%	189.00	0.00	189.00	
347	Licences - Occasional Sales- over 150 stalls/vehicles/pitches	*	326.00	0.00	326.00	0.00	0.00	0.00%	326.00	0.00	326.00	
348	Scrap metal Site License (Time spent - minutes) - New	*	420.00	0.00	420.00	0.00	0.00	0.00%	420.00	0.00	420.00	
349	Scrap metal Site License (Time spent - minutes) - Renewal	*	320.00	0.00	320.00	0.00	0.00	0.00%	320.00	0.00	320.00	
350	Scrap metal Site License (Time spent - minutes) - Variation	*	155.00	0.00	155.00	0.00	0.00	0.00%	155.00	0.00	155.00	
351	Scrap metal Collectors License (Time spent - minutes) - New	*	250.00	0.00	250.00	0.00	0.00	0.00%	250.00	0.00	250.00	
352	Scrap metal Collectors License (Time spent - minutes) - Renewal	*	170.00	0.00	170.00	0.00	0.00	0.00%	170.00	0.00	170.00	
353	Scrap metal Collectors License (Time spent - minutes) - Variation	*	105.00	0.00	105.00	0.00	0.00	0.00%	105.00	0.00	105.00	
354	Buy With Confidence - Application	**	108.00	21.60	129.60	0.00	0.00	0.00%	108.00	21.60	129.60	
355	Buy With Confidence - Renewal	**	108.00	21.60	129.60	0.00	0.00	0.00%	108.00	21.60	129.60	
356	Registration - Lotteries	*	56.50	0.00	56.50	0.00	0.00	0.00%	56.50	0.00	56.50	
357	Registration - Lotteries renewal	*	56.50	0.00	56.50	0.00	0.00	0.00%	56.50	0.00	56.50	
	<b>New Regional Casino premises licence</b>											
358	Application for a provisional statement	*	15,000.00	0.00	15,000.00	0.00	0.00	0.00%	15,000.00	0.00	15,000.00	
359	Application for a new premises licence	*	15,000.00	0.00	15,000.00	0.00	0.00	0.00%	15,000.00	0.00	15,000.00	
360	Application to vary a new premises licence	*	7,500.00	0.00	7,500.00	0.00	0.00	0.00%	7,500.00	0.00	7,500.00	
361	Application to transfer a premises licence	*	6,500.00	0.00	6,500.00	0.00	0.00	0.00%	6,500.00	0.00	6,500.00	
362	Application for a new premises licence with Provisional Statement	*	8,000.00	0.00	8,000.00	0.00	0.00	0.00%	8,000.00	0.00	8,000.00	
363	Annual fee	*	15,000.00	0.00	15,000.00	0.00	0.00	0.00%	15,000.00	0.00	15,000.00	
364	Reinstatement of a licence	*	6,500.00	0.00	6,500.00	0.00	0.00	0.00%	6,500.00	0.00	6,500.00	
365	Copy of licence	*	25.00	0.00	25.00	0.00	0.00	0.00%	25.00	0.00	25.00	
366	Notification of change of details	*	38.50	0.00	38.50	0.00	0.00	0.00%	38.50	0.00	38.50	
	<b>New Large Casino premises licence</b>											
367	Application for a provisional statement	*	10,000.00	0.00	10,000.00	0.00	0.00	0.00%	10,000.00	0.00	10,000.00	

Page 72

APPENDIX A - Full list of Fees and Charges 2016/17

Not VATable \*

includes VAT \*\*

Ref	Description of Service	2015/16 Charge			Proposed Increase / (Decrease)			Proposed 2016/17 Charge			Rationale for fee change
		Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)	
368	Application for a new premises licence	10,000.00	0.00	10,000.00	0.00	0.00	0.00%	10,000.00	0.00	10,000.00	
369	Application to vary a new premises licence	5,000.00	0.00	5,000.00	0.00	0.00	0.00%	5,000.00	0.00	5,000.00	
370	Application to transfer a premises licence	2,150.00	0.00	2,150.00	0.00	0.00	0.00%	2,150.00	0.00	2,150.00	
371	Application for a new premises licence with Provisional Statement	5,000.00	0.00	5,000.00	0.00	0.00	0.00%	5,000.00	0.00	5,000.00	
372	Annual fee	10,000.00	0.00	10,000.00	0.00	0.00	0.00%	10,000.00	0.00	10,000.00	
373	Reinstatement of a licence	2,150.00	0.00	2,150.00	0.00	0.00	0.00%	2,150.00	0.00	2,150.00	
374	Copy of licence	25.00	0.00	25.00	0.00	0.00	0.00%	25.00	0.00	25.00	
375	Notification of change of details	38.50	0.00	38.50	0.00	0.00	0.00%	38.50	0.00	38.50	
	<b>New Small Casino premises licence</b>										
376	Application for a provisional statement	8,000.00	0.00	8,000.00	0.00	0.00	0.00%	8,000.00	0.00	8,000.00	
377	Application for a new premises licence	8,000.00	0.00	8,000.00	0.00	0.00	0.00%	8,000.00	0.00	8,000.00	
378	Application to vary a new premises licence	4,000.00	0.00	4,000.00	0.00	0.00	0.00%	4,000.00	0.00	4,000.00	
379	Application to transfer a premises licence	1,800.00	0.00	1,800.00	0.00	0.00	0.00%	1,800.00	0.00	1,800.00	
380	Application for a new premises licence with Provisional Statement	3,000.00	0.00	3,000.00	0.00	0.00	0.00%	3,000.00	0.00	3,000.00	
381	Annual fee	5,000.00	0.00	5,000.00	0.00	0.00	0.00%	5,000.00	0.00	5,000.00	
382	Reinstatement of a licence	1,800.00	0.00	1,800.00	0.00	0.00	0.00%	1,800.00	0.00	1,800.00	
383	Copy of licence	25.00	0.00	25.00	0.00	0.00	0.00%	25.00	0.00	25.00	
384	Notification of change of details	38.50	0.00	38.50	0.00	0.00	0.00%	38.50	0.00	38.50	
	<b>Converted Casino premises licence</b>										
385	Fast track conversion application	300.00	0.00	300.00	0.00	0.00	0.00%	300.00	0.00	300.00	
386	Non-Fast track conversion application	2,000.00	0.00	2,000.00	0.00	0.00	0.00%	2,000.00	0.00	2,000.00	
387	Application to vary a new premises licence	2,000.00	0.00	2,000.00	0.00	0.00	0.00%	2,000.00	0.00	2,000.00	
388	Application to transfer a premises licence	1,350.00	0.00	1,350.00	0.00	0.00	0.00%	1,350.00	0.00	1,350.00	
389	Annual fee	3,000.00	0.00	3,000.00	0.00	0.00	0.00%	3,000.00	0.00	3,000.00	
390	Reinstatement of a licence	1,350.00	0.00	1,350.00	0.00	0.00	0.00%	1,350.00	0.00	1,350.00	
391	Copy of licence	25.00	0.00	25.00	0.00	0.00	0.00%	25.00	0.00	25.00	
392	Notification of change of details	38.50	0.00	38.50	0.00	0.00	0.00%	38.50	0.00	38.50	
	<b>Bingo premises licence</b>										
393	Fast track conversion application	300.00	0.00	300.00	0.00	0.00	0.00%	300.00	0.00	300.00	
394	Non -Fast track conversion application	1,750.00	0.00	1,750.00	0.00	0.00	0.00%	1,750.00	0.00	1,750.00	
395	Application for a provisional statement	1,200.00	0.00	1,200.00	0.00	0.00	0.00%	1,200.00	0.00	1,200.00	
396	Application for a new premises licence	3,500.00	0.00	3,500.00	0.00	0.00	0.00%	3,500.00	0.00	3,500.00	
397	Application to vary a new premises licence	1,750.00	0.00	1,750.00	0.00	0.00	0.00%	1,750.00	0.00	1,750.00	
398	Application to transfer a premises licence	1,200.00	0.00	1,200.00	0.00	0.00	0.00%	1,200.00	0.00	1,200.00	
399	Application for a new premises licence with Provisional Statement	1,200.00	0.00	1,200.00	0.00	0.00	0.00%	1,200.00	0.00	1,200.00	
400	Annual fee	1,000.00	0.00	1,000.00	0.00	0.00	0.00%	1,000.00	0.00	1,000.00	
401	Reinstatement of a licence	1,200.00	0.00	1,200.00	0.00	0.00	0.00%	1,200.00	0.00	1,200.00	
402	Copy of licence	25.00	0.00	25.00	0.00	0.00	0.00%	25.00	0.00	25.00	
403	Notification of change of details	38.50	0.00	38.50	0.00	0.00	0.00%	38.50	0.00	38.50	
	<b>Betting premises (other) licence</b>										
404	Fast track conversion application	300.00	0.00	300.00	0.00	0.00	0.00%	300.00	0.00	300.00	
405	Non -Fast track conversion application	1,750.00	0.00	1,750.00	0.00	0.00	0.00%	1,750.00	0.00	1,750.00	
406	Application for a provisional statement	3,000.00	0.00	3,000.00	0.00	0.00	0.00%	3,000.00	0.00	3,000.00	
407	Application for a new premises licence	3,000.00	0.00	3,000.00	0.00	0.00	0.00%	3,000.00	0.00	3,000.00	
408	Application to vary a new premises licence	1,500.00	0.00	1,500.00	0.00	0.00	0.00%	1,500.00	0.00	1,500.00	
409	Application to transfer a premises licence	1,200.00	0.00	1,200.00	0.00	0.00	0.00%	1,200.00	0.00	1,200.00	
410	Application for a new premises licence with Provisional Statement	1,500.00	0.00	1,500.00	0.00	0.00	0.00%	1,500.00	0.00	1,500.00	
411	Annual fee	600.00	0.00	600.00	0.00	0.00	0.00%	600.00	0.00	600.00	
412	Reinstatement of a licence	1,200.00	0.00	1,200.00	0.00	0.00	0.00%	1,200.00	0.00	1,200.00	
413	Copy of licence	25.00	0.00	25.00	0.00	0.00	0.00%	25.00	0.00	25.00	
414	Notification of change of details	38.50	0.00	38.50	0.00	0.00	0.00%	38.50	0.00	38.50	
	<b>Betting premises (track) licence</b>										
415	Fast track conversion application	300.00	0.00	300.00	0.00	0.00	0.00%	300.00	0.00	300.00	

COPY

APPENDIX A - Full list of Fees and Charges 2016/17

Not VATable \*

includes VAT \*\*

Ref	Description of Service	*	2015/16 Charge			Proposed Increase / (Decrease)			Proposed 2016/17 Charge			Rationale for fee change
			Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)	
416	Non -Fast track conversion application	*	1,250.00	0.00	1,250.00	0.00	0.00	0.00%	1,250.00	0.00	1,250.00	
417	Application for a provisional statement	*	2,500.00	0.00	2,500.00	0.00	0.00	0.00%	2,500.00	0.00	2,500.00	
418	Application for a new premises licence	*	2,500.00	0.00	2,500.00	0.00	0.00	0.00%	2,500.00	0.00	2,500.00	
419	Application to vary a new premises licence	*	1,250.00	0.00	1,250.00	0.00	0.00	0.00%	1,250.00	0.00	1,250.00	
420	Application to transfer a premises licence	*	950.00	0.00	950.00	0.00	0.00	0.00%	950.00	0.00	950.00	
421	Application for a new premises licence with Provisional Statement	*	950.00	0.00	950.00	0.00	0.00	0.00%	950.00	0.00	950.00	
422	Annual fee	*	1,000.00	0.00	1,000.00	0.00	0.00	0.00%	1,000.00	0.00	1,000.00	
423	Reinstatement of a licence	*	950.00	0.00	950.00	0.00	0.00	0.00%	950.00	0.00	950.00	
424	Copy of licence	*	25.00	0.00	25.00	0.00	0.00	0.00%	25.00	0.00	25.00	
425	Notification of change of details	*	38.50	0.00	38.50	0.00	0.00	0.00%	38.50	0.00	38.50	
<b>Adult Gaming Centre premises licence</b>												
426	Fast track conversion application	*	300.00	0.00	300.00	0.00	0.00	0.00%	300.00	0.00	300.00	
427	Non -Fast track conversion application	*	1,000.00	0.00	1,000.00	0.00	0.00	0.00%	1,000.00	0.00	1,000.00	
428	Application for a provisional statement	*	2,000.00	0.00	2,000.00	0.00	0.00	0.00%	2,000.00	0.00	2,000.00	
429	Application for a new premises licence	*	2,000.00	0.00	2,000.00	0.00	0.00	0.00%	2,000.00	0.00	2,000.00	
430	Application to vary a new premises licence	*	1,000.00	0.00	1,000.00	0.00	0.00	0.00%	1,000.00	0.00	1,000.00	
431	Application to transfer a premises licence	*	1,200.00	0.00	1,200.00	0.00	0.00	0.00%	1,200.00	0.00	1,200.00	
432	Application for a new premises licence with Provisional Statement	*	1,200.00	0.00	1,200.00	0.00	0.00	0.00%	1,200.00	0.00	1,200.00	
433	Annual fee	*	1,000.00	0.00	1,000.00	0.00	0.00	0.00%	1,000.00	0.00	1,000.00	
434	Reinstatement of a licence	*	1,200.00	0.00	1,200.00	0.00	0.00	0.00%	1,200.00	0.00	1,200.00	
435	Copy of licence	*	25.00	0.00	25.00	0.00	0.00	0.00%	25.00	0.00	25.00	
436	Notification of change of details	*	38.50	0.00	38.50	0.00	0.00	0.00%	38.50	0.00	38.50	
<b>Family entertainment centre premises licence</b>												
437	Fast track conversion application	*	300.00	0.00	300.00	0.00	0.00	0.00%	300.00	0.00	300.00	
438	Non -Fast track conversion application	*	1,000.00	0.00	1,000.00	0.00	0.00	0.00%	1,000.00	0.00	1,000.00	
439	Application for a provisional statement	*	2,000.00	0.00	2,000.00	0.00	0.00	0.00%	2,000.00	0.00	2,000.00	
440	Application for a new premises licence	*	2,000.00	0.00	2,000.00	0.00	0.00	0.00%	2,000.00	0.00	2,000.00	
441	Application to vary a new premises licence	*	1,000.00	0.00	1,000.00	0.00	0.00	0.00%	1,000.00	0.00	1,000.00	
442	Application to transfer a premises licence	*	950.00	0.00	950.00	0.00	0.00	0.00%	950.00	0.00	950.00	
443	Application for a new premises licence with Provisional Statement	*	950.00	0.00	950.00	0.00	0.00	0.00%	950.00	0.00	950.00	
444	Annual fee	*	750.00	0.00	750.00	0.00	0.00	0.00%	750.00	0.00	750.00	
445	Reinstatement of a licence	*	950.00	0.00	950.00	0.00	0.00	0.00%	950.00	0.00	950.00	
446	Copy of licence	*	25.00	0.00	25.00	0.00	0.00	0.00%	25.00	0.00	25.00	
447	Notification of change of details	*	38.50	0.00	38.50	0.00	0.00	0.00%	38.50	0.00	38.50	
<b>Children's Services</b>												
<b>Childcare Services</b>												
448	Early Years - Day Nurseries and Children's Centres - full time weekly rate	*	225.00	0.00	225.00	5.00	5.00	2.22%	230.00	0.00	230.00	Increase to cover contract inflation
449	Early Years - Day Nurseries and Children's Centres - daily rate - morning session	*	29.00	0.00	29.00	0.50	0.50	1.72%	29.50	0.00	29.50	
450	Early Years - Day Nurseries and Children's Centres - daily rate - afternoon session	*	26.00	0.00	26.00	0.50	0.50	1.92%	26.50	0.00	26.50	
451	Catering Services - Primary Meal	*	2.00	0.00	2.00	0.00	0.00	0.00%	2.00	0.00	2.00	
452	Catering Services - Secondary Meal	*	2.20	0.00	2.20	0.00	0.00	0.00%	2.20	0.00	2.20	



APPENDIX A - Full list of Fees and Charges 2016/17

Not VATable \*

includes VAT \*\*

Ref	Description of Service		2015/16 Charge			Proposed Increase / (Decrease)			Proposed 2016/17 Charge			Rationale for fee change
			Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)	
<b>Children Centre Room Hire</b>												
453	Main Hall - Saturday (first 4 hours)	*	175.00	0.00	175.00	0.00	0.00	0.00%	175.00	0.00	175.00	
454	Main Hall - Saturday (additional hours - per hour)	*	35.00	0.00	35.00	0.00	0.00	0.00%	35.00	0.00	35.00	
455	Main Hall - Sunday per hour	*	24.00	0.00	24.00	0.00	0.00	0.00%	24.00	0.00	24.00	
456	Main Hall - Weekdays and Evenings per hour	*	12.00	0.00	12.00	0.00	0.00	0.00%	12.00	0.00	12.00	
457	Medium Room - Saturday (only available with Main hall) per hour	*	25.00	0.00	25.00	0.00	0.00	0.00%	25.00	0.00	25.00	
458	Medium Room - Sunday per hour	*	15.00	0.00	15.00	0.00	0.00	0.00%	15.00	0.00	15.00	
459	Medium Room - Weekdays and Evenings per hour	*	9.20	0.00	9.20	0.00	0.00	0.00%	9.20	0.00	9.20	
460	Small Room - Saturday (only available with Main hall) per hour	*	25.00	0.00	25.00	0.00	0.00	0.00%	25.00	0.00	25.00	
461	Small Room - Weekdays and Evenings per hour	*	7.70	0.00	7.70	0.00	0.00	0.00%	7.70	0.00	7.70	
<b>Environmental Services</b>												
<b>Events</b>												
462	Park use - non commercial (small event - less than 200 people attending (fundraising sponsored events))	*	67.00	0.00	67.00	1.00	1.00	1.49%	68.00	0.00	68.00	Inflationary 1.1% + rounded up
463	Park use - non-commercial fundraising event - walks and bike rides up to 50 people	*	20.00	0.00	20.00	1.00	1.00	5.00%	21.00	0.00	21.00	
464	Park use - non-commercial up to 2,500 people (no entry fee)	*	560.00	0.00	560.00	7.00	7.00	1.25%	567.00	0.00	567.00	
465	Park use - non-commercial up to 5,000 people (no entry fee)	*	901.00	0.00	901.00	10.00	10.00	1.11%	911.00	0.00	911.00	
466	Public liability cover for non commercial park use - up to £2 million	*	20.00	0.00	20.00	0.00	0.00	0.00%	20.00	0.00	20.00	
467	Park use commercial - category 1 Est. attendance up to 2,500 (8hours)	*	970.00	0.00	970.00	11.00	11.00	1.13%	981.00	0.00	981.00	
468	Park use commercial - category 2 Est. attendance over 5000(8hours)	*	1,690.00	0.00	1,690.00	19.00	19.00	1.12%	1,709.00	0.00	1,709.00	
469	Use of Premises Licence (Commercial) where applicable up to 5,000	*	560.00	0.00	560.00	7.00	7.00	1.25%	567.00	0.00	567.00	
470	Use of Premises Licence (Commercial) where applicable up to 10,000	*	1,772.00	0.00	1,772.00	20.00	20.00	1.13%	1,792.00	0.00	1,792.00	
471	Use of Premises Licence (Commercial) where applicable up to 15,000	*	3,550.00	0.00	3,550.00	40.00	40.00	1.13%	3,590.00	0.00	3,590.00	Inflationary 1.1% + rounded up
472	Park use (Non-animal Circus) - Small - up to 500 seats per performance day	*	242.00	0.00	242.00	3.00	3.00	1.24%	245.00	0.00	245.00	
473	Park use (Non-animal Circus) - Large - over 500 seats per performance day	*	410.00	0.00	410.00	5.00	5.00	1.22%	415.00	0.00	415.00	
474	All Event Organisers incl. Fairs & Circuses - Non performance day - per day	*	113.00	0.00	113.00	7.00	7.00	6.19%	120.00	0.00	120.00	
475	Park use by Fairs - Small Fair per day (6 or less adult rides)	*	364.00	0.00	364.00	5.00	5.00	1.37%	369.00	0.00	369.00	
476	Park use by Fairs - Large Fair per day (7 or more adult rides)	*	466.00	0.00	466.00	6.00	6.00	1.29%	472.00	0.00	472.00	
<b>Park Sports</b>												
477	Parks - Cricket pitch only - Adults	**	282.50	56.50	339.00	3.33	4.00	1.18%	285.83	57.17	343.00	
478	Parks - Cricket pitch only - Junior	**	141.67	28.33	170.00	1.67	2.00	1.18%	143.33	28.67	172.00	
479	Parks - Cricket pitch only - Adults - (Season - Up to 40 Matches)	*	11,015.00	0.00	11,015.00	122.00	122.00	1.11%	11,137.00	0.00	11,137.00	
480	Parks - Cricket pitch only - Juniors - (Season - Up to 40 matches)	*	5,510.00	0.00	5,510.00	61.00	61.00	1.11%	5,571.00	0.00	5,571.00	
481	Parks - Football pitch only - Adults	**	130.00	26.00	156.00	1.67	2.00	1.28%	131.67	26.33	158.00	
482	Parks - Football pitch only - Juniors/9v9	**	58.33	11.67	70.00	0.84	1.00	1.44%	59.17	11.83	71.00	
483	Parks - Football pitch only - Mini Soccer	**	30.00	6.00	36.00	0.83	1.00	2.78%	30.83	6.17	37.00	
484	Parks - Football pitch only - Adults - (Season - Up to 30 matches)	*	3,770.00	0.00	3,770.00	42.00	42.00	1.11%	3,812.00	0.00	3,812.00	
485	Parks - Football pitch only - Junior/9v9 - (Season - Up to 30 matches)	*	1,650.00	0.00	1,650.00	19.00	19.00	1.15%	1,669.00	0.00	1,669.00	
486	Parks - Football pitch only - Mini - (Season - Up to 30 matches)	*	715.00	0.00	715.00	8.00	8.00	1.12%	723.00	0.00	723.00	Inflationary 1.1% + rounded up
487	Parks - Rugby Pitch - Adults - 30 matches	*	3,530.00	0.00	3,530.00	39.00	39.00	1.10%	3,569.00	0.00	3,569.00	
488	Parks - Rugby Pitch - Junior - 30 matches	*	3,530.00	0.00	3,530.00	39.00	39.00	1.10%	3,569.00	0.00	3,569.00	
489	Parks - Rugby Pitch - Mini - 30 matches	*	1,770.00	0.00	1,770.00	20.00	20.00	1.13%	1,790.00	0.00	1,790.00	
490	Parks - Bowling Greens - club rental price per green (With Automated Watering)	*	10,086.00	0.00	10,086.00	111.00	111.00	1.10%	10,197.00	0.00	10,197.00	
491	Parks - Bowling Greens - club rental price per green	*	12,196.00	0.00	12,196.00	135.00	135.00	1.11%	12,331.00	0.00	12,331.00	
492	Parks - Bowling - Pavilion	*	1,236.00	0.00	1,236.00	14.00	14.00	1.13%	1,250.00	0.00	1,250.00	
493	Aero Club - Licence Agreement with Dagenham Model Aero Club	*	224.00	0.00	224.00	3.00	3.00	1.34%	227.00	0.00	227.00	
494	Hourly tennis charge per court (full rate)	**	4.25	0.85	5.10	0.00	0.00	0.00%	4.25	0.85	5.10	
495	Hourly tennis charge per court (discounted rate)	**	2.58	0.52	3.10	(0.00)	0.00	-0.13%	2.58	0.52	3.10	
<b>Allotments</b>												
496	Cost per acre of usable allotment land leased to Allotment Associations	*	133.60	0.00	133.60	(20.27)	2.40	-15.17%	113.33	22.67	136.00	Inflationary 1.1% + rounded up

APPENDIX A - Full list of Fees and Charges 2016/17

Not VATable \*

includes VAT \*\*

Ref	Description of Service	2015/16 Charge			Proposed Increase / (Decrease)			Proposed 2016/17 Charge			Rationale for fee change
		Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)	
	<b>Ranger Services</b>										
497	Education charges: School groups (half day)	84.00	0.00	84.00	1.00	1.00	1.19%	85.00	0.00	85.00	
498	Education charges: School groups (full day)	136.70	0.00	136.70	2.30	2.30	1.68%	139.00	0.00	139.00	
499	Education: Community groups (per person per 2 hours session)	2.40	0.00	2.40	0.10	0.10	4.17%	2.50	0.00	2.50	
500	Education: Other (per person)	36.90	0.00	36.90	1.10	1.10	2.98%	38.00	0.00	38.00	
501	Barking Park: Visitor Centre Room Hire: Commercial: Main Hall per hour (min charge 1.5 hrs)	16.40	0.00	16.40	0.60	0.60	3.66%	17.00	0.00	17.00	
502	Barking Park: Visitor Centre Room Hire: Non Commercial: Main Hall per hour (min charge 1.5 hrs)	10.80	0.00	10.80	0.20	0.20	1.85%	11.00	0.00	11.00	
503	Barking Park: Visitor Centre Room Hire: Commercial: Seminar room per hour (min charge 1.5 hrs)	8.90	0.00	8.90	0.10	0.10	1.12%	9.00	0.00	9.00	Inflationary 1.1% + rounded up
504	Barking Park: Visitor Centre Room Hire: Non Commercial: Seminar room per hour (min charge 1.5 hrs)	6.90	0.00	6.90	0.10	0.10	1.45%	7.00	0.00	7.00	
505	Barking Park: Visitor Centre Kids Parties (Self managed per person per hr) (min charge 10 people)	4.70	0.00	4.70	0.30	0.30	6.38%	5.00	0.00	5.00	
506	Barking Park: Visitor Centre Kids Parties (Ranger managed per person per hr) (min charge 10 people)	5.80	0.00	5.80	0.20	0.20	3.45%	6.00	0.00	6.00	
507	Millennium Centre - Non Commercial - Hire of Classroom	10.80	0.00	10.80	0.20	0.20	1.85%	11.00	0.00	11.00	
508	Millennium Centre - Commercial - Hire of Classroom	16.40	0.00	16.40	0.60	0.60	3.66%	17.00	0.00	17.00	
509	Millennium Centre/Barking Park Centre - Out of Hours Hire	42.00	0.00	42.00	1.00	1.00	2.38%	43.00	0.00	43.00	
	<b>PARKING</b>										
	<b>On Street Parking Services</b>										
510	Operational Permit - 4 Hours	308.00	0.00	308.00	0.00	0.00	0.00%	308.00	0.00	308.00	
511	Resident permits (Price band A) (Electric car) - 1st vehicle	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
512	Resident permits (Price band A) (Electric car) - 2nd vehicle	20.50	0.00	20.50	0.00	0.00	0.00%	20.50	0.00	20.50	
513	Resident permits (Price band A) (Electric car) - 3rd and subsequent	41.00	0.00	41.00	0.00	0.00	0.00%	41.00	0.00	41.00	
514	Resident permits (Price band B) (1100 cc or less) - 1st vehicle	20.50	0.00	20.50	0.00	0.00	0.00%	20.50	0.00	20.50	
515	Resident permits (Price band B) (1100 cc or less) - 2nd vehicle	41.00	0.00	41.00	0.00	0.00	0.00%	41.00	0.00	41.00	
516	Resident permits (Price band B) (1100 cc or less) - 3rd and subsequent	61.50	0.00	61.50	0.00	0.00	0.00%	61.50	0.00	61.50	
517	Resident permits (Price band C) (1101-1300 cc)- 1st vehicle	25.70	0.00	25.70	0.00	0.00	0.00%	25.70	0.00	25.70	
518	Resident permits (Price band C) (1101-1300 cc) - 2nd vehicle	51.50	0.00	51.50	0.00	0.00	0.00%	51.50	0.00	51.50	
519	Resident permits (Price band C) (1101-1300 cc) - 3rd and subsequent	72.00	0.00	72.00	0.00	0.00	0.00%	72.00	0.00	72.00	
520	Resident permits (Price band D) (1301 to 1600 cc) - 1st vehicle	31.00	0.00	31.00	0.00	0.00	0.00%	31.00	0.00	31.00	
521	Resident permits (Price band D) (1301 to 1600 cc) - 2nd vehicle	61.50	0.00	61.50	0.00	0.00	0.00%	61.50	0.00	61.50	
522	Resident permits (Price band D) (1301 to 1600 cc) - 3rd and subsequent	82.00	0.00	82.00	0.00	0.00	0.00%	82.00	0.00	82.00	
523	Resident permits (Price band E) (1601 to 1800 cc) - 1st vehicle	36.00	0.00	36.00	0.00	0.00	0.00%	36.00	0.00	36.00	
524	Resident permits (Price band E) (1601 to 1800 cc) - 2nd vehicle	72.00	0.00	72.00	0.00	0.00	0.00%	72.00	0.00	72.00	
525	Resident permits (Price band E) (1601 to 1800 cc) - 3rd and subsequent	92.50	0.00	92.50	0.00	0.00	0.00%	92.50	0.00	92.50	
526	Resident permits (Price band F) (1801 to 2000 cc) - 1st vehicle	41.00	0.00	41.00	0.00	0.00	0.00%	41.00	0.00	41.00	
527	Resident permits (Price band F) (1801 to 2000 cc) - 2nd vehicle	82.00	0.00	82.00	0.00	0.00	0.00%	82.00	0.00	82.00	
528	Resident permits (Price band F) (1801 to 2000 cc) - 3rd and subsequent	102.50	0.00	102.50	0.00	0.00	0.00%	102.50	0.00	102.50	
529	Resident permits (Price band G) (2001 to 3000 cc) - 1st vehicle	51.50	0.00	51.50	0.00	0.00	0.00%	51.50	0.00	51.50	
530	Resident permits (Price band G) (2001 to 3000 cc) - 2nd vehicle	102.50	0.00	102.50	0.00	0.00	0.00%	102.50	0.00	102.50	
531	Resident permits (Price band G) (2001 to 3000 cc) - 3rd and subsequent	113.00	0.00	113.00	0.00	0.00	0.00%	113.00	0.00	113.00	
532	Resident permits (Price band H) (3001+ cc)- 1st vehicle	61.50	0.00	61.50	0.00	0.00	0.00%	61.50	0.00	61.50	
533	Resident permits (Price band H) (3001+ cc) - 2nd vehicle	123.00	0.00	123.00	0.00	0.00	0.00%	123.00	0.00	123.00	
534	Resident permits (Price band H) (3001+ cc) - 3rd and subsequent vehicle	123.00	0.00	123.00	0.00	0.00	0.00%	123.00	0.00	123.00	
535	Suspension of parking space and yellow line dispensation (per place 6 metre length on street) - Daily	39.30	0.00	39.30	0.00	0.00	0.00%	39.30	0.00	39.30	
536	Weekly Suspension of parking space and yellow line dispensation (per place 5 metre length on street)	174.00	0.00	174.00	0.00	0.00	0.00%	174.00	0.00	174.00	
537	Business/Trade permit for companies which carry out works in the borough - on street only	391.50	0.00	391.50	0.00	0.00	0.00%	391.50	0.00	391.50	
538	Trade permit for companies registered at LBBB domestic property - on street only	188.10	0.00	188.10	0.00	0.00	0.00%	188.10	0.00	188.10	

APPENDIX A - Full list of Fees and Charges 2016/17

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			Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)	
539	Trade permit for companies registered at LBBD domestic property (daily - scratch cards)	*	30.10	0.00	30.10	0.00	0.00	0.00%	30.10	0.00	30.10	
540	Doctor's Parking Permit	*	400.00	0.00	400.00	0.00	0.00	0.00%	400.00	0.00	400.00	
541	Essential worker permit (salaried care home workers, essential health workers)	*	17.40	0.00	17.40	0.00	0.00	0.00%	17.40	0.00	17.40	
542	Visitors Permits (Daily, 10 Cards per pack, Scratch cards)	*	17.40	0.00	17.40	0.00	0.00	0.00%	17.40	0.00	17.40	
543	Visitors Permits (4 Hour, 10 Cards per pack, Scratch cards)	*	9.30	0.00	9.30	0.00	0.00	0.00%	9.30	0.00	9.30	
544	Voluntary sector volunteers (non salaried) - operational permits	*	23.10	0.00	23.10	0.00	0.00	0.00%	23.10	0.00	23.10	
545	Essential worker annual permit (salaried care home workers, essential health workers)	*	250.00	0.00	250.00	0.00	0.00	0.00%	250.00	0.00	250.00	
546	30 Day Temporary Cover (Residents Permits)	*	20.40	0.00	20.40	0.00	0.00	0.00%	20.40	0.00	20.40	
	<b>Controlled Parking Zone</b>											
547	Up to 30 mins Charge for CPZ and Ringo	*	0.80	0.00	0.80	0.00	0.00	0.00%	0.80	0.00	0.80	
548	1 Hour Charge for CPZ and Ringo	*	1.10	0.00	1.10	0.00	0.00	0.00%	1.10	0.00	1.10	
549	Up to 2hrs Charge for CPZ and Ringo	*	1.70	0.00	1.70	0.00	0.00	0.00%	1.70	0.00	1.70	
	<b>Barking Off Street Car Parking</b>											
550	Up to 1hr	**	1.33	0.27	1.60	0.00	0.00	0.00%	1.33	0.27	1.60	
551	Up to 2hrs	**	2.25	0.45	2.70	0.00	0.00	0.00%	2.25	0.45	2.70	
552	Up to 4hrs	**	5.42	1.08	6.50	0.00	0.00	0.00%	5.42	1.08	6.50	
553	Up to 6hrs	**	9.50	1.90	11.40	0.00	0.00	0.00%	9.50	1.90	11.40	
554	Over 6hrs	**	17.25	3.45	20.70	0.00	0.00	0.00%	17.25	3.45	20.70	
	<b>Barking On Street Parking</b>											
555	Up to 30 mins	*	0.90	0.00	0.90	0.00	0.00	0.00%	0.90	0.00	0.90	
556	Up to 1hr	*	1.60	0.00	1.60	0.00	0.00	0.00%	1.60	0.00	1.60	
557	Up to 2hrs	*	2.70	0.00	2.70	0.00	0.00	0.00%	2.70	0.00	2.70	
558	Up to 3hrs	*	4.80	0.00	4.80	0.00	0.00	0.00%	4.80	0.00	4.80	
	<b>Barking Shopping Parades</b>											
559	Up to 1hr	*	0.30	0.00	0.30	0.00	0.00	0.00%	0.30	0.00	0.30	
560	Up to 2hrs	*	0.80	0.00	0.80	0.00	0.00	0.00%	0.80	0.00	0.80	
561	Up to 3hrs	*	2.20	0.00	2.20	0.00	0.00	0.00%	2.20	0.00	2.20	
562	Up to 6hrs	*	7.50	0.00	7.50	0.00	0.00	0.00%	7.50	0.00	7.50	
	<b>Dagenham Off Street</b>											
563	Up to 2hrs	**	0.41	0.08	0.50	0.00	0.00	0.00%	0.41	0.08	0.50	
564	Up to 4hrs	**	1.08	0.22	1.30	0.00	0.00	0.00%	1.08	0.22	1.30	
565	Up to 6hrs	**	3.50	0.70	4.20	0.00	0.00	0.00%	3.50	0.70	4.20	
566	Over 6hrs	**	7.50	1.50	9.00	0.00	0.00	0.00%	7.50	1.50	9.00	
	<b>Dagenham On Street Parking</b>											
567	Up to 2hrs	*	0.50	0.00	0.50	0.00	0.00	0.00%	0.50	0.00	0.50	
568	Up to 4hrs	*	1.30	0.00	1.30	0.00	0.00	0.00%	1.30	0.00	1.30	
569	Up to 6hrs	*	4.50	0.00	4.50	0.00	0.00	0.00%	4.50	0.00	4.50	
	<b>Dagenham Shopping Parades</b>											
570		*										
571	Up to 2hrs	*	0.50	0.00	0.50	0.00	0.00	0.00%	0.50	0.00	0.50	
572	Up to 4hrs	*	1.40	0.00	1.40	0.00	0.00	0.00%	1.40	0.00	1.40	
573	Up to 6hrs	*	4.50	0.00	4.50	0.00	0.00	0.00%	4.50	0.00	4.50	

APPENDIX A - Full list of Fees and Charges 2016/17

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			Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)	
	<b>Off-Street Pay &amp; Display Heathway Multi Storey Car Park</b>											
574	Up to 1 hour	**	0.50	0.10	0.60	0.00	0.00	0.00%	0.50	0.10	0.60	
575	Up to 2 hours	**	1.17	0.23	1.40	0.00	0.00	0.00%	1.17	0.23	1.40	
576	Up to 4 hours	**	2.25	0.45	2.70	0.00	0.00	0.00%	2.25	0.45	2.70	
577	Up to 6 hours	**	4.25	0.85	5.10	0.00	0.00	0.00%	4.25	0.85	5.10	
578	Over 6 hours	**	7.34	1.47	8.80	0.00	0.00	0.00%	7.34	1.47	8.80	
579	Overnight parking (8 pm to 8 am)	**	3.75	0.75	4.50	0.00	0.00	0.00%	3.75	0.75	4.50	
	<b>Off-Street Pay &amp; Display London Road Multi Storey Car Park</b>											
580	Up to 1 hour	**	0.75	0.15	0.90	0.00	0.00	0.00%	0.75	0.15	0.90	
581	Up to 2 hours	**	1.34	0.27	1.60	0.00	0.00	0.00%	1.34	0.27	1.60	
582	Up to 4 hours	**	2.83	0.57	3.40	0.00	0.00	0.00%	2.83	0.57	3.40	
583	Up to 6 hours	**	5.83	1.17	7.00	0.00	0.00	0.00%	5.83	1.17	7.00	
584	Over 6 hours	**	10.83	2.17	13.00	0.00	0.00	0.00%	10.83	2.17	13.00	
585	Overnight parking (8 pm to 8 am)	**	3.50	0.70	4.20	0.00	0.00	0.00%	3.50	0.70	4.20	
	<b>Administration fee - change/refund of permits</b>											
586	Administration fee - change/refund of permits	**	11.00	2.20	13.20	0.00	0.00	0.00%	11.00	2.20	13.20	
	<b>Off Street Parking Services</b>											
587	Associate permit (police, PCT, job centre plus) - annual	**	233.33	46.67	280.00	0.00	0.00	0.00%	233.33	46.67	280.00	
588	Associate permit (police, PCT, job centre plus) - 6 months	**	127.50	25.50	153.00	0.00	0.00	0.00%	127.50	25.50	153.00	
589	Associate permit (police, PCT, job centre plus) - 4 months	**	88.33	17.67	106.00	0.00	0.00	0.00%	88.33	17.67	106.00	
590	Season tickets (Residents and businesses) (Annual) (6 am - 8 pm) - car parks	**	485.83	97.17	583.00	0.00	0.00	0.00%	485.83	97.17	583.00	
591	Season tickets (Residents and businesses) (6 months) (6 am - 8 pm) - car parks	**	265.00	53.00	318.00	0.00	0.00	0.00%	265.00	53.00	318.00	
592	Season tickets (Residents and businesses) (3 months) (6 am - 8 pm) - car parks	**	146.25	29.25	175.50	0.00	0.00	0.00%	146.25	29.25	175.50	
593	Season tickets (24/7) (Residents and businesses) (Annual) - car parks	**	646.67	129.33	776.00	0.00	0.00	0.00%	646.67	129.33	776.00	
594	Season tickets (24/7) (Residents and businesses) (6 months) - car parks	**	342.50	68.50	411.00	0.00	0.00	0.00%	342.50	68.50	411.00	
595	Season tickets (24/7) (Residents and businesses) (3 months) - car parks	**	190.00	38.00	228.00	0.00	0.00	0.00%	190.00	38.00	228.00	
596	Season tickets (overnight) (Annual) - car parks	**							165.83	33.17	199.00	
597	Season tickets (overnight) (6 months) - car parks	**							91.67	18.33	110.00	New charge
598	Season tickets (overnight) (3 months) - car parks	**							50.00	10.00	60.00	
599	Staff Permits - Standard (Annual)	**	269.38	53.88	323.25	0.00	0.00	0.00%	269.38	53.88	323.25	
600	Staff Permits - Priority (Annual)	**	458.33	91.67	550.00	0.00	0.00	0.00%	458.33	91.67	550.00	
601	Staff Permits - Day (20 Half-Day Permits)	**	8.58	1.72	10.30	0.00	0.00	0.00%	8.58	1.72	10.30	
	<b>Licences</b>											
602	Other income - Pollution - Seizure of Equipment by Noise Patrol -Fee for reclamation of property (NON-BUSINESS)	*	210.00	0.00	210.00	3.00	3.00	1.43%	213.00	0.00	213.00	
603	Dog Warden Service - Stray Dog Collection	*	81.00	0.00	81.00	1.00	1.00	1.23%	82.00	0.00	82.00	
604	Dog Warden Service - Administration Fee	*	27.30	0.00	27.30	0.70	0.70	2.56%	28.00	0.00	28.00	Inflationary 1.1% + rounded up
605	Dog Warden Service - Cost Per Night in Kennel	*	27.30	0.00	27.30	0.70	0.70	2.56%	28.00	0.00	28.00	
606	Micro chip implants - Implant and registration with national pet register per animal (VATABLE)	**	9.00	1.80	10.80	0.17	0.20	1.89%	9.17	1.83	11.00	
	<b>Street Trading Services</b>											
607	Street Trading Charges - 2 metres+ -	*	326.00	0.00	326.00	4.00	4.00	1.23%	330.00	0.00	330.00	
608	1 to 2 metres -	*	260.00	0.00	260.00	3.00	3.00	1.15%	263.00	0.00	263.00	
609	Small area (-1 metre).	*	205.00	0.00	205.00	3.00	3.00	1.46%	208.00	0.00	208.00	
610	Mobile Catering Vans -	*	326.00	0.00	326.00	4.00	4.00	1.23%	330.00	0.00	330.00	
611	Leaflet Distribution - Main Distributor - First application fee & 1 day distribution	*	46.00	0.00	46.00	1.00	1.00	2.17%	47.00	0.00	47.00	Inflationary 1.1% + rounded up

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			Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)	
612	Leaflet Distribution - Associate licence - First application fee & 1 day distribution	*	21.00	0.00	21.00	1.00	1.00	4.76%	22.00	0.00	22.00	
613	Leaflet Distribution - Main Distributor - Renewal fee & 1 day distribution	*	35.00	0.00	35.00	1.00	1.00	2.86%	36.00	0.00	36.00	
614	Leaflet Distribution - Associate licence - Renewal fee & 1 day distribution	*	17.00	0.00	17.00	1.00	1.00	5.88%	18.00	0.00	18.00	
615	Leaflet Distribution - extra charge per day per licence (Max 6 days)	*	10.00	0.00	10.00	1.00	1.00	10.00%	11.00	0.00	11.00	
<b>Barking Market and Street Trading.</b>												
<b>Saturdays - Card Payment</b>												
616	Ripple Rd (Square) - price per foot including licence fee	*	4.90	0.00	4.90	0.00	0.00	0.00%	4.90	0.00	4.90	Cash and card payments now reflected separately.
617	East St (Top) - price per foot including licence fee	*	4.90	0.00	4.90	0.00	0.00	0.00%	4.90	0.00	4.90	
618	East St (Bottom) - price per foot including licence fee	*	4.20	0.00	4.20	0.00	0.00	0.00%	4.20	0.00	4.20	
619	Short Blue Square - price per foot including licence fee	*	4.90	0.00	4.90	0.00	0.00	0.00%	4.90	0.00	4.90	
620	Casuals (On top of charge) - price per foot including licence fee	*	5.50	0.00	5.50	0.00	0.00	0.00%	5.50	0.00	5.50	
<b>Saturdays - Cash Payment</b>												
621	Ripple Rd (Square) - price per foot including licence fee	*	4.90	0.00	4.90	0.10	0.10	2.04%	5.00	0.00	5.00	2% increase rounded up to reflect cost of cash processing
622	East St (Top) - price per foot including licence fee	*	4.90	0.00	4.90	0.10	0.10	2.04%	5.00	0.00	5.00	
623	East St (Bottom) - price per foot including licence fee	*	4.20	0.00	4.20	0.10	0.10	2.38%	4.30	0.00	4.30	
624	Short Blue Square - price per foot including licence fee	*	4.90	0.00	4.90	0.10	0.10	2.04%	5.00	0.00	5.00	
625	Casuals (On top of charge) - price per foot including licence fee	*	5.50	0.00	5.50	0.20	0.20	3.64%	5.70	0.00	5.70	
<b>Weekday - Card Payment</b>												
626	Ripple Rd (Square) - price per foot including licence fee	*	3.60	0.00	3.60	0.00	0.00	0.00%	3.60	0.00	3.60	Cash and card payments now reflected separately.
627	East St (Top) - price per foot including licence fee	*	3.60	0.00	3.60	0.00	0.00	0.00%	3.60	0.00	3.60	
628	East St (Bottom) - price per foot including licence fee	*	3.00	0.00	3.00	0.00	0.00	0.00%	3.00	0.00	3.00	
629	Short Blue Square - price per foot including licence fee	*	3.60	0.00	3.60	0.00	0.00	0.00%	3.60	0.00	3.60	
630	Casuals (On top of charge) - price per foot including licence fee	*	5.50	0.00	5.50	0.00	0.00	0.00%	5.50	0.00	5.50	
631	Tables & Chairs (per set) (Up to 2sq Metres)	*	5.00	0.00	5.00	0.00	0.00	0.00%	5.00	0.00	5.00	
632	Tables & Chairs (per set) (Up to 3sq Metres)	*	6.30	0.00	6.30	0.00	0.00	0.00%	6.30	0.00	6.30	
633	Fines - Late Payment	*	10.20	0.00	10.20	0.00	0.00	0.00%	10.20	0.00	10.20	
634	Fines - License Replacement	*	25.60	0.00	25.60	0.00	0.00	0.00%	25.60	0.00	25.60	
635	Fines - Late Removal of Vans	*	10.20	0.00	10.20	0.00	0.00	0.00%	10.20	0.00	10.20	
<b>Weekday - Cash Payment</b>												
636	Ripple Rd (Square) - price per foot including licence fee	*	3.60	0.00	3.60	0.10	0.10	2.78%	3.70	0.00	3.70	2% increase rounded up to reflect cost of cash processing
637	East St (Top) - price per foot including licence fee	*	3.60	0.00	3.60	0.10	0.10	2.78%	3.70	0.00	3.70	
638	East St (Bottom) - price per foot including licence fee	*	3.00	0.00	3.00	0.10	0.10	3.33%	3.10	0.00	3.10	
639	Short Blue Square - price per foot including licence fee	*	3.60	0.00	3.60	0.10	0.10	2.78%	3.70	0.00	3.70	
640	Casuals (On top of charge) - price per foot including licence fee	*	5.50	0.00	5.50	0.20	0.20	3.64%	5.70	0.00	5.70	
641	Tables & Chairs (per set) (Up to 2sq Metres)	*	5.00	0.00	5.00	0.10	0.10	2.00%	5.10	0.00	5.10	
642	Tables & Chairs (per set) (Up to 3sq Metres)	*	6.30	0.00	6.30	0.20	0.20	3.17%	6.50	0.00	6.50	
643	Fines - Late Payment	*	10.20	0.00	10.20	0.30	0.30	2.94%	10.50	0.00	10.50	
644	Fines - License Replacement	*	25.60	0.00	25.60	0.60	0.60	2.34%	26.20	0.00	26.20	
645	Fines - Late Removal of Vans	*	10.20	0.00	10.20	0.30	0.30	2.94%	10.50	0.00	10.50	
<b>Building Control</b>												
646	Hourly rate for fees and charges	**	83.33	16.67	100.00	1.67	2.00	2.00%	85.00	17.00	102.00	Inflationary increase rounded up
<b>Small Domestic Building, Extensions and Alterations Plan Charge</b>												
647	Detached Building, garage carport or both, floor area not exceeding 40sqm	**	100.00	20.00	120.00	1.67	2.00	1.67%	101.67	20.33	122.00	Inflationary increase rounded up
648	Any extension to a dwelling not exceeding 10sqm floor area no inspection charge applicable	**	426.67	85.33	512.00	5.83	7.00	1.37%	432.50	86.50	519.00	
649	Any extension to a dwelling not exceeding 40sqm floor area	**	134.17	26.83	161.00	1.66	2.00	1.24%	135.83	27.17	163.00	
650	Any extension to a dwelling exceeding 40sqm but not exceeding 60sqm floor area	**	197.50	39.50	237.00	2.50	3.00	1.27%	200.00	40.00	240.00	



APPENDIX A - Full list of Fees and Charges 2016/17

Not VATable \*

includes VAT \*\*

Ref	Description of Service		2015/16 Charge			Proposed Increase / (Decrease)			Proposed 2016/17 Charge			Rationale for fee change
			Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)	
651	Internal alterations e.g. Simple through lounge, chimney breast removal etc where the estimated costs is less than £2000	**	162.50	32.50	195.00	2.50	3.00	1.54%	165.00	33.00	198.00	
652	Internal alterations where the costs is between £2000 - £5000	**	248.33	49.67	298.00	3.34	4.00	1.34%	251.67	50.33	302.00	
	<b>Small Domestic Building, Extensions and Alterations Inspection Charge</b>											
653	Detached Building, garage carport or both, floor area not exceeding 40sqm	**	226.67	45.33	272.00	3.33	4.00	1.47%	230.00	46.00	276.00	
654	Any extension to a dwelling exceeding 10sqm but not exceeding 40sqm floor area	**	401.67	80.33	482.00	5.00	6.00	1.24%	406.67	81.33	488.00	Inflationary increase rounded up
655	Any extension to a dwelling exceeding 40sqm but not exceeding 60sqm floor area	**	510.00	102.00	612.00	6.67	8.00	1.31%	516.67	103.33	620.00	
	<b>Small Domestic Building, Extensions and Alterations Building Notice Charge</b>											
656	Detached Building, garage carport or both, floor area not exceeding 40sqm	**	326.67	65.33	392.00	4.16	5.00	1.27%	330.83	66.17	397.00	
657	Any extension to a dwelling not exceeding 10sqm floor area	**	426.67	85.33	512.00	5.83	7.00	1.37%	432.50	86.50	519.00	
658	Any extension to a dwelling exceeding 10sqm but not exceeding 40sqm floor area	**	535.83	107.17	643.00	6.67	8.00	1.24%	542.50	108.50	651.00	
659	Any extension to a dwelling exceeding 40sqm but not exceeding 60sqm floor area	**	707.50	141.50	849.00	9.17	11.00	1.30%	716.67	143.33	860.00	Inflationary increase rounded up
660	Internal alterations e.g. Simple through lounge, chimney breast removal etc where the estimated costs is less than £2000	**	162.50	32.50	195.00	2.50	3.00	1.54%	165.00	33.00	198.00	
661	Internal alterations where the costs is between £2000 - £5000	**	248.33	49.67	298.00	3.34	4.00	1.34%	251.67	50.33	302.00	
	<b>Non habitable detached building with a total floor area not exceeding 60m2</b>											
662	Plan Charge	**	100.00	20.00	120.00	1.67	2.00	1.67%	101.67	20.33	122.00	
663	Inspection Charge	**	340.00	68.00	408.00	4.17	5.00	1.23%	344.17	68.83	413.00	Inflationary increase rounded up
664	Building Notice Charge	**	440.00	88.00	528.00	5.83	7.00	1.33%	445.83	89.17	535.00	
	<b>Notifiable Electrical work (in addition to the above)</b>											
665	Where a certificate will not be issued by a Part P registered electrician	**	280.00	56.00	336.00	4.17	5.00	1.49%	284.17	56.83	341.00	Inflationary increase rounded up
	<b>One or more private dwelling houses or flats</b>											
666	1 house or flat plan charge	**	183.33	36.67	220.00	2.50	3.00	1.36%	185.83	37.17	223.00	
667	2 houses or flats plan charges	**	258.33	51.67	310.00	3.34	4.00	1.29%	261.67	52.33	314.00	
668	3 houses or flats plan charges	**	325.00	65.00	390.00	4.17	5.00	1.28%	329.17	65.83	395.00	Inflationary increase rounded up
669	4 houses or flats plan charges	**	390.00	78.00	468.00	5.00	6.00	1.28%	395.00	79.00	474.00	
670	5 houses or flats plan charges	**	475.00	95.00	570.00	5.83	7.00	1.23%	480.83	96.17	577.00	
671	1 house or flat inspection charge	**	382.50	76.50	459.00	5.00	6.00	1.31%	387.50	77.50	465.00	
672	2 houses or flats inspection charge	**	499.17	99.83	599.00	6.66	8.00	1.33%	505.83	101.17	607.00	
673	3 houses or flats inspection charge	**	625.83	125.17	751.00	8.34	10.00	1.33%	634.17	126.83	761.00	Inflationary increase rounded up
674	4 houses or flats inspection charge	**	723.33	144.67	868.00	9.17	11.00	1.27%	732.50	146.50	879.00	
675	5 houses or flats inspection charge	**	830.00	166.00	996.00	10.00	12.00	1.20%	840.00	168.00	1,008.00	
676	1 house or flat building notice	**	565.83	113.17	679.00	7.50	9.00	1.32%	573.33	114.67	688.00	
677	2 houses or flats building notice	**	757.50	151.50	909.00	9.17	11.00	1.21%	766.67	153.33	920.00	
678	3 houses or flats building notice	**	950.83	190.17	1,141.00	11.67	14.00	1.23%	962.50	192.50	1,155.00	Inflationary increase rounded up
679	4 houses or flats building notice	**	1,113.33	222.67	1,336.00	14.17	17.00	1.27%	1,127.50	225.50	1,353.00	
680	5 houses or flats building notice	**	1,305.00	261.00	1,566.00	15.83	19.00	1.21%	1,320.83	264.17	1,585.00	
	<b>Estimated cost of Work where other charge does not apply</b>											
681	Plan Charges up to £2,000	**	162.50	32.50	195.00	2.50	3.00	1.54%	165.00	33.00	198.00	
682	Plan Charges up to £2,001 - £5,000	**	248.33	49.67	298.00	3.33	4.00	1.34%	251.67	50.33	302.00	
683	Plan Charges up to £5,001 - £10,000	**	75.00	15.00	90.00	1.67	2.00	2.22%	76.67	15.33	92.00	
684	Plan Charges up to £10,001 - £15,000	**	100.00	20.00	120.00	1.67	2.00	1.67%	101.67	20.33	122.00	

APPENDIX A - Full list of Fees and Charges 2016/17

Not VATable \*

includes VAT \*\*

Ref	Description of Service		2015/16 Charge			Proposed Increase / (Decrease)			Proposed 2016/17 Charge			Rationale for fee change
			Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)	
685	Plan Charges up to £15,001 - £20,000	**	110.00	22.00	132.00	1.67	2.00	1.52%	111.67	22.33	134.00	Inflationary increase rounded up
686	Plan Charges up to £20,001 - £25,000	**	130.00	26.00	156.00	1.67	2.00	1.28%	131.67	26.33	158.00	
687	Plan Charges up to £25,001 - £30,000	**	141.67	28.33	170.00	2.50	3.00	1.76%	144.17	28.83	173.00	
688	Plan Charges up to £30,001 - £35,000	**	155.83	31.17	187.00	2.50	3.00	1.61%	158.33	31.67	190.00	
689	Plan Charges up to £35,001 - £40,000	**	165.00	33.00	198.00	2.50	3.00	1.52%	167.50	33.50	201.00	
690	Plan Charges up to £40,001 - £45,000	**	175.83	35.17	211.00	2.50	3.00	1.42%	178.33	35.67	214.00	
691	Plan Charges up to £45,001 - £50,000	**	184.17	36.83	221.00	2.50	3.00	1.36%	186.67	37.33	224.00	
692	Plan Charges up to £50,001 - £55,000	**	200.00	40.00	240.00	2.50	3.00	1.25%	202.50	40.50	243.00	
693	Plan Charges up to £55,001 - £60,000	**	210.00	42.00	252.00	3.33	4.00	1.59%	213.33	42.67	256.00	
694	Plan Charges up to £60,001 - £65,000	**	220.83	44.17	265.00	3.34	4.00	1.51%	224.17	44.83	269.00	
695	Plan Charges up to £65,001 - £70,000	**	230.83	46.17	277.00	3.34	4.00	1.45%	234.17	46.83	281.00	
696	Plan Charges up to £70,001 - £75,000	**	236.67	47.33	284.00	3.33	4.00	1.41%	240.00	48.00	288.00	
697	Plan Charges up to £75,001 - £80,000	**	253.33	50.67	304.00	3.34	4.00	1.32%	256.67	51.33	308.00	
698	Plan Charges up to £80,001 - £85,000	**	262.50	52.50	315.00	3.33	4.00	1.27%	265.83	53.17	319.00	
699	Plan Charges up to £85,001 - £90,000	**	279.17	55.83	335.00	4.16	5.00	1.49%	283.33	56.67	340.00	
700	Plan Charges up to £90,001 - £95,000	**	289.17	57.83	347.00	4.16	5.00	1.44%	293.33	58.67	352.00	
701	Plan Charges up to £95,001 - £100,000	**	304.17	60.83	365.00	4.16	5.00	1.37%	308.33	61.67	370.00	
702	Inspection Charge up to £5,001 - £10,000	**	225.00	45.00	270.00	3.33	4.00	1.48%	228.33	45.67	274.00	Inflationary increase rounded up
703	Inspection Charge up to £10,001 - £15,000	**	275.83	55.17	331.00	3.34	4.00	1.21%	279.17	55.83	335.00	
704	Inspection Charge up to £15,001 - £20,000	**	327.50	65.50	393.00	4.17	5.00	1.27%	331.67	66.33	398.00	
705	Inspection Charge up to £20,001 - £25,000	**	380.00	76.00	456.00	5.00	6.00	1.32%	385.00	77.00	462.00	
706	Inspection Charge up to £25,001 - £30,000	**	431.67	86.33	518.00	5.83	7.00	1.35%	437.50	87.50	525.00	
707	Inspection Charge up to £30,001 - £35,000	**	465.83	93.17	559.00	5.84	7.00	1.25%	471.67	94.33	566.00	
708	Inspection Charge up to £35,001 - £40,000	**	495.00	99.00	594.00	6.67	8.00	1.35%	501.67	100.33	602.00	
709	Inspection Charge up to £40,001 - £45,000	**	528.33	105.67	634.00	6.67	8.00	1.26%	535.00	107.00	642.00	
710	Inspection Charge up to £45,001 - £50,000	**	551.67	110.33	662.00	6.66	8.00	1.21%	558.33	111.67	670.00	
711	Inspection Charge up to £50,001 - £55,000	**	599.17	119.83	719.00	7.50	9.00	1.25%	606.67	121.33	728.00	
712	Inspection Charge up to £55,001 - £60,000	**	630.00	126.00	756.00	8.33	10.00	1.32%	638.33	127.67	766.00	
713	Inspection Charge up to £60,001 - £65,000	**	661.67	132.33	794.00	8.33	10.00	1.26%	670.00	134.00	804.00	
714	Inspection Charge up to £65,001 - £70,000	**	693.33	138.67	832.00	8.34	10.00	1.20%	701.67	140.33	842.00	
715	Inspection Charge up to £70,001 - £75,000	**	710.83	142.17	853.00	9.17	11.00	1.29%	720.00	144.00	864.00	
716	Inspection Charge up to £75,001 - £80,000	**	758.33	151.67	910.00	9.17	11.00	1.21%	767.50	153.50	921.00	
717	Inspection Charge up to £80,001 - £85,000	**	788.33	157.67	946.00	10.00	12.00	1.27%	798.33	159.67	958.00	
718	Inspection Charge up to £85,001 - £90,000	**	835.00	167.00	1,002.00	10.83	13.00	1.30%	845.83	169.17	1,015.00	
719	Inspection Charge up to £90,001 - £95,000	**	865.83	173.17	1,039.00	10.84	13.00	1.25%	876.67	175.33	1,052.00	
720	Inspection Charge up to £95,001 - £100,000	**	911.67	182.33	1,094.00	11.66	14.00	1.28%	923.33	184.67	1,108.00	
721	Building Notice up to £2,000	**	162.50	32.50	195.00	2.50	3.00	1.54%	165.00	33.00	198.00	Inflationary increase rounded up
722	Building Notice up to £2,001 - £5,000	**	248.33	49.67	298.00	3.33	4.00	1.34%	251.67	50.33	302.00	
723	Building Notice up to £5,001 - £10,000	**	299.17	59.83	359.00	4.16	5.00	1.39%	303.33	60.67	364.00	
724	Building Notice up to £10,001 - £15,000	**	368.33	73.67	442.00	5.00	6.00	1.36%	373.33	74.67	448.00	
725	Building Notice up to £15,001 - £20,000	**	438.33	87.67	526.00	5.83	7.00	1.33%	444.17	88.83	533.00	
726	Building Notice up to £20,001 - £25,000	**	505.83	101.17	607.00	6.67	8.00	1.32%	512.50	102.50	615.00	
727	Building Notice up to £25,001 - £30,000	**	575.00	115.00	690.00	7.50	9.00	1.30%	582.50	116.50	699.00	
728	Building Notice up to £30,001 - £35,000	**	620.83	124.17	745.00	7.50	9.00	1.21%	628.33	125.67	754.00	
729	Building Notice up to £35,001 - £40,000	**	660.00	132.00	792.00	8.33	10.00	1.26%	668.33	133.67	802.00	
730	Building Notice up to £40,001 - £45,000	**	703.83	140.77	844.60	8.67	10.40	1.23%	712.50	142.50	855.00	
731	Building Notice up to £45,001 - £50,000	**	735.17	147.03	882.20	9.00	10.80	1.22%	744.17	148.83	893.00	
732	Building Notice up to £50,001 - £55,000	**	798.00	159.60	957.60	10.33	12.40	1.29%	808.33	161.67	970.00	
733	Building Notice up to £55,001 - £60,000	**	840.00	168.00	1,008.00	10.83	13.00	1.29%	850.83	170.17	1,021.00	
734	Building Notice up to £60,001 - £65,000	**	881.67	176.33	1,058.00	10.83	13.00	1.23%	892.50	178.50	1,071.00	
735	Building Notice up to £65,001 - £70,000	**	924.17	184.83	1,109.00	11.66	14.00	1.26%	935.83	187.17	1,123.00	
736	Building Notice up to £70,001 - £75,000	**	948.33	189.67	1,138.00	11.67	14.00	1.23%	960.00	192.00	1,152.00	
737	Building Notice up to £75,001 - £80,000	**	1010.00	202.00	1,212.00	12.50	15.00	1.24%	1,022.50	204.50	1,227.00	
738	Building Notice up to £80,001 - £85,000	**	1050.83	210.17	1,261.00	13.34	16.00	1.27%	1,064.17	212.83	1,277.00	
739	Building Notice up to £85,001 - £90,000	**	1113.33	222.67	1,336.00	14.17	17.00	1.27%	1,127.50	225.50	1,353.00	
740	Building Notice up to £90,001 - £95,000	**	1154.17	230.83	1,385.00	14.16	17.00	1.23%	1,168.33	233.67	1,402.00	

APPENDIX A - Full list of Fees and Charges 2016/17

Not VATable \*

includes VAT \*\*

Ref	Description of Service		2015/16 Charge			Proposed Increase / (Decrease)			Proposed 2016/17 Charge			Rationale for fee change
			Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)	
741	Building Notice up to £95,001 - £100,000	**	1215.83	243.17	1459.00	15.00	18.00	1.23%	1,230.83	246.17	1,477.00	
742	Regularisation Charge is 120% of Building Notice Charge	**										
	<b>HMO Licensing</b>											
743	HMO - Standard Fee - Up to 5 Rooms	*	732.00	0.00	732.00	168.00	168.00	22.95%	900.00	0.00	900.00	Increase to reflect additional checks and administration required for multiple occupancy households and bring rates in line with comparable
744	HMO - Standard Fee - Up to 6-10 Rooms	*	805.00	0.00	805.00	245.00	245.00	30.43%	1,050.00	0.00	1,050.00	
745	HMO - Standard Fee - 10+ Rooms	*	873.00	0.00	873.00	277.00	277.00	31.73%	1,150.00	0.00	1,150.00	
746	HMO - Assisting Applicants Complete Forms - Up to 5 Rooms (+ £7.50 per Room)	*	148.00	0.00	148.00	2.00	2.00	1.35%	150.00	0.00	150.00	Inflationary increase rounded up
747	HMO - Assisting Applicants Complete Forms - 6-10 Rooms (+ £7.50 per Room)	*	158.00	0.00	158.00	2.00	2.00	1.27%	160.00	0.00	160.00	
748	HMO - Assisting Applicants Complete Forms - 10+ Rooms (+ £7.50 per Room)	*	169.00	0.00	169.00	2.00	2.00	1.18%	171.00	0.00	171.00	
749	HMO - Notice	*	490.00	0.00	490.00	0.00	0.00	0.00%	490.00	0.00	490.00	
	<b>Discretionary Licensing</b>											
750	5 year Selective Private Rented Property Licence fee	*	500.00	0.00	500.00	6.00	6.00	1.20%	506.00	0.00	506.00	Increase to reflect additional checks and administration required for multiple occupancy households and bring rates in line with comparable boroughs
751	5 year Additional Private Rented Property Licence fee	*	500.00	0.00	500.00	200.00	200.00	40.00%	700.00	0.00	700.00	
752	1 year Selective Private Rented Property Licence fee	*	500.00	0.00	500.00	6.00	6.00	1.20%	506.00	0.00	506.00	
753	1 year Additional Private Rented Property Licence fee	*	500.00	0.00	500.00	200.00	200.00	40.00%	700.00	0.00	700.00	Increase to reflect additional checks and administration required for multiple occupancy households and bring rates in line with comparable boroughs
754	Change of licence from Selective PRP to Additional PRP	*							300.00	0.00	300.00	New charge to reflect additional checks and administration required for multiple occupancy households and bring rates in line with comparable boroughs
	<b>Housing Act 2004</b>											
755	Improvement Notice	*	490.00	0.00	490.00	0.00	0.00	0.00%	490.00	0.00	490.00	
756	Prohibition Order	*	490.00	0.00	490.00	0.00	0.00	0.00%	490.00	0.00	490.00	
757	Hazard Awareness Notice	*	490.00	0.00	490.00	0.00	0.00	0.00%	490.00	0.00	490.00	
758	Emergency Remedial Action	*	490.00	0.00	490.00	0.00	0.00	0.00%	490.00	0.00	490.00	
759	Emergency Prohibition Order	*	490.00	0.00	490.00	0.00	0.00	0.00%	490.00	0.00	490.00	
760	Demolition Order	*	490.00	0.00	490.00	0.00	0.00	0.00%	490.00	0.00	490.00	
	<b>Planning</b>											
761	Planning Enforcement Notice compliance letter	*	200.00	0.00	200.00	3.00	3.00	1.50%	203.00	0.00	203.00	Inflationary increase rounded up
762	Planning enforcement Condition Compliance letter	*	100.00	0.00	100.00	2.00	2.00	2.00%	102.00	0.00	102.00	
763	Planning enforcement approved plans confirmation letter	*	200.00	0.00	200.00	3.00	3.00	1.50%	203.00	0.00	203.00	
	<b>Highways</b>											
764	Skip Permits	*	42.00	0.00	42.00	8.00	8.00	19.05%	50.00	0.00	50.00	Increase based on benchmark analysis
765	Skip Company Annual Registration Admin Fee	*	263.00	0.00	263.00	7.00	7.00	2.66%	270.00	0.00	270.00	
766	Administration fee for processing skips without a permit	*	263.00	0.00	263.00	37.00	37.00	14.07%	300.00	0.00	300.00	
767	Materials (on Highway) licence	*	42.00	0.00	42.00	8.00	8.00	19.05%	50.00	0.00	50.00	New charge
768	Crane licence	*	290.00	0.00	290.00	210.00	210.00	72.41%	500.00	0.00	500.00	
769	Mobile Crane / Cherry Picker licence	*							100.00	0.00	100.00	New charge
770	Containers on the public highway	*							500.00	0.00	500.00	New charge
771	Scaffolding licence	*	210.00	0.00	210.00	290.00	290.00	138.10%	500.00	0.00	500.00	Increase based on benchmark analysis
772	Scaffolding licence per linear metre of highway occupied	*							20.00	0.00	20.00	New charge
773	Hoarding licence	*	210.00	0.00	210.00	290.00	290.00	138.10%	500.00	0.00	500.00	Increase based on benchmark analysis
774	Hoarding licence per 10 linear metres of highway occupied	*							50.00	0.00	50.00	New charge
775	Section 50 NRSWA licence	*	308.00	0.00	308.00	192.00	192.00	62.34%	500.00	0.00	500.00	Increase based on benchmark analysis
776	Unplanned Road closures (max 21 days)	*	1,536.00	0.00	1,536.00	64.00	64.00	4.17%	1,600.00	0.00	1,600.00	



APPENDIX A - Full list of Fees and Charges 2016/17

Not VATable \*

includes VAT \*\*

Ref	Description of Service	*	2015/16 Charge			Proposed Increase / (Decrease)			Proposed 2016/17 Charge			Rationale for fee change
			Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)	
777	Footway Crossing Application fee	*	150.00	0.00	150.00	2.00	2.00	1.33%	152.00	0.00	152.00	Inflationary increase rounded up
778	Footway Crossing Administration Fee	*	306.00	0.00	306.00	4.00	4.00	1.31%	310.00	0.00	310.00	
779	Footway Crossing Pre-Application Fee	*							30.00	0.00	30.00	
780	White Lines for demarking domestic foot path crossings	*							150.00	0.00	150.00	New charge
781	Traffic Management Order - Experimental	*							3,000.00	0.00	3,000.00	
782	Traffic Management Order - Temporary	*							3,000.00	0.00	3,000.00	
783	Traffic Management Order - Permanent	*							3,500.00	0.00	3,500.00	
<b>Street Works Permit Scheme Charges (LoPS)</b>												
784	Road Category 0,1,2 & Traffic Sensitive - PAA for Major Works	*	105.00	0.00	105.00	0.00	0.00	0.00%	105.00	0.00	105.00	No change - fee set by central government
785	Road Category 0,1,2 & Traffic Sensitive - Permit for Major Works	*	240.00	0.00	240.00	0.00	0.00	0.00%	240.00	0.00	240.00	
786	Road Category 0,1,2 & Traffic Sensitive - Permit for Standard Works	*	130.00	0.00	130.00	0.00	0.00	0.00%	130.00	0.00	130.00	
787	Road Category 0,1,2 & Traffic Sensitive - Permit for Minor Works	*	65.00	0.00	65.00	0.00	0.00	0.00%	65.00	0.00	65.00	
788	Road Category 0,1,2 & Traffic Sensitive - Permit for Immediate Works	*	60.00	0.00	60.00	0.00	0.00	0.00%	60.00	0.00	60.00	
789	Road Category 0,1,2 & Traffic Sensitive - Permit Variation	*	45.00	0.00	45.00	0.00	0.00	0.00%	45.00	0.00	45.00	
790	Road Category 3 & 4 non Traffic Sensitive - PAA for Major Works	*	75.00	0.00	75.00	0.00	0.00	0.00%	75.00	0.00	75.00	
791	Road Category 3 & 4 non Traffic Sensitive - Permit for Major Works	*	150.00	0.00	150.00	0.00	0.00	0.00%	150.00	0.00	150.00	
792	Road Category 3 & 4 non Traffic Sensitive - Permit for Standard Works	*	75.00	0.00	75.00	0.00	0.00	0.00%	75.00	0.00	75.00	
793	Road Category 3 & 4 non Traffic Sensitive - Permit for Minor Works	*	45.00	0.00	45.00	0.00	0.00	0.00%	45.00	0.00	45.00	
794	Road Category 3 & 4 non Traffic Sensitive - Permit for Immediate Works	*	40.00	0.00	40.00	0.00	0.00	0.00%	40.00	0.00	40.00	
795	Road Category 3 & 4 non Traffic Sensitive - Permit Variation	*	35.00	0.00	35.00	0.00	0.00	0.00%	35.00	0.00	35.00	
796	Abandoned vehicles - investigation charge	*							75.00	0.00	75.00	New charge
<b>DIRECT SERVICES</b>												
<b>Pest Control</b>												
797	Pest Control - insects - Low Income Rate	**	54.00	10.80	64.80	1.00	1.20	1.85%	55.00	11.00	66.00	Inflationary increase rounded up
798	Pest Control - insects - Standard rate	**	108.00	21.60	129.60	2.00	2.40	1.85%	110.00	22.00	132.00	
799	Pest Control - insects - Commercial rate	**	158.00	31.60	189.60	2.00	2.40	1.27%	160.00	32.00	192.00	
800	Pest Control - Squirrels per trap per week - Low Income Rate	**	68.00	13.60	81.60	1.17	1.40	1.72%	69.17	13.83	83.00	
801	Pest Control - Squirrels per trap per week - Standard rate	**	137.00	27.40	164.40	2.17	2.60	1.58%	139.17	27.83	167.00	
802	Pest Control - Squirrels per trap per week - Commercial rate	**	208.00	41.60	249.60	2.83	3.40	1.36%	210.83	42.17	253.00	
803	Pest control - Pigeons per hour plus materials - Low Income Rate	**	41.00	8.20	49.20	0.67	0.80	1.63%	41.67	8.33	50.00	
804	Pest control - Pigeons per hour plus materials - Standard rate	**	81.00	16.20	97.20	1.50	1.80	1.85%	82.50	16.50	99.00	
805	Pest control - Pigeons per hour plus materials - Commercial rate	**	113.00	22.60	135.60	2.00	2.40	1.77%	115.00	23.00	138.00	
806	Pest control - Mice - Low Income rate	**	41.00	8.20	49.20	0.67	0.80	1.63%	41.67	8.33	50.00	
807	Pest control - Mice - Standard rate	**	81.00	16.20	97.20	1.50	1.80	1.85%	82.50	16.50	99.00	
808	Pest control - Mice - Commercial rate	**	113.00	22.60	135.60	2.00	2.40	1.77%	115.00	23.00	138.00	
809	Pest Control - wasps - Low Income Rate	**	41.00	8.20	49.20	0.67	0.80	1.63%	41.67	8.33	50.00	
810	Pest Control - wasps - Standard rate	**	81.00	16.20	97.20	1.50	1.80	1.85%	82.50	16.50	99.00	
811	Pest Control - wasps - Commercial rate	**	113.00	22.60	135.60	2.00	2.40	1.77%	115.00	23.00	138.00	
812	Pest Control - Fleas - Low Income Rate	**	49.00	9.80	58.80	1.00	1.20	2.04%	50.00	10.00	60.00	
813	Pest Control - Fleas - Standard rate	**	99.00	19.80	118.80	1.83	2.20	1.85%	100.83	20.17	121.00	
814	Pest Control - Fleas - Commercial rate	**	149.00	29.80	178.80	1.83	2.20	1.23%	150.83	30.17	181.00	
815	Pest control - Rats - Low Income Rate	**	56.00	11.20	67.20	0.67	0.80	1.20%	56.67	11.33	68.00	
816	Pest control - Rats - Standard rate	**	85.00	17.00	102.00	1.67	2.00	1.96%	86.67	17.33	104.00	
817	Pest control - Rats - Commercial rate	**	113.00	22.60	135.60	2.00	2.40	1.77%	115.00	23.00	138.00	
818	Pest control - Bedbugs - Low Income Rate	**	71.00	14.20	85.20	1.50	1.80	2.11%	72.50	14.50	87.00	
819	Pest control - Bedbugs - Standard rate	**	143.00	28.60	171.60	2.00	2.40	1.40%	145.00	29.00	174.00	
820	Pest control - Bedbugs - Commercial rate (up to 3 beds)	**	214.00	42.80	256.80	2.67	3.20	1.25%	216.67	43.33	260.00	
821	Pest control - Cockroaches - Low Income Rate	**	54.00	10.80	64.80	1.00	1.20	1.85%	55.00	11.00	66.00	
822	Pest control - Cockroaches - Standard rate	**	108.00	21.60	129.60	2.00	2.40	1.85%	110.00	22.00	132.00	
823	Pest control - Cockroaches - Commercial rate	**	149.00	29.80	178.80	1.83	2.20	1.23%	150.83	30.17	181.00	
824	Pest control - Pharaoh ants - Low Income Rate	**	54.00	10.80	64.80	1.00	1.20	1.85%	55.00	11.00	66.00	
825	Pest control - Pharaoh ants - Standard rate	**	108.00	21.60	129.60	2.00	2.40	1.85%	110.00	22.00	132.00	
826	Pest control - Pharaoh ants - Commercial rate	**	158.00	31.60	189.60	2.00	2.40	1.27%	160.00	32.00	192.00	
827	Pest control - Bedbugs - Extra charge per bedroom (over 3 beds) - Commercial rate	**	17.00	3.40	20.40	0.50	0.60	2.94%	17.50	3.50	21.00	

APPENDIX A - Full list of Fees and Charges 2016/17

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		Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)	
	<b>Refuse</b>										
828	Trade Refuse Collection - Refuse Sacks	5.00	0.00	5.00	0.20	0.20	4.00%	5.20	0.00	5.20	
829	Trade Refuse Collection - Euro or Paladin Bin Per Collection	23.90	0.00	23.90	1.10	1.10	4.61%	25.00	0.00	25.00	
830	Weekly Collection Charge per Bin - Charity Rate	15.00	0.00	15.00	1.00	1.00	6.67%	16.00	0.00	16.00	
831	Trade Refuse Collection - Euro or Paladin Bin Per Collection where there are more than six units on site	19.00	0.00	19.00	1.00	1.00	5.26%	20.00	0.00	20.00	
832	Trade Refuse Collection - Euro or Paladin Bin Annual rental	125.00	0.00	125.00	2.00	2.00	1.60%	127.00	0.00	127.00	Inflationary increase rounded up
833	9 Cubic yard Demountable container -Charge per Collection	259.00	0.00	259.00	3.00	3.00	1.16%	262.00	0.00	262.00	
834	9 Cubic yard Demountable container - Annual rental	857.00	0.00	857.00	10.00	10.00	1.17%	867.00	0.00	867.00	
835	Bulky Waste - Standard Service (Up to 4 items)	11.00	0.00	11.00	0.50	0.50	4.55%	11.50	0.00	11.50	
836	Bulky Waste - Standard Service (Additional Item)	4.20	0.00	4.20	0.20	0.20	4.76%	4.40	0.00	4.40	
	<b>Cemeteries</b>										
837	Grave fees - EROB - A Grade Traditional (50 years)	3,192.00	0.00	3,192.00	36.00	36.00	1.13%	3,228.00	0.00	3,228.00	
838	Grave fees - EROB - B Grade Traditional (50 years)	2,534.00	0.00	2,534.00	506.00	506.00	19.97%	3,040.00	0.00	3,040.00	
839	Grave fees - EROB - Lawn (50 years)	1,288.00	0.00	1,288.00	257.00	257.00	19.95%	1,545.00	0.00	1,545.00	
840	Grave fees - EROB - Children's Corner (50 years) depth for one only	384.00	0.00	384.00	76.00	76.00	19.79%	460.00	0.00	460.00	
841	Grave fees - EROB - Ashes only grave in Garden of Rest (25 years)	263.00	0.00	263.00	78.00	78.00	29.66%	341.00	0.00	341.00	
842	Grave fees - EROB - Ashes only above ground vault (25 years)	1,194.00	0.00	1,194.00	238.00	238.00	19.93%	1,432.00	0.00	1,432.00	Increase to bring charges in line with an average across comparable boroughs
843	Interment fees - Private Grave - Non-private Grave (excluding still-born)	800.00	0.00	800.00	160.00	160.00	20.00%	960.00	0.00	960.00	
844	Interment fees - Additional Charge per Casket	158.00	0.00	158.00	158.00	158.00	100.00%	316.00	0.00	316.00	
845	Interment fees - Additional Charge per body over depth of two	137.00	0.00	137.00	24.00	24.00	17.52%	161.00	0.00	161.00	
846	Interment fees - Child in Non-private Grade (Aged between 3 weeks and 12 years)	124.00	0.00	124.00	45.00	45.00	36.29%	169.00	0.00	169.00	
847	Interment fees - Child up to the age of 12 years old in Children's Corner (depth for 1 only)	130.00	0.00	130.00	2.00	2.00	1.54%	132.00	0.00	132.00	
848	Interment fees - Still Born Babies & Children up to 3 weeks old	124.00	0.00	124.00	2.00	2.00	1.61%	126.00	0.00	126.00	
849	Cremated remains fees - Interment of child's cremated remains in Children's Corner	130.00	0.00	130.00	2.00	2.00	1.54%	132.00	0.00	132.00	
850	Cremated remains fees - Interment of cremated remains in Private Grave - Interment 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)	199.00	0.00	199.00	3.00	3.00	1.51%	202.00	0.00	202.00	
851	Cremated remains fees - Each additional line in the Book of Remembrance	44.00	0.00	44.00	1.00	1.00	2.27%	45.00	0.00	45.00	
852	Cremated remains fees - Second Interment of cremated remains in "above ground vault".	84.00	0.00	84.00	1.00	1.00	1.19%	85.00	0.00	85.00	
853	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	158.00	0.00	158.00	2.00	2.00	1.27%	160.00	0.00	160.00	
854	Memorial fees - Provision of soil in kerb sets	74.00	0.00	74.00	1.00	1.00	1.35%	75.00	0.00	75.00	
855	Memorial fees - Adding inscription, levelling/straightening memorials, cleaning/restoration works	58.00	0.00	58.00	1.00	1.00	1.72%	59.00	0.00	59.00	Inflationary increase rounded up
856	Use of Cemetery Chapel	102.00	0.00	102.00	2.00	2.00	1.96%	104.00	0.00	104.00	
857	Registration of declaration regarding Non-production of Registrar's Certificate	37.10	0.00	37.10	0.90	0.90	2.43%	38.00	0.00	38.00	
858	Transfer of Exclusive Right of Burial	37.00	0.00	37.00	1.00	1.00	2.70%	38.00	0.00	38.00	
859	Family Trace (per named entry)	29.50	0.00	29.50	0.50	0.50	1.69%	30.00	0.00	30.00	
860	Photocopies per A4 sheet	2.50	0.00	2.50	0.50	0.50	20.00%	3.00	0.00	3.00	
861	Grounds Annual Maintenance - non-lawn type grave	143.00	0.00	143.00	2.00	2.00	1.40%	145.00	0.00	145.00	
862	Grounds Annual Maintenance - lawn type grave	91.00	0.00	91.00	2.00	2.00	2.20%	93.00	0.00	93.00	
863	Memorial Benches (Standard 6ft Hardwood Bench)	737.00	0.00	737.00	9.00	9.00	1.22%	746.00	0.00	746.00	
864	Provision of Concrete Base onto which a bench can be placed	331.00	0.00	331.00	4.00	4.00	1.21%	335.00	0.00	335.00	
865	Provision of Commemorative Plaque - Standard	72.00	0.00	72.00	1.00	1.00	1.39%	73.00	0.00	73.00	
866	Provision of Commemorative Plaque - Large	84.00	0.00	84.00	1.00	1.00	1.19%	85.00	0.00	85.00	
867	Provision of Memorial Tree - (8/10 Standard Sized)	189.00	0.00	189.00	3.00	3.00	1.59%	192.00	0.00	192.00	
868	Provision of Memorial Tree Plaque	130.00	0.00	130.00	2.00	2.00	1.54%	132.00	0.00	132.00	

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			Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)	
869	Planter Plaque (10 yrs) - Scattering of cremated Remains in surrounding shrub beds.	*	163.00	0.00	163.00	2.00	2.00	1.23%	165.00	0.00	165.00	
<b>Graffiti &amp; Deep Cleaning</b>												
870	Graffiti & Deep Cleaning - First removal of graffiti - In Default (per sqm)	**	35.00	7.00	42.00	0.83	1.00	2.37%	35.83	7.17	43.00	Inflationary increase rounded up
871	Graffiti & Deep Cleaning - Graffiti removal kit - Without Charter	**	17.00	3.40	20.40	0.50	0.60	2.94%	17.50	3.50	21.00	
<b>Fleet Department</b>												
872	Driving Assessments.	*	65.00	0.00	65.00	1.00	1.00	1.54%	66.00	0.00	66.00	Inflationary increase rounded up
873	Vehicle Hire w/ Driver - 20 Seat Wheel chair accessible mini coach (£35 Per Hour + 35p Per Mile)	*	37.00	0.00	37.00	1.00	1.00	2.70%	38.00	0.00	38.00	
874	Vehicle Hire w/ Driver - 16 Seat Wheel chair accessible minibus (£30 Per Hour + 30p Per Mile)	*	32.00	0.00	32.00	1.00	1.00	3.13%	33.00	0.00	33.00	
875	Vehicle Hire w/ Driver - 16 Seat minibus - (£30 Per Hour + 25p Per Mile)	*	32.00	0.00	32.00	1.00	1.00	3.13%	33.00	0.00	33.00	
876	Driver CPC Training	*							73.35	0.00	73.35	New charge
877	Private MOT Class IV	*							40.00	0.00	40.00	
878	Private MOT Class V	*							50.00	0.00	50.00	
<b>Housing</b>												
<b>General Housing</b>												
879	Eastbrookend - Travellers caravan site Weekly Licence Charge - Single Pitch	*	72.30	0.00	72.30	2.90	2.90	4.01%	75.20	0.00	75.20	These charges are based on the Local Housing Allowance (LHA) Rates for the Barking and Dagenham Local Authority.
880	Eastbrookend - Travellers caravan site Weekly Licence Charge - Double Pitch	*	191.00	0.00	191.00	1.60	1.60	0.84%	192.60	0.00	192.60	
<b>Right To Buy (RTB)</b>												
881	Repayment of Discount	*	185.00	0.00	185.00	2.00	2.00	1.08%	187.00	0.00	187.00	Inflationary 1.1% + rounded
882	Deeds of Covenant/Rectification/Variation/Enforcement	*	983.00	0.00	983.00	10.80	10.80	1.10%	993.80	0.00	993.80	
883	Licences	*	983.00	0.00	983.00	10.80	10.80	1.10%	993.80	0.00	993.80	
884	Licences for Garden Land	*	463.00	0.00	463.00	5.10	5.10	1.10%	468.10	0.00	468.10	
885	Sale of Garden Land	*	983.00	0.00	983.00	10.80	10.80	1.10%	993.80	0.00	993.80	
886	Duplicate DS1/Replacement form 53	*	70.00	0.00	70.00	0.80	0.80	1.14%	70.80	0.00	70.80	
887	Deed of Release	*	1,273.00	0.00	1,273.00	14.00	14.00	1.10%	1,287.00	0.00	1,287.00	
888	Copy Transfer	*	127.00	0.00	127.00	1.40	1.40	1.11%	128.40	0.00	128.40	
889	Notice of Assignment	*	174.00	0.00	174.00	1.90	1.90	1.09%	175.90	0.00	175.90	
890	Notice of Mortgage -	*	174.00	0.00	174.00	1.90	1.90	1.09%	175.90	0.00	175.90	
891	Notice of Sub-let	*	174.00	0.00	174.00	1.90	1.90	1.09%	175.90	0.00	175.90	
892	Postponements	*	151.00	0.00	151.00	1.70	1.70	1.13%	152.70	0.00	152.70	
893	Retrieval of file	*	35.00	0.00	35.00	0.40	0.40	1.15%	35.40	0.00	35.40	
894	Duplicate Transfer/Lease (Unsealed)	*	81.00	0.00	81.00	0.90	0.90	1.12%	81.90	0.00	81.90	
895	Duplicate Papers (Flats)	*	81.00	0.00	81.00	0.90	0.90	1.12%	81.90	0.00	81.90	
896	Duplicate Papers (House)	*	58.00	0.00	58.00	0.60	0.60	1.04%	58.60	0.00	58.60	
897	General Photocopy (Per sheet)	*	3.50	0.00	3.50	0.00	0.00	0.00%	3.50	0.00	3.50	
898	Copy of S.125 (Landlord's Offer Notice)	*	35.00	0.00	35.00	0.40	0.40	1.15%	35.40	0.00	35.40	
899	Certificate Of Compliance	*	87.00	0.00	87.00	1.00	1.00	1.15%	88.00	0.00	88.00	
900	Buy Back of Council Lease	*	520.00	0.00	520.00	5.70	5.70	1.10%	525.70	0.00	525.70	
901	Deed of Release - Front Garden Parking -	*	520.00	0.00	520.00	5.70	5.70	1.10%	525.70	0.00	525.70	
902	Retrospective Consent (charged by Housing including VAT) -	**	347.50	69.50	417.00	3.80	4.60	1.09%	351.30	70.30	421.60	
903	Lease holders Enquiries (including VAT)	**	347.50	69.50	417.00	3.80	4.60	1.09%	351.30	70.30	421.60	
<b>Chief Executive</b>												
<b>Registrars</b>												
904	Nationality Checking Service Flat Charge per Document (All Ages)	**	43.33	8.67	52.00	2.50	3.00	5.76%	45.83	9.17	55.00	Only small increase to remain competitive with local boroughs, but includes NCS for children too.

APPENDIX A - Full list of Fees and Charges 2016/17

Not VATable \*

includes VAT \*\*

Ref	Description of Service	*	2015/16 Charge			Proposed Increase / (Decrease)			Proposed 2016/17 Charge			Rationale for fee change
			Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)	
905	Individual Citizenship Payments (Per Adult)	*	85.00	0.00	85.00	0.00	0.00	0.00%	85.00	0.00	85.00	Large increase last year
906	Marriages/Civil Partnerships at Woodlands (Mon - Thurs)	*	120.00	0.00	120.00	10.00	10.00	8.33%	130.00	0.00	130.00	Small increase to remain competitive
907	Marriages/Civil Partnerships at Woodlands (Friday)	*	170.00	0.00	170.00	10.00	10.00	5.88%	180.00	0.00	180.00	Small increase to remain competitive
908	Marriages/Civil Partnerships at Woodlands (Saturday)	*	260.00	0.00	260.00	10.00	10.00	3.85%	270.00	0.00	270.00	Small increase to remain competitive
909	Marriages/Civil Partnerships at Woodlands (Sunday & Bank Holidays)	*	390.00	0.00	390.00	6.00	6.00	1.54%	396.00	0.00	396.00	Small increase to remain competitive
910	Marriages/Civil Partnerships at Approved Premises	*	330.00	0.00	330.00	10.00	10.00	3.03%	340.00	0.00	340.00	Small increase to remain competitive
911	Marriages/Civil Partnerships at Approved Premises (Sundays)	*	390.00	0.00	390.00	10.00	10.00	2.56%	400.00	0.00	400.00	Small increase to remain competitive
912	Dusk Marriages (Late Fridays)	*	500.00	0.00	500.00	(150.00)	(150.00)	-30.00%	350.00	0.00	350.00	Zero take up
913	Non-Statutory Ceremonies (Renewal of Vows & Baby Naming) (Mon-Thurs)	**	100.00	20.00	120.00	8.33	10.00	8.33%	108.33	21.67	130.00	Small increase to remain competitive
914	Non-Statutory Ceremonies (Renewal of Vows & Baby Naming) (Fri)	**	141.67	28.33	170.00	8.33	10.00	5.88%	150.00	30.00	180.00	Small increase to remain competitive
915	Non-Statutory Ceremonies (Renewal of Vows & Baby Naming) (Saturday)	**	216.67	43.33	260.00	8.33	10.00	3.85%	225.00	45.00	270.00	Small increase to remain competitive
916	Non-Statutory Ceremonies (Renewal of Vows & Baby Naming) (Sunday)	**	325.00	65.00	390.00	8.33	10.00	2.56%	333.33	66.67	400.00	Small increase to remain competitive
917	Additional fee for all Bank Holidays, New Years Eve, Christmas Eve and Valentine's Day	*	80.00	0.00	80.00	0.00	0.00	0.00%	80.00	0.00	80.00	
918	Cancellation of ceremony / date change fee	*	30.00	0.00	30.00	5.00	5.00	16.67%	35.00	0.00	35.00	Small increase to remain competitive
919	Notice appointment booking fee	*	35.00	0.00	35.00	0.00	0.00	0.00%	35.00	0.00	35.00	Fixed statutory
920	Non refundable wedding booking fee	*	100.00	0.00	100.00	10.00	10.00	10.00%	110.00	0.00	110.00	Small increase to remain competitive
921	Application for place of Worship excluding the cost of advertisement	*	28.00	0.00	28.00	0.00	0.00	0.00%	28.00	0.00	28.00	Fixed statutory
922	Application for place of marriage excluding cost of advertisement	*	125.00	0.00	125.00	0.00	0.00	0.00%	125.00	0.00	125.00	Fixed statutory
923	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	*	692.00	0.00	692.00	58.00	58.00	8.38%	750.00	0.00	750.00	Small increase to remain competitive
924	Application for an Approved Premises- Non refundable application for renewal excluding the cost of advertisement which is the responsibility of the applicant	*	692.00	0.00	692.00	58.00	58.00	8.38%	750.00	0.00	750.00	Small increase to remain competitive
925	Approved Premises- Fee for review by the Review Officer or Assembly following refusal	*	310.00	0.00	310.00	20.00	20.00	6.45%	330.00	0.00	330.00	Small increase to remain competitive
926	Web Casting for Civil Marriages	**	10.83	2.17	13.00	1.67	2.00	15.38%	12.50	2.50	15.00	Small increase to remain competitive
927	Non-Statutory services - commemorative certificate	**	10.83	2.17	13.00	1.67	2.00	15.38%	12.50	2.50	15.00	Small increase to remain competitive
928	Citizenship - Framed Certificate	**	10.83	2.17	13.00	5.84	7.00	53.88%	16.67	3.33	20.00	Small increase to remain competitive
929	Priority service for copy certificates issued same day	**	12.50	2.50	15.00	4.17	5.00	33.36%	16.67	3.33	20.00	Small increase to remain competitive
930	Marriage Rehearsals	**	30.83	6.17	37.00	2.50	3.00	8.10%	33.33	6.67	40.00	Small increase to remain competitive
931	Appointments for Marriage Notices outside of normal office hours	*	10.00	0.00	10.00	5.00	5.00	50.00%	15.00	0.00	15.00	Small increase to remain competitive
932	Birth/Death/Marriage General Search (historical search by public in indexes)	**	20.83	4.17	25.00	(0.00)	(0.00)	0.00%	20.83	4.17	25.00	No increase to remain competitive
933	Marriage - historical searches (if copy not provided)	**	10.83	2.17	13.00	(0.00)	(0.00)	0.00%	10.83	2.17	13.00	No increase to remain competitive
934	Copy full & short certificates (open)	*	4.00	0.00	4.00	0.00	0.00	0.00%	4.00	0.00	4.00	Fixed statutory
935	Copy full & short certificates (open) after day of registration	*	7.00	0.00	7.00	0.00	0.00	0.00%	7.00	0.00	7.00	Fixed statutory
936	Copy full certificates (closed)	*	10.00	2.00	12.00	0.00	(2.00)	0.00%	10.00	0.00	10.00	Fixed statutory
937	Copy short certificates (closed)	*	10.00	2.00	12.00	0.00	(2.00)	0.00%	10.00	0.00	10.00	Fixed statutory
938	Registrar Attendance at place of worship (includes stat certificate)	*	84.00	0.00	84.00	0.00	0.00	0.00%	84.00	0.00	84.00	Fixed statutory
939	Blue Badges	*	10.00	0.00	10.00	0.00	0.00	0.00%	10.00	0.00	10.00	Fixed statutory
<b>Barking &amp; Dagenham Direct</b>												
940	Social Alarm Service - Charge per annum	**	208.33	41.67	250.00	(0.00)	(0.00)	0.00%	208.33	41.67	250.00	Large increase 2014/15
<b>Street Naming and Numbering</b>												
941	Street naming and Numbering Service - New property (1)	**	55.00	11.00	66.00	0.83	1.00	1.51%	55.83	11.17	67.00	Inflationary increase only
942	Street naming and Numbering Service - change of approved address	**	55.00	11.00	66.00	0.83	1.00	1.51%	55.83	11.17	67.00	
943	Street naming and Numbering Service - New Road Name	**	441.00	88.20	529.20	4.83	5.80	1.10%	445.83	89.17	535.00	
944	Street naming and Numbering Service - New property name	**	284.00	56.80	340.80	3.50	4.20	1.23%	287.50	57.50	345.00	
945	Street naming and Numbering Service - Renaming a Street (In addition administration charges for consulting with existing residents will be levied)	**	441.00	88.20	529.20	4.83	5.80	1.10%	445.83	89.17	535.00	
<b>Pre-Application Charges</b>												
<b>(i) Meetings including a follow-up report</b>												
946	Category A - Major Scale Developments	**	1,760.00	352.00	2,112.00	1,573.33	1,888.00	89.39%	3,333.33	666.67	4,000.00	
947	Category B - Large Scale Developments	**	880.00	176.00	1,056.00	1,620.00	1,944.00	184.09%	2,500.00	500.00	3,000.00	
948	Category C - Medium Scale Developments	**	460.00	92.00	552.00	1,206.67	1,448.00	262.32%	1,666.67	333.33	2,000.00	

Page 99



APPENDIX A - Full list of Fees and Charges 2016/17

Not VATable \*

includes VAT \*\*

Ref	Description of Service		2015/16 Charge			Proposed Increase / (Decrease)			Proposed 2016/17 Charge			Rationale for fee change
			Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)	
949	Category D – Small Scale Developments	**	180.00	36.00	216.00	653.33	784.00	362.96%	833.33	166.67	1,000.00	These charges were agreed by Cabinet on 2 June 2015 and will be reviewed November 2016
950	Category E – Small Business Developments	**	N/A	N/A	N/A	N/A	N/A	N/A	166.67	33.33	200.00	
951	Category F – Household Developments	**	N/A	N/A	N/A	N/A	N/A	N/A	83.33	16.67	100.00	
	<b>(ii) Meetings without a follow-up report</b>											
952	Category A - Major Scale Developments	**	880.00	176.00	1,056.00	786.67	944.00	89.39%	1,666.67	333.33	2,000.00	
953	Category B – Large Scale Developments	**	440.00	88.00	528.00	810.00	972.00	184.09%	1,250.00	250.00	1,500.00	
954	Category C – Medium Scale Developments	**	230.00	46.00	276.00	603.33	724.00	262.32%	833.33	166.67	1,000.00	
955	Category D – Small Scale Developments	**	92.50	18.50	111.00	324.17	389.00	350.45%	416.67	83.33	500.00	
	<b>Planning Services</b>											
956	Charges to consultant per hour	*	87.00	0.00	87.00	1.00	1.00	1.15%	88.00	0.00	88.00	Inflationary increase only
	<b>Local Land Charges</b>											
	<b>Post &amp; DX</b>											
957	Full Search	*	150.00	0.00	150.00	0.00	0.00	0.00%	150.00	0.00	150.00	No increase proposed
958	LLC1	*	67.50	0.00	67.50	0.00	0.00	0.00%	67.50	0.00	67.50	
959	Con 29 <R>	*	82.50	0.00	82.50	0.00	0.00	0.00%	82.50	0.00	82.50	
960	Con 29 (O) Questions	*	16.00	0.00	16.00	0.00	0.00	0.00%	16.00	0.00	16.00	
961	Additional Parcel of Land	*	25.00	0.00	25.00	0.00	0.00	0.00%	25.00	0.00	25.00	
962	Common Land Village Green	*	16.00	0.00	16.00	0.00	0.00	0.00%	16.00	0.00	16.00	
	<b>National Land Information Service</b>											
963	Full Search	*	113.00	0.00	113.00	0.00	0.00	0.00%	113.00	0.00	113.00	
964	LLC1	*	51.00	0.00	51.00	0.00	0.00	0.00%	51.00	0.00	51.00	
965	Con 29 <R>	*	62.00	0.00	62.00	0.00	0.00	0.00%	62.00	0.00	62.00	
966	Conn 29 (O) Questions	*	14.00	0.00	14.00	0.00	0.00	0.00%	14.00	0.00	14.00	
967	Additional Parcel of Land	*	23.00	0.00	23.00	0.00	0.00	0.00%	23.00	0.00	23.00	
968	Common Land Village Green	*	14.00	0.00	14.00	0.00	0.00	0.00%	14.00	0.00	14.00	
969	Copy Documents - First Page	*	1.60	0.00	1.60	0.00	0.00	0.00%	1.60	0.00	1.60	
970	Copy Documents - Subsequent Pages	*	0.15	0.00	0.15	0.00	0.00	0.00%	0.15	0.00	0.15	
971	Copies of Searches	*	30.00	0.00	30.00	0.00	0.00	0.00%	30.00	0.00	30.00	
	<b>Information Governance</b>											
972	Data Protection Act subject access request fee	*	10.00	0.00	10.00	0.00	0.00	0.00%	10.00	0.00	10.00	Fixed statutory
	<b>Court Costs</b>											
973	Summonses - Council Tax	*	123.00	0.00	123.00	0.00	0.00	0.00%	123.00	0.00	123.00	At maximum compared with other London boroughs. Any increase would highly likely be refused by the Courts.
974	Summonses - NNDR	*	227.00	0.00	227.00	0.00	0.00	0.00%	227.00	0.00	227.00	At maximum compared with other London boroughs. Any increase would highly likely be refused by the Courts.
975	Possessions	*	319.50	0.00	319.50	0.00	0.00	0.00%	319.50	0.00	319.50	Will need to be increased in line with official rise in court costs once agreed
976	Evictions	*	110.00	0.00	110.00	0.00	0.00	0.00%	110.00	0.00	110.00	At maximum compared with other London boroughs. Any increase would highly likely be refused by the Courts.
977	Summonses - General Income	*	156.00	0.00	156.00	0.00	0.00	0.00%	156.00	0.00	156.00	At maximum compared with other London boroughs. Any increase would highly likely be refused by the Courts.
978	Charging Order - General Income	*	100.00	0.00	100.00	0.00	0.00	0.00%	100.00	0.00	100.00	At maximum compared with other London boroughs. Any increase would highly likely be refused by the Courts.
979	Judgement - Housing Benefit Overpayment	*	40.00	0.00	40.00	0.00	0.00	0.00%	40.00	0.00	40.00	At maximum compared with other London boroughs. Any increase would highly likely be refused by the Courts.

APPENDIX A - Full list of Fees and Charges 2016/17

Not VATable \*

includes VAT \*\*

Ref	Description of Service		2015/16 Charge			Proposed Increase / (Decrease)			Proposed 2016/17 Charge			Rationale for fee change
			Net (£)	VAT (£)	Gross (£)	Net (£)	Gross (£)	%	Net (£)	VAT (£)	Gross (£)	
980	Charging Order - Housing Benefit Overpayment	*	100.00	0.00	100.00	0.00	0.00	0.00%	100.00	0.00	100.00	At maximum compared with other London boroughs. Any increase would highly likely be refused by the Courts.

**Appendix B - Fees and charges to be deleted from the 2015/16 schedule**

Description of Service	Current 2014/15 Charge Exclusive of VAT	Reason for Deletion of Charge
<b>Adults &amp; Community Services</b>		
Day Centre - Maples (other Local Authorities)	110.00	Maples now closed
Day Centre - Maples (Borough Residents)	75.00	
Eastbury Manor House - Commercial - Hire of East Chamber - Fri (8am to 5pm) per hour	35.00	
Eastbury Manor House - Commercial - Hire of East Chamber - Fri (5pm onwards) per hour	40.00	
Eastbury Manor House - Commercial - Standard Room Hire - Fri (8am to 5pm) per hour	30.00	
Eastbury Manor House - Commercial - Standard Room Hire - Fri (5pm onwards) per hour	35.00	
Eastbury Manor House - Commercial - Standard Conference Package ( East Chamber, Winter Parlour, Northwest Chamber and the Buttery)- Mon - Thurs all day per hour	100.00	
Eastbury Manor House - Commercial - Standard Conference Package ( East Chamber, Winter Parlour, Northwest Chamber and the Buttery)- Friday 8am to 5pm per hour	112.50	
Eastbury Manor House - Charity/community - Standard Conference Package ( East Chamber, Winter Parlour, Northwest Chamber and the Buttery)- Mon - Thurs all day per hour	56.67	
Eastbury Manor House - Charity/community - Standard Conference Package ( East Chamber, Winter Parlour, Northwest Chamber and the Buttery)- Fri 8am to 5pm per hour	64.17	
Eastbury Manor House - Commercial - Deluxe Conference Package ( East Chamber, Summer Parlour, Northwest Chamber, Southwest Chamber and the Buttery)- Mon - Thurs all day per hour	152.50	
Eastbury Manor House - Commercial - Deluxe Conference Package ( East Chamber, Summer Parlour, Northwest Chamber, Southwest Chamber and the Buttery)- Fri 8am to 5pm per hour	170.83	

**Appendix B - Fees and charges to be deleted from the 2015/16 schedule**

Description of Service	Current 2014/15 Charge Exclusive of VAT	Reason for Deletion of Charge
Eastbury Manor House - Charity/community - Deluxe Conference Package ( East Chamber, Summer Parlour, Northwest Chamber, Southwest Chamber and the Buttery)- Mon - Thurs all day per hour	85.00	Revision to the pricing structure at Eastbury, new charges have been included.
Eastbury Manor House - Charity/community - Deluxe Conference Package ( East Chamber, Summer Parlour, Northwest Chamber, Southwest Chamber and the Buttery)- Fri 8am to 5pm per hour	95.00	
Eastbury Manor House - LBBB Internal - Standard Room Hire per hour - Fri per hour (50% discount)	18.00	
Eastbury Manor House - LBBB Internal - Hire of East Chamber - Fri (8am to 5pm) per hour (25% discount)	31.50	
Eastbury Manor House - LBBB Internal - Hire of East Chamber - Fri 5pm onwards per hour (25% discount)	36.00	
Eastbury Manor House - LBBB Internal - Hire of Whole House Mon-Thurs (East Chamber, Old Chamber, Summer Parlour, Winter Parlour, N/W Chamber and S/W Chamber) per hour	72.00	
Eastbury Manor House - LBBB Internal - Hire of Whole House - Fri (8am to 5pm) (East Chamber, Old Hall, Summer Parlour, Winter Parlour, Buttery, N/W Chamber and S/W Chamber) per hour	81.00	
Eastbury Manor House - Standard Functions Friday All Year (East Chamber, Old Chamber, Summer Parlour, Winter Parlour and Walled Garden) per hour	95.00	
Eastbury Manor House - Evening Standard Functions - Saturday 5pm onwards All Year (Four room plus grounds) per hour	110.00	
Eastbury Manor House LBBB resident Standard venue hire package Fri 5pm onwards (Four rooms and walled garden) per hour	71.67	
Eastbury Manor House LBBB resident Standard venue hire package Sat 5pm onwards (Four rooms and walled garden) per hour	82.50	
Eastbury Manor House Non- resident Deluxe venue hire package Fri until 5pm (seven rooms and walled garden) per hour	135.00	
Eastbury Manor House Non- resident Deluxe venue hire package Fri 5pm onwards (seven rooms and walled garden) per hour	156.67	



**Appendix B - Fees and charges to be deleted from the 2015/16 schedule**

Description of Service	Current 2014/15 Charge Exclusive of VAT	Reason for Deletion of Charge
Eastbury Manor House LBBD resident Deluxe venue hire package Fri until 5pm (seven rooms and walled garden) per hour	101.67	
Eastbury Manor House LBBD resident Deluxe venue hire package Friday 5pm onwards (seven rooms and walled garden) per hour	116.67	
Eastbury Manor House - Community/Charity - Standard Room Hire - Fri (8am to 5pm) All Year per hour	15.00	
Eastbury Manor House - Community/Charity - Standard Room Hire - Fri (5pm onwards) All Year per hour	23.33	
Eastbury Manor House - Community/Charity - East Chamber - Mon to Thurs (5pm onwards) All Year per hour (25% discount)	26.25	
Eastbury Manor House - Community/Charity - East Chamber - Fri (8am to 5pm) All Year per hour	26.25	
Eastbury Manor House - Community/Charity - East Chamber - Fri (5pm onwards) All Year (25% discount 1-month in advance of date only) per hour	30.00	
Eastbury Manor House - Community/Charity -Deluxe conference package Mon-Thurs (East Chamber, Old Chamber, Summer Parlour, Winter Parlour, N/W Chamber and S/W Chamber) per hour	85.00	
Eastbury Manor House - Community/Charity -Deluxe conference package Fri 8am to 5pm (East Chamber, Old Chamber, Summer Parlour, Winter Parlour, N/W Chamber and S/W Chamber) per hour	95.00	
Town Square Hire Charge for Events concession for education and community use	45.00	similar charge to ref 213, replaced with that charge.
Leisure - Loyalty Card Holder - adult - pa	33.33	
Leisure -Loyalty Card Holder - concession - pa - 50% discount	16.67	
Leisure -Loyalty Card Holder - family - pa - price based on 2 adults and 2 children minus 10%	90.00	
Leisure - fitness gym - Loyalty Card Holder - adult	5.83	
Leisure - Junior Gym session - Resident	3.33	
Leisure - Junior Gym session - Non Resident 20% uplift	4.00	
Leisure - fitness gym - Loyalty Card Holder - adult induction - 20% discount	16.80	

## Appendix B - Fees and charges to be deleted from the 2015/16 schedule

Description of Service	Current 2014/15 Charge Exclusive of VAT	Reason for Deletion of Charge	
Leisure - Junior Gym Induction - Resident	8.75	The 2015/16 'Loyalty' card scheme for Adults will be deleted. This is to fall in line with the Council's approach to moving towards a cashless service.	
Leisure - Junior Gym Induction - Non Resident 20% uplift	10.50		
Leisure - Personal Training 1 hour	25.00		
Leisure - Health Checks	23.33		
Leisure - badminton - Pay and Play - off peak 1 hour - 15% discount of peak price	8.50		
Leisure - badminton - Loyalty Card Holder - adult peak 1 hour - £1 discount	9.17		
Leisure - badminton - Loyalty Card Holder - adult off peak 1 hour - £1 discount	7.67		
Leisure - table tennis Pay and Play - off peak - 15% of peak price	8.50		
Leisure - table tennis - Loyalty Card Holder - adult peak - £1 discount	9.17		
Leisure - table tennis - Loyalty Card Holder - adult off peak - £1 discount	7.67		
Leisure - sports hall hire Abbey and BHLC full off peak - ph off peak badminton price times 4	34.00		
Leisure - sports hall hire Abbey and BHLC half off peak - ph - off peak badminton price times 2	17.00		
Leisure - swimming Loyalty Card Holder - Adult	2.50		
All Aerobics/workout sessions - Loyalty Card Holder - Adult	6.00		
Elderberries - include 50+ sessions	4.55		
Club/Block booking charge per booking - small room	0.00		Simplifying the structure to offer three types of packages basic, standard and premium package.
Joining Fee - Resident	26.67		
Joining Fee Non Resident	31.67		
Joining fee - Junior resident	10.00		
Joining fee - Junior non resident	11.67		
Freeze Membership per month	8.33		
Active Fitness - Adult - (2 month contract)	37.50		
Active Fitness - Couple - (2 month contract) - 2 adults minus £10	66.67		
Active Fitness - Concession (Student/Older People) - 20% discount	30.00		
Corporate membership 10 or more employees 10% discount	33.75		
Corporate membership 50 or more employees 15% discount	31.88		
Corporate membership 100 or more employees 20% discount	30.00		

**Appendix B - Fees and charges to be deleted from the 2015/16 schedule**

Description of Service	Current 2014/15 Charge Exclusive of VAT	Reason for Deletion of Charge
Active Fitness - Junior Membership - 50% discount	18.75	
Active Gym only (2 month contract) - 15% off full Active fitness membership price	31.88	
Active Gym only Corporate membership 100 or more employees 15% discount off corporate price	25.50	
Active Aqua - Adults (2 month contract)	29.17	
Active Aqua - Couple (2 month contract) - 2 adults minus £10	50.00	
Active Aqua - Concession (Students/Older People) - 2 month contract - 20% discount	23.33	
Barking Water Splash - Over 1's Resident	1.25	No longer managed by LBBD
Barking Water Splash - Over 1's Non Resident	1.67	No longer managed by LBBD
Licences - Poisons Act -entry	127.50	Legislation repealed this charge
Licences - Poisons Act -Retention or alteration	68.00	Legislation repealed this charge
Theatre hire per hour (minimum 4 hour booking) - Commercial Monday to Thursday	95.00	
Theatre hire per hour (minimum 4 hour booking) - Community Monday to Thursday	70.00	
Theatre hire per hour (minimum 4 hour booking) - Commercial Friday to Sunday	115.00	Theatre no longer managed by ACS now Barking & Dagenham College
Theatre hire per hour (minimum 4 hour booking) - Community Friday to Sunday	90.00	
Drama studio/dance studio hire per hour - Commercial	30.00	
Drama studio/dance studio hire per hour - Community	25.00	
<b>Children's Services</b>		
<b>Childcare Services</b>		
Butler Court Teachers teacher room standard room	87.47	
Butler Court Teachers teacher room medium room	100.30	
Butler Court Teachers teacher room large room	113.12	

**Appendix B - Fees and charges to be deleted from the 2015/16 schedule**

Description of Service	Current 2014/15 Charge Exclusive of VAT	Reason for Deletion of Charge
Butler Court Teachers teacher room double room	125.95	Butler Court closed as a teachers hostel July 2015
Butler Court Teachers teacher room double room large	160.94	
Butler Court guest room single occupancy	54.42	
Butler Court guest room double occupancy	66.48	
Butler Court student rooms	54.42	
<b>Environment</b>		
<b>Events</b>		
Park use - non commercial (Fun Days)	128.00	Not used - confusion between a Fun Day & Small <200 event
Additional Fee per hour non commercial	100.00	Not used - charge per day and events are not monitored by the hour
Park use commercial - per additional hour	164.00	Not used - charge per day and events are not monitored by the hour
<b>Park Sports</b>		
Parks - Pavilion only - Winter - Adult	10.50	The Council currently doesn't charge sports clubs for pavilion use in association with pitch hire so these charges have never been applied.
Parks - Pavilion only - Winter - Junior/9v9/Mini	5.33	
Parks - Pavilion only - Summer - Adult	8.40	
Parks - Pavilion only - Summer - Junior/9v9/Mini	4.17	

**Appendix B - Fees and charges to be deleted from the 2015/16 schedule**

Description of Service	Current 2014/15 Charge Exclusive of VAT	Reason for Deletion of Charge
Barking Park Model Railway	1.00	remove - no one else listed
<b><u>Ranger Services</u></b>		
Angling License - Valence Moat (BecMain)	320.00	REMOVE - Listing for info only - determined in lease - unique to club - negotiated lease
Outreach Sessions in Schools (3 hours) (minimum charge)	230.00	
Bardag Lake - Bardag Angling Society	4,810.00	
Lake - Eastbrook Pond & Chase Waters	8,620.00	
Lake - The Members Pool	1,140.00	
Proposed Grazing Licence for The Chase LNR (will be linked to RPI when agreed)	2,100.00	
<b>Chief Executive</b>		
Nationality Checking Service Flat Charge per Document (Child)	25.83	To discontinue a child rate and have just one rate for adults and children.
Individual Citizenship Payments (Per Child)	25.00	Children not charged

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## CABINET

10 November 2015

<b>Title:</b> Care and Support Charging Policy	
<b>Report of the Cabinet Member for Adult Social Care and Health</b>	
<b>Open Report</b>	<b>For Decision</b>
<b>Wards Affected:</b> All	<b>Key Decision:</b> Yes
<b>Report Author:</b> Ian Winter, Care Act Programme Lead	<b>Contact Details:</b> Tel: 020 8227 5310 E-mail: Ian.Winter@lbbd.gov.uk
<b>Accountable Divisional Director:</b> Tudur Williams, Divisional Director of Adult Social Care	
<b>Accountable Director:</b> Glynis Rogers, Divisional Director of Commissioning and Partnerships, Adult Social Care	
<p><b>Summary</b></p> <p>The Care Act 2014, implemented on 1 April 2015, set out a single legal framework for charging users and carers for their care and support. The Care Act 2014 allows the Council to apply charges; where it does so, legislation and guidance requires the local authority to develop and maintain a charging policy. However the Care Act 2014 also limits the level of discretion a Council can apply to its charging policy. This is the subject of this report.</p> <p>The Care and Support Charging Policy was presented to Cabinet on 16 February 2015 and became effective from April 2015; it was agreed that the policy was subject to review pending consultation to include the introduction of the cap on care costs in April 2016.</p> <p>On 17 July the Government responded to a letter from the Local Government Association (LGA) calling for a delay in the implementation of the cap on care costs system. In light of concerns expressed by the LGA and many other stakeholders about the timetable for implementation and pressures on adult social care, the Government has decided to delay implementation of the cap on care costs system until 1 April 2020.</p> <p>In view of the deferral of the cap on care costs until 2020 and future financial pressures, this report seeks permission to consult on confirming the current interim approach as substantive in line with the Care Act 2014. The Council is not required to consult on the mandatory areas of the Care and Support charging policy as those have been agreed by Parliament and passed into law. The report is about aspects of the charging policy where discretion has been applied, and now needs to be normalised.</p>	
<b>Recommendation(s)</b>	
The Cabinet is recommended to:	
(i) Endorse the proposal that the Council consults on revisions to the Care and Support Charging Policy in the following areas where discretion can be applied:	

- The level of the disability related expenditure (DRE) disregard automatically applied to the financial assessment;
- The principle of charging for care and support services provided to a carer who meets the eligibility criteria for services in their own right.

(ii) Note that a further report shall be presented to the Cabinet in February 2016 advising on the outcome of the public consultation and, if appropriate, presenting a revised draft Care and Support Charging Policy for approval.

### **Reason(s)**

There is a legal requirement for the Council to implement the Care Act 2014. Sections 14 and 17 set out the legal framework for charging for care and support services provided to an adult under the Care Act 2014.

## **1. Introduction Background**

### **1.1 Legislative Framework: Charging for Care and Support Services**

1.1.1 The Care Act 2014 (Sections 14 and 17) introduces a single legal framework for charging for care and support which came into force in April 2015. The Act gives local authorities the power to charge service users and carers for care and support.

1.1.2 Where the local authority charges, it must follow the Care and Support (Charging and Assessment of Resources) Regulations 2014 and have regard to the Care and Support Statutory Guidance 2014 in determining its charging policy.

1.1.3 The current Care and Support policy updated in April 2015 takes into account the needs of local residents who might require care and support services, applying discretion within the policy where the legislation and guidance allows a Council to do so.

## **2. Current and future legislative changes**

2.1 It is recognised that current and future service and financial changes to mainstream funding may present challenges to the level of income generated from the Care and Support Charging Policy.

2.2 Pension reforms introduced in April 2015 enables individuals aged 55 and over with a personal or workplace pension to draw down from their pension. This can include a lump sum amount taken in the early stages with a smaller pension paid in later years.

2.3 How individuals access their pension will be dependent on their own personal circumstances but could lead to future service users in need of care and support having less disposable income available to support their care needs and charges.

2.4 The Welfare Reform Act 2012 introduced a cap on the maximum amount a family member can receive in welfare benefits (inclusive of housing benefit). This amounts to £26,000 per annum for those with children and £18,000 for those with no dependents.



- 2.5 The Welfare Reform and Work Bill which had its second reading in the House of Commons in July 2015 proposes a further reduction to the cap for those in greater London to £23,000 and £15,410 for those with no dependents. This will further limit the level of disposable income of individuals likely to be in receipt of care and support services.
- 2.6 The Bill also includes the introduction of the national minimum wage from April 2016. Although the change will not increase the income of those charged for their services, it may impact on their cost of living as they use their disposable income to pay the increased rates of providers' services.

### **3. Background**

#### **3.1 Mandatory requirements within the Care and Support Charging Policy**

- 3.1.1 The Council introduced a Care and Support Charging Policy in April 2015 to ensure compliance with the Care Act. The policy must:
- exempt those from charges for care and support services who meet the qualifying criteria
  - carry out a full financial assessment except where a light touch assessment could apply i.e. the client has savings over the capital threshold limit and does not wish to disclose their savings
  - ensure the individual retains the minimum income guarantee disregard as part of the financial assessment. The minimum income guarantee amount is equivalent to Income Support plus a buffer of 25%
  - take into account 100% of a person's disability related benefit within the financial assessment (with some exceptions). However, the Council must also apply a disability related expenditure disregard, this represents the additional cost a person may incur due to their disability i.e. additional laundry costs
  - apply the treatment of capital within the financial assessment as specified in the guidance.
    - Apply tariff income for those with savings between £14,250 and £23,250. Tariff income is calculated on the basis that of every £250 above £14,250 the Council assumes £1 in income.
    - Treat those with savings of £23,250 or more as self-funders.

- 3.1.2 The Care Act 2014 has also introduced a new discretion to apply an administration charge to self-funders requesting the Council to arrange their care and support services on their behalf.

#### **3.2 Discretion within the Care and Support Charging Policy**

- 3.2.1 The Care Act 2014 limited the discretion a local authority can apply within its charging policy. Where the Act allows for discretion, it was agreed by Cabinet to continue to apply discretion to the charging policy as detailed below.

- 3.2.2 Discretion currently applied in the Care and Support charging policy includes:

- The level of disability related expenditure disregard automatically applied to service user charges. This is £5, £15 or £25 according to the rate of care component paid as part of a person's disability related benefit.

- An additional £10 disregard applied to service users aged 85 and over
- No charges to carers for their services

3.2.3 Where the Council takes into account the care component of the disability related benefit, a disability-related expenditure disregard must be applied in recognition of the additional cost an individual incurs due to their disability.

3.2.4 Before the introduction of the Care Act 2014, Councils had the discretion over the amount of the care component of the disability related benefit to be taken into account when assessing a person's financial contribution. To simplify the approach for service users the Council assumed 75% of the care component of the disability related benefit within the financial assessment and disregarded 25% as the person's disability related expenditure.

3.2.5 The introduction of the Care Act required 100% of the care component of the disability related benefit be taken into account. To ensure the Council's charging policy was Care Act compliant changes were made to the disability-related expenditure disregards as follows:

Rate of Care Component	Disregard under the 2011 Charging Policy	Disregard under the Care And Support Act policy (Care Act 2014)	Difference
Lower	5.38	£5	-£0.38
Middle	13.61	£15	£1.39
Higher	28.45	£25	-£3.45

3.2.5 The Cabinet report in February 2015 recommended delegated authority be given to the Corporate Director of Adult and Community Services, in consultation with the Cabinet Member for Adult Social Care and Health and the Chief Financial Officer, to put in place transitional protection in appropriate circumstances.

3.2.6 The transitional protection was to ensure service users provided with care and support before the introduction of the Care Act 2014 would continue with the same level of disregard as applied under the Charging Policy 2011. At the point of an assessment of eligibility or a change in financial circumstances, the new disregard would apply. If the newly applied disability related expenditure disregard increased the service user's weekly contribution, transitional protection is applied to ensure that their weekly contribution remains unchanged.

**Example:**

Mr J Jones has been in receipt of service since July 2010. He is in receipt of the higher rate care component and the disability related expenditure disregard of £28.45 is applied to his financial assessment; he is required to contribute £7.50 per week towards his services. In May 2015 Mr Jones has a change in his needs and reassessed under Care Act 2015. Mr Jones has a financial re-assessment and the disability disregard reduces from £28.45 to £25.00 per week, this increases his contributions by £ 3.45 per week to £10.95 per week. Transitional protection of £3.45 per week is applied and he continues to pay £7.50 per week.

3.2.7 In applying transitional protection the Council does not generate the additional income that would have been charged had the new disability-related expenditure

disregards been applied to all service users as from April 2015. The loss of income is shown in the table below:

Rate of care component	No. of chargeable service users	Disregard under the Charging Policy 2011	Disregard under the Care and Support Policy	Change between new and old disregard	Increase(+) / reduction(-) to annual revised income
Lower	5	5.38	5	0.38	£99
Medium	299	13.61	15	-1.39	-£21,612
Higher	500	28.45	25	3.45	£89,700
<b>Total</b>	<b>804</b>				<b>£68,187</b>

#### 4. **Proposals to change the discretion applied to the Care and Support Charging Policy**

4.1 This section of the report proposes the changes to be made to the discretion applied to the Care and Support Charging Policy, this would be the basis of the proposed consultation.

#### 4.2 **Discretion: Rate of Disability-related expenditure (DRE) disregard applied.**

4.2.1 The Care Act requires 100% of an individual's care component of their disability related benefit to be taken into account within the financial assessment to determine how much one can contribute to their care and support services. Where the care component of the disability related benefit is assumed in the financial assessment, the Council has to apply a disability-related expenditure disregard. The Care Act is not prescriptive as to the amount to be disregarded only that there is to be a disregard where the service user demonstrates they have disability-related expenses.

4.2.2 It is recommended that the Council retains the current approach, applying a set disregard of £5, £15, £25 according to the rate of care component of the benefit paid to service users. This is until there is an equalisation between the individual's care component and decrease in the disability related disregard.

#### **Example:**

Mr Jones who has been in receipt of care and support services since July 2010 has a disability related expenditure disregard of £28.45 applied to his financial assessment. The care component of Mr Jones's disability related benefit will need to increase by £3.45 per week before his disregard reduces to £25.00 per week.

The point at which there is likely to be an equalisation between the disability-related care component and disability related expenditure disregard is shown as an example in the table below:

Financial Year	Lower Rate Disregard		Higher Rate Disregard	
	Care Component Rate	Revised Disregard	Care Component Rate	Revised Disregard
15/16	21.80	5.38	82.30	28.45
16/17	22.06	5.12	83.28	27.47
<b>17/18</b>	<b>22.28</b>	<b>5.00</b>	84.28	26.47
18/19			85.29	25.46
<b>19/20</b>			<b>86.31</b>	<b>25.00</b>

**Note: this assumes the disability care component has a year on year inflationary increases by 1.2%:**

Mr Jones's disregard is likely to see the equalisation between his disability related benefit and disability related expenditure disregard to £25.00 in 2019/20.

4.2.3 To support a seamless transition, it is proposed that the Council retains the disability-related expenditure disregard until:

- The financial equalisation between the disability-related care component and the disability-related disregard as presented in the table at 4.3.2
- The point of their annual social care review of their needs and care and support service
- Any change in provision of services to the individual, or
- Services cease.

4.2.4 Recognising that there are additional living costs associated with a disability, it is proposed that:

- a) Where an individual can demonstrate that their disability-related expenditure exceeds the disregard applied, an additional disregard as per their expenditure will be applied
- b) Where no disability benefits are in payment, individuals who can demonstrate that disability-related costs are incurred will have a disregard applied.

### 4.3 Charges to carers

4.3.1 Carers in Barking and Dagenham play a vital role in supporting people to remain healthy and independent for as long as possible. There is evidence to show that investment in carers and carers' services can reduce demand for more expensive health and social care services. The Care Act greatly enhances the rights of carers in relation to assessment of need with their own eligibility criteria, provision of support and information and advice.

4.3.2 The current policy exempts carers in receipt service from charges in recognition of their role. Barking and Dagenham are keen not to discourage carers from providing support. However there is a need to consider a charging regime for carers that is fair and equitable which enables a carer to make a financial contribution to the support they receive.

4.3.3 The Council has 2,600 registered carers. Many carers receive information and advice from the Council which is not chargeable. In line with the Care Act applying a resource allocation system, 54 carers have been assessed as eligible for services in their own right since April 2015. The numbers are small and it is therefore difficult to predict the total numbers that would receive services in their own right.

4.3.4 The proposal is to consult on the principle of charging carers for their service applying the Care and Support Charging policy to assess their contribution to services, with a view that implementation of charges may be considered within the current administration at some point in time.

4.3.5 It is further proposed that Members agree the Directorate reserves the right to review the implementation of charges to carers in the future, if the introduction of a charge to carers indicates:

- The costs associated with charging carer's is disproportionate to the amount that would be collected
- The full implementation of charges is considered a disincentive to carers providing care and support.

4.4 The report proposes the aspects of discretion applied to the Care and Support Charging Policy detailed in the report below remain unchanged; they will not be subject to the proposed consultation.

#### 4.5 **Age-related disregard**

4.5.1 The Care and Support Charging Policy (April 2015) continued to apply the £10 age-related disregard for service users aged 85 and over in line with the Charging Policy 2011. There are 111 chargeable service users aged 85 and over in receipt of community based services.

4.5.2 The removal of the £10 disregard would generate maximum additional income of £57,000 but the removal of the £10 would impact some of the most vulnerable individuals in the community.

4.5.3 It is proposed that there is no change to the age-related disregard. This will retain the individual's daily living allowance and support the Council's aim to help older adults with care and support needs to remain independent in the community for as long as possible.

#### 4.6 **Administration charges**

4.6.1 The Care Act 2014 has also introduced a new discretion. Where a person assessed as having eligible needs whose care and support would not be met in a care home setting but has savings over the £23,250 the local authority may:

- pay towards the cost of care and support;
- administer a fee for arranging the care and support where the person has requested the Council makes the arrangement. This fee is to cover the costs the Council incurs for making these arrangements.

4.6.2 The proposal is for the Council to continue to apply a flat rate fee of £300 for making these arrangements but to exercise discretion in exceptional cases. The flat rate fee will be subject to the Council's annual fee and charges review.

## 5. Options Appraisal

5.1 **Do nothing:** If the Council makes no amendments to its current policy

- The current disability-related expenditure is applied to new clients and transitional protection remains for existing clients until such time as the individual is no longer in receipt of services
- Carers assessed for service in their own right are not subject to a financial assessment and required to contribute to their services.

This will lead to:

- a) The different treatment of the application of disability related disregard for all service users possibly leading to challenges from individuals:
  - New service users assessed under the Care Act will be applied the new disregards
  - Those assessed in receipt of services before the introduction of the Care Act 2014 will have the old level of disregard applied consistently until they have a change in circumstances or they are no longer in receipt of services.
  - Service users in receipt of services before the Care Act 2014 but have had a change in their circumstances may have the new disregard applied as their new service has been provided under the Care Act 2014.
- b) Difficulty and costly to administer the different disregards as the systems are unable to automatically differentiate between those who should be assessed applying the old disregard and those where the new disregard applies.
- c) The need for manual intervention to change to the old disregard each time a financial reassessment is completed. This is costly and time-consuming.

5.2 **Apply the new discretion:** the Council amends the discretion applied to the Care and Support Charging Policy

- The current disability-related expenditure is applied to new clients and an equalisation approach is applied to existing clients. This to ensure equal treatment of the disability-related expenditure disregard for all clients in receipt of care and support services.
- To consult on the principle of charging carers for their service applying the Care and Support Charging policy to assess their contribution to services, with a view that implementation of charges may be considered within the current administration at some point in time

This will lead to:

- a) A clear and transparent approach as to how discretionary disregards are applied to a service user's financial assessment with less likelihood of challenges from individuals

- b) The application of the disability related expenditure disregard being easier to administer in the system with significantly less manual intervention to change levels of disregard to an old rate.

## 6. Consultation

- 6.1 It is proposed to consult residents and stakeholders in the borough to communicate the proposed changes and provide an opportunity for people to give their views.
- 6.2 A reasonable consultation period is generally seen as good practice when proposed changes may affect a large number of people, and ensures that residents and stakeholders have sufficient time and opportunity to participate. It is proposed there is a two month consultation period.
- 6.3 A number of legal cases have established the principles underpinning a robust local authority consultation. These include: the case of R (on the application of Moseley (in substitution of Stirling Deceased)) (AP)(Appellant) v London Borough of Haringey. The case highlights that it is the Council's *duty* to provide sufficient information to allow individuals to meaningfully participate in the decision making process. The consultation is to include:
- An outline of the change being introduced;
  - Document realistic alternative options where appropriate; and
  - Reasons for the change.
- 6.4 The timelines for consultation and proposed implementation are detailed below:

Consultation and proposed Implementation steps	Dates
Consultation opens and information and engagement sessions commence	23 November 2015
Consultation ends	17 January 2016
Findings of the consultation compiled and proposal reviewed taking into account the responses.	By 31 January 2015
Report to Cabinet setting out the findings from the consultation, proposal and draft policy for approval (if applicable)	15 February 2016
Communication, workforce and infrastructure development	By 31 March 2016
Implementation of proposal (if applicable)	4 April 2016

- 6.5 The consultation methodology is described below:
- a) Adult social care will provide respondents with the opportunity to reply to the consultation:
- Using paper based methods including easy read format;
  - Via the internet.
- b) The consultation document will be published on the Council's website.
- c) Leaflets and information inviting individuals to participate in the consultation will be displayed in the local newspaper, libraries, Council gyms, local service centres and health centres.
- d) Advice on how to participate will also be available to those who call the Council.

- e) Consultation with affected groups will include attendance at local disability forums and meetings, carer's forums and health and social care forums.
- f) Consultation with the voluntary sector such as Age Concern.
- g) Presentation and information to health colleagues (providing an opportunity to engage with the policy).
- h) Member's briefings, reports to Health and Wellbeing Board, Scrutiny and Cabinet.
- i) Briefings to Council staff using existing communications vehicles.

## **7. Financial Implications**

Implications completed by: Carl Tomlinson, Finance Manager

- 7.1 The Council currently generates £1.5m of income for care and support service charges. This supports the delivery of care and support to residents of Barking and Dagenham. The change to the level of disregard when compared to the 2011 policy equates to an impact of £68k based upon current service user profile.
- 7.2 The revenue budget setting process for 2016/17 will assume the Council continues its Care and Support Charging Policy. In retaining the policy, the Care Act and associated guidance removes some areas of discretion for calculating charges as described in this report. This is in order to promote greater equality between local authorities.
- 7.3 Where discretion to the policy can be applied it is being proposed changes are made that will ensure equality in how charges are applied between service users in Barking and Dagenham.

## **8. Legal Implications**

Implications completed by: Dawn Pelle, Adults Lawyer

- 8.1 Once a Council exercises its discretion to charge for services, the charging policy has to adhere to the Regulation. The Care Act 2014 has limited the level of discretion a Council can apply within its charging policy. The report proposes to consult on the discretion applied to the policy.
- 8.2 The proposed changes to the Care and Support Charging policy will have an impact on existing and new service users of care and support services. A high percentage of current users will be affected which requires the Council to go out to consultation to ensure that the proposals are communicated and residents have the opportunity to participate in the decision making process.

## **9. Other Implications**

- 9.1 **Risk Management** - There are different risks that impact these changes. If all the changes are not applied, there is a risk of income loss to the Council. On the other hand, incremental change proposed for the disability-related expenditure disregard minimises the potential risk in bad debts as those required to contribute will not experience a direct loss in income. However, at this point the Council cannot predict the impact of the changes in the Welfare Reform and Work Bill on an individual's ability to pay their care and support charges.



9.2 **Corporate Policy and Customer Impact** - Implementation of the Care Act contributes to the vision and priorities of the Council to enable social responsibility where the person has control about how their care and support needs are met. An Equalities Impact Assessment (EIA) has been carried out to assess the impact of the policy on the protected groups under the Equality Act. The EIA shows that the Council has paid due regard to the equality implications associated to the Care and Support Charging Policy 2015.

The equalisation of the disability-related disregard should not have disproportionate impact on those with a disability as the Care and Support Charging Policy allows an individual to submit supplementary information to evidence their disability related expenditure above the disregards applied.

9.3 **Health Issues** - Under the Care Act 2014, charging for care and support directly affects some of the most vulnerable individuals whose health needs may be at risk. It is expected that individuals with disability benefits are using these benefits to help support their health and wellbeing and/or meet their care and support needs.

The introduction of charging for care and support service has been in operation since 2011. The impact of the change puts in place safeguards to minimise as much as possible the impact to service users.

**Public background papers used in the preparation of the report:**

- <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>
- [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/315215/draft\\_regs.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/315215/draft_regs.pdf)

**List of appendices:** None

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## CABINET

10 November 2015

<b>Title:</b> Disabled Facilities Grant: Introducing Legal Charges on Properties	
<b>Report of the Cabinet Member for Adult Social Care and Health</b>	
<b>Open Report</b>	<b>For Decision</b>
<b>Wards Affected:</b> All	<b>Key Decision:</b> Yes
<b>Report Author:</b> Ian Winter, Care Act Programme Lead	<b>Contact Details:</b> Tel: 020 8227 5310 E-mail: Ian.Winter@lbbd.gov.uk
<b>Accountable Divisional Director:</b> Tudur Williams, Divisional Director of Adult Social Care	
<b>Accountable Director:</b> Glynis Rogers, Divisional Director of Commissioning and Partnerships, Adult Social Care	
<b>Summary</b>	
<p>The Council operates the mandatory national Disabled Facilities Grant (DFG) Programme, in line with nationally determined award and allocation criteria.</p> <p>The care and support reforms and introduction of the Better Care Fund (BCF) in April 2015 places the disabled facilities grant as a key lever in the delivery of integrated health and social care services, contributing to reducing delays in hospital discharges, hospital avoidance and putting in place support and interventions to help older adults and disabled people to remain in their homes.</p> <p>The Council's disabled facilities grant programme has seen a year on year increase in the numbers meeting the criteria for a mandatory grant award. The projected cost pressure of £150,000 in 2015/16 is to be met through the Council's resources. However, future projected numbers of older people and disabled children and an adult requiring support and intervention to remain at home makes it necessary for the Council to consider other options in order to manage cost pressures.</p> <p>The Housing Grants, Construction and Regeneration Act 1996 gives the local authority the power to recover some or the entire grant award by placing a local land charge on the property where the disabled person or the person making the application has a financial interest in the property. The recovery of any award through the use of a land charge on the property is prescribed in Regulation to ensure recovery does not disproportionately affect the disabled person or result in financial hardship.</p> <p>This report proposes consulting on the introduction of placing a charge on properties for people awarded a disabled facilities grant. The proposal for recovery of the award is in line with the Regulation with additional conditions proposed by Barking and Dagenham to ensure that the approach is sensitive and reflects local needs.</p>	

## **Recommendation(s)**

The Cabinet is recommended to:

- (i) Agree that the Council consults on the proposed introduction of arrangements whereby some or all of a Disabled Facilities Grant may be recoverable via the placing of a local land charge where a person in receipt of a grant has a financial interest in the property, in line with the Housing Grants, Construction and Regeneration Act 1996, in order to regularise the position and to support the growth of the scheme; and
- (ii) Note that a further report shall be presented to the Cabinet in February 2016 advising on the outcome of the public consultation and, if appropriate, presenting a draft policy for approval.

## **Reason(s)**

It is mandatory for the Council to provide Disabled Facilities Grants under the Housing Grants, Construction and Regeneration Act 1996. This Act gives the local authority the power to place a charge on a property of those awarded a disabled facilities grant with recovery of the grant made within the prescribed criteria as set out in the Regulations.

## **1. Background**

- 1.1 The National Disabled Facilities Grant (DFG) programme provides the framework for local authorities to administer mandatory grants for those who meet the criteria for housing adaptations which enable a disabled person to live independently in their own home.
- 1.2 The disabled facilities grant will be considered where it is deemed that the adaptation works to the property are:
  - necessary and appropriate to meet the disabled person's needs and
  - are practical and reasonable to undertake depending on the age and condition of the property.
- 1.3 The disabled facilities grant programme also sets out national criteria for determining how the grant award is to be calculated and what type of adaptations qualify for a grant. In Barking and Dagenham, Adult Social Care administers the award of DFG for disabled children and adult's resident in privately rented property and for homeowners.
- 1.4 Research commissioned by Department for Communities and Local Government (DCLG) and carried out by the Building Research Establishment (BRE) published in February 2011, *Disabled Facilities Grant allocation methodology and means test* estimated future demand for the grant would increase. The Government concluded from the findings that the administration of disabled facilities grants should be considered as part of the wider review of care and support.
- 1.5 As part of the June 2013 spending round, the Government announced that a combination of funding streams (including £220m of DFGs) would be placed in a pooled fund known as the Better Care Fund (BCF) from April 2015 to enable the NHS and local authorities to jointly commission health and social care services.

This is not new funding but existing funding of both parties brought together in the pool.

- 1.6 The Better Care Fund supports the integration of health and social care services to deliver better services to older and disabled people that help keep individuals out of hospital avoid long hospital stays and reduce delays in hospital discharges. Key performance targets are attached to the Better Care Fund; failure in meeting targets results in financial penalties jointly shared between health and social care.
- 1.7 Although the Building Research Establishment report identified the increase in the numbers requiring disabled facilities grant over a ten year period, the Better Care Fund did not address the need for more funding specifically for disabled facilities. It is expected that the local authority continues to manage any cost pressures associated with disabled facilities grant within the agreed Better Care Fund pool arrangement with any cost pressure above the current Better Care fund pot being met from within the Council's financial resources.
- 1.8 Barking and Dagenham's disabled facilities grant cost pressure is anticipated to increase by £150,000 in 2015/16 and an increase in cost pressures is predicted in future years. The underlying reasons for increased demands are:
- an integrated health and social care approach which includes the delivery of the seven-day Joint Assessment and Hospital Discharge Service to support admission avoidance and discharge will require adaptations to an individual's home to support their care and support packages and independence at home
  - primary care are putting in place support and interventions into an individual's home to reduce their reliance upon acute services
  - The ageing population and family members are seeking adaptations to the home to enable the older person to continue to live at home and avoid residential care
  - more disabled children are remaining in their home with appropriate but, in some cases, costly adaptations.
- 1.9 Local authorities have the power to place a charge on the property to which the adaptation is being made where the disabled person or the person making the application for the grant has a financial interest in the property. This approach is applied by other local authorities with the income received invested back into their local DFG programme to meet current and future demand. Barking and Dagenham do not currently operate such a policy.

## **2. Legal framework**

- 2.1 The Housing Grants, Construction and Regeneration Act 1996 gives Councils the power to provide a disabled facilities' grant. Key provisions were repealed by the Regulatory Reform (Housing Assistance) Order 2003. The grant is awarded to enable individuals to undertake necessary adaptations to enable the disabled person to continue to live in their own home.
- 2.2 The grant award can be paid to homeowners or to residents in a property managed by a private landlord on the understanding that the disabled person will permanently reside in the property for at least five years.

- 2.3 With the exception of an award made for a child under the age of 19, the grant award is subject to a financial means test. The application of a means tested financial assessment is determined by Regulation and not subject to discretion by the Council.
- 2.4 The maximum grant award is £30,000 although the Council can apply its discretion to award a higher amount where it is in the interest of both the disabled person and Council to do so.
- 2.5 The local authority has the power under sections 34(6) (b), 46, 52 and 94 of the Housing Grants, Construction and Regeneration Act 1996 to place a local land charge on a person's property.
- 2.6 The charge on the property can be placed where:
- The grant has been awarded in accordance with legislation and guidance
  - The grant application exceeds £5,000 and the recipient of the grant has a financial interest in the whole or part of the property to which the adaptation is being made
  - The Council can recover from a minimum of £5,000 but only up to a maximum of £10,000. The recovery of the grant is up to a period of 10 years after the grant has been awarded once the Council satisfies itself that:
    - The recovery of the debt would not lead to financial hardship of the individual, and /or
    - Where the disposal of the property by the disabled person or applicant has not occurred as a result of the physical or mental health or wellbeing of the recipient of the grant, the disabled occupant of the property or the need to care for another disabled person.

### **3. Meeting the national eligibility criteria for a Disabled Facilities Grant**

- 3.1 The disabled person in the property has to be registered as disabled or would meet the criteria to register as disabled. There is no requirement for the disabled child to be in receipt of care and support services under the Children's Act 1989 or the Care Act 2014 in respect of adults.
- 3.2 Only applications for disabled adults aged 19 and over are subject to a financial assessment to determine if the applicant can meet the cost of the adaptation in their own right or is required to make a contribution towards the costs of the works.
- 3.3 Those in receipt of means tested benefits are automatically deemed to meet the eligibility criteria and awarded 100% of the grant assuming all the conditions are met.
- 3.4 Those not in receipt of a means tested benefit are required to:
- Provide proof of income and savings
  - Undergo an assessment that takes into account how much of their disposal income including savings over £6,000 the family have that can be used to pay off a loan if that were meeting the cost of the adaptation. The loan assumes a repayment over 10 years for homeowners and 5 years for tenants

- Compare the size of loan that the applicant could afford against the cost of works to determine the amount of the DFG to be awarded.

#### **4. Award of a Disabled Facilities Grant (DFG)**

4.1 A grant can be awarded to support the disabled occupant in the property in order to:

- facilitate access to and from the dwelling or building
- make the dwelling or building safe
- provide access to the principal family room
- provide access to or provide a bedroom
- provide access to or provide/facilitate a room containing a bath/shower, WC or wash basin
- facilitate an area for the preparation and cooking of food
- improve or provide a heating system
- facilitate the use of power, light or heat by altering existing or by providing additional means of control
- facilitate access and movement around the dwelling, and
- facilitate access to a garden (this provision was brought into scope by government from May 2008).

4.2 A Council has a statutory duty to make a decision to award a grant within six months of the application being received. The grant is awarded once the Council is satisfied that:

- An occupational therapist has assessed and confirmed the need has met the grant conditions and the works are necessary and practical
- The means tested financial assessment has been completed and the individual or representatives are clear of their contribution towards the cost of the works
- The applicant is supported to access the Council's Procurement Framework to obtain contractors in which to complete the works. The individual can manage the contractor directly or, where required, seek advice and assistance from the Council
- The proposed works and agreed timescales have been approved by Council;

#### **5. Proposal to recover the Disabled Facilities Grant in full or in part**

5.1 It is projected that there will be an increase in the number of applicants meeting the criteria for the award of a DFG. As the award of the grant is mandatory, the Council is obligated to meet the need. With increasing demand and reducing budgets nationally the Council may be forced to maintain a waiting list, a prospect that provides no benefits to the disabled person, the Council or health services.

5.2 The Council has undertaken significant work to reduce the waiting list of those awarded a grant. Any delay in award is in direct conflict of the strategy to support early discharge from hospital, retain a disabled person's independence in their home or help maintain the individual's care and support package.

5.3 The BCF capital allocation for DFG is £671,682, however, in 2014/15 the Council spent £576,679 and in 2015/16 it is projected the Council will spend £818,718.

- 5.4 The means test ensures only those entitled to receive an award do so. However, there has been no condition applied for the recovery of the grant or in whole or part where there is a financial interest in the property and the disabled person ceases to occupy the home as their main residence within 10 years of the grant award.
- 5.5 The proposal is that the Council uses their power under the Housing Grants, Construction and Regeneration Act 1996 to place a legal charge on homeowners to recover an award of a grant over £5,000 up to a maximum of £10,000 where the disabled person ceases to be permanently resident in the property within 10 years of the grant award.

Example

<b>Amount of grant award</b>	<b>Legal Charge applied</b>	<b>Minimum recovery limit</b>	<b>Maximum amount that can be recovered</b>
£3,500	No	Zero	Zero
£7,500	Yes ( grant over £5,000)	£5,000	£7,500
£25,500	Yes ( grant over £5,000)	£5,000	£10,000

## **6. Recovery of Debt or Charge on the Property**

- 6.1 It is proposed that at the point of application the person is advised that the Council will apply a local land charge on the property for recovery of the debt:
- The disabled person or the applicant has a financial interest in the property and
  - Where the disabled person for whom the grant is awarded no longer permanently resides in the property within 10 years of the grant award and
  - The DFG award is over £5,000 (however, only up to the maximum of £10,000 will be recovered). Any grant award under £5,000 or over £10,000 will not be subject to recovery in the form of a charge on the property at the point of the grant award.
- 6.2 Barking and Dagenham will not take immediate recovery action where the person ceases to occupy the home as their main residence within 10 years in following circumstances:
- The disabled person is deceased or moves into a care home and the living spouse occupying the property is aged 65 and over and the property remains their main home of residence
  - The disabled person has deceased or moves into a care home and there is a dependent under 65 registered disabled or would meet the conditions to be registered as disabled where the works in the home helps to retain their independence
  - The person with the interest in the property has sold the home but has used the proceeds of the home to purchase a property to meet the needs of the disabled person or a disabled person to whom they are responsible



- If the client's death results in a child inheriting the whole of the property whose financial position is such that they could not raise a mortgage or a loan to repay the charge. This is intended to be a safeguard for children who may have acted as the main carer for the disabled adult.

6.3 In the circumstances mentioned in 6.2 above the charge on the property will continue to remain up to a period of 10 years.

6.4 Before agreeing to a charge being placed on the property, applicants will be advised that they can seek independent legal advice before they accept the terms and conditions of the grant award.

6.5 It is envisaged that in most cases the amount of the charge placed on the property will be less than the level of equity available within the home. This will reduce any financial hardship to those who may be affected by this policy change.

6.6 It is not proposed that the Council imposes interest charges until 56 days after the debt becomes payable. However the individual may incur additional legal charges if there is a requirement for the Council to pursue the recovery of the debt through the courts.

## 7. Options Appraisal

7.1 The local authority has the power under sections 34(6) (b), 46, 52 and 94 of the Housing Grants, Construction and Regeneration Act 1996 to place a charge on a person's property. Barking and Dagenham have not previously exercised their power in this regard.

7.2 **Do nothing:** No charge is place on the property and the Council continues to meet the increasing demand pressures.

7.3 **Agree to consult to apply a property charge:** The application of a property charge:

- Will increase the contributions being made to the Disabled Facilities Programme and help to mitigate some of the increasing demand.
- May act as a disincentive reducing the number of grant applications as some may prefer not to have a charge placed against their property but wish to seek alternative means to meet the cost of the adaptation.

## 8. Consultation

8.1 As there is no requirement to be in receipt of services from health, social care or housing to be awarded a disabled facilities grant, the charge can affect any homeowner in Barking and Dagenham now or in the future. To ensure that the proposed change is properly communicated and provide an opportunity for residents and stakeholders to provide feedback on the proposals, it is recommended that a consultation exercise is carried out.

8.2 A reasonable consultation period is seen as good practice when consulting on proposed changes which may affect many people. This ensures all interested

parties have sufficient time and the opportunity to participate in the process. It is proposed that there is a two month consultation period.

8.3 A number of legal cases have established the principles underpinning a Council's consultation process including the case of R (on the application of Moseley (in substitution of Stirling Deceased)) (AP)(Appellant) v London Borough of Haringey. The case highlights that it is the Council's *duty* to provide sufficient information to allow individuals to meaningfully participate in the decision making process. The consultation is to include:

- An outline of the change being introduced;
- Document realistic alternative options where appropriate; and
- Reasons for the change.

8.4 The timelines for consultation and proposed implementation are detailed below:

<b>Consultation and Proposed Implementation steps</b>	<b>Dates</b>
Commence opens and information and engagement sessions	23 <sup>rd</sup> November 2015
Consultation ends	18 <sup>th</sup> January 2016
Findings of the consultation compiled and proposal reviewed taking into account the responses.	By 31 <sup>st</sup> January 2015
Report to Cabinet setting out the findings from the consultation, proposal and draft policy for approval (if applicable)	15 <sup>th</sup> February 2016
Communication, workforce and infrastructure development	By 31 <sup>st</sup> March 2016
Implementation of proposal (if applicable)	4 <sup>th</sup> April 2016

8.5 The consultation methodology is detailed:

- a) Adult social care will make provision for respondents to reply to the consultation:
  - Using paper based methods including easy read format
  - Via the internet.
- b) The consultation document will be published on the Council's website
- c) Leaflets and information inviting individuals to participate in the consultation will be displayed in the local newspaper, libraries, Council gyms, local service centres and health centres
- d) Advice on how to participate will be available to those who call the Council
- e) Consultation with affected groups will include attendance at local disability forums and meetings, carer's forums and health and social care forums
- f) Consultation with the voluntary sector such as Age Concern
- g) Presentation and information to health colleagues (providing an opportunity to engage with the policy)
- h) Members briefings, reports to Health and Wellbeing Board, Scrutiny and Cabinet
- i) Briefings to Council staff using existing communications vehicles.

## 9. Financial implications

Implications completed by: Carl Tomlinson, Finance Manager

- 9.1 The capital funding available for the Disabled Facilities grant (DFG) scheme in 2015/16 capital programme is £818,718 which is funded from the DFG allocation (£671,682) and corporate borrowing which was agreed by Cabinet to fund the estimated pressure of £150,000 required to manage a backlog as a result of increased demand levels, over and above the available DFG funding allocation.
- 9.2 Currently the Council does not place a legal charge on properties. The table below provides a snapshot of the amounts that could have been recovered over the last four years had the Council exercised its power to apply legal charges:

<b>Financial Year</b>	<b>Total amount awarded for grants of £5,000 or more</b>	<b>Total amount subject to a legal charge on the property</b>	<b>Amount subject to recovery</b>	<b>Ten year recovery limit</b>
2011/12	£404,919	£100,614	£16,629	2021/22
2012/13	£442,770	£133,420	£26,996	2022/23
2013/14	£373,717	£102,823	£28,529	2023/24
2014/15	£316,737	£114,207	£9,610	2024/25
<b>TOTAL</b>	<b>£1,538,143</b>	<b>£451,064</b>	<b>£81,764</b>	

- 9.3 If the amounts above were considered over a ten year period, the cumulative amount that the Council is likely to recover would be greater as there is the likelihood that the person for whom the adaptation was intended may no longer be resident in the home. Income generated from these charges can then be re-invested back into the programme.

## 10. Legal implications

Implications completed by: Evonne Obasuyi, Senior Lawyer

- 10.1 The report seeks approval to carry out consultation exercise prior to introduction of policy where Council recovers debt arising from disabled facilities grant awarded by securing a charge on relevant property. The local authority has powers pursuant to the Housing Grants, Construction and Regeneration Act 1996 amended by the Regulatory Reform (Housing Assistance) Order 2003 and the Disabled Facilities Grant (Conditions relating to approval or payment of Grant) General Consent 2008 to place a local land charge on property in which the grant recipient has an interest.
- 10.2 This would allow for the Council to recover debt in excess of £5,000 and up to a maximum of £10,000 in the event of a relevant disposal within ten years of the grant. The grant will be registered as a local land charge and against the property at HM Land Registry.

## 11. Other implications

- 11.1 The operational mechanics for placing a charge on a property currently exist for service users who currently meet the national Deferred Payment Scheme eligibility criteria under the Care Act 2014. It is proposed that the infrastructure and process in place for the Deferred Payment Scheme are extended to the recovery of the DFG and managed within the current resources.
- 11.2 **Risk management** - Housing Grants, Construction and Regeneration Act 1996 gives the Council the power to place legal charges on the property helping to mitigate some of the financial risk to the Council is facing in meeting the cost of disabled facilities grants. The proposal to recover all or part of the disabled facilities grant will ensure the Council has recurring income that can be reinvested in the DFG programme. The criteria set out in the regulations as to whom a legal charge applies minimises the numbers affected and prospect of financial hardship.
- 11.3 **Corporate policy and customer impact** - The Council has the power to introduce legal charges on properties where a disabled facilities grant has been awarded in line with the Regulation. The Regulation is prescriptive as to the circumstance in which a charge can apply significantly limiting the prospect of financial hardship to those affected by this policy change. As set out in the policy, it is proposed the Council will provide information and advice and advise individuals they have the option to seek legal advice for those where a legal charge may apply.
- 11.4 **Health issues** - The inclusion of the disabled facilities grant in the Better Fund Care to support the integration of health and social demonstrates the pivotal role of the disabled facilities grant both as a preventative measure and as part of ongoing health, care and support. The increased cost is projected to continue with the change in the health and social care needs of the population. The proposal to implement charges on properties of those who are able to repay back all or a proportion of the award will support the ongoing investment required to ensure disabled facilities grant resources are available to continually support individuals to be independent in their home.

### Public Background Papers Used in the Preparation of the Report:

- Legislation  
<http://www.legislation.gov.uk/ukpga/1996/53/contents>  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/9424/138592.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/9424/138592.pdf)
- Supporting Information  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6335/1850571.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6335/1850571.pdf)  
<http://researchbriefings.files.parliament.uk/documents/SN03011/SN03011.pdf>
- Case Law  
[https://www.supremecourt.uk/decided-cases/docs/UKSC\\_2013\\_0116\\_Judgment.pdf](https://www.supremecourt.uk/decided-cases/docs/UKSC_2013_0116_Judgment.pdf)

**List of appendices:** None

## CABINET

10 November 2015

<b>Title:</b> Review of School Places and Capital Investment - Update November 2015	
<b>Report of the Cabinet Member for Education and Schools</b>	
<b>Open Report</b>	<b>For Decision</b>
<b>Wards Affected:</b> All Wards	<b>Key Decision:</b> Yes
<b>Report Author:</b> Mike Freeman, Group Manager School Estate and Admissions	<b>Contact Details:</b> Tel: 020 8227 3492 E-mail: mike.freeman@lbbd.gov.uk
<b>Accountable Divisional Director:</b> Jane Hargreaves, Divisional Director Education, Youth and Childcare.	
<b>Accountable Director:</b> Helen Jenner, Corporate Director Children's Services	
<p><b>Summary</b></p> <p>This report sets out the latest information regarding forecast demand for education places across the Borough's schools, together with a Future Planning Programme to meet Basic Need (including SEN and 2 year old places) 2015 to 2021.</p> <p>The report provides Cabinet with an update on some specific projects which have previously been approved but also, in particular, seeks approval to make variations to budget provision and set aside funding for future use.</p> <p>The following information is provided for Cabinet Members as there are some important aspects of the development of school places which influence demand and cost. Three very important points are:</p> <ul style="list-style-type: none"> <li>• The Local Plan Review sets out the aspirations to create new and additional homes, with that comes some infrastructure requirements and in particular for Children's Services the provision of school places;</li> <li>• When providing school places in the past for each form of entry we have worked on £2m for primary and £3m for secondary based on historical build costs. However, we have benefitted from doing more straight forward schemes – the new ones will be more complex and the recalculation of costs are showing that on average we should be using £3m for primary and £4m for secondary;</li> <li>• Additionally the need to provide new sites as the limit to expanding existing schools is fast approaching, and developing new sites brings with it not only additional costs as sites are generally more confined and are likely to have significant costs plus building inflation which is currently running at 1% per month, but also the potential process of competitions for school operators.</li> </ul> <p>Also detailed is information regarding funding available to support a programme of</p>	

investment which is required to 2017 based on the forecast demand for pupil places, together with a schedule of planned projects (**Appendix A**) for 2015 to 2021.

### **Recommendation(s)**

The Cabinet is recommended to:

- (i) Approve the Future Planning Programme to meet Basic Need (including SEN places) 2015 to 2021 as set out in section 2 of the report and Appendix A;
- (ii) Agree the inclusion of £1,000,000 in the Capital Programme to support the provision of nursery places for 2 year olds in accordance with the DfE approval as detailed in section 3 of the report;
- (iii) Approve the inclusion of £2,457,290 of capital grant from the EFA in order to carry out works at Eastbury Community School as part of Priority Schools Building Programme as set out in section 5 of the report. This funding will secure works through the PFI contractor who has a legal interest in the property and to increase this amount by up to £1.5m if the school wish to see other works commissioned which they would pay for;
- (iv) Approve the increase in budget to support the redevelopment of the Eastbrook School through the Priority Schools Building Programme, setting aside an additional allocation of £400,000 from the basic need allocation as set out in sections 6 and 10.2 of the report;
- (v) Approve the budget for Riverside Free Schools of £45,195,736, as set out in section 7 of the report, which will be provided to the Council from the Education Funding Agency to support the provision of the school, and include this fund in the capital programme;
- (vi) Approve the intention to support the procurement of the new Greatfields School as set out in section 8 of the report, subject to the EFA settling all allocations and agreeing a funding agreement. The LA to provide knowledge and access to the procurement route which the EFA would like to be utilised;
- (vii) Approve the setting aside of £8,000,000 from the basic need grant to support the development of a new primary school in central Barking as set out in sections 9 and 10.2 of the report;
- (viii) Agree the procurement principles as set out in section 15.2 of the report and that all projects over £100,000 will be submitted to the Procurement Board where a route to market will be recommended and approved or an alternative route agreed;
- (ix) Delegate authority to the Corporate Director of Children's Services, in consultation with the Cabinet Member for Education and Schools, the Chief Financial Officer and the Head of Legal and Democratic Services, to award the respective project contracts; and
- (x) Indicate whether Cabinet wishes to be further informed or consulted on the progress of the various procurement processes and award of the contracts for the projects.

## **Reason(s)**

The decision will assist the Council in fulfilling its statutory obligations to provide a school place for every child and support the intention of the Council's Vision and Priorities, including encouraging civic pride, enabling social responsibility and growing the Borough, and delivering the ambition for excellence in education set out in our Education Strategy.

It is part of the mitigation of Corporate Risk 31 – Inability to Provide School Places.

## **1. Introduction and Background**

- 1.1 It has been the practice since 2010 to report regularly to Cabinet on the issue of the forecast for pupil numbers. These reports have also covered a programme of proposed works necessary to ensure that children in the Borough have the opportunity to attend school. The last report presented to Cabinet on this subject was on 24 March 2015, Minute 117 refers.
- 1.2 This report provides an update and sets out the most up to date information on the projected demand for education places to 2021. Further, the report covers a number of initiatives which build on existing arrangements to develop the use of accommodation.
- 1.3 The third aspect of the report is to provide an updated Programme of School Development through to 2021 to support the forecast pupil demand.
- 1.4 The following information is provided for Cabinet Members as there are some important aspects of the development of school places which influence demand and cost. Three very important points are:
  - The Local Plan Review sets out the aspirations to create new and additional homes, with that comes some infrastructure requirements and in particular for Children's Services the provision of school places;
  - When providing school places in the past for each form of entry we have worked on £2m for primary and £3m for secondary based on historical build costs. However, we have benefitted from doing more straight forward schemes – the new ones will be more complex and the recalculation of costs are showing that on average we should be using £3m for primary and £4m for secondary;
  - Additionally the need to provide new sites as the limit to expanding existing schools is fast approaching, and developing new sites brings with it not only additional costs but the potential process of competitions for school operators.

## **2. Update on Pupil Numbers and Capacity**

- 2.1 Cabinet has received regular reports about the continuing demand for school places and the need to develop additional provision. It is worth noting that providing sufficient school places is a national issue and in particular regional to London due

to rising population. For Barking and Dagenham it has been a major priority for investment since 2007. Cabinet Members will be aware that the GLA Education Panel discussed the impact of increasing pupil numbers on the 16 September 2015 and Cllr Evelyn Carpenter (Cabinet Member for Education and Schools) and Cllr John White (Chair of the Children's Services Select Committee) were able to make a significant contribution to the debate and the impact in Barking and Dagenham.

2.2 When looking at the forecast in growth of the pupil population a number of factors are taken into consideration as follows:

- Numbers of pupils currently in the borough;
- Birth figures;
- New housing proposals, as advised in the Local Plan Review;
- Historical data e.g. pupils living in borough but choosing out borough schools;
- Internal knowledge of recent population fluctuations;

2.3. The most recent set of pupil forecast figures have been reviewed over the last 3-4 months in order to provide to Central Government evidence about the local changes and forecast changes to the pupil population. This data when put together with all other Council's forecast data is then used by the DfE to measure at national level the growth in pupil demand. This data is then used by the DfE to allocate resources for meeting school place basic need at local level. The forecasts indicate:

- the primary School population across the Borough will increase from its present levels of 23,583 at January 2015 to 29,071 for the school year 2021/2022.
- the secondary school population across the Borough will increase from its present levels of 13,457 to 21,150 for the school year 2021/2022.

*[Note: these figures allow for the growth of the borough and projected increases to population allowing for published house building; there may be fluctuations owing to other demographic changes.]*

2.4 These figures are slightly lower than previous projections as the birth rate projections are slightly lower, and the most significant change has been the reduction in recent house building completions and revised forecasts for 2015/16-2017/18. It is a factor that the projected house building has a significant impact on the Council's ability to attract funding from Central Government to support the provision of new or additional school places. The review of the Council's Local Plan has begun and this anticipates that housing delivery will accelerate significantly beyond 2017/18.

### **Primary Provision**

2.5 As previously indicated the primary population growth to 2021 is expected to increase by around 5,500 pupils based on current housing development plans, but does not include any element of future planned expansion beyond current published figures. The current capacity for Reception is 3,751 places at September 2015, and the number on roll at October 2015 is 3,612, giving spare capacity or vacancies of 139 places across the Borough. Current forecast is being managed down to ensure



we do not over provide in the Borough but having regard to longer term need for places. This has been analysed further by reception place demand as follows:

Year	Yr R Number Forecast	Increase
2015-16	3,815[Jan 15 Actual 3580]	
2016-17	3,877	62
2017-18	3,968	91
2018-19	4,140	172
2019-20	4,161	21
2020-21	4,245	84
2021-22	4,272	27

- 2.6 This extra demand of at least 692 places is equivalent to 23 forms of entry at YrR (Reception). The pace of this demand is directly affected by changes in rates of house building, which makes predicting exactly when children will need school places, and in which year groups, extremely challenging. Details about how these places are planned to be provided are set out on the Appendix A of this report which acts as a master plan of proposed developments through to 2021. This is reviewed on a monthly basis and brought to Cabinet 6 monthly to enable a flexible response to changing population information, whilst maintaining our strategic approach to creating an excellent education service.
- 2.7 Experience has proven that we need to provide above the minimum level forecast to manage the high number of in year admissions and to give parents the opportunity to express a preference. Our aim is to meet the DfE minimum recommended 3% spare capacity. These forecasts are kept under review on an annual basis to maximise investment opportunities when they arise.

### **Secondary Provision**

- 2.8 In order to address the shortfall of places efficiently Children's Services have looked at solutions based on an increase in secondary school provision at year 7 [Yr7] going forward. Rather than looking at specific areas of the Borough, planning has been across the Borough because of the demand for places and the need to expand provision across the whole sphere of existing secondary schools, as well as developing some new schools in the borough. Such new schools will be secured as indicated in the report to Cabinet 2 June 2015, Review of School Paces and Capital Investment – Update June 2015, minute 4 refers.
- 2.9 As previously indicated the secondary population growth to 2021 is expected to increase by around 7,800 pupils based on current housing development plans, but does not include any element of future planned expansion beyond current published figures. This has been analysed further by year 7 place demand as follows:

Year	YR7 Capacity 2015	YR7 Number Forecast	Increase
2015-16	2550	2,593 [actual Jan 15 2,409]	184
2016-17		2,807	214
2017-18		3,022	215
2018-19		3,577	555
2019-20		3,696	119
2020-21		3,753	57
2021-22		3,819	66

- 2.10 This extra demand of at least 1,410 places is equivalent to 47 forms of entry at Yr7. Details about how these places are planned to be provided are set out on the Appendix A of this report which acts as a master plan of proposed developments through to 2021.
- 2.11 In order to provide for demand of 47 classes of YR7 pupils in the years up to 2021 the plan has been updated to provide 1,410 YR7 places by expanding existing sites or creating new secondary schools. The current plan creates a small surplus necessary if we are to manage parental preference. Further, any review of demand also takes into account other opportunities such as vacant places in neighbouring boroughs.
- 2.12 Whilst there are currently opportunities for parents to secure out borough places, in mainly Havering and Redbridge, this is likely to reduce as our near neighbours are also experiencing higher demand for school places in their primary schools which ultimately will lead to increased demand for secondary places, from within their own boundary.

### **Primary and Secondary School Demand**

- 2.13 In the last year the impact of local migration to Barking and Dagenham has been a feature on the place demand required. The flexibility of the development programme to provide places based primarily on birth rate and the growth of school provision from the younger age group to the older has been under pressure. We are experiencing particular pressures in years 1 to 3, year 6 and in secondary schools years 8 and 9. This change in demand pattern does mean that we need to review how we secure projects or new schools with some provision in the project development principles that the school or expansion will take pupils into year groups as needed which might include opening new classes in year groups other than only the youngest. In practice a number of schools are and have worked with the local authority to meet this requirement but it will in future be included in the discussion with schools.

### **3. Conversion of Early Years Revenue to Capital**

- 3.1 An application has been made to the Education Funding Agency to disapply the financial regulations covering revenue grant to support the provision of childcare

places for 2 year children in the Borough. A sum of £1m has been identified from the revenue grant which might be used to support the development of new places which is a capital cost. Such approval was subject to the Secretary of State authorising the request. By letter of 26 June 2015 this consent has been granted.

- 3.2 Cabinet are asked to approve the changes and for the sum of £1,000,000 to be included in the capital programme. This fund will support additional 2 year old places being developed.
- 3.3 Capacity is fully utilised across the sector at present, and there is currently no spare capacity in the market to deliver further 2 year old places. Investment through capital to create new places is therefore essential.

#### **4. Available Capital for meeting Basic Need**

- 4.1 The last report to Cabinet about this subject in March 2015, and previously referred to, identified a figure of £5,742,246 as a balancing sum being held for allocation against future projects. This figure has been balanced off against some existing commitments after consultation with the Chief Finance Officer staff and the balance has been reduced to a figure of £4,337,056. This means with other allocations due this year, and in 2016 to 2018 the following position is set out:

Balance	£4,337,056
Basic Need 2015/16	£ 2,414,236
Basic Need 2016/17	£2,534,947
Basic Need 2017/18	£17,865,375
Barking Riverside Loan	£5,500,000 return expected 2018

**Total Basic Need to 2018 £32,651,614**

- 4.2 This sum needs to be viewed against the current project list included in the capital programme and the balancing need for new places identified in Section 2 above to 2021. The estimate of additional resources needed based on £3m per form of primary places and £4m for secondary after taking off the existing commitments would be as follows:

We need 23 forms of entry for primary, 14 are already planned as set out below with funding to 2016/17:

- Riverside Primary 3fe
- Gascoigne Primary expansion 2fe
- Sydney Russell Primary 3fe
- Eastbrook Primary 3fe
- Lymington Primary 3fe

We need 47 forms of entry for secondary, 29 are already planned as set out below with funding to 2017/18:

- Riverside School 6fe [balance]
- Eldonwald site 6fe
- United Learning 4fe
- Eastbrook 2fe [expansion]

- Greatfields School 10fe [Gascoigne Regeneration Project]
- Dagenham Park 1fe [expansion]

This would mean the balance of what we need to provide to 2021 is 9 forms of entry primary and 18 forms of secondary at a cost of £80-100m plus land costs of circa £25 to 30m. We therefore need to generate further investment for school places between 2018 and 2021 of £130m. This projection remains in line with our earlier indicator of between £40m to £45m per year.

- 4.3 It is worth noting that with the projects which have been completed and are operational represented the quicker gains and meant that we have expanded existing schools with agreement, or new schools have been established outside of existing provision. Looking forward the projects we would like to do become more complex with a need to ensure that schools can manage such expansion. Also there is a need to develop new schools with the difficulties of identifying and securing new school sites which are difficult to obtain, often on brown field sites that need decontamination and may have in addition costs of site acquisition. These factors could well add to the development costs mentioned above.

## **5. Eastbury Community School - Priority Schools Building Programme**

- 5.1 Included in the Cabinet report 24 March was a reference to funding being allocated through the Priority Schools Building Programme to carry out building maintenance improvements to Eastbury Community School existing buildings. It was reported that a sum of £3m approximately would be allocated to the Council for this work by way of a grant. This figure has now been clarified as £2,457,290 which needs to be included in the Capital Programme in order that we might carry out the works identified by the EFA. Such works will be undertaken through the existing PFI contractor who has a presence on site. Using this route will mean that we can avoid any complex and expensive legal variations, and because the PFI contractor has a legal interest in the site for existing facilities it will mean that costs are minimised.
- 5.2 Additionally Cabinet is asked to approve extending the scope of work by up to £1.5m if the School are prepared to meet costs and request additional works to benefit the School.

## **6. Eastbrook School – Priority Schools Building Programme**

- 6.1 The project approved by the EFA at Eastbrook replaces the existing building and expands the secondary school by 2 forms of entry, but also gives a 3fe primary school on site. At Cabinet on 30 June 2014 a sum of £600,000 was approved to be included in the Capital Programme to support larger more flexible teaching spaces in the new primary school building. The Council were also advised that the EFA were not able to set aside money from their budget to meet boundary cost changes, highway or transport improvements. Now that the design has been agreed and planning consent approved details about additional costs which the Council will need to meet have been clarified to include these costs which will increase the budget from £600k to £1m. This cost represents a good investment in a building which will generate some £42m of investment. The additional burden on the Basic Need budget is included in the section dealing with specific projects.

## 7. Riverside Free Schools

7.1 Included in the Cabinet report 30 June 2014 were details indicated by the Education Funding agency about the resources they would be allocating to the Council for the cost of construction, fees, and fitting out in the sum of £34m for the Riverside Free Schools. The EFA have now written formally to the Council setting down revised funding taking into account inflation for the 3 school buildings as follows:

Primary School	6,664,137
Special School	9,927,823
Secondary School	28,603,776
<b>Total</b>	<b>£45,195,736</b>

This sum now needs to be provided for in the capital programme.

## 8. Greatfields Free School

8.1 The report to Cabinet on 2 June 2015 included information that the DfE had approved the creation of a new free school on the Gascoigne regeneration project which would be funded by the EFA. There have been some discussions with the EFA who having commissioned the Council's Children's Services School Estate Team to act as their agent for the Riverside Schools complex, as they would like to benefit from a similar arrangement with the Greatfields School. This would mean utilising the Council's LEP as the procurement route subject to securing value for money arguments. The benefit to the Council will be representatives from Children's Services will be able to influence the design and secure educational objectives i.e. spaces for teaching similar to those available to children elsewhere in the Borough.

8.2 The Council's own internal appraisal process through the Procurement Board has approved the procurement route through the LEP.

## 9 New Primary School – Central Barking

9.1 The report to Cabinet 30 June 2014 identified a desire to provide some school facilities to the west of Barking town centre and a potential site is in the process of being identified as suitable subject to discussion with any owner. A sum of £2m was set aside for site acquisition. As this project becomes more real it is appropriate to show a commitment for the project by reserving a further sum of £8m to support the development of the scheme.

## 10 Support for Specific Projects

10.1 Turning now to the need to set aside some of the funding for specific projects. In section 4.1 above the following values of basic need grant were identified as available currently and for 2016 17, as follows:

Balance	£4,337,056
Basic Need 2015/16	£ 2,414,236
Basic Need 2016/17	£2,534,947
<b>Total</b>	<b>£9,286,239</b>

10.2 There are two projects which need to be supported at this stage from this fund as follows:

- Eastbrook – increase the current budget by £400,000 as set out in 6 above.
- Barking Primary – increase the current budget by £8,000,000 as set out in 8 above
- Balance – the sum of £886,239 to be held as the balancing figure for unforeseen additional numbers.

## **11. Options Appraisal**

- 11.1 Current strategy is formulated against a backdrop on the demand side of continuing increase in demand for school places for the foreseeable future; short run surges of demand for school places e.g. over the summer period and on the supply side: limited funding on short time horizons; shortage of sites in areas of high demand; and timescales for new providers e.g. timescales for Free Schools to be established may be two years.
- 11.2 The agreed investment strategy (see Future Planning Programme to meet Basic Need [including SEN places] 2015 to 2021 which is attached to this report) is first, to expand provision on existing school sites as far as practicable to meet local demand on a forward looking basis (i.e. to seek value for money solutions which have longevity); then subsequently to seek and build on sites in areas of demand in Council or other public ownership that are suitable for development as a school and which also offer value for money and longevity; to support those external providers that have access to further capital funding and are capable and willing to provide high quality inclusive education places that comply with the Council's Admissions Policies.
- 11.3 The variables that influence the delivery of this strategy are: demand fluctuations; the willingness of governing bodies to accede to expansion plans; funding limitations; cost variances – specific to sites; timescales to achieve cost efficient/ competitive prices in short timescales.
- 11.4 The proposed delivery of the strategy is set out in the report appended (Strategy for Ensuring School Places and School Modernisation). As part of the strategy the document encompasses a further document entitled Future Planning Programme to meet Basic Need [including SEN places] 2015 to 2021. This document sets out proposed projects. Specific projects may be subject to change for the reasons set above, and other projects substituted. The overall strategy is robust and remains the same: individual project specifics may change but will remain in the overall strategic framework.
- 11.5 Options exist for any specific scheme and are explored to ensure that the overall strategic outcomes sought are achieved. Other overall strategies e.g. to rely on outside providers to meet the prospective short fall of school places would not be effective on their own: timescales and speed of reaction are too short.

## **12. Consultation**

- 12.1 These proposals are not Ward specific. There has been consultation with a range of officers throughout the Council in order that appropriate matters are considered including financial, legal, risk management and others mentioned in section 14 of this report.

## **13. Financial Implications**

Implications completed by: Carl Tomlinson Group Finance Manager

- 13.1 This report informs Members of the Council's Strategy of ensuring sufficient school places. The report seeks approval for the increase in the budget allocation for Eastbrook from £600k to £1.0m and reserve a further £8m of capital funding for a new primary school in Barking. There is sufficient funding available for these two projects from the basic need funding. A full capital appraisal, including any revenue implications will need to be undertaken before the start of these projects.
- 13.2 The report also requests the inclusion of a contribution from the DSG of £1m to support the provision of childcare places for 2 year olds. This funding is available within the DSG and has been approved by the Schools Forum. The DfE have agreed to disapply the financial regulations covering revenue grant to support the provision of childcare places for 2 year children in the Borough.
- 13.3 This report also requests the inclusion of maintenance works for Eastbury Community School in the capital programme. Funding of £2,457,290 has been made available by the EFA to undertake these works.
- 13.4 In addition the report seeks the inclusion of funding totalling £45,195,736 in the capital programme supported through EFA grant for the provision new school facilities at Riverside Free School.
- 13.5 Any major risks/financial impact identified through the appraisal process will be notified to Members through subsequent Cabinet reports.
- 13.6 There are ongoing discussions with procurement on the schemes to ensure value for money and that procurement is appropriate, and this is in line with the legal implications set out below.

## **14. Legal Implications**

Implications completed by: Lucinda Bell, Education Lawyer

- 14.1 The Council has a duty under s14 of the Education Act 1996 to ensure the provision of "sufficient schools" for the provision of primary and secondary education in their area. Para 6 of this section requires the Council to have regard to the need to secure that special education provision is made for pupils who have special educational needs. The Children and Families Act 2014 requires at s27 that the Council keeps under review the educational provision, training provision and social care provision made in its area for children and young people who have special education needs or a disability, and also keeps under review the same provisions

for the same groups of children and young people for whom it is responsible made outside its area.

14.2 Legal advice must be obtained in relation to the planned procurement.

## 15. Other Implications

### 15.1 Risk Management

15.1.1 Risk that funding levels will not be sufficient to meet demand to create new education places needed.

This risk is high impact (4) and medium (3) probability = 12 red. This risk is being managed by purchasing the most affordable accommodation which is system build where possible. Post control the risk is high impact (4) and low (2) probability = 8 amber.

15.1.2 Risk that funding levels will not be sufficient to create suitable new school places.

This risk is high impact (4) and high (4) probability = 16 red. This risk is being managed by purchasing the most affordable accommodation which is system build, and blending it with site specific proposals. Post control the risk is high impact (4) and low (2) probability = 8 amber.

15.1.3 Primary schools: risk that site availability would prevent delivery of school places in the areas where demand is highest.

This risk is high impact (4) and medium (3) probability = 12 red. This risk is being mitigated, as far as practicable, by expanding all available sites in high demand areas, and reviewing other buildings for potential school use. Post control the risk is still high impact (4) and medium (3) probability = 12 red.

15.1.4 Risk that the cost of the rate of deterioration of the school estate will outrun the funding available to maintain it.

This risk is high impact (4) and high (4) probability = 16 red. This risk is being mitigated as far as practicable by lobbying DfE for improvements in funding. Post control the risk is high impact (4) and medium (3) probability = 12 red.

15.1.5 The provision of school places is a matter which is directly identified in the Corporate Risk Register and listed at Corporate Risks 31 – Provision of School Places.

15.1.6 Risk that final costs will be higher than estimate costs.

This risk is high impact (4) and high (4) probability = 16 red. This risk is managed through monthly CPMO meetings and initial planning figures that architects and schools are asked to work within being set below the highest estimate to allow for unforeseen challenges.

15.2 **Contractual Issues** - It is anticipated that projects will be procured through options related either to the Local Education Partnership or through the Council's Framework of Contractors. It will also be necessary to explore other specialist providers where there is value for money and a clear support from the Government or its agents to secure projects in this way for schemes which they are funding directly.



Legal, procurement and other professional advice will be sought regarding the appropriate procurement routes and contractual agreements to procure and secure the individual projects which fall within the second phase, consisting of the secondary and primary school schemes.

Projects will be subject to the Capital Appraisal Process and the agreement of the Procurement Board to progress schemes. However the Cabinet is asked to approve procurement principles as set out to avoid the need to report back to Cabinet as these procurements are either beyond our control or need to happen quickly within pressing timescales because pupils need to be accommodated.

- 15.3 **Staffing Issues** - There are no specific staffing issues although the growing demand for school places will create additional opportunities in schools for both teaching and non-teaching staff. There has been a consultation process regarding the changes at Castle Green.
- 15.4 **Corporate Policy and Customer Impact** - The decision will assist the Council in fulfilling its statutory obligations to provide a school place for every child and support the intention of the Council's Vision and Priorities, including encouraging civic pride, enabling social responsibility and growing the Borough.

It is part of the mitigation of Corporate Risk 31 – Inability to Provide School Places.

The short term impact of the recommendations for the coming year would be positive for customers on all counts of: race, equality, gender, disability, sexuality, faith, age and community cohesion.

The longer term outlook is unlikely to be positive on the proposed funding levels as it will be difficult to address need on current budget levels.

- 15.5 **Safeguarding Children** - Adoption of the recommendations in the short term would contribute to the Council's objectives to improve the wellbeing of children in the borough, reduce inequalities and ensure children's facilities are provided in an integrated manner, having regard to guidance issued under the Children Act 2006 in relation to the provision of services to children, parents, prospective parents and young people.
- 15.6 **Health Issues** - The health and well being board and JSNA highlight the importance of investing in early intervention and education to support children's and young people's long term well being. The evidence and analysis set out in Fair Society, Healthy Lives (Marmot Review) has been developed and strengthened by the report of the Independent Review on Poverty and Life Chances. The reports draw attention to the impact of family background, parental education, good parenting and school based education, as what matters most in preventing poor children becoming poor adults. The relationship between health and educational attainment is an integral part of our Health and Wellbeing Strategy. At this point there is no need to change the focus of the Health and Wellbeing Strategy as a result of this report.
- 15.7 **Crime and Disorder Issues** - Appropriate consideration of the development of individual projects will take into account the need to design out potential crime

problems and to protect users of the building facilities.

- 15.8 **Property / Asset Issues** - This proposed decision would facilitate the improvement and renewal of Council assets. The specific proposal for JRCS/Castle Green will provide improved management opportunities at the centre to enhance the use of accommodation and other resources for pupils and the wider community.

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

**List of appendices:**

- **Appendix A** - Future Planning Programme to meet Basic Need (including SEN places) 2015 to 2021.

September 2015	Early Years Provision for 2 year olds	Primary	Secondary	Sixth Form	Special Needs Provision
	To be reviewed	Need 65 Year R places YrR Capacity 3750 Demand forecast 3815	Need 184 Yr7 places Yr7 Capacity 2550 Demand forecast 2593	Demand forecast 2967	6 additional SENH secondary 6 additional SENH primary ARP places
	Must be provided by settings maintaining Ofsted inspection ratings of existing 'good' or 'outstanding' provision.  Need 400 FTE places.  Places created at Halbutt Street and Arden House	Eastbury Faircross Primary 2fe YrR Sydney Russell Fanshawe 3fe YrR  Riverside Free School 1fe YrR  <b>Provided 180 YrR places, capacity 3930</b>	Jo Richardson 2fe Yr7  Robert Clack 2fe Yr7 [blip only remove 2016]  Barking Abbey 9 pupils per year group  <b>Provided 129 Yr7 places Yr7 Capacity 2679</b>	No additional	Barking Riverside Special (30 places per year for 5 years, to total of 165 by 2019)  Eastbrook – 6 SENH places  William Bellamy - 6 SENH places  Eastbury P – 3 places deaf
September 2016	Early Years Provision for 2 year olds	Primary	Secondary	Sixth Form	Special Needs Provision
	Places to be reviewed	Need 62 Year R places YrR Capacity 3930 Demand forecast 3877	Need 214 Year 7 places Yr7 Capacity – 2619 Demand Forecast 2807	Demand forecast 2984	6 additional SEBD secondary ARP places
	Must be provided by settings maintaining Ofsted inspection ratings of existing 'good' or 'outstanding' provision. Development of part of Maples for nursery care places. Expand Abbey  Explore places for 2 year olds in school nurseries.	Eastbrook Primary 2fe YrR  Gascoigne Primary Shaftesburys 3fe YrR  <b>Provided 150 YrR places, capacity 4080</b>	ULT Free School 4fe Yr7  Greatfields Free School 4fe Yr7 [temporary site]  <b>Provided 240 Yr7 places Yr7 Capacity 2859</b>	No additional planned – to be reviewed through school survey (feeding into March 2016 Cabinet Report)	Barking Riverside Special (30 places per year for 5 years) – year2

September 2017	Early Years Provision for 2 year olds	Primary	Secondary	Sixth Form	Special Needs Provision
<p>Placed by maintaining Ofsted inspection ratings of existing 'good' or 'outstanding' provision.</p> <p>Subject of review to meet new requirements – insufficient places expected</p>	<p>Placed to be reviewed as part of Childcare Sufficiency Assessment (Cabinet Dec 2015)</p>	<p>Need 91 Year R places YrR Capacity 4080 Demand forecast 3968</p>	<p>Need 215 Yr7 places Yr7 Capacity 2859 Demand forecast 3022</p>	<p>Demand forecast 3030</p>	<p>6 additional SENH secondary ARP places</p>
	<p>Eastbrook Primary 1fe YrR</p> <p>Riverside Free School 2fe YrR</p> <p><b>Provided 90 YrR places, capacity 4170</b></p>	<p>Eastbrook 2fe Yr7</p> <p>Barking Riverside 4fe Yr7</p> <p>Dagenham Park 1fe Yr7</p> <p><b>Provided 210 Yr7 places Yr7 Capacity 3069</b></p>	<p>Capacity to be increased following school and college space/demand survey</p>	<p>Barking Riverside Special (30 places per year for 5 years) – year 3</p>	
<p>Placed by maintaining Ofsted inspection ratings of existing 'good' or 'outstanding' provision.</p> <p>Subject of review to meet new requirements</p>	<p>Placed to be reviewed</p>	<p>Need 172 Year R places YrR Capacity 4170 Demand forecast 4140</p>	<p>Need 555 Year 7 places Yr7 Capacity 3069 Demand forecast 3577</p>	<p>Demand forecast 3089</p>	<p>SEN Places</p>
	<p>Lymington Fields 3fe YrR</p> <p>New Free School Dag 3fe YrR</p> <p>Barking Central 2fe YrR</p> <p><b>Provided 240 YrR places, capacity 4410</b></p>	<p>Barking Riverside 2fe Yr7</p> <p>Greatfields Free School 4fe Yr7</p> <p>Eldonwall Site 6fe Yr7</p> <p>New Free School East Dagenham 4fe Yr7</p> <p>The Warren 2fe Yr7</p> <p><b>Provided 540 Yr7 places Yr7 capacity 3609</b></p>	<p>No additional – to be reviewed through school survey</p>	<p>Barking Riverside Special (30 places per year for 5 years) – year 4</p>	

September 2019	Early Years Provision for 2 year olds	Primary	Secondary	Sixth Form	Special Needs Provision
	Places to be reviewed	Need 21 Year R places YrR Capacity 4410 Demand forecast 4161	Need 119 year 7 places Yr7 Capacity 3609 Demand forecast 3696	Demand forecast 3250	SEN Places
	Provided by maintaining Ofsted inspection ratings of existing 'good' or 'outstanding' provision.  Subject of review to meet new requirements	City Farm Primary 3fe YrR  Gascoigne regeneration 3rd School 3fe YrR places  <b>Provided 180 YrR places, capacity 4590</b>	New free school East Dagenham 4fe Yr7  Greatfields free School 2fe Yr7  <b>Provided 180 places Yr7 Capacity 3789</b>	<b>No additional – to be reviewed through school survey</b>	Barking Riverside Special (30 places per year for 5 years) – year 5
September 2020	Places to be reviewed	Need 84 YrR places YrR Capacity 4590 Demand forecast 4245	Need 57 year 7 places Yr7 Capacity 3789 Demand forecast 3753	Demand forecast 3490	SEN Places
	Provided by maintaining Ofsted inspection ratings of existing 'good' or 'outstanding' provision.	Third Barking Riverside Primary 3fe YrR  <b>Provided 90 YrR places, capacity 4680</b>	New free school East Dagenham further 2fe Yr7  <b>Provided 60 places Yr7 Capacity 3909</b>	<b>No additional – to be reviewed through school survey</b>	
September 2021	Places to be reviewed	Need 27 Year R places YrR Capacity 4680 Demand forecast 4272	Need 66 year 7 places Yr7 Capacity 3849 Demand forecast 3819	Demand forecast 3737	SEN Places
	Provided by maintaining Ofsted inspection ratings of existing 'good' or 'outstanding' provision.	No additional	No additional	<b>No additional – to be reviewed through school survey</b>	

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## CABINET

10 November 2015

<b>Title:</b> Barking Housing Zone – Intervention Agreements	
<b>Report of the Cabinet Member for Regeneration</b>	
<b>Open Report</b>	<b>For Decision</b>
<b>Wards Affected:</b> Abbey	<b>Key Decision:</b> Yes
<b>Report Author:</b> David Harley, GM Economic Development and Sustainable Communities	<b>Contact Details:</b> Tel: 020 8227 5316 E-mail: <a href="mailto:david.harley@lbbd.gov.uk">david.harley@lbbd.gov.uk</a>
<b>Accountable Divisional Director:</b> Jeremy Grint, Divisional Director of Regeneration	
<b>Accountable Director:</b> Chris Naylor, Chief Executive	
<p><b>Summary:</b></p> <p>In July 2015 Cabinet received a report recommending entering into an ‘Overarching Borough Agreement (principles document)’ with the Greater London Authority (GLA) in relation to the Barking Town Centre Housing Zone. Following a Living and Working Select Committee Call-In this was agreed by Cabinet on the 1 October. The Overarching Borough Agreement has now been signed and sets out the overarching principles upon which Borough Zone Funding may be made available and the Borough's role in securing the delivery of the zone outputs. The Cabinet report set out the background to the Housing Zone and how it is critical to achieving the Council’s ambitions for growing the borough.</p> <p>The next layer of agreements are the specific ‘Intervention Agreements’ which will set out the detailed terms and conditions upon which specific amounts of Borough zone funding will be advanced to the Borough by the GLA for each site. The July Cabinet report also set out where further approvals were needed for a number of schemes in the Housing Zone. This report is focussed on taking forward one of the key schemes - Cambridge Road, which is also integrally linked to proposals for the Borough to become a Creative Industries Zone through a separate funding bid to a GLA/London Enterprise Panel funding stream known as the London Regeneration Fund.</p> <p>The Cambridge Road site, adjacent to Barking Station, is one of the key Housing Zone schemes led by Swan New Homes who propose a striking building which reflects the site’s important status as a key gateway into the Borough. The Council owns a small proportion of the site, however, Swan’s land together with the Council’s creates a much more significant development opportunity. As part of the Housing Zone bid, it was recognised that Barking needs facilities which help change perceptions of the town centre, attracting people which will help support the broadening of the town centre’s retail, restaurant and leisure offer. It is therefore proposed that part of the ground floor of the development is used as a creative industry hub. This forms a key element of the Council’s Creative Industries Zone bid which will deliver a mixed use development which really signals the unlocking of Barking’s potential with facilities which attract creative</p>	

industries to the town centre. The Housing Zone would subsequently deliver grant funding of £650,000 covering the fit out costs of the space and some shell and core contribution. The 'something-for-something' offer of the Housing Zone would be that the Council, in lieu of capital receipt for its land (valued at £747,000), takes a 250 year lease for a peppercorn rent for the ground floor space.

The report sets out the Creative Industries Zone proposals and specifically the case for the Cambridge Road intervention.

## **Recommendations**

The Cabinet is asked to:

- (i) Agree to enter into an agreement with Swan New Homes to transfer the Council's freehold ownership shown in red on Appendix 1 in return for a 250 year lease at a peppercorn for the ground floor space as set out in paragraph 3.4 of the report;
- (ii) Agree to enter into an Intervention Agreement with the Greater London Authority for £650,000 of grant funding towards the shell and core and fit-out costs for the ground floor of Cambridge Road; and
- (iii) Endorse the funding bid submitted to the London Regeneration Fund for a programme of inventions to establish a Barking Creative Industries Zone.

## **Reason(s)**

Delivery of the Barking Housing Zone and Creative Industries Zone are central to the Borough's objective of 'Growing the Borough' by enabling the delivery of significant numbers of new homes and commercial space in the town centre and helping change perceptions of the town centre and 'unlocking Barking's potential'.

## **1. Background**

1.1 Following a Living and Working Select Committee Call-in, in October 2015 Cabinet approved a number of recommendations to take forward the Barking Town Centre Housing zone. A number of schemes are under development and will be subject to more detailed Cabinet reports in due course. This report focuses on one specific site in the Housing Zone - Cambridge Road. Whilst primarily providing new homes, the proposal will also deliver a new creative industry hub and therefore forms a critical part of the developing proposals for the Barking to become a Creative Industries zone. This report sets out the proposals for a Barking Creative Industries Zone and the details of the proposed agreements relating to the Cambridge Road site with Swan Housing and the GLA.

## **2. Barking Creative Industries Zone**

2.1 There is substantial evidence that Central London and much of inner East London are losing creative industries (activities which trade creativity, knowledge and information) as sites are redeveloped for residential use or rents are hiked up. This is identified as a major problem for London's economy however it offers a good opportunity for Barking Town Centre which has strong potential to accommodate



creative industries looking for space building on a range of existing facilities and assets. The Council's adopted 2014 Town Centre Strategy recognises the important role art and culture play in the regeneration of the town centre with a core objective being becoming 'East London's Cultural hub'. Creative industries not only bring jobs and vibrancy to a location they critically help with changing perceptions and the image of an area which can help attract investment, a widening of the retail, food and beverage offer and generally give a positive 'buzz'. More creative industries in the town centre is critical to improving the leisure and evening economy, which has long been identified as a key challenge and is regularly cited in public consultation on the town centre.

- 2.2 The GLA/London Enterprise Panel have launched the London Regeneration Fund (LRF) – a new competitive funding stream “specifically to help London’s High Streets and places of work by supporting innovative and place-based projects.” The fund consists of £20m capital funding only and bids needed to be submitted by the 2 October with announcements in December/January for successful schemes to be funded from 2016/17. The prospectus highlights the importance of projects that lever in match funding - both capital and revenue. The GLA is very supportive of the holistic approach LBB takes to funding streams and interventions, notably through comprehensively linking housing, High Street and arts and culture interventions into a clear strategy for the Town Centre’s growth. This is an approach which many other boroughs fail to successfully deliver but it is the best way of maximising the impact of the funding and ensuring long term growth.
- 2.3 A Council led bid for Barking to become a Creative Industries Zone is focussed on delivering (on a phased basis over time) significant new space for creative industries at affordable rents. The creative industries would benefit from support and facilities from organisations such as Barking and Dagenham College and their partners at The Broadway, Creative B&D, Studio 3 Arts, the newly formed Barking Enterprise Centres CIC, Create London and Bow Arts amongst others. The London Regeneration Fund capital would be used to deliver workspace and facilities to support the growth of the sector. Appendix 3 consists of a marketing brochure submitted as part of the bid. Development of the land behind Barking Enterprise Centre set out in the July Cabinet report could deliver 12 apartments prioritized for people working in local creative industries whilst Gascoigne West could deliver a further 40 units for artists.
- 2.4 The LRF bid recognises the strengths of the Ice House Quarter and the successes of Creative Barking and Dagenham and has a dual focus on bringing creative industries who need space from outside the borough and also supporting home grown talent arising from Creative Barking and Dagenham and other interventions. The Chief Executive of the Arts Council on a visit to Barking and Dagenham recently stated ‘Talent is everywhere, opportunity is not’ and this bid is a real opportunity to unlock opportunities. London Regeneration Fund bids require at least 50% match funding, which the Council’s bid has been able to achieve through existing creative and cultural investments such as The Broadway Theatre.

### **3. Cambridge Road**

- 3.1 The Cambridge Road site adjacent to Barking station (shown in Appendix 1) has lain empty for many years as landowner Swan New Homes has been unable to progress a viable scheme. This is therefore exactly the type of site Housing Zone

interventions are designed to unlock. This site is therefore proposed as the flagship housing zone site showcasing Barking's potential and containing high quality apartments and a ground floor use which symbolises Barking's improving offer to attract residents. A planning application has been submitted following positive LBB and GLA pre-app meetings.

- 3.2 Appendix 2 contains an image of the proposal. The Council owns a part of the southern end of the site (shown in red on Appendix 1) which on its own could not deliver a significantly sized development. Therefore LBB and Swan's land need to be pooled in order to deliver the site's full potential, particularly given its proximity to the station. Cabinet in July and October gave approval to the principle of the Council and Swan pooling the land and working collaboratively, with Swan being the lead development partner given their majority landholding.
- 3.3 High quality architects Studio Egret West have designed a scheme for Swan involving buildings of circular appearance with around 274 studio, one and two bed apartments. Whilst the current design at its highest point (nearest the station) is 25 storeys, the design seeks to minimise the sense of height through the use of circular towers which soften the building outline and optimise views from apartments. The varying heights of the buildings and central gap in between allows light through and avoids creating a single, dense block of development, while the quality of the design and materials would reflect its status as the highest building in the borough. The building responds to its surroundings in terms of materials and colours and provides quality, dual aspect apartments with private balconies and shared communal roof gardens. It provides strong ground level entrances as well as generous public realm. The circular forms help reduce the wind vortex effect of tall buildings as well as improving solar orientation and being extremely resource efficient (a circle as opposed to a square can have the same area but 12% less exterior wall.)
- 3.4 The Council's landholding has been independently valued at £747,500 and it is proposed that for this value that Swan provide 485sqm of ground floor shell and core space to the Council for a 250 year lease at a peppercorn/nil premium. This space would form a key feature of the Creative Industries Zone with space for a key creative industry organisation. The apartments combined with an innovative ground-floor commercial offer would provide a key destination in the housing zone and clearly signal change in Barking and its town centre.
- 3.5 The Council utilising its land is seen as part of the Housing Zone's 'something-for-something' arrangement whereby the GLA provides funding for housing delivery and the Council uses its assets to deliver something which enhances the zone's offer to new and existing residents. The aim of the ground floor space would be to include a flexible venue for activities and events both during the day and in the evening which not only supports other Creative Industries Zone proposals but also delivers a programme and support for artists plus provides an evening cultural venue. If this objective is not realised given the length of the lease it is important the ground floor space is flexible enough to enable other creative industries to operate. Occupiers would be required to cover all costs and there would therefore be no costs to the General Fund.
- 3.6 In order to proceed with the development, Swan New Homes would require the transfer of the Council's land prior to construction commencing. To address the low risk presented by the Council transferring the land prior to the ground floor space

being built, the agreement proposes an escrow account or bond whereby £747,500 (the agreed land value) is held securely until completion. If Swan fulfil their obligations and deliver the ground floor space with 250 year peppercorn lease then they would receive the money back, if for whatever reason they did not, the Council would receive its capital receipt in full.

- 3.7 The Housing Zone Overarching Principles agreement identifies £650,000 grant for LBBD for the Cambridge Road site. This requires an intervention agreement between LBBD and the GLA and would be utilised to cover the costs of fitting out the ground floor space. Cabinet approval is sought to enter into this agreement.
- 3.8 The scheme would deliver just over £1m in Community Infrastructure Payments and £2m New Homes Bonus to the Council plus additional Council tax and business rate income.

### Tenure Mix

- 3.9 The tenure mix for Cambridge Road is mostly private for sale properties with 49 shared ownership units (18%). A viability assessment has been produced as part of the planning application which clearly sets out how any further affordable units would mean the proposed scheme was undeliverable. The proposed tenure mix reflects the case made in the July Cabinet report that new private for sale and shared ownership apartments benefitting from Barking’s superb accessibility widening the choice for working residents who can help support the widening of the town centre’s retail and evening economy. The Housing Zone is about unlocking development potential on sites which otherwise would struggle to be brought forward for development. The Cambridge Road site is a prime example of this, having lain empty for over 10 years, with development proposals are only now emerging thanks to the Council’s willingness to pool its land and the GLA offering Swan Housing a loan for the construction cost to help with cashflow. Members should note that there will be other schemes in the Barking Housing Zone delivering sub-market rented housing (including 50% of market rent – the equivalent of a social rent).

## 4. Options Appraisal

- 4.1 The table below provides an options appraisal for the Cambridge Road site:

Option	Advantages	Disadvantages
Proposal set out in this report	High quality scheme for Barking, unlocks GLA grant funding. Provides long term Council asset	No capital receipt. Scheme cannot viably deliver more than 49 shared ownership units.
Council takes capital receipt of £747k rather than lease of ground floor space	Capital income for the Council.	Loss of £650k GLA grant. Weakens Creative Industries Zone proposals. No arts hub.
Stand alone development on Council land	Complete control of opportunities on the site.	Development potential on smaller site severely limited. Limited capital resources could be better used elsewhere. Failure

		to deliver potential of larger site. Cannot deliver 485sqm floorspace and housing.
Utilise Council land value for sub market rented housing including social rent units,	Creates additional resources for delivering affordable housing.	Land receipt would not deliver many units. Failure to address Barking's potential for creative industries – which is more likely to generate long term income to deliver housing.

## 5. Consultation

- 5.1 In developing the Barking Town Centre Housing Zone proposals there has been extensive discussion with developers, Housing Associations and key town centre stakeholders. Presentations have been made to the Barking Town Team. There was extensive public consultation on the Barking Town Centre Strategy which specifically highlighted the Housing Zone and the critical role new housing can play in unlocking Barking's potential.
- 5.2 Specifically in relation to the Cambridge Road, there has been consultation with the GLA and a public consultation event held in Vicarage Field Shopping Centre. The event saw 40 attendees with 11 providing written responses all of which were positive. A positive meeting has also been held with Hapag Lloyd, owners of the neighbouring site.

## 6. Financial Implications

Implications completed by: Carl Tomlinson, Finance Group Manager

- 6.1 The financial implications for the proposed Cambridge Road development, along with the other 9 proposals contained in the Barking Housing Zone Overarching Borough Agreement with the GLA, were detailed in the report agreed by Cabinet on 21<sup>st</sup> July 2015.
- 6.2 In summary, for the Cambridge Road scheme, Swan New Homes are to receive a £29.195m lower interest loan from the GLA to assist with cash flows and the up front development costs. This will be a direct agreement between the two parties and, therefore, there will be no financial implications for the Authority in this element of the scheme.
- 6.3 Subject to Cabinet approval, it is proposed that the Authority enters into an Intervention Agreement with the GLA for £650,000 of grant funding. This will be non repayable grant funding which will be used towards the cost of the shell and core and fit-out costs for the ground floor of the Cambridge Road development. It is proposed that part of the ground floor area is used as a creative industry hub, housing an arts organisation.
- 6.4 It is proposed that the new development will be sited for the most part on land already in the ownership of Swan New Homes as well as a smaller area of land that

is currently owned by this Council. The area of Council owned land is currently vacant and, although it currently incurs no costs and generates no income, it has been valued at £747,500. In exchange for this area of land it is proposed that Swan provide within the new development 485 sqm of ground floor shell and core space to the Council for a 250 year lease at a peppercorn/nil premium.

- 6.5 To mitigate the risk of the Council transferring the land prior to the ground floor space being built, the agreement proposes an escrow account or bond whereby £747,500 (the agreed land value) is held securely until completion. If Swan fulfil their obligations and deliver the ground floor space with 250 year peppercorn lease then they would receive the money back, if for whatever reason they did not, the Council would receive its capital receipt in full.
- 6.6 The proposed scheme would not be viable if the area of Council owned land was excluded from the plans and, although the Authority will be forgoing a capital receipt, it is also unlikely that the Council could develop a viable scheme for this relatively small piece of land in isolation. The loss of this potential capital receipt is also offset to a considerable degree by the £650k non repayable grant funding which will be received from the GLA.
- 6.7 The scheme proposes that around 274 residential units are created and this will attract a new homes bonus of around £2.0m if the Government continues to support the scheme. The Community Infrastructure Levy payable to the Council in respect of this development has also been estimated at around £1.0m. The additional residential units will increase the Council Tax base and the proposed commercial units in the ground floor area will generate additional business rate income. Without specific details around the sizes and numbers of these units, however, it is difficult at this stage to accurately estimate the actual amounts that will be forthcoming.
- 6.8 On completion of the development, the residents of the creative industry hub will be expected to cover the full costs of the space they occupy with no costs being borne by the Council. The units will be added to the Authority's commercial property portfolio.

## **7. Legal Implications**

Implications completed by: Evonne Obasuyi, Senior Lawyer

- 7.1 The report proposes the freehold transfer of Council owned land to Swan Housing for market value to facilitate delivery of new housing and promote wider economic development objectives and the leaseback of part to the Council to enable use of the space for creative industries providing a social and community benefit.
- 7.2 The Council has powers to effect disposal pursuant to section 123 Local Government Act 1972 which enables local authorities to dispose of land held by it in any manner it wishes providing it is not for a consideration less than the best that can reasonably be obtained, unless the Secretary of State consents to the disposal or the transaction is to further local well-being.

## 8. Other Implications

- 8.1 **Risk Management** - Barking Housing Zone forms a key element of addressing the Council's 'Growing the Borough' priority however it also generates high reputational risk if the Council is not able to deliver the schemes proposed.
- 8.2 **Contractual Issues** - The report sets out that the Council would need to enter into an agreement with Swan for the transfer of the Council land. This has been negotiated between Swan and the Council's lawyers. To access the GLA grant funding an 'Intervention Agreement' would be required.
- 8.3 **Staffing Issues** - Staffing issues for the Housing Zone delivery were addressed as part of the July Cabinet report.
- 8.4 **Customer Impact** - The impact on retail, leisure, health services and schools will be significant as new communities move into the borough to access new housing. The housing numbers proposed are informing service planning across the Council, particularly the Local Plan Review in terms of needs for social infrastructure. This also relates to the Community Infrastructure Levy charging which contributes towards social infrastructure. The tenure mix of proposed developments is critical in determining the extent of the impact on social infrastructure and public services, which high levels of 1 and 2 bed private units will help to minimise.

No equality impact assessment has been undertaken to date, but will be part of submission from the developers of each site.

- 8.5 **Safeguarding Children** - No direct issues arising but the planning process will ensure the creation of a safe area to live and play. It is expected many of the 1 and 2 bedroom apartments being delivered as part of the scheme will not attract (or be primarily marketed to) families with young children.
- 8.6 **Health Issues** - Each property will be built under strict environmental policies and good quality design with high levels of energy efficiency.

New housing will have a positive impact on increasing the ability to access good quality housing for residents of London to meet the housing shortage. In terms of health needs for doctors' surgeries etc. this forms part of the social infrastructure requirements being addressed as part of the Local Plan Review with the Housing Zone figures included in the analysis.

The relationship between poor housing and ill health is a complicated one which involves many different factors. Evidence suggests that living in poor housing and indoor environments cause or contribute to many preventable diseases and injuries, such as respiratory, nervous system and cardiovascular diseases and cancer. A degraded urban environment, with air and noise pollution and lack of green spaces and mobility options, also poses health risks.

Housing Zones provide an opportunity for us to consider housing conditions as one of the mechanisms through which social inequalities translates into health inequalities, thus providing an opportunity to intervene and develop programmes to overcome such inequalities and provide adequate housing conditions for everyone.

- 8.7 **Crime and Disorder Issues** - More town centre housing will increase surveillance and make the centre more active helping to reduce crime and disorder. Increasing town centre prosperity will also help address crime and disorder issues. The Cambridge Road scheme is subject to planning approval which will consider crime and disorder issues and look to mitigate any impacts through design changes.
- 8.8 **Property / Asset Issues** - This report has significant property/asset issues as set out in the body of the report.

#### **Background Papers Used in the Preparation of the Report:**

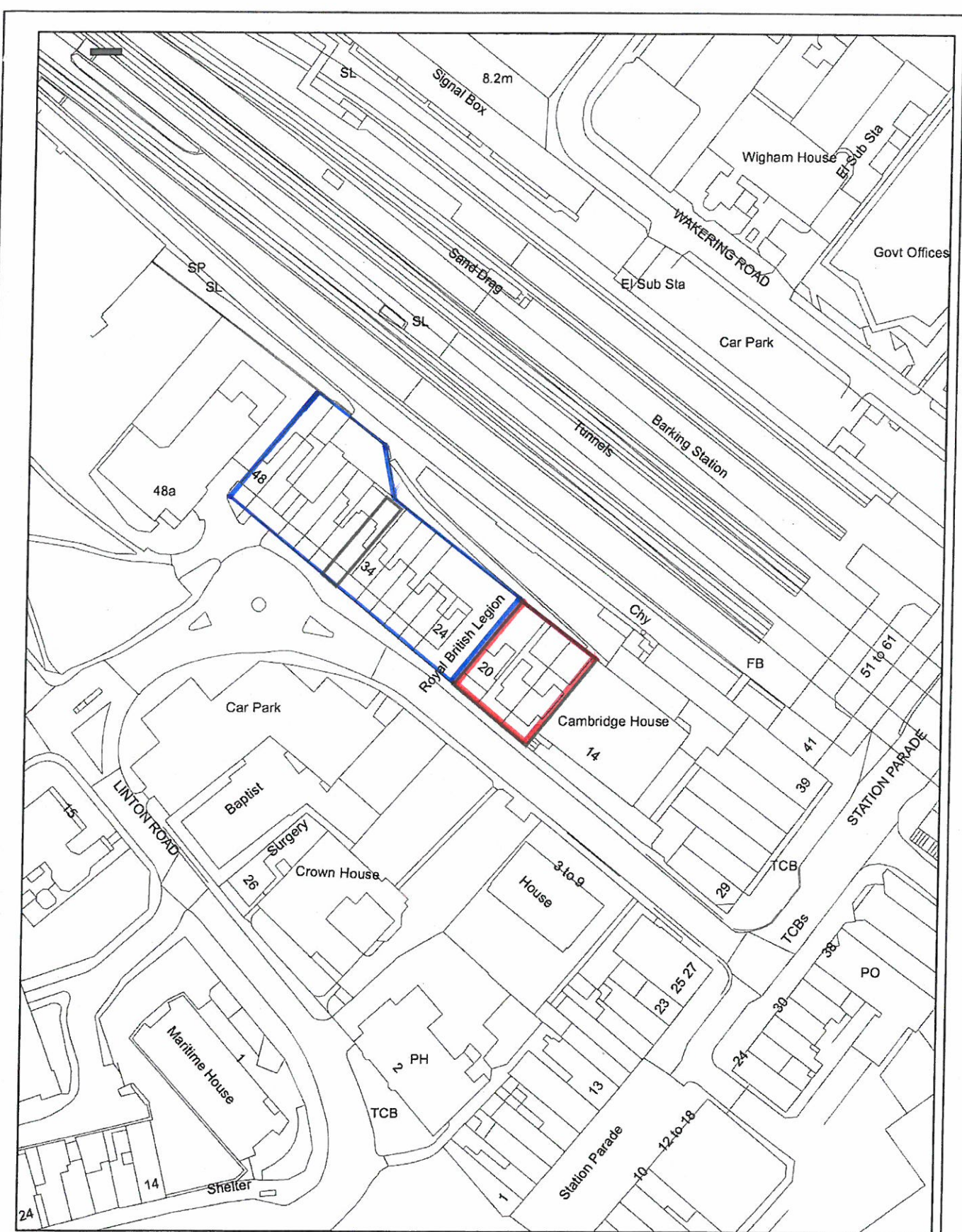
- Housing Zones : A Prospectus (Mayor of London June 2014)  
<https://www.london.gov.uk/sites/default/files/2014%2006%2013%20FINAL%20Housing%20Zones%20Prospectus.pdf>

#### **List of appendices:**

- Appendix 1: Cambridge Road site  
Appendix 2: Cambridge Road image  
Appendix 3: Barking Creative Industries Zone brochure

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16-18, 20 & 36 Cambridge Road



Town Hall, Barking,  
Essex, IG11 7LU  
Tel: - 020 8215 3000

Scale:- 1:1,250  
Produced By:- Penny Taberman  
Date - 08/09/09

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## Appendix 2: Cambridge Road Design





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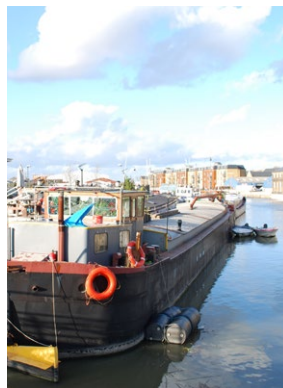
# Barking



# Creative



# Industries



# Zone





## Introduction

Barking Town Centre's time has come. With superb accessibility (15 minutes from the City), one of the first London Housing Zones and a growing reputation for art and culture, the time is right to launch London's first Creative Industry Zone (CIZ).

The Ice House Quarter on the River Roding has successfully attracted a range of artists, makers and designers and we want to extend this provision across Barking Town Centre with ambition plans for further workspace and living accommodation for people in creative industries.

Our plans build on Barking's strengths and the support of a group of key partners – Create London, Creative Barking and Dagenham, Bow Arts, Studio3 Arts, Open School East, The Boathouse CIC and the Broadway theatre run by Barking and Dagenham College who are working with the Barbican and Guildhall. Working together, these partners - who have a track record in getting good things done - will ensure stewardship of the Creative Industries Zone providing support for creative industries to grow and progress.

The plans will help to retain artists in London with the Barking Creative Industries Zone delivering affordable, sustainable and flexible workspaces and homes for the benefit of the Capital's economy and ensure Barking's full potential is unlocked.

We are proud of both our heritage and in recent years the large number of awards won for high quality design and architecture. There are leisure and entertainment facilities with a new state of the art leisure centre with dance studios, the Broadway Theatre and a new proposed three screen cinema coming soon.

**This booklet sets out Barking's offer and the plans for the Creative Industries Zone.**

**“Arts and culture are critical to the Borough's future and Barking is well placed to address London's shortage of creative industry workspace. The Borough is London's Growth Opportunity – join us.”**

Councillor Darren Rodwell,  
Leader of London Borough  
of Barking and Dagenham





**What Barking offers**

- 1 Ice House Quarter
  - 2 Ice House Court
  - 3 Studio3 Arts and Galleon Centre
  - 4 The Broadway Theatre
- 5 Abbey Leisure Centre
  - 6 The Bath House Barking
  - 7 Barking Enterprise Centres
  - 8 Cinema coming soon!

**Public Art and public realm**

- 9 The Catch
- 10 The Lighted Lady
- 11 Barking Town Square folly
- 12 The Light Waves
- 13 The Idol

**Barking Creative Industries Zone Proposals**

- 14 Cambridge Road Creative Arts Hub and The Bath House Barking permanent home
- 15 Linton Road - workspace and artist living accommodation
- 16 Gascoigne West
- 17 The Malthouse - Creative Community Kitchen and Workspace
- 18 Performance Space at Galleon Centre
- 19 Broadway Theatre

**Transport Links**

Barking to:	Average Peak	Route	Frequency
Fenchurch Street	15 mins	C2C direct	10 mins
Liverpool Street	27 mins	Hammersmith & City line direct	11 mins
	22 mins	Hammersmith & City District line to Mile End; change to Central line	3 mins
Shoreditch	25 mins	District line to Whitechapel. London Overground to Shoreditch High Street	3 mins
Victoria	41 mins	District line	3 mins
Waterloo	30 mins	C2C or District line to West Ham; change to Jubilee line	3 mins
City Airport	24 mins	C2C and DLR	10 mins





## What Barking offers



### 1 Ice House Quarter

Once home to a range of maritime industries, the Ice House Quarter has a long history along the River Roding with its rich fishing heritage. The award winning refurbished Granary building reflects Barking's vibrant mix of old and new whilst the adjacent Malthouse offers further flexible creative studio space. The Boathouse venue which links the two buildings provides exhibition space and a cafe for people to relax on the terrace taking in the views overlooking the river. The venue also offers rehearsal space, art exhibitions, small scale performances, training and corporate and event management.

The Ice House Quarter provides studio space which helps to promote and support the development of sustainable creative industries. The space will help to forge greater links between existing arts, performance, design and innovative craft based organisations, to widen the Town Centre's offer of creative activity.

The Boathouse is the latest social enterprise venture which encourages greater activity in the arts. Working closely with Creative Barking and Dagenham to encourage arts participation and engagement in the borough whilst also enabling the facilities to be hired on a commercial basis. People will benefit from the spectacular views and can take advantage of its beautiful riverside setting for away days, training, rehearsals and performances.

[www.icehousequarter.co.uk](http://www.icehousequarter.co.uk)



## 2 Ice House Court

Opposite the Malthouse is Ice House Court providing a further 500 sqm of creative industry space. Thanks to the Council and Mayor of London funding, the space is being fitted out and has been let to Bow Arts who will shortly be marketing it to the creative industries.



Page 155



## Creative Barking and Dagenham

Creative Barking and Dagenham (CBD) is a three year project funded by the Arts Council England and the Council's Creative People and Places Programme to find innovative ways for local people to experience outstanding arts and creative activities whilst also promoting the borough as a place where exciting art, of all forms, is made and shown.

The landmark commissions are site-specific events and projects inspired by landmarks of all kinds across the borough, developed in collaboration with local people. These commissions aim to showcase the borough as a place where great art happens, inspired by our unique local people, places, partnerships and possibilities.

There is scope for a Creative Industries Zone specific landmark commission developed in collaboration with local people.

[www.creativebd.org.uk](http://www.creativebd.org.uk)





### 3 Studio3 Arts and the Galleons Centre

Established in 1987 Studio3 Arts is a well respected arts practice based at the Galleon Centre and the lead organisation for CBD. Working in partnership with local people and other stakeholders who add strength and value. Studio3 Arts can prioritise developing artists at a range of career points helping those that are particularly emerging or new to the sector. Their physical home, at the Galleon Centre near to the Ice House Quarter, is an established arts venue that is locally-driven, curated and produced – Studio3 Arts combines its artistic programme with a selection of received works by artists and companies who are interested in the region and its community.



### 4 The Broadway Theatre - School for the Performing Arts & Technical Theatre (above)

The 360-seat Broadway Theatre with ambitious plans for unlocking creative growth. The Broadway is run by Barking and Dagenham College who are working with the Barbican and the Guildhall. It is home to the School for the Performing Arts and Technical Theatre - its excellent rehearsal rooms, recording studio and music technology room are equipped to professional standards and have the latest sound and lighting equipment. The venue can also be hired for events and seminars.

### 5 Abbey Leisure Centre

The new £14m facilities offers a jam-packed aerobic programme, a gym including 140 workstations, a six lane swimming pool and a teaching pool. There is also a children's soft play facility, designed by Turner Prize-nominated artist Marvin Gaye Chetwynd, and a luxury spa providing a range of beauty treatments, a rock sauna, three steam rooms and much more.



## 6 The Bath House Barking

The Barking Bath House was established in 2012 as a quirky pop-up spa and bar designed by Something & Son working with CREATE London and the Council. Renamed and set up as a social enterprise it operates in a temporary location in Barking Learning Centre offering health and well being activities. The Bath House offers a sauna and various treatments from holistic, Swedish, deep tissue, Thai yoga and Indian head massages to reflexology and Kinesiology. Our Creative Industries Zone plans will ensure it has a permanent long term home so it can continue to grow from strength to strength.



## 7 Barking Enterprise Centres

Barking Enterprise Centres Community Interest Company (BEC CIC) provides a range of offices spaces from two premises near Barking station. It also provides free business advice and support for entrepreneurs and businesses based in the borough.



## 8 Cinema

A planning application is due for the former Abbey Sports Centre for a development containing a three screen cinema, commercial units, apartments and a Care City - an innovative facility looking at health and social care.







## Public art and public realm

Barking Town Centre has a good reputation for high quality public realm and innovative public art. These include:

### 9 “The Catch”

“The Catch” is a gateway public artwork at Barking Town Centre designed by Loraine Leeson and Anne Thorne Architects and built by Alloy Fabweld Ltd. It is a 10m structure of steel, rolled aluminum and fiberglass sited at the Longbridge Road roundabout. The theme reflects two key elements of Barking’s history – its historical fishing industry and the area’s Saxon heritage. The “nets” of the structure derives from Celtic knotwork, inspired by that found on the stonework in the ruins of Barking Abbey.



### 10 The Lighted Lady (left)

The Lighted Lady is situated at the entrance from the A406 onto London Road at the Gurdwara Way and Abbey Road roundabout. The sculpture stands 20 metres high and constructed from steel with striking, colourful lights running along the sculpture at night. Designed by Dutch artist Joost Van Santen’s company “Light Art” the changing colours makes it a more of a pleasing journey.

## 11 Barking Town Square folly

The Folly in Barking Town Square, designed by muf architecture/art, is a 7 metre high artificial ruin built using the skills of a local college students. It is engaging, playful and surprising but also rooted in its place. It works with its surroundings to help create a unique area in the Town Centre.



### Barking Town Square

Designed by muf architecture/art the Town Square won Best European Public Square in 2008. It provides a superb venue for performances and has hosted numerous festivals and performances.



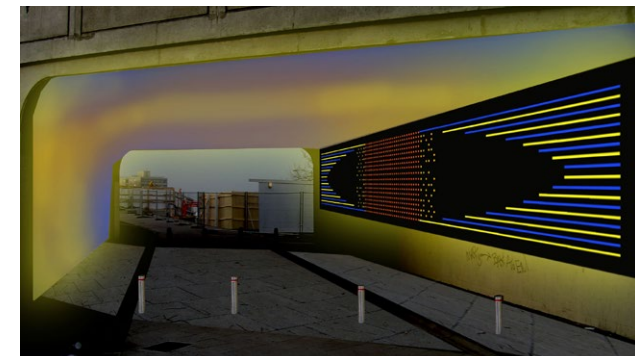
## Sculptures to Commemorate the Fishing Heritage

A number of public art sculptures have recently been commissioned through the Outer London Fund to highlight the historic contribution of the largest fishing industry in Barking. The River Roding was once a busy port of ships delivering and storing fish in the once surrounding fields which were deliberately flooded. Local people were paid to harvest great blocks of ice and haul these to the Ice House, where the ice was shipped and sold.



## 12 The Light Waves

The public art is an interactive and stunning lighting installation created by Raphael Daden at the underpass of Waking Road, linking the new award winning housing development of Tanner Street with the station and retail quarter.





## The Idol

At the new state of the art Abbey Leisure Centre a permanent 21 square metre soft play area designed by Turner Prize nominee, Marvin Gaye Chetwynd is the latest commission by Create. Titled 'the Idol' it brings art into the social space of a leisure facility which embodies the eclectic and exuberant mood of Chetwynd's performances.

Walls and floors printed in black and white will immerse children in a fun and fantasy world of images. The Idol is at the centre of the space, a two storey-high climbing frame forming a towering cage-like robotic figure with interwinding chambers, ramps and levels. The Idol is part machine and part totem and takes the inspiration from the Dagenham Idol, a Neolithic figure discovered in the borough in 1922. Future aspirations is to involve over 700,000 young children and families in the borough and surrounding areas in its first 10 years.



## 13 Events

A range of events take place each year to help increase activities and things to do for local people. This year Barking and Dagenham's celebrated its 50th anniversary as a London Borough with an array of festivities and events including Barking Folk Festival held over two days of world music, dance, street theatre, poetry and a Billy Bragg concert.





## Barking Creative Industries Zone Proposals

The Council has submitted a bid to the Mayor of London's London Regeneration Fund. Our bid seeks to build on Barking's existing offer for creative industries but provide some striking additions in the form of innovative affordable workspace and living accommodation, enhanced facilities and improved networks and support. Critically it brings together committed partners in ensuring Barking's full potential is unlocked.

### 14 Cambridge Road Creative Arts Hub and The Bath House Barking permanent home (left)

As part of the Barking Housing Zone, the Council is working with Nu Living/ Swan New Homes on a key gateway site to deliver homes as well as a superb ground floor space which would provide a Creative Arts Hub including a permanent home for the Bath House Barking. We are discussing co-locating them with an arts organisation, such as Open School East who would provide an excellent programme really adding to the town's creative industries offer.

### 15 Linton Road – workspace and artist living accommodation

Behind Barking Enterprise Centre a Council owned vacant site will be developed to provide affordable live/workspace for budding artists and creative designers. An innovative modular scheme would create 12 two bed apartments at affordable rents prioritised for artists. On the ground floor studio space can provide those artists with the convenience and comfort of both living and working in the same building. Create London would lead on ensuring the space met artists' requirements and were attracted through high quality design.

### 16 Gascoigne West – innovative affordable live/work space

Create London would also lead on another larger live/work scheme on a site in the Barking Housing Zone adjacent to the Ice House Quarter. It is proposed the innovative live/work scheme of around 30 apartments for artists would be a model replicated elsewhere in London and across the country.



## 17 The Malthouse – Ice House Quarter

The Ice House Quarter has established itself as an attractive home for a range of creative industries. Nearby construction activity hindered occupation over the preceding 18 months however with completion of works there is scope to refocus activity. The bid seeks to unlock the underutilised potential of the ground floor space to greater activate Creative Square. Further space at the Malthouse will be available shortly which could support animating the Creative Square and providing a much needed community kitchen.

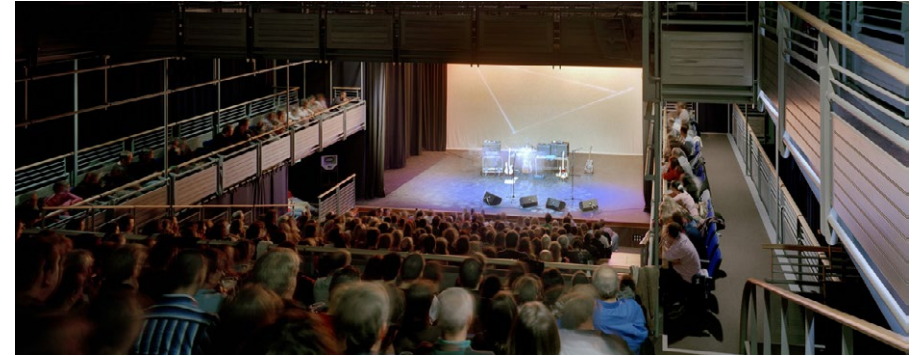


## 18 Performance Space at Galleon Centre

Galleons Centre is community-driven arts centre in the Gascoigne Estate which contains a gallery, performance space, music studio, meeting room/reference library, kitchen/bar and 'living room'/foyer space. The centre is home to Studio3 Arts providing a creative venue for artists, communities and individuals across North East London in all art forms, that creates real change, both in terms of art and society. The Centre and Studio3 Arts prioritise developing artists at a range of career points – particularly those who are emerging or new to the sector. The Centre is an established arts venue that is locally-driven, curated and produced – combining an artistic programme with a selection of received works by artists and companies who are interested in the region and the local community. The space at the Galleon Centre would benefit from movable raked seating to create a much more effective performance space seating 100 people.

## 19 Broadway Theatre

The striking foyer of the Broadway theatre offers scope to provide a networking and gathering space for Barking's growing creative industry community. The Foyer will be enhanced through innovative design to provide a space which better meets the needs of the this community and adds to Barking's offer.



## Outside Performance equipment

Barking has a great track record in delivering outside performances whether music, dance, theatre, cinema or performance art - the external spaces include the Abbey ruins, Town Square, Short Blue Place, Creative Square and Abbey Green. The CIZ will help ensure a clear town centre programme with facilities such as outside stages and lighting which enable the CIZ partners to more cost effectively deliver a larger programme.







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## CABINET

10 November 2015

<b>Title:</b> School Funding Formula 2016/17	
<b>Report of the Cabinet Member for Education and Schools</b>	
<b>Open Report</b>	<b>For Decision</b>
<b>Wards Affected:</b> All	<b>Key Decision:</b> Yes
<b>Report Author:</b> Patricia Harvey, Senior Professional, High Needs Block, Children's Services	<b>Contact Details:</b> Tel: 020 8227 5086 E-mail: patricia.harvey@lbbd.gov.uk
<b>Accountable Divisional Director:</b> Jane Hargreaves, Divisional Director of Education, Youth and Childcare	
<b>Accountable Director:</b> Helen Jenner, Corporate Director of Children's Services	
<p><b>Summary:</b></p> <p>The purpose of this report is to update Cabinet on the progress the Local Authority is making in implementing the Department for Education (DfE) changes to schools' funding arrangements as proposed in their document 'School Funding Reform: Next steps towards a fairer system'. The report focuses on the direction of travel from 2013-14 and the changes to the school funding formula for 2016/17.</p> <p>In accordance with the regulations, the Local Authority has consulted with its Schools Forum on items relating to schools funding. Their views are detailed in this report.</p> <p>Cabinet are asked to approve the Barking and Dagenham Schools proposed model for allocating school funding in 2016/17.</p>	
<p><b>Recommendation(s)</b></p> <p>The Cabinet is recommended to:</p> <ul style="list-style-type: none"> <li>(i) Note the outcome of the Schools Funding Formula briefing sessions at the Schools' Forum, as referred to in paragraphs 2.6 and 2.7 of the report;</li> <li>(ii) Subject to (iii) below, agree to adopt the proposed model as the method for allocating school funding in 2016/17, as set out in section 2 of the report; and</li> <li>(iii) Delegate authority to the Corporate Director of Children Services to approve the final 2016/17 school funding formula submission to the Education Funding Agency following consultation with the Schools' Forum.</li> </ul>	

**Reason(s)**

To implement DfE required changes to the arrangements for the allocation of funding to schools and to approve the school funding formula for 2016/17.

**1. Introduction and Background**

- 1.1 In March 2012 the Department for Education (DfE) started the process to reform the school funding system towards a fairer, more consistent and transparent approach with regards to the document 'School Funding Reform: Next steps towards a fairer system'. The DfE is proposing to move towards a national funding formula for schools and in order to support movement towards a national funding formula. From 2013/14 the DfE started the process of a simpler and more consistent arrangement for distributing funding to schools and other providers.
- 1.2 The Local Authority (LA) worked with the Schools' Forum and developed a new local formula for 2013-14, and subsequent years using the simplified and consistent factors that were allowed and the small number of exceptional factors which were in place for 2013-14.
- 1.3 The DfE undertook a review of the 2013-14 formula and 2014-15 formula across the country to understand and to move further towards a national funding formula.
- 1.4 The overall ratio between Primary and Secondary schools nationally across all local authorities is 1: 1.27, the same as under the 2014-15 formula. The median local authority ratio is 1: 1.29, again the same as in 2014-15. The median London local authority ratio for 2014-15 is 1: 1.30.
- 1.5 The unprecedented demographic growth within the London Borough of Barking & Dagenham is leading to significant funding pressures to support high needs education provision. Last year a forecast pressure was anticipated to be £4.3m for 2015-16; however Schools' Forum High Needs working group met several times and identified actions to contain pressures including 10% savings (£1.3m). The latest forecast is savings are achievable and the growth pressures are being managed within the current funding envelope of the DSG, high needs block allocation..
- 1.6 This report provides an update on the Local Authority's progress in moving towards a national funding formula and its proposed funding model for 2016-17.

**2. Proposal and Issues****School Funding Formula – Update**

- 2.1 Since the publication of 'School Funding Reform: Next Steps towards a fairer system' and formal submissions there has been regular consultation with key stakeholders locally and there has been further consultation nationally.
- 2.2 During the consultation with School Forum members at the meetings in October 2015 a number of funding formulae were modelled for 2016/17 for Barking and Dagenham schools based upon the following requirements:

- To move further in the 'direction of travel' to narrow the gap between primary and secondary funding towards the national median ratio of funding.
- To ensure the new model is affordable and cost neutral within the overall funding envelope for 2016/17. This will minimise the cost of the Minimum Funding Guarantee (MFG) as directed by Government because the cost of the MFG must be top sliced from the Schools Block, thereby reducing the funding available for distribution to Schools.
- To model £1.2m into the funding factors that was previously top sliced 2015/16 in support of anticipated high needs pressures.
- To ensure the DSG remains a balanced budget from 2016-17 onwards and sound financial planning arrangements are in place for future years.
- To maintain funding ratios in line with other London Boroughs and maintaining as fair a formula as possible given the challenging financial envelope, the growth in the borough, the high needs pressures and the pressures on both sectors including cuts to 6th form funding.

- 2.3 The modelling work was carried out in accordance with DfE guidance using their modelling tools and data sets. The result of this work was the development of an agreed model which the Council took to consultation with key stakeholders. A summary of the key points from this model are shown in **Table 1** below and changes from the current model 2015/16 in **Table 2** below.
- 2.4 The numbers used in the appendices are indicative and based on October 2015 census data (pupil numbers and data sets). The actual funding for 2016/17 will be based on the cleansed October 2015 pupil census data and validation from the DfE. The numbers exclude funding for pupil premium, early years and sixth form pupils which are allocated under a different methodology.
- 2.5 The model agreed with Schools' Forum has to be submitted to the Education Funding Agency (EFA) by 31 October 2015 in the form of a proforma template and is subject to data validation checks. Once these checks have been made, the actual school block formulae will be produced in January 2016 and presented again to Schools' Forum in accordance with the School Finance Regulations 2014.
- 2.6 The Schools' Forum was consulted at its meetings on 6 October 2015 and 20 October 2015. Members' views and comments were sought on the proposed affordable model that redistributed the £1.2m previously top sliced (2015/16) from the schools block.
- 2.7 The model was proposed by the Local Authority as the formula for 2016/17 for the allocation of schools' funding, for the following reasons:
- It continues to narrow the gap between primary and secondary funding and is slightly below the London median;
  - The pre-16 Minimum Funding Guarantee (MFG) for mainstream schools at - 1.5% is affordable within this formula;
  - The formula maintains a reduced provision of £250k for schools facing financial difficulty;
  - £3m has been top sliced as earmarked as a reasonable amount to support growth in pupil numbers within schools;

- It reassigns £1.2m of the DSG Schools Block previously top sliced towards managing the pressures last financial year within high needs due to the high needs managing pressures within and achieving a balanced budget;
- A 10% reduction (saving) of £1.3m has also been achieved within the high needs expenditure in 2015/16.

2.8 Schools' Forum provisionally agreed the Model.

2.9 Table 1 below shows the key factors of the Model while Table 2 shows the key changes from the 2015/16 model.

**Table 1: Key Factors – Model**

	<b>Model</b>
AWPU KS 1 & 2	£3,868
AWPU KS3	£4,609
AWPU KS4	£5,596
Cap	3.11%
MFG / (CAP)	£261,315
Lump sum	£160,000
Additional lump sum for schools amalgamation	£60,000
Primary split site	£160,000
Secondary split site	£200,000
Pre MFG primary: secondary ratio	1:1.31
Post MFG primary: secondary ratio	1:1.29
Net primary gain / (loss)	£652,012
Net secondary gain / (loss)	(£97,253)
Primary 'winners'	43
Primary 'losers'	2
Secondary 'winners'	8
Secondary 'losers'	2
Provision for schools facing financial difficulty	£250,000

**Key:**

MFG = Minimum Funding Guarantee

AWPU KS1 & 2 = Average Weight Pupil Unit at Key Stage 1 and 2

AWPU KS3 = Average Weight Pupil Unit at Key Stage 3

AWPU KS4 = Average Weight Pupil Unit at Key Stage 4

Cap = Capping factor (%) of any gains in the formula

**Table 2 – Key changes from 2015/16 to 2016/17 model**

	<b>Existing Model 2015/16</b>	<b>New Model 2016/17</b>	<b>Changes</b>
AWPU KS 1 & 2	£3,868	£3,868	
AWPU KS3	£4,609	£4,609	

AWPU KS4	£5,596	£5,596	
Cap	3.11%	3.11%	
MFG / (CAP)	£634,300	£261,315	
Lump sum	£135,000	£160,000	<i>increase £25k (all schools)</i>
Additional lump sum for schools amalgamation	£60,000	£60,000	
Primary split site	£100,000	£160,000	<i>increase £60k (7 schools)</i>
Secondary split site	£216,000	£200,000	<i>reduction £16k (2 schools)</i>
Pre MFG primary: secondary ratio	1:1.31	1:1:31	
Post MFG primary: secondary ratio	1:1.36	1:1:29	
Net primary gain / (loss)	£5,867,343	£652,012	
Net secondary gain / (loss)	(£382,573)	(£97,253)	
Primary 'winners'	41	43	
Primary 'losers'	3	2	
Secondary 'winners'	5	8	
Secondary 'losers'	5	2	
Provision for schools facing financial difficulty	£250,000	£250,000	

2.10 In terms of timelines the Council has submitted its proposal for the funding formula (Model) for 2016/17 to the EFA by the deadline of 31 October. Any final changes must be submitted by mid January 2016 (current EFA timescale).

### 3. Options Appraisal

3.1 A range of funding formulae were modelled in order to identify a working Model.

### 4. Consultation

4.1 School head teachers, School Governors, Members, Trade Union representatives and a representative from the early years' private, voluntary and independent sector have been consulted on the development of school funding formula applicable for 2016/17.

### 5. Financial Implications

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

5.1 The School Funding Formula is contained within the Dedicated Schools Grant. The anticipated allocation for 2015/16 is £232.966m; however this will be finalised once October 2015 pupil census data is finalised.



## 6. Legal Implications

Implications completed by: Lucinda Bell, Education Solicitor.

- 6.1 The Forum is a decision making and consultative body in relation to matters concerning schools' budgets as defined in the School Finance (England) Regulations 2012 and the Schools Forums (England) Regulations 2012 (the Regulations).
- 6.2 In accordance with the Regulations, the Local Authority must submit to Schools Forum **for consultation** the Budget formula, for comments on any proposed changes to the funding formula for maintained schools (before the funding period starts) (Regulations 8 & 9).
- 6.3 This report requires that Cabinet notes the outcome of the consultation and approves the Funding Model that was proposed by the Council and agreed by the Forum. It further asks that Cabinet agrees to delegate the final decision of school funding allocations in January 2016 to the Corporate Director of Children Services following consultation with Schools' Forum.

## 7. Other Implications

- 7.1 **Risk Management** – There are two major risks. The first is that if the funding shift is not put in place Primary Schools will continue to be under-funded in relation to their peers nationally. This could lead to under-performance and further scrutiny and challenge by Ofsted and DfE. The second is that any reduction in funding to secondary schools could lead to a reduction in their performance. Given that the growth and volatile demography is now moving into secondary schools and the drop in performance at GCSE this year, risks are more evenly balanced than in previous years., We are also seeing increasing numbers of mid term admissions in the older age group. The performance risks for both sectors continue to be closely monitored by the School Improvement Team

The DSG modelling for future years assumes High Needs Block demographic pressures including the new special free school. It requires the 10% reduction already identified being maintained in support of any future in- block pressures for 2016-17. It is about maintaining funding ratios in line with London and maintaining as fair a formula as possible given the challenging financial envelope, the growth in the borough, the high needs pressures and the pressures on both sectors including cuts to 6<sup>th</sup> form funding.

- 7.2 **Staffing Issues** – The MFG limits the formula reduction to -1.5%. This allows any reductions in staff to be managed in a phased way. Many schools continue to see growth in pupil numbers. In most cases schools should be able to manage through the usual staff turnover processes.
- 7.3 **Customer Impact** – Schools will continue to take steps to minimise any adverse impact on outcomes for children. Schools Forum has noted that should there be particular financial pressure on a school there are sufficient funds in the Schools in Challenging Circumstances Fund to address this.

- 7.4 **Safeguarding Children** – Increases in the pupil premium provide targeted support for looked after children and those entitled to free school meals.
- 7.5 **Health Issues** – The health and well being board and Joint Strategic Needs Assessment (JSNA) highlight the importance of investing in early intervention to support children’s long term well being. The evidence and analysis set out in Fair Society, Healthy Lives (Marmot Review) has been developed and strengthened by the report of the Independent Review on Poverty and Life Chances. The reports draw attention to the impact of family background, parental education, good parenting, primary education and the opportunities for learning and development in the crucial first five years of life, and identified what matters most in preventing poor children becoming poor adults.

**Background Papers Used in the Preparation of the Report:**

- Summary of Model 2016/17 Funding Model and school by school impact analysis

<https://www.lbbd.gov.uk/residents/schools-and-learning/schools-in-the-borough/school-forums/special-schools-forum-20-october-2015/>

**List of appendices:** None

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**CABINET****10 November 2015**

<b>Title:</b> Education Strategy 2014-2017 and Schools' Annual Performance Review 2014/15	
<b>Report of the Cabinet Member for Education and Schools</b>	
<b>Open Report</b>	<b>For Information</b>
<b>Wards Affected:</b> All	<b>Key Decision:</b> No
<b>Report Author:</b> Jane Hargreaves, Divisional Director Education, Youth and Childcare	<b>Contact Details:</b> Tel: 020 8227 2686 E-mail: <a href="mailto:jane.hargreaves@lbbd.gov.uk">jane.hargreaves@lbbd.gov.uk</a>
<b>Accountable Divisional Director:</b> Jane Hargreaves, Divisional Director Education, Youth and Childcare	
<b>Accountable Director:</b> Helen Jenner, Corporate Director of Children's Services	
<b>Summary</b>	
<p>The report reviews performance in relation to the two overarching objectives of the Education Strategy 2014-2017 – outcomes in national tests and examinations and Ofsted judgments.</p> <p>It sets out key actions to meet these objectives in the context of a strong partnership approach across the family of schools.</p>	
<b>Recommendation(s)</b>	
<p>The Cabinet is recommended to:</p> <ul style="list-style-type: none"> <li>(i) Note the performance against the overarching objectives within the Education Strategy 2014-17, as set out in section 2 of the report;</li> <li>(ii) Endorse the priorities for 2015/16 as set out in paragraph 3.1 of the report;</li> <li>(iii) Reaffirm the Council's commitment to continuing the strong partnership with all schools in the Borough to achieve the best possible outcomes and opportunities for children and young people; and</li> <li>(iv) Note the performance of schools in national tests and examinations as set out in Appendix 1 to the report.</li> </ul>	
<b>Reason(s)</b>	
<p>Supporting the best possible outcomes for children and young people is central to the Council's vision and priorities. Working together as a family of schools, in partnership with the Council to share objectives and actions, makes the best use of the capacity of schools to support others and collectively improve outcomes for children and young people.</p>	

## 1. Introduction and Background – Education Strategy 2014-2017

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

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

1.2 Four principles underpin the Education Strategy:

- a further raising of the expected standards and shared ambition for all the children and young people who live here;
- a commitment to the family of local schools and settings and a collective responsibility for **all** of the children and young people in Barking and Dagenham;
- a commitment to sustain and refresh the partnership between early years and childcare settings, children's centers, schools, colleges and the Council which has been a critical factor in the improved outcomes for children and young people;
- ensuring the pre-conditions for learning are in place through effective early intervention and inclusive practices.

1.3 This report reviews performance in relation to the two overarching objectives of the strategy and updates Cabinet on key developments in the local and national context over the past year.

1.4 Since November 2014, strategies for Early Years Education and Special Educational Needs and Disabilities (SEND) have been developed to link with and complement the Education Strategy. The SEND Strategy is being finalised and will be published shortly, while the Early Years Education Strategy is attached at Appendix 2.

1.5 Performance is reviewed annually by headteachers at their summer conference and priorities are agreed for the coming year. This is in the context of:

- i) a growing borough with three new schools from 1 September 2015. (Riverside Primary, Riverside Bridge (special) and ELUTEC (East London University Technical College - a 14-19 provision which moved into the borough from Havering). This takes the total to 59;
- ii) continued growth in numbers, with particular pressure on schools' funding from the growth in numbers of children and young people with high needs;
- iii) an inspection of the local authority school improvement services in November 2014;
- iv) a new government with a stated intention to encourage both academy freedoms for all schools and for more outstanding leaders to take responsibility for groups of schools;
- v) The Education and Adoption Bill which increases central powers over schools deemed coasting (not improving rapidly enough) through the Regional Schools Commissioners;

- vi) a new primary curriculum and a further increase in expectations for achievement in GCSEs.

## 2. Proposal and Issues

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

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

- 2.2 As of 31 August 2015, 77% of schools in Barking and Dagenham are judged good or outstanding by Ofsted. Nationally the proportion is 82%. The borough is closing the gap with national, however, secondary performance is still stronger than primary and is above national on this measure. Primary performance continues to narrow the gap to national – with around 3 more schools needing to move from requires improvement to good in the next inspection to reach the national level. After two years of very heavy inspection activity with over 80 inspections and HMI visits, 2014/15 saw a much lighter level of inspection with 9 full inspections in total.
- 2.3 Primary performance has improved steadily over the past five years from below 50% to 76% (31 August 2015). The national position is 82%.
- 2.4 In 2014/15 there were 41 primary phase schools with inspection judgements (as new academies Dorothy Barley Junior and Thames View Junior have no judgement.) Of those, 31 are judged “Good” or “Outstanding”, including four which are “Outstanding”. The table below shows the seven primary schools which were inspected during the 2014/15 school year. Of these, two moved from “Requires Improvement” to “Good” and one from “Good” to “Outstanding”. The others showed improvement but not enough to change their overall grading. During this period no school declined.

School	Previous Judgement	Latest Judgement	Comment
Henry Green Primary	3	3	Good for Behaviour & Safety
Parsloes Primary	3	3	Good for Behaviour & Safety and Early Years Foundation Stage
Richard Alibon Primary	3	2	
St Joseph’s Dagenham	2	2	
St Teresa Primary	2	1	
James Cambell Primary	3	2	
Valence Primary	2	2	Outstanding for Leadership & Management and Behaviour & Safety

#### **Key**

- 1 = Outstanding  
 2 = Good  
 3 = Requires Improvement  
 4 = Inadequate

- 2.5 Trinity Special School was inspected in November 2014 and sustained its outstanding grade for the third time. It is one of the very few special schools in the country to have done so. Trinity continues to make an outstanding contribution to the education of children and young people with exceptional needs both within the school and more widely across the borough. The headteacher is supporting the development of the new Riverside Bridge School.
- 2.6 Only one secondary school was inspected in the 2014/15 school year, the new Riverside School which was judged good. Seven of the nine secondary schools or 78% are now judged good or outstanding (The Warren closed and reopened as an Academy and has no judgement, ELUTEC is awaiting its first inspection this year.) This is above the national of 73% for secondary schools.
- 2.7 In summary – 2014/15 has seen further improvement in inspection performance. The improvement and the actions taken by schools and the local authority were commended by Ofsted as largely the right ones. The service has taken action in response to recommendations of the report. For the four local authority schools which are not on course to meet the target of all schools good by December 2015, monitoring boards are in place and the local authority is working with governors to put a strong partnership such as a federation or Executive Headteacher in place. When the eight remaining LA schools are judged good this would take us to around 90% of schools good or better, on the way to our target of 100%. Please note that not all of the schools on target for good by December 2015 are in the timeframe for an Ofsted inspection in that period.
- 2.8 Currently six of the 53 schools with inspection judgements (11%) are judged outstanding. The target of 20% represents 12 of the 59 schools. Clearly this remains a challenging target
- 2.9 There are currently three schools graded good by Ofsted which the local authority judges to be outstanding, two of which are expected to be inspected in 2015/16. We judge that a further four are very close to outstanding and should consolidate their achievements this coming year although they may not be inspected. This would take the total to 25%.

## **Objective 2 – Exceeding national standards and then London standards**

- 2.10 Summer 2015 saw a strong set of primary results with the borough at or above the national average on most indicators, in line with London for the two younger age groups and within 2% of London for the headline combined reading, writing and mathematics result at Key Stage 2. In the secondary phase results showed a mixed picture with the GCSE headline performance falling and solid improvements post 16. (Appendix 1 provides a summary of results.)
- 2.11 This year saw particular improvements in the following areas:
- **Early Years Foundation Stage** (age 5)
    - 8% improvement on the headline indicator of a good level of development - to above national and in line with London for the first time;
    - The borough was recognised in Ofsted's Annual Report for 2015 as having the 10<sup>th</sup> highest percentage of children nationally, eligible for

free school meals who achieved a good level of development at the end of EYFS in 2014.

- **Key Stage 1 (age 7)**
  - improvements in reading, writing and maths – above national for all three at L2B+, in line with London for reading and maths, closing the gap in writing;
  - above national performance for high attainers in reading, writing and maths for the first time;
  - above London performance at L3+ for both writing and maths, in line for reading
  
- **Key Stage 2 (age 11)**
  - good progress on all headline data
  - at national for Level 4 combined reading, writing and maths, and within 0.5% for 'a good Level 4' while closing the gap with London for both measures;
  - above national for expected progress in writing and in maths and in line for reading;
  - in line with London for expected progress in writing and closing the gap in both reading and maths
  - above national for spelling, punctuation and grammar at all levels including the highest levels and closing the gap with London;
  - for highest levels the gap to national is within 1.5% in maths and writing, it remains a challenge in reading;
  
- **Post 16**
  - At A Level the A\*-E pass rate has improved to above national. Performance at A\*-C has also improved and is narrowing the gap to national. Further improvement at A\*-B is key to enabling more of our students to gain entry to the most competitive universities.

### **GCSE performance (16 year olds)**

- 2.12 Last year Barking and Dagenham was 5% above the national average despite a small dip in a year of volatile results across the country. Summer 2015 saw a 5% drop in performance for the headline 5A\*-C including English and maths indicator to 53%. (This figure may rise slightly when the final results are published in January when all discounted pupils are included.) Results are in line with the national average but below London which also fell by 2% to 60%.
- 2.13 Whilst the national 2015 average has remained broadly the same as last year, this has masked huge fluctuations in results in some schools, including high performing ones both locally and nationally. This volatility seems to be caused mainly by examination boards raising the pass marks for a grade C, particularly in maths. In this context Dagenham Park and Eastbrook made notable improvements on the headline 5A\*-C including English and maths indicator.
- 2.14 Attainment in the EBacc subjects improved in most schools but there is still too big a gap between Barking and Dagenham (20%), national (23%) and London (30%) figures.



- 2.15 We saw a 3% improvement in the achievement of 5A\*-G (Level 1) qualification by age 16; this is well above national and is also above London levels for the first time.
- 2.16 At 76%, expected progress in English remained above both the national (70%) and London averages (75%) despite following the headline indicator with a drop of 5%. A 1% drop in maths progress to 64% was in contrast to the equivalent rise nationally to 67%. However, the London average also fell by 1% to 71% resulting in the gap remaining unchanged.
- 2.17 All the indications are that examinations are getting tougher and this is set to continue with the new GCSEs which are first examined in 2017.

### **The performance of groups**

- 2.18 As well as headline performance for all pupils, the performance of different groups is reported. In Barking and Dagenham key strengths are – outcomes for pupils entitled to free school meals which are amongst the best in the country and the performance of pupils who speak English as an additional language. Groups which have not been performing as well as the national are those with SEN and White British pupils. We have also historically had a lower proportion of pupils than national getting the highest levels and grades at the end of each phase but this is starting to change and we are seeing an improvement for this group, particularly in the primary phase.

### **Looked After Children**

- 2.19 As Corporate Parent the Council has a particular responsibility to support and promote the best possible outcomes for children and young people in its care. One of the mechanisms for doing this is through the Virtual School. A new Head of the Virtual School took up post in April 2015.
- 2.20 The early results are set out below. Results for Looked After Children are provisional until 31 March 2016 when cohort numbers are finalised.
- 2.21 **KS2 Results** - KS2 results have improved this year. The 2014-2015 year 6 cohort was slightly larger than last year at 25 compared with 22. 60% of the cohort achieved a L4 in Reading, Writing and Mathematics, compared to 57% in 2014. In 2015 68% achieved a L4 in Reading, 60% achieved a L4 in Writing and 68% achieved a L4 in Mathematics. 16% of students have an Education Health and Care (EHC) plan compared to 21% of students last year. 17 children were educated in borough (68%) including 1 student in a maintained special school. Of the other 8 students, 4 were in maintained out of borough schools (16%), 1 received tuition via the Virtual School (4%) and 3 were in Independent residential placements (12%).
- 2.22 **KS4 Results** - This was a larger cohort of students than last year. There were 57 year 11 students (compared with 22 last year) with 9 students arriving as speakers of other languages (ESOL) during the year. 11. (22%) of the eligible cohort achieved 5 A\*-C grades (the same as last year); only 14% of those included maths and English. This was down from last year where 22% of students achieved this. 36% had an EHC plan compared to 31% last year. 36 students were in mainstream education (21 in borough and 15 out of borough), 8 were in Independent residential placements, 11 were in alternative provision and 2 were in a secure unit. This was a

challenging cohort and students were supported in various ways by the Virtual School, including 6 students receiving 1:1 tuition. The advisory teachers supported students with poor attendance and those at risk of permanent exclusion.

### **Post 16 Participation**

- 2.23 From 1 September 2014 the duty on young people to participate in learning was extended to their 18<sup>th</sup> birthday. There has been good progress in reaching the target of reducing the proportion of young people aged 16-19 whose destinations are not known to the authority. Between June 2014 and June 2015 this decreased from 10.8% to 6.8% or 547 young people, a reduction of 319 young people. The number of NEET young people has also fallen from 520 to 450 although this needs to fall by a further 150 to reach the London average target of 4.9%. In the same period combined Y12 and Y13 participation increased from 87.6% to 89.8%, now above the national average of 89.5% and one of the highest increases in London.
- 2.24 In 2014 the number of young people progressing to university increased by 56 (7%) to 853 with 170 (20%) of these young people winning places at the more competitive Russell Group universities.

### **3. Priorities for 2015/16**

- 3.1 Progress towards targets and priority areas for joint action are reviewed and agreed annually with headteachers. Particular areas of focus for 2015/16 are:
- i) shared drive to improve where national/London averages not yet met – particularly reading (KS2), maths (GCSE), performance at the highest grades at Post 16;
  - ii) narrowing the gaps for groups which are underperforming – white British, SEND, high attainers in some areas;
  - iii) post 16 participation rates – working with all partners to continue to increase the proportion of young people in education, employment and training;
  - iv) strengthening and formalising school partnerships, including exploring new forms of governance and collaboration so that all schools can benefit;
  - v) supporting implementation of the SEND strategy in particular maintaining the Schools' Forum led commitment to educating young people with SEND locally as far as possible;
  - vi) areas which headteachers at their conference particularly asked the local authority to focus on:
    - a. Get the underpinning services joined up with effective Finance, HR, Governance, Health and Safeguarding;
    - b. Strengthen formal induction for new Headteachers;
    - c. Improve capacity of schools to develop middle leaders;
    - d. Drive forward cross-phase working towards a 3-16 continuum
    - e. Take every opportunity to celebrate and publicise achievement and use this to drive aspiration and ambition;
    - f. Continue drive to understand and narrow gaps for key groups;

- g. Recruitment in an increasingly challenging national context – with recruitment of secondary mathematics teachers as one example of particular challenge.

#### **4. Options Considered**

- 4.1 **Do nothing – leave schools to work independently:** The Director of Children's Services has a statutory responsibility to champion outcomes for all children and young people in the borough. In its inspections of local authority school improvement functions – Ofsted is quite clear that local authorities should have an overview of standards and have arrangements in place to drive and promote good outcomes for young people.
- 4.2 **Work with schools, through a shared strategy, for the benefit of all children and young people, whilst respecting the autonomy of individual schools.** All schools in the Borough, regardless of status, are invited to join our family of schools and participate in the various networks outlined in the strategy. This is the approach agreed by Cabinet last year. It safeguards as far as possible opportunities for all children and young people in the borough and draws upon the capacity and resources of the strongest schools to support more widely. Work is being undertaken to strengthen and formalise partnerships between schools, to explore new forms of governance, to share expertise, drive up standards of teaching and learning, and position the authority and schools for the future.

#### **5. Consultation**

- 5.1 Headteachers were consulted at their annual conference in June 2015 and through the Education Improvement Board.

#### **6. Financial Implications**

Implications completed by: Daksha Chauhan, Group Accountant, CS Finance

- 6.1 There are no specific financial implications associated with this report. The Education Strategy 2014 - 17 was adopted in November 2014 and this report reviews performance against the overarching objectives of the strategy and requests endorsement of the priorities for 2015/16. If any additional costs do arise from this report, these will need to be met from existing resources.

#### **7. Legal Implications**

Implications completed by: Lucinda Bell, Education Lawyer

- 7.1 The Local Authority has various statutory duties that underpin the aims of this strategy. These include the promotion of high standards and the fulfilment of potential and fair access to educational opportunities for children of compulsory school age, to identify and be responsible for children with special educational needs in their area and to safeguard the welfare of pupils. Duties towards Looked After Children are outlined in the report. The Equality Act 2010 imposes a general duty to eradicate unlawful discrimination and advance equality of opportunity between groups.

## 8. Other Implications

- 8.1 **Risk Management** – The greatest risk is of the family of schools and the partnership with the Council fragmenting resulting in a lack of equality of opportunity for all children and families.

A shared strategy underpinned by common principles, objectives and actions represents an important way of working in partnership and drawing upon the capacity of strongly performing schools to work with those who currently need additional support.

- 8.2 **Staffing Issues** - Like many other local authorities the School Improvement Service in Barking and Dagenham has reduced severely and has lost 50% of core funded posts over the last four years.

Hence is it essential and right to move increasingly towards schools supporting each other through more formal alliances in order to increase capacity to support all schools to be good or outstanding as rapidly as possible.

- 8.3 **Corporate Policy and Customer Impact** - Ambition and expectation for our children and young people runs as a thread through the Corporate Vision and Priorities. This strategy underpinned by the strong partnership with schools represents an important way of achieving those ambitions for all of our children and young people.

An analysis of the needs of children and young people with different protected characteristics (Equality Act 2010) has been carried out and addressed throughout this strategy and annual performance review.

- 8.4 **Safeguarding Children** - This links to the first overarching objective – to be a good or outstanding school, children must be safeguarded. There is a duty under section 175 of the Education Act 2002 on the Authority to safeguard and promote the welfare of children, as well as on individual Governing Bodies to do the same.

- 8.5 **Health Issues** – The Education Strategy contribution to health is set out in the document Section 3.4.

- 8.6 **Crime and Disorder Issues** – The Education Strategy contribution to promoting social responsibility, spiritual, moral, social and cultural development is set out in the document Section 3.4.

- 8.7 **Property / Asset Issues** – The Strategy for Ensuring Sufficient School Places complements the Education Strategy. School places required and planned provision reported to Cabinet twice a year.

### Public Background Papers Used in the Preparation of the Report:

- **Assessment and Reporting arrangements 2015**, Early Years Foundation Stage, Key Stages 1 and 2. <https://www.gov.uk/government/organisations/standards-and-testing-agency>

- **School performance Tables 2015 Statement of Intent.** This explains the measures that will be included in the official DfE tables published in the Autumn term:  
[http://www.education.gov.uk/schools/performance/download/Statement\\_of\\_Intent\\_2015.pdf](http://www.education.gov.uk/schools/performance/download/Statement_of_Intent_2015.pdf)
- **The Ofsted Inspection handbook September 2015** refers to how data are used as part of inspection, particularly paragraphs 76 – 79 on pages 24 – 25:  
<https://www.gov.uk/government/publications/school-inspection-handbook-from-september-2015>
- **DFE Statistical data:**  
<https://www.gov.uk/government/organisations/department-for-education/about/statistics#latest-statistical-releases>

**List of appendices:**

- **Appendix 1** Summary of results Summer 2015
- **Appendix 2** Early Years Education Strategy

## 1 Summary of Barking and Dagenham Schools' Results 2015

### Purpose:

The attached tables provide a summary of each school and the overall Local Authority results in national tests and examinations in 2015. All data are provisional and subject to change.

### Summary:

**Early Year Foundation Stage 2015** national 66%, Barking and Dagenham 68%. The percentage of LBBD pupils achieving a Good Level of Development has improved at a faster rate than national and is now above national for the first time.

Good level of development	2014	2015
LBBD	60 (=)	68 (+2)
London	62	68
England	60	66

**Key Stage 1 2015** (for ease percentages have been rounded to the nearest whole number, the gap to national is shown in brackets)

		B&D 2012	B&D 2013	B&D 2014	B&D 2015	Lon 2015	Nat 2015
Reading	L2B+	76 (=)	78 (-1)	82 (+1)	83 (+1)	83	82
	L3+	23 (-4)	25 (-4)	29 (-2)	33 (+1)	33	32
Writing	L2B+	64 (=)	66 (-1)	70 (=)	73 (+1)	74	72
	L3+	12 (-2)	13 (-2)	15 (-1)	20 (+2)	19	18
maths	L2B+	76 (=)	78 (=)	80 (=)	83 (+1)	83	82
	L3+	19 (-3)	22 (-1)	25 (+1)	29 (+3)	28	26

**Key Stage 2 2015** (for ease percentages have been rounded to the nearest whole number, the gap to national is shown in brackets)

		B&D 2012	B&D 2013	B&D 2014	B&D 2015	Lon 2015	Nat 2015
Reading	L4+	85 (-2)	84 (-2)	86 (-2)	89(=)	90	89
	L5+	42 (-6)	37 (-8)	46 (-4)	44 (-4)	50	48
	L6+	0 (=)	0 (=)	0 (=)	0 (=)		0
Writing	L4+	80 (-1)	82 (-1)	86 (+1)	87 (=)	88	87
	L5+	25 (-3)	28 (-2)	30 (-3)	35 (-1)	39	36
	L6+	1	1	1 (=)	1.4 (-0.6)		2
maths	L4+	83 (-1)	85 (=)	86 (+1)	88 (+1)	89	87
	L5+	35 (-4)	39 (-2)	43 (+1)	41(-1)	46	42
	L6+	3 (=)	5 (-2)	9 (=)	7.8 (-1.2)		9
Combined L4+RE, WR & MA (floor 65)		73 (-2)	75 (=)	78 (-1)	80 (=)	82	80
'Good Level 4'				64 (-3)	69 (=)	72	69
Spelling, punctuation & grammar	L4+			77 (+2)	82 (+2)	84	80
	L5+			55 (+3)	58 (+3)	62	55
	L6+			4 (=)	4.5 (+0.5)		4

**Key Stage 4 GCSE 2015** (for ease percentages have been rounded to the nearest whole number, the gap to national is shown in brackets)

	B&D 2012	B&D 2013	B&D 2014	B&D 2015	Lon 2015	Nat 2015
5A*-C EN & MA (floor 40)	59 (-0.8)	60 (+1)	58 (+5)	53 (=)	60	53
English A*-C	69 (+6)	74 (+12)	77 (+13)	71		44
A*-A	11 (-6)	15 (=)	14 (+1)	12 (+1)		11
maths A*-C	68 (+2)	66 (-2)	67 (+3)	63 (-1)		64
A*-A	16 (-4)	14 (-5)	16 (-2)	17 (-1)		18
EBacc (all subjects)	5 (-13)	14 (-9)	20 (-3)	20 (-3)	30	23
5A*-C (Level 2 at 16)	83 (+1)	82 (+1)	66 (+2)	66 (+2)	70	64
5A*-G EN & MA	93 (+1)	93 (+2)	91 (+6)	87 (+2)	92	85
5A*-G (Level 1 at 16)	95 (+1)	94 (=)	93 (+3)	96 (+5)	95	91

**Key Stage 5 post 16 2015**

A level	B&D 2012	B&D 2013	B&D 2014	B&D 2015	National 2015
APS <sup>1</sup> per pupil	597.8	704.4	726.8	721.7	
APS per entry	198.9	206.1	210.2	210.8	

A level only	B&D 2012	B&D 2013	B&D 2014	B&D 2015	National 2015
A*-E	99.7	99.9	98.6	99.2	98.7
A*-C	71.7	73.4	74.6	75.5	77.8
A*-B	40.3	40.8	45.9	46.1	53.2

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**Brief commentary:**

**Early Years Foundation Stage** - The percentage of pupils achieving at least the expected level within the three prime areas of learning: communication and language, physical development and personal, social and emotional development and the early learning goals within the literacy and mathematics areas of learning, that is achieving a “good level of development” is 68 per cent. This represents a significant increase of 8 percentage points compared to 2014 results and means that we are now above the national average.

**Key Stage 1** – Results rose in reading, writing and mathematics at both L2B+ and L3+. As a result, B&D overall has equalled the national in writing and maths at Level 2B+ and has moved above national in reading. At the higher levels, a key focus for the Local Authority has been to close the gap to national and in 2015 all the results are above the national average.

**Key Stage 2** – Generally this is a positive set of results. There has been good progress on all headline data. On the floor target combined measure of L4+ in reading, writing and mathematics, B & D schools improved on last year with a 2% rise to 80%; this is now at the national figure and well above the floor target value of 65%. On the top line measure of a ‘good level 4’, the overall LA figure is 69%, which is a 3% increase on last year and takes the LA figure in line with the national. The gap between the good level 4 and the combined level 4+ has narrowed by 1% to 11%, Outcomes for the grammar, punctuation

<sup>1</sup> A level Average Point Score (APS) grade C=210 points, each grade is worth  $\pm 30$  points, so A\*=300 points, A=270, B=240, C=210, D=180 and E=150 points. Other qualifications such as a BTec have equivalent points awarded for pass, merit and distinction.

and spelling test have shown a 4% improvement to 82%, above the national figure of 80%. The L5 remains 3% above national and for the first time the L6 has just risen above the national. Reading at L4+ has improved to be in line with national, writing remains at national and maths continues to be above national. While the gap to reaching higher levels has halved in writing it must remain a focus for reading and maths.

**Key Stage 4 / GCSE results** - On the headline measure of 5A\*-C including English and mathematics overall LA results have fallen by 5% to 53%, in line with the national but below the London (60%) average. There are a larger number of GCSE remarks this year than has been the case and the figure may rise further as a result. 5 A\*-C results remained unchanged at 66% remaining above the national average of 64% but below London (70%). In English the A\*-C fell by 6% to 71%, still significantly above the 2015 national of 44%. Maths results fell by 4% to 63% which is 1 % below the 2015 national figure. Early indications are that there were changes to the grade boundaries in Maths which had made it more difficult to achieve a grade C this year, similarly, with the iGCSE in English. There has been a 3% improvement in the 5 A\*-G at 96% which is above both the 2015 London and national averages. The EBacc remains at 20% but is close to the national average of 23%.

**Key Stage 5 / post 16 school results.** Not all national 2015 results are available. Early national results show a slight rise in A\*-B, A\*-C and A\*-E grades in 2015. In the Borough the A level pass rate at A\*-B has risen slightly to 46.1% although the gap to national remains unchanged. There has been a 1% improvement at A\*-C while A\*-E has improved by 0.6% to 99.2%, 0.5% above the national. While these improvements in the higher grades will enable more of our students to gain entry to the more competitive universities there is still more to do, particularly at the A\*-B grades which are still below those nationally.

**Further Information:**

**RAISEonline Latest News link for publication dates**

<https://www.raiseonline.org>



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# London Borough of Barking and Dagenham Early Years Education Strategy 2015 to 2018

Striving for Excellence – Sustaining Early Years Providers and Local Authority Partnerships



## Overarching objectives

- A place in a good or outstanding early years setting (school, preschool, day nursery or childminder) for every child
- Exceeding national standards and then London standards for achievement at the end of Foundation Stage



## 1. Foreword

In November 2014 Barking and Dagenham schools and the Council agreed their Education Strategy for 2014-2017. The two overarching objectives for education were then and still are for all our children and young people to have a place in a good or outstanding school or early years setting and for them to have the best possible life opportunities so that by the time they leave school they exceed national and then London averages as the benchmark. This early years education strategy has been designed to support and complement the overarching aims of the education strategy. It recognises the crucial role that this first phase of education plays in ensuring good and better outcomes for all children.

Fundamental to the achievements to date is the strong partnership between, schools, children's centres and early years providers and the Council. The Council has been at the forefront of children's centre development and has some of the best and most effective centres in the country. These children's centres have gained national recognition, not least for the contribution they have made to improving outcomes for children at the end of Foundation Stage.

Children's centres, schools and early years settings have played a crucial role in supporting families to understand the importance of the home learning environment to support their child's learning. Early intervention workers have been trained specifically to provide parents and carers support in language and communication development in the early years.

Early years settings and provider led partnerships with the Early Years Service are essential to ensuring a continued focus on improving provision and outcomes for the youngest children. The Early Years Service will continue to develop strong partnerships between settings, children's centres and providers so that expertise can be shared, leadership embedded and professional development for all practitioners supported.



The four principles guiding this new strategy are:

- a further raising of the expected standards and shared ambition for all the children who live here;
- a commitment to all early years settings and providers and a collective responsibility for all of the children in Barking and Dagenham;
- developing provision and sustaining and evaluating the partnership between early years settings/providers and the Council which has been a critical factor in the improved outcomes for children and young people;
- ensuring the pre-conditions for learning are in place through effective support for parents, early help and inclusive practices.

This Early Years Strategy links with and complements the Education Strategy and the Special Educational Needs (SEN) Strategy. These documents are guided by the Council's Education Policy which reflects the Council's vision and priorities. The context of unprecedented increase in the school population is set out in the strategy for ensuring sufficient school/early years places reviewed and approved by Cabinet twice per year. Mobility across the school population and within early years is high. For example, in 2012, 384 disadvantaged 2 year olds were supported into accessing 15 hours of early education. This cohort of children was tracked to the end of the reception year. Only 300 remained in Barking and Dagenham schools. This represents a mobility level of nearly 25%.

Despite these levels of mobility, in 2015 Early Years Foundation Stage Profile results were significant in that for the first time the borough was above the national average for headline performance for five year olds. This allows us to further raise the bar with the London average as our next milestone. This is in the context of the biggest population increase in the country with many of our families experiencing significant hardship.

Barking and Dagenham Council has a longstanding and steadfast commitment to early years. We know from the evidence that it is high quality provision and the people who work in the sector that make a big difference to young children's outcomes. Recognising that much has been achieved, some big challenges remain. Specifically the take up of early education places by 3 and 4 year olds remains significantly below national and London averages and the proportion of children exceeding the expected level of development at age 5 is not high enough.

It is well documented that, children who have access to high quality early years provision are more likely to achieve better than those children who have had no or poor quality early years experiences. These early years experiences are particularly important for developing early communication and language skills. This is why our focus on improving the quality of early years provision, the strong links with children's centres and improving the skills of the practitioners working in the sector is essential. Promoting and supporting high aspiration and ambition for our youngest children runs as a thread through the Council's vision and priorities which were renewed in July 2014. This new strategy reaffirms the Council's commitment to our youngest children, underlines its commitment to work in partnership with all early years' settings, schools, children's centres and providers in the borough and sets out the challenge for the coming three years.

**Councillor Evelyn Carpenter**  
**Cabinet Member for Education and Schools**



## Our Vision



The Council's vision and three priorities directly inform the Early Years Strategy.

**One borough; one community;  
London's growth opportunity**

## 2. Improvement priorities for 2015 to 2018

### i. Encouraging civic pride

Narrow the gap in attainment and realise high aspirations for every child

### ii. Enabling social responsibility

Ensure children and young people are well-educated and realise their potential

### iii. Growing the borough

Develop a local, skilled workforce and improve employment opportunities.

Our two overarching objectives for early years education:

- A place in a good or outstanding early years setting for every child
- Exceeding national standards and then London standards

### Nine priority areas for improvement:

To achieve these we must:

1. Work to improve standards in early reading, writing and mathematics by age 5;
2. Create sufficient high quality early education places for 2, 3 and 4 year olds;
3. Ensure the delivery of 30 hours of early education for eligible children
4. Improve the % of children taking up their early years education free entitlement to at least London levels of 96%;
5. Ensure that all settings (schools, day nurseries, pre schools and childminders) achieve a minimum of 'good' Ofsted outcome for overall effectiveness;
6. Ensure the early years workforce is fully trained in meeting the learning and development needs of the youngest children;
7. Ensure the Portage and Inclusion Services respond effectively and promptly to the rising demand of children with complex additional needs;
8. Continue to work creatively and flexibly to ensure that all young children with additional needs are identified early and appropriate interventions put in place;
9. Ensure the sustainability and viability of Private, Voluntary and Independent nurseries, pre schools and childminders through business management support.

This is achieved by:

- Strong and effective support for leaders in all early years settings;
- Appropriate challenge monitoring and targeted interventions by the Council's Early Years team;
- The training and development of qualified, reflective and skilled practitioners;
- Developing inclusive learning environments which allow young children, regardless of need, to play and learn with purpose and enthusiasm;
- Careful assessment and tracking of children's progress as a basis for high quality teaching in the early years;
- Strong partnerships with parents, carers and other professionals to ensure the best possible start for every child.







### 3. Key actions for early years' settings and the local authority for 2015 to 2018

Section 2 sets out areas where outcomes for young children need to improve. In order for this to happen, aspects of leadership and the quality of teaching and provision need to be strengthened where they are not yet good or outstanding.

The Council continues to support and deliver the statutory functions contained within the Childcare Act 2006 specifically :

- securing sufficient childcare for working families
- securing sufficient early education places for 2,3 and 4 year olds and managing the roll out of 30 hours of early education for eligible children
- providing information, advice and assistance to parents on the provision of childcare, early education and other services for children aged 0-5
- providing information, advice, training and support to childcare providers.

Key features of the context for improvement are set out below:

3.1 Early years non maintained settings are inspected generally on the same cycle as schools, although this cycle can be far more frequent if complaints are made to Ofsted by parents or the local authority. Since September 2014 early years provision within a maintained school has received a separate judgement for the overall effectiveness of the early years foundation stage.

In September 2015 the proportion of:

- EYFS provision in schools judged good or better (since September 2014) 87% (no national benchmark currently)
- Childminders judged good or better 80% (national 82% London 79%)
- Childcare on non domestic premises (children centre nurseries, pre schools and day nurseries) 80% (national 86% London 83%)
- All provision (excluding schools) 78% (national 82% London 79%)

Performance on this measure continues to improve steadily (September 2015), but remains below national and London averages for good or better settings. It is also below our commitment for all children to have a place in a good or outstanding early years setting.

3.2 The population of Barking and Dagenham continues to grow at probably the fastest rate in the country – twice the rate of London and four times national (2012 data). There are more babies per person in Barking and Dagenham than in any other local authority in Britain, with over a thousand more children entering reception than left to go to secondary school.

Approximately 1600 early education places in schools and Private, Voluntary and Independent early years settings were created between September 2007 and July 2015. There remains an acute shortage of places for disadvantaged 2 year olds. The Council had a target of providing 2055 free early education places for 2 year olds by September 2014. The Council has one of the best track records in London for the delivery and take up of places for 2 year olds. The provision of 30 hours of early education for children of working parents from 2017 will create additional pressure in an already stretched sector.



Alongside this rapid growth is a change in population which has become more mobile and far more diverse in origin. Many schools and settings have become adept at managing high levels of mobility and supporting children arriving from different countries throughout the year. What has not changed is the economic position - with the eighth highest level of child poverty nationally. In this context it is an achievement that performance for children on free school meals is amongst the strongest in the country.

3.3 The impact of the increasing demand on the Portage Service (200% increase in case load since 2010) and the substantial rise in the number of young children diagnosed with Speech and Language Delays and Disorders, coupled with the steep rise in numbers of children with a diagnosis of Autistic Spectrum Condition has put immense pressure on all early years providers and settings. Schools and settings have responded very positively to these pressures by working closely with our SEN Advisory Teachers and the Portage Service to adapt provision so they are more able to meet the needs of children many with complex and enduring conditions.

3.4 Individual providers and schools are responsible for the quality of their own provision. The Early Years Service is responsible for overseeing quality in Private, Voluntary and Independent early years settings and for supporting improvement in all aspects of the settings' work. There is a particular responsibility to ensure that the public funded provision for 2, 3 and 4-year-olds is of the highest quality. This important relationship underpins our strategy and is linked to the legal duty placed upon Local Authorities to secure sufficient and accessible high quality childcare places as directed in the Childcare Act (2006).

Leadership and management of early years provision within schools and children's centre nurseries is becoming stronger and more focussed on improvement. However some settings have weaker management and this impacts on progress and outcomes for children.

Staff turnover in both sectors is high and schools and providers report difficulties in attracting high quality experienced practitioners.

The Council and early years settings in partnership are working collectively to secure and develop cultural, creative, and sporting and health opportunities for our children. Children and settings have been participating in initiatives around music, drama, art and fitness and health.

Key actions for early years settings and the local authority are set out below against our two overarching objectives. The actions address the eight priority areas for improvement, within our context of rapid growth, demographic, change, ambition and aspiration for all our young children. An interim review of progress is scheduled for Spring 2017.







## 1. A place in a good or outstanding early years setting for every child

### Priority actions:

1. Ensure there are sufficient, sustainable high quality early education places for eligible 2 year olds and all 3 and 4 year olds in a range of settings to meet parental needs and expectations.
2. Ensure that all early years settings are judged at least good for their overall effectiveness by Ofsted focussing particularly on improving leadership and management where this is not yet good.
3. Improve the proportion of early years settings that are outstanding. (April 2015 8% in Barking and Dagenham against a national of 12% and London of 10%. The first milestone is to reach London and then national levels.
4. Continue to commission and deliver high quality training to meet the needs of all early years practitioners particularly with a focus on Literacy and mathematics.
5. Ensure parents have access to clear and impartial advice through the Family Information Service.





## 2. Exceeding national standards and then London standards

Priority actions:

1. Ensure that results at the end of Foundation stage are at least at national levels and in line with London standards.
2. Implement and manage the Early Years Pupil Premium to maximise its impact on young children's development.
3. Support the introduction of the forthcoming Reception Baseline assessment to get an accurate reflection of attainment on entry to reception.
4. Ensure that children with additional and complex needs are identified supported within their local setting as far as possible.
5. Ensure the Portage and Inclusion Services respond effectively and appropriately to children with complex needs and their families.





## 4. Ten key facts about early years in the borough

1. Barking and Dagenham is home to 61,000 children and young people of whom 22,000, 33% are under 5 years of age.
2. The borough is experiencing one of the fastest rising birth rates in the country. In September 2013, one thousand more children entered Reception than left Year 6 to go to secondary school. Our projected forecasts are that the combined primary and secondary populations (Year R to Year 11) will grow by around 10,000 over the coming years to 2017/18.
3. 45% of all reception aged children in Barking and Dagenham do not hold English as a first language. The average for England is 18%.
4. Approximately one in three children (34%) in Barking and Dagenham is born into poverty, higher than the national average of one in five.
5. There are 13 children's centre nurseries, 27 day nurseries, 23 pre-schools, 142 child minders, and 39 schools offering the early years foundation stage. There are 8 children's centre and nurseries co-located with schools sharing some facilities.
6. 90% of 3 and 4 year olds attend an early years setting. This is significantly lower than both national and London levels of take up.
7. In 2014 Barking and Dagenham was ranked 70 out of 152 local authorities for attainment at age 5, with 60% of children achieving a good level of development. However, the proportion of children exceeding expected levels is below national.
8. In 2014 53% of children in reception class eligible for free school meals achieved a good level of development at the end of Foundation Stage compared to 45% nationally.
9. 55% of White British children achieved a good level of development at the end of Foundation Stage compared to 62% nationally.
10. As of September 2015, Barking and Dagenham has a delivery target of up to 2,055 places for disadvantaged 2 year olds.

## Appendix 1 - Accredited Register of Excellent Practice

Name of setting/provider	Area of excellence	Evidence
<b>Schools</b>		
St. Teresa's Catholic School	<ul style="list-style-type: none"> <li>• Achievement</li> <li>• Quality of rich provision which support learning and development</li> <li>• Enabling environment</li> <li>• Involvement and participation in LA initiative, i.e. Active Start Dance programme</li> </ul>	Outstanding Ofsted Inspection report
Thames View Infant School	<ul style="list-style-type: none"> <li>• Achievement and progress in early years</li> <li>• Teaching</li> <li>• Behaviour and Safety</li> <li>• Leadership and Management</li> </ul>	Outstanding Inspection report
Furze Infant School	<ul style="list-style-type: none"> <li>• Teaching and Learning</li> <li>• Provision</li> </ul>	Consistently high % of children achieving Good Level of Development
Godwin Primary School	<ul style="list-style-type: none"> <li>• Teaching of early phonics</li> </ul>	Observations of sessions Hosted visits for other schools
Beam Primary School Marsh Green Primary School	<ul style="list-style-type: none"> <li>• Teaching of early reading</li> </ul>	High EYFSP scores in reading
Five Elms Primary School St Margaret's Primary School	<ul style="list-style-type: none"> <li>• Opportunities for the application of writing</li> </ul>	High EYFSP scores in writing
Ripple Primary School	<ul style="list-style-type: none"> <li>• Teaching and learning environments and impact on children's progress</li> </ul>	Independent observations and reviews
Valence Primary School Richard Alibon Primary School	<ul style="list-style-type: none"> <li>• Teaching of mathematics</li> </ul>	High EYFSP scores in mathematics
Dorothy Barley Infants School James Cambell Primary School Grafton Primary School	<ul style="list-style-type: none"> <li>• Outdoor learning environment</li> </ul>	Observations, Ofsted report and impact on children's learning
Roding Primary	<ul style="list-style-type: none"> <li>• Parent participation in tackling obesity</li> </ul>	Active Start Dance Programme

## Appendix 1

Name of setting/provider	Area of excellence	Evidence
<b>Inclusion and SEN support in early years</b>		
John Perry Primary School	<ul style="list-style-type: none"> <li>Ongoing training and modelling in the EYFS for children with complex social and communication needs</li> </ul>	Inclusion Advisor Judgements
Rush Green Primary School	<ul style="list-style-type: none"> <li>Monthly TA workshops</li> <li>Ongoing training and modelling in the EYFS for children with complex social and communication needs.</li> </ul>	Inclusion Advisor Judgements
Valence Primary School	<ul style="list-style-type: none"> <li>SEN including training for support staff and provision for children with complex needs</li> <li>Working with other schools staff exchange project</li> </ul>	Inclusion Advisor visits and sharing practice to other settings
<b>Pre schools</b>		
Alamiyah Pre-school	<ul style="list-style-type: none"> <li>Learning Environment</li> <li>Inclusion</li> <li>Children's progress</li> </ul>	Outstanding Ofsted report Early years observations
Buttercups Pre-school	<ul style="list-style-type: none"> <li>Children's well-being</li> <li>Inclusion</li> <li>Partnership with parents</li> </ul>	Ofsted report Early years observations
Becontree CC Pre-school	<ul style="list-style-type: none"> <li>Session pre-school with strong parent partnership</li> <li>Inclusion</li> </ul>	Ofsted report Early years observations
St Chad's Pre School	<ul style="list-style-type: none"> <li>Inclusion</li> <li>Parent partnership</li> <li>Learning Environment</li> <li>Leadership and Management</li> </ul>	Outstanding Ofsted report Early years observations



Name of setting/provider	Area of excellence	Evidence
<b>Children's Centre Nurseries</b>		
Abbey Children's Centre Nursery	<ul style="list-style-type: none"> <li>• Leadership and management</li> <li>• Learning Environment</li> <li>• Inclusion</li> </ul>	Ofsted report Early years observations Host setting
Chestnut Nursery @ Gascoigne Children's Centre	<ul style="list-style-type: none"> <li>• Quality of teaching</li> <li>• Learning Environment</li> </ul>	Ofsted report Early years observations Host setting
Chestnut Nursery @ Sue Bramley Children's Centre	<ul style="list-style-type: none"> <li>• Quality of teaching</li> <li>• Learning Environment</li> <li>• Inclusion</li> <li>• Parent partnership</li> </ul>	Ofsted report Early years observations Host setting
London Early Years Foundation Ford Road Children's Centre Nursery	<ul style="list-style-type: none"> <li>• Inclusion</li> <li>• Outdoor provision</li> <li>• Teaching and Learning</li> </ul>	Ofsted report Early years observations Host setting
London Early Years Foundation Furze Children's Centre Nursery	<ul style="list-style-type: none"> <li>• Parent partnership</li> <li>• Learning Environment</li> <li>• Outcomes for children</li> <li>• Provision for babies</li> </ul>	Ofsted report Early years observations Host setting
Playaway @ Becontree Children's Centre Nursery	<ul style="list-style-type: none"> <li>• Learning environment</li> <li>• Outcomes for children</li> <li>• Inclusion</li> </ul>	Ofsted report Early Years observations Host setting
<b>Day Nurseries</b>		
Barney Bears Barking	<ul style="list-style-type: none"> <li>• Parent Partnership</li> <li>• Leadership and Management</li> <li>• Inclusion</li> </ul>	Ofsted report EYAT observations
<b>Childminders</b>		
10 outstanding childminders For further information contact the Family Information Service	<ul style="list-style-type: none"> <li>• Parent Partnership</li> <li>• Provision and support of children with SEND</li> <li>• Enabling Environment</li> <li>• Outdoor Provision</li> <li>• Children's Wellbeing</li> <li>• Inclusion</li> <li>• Safeguarding</li> </ul>	Outstanding Inspection reports
4 good and outstanding childminders involved in the making of LBBB promotional Video Available on the Family Information website	<ul style="list-style-type: none"> <li>• Outdoor provision</li> <li>• Wellbeing and Safety</li> <li>• Professionalism</li> <li>• Environment</li> <li>• Quality interaction</li> </ul>	Participation in LBBB promotional DVD

## Appendix 2 - Early Years led partnerships and collaborations

<b>Commissioned partners</b>	<ul style="list-style-type: none"> <li>• London Early Years Foundation</li> <li>• Chestnut Nursery Schools</li> <li>• Playaway Nurseries</li> <li>• Harmony House</li> <li>• Pre-School Learning Alliance</li> <li>• Sycamore Trust</li> <li>• Carers of Barking and Dagenham</li> </ul>
<b>Non commissioned partners</b>	<ul style="list-style-type: none"> <li>• Libraries</li> <li>• Park Rangers</li> <li>• Portage and Inclusion</li> <li>• Health Visitors</li> <li>• Speech &amp; Language Therapy</li> </ul>
<b>Sharing good practice forums</b>	<ul style="list-style-type: none"> <li>• Heads of Early Years meeting (Pan London)</li> <li>• Daycare managers forum</li> <li>• Pre-school managers forum</li> <li>• Out of school alliance</li> <li>• Regional Quality Improvement Network</li> <li>• Development workers forum (cross borough)</li> <li>• Cross Borough EYFSP moderation</li> <li>• Foundation Stage Coordinators</li> </ul>
<b>Private Voluntary and Independent Childcare Providers</b>	<ul style="list-style-type: none"> <li>• Day nurseries</li> <li>• Pre-schools</li> <li>• Out of school clubs</li> <li>• Childminders</li> </ul>
<b>Early Years Foundation Stage</b>	<ul style="list-style-type: none"> <li>• Infant schools</li> <li>• Primary schools</li> </ul>
<b>Training Providers</b>	<ul style="list-style-type: none"> <li>• HSHTC-First Aid and Food Hygiene</li> <li>• iFast-Fire Safety</li> <li>• Donna Brown-Safeguarding</li> <li>• SMART Training-NVQ qualifications</li> <li>• PACEY (childminders)</li> </ul>
<b>Children's Centres</b>	<ul style="list-style-type: none"> <li>• Abbey</li> <li>• Becontree</li> <li>• Eastbury</li> <li>• Gascoigne</li> <li>• Leys</li> <li>• Marks Gate</li> <li>• Sue Bramley</li> <li>• William Bellamy</li> </ul>



## Appendix 3 - Collaborative Projects within Early Years

### Early Years Music-Sound Connections

- Furze Children's Centre Nursery
- Marks Gate Children's Centre Nursery
- Abbey Children's Centre Nursery
- Eastbury Children's Centre Nursery
- Leys Children's Centre Nursery
- Ford Road Children's Centre Nursery
- Henry Green Primary-nursery and reception

### Active Start Dance Programme

- Godwin Primary
- Grafton Primary
- John Perry Primary
- Monteagle Primary
- Parsloes Primary
- Richard Alibon Primary
- Roding Primary
- St. Teresa's Catholic School
- William Bellamy Primary

### Boys Writing Project (schools only)

- Beam Primary
- Godwin Primary
- Leys Primary
- Richard Alibon Primary
- Roding Primary
- Rush Green Primary
- Southwood Primary

### Cultural Passport Initiative (PVI settings only)

- Abelle Pre School
- Abbey Pre School
- Beacon Pre School
- Becontree Pre School
- Cornerstone Pre School
- Cheeky Cherubs Pre School
- Quality Kids Pre School
- St Chad's Pre School
- St Mark's Pre School
- Tenacious Pre School
- Sydney Russell Pre School
- Greatfields Day Nursery
- The Glory Day Nursery
- Westbury Day Nursery

### Sharing Inclusive Practice

- Trinity
- Valence NARP
- St Peter's ARP

### Supporting SEND Transition

- Working with all Early Years Settings and the Pre School Learning Alliance (PSLA) to identify children who require a supportive transition into school nursery or reception.
- Identifying children in early years setting, with the most complex needs and supporting settings to request EHC assessment.
- Working with school admission to identify schools that are due to admit a high percentage of children with complex needs.

### Joint working with Speech and Language Therapy

- Valence Primary School
- Village Infants School
- Marks Gate Primary School
- Five Elms Primary School
- John Perry Primary School

### Training to support children with complex social and communication needs

- Training for all early years settings and parents provided jointly by Speech and Language Therapy, Portage and Advisory Teachers

### Future Collaborations

- Links with Health Visiting Teams to pilot joint integrated 2 year old review at Marks Gate Children's Centre Day Nursery and Health Centre and Sue Bramley Children's Centre Day Nursery and Health Centre
- Termly support group for Teaching Assistants working with children who have complex social and communication needs – led jointly with Speech and Language Therapy
- 2015-16, 60 hours of outreach time from Lead Professional for speech and language at Valence School to support EYFS in schools
- 2015-16, training sessions for school staff on teaching numeracy to children with complex social and communication needs in Reception. Supported by St Peter's ARP and Trinity.
- New SEND training modules in line with the SEND code of practice 2014 and reflecting the LBBB Education Health and Care pathway.

## Appendix 4 - Sufficiency Strategy September 2015. To be reviewed and refreshed in September 2017.

### Introduction

The Childcare Sufficiency Strategy builds on the council's vision:

### One borough; one community; London's Growth Opportunity

It also forms part of the local authority's pledge to eradicate child poverty by providing good quality childcare that supports parents to take up or stay in employment or training. Accessing good quality childcare also supports children's cognitive and social development and can help raise their attainment and aspirations.

### Aims

To provide childcare that is sufficient in terms of quality, accessibility, inclusivity, flexibility, sustainability and affordability to meet the needs of parents in the local authority area.

### National context

The Childcare Act 2006 outlines the legal responsibility of local authorities to firstly assess and secondly secure sufficient childcare within their local area and be the strategic leader in facilitating the childcare market.

The act particularly focuses on facilitating good quality, sufficient, sustainable, accessible and flexible childcare that is responsive to parental needs. This is to be achieved in partnership with the Private Voluntary and Independent (PVI) sector.

A short sufficiency assessment must be presented annually to members. This assessment enables local authorities to fulfil their duty under section 6 of the Childcare Act – to secure sufficient childcare.

The assessment has been published and will underpin local authority planning as outlined below.

### Purpose of childcare sufficiency assessment

The aim of the assessment is to identify gaps in the childcare market and plan how to address these. Needs of working parents have been considered and so will the need for free early education places for 2, 3 and 4 year olds.

Sufficiency is defined as meeting the needs of local parents who require childcare in order to enable them to take up or remain in work or undertake training or education that will lead to work. There is a particular emphasis on providing sufficient childcare for tax credits claimants and families with children with additional needs.

The Childcare Act 2006 stipulates that local authorities are not expected to deliver childcare, but need to act as a market facilitator in providing support across childcare sectors to achieve sufficiency.

### Affordability

The average prices for childcare in Barking and Dagenham are within the Government's guidelines for affordable childcare. However, day nursery fees are now closer to some inner London averages. Many Barking and Dagenham families earn below national income levels and should therefore qualify for support through the tax credit system. The take up of the childcare element of the Working Tax Credit in Barking and Dagenham is above the England average and has increased year on year for the last 3 years. Although the prices of some types of childcare in Barking and Dagenham are lower than those recorded for outer London, parents are still referring to cost as a main barrier to accessing formal childcare. Prices for holiday provision for school aged children are higher in Barking and Dagenham than outer London averages.

We will:

1. Further promote the childcare element of the Working Tax Credit in partnership with key partners and childcare providers.
2. Ensure the delivery of the free entitlement of 15 hours early education for all 3 and 4 year olds whose parents require it.
3. Work towards the implementation of 30 hours of free early education for eligible 3 and 4 year olds by September 2017.
4. Continue to mainstream the 2 year old offer by September 2015 in line with government legislation. From 2012 onwards we have been increasing capacity within providers to meet the increased expectation of the 2 year old offer. Currently we offer 1500 places to disadvantaged 2 year olds. This will increase steadily through out 2015-2016 to meet our expected target of 2055 places.

### **Suitability/accessibility/inclusion**

Childcare services for children under 5 were assessed to be accessible to children with additional needs. However, the level of accessibility in out of school provision in the borough was lower and more parents of children with additional needs felt that staff and premises were not suitable for their children or were unable to cater for the particular needs of their children.

We will:

1. Continue to support specialist childminders to cater for children with additional needs.
2. Continue to run a resource library to support out of school settings in providing an inclusive environment.
3. Provide training, mentoring and inclusion support for out of school childcare providers.
4. Commission the Pre School Learning Alliance to provide an Inclusion Adviser to support out of school clubs to ensure the inclusion of children with additional and complex needs.
5. Provide limited funding for out of school clubs to buy in additional staffing if deemed necessary to support children with additional and complex needs.

### **Time and flexibility**

Childcare provision for children under 5 is typically open from 7.30am or 8am to 6pm or 6.30 pm Monday to Friday. In many childcare settings, times are flexible and no major need for further flexibility or different times of operation for this age group has been expressed.

Childcare provision for children aged 5-14 (18 with additional needs) is usually open between 3pm and 6pm or 6.30pm. During holidays this provision is available between 8am and 6pm or 6.30pm. When consulting children in this age range on the times that they attend out of school care, it was evident that they were satisfied with the time spent in out of school care. Some children even stated that they wanted to spend more time at their out of school provision than they do currently.

A small percentage of parents stated that they would like to use childcare before 8am and after 6pm, but the majority of surveyed parents are either using or wanting to use childcare between 8am and 6pm.

We will:

1. Continue to raise the profile of childminding to meet needs of parents wanting to use childcare during unsocial hours such as evenings and weekends.

### **Age range**

It is evident that there are low levels of childcare for all age groups compared to outer London figures. However, there are some vacancies in provision across the borough. There is an acute shortage of places for funded 2 year olds.

Day nurseries continue to be more flexible with their offer of the free entitlement. Currently we can meet the demand for 3 and 4 year old places within school nurseries and non maintained settings. However, with the increased need for places to meet the 2 year old offer and the increase to 30 hours for eligible 3 and 4 year olds pressure could be placed on the availability of places. Currently 2 year old places are not offered in schools so all demand for this age group has to be met from the non maintained sector.

We will:

1. Support settings to be more flexible to encourage development of free early education places for 2, 3 and 4 year olds.
2. Support development of new childcare places for funded 2 year olds.
3. Support schools to commence delivery of places for 2 year olds.
4. Prepare for 30 hours of early education for 3 and 4 year olds.

### **Type**

When asking parents about the type of childcare they would like to use, pre-school provision was the most popular option with home based childcare (child-minders) being the least popular option.

Generally, the availability of pre-school provision is low, which means that the need for this type of provision may not be met.

We will:

1. Work with potential providers to encourage development of pre-school places.
2. Raise profile of childminding by publicising good news stories and promote the council's childminding film.

## Appendix 4

### Location and place creation

All wards have childcare in the form of group care and/or childcare provided by childminders. Provision is available for 0-14s in every ward in the borough. However, a number of wards have gaps in provision for funded 2 year olds. These include Heath, Abbey and Gascoigne.

We will:

1. Support development of new childcare places for funded 2 year olds in the wards of need.
2. Open new provision at Arden House in Longbridge ward (opened Septemebr 2014).
3. Open new provision at Halbutt Street in Heath ward (opened September).
4. Open new provision at the old Markyate Library in Markkyate ward (opened June 2015).
5. Work with schools with vacancies in nursery classes to admit 2 year olds.

### Level of provision

Levels of childcare provision are in line with outer London average across the borough. However, there is still spare capacity of childcare across most age ranges. The recession has increased our vacancy rates. All types of providers report their vacancy rates to us quarterly. The last recorded quarter (July 2015 to September 2015) showed very high vacancy rates with childminders, out of school clubs and holiday provision. There were much lower vacancy rates in pre schools and day nurseries. However this quarter is traditionally when we see the lowest vacancy rates.

We will:

1. Support development of early education places for 2, 3 and 4 year olds across all localities.

### Sustainability

With lower than outer London average prices, childcare providers in Barking and Dagenham have a lower turnover than providers in other outer London areas. The majority of childcare providers mentioned that the levels of fees they charge do allow them to be sustainable. Factors that affect sustainability mentioned were high running costs such as premises costs, utility costs and high staff costs. Some providers feel they cannot charge higher fees for fear of losing business. However, some day nurseries charge £225 per week and still maintain low vacancy rates. These nurseries tend to be in the children's centres and provide extremely high standards of early education and care. Many parents continue to put quality first above cost.

We will:

1. Maintain a sufficiency and sustainability officer to work with childcare providers to ensure low reliance on council funding.
2. Ensure that all childcare provisions work to a SMART business plan which is submitted to the local authority.
3. Further develop business training and support for childcare providers including childminders.
4. Work closely with potential providers to ensure they have done adequate market research and understand the costs of opening a childcare provision.

### **Quality**

Ofsted inspection grades show significant improvement in the percentage of settings rated good or above by Ofsted. As of September 2015 80% of group provision is rated good or above and 80% of childminders good or above. Outstanding and good inspection results are lower in some provider types in Barking and Dagenham than the national averages. This is an area for improvement.

When looking for childcare, parents/carers sited quality as the most important factor when choosing childcare. Poor quality was also one of the main reasons stated by parents when saying that their childcare needs were not being met.

We will:

1. Undertake continuous monitoring of quality via Ofsted inspection ratings ensuring that all settings in the borough are of good quality.
2. Work towards ensuring that ultimately all settings are rated good or outstanding by Ofsted.
3. Provide continuous delivery of common core training to raise quality standards.
4. Deliver regular in house training on the Early Years Foundation Stage.
5. Develop a training programme to promote quality in out of school provision.
6. Continue to raise the qualification level of the childcare workforce and develop pathways into childcare.
7. Provide curriculum support for settings and accredited childminders by advisory teachers.

### **Awareness**

Lack of awareness of childcare services is reducing. We have worked more closely with health services, children's centres and children's social care to ensure those agencies are promoting the free entitlement in particular to the families they come into contact with. The Family Information Service (FIS) continues to broker childcare support, supporting parents with information about childcare costs, types of provision and what to look for when they visit providers to choose childcare.

We will:

1. Continue to refine and enhance brokerage service provided by the Family Information Service.
2. Continue to develop and implement the family services directory making sure it links to other areas of the website.
3. Refine and improve the website. Statistics show us that increasing numbers of parents looking for childcare use the website. We will ensure that the Family Information Service presence on the new borough website is of high quality.





## London Borough of Barking and Dagenham Early Years Education Strategy 2014 to 2017

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**INVESTORS  
IN PEOPLE**



## CABINET

10 November 2015

<b>Title:</b> Low Energy Street Light Replacement Programme	
<b>Report of the Cabinet Members for Finance and Regeneration</b>	
<b>Open Report</b>	<b>For Decision</b>
<b>Wards Affected:</b> All	<b>Key Decision:</b> Yes
<b>Report Author:</b> Andrew Sivess, Group Manager: Programmes and Funding Andy Norton, Street Lighting Manager, Highways and Environmental Design	<b>Contact Details:</b> Tel: 020 8227 5732 E-mail: <a href="mailto:andrew.sivess@lbbd.gov.uk">andrew.sivess@lbbd.gov.uk</a> Tel: 020 8227 2876 E-mail: <a href="mailto:andy.norton@lbbd.gov.uk">andy.norton@lbbd.gov.uk</a>
<b>Accountable Divisional Director:</b> Robin Payne, Divisional Director of Environment	
<b>Accountable Director:</b> Jonathan Bunt, Strategic Director, Finance & Investment	
<p><b>Summary:</b></p> <p>This report seeks approval to procure the replacement of the borough's existing street lights with low energy Light Emitting Diode (LEDs) lanterns and to enter into an agreement with the Green Investment Bank to finance the procurement and replacement on an 'invest to save' basis. .</p> <p>The proposals set out in this report will deliver immediate and long-term financial savings through lower energy use. This will also help to reduce carbon emissions as part of the Council's commitment to tackle climate change.</p> <p>The LED replacement programme set out in this report is an important part of the Highways Asset Management Strategy (HAMS).</p>	
<p><b>Recommendation(s)</b></p> <p>The Cabinet is recommended to:</p> <ul style="list-style-type: none"> <li>(i) Approve the procurement proposals to replace c16,500 sodium street lanterns with energy efficient LED street lanterns, including the installation of a Central Management System (CMS), at an estimated total scheme cost of £7.5m (including £0.5m contingency) in accordance with the strategy set out in the report;</li> <li>(ii) Agree that the project be financed via the UK Green Investment Bank's Green Loan, as set out in option 1 in the report; and</li> <li>(iii) Delegate authority to the Strategic Director of Finance and Investment, in consultation with the Head of Legal and Democratic Services and the Cabinet Members for Finance and Regeneration, to negotiate terms and agree, execute</li> </ul>	



and deliver all contract project documents to fully implement and effect the project including the Green Loan agreement and other finance documents, and award the contract to the successful bidder.

#### **Reason(s)**

To assist the Council in delivering its corporate priorities by reducing the Council's energy consumption and energy costs. This will help to reduce the authority's overheads and contribute to the long-term financial sustainability of the Council

### **1. Introduction and Background**

- 1.1. At its meeting on the 24<sup>th</sup> March 2015 Cabinet approved the commitment of £250,000 to support detailed business planning of an initial renewable energy (RE) investment programme and the establishment of an Energy Services Company (ESCO).
- 1.2. The initial RE investment programme identified the replacement of the Borough's street lights with low energy LED lanterns. Detailed technical and financial evaluation has been undertaken. It is considered that replacement of the borough's street lights with energy efficient LED lanterns should be funded as an invest to save scheme within the General Fund using borrowing from the Green Investment Bank (GIB).
- 1.3. The UK Green Investment Bank was created by the UK Government to accelerate the transition of the UK economy to a low carbon economy. The Government has committed an initial £3.8bn of capital to the GIB. This is used to back green projects, on commercial terms, across the UK. The intention is to mobilise other private sector capital into the UK's green economy that would otherwise not be available.
- 1.4. The GIB has created the 'Green Loan', which is specifically designed to help local authorities make the switch to low energy streetlights. This is essentially an invest to save model whereby the savings in energy costs are used to provide immediate net savings to the Council and to repay the loan over the lifetime of the LED lanterns.
- 1.5. The Green Loan allows loan repayments to be profiled to match energy savings over the lifetime of the project. This flexibility is not available using borrowing from the Public Works Loan Board (PWLb) and is on more financially advantageous terms than would be available from institutional borrowing. The GIB financing has recently been used by both Glasgow and Southend-on-Sea to fund their street lighting LED projects.
- 1.6. Under the proposed financing proposal the GIB will finance the replacement programme over a 4 year installation period. The borough will retain 100% of the savings generated during the installation period; the installation period saving is estimated to be £839,000 (nominal) in the base case but could be as high as £1,552,000 (nominal) in the best case. Repayments to the GIB will commence at the end of the installation period; from this point the Council will benefit from projected net savings of £195,000 (nominal) in the first full year of operations, in the

base case but which could be as high as £321,000 in the best case; this will continue to rise annually by inflation.

## **2. Proposed Procurement Strategy**

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

2.1.1 This report seeks approval to funding and procurement arrangements to replace the borough's existing street light lanterns with low energy light emitting diode lanterns. The proposals in this report will deliver significant financial savings through lower energy use and will help to reduce carbon emissions as part of the Council's commitment to tackle climate change.

The LED replacement programme is an integral part of the Highways asset management strategy. Specifically the proposals will:

- Reduce energy consumption and lower carbon emissions by a projected 54%
- Provide greater control over street lighting levels to maintain and enhance security whilst minimizing energy costs
- Prolong the life of street lighting assets and levels of performance to ensure compliance with statutory standards and Department of Transport codes of practice

The procurement will seek fixed price tenders for the supply and installation of the following equipment:

<b>Description</b>	<b>Lantern Watts</b>	<b>Qty</b>
Lantern with 46W LED	46W	11520
Lantern with 67W LED	67W	3840
<b>TOTAL</b>		<b>15360</b>

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

The Contract Value is estimated to be £7.5m. This includes project management, professional fees and financial contingency.

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

The duration of the contract is estimated to be four years.

### **2.4 Is the contract subject to the (EU) Public Contracts Regulations 2015? If Yes, and contract is for services, are they subject to the Light Touch Regime?**

Yes, the contract is subject to the Public Contracts Regulations 2015 but is not subject to the light touch regime.

### **2.5 Recommended procurement procedure and reasons for the recommendation.**

EU restricted procedure. This procedure is considered to be the most appropriate procurement method. The contract is relatively simple in nature and will essentially

require that contractors submit prices and method statements for a narrowly defined performance based product and clearly defined services.

The restricted process is a two (2) stage tender exercise which enable the Council to review all potential bidders and after evaluation a defined number of bidders will be taken through to the tendering stage. At time of this report the maximum number bidders had not been outlined.

This was deemed to be the most appropriate route to market as the potential supply market is sizeable and varied in quality.

## 2.6 The contract delivery methodology and documentation to be adopted.

The terms and conditions proposed to be used will be the Councils standard terms and conditions for services including provision for any special clauses. Legal Services will be consulted prior to the terms being issued as part of the process.

The service will be managed by the Councils Street Lighting Engineer in terms of the service delivery, with the project attracting key performance indicators which will be developed prior to the tender process.

The GIB element will be managed by Andrew Sivess Group Manager: Programmes and Funding.

A detailed plan for the procurement will be developed with all of the key stakeholders once funding has been allocated.

## 2.7 Outcomes, savings and efficiencies expected as a consequence of awarding the proposed contract.

The table below summarises the gross financial savings that the project proposals will generate. The savings will accrue to the General Fund and should grow year on year as energy inflation is forecast to increase.

Description	Burning Hours in 1 year	Access Watts (Total Watts used)	Qty	Yearly kWh	Price £/kWh	Yearly Running Cost (current prices)
Lantern with 70W SON (current stock)	4084	90	11520	4,234,291	£0.105	£444,601
Lantern with 100W or above(current stock)	4084	180	3840	2,822,861	£0.105	£296,400
<b>TOTAL EXISTING</b>			<b>15360</b>	<b>7,057,152</b>	<b>£0.105</b>	<b>£741,001</b>
Lantern with 46W LED (new stock)	4084	46	11520	2,164,193	£0.105	£227,240
Lantern with 67W LED (new stock)	4084	67	3840	1,050,732	£0.105	£110,327
<b>TOTAL NEW</b>			<b>15360</b>	<b>3,214,925</b>	<b>£0.105</b>	<b>£337,567</b>
<b>Energy Savings (before finance); Per cent Energy Savings</b>						<b>£403,434; 54%</b>
<b>Project Savings including maintenance</b>						<b>£438,666</b>

In summary, the estimated savings as outlined above will be approximately £438,666 per annum. Further outcomes and efficiencies are outlined in 2.9.

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

The recommended criteria which will form the evaluation process for the procurement exercise will be as follows:

- 70% Price
- 30% Quality

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

The proposals in this report will support local economic, social and environmental wellbeing. Specifically the proposals will:

- **Economic wellbeing:** the scale and nature of the works proposed may provide opportunities for local firms to compete or be involved in the works either as main contractors or as sub-contractors. Contractors will also be expected to provide opportunities to support local employment and local purchasing.
- **Social:** the proposals will reduce the Council's energy costs. This will release funds for investment in other activities to support delivery of our Corporate objectives.
- **Environmental:** the proposals will directly benefit the environment locally and globally by reducing carbon emissions and through providing more control over levels of street lighting. The estimated carbon savings arising from the project are set out in the table below.

<b>Description</b>	<b>Yearly KW/h</b>	<b>Yearly Carbon Tonnes</b>
Lantern with 70W SON & Lantern with 100W or above (current stock)	7,057,152	3719
Lantern with 46W LED & Lantern with 67W LED (new stock)	3,214,925	1694
Lantern with 46W LED, including part night dimmed by 40% with trimming (subject to policy) & Lantern with 67W LED (new stock)	2,759,817	1454

### 3. Options Appraisal

3.1. The table below summarises the financing options that have been considered.

Option	Option 1: Green Investment Bank Green Loan (Recommended)	Option 2: Public Works Loan Board
<b>Finance</b>	<ul style="list-style-type: none"> <li>Sculpted drawdown to match installation profile and repayment to match forecast project savings;</li> <li>Cost of Funds circa 3.90%;</li> <li>Average loan life of circa 23 years;</li> <li>Fixed rate is set at financial close for all future drawdowns;</li> <li>Project is cash flow positive from day 1</li> </ul>	<ul style="list-style-type: none"> <li>Annuity Repayment;</li> <li>Cost of Funds circa 3.13%;</li> <li>Average loan life of circa 15 years;</li> <li>Fixed rate is set at financial close</li> <li>No in year net savings until project year 4</li> <li>No cumulative net savings until project year 8</li> </ul>
<b>Project Cash Flow Profile</b>		
<b>Net Savings After Finance</b>	<ul style="list-style-type: none"> <li><b>£3.89m Project NPV</b> (Net Savings discounted @ 6.09%)</li> <li>£9.680m Nominal Net Savings</li> </ul>	<ul style="list-style-type: none"> <li><b>£3.63m Project NPV</b> (Net Savings discounted @ 6.09%)</li> <li>£12.55m Nominal Net Savings</li> </ul>
<b>Notes</b>	<p>The Green Loan has been specifically designed to facilitate a “spend to save” project with the following key benefits:</p> <ul style="list-style-type: none"> <li>Interest rate certainty on the facility</li> <li>Interest calculated only on money drawn-down for the LEDs</li> <li>Cash flow positive in each year</li> </ul> <p>GIB also provides business case support, undertakes funder due diligence and provide basis for ongoing project monitoring and reporting.</p>	<p>To achieve rate certainty PWLB would need to draw all cash up front, but this would increase debt service pressure in the early years, with no cumulative positive cash flows until year eight.</p>

Option	Option 3 - SALIX	Option 4 – institutional finance	Option 5: Do Nothing
<b>Finance</b>	<p>The terms of the Salix funding is that 100% of funds advanced by must be repaid in full within 4 years form completion. This means that the Council would not benefit form savings until year 6 of the project.</p> <p>Salix funding is only available on terms that require each phase to be approved in the year of planned completion. There would there be no funding certainty of the last two years of the project.</p>	<p>This option is considered unviable due to the high costs of finance that would be required, circa 7-9% weighted cost of capital.</p>	<p>The Council would continue to manage the street lighting portfolio reactively to meet minimum statutory and health and safety requirements.</p>
<b>Project Cash Flow Profile</b>			
<b>Net Savings After Finance</b>			
<b>Notes</b>			

- 3.2 The investment objective has been to generate net cash savings to reduce financial pressures in the General Fund. In terms of overall financing costs funding the project through PWLB borrowing would result in the lowest costs over the appraisal period of 25 years (on a simple nominal basis and ignoring the time value of money). However, this option would not generate net savings until the beginning of year 4 and no positive cumulative net savings until year 8, and would require the Council to front fund the shortfall of £0.6m. As a result, the PWLB option also results in a lower project net present value than the GIB option.
- 3.3 The preferred option is therefore to fund the project using GIB borrowing using the Green Loan model that has been specifically developed to fund local authority LED street light replacement programmes. Although more expensive in over all nominal financing costs this option generates savings throughout the installation period and the operational period of the project and therefore show better value for money for the project. This option generates a net saving in the first five years of £1.0m compared to a net cost of £0.5m if funded using the PWLB borrowing. In addition the GIB team provides additional assistance by working alongside the project team to support project execution.
- 3.4 In terms of the options available for the procurement element, they are as follows;
- Do Nothing, this was rejected as the Council is required to renew its ageing assets as they are becoming unfit for purpose in terms of age, use of utilities etc
  - Open Tender Process, this option was rejected as although the market is sizeable the quality and experience of the supply base is variable with the potential for a vast number of returns.
  - Framework, this option has been rejected in the main as there are no lighting column specific frameworks; however ESPO will be letting a specific framework from December 2015. Full evaluation of this framework will be conducted and if this route to market appears beneficial a further report will be issued to gain approval of this route.
  - Existing Term Contract. This has been rejected as although a term contract is available, due to the value of the proposed project either a formal competition or mini competition from a framework are deemed to be more viable to achieve the Council's cost reduction target whilst improving the quality of its assets.

#### **4. Waiver**

- 4.1 Not applicable.

#### **5 Equalities and other Customer Impact**

- 5.1 The Highways Asset Management Plan has highlighted the problem of ageing lighting installations. Good street lighting contributes to the Council's corporate objectives of achieving Safe and Sustainable Development. The provision of good quality street lighting within all urban streets has become more important as traffic volumes and other factors such as anti-social behaviour have increased. The proposals within this report will help to significantly address these issues.

## 6. Other Considerations and Implications

- 6.1 **Risk and Risk Management** - The Council has a responsibility to maintain the Public Highway Network in accordance with the Highways Act 1980. Action to make safe and repair is carried out if the damage is within the Councils intervention levels which are in accordance with the Department of Transport's (DFT) Code of Practice "Well Lit Highways".

The proposals in this report will help to address risk inherent in the long-term asset management of the street light portfolio.

The procurement strategy proposed will ensure that project costs are subjected to market competition. To contain project costs a fixed price contract will be negotiated.

- 6.2 **Safeguarding Children and Crime and Disorder Issues** - The new LED lanterns will produce white light which is considered to improve road safety and reduce crime levels and improve our ability to react to incidents throughout the year.

- 6.3 **Property / Asset Issues** - Long-term electricity prices are forecast to rise significantly over the coming decades. In addition, the Government's Carbon Reduction Commitment scheme has added a further cost to the Council's energy budget of £12 per tonne of carbon emitted (based on energy used) which equates to a further [10]% rise in energy costs. It is therefore essential that the Council invests in low energy measures to reduce future energy use, thereby reducing costs and reducing carbon emissions.

The proposals in this report will also reduce street light maintenance costs as the new LED lanterns have a 15 year lamp life.

## 7. Consultation

- 7.1 The proposals in this report were endorsed by the Procurement Board on 29 September 2015 and all relevant consultation with Portfolio Holders and officers has taken place

## 8. Corporate Procurement

Implications completed by: Euan Beales, Head of Procurement and Accounts Payable

- 8.1 The proposed route to market is an OJEU compliant restricted process. This process will enable the Council to sift a large market place for a pre-defined number of bidders to be put forward to the formal tendering stage. It is noted that ESPO are developing a framework, which may yield a positive outcome without the need to perform an elongated EU process. This option should be evaluated as soon as it is available in December 2015. Value for money may not be achieved through the use of the current term contract for street lighting and a competition of some description will be required.



The recommendations as set out in this report are supported on the provision that ESPO's framework is reviewed prior to a final decision being made on the route to market.

## 9. Financial Implications

Implications completed by: Andrew Sivess, Group Manager Programmes and Funding

9.1. In the context of the need to reduce the Council's budget by £70m investment in renewable energy is a means of creating reliable, stable and long-term income streams for the Council.

9.2. Project costs

The table below summarises the project costs that underpin the financial analysis of this project. These costs are considered robust and will be subject to confirmation through the tender strategy process set out above. Any significant variation to these costs would be reported back to Cabinet for decision.

Description	Qty	Capital Cost £
Luminaire - Residential	10500 Units	£3,932,256
Luminaire - Highway	1500 Units	£843,744
Lantern Conversion - Main Road	2300 Units	£420,336
Lantern Conversion - Residential	1000 Units	£161,232
CMS - All	12000 Nodes and branches	£1,020,192
Development and Adviser Costs 10%	Currently @10% & Includes £17.50 per unit & 15300 units design checks.	£637,776
<b>Total (excluding contingency)</b>		<b>£7,015,536</b>

9.3. Options analysis

9.3.1. A full financial options analysis has been undertaken. The shortlisted options are presented in the report and are summarised below. Other options considered were part-funding the project using Salix funding (funding provided through a Department of Climate Change initiative) or using private institutional borrowing. Neither of these options were considered suitable due the payback requirements of Salix and higher rates or return required by private investors, neither of which met the Council's invest to save objectives.

9.3.2. Officers will continue to review funding options to ensure the project on the best terms available.

9.3.3. The table at paragraph 2.7 of the report summarises the invest-to-save business case for the project.

9.4. Sensitivity analysis

The business case underpinning this project are sensitive to key assumptions. The impact of adverse changes to the assumptions on project viability has been evaluated through a sensitivity analysis. The results are shown below and indicate that the project remains financially viable.

## Project risk

Assumption	Base Case	Base Case Upside	Worst Case	Best Case
<b>Project Assumptions</b>				
Total Capital Cost	£7,015,536	£7,015,536	3% Higher	3% Lower
Installation Period	48 months	48 months	48 months	48 months
Operational Period	26 years	26 years	26 years	26 years
Total Project Term	30 years	30 years	30 years	30 years
Annual Energy Saving Per Cent	54%, no dimming and trimming	61%, part night dimming (subject to policy)	54%, no dimming and trimming	68%, full night dimming (subject to policy)
Energy Unit Cost	£0.105/ kWh	£0.105/ kWh	£0.105/ kWh	£0.105/ kWh
Maintenance Revenue Saving	£35,232	£35,232	£35,232	£35,232
<b>Economic Assumptions</b>				
General Inflation	RPIx 2.5%	RPIx 2.5%	RPIx 2.5%	RPIx 2.5%
Energy Inflation (nominal)	Council Assumption 2.5% 2yrs, 3.5% 3-9yrs, 4.5% 10+yrs	Council Assumption	Council Assumption	Council Assumption

<b>Project Benefits (pre finance)</b>				
Projected Gross Energy Savings (nominal over 30 years)	£21,915,000	£24,930,000	£21,915,000	£27,893,000
Projected Gross Maintenance Savings (nominal over 30 years)	£1,503,000	£1,503,000	£1,503,000	£1,503,000
Total Gross Savings NPV (@ 6.09%)	£8,720,000	£9,982,000	£8,720,000	£11,224,000
Project IRR	8.99%	10.51%	8.71%	12.43%
<b>Project Benefits (post finance, assuming Green Loan)</b>				
Net savings (nominal) during installation, project year 1-4	£839,000	£1,198,000	£839,000	£1,552,000
Net savings (nominal) in first full year of operations, project year 5	£195,000	£254,000	£186,000	£321,000

## Financial risk

Sensitivity	Total Gross Savings NPV (@ 6.09%)	Project IRR	Project NPV (Net Savings After Green Loan Finance @ 6.09%)
Base Case	£8,720,000	9.0%	£3,890,000
Energy inflation at RPIx, 2.5% (no change in finance profile)	£7,371,000	7.6%	£2,538,000
Energy inflation at 5% per annum (no change in finance profile)	£10,298,000	10.5%	£5,465,000
Funding cost increase by 50bps pre financial close	£8,720,000	9.0%	£3,505,000

## 10. Legal Implications

Implications completed by: Kayleigh Eaton, Solicitor

- 10.1 This report is seeking Cabinet's approval to proceed with the procurement of a low energy street lighting replacement programme. The proposed procurement being considered is estimated at approximately £7.0 million over the lifetime of the contract (inclusive of project management and professional fees) and therefore is above the EU threshold for supplies and service contracts (currently set at approximately £172,514). This means that there is a legal requirement to competitively tender the contract via the Official Journal of the European Union (OJEU).
- 10.2 This report advises that it is the intention of officers to tender this contract in accordance with the Public Contracts Regulations 2015 (the 'Regulations') using the restricted procedure. The requirements for competitive tendering, contained in the Regulations and rule 28.5 of the Council's Contract Rules, should therefore be met, provided that the procedure is conducted in accordance with the Regulations.
- 10.3 In keeping with the EU procurement principles, it is imperative that the contract is tendered in a competitive way and that the process undertaken is transparent, non-discriminatory and ensures the equal treatment of bidders.
- 10.4 Contract Rule 28.8 of the Council's Contract Rules requires that all procurements of contracts above £500,000 in value must be submitted to Cabinet for approval.
- 10.5 It is noted that it is the intention of officers to obtain the funding for the procurement by way of a loan from the Green Investment Bank. Legal Services would advise that advice should be obtained in respect of the proposed loan agreement and any obligations contained therein.
- 10.6 The report author and responsible directorate are advised to keep Legal Services fully informed at every stage of the proposed tender exercise. Legal Services are on hand and available to assist and answer any queries that may arise.

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

**List of appendices:** None

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**CABINET****10 November 2015**

<b>Title:</b> Print and Design Services for Council Marketing and Information Material	
<b>Report of the Leader of the Council</b>	
<b>Open Report</b>	<b>For Decision</b>
<b>Wards Affected:</b> None	<b>Key Decision:</b> Yes
<b>Report Author:</b> Vanessa Amissah, Category Manager, Elevate East London	<b>Contact Details:</b> Tel: 020 227 2824 E-mail: <a href="mailto:vanessa.amissah@lbbd.gov.uk">vanessa.amissah@lbbd.gov.uk</a>
<b>Accountable Divisional Director:</b> Marina Pirotta, Head of Communications	
<b>Accountable Director:</b> Chris Naylor, Chief Executive	
<p><b>Summary:</b></p> <p>The Council produces a wide range of publications, official administrative forms and marketing materials for the borough, using design and print services. At present design and print is procured via a framework agreement to take advantage of economies of scale and to guarantee best value.</p> <p>The Council has taken a great deal of steps to reduce the amount spent on design and print each year. Measures include creating templates for staff to produce low-level marketing materials in-house and advising on the best ways to keep print costs to a minimum as well as ensuring that cost effective design and print is sourced for larger campaigns and publications, where applicable.</p> <p>In order to maintain our requirement to ensure the ongoing provision of design and print for the borough, this report seeks approval to collaboratively tender the Council's requirement for both the Print and Design Services as a multi-lot framework agreement commencing on 1 April 2016. Total framework value is approximately £1m, compliant with European Procurement Regulations, including and complementing the existing design and print facilities available within the Council.</p>	
<b>Recommendation(s)</b>	
The Cabinet is recommended to:	
<ul style="list-style-type: none"> <li>(i) Agree that the Council proceeds with the procurement of design and print services, delivered through an EU compliant framework agreement commencing on 1 April 2016, in line with the strategy set out in the report;</li> <li>(ii) Indicate whether Cabinet wishes to be further informed or consulted on the progress of the procurement and /or the award of the contract; and</li> <li>(iii) Delegate authority to the Strategic Director for Finance and Investment, in</li> </ul>	

consultation with the Leader of the Council and the Head of Legal and Democratic Services, to award and enter into the framework agreement with the successful bidders in accordance with the strategy set out in the report.

### **Reason(s)**

The main reasons to approve the recommendations are:

1. There is an ongoing requirement for Print and Design and to allow existing agreements to lapse without a replacement would affect the productivity of the Marketing Department and the Council overall.
2. Efficiencies could be realised by competitively tendering both Print and Design requirement together. This could yield a likely cost reduction, generate operational efficiencies in the delivery of the service (the same supplier(s) maybe providing both services) and minimise the required resources internally to deliver a compliant new procurement.
3. It will support the Digital shift direction of the Council as new requirements will be incorporated into the new service and contractual documentation.

## **1. Introduction and Background**

- 1.1 The Council currently has two related, but separate contracts in place, for the provision of:
  - a) Printing Services for marketing and information purposes, this expired 12th July 2015 but has now been extended until 31st March 2016;
  - b) Design of marketing materials and information, which expires 31 March 2016.
- 1.2 Each of these contracts has multiple suppliers and the allocation of work within the contract is allocated on the basis of a mini-competition subject to capacity, ability, performance and turnaround requirements on a case-by-case basis.
- 1.3 For the period 1 July 2013 to 30 June 2014, five suppliers for Print services were used. A total of 214 invoices were raised and total expenditure was £165,932.64, giving an average price per invoice of £775.
- 1.4 For Design services over the same period (1 July 2013 to 30 June 2014), five suppliers raised 91 invoices for a total of £80,466.30, equating to an average of £885 per invoice. (Note: where invoices covered both Design and Print services, an allocation of 62.5% Print and 37.5% Design has been applied).
- 1.5 Total spend for July 2013 to June 2014 was £246,398.94, giving an average invoice value of £808.
- 1.6 There are no set prices for design and no two jobs are like. As a result, spend may exceed the estimated cost above based upon demand.

## **2. Proposed Procurement Strategy**

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

The proposal is that Design and Print services are competed at the same time as a combined service framework in an OJEU compliant process, whereby potential providers can bid for one or both of the services. A competitive tender route is deemed as the most appropriate way forward to procure a service provider to ensure value for money for the Council. In accordance with the councils contract procedure rules this opportunity will be advertised on the councils e-tendering system and website and any other viable means.

The service specification will broadly include:

- a. The design of all necessary out-sourced marketing campaign and project information for the whole council, including but not limited to posters, banners, flyers, logos, booklets, etc, in a timely and quality fashion that is appropriate for the target market. Final client sign off of all designs will be required.
- b. Print of all information including delivery in a timely fashion, which may include mailshots, delivery to site, holding of call off stock, and any and all other requirements. This will include print and delivery on a wide number of stock items, and sizes, sometimes in short timescales.

Combination of both requirements as and when required into a complete Design and Print process in a cost effective, quality manner.

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

New Print and Design Framework - £1m over four years – estimated cost of £250,000 per annum.

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

The new proposed Print and Design framework would commence on 1st April 2016 for four years (3 years plus one additional year) ending on 31st March 2020.

### **2.4 Is the contract subject to the (EU) Public Contracts Regulations 2015? If Yes and contract is for services, are they subject to the Light Touch Regime?**

The full contract value of the new Print and Design Framework due to commence on 1 April 2016 exceeds the threshold and will therefore have to be advertised in OJEU to be compliant with legislation and regulations but is not subject to the Light Touch Regime.

### **2.5 Recommended procurement procedure and reasons for the recommendation.**

**Open Procurement Process.** This option is deemed to be the most appropriate option and will give the Council the best value for money. It will allow open competition amongst all qualified and interested bidders, including any local



suppliers who should be able to respond rapidly to non-digitalised requirements with challenging timescales if necessary.

## 2.6 The contract delivery methodology and documentation to be adopted.

A contract utilising LBB standard terms and conditions will be used and the contract will be managed by the Marketing Team. By submitting a Tender, Tenderers are agreeing to be bound by the terms of the ITT and the Contract without further negotiation or amendment.

If the terms of the Contract render the proposals in the Tenderer's Tender unworkable, the Tenderer should submit a clarification and the Council will consider whether any amendment to the Contract is required. Any amendments shall be published through the Clarifications Log on Bravo (e-tendering system) and shall apply to all Tenderers. Where both the amendment and the original drafting are acceptable and workable to the Council, the Council shall publish the amendment as an alternative to the original drafting. Tenderers should indicate if they prefer the amendment; otherwise the original drafting shall apply. Any amendments which are proposed, but not approved by the Council through this process, will not be acceptable and may be construed as a rejection of the terms leading to the disqualification of the Tender.

The timetable below illustrates the key stages of the procurement process to be followed for this project:

Stage of the Process	Anticipated Dates
Advertise OJEU Notice/ Issue Invitation to Tender	16/11/15
Tender Return Date	21/12/15
Technical/Commercial Evaluations	11/01/16
Governance and Approvals Process	15/02/16
Notification of Award	29/02/16
Standstill Period & Contract Issue	07/03/16 – 21/03/16
Contract Commencement	01/04 2016

## 2.7 Outcomes, savings and efficiencies expected as a consequence of awarding the proposed contract.

The outcome of this procurement will be to have multiple Lots on the Framework with suitable service providers, who are pre-checked and hold the required accreditations, insurances and qualifications for delivering this service to LBB.

Once the tender is complete we will be able to compare the new prices with the current baseline prices to calculate any achieved savings. By having a framework with suitable service providers we will be able to secure fixed costs resulting in

reduced costs. Please note this project is viewed as an in scope category under the terms of the Joint Venture and as such will be liable for gain share.

There will be efficiencies operationally as a result of combining the disparate services of Design and Print into a combined solution. Time and cost will also be reduced when delivering the requirement as a cohesive package.

The approach will also enable specialists in each area who do not have capacity in the other to deliver a solution, where it is appropriate to do so. The exact proposed savings cannot be calculated due to a remodelling of the service being delivered, however it is likely that the overall number of suppliers will be reduced, with a consequent economy of scale and cost reductions expected.

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

Any Framework awarded as a result of this procurement will be awarded on the basis of the offer that is the most economically advantageous to the Council. The Award Criteria are:

- 20% technical/quality.
- 80% cost.

Scores are arrived at following the application of the Evaluation Criteria set out below to the Tenderer's submission. Tenderers are required to submit a Tender strictly in accordance with the requirements set out in the ITT, to ensure the Council has the correct information to conclude the evaluation. Evasive, unclear or qualified Tenders may be discounted in evaluation and may, at the Council's discretion, be taken as a rejection by the Tenderer of the terms set out in the ITT

Each question response will be marked in accordance with the scoring matrix set as scoring evaluation 0-5. Submissions will score marks where the proposed solution is adjudged to correspond with the criteria description in the scoring matrix. Any bidder or scores of 0,1,2 on any of the quality assessment may be disqualified from the process subject to a risk assessment and implications of the response. An overall marking of less than half available marks would result in disqualification from the process.

Each submission will be scored by members of an Evaluation Panel using the objective evidence and the professional judgment of the members of the Evaluation Panel. Following the panel's evaluation, moderation will take place in which each evaluators score is compared with the score of other evaluators and a consensus view will be taken to agree the scores to be awarded – the 'moderated' score.

Each Bidder's overall score for each question will be calculated by adding all questions scores to produce a final score for the technical (quality) section in respect of the applicable Core Criteria (technical) weighting of 20%.: there will be a number of questions within the Technical weighting, limited to no more than approximately 10 questions.

<b>Scoring evaluation</b>	<b>Score</b>
Excellent response, fully meets and expands upon the expected requirements	5
Good response, meets the expected requirements and requires no additional information	4
Satisfactory response and generally meets requirements, may require additional clarification or information	3
Does not meet the expected standard, would require significant further clarification or additional information	2
Unsatisfactory response, has not addressed the question/ method statement, suggests the supplier would have difficulty meeting Council standards	1
No response to the question or the response is highly inaccurate.	0

### **Evaluation of cost**

The cost element of the tender will be evaluated as follows:

1. What is the total price quoted; this should be a fully inclusive cost without the need for additional charging. For example, a number of jobs by type of requirement in design, print, and design and print (combined) categories, to enable the Council to choose the most cost effective method of allocating work.
2. A breakdown of what is included in this cost.
3. Details of what is included in the quotation and any additional required functions that will not be done should be clearly outlined.

### **Costs scoring:**

**Core Criteria – Price** - The Bidders price and financial information will be marked in accordance with the scoring methodology set out in this section. It may include pricing for 'sample' work requirements that are typical of Council requirements, both in design, print, and design and print.

The pricing responses will be scrutinised and any concerns for deliverability of the pricing section i.e. low market cost abnormalities will be raised with the Bidder and detailed explanation sought. Where the Bidder cannot provide a credible explanation of costing, the Council reserves the right to reject that tender.

The total tender figure for the work submitted by each bidder will be scored on the extent to which they compare to the Bidder submitting the lowest tender figure. The lowest tender submitted will score full marks based upon the 80% core criteria weighting. The other bidders will be scored according to the following calculation:

**Bidder A Score = (Lowest Tender figure/Bidder A Tender Figure) x 80% (the core weighted percentage).**

The Framework will be awarded on the basis of the most economically advantageous tender meaning the tender offering the best overall value for money will be selected. There will be a due diligence stage near the conclusion of the process to verify that the successful bidder adhered to the instructions of the tender, the OJEU legislation and regulation, that the contents of their bid are unchanged in any substantial way, that there has been no misrepresentation by any bidder in the process, and any other factors deemed relevant in ensuring the proposal is suitable for acceptance.

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

The procurement process considers the investment of the Council's money inside the Borough wherever it is practically possible. Given the nature of the work and size of the spend, there are many suitable suppliers (including local suppliers and SME's) who could potentially provide a suitable service. Running an open procurement process (which gives an equal opportunity to all to bid) fulfills the aims of the Council to utilise the services of suppliers who fall into these categories who are not able to bid for other contracts for whatever reason.

In addition, the provision of the service will improve the economic, social and environmental well being of the Council's area, by maintaining and improving the quality of the living environment for Council residents, through the nature of the information being provided and the investment by the Council back into the region by using local suppliers.

## **3. Options Appraisal**

- 3.1 Do Nothing** - This option has been rejected because there is an ongoing need for the requirement for Print and Design and to allow existing agreements to lapse would affect the productivity of the Marketing Department and the Council overall.
- 3.2 Alternative Open Frameworks** - The Crown Commercial Service has an available Print framework however the supplier set up costs (for the use of new suppliers) and new processes make this a less commercially viable option. There is a framework established by Sunderland Council however the location of suppliers are Northumberland, Willerby, Newport, Gateshead, Sunderland, Newcastle, and thus, not able to serve the geographic area of Barking and Dagenham economically. This option has been rejected and as at the time of this report, there are no other suitable open frameworks accessible to the Council.
- 3.3 Collaboration With Other Bodies** – This option has been rejected as Newham was the only Council with a future procurement requirement. Newham currently has an ongoing contract however the contract expiry date does not run in parallel with the Councils. Based on historical figures demand for print is reducing as the Council shifts to 'Digital By Default' and old agreements would therefore not be suitable due to a change in the print profile and demand.

- 3.4 **New Open Procurement Process for Print and Design** – The recommendation is to run an LBB compliant Procurement process for the New Print and Design service. A new Print and Design framework agreement will provide the degree of flexibility the Council needs as the print requirement becomes more digitalised. This option also allows the Design aspect to be tendered collaboratively with Print.

This will operate in conjunction with the internal services available – from the in-house Council Designer and the internal print facilities which include the MFDs and more significantly, the Print Shop. Where practical and cost effective, will we endeavour to push design and print work through the existing in-house providers, only opting to use the external design and print suppliers when either there are challenges from capacity, capability or cost effectiveness.

The intention is to be able to share a simple guide with every council officer, to help them make informed decisions about where they send design or print work. By creating a simple cost-analysis and quality control table, staff will be able to recognise when they should print low-quality, short print run items on MFDs, when they should send to the Print Shop for larger, but straightforward print runs and when the work will need to be quoted for externally and outsourced.

#### **4. Waiver**

- 4.1 Not applicable to this contract.

#### **5. Equalities and other Customer Impact**

- 5.1 As part of the procurement process, potential suppliers will be assessed for adherence to the necessary legislation and regulations. Their equality policies will be assessed to ensure they meet council requirements.

#### **6. Other Considerations and Implications**

- 6.1 **Risk and Risk Management** - There is very little risk beyond those associated with contracting externally for a service. These risks are mitigated by ensuring the correct levels of insurance and liability cover are held by the contractor and that Key performance indicators encourage good performance. Legal shall ensure the contract documents do not make the council liable for any issues that may arise from this service.

#### **7. Consultation**

- 7.1 The proposals in this report were endorsed by the Procurement Board on 2 June 2015 and all relevant consultation with Portfolio Holders and officers has taken place.

#### **8. Corporate Procurement**

Implications completed by: Vanessa Amissah – Interim Category Manager

- 8.1 Due to the value of the new requirement, an Open OJEU Process will be followed. This is likely to be the best route to market, offer more choice than currently

available frameworks and allow the council to control quality of provision and contractual terms.

- 8.2 The 80/20 Price/Quality split is suitable as long as the correct criteria are used to evaluate the quality. Many of the items delivered under this contract will be of a prescribed nature, so as long as the specification is robust enough, the 20% quality will be suitable to ensure a high standard of delivery.
- 8.3 If this tender process is approved, it will likely be advertised by Mid-November 2015 with the award of the new contracts taking place in March 2016.

## **9. Financial Implications**

Implications completed by: Kathy Freeman, Group Manager, Corporate Finance.

- 9.1 Any savings resulting from tendering the Council's requirement for both the Print and Design Services as a multi-lot framework would be subject to Procurement Gainshare payments to Agilisys Ltd. In order to demonstrate whether a saving has been made from the framework agreement, Elevate will need to provide metrics to illustrate price reductions achieved through the agreement compared to current print and design costs.
- 9.2 No other print and design savings are included in the savings approved by Cabinet for 2015/16 and 2016/17.

## **10. Legal Implications**

Implications completed by: Kayleigh Eaton, Contracts and Procurement Solicitor, Legal and Democratic Services

- 10.1 This report is seeking a recommendation that approval to tender is granted for a four year framework to be put in place for print and design services from 1st April 2016.
- 10.2 It is anticipated that the estimated value of the new framework agreement will be in excess of the threshold for services (currently set at £172,514) under the Public Contracts Regulations 2015 (the Regulations) and therefore a competitive tendering process will be required, which will be subject to the full application of the Regulations. The anticipated figure over the life of the framework should be set out in the requisite notices.
- 10.3 In line with rule 28.8 of the Council's Contract Rules this requires that all procurements of contracts above £500,000 in value must be submitted to Cabinet for approval. Furthermore, in line with Contract Rule 47.15, Cabinet can indicate whether it is content for the Chief Officer to award the contract following the procurement process with the approval of Corporate Finance.
- 10.4 It is noted that the proposed procurement route is to be conducted in accordance with the Public Contract Regulations 2015 (the 'Regulations') using the open procedure. This would appear to be following a compliant tender exercise and Legal Services will be available to assist and advise upon further instruction.

10.5 The report author and responsible directorate are advised to keep Legal Services fully informed at every stage of the proposed tender exercise. Legal Services are on hand and available to assist and answer any questions that may arise.

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

**List of appendices: None**



**CABINET****10 November 2015**

<b>Title:</b> Treasury Management Strategy Statement Mid-Year Review 2015/16	
<b>Report of the Cabinet Member for Finance</b>	
<b>Open Report</b>	<b>For Decision</b>
<b>Wards Affected:</b> None	<b>Key Decision:</b> Yes
<b>Report Author:</b> David Dickinson, Group Manager Pensions and Treasury	<b>Contact Details:</b> Tel: 020 8227 2722 E-mail: <a href="mailto:david.dickinson@lbbd.gov.uk">david.dickinson@lbbd.gov.uk</a>
<b>Accountable Director:</b> Jonathan Bunt, Strategic Director, Finance & Investment	
<p><b>Summary:</b></p> <p>Regulation changes have placed greater onus on elected Members in respect of the review and scrutiny of treasury management policy and activities. This mid-year review report is important in that respect as it provides details of the mid-year position for treasury activities and highlights compliance with the Council's policies previously approved by the Assembly.</p> <p>The Assembly agreed the Treasury Management Strategy Statement for 2015/16 on 24 February 2015 which incorporated the Prudential Indicators. This report updates Members on treasury management activities in the current year.</p>	
<p><b>Recommendation(s)</b></p> <p>The Cabinet is asked to recommend the Assembly to:</p> <ul style="list-style-type: none"> <li>(i) Note the Treasury Management Strategy Statement Mid-Year Review 2015/16;</li> <li>(ii) Note that in the first half of the 2015/16 financial year that the Council complied with all 2015/16 treasury management indicators;</li> <li>(iii) Agree to maintain the delegated authority given to the Strategic Director of Finance and Investment, in consultation with the Cabinet Member for Finance, for the duration of the 2015/16 financial year to proportionally amend the counterparty lending limits agreed within the Treasury Management Strategy Statement to take into account the additional £89m from the European Investment Bank; and</li> <li>(iv) Subject to the Cabinet's decision in respect of the Low Energy Street Light Replacement Programme, authorise the Strategic Director of Finance and Investment to make the necessary adjustments to the Treasury Management Strategy to reflect the borrowing of funds and the Capital Financing Requirement to accommodate this additional borrowing.</li> </ul>	

## Reason(s)

This report is required to be presented in accordance with the Revised CIPFA Code of Practice for Treasury Management in the Public Services.

### 1. Background and Introduction

- 1.1 The Council operates a balanced budget whereby cash raised during the year meets the Council's cash expenditure needs. Part of the treasury management operations is to ensure this cash flow is adequately planned, with surplus monies invested with counterparties of an appropriate level of risk, providing adequate liquidity before considering maximising investment return.
- 1.2 The second main function of treasury management is the funding of the Council's capital programme. These capital plans provide a guide to the Council's borrowing need, which is essentially the use of longer term cash flow planning to ensure the Council can meet its capital spending operations. This management of longer term cash may involve arranging loans, using cash flow surpluses or restructuring previously drawn debt to meet Council risk or cost objectives.
- 1.3 The Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management (revised 2011) the:
- I. Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Council's treasury management.
  - II. Creation and maintenance of Treasury Management Practices which set out the how the Council will seek to achieve those policies and objectives.
  - III. Receipt by the full council of an annual Treasury Management Strategy Statement, including the Annual Investment Strategy and Minimum Revenue Provision Policy for the year ahead, a Mid-year Review Report and an Annual Report (stewardship report) covering activities during the previous year.
  - IV. Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
  - V. Delegation by the Council to a specific named body, for this Council this is Cabinet, to scrutinise the treasury management strategy and policies.
- 1.4 This mid-year report has been prepared in compliance with CIPFA's Code of practice on Treasury Management, and covers the following:
1. Economic Summary;
  2. Treasury Position at 30 September 2015;
  3. Debt Position as at 30 September 2015;
  4. Investment Portfolio 2015/16; and
  5. The Council's Capital Position (Prudential Indicators), including:
    - Prudential Indicator for Capital Expenditure
    - Changes to the Financing of the Capital Programme
    - Prudential Indicator – Capital Financing Requirement
    - Limits to Borrowing Activity.

## 2. Economic Update and Interest Rate Forecast

- 2.1 UK growth continued in 2015, although it did slow marginally with the second quarter of 2015 growth of 2.4% year on year. Growth is expected to weaken marginally to about +0.5% in the third quarter as the economy faces headwinds for exporters from the appreciation of Sterling against the Euro and weak growth in the EU, China and emerging markets, plus the dampening effect of the Government's continuing austerity programme.
- 2.2 Despite these headwinds, the Bank of England is forecasting growth to remain around 2.4 – 2.8% over the next three years, driven mainly by strong consumer demand as the squeeze on the disposable incomes of consumers has been reversed by a recovery in wage inflation at the same time that CPI inflation has fallen to, or near to, zero over the last quarter. Investment expenditure is also expected to support growth.
- 2.3 The August Bank of England Inflation Report forecast was notably subdued with inflation barely getting back up to the 2% target within the 2-3 year time horizon. However, with the price of oil taking a fresh downward direction and Iran expected to soon rejoin the world oil market after the impending lifting of sanctions, there could be several more months of low inflation still to come, especially as world commodity prices have generally been depressed by the Chinese economic downturn.
- 2.4 The impact of the slowdown in growth in the UK and generally within the global economies has pushed back the date for the first rate increases both in the UK and in the US. Despite this, markets have generally provided better returns than over the past two years.
- 2.5 The steady rather than spectacular growth has pushed back projections for the first rate increase by the Bank of England to 2016, with some economists forecasting a first rate increase in 2017.
- 2.6 The Council's treasury advisor, Capita Asset Services provides a forecast of rate increases, which was reviewed and amended on 11 August 2015. This latest forecast is outlined in table 1 below includes a first increase in Bank Rate in quarter 2 of 2016. The table forecasts that low rates will remain for the next three years.

**Table 1: Interest Rate and PWLB forecasts**

	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18
Bank rate	0.50%	0.50%	0.75%	0.75%	1.00%	1.00%	1.25%	1.50%	1.50%	1.75%	1.75%
5yr PWLB rate	2.40%	2.50%	2.60%	2.80%	2.90%	3.00%	3.10%	3.20%	3.30%	3.40%	3.50%
10yr PWLB rate	3.00%	3.20%	3.30%	3.40%	3.50%	3.70%	3.80%	3.90%	4.00%	4.10%	4.20%
25yr PWLB rate	3.60%	3.80%	3.90%	4.00%	4.10%	4.20%	4.30%	4.40%	4.50%	4.60%	4.60%
50yr PWLB rate	3.60%	3.80%	3.90%	4.00%	4.10%	4.20%	4.30%	4.40%	4.50%	4.60%	4.60%

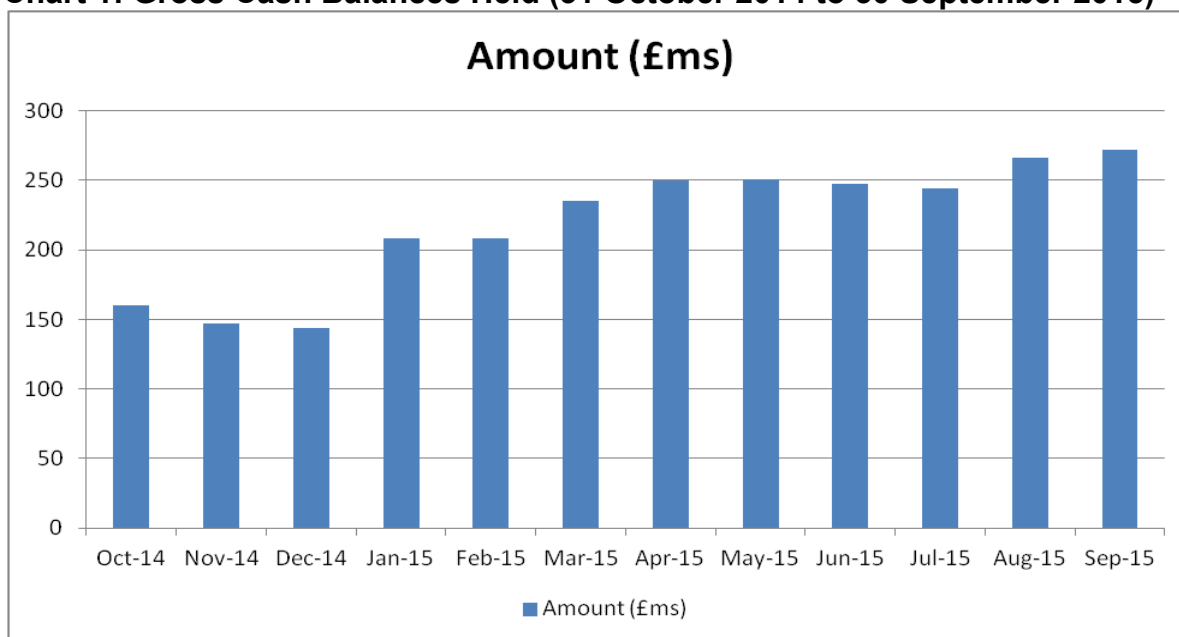
### 3. Council Cash Position, Treasury Budget and Strategy Amendments

#### 3.1 Council Cash Position

3.1.1 On 30 January 2015 the Council borrowed £89m from the European Investment Bank (EIB) to fund the regeneration of Gascoigne Estate (East) Phase 1 and Abbey Road Phase 2, which resulted in the Council's cash balances increasing significantly. Between February and May 2015 cash positions have continued to increase as a result of back loading and front loading of grants from central government.

3.1.2 There was a further increase in cash held in August as a result of short-term borrowing taken out to manage the Council's cash flow and to enable investments to be made over longer durations. Chart 1 below summarises the investment held by the Council over the past 12 months.

**Chart 1: Gross Cash Balances Held (31 October 2014 to 30 September 2015)**



#### 3.2 General Fund Treasury Budget Position and Strategy Changes

3.2.1 As part of the Council's savings proposals a number of revisions were made to the General Fund treasury budget for 2015/16, including:

1. **£3.25m** was removed from the interest payment budget; and
2. the General Fund interest receivable budget was increased by **£0.91m**.

3.2.2 As a result of these budget revisions, a total of **£4.16m** was removed from the Treasury interest budget, a reduction from **£4.87m** to a challenging **£0.71m**. To achieve the revised treasury budget, Members approved a number of changes in investment strategy compared to the 2014/15 TMSS, including:

1. Increase the one year Lloyds limit from £50m to £80m.
2. Increase the RBS limit for deals from £35m to £50m.
3. Increase the total Local Authority Limit over one year from £40m to £50m.
4. The minimum credit rating criteria be revised from A / F1 to A- / F2.

5. Maintain the authority delegated to the Strategic Director, Finance & Investment (SDFI), in consultation with the Cabinet Member for Finance, to proportionally amend the counterparty lending limits agreed within the TMSS to take into account the initial increase in cash from the EIB but also the subsequent decrease in cash balances as payments are made to the SPV.

### 3.3 Review of exposure to part government owned banks

- 3.3.1 The Council's investment strategy included a view that the UK Government would seek to reduce its exposure to Lloyds during 2015/16. The strategy set a minimum Government ownership of Lloyds at 10%, below which the Council's exposure to Lloyds would be reduced to its credit rating limit of £30m. In June 2015 the UK Government announced the proposed sale of its remaining shares in Lloyds and RBS. This led to a review of the Council's exposure to both banks.
- 3.3.2 **Lloyds:** Following the review, the SDFI, under delegated authority, amended the treasury strategy to reduce the Council's exposure to Lloyds Banking Group from £80m to £60m. The decrease will be managed by not reinvesting the Council's current investments as they mature. It is likely that the Council's exposure to Lloyds Banking Group will decrease further to £30m by the end of the financial year.
- 3.3.3 **RBS:** RBS is majority owned by the UK Government and it is likely that the significant holding by the Government will remain for at least the next year. As a result, and to accommodate the increased cash balances, the RBS counterparty limit was increased from £50m to £90m for an investment duration of a maximum two years. This limit will be reviewed as each investment with RBS matures and if there are any material changes to the RBS credit rating or Government ownership.

### 3.4 Treasury Position at 30 September 2015

- 3.4.1 Table 2 details the Council's mid year treasury position. Overall the Council's borrowing has increased from 31 March 2015 due to short-term borrowing. As a result the average cost of borrowing has decreased. Investment balances remain elevated but the return has improved.

**Table 2: Council's treasury position at 30 September 2015**

	Principal Outstanding £000s	Rate of Return %	Average Life (yrs)
<b>Fixed Rate Borrowing:</b>			
PWLB	(265,912)	3.50	39.89
Market and Local Authority Loans	(183,810)	2.05	25.35
<b>Total Debt</b>	<b>(449,722)</b>	<b>2.90</b>	<b>33.94</b>
<b>Investments</b>			
Banks	204,504	1.23	0.90
Local Authorities	43,500	1.06	1.01
Other Investments	24,374	1.97	1.28
<b>Total Investments</b>	<b>272,378</b>	<b>1.27</b>	<b>0.95</b>

### 3.5 Treasury Budget Position

- 3.5.1 Although yields have remained at historically low levels for much of the first half of the financial year, a number of opportunistic investments have resulted in a much improved rate of return of **1.27%**. Short-Term borrowing has reduced the overall borrowing costs but the short-term borrowing is intended to manage the current cash flow requirements and, therefore, is reported separately from the longer term borrowing.
- 3.5.2 Improved investment returns, higher than forecast cash balances, careful management of the Council's cash flow and its borrowing requirement has resulted in a forecast surplus of **£731k** in net interest against budget. This equates to a positive net position for the General Fund borrowing costs of **£19k** (i.e. the Council's General Fund is forecast to receive more in interest income that it will spend on borrowing costs). Table 3 summarises the 2014/15 and 2015/16 budget, the forecast net and the variance between the 2015/16 budget and forecast.

**Table 3: 2015/16 Treasury Interest Budget Position**

Description	2014/15 Budget	2015/16 Budget	2015/16 Forecast	Variance
	£000's	£000's	£000's	£000's
<b>Interest Payable (Excluding HRA)</b>	(5,501)	(2,251)	(1,611)	640
<b>Short-Term Borrowing</b>			(86)	(86)
<b>Total Borrowing Costs</b>	(5,501)	(2,251)	(1,697)	554
<b>Net Interest to the General Fund</b>	629	1,539	1,716	177
<b>Net Interest Payable to GF</b>	<b>(4,872)</b>	<b>(712)</b>	<b>19</b>	<b>731</b>

### 3.6 European Investment Bank Loan

- 3.6.1 In August 2014, Cabinet agreed to the regeneration of the Gascoigne Estate and Abbey Road and that financing of £89m would be provided by a loan from the European Investment Bank (EIB). This decision was ratified by the Assembly in September 2014. Cabinet also agreed that, given the low borrowing costs at the time, £2m from the Budget Support Reserve (BSR) would be made available to pay for interest costs in the development period. On 30 January 2015 £89m was borrowed from the EIB at a competitive rate of 2.21% for a duration of 30 years.
- 3.6.2 Costs of £120k were charged to the BSR for costs incurred in 2014/15. Table 4 below provides a summary of the likely costs that will be charged to the BSR in 2015/16 and 2016/17 as a result of borrowing the full £89m in advance. It is expected that sufficient income will be received from Gascoigne Estate and Abbey Road 2 to cover the interest and capital repayments in 2018/19.

**Table 4: 2015/16 and 2016/17 EIB Borrowing Costs**

	2015/16	2016/17
Gross Interest (EIB)	1,964,230	1,964,230
Interest Income from Abbey Road 2	(460,668)	(587,864)
Interest from Cash Balance	(840,000)	(650,000)
Total Charge	663,562	726,366

## 4. Debt Position at 30 September 2015

- 4.1 The Council's capital financing requirement (CFR) for 2015/16 is forecast to be £588,244. The CFR denotes the Council's underlying need to borrow for capital purposes, which is met through the use of reserves, external borrowing, internal borrowing and careful management of the Council's cash flow. The Council holds £40m of Lender Option, Borrower Option (LOBO) loans, with an average fixed rate of 4.0%. Table 5 provides a breakdown of the Council's debt as at 30 September 2015.

**Table 5: General Fund Debt held as at 30 September 2015**

<b>Borrowing/ Loan Held</b>	<b>Type</b>	<b>Interest Rate</b>	<b>Principal</b>	<b>Start Date</b>	<b>End Date</b>
		<b>%</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>
PWLB	HRA	3.50	50,000	28/03/2012	28/03/2042
PWLB	HRA	3.52	50,000	28/03/2012	28/03/2050
PWLB	HRA	3.49	50,000	28/03/2012	28/03/2060
PWLB	HRA	3.49	50,000	28/03/2012	28/03/2061
PWLB	HRA	3.48	65,912	28/03/2012	28/03/2062
EIB	General Fund	2.21	89,000	30/01/2015	31/03/2044
Barclays (LOBO)	General Fund	3.98	10,000	30/05/2008	30/05/2008
Dexia (LOBO)	General Fund	3.97	10,000	30/06/2008	30/05/2008
RBS (LOBO)	General Fund	4.05	10,000	26/03/2010	30/05/2008
RBS B (LOBO)	General Fund	4.07	10,000	26/03/2010	30/05/2008
Short-term Loan	General Fund	0.36	54,810	Various	Various
<b>Total</b>		<b>2.90</b>	<b>449,722</b>		

- 4.2 The Council holds sufficient cash balances to allow a large portion of its overall borrowing requirements to be funded internally. This approach has provided the Council with savings as the cost to borrow is significantly higher than the return achieved by investing the cash. While interest rates remain higher than investment rates, the Council will seek to delay new loans as long as possible. Where borrowing is considered, officers will base any decision on the Council's cash flow requirements and at the most appropriate and cost effective interest rate available.
- 4.3 **Low Energy Street Light Replacement Programme**
- 4.3.1 At its meeting on 24 March 2015, Cabinet approved the commitment of £250,000 to support detailed business planning of an initial renewable energy investment programme and the establishment of an Energy Services Company.
- 4.3.2 The report, Low Energy Street Light Replacement Programme, presented at this Cabinet, seeks approval to procure the replacement of the borough's existing street lights with low energy Light Emitting Diode (LEDs) lanterns and to enter into an agreement with the Green Investment Bank (GIB) to finance the procurement and replacement on an 'invest to save' basis. The proposals set out in the Low Energy Street Light Replacement Programme report will deliver immediate and long-term financial savings through lower energy use and will also help to reduce carbon emissions as part of the Council's commitment to tackle climate change.



4.3.3 The preferred option put forward is to fund the project using £7.5m of GIB borrowing using the Green Loan model, which is outlined in the report, and has been specifically developed to fund local authority LED street light replacement programmes. Although more expensive in over all financing costs this option generates savings throughout the installation period and the operational period of the project and therefore show better value for money for the project.

4.3.4 This option generates a net saving in the first five years of an estimated £1.0m compared to a net cost of £0.5m if funded using the PWLB borrowing. In addition the GIB team provides additional assistance by working alongside the project team to support project execution.

4.3.5 If agreed the Council would need to increase the Capital Financing Requirement by £7.5m to accommodate this additional borrowing and would need to repay the borrowing, with the accrued interest, using the savings that would be generated.

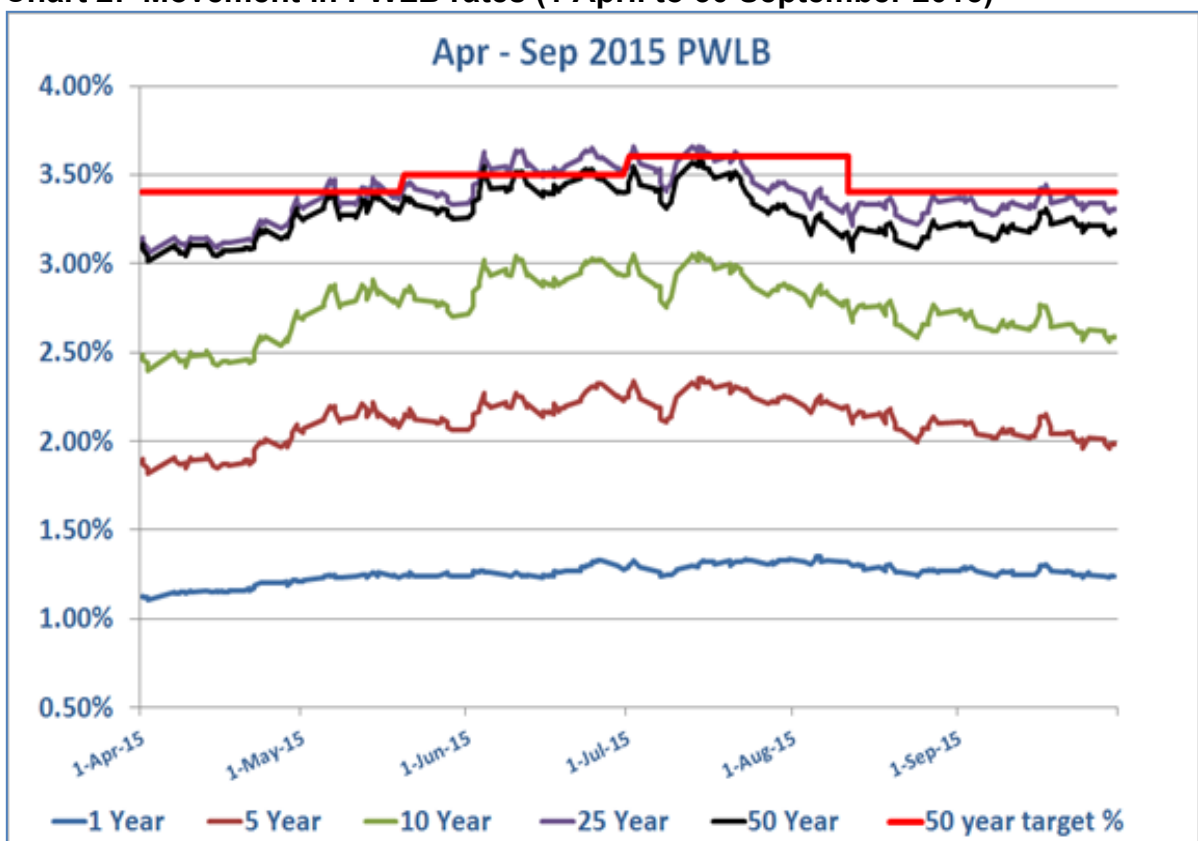
#### 4.4 Debt Repayment and Rescheduling

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

#### 4.5 PWLB Rates

Chart 2 below shows the movements in PWLB rates for the first six months of the financial year (to 30 September 2015).

**Chart 2: Movement in PWLB rates (1 April to 30 September 2015)**



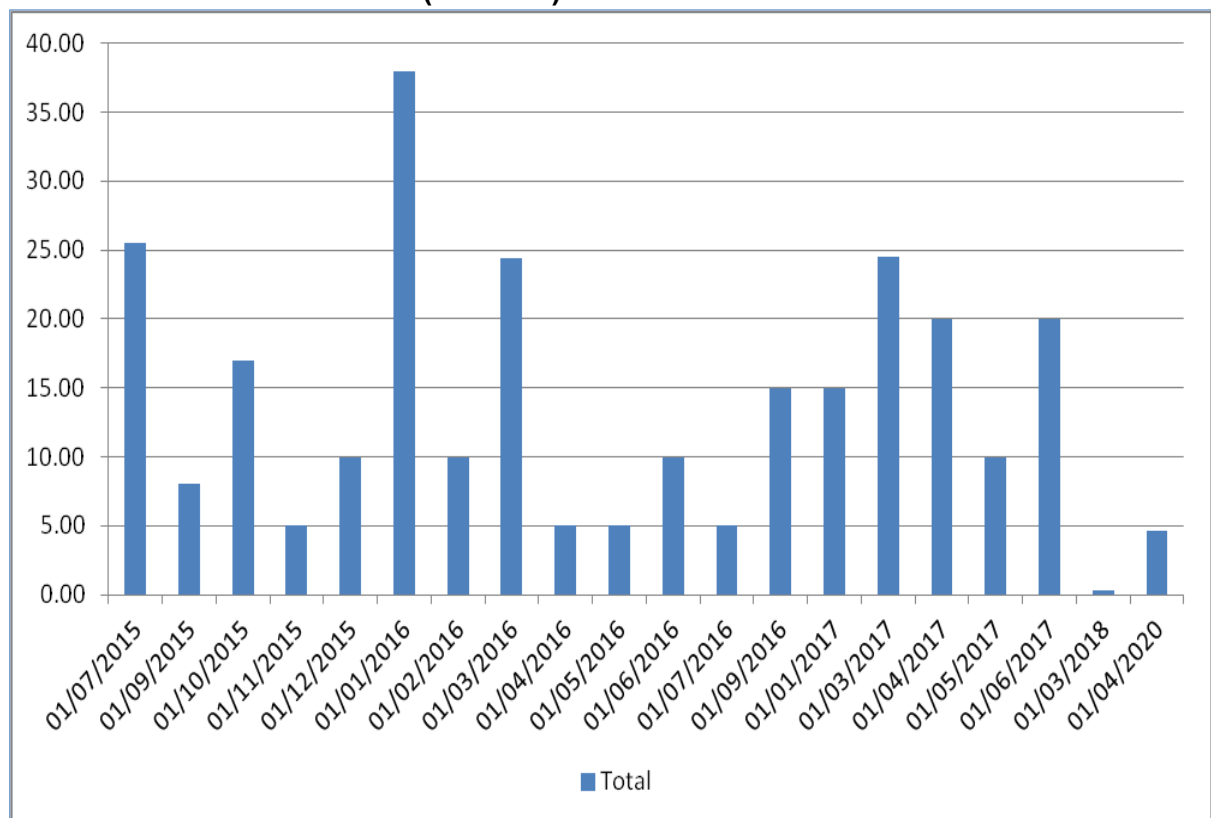
## 5. Investment Portfolio 2015/16

5.1 It is the Council's priority to ensure security of capital and liquidity before obtaining an appropriate level of return which is consistent with the Council's risk appetite. In the current economic climate the Council's risk appetite remains relatively low. There is an expectation that the base rate, currently at 0.5%, will increase in 2016 if economic indicators improve, which may increase the interest received.

### 5.2 Investment Profile

5.2.1 The Council's investment maturity profile in Chart 3 below shows that as at 30 September 2015, 12.3% of the Council's investments had a maturity of 60 days or less, with 65.3% having a maturity of one year or less. Spreading out the maturity of longer dated investments allows the Council to take advantage of improved rates of return while ensuring sufficient liquidity.

**Chart 3: Investment Profile (Millions)**



### 5.3 Holdings and Return

5.3.1 As at 30 September 2015 the Council held £272.4m of investments, all invested in-house by the Council's treasury section. The SDFI confirms that the approved investment limits within the Annual Investment Strategy were not breached during the first six months of 2015/16. A full list of investments as at 30th September 2015 can be found in appendix 1.

5.3.2 The average return increased over the first six months of the financial year to 1.27% with returns for the remainder of the year likely to average 1.32%. The average return for 2015/16 is forecast to be 1.29%.

## 6. The Council's Capital Position (Prudential Indicators)

### 6.1 Prudential Indicator for Capital Expenditure

6.1.1 Table 6 shows the changes to the original capital expenditure budgets. Table 5 also highlights the original supported and unsupported elements of the capital programme, and the expected financing arrangements of this capital expenditure.

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

**Table 6: Revised Estimate to Capital Programme as at 30 September 2015**

<b>Capital Expenditure by Service</b>	<b>2015/16 Original Budget £000s</b>	<b>2015/16 Revised Budget £000s</b>
Adult & Community Services	2,682	2,192
Children's Services	32,799	27,111
Housing and Environment	4,215	4,005
Chief Executive	12,437	7,489
HRA	77,987	81,493
Reside 2 (Abbey Road / Gascoigne)	0	9,222
<b>Total</b>	<b>130,120</b>	<b>131,511</b>
<b>Financed by:</b>		
Capital grants & contributions	37,173	31,816
Capital receipts	2,258	2,477
Contributions Revenue / Reserves	2,364	1,477
MRA / HRA funding	74,787	81,493
<b>Total financing</b>	<b>116,582</b>	<b>117,263</b>
<b>Borrowing need</b>	<b>13,538</b>	<b>14,248</b>

### 6.2 Prudential Indicator – CFR

6.2.1 Table 7 shows that the Council is on target to achieve the original forecast CFR. The SDFI reports that no difficulties are envisaged for the current or future years in complying with this prudential indicator.

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

6.2.3 There is currently a significant difference between the Authorised Limit and the actual borrowing. This difference is made up of internal borrowing, the remaining £61m which could potentially be borrowed from the EIB and headroom to accommodate any potential new borrowing requirements.

**Table 7: Revised Capital Financing Requirement as at 30 September 2015**

	<b>2015/16 Original Estimate £000s</b>	<b>2015/16 Revised Estimate £000s</b>
<b>Prudential Indicator – Capital Financing Requirement</b>		
CFR – non housing	149,623	153,547
CFR – housing	267,722	270,922
Reside 1 and 2	102,675	108,531
Alternative Financing (PFI and leases)	55,245	55,245
<b>Total CFR</b>	<b>578,098</b>	<b>588,244</b>
<b>Net movement in CFR</b>	<b>93,355</b>	<b>10,146</b>
<b>Prudential Indicator – External Debt / the Operational Boundary</b>		
Long Term Borrowing	394,912	394,912
Other long term liabilities	53,750	53,750
<b>Total debt 31 March</b>	<b>448,692</b>	<b>448,692</b>
<b>Operational Boundary</b>	<b>751,000</b>	<b>751,000</b>
<b>Authorised Limit</b>	<b>800,000</b>	<b>800,000</b>

### 6.3 Treasury Indicators: Limits to Borrowing Activity

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

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

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

<b>Interest rate exposures</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
	<b>Upper</b>	<b>Upper</b>	<b>Upper</b>
<b>Limits on fixed interest rates based on net debt</b>	100%	100%	100%
<b>Limits on variable interest rates based on net debt</b>	70%	70%	70%
<b>Limits on fixed interest rates:</b>			
• <b>Debt only</b>	100%	100%	100%
• <b>Investments only</b>	80%	80%	80%
<b>Limits on variable interest rates</b>			
• <b>Debt only</b>	70%	70%	70%
• <b>Investments only</b>	80%	80%	80%

#### **Maturity structure of fixed interest rate borrowing 2015/16**

	<b>Lower</b>	<b>Upper</b>
<b>Under 12 months</b>	0%	20%
<b>12 months to 2 years</b>	0%	40%
<b>2 years to 5 years</b>	0%	70%
<b>5 years to 10 years</b>	0%	70%
<b>10 years and above</b>	0%	100%

<b>Maturity structure of variable interest rate borrowing 2015/16</b>		
	<b>Lower</b>	<b>Upper</b>
<b>Under 12 months</b>	0%	40%
<b>12 months to 2 years</b>	0%	40%
<b>2 years to 5 years</b>	0%	70%
<b>5 years to 10 years</b>	0%	70%
<b>10 years and above</b>	0%	80%

## **7. Consultation**

- 7.1 The Strategic Director, Finance & Investment, in his role as statutory chief finance officer, has been informed of the approach, data and commentary in this report.

## **8. Financial Implications**

Implications completed by: Jonathan Bunt, Strategic Director, Finance & Investment

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

## **9. Legal Implications**

Implications completed by: Eldred Taylor-Camara, Legal Group Manager

- 9.1 The Local Government Act 2003 (the "Act") requires the Council to set out its treasury strategy for borrowing and to prepare an Annual Investment Strategy which sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
- 9.2 The Council also has to 'have regard to' the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities when carrying out its functions under the Act.
- 9.3 A report setting out the Council's strategies in accordance with the Act was presented to Cabinet in February 2015. This report is a midyear review of the strategy's application and there are no further legal implications to highlight.

## **10. Options Appraisal**

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

## **11. Other Implications**

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

### **Background Papers Used in the Preparation 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
- HRA Business Plan v7 (16 Jan 2012)
- Treasury Management Strategy Statement - Assembly Report 19 February 2015

### **List of appendices:**

- Appendix 1: Investments as at 30 September 2015

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## Appendix 1

### Investments as at 30th September 2015

Investments Held	Lowest Long Term Rating	Interest Rate	Call A/C	Principle £000s	Issue Date	Repayment Date
Lloyds Bank	A	0.40%	Variable	1		
Barclays Bank	A	0.05%	Variable	1		
RBS	BBB+	0.40%	Variable	9		
Lloyds Bank	A	1.00%	Fixed	5,000	03/10/2014	02/10/2015
Greater London Authority	AA+ Equivalent	1.03%	Fixed	2,000	06/01/2014	06/10/2015
Doncaster MBC	AA+ Equivalent	1.07%	Fixed	5,000	10/10/2014	09/10/2015
Gateshead Council	AA+ Equivalent	1.05%	Fixed	5,000	09/10/2014	09/10/2015
Lloyds Bank	A	1.00%	Fixed	5,000	28/11/2014	27/11/2015
Aylesbury Vale District	AA+ Equivalent	1.03%	Fixed	5,000	02/12/2013	02/12/2015
Lloyds Bank	A	1.00%	Fixed	5,000	09/12/2014	09/12/2015
Santander UK	A	0.92%	95d Notice	20,000	09/09/2015	31/12/2015
Lloyds Bank	A	1.00%	Fixed	5,000	08/01/2015	08/01/2016
Staffordshire Moorlands	AA+ Equivalent	1.10%	Fixed	3,000	24/01/2014	22/01/2016
Lloyds Bank	A	1.00%	Fixed	30,000	30/01/2015	29/01/2016
Lloyds Bank	A	1.00%	Fixed	5,000	03/03/2015	01/03/2016
Standard Chartered Bank	A+	0.73%	Fixed	10,000	21/08/2015	19/02/2016
Elevate East London	Partnership Prepayment	1.40%	Fixed	8,476	01/10/2014	31/03/2016
LBBP Pension Fund	AA Equivalent	4.70%	Fixed	2,419	01/04/2015	31/03/2016
Lloyds Bank	A	1.00%	Fixed	5,000	13/04/2015	13/04/2016
Elevate East London	Partnership Prepayment	0.89%	Fixed	8,552	01/10/2014	31/03/2016
Lloyds Bank	A	1.00%	Fixed	5,000	03/05/2015	03/05/2016
Standard Chartered Bank	A+	0.90%	Fixed	5,000	28/05/2015	27/05/2016
Lloyds Bank	A	1.00%	Fixed	5,000	04/06/2015	04/06/2016
Lloyds Bank	A	1.00%	Fixed	5,000	05/06/2015	05/06/2016
RBS	BBB+	1.85%	Fixed	15,000	19/09/2014	19/09/2016
RBS	BBB+	1.32%	Fixed	15,000	30/01/2015	30/01/2017
Lloyds Bank	A/F1	1.15%	Fixed	4,500	31/03/2015	31/03/2017
RBS	BBB+	1.45%	Fixed	20,000	30/04/2015	28/04/2017
Newport City Council	AA+ Equivalent	1.50%	Fixed	2,000	10/11/2014	11/05/2017
Dudley MBC	AA+ Equivalent	1.05%	Fixed	10,000	15/05/2015	15/05/2017
RBS	BBB+	1.45%	Fixed	20,000	26/06/2015	26/06/2017
Newport City Council	AA+ Equivalent	1.10%	Fixed	2,000	09/02/2015	10/07/2017
Newport City Council	AA+ Equivalent	1.10%	Fixed	1,500	09/03/2015	10/07/2017
RBS	BBB+	1.80%	Fixed	20,000	26/06/2015	26/06/2017
Wolverhampton City Council	AA+ Equivalent	0.94%	Fixed	8,000	28/09/2015	28/09/2017
Valence School	Not on Credit List	3.00%	Variable	300	12/02/2015	31/03/2018
BRL	Not on Credit List	3.50%	Variable	4,626	15/10/2014	01/04/2020
	<b>Total</b>			<b>272,383</b>		
	<b>Total Excluding Short Term Investments</b>			<b>220,373</b>		
			<b>Average Return</b>	1.27%		
			<b>Average Return Excluding Short Term Investments</b>	1.34%		

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