

**MEDIUM TERM FINANCIAL PLAN
2012/13 TO 2015/16**

Responsible Cabinet Member - Councillor Bill Dixon, Leader

Responsible Director – Chief Officer Executive

SUMMARY REPORT

Purpose of the Report

1. To agree a Medium Term Financial Plan (MTFP) for the period 2012/13 to 2015/16 for consultation prior to final recommendations being made by Cabinet in February 2012 and Council in March 2012.

Summary

2. The Council is facing a significant financial challenge following the reduction in Local Government funding which resulted in the council losing an estimated 24.4% of government funding. The 2011/15 MTFP identified savings of £11.8M with a further £7.7M to follow. However due to the deferment of a number of savings, increases in service demand and inflationary pressures this figures has risen to £12M.
3. The Council's grant figure is only certain until March 2013 as the Government plan to implement a fundamental review of local government funding from April 2013. There is, therefore, uncertainty in the projected resource levels beyond the next year, with significant risk that grants could be less than are assumed in this report.
4. The Council's business model is based around three fundamental questions:
 - (a) WHAT services the Council will provide
 - (b) HOW do we deliver services and
 - (c) WHO will provide the services
5. The HOW and WHO strands are about providing the same services for less and the proposed budget savings in these areas total £8.103M. However given the significant challenge faced this means that WHAT services we provide have had to be reduced.
6. A Zero Based Council approach has been used to address the WHAT question, where all services have been considered systematically alongside the outcomes the council wants for the Borough and the evidence base on what works. Following this process savings of £2.673M have been identified.

7. In addition to the proposed spending reductions, annual Council Tax increases of 3.5% are proposed, raising an additional £2.0M compared with the current MTFP to help balance the budget and mitigate the impact of reductions in front line services. This is in the context of Darlington currently having the lowest Council tax in the region.

Recommendation

8. Cabinet are recommended to:

- (a) Approve the MTFP for 2012/13 to 2015/16 for consultation including:

- (i) A 3.5% Council Tax increase for 2012/13 and the following potential increases be included in the MTFP for future years;

2013/14	3.5%
2014/15	3.5%
2015/16	3.5%

- (ii) budget reduction proposals set out in summary at **Appendix 14** and detail in **Appendix 15**;

- (iii) The schedule of charges set out in **Appendix 3**.

- (iv) the recommendations set out in the reports in **Appendices 7 – 9** and **16 – 17**.

- (b) Receive results of consultation at its Special Meeting on 22 February 2012.

- (c) Approve the recommendations contained within **Appendix 6** of the report and detailed below relating to Adult Social Care eligibility criteria and severe disability disregard to enable the implementation of these proposals contained within the 2011/12 MTFP revision.

- (i) Cabinet considers the impact assessment against the need to achieve savings within the context of the draft MTFP.

- (ii) Cabinet approves the revised policies for introduction on the 5 December 2011

(1) Eligibility Criteria for Adult Social Care.

(2) Fairer contributions policy.

- (d) As set out in **Appendix 7**, Members endorse Darlington Partnership's vision for the Arts '*Creative Darlington: investing in a Creative Community*', and the creation of a Creative Darlington Board and Network.

- (e) As set out in **Appendix 8** the Director of Resources be approved to commence marketing the disposal of the Arts Centre site, however, noting that disposal will be subject to final decisions of Council at its meeting in March 2012.

- (f) The Director of Place be authorised to apply for Arts Council capital funding for a new arts hub, however, noting that this will be subject to final decisions of Council at its meeting in March 2012.
- (g) Approve the recommendation contained within **Appendix 9** and agree to take the benefit of the VAT exemption for Cultural Services for the Civic Theatre, subject to the outcome of advertising the Council's intention.
- (h) Approve the recommendations set out in **Appendix 10** and detailed below with regard to Strategic Grants.
 - (i) The criteria set out in Appendix 10, Appendix 2 be approved as the basis for assessing Strategic Grant applications
 - (ii) The proposals set out in Appendix 10, paragraphs 6, 7 and 24-29 of the report for the Strategic Grant programme and the Tactical Fund be approved.
 - (iii) The delegated powers of the Cabinet Member for Health and Partnerships be extended as described in Appendix 10, paragraphs 10 and 35 to include approval of applications for grant from the Tactical Fund subject to call-in provision to allow Council Members to challenge decisions.
 - (iv) Cabinet receives and considers the recommendations of the Joint Funding Advisory Panel on the first round of applications for Strategic Grant on 10th January 2012
- (i) Agree the following recommendations in **Appendix 17** and detailed below relating to Car Parking charges;
 - (i) It is recommended that the Directors of Place and Resources be authorised to take the necessary steps to implement traffic regulation orders to:-
 - (1) Introduce a charge on Sundays of 50p per 30 minutes up to a maximum stay of 2 hours, with no return within 1 hour, 8am-6pm at the pay and display parking places as shown in Appendix 17, Table A in Appendix 1 and in Figure 1.
 - (2) Introduce a charge on Sundays of 50p for a maximum stay 30 minutes, no return within 1 hour, 8am-6pm at the pay and display parking places shown in Appendix 17, Table B in Appendix 1 and Figure 1.
 - (3) Introduce a Saturday and Sunday charge of 50p per 30 minutes up to a maximum stay of 2 hours, no return within 1 hour, 8am-6pm at the pay and display parking places shown in Appendix 17, Table C in Appendix 1 and in Figure 1.
 - (4) Reduce the daily charge at Park Lane car park from £7 to £5 on a trial basis until 31 March 2013.
 - (5) Introduce a schedule of discounts as shown in Appendix 17, Table E in Appendix 1, for contract car parking at Beaumont Street West for town centre businesses with a travel plan.

- (ii) It is recommended that the Directors of Place and Resources be authorised to take the necessary steps to advertise traffic regulation orders to:-
- (1) Introduce the weekday charges on Sundays in all Council operated car parks, such that there is a one short or long tariff seven days per week, except for Archer Street, Garden Street & Kendrew Street (East & West).
 - (2) Introduce a mixed short & long stay tariff in Archer Street, Garden Street & Kendrew Street (East & West) on a trial basis until 31 March 2013.
 - (3) Introduce Sunday operation of residents' parking zones, excluding Zones near the Darlington Football Club.
 - (4) Introduce progressive increases in residents' permit fees, so that these increase from £25 to £50 per annum over 3 years.
 - (5) Increase the cost of the standard weekly long stay parking ticket to £16 and the Chesnut Street weekly long stay parking ticket to £8.
 - (6) Introduce a Saturday and Sunday charge of 50p every 30 minutes up to a maximum stay of 2 hours, no return within 1 hour 8am-6pm at the pay & display places shown Appendix 17, Table D in Appendix 1 and in Figure 1.
 - (7) Introduce a £5 per day waiver for eligible trade people and builders who require parking on yellow lines and in parking places in order to undertake their work.

Reasons

9. The recommendations are supported by the following reasons:

- (a) To allow employees, the public and stakeholders to provide feedback on the draft MTFP.
- (b) To enable Cabinet to consider the results of consultation prior to the making its recommendations to Council.
- (c) To enable 2011/12 MTFP proposals to be implemented.
- (d) Members have now been provided with the draft 2012/13-2015/16 MTFP to allow them to give full consideration to the impacts as described in the Equality Impact Assessment and proposed mitigations in this report alongside all other budget proposals.
- (e) To enable the vision for the Arts in Darlington to be taken forward in partnership with the public, private and third sectors.
- (f) Marketing the Arts Centre site now will enable the value of the site to be known as soon as possible, in order to support external funding bids.

- (g) To enable the deadlines for capital funding bids to be met.
- (h) To reduce the net cost of operating the Civic Theatre.
- (i) To enable the Third Sector to participate fully in the delivery of strategic outcomes.
- (j) To make the most effective use of the Council's resources for Third Sector support.
- (k) With regard to implementing traffic orders;
 - (i) To implement Sunday charging at on-street parking places in the town centre, appropriate to the individual locations set out in Appendix 17, Table A.
 - (ii) To implement Sunday charging at on-street parking places in the town centre, appropriate to the individual locations set out in Appendix 17, Table B.
 - (iii) To implement Saturday and Sunday charging at on-street parking places in the town centre, appropriate to the individual locations set out in Appendix 17, Table C.
 - (iv) To encourage use of Park Lane Car Park, especially by rail passengers.
 - (v) To provide a contract parking scheme that better meets the needs of businesses in the town centre.
- (l) With regard to taking necessary steps to advertise traffic orders
 - (i) To enable the Council to continue to maintain and manage the parking service in a sustainable way.
 - (ii) To introduce a mixed short & long stay tariff in Archer Street, Garden Street & Kendrew Street (East & West) in response to feedback from users.
 - (iii) To minimise the impact of displaced parking on residents in residents' parking zones.
 - (iv) To operate the residents' parking zones in a sustainable way.
 - (v) To increase the cost of the weekly tickets to reflect the fact they apply all week, yet still offering a discount compared to the cost of parking for five days a week.
 - (vi) To implement Saturday and Sunday charging at on-street parking places in the town centre, appropriate to the individual locations set out in Appendix 17, Table D.
 - (vii) To contribute to the cost of processing parking waiver requests.

Chief Officers Executive

Background Papers

No Background papers were used in the preparation of this report.

Paul Wildsmith : Extension 2301
BAH

S17 Crime and Disorder	The report contains proposals to continue to allocate resources in support of the Council's Crime and Disorder responsibilities
Health and Well Being	The report contains proposals to continue to allocate resources in support of the Council's Health and Well Being responsibilities
Carbon Impact	The proposals in the report seek to continue to support the Council's responsibilities and ambitions to reduce carbon impact in the Council and the Borough.
Diversity	Initial assessments have been made of the proposals in the report for their impact on diversity. Work is continuing to ensure that impacts are assessed and managed in accordance with responsibilities and Sustainable Community Strategy objectives.
Wards Affected	All wards are affected
Groups Affected	Initial assessments have been made of the proposals in the report for their impact on specific groups. Paragraphs 62 to 72 set out the work being done to ensure that impacts are assessed and managed in accordance with responsibilities and Sustainable Community Strategy objectives.
Budget and Policy Framework	The MTFP, Budget and Council Tax must all be decided by full Council
Key Decision	The MTFP, Budget and Council Tax must all be decided by full Council
Urgent Decision	The MTFP, Budget and Council Tax must all be decided by full Council
One Darlington: Perfectly Placed	Within the constraints of available resources it is necessary for the Council to make decisions involving prioritisation. The proposals contained in this report are designed to support delivery of the Sustainable Community Strategy, within those constraints.
Efficiency	The report contains many proposals to increase efficiency and reports efficiencies already made at a management level, which are included in the draft budget and MTFP. The report also highlights the Council's position as providing a very diverse range of high quality services whilst having the lowest Council Tax and per capita Government grant in the North East region.

MAIN REPORT

Financial Context

10. Councillors and the public of Darlington will be aware of the significant financial challenge faced by the Council following Government's reductions in funding to Local Government which resulted in the Council losing an estimated 24.4% of Government funding. When revising the MTFP in March 2011 it was estimated that the Council would need to reduce spending by in excess of £22M from a controllable budget of £107m. The revised MTFP included savings proposals totalling £11.8M and identified that the Council in future years would need to save a further £7.7M per annum by 2014/15.
11. The government is currently consulting on two pieces of legislation which have potentially significant impacts on Council finances; these are the Resource Review and Council Tax Benefits. Cabinet received reports on both consultations at its meeting on 4 October 2011. The Resource Review is fundamentally reviewing the way Local Government is funded and is considering how to return business rates to Local Government "as an incentive to Local Government to grow the economy"; however the challenge is to produce an incentive whilst delivering resource equalisation between different Council areas, depending on how this is achieved, the Resource Review could have significant financial impacts of local authorities both negative and positive. The fear for northern Councils like Darlington who do not have such vibrant economies as Councils in the South, is that the return of business rates will have a negative impact on the amount of funding received. The Resource Review will be implemented with effect from 1 April 2013 however it is unlikely that we will know the impact on the Council until late 2012. Council income with effect from 1 April 2013 is therefore uncertain, for the purposes of this MTFP revision it is assumed that the impact of the Resource Review is zero. Clearly if this proves not to be the case the implications will be addressed in next year's revision. Council Tax Benefits consultation which proposes the localisation of Council Tax Benefits with a 10% reduction in funding has been included in the MTFP as it is clear that should this proposal go ahead it will mean increased net costs to the Council unless reductions are made to individual Council Tax Benefits payments, income in the MTFP for Council Tax Benefits has therefore been reduced by £1M. Following the outcome of consultation Members will be able to review whether they wish to reduce the net cost of Council Tax Benefits but given the context of the consultation paper it is unlikely that significant savings could be achieved without making large reductions to individuals' benefits payments.
12. Later in this report Members will see that the Council needs to reduce its annual expenditure by £12M over the next four years, the sum is greater than the £7.7M estimated last year as some of the saving proposals agreed in the last MTFP revision have been deferred to be considered against other options. For example Adult eligibility criteria and service disability disregard premium. In addition to the deferrals, as in previous years the Council faces significant cost pressures over and above the headroom built in to the MTFP the most significant being the cost of looked after children where numbers and costs have increased. This revision to MTFP sets out the Council's current financial position and proposes how it will address the projected deficit.

Policy Context – Darlington 2015

13. Members will recall that in November 2009 Cabinet agreed a new business model which set out the policy context for the Council in the Medium Term establishing how we would respond to the significant changes in Government Policy, in particular how we would respond to significantly lower levels of government funding.
14. The business model sets out the key objectives for the Council:
 - (a) Championing the interests of citizens and business
 - (b) Support strong partnership to set a vision and direction for the Borough and its services
 - (c) Promote the Borough to secure investment and support
 - (d) Ensure the provision of good quality services
15. In agreeing the future Council was described as follows:
 - (a) Strongly focussed on ensuring good overall outcomes for the public and the place rather than managing day to day service issues (these increasingly the responsibility of others but retaining ability to ensure they deliver).
 - (b) Providing clear and acknowledged leadership of “place” and facilitator of partnerships concerned with delivering One Darlington: Perfectly Placed.
 - (c) Significantly smaller in terms of directly employed staff.
 - (d) Many of its big budgets linked to contracts, or service level agreements or partnership delivery vehicles.
16. Therefore the strategic context for this MTFP is that the Council is in a period of significant change which will lead to the Council emerging from the change in a significantly different form however with the same high level aim which is to deliver the key priorities with the Sustainable Community Strategy – One Darlington: Perfectly Placed.
17. The implementation of the Business Model will deliver a new Council by 2015 which as illustrated above will be significantly different from the Council of 2009. The Council’s transformation programme which is focused on delivering Darlington 2015, is progressing well and this report contains significant proposals that have been developed within the programme. Members will recall that the Business Model is framed on asking three simple but fundamental questions about what the Council does:
 - (a) WHAT services will the Council provide for the public of Darlington? Resources are reducing and therefore services provided will reduce, decisions on which services reduce are based on the content of the sustainable current Sustainable Community Strategy - One Darlington: Perfectly Placed.
 - (b) HOW do we deliver services? Constant challenge of the way in which services are delivered looking to continually improve efficiency and effectiveness of the services we choose to provide under the WHAT question.

- (c) WHO will provide services for the public at Darlington? Challenging who is best placed to deliver services in terms of cost and effectiveness is a key strand of the Business Model.
18. Clearly the preference is to deliver most cost reductions by the HOW and WHO strands as these are all about getting the same for less. However, given the significance of the financial challenge and the good track record of the Council in delivering efficiency savings over many years, the Council has to address the WHAT question to enable the Council to produce a balanced and sustainable MTFP.
19. To enable the Council to approach the WHAT question in a strategic manner a new approach has been developed to review WHAT services should be provided by the Council. We've called this approach the Zero Based Council (ZBC). In simple terms the approach starts from a zero base; for example, what services would the Council provide if it was starting afresh, with a focus on achieving the Sustainable Community Strategy outcomes and the process then builds up the services that contribute to these outcomes to the financial limit the Council can afford. The approach is different to those adopted in previous years which tended to be looking at what services could be reduced or stopped. Previous approaches were adequate for the circumstances at the time but not so when planning for a new Council, Darlington 2015, a much more fundamental approach is needed. ZBC delivers the following:
- (a) Focuses on the outcomes we want for the Borough as articulated in One Darlington: Perfectly Placed and the governance of the Council.
 - (b) Considers all services and budgets at the same time.
 - (c) Provides equity and transparency in the decision making process as all services are reviewed at one time.
 - (d) Uses an evidence base to determine WHAT services should be provided.
20. ZBC takes a stepped approach to deciding WHAT services the Council should provide:
- (a) STEP 1 - Identify the best way to deliver outcomes. To do this we need to forget how we organise and deliver current Council services and look at evidence of "What Works" in delivering outcomes. In many cases we are already delivering "What Works" but the process also identifies new ways of delivering outcomes and identifies current services that do not maximise outcomes.
 - (b) STEP 2 - Services are grouped around the outcome they are most likely to have the most impact upon. Two tests are then carried out, does the service have an impact on the outcome and secondly if there was no Council but it had a budget of circa £80M what would be the top services that would impact most on outcomes. This enables the split of services between high and low impact on outcomes.
 - (c) STEP 3 - Starts to filter services in to categories to facilitate decision making. Services are categorised into:
 - (i) Absolute Minimum (AM) service requested to meet legislative requirements and to have an impact on outcomes.

- (ii) Added Value 1 (AV1) services that are above the minimum and add significant value.
 - (iii) Added Value 2 (AV2) services that are above the minimum and add value.
- (d) STEP 4 – The practicality and prevention tests. These ensure the theory matches reality and takes account of things such as decommissioning costs, contractual commitments and income, as well as whether continued provision of the service actually reduces costs to the Council in the short to medium term.
- (e) STEP 5 – The final step is to review the information produced by ZBC which is included later in this report and make the decision about WHAT services the Council want to provide that have the most impact on priority outcomes and therefore by a process of deduction WHAT services the Council will no longer provide. In reality due to our resource position the vast majority of services proposed to continue will be operating at the absolute minimum level due to resource availability.

21. The ZBC develops the WHAT strand of the Business Model at the same time work continues on the HOW strand and proposals are included in this report. In terms of the WHO strand Cabinet received a detailed report on 1 November 2011 outlining progress on developing proposals for the three service groups within Council. This revision to the MTFP builds in financial savings targets in the medium term for the WHO strand based on the proof of concept work already undertaken.

22. The remainder of this report proposes the detailed revisions to the MTFP (revenue) and MTFP (capital), the detailed revisions to the MTFP are based on the financial and policy context set out in the previous paragraphs.

Proposed MTFP - Revenue

23. The proposed MTFP has been prepared under the guidance of Cabinet in line with the Council's Constitution where it is the role of the Cabinet to propose a MTFP to Council. The proposed MTFP takes full account of the statutory responsibilities of the Director of Resources as the Council's Statutory Financial Officer and the Council's Financial Strategy and Reserves Policy.

Available Resources – Revenue Balances

24. In reviewing the Council's MTFP commencing 1 April 2012 it is key to establish the estimated starting position as at 1 April 2012, this is achieved by reviewing the projected outturn for 2011/12 and its impact on revenue balances. Attached at **Appendix 1** is the latest projected outturn report, the key points are:

- (a) Revenue balances at 1 April 2012 are projected to be £9.3M which is £2.1M greater than anticipated when last revising the MTFP. There is also an earmarked sum of £2.1M available in the Redundancy and Decommissioning reserve.
- (b) Despite the improved position in relation to balances there are significant ongoing spending pressures which will impact on the revision to the MTFP.

25. Set out at **Appendix 2** is a risk assessment of revenue balances which suggests £8M should be retained, an increase of £2M from the current MTFP. This increase reflects the

uncertainty around grant funding, potential equal pay claims and the significant risk involved with not only delivering the proposed savings but also the assumptions made with regard to efficiencies that may be achieved in the WHO strand can not be underestimated.

Available Resources – Government Grant

26. The Government announced core grant allocations for 2011/12 and 2012/13 as part of the Comprehensive Spending Review and therefore we are able to plan for 2012/13 with certainty. Core grant figures beyond 2012/13 are based on estimated reductions contained with the Comprehensive Spending Review extrapolated for Darlington so these are not certain but best estimates and as highlighted in the financial context section of this report are subject to a fundamental review of local government funding. Grant allocations have been reduced by £1M with effect from 1 April 2013 to reflect the Council Tax Benefits proposals should they not be implemented additional income above the estimates included in the MTFP will be available. The Council Tax Freeze Grant received last year at approximately £1M is receivable to the financial year 2014/15. Beyond this date core grant income reduces by £1M as the grant was fixed only for the period of the Comprehensive Spending Review. The Council receives a number of specific grants from the Government, there have been no notifications or changes to assumption with regard to these grants since the last MTFP.

Available Resources – Fees and Charges

27. Council sets the levels of fees and charges levied to users of services, each year consideration is given to the cost of providing services compared to the level of charges, statutory guidance and market intelligence to develop revised fees and charges. Attached at **Appendix 3** is a detailed list of all proposed charges and the recommended levels have been included in estimates produced later in this report, any changes to Appendix 3 will therefore impact on the MTFP as proposed.

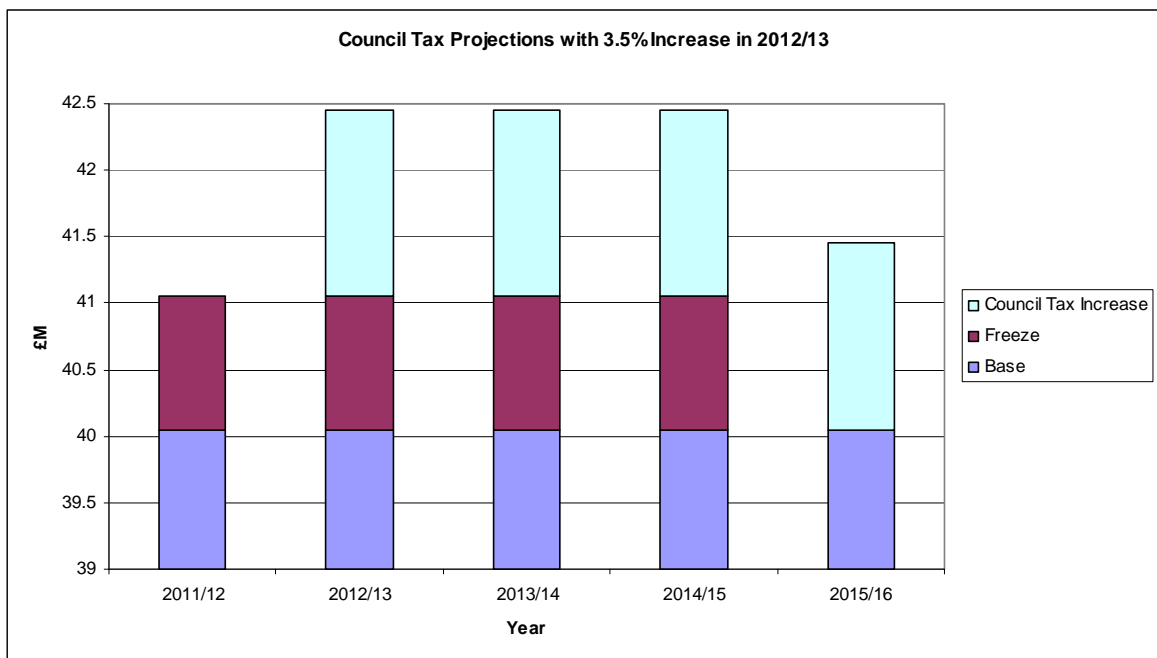
Available Resources – Council Tax

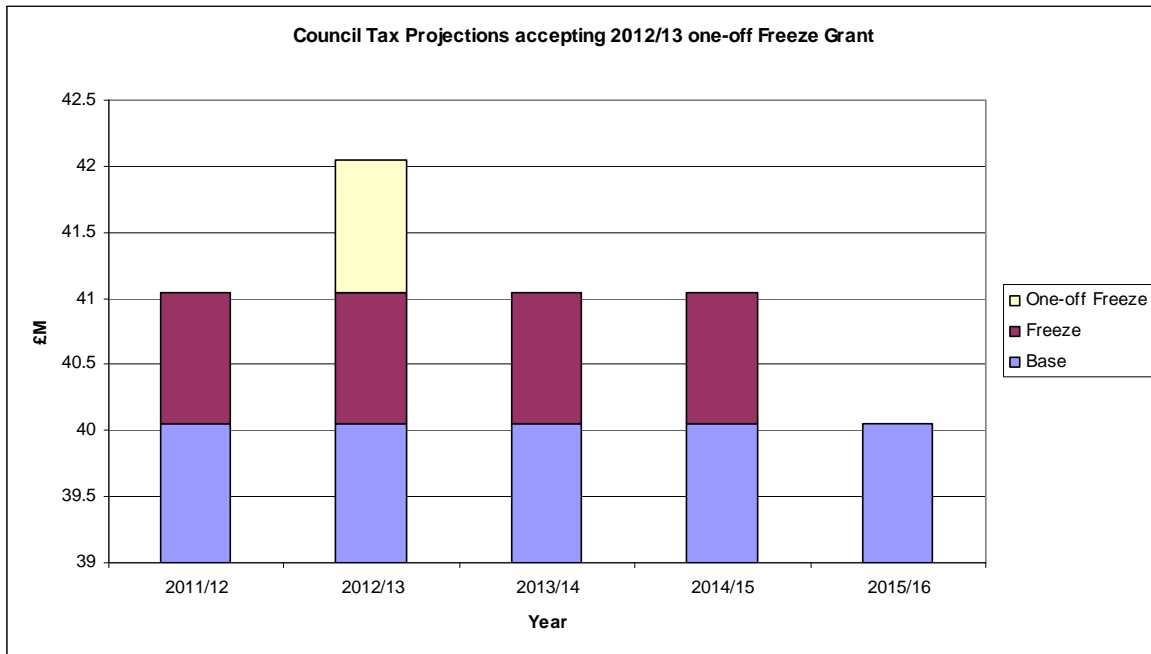
28. For Councillors one of the key decisions to be made when revising the MTFP is the balance between expenditure on services and the level of Council Tax levied. In years gone by decisions may have focused on Council Tax as a source to provide funding for additional services, in the current times the focus is more about can increases be used to protect existing services.

29. The current MTFP includes the following assumptions on Council Tax:

	%	
2012/3	3	
2013/4	3	
2014/5	3	
2015/6	3	(not included in the last MTFP but assumed based on trends)

30. Decisions on Council Tax levels are for the Council to take however, the Government has powers to cap increases if they consider them excessive. At the present time there is no indication what the government determines as excessive for 2012/13. However, on 9 February 2011 the government stated that any increases above 3.5% for 2011/12 would be deemed excessive so this announcement could set a guide for 2012/13.
31. For 2011/12 the government offered Councils a grant equivalent to a 2.5% Council tax increase if they agreed a zero increase for 2011/12. This Council together with every other Council in the country accepted the grant and agreed a zero increase. As explained earlier in this report, the grant is only for four years and therefore in 2015/16 the Council will see its funding reduced by £1M and it is very unlikely that it will be able to raise additional Council tax of £1m above what it plans, to offset the £1M loss. The Government has announced a similar Council tax freeze grant for 2012/13. However, the funding is for one year only and once again offers a grant equal to a 2.5% increase if a zero Council tax is set. The acceptance of such a grant for Darlington would have meant a loss of £200,000 in 2012/13 compared to the existing MTFP as it assumes a 3% increase and a loss of £1.2M each year thereafter. Given the Government approach to capping and based on the MTFP assumptions the loss of income would not be recoverable for Council Tax the consequential impact would be £1.2M of further reductions in service costs. Given the already significant financial challenge the Council faces, Cabinet have decided not to accept the one year Council Tax freeze grant because of the significant detrimental impact the loss of £1.2M would have on services for the Darlington public. This issue can be helpfully illustrated in the charts below which show that over the period 2012/13 to 2015/16 the council would lose £3.8M in total by accepting the 2012/13 freeze, as well as £1.2M in each year thereafter.





32. Having reviewed the freeze grant Cabinet have reflected on the balance between raising Council Tax and protecting services. Given the significant financial challenge Cabinet have decided to recommend a 3.5% increase each year within the MTFP based on the fact that this reflects the maximum increase that could be received without the potential for Government capping. In previous times it has been possible to keep taxes low whilst providing excellent services however the significant reduction in Government grant means in the future more pressure will be put on Council Tax.
33. When making their decisions Cabinet considered not only the increase in Council Tax but also the total amount paid in Darlington which is currently the lowest in the North East Region as demonstrated below. Table 1 below illustrates how much income the Council would have if it was able to levy the same amount as each Council and at the Tees Valley and North East average.

Table 1

Council	Band D Council Tax	% above DBC	£ Additional Income to DBC if taxed at Authority Level £M
Darlington	1,151.03		
Sunderland	1,185.96	3%	1.2
Stockton-on-Tees	1,221.53	6%	2.5
Middlesbrough	1,261.69	10%	3.9
Durham	1,282.86	11%	4.6
Redcar & Cleveland	1,291.69	12%	4.9
South Tyneside	1,291.53	12%	4.9
North Tyneside	1,328.06	15%	6.2
Newcastle upon Tyne	1,354.42	18%	7.1
Northumberland	1,373.40	19%	7.7

Hartlepool	1,418.65	23%	9.3
Gateshead	1,443.21	25%	10.2
Tees Valley Average	1,268.92	10%	4.1
North East Average	1,300.34	13%	5.2

34. Cabinet also reflected on the impact on individual Council taxpayers noting that the impact on Band A taxpayers, the band with the most properties included, would be equivalent to £0.52 per week.

Available Resources - Dedicated Schools Grant

35. Education funding has been placed under further pressure due to the removal of specific grants. There is unlikely to be any uplift to school budgets in 2012/13. Funding for students in sixth forms will be reduced, in accordance with policy and strategy announced in 2010. While funding per pupil will remain unchanged, the Dedicated Schools Grant (DSG) will be substantially lower than in the 2011/12 year as nine schools have converted to Academy status and will be funded by the Young People's Learning Agency (YPLA). The DSG is pupil driven and cannot be calculated accurately until after the January Census in 2012. A minimum funding guarantee is likely to stay in place to ensure that any school with declining numbers does not experience a budget reduction of more than 1.5%.
36. Responsibility for the funding formula rests with Darlington's Schools Forum. Academies are represented on the Forum as Academies are funded in line with Darlington's Scheme of Financing Schools.
37. The Forum must agree any funds to be retained as central expenditure by the Local Authority. The YPLA reduce central expenditure and pay money directly to Academies as an alternative to automatically provided local authority central services. This reduction acts as an additional pressure on the Authority as it reduces the economy of scale benefits in the in the maintenance of Special Educational Needs and related mandatory services for pupils.

Producing an Initial Draft Budget

38. As in previous years, officers have prepared budgets based on existing policy and service levels, to do otherwise would clearly undermine the role of Elected Members in determining such matters. Set out at **Appendix 4** are the assumptions used to prepare estimates together with at **Appendix 5** details of budget pressures that have been included to reflect the cost of providing existing policy and service levels. The pressures at Appendix 5, which total £5.01M in 2012/13, can be categorised as follows:

(a)	Looked after children – increased demand in higher unit costs including foster carers and guardianship payments	£1.67M
(b)	Adults learning disability – increases in care packages due to transitions	£0.42M
(c)	Reduced income – external and internal trading services and advertising income	£0.82M
(d)	Energy and fuel inflation	£0.30M

(e)	Increases in pension costs	£0.40M
(f)	Shortfall on previous identified savings e.g. LEA savings, premium payments and overtime	£0.74M
(g)	ICT Architecture	£0.40M
(h)	Other	£0.26M

39. Members will see from Appendix 5 that for 2012/13 not all pressures have been allocated to service budgets, instead a contingency has been established. Pressures that can be estimated with reasonable certainty are allocated to service budgets. Pressures that are foreseen but can be estimated with less certainty are included in the contingency, which will be monitored during the financial year against the identified pressures.
40. The Council in producing revisions to the MTFP has always included an allowance for headroom in future years. The aim of this is to reflect that year on year there are new pressures that arise due to demand and/or price increases or delays in achieving savings and by making such an allowance enables the Council to better estimate the medium term financial impact. Given the very tight financial position faced by the Council this element of the MTFP is more important than ever, therefore the following headroom has been included in the draft budget:

	£m's
2013/14	1.500
2014/15	1.750
2015/16	2.000

Other Budget Issues

41. This section sets out relevant information that has influenced the preparation of the MTFP. The following changes to the 2011/15 MTFP are included in the proposed MTFP for 2012/16.
42. The 2011/15 MTFP contained two savings proposals relating to Adults Social Care:
- (a) Reviewing the eligibility criteria for long term and ongoing social care funding.
 - (b) Reducing the level of Severe Disability Premium disregard given in the financial assessment under the Fairer Contribution Policy.
43. Work was carried out during the year to assess the savings that could be made along with the impact on individuals of the proposals and a report was taken to Cabinet on the 13 September 2011. It was agreed the decision on these proposals be deferred until Cabinet considered its wider budget strategy and associated impacts. A full report on these proposals is shown in **Appendix 6**.
44. The 2011/15 MTFP also contained proposals with regard to the Civic Theatre and Arts provision in Darlington. A significant amount of work has been undertaken throughout the year and an Inquiry Group was established in the spring of 2011 to look at a creative way

forward for the arts in Darlington. A full report on the outcome of this group's work is attached at **Appendix 7**.

45. The Arts Centre proposal was to remove the subsidy with the exception of £100,000 for a strategic arts offer. A number of options have been explored and the analysis and recommended actions are included in **Appendix 8**.
46. The proposal for the Civic Theatre was to remove the subsidy and it was agreed to market for sale or lease as a going concern. The exercise did not return a subsidy free option and on the 21 June 2011 Cabinet agreed to allocate £300,000 in the MTFP to allow the Civic Theatre to continue to operate until July 2012, to allow other options for management and governance to be explored. This work has now been completed and a report detailing the outcome is included in **Appendix 9**.
47. The Third Sector Strategic Grants Proposals identified in the 2011/15 MTFP were phased over four years and the savings for 2011/12 have been achieved. **Appendix 10** is a detailed report on the proposals for linking strategic outcomes and service priorities to future funding allocations.

HOW savings

48. It is vitally important to ensure all HOW efficiency savings are explored and services are constantly challenged in the way services are delivered to ensure there is continual improvement in efficiency.
49. In preparing detailed budgets, officers have made significant savings relating to the HOW strand of the business model, these savings have or will be implemented as part of management delegation and are listed at **Appendix 11** and total £2.327M when fully implemented. There are some small elements of WHO savings also included in the appendix.
50. There are also a number of HOW savings which require **member decision**. These savings which total £3.476M are shown in the first block of **Appendix 14** and include charging decisions along with Employee Terms and Conditions.
51. The Council's non school pay bill is £56M per annum which is a significant element of gross expenditure and therefore when considering cost reductions it is self evident that many proposals will impact on the workforce. With such a large proportion of the budget being employee costs, Members can consider two ways in which they can reduce employee costs, firstly by reducing staffing numbers by increased efficiency or by reducing services as expressed in the WHAT strand of the business model. Members can also reduce costs by amending how employees are remunerated. In recent years, Council has agreed changes to terms and conditions relating to car allowances, overtime, premium rates and the redundancy calculator, all of which reduced the ongoing employee costs. The most significant change to employee terms and conditions for this Council was the implementation of single status in 2006, the implementation eradicated all aspects of inequality within the Council's remuneration policy in line with the national agreement however to enable implementation without too severe an impact on employees, the paybill was increased by circa £6M per annum.

52. Each year the National Employees on behalf of all Councils party to the national agreement negotiate and agree pay award for Local Government employees. The National Employers take soundings from all Councils however an individual Council such as Darlington has to abide by the majority decision and the negotiating position of the National Employers. Therefore Darlington can have no certainty in the medium term of the level of increases that will be negotiated. Key information about pay awards and negotiations are set out below:

- (a) A pay freeze has been implemented nationally for all APT & C employees for the financial years 2010/11 and 2011/12.
- (b) A similar freeze has been implemented for Chief Officers for 2009/10, 2010/11 and 2011/12.
- (c) Each 1% increase in the paybill is equivalent to £0.5M per annum.
- (d) Based on the above and the current national negotiating position of the Trades Unions the following percentage pay increases are included in the MTFP

Single	Estimated Pay Increase	Cumulative Cost
	%	£M's
2012/13	1.50%	0.750
2013/14	1.50%	1.450
2014/15	2.00%	2.350
2015/16	2.00%	3.250

53. The above represents a significant potential cost to the Council if estimated pay increases are implemented, clearly there can be no certainty about the levels they could be higher or lower. However, it would not be prudent given the Council's tight financial position to assume lower increases then as a result of a higher pay award need to make further savings at short notice. Given the need to plan for change well in advance decisions on cost reductions must be taken based on the above assumptions unless a local agreement can be negotiated with the workforce that would guarantee an agreed position on pay increases. As part of the last revision to the MTFP, a three year pay freeze was proposed by the Council but rejected by the workforce following a ballot of Trades Union members, the turnout in the ballot was low.

54. Given the significant financial challenge faced by the Council, Cabinet have considered a variety of options regarding employee terms and conditions including pay cuts and feel that the most appropriate way to contain employee costs and therefore reduce the impact on services and jobs is once again to try and negotiate a three year pay freeze with the workforce to allow the Council to plan its paybill with certainty over the next three financial years. Cabinet understand that this will mean a 5/6 year pay freeze for employees at a time when inflation is running at higher levels than in previous years and they understand that in real terms this means a cut to employee pay but given the additional £6M put in to the paybill in 2006, Cabinet feel that on balance this is a request they need to make of employees. It is hoped that the freeze can be implemented by agreement if this is not possible, Council will then need to consider its options after the end of negotiations.

55. The severity of the financial position has meant that Cabinet needed to consider pay cuts and as outlined above, they decided not to introduce a straight forward pay cut into the MTFP but

to make further savings estimated to be £0.294M. Cabinet are proposing that all employees take an additional three days annual leave; however this leave will not be paid leave. Again, Cabinet appreciate this will mean a reduction in take home pay however in return additional leave is being offered. This element of proposed change as with the pay freeze will be subject to consultation with the workforce.

WHO savings

56. Reference was made earlier to this report to the WHO strand of the business model and officers are confident that savings are deliverable based on proof of concept work already undertaken, clearly there is much more detailed work to be undertaken on deciding on what business models will be ultimately applied. A savings target of £2.3M is included in the proposed MTFP with effect from 2014/15. Cabinet have agreed to progress with this strand of the business model at its meeting on 1 November 2011 and at this stage there are no decisions to refer on to Council until detailed business cases are produced upon which final decisions can be taken by Council.

WHAT savings

57. The earlier part of this report has concentrated on the HOW and WHO strands of the business model, moving on to the WHAT strand of the business model as outlined in the section Policy Context – Darlington 2015, Cabinet have taken a new approach to considering the MTFP known as the Zero Based Council (ZBC). **Appendix 12** is a table identifying all services provided by the Council split in to the following categories:

AM	Absolute Minimum service level to meet statutory requirements and to make on impact
AV1	Added Value services beyond AM
AV2	Added Value services beyond AM and AV1

59. For each service there is a recommended level of service compared to the 2011/12 budget where there is a difference this relates to either:

(a) Savings identified under management actions.

OR

(b) Savings being proposed by Cabinet for consultation.

60. Taking into account the recommended service levels contained in Appendix 12 attached at **Appendix 13** are detailed explanations of the services to be provided for each Sustainable Community Strategy outcome plus the Council’s own governance outcome, together with a commentary and explanation surrounding the recommended service levels. It is essential that Members consider Appendix 12 in detail to understand the ongoing work the Council would be undertaking, should the revised MTFP be agreed, to deliver One Darlington Perfectly Placed.

61. By recommending service levels as set out in Appendix 12, and taking into account the WHO and HOW savings, Cabinet have resolved to reduce expenditure by £10.776M by 2015/16 to ensure the Council has a sustainable MTFP that delivers the key priorities of One

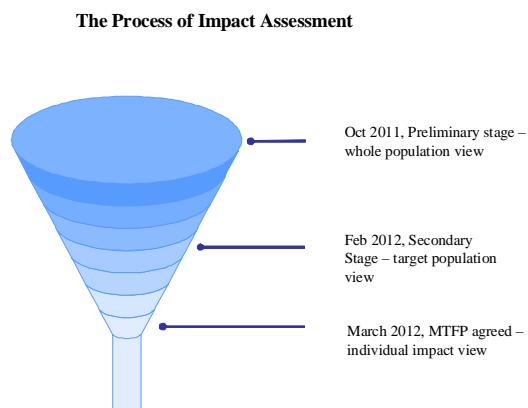
Darlington Perfectly Placed. The ZBC expenditure reductions proposed are summarised at **Appendix 14** to give Members a quick overview of proposals. **Appendix 15** includes proposal forms relating to each expenditure reduction with the exception of the following proposals which are considered in greater detail due to their complexity in separate reports appended as follows:

Appendices	
6	Adult Social Care Eligibility Criteria and Severe Disability Disregard Premium
7	Vision for the Arts in Darlington
8	Darlington Arts: Options for Provision of an Arts Venue/Venues
9	Civic Theatre
10	Strategic Grants
16	Options for Darlington Library Service
17	Car Parking Charges

Impact of Proposals

62. The impact of the proposals on vulnerable people is being assessed through an Equalities Impact Assessment process that is broadly similar to that carried during the last MTFP revision, but reinforced by learning from last year.

63. The ‘funnel’ analogy adopted last year continues to be a useful way of illustrating the overall approach. The preliminary stage is essentially an appraisal of the risks of impact on vulnerable groups across the full set of savings proposals at a whole population level. This will then guide us in moving down the funnel to engage with groups people at risk of impact to assess proposals and identify the impacts on individuals.



64. Within this overall approach there are three significant changes that reinforce the EIA process. Firstly, the ZBC approach to deciding WHAT services the Council should provide builds services from a zero base around outcomes that are focused on narrowing gaps is a positive approach to delivering equalities through service prioritisation.

65. The second reinforcement is in providing the initial ‘top of the funnel’ equalities risk appraisals as part of the initial consideration of savings options by Cabinet. The third reinforcement is in providing a clear picture of the potential for multiple impacts on particular groups. This includes a high level consideration of the cumulative impact of previous savings and other changes made by the Council (Legacy Impacts) and of changes in the external environment (such as benefits changes and trends in health service provision).

66. The Public Sector General Equality Duty set out in the Equality Act 2010 (coming into force in April 2011) requires the Council to ‘have due regard’ to the duty to eliminate discrimination, harassment and victimisation; to advance equality of opportunity; and to foster good relations. In making financial decisions it must have regard to the impact on nine ‘protected characteristics: age, disability, race, religion/faith, sex, sexual orientation, gender reassignment, pregnancy and maternity; and marriage and civil partnership. In addition to these statutory requirements, the appraisal includes additional local characteristics or priorities: unemployed/low income, carers, young people leaving care, refugees and asylum seekers, gypsies and travellers, people with criminal convictions and geographical impacts.
67. **Appendix 18** is a spreadsheet providing an overview of the risk of impact from all of the savings proposals on the statutory protected characteristics and on the local priorities. **Appendix 19** includes a profile for each of the characteristics (statutory and local) showing the proposals that could impact on that characteristic mapped in terms of the scale and the severity of the impact risk. At this stage these are judgements by officers. They have been challenged and moderated in workshop sessions to strengthen their validity.
68. The risk appraisal shows that the characteristics most at risk of multiple impacts are disability, age and carers. The statutory age characteristic is concerned with identifying disproportionate impacts on people of any age, but analysis of the budget proposals shows that the risks are to older people and to children and younger people.
69. Whilst age and disability are statutory protected characteristics, six local priorities have also been assessed. Of these the profiles for Geographical Impacts, Carers and Unemployed/Low Waged also highlight risks of multiple impacts.
70. The profiles attempt to summarise changes occurring in the external environment of welfare, health and benefits, and from Council ‘legacy impacts’ since 2010. Welfare reforms and housing benefits changes emphasise the cumulative risks to people who are unemployed and on low incomes in particular. This wider context also highlights risks to young people leaving care and people with spent criminal convictions, who are amongst the most vulnerable people in the borough.
71. The areas of cumulative impact on people, taking into account external changes as well as the Council’s proposals are likely to be in terms access to advice, information and support on benefits and rights, services and financial support for vulnerable people, and access to and affordability of transport.
72. It is important to emphasise that this high level equalities risk appraisal is not an Equalities Impact Assessment. EIA can only be progressed through talking to the people likely to be affected by proposals so that they can identify the impacts on them. This engagement phase will be carried out via the consultation and engagement programme that will follow on from the initial consideration of savings options. The purpose of this equalities risk appraisal is to provide Cabinet with information that helps it to have due regard to the potential impact of decisions on the savings options in accordance with the Public Sector Equality Duty, and to orientate engagement work on Equalities Impact Assessment. Full impact assessments will be available to shape and inform the final MTFP to be recommended to Council in March.

Workforce Implications

73. The proposals for the MTFP 2012/13 to 2015/16 will result in approximately 155 potential redundancies during 2012 and individuals who may be affected have already been informed of the proposals together with relevant trade unions as part of the initial consultation process.
74. As previously detailed it is also proposed to try and negotiate a three year pay freeze with the workforce as well as the implementation of an additional three days unpaid leave for all staff. Full consultation will take place with employees and trade unions on these proposals and negotiations with the trade unions will focus on trying to reach a collective agreement, however an agreement cannot be guaranteed. Given the significant savings that could be achieved and to ensure that the Council is able to consider moving forward with both these proposals if agreement cannot be reached, the option of dismissal and re-engagement as a last resort will be need to be included as part of the consultation process. Any decision in this respect would need to be taken by Council if agreement could not be reached.
75. In addition to the above, the options on implementation of the 'WHO' strand of Council's Business Model will impact on the workforce across the board, specifically in relation to the potential for different service providers. Regular communication updates are being provided to staff and trade unions as well as more detailed consultation as options are developed.
76. Consultation on all issues relating to the workforce will be completed prior to the special Cabinet meeting on 22 February 2012 and will be reported in full to that meeting

Summary MTFP Position

77. The net position for the MTFP is as set out in Table 2 below taking into account the following:
- (a) Budget preparation based on current policy and service levels
 - (b) Budget pressures
 - (c) Savings not requiring policy decisions
 - (d) Future assumptions
 - (e) Council Tax increases
 - (f) Implementation of savings proposals

Table 2 – Revised MTFP – Summary

		2012-13	2013-14	2014-15	2015-16
		£M	£M	£M	£M
1	Net Budget Before Savings	83.925	88.476	91.036	93.281
	LESS				
2	Savings under management delegation at Appendix 11	1.628	2.463	4.463	4.627
3	Proposals set out in Appendix 14	2.542	4.549	5.985	6.149
4	Net Budget as drafted	79.755	81.464	80.588	82.505
5	Savings still required			0.141	1.503
6	Net Expenditure	79.755	81.464	80.447	81.002

7	Government Grants	39.334	38.739	35.826	34.829
8	Council Tax	41.242	42.899	44.621	46.173
9	Contribution to General Fund Reserves	(0.821)	(0.174)		
10	Total Resources	79.755	81.464	80.447	81.002

78. The above table shows that in addition to implementing the challenging savings programme proposed in this report, the Council still needs to identify further annual savings of £1.5M.

79. Service by service estimates of expenditure and income are shown in **Appendix 20** and a summary across the life of the MTFP is included at **Appendix 21**.

80. Set out below is the revenue balances anticipated across the MTFP if the proposed savings are accepted.

	2012-13	2013-14	2014-15	2015-16
	£M	£M	£M	£M
Balances				
Opening Balance	9.277	2.098	2.272	2.272
Less Risk Assessment reserves	(8.000)			
Contribution to / (from) balances	0.821	0.174		
Closing Balance	2.098	2.272	2.272	2.272

81. In addition to this is the decommissioning/redundancy risk reserve agreed by Council in the current MTFP, the balance of which is £2.1M.

Conclusion

82. The above table demonstrates that despite achieving savings of £10.776M, the Council still needs to save a further £1.503M by 2015-16. As indicated earlier in the report, there is significant uncertainty regarding income levels in future years due to the fundamental review of Local Government Funding, Council Tax benefit consultation and the next Comprehensive Spending Review. There may be more clarity in relation to these issues in the next 12/18 months which will impact on the next revision to the MTFP and could lead to further cost reductions being required in future years.

Medium Term Financial Plan – Capital

83. The first part of this report concentrates on the Revenue MTFP, the Council also has a Capital MTFP. Capital expenditure is significant, one of expenditure used to purchase or improve assets to enable the Council to deliver its priorities for example acquiring land to enable road improvements or investing in modernising school buildings. The vast majority of funding for capital expenditure is received from Government in the main to match national priorities such as Transport, Children's Services and Housing. The allocation of the spending on these three priorities is subject to ongoing programmes and agreed outcomes, for example for Housing there is an agreed 30 year business plan which sets out how investment should be applied. At this stage in the planning cycle not all allocations from the

Government are available so it is not possible for Cabinet to propose a Capital MTFP, this will be done in the New Year.

84. The Council can and has supplemented Government Capital Funding from its own resources such as capital receipts and prudential borrowing, however, in such challenging financial times the ability to fund from the Council's resources is limited and part of the revenue strategy is to use capital receipts to repay debt in future years. However, the Council owns many buildings and assets that continue to need investment and the Council's ICT Strategy also requires capital investment, therefore, provisions for such costs need to be made within the Council's overall financial strategy. When preparing the Revenue MTFP an allowance has been made to fund £1M of capital investment each financial year during the MTFP. For 2012/13 it is estimated that £0.750M of capital receipts will also be available meaning the Council will have up to £1.75M available in 2012/13 to meet capital priorities. This funding will be considered along with Government capital allocations in the New Year.

Outcome of Consultation

85. The contents of this report are subject to full consultation and the results will be reported to Cabinet on 22 February 2012.

PROJECTED GENERAL FUND RESERVE AT 31 MARCH 2012	
Medium Term Financial Plan (MTFP)	£000
MTFP Planned Opening Balance 01/04/2011	9,279
Approved net contribution from balances	(2,095)
Planned Closing Balance 31/03/12	7,184
Increase in opening balance from 2010-11 results	1,398
Projected corporate underspends/(overspends)	
Youth Offending Service Grant	321
Civic Theatre	(100)
Pathfinder Grant	21
Landfill Allowance Trading Scheme	35
Financing Costs	420
Pay Award Savings	575
Projected General Fund Reserve at 31 March 2012	9,854
Planned Balance at 31 March 2012	7,184
Improvement	2,670

DEPARTMENTAL PROJECTED YEAR-END BALANCES	
	Improvement/ (decline) compared with 2011-15 MTFP £000
Chief Executive	0
Council Wide	(206)
People	(290)
Place	17
Resources	(98)
TOTAL	(577)

SUMMARY COMPARISON WITH	2011-15 MTFP
	£000
Corporate Resources – Improvement/(Decline)	2,670
Departmental – Improvement/(Decline)	(577)
Improvement/(Decline) compared with MTFP	2,093

APPENDIX 2

RISK RESERVE

	RISK	CONSEQUENCE	SCALE	FINANCIAL LOSS £m	LIKELIHOOD %	ANNUAL RISK £M	PERIOD (YEARS)	RESERVE REQUIRED £M
ECONOMIC	Economic Downturn	Lower Council Tax base – see “Key Assumptions” – Appendix 4	£0.4M per 1% reduction	0.4	15	0.060	2	0.120
		Lower collection of Council Tax	£0.4M per 1% reduction	0.4	20	0.080	2	0.160
		Reduced Revenue Income – Leisure, Parking, Planning, Property	£0.075M per 1% - assess risk of further 5%	0.4	15	0.060	2	0.120
		Failure of significant service provider contractors	£20M pa corporately – assess risk of 10% cost increase	2.0	15	0.300	2	0.600
	Adverse Changes in Interest Rates	Higher financing costs	Net Debt £70M – 1% = £0.7M	0.7	20	0.140	1	0.140
	Break Insurance Long Term Agreement	Increase in Revenue Costs		0.5	50	0.250	2	0.500
	Energy Costs Significant Increases	Higher Annual Revenue Costs		0.4	20	0.080	2	0.160
	General Price Inflation	Higher Annual Revenue Costs	£30M – assess risk of 3%	0.9	25	0.225	2	0.450
	Reduced Government Grants – Formula Grant	Lower Annual Revenue Resources NB See “Key Assumptions” – Appendix 4	£0.4M per 1% - assess risk of further 4% reduction	1.6	30	0.480	2	0.960

	RISK	CONSEQUENCE	SCALE	FINANCIAL LOSS £m	LIKELIHOOD %	ANNUAL RISK £M	PERIOD (YEARS)	RESERVE REQUIRED £M
EMPLOYMENT	Higher Pay Settlements	Higher costs across all services	General fund exc – Schools £0.5M per 1%	0.5	20	0.100	3	0.300
	Single Status Potential Claims	One-off costs	£10M	10	20	2.000	1	2.000
	Pandemic or Similar Event	Increased employee absence requiring cover at extra cost	£0.5M per 1% of employee costs	0.5	20	0.100	1	0.100
SERVICES	New Children’s Care Packages	Higher Costs NB see “Key Assumptions” – Appendix 4	Average £0.1M per Case – 5 cases Average £0.02M per case – 10 cases	0.5	20	0.100	2	0.200
				0.2	20	0.040	2	0.080
	Social Care Increasing Demand	Higher annual Revenue Costs		0.5	20	0.100	2	0.200
	Variations in Demand for Other Services	Higher annual Revenue Costs		0.5	20	0.100	2	0.200
	Capital Overspends	Fund from Revenue (no Capital Resources available)	One-off £5M funded over 10 years	0.6	10	0.060	2	0.120
GENERAL	Planned Savings Not Achieved	Higher annual Revenue Costs	£12M – assess risk of 25% shortfall	3.0	25	0.750	2	1.500
	Corporate Manslaughter	Unlimited Fine	Assess risk of £10M fine	10.0	1	0.100	1	0.100
TOTAL GENERAL FUND RESERVE REQUIREMENT								8.010

SCHEDULE OF CHARGES 2012/13 - People

Description	Existing Charge £	New Charge £	Financial Effect £
NURSERY			
Full-time place – All Users, charges per week			
Children aged under 2	179.50	181.50	
Children aged 2-4	164.50	166.25	
Full-time place – extended users, charge per day			
Provision of mid-day meal (ie morning sessions) – this is for information. Meal charges are included within the full time nursery fees above)	1.50	1.50	
Provision of mid-day meal for staff	1.50	1.50	
Provision of mid-day dessert for staff	0.50	0.50	
Flexi Childcare (per hour)	16.90	17.10	
Total financial effect for Nursery			Minimal

LIFELONG LEARNING

Description	Existing Charge £	New Charge £	Financial Effect £
Adult and Community Learning (Incl. NVQ's) Adult per hour OAP per hour Differential rates if you are in receipt of the following applies:	2.50 2.50	2.50 2.50	
<p>Reduced Fees:</p> <p>£10.00 administration fee only if any of the following apply:</p> <ul style="list-style-type: none"> • In receipt of Job Seekers Allowance (JSA Income Based) including the partner where the claim is joint Evidence: Letter of entitlement from the Job Centre indicating date & claim • In receipt of Employment and Support Allowance in the Work Related Activity Group (WRAG) Evidence: Letter of entitlement from the Job Centre indicating date & claim • Aged 16 – 18 years of age on the 31st August 2011 (Accredited programmes only). 16 – 18 year olds do not pay the £10 administration fee • Aged 19 – 24 years of age on the 31st August 2011 and studying first full level 3 qualification without having a full level 2 • Studying first level 2 qualification identified on the Learning Aim Database • Learners studying full Level 3 (without a full Level 2) • Certain learners participating in Skills Funding Agency –funded projects where identified in project specifications 			
Room Hire – per hour Total financial effect for Lifelong Learning	15.00	15.00	Nil

COST OF REVENUE COLLECTION					
Council Tax – All Charges do not incur VAT					
Description		Existing Charge £	New Charge £	Financial Effect £	
	Issue of Summons for Liability Order	33.00	33.00		
	Issue of Liability Order	44.00	44.00		
	Issue of Summons for Committal Hearing	90.00	90.00		
	Issue of Statutory Demand	157.50	157.50		NIL
Business Rates (NNDR) – All Charges do not incur VAT					
	Issue of Summons for Liability Order	37.00	37.00		
	Issue of Liability Order	50.00	50.00		
	Issue of Summons for Committal Hearing	90.00	90.00		
	Issue of Statutory Demand	157.50	157.50		NIL

RESOURCES – SCHEDULE OF CHARGES 2012/13					
Description		Existing Charge £	New Charge £	Financial Effect £	
TOWN HALL					
Hire of Committee Rooms – all charges shown exclusive of VAT. Charges will be made plus the appropriate VAT rate.					
All rooms are to be charged by the hour, rather than by session					
	Committee Rooms per hour	22.50	24.00		Minimal
	Emergency Planning	15.42	16.92		Minimal

REGISTRATION OF BIRTHS, DEATHS, MARRIAGES AND CIVIL PARTNERSHIPS

Description	Existing Charge £	New charge £	Existing Charge £
The following fees do not incur VAT			
Marriages			
Entering a Notice of Marriage or Civil Partnership		These charges set nationally by Statute and will be charged at the advised rate for 2012/13	
For a Registrar to attend a Marriage at the Register Office			
Civil Partnership Registration			
Incumbents for every Entry Contained in Quarterly Certified			
Copies of Entries of Marriage			
Registrars fee for attending a marriage at a registered building or for the housebound or detained			
Superintendents Registrar fee for attesting a notice of marriage away from his office for housebound or detained			
Superintendents Registrar fee for attending the marriage of the housebound or detained			
Certification for Worship and Registration for Marriages			
Place of Meeting for Religious Worship		These Charges set nationally by Statute and will be charged at the advised rate for 2012/13	
Registration of Building for Solemnisation of Marriage			
Certificates issued from Local Offices			
Standard Certificate (SR)			
Standard Certificate (RBD) (at time of Registration)			
Standard Certificate (RBD) (after Registration)			
Short Certificate of Birth (SR)			
Short Certificate of Birth (RBD)			
Certificates of Civil Partnership (at time of Ceremony)			
Certificates of Civil Partnership (at later date)			
General Search fee			
Each Verification			

Description	Existing Charge £	New Charge £	Financial Effect £
Civil Funerals			
All Ceremonies – Backhouse Hall			
Monday to Thursday	100.00	100.00	
Friday	150.00	150.00	None
Saturday	200.00	200.00	
Sunday and Bank Holidays	250.00	250.00	
All Ceremonies – Approved Premises			
Application Fee (3 years)	1,700.00	1,700.00	None
Fee for Attendance Monday to Friday	300.00	300.00	
Fee for Attendance Saturday	400.00	400.00	None
Fee for Attendance Sunday	500.00	500.00	
Fee for Attendance Bank Holidays	500.00	500.00	
Certificates			
Walk in Certificates	15.00	15.00	None
REGISTER OF ELECTORS - SALE			
The following fees do not incur VAT.			
Register – Printed Form	10.00	10.00	None
Per 1,000 Names - Printed	5.00	5.00	None
Register – Data Form	20.00	20.00	None
Per 1,000 Names – Data	1.50	1.50	None
LAND CHARGES			
The following fees do not incur VAT			
Search Fees			
Standard Search (post or DX)	71.00	71.00	None
Standard Search (electronic)	69.00	69.00	None
Con 29 Required			
One Parcel of Land	59.00	59.00	None
Several Parcels of Land – 1 st Parcel	59.00	59.00	None
Each Addition	20.00	20.00	None

Description	Existing Charge £	New Charge £	Financial Effect £
Con 29 Optional			
Each Printed Enquiry	5.00	5.00	None
Own Questions	5.00	5.00	None
Official Search – LLCI	12.00	12.00	None
Official Search – NLIS (National Land Information Service) or email	10.00	10.00	None
Expedited Search	140.00	140.00	None
Personal Search	No charge	No charge	
Additional Written Enquiries received after a Search has been Completed	5.00	5.00	None
The following fees are inclusive of VAT at 20%			
Faxing Searches – A4 copy per page	10p	10p	None
Requesting Photocopy of Search – A4 copy per page	10p	10p	None
Copy Documents (each) – A4 copy per page	10p	10p	None

Financial Protection services – new charge proposed

Category	Description	Existing Charge £	New Charge £	Financial Effect £
I	Work up to and including the date upon which the court makes an order appointing a deputy for property and affairs	0	670	
II	Annual management fee where the court appoints a local authority deputy for property and affairs, payable on the anniversary of the court order: for the first year for the second and subsequent years where the net assets are below £16,000, the local authority deputy for property and affairs will take an annual management fee not exceeding 3% of the net assets on the anniversary of the court order appointing the local authority as deputy Where the court appoints a local authority deputy for health and welfare, the local authority will take an annual management fee not exceeding 2.5% of the net assets on the anniversary of the court order appointing the local authority as deputy for health and welfare up to a maximum of £500.	0	700 585	
III	Annual property management fee to include work involved in preparing property for sale, instructing agents, conveyancers, etc or the ongoing maintenance of property including management and letting of a rental property	0	270	
IV	Preparation and lodgement of an annual report or account to the Public Guardian	0	195	
V	Conveyancing Costs Where a deputy or other person authorised by the court is selling or purchasing a property on behalf of P, the following fixed rates will apply except where the sale or purchase is by trustees in which case, the costs should be agreed with the trustees: A value element of 0.15% of the consideration with a minimum sum of £350 and a maximum sum of £1,500, plus disbursements	0	See description	
				15,000

SERVICES FOR PLACE - SCHEDULE OF CHARGES 2012/13

Description	Existing Charge £	New Charge £	Financial Effect £
LIBRARIES			
Fines On Overdue Books & Spoken Word			
Adults – per day	0.15	0.15	
Maximum charge per book	5.10	5.10	
Senior Citizens – per day	0.08	0.10	
Maximum charge per book	3.10	3.10	
Children – per day	No charge	No charge	
Fines On Overdue CDs, DVDs, DAB			
Adults – per day	0.15	0.15	
Senior Citizens – per day	0.08	0.10	
Children – per day	No charge	No charge	
Reservation Fees for books and Audio Materials			
Adults	0.85	0.85	
Senior Citizens	0.45	0.45	
Children/Unemployed	No charge	0.45	
Reservation Fees for Books Obtained from Outside the Authority			
Adults (<i>single charge for all books obtained from other libraries</i>)	4.10	5.00	
Senior Citizens	4.10	5.00	
Children/Unemployed	4.10	5.00	
Repeat Fee for Renewal of Books from Outside the Authority			
Adults (<i>for all books obtained from other libraries</i>)	2.05	2.50	
Senior Citizens	2.05	2.50	
Children/Unemployed	2.05	2.50	
Replacement Tickets			
Adults	1.20	1.20	
Senior Citizens	1.20	1.20	
Children/Unemployed	0.50	0.60	

Description	Existing Charge £	New Charge £	Financial Effect £
Loan Charges for Audio Materials (1 week)			
CDs	0.90	1.00	
DVDs	1.50	1.50	
Spoken Word and Language Courses			
Cassettes & CDs (3 Week Loan)			
Adults (<i>who are not exempt</i>) each	1.35	1.50	
Children each	No charge	No charge	
Language Courses per element (<i>subscription for whole course to be paid in advance</i>)	1.35	1.35	
Local History Research			
Standard charge	2.55	5.00	
Specialist Research – per hour (<i>new service</i>)	22.50	30.00	
Photocopies			
A4 B&W	0.15	0.15	
A3 B&W	0.55	0.55	
A4 colour	0.55	Not available	
A3 colour	1.10	Not available	
Printing			
Text Printouts			
A4 B&W	0.15	0.15	
A3 B&W	0.55	0.55	
A4 colour	0.55	Not available	
A3 colour	1.10	Not available	
Image Printouts			
A4 B&W	0.80	0.80	
A3 B&W	1.60	Not available	
A4 colour	1.60	1.60	

Description	Existing Charge £	New Charge £	Financial Effect £
Reproduction of Images from Stock			
Photographic copies for Private/Study purposes	Cost + VAT + 12%	Not available	
Photographic copies for commercial use	Cost + VAT + 12% (+ £20 per photo + copy of publication)	Not available	
Digital copies for Private/Study purposes - per photo	5.10	5.50	
Digital copies for small local commercial use – per photo		5.50 + 2 copies of publications	
Digital copies for local commercial use - per photo	10.50 + copy of book	10.50 + 2 copies of book	
Digital copies for national/international commercial	110.00 (new charge)	110.00	
Copies of oral recordings	5.50	5.50	
Scan and e-mail Service			
First sheet		1.00	
Each subsequent sheet		0.50	
Hire of Locker			
	0.50	0.50	
Internet Use			
First half hour free within one day – per hour	2.00	2.00	
Computer Consumables			
CD	Current price	Current price	
CD RW	Current price	Current price	
Memory sticks	Current price	Current price	

Description	Existing Charge	New Charge	Financial Effect
	£	£	£
Lost & Damaged Items	Full current Replacement Cost (non-refundable)	Full current Replacement Cost (non-refundable)	
Fax			
Outgoing Transmission			
United Kingdom – per sheet	1.45	1.45	
Europe – per sheet	2.30	2.30	
USA/Canada – per sheet	2.80	2.80	
Rest of the World – per sheet	3.80	3.80	
Incoming Transmission – per sheet	0.45	0.45	
Fax by Satellite			
Atlantic Ocean/Indian Ocean/Pacific Ocean – per sheet	12.50	12.50	
General (<i>Any postage costs to be recovered in full</i>)			
			Minimal
PLANNING FEES			
Planning fees are set nationally *			
PLANNING – SUPPLEMENTARY ITEMS			
Items inclusive of VAT at 20%			
Weekly list - yearly	N/A	N/A	
Decision*/Approval Notice -Building Control	0.10	0.10	
Letter confirming exemption	25.00	25.00	
Letter confirming completion	25.00	25.00	
Letter confirming enforcement action will not be taken	25.00	25.00	
Site inspection to determine info.	25.00	25.00	
A4 Photocopy (ex plans) – first page	0.10	0.10	
Subsequent pages	1.10	1.10	
A3 Photocopy (ex plans) – first page	0.20	0.20	
Subsequent pages	0.20	0.20	
A2 Photocopy (ex plans) – first page	1.50	1.50	
A1 Photocopy (ex plans)	2.00	2.00	
A0 Photocopy (ex plans)	3.00	3.00	
O.S. Sheets – up to 6 copies	15.00	15.00	

Description	Existing Charge £	New Charge £	Financial Effect £
Items outside the scope of VAT			
Local plan	18.00	18.00	
Local plan – postage	4.00	4.00	
Local plan – alterations	2.00	2.00	
Invoicing	9.00	9.00	
** Excluding postage			
			Nil
LICENSING			
The following fees do not incur VAT			
General Licensing			
Pavement Café Licence	190.00	190.00	
Pavement Display Licence	155.00	155.00	
Pet Shops	120.00	120.00	
Animal Boarding	120.00	120.00	
Dog Breeding	120.00	120.00	
Riding Establishments	230.00	230.00	
Sex Shop Grant	3,700.00	3,700.00	
Sex Shop Renewal	1,200.00	1,200.00	
Sex Shop Transfer	1,200.00	1,200.00	
Sexual Entertainment Venue (SEV) Grant	3,700.00	3,700.00	
SEV Variation	3,700.00	3,700.00	
SEV Renewal	1,200.00	1,200.00	
SEV Grant / Variation / Renewal – Club Premises Certificates	750.00	750.00	
Skin Piercing (Premises) Grant	280.00	280.00	
Skin Piercing (Personal) Grant	65.00	65.00	
Skin Piercing Variation	65.00	65.00	
Motor Salvage Operators (3 years)	70.00	70.00	
Street Trading			
November / December - Full Calendar Month	975.00	975.00	
- Week	385.00	385.00	
- Day (minimum 4)	85.00	85.00	
January / October - Full Calendar Month	660.00	660.00	
- Week	270.00	270.00	
- Day (minimum 4)	60.00	60.00	
Annual Consent	7,000.00	7,000.00	
If Paying Monthly	620.00	620.00	
If Paying Weekly	170.00	170.00	
Buskers selling CD's – Half Day	25.00	25.00	

Description	Existing Charge £	New Charge £	Financial Effect £
Full Day	45.00	45.00	
Mobile Vehicles (moving or layby)	260.00	260.00	
New Vendor Permits	35.00	35.00	
Duplicate Licences	15.00	15.00	
Administration Charge per hour or part thereof	35.00	35.00	
Skip Hire Licence	15.00	15.00	
Hoarding/Scaffold Licence	50.00	50.00	
			Minimal
Adult Gaming Centres – Annual Fee	600.00	600.00	
New Application	1,300.00	1,300.00	
Variation	1,300.00	1,300.00	
Transfer	1,200.00	1,200.00	
Provisional Statement	1,300.00	1,300.00	
Licence Reinstatement	1,200.00	1,200.00	
Betting Shops - Annual Fee	550.00	550.00	
New Application	1,300.00	1,300.00	
Variation	1,300.00	1,300.00	
Transfer	1,200.00	1,200.00	
Provisional Statement	1,300.00	1,300.00	
Licence Reinstatement	1,300.00	1,300.00	
Bingo Halls - Annual Fee	600.00	600.00	
New Application	1,300.00	1,300.00	
Variation	1,300.00	1,300.00	
Transfer	1,200.00	1,200.00	
Provisional Statement	1,300.00	1,300.00	
Licence Reinstatement	1,200.00	1,200.00	
Family Entertainment Centres (FEC) - Annual Fee	550.00	550.00	
New Application	1,300.00	1,300.00	
Variation	1,300.00	1,300.00	
Transfer	950.00	950.00	
Provisional Statement	1,300.00	1,300.00	
Licence Reinstatement	950.00	950.00	
Betting (tracks) – Annual Fee	550.00	550.00	
New Application	1,300.00	1,300.00	
Variation	1,300.00	1,300.00	
Transfer	950.00	950.00	
Provisional Statement	1,300.00	1,300.00	
Licence Reinstatement	950.00	950.00	

Description	Existing Charge £	New Charge £	Financial Effect £
<i>Permit Type – The following fees are set by statute and will be revised as changed nationally</i>			
FEC gaming machine – Application fee	300.00	300.00	
FEC gaming machine – Renewal fee	300.00	300.00	
FEC gaming machine – Change of name	25.00	25.00	
FEC gaming machine – Copy permit	15.00	15.00	
Prize gaming – Application fee	300.00	300.00	
Prize gaming – Renewal fee	300.00	300.00	
Prize gaming – Change of name	25.00	25.00	
Prize gaming – Copy permit	15.00	15.00	
Application Fee	100.00	100.00	
Variation Fee	100.00	100.00	
Transfer Fee	25.00	25.00	
Annual Fee	50.00	50.00	
Change of name	25.00	25.00	
Copy Permit	15.00	15.00	
Notice of intent to 2 or less gaming machines available	50.00	50.00	
Club Premises cert (S 72f Licencing Act 2003) application fee	100.00	100.00	
Club Premises cert (S 72f Licencing Act 2003) renewal fee	100.00	100.00	
Other applicants - application fee	200.00	200.00	
Other applicants - renewal fee	200.00	200.00	
Variation fee	100.00	100.00	
Annual fee	50.00	50.00	
Copy permit	15.00	15.00	
Initial fee	40.00	40.00	
Annual fee	20.00	20.00	
Temporary use notice	500.00	500.00	
Copy/replacement/endorsed copy of notice	25.00	25.00	
< 2,500 litres	41.00	41.00	
2,500 – 50,000 litres	57.00	57.00	
> 50,000 litres	118.00	118.00	
Transfer / variation	8.00	8.00	
Band A (RV £0 - £4,300) - Initial fee	100.00	100.00	
- Annual fee	70.00	70.00	
Band B (RV £4,301 - £33,000) - Initial fee	190.00	190.00	
- Annual fee	180.00	180.00	
Band C (RV £33,001 - £87,000) - Initial fee	315.00	315.00	
- Annual fee	295.00	295.00	
Band D (RV £87,001 - £125,000) - Initial fee	450.00	450.00	
- Annual fee	320.00	320.00	

Description	Existing Charge £	New Charge £	Financial Effect £
Band E (RV > £125,001) - Initial fee	635.00	635.00	
- Annual fee	350.00	350.00	
Band D Premises - Initial fee	900.00	900.00	
- Annual fee	640.00	640.00	
Band E Premises - Initial fee	1,905.00	1,905.00	
- Annual fee	1,050.00	1,050.00	
5,000 to 9,999 - Initial fee	1,000.00	1,000.00	
- Annual fee	500.00	500.00	
10,000 to 14,999 - Initial fee	2,000.00	2,000.00	
- Annual fee	1,000.00	1,000.00	
15,000 to 19,999 - Initial fee	4,000.00	4,000.00	
- Annual fee	2,000.00	2,000.00	
20,000 to 29,999 - Initial fee	8,000.00	8,000.00	
- Annual fee	4,000.00	4,000.00	
30,000 to 39,999 - Initial fee	16,000.00	16,000.00	
- Annual fee	8,000.00	8,000.00	
40,000 to 49,999 - Initial fee	24,000.00	24,000.00	
- Annual fee	12,000.00	12,000.00	
50,000 to 59,999 - Initial fee	32,000.00	32,000.00	
- Annual fee	16,000.00	16,000.00	
60,000 to 69,999 - Initial fee	40,000.00	40,000.00	
- Annual fee	20,000.00	20,000.00	
70,000 to 79,999 - Initial fee	48,000.00	48,000.00	
- Annual fee	24,000.00	24,000.00	
80,000 to 89,999 - Initial fee	56,000.00	56,000.00	
- Annual fee	28,000.00	28,000.00	
> 90,000 - Initial fee	64,000.00	64,000.00	
- Annual fee	32,000.00	32,000.00	
Personal Licence (10 years)	37.00	37.00	
Provisional Statement	315.00	315.00	
TEN	21.00	21.00	
Theft / Loss of Licence / Notice	10.50	10.50	
Variation of DPS	23.00	23.00	
Transfer of Premises Licence	23.00	23.00	
Interim Authority	10.50	10.50	
Change of Name / Address	10.50	10.50	
Freeholder / Leaseholder Register of Interest	21.00	21.00	
Administration Charge (per hour or part thereof)	35.00	35.00	
			Nil

Description	Existing Charge £	New Charge £	Financial Effect £
HACKNEY CARRIAGES			
The following fees do not incur VAT			
Taxi Licencing			
Driver Licence (single)	70.00	70.00	
Driver Licence (combined)	110.00	110.00	
Hackney Carriage Vehicle Licence (excluding plate fee)	410.00	410.00	
Private Hire Vehicle Licence (excluding plate fee)	375.00	375.00	
Operator Levy	35.00	35.00	
Private Hire Operator Licence (operating levy in addition to vehicle licence fee)	300.00	300.00	
<i>Additional Charges</i>			
Knowledge / Regs test (re-sits only)	30.00	30.00	
Taxi Meter test	20.00	20.00	
Plate (rear)	15.00	15.00	
Plate (front)	10.00	10.00	
Door Discs (each)	5.00	5.00	
Tariff Card	2.00	2.00	
Duplicate Driver Badge	10.00	10.00	
Administration Charge (per hour or part – all applicants)	35.00	35.00	
			Nil

Description	Existing Charge £	New Charge £	Financial Effect £
ENVIRONMENTAL HEALTH			
Pest Treatment Charges – All charges shown exclusive of VAT. Charges will be made plus the appropriate VAT rate			
Insects – per Treatment	58.50	58.50	
Rodents in Industrial Premises – per Treatment	68.00	68.00	
Rodents in Private Premises	No charge	No charge	
Prosecution Costs			
Hourly Rate for Preparation of Case Reports	37.50	37.50	
			Nil
TRADING STANDARDS			
Measures			
Linear measures not exceeding 3m or 10ft each scale	13.00	13.50	
Not exceeding 15kg or 34lb	36.00	38.00	
Exceeding 15kg (34lb) but not exceeding 100kg (224lb)	55.00	58.00	
Exceeding 100kg (224lb) but not exceeding 250kg (650lb)	76.50	80.00	
Exceeding 250kg (650lb) but not exceeding 1 tonne (2,240lb)	132.00	139.00	
Exceeding 1 tonne (2,240lb) but not exceeding 10 tonnes (22,400lb)	212.50	223.00	
Exceeding 10 tonnes (22,400lb) but not exceeding 30 tonnes (67,200lb)	445.50	468.00	
Exceeding 30 tonnes (67,200lb) but not exceeding 60 tonnes (134,400lb)	663.00	696.00	
Measuring Instruments for Intoxicating Liquor			
Not exceeding 5fl oz or 150ml	21.00	22.00	
Other	24.00	25.00	

Description	Existing Charge £	New Charge £	Financial Effect £
Measuring Instruments for Liquid Fuels and Lubricants			
Container Type (un-subdivided)			
Multi-grade (with price computing device):	91.50	96.00	
Single Outlets	126.00	132.00	
Solely Price Adjustment	230.00	241.50	
Otherwise			
Other Types – Single Outlets			
Solely Price Adjustment	101.00	106.00	
Otherwise	137.00	144.00	
Other Types – Multi Outlets:			
1 Meter Tested	146.50	154.00	
2 Meters Tested	241.00	253.00	
3 Meters Tested	329.00	345.50	
4 Meters Tested	419.00	440.00	
5 Meters Tested	507.00	532.50	
6 Meters Tested	595.50	625.00	
7 Meters Tested	672.50	706.00	
8 Meters Tested	777.50	816.50	
Charge to cover any additional costs involved in testing ancillary equipment which requires additional testing on site, such as credit card acceptors will be based on the basic fee plus additional cost per person per hour on site (minimum charge 1/2 hour)	101.00	106.00	
Special Weighing and Measuring Equipment			
For all specialist work undertaken by the department which is not included above a charge per man per hour on site (minimum charge 1/2 hour) plus cost of provision of testing equipment	101.00	106.00	
Licencing – VAT not applicable			
Poisons Act			
Initial Registration	39.50	41.50	
Re-registration	21.00	22.00	
Change in Details of Registration	11.50	12.00	

Description	Existing Charge £	New Charge £	Financial Effect £
Explosive Act (Statutory Fee)			
Registration of Premises	31.50	**See Note	
Licencing of Explosive Stores	63.00	**See Note	
Sale of Fireworks – Licencing	525.00	**See Note	
Prosecution Costs			
Hourly rate for Preparation of Case Reports	37.50	39.50	
** these are statutory rates that are set centrally in April			
<u>Discounts</u>			
Fees from Measures to Certification Calibration will be discounted as follows :-			
a) Where more than a single item is submitted on one occasion the second and subsequent fees will be reduced by 25%			
b) Where tests are undertaken using appropriately certified weights and equipment not supplied by the Borough Council the fees will be reduced by 25%			
c) Special rates can be negotiated for multiple submissions or where assistance with equipment or labour is provided			
NB – Where different fees are involved the highest fee will be charged in full and any discounts calculated from the remaining lesser fees			
			Minimal

Description	Existing Charge £	New Charge £	Financial Effect £
PARKING – all charges inclusive of VAT at 20%			
Chesnut Street Lorry Park			
Per day	2.00	2.00	
Per week	7.50	7.50	
Overnight	4.00	4.00	
Car Parks – Premium Rate			
Abbotts Yard up to one hr	1.00	1.00	
Abbotts Yard each additional hour	1.50	1.50	
Car Parks (Short Stay) – Per Hour			
Archer Street (Saturdays and Sundays only)	1.00	1.00	
Barnard Street / Winston Street	1.00	1.00	
Beaumont Street	1.00	1.00	
Commercial Street	1.00	1.00	
Garden Street (Saturdays and Sundays only)	1.00	1.00	
Kendrew Street East (Saturdays and Sundays only)	1.00	1.00	
Town Hall	1.00	1.00	
Covered Market (30 minutes only)	1.00	1.00	
Car Parks – Long Stay			
Park Place East / West			
Per hour	1.00	1.00	
Per day	4.00	4.00	
Per week	15.00	15.00	
Hird Street			
Per hour	1.00	1.00	
Per day	4.00	4.00	
Per week	15.00	15.00	
St Hildas			
Per hour	1.00	1.00	
Per day	4.00	4.00	
Per week	15.00	15.00	
Archer Street (Monday to Friday)			
Per day	4.00	4.00	
Per week	15.00	15.00	
Central House (Saturday and Bank Holidays)			
Per day	4.00	4.00	
Garden Street (Monday to Friday)			
Per day	4.00	4.00	
Per week	15.00	15.00	

Description	Existing Charge £	New Charge £	Financial Effect £
Kendrew Street East (Monday to Friday)			
Per day	4.00	4.00	
Per week	15.00	15.00	
Kendrew Street West			
Per day	4.00	4.00	
Per week	15.00	15.00	
Chesnut Street			
Per day	2.00	2.00	
Per week	7.50	7.50	
Car Parking – On Street			
Per half hour	0.50	0.50	
Car Parks – Daily Charge			
Park Lane	7.00	7.00	
Car Parks – Contract Car Parking			
Per Calendar Month	60.00	60.00	
Car Parks – Staff and Members Passes (per year)			
Central House	173.00	173.00	
Houndgate	173.00	173.00	
Town Hall	173.00	173.00	
			Nil
BUILDING CONTROL			
Items inclusive of VAT at 20%			
Letter confirming exemption	3.00	3.00	
Letter confirming enforcement action will not be taken	3.00	3.00	
Decision/Approval Notice (Building Control)			
Letter confirming completion	3.00	3.00	
Site inspection to determine information	14.50	14.50	
Responding to request for historical information from electronic databases (email response)	4.20	4.20	
Responding to request for historical information from electronic databases (letter response)	5.20	5.20	
Responding to request for historical information from manually recorded data (email response)	12.50	12.50	
Responding to request for historical information from manually recorded data (letter response)	13.50	13.50	
Expediting search for historical information	10.00	10.00	
Description	Existing	New	Financial

	Charge £	Charge £	Effect £
Copy Documents - Monochrome			
A4 Photocopy (excluding plans) – first page	1.00	1.00	
subsequent pages	0.10	0.10	
A3 Photocopy (excluding plans) – first page	1.20	1.20	
subsequent pages	0.20	0.20	
A2 Photocopy (excluding plans) – first page	1.50	1.50	
A1 Photocopy (excluding plans)	2.00	2.00	
A0 Photocopy (excluding plans)	2.50	2.50	
Copy Documents - Colour			
A4 Photocopy (excluding plans) – first page	2.00	2.00	
subsequent pages	1.00	1.00	
A3 Photocopy (excluding plans) – first page	3.00	3.00	
subsequent pages	2.00	2.00	
A2 Photocopy (excluding plans) – first page	6.00	6.00	
A1 Photocopy (excluding plans)	10.00	10.00	
A0 Photocopy (excluding plans)	12.00	12.00	
The Building (Local Authority Charges) Regulations 2010			
Plus VAT at 20%			
Officer hourly rate (new charge for 2012/13)	N/A	52.00	
			Minimal
DOLPHIN CENTRE			
Swimming			
Adult Swim	3.25	3.40	
Concession	2.45	2.55	
Junior Swim	2.30	2.40	
Concession	1.75	1.80	
Family Swim (up to 4 children accompanying 1 adult)	1.75	1.80	
Under 5 years		1.00	
Under 12 months		Free of charge	

Description	Existing Charge £	New Charge £	Financial Effect £
Fitness Areas			
Pulse Suite	3.95	3.95	
Concession	3.00	3.00	
Junior Pulse Suite	3.15	3.15	
Concession	2.35	2.35	
Health & Fitness Classes			
Health & Fitness Classes	3.55	3.75	
Concession	2.65	2.80	
Multi Activity Sessions			
Badminton Daytime Session	3.45	3.55	
Concession	2.60	2.65	
Half Main Hall			
Adult	42.00	42.00	
Junior (1 hour courts only)	28.50	28.50	
Weekday lunchtime	35.10	35.10	
Badminton/ Short - Tennis Court			
Adult	7.15	7.35	
Concession	5.35	5.50	
Junior (1 hour courts only)	3.65	3.75	
Concession (1 hour courts only)	2.75	2.80	

Description	Existing Charge £	New Charge £	Financial Effect £
Squash Courts			
Adult	6.40	6.60	
Concession	4.80	4.95	
Junior (up to 5.00pm on weekdays only)	3.45	3.55	
Concession (up to 5.00pm on weekdays only)	2.60	2.65	
Equipment Hire			
Footballs	Free	Free	
Footballs - Deposit	5.00	5.00	
Badminton	2.00	2.00	
Badminton - Deposit	5.00	5.00	
Squash Racquets	2.00	2.00	
Squash Racquets - Deposit	5.00	5.00	
Table Tennis Bats	1.40	1.40	
Table Tennis Bats - Deposit	5.00	5.00	
Pram Lock	Free	Free	
Pram Lock – Deposit	5.00	5.00	

Description	Existing Charge £	New Charge £	Financial Effect £
Children's Activities			
Crèche	2.30	2.60	
Soft play admissions Monday to Friday	3.20	3.45	
Soft play admissions Weekends	3.45	3.45	
Sensory Room Monday to Friday	3.20	3.45	
Sensory Room Weekends	3.45	3.45	
Parent/toddler (Soft play)	3.20	3.45	
Other Activities			
Climbing Wall	4.15	4.25	
Concession	3.10	3.20	
Junior Climbing Wall	3.35	3.45	
Concession	2.50	2.60	
Showers	1.30	1.50	
Fit 4 Life Packages			
Platinum Package	33.20	33.20	
Swimming Pools			
Main Pool - per hour	74.50	76.75	
Diving Pool - per hour	42.20	43.50	
Teaching Pool - per hour	42.20	43.50	
Gala - per hour			
Swimming Galas - whole complex			
Normal opening hours - per hour	241.40	248.65	
Outside normal opening hours - per hour	126.60	130.50	

Description	Existing Charge £	New Charge £	Financial Effect £
Swimming Galas - Schools, Junior Clubs and Organisations			
Main Pool - Peak	172.30	177.50	
Main Pool - Off Peak	117.00	120.50	
Main Pool and Teaching Pool - Peak	140.40	144.60	
Main Pool and Teaching Pool - Off Peak	148.90	153.40	
Electronic Timing	66.00	68.00	
Dry Sports Hall			
Main Sports Hall - per hour	82.40	84.90	
Special Events - per hour Weekends	260.60	268.40	
Preparation - per hour Weekends	140.40	144.60	
Special Events - Schools - per hour off peak	38.30	39.50	
Meeting Room	18.50	20.00	
Seminar Room/Stephenson Suite	27.00	28.50	
Central Hall			
All Events (except commercial, exhibitions and local societies)	85.20	88.00	
Exhibitions - commercial - per hour	111.60	115.00	
Local Societies event - per hour	58.55	60.00	
			31,915

Description	Existing Charge £	New Charge £	Financial Effect £
PARKS			
Bowls Season Ticket	36.00	37.00	
Concession	27.00	28.00	
Football - Hire of Hundens Park Pitch			
Seniors' Match	34.75	35.80	
Juniors Match	19.40	20.00	
			Minimal
EASTBOURNE SPORTS COMPLEX			
Adult Track	3.25	3.25	
Concession	2.45	2.45	
Junior Track	1.95	1.95	
Concession	1.50	1.50	
Adult Artificial Pitch 1/3 (45 mins)	39.70	39.70	
Junior Artificial Pitch 1/3 (45 mins)	23.60	23.60	
Adult Full Artificial Pitch	70.80	70.80	
Junior Full Artificial Pitch	39.70	39.70	
Pulse 3	3.95	3.95	
Concession	3.00	3.00	
Junior Pulse Suite	3.15	3.15	
Concession	2.35	2.35	
Function Room/Community Pavilion - per hour	18.50	18.50	
			Nil

Description	Existing Charge £	New Charge £	Financial Effect £
STRESSHOLME GOLF CENTRE			
Green Fees			
Monday - Friday	16.50	16.50	
Concession	12.40	12.40	
Junior (up to 18 years)	12.40	12.40	
Concession	9.30	9.30	
Twilight	9.10	9.10	
Twilight Junior	9.10	9.10	
Weekends & Bank Holidays			
Adult	18.50	18.50	
Concession	13.90	13.90	
Junior	13.90	13.90	
Twilight	10.00	10.00	
Twilight Junior	10.00	10.00	
Day Tickets			
Monday - Friday	26.00	26.00	
Concession	19.50	19.50	
Junior	19.50	19.50	
Weekends and Bank Holidays	32.00	32.00	
Concession	24.00	24.00	
Junior	24.00	24.00	

Description	Existing Charge £	New Charge £	Financial Effect £
Driving Range			
Large Basket (75 balls)	4.00	4.00	
Medium Basket (50 balls)	3.30	3.30	
Small Basket (25 balls)	1.90	1.90	
Annual Season Tickets			
7 Days	440.00	445.80	
7 Days Youths (18-21 years)	190.00	202.00	
7 Days Juniors (under 18 years)	105.00	117.00	
5 Days (Monday- Friday)	310.00	315.60	
Couples	810.00	822.00	
Social subject to approval by Durham	30.60	32.60	
Stressholme Board Room – per hour	13.50	13.90	
			Minimal
A £5.00 administration fee will be charged in addition to the Green Fees for non-payment.			
MARKETS			
Covered Market			
Butchers stalls (Five year	Five year	
Fruiterers and perishable food (stalls	Lease	Lease	
Other Stalls (In	In	
Cellars (operation	operation	
Shops	Three -	Three -	
	Five year	Five year	
	leases	leases	
Trade Refuse Removal (per week including VAT)	14.00	15.00	

Description	Existing Charge £	New Charge £	Financial Effect £
Cattle Market			
Tolls			
Cattle	13.30	13.30	
Sheep, pigs, calves	4.35	4.35	
Levies			
Cattle	10.64	10.64	
Sheep, pigs, calves	3.48	3.48	
Rent	4,000.00	4,000.00	
Other Markets			
Per 3m x 4.5m Gazebo January - March (13 weeks)	30.00	21.00	
Per 3m x 4.5m Gazebo April - December (39 weeks)		33.00	
Per 3m x 3m Gazebo January - March (13 weeks)	20.00	14.00	
Per 3m x 3m Gazebo April - December (39 weeks)		22.00	
Horsemarket– Per 3m x 4.5m Gazebo January - March (13 weeks)	25.00	17.50	
Horsemarket– Per 3m x 4.5m Gazebo April - December (39 weeks)		27.50	
All the above to include lighting when supplied			
Car Boot Licence (for more than 30 stalls) Per stall	5.00	5.00	
Council operated Car Boot Sale - vehicle entrance fee	10.00	10.00	
Council operated Car Boot Sale - pedestrian entrance fee (10 years & over)	1.00	1.00	
Charitable per day (or part day) (charge per market) - subject to a maximum of 30 stalls -	50.00	55.00	
Non Charitable			
1 - 10 stalls (minimum charge)	80.00	90.00	

Description	Existing Charge £	New Charge £	Financial Effect £
11 - 30 stalls (per stall) - subject to a maximum of 30 stalls	8.00	9.00	
Large scale market events ie Summer Spectacular.			
Subject to negotiation with the Operator(s)			
Craft Market – Per 3m x 3m Gazebo	25.00	25.00	
Farmers Market – Per 3m x 3m Gazebo	25.00	25.00	
Food Fayre – per 3m x 3m Gazebo	25.00	25.00	
NB Craft, Food and Farmers Market charges include lighting when supplied + tables			
			Minimal
HEAD OF STEAM			
Entrance Fees			
Adults	5.10	5.10	
Concessions	3.85	3.85	
Children (6-16 years old)	3.10	3.10	
Children (under 6)	No charge	No charge	
Single Membership per annum	10.25	10.25	
Family Day Pass (2 adults, 2 children)	10.25	10.25	
Family Membership per annum (2 adults, 4 children)	15.35	15.35	
Organised School Visits	No charge	No charge	
Lectures per person	2.55	2.55	
Live Darlington			
Live Darlington - 25% discounts for eligible persons (discount also applies to members of the Friends of Darlington Railway Museum and the Darlington Railway Preservation Society, and FREE admission to their committee members)			

Description	Existing Charge £	New Charge £	Financial Effect £
Family History Research			
Family/Railway History Research (for personal use only) via letter, email or phone	20.00 (first hour) 20.00 per additional hour. Personal Visits to the Ken Hoole Study Centre are at no charge	20.00 (first hour) 20.00 per additional hour. Personal Visits to the Ken Hoole Study Centre are at no charge	
Family/Railway History Research Agents	30.00 (first hour) 30.00 per additional hour	30.00 (first hour) 30.00 per additional hour	
Historical Research			
Current Affairs and Documentaries - per hour	60.00	60.00	
TV Dramas and Films - per hour	122.55	122.55	
Photocopying			
A4	0.20	0.20	
A3	0.45	0.45	
Personal photographic reproduction			
Photographic reproduction: max size A4 - per hard copy image (excl. postage)	4.60	4.60	
- digital copy (exc. postage)	6.65	6.65	
Plan Copies - per metre	6.15	6.15	

Description	Existing Charge £	New Charge £	Financial Effect £
Commercial photographic reproduction			
Regional newspapers	Free	Free	
National newspapers - per image	35.75	35.75	
Specialist Journals, Newsletters and Magazines - per image	15.35	15.35	
National, Journals, Newsletters and Magazines - per image	25.55	25.55	
Television and Film Productions - per image	51.10	51.10	
Photographic reproduction in Books			
Less than 6,000 runs - per image	20.45	20.45	
Less than 6,000 runs (cover image) - per image	25.55	25.55	
Over 6,000 runs - per image	40.85	40.85	
Over 6,000 runs (cover image) - per image	61.30	61.30	
Discount for 10 images or more	0.10	0.10	
Filming Fees			
Student Productions (interiors/exterior)	Free but donation welcome	Free but donation welcome	
Small Productions (interiors/exterior) e.g. TV shows and Documentaries - per day (including setting up and de-rigging days)	306.40	306.40	
Large Productions (interiors/exterior) e.g. Films - per day (including setting up and de-rigging days)	510.65	510.65	
Conference Facilities (use of room and access to facilities but excludes Catering)			
During Opening Hours – per hour	25.00	25.00	
Outside Opening Hours – per hour	32.50	32.50	

Description	Existing Charge £	New Charge £	Financial Effect £
Use by Museum Friends, DRPS, NELPG, NERA, A1 Trust, DMRC and GLAD – During Opening Hours (with an understanding that paying users have priority booking)	No charge	No charge	
Use by Museum Friends – Outside Opening Hours (providing nominated persons are responsible for securing premises when vacated)	No charge	No charge	
Use of Museum Field			
Caravan Users - per Caravan per night	7.70	7.70	
Educational Use	No charge	No charge	
Corporate Events	Negotiated on an individual basis	Negotiated on an individual basis	
Paranormal Investigation Groups			
Non commercial organisations	200.00	200.00	
Commercial organisations	510.65	510.65	
			Nil
REFUSE COLLECTION AND DISPOSAL			
Refuse sacks (per 25) (Exclusive of VAT)	79.15	81.55	
Garden waste sacks (Non Vatable)	7.52	-	
			Minimal

Description	Existing Charge £	New Charge £	Financial Effect £
CEMETERIES			
Burial fees without exclusive right of burial (these fees will be tripled where the deceased is a non resident of Darlington at time of death)			
Individual foetal remains	No Charge	No Charge)
Stillborn or child not exceeding 12 months	No Charge	No Charge)
Person over 12 mths up to 18 years	181.00	186.00)
Person over 18 years	552.00	569.00)
Burial fees with exclusive right of burial (these fees will be doubled where the deceased is a non resident of Darlington at time of death)			
Individual foetal remains	No Charge	No Charge)
Child not exceeding 12 months	No Charge	No Charge)
Person over 12 mths up to 18 years	181.00	186.00)
Person over 18 years	552.00	569.00)
Cremated remains	110.00	113.00)
Exclusive rights of burial (these fees will be doubled if the purchaser is a non resident of Darlington if not purchased at time of first interment).			
Exclusive burial rights (50 years)	562.00	579.00)
Exclusive burial rights for a bricked grave	1,124.00	1,158.00)

Description	Existing Charge £	New Charge £	Financial Effect £
Other charges			
Scattering of cremated remains)
	41.00	42.00)
Indemnity form (to produce duplicate grant)
	41.00	42.00)
Use of Cemetery Chapel)
	72.00	74.00)
After post mortem remains)
	103.00	106.00)
Evergreens (including grass mats))
	62.00	64.00)
Exhumation of a body (excl. re-interment))
	927.00	955.00)
Exhumation of cremated remains (excl. re-interment))
	196.00	202.00)
Grave Maintenance (inclusive of 20% VAT))
Initial payment)
	42.00	43.00)
Annual Maintenance)
	32.00	33.00)
Memorials (fees will be doubled where the deceased to whom the memorial/inscription refers was non resident of Darlington at time of death))
Memorial rights including first inscription (30 years))
	175.00	180.00)
Provision of kerbs – traditional sites only))
	82.00	84.00)
Vases not exceeding 300mm)
	67.00	69.00)
Additional inscription)
	67.00	69.00)
Total financial effect for Cemeteries			5,146

Description	Existing Charge £	New Charge £	Financial Effect £
CREMATORIUM			
Crematorium fees (inclusive of certificate of cremation, medical referee fees, use of organ and scattering of remains in Gardens of Remembrance at an unreserved time)			
Individual foetal remains	No charge	No charge)
Hospital arrangement – foetal remains	93.00	96.00)
Stillborn or child not exceeding 12 months	No charge	No charge)
Person over 12 mths up to 18 years	181.00	186.00)
Person over 18 years	552.00	569.00)
After post mortem remains	110.00	113.00)
Other charges			
Environmental Surcharge – New Charge	50.00	50.00)
Postal Carton	12.00	12.00)
Metal Urn	31.00	32.00)
Wooden Casket	41.00	42.00)
Baby Urn	10.00	10.00)
Crematorium Chapel	72.00	74.00)
Scattering of remains at reserved time	41.00	42.00)
Medical Referee Fee	19.00	20.00)

Description	Existing Charge £	New Charge £	Financial Effect £
Book of Remembrance (inclusive of 20% VAT)			
Single Entry (2 lines)	58.00	60.00)
Double Entry (3 or 4 lines)	105.00	108.00)
Additional lines	21.00	22.00)
Crest or floral emblem	105.00	108.00)
Memorial Cards (inclusive of 20% VAT)			
Single entry card (2 lines)	16.00	17.00)
Double entry card (3 or 4 lines)	23.00	24.00)
Additional lines	5.00	5.00)
Crest of floral emblem	37.00	38.00)
Personal photographs – set up	21.00	22.00)
Additional photographs – after set up	11.00	11.00)
Memorial Books (inclusive of 20% VAT)			
Single entry book (2 lines)	42.00	43.00)
Double entry card (3 or 4 lines)	49.00	51.00)
Additional lines	5.00	5.00)
Crest of floral emblem	37.00	38.00)
Personal photographs – set up	21.00	22.00)
Additional photographs – after set up	11.00	11.00)

Description	Existing Charge £	New Charge £	Financial Effect £
Triptych (inclusive of 20% VAT)			
Single entry card (2 lines)	26.00	27.00)
Double entry card (3 or 4 lines)	34.00	35.00)
Additional lines	5.00	5.00)
Crest of floral emblem	37.00	38.00)
Personal photographs – set up	21.00	22.00)
Additional photographs – after set up	11.00	11.00)
Other Memorial Schemes			
Replacement kerb vase plaque	215.00	221.00)
Replacement flower holder	5.00	5.00)
Wall plaques from £190	215.00	221.00)
Planter plaques from £285	320.00	330.00)
Lease of space for memorial plaques (per annum)	21.00	22.00)
Total financial effect for Crematorium			31,179
ALLOTMENTS			
Rent per year	47.16	47.65)
Rent per year for Leisuresavers	23.58	23.85)
			Minimal
SOUTH PARK RESOURCE CENTRE			
Educational Events (£/child for a full day)	4.00	4.00	
Educational Events (£/child for half day)	2.50	2.50	
			Nil

**KEY ASSUMPTIONS USED IN PROJECTED
RESOURCES, EXPENDITURE AND INCOME 2012-16**

Factor	Assumption
Resources	
Council Tax base	0.5% growth in Council Tax base each year from 2013/14.
Council Tax	3.5% increase in each year
Council Tax collection	99% collected
Government Grants	Government grants for 2012-13 & 2013-14 as indicated in 2 year settlement, confirmed December 2011
	Reduction in Formula Grant of 6.9% in 2012-13, 1.3% in 2013-14 & 6.3% in 2014-15 as indicated in CSR October 2010
	Dedicated Schools Grant (DSG) 0% increase in 2013-14, 2014-15 & 2015-16, increased by previous specific grants now included in DSG as per Settlement December 2010
Expenditure	
Pay inflation	2012-13, 2013-14 & 2014-15 0.0%; 2015-16 2.0%.
Price inflation	Only contractual inflation on running costs
Local Government Pension Scheme	Employers contributions 18.5% of pensionable pay – the current rate
National Insurance	1% increase from April 2011 (Pre Budget Report 9th December 2009)
Financing Costs	
Interest rates payable	Average rate on existing debt 2012-13, 3.41%; 2013-14, 3.97%; 2014-15, 4.44% & 2015-16, 4.44%.
Interest rates payable	2012-13 4.3%, 2013-14, 4.65%, 2014-15 5.05% & 2015-16, 5.05%.
Interest rates receivable	2012-13, 0.07%, 2013-14, 1.0%, 2014-15, 1.6% & 2015-16, 3.3%.
New Borrowing	£1M per capital expenditure financed by prudential borrowing for 2012-13, 2013-14, 2014-15 & 2015-16.
Income	
Inflationary increases	Various based on individual service considerations
Capital Receipts	No future receipts to be committed to financing capital expenditure

PRESSURES AND CONTINGENCIES

The following pressures have been identified through the management of services and budgets in 2011/12 and in the preparation of detailed budgets in 2011/15.

Pressures included in the draft budget	2012-13 £000	2013-14 £000	2014-15 £000	2015-16 £000
Service Demand				
Looked After children	1,409	1,409	1,409	1,409
Contract funerals	15	15	15	15
Bed and breakfast usage and change to weekly capping limits	30	30	30	30
Children's transport costs	50	50	50	50
Children's - residence and guardianship payments	168	168	168	168
Reduction in income				
East row toilets	25	25	25	25
Trade Waste	67	67	67	67
Building control	194	194	194	194
Building cleaning	15	15	15	15
HR school income	67	67	67	67
Advertising income - Town Crier – due to legislative change	120	120	120	120
Land charges	20	20	20	20
Crematorium	42	42	42	42
Coleridge centre rent	31	32	33	33
Housing benefits administration grant reduction	0	86	86	86
Print and design income loss	120	120	120	120
Contract Inflation				
Energy and fuel inflation	304	368	435	507
Concessionary fares	16	131	303	486
Car Park NNDR	18	18	18	18
Foster carer rate increases	92	106	106	106
Supported buses	0	6	25	45
Efficiencies not achieved or shortfall on efficiencies				
LEA savings	527	527	527	527
Northumbrian Water Authority Commission	17	17	17	17
LGA Subscriptions	34	34	34	34
Terms and Conditions	85	85	85	85
Other	75	75	75	75

Other				
Capital projects team core funding	50	50	50	50
Accident repairs unrecoverable	22	22	22	22
Business Improvement District Levies	24	24	24	24
Independent Reviewing Officer (Safeguarding)	26	27	28	28
Broadband connection at the Studios	9	9	9	9
Total	3,672	3,959	4,219	4,494

Contingencies included in the MTFP	2012-13 £000	2013-14 £000	2014-15 £000	2015-16 £000
Adults Learning disability - transitions *	418	971	1,193	1,330
Planning fees	100	100	100	100
Indoor market - long term vacancies *	18	18	18	18
Employers pension cost increase *	400	400	400	400
ICT Architecture	400	400	400	400
Total	1,336	1,889	2,111	2,248

NB contingencies marked with an asterisk were highlighted in the 2011/12 MTFP